



**Lincoln
High School**

Te Kura Tuarua o Waihora

SPORTS

COACHES/MANAGERS BOOKLET



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Our Purpose: To nurture and guide our students to be the best they can be

Our Vision: An outstanding all-round education

Kia ora,

Thank you for generously offering your time and expertise to support Lincoln High School Sport. Your role as a coach, manager or teacher in charge is vital in fostering growth, resilience, teamwork, and lifelong memories for our ākonga. We deeply appreciate your commitment to helping students thrive in their sporting code.

This handbook is designed to support you by outlining key information, expectations, and resources. Please don't hesitate to reach out if you need further assistance. We are here to ensure you have everything you need.

We wish you all the best of luck for the season

Ngā mihi nui,

LHS Sports Department

LHS SPORT

Lincoln High School Sports Department provides two pathways for students to get involved in Sport: participation and performance.

LHS sport strives to foster participation and excellence, encouraging students to engage in sport for life at all levels, from social and recreational to elite. We provide opportunities for students to develop their skills and represent LHS while striving for personal and team success.

We encourage our students to participate in sport during their time at LHS, taking the opportunity to continue with their chosen sports or try new sports.

Lincoln High School aims to:

- Provide opportunities for students to participate in a variety of sport
- To provide a safe, fun and inclusive environment
- To ensure all young people who play school sport receive a quality experience, irrespective of the level at which they compete.
- Maintain high standards of behaviour, uniform and discipline on & off the field
- Provide, where possible, teams which cater for a range of abilities
- Promote the attainment of sporting excellence
- Provide coaches, managers and administrators that will be able to assist to attain sporting excellence

Contact Details

For General Sport Enquiries: **Email:** sport@lincoln.school.nz

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<p>Social Media</p>  	<p>We would love to celebrate your team's successes over the season. Please send articles, updates, results, photographs to sport@lincoln.school.nz</p> <p>Facebook facebook.com/LHS.Sport</p> <p>Instagram lhs_sport</p>
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Lincoln High School Tikanga:

As a school, we place great importance on our school tikanga, ensuring it is upheld by students both on and off the sports field. Please take the time to discuss this with your team at the beginning of the season or sporting event, emphasizing how it should guide their behaviour and fosters a sense of respect and unity.

*Te Kura Tuarua o Waiora
Lincoln High School
Sport Tikanga*

**He tohu WHAKAMANA te
We show RESPECT BY**

Honouring others right to play	Being actively engaged	Treating others & property with courtesy	Using appropriate language
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**He tohu MANAWAROA te
We show RESILIENCE BY**

Taking initiative & being a self advocate	Asking questions	Viewing mistakes as learning opportunities	Aiming high
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**He tohu WHAKAPONO te
We show RELIABILITY BY**

Being prepared	Attending every training & game	Being on time	Being goal orientated
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**He tohu MANAAKITANGA te
We show SUPPORT BY**

Encouraging positive behaviour in others	Being positive in words & actions	Leading by example	Offering to help where needed
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Role of a coach

Thank you for your dedication, hard work, and genuine commitment to the development of young athletes at Lincoln High School. We hope these guidelines will help define your important role as a **coach** at our school.

- Skill Development** Have a sound knowledge of your sport
Create structured training plans tailored to individual and team goals.
- Playing Time** All players should have **equal playing time** over the season, except for the top teams of each code. This needs to be communicated with players and whanau
Please contact the Sports Department if you have any concerns.
- Mentor/Role Model** Demonstrate professionalism, fairness, and sportsmanship.
Lead by example, showing respect for all participants.
Model good behaviour, language and provide both players and whanau with a safe inclusive environment
Uphold the LHS Tikanga and ensure students, parents show this both on and off the field
Abide by our Alcohol and drug school Policies
- Communication** Provide clear instructions, positive and constructive feedback
Set high standards and promote the need for punctuality, commitment
Refrain from any form of abuse, criticism or harassment of other coaches, officials, parents, students and other supporters.
Clear communication with the manager, teacher in charge and sports department on student and/or personal issues
Communicate practice times, changes
- Administration** To be responsible, when necessary for refereeing or umpiring the game
Look after equipment and returning this equipment at the end of season
Conduct fair trials
- Wellbeing** Ensure the physical and mental health of players
Ensure balanced training and recovery to prevent burnout or injury.

Coaching Courses

There are a number of different coaching courses available to you. These courses run at different times throughout the year. Some courses are specific to sporting codes; others are New Zealand certified covering general information for all coaches. If you are interested in doing any coaching courses please contact the Sports Office who will provide you with details.

Role of a Manager

Thank you for your dedication, hard work, and genuine commitment to the development of young athletes at Lincoln High School. We hope these guidelines will help define your important role as a **manager** at our school.

- Administration**
- Organise team meetings when required
 - Organise transport for away games. Contact sports department to book a mini van
 - Where appropriate assist the coach with organisation of trials and selections
 - Look after equipment and returning this equipment at the end of season
 - Ensure students wear LHS sports gear at games and events
 - Uphold the LHS Tikanga and ensure students, coach and whanau show this both on and off the field
- Game Management**
- Liaise with referees/umpires pre game
 - Greet visiting teams and make sure their gear is safe
- Communication**
- Regular, clear and appropriate communication with coach, parents/whanau, teacher in charge, sports department
 - Set high standards and promote the need for punctuality and commitment
 - Clear communication with the coach, teacher in charge and sports department on student and/or personal issues
 - Model good behaviour, language and provide both players and whanau with a safe inclusive environment
 - Communicate practice times, changes with athletes
 - Communicate results, successes, photos to the sports department
 - Communicate fundraising applications to sports department and liaise with parents
- Wellbeing**
- Keep an up-to-date list of contact and emergency contact details for the team
 - Ensure the physical and mental health of athletes and report any major injuries to the sport department
 - Abide by our Alcohol and drug school Policies

Role of Teacher in Charge (TIC)

Thank you for your dedication, hard work, and genuine commitment to the development of young athletes at Lincoln High School. We hope these guidelines will help define your important role as a **TIC** at our school.

Communication Clear communication with the coach, manager and sports department on student and/or personal issues

Meet with players who are not turning up to practice/games

Communicate any fundraising applications to the sport department

Communicate results, successes, photos to the sports department and briefing

Communicate with sport department early for collection of gear/uniforms and any broken gear

Organisation Support the Sport Department to help organise coaches, managers, referees

Support trials

Complete EOTC forms at least 2 weeks before tournament/event

Game Management Greet visiting teams and make sure their gear is safe

Wellbeing Ensure the physical and mental health of athletes and report any major injuries to the sport department

Ensure students follow school tikanga

Abide by our Alcohol and drug school Policies

Early Release From Class and Attendance

No student may leave class early to travel to sports fixtures unless approved by the Sports Office. Managers/TIC need to liaise with the Sports Office if an early release is needed. Teachers will be informed by the Sports Office only.

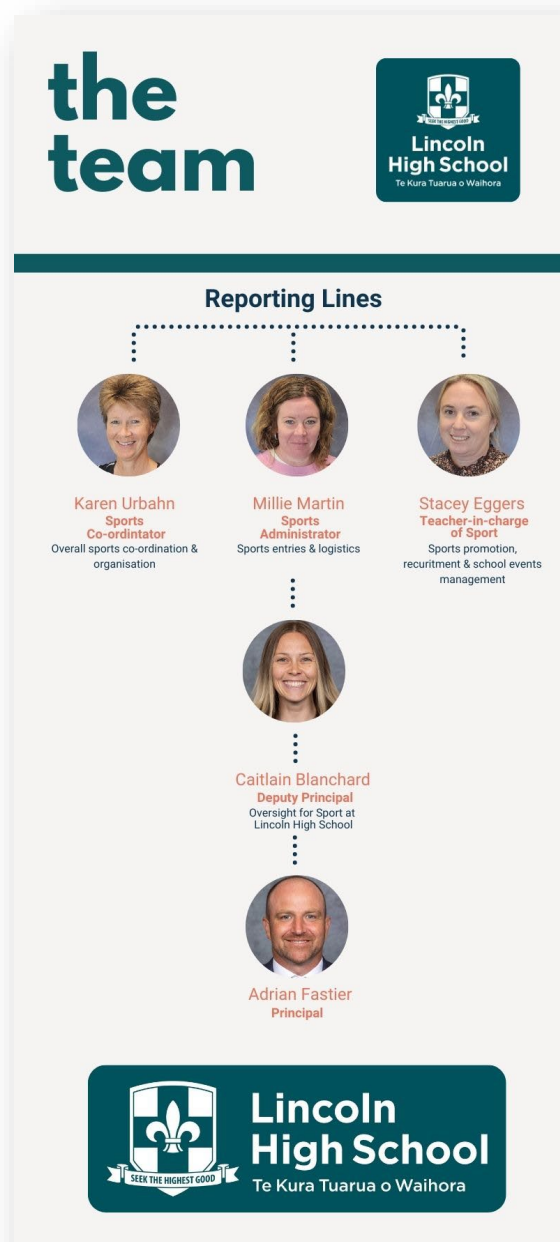
If students are absent during class time all TICs need to provide a list of students to the school attendance. If a physical copy cannot be given please email: attendance@lincoln.school.nz

Players Responsibilities

- Uphold Lincoln High School tikanga and show sportsmanship both on and off the field
- Respect officials and referees
- Abide by the school regulations relating to travelling by private transport
- Attend all meetings, practices and games on time or give reasonable notice for non-attendance
- Report any injuries to the coach and/or manager
- Maintain a commitment to the team for the **FULL DURATION** of the season
- Wear the correct sports uniform and ensure you have correct equipment for games
- Return all sports uniforms (washed) promptly after the season concludes
- Pay all fees by the due date. Contact the Sports Department early if you need further support.
- If a student withdraws once a team has entered into a competition, a refund of sports fees will be at the discretion of the Sports Department and an administration fee maybe applied.

Reporting Lines

To support the wellbeing of players, it is important that all team administrators (coaches, managers, TIC) communicate early any issues and concerns about individuals and/or the team environment.



Trials

To ensure fair and transparent selection, all trials will be conducted and teams selected based on skill and effort. Teams will be posted via teams or social media once selections are finalized. For teams participating in tournaments, the number of players required will be communicated with the coaching team.

Practices/ Booking facilities

Please communicate with the sports department to schedule your trials and practices times. We have the following facilities available

The following is a list of the facilities that are available for use by school sports teams and individuals.

Gym 3 – Full size court	Gym 1 –3/4 size	Outdoor Netball/Tennis court	Swimming Pool
Gym 2 – Small indoor space	Outdoor Fields	Astro Turf	Cricket Nets

The school encourages students to participate in both summer and winter sports activities. Therefore, summer sports have preference in terms one and four and winter in terms two and three. If sports wish to hold out of season practices, they must not conflict with any existing activities for the term.

Sports Uniforms

All uniforms are kept in the Sports Department which is located outside Gym 1. All uniforms are to be used for games and not practices. Each numbered uniform is issued against a student's name and will be marked off upon return to the Sports Department. Please support the Sports Department in ensuring your players return their uniforms. Failure to return an issued uniform will incur a penalty fee for the replacement of the uniform.

Guidelines for organised sport training for codes not competing in that particular term

- Coaches must first liaise with other team coaches of that particular term to ensure they are happy with their students participating in that activity e.g. netball and touch. Students have an obligation to the current season sport first.
- Students must not be penalised by the out of season code for meeting their in season commitments. They must be given a chance to trial after their other commitments are over.
- The school abides by the NZSS Sports Council ruling that Winter Sports start after Summer Tournament week and that Summer Sport starts after Winter Tournament week.

Cancellations of Games

Every effort will be made by the sports department to contact the Coach and Manager and players if they are made aware of cancellation or venue change. We do this at school via the school teams systems and/or email. Weekday sports cancellations are updated daily by School Sport Canterbury. The website <https://www.canterbury.schoolsport.org.nz/cancellations> has a notice board on which cancellations are posted You can also phone the School Sports Office.

Injury Prevention

- **Warm-up, Cool-down, and Hydration:** Ensure athletes warm up and cool down properly for each session, and maintain adequate hydration during and after training/competition.
- **Injury Prevention and Safety:** Monitor fatigue, ensure athletes use safe equipment, wear appropriate protective gear, and follow safety protocols. Be aware of temperature extremes and prevent related injuries.
- **Technique and Age-appropriate Training:** Teach proper techniques, adjust activities based on athletes' abilities and development stages, and modify rules/equipment for younger athletes.
- **Overtraining and Rehabilitation:** Avoid overtraining and ensure athletes are fully rehabilitated before returning to activity. Watch for symptoms of overuse injuries and seek medical advice when necessary.
- **Medical Awareness and Reporting:** Be aware of athletes' medical conditions, and report all serious injuries to the sports department

First Aid, Health and Safety

The coach/manager is responsible for the welfare/health of the students whilst they are representing the school at sport. If an injury is seen to be minor the coach/manager should use their own professional judgement as to whether the player can continue. If there is doubt over the extent of the injury, it must be treated as serious and the following steps taken.

- Player is removed from the field (unless a suspected spinal injury – player **NOT** to be moved)
- Medical advice is sought either at the ground or the nearest medical facility
- The student's parents/caregivers are to be contacted as soon as possible
- Manager/coach is to stay with the student until parents/guardians arrive or upon escorting the student home
- A report on the injury is to be given to the Sports Department

All concussion and neck injuries must be treated as serious at all times and immediate medical advice sought.

Process for Responding to Suspected or Disclosed Harm

If you are worried about the wellbeing of a player, please follow the below process.



Teams going on Tournament

You will be invited to a short meeting with the sports department to discuss tournament details and expectations.

Alcohol and Drugs

The school enforces a strict no alcohol and drug policy for anyone responsible for students (coach and manager, teacher in charge), including during tournaments, to ensure the safety of our students. Please refer to the AoD Policies <https://lincoln.schooldocs.co.nz/>

Police Vetting

All Volunteers for Lincoln High School are required to be police vetted every 3 Years. As a new coach you will be required to undertake a Police Vet. This involves you coming to school in person and presenting 2 types of Photo ID. Full details are listed in Appendix Six

Fundraising

All Fundraising applications must be made through the Principal, who will complete paperwork and pass onto the Board of Trustees for approval prior to posting. Please email sport@lincoln.school.nz or the teacher in charge to make any applications. NO applications can be made on behalf of the school without this process taking place. All applications made by the teacher in charge need to contact the sports department to inform them of their successful application. Template letters can be found in the.....

Mini Vans

Coaches/Managers can book Mini Vans via the Sports office. TIC can book them directly through Kamar. All vans for tournament week will be booked by the sport department. If you use the van it is your responsibility to fill the mini vans up with diesel and record all distances travelled. Please check with office for the refuelling process if needed.

All drivers must supply an up-to-date copy of their driver's license (both sides) to the Principal's PA.

The vans need to be returned to the groundskeeper's compound. Vans are to be left in a tidy condition with all rubbish removed. Please ensure you then lock the field gate after you depart.

All damage must be reported immediately to the Sports office and Property Manager.