TAS Sports
Coaches Handbook
Games in our schools are an important part of a fully balanced education for our students. The Heads are concerned to preserve sound educational and social practices in the many inter-school games that are played and ask for the cooperation of school communities to ensure that these aims are realised.

The trend towards professionalism in school sport is to be viewed with caution. Where such an approach involves sound coaching techniques and is aimed at producing a satisfying and improved level of performance, this approach can be beneficial. However, care should be taken to exclude from our schools practices which place the pursuit of victory above those aspects of sport concerned with enjoyment, balanced development and good sportsmanship.

More specifically, the following points are made:

**COACHES**

1. All coaches (and particularly those who are not on the teaching staff) should ensure that they are fully aware of the expectations and practices of the school in which they are coaching. Coaches should remember that school sport plays an important role in a boy’s education and is for the benefit of boys rather than adults.
2. Coaches should teach sound sportsmanship along with games skills; chivalrous conduct is an important element of school sport.
3. Coaches are asked to bear in mind that even senior school students need guidance; make clear the school’s expectations regarding courtesies, punctuality, behaviour and dress.
4. Leadership and responsibility on the part of the captain should be encouraged. Coaches should refrain from running every detail or interjecting from the sidelines.
5. Coaches should not engage in excessive and ritual “psyching up” of a team.
6. If a match is lost, coaches should avoid giving the impression always that it could have been won if the team had played with more determination. (The opposition is sometimes just too skillful!) Similarly, coaches should avoid stating or giving the impression to players that bad refereeing decisions cost them the game.
7. Coaches should avoid any hint of criticising the umpiring or refereeing of a match – particularly in front of boys or parents.
8. A coach’s aim should be always to coach in such a way that boys are able to learn for themselves.
9. Coaches are encouraged to establish and regularly to renew cordial relations with the coaches of opposing teams.

**PARENTS**

1. Parents are asked to make their presence and support as positive as possible. Support all efforts to remove verbal and physical abuse from sporting activities.
2. Barracking may be enthusiastic, should be positive rather than negative, avoiding excessive attention to the individual – even to praise him. A good example should be set by applauding skillful performance and play regardless of school.
3. Focus upon the boy’s efforts and performance rather than the overall outcome of the game. This assists the boy in setting realistic goals related to his ability by reducing emphasis on winning.
4. Encouragement should always be given to play according to the rules of the game.
5. If there is a disagreement or issue, raise the issue through the appropriate channels rather than question the official’s judgment and honesty in public. Parents should never seek, during or immediately after a match, to give advice to coaches, umpires/referees or to players.
6. Recognise the value and importance of coaches. They give of their time and resources to provide recreational activities for your son and other boys and deserve your support.

SPECTATORS

1. We encourage boys to support their school teams and to be dressed in the school's uniform while doing so.
2. We expect barracking to be enthusiastic but not to be fanatical or designed to heckle or belittle or disturb the opponents. For example, barracking, for or against, during a kick at goal is always bad sportsmanship. Boys should be encouraged to barrack for their school rather than for an individual team member. Booing, whistling, playing or beating musical instruments are in bad taste and wholly unacceptable.
3. Vocal support for any team should never encourage violence or rough or illegal play.
4. Encroaching onto the field of play, the shouting out of suggestions for players, referees or umpires to hear are not allowed.
5. It is never acceptable to express disapproval of a referee's or umpire's decision – no matter whether the referee is an adult or schoolboy.
6. We expect our players to be modest in success and generous in defeat, not showing in either case undue emotion. Good play, by our own school and by the opposing school, should be applauded willingly and openly.
7. We look to adults (parents, Old Boys and other spectators) to set an example by their self-control at matches.
8. When visiting another school, the host school's premises and rules – in matters of parking, tidiness, etc., should be respected. Adults are asked to note that alcohol should not be consumed at matches. If in doubt about such matters, visitors should check with an official of the host school.

SCHOOLS

1. Heads of schools, through their Sportsmasters and Masters in charge of sports, will foster sound attitudes towards sport in players, coaches and spectators.
2. Host schools will ensure that First Aid equipment, toilets, change rooms, refreshments, etc., are provided for visiting teams.
3. Visiting teams should be met courteously and shown the facilities they will use.
4. Forfeiting matches is to be avoided wherever possible. Early notification is an important courtesy in the event of inability to field a team.
5. Schools are to regard themselves as responsible for the conduct of their supporters, whether parents, boys or Old Boys.

Combined Associated School of New South Wales.

The Headmasters of the AAGPS Schools of New South Wales, November, 2013.
TAS has a Child Protection Policy, a copy of which maybe found at:

www.as.edu.au/content/uploads/2015/05/Child-Protection-Policy.pdf

Please ensure you read and familiarise yourself with this document.

**Child Protection Act Declaration forms**

If you are a coach who is not an employee of TAS, you must apply for a Working With Children Check. Details of this process appear at the back of this handbook. Please record your WWCC number with the Director of Co-Curricular on completion and acceptance of your signed agreement.

**Junior School Policy Re Procedure at the end of Training**

At the end of training, coaches are to take their teams to the undercover area so children can collect their bags. (Alternatively, coaches may choose to ask their team to take their school bags with them, to where they are training, to avoid this procedure).

All coaches are then to escort their teams to the Chapel Street Turning Circle collection area. One member of staff will remain on duty in this area until 5pm, when any children not collected, will be escorted to After School Care. Parents will then collect their children from there.

**Accident / Incident Forms**

These are to be found next to the pigeon holes in The Staff Common Room. Where possible, a report should be completed for each incident.

*An Incident Report form should be completed in the following situations:*

* An injury to a student (an injury means that the student needs to be seen by the Sister-on-duty at the TAS Medical Centre and/or requires medical attention and/or hospitalisation)
* An injury to a staff member
* An injury to a visitor to school grounds or a school event
* A ‘near miss’ which could have lead to a reasonably significant injury
* Grossly inappropriate and/or uncontrollable behaviour (of student, staff, parent, visitor) on school grounds or during school event.

If you’re unsure whether you should complete a report then it’s probably best to be safe and complete one.

Ask the Director of Co-Curricular for advice and assistance if you’re unsure.
TAS
THE ARMIDALE
SCHOOL

Accident/Incident Report

To be completed within **24 hours** of incident and returned to the Deputy Headmaster’s Office

Completed by: | Contact Number:
---|---
Victim status: | School Year or Age:
☑ STAFF ☐ VISITOR ☐ STUDENT
Victim Surname: | Given Names:
Contact number: | Location of incident:

Date of incident: _______ / _______ / _______
Date reported: _______ / _______ / _______

Time of incident: ________________AM/PM (Circle)
Reported to: _____________________________________________________________

What Happened? How did the incident occur? (e.g., slip/trip/fall, struck by object, chemical exposure, body stress)

Description of incident (If more space is needed please attach additional A4 sheets):

Nature of injury/illness (e.g., cut/abrasion/burn/fracture/poison):

If the incident was caused by a hazard, briefly describe the hazard and its location:

Name of witness: | Phone Number:
---|---

Outcome of the incident ☐ REPORT ONLY ☐ FIRST AID ☐ MEDICAL CENTRE ☐ DOCTOR ☐ HOSPITAL
Was an Ambulance Called? ☐ NO ☐ YES
Medical Centre Notified? ☐ NO ☐ YES

Person providing care to victim: | Phone Number:
---|---

Did you have time off because of the incident? ☐ NO ☐ YES

I, __________________________________________________________, hereby declare that the information provided in the foregoing statement is true and correct. I am aware that penalties apply for making false declarations.

Signature: __________________________ Date: ___ / ___ / ___

Office Use Only:
Deputy Headmaster’s Signature: __________________________ Date: ___ / ___ / ___
Business Manager’s Signature: __________________________ Date: ___ / ___ / ___
DHM Assistant to forward Copy to Medical Centre __________________________ Date: ___ / ___ / ___

Risk Assessment initiated by: __________________________ Date: ___ / ___ / ___

PTO
VEL Jan-14 (Staff)
Copies of this form are available in the Staff Common Room

Accident/Incident Witness Report

To be completed within 24 hours of incident and returned to the Deputy Headmaster’s Office

Completed by: ____________________________ Contact Number: ____________________________

Victim status: ☐ STAFF ☐ VISITOR ☐ STUDENT

School Year or Age: ____________________________

Victim Surname: ____________________________ Given Names: ____________________________

Location of Incident: ____________________________

Date of incident: ______/______/______ Time of incident: ________________ AM/PM (Circle)

Date reported: ______/______/______ Reported to: ____________________________

What Happened? How did the incident occur? (eg. slip/trip/fall, struck by object, chemical exposure, body stress)

__________________________________________________________________________________________________________________________________

__________________________________________________________________________________________________________________________________

Nature of injury/illness (eg. cut/abrasion/burn/fracture/poison):

__________________________________________________________________________________________________________________________________

__________________________________________________________________________________________________________________________________

Did the Victim lose consciousness during or after the incident? ☐ NO ☐ YES

Description of incident (use back of page for additional space):

__________________________________________________________________________________________________________________________________

__________________________________________________________________________________________________________________________________

__________________________________________________________________________________________________________________________________

__________________________________________________________________________________________________________________________________

If the incident was caused by a hazard, briefly describe the hazard and its location:

__________________________________________________________________________________________________________________________________

__________________________________________________________________________________________________________________________________

Details on assistance (if any) that you provided to the injured person:

__________________________________________________________________________________________________________________________________

__________________________________________________________________________________________________________________________________

I, ___________________________________________________________________________, hereby declare that the information provided in the foregoing statement is true and correct. I am aware that penalties apply for making false declarations.

Signature: ____________________________ Date: ____________________________

Office Use Only:

Deputy Headmaster’s Signature: ____________________________ Date: ______/______/______

Business Manager’s Signature: ____________________________ Date: ______/______/______
HEALTH AND SAFETY GUIDELINES

While you are on duty as a coach, you need to be aware that your safety and that of those around you (including the students you are coaching) is part of your responsibility.

If you have an accident you will need to do the following:

1. Fill in an Incident Report form (available through the Director of Co-Curricular or in the Staff Common Room).
2. Return it to the Director of Co-Curricular as soon as practical and within 24 hours. If you are seriously injured someone else can fill it in on your behalf.
3. Insure that the parent/carer is informed.

If a student in your care has an accident you will need to do the following:

1. If you are on the school grounds and the student is mobile:
   • Report to TAS Medical Centre.
   • Follow all procedures for reporting as per the Sister on Duty’s instruction.

2. If you are on the school grounds and feel that the student should not be moved:
   • Phone or send someone for the Sister on Duty.
   • Follow all procedures for reporting as per the Sister on Duty’s instruction.
   • If the Sister is not available call for an ambulance. Be prepared to give precise details of where you are (street names etc) and how the ambulance is to reach you (have someone ready to guide them when they arrive if possible). Advise the Director of Co-Curricular as soon as practical.
   • If a student you are responsible for requires medical attention or hospitalisation you will need to complete an incident report (see above instructions).

3. If you are not on the school grounds and the student is mobile:
   • Give first aid if you are qualified to do so.
   • Transport the student back to school and report to TAS Medical Centre.
   • Follow all procedures for reporting as per the Sister on Duty’s instruction.

4. If you are not on the school grounds and feel that the student should not be moved:
   • Call for an ambulance. Be prepared to give precise details of where you are (street names etc) and how the ambulance is to reach you (have someone ready to guide them when they arrive if possible). Advise both the Sister and Director of Co-Curricular as soon as practical.
   • If a student you are responsible for requires medical attention or hospitalisation you will need to complete an Incident Report form (see above instructions).

1. All head injuries involving concussion, or suspected concussion, must be reported to the Sister on Duty at TAS Medical Centre as soon as possible.
2. This may mean taking the student to TAS Medical Centre yourself, sending the student to TAS Medical Centre with another student or sending the student to TAS Medical Centre by themselves. Individual circumstances will dictate the appropriate action.
3. Where parents (or guardians) are present they may wish to take responsibility for the care of the child, including transportation to the TAS Medical Centre or a hospital. This is quite acceptable. Cases involving concussion, however, must still be reported to the Sister on Duty at the TAS Medical Centre.
Concussion Facts
- Concussion is a brain injury
- All concussions are serious
- Concussion causes a disturbance in brain function
- Symptoms can come on at any time but usually within 24-48 hrs
- Concussion can occur without a player being knocked out.

Recognise Concussion Signs
- Dazed blank or vacant look
- Slow to get up
- Unsteady on feet
- Loss of consciousness
- Confused

Symptoms
- Headache
- Dizziness
- Visual problems
- Fatigue
- “pressure in head”
- Drowsiness/ feeling like “in a fog”

If you suspect a player may have concussion, you should:

Remove
- Any player with a suspected or recognised concussion should be removed from play immediately
- The player must not take part in any further training or play until assessed by health professional.
- Any player with a head injury may also have a neck injury. If a neck injury is suspected the player must only be removed by experienced health care providers

Refer
- Coaches must notify TAS Medical Centre of any student suspected or recognised as having concussion within 24 hrs
- All players with suspected or recognised concussion must be referred to a Medical Doctor
- This referral must happen even if symptoms or signs have disappeared.
- The player at all times must be in the care of a responsible adult.
- All students with suspected or recognised concussion must not return to play without a written clearance from a Medical Practitioner

“Red Flags” If any of the following signs of head injury occur, the player must be taken to the nearest Emergency Department immediately or call an Ambulance.
- Severe neck pain
- Increasing confusion or irritability
- Worsening headache
- Vomiting more than once
- Unusual or uncharacteristic behaviour
- Seizure
- Double vision
- Weakness or tingling in arms or legs
If you are starting a new paid job in child-related work in NSW, you need to apply for a Working With Children Check.

If you are currently employed or you volunteer in child related work, please see FACT SHEET: Phase-in schedule and FACT SHEET: Exemptions on our Fact sheets and resources web page.

If you are applying from overseas or interstate, please see FACT SHEET: Overseas applicants or FACT SHEET: Interstate applicants.

**STEP 1: Complete an online application form**

- Go to [www.kidsguardian.nsw.gov.au/check](http://www.kidsguardian.nsw.gov.au/check) and complete the online application form. If you do not have access to the internet, please telephone (02) 9266 7219 for assistance.
- Please make sure the details you provide are EXACTLY THE SAME as the details on your identity documents. If you have submitted the form with a mistake, please redo the form to avoid problems with the proof of identity requirement at step two.
- Ensure you select the correct category: paid or volunteer worker. The $80 fee for paid workers is not refundable if you are a volunteer and you choose ‘paid worker’ by mistake. A Check for paid workers will cover both paid and volunteer work in NSW for five years.
- Once you have submitted the form, you will receive an application number that looks like this: APP1234567.


**STEP 2: Present proof of your identity**

- You will need your application number and proof of your identity. You must have both of these items for your application to proceed.
- If you are in paid work, you will also be required to pay an $80 fee for a five year clearance. See [FACT SHEET: Fee information](http://www.kidsguardian.nsw.gov.au/check).
PLEASE NOTE: Before you go to submit your proof of identity

- You cannot submit proof of identity on behalf of someone else. You must appear in person with your own documentation.
- Proof of identity cannot be performed outside of NSW. It must be completed at a NSW Motor Registry, RMS Agency, or Service NSW office.
- Additional identity verification options are available for authorised carers and their adult household members who live interstate, and for those who are medically unable to attend a motor registry or RMS Agency. See FACT SHEET: Interstate or incapacitated authorised carers or householders: Identity verification options.

Receiving your results

You will receive your outcome and Working With Children Check number by email (or post if you do not have an email address). See also FACT SHEET: When will I receive my results? If you have not received your results within four weeks, please email your details and application number to check@kidsguardian.nsw.gov.au.

Find a NSW motor registry

Locations of Motor Registries, RMS Agency, or Service NSW offices can be found at www.service.nsw.gov.au/service-centre.

More information


If you have a question, please email check@kidsguardian.nsw.gov.au.

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