

# **Coastal Associated School Sport (CAS)**

## **Team Manager Handbook**

**2017**

## **Inter School Sport**

### **Aim**

Sport aims to develop potential through quality sporting competition and social interaction within a supportive environment. This helps students develop as sportswomen/men and encourages them to be active members of the community who take responsibility for their own health and wellbeing.

### **Structure**

The College is involved in three different types of competition in order to maximize student participation.

1. Associated Catholic Colleges (ACC) Inter-school competition, which consists of Swimming, Cross-country and Athletics. These all have individual training programs which culminate in whole day inter-school carnivals.
2. Coastal Associated Schools (CAS) competition, a sub-association of the ACC, in which we compete against other schools within the association in a variety of sports.
3. Champion Schools Sports organisation is a state run program which provides competitions in a wide variety of sports.

We currently enter about 30 teams every year varying our participation to accommodate student interest as well as staff and coaching availability.

### **Process**

For ACC Inter-school competitions selection is based primarily on performances in the relevant Inter House Carnival however, for Coastal Associated Schools sports and Champion Schools Sport, nominations are called for students interested in the sports being offered. If there are more nominations than there are places in the team, the team manager will set a trial date and the most capable students are chosen for the final team. This will be posted on the sports notice board following the final trials. All team members will then fill out a Sport Application Form and Code of Conduct form before they compete for the school.

### **Recognition**

Inter House Swimming, Cross Country and Athletics are recognised by the presentation of age-group medallions (gold, silver, bronze). Coastal Associated Schools and Champion Schools participation gives students the opportunity to win a Fairest and Best or Coach's Award for each team. All medallions and awards are presented at Secondary College Assemblies. In addition, sports participation counts towards relevant Sportsman and Sportswoman awards. College Colours for Sport are awarded on the basis of their participation in a number of teams and sportsmanship.

### **Feedback**

Feedback is welcomed by the Director of Sport.

# Considerations for Teacher Supervisors

## Players:

- be reasonable in the demands on players time, energy and enthusiasm
- avoid over-playing talented players. All players deserve approximately equal competition time
- follow medical advice when considering whether a player should participate
- encourage sportsmanship as well as skill and strategy
- show concern and caution towards injured players
- make contact with the parents of a player injured while competing in a College sporting activity and inform the Director of Sport
- teach the rules of the game and assist all players to understand the interpretations of those rules
- consider their various levels of maturity and ability when designing practice sessions and involvement in the competition
- consider external factors in the welfare of players

## Equipment and Facilities

- ensure that equipment and facilities meet safety standards
- provide a safe training and playing environment
- ensure that College equipment is accounted for and returned at the end of each fixture and training session
- ensure that required equipment is taken to each fixture and training session
- ensure that all borrowed uniforms are returned and signed off
- follow up any players who have not returned any equipment or uniforms

## Sportsmanship

- develop team respect for the ability level of opponents.
- Treat all participants in sport, as you like to be treated, regardless of their level of skill
- develop team respect for the judgment of officials and opposing coaches

## Administration

- endeavor to keep abreast with the principles of coaching and skill development
- keep records of players, fixtures, results, equipment and uniforms (Forms included)
- inform the Director of Sport of any incidents that occur at a training session or fixture (injury, poor surface, poor umpiring, inappropriate conduct by parents, players, spectators and opposition personnel)

For further information on specific codes of conduct please refer to the Lake Joondalup Baptist College Code of Conduct booklet found at the back of the handbook.

### **What to do before the season starts.**

1. Read this file.
2. Collect student nominations from the Director of Sport.
3. Meet with you student coach and umpire/referee
4. Hold trials if required
5. Collect permission forms from the Director of Sport.
6. Confirm team with Director of Sport after trial.
7. Confirm fixtures and venues with Director of Sport.
8. Clarify umpires with Director of Sport as an umpire may be a parent.
9. Collect team uniforms and equipment from the Director of Sport.
10. Hold a meeting with your team, issue fixtures and uniforms. This is to be recorded on your team sheet for which students are to sign. .
11. Give a copy of your team list, the fixtures and the uniform sign out list to the Director of Sport.

### **What to do on the day**

1. Meet with your team at recess making sure all are at the College and have their kit.
2. Meet in the Hall at 3.30, ensure all students are in correct uniform including socks and that they have all sports specific safety gear e.g. mouth guards, shin pads and hats.
3. Take attendance before each game.
4. Inform Director of Sport of any absences.
5. Inform Director of Sport of alternate student pick up arrangements. Parents are to contact Director of Sport to confirm alternate student pick up arrangements.
6. Ensure you have
  - all students permission forms
  - equipment
  - score cards
  - first aid kit
  - a mobile phone
  - CAS Handbook
7. Ensure results are given to Director of Sport after each fixture.
8. Wait until every team member has been picked up before you go home or the Director of Sport deems appropriate.
9. Discuss best players with your student manager each week as you will need to choose a fairest and best and a coach's award.
10. Return team shirts to Director of Sport for washing.
11. *You may at times be required to officiate games.*

### **What to do after your last fixture**

1. Collect all team uniforms and record their return on the uniform sheet. It is essential that you do this at the last fixture as it is difficult to retrieve uniforms at a later date.
2. Return all equipment and CAS file to the Director of Sport.
3. Discuss who will be awarded the Fairest and Best and Coach's award and email it to the Director of Sport.
4. Double check student list ensuring names are spelt correctly and give the list to the Director of Sport. Please check the spelling of all students names carefully.

# Sports Emergency Response Procedures

## Minor Accidents:

eg cuts, grazes, sprains & strains

- use first aid kit to treat injury
- fill in an Accident Report form (found in file)
- give Accident Report form to the teacher in charge of your competition when you return to the College

## Major Accidents:

eg dislocations and broken bones

- call an ambulance on 000. Directions to your location are included in your file
- treat the injury to the best of your ability and make the casualty as comfortable as possible
- contact the teacher in charge of the competition and inform them of the injury
- they will contact the parent, Principal and Deputy Principal Staff to inform them of the situation
- the teacher in charge will call you back and inform you of where the parent or ambulance will meet the student
- if there is another teacher from the College available to take care of your team hand your students over to them, clearly state how many students you have, remove the injured students Permission Form so you have all their contact details then give the teacher your file
- travel with the student in the ambulance to the hospital and remain with the student until the parent arrives
- if you are the only College staff at the venue, remain with the casualty until the ambulance arrives. The student will travel to the hospital in the ambulance while you remain with the rest of the team and travel back to the College on the bus
- you may only transfer the duty of care to another LJBC teacher (not a parent, teacher from another school or non-teaching staff member)
- complete an accident report form (found in file)
- give accident report form to the teacher in charge of your competition on return to College

## Life Threatening Injuries:

eg unconscious casualty, severe bleeding, spinal damage, internal bleeding

- call ambulance on 000. Directions to your location are included in your file
- treat the injury to the best of your ability and make the casualty as comfortable as possible
- direct other students to sit quietly out of the way
- contact the teacher in charge of the competition and inform them of the injury
- they will contact the parent, Dean of Staff and Co-curricular informing them of the situation
- the teacher in charge will call you back and inform you of where the parent will meet the student
- if there is another teacher from the College available to take care of your team hand your students over to them, clearly state how many students you have, remove the injured students permission form so you have all their contact details then give the teacher your file
- travel with the student in the ambulance to the hospital and remain until the parent arrives

- if you are the only College staff at the venue, remain with the casualty until the ambulance arrives. The student will travel to the hospital in the ambulance while you remain with the rest of the team and travel back to the College on the bus
- you must remain with your team and travel with them on the bus
- you can only transfer duty of care to another LJBC teacher (not a parent, teacher from another school or non-teaching staff member)
- fill in an accident report form (found in file)
- give accident report form to the teacher in charge of your competition on return to College

### **Who to contact**

Director of Sport: Kyle Barker                      0450 577 400

If you are unable to contact the above person proceed down the following list:

Lyndon Rice	0409 821 183
Dawn Clements	0488 209 274
Andrew Burbidge	0435 485 661
Casey Ellery	0428 930 329

### **Anaphylaxis:** severe allergic reaction

- check on Teachers Assistant if any students require an epipen (anaphylaxis)
- ensure students name/s are highlighted on your personal excursion list
- Inform Student Reception of the dates and time that you will require the epipen
- collect the students specific epipen from Student Reception First Aid in the case which contains the individual action plan on the siren at the end of the day
- collect an extra epipen the morning of the event

### **Signs of Anaphylaxis:**

- difficult/noisy breathing
- swelling of tongue
- swelling/tightness in throat
- difficulty talking and/or hoarse voice
- wheeze or persistent cough
- loss of consciousness and/or collapse
- pale and floppy (young children)

### **If an anaphylactic reaction occurs:**

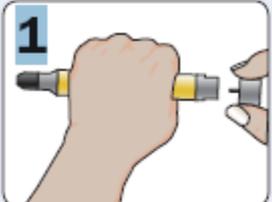
Refer to the anaphylaxis plan in the epipen container belonging to the student

- check the individual action
- conduct a primary survey "DRABC"
- administer epipen at the appropriate time according to the individual action plan (normally you administer once the airway begins to be impaired. To early and the effects of the epipen may wear off)
- contact 000 immediately
- contact the Director of Sport, if unable to contact continue down the emergency contact list
- record the following information; location, student name, number of epipens used, time of first administered epipen
- stay with student until ambulance arrives

- if ambulance is delayed administer second epipen (usually an epipen's effects will start to wear off after 20 minutes if the reaction is severe )
- contact the Director of Sport once the ambulance has collected the student
- stay with the team, do not travel with the ambulance

There is a Diagram of how to administer an EPIPEN at the back of the Handbook

## How to give EpiPen® or EpiPen® Jr



**1** Form fist around EpiPen® and PULL OFF GREY SAFETY CAP.



**2** PLACE BLACK END against outer mid-thigh (with or without clothing).



**3** PUSH DOWN HARD until a click is heard or felt and hold in place for 10 seconds.



**4** REMOVE EpiPen® and DO NOT touch needle. Massage injection site for 10 seconds.

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## **Bus Breakdown:**

eg flat tyre, engine problem, any situation where the bus has to pull over

- instruct students to remain seated
- instruct the bus driver to contact his depot and report the incident
- contact the Director of Sport informing them of the situation and location of the bus by stating north or south of the nearest main road or freeway on ramp. If you are unable to contact the Director of Sport continue down the emergency contact list
- staff and students are to remain on the bus unless specifically instructed by the bus driver or by the Director of Sport.
- if you are required to leave the bus students are to be escorted off the road and are to be seated in groups of 5
- student groups must be a minimum of 10 meters from the bus or as far away as possible

## **Bus Accident:**

eg in case of a bus accident

- assess yourself
- do a head count of all staff and students on the bus
- check for any student or staff injuries
- instruct students to remain calm and seated until the head count and injury assessment are completed
- call 000 immediately if any serious injury has occurred
- complete any immediate first aid, particularly any bleeding before any evacuation of students from the bus
- Contact Director of Sport ASAP if unable to contact Director of Sport, continue down the emergency contact list
- inform Director of Sport of your location north or south of the nearest main road or freeway on ramp
- inform Director of Sport of all injuries
- only remove students from bus if the structure of the bus has been compromised, this may include but is not exclusive to; excessive fluid such as oil on the bus, fumes inside the passenger cabin, fire, excessive amounts of broken glass and any structural damage
- if removing students from the bus, escort students to a minimum of 10 meters, further if possible, from the roads edge
- seat student in groups of 5
- monitor any injury, apply first aid where needed
- contact Director of Sport if any change in situation occurs
- Director of Sport will arrange appropriate transport back to school

## **Emergency Contacts**

Director of Sport	0450 577 400
Lyndon Rice	0409 821 183
Dawn Clements	0488 209 274
Andrew Burbidge	0435 485 661
Casey Ellery	0428 930 329

# Code of Conduct

## Code of Conduct for Players:

- respect the rights, dignity and worth of all participants regardless of their gender, age, ability, cultural background or religion
- play by the rules
- never argue with an official. If you disagree, have your captain, coach or manager approach the official during a break or after the competition
- control your temper. Verbal abuse of officials and sledging other players, deliberately distracting or provoking an opponent are not acceptable or permitted behaviours in any sport
- work equally hard for yourself and/or your team. Your team's performance will benefit so will you
- be a good sport. Applaud all good plays whether your team or the opposition makes them
- treat all participants in your sport, as you like to be treated. Do not bully or take unfair advantage of another competitor
- cooperate with your coach, teammates and opponents. Without them there would be no competition
- participate for your own enjoyment and benefit, not just to please parents and coaches

## Code of Conduct for Coaches:

- respect the rights, dignity and worth of every young person regardless of their gender, age, ability, cultural background or religion
- remember that young people participate for pleasure and winning is only part of the fun
- never ridicule or yell at a young player for making a mistake or not winning
- be reasonable in your demands on players' time, energy and enthusiasm
- operate within the rules and spirit of your sport and teach your players to do the same
- ensure that the time players spend with you is a positive experience. All young people are deserving of equal attention and opportunities
- avoid overplaying the talented players; the just average need and deserve equal time
- ensure that equipment and facilities meet safety standards and are appropriate to the age and ability of all players
- display control, respect and professionalism to all involved with the sport. This includes opponents, coaches, officials, administrators, the media, parents and spectators. Encourage your players to do the same
- show concern and caution toward sick and injured players. Follow the advice of a physician when determining whether an injured player is ready to recommence training or competition
- obtain appropriate qualifications and keep up to date with the latest coaching practices and the principles of growth and development of young people
- any physical contact with a young person should be appropriate to the situation and necessary for the player's skill development

### **Code of Conduct for Teachers:**

- respect the rights, dignity and worth of every young person regardless of their gender, age, ability, cultural background or religion
- encourage young people to develop basic skills in a variety of sports and discourage overspecialisation in one event, sport or playing position
- create opportunities to teach appropriate sports behaviour as well as basic skills
- give priority to free play activities, skill learning and modified sports over highly structured competition for primary school children
- prepare young people for intra and inter school competition by teaching them basic sport skills
- make young people aware of the positive benefits of participation in sporting activities
- keep up to date with coaching practices and the principles of physical growth and development. Read and use the latest coaching and teaching resources for junior sport
- help young people understand the differences between the junior competition they participate in and professional sport
- help young people understand that playing by the rules is their responsibility
- give all young people equal opportunities to participate in administration, coaching and refereeing as well as playing

### **Code of Conduct for Officials:**

- give all young people a fair go regardless of their gender, age, ability, cultural background or religion
- modify rules and regulations to match skill levels and needs of young people
- compliment and encourage all participants
- be consistent, objective and courteous when making decisions
- condemn unsporting behavior and promote respect for all opponents
- emphasize the spirit of the game rather than the errors
- encourage and promote rule changes, which will make participation more enjoyable
- be a good sport yourself. Actions speak louder than words
- keep up to date with the latest trends in officiating and the principles of growth and development of young people
- remember, you set an example. Your behavior and comments should be positive and supportive
- place the safety and welfare of participants above all else

### **Code of Conduct for Spectators:**

- respect the rights, dignity and worth of every young person regardless of their gender, age, ability, cultural background or religion
- remember that young people participate in sport for their enjoyment and benefit, not yours
- applaud good performance and efforts from all individuals and teams
- congratulate all participants on their performance regardless of the game's outcome
- respect the decisions of officials and teach young people to do the same
- never ridicule or scold a young player for making a mistake. Positive comments are motivational
- condemn the use of violence in any form, whether it is by spectators, coaches, officials or players
- show respect for your team's opponents. Without them there would be no game
- encourage players to follow the rules and the officials' decisions
- do not use foul language, sledge or harass players, coaches or officials

## **Procedure for Repeated Minor Infringements of Code of Conduct**

All infringements of the code of conduct should be noted down by both the supervising teacher and student umpire. It is the role of the supervising to teacher to address any infringement of the code of conduct; this may be done by issuing an infringement stamp in the organiser of the student involved. It is the role of both the supervising teacher and student umpire to inform the Director of Sport of these infringements.

### **Players**

Players who continually infringe on the code of conduct will go through the following procedure:

- players organiser to stamped and recorded on TA
- player is to have a meeting with the Director of Sport to establish consequences for the repeated infringements and possible strategies to assist player in overcoming their difficulties with the code of conduct
- possible consequence may include but are not exclusive to:
  1. Community service such as assisting in the washing of playing jerseys.
  2. Lunch time litter duty.
  3. After school detention.
  4. Suspension from competition.

### **Student Spectators**

Student spectators are ambassadors of the school and are expected to display the highest standard of behaviour any infringement by a student spectator will result in the following actions:

- students organiser to stamped and recorded on TA
- student is to have a meeting with the Director of Sport to establish consequences for the repeated infringements and possible strategies to assist student in overcoming their difficulties with the code of conduct
- possible consequence may include but are not exclusive to:
  1. Community service such as assisting in the washing of playing jerseys.
  2. Lunch time litter duty.
  3. After school detention.
  4. Suspension from competition.

### **Parent Spectators**

Any disregard for the code of conduct by a parent spectator will result in contact from the Deputy Student Services and they may be asked not to attend student sporting events in future.

### **Coaches and Officials**

Any continual offences of the code of conduct by coaches and officials will result in a meeting with the Director of Sport in which the behaviour will be reviewed, and possible strategies to assist the coach or official will be devised. If no possible solution is found the coach or official will be asked to step down from their position.

## **Procedure for Serious Infringement of the Code of Conduct**

Any serious infringement of the code of conduct is to be reported to the Director of Sport immediately. The matter is to be addressed by the Director of Sport, Deputy Student Services and Deputy Staff Services.

**Players**

A player who has committed a serious infringement will go through the following procedures:

- immediate withdrawal from current event
- immediate suspension from school sporting events
- incident to be placed on TA
- Director of Sport to contact parents or guardians
- player is to meet with Director of Sport and Deputy Student Services
- further consequences such as after school detention may be imposed

**Student Spectator**

A student spectator who has committed a serious infringement will go through the following procedures:

- immediate removal from current event
- immediate suspension from spectating school sporting events
- incident to be placed on TA
- Director of Sport to contact parents or guardians
- student is to meet with Director of Sport and Deputy Student Services
- further consequences such as after school detention may be imposed

**Parent Spectator**

Any major infringement of the code of conduct by a parent spectator will result in their immediate removal from the venue where the event is held. Contact will be made by the Deputy Student Service where the parent will be asked not to attend any school sporting events for that year.

**Coaches and Officials**

Any reported serious infringement made by a coach or official will result in their immediate removal from their position. Coaches and officials are ambassadors of the college and mentors to the students of Lake Joondalup Baptist College.