



# MANAGING GUIDELINES

Thank you for offering to manage a sports team at Wellington Girls' College. We appreciate your commitment and look forward to working with you throughout the season.

## **Manager's Role:**

- Support the coach and liaise with the Sports Department over matters relating to the team.
- Assist the coach in organising equipment for team practices and the game if needed.
- Ensure the coach and team members know who, when and where they are playing. Communication channels should be smooth and efficient so that information is clear for players and parents.
- Assume responsibility for player's welfare, particularly those injured and report them to the school.
- Ensure that uniforms are worn correctly; students must wear correct uniform to and from games.
- All addresses, telephone and cell phone numbers are accessible.
- Inform the Sports Dept. if you feel the coach is not fulfilling their role effectively.

## **Practices:**

- If a student is late to practices / games regularly, the Sports Dept. must be informed.

## **Treatment of Students:**

- Mutual respect and a calm, rational approach are essential.
- Fairness is vital and all members of a team must be treated fairly and evenly.
- Expect polite co-operation and respect.
- WGC Policy - Players are to be rotated on/off fairly and given equal playing time throughout the season. There is an exception for the top team in each code. If the coach is not doing this, please let the Sports Dept. know. A booklet will be given to the coach and this must be completed for each game recording team rotations, times and positions played. This can be completed by the coach or manager and might be called on by the Sports Dept. anytime during the season.**

## **Discipline:**

- If concerns arise about the behaviour of a student, the Coach or Manager should inform the Sports Dept immediately.
- The uniform must be correct and worn with pride. WGC black sports hoodies only.
- Courtesy and co-operation is expected at all times.
- Any concern about parental influence is to be discussed with the Sports Office.

## **First Aid:**

- If a player is injured medical help must be given and the parents / Sports Dept. are to be informed as soon as possible.
- Parents are to be called to take the player home. Please ensure you have parents / caregivers information on you at all times.
- If the parents cannot be contacted, the player must be accompanied until the parents arrive.
- The manager should ensure that the player is accompanied if going to a doctor or hospital.
- The player is to have an adult companion until her parents arrive.

The Sports Dept. will provide team lists, emergency contacts, draws etc. Please feel free to contact us if you have any concerns.

Thank you for your assistance and we look forward to your contribution to sport at WGC.