

# Semiahmoo Athletics Coaches Handbook



Thank you for coaching this season. We have a rich history here at Semiahmoo of excellence and we hope that we can continue this with you as a coach. This handbook is to help guide you and provide information on your season. If you have any questions, you can contact the athletic director at any time. Thank you and good luck this season.

Athletic Website: <http://www.semiahmooathletics.ca/>

Instagram: [@semiahmoo.athletics](https://www.instagram.com/semiahmoo.athletics)

Youtube: [Semiahmoo Athletics](https://www.youtube.com/SemiahmooAthletics)

## **Contact Information**

Athletic Director – Tony Chio – [chio\\_t@surreyschools.ca](mailto:chio_t@surreyschools.ca)

Principal – Alyssa Malkoske – [malkoske\\_a@surreyschools.ca](mailto:malkoske_a@surreyschools.ca)

## **1. Team Meetings**

- a. It is recommended that you hold a team meeting prior to the start of tryouts to gauge interest. If you cannot hold the meeting, you can let the AD know and the AD can hold the meeting on your behalf.
- b. It is recommended you hold a parent meeting sometime during the season.
  - i. This meeting is a chance to meet the coaches, meet the parents, and go over team expectations. It is also a good chance to go over parent expectations such as volunteer drivers and what to expect in the season schedule.

## **2. Team Roster**

- a. When tryouts are completed and you have your roster, please send the completed roster to the AD so that the list can be posted on the bulletin board outside the athletic office.
- b. Selection of a team roster is solely based on coaches' decision. It is understood this is a sensitive topic with players and coaches. The decision of which student-athlete to select is based on various criteria that the coaches are looking for. If you have any concerns, please let the AD know.

## **3. Player Registration, Eligibility, and Medical Information**

- a. All player registration and medical information are to be completed online. This is mandatory and parents/guardians must complete for their child to participate in Semiahmoo Athletics. This must be completed prior to any competition and students will not compete unless it has been completed.

- b. The AD will send you a completed list of who has completed their registration before your first game.
  - i. This completed list will also have their medical information on it. Please keep this information confidential.
- c. The player registration can be found here: <http://www.semiahmooathletics.ca/athletic-forms.html>
- d. Please make sure all your athletes are eligible to compete. If you have any new players in grade 8-12 from a different school who has moved, they will need to complete additional forms to accompany their registration. The extra forms can also be found in the athletic forms section of our website

#### 4. Athletic Fees

- a. It is the coach's responsibility to discuss and ensure each athlete understands our fee structure. Below is a template with fee amounts. Let the student-athlete know that payment is to be made online at schoolcashonline.
- b. If the student-athlete cannot pay online, cheque or cash is acceptable. All cheques must be made payable to Semiahmoo Secondary School and have the students name and student # in the memo.

<u>Sport</u>	<u>Fee</u>	<u>Note</u>
<b>Fall Season</b>		
Aquatics	\$75	There may be an additional cost associated with swim caps
Cross Country	\$75	
Gymnastics	\$75	
Soccer (Boys)	\$75	There may be additional cost if senior team orders personalized jerseys
Volleyball	\$125	There may be additional cost if senior team orders personalized jerseys
<b>Winter Season</b>		
Basketball	\$125	There will be additional cost associated with team gear
Table Tennis	\$75	There will be additional cost associated with personalized jerseys
Wrestling	\$75	
<b>Spring Season</b>		
Badminton	\$75	There will be additional cost associated with team gear
Golf	\$75	
Rugby	\$125	There may be additional cost associated with team gear
Soccer (Girls)	\$75	There may be additional cost if senior team orders personalized jerseys
Tennis	\$75	
Track and Field	\$75	
Ultimate Frisbee	\$125	There will be additional cost associated with team gear

#### 5. Social Media

- a. Instagram: <https://www.instagram.com/semiahmoo.athletics/>
- b. Youtube: <https://www.youtube.com/channel/UC0iilI9znOBRgySbTAKJEyQ>
- c. If you have anything you would like to be posted (announcements, pictures, highlights) on our accounts, please send them to the AD.
  - i. We also can make announcements via our school app (Thunderbirds Times). Please send your announcement to the AD.

## 6. Jerseys

- a. Our goal is to withhold jerseys from teams and players until all fees and registration have been collected. We recognize at times there are extenuating circumstances that prevent this from happening. We ask coaches to work with us to get organized early in your season and enforce this policy.
- b. When jerseys are being distributed, it is the responsibility of the coaches to document the player name and number and submit this to the AD.
- c. At the end of the season, it is the expectation of the coaches to collect the washed jerseys and inventory them before handing them back to the department.
- d. Any players who do not return their jersey will not be able to compete in their next sport and will be charged a replacement jersey cost.

## 7. Team Transportation

- a. Please make every effort to use parent volunteers as drivers. If a parent or a student-athlete are to drive, they must have completed the District Volunteer Drivers Form: [http://www.semiahmooathletics.ca/uploads/1/3/4/0/134060759/5.0 - semiahmoo athletics drivers form.pdf](http://www.semiahmooathletics.ca/uploads/1/3/4/0/134060759/5.0_-_semiahmoo_athletics_drivers_form.pdf)

## 8. Tryouts

- a. All students wishing to participate must be given the opportunity to try out for a team. It is the coach's choice on the number of tryouts they wish to have. Students unable to make tryouts for extenuating circumstances should be given the opportunity at another given time. Please see the AD if you have any questions.
- b. Note that players can be added to roster post-tryouts on a case by case basis (ie. Not enough players to fill a roster). Please note that there are deadlines to add players to their respective teams based on BCSS deadlines. If you want to know the deadlines, please check the BCSS website: <https://www.bcschoolsports.ca/calendar>

## 9. Practices

- a. Practice schedule should be sent to the AD as soon as possible to avoid conflicts in facility schedule. Practice schedules may change week to week due to home games.
- b. You can find all practices are on the athletic calendar found on the main page of the athletic website.
- c. After school practices at 3:00pm are generally reserved for our younger grades.
- d. Practice Times Available:
  - i. 6:45am-8:15am
  - ii. 3:00pm-4:30pm (reserved for more junior teams)
  - iii. 4:30pm-6:00pm
  - iv. 6:00pm-7:30pm
  - v. 7:30pm-9:00pm
- e. Practice priority will be given to teams in season and teams practicing out of season will have to work around the schedule of all in season sports.
  - i. Players are required to take priority for their in-season sports over their out of season sports.
- f. Practice priority will be given to the more senior teams if league games bump practices out of gym space.
  - i. Ex. Grade 8, junior, and senior teams are practicing the same slot. If there is a game in the large gym, then grade 8 and junior loses their practice times that day.
  - ii. If you require a practice as a junior team, please speak to the AD asap.

## 10. Game Schedule

- a. AD's usually will receive the game schedule, but please share if you receive it first.
- b. If you would like to host exhibition games, please discuss this with your AD prior to booking them.
- c. League home games will be posted on our calendar.
- d. If there are any facility conflicts due to double booking home games, please let the AD know and we will need to work out a resolution with the other team.
- e. It is the responsibility of the coaches to assist in the setting up and take down of home game equipment. The AD can assist you in this, but it is expected of the coaches to arrive early and have team members assist in pre-game set-up.
  - i. There will be leadership students who will be officiating the home games that will also be available to help set-up and take-down.

## 11. Game Scores

- a. It is the responsibility of the head coaches to submit all their scores to their respective leagues.
  - i. Junior leagues are to be submitted to SSSAA: <http://sssaa.ca/>
  - ii. Senior leagues are to be submitted to their respective leagues.
  - iii. It is usually the responsibility of the winning team to submit scores.
  - iv. If you are unsure of where to submit the scores, please ask the AD for more information.

## 12. Tournaments

- a. Feel free to enter any tournaments. Ensure that the AD receives this information too. The AD will also forward any tournament information to the respective coaches.
  - i. Please notify the AD of the tournament dates and fees
  - ii. AD will ensure that cheques are written and sent to the corresponding schools.
- b. Junior teams will have TWO tournaments paid for by athletic fees, any additional tournaments will need to come at the expense of the student-athletes.
- c. Senior teams will have THREE tournaments paid for by athletic fees and any additional tournaments will come at the expense of the student-athletes.

## 13. Travel to Tournaments

- a. Teams travelling for tournaments will have student-athletes pay for their own transportation, rooms, and food. Coaches should build their cost into the amount charged to students (ie. Vehicle rentals, ferry costs, gas). Coaches should ensure that all receipts are collected for reimbursement after the tournament.
- b. Any trips that are 3 nights or more must be given permission first by the administration before they can be booked.
  - i. The district will also have paperwork to be completed and must be submitted well in advance of the trip date.
- c. If you are a teacher sponsor and you need a full day coverage, please try, and arrange your own coverage first. This can be done via internal coverage. If you require a DH day, please speak to the AD. DH are usually reserved for department head days to be used for athletics.

## 14. Provincial Championships

- a. Teams that qualify for provincials will be covered in their tournament entry fee, even if it is above their allotted tournament number.
- b. Teams that enter invitational provincial without qualifying will be considered an extra tournament and teams will need to cover their own cost. In addition, as invitational provincials

extend beyond the teams season end date and making them out of season, practice times will be allotted to in season teams.

### **15. Early Dismissal**

- a. Please email the AD with the following information to ensure that the students are permitted to be dismissed early. Please ensure that this is sent at least 6 hours before your dismissal.
  - i. Student Name
  - ii. Grade
  - iii. Student #
  - iv. Time of dismissal
- b. If you are a teacher sponsor and you need coverage for the early dismissal, please arrange your own coverage first. If you cannot find coverage, please let the AD and the office know in advance.

### **16. Junior Players Playing Up**

- a. When a senior coach wishes to have a younger athlete play up, they should discuss this with the junior coach. Senior coaches should keep in mind that any athlete who is asked to play up should expect to see significant playing time. If they will not be receiving playing time, they are expected to play on their junior team.

### **17. Multi-Sport Athletes**

- a. A reminder to coaches that many of our athletes attempt to play more than one sport during the school year.
  - i. If the sports are in the same season, athletes are expected to communicate this to their coaches and work out to the best of their abilities to attend practices and games.
  - ii. If the sports are in different seasons, athletes are expected to participate in their in-season sport first and have no obligation to participate in the out of season sport until their current season is completed.

### **18. Playing Time**

- a. As high school sports are about developing players to be global citizens and athletes, it is encouraged that coaches respect the rules around fair play. In terms of fair play, we require all grade 8 coaches to employ fair play in their teams and have every athlete play in each game. For junior teams, this is highly recommended that coaches still employ fair play as the student-athletes are still developing. For senior teams, this is not required and is up to the coach's discretion.
- b. As teams approach playoffs (grade 8-12), coaches should have a discussion with their team as fair-play will be recommended, but not required during post-season.

### **19. Medical Kits**

- a. Please ensure that your team has a medical bag. There are medical bags to shared amongst teams in the Athletic Department. Please see the AD to receive one. Medical supplies can be replenished if they run low. Please let the AD know and they can replace them as needed.

### **20. Community Coaches**

- a. All community coaches (not staff) are required to complete a criminals records check prior to their first practice. All community coaches can receive a letter from the office that will make them exempt from paying the RCMP fee for the records check. Please speak to the AD about

where to receive this letter. Some information required are full name, address, and date of birth.

- i. The criminal records check is valid for 2 years.
- b. In addition to the criminal records check, all coaches must complete the Surrey Schools Volunteer Coach Agreement. This file can be found in the Coaches Handbook section of our website. This form along with the criminal records check will allow all community coaches to be allowed to coach.

## **21. Concussion Awareness Training**

- a. It is mandatory for every team personnel responsible for delivering school sport including but not limited to coaches, team managers, trainers, and teacher sponsors to complete the certification before any activities (practices, tryouts, workouts, etc) take place with student-athletes. There is no cost to complete and the certification last two years and must be documented by the AD. Please send your completed certificate to the AD when completed.
- b. Certification is valid for 2 years. You must complete a new certification if yours is expired.
- c. Link to training: <http://www.semiahmooathletics.ca/concussion-awareness.html>

## **22. End of the Season Procedures**

- a. Make sure to collect all washed jerseys within a week of seasons end. Please note which players have not returned their jerseys. Players who have not returned their jersey will be charged a replacement fee.
- b. Return all equipment's (cones, balls, medical kit) back to the AD to be put into storage.
- c. Make a note of any outstanding fees (athletic fees or travelling fees) that need to be collected. Remind players of fees owing if they do.
- d. Submit your athletic team awards so that they can be collated for the athletic awards banquet at the end of the year.
  - i. All coaches are invited to our year end athletic awards banquet in June. Please check your emails for announcements.

## **Checklist for start of season**

- Completed a criminal records check
- Set tryout dates and times
  - Selected your final roster after tryouts
  - Host a team meeting if required
- Athlete Registration/medical information are completed
  - Athletic Fees are paid
- Schedules are prepared and sent to team and AD
  - Practice Schedule
  - Game Schedule
  - Tournament Schedule
    - Tournament Cost and Information is given to AD for payment
    - Travel to Tournaments is provided well ahead of time so all paperwork can be completed on time
- Jerseys are given out
- Team transportation is provided
- Understand what is expected for early dismissals
  - If a teacher sponsor, have coverage for when they are away
- Have all necessary equipment or know the location of all equipment required for the season

- Obtained a medical kit
  - Obtained a ball bag (volleyball, basketball, soccer etc)
- Completed concussion awareness training

**Checklist during season**

- Host a parent meeting if required
- Submit all scores to the league officials (SSSAA, South Fraser, Playoffs)
- Maintain student academic standards
- Any concerns have been brought up to the AD

**Checklist for end of season**

- Jerseys are collected
- Return all equipment
- All outstanding fees are collected
- Athletic Award nominations are submitted