

Successful and Safe Sports Team Management at Wadebridge School

Minimum Standards

- + Be familiar with the **Risk Assessment** for Fixtures/Tournaments and matches.
 - + **Check department fixture book** for forthcoming fixtures.
 - + **Confirm fixtures** with opposing schools, communicate with PE Technician where appropriate.
 - + **Fulfil the allocated fixtures within the league and cup competitions entered.**
 - + Check with Jo/Ali/PE Technician if a bus is needed (check timings and seats needed).
 - + If you feel the players need to leave school early see Curriculum Area Leader.
 - + Manager should **hold regular practices** and **select the team.**
 - + Publish a team list to inform players of **times, kit/equipment, venue** and **opponents.**
 - + Team sheet should be displayed prior to fixture date to allow ALL players to give information to parents and get consent.
 - + Ensure ALL players have completed a **Away Fixture Consent Form.**
 - + **Ensure all equipment is prepared** for the fixture (communicate with PE Technician).
 - + Ensure a copy of the players **Emergency Contact Details** is taken to AWAY fixtures
 - + Immediately prior to leaving on an AWAY fixture give a copy of the team sheet/pupils involved in the fixture to the office.
 - + **Ensure all equipment is returned** to the appropriate place after the fixture.
 - + **Record the score** in the fixture book or give to PE Technician.
- + *If any fixtures can not be fulfilled the opposing school **MUST** be contacted as early as possible and every opportunity should be taken to reschedule.*

Good Practice

- + **Generate additional fixtures/opportunities** to extend the experience of your team.
- + Hold regular practices that engage players in **skill development** and **team work.**
- + **Choose the team based** on attendance and performance at practices.
- + **Develop the role of the Captain** within the team.
 - Organising equipment
 - Circulating details (extra to published list)
 - Checking the team prior to the fixture.
 - Writing a match report.
- + Publish the team list 3-4 days in advance of the fixture.
- + **Create a fixture and practice list** for your team and publish this to the players (may use PE Technician).
- + Develop methods of giving **feedback and praise** to your team.
 - Player Performance Profiles built up over time
 - Player of the Match Awards
 - Coaches Comments sheet