

Getting started

Welcome to secondary school sport. Here are a few handy tips and resources to help you get started in your role of managing and organising school sports.

Your job description

As a member of the sport staff in your school you will be an integral part of developing, coordinating, maintaining and evaluating a strong school sport environment both internally and externally. Your role will include:

- organising school and inter-school sports teams
- organising coaching programmes in school sports
- liaising with community clubs
- managing sports resources and facilities.

The personnel roles within a school's sport staff can vary from school to school. Take a look at the example job descriptions for a [Sport Director](#), [Sport Coordinator](#), [Sport Administrator](#) and [Sport Assistant](#).

Induction checklist

Your school will have an induction process when you first start in the sport coordinator's role. See an [induction checklist example](#) to help you through that process and to highlight your key tasks.

Support for you - Regional Sports Directors

Regional Sports Directors (RSDs) are personnel dedicated to supporting you and secondary school sport. They're employed through Regional Sports Trusts (RSTs) and also in dedicated College Sport offices (e.g. College Sport Auckland, College Sport Wellington, School Sport Canterbury, Otago Secondary School Sports Association, Southland Secondary School Sport).

Typically the RSDs:

- are jointly funded by Sport NZ and secondary schools
- are connected to RSTs and the sport resources and personnel they house
- advocate for sport with principals and Boards of Trustees in their regions
- coordinate and deliver a regional calendar of inter-school events
- support the sport coordinator and provide professional learning opportunities
- report to local secondary school principals.

See a [list of RSDs](#) on Sport NZ's website.

Planning your year

At the end of the year, it's really important to schedule all your school's sport events for the next year and to calendar when you need to start planning for these. For example, you should start planning in November/December for the following year's summer tournament and in April/May for the winter tournament. Your RSD will send you a schedule of event dates.

Every year, the NZ Secondary Schools Sports Council (NZSSSC) puts together an events schedule of all secondary school sporting events and provides updates if things change. Check out the [events calendar on the NZSSSC website](#), and then create your own.

There are plenty of online calendars you can use to customise and help plan your own school's sporting events. Some example online calendars include Google, Outlook and Yahoo. There are also free Word and Excel calendar templates available online to download, for example, check out the [2015 calendar template](#) from [WinCalendar.com](#).

Sport management systems

There are several electronic student management systems (SMS) that can efficiently manage your school's sporting functions. These include recording player, coach and team information such as including names, contact details, fees, uniforms and much more, as well as print lists that you may require from time to time.

The majority of schools use KAMAR and MUSAC; other systems include PCSchools and Synergetix. Both KAMAR and MUSAC run excellent helpdesks. Ask your school's system administrator for advice.

You also use the SMS to produce the school sport representation census, which is required at the end of each year by the NZSSSC and your RSD. See the NZSSSC website for [how to produce the census](#).

The census asks for information about participation levels in each sporting code as well as information on school coaches, officials and managers. It would pay to start using your SMS to record sport data from **the beginning of the year** and update it regularly throughout the year so that when census time comes around, all the information you require is already in the SMS and you're familiar with using the system.



Resources and templates are available online at: www.sportnz.org.nz/rsss.