



COACH AND MANAGERS APPOINTMENT PROCESS

Thank you for expressing your interest in volunteering for a coach or manager role at St Catherines College.

St Catherines is a catholic secondary school that aims to develop confident, independent, and creative learners who are grounded in Catholic values of mercy, wisdom, and social justice.

Sports at St Catherine's College is strongly encouraged as it supports the wellbeing of our students and can demonstrate our values of manaakitanga (hospitality) , aroha (compassion), āwhinatanga (service), tika (justice), te tapu o te Tangata (respect) in a different context.

The process used for the selection and appointments of coaches and managers for sports teams depends on the level of competition that a team is engaged in.

Whether the team is at a high competitive level or on a friendly level, all parents, coaches and managers ought to be police vetted before the season starts.

1) Coaches for premier/top teams in major codes (basketball, rugby, netball, hockey, football, volleyball):

- a) Expressions of interest (EOIs) for coaches are invited through the [school sports page](#), student sport registration forms, College Sport Wellington and the appropriate regional sports organisation.
- b) EOIs are received by the Sport coordinator (sport@stcatherinescollege.school.nz) in the form of CVs and/or covering letters detailing coaching experience, skills, qualifications and reasons for wanting the role.
- c) The Sport coordinator works with the Principal. Together they shortlist the applicants based on their EOI and then conduct interviews.
- d) Following interviews, referees may be contacted before the position is offered.
- e) A police check of the appointee is mandatory.

2) Managers for premier/top teams in major codes

- a) After the coach is appointed, s/he may suggest a preferred manager to work with, or a volunteer parent from within the team may be approached to act as manager.
- b) If a preferred manager from outside the parent group is suggested, the background of this person will be assessed for suitability by the Sports Coordinator – this may include talking to code specialist – and a police check conducted.
- c) For some codes, in addition to the Sports Co-ordinator, there is a Teacher In Charge of the code who will have a role in overseeing the appointment and ongoing communication with team managers in the relevant code.

3) Coaches and Managers for all other teams

- a) At the point of registration, students and parents are asked to indicate if the parent is available to coach or manage a team.
- b) Once teams are finalised, the sport coordinator will look at the available volunteers associated with the team group, discuss the roles with the volunteers and appoint the individuals who seem to be the best fit.



- c) For some teams, senior students are shoulder-tapped for coaching roles. In some cases, a parent coach and student coach share the role.
- d) All teams have a parent as manager.
- e) All coach and manager roles are voluntary and teams cannot participate in competitions without a manager. Teams that do not have an adult willing to act as manager have to be withdrawn from competition.

At the point of registration all volunteer parents are provided with a links to these documents:

- [St Catherine's College Managers and Coaches in Charge of Sporting Teams Policy](#)
- St Catherine's College Sport Code of Conduct ([participant](#), [coach and managers](#), [spectators](#))

Note that **no** coaches or managers are paid or compensated for their time.

Assessment of suitability for the role, and criteria for suitability

4. For premier/top teams:

- a) Coach expertise is assessed throughout the appointment process, i.e. from the details included in the EOI, the assessment formed by the interview panel, and information received from any referees.
- b) The interview process allows the Sport Coordinator and the Principal to assess the applicants soft skills (e.g. interpersonal skills and application of our school values at all times) and philosophical approach to coaching, as well as their suitability to coach the age group.
- c) The criteria for top level coaches is detailed in the request for EOIs and further detailed in the [St Catherine's College Managers and Coaches in Charge of Sporting Teams Policy](#).
- d) An applicant's ability to meet the required criteria is determined from: the EOI, interview, the police check and, a referee check.

Mechanisms for gathering and communicating feedback about / to coaches and managers

Premier/top teams:

- 6. Formal feedback: at the end of each season, all players and parents are asked to complete a google feedback form about the season. This includes specific questions about the coach's skills and approach, and the manager's performance. The responses are reviewed by the sport coordinator with the support of the Principal. If someone raises a concern, the sport coordinator touches base with that individual to discuss further. If the sport coordinator sees a pattern emerging, she will discuss this with the coach and manager.
- 7. Informal / mid-season feedback: during the season the sport coordinator liaises regularly with the coach and manager or the teacher in charge. Any concern that has been raised to the sport



coordinator will be discussed with the coach or manager to resolve.

All other teams:

- 1) Formal feedback: there is no formal feedback process for these teams at the end of the season.
- 2) Informal/mid-season feedback: the same process occurs as for premier/top teams.

Receiving student feedback about a concern or complaint outside the formal process

8. Most concerns raised mid-season can be sorted out by the team manager, but if necessary, the sport coordinator will intervene.
At any time, a student can talk to the sport coordinator, her coach, her team manager, her parents, her Dean, her mentor teacher or another trusted staff member if she has a concern about a coach or manager. Information can then be passed to the sport coordinator who will discuss it with the coach and/or manager, if appropriate.
9. If a significant concern about student welfare or student safety is raised by a student or adult, the sport coordinator advises the Principal and an appropriate course of action is determined. The Sport Coordinator and the Principal meet weekly to discuss all things related to sport, but anything acute is raised and actioned immediately.