



WHANGAPARAOA COLLEGE

Together □ Believe □ Achieve □ Ngātahi whakapono tutuki

Sport Policy and Procedure

	POLICY	PROCEDURE
Attendance	Players are required to attend all team meetings, trainings and games.	Team management to keep a record of attendance. Players must contact coach and manager prior if not attending. If absence is legitimate (eg. another school activity) then player should not be unfairly penalised.
Communication	Will be appropriate and ethical.	Any communication related to WGP College sport must be appropriate, and the Sports Department must be included/made aware.
Complaints	Complaints and disputes are communicated to Sports Department.	Any correspondence, verbal or written, to other schools or organisations must be made via the Sports Department. Follow Correspondence policy.
Correspondence	All correspondence must be approved.	Correspondence related to WGP College sport must be proof read and approved by the SLT. Please email to Sports Department for processing.
Defaulting	On NO occasion will a team default.	Prior to week of game arrangements are made to reschedule. Week of game team will play with reduced number or finds a legitimate replacement for that game. When using players from other teams, those players may only play up a grade/year level.
Equipment	Purchase and supply of equipment will be through the Sports Department.	Coaches must liaise with Sports Department regarding equipment needed. Ensure proper use of all equipment and report any damages. Return all items at the end of season.
Fees	Pay before you play.	All fees to be paid to Learner Accounts prior to activity.
Fundraising	All fundraising for WGP College sport must be approved.	Liaise with Sports Department regarding opportunities to fundraise. All fundraising ideas require approval before commencement. Follow Sponsorship policy.
Injuries	Minor injuries dealt with accordingly. Serious injuries seek medical attention and report to Sports Department.	Any injuries that require medical attention must be reported to the Sports Department at the time via text, call, email. Complete an accident report and email to Sports Department. Contact Sports Department if first aid stocks run low.

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Social Media	Post to be ethical and appropriate.	There is on WGP College Sports Facebook page. Any information to be posted on this page must be sent via email to sports@wgpcollege.school.nz . No other WGP College sports Facebook pages may be made. A closed group or group chat can be made for communication purposes for each team by the coach/manager.
Sponsorship	Approval required before any businesses are approached for sponsorship.	The Sports Department must be advised of any potential sponsors. Sponsors are approved by the SLT and Board of Trustees.
Transport	To be arranged by the team management.	Arrange a transport roster with parents for away games. A WGP College van may be available for some fixtures, but must be booked via the Sports Office. Extra fees for use of school van may be incurred.
Tournaments	Participation in tournaments must be approved by WGP College	Express any interest in tournaments to the Sports Department. Selection is based on growth, potential and success of the sport in previous years. Attendance at tournaments is approved by the Board of Trustees. Tournament planning guidelines must be followed.
Uniform	Players must play in approved uniform.	Players are required to wear the approved uniform of their sport. Uniform will be issued directly to players or via team managers. Uniforms must be taken to the Wishing Well after each game, and collected from the Sports Office before the next game.

GENERAL

Cancellations	
Trainings	Advise cancellation of training to Sports Department or Teacher in charge, and directly to players if possible. Sports Department can post on WGP College Facebook page and in student notices if time frame permits.
Games	Cancellation of week day sports fixtures is announced by College Sport via their website www.college.sports.co.nz , or phone the Sports office. The Sports Department will update the Facebook page, school app and school notices.
Information	Advise the Sports Department if there is information you would like posted on the noticeboard, school notices, website or Facebook page.
Results and Successes	Advise the Sports Department of results of all games, and team or individual successes so these can be recognised and celebrated.

CHECKLIST

Code/Team meeting	<ul style="list-style-type: none">• Meet with players and parents to decide team direction - values, expectations, behaviours, goals.• Convey general information – Code of Conduct, fees, payments, uniform, equipment, training and game dates, transport, tournaments, prize giving.
Coach	<ul style="list-style-type: none">• Ensure player centred coaching, including skills, fitness, mental and tactical development through regular team practice.• Organise equipment for team practices and games.• Encourage players, parents and supporters to abide by the Code of Conduct.
Manager	<ul style="list-style-type: none">• Support the coach and liaise with WGP College Sports Department.• Collect/record uniform and equipment issued and return to Sports Department at end of season.• Collate a team list with contact details and distribute to team and coach.• Ensure players are aware of the draw.• Organise arrangements for transport.
Captain	<ul style="list-style-type: none">• Invite players to express interest in being team captain.• Conduct a fair selection process – e.g. letter of application, interview• Convey expectations to successful candidate – conduct, leadership, reporting.