



COACHES CODE OF CONDUCT

1. INTENT

This Policy is intended to reinforce the appropriate conduct and expectations of St Margaret's coaches. And to ensure coaches are aware of the importance of maintaining safety procedures and transparency in team selection.

2. SCOPE

This Policy is for all St Margaret's coaches. A sports coach is a significant position that carries responsibilities for the direction, instruction and training of students in sports teams or in individual pursuits. The Sports Coach through his/her actions will uphold the Mission and Values of St Margaret's Anglican Girls School.

3. GENERAL EXPECTATIONS

- Ensure that you are fully knowledgeable of the community and staff codes of conduct.
- Ensure Blue Card requirements are current and updated when necessary.
- Ensure standard of dress is suitable and appropriate for the activity being undertaken, including St Margaret's coaches shirt.
- Develop coaching skills by undertaking coach education courses.
- Attend all training sessions and competitions as negotiated with the Head of Sport and commence training on time.
- Be familiar with the St Margaret's Activity Code of Conduct and all relevant policies and procedures. Sign off that you have read and understood the Procedures Manual for the protection from of harm of students in Anglican schools.
- Role model appropriate behaviour at all times including when utilising social media.
- Know and abide by the QGSSSA rules, regulations and standards for your sport and ensure the students do likewise.
- Know the guidelines on action to be taken in the event of an accident and be aware of emergency contact procedures. This includes recording all accidents and incidents.
- In consultation with the Head of Sport select teams in accordance with the selection criteria.
- Ensure an attendance roll of students is maintained for each training session and competition. Injuries are to be recorded and incident reports filled out.
- Inspect equipment and surrounding areas. Report any damaged or unsafe areas to the Sport Coordinator.
- Check that students' presentation is correct at all times according to the Uniform Policy.
- Ensure that the tasks and training are suitable for age, experience, ability and physical and psychological conditions of the students. Keep a record of session plans.
- Supervise the students under your direct control at all times. Ensure that no student is left unsupervised following the conclusion of an activity.
- Ensure equipment is collected and returned.
- Submit timesheets online weekly.

4. POLICIES & PROCEDURES

(i) COACHES CODE OF CONDUCT

- Be reasonable in your demands on the young players' time, energy and enthusiasm. Remember that they have other interests and commitments.
- Accept the decisions of referees and umpires; this does not preclude rational clarification of decisions at a later time.
- Under no circumstances is there to be deliberate bending of the General Competition Rules and By-laws for the various activities. Discourage time wasting actions, over-vigorous play and deliberate use of illegal tactics.
- Develop team respect for the ability of opponents as well as for the judgment of officials and opposing coaches.
- Student's need a coach they respect. Be generous with your praise when it is deserved and set a good example.
- Follow the advice of a physician when determining when an injured player is ready to play again.
- Ensure that equipment and facilities meet current safety standards.

(ii) DRESS EXPECTATIONS FOR COACHES

- Appropriate length shorts or rugby shorts.
- A collared shirt
- Running shoes (thongs are NOT permitted unless at the pool).
- Hat
- On competition days, coaches are expected to wear a St Margaret's polo shirt which will be supplied by the school.

5. SELECTION POLICY FOR TEAMS

The major criterion for selection will be the performance of the player at the trials taking into consideration the following factors:

Areas of performance considered should include:

- The skill level exhibited by the player
- The fitness level exhibited by the player
- The performance of the player as a member of the team.
- The attitude and behaviour of the player on and off the field.
- A player who is ill or injured at the time of the trials may be considered for selection provided that a medical certificate is supplied.

Selection Panel

- The selection panel will be made up of the coach, the Head Coach, the Head of Sport and possibly one other person.

Selection Procedures

- The selectors will meet after each trial and maintain a written report/assessment sheet of each trial for selection purposes.

6. TRAINING PROCEDURE - SUGGESTIONS

(i) At beginning of Training

- Organise and prepare for the session - make arrangements for gear to be ready.
- Greet students and mark roll.
- Outline training expectations.
- Check uniforms.
- Commence warm-up.

(ii) During Session

- Conditioning Phase should consist of warm up, closed skills, drills, game play (team sports) and finished with a modified game.

NB: The learning environment must be challenging yet interesting and fun.

(iii) At the end of the training session:

- Students called in and all equipment returned to coach.
- Session feedback given; positive reinforcement related to expectations, where appropriate.
- Remind students of game times and venue for current week's fixture.
- Assign students to assist with gear return to sports store room
- Session close - move with team back to original meeting point.
- Remain with students until they have all been collected.

7. CONSIDERATIONS FOR INSTRUCTION

- When selecting learning activities, consideration must be given to health and safety, special needs, gender, and cultural issues.
- In order to create a safe learning environment. It is essential that coaches address the following questions prior to, during, and after an activity has taken place:
 - Is the activity suitable to the student's physical age, and mental and physical condition?
 - Has the instruction been sequenced progressively to ensure safety?
 - Have students been given specific instruction about how to use and handle the equipment safely?
 - Is the equipment in good repair, and has it been suitably arranged?
 - Are the students being properly supervised?
 - Are the facilities in good repair?

- Coaches should ensure that the following safety practices are implemented. This is not an all-inclusive list but a guide to help teachers establish a safe learning environment in physical education classes.

Students should:

- Wear clothing and footwear appropriate for the activity
- Follow established rules and routines
- Respond appropriately to control signals
- Select tasks that are within their ability and comfort zone
- Move in the designed space with control and respect for others
- Recognise hazards in the play areas
- When planning instructional activities to meet the learning outcomes and needs of the students, coaches should always select appropriate exercises, drills, and activities that reflect safe practices in physical education.

8. SAFETY PROCEDURES

The following points are recommended for coaches to consider in all training sessions and competitions:

- Structure sessions so that foreseeable dangers are minimised, e.g. grouping arrangements, coach supervision etc.
- Ensure that equipment selected for the session is in safe working order and is moved into place in readiness for the session.
- Students should wear the correct uniform and protective clothing necessary for the particular activity or sport in which they are participating.
- To ensure that students have a clear understanding of what is required, all instructions, explanations and demonstrations should be given clearly and while students are quiet and still.
- Students who put others at risk through their dangerous behaviour should be excluded from that activity.

The additional guidelines below are to be followed as a precaution against the occurrence of accidents and to cover coaches in the event of accidents occurring.

Every session:

- Undertake an appropriate warm up as time allows - this should include at least some aerobic work and appropriate dynamic stretching.
- Outline safety procedures for each session including use of equipment and positioning in drills. Make these instructions very clear and specific. You may ask one or more students to reiterate the instructions to the team. Explain the importance of following safety procedures.
- Coaches should be in a position where they can adequately supervise all students in the class at any time - the amount of 'active' supervision required will vary from session to session but as a general rule all students should be visible at all times.

- Where safety procedures are being breached in a session, all activity should cease and the coach must reiterate the requirements – the School cannot allow potentially unsafe situations to develop.
- If an accident occurs the activity should cease and students ordered to sit down while the situation is assessed.
- It is the responsibility of each coach to become familiar with the safety guidelines for their particular sport.

9. TRAINING UNIFORM FOR STUDENTS (see photo in coaching diary)

- Shorts: Navy blue shorts or navy blue shorts with white panel on the side for athletics, touch or cross country only.
- Skirts: Navy blue with brown pleat.
- Bike Pants: St Margaret's navy blue. These are only to be worn during a training session or competition.
- Shirts: Navy blue polo with school emblem.
- Socks: White sports socks or St Margaret's hockey or soccer socks.
- Hats: Hats are to be worn in the correct manner. A St Margaret's cap or Rowing cap only.
- Shoes: Sports shoes to be worn.
- Swimming: Togs and a bathing cap.
- Cold weather: School track suits and tops may be worn.

10. WET WEATHER

In rainy weather, the decision to proceed is made at approximately 6:00am or 1:30pm. This will be communicated on Facebook, twitter and via email. If a coach has not been contacted they should inquire by phoning:

The Head of Sport - 3862 0737 or 0447 637 945

11. COACH ABSENCE

If a coach is unable to make a session or competition they must inform the Sport Coordinator at least 2 hours before the session. If they are unable to contact the Sport Coordinator they must contact the Activities Office on 3862 0802 or the Head of Sport on 3862 0737. Details for the intended session should be conveyed.

12. POLICIES TO BE VIEWED IN CONJUNCTION WITH THIS POLICY

School Community Code of Conduct
Staff Code of Conduct

REVIEW DATE: October 2017