



## Brisbane Boys' College

### Guidelines and Responsibilities for Co-Curricular Activities

#### **Sport Responsibilities**

The Director / Activity Co-ordinator will coordinate training schedules and equipment. They are also directly responsible for the coaching program.

Coaches are responsible for the implementation of the coaching program, under the direct supervision of the Director / Activity Co-ordinator.

The Head of Co-Curriculum is responsible for the oversight of all Co-curricular activities within the College community.

#### **Coaches Responsibilities**

##### **Attire**

Sports - BBC coaching shirts, black shorts, socks and closed in sports shoes.

Activities – Smart attire and closed in shoes.

##### **Staff absenteeism**

If you are unable to attend a training session or game, please advise the relevant Director / Activity Co-ordinator as soon as practical so that cover can be provided.

##### **Student attendance at training and Saturday Sport**

Coaches should check on student attendance and follow-up any unexplained absenteeism to the relevant Director / Activity Co-ordinator.

##### **Duty of Care**

You are required by law to ensure that all students in your care are properly supervised and cared for at all times. **Boys cannot be left at a training venue unaccompanied**

##### **Injuries**

This is a very important part of a coach's responsibility as there are serious legal implications if negligence occurs. In the event of an incident / injury, this must be reported to the Director / Activity Co-ordinator immediately. An incident report form will be provided to the Coach to be completed and submitted within specified timeframe.

##### **Match Day**

All match day requirements will be communicated by the Director / Activity Co-ordinator at the beginning of the season and if there are any changes during the season/on the day.

##### **Equipment**

All equipment will be provided by the College and not to be removed or taken for personal use. Report any loss or breakage of the gear. Ensure that all equipment is collected and returned to the appropriate place at the conclusion of each training session.

##### **Players sent from the field**

Any player who is sent from the field by the referee must be referred to the Director / Activity Co-ordinator for further investigation.

##### **Punctuality**

All Coaches must arrive 10 or 15 minutes before the training commences. If you're running late, please contact the Director / Activity Co-ordinator.

##### **Selection Policy**

All coaches must be aware of their sports selection policy and abide by these protocols.