



JOHN PAUL
COLLEGE
ROTORUA

SPORTS DIRECTOR

Vision Statement: To develop lifelong learners with a commitment to excellence, and a desire to contribute to society and the church's mission.

Reports to: Deputy Principal

Responsible to: Principal

Functional Relationships with: Leader of Teaching Learning Health and Physical Education
Staff/Teachers in Charge of a Sport Code
Sports Coaches and Team Managers
Community Sports Organisations including Regional Sports Trusts
Parents and wider school community
Property Manager
Students

Hours of work: 40 hours per week (flexible to allow for the nature of sports)

Collective Agreement: Support Staff in Schools

PURPOSE

To provide leadership for the school's sport in the following areas of responsibility:

1. Promotion
2. Participation
3. Communication
4. Professional Support and Training
5. Resource Management
6. Community Involvement
7. Administration

EXECUTIVE RESPONSIBILITIES

To provide leadership for the school's sport in the following areas of responsibility:

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Key Tasks	Performance Indicators	Expected Outcomes
<p>Administration Oversee Staff in Charge of sports/activities</p> <p>Coordinate student service to sport</p> <p>Coordinate team entries and costings</p> <p>Attend Regional Sports Coordinator Meetings</p>	<ul style="list-style-type: none"> • Most sports codes will have a TIC or parent who will understand their role and feel supported by the Sports Director. • Senior student (Years 11-13) will have a high engagement in the promotion, management and coaching of sport and physical recreation at JPC. • The administration of sport is efficient, timely and without complaint • The Sports Director will successfully network with others in the industry. 	<ul style="list-style-type: none"> • Consistent, coordinated approach to organization of sport within the school • Regular interchange of up-to-date information to enable effective ongoing planning • Senior student participation in organization of sport within the school • Students assist with organization and running of lunchtime sport codes • School teams entered in all relevant competitions and events according to participant interest • Fees required communicated and system established for collection and payment (support TICs) • Team lists established to form database of participant numbers • Data entry into KAMAR • Regular contact established and maintained with Sport Bay Of Plenty (SBOP), Regional Sports (RS)

<p>Promote Fair Play principles in sport programmes</p> <p>Communication Establish effective liaison with Regional Sports Director (RSD)</p> <p>Ensure good communication channels within the school</p> <p>Collect, collate and record results, achievements of school sports days - swimming, athletics, cross country</p>	<ul style="list-style-type: none"> • Coaches, managers, parents and players will report clear, timely and accurate information. • JPC will be noted for its fair play and not be subject to a complaint or disciplinary action • The Sports Director will establish positive working relationships with RSDs. • The whole JPC community will have a full understanding of the range of sports offered and how to engage. • Sports results are accurately recorded. Sporting achievement is celebrated and publicised. 	<ul style="list-style-type: none"> • Accurate information is received and disseminated to staff in charge of sports and other relevant people • Codes of Conduct for all participants are established and distributed • Receive feedback regarding side-line behaviour and act on it as appropriate • Managers and Coaches Handbook is updated and distributed regularly • Information received on events and programmes in the region is current and relevant • The services of the RS are available to improve the delivery of the sports programme to students • Information available to students about sport activities offered • Up-to-date, accurate information on timetabled events available for staff/students/parents/whanau • Inward correspondence is copied, distributed, filed and responded to as required • Information re draws, results etc passed on to staff in charge of sports • Assist Admin support person to establish and maintain sports notice boards • Record maintained for competitions and events
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<p>and any sport that doesn't have a designated staff member in charge</p> <p>Ensure good communication channel between school and wider community</p> <p>Prepare and present an Annual Report to the Board of Trustees</p> <p>Ensure coaches, managers, staff in charge of sports are aware of health and safety requirements for their sport and/or activity</p> <p>Increase Participation Promote and publicise opportunities available within the school sport</p> <p>Target specific activities to increase participation</p>	<ul style="list-style-type: none"> • The Board will receive a full report on sport that is comprehensive identifying themes, issues and strategic direction • Coaching staff and Managers will have sufficient knowledge and skill to ensure players are safe and physical risks are mitigated • High engagement in sport and physical activity as a result of active promotion and communication • Student voice is captured in sports offered and targeted to their needs 	<ul style="list-style-type: none"> • Results/student achievements in these activities are communicated in assemblies, school newsletters and magazine, and to local media, house points information to admin person • Contact established and maintained with local media (community and regional newspapers, radio) • School sport and programmes are promoted and publicized in the community • Report presented to Board • Summary of report printed and distributed to parents and wider school community • EOTC RAMS forms, permission slips, accident records etc established made available for use and collected as required • Trip planner is effectively used for EOTC • All students are aware of sports that are available • A wide range of sport activities are offered • Flyers, posters and informative notices are produced promoting school sports and activities • Survey is carried out to determine student interest in individual sports and activities
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<p>Organise and promote major school sporting events</p> <p>Resource Management Organise and coordinate system of issuing equipment for use by students at lunchtime</p> <p>Establish and administer system for storage maintenance, issue and return of school sports uniforms</p> <p>Establish and administer system for storage maintenance, issue and return of school sports equipment</p>	<ul style="list-style-type: none"> • All major events are well sign posted. Participation rates are high with satisfaction levels mostly positive. • All sports equipment is well maintained and accounted for. There is minimal damage or lost equipment. • Sports uniform is held securely, accounted for and well maintained. 	<ul style="list-style-type: none"> • Activities not currently offered are planned and developed when sufficient interest shown • Facilities and/or equipment made available to targeted groups (eg girls only use of weights room at set times) • All students are aware of planned events and have opportunity to enter/participate • Major events are well organised and provide enjoyable experience for all involved • Student leaders are selected to operate system • Sport equipment is available at lunchtime for regular use • Sport equipment is issued for use, returned and stored • Damaged equipment noted immediately and repair or replacement undertaken • Uniforms stored in clean, tidy condition • School teams are appropriately attired for activity • An accurate inventory of sport equipment is established • An accurate record of equipment distribution and return is maintained • Equipment not returned is followed up promptly • Equipment stored in tidy usable condition
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<p>Professional Support and Training Formulate and establish procedure for organisation and running of sport in the school</p> <p>Develop and establish a training programme to meet the needs of coaches, official staff, student, parents, community volunteers</p> <p>Community Involvement Establish and maintain links with community sports clubs and agencies</p>	<ul style="list-style-type: none"> • All school procedures and processes are well published, understood and adhered to in the school. • All coaches are offered workshops as PD appropriate to their role. • Student coaches are supported in their role as leaders of sport. • The college will be identified as a community facility in terms of the availability of the facilities and equipment and invitation to be managers and coaches 	<ul style="list-style-type: none"> • Repair, maintenance and replacement managed • Relevant School Sports Procedures are established and operated • A plan for the delivery of sport in the school is developed and instituted • Guidelines are established and published for coaches, managers, players and supporters of all school sport - covered in Managers and Coaches handbook • Coaching seminars and sports workshops are communicated to students/parents/staff/whanau/coaches • Students are provided with the opportunities to develop and strengthen sports leadership skills • Funding streams to support training are sought and accessed • All sports team coaches are aware of sports injury prevention and appropriate courses and information and are provided with a first aid kit • Maintain communication with local sports clubs to access services or resources • Students unable to be catered for within the school are offered opportunities to participate in local community • Volunteers able to be recruited for use within the school programme
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<p>Promote school facilities and resources for use by community groups</p> <p>Promotion Promote achievements of students within sport</p> <p>Promote positive benefits of participation in sport within school and community</p> <p>Health and Safety Complies with the Health and Safety legislation, school's policies and procedures</p>	<ul style="list-style-type: none"> • School facilities will be available to the community at a reasonable price. The process of booking will be well known, easy to follow. Community users will respect and care for our facilities. • Student achievement in sport will be highly visible in print, assemblies and on the JPC website • School policies and procedures will be seen as a priority for the school. 	<ul style="list-style-type: none"> • Gain the ability for the school to access sport facilities not available within the school environment • School facilities able to be accessed for use outside of school hours • Hireage of school facilities maximized and income stream generated • Facilities are promoted to potential users and an administration system for booking, hireage costs, use, etc is established and coordinated • Students' achievements, team and individual, are recognized • Sports results and news included in school newsletter • Regular liaison maintained with local community and daily newspapers • Nominations for local, regional and national awards are made when relevant • Guest speakers and appropriate role models organized to present to assemblies or specific sports groups • EOTC procedures • Lockdown procedures • Fire evacuation plan • Follows safe working procedures • Reports hazards promptly
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The Sport Programme aims include:

- Student self-development
- Enhancing the profile of sport at the school within the school and the community
- Increasing participation in sport
- Increasing the quality of student participation in sport
- Assisting students in gaining enjoyment from sport
- Delivering sport safely to students
- Catering for the different needs of all students
- Ensure consistency in the provision of sport within the school

Person description:

- Requires the appointee to lead, manage and enhance the school's sport and the people who participate in it
- Requires a knowledge of sports and young people
- Proven experience in sports administration
- Will require close relationships and strategic alliances with a variety of community personnel and groups
- The goals and objectives of the school to be implemented
- A passion for sports

Other Areas of Responsibility Include:**Edmund Rice Centre**

- Manage bookings (internal and external users)
- Opening, closing and security outside normal school hours
- Manage running costs
- Maintenance

Fitness Centre

- Memberships
- Costings
- Maintenance or replacement schedule
- Hazard identification
- Prevention of injuries
- Security
- Understand Guidelines for Children in Exercise Facilities

Organisations that the school has established partnerships with:

- SBOP – Sport Bay of Plenty
- NZSSSC – New Zealand Secondary Schools Sports Council

- SNZ – Sport New Zealand
- Sport Waikato
- NZAIMS – New Zealand Association of Intermediate and Middle Schools
- All locally run sporting codes

Sports/Activities Managed by Sports Director

This list is an indication and is not limited to just these sports/activities

- Swimming: JPC event, local, regional and national champs (Terms 1 and 3)
- Track and Field: local, regional and national champs – Terms 1 and 4
- NZ Mountain Biking competition events – Terms 1 and 3
- Others: Gym Sport, Amazing Race, Underwater Hockey, Touch Rugby, Motocross
- AIMS Games Coordinator – Yrs 7 and 8 – Term 3
- Inbound sports tours
- Sports exchanges
- Some overnight sports/activities as needed

Signed: _____ Sports Director

_____ Principal

Date: _____