

# **VOLUNTEER** **INFORMATION**



MISSION: WE ENCOURAGE ALL OUR STUDENTS TO PARTICIPATE  
IN SPORTS AND OFFER A WIDE VARIETY OF SPORTING  
OPPORTUNITIES. OUR PARTICIPATION RATES ARE THE AMONG  
THE HIGHEST IN WELLINGTON. HIGH PARTICIPATION LEADS  
TO ASPIRATION AND ASPIRATION LEADS TO SPORTING  
ACHIEVEMENT

**Love God, Love Self, Love Others**

# CONTENT



1. OUR TEAM
2. FINDING SBC SPORT INFORMATION
- 3.8 PLAYER EXPECTATIONS
4. COACHES/MANAGERS CHARTER
5. VOLUNTEER CHECKLIST
6. ROLE & EXPECTATIONS OF A COACH
7. ROLE & EXPECTATIONS OF A MANAGER
8. ROLE & EXPECTATIONS OF A SUPERVISOR
9. SPONSORSHIP & FUNDRAISING PROCESS
10. SAFETY IN SPORT
11. VAN/GYM BOOKINGS
12. DEVELOPMENT OPPORTUNITIES & COMPLAINTS  
PROCESS
13. CONTACT







# OUR TEAM



THANK YOU FOR HELPING US TO CREATE A POSITIVE IMPACT AND EXPERIENCE FOR OUR YOUNG ATHLETES. WE APPRECIATE YOUR SUPPORT IN ROLES OF COACHING/MANAGING/SUPERVISING SBC TEAMS!

THE FOLLOWING INFORMATION SHOULD HELP AND GUIDE YOU IN YOUR ROLE. FOR FURTHER QUESTIONS PLEASE DO NOT HESITATE TO CONTACT:

## DIRECTOR OF SPORT

Wendy Tukapua  
wtukapua@sbc.school.nz or  
sport@sbc.school.nz

TEAM: TOGETHER EVERYONE ACHIEVES MORE

## SPORT ADMINISTRATOR

Angela Moriarty  
amoriarty@sbc.school.nz or  
sport@sbc.school.nz

## DIRECTOR OF RUGBY

Nick Risdon  
nrisdon@sbc.school.nz

## DIRECTOR OF BASKETBALL

Jason Love  
sbcbasketball@outlook.co.nz

## DIRECTOR OF FOOTBALL

Mark Harrison  
mharrison@sbc.school.nz

## CONVENOR OF VOLLEYBALL

Measina Volleyball Club

## CONVENOR OF TOUCH

Mitch Bialy

## CONVENOR OF SWIMMING & WATER POLO

David Housden

## SPONSORSHIP CO-ORDINATOR

Daniel Peckston  
sponsorship@sbc.school.nz

Love God, Love Self, Love Others



# FINDING SBC SPORTS INFORMATION

## ✓ EMAIL or COME AND SEE US:

sport@sbc.school.nz or find the Sports Office at the top of the Gym

## ✓ SBC DAILY NOTICES:

Download the St Bernard's '[SchoolApps](#)' from the App Store

## ✓ COLLEGE SPORT WELLINGTON: Yrs 9 to 13

Download the CSW app for all draws and view their website: [www.collegesport.org.nz](http://www.collegesport.org.nz)

## ✓ INSTAGRAM:

Follow our Instagram page: [sbc183sport](#)

## ✓ FACEBOOK:

Follow our facebook page: [SBC 183 Sport](#)

## ✓ SPORTS NOTICEBOARD:

Found at the bottom of the stairs in the gym



Love God, Love Self, Love Others



# 8 PLAYER EXPECTATIONS

## WHAT DO WE TEACH OUR PLAYERS IN SBC SPORT?



### Love Self

#### Being Coachable

Listen and respond with positive action. Be enthusiastic, ask questions.

#### Work Ethic

Bring your best all the time, do extra if required. Persevere through and show resilience when needed.

#### School Pride

Support our teams, wear uniform correctly, clean and tidy - for yourself and those that have gone before you.

#### Be Prepared

Come with everything a good sportsperson needs for your sport.

### Love Others

#### Communication

If you cannot attend, let your manager know and let coaches know if you need extra help.

#### Being On-Time

For your teammates, coaches, and managers.

#### Respect

For your teammates, coaches, managers, officials, opposition, supporters and other's property.

#### Help Out

"Team bag, before your own bag". Make sure you help-out and clean up before leaving a training or game.

**In doing all these and being grateful, shows the love of God**

# SBC COACHES/MANAGERS/SUPERVISORS

## CHARTER

It is acknowledged you play a vital role in our sporting mission - Participation - Aspiration and Achievement. We thank you for your generosity, enthusiasm and dedication to Sport at SBC.



### Love Self

#### Role Models

Through positive actions and behaviours they demonstrate how to conduct themselves in all situations.

#### Be Prepared

Come prepared for each training and games. Set team expectations and goals that are realistic to your team.

### Love Others

#### Fun

Developing an environment that is fun and giving students a good experience.

#### Safe

Making sure each player feels safe, physically and mentally.

#### Achievement

Getting the best out of each individual player, understanding how they learn and grow in being a part of a team.

#### Respect

Have respect for players. With their feedback and voice in the team.

#### Belonging

Making each player feel like they belong and are valued. Player lead: gets them involved and gives buy-in.

#### Engage Families

Each player belongs to wider network, communicating and acknowledging that they are important to your team.

**In doing all these, shows the love of God**



# VOLUNTEER CHECKLIST



## POLICE VETTING

When dealing with young people it is mandatory to have been police vetted. Please bring 2 forms of current photo ID to the main school office. A driver's license will also be required if you intend to drive the school van.



## VAN INDEMNITY FORM

If you are to use the school van for your team this needs to also be completed, (recommended to do when you do the police form).



## AGREE TO THE COACHES/MANAGERS/SUPERVISORS CHARTER

When you look after a SBC team you agree to the coaches/managers/supervisor charter and will abide by this at all times.



Forms will be provided via the Sports Office. Once completed hand this into the front office for processing, (bringing your 2 photo ID's). The Sports Office will then provide you with a team contact list and access to any equipment. We will help coordinate training days, bookings for gyms and grounds as well as van bookings.

If you need anything else, or if you have any questions, please do not hesitate to contact the Sports Office: [sport@sbc.school.nz](mailto:sport@sbc.school.nz)

# ROLES & EXPECTATIONS FOR A COACH

We get asked a lot what is the role /expectation of a coach?

## Expectation

- Ensure players are accountable to the 'Player Expectations'
- Abide by the SBC 'Coaches/Managers/Supervisor Charter'

## C = Culture

- Look beyond the scoreboard to measure success
- Understand that great coaches don't coach sport, they coach people
- Modeling the values, attitudes and behaviours, that will help support athletes to win in the long run

## O = Organisation

- Creating purposeful practices, fun engaging positive sport experiences (regardless of ability)
- Managing time, player base, approach, and objectives
- Helps create consistent expectations and experiences for players

## A = Adaptable

- Adaptable coaches are those that are flexible and responsive to a need for change - being able to adjust to new situations, circumstances or needs

## C = Commitment

- Understanding your WHY

## H = Humility

- Asking yourself "how can I best serve the players?"

## E = Empathy

- The power of relationship building. "how are you?". Remain open minded to players' human element

## S = Sponge

- Growth mindset isn't just for the players!



Love God, Love Self, Love Others





# ROLES & EXPECTATIONS FOR A MANAGER

We get asked a lot what is the role /expectation of a manager?

## Expectation

- Ensure players are accountable to the 'Player Expectations'
- Abide by the SBC 'Coaches/Managers/Supervisor Charter'
- Be a warm and friendly face for the team and families, support coaches/player's needs where possible and communicate often

## Duties

- Communicate clearly and timely to players and their families, this saves any choas or confusion. This can be via emails, texts, Instagram, Whatsapp, Heja groups etc
- Be the point of call for any queries from players, parents, coaches and the Sports Office
- Attend all games for the season, or arrange supervision for the team, if you cannot attend (trainings are not always applicable for most teams)
- Address any issues within the team immediately to the Coach and with the Sports Office
- If you find you do not have enough players to field a team and need to default, the Sports Office needs to be made aware the day before game day. Otherwise a default fee of \$30 is shared among the players/families
- Check in with coaches regularly on what to communicate
- Make sure everyone is okay for rides, book the school van through the Sports Office, if needed
- When applicable to your sport send through the score to the Sports Office after the game, or assign someone in your team to do this weekly
- Collect in all unfiroms after the last game and make sure they are accounted for, to be returned to the Sports Office

## Tips for Managers

- BCC emails to protect families private details
- Keep any team politics within the coaches and Sports Office
- You are the eyes and ears for the team, keep positive through the season and support everyone involved

*'Managers are the glue to our SBC teams'*

Love God, Love Self, Love Others



# ROLES & EXPECTATIONS FOR A SUPERVISOR

For the safety of our students it is vital that an adult is present for all games (we are also required to have one present by College Sport Wellington by-laws, in order to enter teams. This is equally important for intermediates. The reason being an adult can deal with any left-field events or injuries that may occur on game-day, and has a perspective/maturity that young people might be unable to deal with.

## What is the difference between a manager and a supervisor?

A supervisor are for teams where a coach or manager are unable to be sourced, usually for our social teams and students who just want to turn up and play, enjoying the social aspect of sport. Ownership is more on the students/families in the team to get to games and find out game details etc.

This role is helpful to parents/caregivers that are unable to commit to trainings or extra duties for the team but are available on game-day only and support the team.

## We get asked a lot what is the role /expectation of a supervisor?

### Expectation

- Ensure players are accountable to the 'Player Expectations'
- Abide by the SBC 'Coaches/Managers/Supervisor Charter'
- Be at all games or if you cannot attend let the Sports Office know so we can find another adult to supervise
- Collect in all uni forms after the last game and make sure they are accounted for, to be returned to the Sports Office

### Duties

- Let the Sports Office know if players are not turning up to games
- When applicable to your sport, send through the score to the Sports Office after the game, or assign someone in your team to do this weekly
- Help with subbing if needed, and make sure everyone is getting good game time
- Be the first point of call for the Sports Office



# SPONSORSHIP OPPORTUNITIES

For any interest in our sponsorship programmes please contact the Sports Office for further information. We have 2 opportunities you can be a part of in helping our sporting programmes.

We look forward to hearing from you!

- Sporting Team Business Sponsorship
- Sport 100 Club

## FUNDRAISING

In addition, if you are looking to fundraise for a specific team or event, please be aware that there is a formal process in place. We kindly ask that you get in touch with the Sports Director prior to initiating any fundraising activities. The school must be informed of any events conducted under its name, and prior approval is required.

We look forward to hearing from you!

Love God, Love Self, Love Others



Design Network  
architecture limited



# SAFETY IN SPORT



The safety of our students/volunteers whilst taking part in any aspect of sport is of paramount importance. Taking part in sport generally involves physical exertion, therefore players are more susceptible to injury/accidents.

## CHECKLIST FOR INJURIES:

- Is the injury serious? If so, send someone to call 111 immediately
- Liaise with the venue/event organiser
- Call parents/Sports Office
- Make sure an adult remains with the student at all times until a parent or caregiver arrives.

## CONCUSSIONS:

All players diagnosed with a concussion or suspected concussion must go through the 'Gradual Return to Play Process' described in the poster. Report all concussions via the 'code' Director

## A SERIOUS INJURY THAT MUST BE REPORTED IS:

- Any broken bone during practice or at a game
- Any accident that has required the player to be removed from the game due to suspected concussion
- Any accident that requires professional medical attention by a doctor or a visit to A&E
- Any accident that is a result of misconduct by a student.

<b>1. Medical assessment</b> within 48 hours of suspected concussion	
<b>2. Rest / No Activity</b> Complete mental and physical rest. No screens.	Days 1- 2
<b>3. Light aerobic exercise</b> Symptom Guided low to moderate intensity activities such as walking or stationary cycling	Next 14 days
<b>4. Sport-specific exercise</b> Running drills or ball handling activities. NO impact activities.	Next 2 days
<b>5. Non-contact training drills</b> Progression to more complete training: passing, catching, may start doing weight training	Next 2 days
<b>6. Following medical clearance full contact practice</b> Student may participate in normal training activities, including contact training.	Next 2 days
<b>7. After 24 hours return to play</b> Player rehabilitated	Day 23



# VAN / GYM BOOKINGS

## **VAN BOOKINGS:**

The School has 2 vans to transport sports teams after school and during weekends. Teams travelling the furthest are given priority for van use. Bookings are made through the Sports Office.

Drivers must complete the 'police vetting' and 'van indemnity form' before driving the school van.

Front office will have a key available to you between 8.00am-4.00pm, (weekdays). Outside those times please contact the Sports Office to make other arrangements

Before Departure:

- Complete the 'College Van Student Transport form' with the students details you are transporting, put this in the lockbox before departure (found next to the gates on the wall)

After returning the van, please ensure that:

- All rubbish and belongings have been cleared from the van
- Report any incidents to the Sports Office
- If the petrol is near empty to let us know
- Leave the key in the lockbox

## **GYM / FACILITY BOOKINGS:**

If your team need to access the gym please contact the Sports Office to make arrangements

After exiting the gym or changing rooms, please ensure that:

- All rubbish and belongings have been cleared from the area (includes changing rooms)
- All doors and windows have been locked and lights have been turned off





Love God, Love Self, Love Others



# DEVELOPMENT OPPORTUNITIES

SBC encourage the pursuit of development opportunities for our coaches, in return this helps our students directly. Each sport will have its own development opportunities provided by either a Regional or National Sports Organisation. The Sports Office will endeavour to provide our volunteers with this information as it becomes available.

If you attend any of these courses, please provide us with feedback on what you found useful (or not so useful), so that we can look to offer you the best opportunities possible.

If there are courses you are interested in, and there is a financial commitment, the school may be able to assist with this – please contact the Director of Sport to discuss.

## COMPLAINTS PROCESS

We understand that not everything goes to plan. If there is a complaint or issue, then it is important that the Director of Sport knows about it ASAP. It is important to us that any issues are dealt with immediately.

If you have a complaint against your opposing team then this needs to be sent in via email to the Sports Office within 48hrs after the incident for any further action. We will then follow the College Sport Wellington Complaints Process (yrs 9 to 13). [sport@sbc.school.nz](mailto:sport@sbc.school.nz)



# CONTACT WENDY FOR ANY FURTHER QUESTIONS



Volunteers are a vital part of the success in sport at St Bernard's College. We acknowledge and appreciate all the time and dedication this may take out of your precious time. For this we are truly GRATEFUL!



## EMAIL ADDRESS

sport@sbc.school.nz



## PHONE NUMBER

027 488 0982



## FACEBOOK/INSTAGRAM

sbc183sport

**"Love the Lord your God with all your heart and with all your soul and with all your mind and with all your strength. The second is this: Love your neighbor as yourself. There is no commandment greater than these". Mark 12: 30-31**