

SPORTS HANDBOOK 2024



Mahurangi
COLLEGE



CHALLENGING. EXCELLING. BELONGING



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OUR SPORTS PHILOSOPHY

Sport provides many benefits for individuals, communities, and the nation. Play hard, but fair. Strive to uphold the values of sport, whether we're Olympic champions or weekend warriors. (Sport NZ).

OUR VALUES

The College is committed to encouraging participation and excellence in sport, working in partnerships to ensure the sporting experience is accessible, inclusive, affordable, and rewarding. Sport is valued as a vehicle for enhancing the well-being and self-esteem of all students. We expect at all times fair play, sportsmanship, and ethical conduct among coaches and student-athletes.

CORE VALUES

P

PURSUING EXCELLENCE

WHĀIA TE ITI KAHURANGI

- Know what you want & pursue it with purpose, passion & dedication
- Make everyone around you better

R

RESPECT

MANAAKITANGA

- Self, coach, players, officials, equipment
- Team work
- Building friendships
- Trustworthy

I

INNOVATIVE & CURIOUS

AKO

- PD sessions
- Mentoring
- High level critical thinking
- SMART goals

D

DETERMINED & RESILIENT

MANAWAROA

- Push boundaries
- Forge links with community clubs
- Attend courses
- Confidence
- Personal performance
- Are mentally tough and focused

E

EMPATHETIC & KIND

ATAWHAI

- Create a fun, fair, safe social & physical environment
- Recognise different cultures & perspectives
- Promote equality
- Believe in yourselves and your team mates

Y1

STRATEGIC PRIORITIES



OUR SPORTS VISION

- Providing opportunities for students to be involved in a broad range of sport and physical activities
- Establishing and maintaining facilities that are inclusive and suitable for developing a diverse range of sporting skills
- Encouraging students to strive toward BtB (Better than Before)
- Providing sporting pathways from our contributing schools and to our community clubs and organisations
- Approaching sport from the philosophy that 'better people make better athletes'
- Actively promote the principles and philosophy of the 'Fair Play Charter'
- Regularly reviewing our provision of sport, and setting clear goals and targets



DIRECTOR OF SPORT

Adele Ball - a.ball@mahurangi.school.nz

SPORT COORDINATOR Y9-13

Kara Jack - k.jack@mahurangi.school.nz

SPORT COORDINATORY Y7-8

Georgia Brierly - g.brierly@mahurangi.school.nz

**DIRECTOR
OF SPORT**

**Y9-13 SPORTS
COORDINATOR**

**Y7-8 SPORTS
COORDINATOR**

**PROMOTION
OF SPORT**

**SPORTS
VOLUNTEERS**

**SPORTS
VOLUNTEERS**

**STUDENT
LEADERSHIP**

**MINOR
SPORT CODES**

**Y7 & Y8
ZONE DAYS**

**MAJOR SPORT
CODES/EVENTS**

**WINTER
TOURNAMENT
WEEK
LIAISON**

**AIMS
GAMES
COORDINATOR**

EXCHANGES

SPORT CODE OF CONDUCT



ROLE OF THE COACH

- Coaches must uphold the good reputation of the school, both on and off the field, and at all times abide by our school sports policies and 'PRIDE' values
- To organise with TIC and sports department team training
- To ensure students correctly wear our playing uniform
- To look after school equipment and storage of the equipment during the season and return all equipment to the Sports Office at the end of the season
- To liaise with the teacher in charge – ensure that all relevant information is relayed
- Where possible, attend coaching accreditation courses throughout the year
- Appoint responsible team members to hold the positions of Captain and/or Vice Captain
- Ensure the safety of students when playing/training/traveling - update your knowledge of the college Sports Safety Policy
- Ensure first aid is available at training and games
- Be aware of the Fair Play charter at all times, and ensure all players adhere to the Sport Code of Conduct





ROLE OF THE MANAGER

- Managers must uphold the good reputation of the school, both on and off the field, and at all times abide by our school sports policies and 'PRIDE' values
- To notify the relevant Sports Co-ordinator and TIC of any special achievements during the season or any forthcoming events that require publicity through the school newsletter or social media
- To ensure that team behavior on and off the field is exemplary (Mahurangi College has adopted the Fair Play Charter)



COMMUNICATION

- Set up a line of communication. Recommendations are Apps - Team Reach, Heja or Facebook Messenger, Whatsapp or email
- Remind all players when training is on a regular basis
- Send out the roster of when and where games are and ensure students know when they need to be and where
- Sports department email: sport@mahurangi.school.nz

TRANSPORT

- Arrange transport for all away games and ensure students are contributing \$5 per trip. Ensure drivers are on full licenses and the car is road-worthy.
- Contact the sports department if you would like access to a school van. This is charged to each individual's school account.
- Communicate with all parents so they are aware of where their child will be and when.



HEALTH & SAFETY

- Keep up to speed with medical information for each child and ensure the coach is aware of any issues which may impact the student on the field/court/turf
- Deal with any injuries that occur on game day so the coach can remain focused on the game
- Enforce the school values both on and off the field and support the coach in their role

UNIFORM & GEAR

- Collect first aid kit from the sport department
- Arrange a collection of your team's uniform from the sport department
- Collect all playing gear and school resources back in at the end of the season - liaise with the sports coordinators to arrange for this to be logged back into the school system



CAPTAIN RESPONSIBILITIES

- Captains must uphold the good reputation of the school, both on and off the field, and at all times abide by our school value "PRIDE"
- Liaise with the Coach/Manager and team
- Take the lead in encouraging the team at practice, at team meetings and, on the field/court
- Start the practice if the coach is held up i.e. take the warm-up
- Ensure that the players/parents support the coach and the team and adopt a positive attitude to the team
- For home games, meet and welcome the opposition, and show them the changing rooms and make sure they know where they are playing
- Lead the team onto the field/court in a positive way
- If there are any problems during the game, you are the only one who communicates with the umpire
- At the end of the game, thank the opposition for the game, organise the cheer and don't forget the umpire
- At the end of the season write a report for the yearbook on how the team went and hand it to the Sports Co-ordinator. Don't forget to thank your coach or manager and anyone else who helped.





PLAYER RESPONSIBILITIES

Players have obligations to the coaches/team/school when they commit themselves to a College Team.

- Players must uphold the good reputation of the school, both on and off the field, and at all times abide by our school value "PRIDE."
- Players must attend all practices, games, and meetings on time. Prior notice of unavoidable absence is a common courtesy to coaches/teams/managers.
- Behaviour requiring disciplinary action should not occur. Coaches and managers, giving voluntarily of their time expect self-discipline from their team.
- All players must wear the correct uniform. No variations are acceptable and no garments are to be shown to be worn underneath the uniform except where approved by the Sports Department. No exceptions will be made.
- When making appointments or other personal arrangements you must endeavor to avoid meeting times, practice times, and game times.
- Once you commit yourself to a team you must show loyalty to the team and make it a priority, if necessary make some sacrifices for the team even if it does not suit you.
- To attend tournaments or events you must have at least 90% attendance.

TEAM CONTRACT

In the case of our sports code of conduct not being followed, there may be consequences which will be decided and actioned by the coach and for those cases that are deemed as serious, a panel, consisting of a member of senior management, the sports department, and the coach of the team, will, after investigating the situation and speaking with all necessary parties, discuss in depth the next steps that will be forthcoming.

Concerns about the Conduct of Coaches/Lines of Communication



At Mahurangi College we encourage and show respect for our own team, the opposition and their coach and manager, side-line supporters, and all event officials, accepting all decisions without dispute during game time.

If you find it necessary to discuss any issues as a coach, please document your account of the event in detail and provide this information to the TIC of your sport, who will endeavor to resolve the situation.

If more serious action is required the Director of Sport in conjunction with the Head of Department, Principal and College Sport will decide on the next steps.



TEAM SELECTION & GAME TIME POLICY

OUR COACHES AND MANAGERS ARE EXPERIENCED AND WE TRUST AND SUPPORT THEIR JUDGEMENT WHEN MAKING THESE DECISIONS THROUGHOUT THE SEASON

As a school, Mahurangi College aspires to compete strongly in the sporting codes we are participating in. Our policy of team/player selection is as follows:

- All students will go through a trial process, where necessary, and be placed in a team based on their merit as deemed by the selectors, and TIC of the code.
- Students who have been selected as part of a PREMIER team, have been selected on their merit in that code based on trials. It is important to understand that some players may play a more pivotal role within a team than others, thus gaining increased time on the field, turf, pool or court.
- It is at the discretion of the coach to choose the best team that he/she feels would achieve the desired result against the opposition at hand.
- Coaches are expected to give all players fair game time for teams that are not considered a top team. A minimum of half a game is required.
- Year 7 - 8: Players are to play a minimum of half a game per week. Additionally, equal time needs to be set for all teams. No player should be getting more time than their peers on the field, turf, pool or court.



HEALTH & SAFETY

GUIDANCE FOR COACHES & MANAGERS IN THEIR RELATIONSHIPS WITH STUDENTS

- Coaches of teams of a different gender should have a supporting adult of the same gender as the students, assisting with the group, at all times.
- If parents/staff need to give emergency first aid treatment to a student of the opposite gender they should be aware of possible misinterpretation of this. It is always best to have a friend of the student present if possible.
- Parents/staff should only enter changing rooms when students are finished changing or showering.
- Parents/staff using changing rooms for pre or post-match team talks should do this for the whole team. Individual meetings with the team members should be held in an open place.



POLICE VETTING

All Adults involved with school sports will be required to be police-checked. Once vetted this will last for three years. You will need two forms of photo ID when making the application. Forms are available from the sports office or can be found on our school website.



USE OF THE GYMNASIUM



INTRODUCTION

This policy is designed to promote, protect, and regulate the use of the Mahurangi College gymnasium and its facilities.

GYMNASIUM FACILITIES

Within both gyms, there are court markings for Basketball, Netball, Volleyball, Badminton. Showers and toilets are located in both changing rooms, as well as separate disabled access facilities. There is a public water drinking fountain located outside the gym complex.

GUIDELINES FOR USE

If you are an out-of-school-hours user please adhere to the expected conditions of use as outlined below:

- Mahurangi College is a "Smoke-Free" area
Smoking/vaping is prohibited in all buildings and on the grounds (includes all indoor and outdoor areas)
- Suitable non-marking, soft-soled trainers must be worn.
Rugby/Football boots and /or muddy footwear are not allowed
- Food or alcohol is not permitted in the gym complex.
Water in suitable drink bottles only
- A responsible adult is required to be in attendance at all times

UPON DEPARTURE

- Check all lights are turned off
- Close and lock all fire exit doors and internal doors and windows (including changing rooms)
- Return all sports gear to its appropriate home
- Ensure the Gym is left in a clean and tidy state and remove all rubbish; this includes the toilet and changing room areas

DISCLAIMER FOR USE

- Additional charges will be incurred for any extraordinary cleaning or removal of excess rubbish or where a security call-out is required after hours (as determined by Mahurangi College).
- Mahurangi College may from time to time require the use of the gym for a school event on a day that teams would otherwise occupy. In such cases the school will provide at least 24hrs notice that the gyms will be unavailable on that date.
- Any maintenance issues or damage is to be reported promptly to Mahurangi College Sports Department.

Mahurangi College shall not be liable for:

- Any loss or damage to property brought into the gym or onto the school grounds by the user or any persons under the user's control
- Any injury occurred to players under the user's supervision



SCHOOL VAN USE POLICY



VAN USE GUIDELINES

1. Drivers must be 25 years or over and have a full New Zealand driver's licence or the equivalent International Licence. A driver's declaration form must be completed. Copies of the licence must be kept on file for insurance purposes.
2. Note: the van is only insured for Mahurangi College staff and approved volunteers to drive. School learners are not permitted to drive the van – under any circumstances.
3. Mahurangi College reserves the right to withdraw or refuse permission to drive if a conviction for careless driving has been issued within seven years or upon the driver being found guilty of careless or dangerous use.
4. Ensure that all passengers are using seat belts
5. Ensure that speed limits are adhered to at all times



6. Do not consume any alcoholic liquor, non-prescription drugs or other intoxicating substances on the day of or at least 12 hours prior, while driving the vehicle.

The use of prescription drugs provided by a medical practitioner is acceptable as long as they do not impair the ability to drive within the law.

7. A driver must not be driving the vehicle if suffering from fatigue or any medical condition, which inhibits the ability to drive safely and within the law.
8. Drivers must not operate a cell phone whilst driving.
9. Should the van be involved in an accident, it shall be the driver's responsibility to ensure an insurance claim form is completed and handed into the sports department before 12.00 pm on the next working day for filing with the insurer.
10. There is to be no smoking/vaping in the van.
11. When taking the van and using parent's cars, the van must be filled with students first.
12. The driver of the van is responsible for any fines or infringements incurred during their use of the van.
13. Please log your kilometers in the log book and refill the vehicle before returning.

PROCEDURES WITHIN COLLEGE



Daily Notices

Any notices for teams are to be in the sports office by 1 pm the day before. Please note that you need to have such things as when / where / who in your notice be as specific as possible.

These can be emailed to sport@mahurangi.school.nz

Cancellations/Defaults

All cancellations /defaults should be forwarded to the sports office no later than 12.00 pm.

A notice of cancellation will be pushed on our school app. Anything after this time may not get to the athletes.

Cancellations and defaults are to be made through the sports office only. We will know the correct procedures to follow and people to contact.

As a last resort, messages will be sent out through the Admin Office.

Meeting Times

The best time for meetings during the school day is at interval 10.50 - 11.15 am or lunchtime 1.15 - 1.55 pm.

Whanau is not an acceptable time for meetings.

These should be advertised in the daily notices.

Sick

Students who are away from college due to ill health are not to participate in training or games.



Match Complaints

All inappropriate match incidents should be reported to the Director of Sport within 48 hours eg. inappropriate behaviour, verbal/physical abuse, alcohol or drugs.

Sideline behaviour is a serious issue. If no one knows about it then nothing can be done to change it. So please encourage teams to report all incidents.

Internal incidents ie. our own supporters/staff/players should also be reported to the TIC and the Director of Sport.

Complaints against match officials must be made with the Director of Sport before an official complaint is laid by Manuranghi College.

Umpires/Referees

These match officials, referees or Umpire a game to a set of rules. Remember their interpretation will be different to everyone else for the simple fact that no two people think alike. Mahu "PRIDE" values are observed at all times.

Match officials ruling is final. If you are dissatisfied with the quality of performance please contact the TIC of your sport giving specific reasons, not just comments like they were biased, quoting rules that were not adhered to. The TIC can then pass this on to the Regional/Provincial sporting body on behalf of Mahuranghi College.

Time Keepers/Scorers

All scorecards are official and may not be altered. To minimise errors both teams, where appropriate should score together. Where an official scorer has been allocated, teams are encouraged to keep their own track of the score. ALWAYS check the score at half-time (or quarter-time) and full-time. If you don't agree make a point at the time. Don't wait till later. Keeping stats helps confirm scores. Where inappropriate behaviour is suspected (ie cheating) please contact the TIC or Director of Sport with details ASAP.

NOTE: A copy of all incidents is to be forwarded to TICs and the Director of Sport.

IMPORTANT PHONE NUMBERS

NURSE
425 8039
EXT 710

**MAHURANGI
COLLEGE**
425 8039

**SPORTS
OFFICE**
425 8039
EXT 716

**SPORTS
COORDINATOR**
09 425 8039
EXT 726

**DIRECTOR
OF SPORT**
425 8039
EXT 726
021 816 716

**WARKWORTH
MEDICAL
CENTRE**
4251199

**KOWHAI MEDICAL
CENTRE**
4257358

**SNELLS BEACH
MEDICAL
CENTRE**
4255055

**A & E
AFTER HOURS
WARKWORTH**
428 8585
77 MORRISON DR
WARKWORTH

SECURITY EMERGENCY

**PLEASE ONLY PHONE
027 634 023
IN A SECURITY EMERGENCY
SITUATION**

**WARKWORTH
POLICE**
4258109

TEACHERS IN CHARGE OF SPORT CODES

**DIRECTOR OF SPORT
ADELE BALL**

a.ball@mahurangi.school.nz

**SPORTS COORDINATORS
KARA JACK - Y9-Y13**

k.jack@mahurangi.school.nz

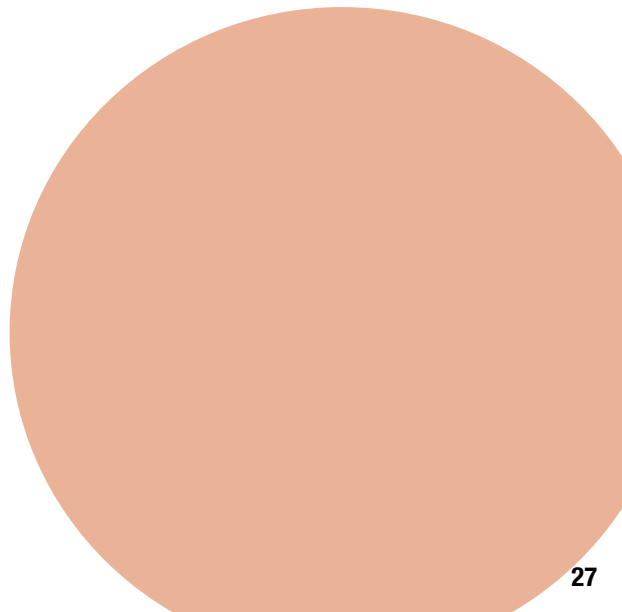
GEORGIA BRIERLY - Y7-Y8

g.brierly@mahurangi.school.nz

- **ARCHERY** - Keith Tennant - k.tennant@mahurangi.school.nz
- **ATHLETICS** - sport@mahurangi.school.nz
- **BADMINGTON** - Qing Zhang - q.zhang@mahurangi.school.nz
- **BASKETBALL** - Matt Pulsford - m.pulsford@mahurangi.school.nz
- **CLIMBING** - Kara Jack - k.jack@mahurangi.school.nz
- **CRICKET** - Anthony Koers - a.koers@mahurangi.school.nz
- **CROSS COUNTRY** - sport@mahurangi.school.nz
- **DANCE** - Emily Woodfield - w.woodfield@mahurangi.school.nz
- **DUKE OF EDINBURGH** - Mike Burton - m.burton@mahurangi.school.nz
- **EQUESTRIAN** - Kim Sterling - sport@mahurangi.school.nz
- **FOOTBALL** - Sam Bowles - s.bowles@mahurangi.school.nz
- **GOLF** - Anthony Koers - a.koers@mahurangi.school.nz
- **HOCKEY YR 7 & 8** - Abby McNae - a.mcnae@mahurangi.school.nz
- **HOCKEY SENIORS** - Kara Jack - k.jack@mahurangi.school.nz
- **MOTOCROSS** - Georgia Brierly - g.brierly@mahurangi.school.nz
- **NETBALL YR 7 & 8** - Carl Brewer - c.brewer@mahurangi.school.nz
- **NETBALL YR 9-13** - Adele Ball - a.ball@mahurangi.school.nz
- **NETBALL UMPIRES Y7/8/9** - Bronwyn Hards - h.hards@mahurangi.school.nz
- **NETBALL UMPIRES - SENIORS** - Katrina Ashton - k.ashton@mahurangi.school.nz
- **ORIENTEERING** - Carl Brewer - c.brewer@mahurangi.school.nz
- **RUGBY/SEVENS** - Jamie McLagan - j.mclagan@mahurangi.school.nz
- **SAILING** - Adele Ball - a.ball@mahurangi.school.nz
- **SPECIAL OLYMPICS** - Bev Tennant - b.tennant@mahurangi.school.nz
- **SQUASH** - Aaron Webb - a.webb@mahurangi.school.nz
- **SWIMMING** - Nicola Rhodes - n.rhodes@mahurangi.school.nz
- **TAG** - Georgia Brierly - g.brierly@mahurangi.school.nz
- **TOUCH** - Michael Winiana - m.winiana@mahurangi.school.nz
- **UNDERWATER HOCKEY** - Helen Elder e.elder@mahurangi.school.nz
- **VOLLEYBALL** - Kara Jack - k.jack@mahurangi.school.nz
- **WAKA AMA** - sport@mahurangi.school.nz
- **WATERPOLO** - Larissa Long - l.long@mahurangi.school.nz



NOTES





Mahurangi
COLLEGE

