

# SANCTA MARIA COLLEGE



## Parent and Student Sports Guide 2020





# Table of contents

- Welcome to Sancta Maria College Sport..... 1
- Our fundamental beliefs..... 2
- Key sports personnel ..... 3
  - Senior Leadership Team ..... 3
  - Sports Management Team ..... 3
  - Communication..... 3
- Sports on offer ..... 4
- Volunteer roles and responsibilities ..... 5
  - Coach ..... 5
  - Manager ..... 6
- Sports code of conduct ..... 7
  - Players ..... 7
  - Coaches ..... 7
  - Spectators and Supporters ..... 7
  - Officials..... 7
- Transportation ..... 8
  - School vans ..... 8
- Appendices..... 9



## Welcome to Sancta Maria College Sport



Our school offers a wide range of co-curricular activities that cater to the various needs, experiences and abilities of our students. This allows our young people to develop their talents and interests, celebrate their culture and give service to both the school and wider community.

We pride ourselves in sporting success and high student participation in physical activity and organised sport. Our teams participate consistently and achieve highly at local, regional and national level events with some individuals gaining selection into New Zealand and other international teams.

The success of our programme relies heavily on volunteers working behind the scenes to promote our teams and individuals. In our Sports Management Team, we have a Director of Sport, Sports Coordinator and Sports Assistant for our College and Intermediate programmes. We are fortunate to have outstanding student leaders who assist our programme each year as Sports Prefects, House Prefects, Code Leaders, and on our Sports Committee.

We look forward to a busy and successful year in sport and I look forward to seeing you on the side lines.

A handwritten signature in black ink, appearing to read 'Jason Crummer'.

Jason Crummer  
**Director of Sport**

## Our fundamental beliefs

AROHA	We <u>act</u> with love; we <u>care</u> for ourselves, each other and our world
FAITH	We <u>grow</u> our relationship with Christ
HOPE	We <u>believe</u> in God's purpose for our lives
RESPECT	We <u>think</u> of others first, affirming and upholding the humanity and dignity of all

*As we journey in faith and learning all of us will grow in mana by demonstrating:*

Kindness Courage Diligence Empathy Forgiveness Gratitude  
Honesty Humility Tolerance Integrity Kaitiakitanga Resilience

### Community

We recognise the significance of establishing meaningful relationships and partnerships with our local school community and key stake holders. Their support and expertise is essential in providing our students with outstanding sports opportunities and achieving sporting excellence.

### Commitment

We are committed to providing our students with outstanding sporting experiences throughout their time at Sancta Maria College. We expect everyone involved in our programme to understand, acknowledge and fulfil their various roles to the best of their ability and with the highest levels of personal integrity. This includes all areas of school sports administration, senior management, other staff, volunteers, parents, supporters, students and all other key stake holders.

### Collaboration

The sharing of ideas, plans and strategies through openly communicating with our school-wide community and key stake holders is essential to the long term success of our programme. This collaboration accelerates learning, encourages innovation and improves performance.

### Diversity

Our school prides itself in offering a broad range of sporting opportunities through a variety of codes in both formal and informal play within social and competitive environments. This variety allows our students to explore different sports codes regardless of their circumstance or culture and are challenged to a level that is unique to the individual.



## Key personnel

### Senior Leadership Team

#### Principal

Ms Louise Moore  
09 274 4081 ext. 203

#### Deputy Principal

Mrs Anita Heffernan  
09 274 4081 ext. 221

#### Deputy Principal

Mrs Courtenay Kilpatrick  
09 274 4081 ext. 206

#### Deputy Principal

Mr Ray Green  
09 274 4081 ext.205

## Key sports personnel

### Sports Management Team

#### Director of Sport

Mr Jason Crummer  
021 730 546  
09 274 4081 ext. 293  
[j.crummer@sanctamaria.school.nz](mailto:j.crummer@sanctamaria.school.nz)

#### Sports Coordinator

Mr Kieran Gutry  
021 139 3171  
09 274 4081 ext. 270  
[k.gutry@sanctamaria.school.nz](mailto:k.gutry@sanctamaria.school.nz)

#### Sports Assistant

Ms Carina de Villiers  
022 356 2134  
09 274 4081 ext. 270  
[c.devilliers@sanctamaria.school.nz](mailto:c.devilliers@sanctamaria.school.nz)

For all general sports enquiries, please use our shared email address: [sport@sanctamaria.school.nz](mailto:sport@sanctamaria.school.nz)

#### Physical Address

319 Te Irirangi Drive  
Botany South  
Auckland 2016

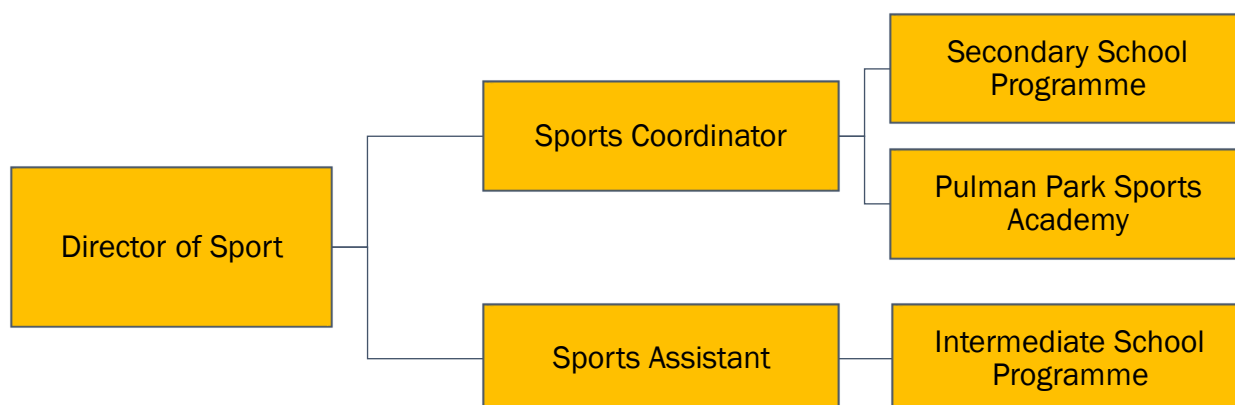
#### Postal Address

PO Box 64-437  
Botany Downs  
Auckland 2163

#### Sancta Maria College

#### Phone App

Download it on your Apple or  
Android device. Just search for  
Sancta Maria College



### Communication

Our Director of Sport oversees the entire programme and provides its strategic and long term direction. You should contact the Director of Sport for queries relating to sponsorship, uniform purchases, fundraising, facilities, policies, procedures, EOTC (one day and overnight trips), health and safety, and any significant sports concerns.

Our Sports Coordinator and Sports Assistant are responsible for the operational side of our programme and will be your main point of contact throughout the season. They should be contacted regarding sports procedures, registrations, competitions, tournaments, equipment and uniform needs, voluntary positions (coaching/managing/officiating), results, news stories and general sports concerns. Our Sports Coordinator manages the Year 9 – 13 programme and our Sports Assistant manages the Year 7&8 programme.



## Sports on offer

We endeavour to register teams and individuals into any competition, event or tournament where there is fair opportunity to do so. The core sports listed below are what our school sees consistently high participation, success, or codes we are prioritising. The other codes are sports that we offer on a case-by-case scenario and that we aim to develop into our core programme.

All members of our sports teams are expected to wear the correct uniform for their respective codes. Some uniforms are provided by the school and others are required to be purchased through the on-campus PTFA uniform shop which is located next to our gymnasium. Tracksuits are compulsory for all Premier and Senior A teams. The costs displayed below are based on seasonal play and are subject to change. Participation in domestic overnight or one day tournaments will incur additional costs and require prior approval from the Senior Leadership Team. All Year 7&8 one-day tournaments have an entry fee of \$15 – \$20 per student.

Sports Codes	Uniform items to purchase	Compulsory items or skills	Estimated seasonal cost per student
Archery	PE shorts or school track pants	Own equipment and club access	\$15 Champs / \$40 League
Athletics	PE shorts or black tights	Sport or track shoes	\$15 – 20 per meet
Badminton	PE shorts	Non-marking sport shoes	\$60 per season
Basketball	PE shorts (Juniors/Year 7&8)	Non-marking sport shoes, mouth guard	\$60 – \$100
Basketball (3X3)	PE shorts	Non-marking sport shoes, mouth guard	Contact us for details
Cricket	Cricket whites (pants)	Sport or cricket shoes	\$30 per season
Distance Running	PE shorts or black tights	Sport or track shoes	\$15 per event
Equestrian	Own equipment	Own horse and transport	Event based
Football	PE shorts, sport socks	Shin guards, football/rugby boots	\$60 – \$100
Futsal	PE shorts, sport socks	Shin guards, non-marking sport shoes	\$60 per season
Golf	Tailored shorts or trousers	Own equipment	Contact us for details
Gym Sports	PE uniform or suitable alternate	Gymnastics ability	\$15 per event
Hockey	PE shorts, sport socks	Shin guards, sport or turf shoes, mouth guard	\$100 per season
Netball	Uniform bond	Non marking sports shoes	\$205 – \$225
Orienteering	PE uniform	Sport shoes	Contact us for details
Rugby Union	School rugby shorts, sport socks	Football/rugby boots, mouth guard	\$60 per season
Rugby Union (7s)	School rugby shorts, sport socks	Football/rugby boots, mouth guard	\$20 per tournament
Snow Sports	Own equipment	Own equipment	Contact us for details
Softball	Sports cap	Sports shoes or cleats	\$20 per tournament
Squash	PE uniform	Non-marking sport shoes	\$30 per season
Swimming	Appropriate swimwear	Strong swimming ability	\$15 – Event based
Table Tennis	PE uniform	Non-marking sport shoes	\$30 per season
Tag Football	PE uniform	Sport shoes or moulded boots	\$20 – Event based
Tennis	PE shorts	Sport shoes	\$30 per season
Touch Rugby	PE shorts	Sport shoes or moulded boots	\$30 per season
Triathlon Series	PE shorts, appropriate swimwear	Bike, sport shoes, helmet, strong swimming ability	\$20 – Event based
Ultimate Frisbee	PE shorts	Non-marking sport shoes	\$60 per season
Volleyball	Girls black tights, Boys PE shorts	Non-marking sport shoes	\$60 per season
Yachting	Own equipment	Own boat or club access	Contact us for details

## Volunteer roles and responsibilities

We value the unique skills, experience and characteristics of everyone who is involved with our sports programme and we set high expectations of those people. The following role descriptions are designed to ensure our programme functions effectively and provides our students with the best possible sporting experience. Please read each section thoroughly and follow each task to the best of your ability. All people involved in our sports programme will be required to complete our volunteer agreement and police vetting form prior to commencing their role in sport. Individual teams are responsible for their own internal communication and game-day organisation, including transport arrangements.

### Coach

<b>Responsible to</b>	Director of Sport
<b>Functional Relationship with</b>	Sports Coordinator Sports Assistant Manager Players Parent community

#### Primary Task

To improve the tactical and technical knowledge of all players along with developing individual and team skills

#### Preferred Skills Required

High levels of organisation, planning and time management. Able to communicate effectively with all levels of school staff and team community. Have good knowledge and understanding of your selected sport.

#### Responsibilities

- Sign and return the school's volunteer agreement before your team's first practice
- Read, apply and promote the school's Sports code of conduct
- Be a positive role model
- Uphold and promote all school policies, rules and regulations, including all health and safety guidelines
- Promote and encourage participation with excellence, leadership and commitment
- Appoint a captain and vice-captain early in the season and encourage team cooperation with these people
- Develop regular practice lesson plans
- Develop a coaching philosophy that's aligned with the Sancta Maria College fundamental beliefs
- Plan and coordinate trials and selections for your team
- Ensure your team is registered into appropriate competitions, tournaments and grades prior to official registration closing dates
- Ensure your team has appropriate sports equipment and uniform
- With the help of your team's manager, plan your team's weekly transportation with parents for the season
- Provide the Sports Coordinator and/or Sports Assistant with an up to date team list, including details of all support personnel
- Attend all games and maintain effective communication channels with your key stake holders
- Ensure draws, results, referees, transport procedures and all areas of communication are working within your code
- Provide details for specific award selections for our annual sports awards evening with the Sports Coordinator, Sports Assistant and Director of Sport
- Take responsibility of your own professional development and collaborate with other coaches and experts in your field (coaching courses will be promoted by the Sports Management Team)

## Manager

<b>Responsible to</b>	Director of Sport
<b>Functional Relationship with</b>	Sports Coordinator Sports Assistant Coach Players Parent community

### Primary Task

The manager will support the coach through coordinating and completing administrative tasks

### Preferred Skills Required

High levels of organisation, planning and time management. Able to communicate effectively with all levels of school staff and the team community. Has basic knowledge and understanding of the nominated sports code (not essential).

### Responsibilities

- Sign and return the school's volunteer agreement before your team's first practice
- Read, apply and promote the school's sports code of conduct
- Be a positive role model
- Uphold and promote all school policies, rules and regulations, including all health and safety guidelines
- Promote and encourage participation with excellence, leadership and commitment
- Ensure your team is registered into appropriate competitions, tournaments and grades prior to official registration closing dates
- Ensure your team has appropriate sports equipment and uniform
- Plan your team's weekly transportation with parents for the season
- Provide the Sports Coordinator and/or Sports Assistant with an up to date team list, including details of all support personnel
- Ensure draws, results, referees, transport procedures and all areas of communication are working within your team





## *Sports code of conduct*

Academic achievement takes precedence over all co-curricular activities at our school and all students involved in our sports programme must continue to show commitment to their studies and religious education. The following codes of conduct represent a general philosophy that should be supported by all people involved in school sport. Our programme covers a wide range of ages and year groups of participants and the underlying philosophy of fair play is important for everyone regardless of their level. Above all else, be a positive role model as you represent Sancta Maria College in sport.

### **Players**

- Uphold our school's Catholic values through sport at all time
- Play for enjoyment
- Play hard but fair
- Play to the laws of the game
- Be committed to your team – attend all practices and matches
- Never argue with officials and control your temper at all times
- Work equally hard for yourself and your team
- Be a good sport – applaud all good play whether by your team or your opponent
- Remember the goals of the game are to have fun and improve your skills
- Use appropriate and acceptable language
- Thank the opposition and officials at the end of the game
- Respect the rights, dignity and worth of all participants

### **Coaches**

- Uphold our school's Catholic values through sport at all time
- Treat all young people equally and ensure they feel valued
- Create an enjoyable environment in which to play the game
- Implement an effective substitution system to allow equitable playing time within your team. Players cannot improve without the opportunity of a reasonable amount of match practice
- Positively reinforce the actions of players
- Ensure the safety of all children by careful supervision, proper pre-planning of coaching sessions and using safe methods at all times
- Develop team respect for officials
- Insist on fair play, discipline and encourage sportsmanship
- Use appropriate and acceptable language

### **Spectators and Supporters**

- Uphold our school's Catholic values through sport at all time
- Applaud the performance of both teams
- Acknowledge the efforts of the officials and be positive towards them
- Let the players play their game, not your game
- Praise effort and results
- Set an example for the players
- Use appropriate and acceptable language
- Encourage all participants to play within the rules of the game
- Display self-control on the side-line
- Show appreciation to coaches and officials who facilitate the game
- Remember young people play sport for their satisfaction not yours

### **Officials**

- Uphold our school's Catholic values through sport at all time
- Control the game in a fair and positive manner
- Be consistent and objective in your rulings
- Help players learn the rules by explaining decisions where appropriate
- Encourage fair play and do not tolerate foul play of any kind

## Transportation

It is the responsibility of all coaches, managers and parents to coordinate transport to and from games for their teams throughout the season. We recommend arranging transportation for your teams with a minimum of 10 days' notice before your event, competition or tournament. Please refer to the procedures outlined below as a general guide.

### School Vans

Our school vans have been purchased by Sancta Maria College for the purpose of enhancing, enriching and expanding the provision of educational opportunities for students. Staff, parents and other community personnel capable of driving manual transmission vehicles may book our vans to transport their teams. Bookings are essential and are to be done through our Administration staff, Sports Coordinator or Sports Assistant. All drivers must read, sign and return our van agreement to Margaret Littlejohn [m.littlejohn@sanctamaria.school.nz](mailto:m.littlejohn@sanctamaria.school.nz) (Business Manager); and our staff must sight your full driver's license prior to your first use. The van agreement is available by contacting a member of our Sports Department.

### Van operation

- Check and identify any hazards
- The van log book must be fully completed at all times as follows:
  - Enter date, destination and sport
  - Enter odometer reading at start and on return
  - Enter total kilometres travelled
  - Driver's name
- Ensure that all passengers are using seat belts
- Follow road laws at all times
- Smoking and the consumption of food and drink are not permitted in the vans
- Ensure the van is always safely parked and locked when unattended
- Ensure the van is left in clean and tidy condition, removing all rubbish and equipment
- If any supplies from first aid kit have been used give to Reception for replenishing immediately following trip
- Return the vehicle to the van parking bay – Access via Chapel Road (must approach from Ormiston Road)
- Return the van key to the property staff, Sports Coordinator, and/or Sports Assistant or reception
- Cancel your booking at your earliest convenience if it's no longer required





## SPORTS VOLUNTEER AGREEMENT

This agreement is between: \_\_\_\_\_ Volunteer (you)

And: Sancta Maria College (us)

The agreement begins on (date): \_\_\_\_\_

The day(s) you agree to work on are: \_\_\_\_\_

Volunteer role (circle one):      Coach                      Manager                      Official

### Background

1. The Volunteer wishes to assist Sancta Maria College with our Sports programme on a voluntary basis
2. Sancta Maria College will work with the Volunteer to provide these services with the students of Sancta Maria College, on a voluntary and non-remunerated basis
3. The parties agree that the following commitments will apply in relation to the volunteer's Services

### Commitments

1. You agree to serve as a volunteer and will not be paid for your work
2. You will tell us (the Sports Coordinator and your team/players) if you are unable to work on the agreed days. You will give us as much notice as you can.
3. We will provide you with induction, training and support
4. You will resolve problems by raising concerns with your manager (if applicable) or the Sports Coordinator. If the matter is not resolved that way, you can contact the Director of Sport.
5. You will follow our school's policies, procedures, rules and Code of Conduct
6. You will keep yourself and others safe and will follow our health and safety information and directions. Either you or we can end this agreement at any time by giving a minimum of 14 days' notice to the other party that it will not continue.
7. You will agree to Sancta Maria College undertaking appropriate background checks, inclusive of a police vetting check. You understand that the commencement and ongoing provision of the voluntary services under this agreement is subject to satisfactory results from vetting checks. Where unsatisfactory results are found, this agreement may be terminated, given a minimum of 14 days' notice.

### Declaration

I have read and understood the commitments and requirements in this agreement, and I accept them fully

Signed: \_\_\_\_\_  
*Volunteer (you)*

Date: \_\_\_\_\_

Signed: \_\_\_\_\_  
*Director of Sport (us)*

Date: \_\_\_\_\_