

Semiahmoo Thunderbirds Athletics Coaches Handbook



Thank you for coaching this season. Your expertise, energy, and efforts are greatly appreciated! Without coaches, we have no opportunities for kids to develop through sports.

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, please contact the Athletic Director, Mr. Plumb, at any time.

Thank you, and good luck this season!

Athletic Website: www.semiahmooathletics.ca

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

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

Contact Information

Athletic Director

Mr. Colin Plumb – plumb_c@surreyschools.ca

Principal

Mrs. Alyssa Malkoske – malkoske_a@surreyschools.ca

Team Meetings

- **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.**
 - In addition, if you would like a list of parent/guardian emails for your team, please ask the AD and they can supply this.
- **It is highly recommended you hold a parent meeting sometime during the season – or before.**
 - This meeting is a chance to meet the coaches, meet the parents, and go over team expectations. Some coaches may want to prepare their own “team contract” (please send it to the AD to review/approve, if you wish to do this). It is also a good chance to go over parent expectations such as volunteer drivers and what to expect in the season schedule. This is also a great opportunity to review finances and what to expect around finances.

Team Roster

- 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.
 - **It is imperative to send the roster ASAP so the AD can upload to BCSS; this is critical if there are any potential eligibility issues or if the student is a transfer.**
- Selection of a team roster is solely based on the coaches’ decision. It is understood this is a sensitive topic for 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.

Player Registration, Eligibility, and Medical Information

- 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.
- The AD will send you a completed list of who has completed their registration before your first game.
 - This completed list will also have their medical information on it. Please keep this information confidential.
- The player registration can be found here: <http://www.semiahmooathletics.ca/athletic-forms.html>
- 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 have 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.
 - If you or any of the players in question have any questions or concern, please speak to

the AD and visit here for more information:

<http://www.semiahmooathletics.ca/athletic-forms.html>

- *The sooner any questions/concerns are addressed, the better. When dealing with any potential eligibility issues, time is of the essence.*

Athletic Fees

- 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.
- Additional details/cost breakdown on athletic fees can be found here: <http://www.semiahmooathletics.ca/athletic-policies--faqs.html>
- If the student-athlete cannot pay online, cheque or cash is acceptable (though highly non-preferred as it is more cumbersome for our office staff to process/deposit/transfer the funds – all which is done automatically on SchoolCashOnline). All cheques must be made payable to Semiahmoo Secondary School and have the students name and student # in the memo.

Sport	Fee	Note
Fall Season		
Aquatics	\$75	There may be additional cost if the team orders personalized team apparel.
Cross Country	\$75	There may be additional cost if the team orders personalized team apparel.
Soccer (Boys)	\$125	There may be additional cost if the team orders personalized team apparel.
Volleyball	\$125	There may be additional cost if the team orders personalized team apparel.
Winter Season		
Basketball	\$125	There may be additional cost if the team orders personalized team apparel.
Table Tennis	\$75	There may be additional cost if the team orders personalized team apparel.
Wrestling	\$75	There may be additional cost if the team orders personalized team apparel.
Spring Season		
Badminton	\$75	There may be additional cost if the team orders personalized team apparel.
Golf	\$125	There may be additional cost if the team orders personalized team apparel.
Rugby	\$125	There may be additional cost if the team orders personalized team apparel.
Soccer (Girls)	\$125	There may be additional cost if the team orders personalized team apparel.
Tennis	\$75	There may be additional cost if the team orders

		personalized team apparel.
Track and Field	\$75	There may be additional cost if the team orders personalized team apparel.
Ultimate Frisbee	\$125	There may be additional cost if the team orders personalized team apparel.

Under Armour Contract (Apparel & Jerseys/Uniforms)

Semiahmoo Thunderbirds is proud to be in partnership and in an active contractual agreement with Under Armour and, beginning in 2024/2025, we are in the process of switching our uniforms over to Under Armour.

Team gear/apparel is beyond looking the part of a student-athlete; it can help enhance belonging to the Thunderbird community, something we hope our student-athletes are proud to belong to and do their very best to represent in a healthy and professional manner.

Coaches have been provided with an Under Armour apparel digital magazine to select apparel from. Coaches, in conjunction with players who wish to order apparel, can select apparel to order for the team, limiting choices to a few different choices (and colours).

Notes:

- Coaches should be reaching out to parents/guardians **BEFORE** ordering, so there isn't a surprise charge on SchoolCashOnline.
 - If payment is an issue, please contact Mr. Plumb. We can also offer instalment payment plans for this, similar to our athletic fees, if necessary.
- Reminder that ordering team apparel is **OPTIONAL**, though encouraged when possible. We recognize families have many other climbing costs to consider and do not wish to add another financial burden.
- Team apparel is restricted to school colours (royal blue, white & red) or neutral colours such as black, grey (including any variants of grey), and white.
- Typically, the more senior the team, the more apparel they *might* order. For instance, grade 8 boys basketball might order a "shooter"/long sleeve top and a team hoodie. Senior boys basketball might order a full Under Armour fleece track suit, a "shooter"/long sleeve top, t-shirt, and backpacks - all team issued through Under Armour.

Social Media

- Instagram: <https://www.instagram.com/semiahmoo.athletics/>
- YouTube: <https://www.youtube.com/channel/UC0iill9znOBRgySbTAKJEyQ>
- ThunderbirdTimes
- If you have anything you would like to be posted (announcements, pictures, highlights) on our accounts, please send them to the AD.
 - We also can make announcements via our school app (ThunderbirdTimes). Please send your announcement to the AD.

Jerseys/Uniforms

- Our goal is to withhold jerseys/uniforms from teams and players until all fees and registration have been collected. We ask coaches to work with us to get organized early in your season and enforce this policy.
- At the same time, we recognize at times there are extenuating circumstances that prevent this from happening. In these situations, we can offer payment plans. Please do not arrange this yourself and inform the AD, who can connect with the school's head secretary to arrange and set up. When jerseys are distributed, it is the responsibility of the coaches to document the player's name and number and submit this to the AD.
- 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. A suggestion is to create a spreadsheet of your roster and who has what number and when they return the jersey/uniform, cross their name off the list.
- 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 of \$125 - *per jersey/uniform set*.
 - Players will be granted a one week grace period before this fee is charged and uploaded to SchoolCashOnline.

Team Transportation

- 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 and they must possess an active Criminal Record Check (**new as of September 2025**). **More to come on this in our seasonal coaches meeting (one in fall, winter & spring seasons).**

Tryouts

- All students wishing to participate must be given the opportunity to try out for a team. It is the coach's prerogative regarding 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. However, coaches retain the right to refuse *if they are not notified in advance*. *Players must be responsible*. Please see the AD if you have any questions.
- Note that players can be added to the roster post-tryouts on a case-by-case basis (i.e. not enough players to fill a roster). Adding players after a tryout deadline can be problematic, however, because it can optically make a tryout look "pointless" if players can be added afterwards, without trying out. We need to be mindful of the ethics of doing so. Please speak to the AD about this and the AD will make a decision.
- 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>

Practices

- An email for practice times/days of the week requests will be sent out prior to each season, and the AD will build a schedule of these requests. In the event of a conflict, the AD will reach out to those who share the conflict to suggest alternative days/times to make it equitable and balanced. Practice schedules may change from week to week due to home games. This will be communicated to coaches and avoided whenever possible.
- You can find all practices on the athletic calendar on the Semiahmoo Athletics website.
- After school practices at 3:00pm are generally reserved for our younger grades/more junior teams – unless a swap is made or if more junior teams have been eliminated, where practice schedules can and do then shift.
- Practice Times Available:
 - 6:45am-8:15am
 - 3:00pm-4:30pm (typically reserved for more junior teams)
 - 4:30pm-6:00pm
 - 6:00pm-7:30pm
 - 7:30pm-9:00pm
- 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.
 - Players are required to take priority for their in-season sports over their out-of-season sports.
- Practice priority will be given to the more senior teams if league games bump practices out of gym space.
 - For instance, grade 8, junior, and senior teams are practicing in the same slot. If there is a game in the large gym, then grade 8 and junior lose their practice times that day and the senior team will retain theirs, unless they decide to forfeit their practice, which is the senior team's coach's decision.
 - If you require practice as a junior team, please speak to the AD ASAP.

Game Schedule

- ADs usually will receive the game schedule from league coordinators/directors, but please share if you receive it first.
- If you would like to host exhibition games, please discuss this with the AD prior to booking them.
- League home games will be posted on our calendar.
- 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.
- It is the responsibility of the coaches to assist in the setting up and take down home game equipment. The AD can assist you in this, but it is expected the coaches will arrive early and have team members assist in pre-game set-up.
 - There will be leadership students who will officiate the home games that will also be available to help with set-up and take-down.

Game Scores

- It is the responsibility of the head coaches to submit all their scores to their respective leagues.
 - Junior leagues are to be submitted to SSSAA: <http://sssaa.ca/>
 - Senior leagues are to be submitted to their respective leagues.
 - It is usually the responsibility of the winning team to submit their scores. In the event the respective league decides to deviate from this, the AD will communicate this.
 - If you are unsure of where to submit the scores, please ask the AD.

Tournaments

- Feel free to enter any tournaments. However, be mindful of travel arrangements, especially for games that occur during the school day or games/schools that are further away. Ensure that the AD receives this information as well. The AD will also forward any tournament information to the respective/appropriate coaches.
 - Please notify the AD of the tournament dates and fees
 - The AD will ensure that cheques are written and sent to the corresponding schools.
- 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.
 - Junior teams can also add TWO “play day” mini tournaments (one day tournament) to replace one tournament. For instance, a junior team could enter into two play days and one tournament in exchange of two tournaments.
- Senior teams will have THREE tournaments paid for by athletic fees, and any additional tournaments will come at the expense of the student-athletes.
 - Senior teams can also add TWO “play day” mini-tournaments (one day tournament) to replace one tournament. For instance, a senior team could enter two play days and two tournaments in exchange for three tournaments.

Travel to Tournaments

- 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 (i.e. Vehicle rentals, ferry costs, gas, etc.). If coaches need help budgeting and relaying the information, please reach out to the AD.
- Coaches should ensure that all receipts are collected for reimbursement after the tournament ends.
- Any trips that are 3 nights or more must be given permission first by the administration before they can be booked.
 - The district will also have paperwork to be completed and must be submitted well in advance of the trip date.
 - Contact the AD for any out of town/multi-night stay tournaments.
- If you are a teacher sponsor and you need full day coverage, please try, and arrange your own coverage first. This can be done via internal coverage. If you require a DHRD (Department

Head Release Day), please speak to the AD. DHRD must be utilized conservatively, when possible, as Athletics receives a limited amount.

Provincial Championships

- Teams that qualify for provincials will be covered in their tournament entry fee, even if it is above their allotted tournament number.
- Teams that enter invitational provincial without qualifying will be considered an extra tournament, and teams will need to cover their own costs. In addition, as invitational provincials extend beyond the team's season end date and make them out of season, practice times will be allotted and prioritized to in-season teams.
 - This does NOT apply to teams that *qualify* for provincials.

Early Dismissal

- Please email the AD with the following information to ensure that the students are dismissed early. Please ensure that this is sent at least 6 hours before your dismissal (or the day/night before is preferable). This ensures the AD can forward to all staff and there is enough time for the appropriate staff members to see the email.
 - Student Name
 - Grade
 - Student # (especially important when there are several students with the same name)
 - Time of dismissal
- 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.

Junior Players Playing Up

- When a (more) senior coach wishes to have a younger athlete play up, they should discuss this with the (more) junior coach – i.e. junior coach, grade 9 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 (more) junior team.

Multi-Sport Athletes

- A reminder to coaches that many of our athletes attempt to play more than one sport during the school year.
 - 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.
 - Student-athletes must also understand that, by having to miss some practices/games for either team, their status on the team may be impacted and in no way is the coach (or coaches) to be faulted for this.
 - 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.

Playing Time

- As high school sports are about developing players to be global citizens, meaningful and positively contributing community members, and athletes, it is encouraged that coaches respect the rules around “fair play” models. 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 (or as close to as possible) as the student-athletes are still developing. For senior teams, this is not required and is up to the coach’s discretion.
- 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.

Medical Kits

- Please ensure that your team has a medical bag. There are medical bags to be 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. Keep in mind the AD will not know the supplies are low unless that is communicated.

Community Coaches

- All community coaches (non-staff members) are required to complete a Criminal Record Check (CRC) 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 CRC. Please speak to the AD about where/how to receive this letter. Some information required is full name, address, and date of birth.
 - The CRC is valid for 2 years at the time of issue.
- 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 "To Do" List section of our website. This form, along with the CRC, will allow all community coaches to be allowed to coach.

Concussion Awareness Training

- 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 lasts two years and must be documented by the AD. Please send your completed certificate to the AD when completed.
- Certification is valid for 2 years. You must complete a new certification if yours is expired.

- Link to training: <https://www.semiahmooathletics.ca/concussion-awareness-catt.html>

End of Season Procedures

- Make sure to collect all washed jerseys/uniforms within a week of the season end. Please note which players have not returned their jerseys/uniforms. Players who have not returned their jerseys/uniforms will be charged a replacement fee.
- Return all equipment (cones, balls, medical kit, etc.) back to the AD to be put into storage.
- 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.
- Submit your athletic team awards so that they can be collated for the athletic awards banquet at the end of the year (AD will email a link to a Microsoft Form in April/May).
- All coaches are invited to our year end athletic awards banquet in June. Please check your email for announcements in April/May.

Checklist for Start of Season

- ☐ Completed a Criminal Record Check (CRC) - and granted approval to coach, obviously
- ☐ Set tryout dates and times
 - Selected your final roster after tryouts
 - Host a team meeting
- ☐ 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/uniforms 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
- ☐ Submit all scores to the league officials (SSSAA, South Fraser, playoffs, etc.)
- ☐ Maintain student academic standards
- ☐ Any concerns have been brought up to the AD

Checklist for End of Season

- ☐ Jerseys/uniforms are collected
- ☐ Return all equipment
- ☐ All outstanding fees are collected
- ☐ Athletic Award nominations are submitted (AD will email a link to a Microsoft Form in April/May)

