



# TIMARU BOYS' HIGH SCHOOL

## Sports Policy and Guidelines

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## Foreword

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### From our Rector: Mr Dave Thorp

Timaru Boys' High School is a place where sport is truly valued. Playing sport is beneficial to every student whether they are elite sportsmen or honest battlers. Involvement in organised sport means an automatic engagement with other people, regardless of whether they are in a team sport or not.

We learn to work with others to achieve a collective goal. In striving for a collective goal, we learn to value our team-mates, coaches and administrators, because we enjoy that feeling of comradeship that springs from a supportive culture.

Sport brings out the best in us: we become good losers and humble winners; we thrive in a competitive environment and learn that we can go beyond our preconceived limits; we understand that all people have

different abilities and we build a team around this concept; we think deeply about game plans and strategies; and we take joy in the pleasure of using our muscles and moving our bodies in the healthiest ways. Yes - it's not always like that, but, more often than not, it is.

Sport is integral to the Timaru Boys' High School way of life and playing sport helps boys maintain happy and productive lives.

Nga mihi

Dave Thorp

Rector TBHS

### From our Sports Director: Mr Gavin Miller

Sport has a proud tradition and vibrant place in the life of Timaru Boys' High School. We encourage our boys to take up the opportunities available in a wide range of sports. Our participation rate of just under 75% of students engaged in a sporting activity at Timaru Boys' stacks up well against the national average of around 50%.

We have teams entered in local competitions around the province each weekend. Increasingly this also happens on most nights of the week as multiple sports, most notably hockey and basketball, have realised the benefits and the flexibility for boys and their parents that playing outside the weekend hours offers. It also encourages participation in multiple sports which we support, sitting alongside with enjoyment and skill development that we focus on. For some of our top teams in Hockey, Cricket and Rugby we compete each season in Canterbury and wider regional competitions.

We have long standing Interschool Exchanges with a number of keen rivals in both the summer and winter terms. Indeed, our winter exchange with Waitaki Boys' is the longest unbroken fixture in New Zealand. These events along with the summer and winter tournament weeks are real highlights and focuses for a number of our sporting codes.

Aoraki events and our own Inter-house competitions round out a full, varied, and enjoyable programme of sport that caters for a very wide range of interest and ability levels. I would strongly encourage the boys to give it a go, the opportunity to develop a potentially lifelong interest is never easier than during your school years.

Gavin Miller

Sports Director

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## Sports Policy

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*Ratified 1 September 2020*

### **Purpose**

To ensure that sport activities align with the school's values and provide opportunities for the development of highly valued experiences and relationships that enhance the character of our young men as they aspire for personal excellence.

### **Policy Statement**

1. The purpose of sport activities at Timaru Boys' High School is to:
  - a) Promote and enhance the school's values, mission and vision
  - b) Develop character, physicality and social connectedness for our young men
  - c) Support academic achievement
  - d) Build relationships and community
2. The school places importance on striving to win rather than winning itself
3. Representation of Timaru Boys' High School in sport activities is considered a privilege. All participants (students and adults) are expected to adhere to the school's values. The Rector (or his delegate) may restrict participation by any student or adult from involvement in sport activities if the Rector believes they have not or do not reflect(ed) the values of the school. This may include poor attendance or academic effort (i.e. POWER scores require a minimum of 3.0 and attendance rate of 85%). If a student is in a stand down situation that ends on a Friday, then they will be not be able to participate in sport over the weekend.
4. The behaviours and actions listed below are not permitted under this policy
  - a) The recruitment of students to the school based on their ability in sport activity
  - b) Behaviour that reflects a 'win at all costs' attitude
  - c) Offensive or discriminatory behaviour
5. Whilst seeking to provide a range of sport activities, the school will not provide activities that risk the school's values or that are not sustainable.
6. The Board of Trustees recognises that there is an administrative cost to the provision of sport activities and permits the charging of a fee to all participants in sport activities to contribute to this cost. The fee being set at \$5.00 (May 2019)
7. There is an expectation that sports fees will be paid in a timely manner. Students must have paid or made an arrangement to pay before they participate in sport activities.
8. Those students and staff involved in sport activities are deemed to be under the jurisdiction of the school and therefore all policies and procedures of the school apply.
9. Participants and spectators of sport activities that take place at the school are considered to be under the jurisdiction of the school.
10. Coaching appointments will follow agreed procedures appropriate to individual sports. All premier coach appointments are to be signed off by the Rector. Coaches are sought through an open approach with a defined tenure. A seasonal review of coaching appointments is expected.
11. The Rector, in consultation with the Sports Director, Sports Council and the sport concerned has the authority to suspend or remove a coach/manager.

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## Introduction

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### **Strategic Goal 4: Building further capability and character from the Arts and Sport**

- The encouragement and participation of all students across the school
- Our young men distinguish themselves in top grades, competitions and events

#### **VISION:**

*A Timaru Boys' High School young man will be able to partake freely in sport, recreation and physical activity opportunities affording them with an enjoyable, purposeful and highly valued experience.*

#### **MISSION:**

We will provide a sporting environment that positively contributes to character development, physicality, and social connectedness, that enables our young men to attain personal excellence and instills a lifelong engagement with physical activity.

Our dedicated staff and volunteers will be well supported, ensuring their experience in TBHS sport, recreation and other physical activity to be satisfying and enjoyable, gaining a sense of pride in what they have achieved with and for our young men, and the TBHS community.

#### **TBHS aims to:**

- assist and enable increased participation at an appropriate level
- add to, and draw from, the strengths of relationships with our key stakeholders
- develop knowledge, skills and resources for the benefit of people in our sport
- have effective structures, systems and procedures
- distinguish ourselves in top grades, competitions and events as people in our sport maximize their potential

#### **Sports Priorities**

1. To encourage students through participation in the sports programme to become involved, to enjoy, and to endeavor to achieve.
2. To endeavor to provide a wide range of sporting opportunities for students.
3. To celebrate success and excellence in sporting endeavours and give recognition to student leadership through an equity lens.
4. To promote, recognize and support a high degree of staff and parent involvement in student sports activities.
5. To support the position of Sports Director.

#### **Students who represent TBHS on the sports field are expected to reflect the values of the school and:**

- Strive to win/play at best within the rules of the game
- Play and represent the school with pride at all times
- Respect the decisions of the match officials
- Support their teammates
- Wear the correct TBHS sports uniform at all times and to wear the uniform with pride
- Attend and be punctual to all practices and meetings
- Satisfy the attendance and behaviour expectations outlined in the BoT Sport policy.

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## Structure of Sport

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### Sport Staff Management

#### **The first person to contact regarding sports at Timaru Boys' High School is:**

Sports Director: Gavin Miller  
Phone: 03 687 7560 ext 702  
Fax: 03 688 8219  
Email: [millerga@timaruboysschool.nz](mailto:millerga@timaruboysschool.nz)  
Mobile: 027 223 3770

This includes the following:

- Competitions draws
- Team lists
- Competition dates for regional and national events
- Travelling arrangements
- Funding applications
- General Enquiries
- Complaints

If you have a complaint in relation to a sporting matter, please contact Gavin Miller in the first instance at the above details.

Following that, the complaint will either be dealt with by the Sports Director, the teacher in charge (TIC) of that sport, the Sports' ruling body or Senior Management.

### Structure of School Sport

Rector	The Rector has overall authority for all areas and reports to the Board of Trustees.
Sports Director	The Sports Director is responsible to the Rector for all sport conducted at TBHS.
Teacher in Charge	Overall organisation of their sport and reports to the Sports Director.
Club/General Committee	Provides assistance to the Teacher in Charge, especially with organising, fundraising and resourcing.
Coach/Manager	Responsibilities are outlined in the handbook. Reports to The Teacher in Charge of their sport.
Player	Responsibilities outlined in the handbook. Reports to coaches and managers of their team.
Sports Council <ul style="list-style-type: none"> <li>• Chaired by the nominated sports council member</li> <li>• Membership as outlined in TOR</li> </ul>	Responsibilities and scope as outlined in the BoT Terms of Reference for the Sports Council. (Appendix A)

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### Responsibilities: Teacher in Charge

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- Approve expenditure within limits set by delegated authority.
- Ensure protocols are followed in relation to administration, RAMS forms, transport, code of conduct, police vetting and team lists.
- Ensure that sports fees are paid in a timely manner
- Maintain up-to-date Team lists on KAMAR Groups for the purpose of assisting with any attendance issues, payment issues and for accurate NZSSSC Census information
- Appoint and induct Coaches (note, 1<sup>st</sup> team Coach appointments must be approved by the Rector).
- Organise teams and enter in relevant competitions.
- Organise trials and ensure selection protocols for teams is followed.
- Provide a high quality of communication across all activities with all stakeholders including communication of significant events on school calendar.
- Ensure information for the TBHS website is up to date and accurate.
- Allocate training grounds/times and ensure trainings are organised.
- Make applications to the Rector for support from the Hardship Fund.

- l) Make recommendations for colours awards.  
 m) If required, ensure billeting arrangements are co-ordinated.

## Teachers in Charge 2021

Archery	Unavailable	
Athletics	Mark Wagstaff	wagstaffma@timaruboysschool.nz
Badminton	Steve Godsiff	godsiffst@timaruboysschool.nz
Basketball	Graham Melrose Glenn Austin	melrosegr@timaruboysschool.nz austingl@timaruboysschool.nz
Lawn Bowls	Sally Hilton	hiltonsa@timaruboysschool.nz furzeke@timaruboysschool.nz
Chess	Kelvin Furze	furzeke@timaruboysschool.nz
Cricket	Sam Richardson	richardsonsa@timaruboysschool.nz
Cross Country	Paul Bennison	bennisonpa@timaruboysschool.nz
Cycling/Mountain Biking	Tony Bunting	buntingto@timaruboysschool.nz
Darts	Tony Bunting	buntingto@timaruboysschool.nz
E-Sports	Tony Bunting	buntingto@timaruboysschool.nz
Football [Soccer]	Cameron Gibb	gibbca@timaruboysschool.nz
Golf	Craig Simpson	bowermi@timaruboysschool.nz
Hockey	Sam Paterson	patersonsa@timaruboysschool.nz
Motocross	Nathan Archibald	archibaldna@timaruboysschool.nz
Multisports	Tony Bunting	buntingto@timaruboysschool.nz
Petanque/Golf Croquet	Ross Stevenson	stevensonro@timaruboysschool.nz
Rowing	Tony Bunting	buntingto@timaruboysschool.nz
Rugby	Edward Patterson	pattersoned@timaruboysschool.nz
Skiing	Andy Gill	gillan@timaruboysschool.nz
Softball	Chris Fackney	fackneych@timaruboysschool.nz
Smallbore Shooting	Mark Johnston	johnstonma@timaruboysschool.nz
Squash	Blair Poulter	poulterbl@timaruboysschool.nz
Swimming	Julie Stevenson	stevensonju@timaruboysschool.nz
Table Tennis	Michael Howard	howardmi@timaruboysschool.nz
Tennis	Paul Bennison	bennisonpa@timaruboysschool.nz
Touch Rugby and Sevens	Kurt Rooney	rooneyku@timaruboysschool.nz
Trapshooting	Megan Blake	blakeme@timaruboysschool.nz
Volleyball	Rob Emmerson	
Weight Training	Blair Poulter	poulterbl@timaruboysschool.nz
Yachting	Keri Whytock	whytockke@timaruboysschool.nz

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## School Sports Calendar

School sporting events dates can be viewed on our school website calendar:

<https://timaruboysschool.nz/general-information/calendar>

The national school sporting events calendar can be viewed on the School Sport NZ website:

<http://www.nzsssc.org.nz/Sport-1/Events/School-Sport-NZ-Events>

### Tournament Weeks 2021 to 2022

#### Summer

2021 - w/s 22 March (4th to last week of Term 1 - Easter Fri 2nd April)

2022 - w/s 28 March (3rd to last week of Term 1 – Easter in holidays)

#### Winter

2021 - w/s 30 August (5th to last week of Term 3)

2022 - w/s 29 August (5th to last week of Term 3)



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## Responsibilities: Coach

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Thank you for your dedication, hard work and sincere interest in the development of young sports persons at Timaru Boys' High School. We hope these guidelines will be of help in defining your very important role as a coach/manager at our school.

### Coach Guidelines:

- a. Have a sound knowledge of the sport
- b. Awareness of key guidelines and philosophies in TBHS Policies and Procedures e.g. sport priorities and behaviour expectations
- c. Attend the Coaches' Introductory Evening when first coaching a team at TBHS
- d. Liaise regularly with the Teacher in Charge of your code and the Sports Director, keeping him informed of your team's progress, problems and any action taken. Let the Teacher in Charge know how she/he can assist you
- e. Teach the players to abide by the rules of the sport
- f. Set high standards and promote the need for punctuality, discipline, and commitment
- g. Set practice times on a regular basis. Inform the Teacher in Charge and Captain of the team when you are unable to attend a practice or a game
- h. Liaise with parents and supporters as to expectations of behaviour at sporting events.
- i. Selection of Captain/leadership. This is very important especially in the 1<sup>st</sup> teams in each sport. These students may be called upon to speak at events and represent the school. The person selected needs to be the right person for the job not just the most popular. Please see the TiC of the Sport or the Sports Director for further guidelines.
- j. Develop and encourage player motivation, player fitness and development of skills
- k. Consult with the Sports Director about entries, uniform, conduct, tournaments and Fair Play certificates
- l. Apply high standards in relation to team uniforms.
- m. Encourage your players to enjoy participating while working towards achieving their potential in your code. The coach's role is very important in establishing good team spirit by setting example of Fair Play.
- n. Ensure that team members always behave in a manner that reflects positively on the school, both on and off the field. The following is unacceptable behaviour:
  - Racial Abuse
  - Swearing
  - Spitting
  - Physical Abuse
  - Argumentative behaviour
  - Disputing referee's decisions
- o. Develop a good working relationship with Manager and Teacher in Charge of the sport
- p. Give all players an equal opportunity to participate. Development of skills, team play and a positive attitude towards participating are as important as winning.
- q. Remember that as coach you represent an important role model. Accept officials' decisions and maintain your decorum at all times.
- r. Respect players' privacy.

### Coaches/Managers Involvement with Social Media

All social media accounts that are used for teams will have three joint administrators: Coach, TIC, and Deputy Rector.

Coaches/ Managers can post game plans, practice times, game details, results, point tables, etc on social media. We must avoid social media posts that publicly critique or criticise individual players or publish private information.

Private social communication with individual students is not allowed, whether it be on social media messaging, emails or phone calls/texts. This sort of social connection must be conducted on a shared platform only.

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## Drugs in Sport

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- All 1<sup>st</sup> team Coaches are to complete the online E-Learning course that provides anti-doping education, found at: <https://tinyurl.com/DrugFreeSport>

**If for any reason you are unable to attend your team's game, please ensure you arrange a suitable adult coach attend on your behalf.**

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## Responsibilities: Manager

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- Provide assistance and support to appointed coach, captain and team members, and if possible, participate in team talks and activities.
- Liaise with the Teacher in Charge, in respect of all relevant matters affecting the team e.g. - with the organisation of trials and selections, providing team lists and other information to the Teacher in Charge or Sports Director
- Organise weekly team meetings to outline programme and organise transport for away games
- Identify the procedures for the code and provide score sheets to the respective associations on completion of the game
- Uphold the principles of Fair Play
- Organise transportation of students if needed.
- Ensure that team members at all times behave in a manner that reflects positively on the school, both on and off the field. The following is unacceptable behaviour:
  - Racial Abuse
  - Swearing
  - Spitting
  - Physical Abuse
  - Argumentative behaviour
  - Disputing referee's decisions
- If disciplinary action is necessary, consult with the Teacher in Charge and the Sports Director before imposing any penalty.
- Ensure that all injured players receive the appropriate medical attention
- Help organise team transport. This is of particular importance when games are played on a home and away basis.
- Provide written documentation to the appropriate authority if you consider there are grounds for a protest by our team or in reply to such an action by an opposing team.
- Provide the Sports Director with the correct match results as soon as possible.
- Assist with the collection of equipment and sports uniforms (if required) at the end of the game / season
- Respect players privacy

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## Player Code of Behaviour

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- Players will respect other members of the team, coaches, managers, supporters, officials and opposing team members
- Players will attend all practices and games or advise the team Coach/Manager if they are unable to attend
- Players will obey School rules at all times
- Students are to wear the correct uniform to and from games as directed by team management
- A *Sport Code of Conduct* is to be signed by both students and parents who are travelling away from home with a school sports team.
- Copies of these *Codes of Behaviour* may be found in this *Sports Policy and Procedures* available from the Sports Directors.

### **Coaches/Managers Involvement with Social Media**

- All social media accounts that are used for teams will have three joint administrators: Coach, TIC, and Deputy Rector.
- Coaches/ Managers can post game plans, practice times, game details, results, point tables, etc on social media. We must avoid social media posts that publicly critique or criticise individual players or publish private information.
- Private social communication with individual students is not allowed, whether it be on social media messaging, emails or phone calls/texts. This sort of social connection must be conducted on a shared platform only.

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## **Parent, Caregiver, Visitor Code of Conduct**

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Timaru Boys' High School is committed to providing a safe and healthy environment for students, staff, and visitors.

Our Code of Conduct serves as a reminder to all parents, caregivers, and school visitors that their conduct must support everyone's emotional and physical well-being, and not harm it in any way. The school's board has set this Code of Conduct as a condition of entry.

The Code of Conduct applies:

- to all conduct, speech, and action, and includes emails, texts, phone calls, social media, or other communication
- while on school grounds or at another venue where students and/or staff are assembled for school purposes (such as a camp or sports match).

### **Standards of conduct**

Timaru Boys' High School expects parents, caregivers, and visitors to:

- treat everyone with respect
- work together in partnership with staff for the benefit of students
- respect and adhere to our school values
- set a good example for students at all times
- follow school procedures to handle any complaints
- adhere to school policies and procedures (such as those listed below), and any legal requirements.

### **Examples of unsuitable conduct include:**

- threats, bullying, harassment
- profanity/offensive language
- insulting, abusing, or intimidating behaviour
- discrimination (e.g. based on ethnicity, religion)
- physical aggression
- deception/fraud
- damaging school property
- smoking or possessing or using alcohol/drugs/other harmful substances on school premises or at another venue where students and/or staff are assembled for school purposes (except possession or use of alcohol strictly in accordance with Timaru Boys' High School policy)
- placing unreasonable and excessive expectations on staff time or resources
- pursuing a complaint or campaign, or making defamatory, offensive, or derogatory comments, regarding the school, its board, or any staff or students on social media or other public forums
- wearing gang insignia on the school grounds. (This is not allowed under the Prohibition of Gang Insignia legislation, and anyone wearing it will be asked to leave).

### **Dealing with breaches of the Code of Conduct**

How Timaru Boys' High School deals with breaches of our Code of Conduct depends on the nature of the incident and its seriousness, and the process any witness or victim of the behaviour feels most comfortable with. Examples include:

- documenting each instance of behaviour, including the date, time, place, who was present, what was said (verbatim if possible), how any witness or victim felt and/or responded
- holding a meeting with the relevant person, the principal, and/or board chair (or their delegate) or appropriate staff member to discuss the problem and possible resolution
- issuing a warning letter that outlines the problem and required resolution, and reminds them of the possible outcomes of repeated conduct
- arranging a meeting, which may include restorative practices, as an alternative or in addition to the processes above.

### Outcomes of breaching the Code of Conduct

If a parent, caregiver, or visitor acts or speaks in a way that contravenes the Code of Conduct, possible outcomes may include:

- The school, through the board, may ask a person to leave the school premises by revoking their permission to be on the school grounds, then asking them to leave under section 3 of the Trespass Act
- Unacceptable behaviour of a criminal nature may result in the police being informed. For example, under section 139C of the Education Act 1989, it is a criminal offence to assault, abuse, or intimidate a staff member within the presence or hearing of any student while on school premises or in any other place where students are assembled for school purposes. Other instances of criminal offending may occur where drugs are involved, an assault has occurred, or a person persists after being trespassed off school grounds.
- In the case of behaviour amounting to harassment, a restraining order may be sought.
- In some instances, it may be appropriate to refer behaviour to a third party for resolution. For example, a Facebook comment that contravenes this policy may result in a report to Facebook. If unacceptable behaviour occurs at a sports event or sports venue, then it may be appropriate to involve the governing body of that sport, event, or venue.

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## Discipline

Students involved in incidents of ill-discipline on and off the playing field are answerable to the Sports Director and School Management.

If deemed appropriate by the Sports Director, an incident can be brought to the attention of Senior Management who will be responsible for disciplining the student(s) involved.

If an incident goes before a sport governing body hearing the following steps need to be taken by the Manager/Coach of the team.

- Parents of the student need to be informed of the hearing immediately
- The Manager/Coach needs to meet with the student and explain what is required of the student at the hearing
- The Manager/Coach are required to attend the hearing with the student providing school support
- A report of the incident and the hearing is to be given to the Sports Director



When representing the school at a sporting event, students are to conduct themselves in the same manner as is expected of them when at school. **The school's discipline policy and rules and regulations all apply in the sporting setting.**

The school has the same expectations of parents and caregivers in relation to behaviour when they are in attendance at sporting events.

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## Facilities

The following facilities are available for use by sport teams and individuals. The Sports Director and the Property Manager manage the use of all facilities for co-curricular sport.

### Gymnasium

The gymnasium is for the use of the PE department during term time of the school day. After hours and weekend bookings for the gymnasium are organised through Mr McFarlane, HOD Physical Education.

## Weights Room

Access to the Weights Room is controlled by the members of the Physical Education Department. Admission to the Weights Room and a implementation of a Weights programme is generally restricted to Year 12 and 13 students. Year 11 students would require an assessment by a member of the Physical Education staff, prior to gaining permission to using the weights room.

## Playing Fields

The playing fields are for the use of the PE department during term time of the school day. In order to maintain the quality of grounds, staff must be aware that all ground closures are adhered to when they happen. Closures are determined by the Property Manager. Priority for use is given to sports in season

## Multi-Sports Turf

An all-weather multi-sports turf is available for use by our school sports teams. Community groups are able to use the facility by arrangement with the Sports Director.

## School Park

School Park (Lower Grounds) are owned by Timaru Boys' High School and jointly managed by the Old Boys' Rugby Club and Timaru Boys' High School.

*Bookings for School Park are arranged through Timaru Boys' High School Administration Office.*

## Swimming Pool:

- The school swimming pool is managed by members of the school grounds and property team who also oversee pool related Health and Safety requirements.
- The pool may be open during summer lunchtimes with staff supervision a pre-requisite for swimming to take place.

**SCHOOL FACILITIES ARE TO BE TREATED WITH THE UTMOST RESPECT AT ALL TIMES**



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## General Guidelines

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Procedures to follow and steps to be taken are outlined for the following key sporting issues:

### Sports Clubs

1. The Rector's approval will be required for the establishment of any sports and cultural groups
2. Each club must annually provide a list of the office holders, including contact details, to the school.
3. All Clubs will be encouraged to source funding from outside organisations e.g. Pub Charities. Approval and organisation of applications will be coordinated through the school. Procedures for this are as follows:

### Finance

***There is a need for equity amongst sports when applying for grants.***

To ensure a co-ordinated approach to grant applications, Sports Clubs are to follow these procedures:

- a. Applications are initially presented to the Sports Director
  - b. The Sports' Director submits the application to the Rector
  - c. The Rector presents the application to the Board of Trustees
  - d. The Board of Trustees approve the application, and this is recorded in Board minutes
4. Clubs will be required to have their funds held and administrated by the school. This will involve the following:
    - All expenditure/invoices are to be submitted to the school for payment
    - All income (including subscriptions) to be banked to the school account

- All clubs/designated school representative will be provided with an individual monthly financial report, recording income and expenditure to date
- All clubs must ensure they have adequate income to cover their outgoings
- The school is registered for GST therefore all club income and expenditure will be subject to GST (where applicable)

5. Clubs can choose to become an ***Incorporated Society***. They then have the option of being responsible for holding and accounting for their own funds. They must ensure they have adequate income to cover their outgoings and provide annual Financial Statements and report on their financial activities to the school. Full records must be kept in support of the annual Financial Statements and audited annually and provide an audit report to the Board on an annual basis. The club can decide whether it registers for GST or not (with turnover/income under \$60,000).
6. All clubs will be bound by a Memorandum of Understanding with the school. If they have become an incorporated society then they will provide a copy of their Constitution to the school.
7. All sponsorship is bound by the School's ***Sponsorship and Charitable Donations Policy*** — available on the TBHS SchoolDocs website.
8. All branding is bound by the School's ***Brand Policy*** (available on *TBHS SchoolDocs site*)

#### Equipment

All equipment is to be issued by the Sports Director, with the assistance of the Teacher in Charge of the code and a record kept

The equipment is due back at the end of the season to the Sports Director or Teacher in Charge of code in good condition

If any equipment goes missing during the season, it is the responsibility of the Manager/Coach to report it to the Teacher in Charge or Sports Director

#### Ordering of Equipment

Only the Teacher in Charge of the sports code can authorise the purchasing of equipment for any sport team. The Coaches/Managers of the respective sport must make applications to the Sports Director.

## Uniform

Each sporting code and team will have uniform requirements as outlined by the Sports Director and Committee in charge of the respective codes. The school will use an approved contracted supplier of the sports uniform unless they cannot supply the required uniform. ALL requests for uniform must go through the Sports Director and are to reflect the current standard School branding (refer to TBHS ***Brand Policy*** available on SchoolDocs).

### Uniform provided by the school

Issued by the Coach/Manager on a weekly basis as required

Is then the responsibility of the Manager/Coach to hand out and collect off players at the completion of the match

The Manager/Coach is then responsible for the administration of the laundering of the uniforms

### Uniform owned by the student

The student purchases the correct uniform as required by the code

The student launders the uniform and ensures it is in good condition and clean and tidy for school representation

Any student not appropriately attired in correct sports uniform should not be allowed on the field of play.

#### Motor vehicle branding

All School owned and affiliated vehicles are to be identified as School vehicles with signage that reflects the current standard School branding.

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## Health and Safety

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The Manager/Coach is responsible for the welfare/health of the students whilst they are representing the school at sport. In the event of an injury occurring, the following procedures need to be followed.

### Injuries

If it is established that the injury is a minor one, then the Manager/Coach should use their own judgment as to whether the player can continue - NOT the player himself.

If there is doubt over the extent of an injury it must be treated as serious and following steps taken

- Player is removed from field (unless a suspected spinal injury - player is not to be moved). Medical advice is sought either at the ground or the nearest medical facility
- The student's parents/guardians 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 of the injury is to be given to the Sports Director  
**All concussion and neck injuries must be treated as serious at all times and immediate medical advice sought – see Guidelines, Appendix 3**



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## Photographs

The Sports Director organises the annual photos of all sport teams. Dates for sport photos are published on the school calendar and in school notices. Students can purchase a photo of their team.

*Note of caution about taking photographs of young people on personal phones... Check with Netsafe*

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## Police Vetting



With the implementation of the VCA (Vulnerable Children Act) 2014, it is school policy that some volunteers who are involved with our students are Police Vetted. This is done with the best interests of our students in mind.

- Volunteers will be vetted by the School if they are in a situation that requires them to be left alone with children for more than thirty minutes – a period of “vulnerability” or a “window of opportunity”.
- Parents who are staying overnight on school trips or camps will also be police vetted by the school. Police vets must be initiated one month before the trip or camp

This is to be organised by the Sports Director, liaising with the Teacher in Charge of the sporting code.

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## Practices

### Code Crossover

Summer/Winter training and play: practices and games for sports in their participation period/season take precedence over organised practices for other Codes, which are outside that Code's playing period/season. If a team wishes to practice out of season, then it must fit those training sessions around that of the in-season codes.

### Non-Attendance at Practice or Games

It is not acceptable for students to not turn up to either practice or competition games. It is up to the Coach and Manager of a team to set their ground rules for non-attendance. As a guide, withdrawals from future games or detentions are appropriate forms of behaviour modification.

A student not turning up to practice or games lets the team down and can result in hours of preparation and practice by everyone in that team, being wasted. As a Manager/Coach set your standards early in the season or work with the team in setting team standards that everyone in that team 'owns'.

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## Priorities – Seasonal Sport

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- Priority in general is given to In-Season sports
- Interschool Exchange /Clashes priorities: Priority is given to 1<sup>st</sup> team representatives, rather than to members of starting line-ups
- In the instance of a student who plays multiple sports in a season, he will decide his priority before the season commences
- This will be determined by the student and his parents without undue pressure from any coaches or managers.

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## Social Media

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The Sports Director organises any digital communication group set up with the express purpose of supporting Timaru Boys' High School. Sport is bound by the school policy for digital communication (i.e. a member of senior management must be a member of the group).

### Coaches/Managers Involvement with Social Media

All social media accounts that are used for teams will have three joint administrators: Coach, TIC, and Deputy Rector.

Coaches/ Managers can post game plans, practice times, game details, results, point tables, etc on social media. We must avoid social media posts that publicly critique or criticise individual players, or publish private information.

Private social communication with individual students is not allowed, whether it be on social media messaging, emails or phone calls/texts. This sort of social connection must be conducted on a shared platform only.

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## Sports Trips

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Any sport competition or 'friendly' event that necessitates student absence from class will require the following steps being adhered to:

- Permission granted by Senior Management
- Permission slips sent out to parents/guardians and collected at least one week prior to the event
- A list of students involved is to be placed on KAMAR (the school Management System)



If a trip is granted permission, the trip form and information on the itinerary, accommodation and contact numbers are to be filed with the School Office before departure. Ensure RAMS forms are filed and signed by the Rector at least 1 week before the event.

### Overseas Trips

- Any overseas trip involving representatives of Timaru Boys' High School and/or using its name shall be:
- i. for the benefit of students
  - ii. educationally valid in distinctively academic, sporting or cultural terms and which would not be available by any alternative and less costly trip within New Zealand
  - iii. approved by the Board of Trustees before specific commitments to fundraising or travel are confirmed

Please refer to the *Overseas Trips* Guidelines on SchoolDocs to ensure the correct process is followed.



NB: A minimum of twelve months initial notice must be given of any proposed trips

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## **Transportation and Vehicle Usage**

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It is important that anyone involved in the transport of students is fully licenced. This is especially important at weekend games where the students are not as closely supervised by the school. Care must be taken where fully licenced students are driving and carrying passengers.

### **Use of School or Rental vehicles**

Only full licence holders over the age of 25 years are covered by vehicle insurance. The excess is:

- *If no fault by the driver, there is no excess*
- *If driver is at fault, excess is \$2,000*

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# NZSSSC Code of Conduct, Eligibility Criteria and Discipline

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## NZSSSC CODE OF CONDUCT

1. All NZSSSC member schools and all schools entering NZSSSC sanctioned events are bound to abide by this Code of Conduct.
2. The principal of the school is responsible for all matters pertaining to NZSSSC sanctioned sporting events in which the school is involved, including adherence of students and any other person associated with the schools sporting programme to the NZSSSC Code of Conduct. This includes students, staff, team officials, parents and spectators.
3. The principal will ensure that;
  - 3.1 All players representing the school meet the eligibility rules of NZSSSC current at the time of the event and as published on the NZSSSC website.
  - 3.2 All teams from the school are supervised at all times including travelling to and from an event by a responsible coaching and management team and that that all athletes and officials are aware of their responsibilities and commitments before they attend an event.
  - 3.3 All students and team officials are aware of and are bound by the Smoke, Drug and Alcohol Free conditions under which all NZSSSC events are sanctioned.
4. No person or persons associated with a school may act in a way that is likely to bring school sport into disrepute. This includes students, staff, team officials, parents and spectators.
  - 4.1 At all times, any person above associated with school sport will act in accordance with the principles of fair play as outlined in Clauses 4.2 – 4.4 to ensure that students have the right to enjoy their sport in a safe, positive environment.
  - 4.2 Players will;
    - a) Play to the best of their ability and within the rules of the game.
    - b) Show respect to other players - both teammates & opponents
    - c) Accept officials' decisions without gesture or argument.
    - D )Be humble in victory and gracious in defeat.
    - e) Support the coaches and their requests of them.
    - f) Thank and acknowledge the coach, officials and opponents.
  - 4.3 Coaches will;
    - a) Set affirmative and appropriate guidelines and behavioural standards for themselves and their athletes on and off the playing arena.
    - b) Assume responsibility for their players' conduct both on and off the playing arena.
    - c) Treat all players, including the opposition, with dignity and respect and demonstrate positive examples of sportsmanship at all times.
    - d) Respect and accept the judgement and decisions of officials without remonstrations.
  - 4.4 Parents and Spectators will:
    - a) Positively encourage and support the efforts of all players.
    - b) Refrain from any criticism or abuse directed at coaches or officials.
    - c) Put an emphasis on genuine effort ahead of victory and encourage players to accept the outcomes of all games, irrespective of the result.
    - d) Recognise good play by either team and never ridicule an individual player in either team.
    - e) Display self-control on the side-line - remember young people play sport for their satisfaction not parents or supporters.

5. No person or persons officially associated with a school may approach students from another school and induce them to transfer schools for sporting purposes. This includes staff and team officials.

5.1 Where a complaint is received about improper inducements it shall be referred in the first instance to the Regional Principal's Association to investigate and, if possible, resolve. Should the issue not be resolved it may be referred to the NZSSSC for further action.

5.2 Where NZSSSC is provided with either

- a) written confirmation from a Regional Principals Association that it has investigated an allegation of inducement and is satisfied that inducement has taken place, or
- b) sufficient evidence that a person or persons associated with a school has approached a student from another school that it is satisfied a formal investigation is appropriate then provisions in the NZSSSC Disciplinary Procedures below may be enacted.

5.3 Where a school does offer scholarships, financial assistance or any other form of inducement for students to transfer schools for sporting purposes, this will be through publicly advertised forums only and not by way of individual approach.

## **NZSSSC ELIGIBILITY**

In 2007, as a response to the increasing practice of students being offered inducements to transfer schools solely for the purpose of enhancing the schools' sporting reputation, NZSSSC introduced eligibility regulations for the events it sanctions. These were deemed necessary to recognise the importance of consistency, equity and fair play for participation in National and Island secondary school sporting events and to protect long held school values by:

- ensuring **all** the educational needs of the young person were being considered, not solely their sporting development
- maintaining a level playing field in school sport by preventing the formation of 'super teams' through "*loading*" a team with imported players.
- protecting schools from being stripped of students they had worked to develop, students who were often leaders in many fields, not solely the sporting arena
- providing a pathway for home grown players to get into and remain in their school's premier teams and not find themselves superseded by short-term imports

Below are regulations and criteria that outline requirements relating to:

*Student Eligibility: including non-domestic students School Team Eligibility Host / Attached School Agreements Composite Teams*

### **1. Student Eligibility**

A student eligible to compete in NZSSSC sanctioned events, including qualifying events for the same, must:

1. Be enrolled as a bona fide (Year 9 or above) student at the school of representation and studying at least 80% of a programme that is part of the timetable provided by the school for at least four weeks immediately prior to the event. (see note (i) re Non- Domestic students)
2. Have a satisfactory attendance record at the school. The final decision will be at the Principal's discretion.
3. Be under 19 years of age at the first of January in the year of the competition. The school must authenticate a student's birth date. Organising committees may require validation by a birth certificate or passport.
4. All teams and individuals participating in National or Island events must be declared at the date prescribed by the accredited sporting body.

### **Notes:**

- i. In addition to the 4 week requirement, any Non Domestic student must have been enrolled in and have commenced their attendance at the school of representation on or before the first day of the term in which the event or qualifier is held.

- II. Other age divisions below the age of 19 are possible and should be based on the first of January as the qualifying date.
- III. Subject to the limits described in School Team Eligibility (1-5) below, students who otherwise meet the criteria in a) above and who transfer from one school to another are eligible to compete provided they are on the roll of the participating school and have attended classes for at least four weeks immediately prior to the time of the event. (Dispensation for those who transfer within four weeks of the competition is at the discretion of the organising committee).
- IV. Organising committees that want to allow Year 7 and 8 students to compete in their events as secondary school students or to compete in separate grade[s] associated with the secondary school event are encouraged to do so as long as this is made clear to all schools and to NZSSSC when entries are taken.
- V. For events that have not been previously notified, in special cases [e.g. to complete a school team], the organising committee may grant dispensation to allow Year 7 and 8 students to represent a school in secondary school competitions.

## 2. School Team Eligibility

1. A school team eligible to compete in National and Island secondary school events must not exceed the quota of students new to the school in the 2 years preceding the first day of the event as specified in the table below. **For clarity, the student's most recent enrolment date at the school must be used.** Teams will be limited to a maximum two (2) non-domestic students (or one for sports with a quota of one) and any non-domestic student must *always* be included in the quota allowed. Domestic students are defined in Note 6 below.

Sport	Event	QUOTA: Maximum Number of Non-Domestic or New to School in 2 years preceding the event
Badminton	Finals	2
Basketball	'A' & 'AA' Championships	3
Cricket	Gillette/NZCT Cups	4
Golf	NZCT Finals	2
Hockey	All national secondary school tournaments	4
Netball	Championships	4
Rowing - eights/octuples	'Maadi', North & South Islands	3
Rowing - other boats	'Maadi', North & South Islands	1
Rugby League	Championships	5
Rugby Union	1 <sup>st</sup> XV and Co-Ed 1 <sup>st</sup> XV	6
Rugby Union Sevens	National & Island Championships	3
Soccer	All national secondary school tournaments	4
Softball	All national secondary school tournaments	4
Squash	Championships	2
Table Tennis	Championships	2
Tennis	Championships	2
Touch	Finals	4
Volleyball	Championships	4
Water Polo	Championships	4 (reduced to 3 in 2017)

2. Where the family or primary caregiver of a student has changed address and, *as a consequence of this relocation*, the student could not reasonably have been expected to remain at their previous school, an application for exemption may be submitted to the Regional Sports Director responsible for the region of the new school. The application must be on the official Application for Exemption form available at [Click here](#), be signed by the principal and parent/primary caregiver and have evidence of the address change attached as outlined on the application form. Any appeal must be lodged in writing with the executive director of NZSSSC.
3. Schools that allow entry for some students only at some time after Year 9 (e.g. girls in Year 12 and above) and The Correspondence School will not be bound by the numbers permitted here but will be restricted to those maximum numbers for each code when enrolling students who had previously

represented another school in that code in a competition listed here. For clarity, such a school could not play in its Basketball team more than 2 girls who had previously competed for other schools in the 'A' or "AA' Championships or their Premiership qualifiers. Special Circumstance Variation: For *Girls Rowing only, at St Pauls Collegiate and Kings College only* a new to school student who provides a NZSSSC waiver signed by her previous school principal to NZSS Rowing Assoc will be exempt from the quota of new to school students.

4. Students who have attended a middle school and transfer at the end of the final year level of that middle school will not be considered new to school at their school of first enrolment following middle school.
5. Teams from 'host school/attached school' agreements [see below] that introduce students 'new to either school over the past 12 months must include these in the maximum number allowed in a team.
6. Any final decision on the eligibility of a student or team will rest with NZSSSC.

#### **Notes:**

1. Students who start their attendance at a school in year 9 and below and those in the first 12 months above the entry level for a school (e.g. girls admitted at Year 12 to a school that admits only boys below Year 12) or the Correspondence School are not included in the maximum permitted numbers here. But see Clause 3 above
2. The events listed include all qualifying events.
3. Numbers apply to the whole squad registered for the competition or tournament. Quotas for each code are based on the size of the team on the field/court etc. at any one time and have been set in consultation with National Sporting Bodies responsible for each sport
4. It is expected that, for consistency, regions that conduct secondary school sports competitions will adopt these criteria and quotas for their 'premier' grades.
5. Other sporting codes may apply for inclusion in or an extension to this list of events
6. Domestic students are defined as:
  - A NZ Citizen
  - the holder of a residence permit
  - an Australian citizen
  - a NZ passport holder (e.g. Cook Islands)
  - a dependent of a work permit holder, refugee, diplomat
  - Exchange Students on MOE approved Exchange Organiser Programmes ([Click here](#) )
  - or whatever definition the Ministry of Education currently applies.

#### **Inducement to Transfer for Sporting Reasons (Poaching)**

NZSSSC does not condone any inducement of students to transfer from one school to another for sporting reasons, other than by way of publicly advertised scholarship. Where a Regional Principals Association advises NZSSSC in writing that it has investigated and is satisfied that inducement has taken place, NZSSSC may, in support of the Regional Principals Association, impose a penalty which may include exclusion of a student(s), team or other personnel (coach, manager etc) from NZSSSC sanctioned events.

#### **NZSSSC DISCIPLINARY PROCEDURES**

Where NZSSSC receives an allegation in writing signed by either the principal of a school, a Regional Principals Association chairperson or the CEO of a National Sporting Organisation, that is deemed by the NZSSSC Executive Director to be:

- a. of a nature to warrant an investigation and is
- b. supported by sufficient evidence to warrant an investigation the NZSSSC Executive Director with agreement from the NZSSSC Board Chairperson may elect to initiate a disciplinary process.

1. In the first instance, the Executive Director may investigate the allegation and, should he/she believe the allegation to be substantiated, propose a resolution which may include a formal warning or a sanction as per clause 7 of these Disciplinary Procedures.
2. Should
  - i. any party to the allegation not be willing to accept the determination notified by the Executive Director in clause 1, or
  - ii. the Executive Director assess the allegation to be of a more serious nature, the NZSSSC Executive Director NZSSSC may convene a Disciplinary Panel to consider alleged breaches of the Code of Conduct.
3. The Disciplinary Panel will consist of:
  - I. The NZSSSC Chairperson or a delegated Board Member who will chair the panel.
  - II. A non NZSSSC board principal identified by Regional Principals association of the alleged offending school.
  - III. An independent member from the sports sector such as SportNZ, RST or NSO identified by NZSSC Executive Director.
  - IV. A suitably qualified member of the legal profession appointed by NZSSSC Board Chairperson.
4. The NZSSC Executive Director and/or a person or persons delegated by the NZSSC Executive Director, will investigate the allegation using the following process:
  - I. The principal of the school against which the allegation has been made will be notified in writing of the details of the allegation including the school or organisation bringing the allegation and the details of evidence provided.
  - II. The principal receiving notice of the allegation will be asked to provide a written response to the allegation to the NZSSSC Executive Director within 7 days.
  - III. During the investigation, the NZSSSC Executive Director or delegated authority may gather additional evidence including interviews with any person or persons likely to provide information relevant to the allegation.
  - IV. The NZSSSC Executive Director or delegated authority may, with agreement from the NZSSSC Board Chairperson, decide:
    - a. no further action is required or
    - to offer to arrange mediation to attempt to resolve the allegation or
    - convene an NZSSSC Disciplinary Panel to hear the allegation and decide on any sanctions, if appropriate.
  - V. The NZSSSC Executive Director will inform the principal of the school facing the allegation and the party bringing the allegation within 48 hours of the decision taken in d) above.
5. Where a NZSSSC Disciplinary Panel is convened to hear an allegation
  - I. The principals of schools involved, and any person/s involved with the allegation will be informed of the time, date and place of the hearing, all evidence collected, and invited to attend or provide further written submissions.
  - II. All written material will be supplied to all parties above at least 48 hours prior to the hearing c) At the hearing
    - a. The NZSSSC Executive Director will present the allegation, the response from the principal of the alleged school and any other evidence.
    - b. The Disciplinary Panel chairperson will invite the principal or any person delegated by the principal of the school bringing the allegation to speak, followed by the principal of the school alleged to have breached the Code of Conduct or any person they have delegated.
    - c. The panel shall make a decision on the validity of the allegation and any sanctions on the school, team or individual they deem to be appropriate. The panel may defer final decisions to a date no later than 10 days following the hearing.
6. Sanctions may include:
  - i. Written warnings, with or without conditions including periods of prescribed supervision, on involvement in future NZSSSC-sanctioned school sport.
  - ii. Permanent or temporary exclusion of an individual from NZSSSC-sanctioned school sport.
  - iii. Temporary exclusion of a school or team from NZSSSC sanctioned school sport.

7. Any principal wishing to appeal a decision must do so by informing the NZSSSC Executive Director in writing within 10 days of a decision being formally notified.
  - i. The appeal will be considered by the full board of NZSSSC at which the appealing principal and the principal of any other school party to the allegation may attend and speak to the appeal. To ensure appeals are heard in a timely manner, the appeal hearing may be held by teleconference.
  - ii. The full NZSSSC board may uphold the original decision and any sanction(s) applied by the Disciplinary Panel or alter the original decision and sanction(s) in any way.
  - iii. The decision of any such appeal will be binding on all parties.
  - iv. Any further recourse on an appeal decision must be conducted through the Sports Tribunal

# Appendix 1: TBHS Sports Code of Conduct

## Personal Statement

My behaviour will always reflect positively on myself, my family and Timaru Boys' High School, both on and off the field, when travelling, supporting or competing at other schools and grounds.

I will play hard but by the rules and treat all players as I would like to be treated myself. I will conduct myself in a sportsman-like manner and respect fellow players, coaches, managers, referees and the achievements of my opponents.

I will never argue or abuse an official and always accept responsibility for my actions.

I will always win with humility and accept defeat as part of competition.

## Code of Conduct

1. **Commit** to training and being part of the team for the entire season and always compete for the entire game. **Never Give Up!**
2. Be **proud** of the team and be the best team player you can be by giving your best
3. Uphold the school's POWER values

## Requirements

- **Comply** to all instructions given by the Director of Sport, Coaches, Managers, Parents in charge and host families
- Inform coaches of any health or Injury problems.
- **Respect** and care for all equipment, returning uniforms that have been issued to you.
- **Respect** others and their property – verbal, physical abuse or stealing will not be tolerated and may lead to dismissal from your team, tournament or trip.
- Respect your opposition and their supporters when you are either a player or a spectator – instances of verbal or physical abuse and any disciplinary action by a governing body could lead to withdrawal from a team in the case of an individual and from the competition in the case of a team.
- Be correctly equipped at all times
- Wear the Timaru Boys' High School uniform correctly and with **pride**
- **Ensure** you are at the right place at the right time.
- Keep your environment clean and tidy – includes modes of transport, changing and meeting rooms
- Respect yourself and your training programme – **drugs, alcohol or smoking/vaping paraphernalia are NOT PERMITTED**
- Abide by all School and societal rules and laws

Any serious breach of this Code of Conduct will result in being sent home/withdrawn from the team, tournament, or trip at my own expense and it may be treated as a disciplinary matter by the school, consistent with school policy.

I (print your name clearly) \_\_\_\_\_ have read and will abide by the above Code of Conduct.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_





# Appendix 3: Concussion Protocol

## Basic Facts

- Concussion is a mild brain injury. Contrary to popular belief, you don't actually have to get a blow directly to the head itself – impact anywhere on your body that causes your head to shake violently can lead to concussion
- You don't have to be knocked out to get concussion. In fact, only 20 per cent of concussions will be preceded by a loss of consciousness
- Any symptoms that might indicate concussion should lead to a player being immediately removed from the field. Symptoms can occur immediately after the injury, or up to several weeks later
- If in doubt, it is better to be conservative and treat as concussion, as athletes of less than 18 years of age are at high risk for complications, including death from head injury and a prolonged return to play if recurrent concussions take place over a short period
- The first 24 hours after the event are crucial. This is the time when serious complications are more likely to occur, so it is really important the player is not left alone and has someone who can monitor how he is doing – if symptoms start to worsen in any way, he needs to be reassessed by a doctor urgently.
- Recovery includes rest and sleep (as much as required); avoiding anything stimulating for the brain (screens, loud music, noisy environments); alcohol and drugs; staying off work and school until allowed back

Other high-risk factors for complications/prolonged return to play are:

1. Previous concussion this season
2. ADHD or Hyperactivity
3. Previous seizures
4. Drug use; Psychotropic drugs; Weed/Party Pills

## Procedures

Follow this protocol if Concussion is confirmed by a positive concussion test.

**Signs that a player has suffered a concussion injury include:**

1. Loss of consciousness
2. Confusion/disorientation/inability to recall blow to head/loss of memory
3. Dizziness/poor co-ordination/poor balance/blurred or double vision
4. Headache
5. Light sensitivity
6. Nausea/Vomiting

**Note:** Player needs only one of these signs to warrant a concussion check in Emergency Unit at Hospital.

**Initial treatment of Concussion includes:**

1. Visit to Emergency Unit (not after-hours GP) to exclude serious head injury/might need CT scan
2. Sent home with family member who will watch athlete carefully over next 24 hours for signs of drowsiness, vomiting, confusion and slurred speech
3. Brain rest for next week includes avoiding text messaging and computer games, limit television and computer use, decrease schoolwork (class teacher to be informed)
4. Consider more time at school for assignments; no tests until recovered at least for 2 weeks; increased breaks between classes; may need a note taker
5. Monitor for two to three months after concussion for scholastic difficulties (Teacher-in-charge of Rugby to inform form teacher)

6. Physical rest until cleared to progress by protocol to follow. Avoid especially weightlifting, aerobic exercise, sexual activity and even household chores
7. Wear sunglasses for light sensitivity and ear plugs if sound sensitive
8. Simple painkillers for headaches – Paracetamol

### Developing signs

- Tiredness – this can be pronounced, with some people reporting a need to sleep far longer than they normally would
- Irritability or "fragility" – this can include feeling like you might burst into tears or lose your temper more easily than normal
- Heightened sensitivity to noise and light
- Tinnitus, or "ringing" in your ears

### Graduated return to playing sport

Once rested and no headache, neck pain, dizziness, nausea, noise and light sensitivity, then commence graduated return to play – note that a mandatory **three week stand down** is minimum allowable time to return to play.

A player may take longer to be fit enough to return to play safely and rushing him back to play will only increase risk of complications especially recurrent concussion and even death.

**Step 1:** No activity: complete physical and cognitive rest.

**Step 2:** After asymptomatic at rest and seen by GP who needs to give club written clearance to commence return-to-play protocol: athlete needs to complete a full day at school, interact with peers, watch sports training without re-emergence of symptoms

**Step 3:** Light aerobic exercise, includes walking, swimming, stationary cycle – intensity <70% maximum heart rate (no weight training) with no symptoms; next day advance to step 4.

**Step 4:** Heavier aerobic exercise – running but no head impact activities – intensity <85% maximum heart rate with no symptoms; next day advance to step 5.

**Step 5:** Rugby Specific exercise but non-contact drills includes passing, kicking drills. Can commence light weight training. Progress to step 6 if no symptoms.

**Step 6** – Full contact practice – full practice participation.

**NOTE:** if during any step concussion symptoms reoccur, the athlete will return to the previous level of activity.

- Progression through steps typically involves multiple days on each level ie. It is unusual for a player to progress through a level in a single day.
- The minimum return to play period is three weeks – any sooner puts player at risk of recurrent concussions.

*Concussion experts suggest three concussions in one season should result in termination of season for that player. It is important, therefore, to manage concussion appropriately on first concussion.*

**“When in doubt, Sit him out!”**

# Appendix 4: Sports Council Terms of Reference

## 10.1 Purpose

The TBHS Sport Council is a committee of the Board of Trustees, with delegated responsibility for ensuring TBHS alignment and adherence with the NZSSSC guidelines and expectations for the promotion and development of secondary school sport. The TBHS Sport Council will work within the scope of its terms of reference to enhance participation and sporting excellence through improved pathways, and opportunities in sport and the overall sport experience for all its stakeholders.

## 10.2. Key Focus

TBHS SC is charged with formulating the goals of the TBHS Sports Council in the four key areas identified: Strategy, Capacity, Funding, Policy

## 10.3. Scope

- 9.3.1. To undertake strategic initiatives in developing sporting opportunities at TBHS, along with the Sports Director and the Rector
- 9.3.2. To report on the results of these strategic initiatives annually to the Board of Trustees
- 9.3.3 To explore opportunities for increasing communication around sports and relationship building with key stakeholders and potential funders
- 9.3.4. To assist in Sport Policy development in areas such as health and safety, funding, uniform and discipline
- 9.3.5 To support school with the implementation of the NZSSC guidelines
- 9.3.6. To investigate potential opportunities and programmes to support elite athletes at TBHS

## 10.4. Out of Scope: Sports Colours, Employment

## 10.5. Composition of Sports Council

The Council will comprise of seven members, with the Chairperson being any one of the seven members, as elected by the Council.

The eight members to include: The Rector, Sports Director, up to two BOT Representatives, One Staff Representative who holds a TIC Sport position, One Student Representative – Head of House (or in his absence, a delegated Representative), Two Appointed Community Representatives

## 10.6. Review

The composition and membership of the Sports Council is to be reviewed annually with a review of the skill set required. The review will be carried out by the Rector and BOT Chair.

## 10.7. Tenure

The Community Representative's term of membership is to be on a rotational basis and term length is to be decided after the initial 12-month review.

# Appendix 5: TBHS School Policies and Procedures

Timaru Boys' High School Policies and Procedures are available to our school community via the following link: <https://timaruboysschooldocs.co.nz>

Username: timaruboyss

Password: this has been emailed to our parent community. For further information, contact the Board Secretary on 03 687 7560 or email [buntingca@timaruboysschool.nz](mailto:buntingca@timaruboysschool.nz)