



NELSON
COLLEGE

Rugby Handbook

COACHES INFORMATION

Welcome to the Nelson College Rugby. We would firstly like to thank you for choosing to play for, coach, manage or support our teams. This handbook has been designed to assist all members with getting to know how we run including our values and how to best support and take care of our members. Please read carefully and if you have any questions, please contact Mark Cochrane on 0274 80 3005 to discuss.

Team Gear

Teams will be provided with a set of team jerseys, balls, cones & a first aid kit. Players are required to purchase their own shorts & socks from the [ProBrands](#) and will be provided with one free mouthguard. Players are reminded they are representing Nelson College so are required to wear their Nelson College training tops to games, follow the Code of Conduct and their behaviour must abide by the Colleges rules and regulations.

Competition Rules

If you have any questions regarding the competition rules or require a club contact, please go to the [TRU Website](#)

Submitting Teams & Results

This will be done using [Rugby Xplorer](#). This is NZ Rugby's new management site and more details are to come.

Consent Forms

- All coaches must be police vetted. Please contact Alethea Stove for the form se@nelson.school.nz
- All coaches must click on this link to complete a [Driver Declaration](#)

Dry-cleaning of Team Jerseys

Team jerseys will be dry-cleaned by Master Valet located at 14 Gloucester Street, Nelson. Please drop on the team bag every Monday and collect between Wednesday & Friday. Their opening hours are 7.30am – 5.30pm on weekdays. They are closed on Weekends. Please, when collecting your team bag, for security and health & safety reason, make sure to introduce yourself to the operators.

Water Bibs & Runners

No more than two water carriers are allowed on the field, per team, at any time. The head coach is not permitted to be a water carrier. Water carriers can only go on to the field when there is a stoppage in play but not when a penalty is being taken. They must wear hi-vis vests provided to identify them. While off the field they must remain in the technical zone and cannot roam up and down the side-line. They must not obstruct, interfere, or direct comments at Match Officials.

Minor Injury & Incident Reporting – including concussion, please click here [Report Form](#)

Serious Injury Report

Please report all serious injuries that players receive at both games & training [here](#). Serious Injuries that must be reported include:

1. A head or spinal injury that results in the player being **admitted to hospital**.
2. An injury or medical event (e.g., a heart attack) that results in the **death** of a player during match play or rugby training.
3. An injury that is expected to result in some **permanent disability** (e.g., loss of use of a limb, loss of an eye)

Overnight & Travel Guidelines

As part of our duty of care for players, coaches and managers must read & adhere to the overnight & travel guidelines to ensure all children in their supervision under 18 years old are safe and protected from harm. Also check out this [NZ Rugby Child Protection video](#) for more information on how to protect our players and keep them safe.

Thank-you and we hope you have an enjoyable time being a part of Nelson College Rugby!

Ā Mātou Kawa | Our Expectations for Sport

	Everywhere	In Class	Out of Class (Corridors, grounds, buses, co-curricular etc.)	Sport
MANAAKI CARE <i>Pietas</i> <i>Looking after others and the environment.</i>	Help others to feel and be safe Use appropriate and respectful language Look after our environment Care for and accept others Recognise the achievements of others	Support others' learning and wellbeing Listen actively Work collaboratively	Keep areas tidy and put rubbish in bins Keep our hands to ourselves Follow the kawa of the spaces we are in	Treat everyone with respect Win with humility Always put our team ahead of ourselves Be inclusive of others
PONO INTEGRITY <i>Probitas</i> <i>Acting with honesty and doing what's right in everything we do.</i>	Listen to and follow instructions Think before we act Own our actions and take responsibility Wear our uniform correctly Use devices appropriately	Contribute positively Do our own original work Use equipment appropriately and responsibly	Speak up for what is right Report damage, accidents, and incidents Play fair and by the rules	Always do the right thing Own our actions Respect official's decisions Represent with pride
KAIRANGI SUCCESS <i>Sapientia</i> <i>Having goals and doing our best to achieve them.</i>	Believe in ourselves and do our best Set goals for success and persevere Get involved and give things a go Turn up on time with the right equipment Ask for help	Turn up ready to learn Actively engage in learning Seek support with learning	Embrace opportunities Be your best on the field, court or stage Represent yourself and our Kura with pride	Be committed to your team Be prepared to perform Be better today than yesterday Plan to succeed

CODE OF CONDUCT

ALL players, coaches, managers, and parents are representatives of Nelson College while you are involved with a team. It is expected that on-field and side-line behaviour from all people associated with Nelson College is exemplary. Home ground match day managers will be appointed to manage side-line issues and report where necessary.

PLAYERS WILL:

- Play for enjoyment
- Play by the laws of the game
- Play hard but fair
- Never argue with the referee's decisions
- Be committed to your team, attend all practices & matches
- Work equally hard for yourself & your team
- No swearing or fighting
- Be a good sport, applaud all good play whether by your team or opponents
- Remember the goals are to have fun, improve your skills & feel good
- Co-operate with your coach, team-mates & opponents, with-out them you don't have a game
- Be proud of representing Nelson College

COACHES/MANAGERS WILL:

- Positively re-enforce the actions of players
- Lead by good example
- Be honest with yourself & players
- Create an enjoyable environment
- Insist on fair play & discipline – encourage sportsmanship
- No abuse or swearing
- Be reasonable on demand of player time, energy & enthusiasm
- Ensure that all players get opportunity
- Never ridicule a player for making mistakes
- Remember children play for fun & enjoyment
- It is not all about winning
- Enjoy your role in coaching – have fun

PARENTS & SPECTATORS WILL:

- Applaud the performance of both teams
- Be positive with referees, do not publicly question judgement or honesty & acknowledge their efforts
- Let the children play the game, not your game
- Praise effort as well as results
- Recognise the importance of volunteer coaches & referees. They give up their time to provide recreational activities for your child. Respect their wishes
- Set an example for the players & other people to follow
- No abuse or swearing

If you have any questions, please contact Mark Cochrane on 0274 80 3005.

NELSON COLLEGE RUGBY

COMMITMENTS & EXPECTATIONS

Commitment to Players

- We will care for you.
- You will be treated with respect.
- We will try to make your life easier.
- We will make you a better rugby player.
- We will help when you ask.
- You will be given every opportunity to succeed.
- You will be treated fairly. No one will get special treatment.

Commitment to Parents/Caregivers

- We will care for your son's physical and mental wellbeing.
- We will be a positive influence in your son's life.
- Your son will be given every opportunity to succeed.
- Your son will be treated fairly.
- We will assist you when we can.

Expectations of Players

- You will make every effort to be on time, have the necessary gear and to concentrate at practises and games.
- You will treat everyone with respect including team-mates, opposition, referees, and coaches.
- You will be helpful
- You will come to us with problems and concerns.
- You will try hard.
- You will put the team above yourself.

Expectations of Parents/Caregivers

- You will help your son to be on time, have the necessary gear and to be well behaved at practises and games.
- You will let us coach both your son and his team.
- You will support us in coaching your son and his team.
- If you attend your son's games, it is our expectation that you will adhere to and support the Code of Conduct.
- You will do as asked by any NCR official at games and / or practises.

OUR LOCAL COMPETITION REGULATIONS

This applies to Nelson College Teams

These rules and regulations are so that the maximum number of players are afforded the chance to play, enjoy and develop as rugby players. They are also to ensure concerns raised by parents regarding fairness, selection, stacking, and equal opportunity are addressed. If our players learn to play the game in an enjoyable environment, whilst being placed in challenging and competitive situations due to changes in position and combination, they will become better players.

Rules and Regulations

1. The focus of games is the development and enjoyment of players
 - Development is the focus for our players which comes from enjoying playing the game and having fun.
 - Games will be coached so the contest is the most important aspect. **We want our players to learn to be good under the pressure of competition through games.**
 - When NC Teams go up by 35 points, we will make changes to ensure games is competitive. This will include offering players to the opposition.
2. Team selectors will be *independent* (not the coaches).
3. Every player selected for match-day squad will play **at least** ½ a game
4. Age groups will train at the same time to allow for opposed trainings, development opportunities, collaboration between coaches, and to run position and skill rotations when possible.
5. NC Players and parents will be held to a very high standard of conduct in regards the opposition and referee.

FIELD MANAGEMENT GUIDELINES

For Winter Training

By following these simple tips, you can help ensure our playing fields remain open so players will get game time:

- All warmup and warm down drills should be done off the playing field. Move around to reduce damage in one place.
- If you're training on the playing field, ensure that you move the players around, so you do not wear only one area.
- Keep away from any areas that are showing damage.
- If you have training on a particularly wet day/night, consider training options off the grounds. Call Alethea Stove to book the turf or a gym at school.
- All scrummaging should be done off the playing field and moved around to reduce wear.
- Repair any areas where the turf has become damaged.
- Remove any rubbish from fields and do not leave strapping or sock tape on fields.
- Ensure that players do not swing, climb, or play on the goal posts.
- Vehicles are not permitted on the playing fields.

Richard McLaren will make the decision on whether to close our fields on rainy days. This will be communicated to all teams and coaches at the earliest convenience.

Thanks for your help, enjoy the season!

Training Schedule

DAY	FRONT FIELD	BROADS 1	BROADS 2	BROADS TOP FIELD	NIS
MONDAY		U15A	U14A		
TUESDAY	1 st XV 2 nd XV			Nelson U14 Nelson U15	
WEDNESDAY					
THURSDAY	1 st XV	U18	U18	Nelson U14 Nelson U15	

Coach & Manager Role Descriptors

ROLE	RESPONSIBILITIES
Head Coach	<ul style="list-style-type: none"> • Overall coaching responsibility • Team protocols, policies, and discipline (on & off field) • Lead communication with players around training attendance • Manage squad selection • Manage team selection • Develop game blueprint, strategies & patterns • Development and management of team culture • Plan & organize trainings in conjunction with assistant coaches • Pre-and post-game analysis/feedback • Manage coaches and players 1 on 1's during season • Assist other members of management team as necessary
Assistant Coach	<ul style="list-style-type: none"> • Assist in overall coaching • Assist the Head Coach in the squad & team selection • Develop game blueprint, strategies & patterns • Organize trainings in conjunction with head coach • Pre-and post-game analysis/feedback • Assisting the maintenance of team culture • Assist with coaches and players 1 on 1's during season • Assist members of management team as necessary
Team Manager	<ul style="list-style-type: none"> • Manage the team logistics for team • Manage team protocols, policies, and discipline (off field) • Collate and manage team contact & health details • Oversee travel, accommodation & food arrangements • Organize playing gear • Co-ordinate subs/injuries sideline • Manage pre-game set up • Management of changing room • Organizing after match food when applicable • Management of budget set by college • Manage team communications, schedule & timings • Management of training facilities and equipment • Assisting the maintenance of team culture

GRADUATED RETURN TO PLAY

REHABILITATION STAGE	EXERCISE AT EACH REHABILITATION STAGE	MINIMUM TIME PER STAGE
1. Relative rest	Activities of daily living and reduced screen time	Days 1–2
2. Light to moderate exercise*	Symptom-guided low to moderate intensity activity such as walking, or jogging.	Days 3–16 Min. of 24 hours between stages before progressing.
3. Individual sport-specific exercise*	Increase intensity. Running, change of direction, individual skills with NO risk of head impact.	Symptoms should be progressively improving. If symptoms worsen drop back a stage.
4. Non-contact training drills*	Progression to more complex multiplayer training drills: passing, catching, may start weight training	Days 17–18
5. SEEK MEDICAL CLEARANCE		
6. Following medical clearance full contact practice	May participate in normal training activities (contact training)	Day 18–20
7. After 24 hours return to play	Player rehabilitated	Day 21

**If symptoms persist, seek medical advice*

OVERNIGHT & TRAVEL GUIDELINES

INTRODUCTION

Rugby has a legal responsibility under the Vulnerable Children's Act 2014 and a duty of care to provide safe environments for children and young people who are under 18 years old.

Research shows that overnight stays and travel are areas of risk for abuse when children are involved in sport.

The aim of these guidelines is to promote practices which safeguard the wellbeing of children and protect them from harm. We also want adults, no matter their role, to be clear about rugby's expectations and how to be safe from allegations of abuse.

These guidelines apply to all club staff, including volunteers and part-time or temporary roles and contractors.

These guidelines are intended to compliment the New Zealand Rugby Child Protection Policy.

PREVENTION PRINCIPLES FOR ALL TRAVEL AND OVERNIGHT STAYS:

- Have a person or group responsible for planning any trips or overnight stays. They should be the contact for caregivers, decide on adult:child ratios, assess any risks, and make a plan to mitigate these. They must also brief and debrief all adults involved on safe practice and expectations.
- Consider police vetting all relevant volunteer roles.
- Monitor and supervise children actively - do head counts, set up a buddy system, and get supervising adults do bed checks in pairs.
- Where possible, have both male and female helpers. For some children and young people this makes them feel more comfortable.
- Have enough supervising adults to monitor, manage and deal with any emergencies for the specific group. As general guidance:
 - children under 8 should have an adult to child ratio of at least 1:4;
 - children 8-12 should have a ratio of 1:8;
 - children over 12 a ratio of 1:10 is recommended.
- Adults travelling or supervising on trips or overnight stays should be briefed and given the code of conduct and these guidelines, so they are clear on club rules and who to contact with concerns.
- Rough, physical bullying or sexually inappropriate games and language should be addressed immediately by adults.
- Adults can model good boundaries by respecting children privacy in toilets or showers, not allowing children and young people to have access to alcohol or other adult material and having an agreed way of managing children's behaviour positively.
- All children and young people should be given a briefing or code of conduct of expected behaviour. This should include who they can talk with if they feel unsafe or uncomfortable while away or travelling and how they can get hold of these people (e.g. number to text, face-to-face contact).
- Children and young people sharing bedrooms should be of a similar age and gender. There should be one person per bed.
- Adults should supervise in pairs for activities of a personal nature e.g. doing bed checks, taking children into showers etc.
- Adults should never share a room alone with a child or young person other than their own.
- Where children and young people are showering or changing in communal showers etc, use a roster so children of a similar age and gender do so together.
- Travel and overnight stays should be in relation to the rugby programme, e.g. don't detour to other venues not stated to caregivers and which are not related to rugby.
- If there are any doubts about the safety or suitability of a person offering to travel or stay with children, it is ok to ask them not to attend.
- If you become aware of adults behaving in an unsafe way with children while travelling or on overnight stays please talk with them directly, referring them to these guidelines and let your trip coordinator know.



If you have child protection concerns (e.g. if a child discloses or has signs of abuse), contact your Unions' Child Protection Advisor (CPA) for advice.

TRAVEL SPECIFIC GUIDELINES

DRIVERS ARE AN IMPORTANT PART OF TRAVEL SAFETY, THEY SHOULD:

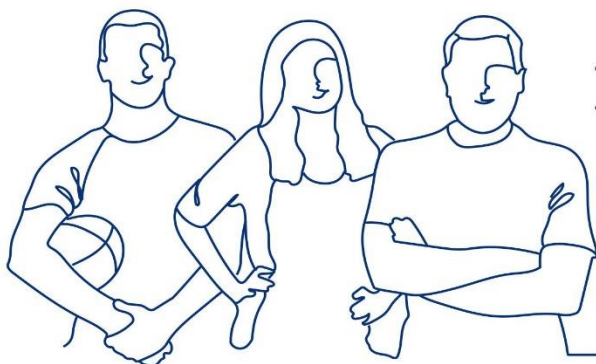
- have a current full license and their vehicle should be roadworthy (WOF and registered), and be free from alcohol or non-prescription drugs.
- ensure maximum passenger is not exceeded and that safety belts and boosters where needed are used.
- have a mobile phone on them at all times in case of emergencies.

AVOIDING 1:1 TIME IS THE BEST WAY TO KEEP EVERYONE SAFE. YOU CAN DO THIS WHEN ARRANGING TRAVEL BY:

- having a central drop off and pick up point for trips so there isn't one child left at the end of a trip.
- using vans and transporting big groups at once.
- having adults sitting together in pairs, if travelling by bus. Ensure adults are spread throughout the bus for supervision purposes.

WHERE 1:1 CONTACT IS UNAVOIDABLE, YOU CAN KEEP YOURSELF SAFE BY:

- letting the child's caregiver know what's happening, where you are going, and what time you will be back. If you can't get hold of them let your team manager know.
- encouraging caregivers to accompany their own child to events.
- If you must transport a child home by themselves, have them sit in the back seat and drop them off without detouring to other places.



OVERNIGHT STAY SPECIFIC GUIDELINES

HOMESTAY/BILLETING

- The host club should recommend suitable accommodation with host families (who should only be members of the host club).
- Share your club's code of conduct with the host family and discuss how these might apply in their home during the stay.
- Children should have their own beds. Where players are sharing a bedroom, children should be of a similar age and gender.
- Have a plan for emergency situations including situations where a child feels unsafe or uncomfortable. Ensure children can easily and discretely contact their caregivers or coach.
- Implement a process for checking in with children each day to ensure the health, safety and welfare of children being hosted in other's homes.

DORMITORY/MARAE

- Check you will not be sharing sleeping spaces with other groups (outside your club).
- Adults sharing sleeping spaces with children must be preapproved by the organising committee and caregivers prior to the trip.
- Appoint 'safe adults' in the room and arrange for children to sleep close to their friends or others they feel safe with.

HOTEL/MOTEL/GUEST HOUSE/HOSTEL

- Do the windows and doors lock properly? Consider using accommodation with internal doors only (no ranch sliders or access to outside from the room).
- If possible, negotiate that all players are housed on the same floor/wing. If not possible, groups of similar age players from the same club should be clustered in rooms near each other with at least two supervising adults for each cluster.
- Pornographic, violent and adult movies should be disabled on televisions and all people should be clear that showing children age-restricted material is prohibited.
- Minibars should be unavailable in rooms where children are.
- Where children are staying in a venue which serves alcohol (like a pub), children should always remain accompanied by two supervising adults. For instance, when children are put to bed two adults should remain in their room near the children. Children should be briefed about not opening the door to people who are not on their team while alone in their room.

HOW TO RECOGNISE RISK TO A CHILD

Sadly, sometimes children experience abuse. We have processes to deal with this. Below are signs to be aware of.

There are three main ways we might become aware of child abuse:

1. We might see signs in the child

- Some of the things you might see are: bruising in the shape of objects, unexplained injuries, burns or cuts where the story about them seems fishy.
- Sometimes children tell us that something is wrong by their behaviour – they may be withdrawn, anxious, particularly aggressive, self-destructive, have sexual knowledge and play that seems beyond their years or there may be big changes in their behaviour that worry you.

2. Disclosure

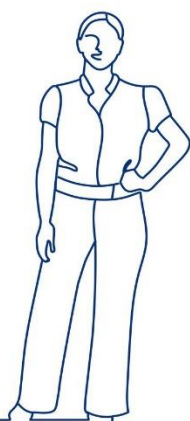
- Sometimes children will tell us directly they are being hurt. If this happens:
 - Stay calm and listen to what you are being told.
 - It is important you don't investigate and only ask 'who, where, when' questions if you need clarification.
- Write down word for word what has been said and pass this information on to your CPA.
- Assure the child that they have done the right thing by telling you, but don't make any promises e.g. 'I will make this stop'.

3. You may also see behaviour in adults that are unsafe. For example:

- making children do things that is significantly beyond their skill.
- being threatening or degrading treatment of a child.
- being overly familiar with a child e.g. making them sit on their lap or seeking alone time with a particular child or children.
- giving gifts or money for no reason.
- not respecting children's privacy in toilets or showers or letting children have access to alcohol or other adult material.

We can keep children safe by interrupting any unsafe practice at the time from adults and reporting any concerns to our CPA.

If you believe a child is in imminent danger you can phone the police on **111** or Oranga Tamariki **0508 FAMILY 24/7**



**CHILD
PROTECTION**

**SAFE CLUBS
SAFE KIDS**



Training Plan

Date					
Session Aims		1. 2. 3.			
Equipment					
	Time	Activity			Key Factors
Warm-up Activity					
Skills Drills Games					
Game for Understanding					
Warm-Down					
Conclusion		<i>Question players on what they have learnt. Link questions to the session aims.</i>			
Coaches Reflection					
Focus Skill	Catch & Pass	Breakdown Attack	Breakdown Defence	Tackling	Decision Making
Key Factors	Inside leg forward	Evasion first	Tackle/Jackal Chest over Ball	Point of Shoulder contact	Recognise Cues
	Promote outside hand	Be aggressive With low body	Tackler roll & become rock	2 Feet in the ground	Communicate
	Finger catching	Up field Carry / Score the try	Tackle Assist Jackal	Strong Grip	Commit
	Hands across the Body	Long place by your feet	Tackle Assist Choke	Finish on Top	Breakdown Clean Out/ Bridge/ Play
	Finish pointing at target	Clean Out/ Bridge/ Play			