



# SPORTS

Code Handbook  
Students and Parents

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# Welcome, haere mai

**Aquinas College** would like to welcome and thank you all for your support this season.

Your time and commitment is very much appreciated and it is hoped that the experience will be beneficial for both you and the students that you will be involved with

*thank you*

This Sports Handbook is designed to help you navigate your way through the sports procedures within the school whilst at the same time supporting and promoting the school values.

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# Aquinas Sports Vision and Key Values

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To create an environment where students can freely participate and enjoy a quality sporting experience that reflects our Special Character.

## Aquinas College Sport Key Values

The Touchstones of our College are embraced in our sporting programme and reflected in our four key values:

### **Participation and Enjoyment**

We provide opportunities for participation and enjoyment through every sport, age and grade. We place the highest value on being engaged and fulfilled.

### **Growth and Development**

We provide holistic opportunities for growth and development. We want to encourage opportunities for the development of leadership, service and skills through multiple sporting pathways.

### **Integrity and Fairness**

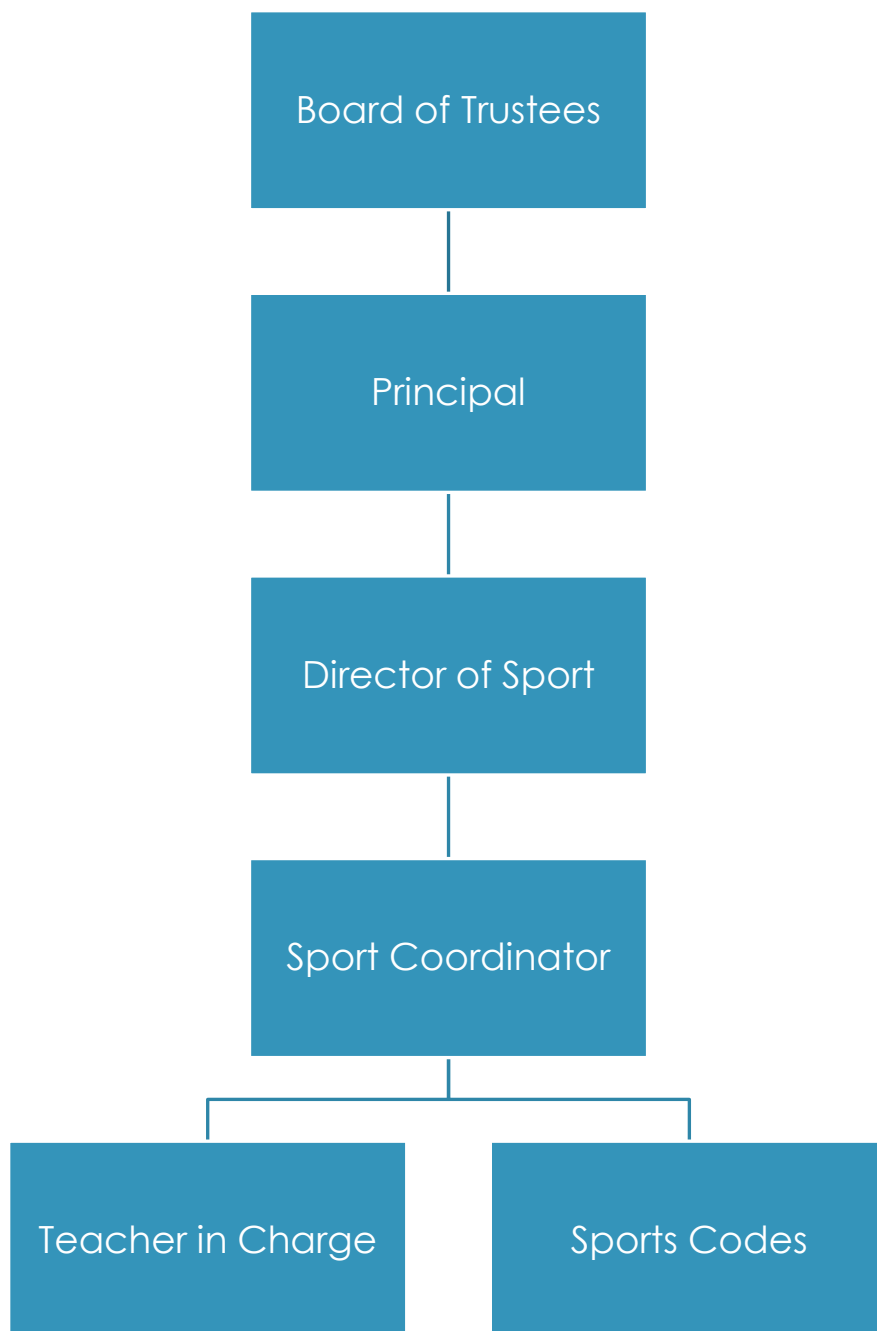
We have integrity, we are resilient and promote goodwill, fairness and equity. We want to encourage positivity in our environment and we know how mutually supportive relationships are crucial to our success.

### **Inclusiveness and Diversity**

We believe that everyone is deserving of the same respect. No matter where we are from, or the challenges we experience, we embrace diversity and are inclusive of all.

# Lines of Communication

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# Codes of Conduct

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## CODE OF CONDUCT for PLAYERS

- Treat the team management, team members and the opponents with respect
  - Play hard, but within the rules
  - Exercise self-control at all times
  - Not react with violence to any physical or verbal provocation. Use of bad language, whether directed at an umpire/referee, another player or oneself, is unacceptable
  - Respect the decision of officials without gesture or argument, and will never argue with an official. If I disagree with a decision, I will inform the captain, coach or manager during a break or after the competition
  - Win with humility; lose with dignity
  - Show that it is a privilege to represent the school
  - Recognise and applaud honestly and wholeheartedly the efforts of team mates and opponents
  - Co-operate with my team management, team members and opponents
  - Thank the opposition and officials at the end of the game
  - Respect the rights, dignity and worth of all participants regardless of their gender, ability, cultural background or religion
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## **CODE OF CONDUCT** for PARENTS/CAREGIVERS & SUPPORTERS

- Treat all players and opponents with respect
  - Respect that students are involved in sport for fun and enjoyment as much as competition
  - Support good play and applaud good performance from all competitors
  - Attempt to understand the rules of the game
  - Learn the difference between supportive and abusive comments and rule out the latter
  - Accept the decisions of the officials and coaches
  - Display self-control on the sideline. Always be positive. Never ridicule players
  - Show appreciation for people who volunteer their time to make sport happen. Remember that we are all capable of making mistakes
  - Co-operate with the school to achieve the best outcomes for your child
  - Support the school's policy of a smoke, alcohol and drug free environment
  - Encourage children always to compete according to the rules and to settle disagreements without resorting to hostility or violence
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## CODE OF CONDUCT for COACHES

- Respect the rights, dignity and worth of every individual student as a human being
  - Maintain high standards of integrity
  - Undertake your responsibilities with professionalism
  - Make a commitment to providing a quality service to your students
  - Provide a safe environment for training and competition
  - Protect your students from any form of personal abuse
  - Lead by example – be a positive role model for the sport and athletes especially in regard to training, co-operation, self-control, respect for others, and proper attitudes in language, dress, and behaviour on and off the field/court/pool
  - Coach for the development of the individual and the team
  - Coach to make sport challenging and rewarding
  - Be honest and consistent
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# Codes of Conduct

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## CODE OF CONDUCT for MANAGERS

- Respect the rights, dignity and worth of every individual student as a human being
  - Maintain high standards of integrity
  - Undertake your responsibilities with professionalism
  - Make a commitment to providing a quality service to your students
  - Give attention and time to each player
  - Protect your students from any form of personal abuse
  - Lead by example – be a positive role model for the sport and athletes  
Especially in regard to training, co-operation, self-control, respect for others, and proper attitudes in language, dress, and behaviour on and off the field/court/pool
  - Never argue with officials, encourage cheating or make excuses for losing
  - Apply a policy of open communication with players, families and staff at Aquinas College
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# Procedures

*how, what, where*

# Procedures

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## **Aquinas College Fair Play Charter**

Good sport is about positive attitude. Play your part - play fair.

To the best of my ability I will:

1. Undertake to uphold the principles of good sportsmanship and fair play
2. Devote my best to both training and competition.
3. Observe the written and the unwritten rules of my sport.
4. Treat my opponents in the same manner in which I would like to be treated.
5. Respectfully acknowledge the decisions of the officials.
6. Bear both victory and defeat with humility.
7. Remember to thank my coach, the officials, the opposition and supporters.
8. Remember that we are all capable of making mistakes.
9. Be ready to help someone in need, even if I put my own victory at risk by doing so.
10. Represent my College positively at all times through my words and actions on and off the field.

## **Aquinas Policies**

AC Sport Operates within the governance policies of the College which can be found on the Aquinas College website.

AC Sport also operates within the Sport Management policies of the college which can be found on the Sports Page of the College website.

## **Complaints/Issues**

Should you have a concern, please bring this to the attention of the Team Manager at an appropriate time and place. The Team Manager will discuss and hopefully resolve the issue with the Team Coach and parent/caregiver concerned. If your concerns relates to a student you must not speak with this student directly.

If the matter has not been resolved to your satisfaction with the Team Manager, it should be referred to the Teacher in Charge, or if there is not one appointed, the Sport Coordinator.

If it is still not resolved, the matter is then taken up with the Director of Sport.

Please refer to the Aquinas College 3.1 Concerns and Complaints Policy.

## **Volunteers**

All volunteers at Aquinas College are required to be Police Vetted (as per Aquinas College 5.12 Child Protection Policy) every 3 years. You will be given these forms if you are needing to complete or update this.

## **Game Time**

We are firmly committed to observing the various code rules around equitable game time. In codes where no such rules apply, we expect that all team members will receive fair playing time throughout the regular season to promote participation and enjoyment.

For premier teams, teams attending tournaments and teams in playoff play, we respect the decisions of the team officials to determine playing time in the context of the competition

# Procedures

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## **Entering Events – “Representing the School”**

All individual competitors or teams can only be entered into events via the College. Please do NOT enter any individual/team into an event directly. Please do NOT pay any sporting fees directly to the event organisers.

If there are events happening that you wish an individual/team to enter and feel the college is not aware of the event please contact the Sports Coordinators or TIC directly.

## **Draws**

Most sports are provided (by their sport association) with a draw for the whole or part of season play. They can usually be accessed online – check with your association or ask the TIC for details.

## **Wet weather and Sports Cancellations**

If you need to cancel a game or training please:

1. Contact the Sports Coordinator or front office and advise by 12.30pm
2. Have the Manager contact players and parents via text/email

When we are notified of a cancellation, the notification will be displayed outside the Gym Office and outside the main school Office.

Parents, please have a wet weather plan sorted with your child to ensure after school arrangements are in place.

*Please note* messages will not be sent to individual students during the day.

## **Results**

Results from tournaments or any outstanding performances should be given to the Sport Coordinator and/or TIC as soon as possible. If you have photos of events or individuals, please also send these through.

# Procedures

## College Sports Uniform

Designing and purchasing sports uniforms is the sole responsibility of the Director of Sport and/or Sports Co-ordinator. This will be conditional on approval from the Principal.

We have a contractual agreement with NZ Uniforms for supply of our College sports uniform which restricts our ability to source uniform items from other suppliers. Where there are instances when NZ Uniforms cannot supply us with uniform requests, other suppliers may be approached but only after consultation and agreement with the Director of Sport.

The school crest will be included as part of the sports uniform and as such the College reserves the right to control all aspects relating to the sports uniform. The College Crest must not be altered or manipulated in any way.

College colours must be strictly adhered to.

College sports uniforms remain the property of the College and as such any loss or damage will result in charges being allocated to those responsible. Extenuating circumstances may be considered at the discretion of the Director of Sport.

Premier Sports teams will be outfitted with uniforms which have a design specific to first teams only. The remaining team uniforms will be of standard school design.

Accessory items like uniform also fall within the contractual agreement with NZ Uniforms. We have some flexibility regarding the sourcing of those items, but we are obligated to always offer NZ Uniforms the opportunity to source and supply them when they are able to. All accessory items must be approved by the Director of Sport before orders are placed.

The College Accounts Department will administer any invoicing to students for lost or damaged uniforms with the assistance of the Sports Coordinator. The Sports Coordinator will have a complete list of all students and what uniforms they have borrowed.

Aquinas College tracksuits are available for purchase from the NZ Uniforms Store on Elizabeth St. Tracksuits must be purchased as a set and only Aquinas tracksuits may be worn at sporting events where a student is representing our college.

Hoodies are also available and are very warm and excellent quality. The student may choose to have their surname and sporting codes on the back. The hoodie order form is available on the school website and outlines the costs. Please note that the Hoodie is an optional item of the Sports Uniform and not part of the School Uniform.

# Procedures

## Sports Tournaments

### Summer/Winter Tournaments:

Historically, Summer and Winter Tournaments have been viewed as events that only our top senior teams/athletes have participated in. The justification being that attending these events would be reward for those students selected to represent the college, recognition of the support that those students have given the college (some over a number of years), a fitting way for the students to finish their time representing the college, and simply a positive learning opportunity.

A number of sporting codes use these events as National, North/South Island, or Regional Championships, while others hold their National events separately. These events are viewed as “pinnacle” events and as such, not seen as development opportunities – entering ‘B’ teams or 2nd teams will not be supported by the college. Circumstances may arise where junior students are invited to attend these tournaments but approval must be sought from the Director of Sport.

Time absent from school and costs associated with attending tournaments also need to be considered. All fees must be paid or a payment plan organized prior to attending all tournaments. Adequate adult supervision is required for all teams/students competing at these events – adults must be police vetted and identified to the college as part of the approval process. Where codes require a school staff presence, the school must be notified well in advance of the event.

All supervising adults must abide by and enforce the rules of the school. The school must be made aware of any breaches of the school rules – either contact be made with the TIC or Director of Sport. Codes of Conduct must be adhered to by all – student participants, coaches/managers, supporters.

### Tournament Criteria : Summer/Winter Tournament

- Teams/students must have a coach/manager for the event – one of these should have been involved for the current season and build up to the event.
- Suitable adult supervision must be provided for the duration of the event – adults to be police vetted and approved by the school.
- Teams must be viable – sufficient numbers, all members actively involved in the code, the team must be competitive.
- Teams/students must have undergone regular training leading up to the event – membership and coaching through clubs would need to be verified.
- Only the top/best team competes for the code – where there are gender specific teams, the top boys and girls teams will compete. Codes will decide whether mixed gender teams will be selected but these must be ratified by the Director of Sport.
- All teams must have a funding plan – not solely reliant on grant funding. Teams must show how they will make the event financially viable.
- Students involved in more than one code must nominate well in advance which event they will compete in – sharing players between codes is not a preferred option.
- All EOTC procedures must be completed and followed – SLT approval, Parent consent, Medical details highlighted, Budgeting plan/ Payment plans, Risk Management, Student/team list, event details lodged at the school office, staff/adult supervision, staff relief cover organized when required.

# Procedures

## Sports Tournaments

### **AIMS GAMES Tournament:**

Students who represent the college in codes that are offered by the college are given priority for selection to compete in those codes – students who choose to play in club teams rather than support the college will not be considered unless exceptional circumstances permit and approval sought from the Director of Sport.

Where the school does not offer a code, students/teams may apply to enter and compete in those codes subject to satisfying entry criteria - the AIMS GAMES Committee have entry requirements for some codes (grade/time qualifications) and single team limits for some codes. The safety and well-being of the students is paramount so students are limited to a maximum of 3 separate events for the AIMS Games. Permission to compete in 3 separate events must be approved by the Director of Sport – where there are no clashes with events and students are deemed capable of competing, they will be considered.

Competing in 2 separate team events is not preferred – due to clashes with draws, risk of injury, different venues, coaches/managers giving up work to attend the events. Approval must be sought by the Director of Sport.

Time absent from school and costs associated with attending also need to be considered. All fees must be paid or a payment plan organized prior to attending all tournaments. Adequate adult supervision is required for all teams/students competing at AIMS – adults must be police vetted and identified to the college as part of the approval process. Where codes require a school staff presence, the school must be notified well in advance of the event.

All supervising adults must abide by and enforce the rules of the school. The school must be made aware of any breaches of the school rules – either contact be made with the TIC or Director of Sport. Codes of Conduct must be adhered to by all – student participants, coaches/managers, supporters.

### **Tournament Criteria : AIMS GAMES**

- Teams/students must have a coach/manager for the event – one of these should have been involved for the current season and/or build up to the event.
- Suitable adult supervision must be provided for the duration of the event – adults to be police vetted and approved by the school.
- Teams/Individuals to meet all entry criteria as set out by AIMS GAMES Committee. Where specific criteria is not set, students must be active members of the Sport and demonstrate understanding of rules and experience in the game.
- Teams must be viable – sufficient numbers, all members involved in the code.
- Teams/students must have undergone regular training leading up to the event – membership and coaching through clubs would need to be verified.
- Only the top/best team competes for the code – where there are gender specific teams, the top boys and girls teams will compete. Codes will decide whether mixed gender teams will be selected but these must be ratified by the Director of Sport.
- All EOTC procedures must be completed and followed – SLT approval, Parent consent, Medical details highlighted, Budgeting plan/ Payment plans, Risk Management, Student/team list, event details lodged at the school office, staff/adult supervision, staff relief cover organized when required.

# Procedures

## Sports Awards

Aquinas College holds an annual Sports Awards Evening in October/November each year. This evening is about celebrating the Sporting Achievements of both individuals and teams who represent the College.

To ensure Aquinas College has correct information about their athletes, students are encouraged to fill in and submit a Sport Representative Form. These forms are released from mid Term 3 and aim to gather all of the sports they have been involved in and achievements they have made over the year starting October to the following September.

### Major Sports Awards

*Sportsman and Sportswoman of the Year awarded at Year 7/8, Year 9/10 and Year 11-13.*

This award recognises performance across a range of sporting codes. It acknowledges service and support of sport at Aquinas College and unashamedly aims to reflect the College Touchstones.

Criteria for these awards are:

- The amount of support for Aquinas College sport (the number of codes/teams represented)
- Performance in the major school-wide sports events (Athletics, Swimming, Cross Country)
- Performance at local, regional, national and/or international events
- Awards/achievements awarded over a season
- Service to sport at Aquinas (unpaid voluntary work)

*Sports Team of the Year- awarded at Year 7/8, Year 9/10 and Year 11-13.*

This award recognizes the most significant performance by an Aquinas College Sports Team.

Criteria for this award is:

- Level of competition (local, regional, national, international)
- Qualification requirements for competitions
- Placing at an event/s

*Sporting Performance of the Year (Male and Female Awards Year 11-13))*

This award recognizes the best sporting performance over the year by a Senior student.

Some codes also hold their own prize giving to celebrate their season.

Sport Bay of Plenty also hosts the Bay of Plenty Secondary School Sports Awards and a number of Sporting Associations hold annual Awards with Secondary School categories. Our students can be nominated for these Awards through contacting our Sport Coordinator or visiting the Sport BOP website.



## **A MESSAGE FROM YOUR CHILD ...**

**I am a youth athlete.**

**I am brave and strong and talented.**

**But I'm still just a kid. I am not perfect. I am a work in progress. I need you to be patient while I test the limits of my body and work through the emotions that come with success and failure.**

**When I make a mistake, I wonder if you'll be disappointed. When I reach my goals, I look to see if you are watching. I am a young athlete.**

**I love my sport. You call it competition. I call it playing the game. I want to win and have fun.**

**I am a youth athlete. I am YOUR youth athlete.**

**Winning feels great, but your praise feels infinitely better. Please remember these things, and I promise to do my best to make you proud.**

Your child's success or lack of success in sports does not indicate what kind of parent you are.

But having an athlete that is coachable, respectful, a great teammate, mentally tough, resilient and tries their best IS a direct reflection of your parenting.



# Aquinas College Touchstones

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Catholic Character is the very core of all that we do at Aquinas College, symbolised by the monstrance in our crest, to remind us that Christ is at the centre. The Touchstones of truth, scholarship, joy, family, service, and prayer are our founding principles.

**Prayer:** Valuing and using prayer in its many forms.

**Truth:** A continual search for truth and integrity in our lives and relationships.

**Scholarship:** A determination to seek and attain excellence in all we do, realizing that hard work is necessary.

**Service:** A commitment to use our talents for the good of others (part of our Christian heritage)

**Joy:** A positive outlook to others and to our environment.

**Family:** At Aquinas, we enrol families, not just students. We believe students achieve best when family and college work closely together. We appreciate the involvement of families: supporting faith development at College and Parish liturgies, ensuring students wear their uniform with pride, visiting the College for Parent/Teacher Interviews.

These Touchstones are reflected in the truth of the Gospels and permeate through every facet of college life. They are visible in our relationships, our curriculum, and in our fundamental belief of service. They highlight our focus on restorative practice, cultural responsiveness and social justice.