

KingsWay School Sport

Coaches and Managers' Guide



Inspire & Influence through Sport.

The KingsWay School Sports Department extends its sincere gratitude for your involvement with our sport teams. Your dedication and support are integral to the success of sports at KingsWay, and we appreciate the time, effort, and passion you bring to coaching and managing.

To support you in your role, the Sports Department has developed a Coaches and Managers' Guide, designed to provide key information and practical advice. While comprehensive, this guide serves as a framework, and exceptions may arise that can be addressed with the CDC and/or the Director of Sport.

Yours Sincerely

The Sports Department

Coaching is unlocking a person's potential to maximize their own performance. It is helping them learn, not telling them what to do.

Contents A - Z

- Vision
- Booking facilities/van
- Cancellations/defaults
- Captains
- Coach – Role of
- Code of conduct
- Communication
- Contact details
- End of year function
- Entering teams
- Equipment
- First Aid
- Game Day Complaints
- Manager – Role of
- Prize giving
- Training sessions
- Uniforms
- Useful Web Sites

Vision

Inspire and influence through Sport

Foundational Statement

At KingsWay, sport is more than a game, it is a way to grow in faith, character, and community. We are committed to nurturing a vibrant sporting culture from Year 1 through Year 13, where participation in sport is a valued and integral part of a holistic, Christ centred education.

Sport at KingsWay is more than physical activity, our aim is to equip students to serve others, honour God in their efforts, and reflect Christlike character in all they do in the sporting arena.

We use sport to develop leadership, character, perseverance, integrity, and teamwork. Our programme aims to foster lifelong engagement in sport that supports not only physical fitness but also cognitive development, personal wellbeing, and social integration, preparing students to thrive in school, community, and life.

KingsWay sport is a journey of growth—spiritual, physical, and personal—that equips students to impact their community and the world for Christ.

Booking facilities or the school van

Please do this through your CDC & Sports Office to avoid confusion. There is a cost to using the school van, which is 0.95c per kilometre but can go up depending on the price of fuel. Please notify your CDC/Sports Office before booking additional practices or venues.

Cancellations/Defaults

Cancellation Process: Always consult with the CDC and/or Sports Department before cancelling a game or training. Do not contact the sporting organisation or opposition directly without permission from the Sports Department/CDC.

Default Fees: Be aware that default fees may apply if a cancellation is not handled correctly or within the specified time frame.

Weather Considerations: Rain is not a valid reason to cancel games (or trainings) for winter sports. For example, in netball, a team must take the court if they have a minimum of five players. Please ensure you are familiar with the specific rules for your sport.

Communication: If a training or game is cancelled, inform players and parents as soon as possible via your Team Reach page. Also, notify the CDC and Sports Department **via email**. The Team Reach page is not actively monitored by sports dept staff.

Captains

How to elect your TWO captains

For Years 7–13, captains are elected by secret ballot. For Years 1–6, the coach typically rotates this role among the team, with the 'Player of the Day' from the previous game serving as captain for the following week.

- Election Process:
 - By the end of Week 2 of the season, the coach (and manager if involved) selects two captains by secret ballot.
 - The coach outlines the expectations for the captains.
 - Players who do not wish to be considered must be identified.
 - Team members, coach, and manager (if involved at trainings and games) each cast two votes to choose the two players most suited for the captaincy.
 - In the event of a tie, a re-vote between the tied players is conducted.

Role and Responsibilities of a Captain

A captain embodies the culture and values of the school and team, serving as a leader both on and off the field. Key qualities include:

- **Team & School Values:** Represents the culture and values of the team and school.
- **Fairness:** Never shows favouritism or promotes cliques.
- **Communication:** Acts as a strong and clear communicator.
- **Relationships:** Maintains a positive relationship with players and the coach.
- **Inspiration & Motivation:** Inspires and motivates others around them. Maintains an optimistic outlook in all situations.
- **Lead by Example:** Demonstrates leadership through actions, not just words. Prioritises the needs of the team above personal interests.

- **Mental & Emotional Discipline:** Shows resilience and emotional control under pressure.
- **Hard Work:** Works harder than anyone else and rises to the occasion when needed.

Captain's Duties

- Liaise with the opposing captain regarding game details.
- Ensure any players not at training or games have informed the Coach
- Communicate with the referee or umpire.
- Take the toss at the start of the game.
- Initiate pre- and post-game team cheers.
- Thank the referee, coach, and opposing team.
- Start practice sessions if the coach is late.
- Attend all trainings and games (as arranged with the Sports Department/Coach).

CDC – Code Development Coordinator role

The CDCs are responsible for promoting and developing school sport across both campuses (Years 1–13), supporting students at all levels from social participation to performance pathways. This work is undertaken in a way that prioritises student wellbeing, encourages participation, and fosters positive sporting experiences, while aligning with KingsWay School's mission, special character, and policies.

Coach

Role of a Coach

KingsWay School sport coaches are uniquely positioned to inspire, invest and influence young lives, merging faith with skill development in a way that fosters holistic growth. By integrating biblical principles into your coaching, you can create an environment where sports provide a unique platform.

Thank you for partnering with us in this important mission.

1. Model Christ-Like Character

Your actions often speak louder than your words. Demonstrate humility, patience, integrity, and compassion, both on and off the field. Through your leadership, you can reflect Christ's love and set an example of servant leadership for your athletes.

"In everything set them an example by doing what is good." – Titus 2:7

2. Build Character Through Sport

Sports offer valuable life lessons in resilience, integrity, time management, and teamwork. Use these moments to help athletes see that success is not defined by trophies or accolades but by growth in character and faith.

- Teach players to win with humility and lose with grace.
- If your team faces tough competition, set effort-based goals and celebrate progress over results.

3. Foster a Culture of Encouragement and Unity

Create a team culture where athletes support, uplift, and care for one another.

- Encourage team prayer
- Celebrate acts of kindness, sportsmanship, and selflessness.

Every player possesses unique God-given gifts. Encourage athletes to work diligently, respect others, and use their abilities to glorify God.

4. Build Relationships

As a coach, you have the privilege of building relationships that has the potential to leave a lasting impact on the spiritual and personal lives of your players.

- Be approachable and genuinely care for each player's well-being.
- Commit to praying for their growth, both on and off the field.

Coaches expectations

- **Fair Play:** For all teams (except Senior School 1st teams), ensure fair and equal game time for all players throughout the season.
- **Training Sessions:** Adhere to scheduled training times. Arrive prepared with a planned and organized session.
- **Uniform Standards:** Ensure uniforms are worn correctly, with no deviations such as t shirts under the tops showing, compression wraps (without a medical certificate - some athletes wear these as a fashion item), odd socks or headbands. Remind players that uniforms are only to be worn at games and NOT at trainings or around school/home.
- **Player Conduct:** Report any breaches of the Players' Code of Conduct to the Sports Department promptly.
- **Reasonable Expectations:** Be considerate of students' time, energy, and other commitments—sport is just one aspect of their busy lives.
- **Player Eligibility:** Ensure that only KingsWay registered members play in your team. Any changes, such as borrowing players, must be approved by the CDC or Sports Dept. Notify the sports centre to maintain integrity.
- **Injuries:** Report injured players by completing the [Sport Injury form](#) available on the school website under your sport.
- **Stay Updated:** Keep informed about best practices and updates within your sporting code, to the best of your ability or circumstances.
- **Equipment Management:** Ensure all equipment is collected at the end of each training session and game.

N.B. Please note that a coach's tenure is for one season only. The final decision for a team coach will rest solely with the CDC and Director of Sport. The Head of Sport reserves the right to terminate a coaching role if it is determined to be in the team's best interest.

Code of conduct & Player complaint

The players and supporters code of conduct is on the school website under sport information section.

<https://www.kingsway.school.nz/co-curricular/sport/sport-information/code-of-conduct>

KingsWay Supporters: Concerns regarding supporters' behaviour not aligning with our Supporters' Code of Conduct should be addressed immediately during the event. For any serious breaches, or if further follow-up is required, please email the Sports Department or CDC for guidance.

[Click Here](#) to complete a form to report any concerns involving a KWS student who may have breached the KWS Sport Code of Conduct, or who has engaged in disrespectful, inappropriate, or abusive behaviour toward another person. Submissions are sent directly to the Director of Sport, who will refer the matter to the relevant CDC to determine any appropriate action.



All reports will be reviewed in accordance with the school's sport policies and procedures to ensure appropriate follow up and support.

Communication – TeamReach

All communication between players and management will be conducted through the **TeamReach app**. This platform is used for sharing game times, attendance, scores, photos, and important messages. Other platforms such as WhatsApp, Viber, or Telegram are not to be used for school-related communication. TeamReach is not intended for general or social chat between players.

Using TeamReach ensures that any last-minute updates or cancellations are communicated to parents as quickly as possible. Coaches and managers are encouraged to make use of the **attendance** feature so you are aware of player availability each week. This also provides a clear record that can be referred back to if required.

Please do not change the team name, as it will already have been registered with the relevant sporting body by the Sports Department. Additionally, the icon or symbol should remain unchanged, as each sport is assigned a specific icon to support efficient administration within the Sports Department.

Please note the TeamReach pages are **not actively monitored by the CDCs or Sports Department** Staff. Please email any information to school staff.

Contact Details

Teachers in Charge of Codes (CDC)

Contact details for each sport are available on the **KWS School website** under your specific sporting code. Email contacts follow the format of the sport name followed by *@kingsway.school.nz*.

Examples:

- football@kingsway.school.nz
- netball@kingsway.school.nz

Sports Department Contact Information

Please note that we may not be able to answer your enquiry if the information is already on the school website due to the number of enquiries we receive.

- **Phone:** 09 200 1931 ext 329
- **Email:** as below

Payment enquiries: sportadmin@kingsway.school.nz

Individual Sport Administrators

Each sport has a designated administrator. Email addresses follow the format: sportname@kingsway.school.nz

Further details can be found on the school website under your specific sport.

Director of Sport

For any matters not able to be covered by the CDC or sports administrator above, please contact:

sport@kingsway.school.nz

End of Year Functions

Any end of year team function is organised by the team but must also follow KingsWay School standards and code of conduct, please observe the correct protocol. All parents must be notified and be aware they are fully responsible for their own child.

Entering of teams

No team will carry the KingsWay School name unless it has been SANCTIONED through the Sport Department prior to being entered in a competition.

Equipment

- **Issuing of Gear:** Sports gear is provided to the coach at the beginning of the season. Please consult with the CDC of your sport for details on gear distribution.
- **Collection of Gear:** Assign a player to collect all gear at the end of each training or game. Do not release players until all gear is accounted for. This ensures items are not lost, and avoids the coach having to search for them.
- **Return Process:** At the season's end, Coaches are responsible for ensuring that all gear and KWS jackets are returned to the CDC in good condition and signed off as part of the gear return process.

First Aid

Warm-Up: Prevention is better than cure. Ensure all players warm up properly before each training or game. If a player is late, ensure they warm up first to prevent injury.

<https://www.accsportsmart.co.nz/warmup/>

Medical Requirements: Be aware of any medical requirements, that may affect training or games. Older students can inform you, younger students you may need to ask parents to inform you.

Injury Reporting: If a player is injured during a game or training, complete the electronic [INJURY FORM](#) available on the school website under sports information. This form is sent directly to the school nurse for follow-up. Parents must always be informed of any injury especially possibly concussions.

Gender Sensitivity: Male coaches should refrain from dealing with injuries or illnesses of female students, wherever possible. A female coach, teacher, or manager should manage these situations.

Cool down: Stretching after activity helps to ensure maximum flexibility, relax the muscles, return them to their resting length. Allow 5 – 10 minutes.

Soft tissue (muscles etc).

The New Protocol: PEACE & LOVE rather than R.I.C.E

This two-part framework addresses the immediate (acute) phase and the subacute/long-term rehabilitation phase.

What happened to R.I.C.E - For immediate pain relief, elevation and light compression are still recommended, but icing should be used sparingly. Inflammation is a key part of the healing process; blocking it with ice can impair long term healing.

PEACE (Immediate Care - Days 1–3)

- **Protect:** Unload or restrict movement for 1–3 days to minimize bleeding and prevent further injury, but avoid complete rest.
- **Elevate:** Raise the injured limb higher than the heart to promote fluid drainage.
- **Avoid Anti-inflammatories:** Avoid anti-inflammatory medication (like ibuprofen) and ice, as they can interfere with the body's necessary inflammatory response and delay healing.
- **Compress:** Use taping or bandages to limit swelling.
- **Educate:** Educate yourself on active recovery and avoid unnecessary passive treatments (like prolonged rest).

LOVE (Subacute/Long-Term Care - After 3 days)

- **Load:** Gradually reintroduce activity, using pain as a guide to promote tissue remodelling.
- **Optimism:** Maintain a positive outlook, as confidence in recovery impacts outcomes.
- **Vascularization:** Engage in pain-free cardiovascular activity (e.g., cycling, walking) to increase blood flow to the injured area.
- **Exercise:** Perform specific exercises to restore mobility, strength, and proprioception to prevent re-injury.

Suspected bone, neck, head injuries or suspected concussion.

- Do not move the player at all!
- Ask questions how they feel, what day it is where they are playing, observe them, if in doubt call an ambulance immediately. If during school hours the school nurse will be available for help and advice.
- Keep the player warm and provide encouragement.

Game Day Complaints

Please **DO NOT** submit complaints against the opposing team, players, or coaching staff directly to the sporting centre or other schools without first consulting the Code

Development Coordinator (CDC) and/or Sports Department. There is a formal procedure for addressing such issues, and it must go through the school.

Exceptions: In netball, if the opposing team or umpire is not adhering to fair play rules, only the coach and manager may approach the control centre to request that a member observe the game in progress. If parents or spectators have any concerns, please raise these with the team coach or manager. If a formal report is necessary following the game, we ask that the coach or manager please e-mail the details to the Sports Department for their information and review.

Manager

Role of the Manager

- **Support the Coach:** Assist the coach and liaise with team members, parents, Code Development Coordinator (CDC), and Sports Department.
- **Player Eligibility:** Ensure that only KingsWay registered members play in your team. Any changes, such as borrowing players, must be approved by the CDC or Sports Dept. Notify the sports centre to maintain integrity.
- **Team Communication:** Ensure information about game details (who, where, when) are updated on TeamReach App in a timely fashion.
- **Maintain Contact Information:** Keep a secure list of player names and contact details for team-related purposes only. Obtain parent consent before distributing any phone numbers or contact details. Parents can contact other parents on TeamReach without sharing phone numbers.
- **Uniform Standards:** Ensure uniforms are worn correctly, with no deviations such as odd socks or headbands. Remind players that uniforms are only to be worn at games and NOT at trainings or around school/home.
- **Transport Coordination:** Allow parents to arrange transport for players via the TeamReach App, if necessary. Ensure players can get to game.
- **Report Concerns:** Discuss concerns with coach and communicate any incidents to the CDC/Director of Sport.
- **Uniform Return:** Remind players and parents to return uniforms once the season is finished.
- **KingsWay Supporters:** Concerns regarding supporters' behaviour not aligning with our Supporters' Code of Conduct should be addressed immediately during the event. The Supporters' Code of Conduct is available on the School Website. For any serious breaches, or if further follow-up is required, please email the Sports Department or CDC for guidance. [Supporters Code of Conduct](#)
- **Draw/Results:** Every week the Manager is asked to enter the draw on the team reach calendar, followed by the game time/result once the game is over.

Football-specific information for Managers Years 1-8

- **Player of the Day:** Coordinate and communicate the weekly process (RDS provides a trophy in the gear bag)
- **Setting Up:** Arrange for Grade 8-9 parents to be available to set up goals each Saturday from 8:00am.
- **Score Keeping:** Update scores after each game.
- **Referee:** Ensure a parent volunteer acts as referee for one half of the game each week.

- **Gear bags:** For grades 5-9, please collect these from RDS at the start of each Saturday session, and hand back at the end.

Prize giving

At the end of the season, Coaches, in conjunction with Managers (if involved with trainings or games), will be expected to nominate players for the following awards:

- **Most Improved Player**
- **Most Valuable Player**

Primary teams will also select a player for the **Coach's Award**. Additionally, nominations can be made for Sportsmanship and Leadership Awards. For full prize giving criteria, please refer to the Sport Information page. [Prize giving criteria](#)

Training session

Small Sided Games: KingsWay school recommends the use of small sided games in trainings. These are games with fewer players competing on a smaller sized court/field. These are fun games that involve the players more because fewer players are sharing one ball, e.g. Playing 2 v 2 players is more beneficial than 6 v 6 in developing players in the following ways:

- They touch the ball more often and become *more skillful* with it!
- Helps develop decision making therefore aids tactical development.
- Develops players who are more physically *efficient* in the space they are playing in! (Reduced field size)
- Provides more opportunities to solve problems within the context of a game because they have more game time.
- Gives players more exposure to both attacking and defending situations.
- Provides more opportunities to score goals therefore giving more pure excitement

Students may not be released early from class for sports unless permission is granted by the Head of School, student's teachers/CDC. Student coaches are not to excuse themselves from class to consult with team members.

Uniforms

[Read](#) and direct parents to uniform care under the 'Sport Information' on the school website.

No players can wear the KWS Sports uniform for anything other than games. It is not allowed to be worn at trainings, PE practice or for playing in.

Useful Websites

KingsWay Website under Sport & Culture/Sport at KingsWay/Coaches and Managers has a section with lesson plans for a variety of sports <https://kingsway.school.nz/sport-culture/sport-at-kingsway/coaches-and-managers/>