



# TE PUKE HIGH SCHOOL SPORTS HANDBOOK

- Students
- Whanau
- Team Coaches
- Team Management







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# Welcome

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At Te Puke High School we value sport and the opportunities it provides for our Rangatahi. Te Puke is a proud community with a rich history of success at regional, national and international levels. We encourage our students to strive to participate in sport, whether that be at a social or highly competitive level. We believe that sport is a vehicle to showcase our 5 school values and aids in the holistic development of our young men and women.

## Guiding Principles of Sport

Guiding Principles of Sport;

Promote our 5 core values through the context of sport at Te Puke High School.

- Respect
- Responsibility
- Relationships
- Resilience
- Realising potential

## Our Purpose

Provide quality governance and organisational foundations that gives students the best opportunity to participate, develop and excel in sport.

## Our Mission Statement

At Te Puke High School we will provide a comprehensive sporting program that emphasises the development of lifelong learning, values and skills through hard work, sportsmanship, ethical conduct, and fair play.



# Our Goals & Vision

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## Our Goals

Our Goals To create a sporting culture that showcases the 5 core values of Te Puke High School. To promote high levels of student participation in sport and create pathways for sporting success. To promote Te Puke High School as a primary destination for sporting success in our region.

## Vision of Sport

Our vision is to promote our 5 school values through sport participation and development. We will aim to challenge students to become better citizens through the context of sport development. The community, staff, and students will work together to achieve sporting success.







# 6 Strategic Pillars

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1. We will provide opportunities for all students to be involved in a range of sports.

*“Many young athletes are specialising in one sport in the belief this is the best way for them to develop into elite adults. In truth, burnout, overuse injuries and declining motivation are more likely to be the outcomes of early specialisation. We need to delay selection decisions and find ways to keep more young people involved in a range of quality experiences in competitive sport—for longer.” Sport New Zealand.*

2. We will provide opportunities for students to excel in sport and establishing pathways from our contributing schools and to our community clubs, and organisations.

3. We will ensure that all sport teams and codes are funded equally Ensuring that our school is recognised as a destination for sporting success.

4. We will ensure that all our sports teams are highly respected by the opposition and we have an identity and culture of competing that link to our 5 school values.

5. We will develop code Teachers in Charge to ensure that major sports codes are managed well to align with our vision and mission.

6. We will develop rugby union success to align with community success, linking with Te Puke Intermediate School and Te Puke Sports & Recreation Club.





# Sport Department Staff

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**Martin Ash**

**Director of Sport & Rugby**

**[martin.ash@tepuke.school.nz](mailto:martin.ash@tepuke.school.nz)**

- Leading the development and implementation of strategic plans
- Leading funding, sponsorship, and sport resourcing
- Leading rugby development
- Monitoring coach and player code of conduct
- Leading first team coaching appointments
- Leading the development of volunteer coaches
- Apparel logistics



**Ben Hopkins**

**Sports Coordinator**

**[ben.hopkins@tepuke.school.nz](mailto:ben.hopkins@tepuke.school.nz)**

- Leading the promotion of sport participation and success
- Leading major summer and winter team codes
- Leading individual codes
- Leading the Teacher in Charge of Codes
- Leading tournament week organisation
- Sport code uniform logistics





# Teacher in Charge of Codes (TIC)

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Each major sport code has a Teacher in Charge (TIC). This Te Puke High School staff member is the contact person for each sporting code. Their role is to organise the code to align with our strategic plan. TIC's are responsible to the Director of Sport and Sports Coordinator.



Volleyball- James Tulloch ([james.tulloch@tepuke.school.nz](mailto:james.tulloch@tepuke.school.nz))



Futsal- Josh Crump ([josh.crump@tepuke.school.nz](mailto:josh.crump@tepuke.school.nz))



Rugby- Martin Ash ([martin.ash@tepuke.school.nz](mailto:martin.ash@tepuke.school.nz))



Netball - Ben Hopkins ([ben.hopkins@tepuke.school.nz](mailto:ben.hopkins@tepuke.school.nz))



Football- Kamal Nair ([kamal.nair@tepuke.school.nz](mailto:kamal.nair@tepuke.school.nz))



Hockey - Monique Eades ([monique.eades@tepuke.school.nz](mailto:monique.eades@tepuke.school.nz))



Basketball - Julie Adamson ([julie.adamson@tepuke.school.nz](mailto:julie.adamson@tepuke.school.nz))





# Coach Responsibilities

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- Be reasonable with the player's demands of time, energy, and enthusiasm.
- Remember that students have other interests outside of sport.
- Teach players to abide by the rules at all times.
- Give all players in the team an opportunity to develop their skills and knowledge.
- If a player needs to be disciplined or stood down, make sure you explain the reasons why to them personally prior to the team announcement and inform the TIC.
- Remember that varying training drills add interest.
- Follow the advice of the player's doctors or physiotherapists if you have team injuries.
- Gain input from players at training but reserve your own right as a coach to have the final say.
- Make sure the manager and other personnel (parents helping out) are aware of their roles from early in the season.
- Be positive in your approach at training sessions. Show appreciation for things done well as an alternative for criticising players for mistakes made.
- Explain early in the season the necessity for punctuality, discipline, and commitment to training. Set expectations at the start of the season.
- Discuss with players your policy on use of bench players.
- Discuss the standards of dress and team gear that you expect with players and maintain this standard throughout the season. Players must turn up to games in their playing uniform.
- Be loyal to your team. Be professional and don't get drawn into discussing players with other players, spectators, or club personnel.
- Maintain a safe environment when you are working with your team.



# Team Manager Responsibilities

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- Endeavour to ease the pressure on the coach, players, and umpires by being calm, punctual, organised, available, approachable, and prepared.
- Accept that the team coach will have primary responsibility for player/team performance, but the manager is there to support the coach.
- Can monitor the behaviour of all team members before, during, and after the games.
- Expected to keep the first aid kit complete and have ice and water organised for all training sessions and games.
- To attend any meetings that are required to ensure that the coach and the team are aware of the rules, requirements, and expectations.
- Ensure that the team uniforms (playing and travelling) are worn appropriately at all times.
- To have a good understanding of the rules.
- Keep records of relevant team/player information, i.e., allergies, medical information
- Keep stock of first aid kits, uniforms, ice for injuries, drink bottle carriers, ball bags, and score sheets for games.
- As a manager, make sure you have a cell phone available and your driver's licence.





# Player Code of Conduct

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- Students must aim for 80 percent attendance at school.
- Attend all training sessions and games throughout the season. Communicate with your coach if this is not possible.
- Respectfully following the instructions of the coach and manager and respecting teammates
- Abiding by the school rules at all times, including those pertaining to vaping and consumption of alcohol and other substances. School attendance is maintained to a high standard.
- Demonstrating the principles of fair play qualities at all times, including not swearing or abusing team members, the opposition, or officials. Te Puke High School is committed to the fair play charter.
- Damage to property or gear is unacceptable and the school has the right to hold the student or parent liable for the replacement costs.
- Uphold our wider school values (Respect, Responsibility, Relationships, Resilience, Realising potential)

The Director of Sport has the right to stand students down from training and games if school attendance and behaviour breach the above code of conduct. Please make contact with your Teacher in Charge and the Director of Sport if you feel a player's behaviour has breached our code of conduct.

**Important note: Player/student attendance will be tracked throughout the year/season. If a player/student falls below 80 percent without justification, this player/student may be stood down from sport until attendance improves.**



# Spectator Code of Conduct

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All social sport spectators must adhere to the following Spectator Code of Conduct;

- Remember, social sport is played for the enjoyment of the sport.
- Spectators are there to watch and support the game from the sidelines.
- Never argue with an official. Accept the decisions of all referees as being fair and called to the best of their ability.
- Respect your team's opponents, officials, and spectators to obey the rules and to accept the decisions of officials.
- Be a spectator. Applaud all good plays, whether they are made by your team or the opposition. Remember, this is a social sports competition and we are all here to have fun.
- Assume the opposition is not trying to gain an unfair competitive edge.
- Always be positive in your support of all players and officials.
- Encourage player behaviour by not using foul language or harassing players, coaches, or officials.
- Respect the rights, dignity, and worth of all participants. Everyone deserves to feel comfortable and welcome. Be actively inclusive of participation. Sport is for everyone and no one should be stopped from participating.
- Assume the opposition is not trying to gain an unfair competitive edge.
- All forms of discrimination are unacceptable. No one should be discriminated against due to their gender, sexuality, ability, cultural background, or religion.
- Always respect the use of facilities and equipment provided.
- Any physical or verbal altercation will not be tolerated. You will be immediately removed from the game and banned from attending our social sport competitions.





# Coaching appointments

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The Director of Sport and Teacher in Charge are responsible for appointing first-team coaches. This is to ensure the appointment process is fair and the best candidate is appointed. Appointments will be determined based on the candidate's written application and interview. All coaches are appointed as volunteers.

- Provide a brief outline of your coaching experience and qualifications.
- Provide a brief outline of your coaching philosophy.
- Provide details of your best qualities as a coach and areas of development.
- Provide a brief outline of your coaching successes.
- Provide detail of your performance outcomes for the season. What do you hope to achieve?

The Director of Sport will be asking for first team applications during term 4 of each school year in preparation for the following year/season. The code TIC will be responsible for appointing other team coaches. Please contact the code TIC if you wish to volunteer as a coach of a Te Puke High School team.



# Team Selection & Game Play

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Te Puke High School aspires to compete strongly across all sporting codes. Our selection and team play policy represent our 5 school values. It is the coach's call to what he/she feels is the best possible team to defeat the opposition.

- In most cases, players/students will be required to go through a trial process and be placed in teams based on their merit as deemed by coaches. This is particularly specific to first teams.
- It is at the discretion of the coach to choose the best team he/she feels would achieve the best possible success.
- With the exception of first teams, coaches are expected to give all players fair game time. Fair game time is a minimum of half a game.
- If a player/student feels they have been treated unfairly, the first point of contact is the TIC. Remember, our coaches are volunteers. It is a very difficult job to balance winning and keeping everyone happy at one time.





# Competition Rules

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All competition rules must be adhered to. This includes adhering to specified rules around player eligibility. Please check with the Teacher in Charge (TIC) to specify competition eligibility rules. It is critical that these rules are enforced by management and coaches. Regional eligibility rules often differ from New Zealand Secondary School competition rules. Some codes require a KAMAR photo list of players/students. It is the managers responsibility to work with the TIC to ensure this is demonstrated.

Coaches/managers at no point can negate competition rules to benefit the team's performance. Your role as a coach/manager will be compromised if you intentionally negate competition rules set by your sports governing body. This will also put the team at risk of being disqualified from competition.





# Sport Fees

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## Paying of Fees

- Fees will differ depending on the team needs. Fees may cover competition entries, venue hire, and transport. You will receive a letter outlining the sport code/team cost well in advance of the competition or season.
- All team fees should be paid in full before the commencement of the season or tournament. If this is not possible, families are welcome to set up an automatic payment with their bank. Students will not be eligible to play or compete if fees are not paid prior to the start of the season or competition.
- No student will be eligible to represent Te Puke High School in Sport if fees are owing from a previous year or season. If fees are not paid, Te Puke High School reserves the right to contact debt collection agencies.
- Financial assistance: Whanau who require financial assistance can contact Linda Horscroft ([linda.horscroft@tepuke.school.nz](mailto:linda.horscroft@tepuke.school.nz)) and apply for the A Lionel Litt Memorial Education Trust financial assistance grant.
- National summer and winter tournament fees may be upwards of \$1000 per student. Full payment of fees must be paid for the student to attend the tournament. TIC's will give students plenty of time to fundraise to reduce the total overall cost.

**Te Puke High School account details: 12-3217-0084683-02 Include your child's name or ID number and the team they are playing for.**

**Please email Martin Ash [martin.ash@tepuke.school.nz](mailto:martin.ash@tepuke.school.nz) if you wish to be sent a financial invoice for sports.**





# Finance & Sponsorship

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All sports at Te Puke High School will have key sponsors in 2025.

- New World
- Seeka
- Trevelyan's

These sponsors support and reduce the financial burden for our students in sports. It is important that our key sponsors are valued and celebrated by your code. These businesses have contributed a large amount of funding and under no circumstances are players and management to undermine their support. All first teams must display these key sponsorship details on their warm-up shirts/kits. Warm-up shirts will be presented prior to competition.

If you have picked up other sponsorships, this must be communicated to the Director of Sport to ensure that our main sponsorship brands are not negated.

If your local company would like to sponsor a sport or a sports team at Te Puke High School, please contact the Director of Sport - [martin.ash@tepuke.school.nz](mailto:martin.ash@tepuke.school.nz)





# Uniform & Gear

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- Ben Hopkins (Sports coordinator) will issue sport uniforms from the sports office. Individual players/students will be responsible for collecting uniforms prior to competition.
- Rugby playing strip will be provided by the TIC of rugby and will need to be collected after each game to be dry cleaned.
- The TIC will provide coaches and management with training and match equipment for the season, including first aid. All gear must be returned to the TIC at the conclusion of the season.
- **First-teams will be issued with a warm-up shirt, which showcases our main sponsors. This shirt must be worn during warm-up. Shirts must be handed back in to the sports office at the conclusion of the season. It is the team managers responsibility to ensure these warm up shirts are represented.**





# Uniform & Gear

All apparel designs must be done through the sports department. We have specific apparel and screen printing providers who we trust to provide quality services.

Please contact the Director of Sport, Martin Ash, at [martin.ash@tepuke.school.nz](mailto:martin.ash@tepuke.school.nz) if you wish to provide your sports team with apparel items, such as hoodies, jackets, bags, etc. These items will be ordered throughout established suppliers.

Te Puke High School has strict copyright policies related to our school logos. Students, parents, and carers are not permitted to use our logos without consent from the sports department.





# Van Bookings & Use

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Ben Hopkins (SC) will manage all van bookings associated with sport teams.

- All drivers must collect keys from the main reception and provide a full drivers license. Drivers must also be over 25 years of age for insurance purposes.
- Drivers must complete a trip record sheet. This must be returned to the main office along with van keys. If the main office is closed, keys can be dropped off at the drop box outside of the main office.
- Vans must be refuelled at the conclusion of use. Each van has a fuel card. Receipts must be given back to the office
- In case of a breakdown, use AA membership number 0367119. The membership card is found in the glovebox.
- Vans are to be clean of rubbish upon return.
- Collect and return vans to the allocated areas.
- Do not consume alcohol or non-prescription drugs prior to driving the school van.
- There is no smoking or vaping in the school van.
- Seat belts must be worn at all times. The driver is legally responsible for students wearing seatbelts.





# Injury Registration & Health & Safety

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## Guidelines for coaches and managers

- The TIC will provide coaches and managers with injury registration forms.
- If an injury occurs, the form must be completed and given to the main school reception.
- Coaches/managers and parents are permitted to give emergency first aid.
- If a serious injury occurs, please contact emergency services.
- Coaches must follow the instructions from medical professionals when deciding on player return to play.
- Coaches/managers/parents must not enter changing sheds if their gender differs from the gender of the team.

Boutique Physiotherapy offers a physiotherapy clinic at school Mondays and Fridays 8am-12pm. Students must register a physio consent form at the main school office prior to making an appointment. Once students are registered, an appointment can be made by contacting the physio clinic on 07 2621193. This is a free service if the student meets ACC criteria.



THE BOUTIQUE PHYSIO



# Police Vetting

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All adults involved in Te Puke High School sport will be required to be police-checked. Coaches and managers will need two forms of ID when making the application. Forms will be available through the Teacher in Charge. Once vetted, this will last for three years.



# Veo Camera Bookings

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The sports department has access to a Veo camera system. The camera allows you to capture and share your games with your team, with ease; no video operator is required. To access the Veo camera, please communicate through your Teacher in Charge to book.

