



VOLUNTEER INFORMATION

OUR MISSION:

ENCOURAGE PARTICIPATION FOR ALL STUDENTS
WIDE RANGE OF SPORTING OPPORTUNITIES
HIGH PARTICIPATION ACROSS WELLINGTON

WE ARE STRENGTHENING PERFORMANCE PATHWAYS AND ATHLETE UNDERSTANDING SO STUDENTS BECOME CONFIDENT, CAPABLE, AND COMPLETE PERFORMERS—ON AND OFF THE FIELD.

Love God, Love Self, Love Others

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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 US:

TEAM: TOGETHER EVERYONE ACHIEVES MORE

SPORTS OFFICE:

DIRECTOR OF SPORT

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

SPORTS ADMINISTRATOR

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



STRENGTH & CONDITIONING PROGRAMME: SAMMY & JULIA APU'ULA: INFO@SBCSTRENGTH.COM

SPONSORSHIP

Daniel Peckston
sponsorship@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

CONVENOR OF CRICKET

Dominic Outtrim

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
- ✓ **INSTAGRAM:**
Follow our Instagram page: [sbc183sport](https://www.instagram.com/sbc183sport)
- ✓ **FACEBOOK:**
Follow our facebook page: [SBC 183 Sport](https://www.facebook.com/SBC183Sport)
- ✓ **SPORTS NOTICEBOARD:**
Found at the bottom of the stairs in the gym



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



ROLES & EXPECTATIONS FOR A COACH

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

Expectation

- Uphold SBC Player Expectations and the Coaches Charter
- Prioritise people, culture, and long-term development over results
- Create positive, purposeful, and inclusive sporting experiences



COACHES Framework

- **C – Culture: Model SBC values; success beyond the scoreboard**
- **O – Organisation: Plan well, manage time and players effectively**
- **A – Adaptability: Be flexible and responsive to change**
- **C – Commitment: Know your why and lead with purpose**
- **H – Humility: Build strong relationships and stay open-minded**
- **E – Empathy: Serve players as people first**
- **S – Sponge: Commit to continual learning and growth**

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ROLES & EXPECTATIONS FOR A MANAGER

Managers are the glue that holds SBC teams together.

Expectation

- Uphold SBC Player Expectations and the Coaches/Managers/Supervisor Charter
- Be a welcoming, supportive point of contact for players, families, and coaches
- Communicate clearly, positively, and consistently throughout the season

Key Responsibilities

- Manage all team communication (e.g. email, Heja, text, WhatsApp)
- Act as the main liaison between families, coaches, and the Sports Office
- Ensure supervision at all games or arrange cover if unavailable
- Address issues promptly with the Coach and Sports Office
- Support game-day logistics (transport, scores, defaults if required)
- Collect and return all uniforms at season's end

Good Practice

- **Protect family privacy (BCC emails)**
- **Keep team issues within the Coach and Sports Office**
- **Stay positive, organised, and supportive all season**

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ROLES & EXPECTATIONS FOR A SUPERVISOR

Expectation

- Uphold SBC Player Expectations and the Coaches/Managers/Supervisor Charter
- Be present at all games or notify the Sports Office if unavailable
- Support a safe, positive environment for all players

Key Duties

- Be the main point of contact for the Sports Office on game day
- Report absences and send game scores when required
- Support substitutions and ensure fair game time
- Manage game-day issues, injuries, or unexpected situations
- Collect and return team uniforms at season's end

Manager vs Supervisor

- **Supervisors support teams without a coach or manager (often social teams)**
- **Students and families take greater responsibility for logistics**
- **Ideal for adults available on game day only**

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SPONSORSHIP OPPORTUNITIES

For interest in SBC Sport sponsorship opportunities, please contact the Sports Office.

Sponsorship Opportunities

- Sporting Team Business Sponsorship
- Sport 100 Club (for businesses or individuals)

FUNDRAISING

If you wish to fundraise for a specific team or event, including seeking sponsorship for any team, please contact the Sports Director before starting.

All fundraising conducted under the school's name requires prior approval.

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.

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.

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

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

VAN / GYM BOOKINGS

Van Bookings:

- The school has 2 vans for transporting sports teams after school and on weekends.
- Priority goes to teams travelling the furthest.
- Bookings made through the Sports Office.

Driver Requirements:

- Must complete Police Vetting and Van Indemnity Form before driving.

Key Access:

- Front Office: 8:00am–4:00pm (weekdays)
- Outside these times: contact the Sports Office.

Before Departure:

- Complete the College Van Student Transport Form with student details.
- Place the form in the lockbox (next to the gates on the wall).

After Returning the Van:

- Clear all rubbish and belongings.
- Report any incidents to the Sports Office.
- Inform if petrol is low.
- Return the key to the lockbox.

Gym Bookings:

- Contact the Sports Office to arrange team access.
- Keys given to staff only – do not give them to students.
- Students are not allowed in the gym unaccompanied by an adult.

After Use:

- Clear all rubbish and belongings (including changing rooms).
- Ensure doors and windows are locked and lights turned off.



DEVELOPMENT OPPORTUNITIES

- SBC encourages coaches to pursue development opportunities, benefiting both coaches and students.
- Each sport may offer opportunities through Regional or National Sports Organisations.
- The Sports Office will provide information to volunteers as it becomes available.
- If you attend a course, please provide feedback on what was useful (or not), so we can improve future opportunities.
- For courses with a financial commitment, the school may be able to assist – contact the Director of Sport to discuss.

COMPLAINTS PROCESS

- We understand that not everything goes to plan.
- Any complaint or issue should be reported to the Director of Sport as soon as possible.
- Complaints about opposing teams must be emailed to the Sports Office within 48 hours of the incident.
- The College will then follow the College Sport Wellington Complaints Process (Years 9–13).
- Email: sport@sbc.school.nz

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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

wtukapua@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