

Northcote College



Coaches and Managers Handbook

Northcote College Sports Department

Kauri Glen Road, Northcote, AUCKLAND, Phone (09) 481 0141 x 749, Fax (09) 481 0142

Email: sports@northcote.school.nz

Dear Coaches and Managers

The Northcote College Sports Department would like to thank you for taking the time to coach/manage one of our sport teams. We trust the involvement with your team will be as enjoyable and fulfilling for you as it will be for the students.

At Northcote College we are committed to the development of our coaches by providing them with opportunities to obtain (additional) coaching qualifications. During the year various courses will be offered by sporting organizations and we will keep you informed of these, or if you are aware of opportunities coming up, please contact the Sports Department to discuss funding for them.

Please do not hesitate to contact us if you have any problems or queries.

Again, please accept our thanks for taking the time to coach or manage one of our sports teams.

We wish you the best of luck for the season.

Contacts

Paul Hewson

Director of Sport

phewson@northcote.school.nz

09 481 0141 ext 749

Chantelle Wreaks and Connor Westbury

Sport Coordinators

sports@northcote.school.nz

09 481 0141 ext 749

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NORTHCOTE COLLEGE

Northcote College extends a warm welcome to all new students embarking on their secondary school education.

To assist your transition into our Northcote College Sports System, we have compiled the 'Northcote College Sport Directory'. This includes information on Sports, Staff and Current Sports Codes.

SPORTS POLICY

Rationale:

Any form of physical activity such as playing sport helps to benefit people of any age physically, socially and mentally. The incredible amount of gain that comes from playing sport will carry into adulthood and across other areas of life.

Northcote College promotes sport as a means of developing physical competence and confidence in students, along with qualities such as loyalty, dignity, integrity, team spirit and diligence. Northcote College expects coaches and parent supporters to exemplify this policy.

Aims:

- To encourage and maximise the opportunities for students to be involved in sport
- To provide a wide range of sporting opportunities for students
- To provide a safe and positive sporting environment
- To encourage each student to develop his/her sporting interests, enjoyment in participation and skills level
- To encourage coaches and managers to respond to the diverse needs and skills of their team members
- To encourage the development of a positive self-image of players
- To promote the attitude in players of how to win with dignity and lose with grace
- To develop a culture that sport should be a positive experience for everyone, and that sport is about participation and enjoyment and not winning at all costs
- To develop a sense of appreciation for the values of teamwork, leadership, cooperation and exercise that participation in sport provides.

GUIDELINES:

The School

- The school will endeavour to find an opportunity at an appropriate level for any student who shows an interest in sport
- The school will endeavour to provide training and support to coaches and managers
- The school will provide a safe and positive sporting environment
- The school will encourage higher level representation by nominating students for regional and national representative teams
- The school will assist high achievers in sport through the Sports Elite Programme
- The school will recognise and celebrate student success at all levels
- The school will be responsible for setting team fees and to recover reasonable and legitimate fees and this process will be transparent.

Students

- All students who sign up for a school team will be expected to commit to playing and training schedules
- All students in school teams will commit to participating in sport according to principles of fair play
- All students who play sport are representing the school and are expected to follow school rules and wear correct sports uniform.

Coaches and Managers

- All coaches and managers of school teams will commit to training and playing schedules of their team
- Coaches and managers are required to communicate team values and requirements and be transparent about team decisions
- All coaches and managers of school teams will manage their teams and conduct themselves according to the principles of fair play
- Coaches will allocate fair playing time to all team members. It is recognised this may vary from time to time depending on a player's commitment and skill level, and the needs of the team.

Parents/Caregivers and the school Community

- Parents/caregivers are encouraged to support students participating in school sport, ensuring they meet the training and playing schedules of the team and that fees are paid in a timely manner
- Parent/caregivers are encouraged to support school sport by volunteering to be coaches and managers

- Parent/caregivers and members of the school community are expected to abide by the principles of fair play.

CONTACT NUMBERS

School Contacts

Northcote College		Phone	481 0141
		Fax	481 0142
		Extension	749
<u>Sports Office</u>			
Sports Coordinator:	Chantelle Wreaks		sports@northcote.school.nz
Sports Coordinator:	Connor Westbury		wes@northcote.school.nz
Director of Sport:	Paul Hewson		hw@northcote.school.nz
Elite Sports Manager:	Shane Latch		lt@northcote.school.nz
EOTC Coordinator	Scott Reed	Ext.	743
Accounts Department	Sandy Evans	Ext.	735
Daily Student Notices	Tracey Beckett	Ext.	724
	or Sports Office	Ext.	749
Health and Safety issues	Friederike Canaan	Ext.	703
Student Well-Being	Mike Dudley	Ext.	722
	Scott Reed	Ext.	743
Nurse & Physio	Susanne Stables	Ext.	759
Executive Officer	Friederike Canaan	Ext.	703

Outside Providers

College Sport: <https://collegesport.co.nz/> for all draws and sporting information, their app can also be downloaded to your smartphone.

Harbour Sport	415 4594
Millenium Institute of Sport and Health	477 2000
Birkenhead Leisure Centre	418 4109
Club Physical - Glenfield	444 9328
Club Physical - Birkenhead	419 2500
Harbour Basketball	443 3854
North Harbour Hockey	415 7396
Netball North Harbour	481 0022
Harbour Rugby:	447 2100

STAFF IN CHARGE OF SPORT

Sport	Contact	Phone
AFL	Sports Coordinators	481 0141 x 749
Athletics	Paul Hewson	481 0141 x749
Badminton	Sports Coordinators	481 0141 x 749
Basketball	Stuart Chong	481 0141 x 733
Cricket	Paul Hewson	481 0141 x 776
Cross Country	Paul Hewson	481 0141 x 749
Cycling	Sports Coordinators	481 0141 x 749
Dragon Boating	Ian McLaren	481 0141 x 763
Equestrian	Sports Coordinators	481 0141 x 749
Football	Mr Paul Hewson	481 0141 x 749
Golf	Shane Latch	481 0141 x 767
Hockey	Sports Coordinators	481 0141 x 749
Netball	Rebekah Te Hau	481 0141 x 733
Orienteering	Sports Coordinators	481 0141 x 749
Rugby	Mike Dudley	481 0141 x 722
Rugby League	Sports Coordinators	481 0141 x 749
Skiing/Snowboarding	Sports Coordinators	481 0141 x 749
Softball	Fleur McGhee	481 0141 x 733
Squash	Sports Coordinators	481 0141 x 749
Swimming	Sports Coordinators	481 0141 x 749
Tag	Sports Coordinators	481 0141 x 749
Table Tennis	Sports Coordinators	481 0141 x 749

Tennis	Shane Latch	481 0141 x 767
Touch Rugby	Sports Coordinators	481 0141 x 749
Trampolining/Gymsports	Sports Coordinators	481 0141 x 749
Triathlon	Sports Coordinators	481 0141 x 749
Underwater Hockey	Sports Coordinators	481 0141 x 749
Volleyball	Sports Coordinators	481 0141 x 749
Water Polo	Sports Coordinators	481 0141 x 749
Yachting	Sports Coordinators	481 0141 x 749
OTHER SPORTS (List)	Sports Department	481 0141 x 749

CODES OF CONDUCT

(Northcote College, effective January 2019)

As a student, I will:

- Enjoy playing sport, have fun, and partake in healthy competition
- Respect all officials, teammates, coaches, supporters, and opponents
- Always play by the rules of sport
- Wear the appropriate attire for my sport
- Be humble in victory and gracious in defeat
- Represent my school with the utmost pride, dignity, honesty, and loyalty
- Abide by the school rules, failure to comply with this may result in the student being sent home at the parent's expense. Refer to the Northcote College Code of Expected Behavior on the College website.

As a Coach/ Manager, I will:

- Enjoy being involved in sport
- Respect all officials, colleagues, coaches, players, supporters, and opponents
- Place the safety and welfare of my players/athletes before anything else
- Be a positive role model for my players/athletes.

As a supporter, I will:

- Respect all officials, players, coaches, supporters, and opponents
- Not enter the field of play, unless requested to do so by an official

- Observe all fixtures without questioning the decisions of coaches and officials
- Take time to thank the coach and all volunteers who are giving others a chance to participate in a positive activity
- Display a positive attitude at every game and be a role model for others.

Player Commitment:

- Attend all training and practice sessions
 - If you are unable to attend, contact your coach before the session to excuse yourself – make sure you have his or her phone number or email
 - If you are injured or unable to participate, still attend practice and learn by listening and watching
- All players must have their fee paid or have an automatic payment in place prior to the start of the season
- The sports office or your coach will issue players with the correct uniform for the team
- You are part of a team, support the rest of the team and cooperate with your coach
- Uphold the principles of Fair Play.

Role of the Captain:

- Welcoming of opposition teams at home games, showing changing rooms and fields or courts allocated for their game
- Be a positive role model for the rest of the team. Be at trainings and games on time, with correct uniform and equipment and when required initiate warm-ups or begin training sessions
- Liaising with the coach and/or manager regarding the game
- Knowing the rules of the game in order to confidently approach the referee/umpire during a game
- Be the only person who should speak to the referee/umpire, at the same time showing respect for their decisions
- At the game
 - Take the toss
 - Talk to referee/umpire
 - Initiate after-match cheers, handshakes
 - Thank the referee/umpire and opposing team and coach
 - Make after-match speeches etc. as required
- Handing in results to the Sports Office the day after the match.

The captain is a leader on and off the field.

Players, coaches and supporters are reminded that the highest levels of sportsmanship, fair play and conduct are expected in relation to opposition players, coaches and officials. Objectionable language, sledging and the entering of the field of play by substitutes, spectators and coaches is totally unacceptable.

All ASSHA member schools are encouraged to follow the complaints procedure to prevent the actions of a few impacting on all member schools. Every player, coach, supporter and team official has a responsibility to uphold the spirit of fair play and sportsmanship.

RESPECT for OURSELVES

RESPECT for OTHERS

RESPECT for the ENVIRONMENT

LEGAL REQUIREMENTS

Poached

All coaches/managers are reminded that it is strictly against College Sport rules to use your influence to secure or attempt to secure the transfer of a student from another school to come to Northcote College to play sport. No-one connected with the school can engage in communication either directly or indirectly with a student, or their parents/caregivers. This includes communication which is written or verbal, formal or informal, in person or through a third party.

Failure to adhere to this rule will bring Northcote College, your sport and yourself into disrepute and will incur sanctions from College Sport.

Player Eligibility

All new students to Northcote College other than Year 9 students who have participated or will participate in a Premier/First team will require official clearance by their previous school prior to being able to play for any Northcote College Sporting Team.

This process will be carried out by the Sports Office and the School Principal.

Under no circumstance will they be permitted to play for any Premier/First team prior to this clearance being officially completed.

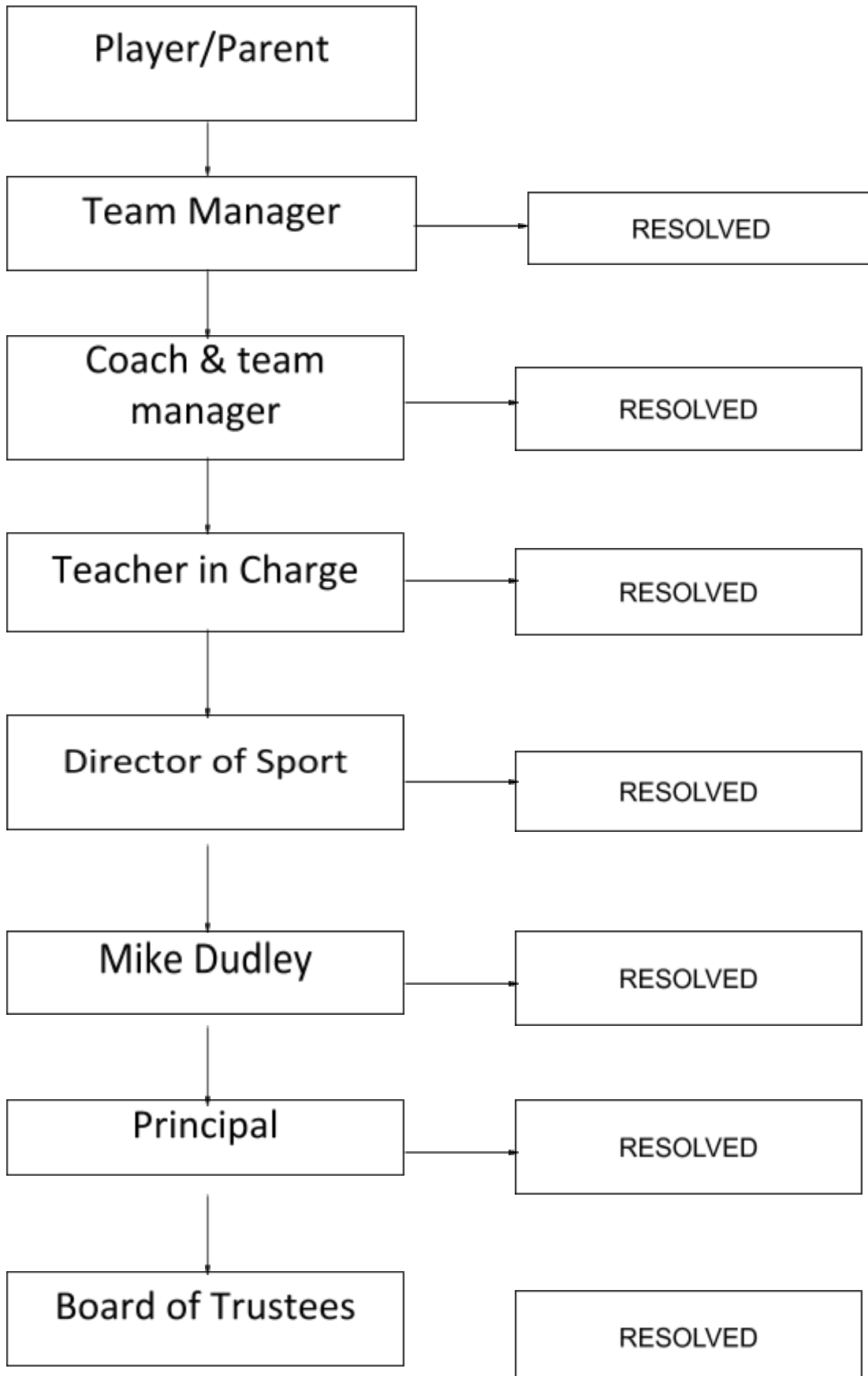
Failure to adhere to this procedure will result in the College Sport sanctions.

New to School Limits

All school Premier and First teams may NOT exceed 'New to School Limits' set by ASSHA & College Sport.

New to school limits apply to the registered team and the team playing on any given day. Random monitoring of teams by ASSHA/College Sport may occur on the day of a game or event without notice.

NORTHCOTE COLLEGE COMPLAINTS PROCEDURE



***Any correspondence; verbal or written with other schools or organisations concerning complaints must be cleared by the Director of Sport prior to being sent. All disputes at games must be reported to the Sports Office ASAP.**

SPORTS NOTICEBOARD

The 'Sports Noticeboard' is situated on the ' B ' Block wall facing the staffroom. This board is used to convey information to pupils about all sporting activities. We also use the Gym and Sports Office Notice Board.

UNIFORM ISSUE

All uniforms are kept in the Sports Department which is located in the mezzanine level in the Gym.

Each numbered uniform is issued against a student's name and will be marked off upon return to the Sports Dept. Failure to return an issued uniform will incur a penalty fee for the replacement of the uniform.

Note: Students playing for the top teams who are supplied with playing uniforms and/or tracksuits/ blazers will be charged a hiring fee.

SPORTS GEAR ISSUE

Sports gear is issued to the TIC/coach/manager through the Sports Department. Practice gear is provided along with any equipment needed for match play. The gear is issued to you as a TIC/coach/manager and it is your responsibility to see that it is looked after and everything is returned in good condition at the end of the season. Upon the return of the gear at the end of the season, the sports coordinators check to make sure that all the gear is returned and in an acceptable condition. Failure to return all the gear provided will mean that you are liable to replace the items, this will be through the sports department which will charge a penalty fee for the replacement of the missing gear.

TRIP PROCEDURES

Day and Overnight Trips

Any day or overnight trips that your team wants to travel to require four specific EOTC forms to be filled out.

- i.** *EOTC Application Proposal* – Reason for trip, dates, staff going, a list of students/helpers involved, contacts etc.

2. *EOTC Activity Costing Sheet* – breakdown of all costs involved (accommodation, entry fees, food, travel, cost per student (**allow for student withdrawal in your costing**), teacher relief costs
3. *EOTC Permission Form* – giving details of trip and fees due to be paid. To be signed by students/parents and returned to the Sports Office or Teacher in Charge
4. *RAMS sheet - Risk Analysis Management* – What could go wrong, prevention, whose responsibility it is, action plan, emergency contacts (the Sports Office has RAMS sheets already completed for most sporting codes from previous trips)
5. Once completed these forms require HOD signatures and must be submitted to the Assistant Principal for BOT approval.

Day Trips need to be submitted two weeks prior to the trip.

Overnight Trips need to be submitted six weeks prior to the trip.

Copies of these forms are available from the sports office or can be emailed to you. The Sports Coordinators are happy to assist with completing them.

On approval by the executive team the following must be done:

1. Letters sent home for parental consent, with additional information about the trip.
2. Arrange transport.
3. Students pay money to the accounts office.

Once the trip is under way it is your responsibility to ensure that students are aware of the school rules and that correct uniform is worn.

MONEY HANDLING

All money handling must go through the Accounts office in B-block with Mrs. Sandy Evans.

TEAM LISTS

TIC's/coaches or managers please provide the Sports Co-ordinator with a current team list. Any changes must be communicated to the Sports Coordinators as soon as additions or deletions are made, as this is used for fee payment and student acknowledgement.

NOTICES & CANCELLATIONS

One way of communicating with your team is via the **daily notices** which are read out in class during form time and assembly. This is an effective way to get messages out to the students. For notices to be included please contact the Sports Office by phone.

The sports coordinators are able to group email the students through the school's systems.

Facebook groups have been set up for many of the codes. This can be used as an effective method of communicating with the students as you can add images, tables and videos etc. Additionally Facebook allows you to ensure that your notices have been read and by whom.

RESULTS

Results should be emailed to the sports office by the captain or manager on the next school day after the match (sports@northcote.school.nz). This allows the results to be given to College Sport as required.

With the results any outstanding performances can be noted. These will be put through to the player of the week/ team of the week award that will be read out in assembly and results published on the school website allowing for achievements to be recognised by the whole school.

TRANSPORT

Coaches/managers please organise transport with parents for away games. The school has two vans which can be used but has to be booked in advance through the sports coordinators. Students need to cover the cost of the van's use. Petrol/diesel can be charged at any BP station. (The new van takes diesel and the old van petrol) If fuel is purchased for the vans on a trip retain the receipts and hand to the Executive Officer. The driver must have a current private car licence. Report any accidents, together with name, address, insurance agent of others involved and other relevant details to the Executive Officer. **You** are personally responsible for any traffic infringements incurred. Upon returning, please ensure that the van is clean and tidy and that the keys are returned to the Executive Officer. If you have any problems with transport please let the Sports Office know well in advance of the fixture/event. Please ensure any driver of a car has a current licence, and the vehicle has a current Warrant of Fitness and Registration.

SPORT SAFETY

Injury Prevention

The old adage, 'prevention is better than cure', is a wise principle for all coaches and managers to adhere to. In order to help prevent injuries occurring to your athletes, you

need to develop an injury prevention plan, and assist your coaches to implement it. Use the guidelines below:

- Plan training programmes that are specific to the demands of your sport, and that build up fitness gradually and then maintain it.
- Be aware that many major injuries occur when athletes are fatigued, and take this into account during training and competition.
- Be aware of any known long-term or short-term medical conditions that your athletes may have.
- Follow sound teaching and coaching practices to ensure you teach your athletes the correct techniques for all activities, and that they perform skills and exercises correctly. Avoid potentially dangerous exercises.
- Ensure all training activities are appropriate for the athletes' ability and stages of growth and development. Set realistic goals for the athletes, or assist them to do this for themselves.
- Ensure athletes warm up adequately prior to training and competition, and cool down at the conclusion of each session.
- Group athletes according to their size, shape, stage of growth and development, and ability. For junior athletes, modify the rules, equipment, the size of the playing area, etc.
- Ensure that athletes use sports equipment that is safe, and is suited to their ability and stage of growth and development. Ensure that all equipment is used safely and correctly.
- Ensure that athletes wear suitable protective clothing and equipment where appropriate, and that it is fitted correctly.
- Be aware of extremes in temperature and humidity during training and competition, and take appropriate action to prevent temperature related injuries and illnesses where necessary. Ensure the athletes' fluid intake is adequate, both during and after training and competition.
- Ensure all athletes adhere to the rules of the game, the principles of Fair Play, and all safety practices associated with your sport.
- Ensure injured athletes are rehabilitated completely before they return to training and competition. If in doubt, consult with their medical specialist. Do not allow any athlete to participate who is in pain or unwell.
- Ensure athletes are not overtraining, e.g. incorrect loading or progression of activity, or simply doing too much. Check for symptoms of overuse injuries, i.e. pain and inflammation. Pain is a warning sign that something is wrong; do not ignore it.

- All serious injuries must be reported to the school nurses and an injury form completed.

HOW TO COACH A SKILL

- **Explain**
 - Keep it brief.
- **Demonstrate**
 - Make sure everyone can see.
 - Mention the teaching points/cue words.
 - Practice both sides of the body or both directions.
- **Observe**
 - Watch all players.
 - Provide positive, constructive and specific feedback.
- **Coach**
 - Be positive, supportive and specific in coaching.
 - Emphasise teaching points.
 - Demonstrate again if necessary.

DO'S FOR AN EFFECTIVE COACHING SESSION

DO plan your session.

DO be prompt - start on time and make it clear you expect players to do the same.

DO have enough equipment to teach skills.

DO keep sessions varied, interesting and fun.

DO give equal time to all players regardless of ability - let them all have a go.

DO give constructive feedback.

DO highlight the positive.

DO ask for feedback and listen.

DO be a positive role model.

DO finish on time.

DO give positive feedback and praise.

Make it fun for you and your players.

ATTENDANCE OF PRACTICES

Once students have committed themselves to a team they are required to attend all team meetings. If they cannot attend they must have a legitimate excuse and contact

the coach/manager prior to the practice or match. If absence from practices and meetings becomes a regular occurrence then action should be taken.

As the coach, feel free to contact the Sports Office about any problems or concerns that you may have about the team or individual student.

Cancellation of Practices

If you need to cancel a practice due to coach unavailability or bad weather please notify your team members via text, phone or email or the Sports Office ASAP so that students can be contacted in time through the school runner.

Cancellations of Games

Every effort will be made by the sports department to contact the Coach and Manager and players if they are made aware of cancellation or venue change. We do this at school via the school systems and/or email. A sheet is included in this guide so that you are able to log the contact details of your players so that you are also able to contact them. Weekday sports cancellations are updated daily by College Sport from 12 midday. 09 845-8496 press 1 for cancellations. The College sport website (www.collegesport.co.nz) has a notice board on which cancellations are posted. You can also phone the School Sports Office.

Fields/Closures

The closure of the school fields due to adverse weather conditions and/or routine maintenance is uncommon. Every effort is made to keep our fields and practice areas in as good a condition as possible throughout the year. In the event that undue deterioration may occur due to practicing on the playing fields under certain conditions, it may become necessary to relocate some practices in order to preserve the fields for designated fixtures. Any field closures will be communicated those affected through the Sports Department.

Coaching Courses

There are a number of different coaching courses available to you. These courses run at different times throughout the year. Some courses are specific to sporting codes; others are New Zealand certified covering general information for all coaches. If interested in doing any coaching courses please contact the Sports Office who will provide you with details. Wherever possible the school will cover the costs of these courses.

Keeping Records

To assist your coaching it is a good idea to keep records on games, individual's, training outcomes, training needs and other information. This will also help you at the end of the season with the writing of the article for the school magazine and sports prizegiving and coach's evaluation forms.

It is school policy that all students have paid their sports fees prior to playing unless arrangements have been made with the Sports and/or Accounts Office. Please contact accounts for how to set up automatic payments.

Session Planner:

DATE	TIME
DURATION	GROUP/PERFORMERS
NUMBER IN SESSION	

EQUIPMENT REQUIRED

OBJECTIVES/AIMS

TIME	Content:
	Warm up / introduction
	Main Content

Injuries	Cool down/ Summary
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Evaluation / Action

INJURY ASSESSMENT

'TOTAPS' is the first procedure to follow. Follow this procedure for both hard and soft tissue injuries.

Talk

Talk to injured athletes. Their answers will give clues as to their likely injuries and the severity of their pain level, and determine whether the athlete is alert or confused.

Observe

Compare the injured site with its opposite.

Are there inconsistencies, e.g. injured hand with uninjured hand, bruising, swelling, etc?

Touch

Gently palpate (feel) the injured area, watching the athlete for any reactions to pain. Injured athletes will give some idea of their pain level. Acute damage may cause muscle spasm and noticeable warmth.

Active movement

Proceed only if steps T O T have not suggested significant injury. Ask the athlete to move the injured part without help. If movement is impossible, severely restricted, or painful, seek medical advice.

Passive movement

If movement is possible, test the range within normal limits. Check power and coordination. For upper limb injury, ask the athlete to squeeze your hands. For lower limb injury, ask the athlete to push their feet against your hands; compare the power and coordination of the two limbs. If there is a significant difference, suspect a more serious injury, and seek medical advice.

Skill test

If none of the previous procedures has resulted in pain, then ask the athlete to stand and perform a test of the skills required in competition, beginning with the least demanding, and ending with the most demanding.

NB. If difficulty or pain is felt at any stage of this assessment, stop the assessment, treat the injury, and seek medical advice if it is serious, or if you are unsure of the appropriate treatment.

If standing is impossible, difficult without support, and/or very painful, stop the assessment. The cause need not be a lower limb injury. Whatever the outcome, the injured athlete will need immediate treatment.

FIRST AID

In any sport there is a risk of one of your players injuring themselves in practice or when competing. As a coach you should have:

1. A first aid kit (**provided by the school**) These are assigned by the sports department. Should any use of them occur then that must be reported as soon as possible to the sports department so that any items used can be replaced.
2. A basic knowledge of what to do in case of an injury or accident. The school nurse is able to provide first aid training upon request. This can be arranged with the Northcote College nurse.

SPORT INJURY

Serious sports injuries must be reported to the school nurse by completing the sporting injury report. Please be aware that there is a physiotherapist available at school and bookings are through the school nurse.

CONCUSSIONS

- Apparent recovery can be reasonably quick, but the athlete should be seen by a doctor.
- If responsiveness is clouded or confused, keep the injured athlete in a comfortable position and monitor breathing.
- If there is any unconsciousness, even if only for a brief period, and/or if you are unsure of the athlete's condition, arrange removal to hospital.
- Neck injury can accompany concussion, be alert to this. If the athlete complains of numbness, tingling, or even pain in an arm, check the limb for injury. If none is evident, suspect a neck injury. Call an ambulance.

The effects of even minor head injuries are cumulative. A recommendation by the ACC and Rugby Union is that a player who has had multiple concussions in one season should not play until the next season. If there are one or more further concussions, or a history or previous head injury, contact sports should be given up.

In light of this recommendation we have a responsibility to our team members to ensure that they seek medical attention for all head injuries and concussions. The medical personnel can grade the concussions and then make accurate judgments of the length of time the player should stand down from playing.

Unless advised with a letter from a doctor any player sustaining a concussion must not be permitted to play or participate in any 'contact' training within 3 weeks of sustaining the injury.

In the event of a **concussion** the Coach or Manager must complete a Northcote College Concussion Form which **must** be given to the College nurse as soon as is possible. All concussions are recorded by both the nurse and the sports department on the **Concussions Register**.



Northcote College Sporting Injury Report

Any significant or serious injury occurring to a student during training sessions or games in your chosen sport, is required to be reported, under the *Health & Safety in Employment Act of 1992*. Injuries need to be reported to the Northcote College Health Clinic by the Monday following the incident, at which time the School Nurse will follow up on their care.

Please complete, save and reply to nurse@northcote.school.nz or Fax (09) 481-0142.

Injured Person:

Age:

Name of Sport:

Venue:

Date of Injury:

Time of Injury:

Part(s) of Body affected:

- | | | | |
|---|---|----------------------------|----------------------------|
| <input type="checkbox"/> Head Neck Spine | <input type="checkbox"/> Hand | <input type="checkbox"/> L | <input type="checkbox"/> R |
| <input type="checkbox"/> Shoulder <input type="checkbox"/> L <input type="checkbox"/> R | <input type="checkbox"/> Wrist | <input type="checkbox"/> L | <input type="checkbox"/> R |
| <input type="checkbox"/> Spine | <input type="checkbox"/> Lower Arm <input type="checkbox"/> L | <input type="checkbox"/> R | |
| <input type="checkbox"/> Shoulder <input type="checkbox"/> L <input type="checkbox"/> R | <input type="checkbox"/> Elbow <input type="checkbox"/> L | <input type="checkbox"/> R | |
| <input type="checkbox"/> Hip | <input type="checkbox"/> Upper Arm <input type="checkbox"/> L | <input type="checkbox"/> R | |
| <input type="checkbox"/> Feet <input type="checkbox"/> L <input type="checkbox"/> R | | | |

Type of Sporting Injury:

- Muscle Sprain or Strain, severe enough to stop playing.
- Possible Dislocation.
- Possible Fracture.
- Bleeding Wound.
- Head Injury, conscious, alert, answers Q's, speaking normally, not dizzy.
- Head Injury, knocked out, confused, slurred speech, memory loss, dizzy.
- Head Injury, bleeding, conscious, alert, answers Q's, speaks normally, not dizzy.
- Head Injury, bleeding, knocked out, dizzy, slurred speech, confused, memory loss.
- Other significant injury.

Outcome/ Did the injured person:

- Continue playing.
- Go home with Family/ Caregiver.
- Go to Family Doctor or A&E Clinic with Family/ Caregiver.
- Go to Hospital via Ambulance.
- Unknown

Name:

Contact Phone:

Team Position:

Date:

Witness Name:

Witness Contact Phone:

Coaches and Managers Agreement:

Name:

Team: Year

Address.....

Home Ph..... Work Ph..... Mob Ph

.....

Email address

Emergency contact number.....

Name of Emergency contact person.....

(In case of personal injury)

Any Medical Conditions

.....

.....

.....

- I have read and agree to abide by the policies as stated in the Northcote College Sports Policy and Procedures.

- I agree to allow the school to perform a police vet as stated in the College Sports Policy and Procedures.
- I will adhere to all fair play regulations - College Sport.
- I will treat all players equally and with respect.
- I will take all care to ensure the safety of players, officials and supporters.
- I agree that my contact phone numbers can be listed in the contacts.

Signed Date/...../.....

Signed (Sports Coordinator)

.....

Please fill in this form and have it signed by the Sports Coordinator.

Players/ Parent or Legal Guardian Agreement:

If you have received this letter/ agreement form it is because your son/daughter has trialled and been selected to play in a school sport team. We need your help to ensure that he/she remains **committed to training and playing with their team for the whole season**. It is not fair to the rest of the team if team members drop out or do not attend trainings. We will make teams to allow for some absences due to illness, injury or other valid reasons. This means that there will be times when your child will be on the sideline for part of a game. This is part of a team sport although every effort is made to give all players game time. If your child is absent from training without good reason or has poor discipline he/she may be sidelined more than normal. **Please discuss this matter with your child to ensure that he/she understands.** We therefore look to try and provide an enjoyable season for all participants.

ALL PLAYERS must check the **school notices, sports notice board and the noticeboard in the gymnasium for any updates in regards to their sport for** regular information on game times, practice times and any other news relating to sport. You can also **see Kate**

Hazeldine or Kirsty Weatherall (sport coordinators) for any information in the sports office.

Name

Home Ph.....Mob Ph

Email address

Emergency contact number

Name of Emergency contact person

(In case of personal injury)

Any Medical Conditions

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- I will adhere to be committed to my team and for any reason can not make a training or a game I will notify my coach and/ or manager know, with a reason as to why.
- I will adhere to all fair play regulations.
- I will treat all players; including opposition and teammates, officials, supporters, coaches and managers equally and with respect.
- I agree that my contact phone numbers can be listed in the contacts.
- I agree that my fees will be paid in full or an automatic payment put in place prior to the beginning of the season

Signed Date/...../.....

Student name

Signed Date/...../.....

Parent or Legal Guardian.....

Signed (Sports Coordinator).....

Please complete this form and have it signed and returned to the Sports Coordinator.