

SCHS Athletics Handbook - **Coaches**

Springbank Community
High School Athletics

COACHES HANDBOOK



SCHS Athletics Handbook - **Coaches**

Welcome From The Athletic Director

Welcome and thank you for volunteering to coach at Springbank Community High School. Your time and commitment to SCHS Athletics is greatly appreciated by the students and parents of Springbank, Bragg Creek and the surrounding communities.

Students participation in athletics is truly a rewarding experience, for both students and coaches. Athletics offers students a wealth of opportunities for growth and enrichment beyond the confines of the classroom. National studies and research indicate that:

The information in this handbook is intended to familiarize you with our Extra Curricular Program and answer and questions you may have about coaching. Please take time to read through the material. Our goals are for you to succeed as a coach and as an educator of young adults. We trust these are your goals also.

Again, thank you for sharing your time and knowledge with the students of SCHS. Have a great season and if there is anything I can do, please, just ask.

Sincerely,

Ioan Matthews
Athletic Director

SCHS Athletics Handbook - Coaches

PURPOSE AND PHILOSOPHY OF SCHS EXTRACURRICULAR PROGRAM

The Springbank Community High School Extracurricular Program is a natural extension of the high school curriculum that provides activities for the growth and development of our students. The program includes life long lessons in human relations as well as opportunities for developing each student physically and emotionally. We view the extracurricular program as an integral element of education.

We believe that the extracurricular program contributes significantly to preparing our students for becoming productive, contributing citizens of our community and society. In addition, our aim is to develop a student with a positive self-image, the ability to learn a new skill, and an intrinsic motivation for growth and development.

We want to see a student who will demonstrate the ability to accept responsibility for their actions, measure themselves against standards of quality, and express ideas and solutions to problems. Our students are to learn the value of fair play, honour, honesty, and cooperation. They are representatives to the team, the school, their families and the community.

POSSIBLE SCHOOL SPONSORED SPORTS

(Actual sports depend on availability of coaches and teacher sponsors)

	Boys		Girls	
	Varsity	Junior Varsity	Varsity	Junior Varsity
Badminton	X	X	X	X
Basketball	X	X	X	X
X Country	X	X	X	X
Football	X			
Golf	X	X	X	X
Soccer	X		X	
Track & Field	X	X	X	X
Volleyball	X	X	X	X
Rugby	X		X	

SCHS Athletics Handbook - **Coaches**

FREQUENTLY ASKED QUESTIONS BY COACHES

What are the qualifications to coach?

Coaching can be defined as a teaching situation. This implies that teacher responsibility for supervision, preparation, and training is as essential in coaching as it is in the classroom. Therefore the coach must apply themselves to athletic assignments in the same professional manner as displayed in any formal classroom situation. SCHS encourages coaches to have a Level 1 National Coaching Certificate, and will sponsor any interested SCHS coach in the certificate program. Coaches must complete the Respect in Sport and Concussion Courses.

<https://rvssport.respectgroupinc.com/secure/> (Respect in Sport)

<https://www.schoolcoach.ca/index.aspx> (Concussions in Sport)

Who do we play?

Springbank Community High School is a member of the Rockyview School Division No. 41 which includes the communities of Airdrie, Bieseker, Chestermere, Cochrane, and Crossfield. League play is comprised of teams from these communities. At the Junior Varsity level the number of teams varies from year to year. At the Varsity level the league normally consists of six teams. League competition generally consists of a home and away series plus playoffs. Junior Varsity teams may also participate in South Central zone playoffs, while Varsity teams must qualify for South Central Zone and Provincial postseason play. Coaches may wish to compete in tournaments and exhibition games outside of league competition. Please check with the Athletic Director regarding school and divisional policies in regards to out of division tournaments and games.

When do we practice?

It is not unusual for our school to have four teams vying for practice time during a sport season. Two Junior Varsity teams (grades 9 and 10) boys and girls, and two Varsity teams (grades 10, 11, 12) boys and girls. As a result practice time is at a premium. At the start of your season you and the Athletic Director will meet and put together a tentative weekly

SCHS Athletics Handbook - Coaches

practice schedule for your team based on league games and your work schedule. Any cancellation of practices should be notified ASAP so another team can take your spot.

Are there tryouts?

The school encourages students to participate in extra curricular activities and therefore anticipate there will be tryouts for all our teams. Interest levels vary from year to year but generally students are keen to participate particularly at the Junior Varsity level, so be prepared for a lot of enthusiastic students and unfortunately to make some cuts.

How about transportation to and from the games and team uniforms?

Traditionally parents have volunteered to drive their sons and daughters and other players to away games and tournaments however bussing is available at an additional cost to the student. If parents drive other students or players they must fill out a Parent Drivers Form prior to the event. **Please note students are not allowed under any circumstances to drive themselves to or from league or exhibition games.**

The school provides team uniforms. We recommended that each team have a manager so uniforms can be collected after each game and that one parent or volunteer be responsible for washing the uniforms. There is a washer and dryer available at the school. Experience has taught us that there is a strong possibility of having a variety of shades of white uniforms by the end of the year if players take their uniforms home to wash. Also if student athletes are allowed to keep their uniforms it is not uncommon to have them forget their uniform at home or bring only their light uniform when they need their dark uniforms. Please note student athletes are not permitted to wear any portion of their team uniforms outside of competition.

What are the costs to the players?

Before the start of the season you will work out a team budget. Player costs will be determined on how large the team is, league fees, additional games/tournaments and other incidentals. A template for a Team Budget is included in the forms section of this handbook.

SCHS Athletics Handbook - **Coaches**

What about equipment?

The school provides the necessary equipment to run a successful practice. The Athletic Director will show you where the equipment is located in the gymnasium. A number of teams prefer to have some of their own equipment such as good practice balls. The cost of this equipment should be included in the team budget.

Am I responsible for referees?

The league is responsible for referees for all league and playoff games. The Athletic Director will arrange referees for all non-league games.

Are my expenses covered?

For all league zone and Provincial competitions (and practices) mileage to and from the venue are covered by RVS. (complete attached form at the end of the season)

For all exhibition games and tournaments the expenses for coaches must be built into your budgets and be discussed at the pre-season parents meeting. ***These expenses must be submitted to Mr. Matthews with a receipt attached.***

What else should I know?

Take time and read through the Coaches Handbook. If you have any questions just ask, you are not expected to know everything, and I am always available to assist. Phone me – Ian Matthews at 403.246.4771, or e-mail imatthews@rockyview.ab.ca, I'll return your phone call or e-mail as soon as possible, or if you're in the school just drop down to my office located by the gym.

SCHS Athletics Handbook - **Coaches**

ACADEMIC/ATTENDANCE REQUIREMENTS

In order to maintain athletic eligibility a student needs to maintain acceptable grades. A student will be declared ineligible if he/she is failing any subject, regardless of his/her total scholastic average. Students who fail to put in an effort in class, have attendance issues, or are behaviour problems in class will also be ineligible to play. Eligibility will be determined through a consultation process with teachers, the Athletic Director and Administration.

In order to resume play an academic progress report will need to be completed and handed in to administration by 12:30 of game day.

Every student is expected to attend school each day. If a student is absent (unexcused) from practice the day before a game, student playing time will be limited at the discretion of the coach. A student who is absent from school on the day of a game, due to illness will not be permitted to play. Any unexcused absences will result in suspension from games and practices. The coach and the Athletic Director will handle emergency situations on an individual basis.

ATHLETIC INJURY AND ACCIDENT REPORTS

Injuries to student athletes will occur. Proper and immediate care will help reduce the amount of time a student athlete will miss from team participation. A phone call home may be necessary to alert and inform parents.

If a student is injured, an Accident Report Form must be submitted within 24 hours to the Athletic Director.

If the injury requires an examination by a physician, the student athlete may not return to practice or competition without written permission from the physician.

SCHS Athletics Handbook - **Coaches**

CLOTHING/ UNIFORMS

Springbank Community High School is a very active place both with sports and other extracurricular activities. Every effort will be made to order athletic clothing that can be used for a multitude of sports teams. Coaches, players and parents may also choose to order clothing that is unique to their team. Costs should be worked into the team budget. See Athletic Director for information on ordering clothing.

DONATIONS/TEAM SPONSORS

Any parent group, or company wishing to make a donation to SCHS Athletics or a specific team is asked to channel all requests through the Athletic Director – Ioan Matthews.

EARLY DISMISSAL

It is the school's policy to schedule all athletic contest so that students miss a minimum amount of class time for travel to away games or home contests. Prior to the start of the season the Athletic Director should approve the tentative team schedule for away tournaments. Athletes should know that early dismissals are requests; teachers are not obligated to grant these requests. **Please make teachers aware of absences at least 1 week before the competition.** It is the responsibility of the student athlete to meet with his/her teacher at least 24 hours before the class he/she is to miss because of an athletic contest. Students should be caught up with all their class work, and should arrange to complete the work they will miss in a timely fashion. Although teachers are to receive a list of early team departures from the coach, this list is not a substitute for a student's individual request.

SCHS Athletics Handbook - **Coaches**

PLAYING TIME – JUNIOR VARSITY TEAMS

This level of competition has an increased emphasis upon team play, physical conditioning, and refinement of basic skills. Although being successful on the J.V. level is important, winning is not the sole objective. This is the level at which the athlete displays his/her readiness for the execution of the skills at game speed. Athletic abilities, commitments, and positive attitudes will be rewarded and tested in competitive game situations.

Any attempt will be made to allow as many participants as possible to play, but not all will play equally. At the J.V. level playing time will be based on the degree of effort, skill improvement, ability to compete and execution of skills at game speed demonstrated by the student athlete in practice during games.

PLAYING TIME – VARSITY TEAMS

Varsity competition is the culmination of each sport program. Squad size is limited. The number of participants on any given team is a function of the number needed to conduct an effective and meaningful practice and to play the contest. It is vital that each member have a role and be informed of its importance. While contest participation over the course of a season is desirable, a specific amount of playing time at the varsity level is never guaranteed. It is the coach's responsibility to make clear to the student athlete what his/her role is on the team.

A sound attitude and advanced level of skill are prerequisites for a position on a varsity team, as is the realization that a varsity sport requires a huge time commitment. The dedication and commitment needed to conduct a successful varsity program should be taken seriously.

SEASONS OF PLAY

Activities sponsored by the Alberta School's Athletic Association (ASAA) shall take place within a specific "Season of Play" which shall be determined annually. Each season of play shall encompass pre-competition practice, exhibition contest, league play, and playoffs. Each season of play shall be approximately 16 weeks in duration. The season of play is not intended to include July and August. Varsity coaches are reminded that they must register their teams with ASAA according to seasons of play through the Athletic Director.

SCHS Athletics Handbook - Coaches

Approximate Seasons of Play

Activity	Start	Finish
Badminton	April 3	1 st Saturday in May
Basketball	November 1	3 rd Saturday in March
Cross Country	May 1	3 rd Saturday in October
Curling	October 15	1 st Saturday in March
Football	September 1	Provincial Finals
Golf	September 1	4 th Weekend in September
Track & Field	March 1	2 nd Saturday in June
Volley ball	September 1	November 30 th
Girls Soccer	Sept 1	Oct 30
Boys Soccer	May 1	June 15
Girls Rugby	May 1	June 15

The Season of Play in football in the fall shall begin a maximum of 15 calendar days prior to the first regular scheduled league game in the conference.

If supporting school teams, cheerleading squads may function throughout the year.

SPORTSMANSHIP

SCHS athletic competition should demonstrate high standards of ethics and sportsmanship and promote the development of good character and other important life skills. All student athletes and coaches involved in interscholastic sports in Rocky View School Division No. 41 must sign and adhere to the Rules of Conduct as outlined by Rockyview Sports Association (see Appendix A). Please refer to the Coaches Checklist and Forms section of this handbook.

SPORTSMANSHIP – PARENTS

School athletics are learning experiences for students and the programs are part of the educational process. Adolescents learn proper behaviour from watching adults. Be positive with your son/daughter. Do not offer excuses to them if they are not playing. Encourage them to work hard and do their best. If they have questions about issues related to their playing time and performance encourage them to ask the coach for a meeting between the two of them.

SCHS Athletics Handbook - **Coaches**

Encourage your son/daughter to follow all school, athletic code and team rules. Student-athletes should be role models.

Show respect for the opposing players, coaches, other spectators, and officials. Respect their roles even if you disagree with their judgement. Negative comments or the berating of players, coaches, and officials are not in keeping with SCHS philosophy and are not good forms of modeling.

USE OF BANNED SUBSTANCES

Alberta School's Athletic Association (ASAA) is unequivocally opposed to the use by athletes, of any banned substances as identified by Sports Canada. It is equally opposed to the use of such substances by individuals in a position of leadership in school sports. In addition, the ASAA is opposed to any illegal and/or unethical physiological manipulation employed for the purpose of performance enhancement including over the counter drugs such as ephedrine and Advil.

The ASAA prohibits the use by athletes of any beverage alcohol while involved in ASAA activities. It is equally opposed to the use of such substances by individuals in a position of leadership in school sport while involved in ASAA activities.

VALUABLES

Athletes should leave all valuables at home or in their lockers. Neither the coach nor the school is responsible for any student athletes lost valuables or monies.

IF ISSUES ARISE

Please be aware there may be a variety of issues that could arise during the year.

Parental concerns should be dealt with first by the coach, then by the Athletic Director, and finally with Administration. It is the Coaches responsibility to keep the Athletic Director informed of potential issues or issues that come up. In turn the Athletic Director will keep administration up to speed on the functioning of all of the teams in SCHS Athletics.

SCHS Athletics Handbook - **Coaches**

EXPECTATIONS

Expectations of the Athletic Director

The Athletic Director will:

- Help rrganize the schedule for practices and league games.
- Ensure the representation of the school at athletic meetings.
- Maintain and organize uniforms and athletic supplies with coaches.
- Secure coaches and teacher liaison for teams.
- Keep in contact with other schools to ensure proper lines of communication.
- Assist coaches in furthering their Professional Development.
- Make available, information for coaches to purchase athletic apparel and equipment.
- Communicate with community coaches and teacher liaison.
- Collect all forms and fees from coaches.
- Register teams for Provincial competitions.
- Help organize and pay scorekeepers.
- ASAA Transfer forms.
- Overseeing Team budgets.
- Primary contact for Athletic issues.

SCHS Athletics Handbook - **Coaches**

Coaching Responsibilities **Pre-Season** Checklist

Attend Preseason meeting with AD and other team coaches to determine tryout/practice schedule. Set a date for a parents meeting. Meeting should include budget, season schedule, athlete expectations, drivers and team guidelines. If there are multiple teams in the sport all meetings will be held on the same night starting with a group discussion with all teams, parents, coaches and the AD followed by individual team meetings.

Hold tryouts and select team. Distribute and keep track of uniforms.

Submit alphabetized digital team list to Athletic Director (please include uniform numbers), Bev Montieth, for zone and provincial registration, and office receptionist.

Digital copy of the Team Budget which includes tournament fees, league fees, travel costs, sub costs, apparel and any other expenses. Include fundraising ideas if deemed necessary. *Budget must be balanced.

Create a schedule of events to give to parents, office, tech support (so we can put it on the school site). Include tryouts, practices, league games and tournaments.

****Submit fee collection form to Linda** Before the first game.** Fees can either be collected directly from players by the coach or let Linda know the cost per player and she will collect fees online. Please use only one of the methods.

Pick up and sign out uniforms. Check with the Athletic Director.

Preseason Forms to be submitted:

- Athletic Travel Form – loan Matthews**
- Code of Conduct Forms – loan Matthews**

SCHS Athletics Handbook - **Coaches**

- Medical Forms - Keep**
- Fee Collection Form – Linda Towns**

Coaching Responsibilities **In-Season** Checklist

- Coaches will email scores of home games to league rep or Jacquie Mirtle (jmirtle@rockyview.ab.ca) within 24hrs or as outlined at the preseason meeting. Game sheets for all sports can be given to the AD except for:
 - Basketball – Leave on Danny's Desk**
 - Volleyball – Leave on Jason's Desk**

- Fill out requisitions for tournament fees with office accountant. (allow 1 week for cheques)

- Be prepared to be contacted by local media for results and thoughts.

- Ensure all athletes are maintaining grades. See AD for forms to monitor students having issues.

- Maintain open lines of communication with Parents, Athletic Director and Administration.

SCHS Athletics Handbook - **Coaches**

Coaching Responsibilities **Post-Season** Checklist

- Ensure budget is balanced and all monies have been received and paid.
- Create a tournament schedule for next year play.
- Hand in team awards to Athletic Directors. (see appendix)
- Collect and clean all uniforms and prepare them for storage. AD will assist.
- Fill out RVSA and SCHS expense forms.
- Organize team banquet (see attached).
- Attend post season meeting.
- Attend SCHS coaches appreciation night.

SCHS Athletics Handbook - **Coaches**

Eligibility

The A.S.A.A. requires that athletes are registered for zones and provincial competition. This information has to be uploaded on the ASAA website (www.asaa.ab.ca). Coaches are asked to provide the Athletic Director and Bev Montieth with a copy of the **Team Roster before the first game of the season** so this information can be handled in a timely manner. The AD is responsible for putting the information into the website. New students that have been registered in grade 10 at another high school must apply for eligibility. Check with the Athletic Director for details.

Players Fees

Coaches are required to develop a budget through players fees and team fundraising. Every team budget must balance at the end of the season for administrative approval. Bills and receipts must accompany repayment request submitted to school accountant. Each coach must submit a roster to the school accountant. Players must then pay their fees to the accountant before they may begin competition.

Team Schedule

All coaches will prepare a tentative team schedule with times and locations of all practices, league games and tournaments. Copies of schedule should be given to players, parents, the office and to the Athletic Director.

Team Budget

Coaches will prepare a balanced team budget that outlines:

- Revenues and expenses
- Uniform fees for each player (uniform rental and deposit)

Note: **Uniform rental fee per player should be included in your budget. (see attached)**

SCHS Athletics Handbook - **Coaches**

Team Managers

Coaches have the option to advertise the position within the school if they so choose to.

Team Registration Forms

Prior to competition, coaches must complete a *Team Registration Form*.
(Enclosed)

Medical Forms

Medical forms (Enclosed) are required for all SCHS athletes and must be kept on file. Coaches should keep a copy of the medical forms with them during all practices and games in case of an emergency.

Parent Meeting

Parent meetings should be held prior to the start of any season to present philosophy, budget, and having parents actively involved in fundraising.

Code of Conduct

All athletes, coaches and parents must sign and return forms (enclosed) to coaches prior to competition. All forms must be kept on file and made available to the RVSA upon request.

Transportation of Students in Private Vehicles

The use of private drivers (parents) is permissible but a Volunteer Driver form (enclosed) must be completed and kept on file in the office. As well a drivers abstract must also be submitted at the cost of the driver. If Parents organize transportation without input from the school, no volunteer driver forms are required.

*** Students are allowed to drive only themselves to offsite competitions.**

SCHS Athletics Handbook - **Coaches**

Med Kit and Equipment

Med Kits are assigned to teams by the Sport Medicine Instructors. Med supplies can be ordered through the Sports Med instructor and all med kits should be returned at the end of the season. Equipment that is damaged or is missing should be reported to the Athletic Directors.

Purchase Requisition

Coaches can submit a requisition for entry fees to tournaments directly to school accountant. **Requests should be made at least one week prior to competition.**

Student Accident Report

Should an athlete become injured and require further treatment it is the responsibility to notify parents and to ensure that the athlete is give proper medical attention if necessary. A student accident report form (enclosed) shall be filled out within one school day of the accident.

Practice and Team Procedures

- Selection of the sport team will be the responsibility of the coach.
- Practice times will be allotted to all in season teams.
- Coaches will have input into practice times and dates.
- Practices should start and finish on time.
- Athletes must be supervised during practice times.
- Coaches should inform other coaches of any schedule changes to their practice times so that other teams may use these times.

Season Summaries and Award Winners

Coaches need to submit their team summaries and awards (enclosed) to the Athletic Director.

SCHS Athletics Handbook - **Coaches**

Celebration evenings

It is the responsibility of the coaches and parents to organize and hold team celebration evenings. At these events team awards will be handed out to the players. (see attached)

Professional Development

Professional Development for coaches is encouraged to further our Athletic Department. The Athletic Director will pursue opportunities for all coaches to help develop professionally.

Community Coach

SCHS is grateful to have some excellent coaches join our school to better our athletic programs. We appreciate all they do and thank them for their time and effort they spend bettering our athletes. Community coaches have a responsibility to communicate with their school liaison about the roles each party will play during the season. If there is a misunderstanding both parties should speak to the Athletic Director to find a resolution.

School Liaison

The school liaison is an integral part of the Phoenix Athletic program and has responsibilities to ensure the team functions properly. They should communicate with the coach about roles each should have and ensure logistics have been completed. Any disputes or miscommunications should be discussed with the Athletic Director.

Responsibilities include:

Attend all Rockyview, Zone and Provincial Competitions.

Sit on the bench.

Attend all exhibition games and tournaments.

Act as a liaison between the school and community coach.

Ensure the Rockyview Code of Conduct is being followed by players, coaches and spectators.

Appendix