



COACH'S



HANDBOOK

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1.0 Saskatchewan High Schools Athletic Association (SHSAA)

1.1 General Information

Every coach of a team in a school should receive from its athletic director directions to the SHSAA Handbook prior to the season. If this desired, a handbook can be ordered from the SHSAA.

The Handbook opens with a blue section covering the SHSAA constitution and bylaws.

It is followed by a white section covering SHSAA policies. As a coach, topics such as official's pay scale, hosting bids, and spectator conduct should be reviewed.

This is followed by another white section referencing, alphabetically, the SHSAA activities. Each sport listing contains information such as the SHSAA rules different from those of the international sport body, SHSAA playoff structure and categories/classifications. This is followed by a third white section listing SHSAA forms E1 – E17.

This is followed by a yellow section listing all the high schools in Saskatchewan which are affiliated with the SHSAA. Schools and their important data –principal, athletic director, email, phone and fax numbers, mailing address - are located alphabetically within their alphabetically listed district. Individual schools are most easily located by turning to the front page of this section as all schools are listed alphabetically along with their corresponding location page.

Finally, a green section that lists the SHSAA playoff calendar and provincial championship projected sites.

1.1.1 SHSAA CODE OF ETHICS

CODE OF ETHICS FOR PLAYERS

THE SCHOOL REQUIRES THE ATHLETES TO:

- *Conduct themselves at all times with honor and dignity.*
- *Treat visiting teams, spectators, and officials as honored guests*
- *Faithfully complete school work as practical evidence of their loyalty to school and team.*
- *Show that it is privilege to represent their schools.*
- *Remember that there is no place in school athletics before, during or after competition for the use of drugs, tobacco or alcohol of any kind.*

THE GAME REQUIRES THE ATHLETES TO

- *Maintain a high degree of physical fitness*
- *Be fair at all times, no matter what the cost.*
- *Believe in the honesty and integrity of opponents and officials.*
- *Play the game for the game's sake.*
- *Accept gracefully and without question the decision of the official.*

SPORTSMANSHIP DEMANDS THAT ATHLETES

- *Recognize and applaud honestly and whole-heartedly the efforts of their teams or opponents, regardless of color, creed or race.*
- *Give opponents full credit when they win and learn to correct their own faults through failures.*
- *Play hard and to the limit of their abilities regardless of discouragement. True athletes do not give up, nor do they quarrel, cheat, bet, or show off.*
- *Accept both victory and defeat with pride and compassion, being never boastful nor bitter.*

CODE OF ETHICS FOR COACHES

THE SCHOOL EXPECTS THE COACHES TO

- *Be an integral part of the school system and its educational contribution.*
- *Remember that the athletic area is a classroom with moral and education obligations required at all times*
- *Insist upon high scholarship and enforcement of all rules of eligibility.*

THE ATHLETES EXPECT THE COACH TO

- *Maintain a genuine and up-to-date knowledge of that which he/she proposes to teach.*
- *Maintain fair, unprejudiced relationships with all squad members.*
- *Pay careful attention to the physical condition of the players.*
- *Inspire a love of the game and desire to compete fairly.*

SPORTSMANSHIP DEMANDS THAT COACHES

- *Take a strong stand against profanity, unfair play and unsportsmanlike behavior of their teams.*
- *Maintain self-control at all times, accepting decisions of officials without outward appearance of vexation.*
- *Teach athletes to win by use of legitimate means only.*
- *Believe in the honesty and integrity of opponents and officials.*
- *Teach that to win is always desirable, but to win at any cost defeats the purpose of the game.*

CODE OF ETHICS FOR OFFICIALS

THE CONTEST EXPECTS THE OFFICIAL TO

- *Maintain a professional relationship toward the event, the players, the coaches, and spectators.*
- *Be thorough in his/her preparation.*
- *Be on time for duty and appear in appropriate uniform*
- *Be rested and alert.*

THE RULES EXPECT THE OFFICIAL TO

- *Adhere to right decisions despite disapproval of spectators, coaches, and players.*
- *Control his/her temper at all times in dealing with players, coaches and crowds.*
- *Respect and aid companion officials in making decisions.*
- *Make interpretations and announcements clear to both teams.*

SPORTSMANSHIP DEMANDS THAT OFFICIALS

- *Maintain a pleasant, impartial attitude toward all players and coaches.*
- *Know and enforce SHSAA rules and regulations.*
- *Carry out their duties so as not to distract from the players or the game.*

- *Discourage any acts of poor sportsmanship.*
(SHSAA Handbook, 59, 60 and 61)

1.1.2 Forms

As stated earlier, the final white section of the SHSAA Handbook is a forms section. As a coach, most of these forms are of little, if any, relevance to you, but several are important to you. They are the following:

E-1 form –Application for Reclassification Form. If you wish to enter your team at a classification above that designated by you eligibility numbers, you may do so. Bear in mind that this is a TWO year commitment, no exceptions. It must be supported by your athletic director, principal, and superintendent of education. The deadline for the submission of this form is also listed on the first page of this section.

E-2 form – Use of Grade 8 Student Form. If you wish to use a grade 8 student on a senior team, this form needs to be submitted with approval from your principal and Superintendent of Education. All the criteria is listed on the form.

E-4 form –Tournament Sanction Form. You would use this to get needed SHSAA permission to bring out of province teams to a competition you are hosting. You would be advised to contact either the Extra Curricular Commissioner and/or the Superintendent of Education prior to beginning this process as PSSD awareness and support would be to your advantage.

E-5 form –Activity Eligibility Form; it is the *most important form to you as a coach.* In some schools the athletic director fills these in, but in most schools, this is done by the coach of the team. The due date for this form for specific sports is listed on the front page of this section and in the SHSAA calendar at the end of this section.

This is an *on-line form* so to enter your team you will need to obtain, from your principal or athletic director, your school’s User ID and password to access the SHSAA Extranet located in the Forms section of the SHSAA website. There is an explanation in the Handbook located numerically in this section, but your athletic director should walk you through the process the first time. If this is not possible, contact the Extra-Curricular Commissioner.

E-6 form – Curling Eligibility Form. This is an online form. Its use is self-explanatory.

E-8 form – Member School Special Report Form. This is a form to draw attention to very good or very poor officiating. It is often underused as a reference to the SHSAA of good officiating, something they could appreciate and use when officials are being assigned for provincial playoffs, especially with basketball. You are also strongly encouraged to send a copy to the CVAC district referee-in-chief and the district officials’ officials commissioner as they assign all local playoffs. Read the form’s instructions before using and follow the process fully.

E-9 form – Officials Report. This is a reporting form for an official to send to the SHSAA regarding any major unsportsmanlike conduct by players, coaches, or fans before,

during, or after a competition. You should always have several copies on hand whenever you are hosting a SHSAA event.

E-11 form – Service Award Nomination Form. This is a ‘nomination for recognition’ form. Annually, the SHSAA recognizes individuals from CVAC for their contribution to the district in the areas of coaching, officiating, and service. Information comes from the Extra Curricular Commissioner regarding how to put forward a nominee. This form gives the criteria for nomination. Further information is provided yearly by the Extra Curricular Commissioner.

E-14 form – Declaration for Non-Faculty Coach Form. This form is very important, but only if you are a non-faculty coach. If you serving in that capacity, it must be completed prior to your first year of coaching. Non-teaching staff need to complete this form. Section 4.0 of this Handbook further clarifies this position.

E-16 form – Seeding Form. If you are coaching senior soccer, volleyball, or basketball, you are expected to submit this form by its due date. The SHSAA uses these forms to seed its playoffs. Not submitting this form, will result in your team having a lower seed as the SHSAA will have no information to go by. This becomes increasingly important as the quality of your team improves.

At the end of the forms section is a round robin schedule for up to 18 teams, but, more importantly, **there is an SHSAA calendar containing the deadlines for team entries and withdrawals.** This is important to you as a coach as schools are fined if their entries are late or if they withdraw after the deadline date.

1.2 Coach Education

1.2.1 Respect In Sport

This is a COMPULSORY course that all coaches and assistant coaches of students from grade 6 through 12 must complete in order to coach within CVAC. It is a 3 hour course which must be completed prior to the start of the coaching season. Access is gained at www.sasksport.sk.ca/RiS/ . Once the course is completed, you will receive a certificate number. SAVE THIS NUMBER! It is what you will record on the team registration form on the SHSAA website whenever you register a team, senior or junior, for play with the SHSAA. You, or your athletic director, must also record your certificate number with the PSSD Coordinator of Learning in charge of athletics. Once completed, you do not have to take this course again. Hockey Canada’s “Speak Out’ is accepted as an equivalent course.

1.2.2 Concussion Protocol

This is a course that all coaches are expected to complete. It is a 20 minute program accessed at www.schoolcoach.ca/courses.aspx . It is to be completed prior to the start of the coaching season. Upon its completion, you will be issued a certification number which needs to be passed on to the PSSD Coordinator of Learning. Once completed, this course does not have to be taken again, although it contains useful material for review or use in a classroom setting.

1.2.3 Fundamentals of Coaching

Starting in 2014-2015, this is a COMPULSORY course for NON-FACULTY coaches who have not previously been approved by the school, school division, and SHSAA **and** who are given the responsibility of coaching the team without faculty supervision. At a cost of \$95, usually paid by the school, the course takes about 6 hours to complete and can be accessed at <https://www.schoolcoach.ca/courses.aspx>. It must be started by the E-5 date of the activity being coached and completed by the first round of SHSAA playoffs for that activity.

1.3 SHSAA Contact Information

#1 – 575 Park Street

Regina, SK S4N 5B2

306-721-2151 (phone)

306-721-2659 (fax)

shsaa@shsaa.ca (email)

www.shsaa.ca (website)

The SHSAA website will answer most of your questions. Explore it!

2.0 Central Valley Athletic Conference (CVAC)

2.1 CVAC Code of Ethics for Coaches

2.1.1 Prairie Spirit School Division Expects the Coaches to:

- Be an integral part of the school system with its educational contribution.
- Remember that the athletic area is a classroom with moral and education obligations required at all times.
- Insist upon high scholarship and enforcement of all rules of eligibility.

2.1.2 The Student/Athletes Expect the Coach to:

- Maintain a genuine and up-to-date knowledge of that which he/she proposes to teach.
- Maintain fair, unprejudiced relationships with all squad members.
- Pay careful attention to the physical condition of the players.
- Inspire a “love of game” and desire to compete fairly.

2.1.3 Sportsmanship Requires that Coaches:

- Take a strong stand against profanity, unfair play and unsportsmanlike behaviour of their teams.
- Maintain self-control at all times, accepting decisions of officials without outward appearance of vexation.
- Teach athletes to win by legitimate means only.
- Believe in the honesty and integrity of opponents and officials.
- Teach that to win is always desirable, but to win at any cost defeats the purpose of the game. (also see SHSAA Handbook – Policies - Code of Ethics)
- Make every reasonable effort to attend all practices and games to which they have committed.

2.2 Yearly Plan

2.2.1 General

- Minimize loss of classroom instructional time and encourage strong academics.
- Be familiar with the SHSAA and CVAC District constitution, bylaws, policies and competition dates.
- Submit equipment requests through the Athletic Director
- Plan on attending a SHSAA coaching symposium or other coaching development opportunity. (funding may be available through District or school PD funds).
- Familiarize yourself with your school's policies regarding uniforms, gym scheduling and equipment use
- Develop a season schedule as early as possible. Tournaments are often booked a year in advance.

2.2.2 Pre-Season

- Arrange a pre-season players' skills clinic.
- Open announcement of first practice and/or tryout dates
- Indicate preferred practice times and home tournament dates to Athletic Director.
- Submit a season schedule to the Athletic Director and Principal.
- Know your schools procedures regarding budget for your team.
- Any school applying for reclassification is expected to remain in that category for a two year period.
- Arrange a parent's informational meeting. Outline expectations and philosophies.
- Seek approval for all travel during season according to [PSSD Administrative Policy 807 Transportation in Private Vehicles](#). If traveling by bus; see [PSSD Administrative Policy 806 Special Use of School Buses](#)

2.2.3 In-Season

- Submit a team list to Athletic Director for submission to the SHSAA on the E5 form.
- Carry an up to date SHSAA E-7 Medical Form for each team member.
- Make travel arrangements for your season. [PSSD Administrative Policy 807 Transportation in Private Vehicles](#). If traveling by bus; see [PSSD Administrative Policy 806 Special Use of School Buses](#)
- Seek parent approval for overnight trips as necessary.
- Arrange for officials and know setup procedures for home games and tournaments. See your school's Athletic Director for details.
- Record officials for each home game. Be familiar with your school's Payment of Officials procedure. In general, officials are expected to share travel costs whenever possible and should be provided with meals during tournaments.
- Have a properly stocked first aid kit with you. See your school's Athletic Director.
- Complete and submit seeding forms to SHSAA (High School teams only)
- Promote your team through your school's newsletter or town newspaper or other local media.
- Know your school's procedures for the arrangement of yearbook photos.

2.2.4 Post-Season

- Know your school's awards program and be prepared to submit names to awards committee/chairperson
- Submit a season summary to Yearbook Editor and Athletic Director.
- Know your school's procedures for applying for out of pocket expenses.
- Evaluate your season and note areas for improvement for next year.

2.3 Central Valley Athletic Conference (CVAC) Web Portal

2.3.1 Access to the Portal

Go to the PSSD homepage and click on "CVAC" along the top bar (recommended) or click on the "Central Valley Athletic Association" at the bottom of the page.

If you are an Athletic Director, click on the "sign in" in the upper right hand corner. A popup will appear, allowing you to register using your PSSD entry codes. Upon the acceptance of your registration, you will not only be able to access (view or print) information on the site, but you will be able to change or add information pertinent to your school. Specific instructions for changing/adding information is listed later under the heading "to add/change school information".

If you are not an Athletic Director, ignore the above step. You will not be able to change any recorded information, but you will be able to view or print any data you find useful. By entering your PSSD entry codes, you will gain access to CVAC track and field information.

2.3.2 CVAC Portal Homepage

2.3.2.1 A listing of the CVAC Executive

2.3.2.2 A listing of each schools' Athletic Director

2.3.2.3 News and Events

- The CVAC Calendar of Activities for the school year
- Minutes of the most recent Athletic Directors' meeting
- Sport game and playoff regulations – general guidelines

2.3.2.4 CVAC Constitution

2.3.2.5 Bylaws

2.3.2.6 General Policies

- Important PSSD policies or links regarding severe weather and student travel re. Policy 805 Severe Weather travel
- Prairie Spirit School Division Coaches Handbook
- Prairie Spirit School Division Athletic Directors Handbook
- Prairie Spirit School Division Concussion Protocol Handbook

2.3.2.7 Elementary Athletic Directors

Along the left-hand margin, is a listing of topics ranging from specific sport activities (listed alphabetically) to the CVAC calendar to Community Coach Forms to the CVAC newsletter (*The Score*), an archive of past and present CVAC results.

When you click on any of the CVAC sports listed (example – Soccer), you will be taken to the page for that specific sport. On this page, you will find the names and emails of all the coaches in CVAC for that sport listed by age classification (junior/senior) and

gender (boys/girls). If this specific a breakdown is not required, coaches are simply listed by age classification.

These are followed by headings such as 'junior rule modifications', 'leagues', 'tournaments', 'championships', 'forms', officials lists', 'clinics', and 'awards', all self-explanatory when viewed. Needed information is posted under these headings.

This is followed by the CVAC calendar upon which all CVAC events are located: clinics, playoffs, meetings. Some schools will have also added their tournament dates. This calendar is being constantly updated, making it a good reference for CVAC events.

2.3.3 Adding or changing school information

This should **only** be done by a school's athletic director.

- Signing in using their PSSD username and password gives them the authority to modify their school's data on the portal.
- Clicking on the 'add new item' icon under a coaching or athletic director heading allows them to create a new position. Fill in the name, email address, and school phone number (under business number) for all entries.
- Clicking on the 'open menu' icon which will appear to the immediate left of a previous entries first name, will allow them to edit and save the modified entry.
- Calendar entries are done by clicking on the 'add' icon which will appear in the lower right corner when hovered over. Changes can be made to a previous entry by clicking on it after a solid line appears beneath it being while hovering over.
- Additions/Changes can be made at any time by any PSSD employee officially registered as the Athletic Director for their school. At this time, non-PSSD employees, including affiliated school CVAC athletic directors, are unable to make any changes to the portal.

2.3.4 Printing Information

Click on the document you wish to print. Then click on "Open in Word". This will allow you to print the document.

2.4 CVAC Calendar of Activities for 2020-2021

Sport	Competition	Date	Location
Senior Golf-grass	Districts	CANCELLED	Rosthern
	Provincials	CANCELLED	Kenosee Lake
Junior Golf	Districts	CANCELLED	Perdue
Cross Country	Districts	CANCELLED	Martensville
	Provincials	October 17	VIRTUAL
Senior Soccer	Regionals	CANCELLED	Multiple sites within CVAC
	Provincials	CANCELLED	3A g – Stobart, Duck Lake 3A b – Maymont 4A g – Martensville 4A b – Yorkton 5A g – Lloydminster 5A b-Swift Current
Senior Football	Quarter finals	CANCELLED	Multiple sites
	Semi-finals	CANCELLED	Multiple sites
	Finals	CANCELLED	Multiple sites
Junior Volleyball	Conferences	CANCELLED	Multiple sites
	Finals	CANCELLED	
Senior Volleyball - Girls	Conferences	CANCELLED	Multiple sites
	Regionals	CANCELLED	Multiple sites
	Provincials	CANCELLED	1A – Loreburn 2A –Naicam 3A – Shellbrook 4A – Moosomin 5A – Swift Current
Senior Volleyball – Boys	Conferences	CANCELLED	Multiple sites
	Regionals	CANCELLED	Multiple sites
	Provincials	CANCELLED	1A – Fox Valley 2A – St. Walburg 3A – Briercrest 4A – MJ Vanier 5A – Warman
Junior Basketball	Conferences	February 2 & 4 - Boys February 1 & 3 – Girls	TBD TBD
	Finals	February 6	A league – TBD B league - TBD
Senior Basketball	Conferences	March 12 & 13	Multiple sites
	Regionals	March 19 & 20	Multiple sites
	Provincials	March 25, 26 & 27	Regina

Junior Curling	Conferences	March 5 & 6	Aberdeen
Senior Curling	Districts	February 5 & 6	Dalmeny
	Regionals	February 26 & 27	Boys – Shellbrook Girls – PA Mixed – PA
	Provincials	March 5 & 6	Boys – Swift Current Girls – Gull Lake Mixed – Swift Current

Wrestling	Regionals	February 27	LaRonge
	Provincials	March 5 & 6	Saskatoon

Junior Badminton	Pre-conferences	April 13	Multiple Sites
	Conferences	April 16	Warman High and MAP
	Districts	April 19	Warman High

Senior Badminton	Conferences	April 20 or 21	Multiple sites
	Districts	April 23	VCA
	Regionals	May 1	PA Carlton
	Provincials	May 8	Melville

Track and Field	Conference A	May 19	Saskatoon
	Conference B	May 20	Saskatoon
	Districts	May 28	Saskatoon
	Provincials	June 4 & 5	Regina

Junior Soccer	District	June 9	TBD
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School/Statutory Holidays

September 7
October 12
November 9-11
December 21 - January 1
February 15-19
April 2-9
May 24

PD / Prep Days

August 24-31
October 26
January 29
March 8
May 7
June 7 & 29

Protected Mondays

September 14 & 28
October 5 & 19
November 2, 16 & 30
December 14
January 4 & 18
February 1 & 22
March 15 & 29
April 19
May 3, 17 & 31
June 14 & 21

ALT Meetings via TEAMS

September 22
October 20
November 24
December 8
January TBD
February TBD
March TBD
April TBD
May TBD June TBD

2.5 Officials

CVAC maintains an updated directory of officials for soccer, volleyball, and basketball. These directories are posted on the CVAC portal under their specific sport. The area of the portal also contains information such as the officials' rate of payment and the CVAC officials' exam. If you are searching for officials for any other sport, contact the Extra Curricular Commissioner.

2.6 Extra-Curricular Activities

A general understanding of the PSSD philosophy regarding extra-curricular activities is useful knowledge for all coaches. ([Policy 423 - Extra Curricular Activities](#))

2.7 Extra-Curricular Expenses

PSSD supports expenses incurred by coaches, teams, and programs involved in extra-curricular activities. Coaches (who are PSSD employees) representing PSSD **beyond** the district level leading to a provincial championship may apply for reimbursement. Claims, accompanied by invoices, may be filed for travel, meals, and accommodations. Community coaches and teams may have their cost reimbursed, but only if the coach's invoices do not exceed the limit established for said activity. These claims for reimbursement must be filed within TWO weeks of the provincial championship in said activity. (see Extra-Curricular Expenses information sheet- [Extra-Curricular Events Expenses](#) and Expense Mileage Claim Form- [Employee Travel Expense Form](#))

2.8 Extra-Curricular Sub Allotments

A school is allotted days on the basis of days per senior sport and days per junior sport. These days are usually taken during playoffs.

2.9 Bidding to Host Championships

2.9.1 Districts

District championship host sites, junior and senior, are declared at the spring or fall Athletic Directors' meeting. If you are interested in hosting a district championship, gain the support of your administration and athletic director and then contact the Extra Curricular Commissioner as many of the host sites are simply assigned. All bids are 'open' meaning there is no rotation, but preference is typically given to sites which have not hosted recently. If more than one school wants to be the host site for a specific championship and the schools cannot reach a compromise, a vote is held at the Athletic Directors meeting by the CVAC member schools.

2.9.2 Conferences / Regionals

2.9.2.1 Volleyball and basketball conference hosts are chosen at the fall Athletic Directors' meeting after having received preliminary assignments from the SHSAA. These are 'open' bids following a similar structure to districts. These occasionally need adjustment following the official declaration of student numbers at the end of September

2.9.2.2 Bids to host regional volleyball are made at the spring or fall district meeting.

2.9.2.3 Bids to host regional basketball must be made to the SHSAA office.

2.9.2.4 CVAC's referees-in-chief arrange all major officials for SHSAA and CVAC playoffs.

2.9.3 Provincials

Bids to host provincials must be made to the SHSAA. If you decide to bid on a provincial championship, *PSSD policy 422 (Hosting Provincial Events)* is the guideline. You need to obtain the support of your school administration and your Superintendent (done by your principal) before applying to host. Verbal support of the Superintendent is to be followed by a letter from administration to the Superintendent requesting support **before** the application is made. This letter should cover the basics of such an application, but also referencing possible senior class cancellations needed to hold a successful championship, a decision which will be made by the Director of Education. Sample letters are located within the policy. Ideally, classes will continue as per usual, an expectation for K – 8 classes. There should be no expectation of financial support from PSSD or CVAC, although student, staff, and community support is strongly encouraged by PSSD and CVAC. Media relations should be coordinated with PSSD’s Communication Consultant (Brenda Erickson).

2.10 Concussion Protocol

PSSD has developed a concussion protocol which its schools are expected to follow with all teams. It is located on the CVAC portal homepage. You are expected to be aware of, and to follow, its expectations. You should have a Concussion Recognition Tool sheet and/or a Concussion Management card with you whenever you are actively coaching. You are also encouraged to have completed the SHSAA Concussion Protocol course prior to becoming an active coach within PSSD. This expectation exists for all coaches, experienced or not. At least one coach per team must have their concussion certification.

2.11 Travel and Weather Conditions

PSSD encourages PSSD coaches to use PSSD bus transportation whenever possible. You should fill out bus requests minimally a week prior to the travel date, but the sooner you request, the greater your chance of success. If a team is unable to attend a competition as a result of a school-based decision regarding weather or travel conditions as set out in *AP 805 Closure – Severe Weather and Student Transportation*, they are to notify the tournament host as soon as the decision is made.

If a competition host receives weather/travel condition cancellations from the participants, the following criteria will guide decisions:

- In order for a competition to go ahead, **more than** half the teams must be able to attend. If fewer than 50% of teams are unable to attend, the tournament is postponed.
- The tournament organizer/host must notify all teams if the tournament is postponed, as well as Myles Loeffler (myles.loeffler@spiritsd.ca).
- If the tournament is postponed, it will be rescheduled to the next weekend if a weekend completion (based upon gym availability) **or** the next weather-wise day if a weekday competition
- If a suitable facility is not available, the competition may be cancelled.
- Schools unable to travel due to PSSD weather policies will be exempt from the \$200 SHSAA withdrawal fine. The school must communicate with the SHSAA office and the host school prior to the scheduled competition.
([Policy 805 – Closure and Severe Weather and Student Transportation](#))
([Policy 805 Appendix A-Protocol for Extra-Curricular Travel in Private Vehicles](#))

2.12 High Risk Activities

At present, tackle football and several track and field events are the only school sports considered 'high risk activities'. The other activities considered high risk have no affiliation with the SHSAA or CVAC.

If you are, or looking to be, involved with either of these sports, talk to your athletic director and refer to the *Sport and Activity Handbook*. These activities require written permission from the Coordinator of Schools and Learning prior to their implementation.

3.0 SCHOOL

3.1 Philosophy/Policies

Every school needs to have a philosophy as it applies to athletics and coaching. It should embody the belief system of the school and its shareholders, an outgrowth of your school's mission statement. The objectives should be clearly stated and reflected in your school's policies and procedures – program offerings, team selection, participation, playing time, uniforms, fees, forms, transportation. The expectations for all shareholders – student-athletes, coaches, staff, parents, and community members – should be clearly laid out. It should be written and displayed for all to see.

3.2 Forms

The following are the more common forms that your school may expect you to either carry with you or have in your files when you are coaching. Some of them are PSSD generic; some are individualized to the school. Copies should be on file in the executive assistant's office.

3.2.1 Parent Consent Form

This form gives parental permission for their child to go on an overnight trip. It also grants or denies permission for their child to have their photograph included in newspapers, video uploads. A copy should be filled out for each sport. Keep your copy with you or in your files for the school year. It is wise to attach a season schedule so you do not require consent for every separate trip. (example attached)

3.2.2 Health Certificate and Parents Permission Form (E7)

All athletes must complete it once every school year. Although the Athletic Director is responsible for distributing this form, you are responsible for checking the Health Form Binder to ensure all your players are on file. Any player without a health form on file must fill one out **before** being allowed to compete.

<http://www.shsaa.ca/page/show/968456-forms-and-due-dates>

3.2.3 Emergency Contact Form

This form should accompany you whenever you travel with the team. It should contain a student's name, their health card number, their emergency contact and their phone number, their doctor's name and phone number and any other information deemed useful. (example attached)

3.2.4 Extra-Curricular Hours Recording Form

This form is used to record the hours you spend coaching any extra-curricular activity for your school. A copy should be obtained from your in-school administrator at the start of the school year. A monthly or bi-monthly copy should be returned, keeping a copy in your records. Following the PSSD local agreement, you will receive credit for up to two days of personal leave for documented extra-curricular coaching, earning one half day every 25 hours up to a maximum of two days each year. You may choose to either take the time as personal leave with pay during the year or be paid out at the minimum sub pay rate, about \$200 per day, at the end of the year. Several personal days may be carried over to the next year; check with Division Office regarding the specifics. (example attached)

3.2.5 Employee Travel Expense Claim Form

This is a form used to claim travel expenses incurred while on PSSD business. It is also located on the PSSD home page under 'forms'. ([Employee Travel Expense Claim Form](#))

3.2.6 Bus Request Form

All bus requests should be completed at least a week prior to an activity. They should be forwarded to the executive assistant for administrative approval. If using a volunteer driver, indicate on the "special request for driver" line of the form. ([Bus Request Form \(Class Field Trips\)](#))

3.2.7 Volunteer Driver Form (Policy 807)

This form must be completed by any drivers transporting students to games. Its applicability carries over from year to year unless a driver becomes disqualified. ([Policy 807 Volunteer Automobile Driver Authorization Form](#))

3.2.8 Proposed Athletic Overnight Trips for Students (Policy 418 Appendix D)

Ideally, this form should be submitted to your in-school administrator at least a month prior to the date(s) of the activity. ([Proposed Athletic Overnight Trips for Students](#))

3.3 Pre-season Meeting

It is an **expectation** of CVAC that you will hold a preseason meeting with players and parents in attendance. Areas needing to be addressed include, but are not limited to, the following: your coaching philosophy and the team goals; player expectations –practice/game attendance, behavior, academic; PSSD concussion protocol; schedule – practices, games; transportation plans and overnight trips; protocol for addressing concerns – player to coach, parents to coach, parents to school-based administration; team fees.

Prior to the meeting, participate in a goal-setting session with your team:

- Do you want to be a "competitive" or "recreational" team?
- What short-term and long-term goals do you want to achieve?
- What do you, as a team and individual, need to do to achieve these goals?

Consider preparing team or individual athlete contracts for your players and/or parents that show support of the team/program.

3.4 Team Fees

Your school may allow you, as a coach, to charge team members a fee for paying team expenses. If so, this fee should be calculated ahead of time and charged to players prior to the start of the season. Many parents would appreciate knowing the expected cost well before the start of the season. Acceptable costs would be areas like travel, payment of officials and accommodations.

There is a clear accounting expectation. You may choose to have a manager (an adult with an attachment to the team) act as the 'keeper of the books'. Do not expect the school's executive assistant to fill this role, although some may choose to do so. There is an expectation that there be no surplus at the end of the year. If one exists, parents should be made aware of the plan for said funds.

3.5 Injuries

All teacher supervisors and coaches should be prepared in case of emergencies that may arise while working with students in an extracurricular activity.

Carry a copy of the *Extracurricular Student Information/Emergency Contact* form (enclosed) so that you have all emergency numbers and contact information readily available whether you are coaching at your school or another venue. This information will be available at the office. Keep the form in your coach/supervisor binder or in the medical kit for easy access.

In the event of a serious injury or illness that you feel may require medical attention, contact the parent or emergency contact person.

If possible follow up on the affected student with a phone call that evening or the next day. Fill out an injury report form available at the office for all injuries that may require medical attention **as soon as logically possible** after the injury occurs. If you are unsure if the situation requires the completion of this form, ask the school-based administrator. When traveling, sports teams should take a school medical kit with them. ([School Incident Report form – Marsh Canada](#))

3.6 Academics

Senior teams should not practice or play games during scheduled exam weeks. Any practice held during this time is to be optional. Academic performance is encouraged, but it is not a prerequisite for play unless otherwise governed by your school's administration.

3.7 Suggestions for Success

- Host a tournament in your school. There is no better way to sell your program to your players, present and future.
- Travel to out-of-division tournaments. Like all of us, students like to see different places.
- Make a gym schedule that outlines when games and practices will be. Post it in a predominant location.
- Participate in team building activities with your players such as team meals, team meetings, goal setting, decision making, and team building games.
- Bring in a motivational speaker or a guest coach. Show them that you, too, are constantly learning.
- Have an individual meeting with players during the season to communicate and discuss the player's role on the team, your expectations of the player, what the player is doing well at the time and what they can do to improve.
- Attend courses like the SHSAA Symposium or a National Certification Program to upgrade your knowledge level.

3.8 The 24-Hour Rule

The 24-Hour Rule

From time to time, coaches will encounter challenges from parents, guardians or spectators. Regardless of a coach's level of experience, these moments can be difficult and potentially intimidating. To prevent and manage such exchanges, CVAC supports the use of the *24-Hour Rule*.



A well-known protocol in club sports, the *24-Hour Rule's* purpose is to prevent heat-of-the-moment exchanges directed at coaches from parents / guardians and / or spectators. Essentially, parents / guardians, spectators are asked to wait at least 24 hours from the time of an athletic event before discussing with the coach any matter related to coaching decisions made during the match. After the 24-hour period has passed, a conversation may be made respectfully in writing to the coach with the athletic director and/or principal cc'd.

How it works:

Any adult wishing to discuss a coaching decision from a match must wait 24 hours before doing so. If they choose to share a question or concern, they must put the issue respectfully in writing and submit it to the appropriate parties (coach, athletic director, principal). Coaches are encouraged to seek advice from their athletic director and/or school administration prior to responding in written form.

Be Proactive:

Schools (administrators and athletic directors) should assess their particular situation. If they feel the *24-Hour Rule* would support a more positive extra-curricular experience for all involved, their teams should promote the *24-Hour Rule* on relevant documents – team forms, school websites, parent and player agreement forms, etc. It would also be discussed at the team meeting held with parents and players prior to the start of each season.

Even with the *24-Hour Rule* in place, there is the possibility that a parent/guardian or a spectator will still approach a coach in a heat-of-the-moment situation. Coaches might find it helpful to follow these steps: Stay calm. Don't respond in kind.

Inform the adult that the school/team follows the 24-Hour Rule. Remember that non-parental spectators may not be aware of the 24-Hour Rule.

Politely but assertively use the script below:

- a. Stay calm. Don't respond in kind.
- b. Inform the adult that the school/team follows the 24-Hour Rule. Remember that non-parental spectators may not be aware of the 24-Hour Rule.
- c. Politely but assertively use the script below:
 - i. *I can tell you are upset. This isn't the best time to discuss this. We follow the 24-Hour Rule at our school. You can find more information about this rule (on our school website, in our parent / player agreement)*
- d. Walk away. Do not extend the encounter.
- e. Consider/Decide whether your athletic director or school administration should be contacted.

4.0 COMMUNITY COACH

4.1 PSSD Guidelines for Community Coaches

[AP 423 Guidelines for Community Coaches](#)

4.2 Community Coach Application

[AP 423 Community Coach Application](#)

4.3 Criminal Record Check

ALL non-PSSD employees who directly supervise students alone must complete a criminal record check form. This form does not have to be resubmitted unless the individual's criminal status changes. ([Criminal Record Check](#))

4.4 SHSAA Courses

Starting in 2014-2015, the SHSAA is offering Fundamentals of Coaching, a COMPULSORY course for NON-FACULTY coaches who have not previously been approved by the school, school division, and the SHSAA and are given the responsibility of coaching the team without faculty supervision. At a cost of \$95, usually paid by the school, the course takes about 6 hours to complete and can be accessed at <https://www.schoolcoach.ca/courses.aspx>. It must be started by the E-5 date of the activity being coached and completed by the first round of SHSAA playoffs for that activity.

5.0 Policy for Interschool Competition (additional information can be found in SHSAA Handbook & Directory 2019-2020 p.82)

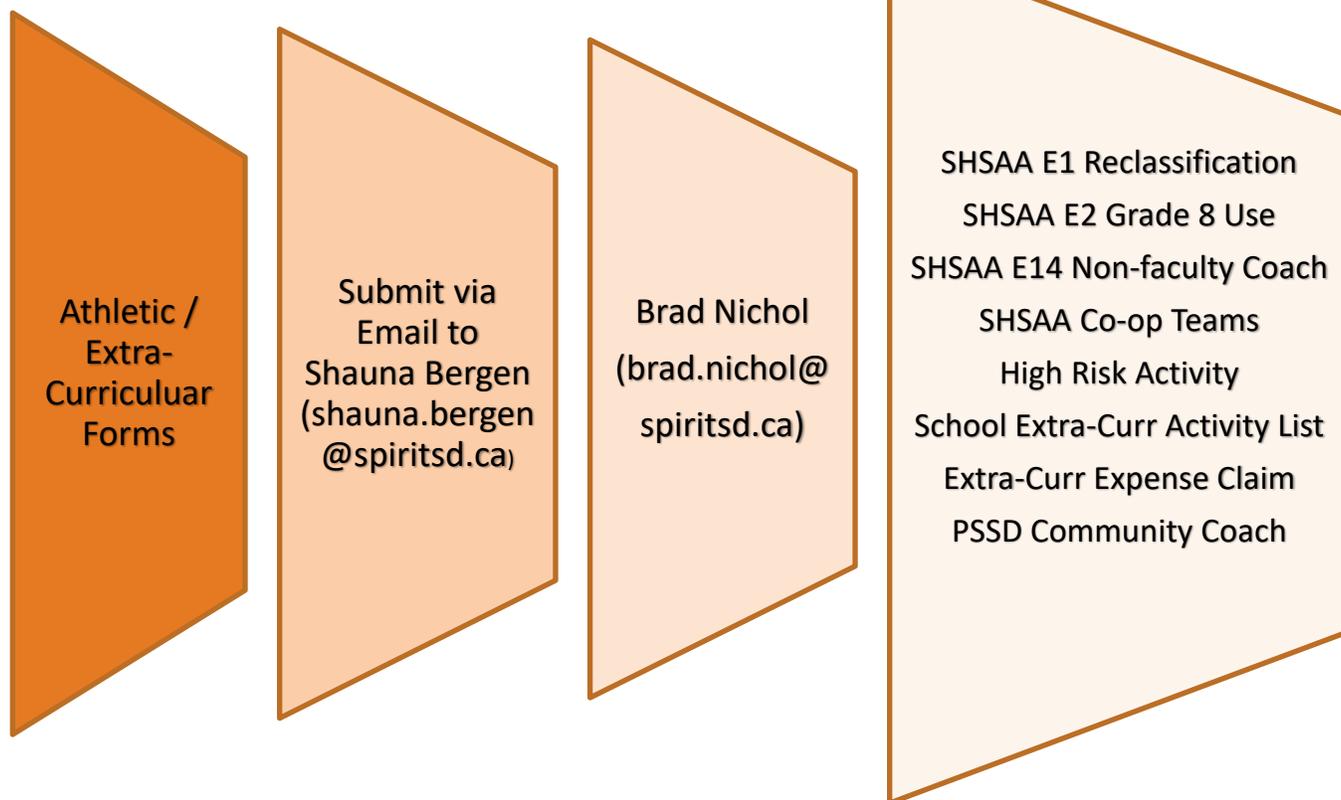
One of the objectives of the Saskatchewan High Schools Athletic Association as stated in its constitution is....*"To encourage schools to adopt a varied athletic program for their students by restricting play in a school sport to the recognized school season for that sport."*

The SHSAA, as the lead agency for interschool sport, has developed the following policy for interschool sport. The policies are intended to assist in the development of local policies for interschool sport and will be referred to as the policy of the Saskatchewan High Schools Athletic Association when questions are directed to the Association.

6.0 Attached Documents / Forms



Division Office Document Paths





Parent Consent Form Extra-Curricular Athletics

My child _____ has my consent to
(Student's Name)
participate in the extra-curricular _____ at _____
(athletic team name) (name of school)

I understand that he/she will be participating the scheduled home and away games, tournaments and all practices. I give my permission for my child to attend games or tournaments that involved overnight stays. I give my permission for my child to be transported by bus or a school-approved adult volunteer driver.

Regarding publication of student photos and names in local newspapers and school webpages:

I **DO** give my permission for my child's photo and name (in reference to a school team) to be printed in local newspapers and on the school webpage.

I **DO NOT** give my permission for my child's photo or name (in reference to a school team) to be printed in local newspapers and on the school webpage.

Date Parent name (please print) Parent signature

Parent email: _____

Parent phone number: _____

Athlete phone number: _____

