



BETHLEHEM COLLEGE SPORTS HANDBOOK



BC Sports Department
FEBRUARY 2022

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Introduction

Bethlehem College (BC) stands on four pillars, one being “Exercising the Physical”. As such, the basis of all sporting activities is founded on the same principles and values as all other parts of the curriculum. It is also where the same key competencies can be developed and encouraged in all students taking part.

This can only be achieved with the contribution of teachers, parents, and many other supporters of BC. This handbook has been written to help make sure that all students, parents, staff, and other adults recognize and contribute to the overall goals of BC:

The Head (Romans 12:2)

- To be Curious: to ask questions; to see God’s handiwork; to inquire; to grapple with complexity; to observe; to understand; to interpret; to wonder
- To be Wise: to seek; to examine; to reflect; to know and apply God’s truth in order to discern what is right; to be teachable
- To be Redemptive: to be courageous; to seek information; to restore; to transform; to be a change maker for good and for God

The Heart (Ezekiel 36:26)

- To be You: to know one’s unique identity in Christ; to know one’s worth, gifts, and talents
- To be Christ-like: to demonstrate Godly characteristics to show resistance, humility, perseverance, passion, and joy; to trust and obey
- To be Connected: to grow in love of God; to love one another; to respect diversity; to show kindness; to collaborate; to contribute; to nurture good friendships

The Hands (Colossians 3:23-24)

- To Hold: to have conviction that you are called to serve with a heart of gratitude; to work out your faith as a disciple of Jesus
- To Serve: to work faithfully as a steward of the gifts, abilities, and talents that God has given you; to show manaakitanga and to bless others
- To Lead: to exhibit courage, humility, vulnerability, and selflessness in modelling servanthood to others

The Habits (Romans 12:9-13)

- To Reflect: to take time to be still; to be alone; to contemplate; to connect with God and others
- To Pray: to have conversations with God that focus on God’s nature, our need of Him, our thankfulness, and our requests
- To Read: to study, to memorize, to meditate on and to apply God’s word

College Mission Statement

Bethlehem College aims to provide a Biblically-based, Christ-centered education equipping students for effective service and leadership

Sports Vision Statement

Creating community in sport through leadership, mentorship, and Christ’s love

Contact Information

Name	Position	Email
Rachel McGill	Director of Sport	sport@beth.school.nz
James Elen	Sport Coordinator	james.elen@beth.school.nz
Naomi Potter	Sport Coordinator	Naomi.potter@beth.school.nz
Christine Browne	Sport Administrator	christine.browne@beth.school.nz
Kayleigh Clarke	Sport Administrator	Kayleigh.clarke@beth.school.nz

Strategic Plan 2020-2023

Introduction

This Strategic Plan covers all areas of Bethlehem College's sports- Primary, Junior Secondary, and Senior Secondary. For conciseness, Bethlehem College Chapman is considered part of the Primary and JSEC plan unless specifically stated. The Bethlehem College (BC) Sports Department strategically leads the sport system from social sport exploration to competitive teams and provide quality experiences fairly across all codes. This Strategic Plan outlines a course for the next three years to ensure BC students continue to both participate and enjoy sports and recreation and provide opportunities for them to use their God-given talents.

Our Strategic Approach

Why Enriching lives and utilizing God-given gifts (1 Peter 4:10)

How Building a Christ-centered sports and recreation system (Matthew 6:33)

What To be a leading school in the Bay of Plenty in sports and recreation oversight

Who students, student-athletes, coaches, teachers, and parents

Participant Focused

Students are the heart of our strategy- whether they are trying a sport for the first time, want to be active with friends, or competing regionally and nationally. We will gather insights to provide positive sporting experiences and meet the changing needs of participants at all levels. We strive to provide accessible experiences no matter the financial or physical ability of the student and family.

Development Driven

As a department, we strive to continually develop and improve the quality of sporting and recreation experiences provided. This is done through setting relevant, measurable goals. These goals are based on constant personal reflection and feedback from participants. We will seek guidance from school leadership to ensure our goals are supporting the values of Bethlehem College. Clear systems will also be developed to ensure accountability for all participants.

Focus Areas

Tamariki Development (Colossians 3:16)

We desire to cultivate the joy of sport within our primary students. This will be done by offering a variety of codes and "Give it a Go" days where students can explore different activities they might want to pursue. We will also provide inclusive opportunities for students of all abilities to participate together and encourage one another.

Athlete Support and Development (Hebrews 10:24-25)

The opportunity to support our competitive athletes exists through mentorship and advocacy programs. We will identify competitive athletes who would benefit from guidance around increasing their competition level and balancing a healthy lifestyle. We will recognize and celebrate codes equally across our public platforms.

Coach Development (Psalms 32:8)

Coaches need to feel valued and given professional development opportunities. The sustainability of our program is dependent on obtaining and retaining quality coaches. These coaches will receive training in first aid, developmentally appropriate practices, and Biblical perspective on coaching.

Parent Education (Ephesians 4:32)

Parents are an integral component of sport at Bethlehem College. They need to be heard and educated. We will work alongside Sport BOP and Sport NZ to promote the Balance is Better campaign- which clearly outlines the need for positive behavior from parents on the sidelines. We will also have clear expectations for parent volunteers and make sure they are celebrated at the end of the seasons. Clear and timely communication will also be provided by the Sports Department.

Community Connection (1 Peter 4:10, John 15:16)

Sports and recreation are a vital mission field. This can be done by providing service opportunities for student-athletes within the school and community. We will also highlight the ways God has worked through sport by sharing testimonies on public platforms. We will improve and maintain the positive relationships we have with Sport BOP, School Sport NZ, and other regional sporting organizations.

Timeline

Due to the unprecedented circumstances around Covid-19, the majority of this plan will commence January 2021. The remainder of the 2020 school year will be spent finalizing policies and procedures, guiding codes in how to

participate within the Covid-19 Alert Level Guidelines, and providing positive sporting experiences within the constraints for our students. The Year 13 cohort will be our main focus for these events.

Tamariki Development

Strategic Goal	Steps	Success Measurement	Perspective Completion
Primary & JSEC- Promote local opportunities to compete in inter-school events and leagues	<ol style="list-style-type: none"> 1. Clearly communicate Sport BOP, leagues, and AIMS opportunities 2. Use Senior Student leaders to coach teams 3. Connect with students who show interest in codes from Have a Go days 4. Increase BC Chapman and BC Tauranga sports exchanges 	10% Increase number of AIMS teams/participants (from 2019 data) 10% increase of participants in Sport BOP events (from 2019 data) 10% increase in league participation (from 2020 data)	EOY 2021
All- Increase inclusive sport and recreation opportunities	<ol style="list-style-type: none"> 5. Work with Parafed and Halberg to develop strategies to include all abilities in school-wide activities 6. Wheelchair basketball and other Parafed/Halberg sport demonstrations 7. Parafed/Halberg led teacher professional development 8. Promote activities and events for our physically disabled students 	All students will be able to participate in some way in Athletics and Cross Country 25% increase in activities available at school for our disabled students (from 2021 data)	EOY 2022
Primary- Increase participation in sport and recreation	<ol style="list-style-type: none"> 1. Provide “have a go” times at lunches 2. Run free family fun events 3. Communicate clearly and ahead of time what options are available 	10% increase EOY 2021 20% increase EOY 2022 30% increase EOY 2023 (from 2020 data)	EOY 2023

Athlete Support and Development

Strategic Goal	Steps	Success Measurement	Perspective Completion
Competitive Athletes- Develop mentorship program	<ol style="list-style-type: none"> 1. Identify student-athletes who would benefit from guidance in their sport 2. Identify Christian athletes in their code to be mentors 3. Sports scholarship information sessions 4. Load balance information sessions 5. Discuss with athletes what other support they desire 	10 students identified and paired (or small groups) with their mentors ready to begin the program SOY 2022	2021/2022
Secondary- Increase recreational (social sport) opportunities	<ol style="list-style-type: none"> 1. Work with Sport Council to increase participation in Friday lunch games 2. Recreational opportunities are promoted well in advance in ways students will be able to access them 3. Identify teachers who are interested in different codes to lead lunchtime clubs 	<p>JSEC- lunchtime sport clubs offered 3 days/week</p> <p>SSEC- lunchtime sport clubs offered 3 days/week</p> <p>Year 13 vs staff games or staff vs staff games held 4 times/term</p>	EOY 2022
All- Improve teacher engagement rate	<ol style="list-style-type: none"> 1. Identify barriers to engaging in sport 2. Work with BC leadership to help alleviate barriers 3. Form clear and reasonable expectations for TIC's 4. Celebrate the teachers who are involved in sport 	<p>10% increase 2021 15% increase 2022 20% increase 2023 (according to NZSSSC Census data)</p> <p>Year 13 vs staff games or staff vs staff games held 4 times/term</p>	EOY 2023

Coach Development

Strategic Goal	Steps	Success Measurement	Perspective Completion
Develop Coach Education packs	<ol style="list-style-type: none"> 1. Publish updated Sport Handbook 2. Update policies and procedures 3. Set clear communication guidelines 	100% of coaches will receive a coach education pack	EOY 2020
Pay Equity	<ol style="list-style-type: none"> 1. Gather information re: pay for 1st team coaches across codes and schools in the BOP 2. Work with coaches and school leadership to form an equitable schedule taking into consideration financial burden on teams and coaches' time 	There is a clear pay schedule across all 1 st team coaches	EOY 2021
Provide Coach professional development program	<ol style="list-style-type: none"> 1. Promote free Sport BOP coach education workshops 2. Develop a Biblical perspective on coaching with Sports Chaplaincy 3. Provide First Aid training for all coaches 4. Provide coach education courses for student leaders 5. Discuss with coaches what PD they desire 	<p>A coach professional development workshop is held once per term</p> <p>75% of coaches participate in at least one workshop</p>	EOY 2022
Improve coach retainment rate	<ol style="list-style-type: none"> 1. Provide open and honest communication to coaches 2. Transparent appointing process 3. Professional Development program 4. Provide support and guidance to coaches-including post-season reflection discussions 	10% increase 2021-22 20% increase 2022-23 (from 2020-21 data)	EOY 2023

Parent Education

Strategic Goal	Steps	Success Measurement	Perspective Completion
Clarify Team Manager expectations	<ol style="list-style-type: none"> 1. Write clear task distribution expectations 2. Publish updated Sport Handbook 3. Update policies and procedures 4. Set clear communication guidelines 	100% of team managers will receive a team manager pack	EOY 2020
Align with and promote Sport NZ's "Balance is Better" initiative	<ol style="list-style-type: none"> 1. Physical signs at sports events 2. Social media promotion 3. Positive parent awards 4. Work with Sport BOP to develop more intensive strategies 	100% of parents model positive values and behaviors	EOY 2021
Increase parent information nights	<ol style="list-style-type: none"> 1. Hold two sport sign-up nights per school year 2. Hold two sport forums per year for parents to respectfully share their views on sport at BC 3. Set clear communication guidelines 	50% increase in parent engagement with sport outside of coaching and managing (from 2020 data)	EOY 2022
Increase the presence of Christian Character in Sport	<ol style="list-style-type: none"> 1. Weekly Testimony Tuesday posts on Facebook 2. Work with Wayne Fraser to develop coach education from a Biblical perspective sessions 3. Appoint TIC's to be leaders of Christian Character to teams 4. Uphold the Christian values of the school in the sports office 	<p>Submissions for Testimony Tuesday from each code</p> <p>100% of codes have TICs</p> <p>We receive positive feedback from other schools and organizations about our behavior on the field/court</p>	EOY 2023

Community Connection

Strategic Goal	Steps	Success Measurement	Perspective Completion
Transition all clubs to school run codes	<ol style="list-style-type: none"> 1. Hire a second ADoS to oversee codes 2. Co-construct comprehensive transition plans with current club presidents and school leadership 3. Develop financial hand-over plans 	100% of school clubs are running under the sports office	EOY 2020
Increase opportunities for senior athletes to give back to school sports and recreation	<ol style="list-style-type: none"> 1. Identify senior students who are willing to give back to their codes 2. Co-construct plans for younger team lunch activities with senior athletes 3. Have demonstrations of sports lead by senior students to Primary 	50% of lunchtime activities are co-run by Senior students	EOY 2021
Form a Founders Day Sports Festival	<ol style="list-style-type: none"> 1. Form a Founders Day Committee 2. Contact alumni athletes to come back and play vs the first teams 3. Market and Promotion 4. Have codes run "give it a go" sessions 5. Sausage sizzle or spaghetti dinner fundraiser 	Hold the Inaugural Founders Day Festival	July 2022
Sports Mission Trip	<ol style="list-style-type: none"> 1. Work with Director of Biblical Foundations on logistics 2. Work with known sports mission groups (FCA, Crosswhites) to figure out options 3. Identify senior student-athletes 	Send 5 students and 1 staff member and 1 adult on a mission trip to serve others using their sporting gifts	EOY 2023

Review Process

This strategic plan will be reflected upon and adjusted at the end of each school year. This reflection and assessment process will be led by the Director of Sport and include the sports department staff, school leadership, HOD of PE, and Sport BOP Head of School Sport.

Task Distributions

Tasks Relating to Codes

Director/AD	Administrators	TIC**	Parents
-Trials -Coach Appointments* -Officials (1 st & 2 nd teams) -Order Gear* -Recognition -Direct Boosters -Complaints -Attend 2/3 games per season -Notices -Organize/collect gear at the beginning and end of the season -Organize Prizegiving	-Registration Comms -League Registrations -EOTC/RAMS -EC Bookings* -First Aid Kits -Medical Forms -Tournament paperwork -KAMAR/Calendar -Signpost/Website -Transportation -Finances* -Fees	-Encourage and uphold the Christian Values of BC -Attend 2/3 games per season -Assist in Prizegiving -Go to Tournament (secondary only) -Write end of season report for the journal	-Organize and collect uniforms -Set-Up Fields -Fundraising (optional)

*Will need final approval from the DOS

** For codes that go across primary and secondary (netball, hockey, football, futsal, basketball, water polo/flippa) there would be a primary TIC and secondary TIC

Code Contact People

Code	Director/AD	Administrator	TIC
AIMS Games	Rachel McGill		
Athletics	Naomi Potter	Christine Browne	Andrew Bartrum
Badminton	James Elen	Christine Browne	Peter Dennis
Basketball	Naomi Potter	Christine Browne	Primary- Jane Phelps Secondary- Ilati Vukona
Cricket	James Elen	Christine Browne	Angus Duffett
Cross Country	James Elen	Kayleigh Clarke	Charlotte Bartrum
Football	Rachel McGill	Kayleigh Clarke	Primary- Secondary- Wayne Lambert
Futsal	Rachel McGill	Kayleigh Clarke	
Hockey	James Elen	Christine Browne	Primary- Secondary- Kelly Scott
Netball	Naomi Potter	Kayleigh Clarke	Primary- Secondary-
Rowing	Naomi Potter	Christine Browne	
Rugby/Touch/Kiwi Tag	James Elen	Kayleigh Clarke	Rugby- Louw Olivier Kiwi Tag-
Volleyball	James Elen	Kayleigh Clarke	Primary- Monique Roser Secondary-
Water Polo	Naomi Potter	Christine Browne	Shannon Black

* One off events

Expectations of Coaches:

- Uphold the Christian character of Bethlehem College
- Full-fill all duties and characteristics as laid out by the *Coach Code of Conduct*
- Plan and run at least 1-2 practices per week teaching the skills of the game
- Coach games
- Facilitate the appointment of two responsible team members to hold position of Captain (Year 7-13)
- Be responsible for first aid kit and gear for the team throughout the duration of the season
- Model and teach your players to honor the game, rules, officials, opposition, and one-self
- Keep updated on the latest practices in your sporting code to the best of your ability
- Report results of all games to: sports.results@beth.school.nz
- Communicate with ADoS in charge of code
- Report all injuries and incidences to the ADoS in charge of code

Expectations of Team Managers:

- Uphold the Christian character of Bethlehem College
- Full-fill all duties and characteristics as laid out by the *Team Manager Code of Conduct*
- Encourage and uphold positive sideline behavior
- Organize officials for games (3rd team and younger)
- Book accommodation and air travel (if needed) for tournament
- Liaise with Sports Administrator concerning charges and air travel for tournament
- Organize meal train for tournament
- In-season team specific communications around game times, socials, etc
- Collect keys when needed from Sports Administrator for travel
- Assist coach with injuries (keeping within your own knowledge of first aid)

Expectations of the Team Captains:

- Uphold the Christian character of Bethlehem College
- Full-fill all characteristics as laid out by the *Player Code of Conduct*
- Welcome and greet the opposition captain and coach
- Liaise with opposing captain regarding the game
- Communicate respectfully with the referee/umpire (under coach discretion)
- Take the toss
- Initiate before and after match cheers
- Thank the referee, coaches, and captains of the opposition after the game
- Encourage team members to play hard and fair
- To lead by example
- Attend all trainings and games
- Encourage and support all team members on and off the field

Policies and Procedures

AIMS Games

All student-athletes wishing to participate in AIMS games must play for the school team. The exception is only if the school does not have a team for that given sport (ex: rock climbing).

Booking Spaces

All indoor spaces at Bethlehem College need to be booked in advance. Priority to in-season teams is given. If there is space available for an off-season team, preference is given to the top teams. Bookings need to go through the Sports Administrator and cleared by the Director of Sport.

Coach Selection

To be consistent with BC staff hiring policy, all first team coaches must have an active Christian faith. First team coaches will go through the interview process detailed below.

For other teams, on the instance of more than one person desiring to coach a team and they do not want to co-coach, an interview process will commence to determine the coach. The interview panel will consist of the ADoS, DoS, and member of school leadership.

Senior students are allowed to be coaches for teams Year 8 and younger. For teams who have a student coach, a parent must be manager.

Communication

- Registrations, Trials, and Muster dates will be communicated by the Sports Department through Signpost and Student Notices 10 school days prior to the event.
- Team selections will be emailed directly to the families of players in the team with the coach and team manager identified.
- Within season communication concerning game times and locations will be communicated to the teams by the team manager
- The coach will communicate results to the sports office: sports.results@beth.school.nz
- The sports department will publish results at staff meetings, assemblies, and the BC Sports Facebook Page
- All communication will uphold the BC values and Christian character

Eligibility

The College is committed to providing an opportunity to all enrolled students to play sports. The requirements to represent Bethlehem College at sports are:

- Any student enrolled at Bethlehem College wishing to trial may do so provided they meet and comply with the criteria set out by the Regional/National Sports Body Regulations.
- Where Bethlehem College has an arrangement with another school/organization, including but not limited to home schoolers, individuals from those schools/organizations wishing to trial may do so on the understanding that, should player and team numbers be an issue, preference will be given to players enrolled at Bethlehem College.
- Individuals from other schools/organizations are not eligible to play in tournament teams representing Bethlehem College as they are not officially enrolled at Bethlehem College.
- Parents or guardians of individuals from other schools/organizations will be required to complete an agreement stating they will support the Bethlehem College Special Character before any registration is accepted.

Equipment

The Sports Department will supply teams or correspond with outside providers to supply teams with necessary equipment (example: Bay Coast Rowing Club supplies the boats for BC Rowing). Before the commencement of each season, Boosters will organize the equipment into team bags. These bags will be checked out to coaches using the BC library system. Coaches are responsible for the maintenance of equipment for the duration of the season. They are also to ensure all equipment is accounted for and used appropriately. If an incident happens where equipment gets lost or damaged, the coach is to report that to the ADoS in charge of their sport. All equipment will be returned to the Sports Department at the end of the season and stored on-site at Bethlehem College.

A minimal amount will be included in players fees to cover the cost of new equipment.

Expressing a Concern

The Sports Department follows the Complaints Policy of Bethlehem College. This can be found on the school website as Policy Number 3.25. In Summary:

Bethlehem College's Responsibilities:

1. Ensure the timely and appropriate investigation of complaints
2. Provide prompt and appropriate response to the complainants
3. Protect and enhance BC's reputation by taking complaints seriously and dealing with them in a fair and transparent manner

Biblical Principals:

- John 14:34-35
- Matthew 18:15-16

Guidelines

1. Discuss your dispute with the person concerned in a reasonable and appropriate manner
2. If a direct approach by the offended party has not resulted in satisfactory resolution, the complaint should be addressed to the appropriate Assistant Director of Sport
3. If the matter continues, it will be brought to the Director of Sport
4. If the complainant is still unsatisfied, the complaint can be addressed in writing to the Principal
5. A report will be provided for all invested parties

Fees

Players' fee schedules will be made available before season registrations to best inform families. The sports department goal is to keep fees as low as possible to allow for participation from everyone interested, however some fee amounts (league registrations) are out of our control.

If a player withdraws from a team at any time they are still required to pay the season's fees. Exceptions can be made for extreme cases at the discretion of the Director of Sport.

Finances

All on-charging to students is done through the Sports Administrator and approved by the Director of Sport. This includes, but not limited to: playing fees, tournament fees, coaching fees, gear replacement, and social events. If a coach or manager needs to be reimbursed for something, they are to fill out the appropriate paperwork with the Sports Administrator in charge of their sport.

Fundraising/Sponsorship

Teams may seek sponsorship from organizations to help off-set costs for the season, tournament, or other team events. The *Sponsorship Application* needs to be completed by the team and approved by the DoS so funds are accounted for. If an organization wants to make a general sponsorship to sports it will be put in a fund to help off-set tournament or season fees for players with financial hardship.

Sponsors names will only be publicized on billboards and scoreboard space at Bethlehem College. No sponsors names will be seen on uniforms, bags, or other clothing.

Students wishing to apply for financial hardship sponsorship are to fill out the *Financial Hardship* application. Applications will be reviewed by the DoS and Deputy Principal.

Please refer to Bethlehem College's policy on fundraising: Policy Number 2.5.1 *Fundraising in College*

Game Time

Every player will receive game time each week throughout the season. For first teams this will be balanced with the need to be competitive in the grade level. For other senior teams, each member of the team is to receive quality game time. For intermediate teams and younger, equitable game time should be given to all players.

Exceptions

- Injury
- Unexcused absence from team trainings
- Documented disciplinary issues

- NZSS/NISS Senior Tournaments- it is the coach's discretion as to how game time is distributed across players throughout the competition. All players will have game time during the tournament, but does not need to have game time every game.
- AIMS Games- it is the coach's discretion as to how game time is distributed across players throughout the competition. All players will have game time each day, but do not need to have game time every game.

Injury Prevention

All teams will be provided with a first aid kit and medical contact information. If there are any injuries or medical events that require more attention than an ice pack or plaster, they are to be reported immediately to the Assistant Director of your code. Players will warm up and cool down for all practices and games. Coaches and managers will ensure players do not continue playing if they are injured- especially in the case of a head injury.

Please refer to the code specific national bodies' policies on concussions.

Please refer to Bethlehem College Policy Number 3.27 *Health and Safety* for a comprehensive policy.

Pay Schedule of Coaches

Due to the higher level of time commitment and competition pressure 1st team coaches are responsible for, they will be remunerated for their services. Payment will be \$1500 for the season and \$500 for tournament week GST inclusive.

Physio

Back in Action Physio is our school physio. All teams should be using their services. Details for appointments can be found in the Sports Office, posters around school, and the school website. If a team wants to have a personal physio for their team, it must be approved by the DoS.

Police Vetting

All coaches, managers, and other volunteers associated with the team will need to get police vetted prior to interacting with student-athletes. This includes all adults staying with the team for tournament or other overnight activities. Police vetting can be filed through the sports office. Two forms of photo identification will need to be physically provided to the identification certifier. Police vetting is valid for three years.

Bethlehem College Policy: 3.27.06 *Police Vetting*

Recognition

BC Sports department is focused on promoting positive sporting behavior rather than a "win at all costs" philosophy. We will recognize sporting success, but also events where our student-athletes exemplify the Christian characteristics of the school. Weekly results will be sent to staff. A rotation of codes will be recognized at assemblies and on social media to ensure equality across all codes.

Prizegiving

Prizegiving for teams will be held at the end of the season as a way to celebrate the season. These will be organized by the ADoS and TIC. Prizegivings and associated awards will only be for season-long teams, not one-off events.

Colours

Colours can be awarded to senior student-athletes. Criteria for colors are outlined on the *Colours Criteria and Application Form*. Student-athletes are to complete and return the form along with supporting and verifying information as directed by notifications on Signpost and Student Notices.

Sundays

Unless an RSD schedules games on a Sunday, teams are not to train or hold practice games on a Sunday. Travel to and from tournaments or long-distance games can occur on a Sunday.

Supervision

All student-athletes need to be supervised during outside of school hours. This means a coach or manager need to be present until all student-athletes are picked up from practices or games. Senior student-athletes who are able to drive themselves must leave the property before the supervising adult is allowed to leave.

Transportation

All drivers of students must complete a *Designated Driver Declaration Form*. This is for personal, school, or hired vehicles. All drivers must hold a full license and be at least 25 years of age. When using the school and hired vans, filling out the Vehicle Log Book is required. It is the driver's responsibility to make sure the vehicle does not have any

defects and is safe to drive. It is also the driver's responsibility to make sure all passengers are properly wearing seatbelts at all times and the vehicles do not exceed the seating limit.

It is the responsibility of the Sports Administrator to book school or hired vans. Refer to school procedure: *Vehicles: use of, charging, and booking procedures.*

Trials Process

Any deviations to this policy must be approved in advance by the DoS.

Through the selection of teams, Bethlehem College aims to:

- Ensure all athletes are given equal opportunity to be considered for a team
- Provide a safe environment for all players to effectively participate in sports
- Ensure all players are placed in an appropriate team that will allow them to develop their sports skills, be competitive in all grades of competitions, and enhance their enjoyment of the game
- Structure teams to ensure a balance of positions as appropriate

Selection Panel

The ADoS will organize the Selection Panel (SP) for all trials. Any deviation from the policy must be approved by the DoS in advance. The ADoS must ensure trials are completed with independent persons. BC parent volunteers may help organize the trials, but will not be part of the selection panel or actively involved when their child is trialing. (Example- The parent may hand out bibs, but once play begins they sit silently on the sideline.) Second tier trials may be held for larger codes to confirm team placements.

1. The SP may include appointed coaches at each year level and other appointed independent selectors with sound sports coaching and/or selecting background. There should be a minimum of three selectors for each trial if possible.
2. The SP will meet with the ADoS prior to trials to discuss any issues of selection. Discussions may include whether teams and/or squads are being selected for any year level. The ADoS will be responsible for the organization of such meetings and organisation of the trial process.
3. Any member of the SP and the ADoS, who has an association with any player that could give rise to a question of bias or conflict of interest in the selection process must make this known prior to the trials and will defer from selection discussions on that particular player (example- parent as a coach).
4. All selections have a degree of subjectivity and selectors reserve the right of placement of players. The SP will base decisions on the observation of skill in accordance with the stated criteria and at no point should a selector display bias when assessing player ability.
5. Final selections will be made based on the views of the majority of the SP. All selectors will have an equal voice, there is no head selector. The selection of any team is deemed to be the selection made by the full SP.
6. Teams selected by the SP are subject to the approval of the DoS.
7. Notification of team selection will be communicated from the Sports Department to students and parents.
8. All documentation used by the SP will be retained by the ADoS until the end of the season and then destroyed.

Selection Policy

1. Players are preferred to attend all trials for their year level/grade. Any player unable to attend any trial, for any reason, is required to apply in writing for an exemption prior to the day of trials. Address an email to: sportsadmin@beth.school.nz or the specific sporting code email address.
 - a. Where trials clash with a player playing for another BC sport team, the other team will take priority.
 - b. Where trial dates clash with an academic assessment, the assessment will take priority.
 - c. Advanced written notification is still needed in these circumstances
2. The SP reserves the right to select a player from a lower year if it is necessary to make up a team and permitted by sport regulations. Selection must be sanctioned by the DoS and in consultation with the player and their parents/guardians. This applies to Year 9 and above.
3. Players wishing to form a social team must register as a social player prior to trials. Conversely, those who trial for competitive teams may not switch to social player status upon the announcement of teams.
4. Subject to player numbers, more than one trial may be held so the SP are given adequate opportunity to observe players prior to final selections for the teams.

Criteria

Core Playing Competencies

- Sound skill base and developing consistency of performance
- Displays developing tactical awareness and understanding
- Committed to achieving and maintaining the fitness required for this level of competition
- Ability to sustain intensity and performance throughout the game

Core Personal Qualities

- Demonstrates team qualities and a readiness to listen, learn, and apply learning
- Demonstrates perseverance
- Shows discipline on and off the playing field
- Shows developing ability to withstand pressure on and off the court
- Versatility, consistency, and adaptability
- Ability to serve as a role model for others
- Dedicated and committed to developing the competencies required

Post-Selection Requirements

Teams will be announced in a timely manner for each year level by the Sports Department. Players will fully comply with training requirements as set out by the coaches in conjunction with the Sports Department. Players will adhere to all school rules and guidelines, including the Players Code of Behavior. Players are expected to maintain their academic effort throughout the year.

Uniforms

All sports representing Bethlehem College need to wear clothing that enables them to participate at their best. Teams and individuals also need to be identified as representing our school through their uniform. All uniforms, clothing, and gear for the teams must be purchased from the given selection at the BC Uniform Shop. All purchases will be done by the ADoS in charge of the sport with final approval from the DoS.

Please refer to Bethlehem College Policy 3.21.1 *Club Uniforms*.

Only College approved garments can be used /worn/purchased by BC students and staff - these are to be purchased (via the CET uniform shop, only).

At the beginning of the sports season Boosters will organize uniforms into team piles under the direction of the ADoS. Student-athletes will be issued uniforms through the BC library system. It is the responsibility of the student-athlete to maintain their exact uniform they were issued. At the end of the season, student-athletes will return their uniforms. This will be logged into the library system by the boosters. Student-athletes who do not return their uniform or return a damaged uniform will be charged through their student account.

Codes of Conduct

We are all representing BC and God through our Christian faith. In all situations, we need to be respectful, have proper manners and language, be modest when winning, and gracious when losing. Everyone is expected to encourage fair play and being a good role model. Please refer to the following documents under “Sport Documents”, for Primary Sport [here](#) and for Secondary Sport [here](#).

Statement of Belief

The Bethlehem College Statement of Belief.

Coach

The Statement of Special Character for Coach.

The Code of Behaviour for Coaches.

Team Manager

The Statement of Special Character for Team Manager.

Student-Athlete

The Policy on Sports Representation.

The Player Code of Conduct.

Parent

- Make sure your student-athlete knows win or lose, you love them, appreciate their efforts, and are not disappointed in them. This will allow them to do their best without fear of failure. Be an example of God’s never-ending love and encouragement.
- Teach them to enjoy the thrill of competition, to be “out there trying”, to be working to improve their skills and attitudes. Help them develop the passion for competing, for trying hard, and for having fun.
- Try not to relive your sporting life through your student-athlete.
- Do not compete with coaches. If your student-athlete is receiving mixed messages from two different authority figures, they will likely become disenchanted.
- Do not compare the skill or attitude of your student-athlete with other members of the team.
- Get to know the coaches and managers. Pray for them and only speak positive things about them, especially in front of your student-athlete.
- Express your concerns directly with the coach in accordance with our *Expressing a Concern* policy
- Notify the coach if there are any schedule conflicts in advance
- Appropriate concerns to discuss with coaches: the treatment of your student-athlete, ways to help your student-athlete improve, concerns about your student-athlete’s behavior
- Issues not appropriate to discuss with coaches: playing time, team strategy, play calling, other student-athletes