



# Sports Team Management Policy

This policy was approved and ratified by  
Wadebridge School in September 2024

This policy and its contents are made available to all Wadebridge School Staff and observed by all Trustees

Author	Version	Authorisation	Approval Date	Effective Date	Next Review	Published to Website
Dave Abbiss	V3	Wadebridge School Senior Leadership Team	September 2024	September 2024	September 2026	Yes



## **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 Finance/PE Technician if a bus is needed (check timings and seats needed).
- If you feel the players need to leave school early consult with Curriculum Area Leader.
- Publish a team list to inform players of times, kit/equipment, venue and opponents.
- Use Absolute Education to record fixture information and complete teamsheet.
- Email fixture information to Clerical@ to go on Classcharts to inform parents of the fixture.
- Team sheet should be displayed in PE Office prior to fixture to allow pupils to confirm their attendance.
- Ensure ALL players have completed an Away Fixture Consent Form.
- Ensure all equipment is prepared for the fixture (communicate with PE Technician).
- Ensure web-based SIMs is available during the fixture so Emergency Contact Details are available
- Immediately prior to leaving on an AWAY fixture give a copy of the team sheet/pupils involved in the fixture to the main office.
- If return time is after 4.00pm ensure Emergency Contact is aware and has the fixture details.
- Ensure all equipment is returned to the appropriate place after the fixture.
- Record the score in the fixture book or give to PE Technician to plan future fixtures.

**If any fixtures cannot 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.
- Signpost pupils to extra-curricular activities that engage players in skill development.
- Choose the team based on attendance and performance at extra-curricular opportunities.
- 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 7-10 days in advance of the fixture.
- 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