



Handbook
For
Directors, MiCs and External Coaches



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Director of Sport
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A & B:

- **Accident & Injuries reporting process:** (appendix1)
- **Accounts Department:**
Office of Accounts as indicated by Budgets, tours and camps
- **Age Restrictions**
Boys are to play in age group, according to the GPS rules: "The LOWEST age division in which any student may compete in a school year of competition will be determined by his age on the 1st January of the previous school year. During the calendar year, a boy who turns 19 is ineligible to compete." There is Year Group sport for Cricket, Volleyball, Rowing, Football, and Tennis & Basketball.
- **Assembly:**
Period 4 Wednesday Captains report on the previous round of GPS activities. Captain's report to include respect to the opposition, officials and messages of encouragement.
- **Athletic Development Plan:**
For Year 11 & 12 students twice a week, students who nominate to be members of the ADP are involved in the process of evaluation and training in all the components of athleticism according to the demands of the sports and the qualities of the individual athlete.
- **Budgets:**
Budget submissions commence in September reflects the needs of the sport for the year. On the completion of budget submissions, the DHM and Director of Sport will discuss these submissions with each milk before final approval by the Headmaster and Business Manager.
- **Buses:**
Requirements for buses are to be arranged by the MiC through the school's transport officer, buses are booked for practice at Northgate and for away fixtures. Boys requiring transport for away fixtures are to register their names at the Extracurricular Office.
- **Blue Cards:** See Coaching Appointments.

C:

- **Coaching Appointments:**
Head Coaches appointed by DOS, DHM EC and HM. Other coaching appointments by the MiC Final approval by the Director of Sport and DHM EC
See External Coaches relating to appointments.
- **Colours Constitution:**
A copy of the Colours Constitution is posted on My Grammar
- **Captain and Vice- Captain Appointments:**
Nominations for positions of leadership are submitted to the DOS & DHMEC. Nominations are discussed with the Headmaster. These leadership positions are the Headmaster's appointment and as such he will announce appointments to the School Community.
- **Camps:**
All activities are encouraged to conduct pre-season camps. Camps are to be self-funding. The Extracurricular Office will administer the collection of monies and the recording of attendees. The MiC is to promote the camp and to arrange coaching, medical care and supervision.
- **Communications:**
The Daily Bulletin, Weekly Newsletter, My Grammar are platforms to communicate news of your sport. Notices for the daily bulletin are to be submitted the day before and for the Weekly Newsletter by Wednesday
- **Contacts:**
MiCs will receive a GPS Contact List of all GPS School's personnel
- **Calendar:**
GPS Calendar <http://www.gpsqld.org.au/>

D:

- **Dress Coaches:**
MiCs are to monitor the dress of coaches at practice and on match day. Coaches are to model appropriate dress as well as behaviour.
- **Dress Students:**
Uniform requirements for each are indicated in the Student Handbook. MiCs are to monitor the dress and presentation of BGS teams. See Uniform for further details regarding purchase etc.
- **Dinners:**
ECO: invitations, monies, attendees, function manager, menu and program
MiC: promotion, speakers, trophies, toast and attendances
Captain and Vice-Captain: MC

E:

- **Extra-Curricular Office**
Assistance to MiC, Colours, GPS, Camps, Vacation Activities and Functions
- **External Coaches:**
Refer to External Coaches

G:

- **Grammar News:**
Articles requested by Development & Communication Office
- **GPS Meetings:**
Attended by DOS Sub – Committees attended by MiC

H, I, J, K & L:

- **Home Game Arrangements:**
MiCs are required to notify the visiting school of the following:
Visitors change rooms, parking, medical cover, refreshments, lunches, after match functions, spectator accommodation, audio visual and GPS results.
- **Indoor Sports Centre:**
Booking for use of M A HOWELL ISC. Contact ISC Manager: 38345226
- **Leadership Development:**
By DHM EC and Director of Sport Captains and Vice-Captains.

M:

- **Magazine School:**
- MiCs and Captains provide articles
- **Metropolitan North Sport:**
Application to attend trials via the Director of Sport.
- **Middle School Y5-8:**
Coordinator of MS Sport to receive information re: GPS Middle School Sport

N & O:

- **Northgate Playing Fields:**
Located 773 Nudgee Road, Northgate
- **Notice-board**
Key available from EC Office.
- **Officials**
Home School MiC (GPS Cricket, Volleyball and Basketball) to pay match officials

P:

- **Policies, Documents:**
External Coaches BGS policies in coaches application survey
- **School Policies:**
Code of Behaviour, Bullying, Sexual Harassment, Traumatic Incidents
Child Protection
- **Professional Development:**
Applications for PD: DHM T & L
Internal Coach Development sessions with the Director of Sport.
- **Purchase of Budgets Items:**
Order form provided to the supplier re: purchases
- **Photographs:**
Arranged by Communication and Marketing Office
- **Parent Enquires:**
By MiC inform DHM EC, Director of Sport and HOY of the concern and outcome.
- **Practice timetable**
Posted on Sports Home Webpage and Noticeboard.

R:

- **Results:**
MiC & Director responsible submitting GPS Results to EO GPS association.
- **Reviews:**
End of season review chaired by the DHM EC /Director of Sport with MiC and Head Coach. Review a SWOT analysis of season and future plans
- **Reception MS and Main:**
MiC provide Information e.g. Holiday tours, camps and cancellations

S:

- **Support Groups:**
Provide assistance with the tasks identified by HM, DHM (EC) DOS MiC. They provide a base for social interaction between parents, boys and staff.
- **Speech Awards:**
Coordinated by School Marshall.
- **Sport Medical Cover:**
Director of Sport will arrange on the advice of the MiC.

T:

- **Interstate Tours:**
Application for approval submitted to DHM EC term before the departure
- **International Tours:**
Application for approval submitted to DHM EC year before the departure
- **Funding:**
Self-funded. Special Activity Budget to be completed by the MiC
- **Tour Operator:**
The school has a preferred travel agent

U, V & W:

- **Uniforms:**
Alteration to a Sports Uniform requires Headmaster approval
- **Vacation Activities:**
Information left with reception and PAs to the DHMs and Headmaster
- **Webpage:** BGS Sport Info posted on the Extracurricular section of the Homepage
- **Wet Weather Update** By 7.00am on Saturday BGS Home Page

BGS Sport:

Activity	Director or MiC	Phone	Email
<i>Basketball</i>	Darrington Overstreet	3834 5351	darrington.overstreet@brisbanegrammar.com
<i>Chess</i>	Cathy Oxley	3834 5242	cathy.oxley@brisbanegrammar.com
<i>Cricket</i>	Trevor Irvine	3834 5337	trevor.irvine@brisbanegrammar.com
<i>Cross Country</i>	John Clancy	3834 5338	john.clancy@brisbanegrammar.com
<i>Debating</i>	Abigail Twyman	3834 5261	abigail.twyman@brisbanegrammar.com
<i>Football</i>	Greg DI Losa	38345337	greg.dilosa@brisbanegrammar.com
<i>Rowing</i>	Joe Rodrigues	3834 5358	joe.rodrigues@brisbanegrammar.com
<i>Rugby</i>	Ron Cochrane	3834 5344	ron.cochrane@brisbanegrammar.com
<i>Sailing</i>	Paul Kobez	3834 5250	paul.kobez@brisbanegrammar.com
<i>Swimming</i>	Greg Masters	3834 5348	greg.masters@brisbanegrammar.com
<i>Head Coach</i>	David Lush	3834 5200	david.lush@brisbanegrammar.com
<i>Tennis</i>	Michael Fancutt	3834 5200	michael.fancutt@brisbanegrammar.com
<i>Tennis</i>	Daniel Dossetor	3834 5200	daniel.dossetor@brisbanegrammar.com
<i>Track & Field</i>	John Clancy	3834 5338	john.clancy@brisbanegrammar.com
<i>Volleyball</i>	Lynda Kerridge	3834 5256	lynda.kerridge@brisbanegrammar.com

Personnel:

Name	Position	Phone	Email
<i>Mark Brusasco</i>	DHM (EC)	38345256	mark.brusasco@brisbanegrammar.com
<i>Ron Cochrane</i>	Director of Sport	3834 5344	director.sport@brisbanegrammar.com
<i>Sally Bailey</i>	Director of Athletic Development	3834 5200	sally.bailey@brisbanegrammar.com
<i>Glenn McFarlane</i>	Coordinator of MS Sport	3834 5241	middleschool.sport@brisbanegrammar.com
<i>Lynda Kerridge</i>	PA to DH (Extracurricular)	3834 5256	extracurricular@brisbanegrammar.com

External Coaches:

Coaches (External) appointment process:

External Coaches on appointment will receive from the respective MiC /Director a “start-up pack”

This “start-up pack” will contain the following:

- Letter of Appointment
- Information Sheet
- School Policy Documents
- Blue Card Application
- Creditor Information
- Statement of Supplier

Role of a BGS Coach:

- Responsible to:
MiC and Director of Sport
- **Duties:**
- To take full responsibility for coaching sessions
- **To adhere to the principles of practice**
- To prepare all coaching sessions in advance
- To work with the MiC/Director of the Sport in the preparation and running of each session
- To attend PD and coach forums and report on progress
- To offer feedback on the organization and degree of success of coaching and competitions
- To assist in the selection of teams
- To travel to competitions with the (team's)
- To inform the MiC or Director in Charge of your sport in advance of any sessions that cannot be attended



Reporting Accident Procedures - BGS Sport

1. **First Aid Kits** are available for excursions from the **HEALTH CENTRE**.
2. A qualified **Sports Medicine Attendant** to be on duty for **Sporting Camps**.
3. Employees of Brisbane Grammar School and any, old boy or person given charge of BGS students, are to act according to the following procedures in the event of accident or injury to students under their supervision.



Whenever a student appears injured

**Administer initial first aid as appropriate
IN AN EMERGENCY DIAL 000**



If the injury is considered

Minor

BGS

Home

BGS

Away

Escorted
To
**HEALTH
CENTRE**

Day Boys:
Medical
attention if
required and/ or
notify parents
Boarder:
Medical
attention if
required and/ or
notify Head of
Boarding

At no time should any injured
student be left unattended

Other students in your care should not be left
unattended. If need be, ask a responsible parent or a
BGS representative (e.g. coach of previous or
preceding team) to supervise students

Phone Numbers: Sport

Director of Sport: 0416002857

Director of Cricket: 0404864878

Director of Rowing: 0430062314

Director of Football: 0420788756

Director of Rugby: 0416002857

Director of AD: 0414246902

MS Sport: 0405172817

Phone Numbers: Boarding

Health Centre: 38345222

Director of Boarding: 0422018566

Head of Residence: 0404295315

If the injury is considered

Serious

At BGS or away from BGS

Injury should be dealt with
immediately! Ensure the student is not
moved. At BGS: Call 000, Call
HEALTH CENTRE: 3834522 Seek
assistance from other staff/coaches.
Away BGS: Call 000, seek medical
assistance

At no time should any injured
student be left unattended

Other students in your care should not
be left unattended. If need be, ask a
responsible parent or a BGS
representative (e.g. coach of previous
or preceding team) to supervise

Day Boys: Notify parent/guardian ASAP and direct them to meet their
son at Sports venue/School/Health Centre/ER. Boys must be
accompanied by a member of staff in the absence of a parent,
Boarders: Notify Director of Boarding ASAP

As soon as possible, after the event

Notify the DOS or, and the Director of the Specific Sport or activity of any serious injury.

Contact the School's WPHS Officer (Shaun Glastonbury 38345336) to complete an Accident/Injury Form

During school hours the HC will notify parents and relevant school personnel

DOS or CoMSS to notify appropriate School Personnel DHM (EC), (S), HOY& D of MS