

St. Thomas Aquinas Regional Secondary

ATHLETIC DEPT. 2020-2021



Coaches / Sponsors Handbook

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ATHLETIC DEPT. HOME OF THE FIGHTING SAINTS

541 West Keith Road
North Vancouver, B.C. V7M 1M5

604 987 4431
www.aquinas.org

Dear Coach:

I would like to thank you for taking the time to coach or sponsor a team. It is through your interest, effort and willingness to sacrifice your personal time that we are able to offer a strong, well-rounded athletic program at STA. In an effort to make your job a little easier and at the same time ensure that the organizational details that must be looked after are done correctly, I ask that you familiarize yourself with both the contents of the handbook and the appendices that follow.

It is the goal of the STA Athletic Department that both coaches and sponsors are clear on the policies that guide us as we work with student athletes, staff, fellow coaches and administration. This handbook is designed to helping our department meet these goals. Please make note of any questions that you have while reading this handbook. Your feedback is welcomed and appreciated.

Please make sure that you review the coach/sponsor checklist that highlights the various tasks that need to be completed throughout the season. I look forward to working with, and watching your team progress throughout the season.

Sincerely,

Loui Salituro
Athletic Director
e-mail: salituro@aquinas.org



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Philosophy

The objective of the STA Athletic Department is to provide student athletes with a balanced schedule that will provide opportunities to compete at the highest level. Specifically, our program aims for the pursuit of excellence in the areas of commitment, competition, skill development, enjoyment, participation and cooperation by STA students.

The focus for teams at the Bantam and Juvenile levels (Grades 8 & 9) is to maximize participation, improve individual fundamental skills, develop team skills, and provide students athletes with positive athletic experiences. At the Junior and Senior levels the individual and team focus is more competitive. Emphasis is on team concept development and execution. In an effort to prepare for competitive competition and to ensure that participation will have tremendous value, athletes will be pushed beyond their normal comfort zones.

At all levels the department strives to promote athletics as an integral part of the total Catholic education program. Therefore, the program will strive to create a positive environment for developing athlete's entire well-being, teach the values of competition, recognize athletes' self-discipline to achieve excellence, and promote a Catholic vision of athletics. Finally, our athletes are STUDENTS first and must consistently attend classes and maintain a satisfactory educational and academic standing to be eligible for extra-curricular athletics.

Coaching Staff – Role and Responsibilities

The function of a coach is to educate students through participation in interscholastic competition. STA's interscholastic program is designed to enhance academic achievement and should work in concert with opportunities for academic success. Each student-athlete should be treated as though he or she was the coaches' own child, and his or her welfare is a priority at all times. Coaches are to use positive coaching techniques and respectful language when giving feedback to student-athletes.

All non-teaching coaches are to be made aware of the school's athletic policy discussed herein. A non-teaching coach does not free the sponsor teacher from supervision of the team and its events. The sponsors' commitment to practices and games may vary but is recommended to attend all team functions.

- ✓ Complete an RCMP Criminal Records check
- ✓ Complete concussion training awareness program
- ✓ Complete SafeSport training program
- ✓ Attend STA Seasonal Sport Meeting & NSSSAA Organizational Meetings
- ✓ Provide Athletic Director with team roster and uniform numbers
- ✓ Inform parents of game schedules and transportation needs.
- ✓ Inform students of relevant policy, that is, commitment, discipline and philosophy, and to be a constant role model for the aforementioned issues.
- ✓ Have a strong commitment to preparation and delivery of practices and meetings.
- ✓ Collection of Athletic Fees & Extra-Curricular and Parental Consent Forms
- ✓ Collection and accounting of uniforms at the end of the season of play
- ✓ Provide the Athletic Director with a list of tournament names, entry fee, and dates at the beginning of the season
- ✓ Making Athletic Director aware of any special events or occurrences (ie. Players expelled from a game.)
- ✓ Communicate with Athletic Director re: equipment needs, game schedules, and tournaments
- ✓ Completion of Athletic Awards form at the end of the season

Staff Sponsors Responsibilities

- ✓ Attend STA Seasonal Sport Meeting & NSSSAA Organizational Meetings
- ✓ Complete concussion training awareness program
- ✓ Complete SafeSport training program
- ✓ Inform students of relevant policy, that is, commitment, discipline and philosophy, and to be a constant and ideal role model for the three aforementioned issues.
- ✓ Collection of athletic fees and uniforms at the end of the season of play
- ✓ Making Athletic Director aware of any special events or occurrences promptly (ie. Players expelled from a game. Observation of inappropriate coaching, player or parent behaviour.)
- ✓ Communicate with Athletic Director re: equipment needs, game schedules, and tournaments.

Important Reminders for Coaches & Staff Sponsors

- ✓ Coaches and sponsors are responsible for the students before, during and after practices/games until the athletes leave the building and are picked up by their parents/guardians. Coaches must remain with their team until all athletes are picked up.
- ✓ Athletes are to be supervised at all times. Athletes cannot wait for their parents unsupervised in the gym or on the field. This includes games and practices.
- ✓ All coaches and sponsors must submit an ICBC drivers abstract to the office prior to driving any athletes or teams.
- ✓ Coaches are to complete an accident report form for all injuries needing medical attention. This report must be done promptly and returned to the school office the following day.

BC SCHOOL SPORTS
COACHES CODE OF CONDUCT

The coach / student-athlete relationship is a privileged one. Coaches play a critical role in the personal and athletic development of their students. Therefore, coaches are expected to model the fundamentally positive aspects of school sport. Coaches are responsible for their own behaviour as well as their student-athletes and:

- B2.1.1 shall recognize that school sport is an extension of the classroom, with moral and legislative obligations required of the coach at all times.
- B2.1.2 shall observe the Competitive Rules and Regulations of BC SCHOOL SPORTS, the local Athletic Association and applicable Sport Commission.
- B2.1.3 shall observe the rules of the sport, the spirit of the rules of the sport, and encourage student-athletes to do the same.
- B2.1.4 shall fulfil all league, exhibition, invitational, play-off and championship competitive and event obligations, in accordance with Athletic Association policy, Sport Commission policy or Tournament Organizer agreements.
- B2.1.5 shall treat all participants fairly and equitably, by refraining from discriminating against any student-athlete on the basis of race, colour, ancestry, place of origin, religion, family status, physical or mental disability, sex or sexual orientation.
- B2.1.6 shall respect the rulings of officials without gesture or argument, and require student-athletes to do the same.
- B2.1.7 shall not use foul, profane, harassing or offensive language or gestures in the conduct of coaching duties.
- B2.1.8 shall not use physical force of any kind in the conduct of coaching duties.
- B2.1.9 shall not, under any circumstances, endorse, recommend or suggest the use of performance enhancing drugs or supplements by any student-athlete.
- B2.1.10 shall abstain from the use of tobacco products and alcohol while in the presence of student-athletes, and discourage their use by student-athletes.
- B2.1.11 shall not, under any circumstances, require or imply that a student must be involved in any summer program or club program as part of their obligation to participate on a school team.
- B2.1.12 shall not, under any circumstances, require or imply that a student cannot or should not participate in any BCSS approved sport of their choice in the season preceding and/or succeeding the coach's particular season-of-play.
- B2.1.13 shall not, under any circumstances, start pre-season try-outs or practices to the detriment of any in season sport.

****All STA coaches and staff sponsors are required to complete both the SafeSport Training Program and the Concussion Training Awareness Program prior to commencing their coaching duties***

I have read and agree to abide by the BC SCHOOL SPORTS Coach's Code of Conduct.

Coach's Name

Coach's Signature

Date

A copy of the signed form should be given to the coach, and the original kept on file at the coach's school.

Community Coach Guidelines (BC School Sports Handbook)

BC School Sports understands that Community Coaches are integral to the school sport system, and that they are necessary to ensure further opportunities for student athletes. Recognized Athletic Associations, Member Schools and/or School Districts are encouraged to adopt the following guidelines to ensure that the philosophy, objectives and values of the BC School Sports system are maintained.

- 3.1 Community Coaches should complete the Community Coaches Application Form and submit copies to both the Athletic Director and School Administrator. The form will enable School Representatives to start to determine that qualifications and suitability of the prospective Community Coach to supervise and coach students of school age, and to receive from the prospective Community Coach authorization to conduct a Criminal records check.
- 3.2 It is strongly recommended that the Community Coach have completed a minimum of Level One Theory of the National Coaching Certification Program.
- 3.3 The School Administrator and/or the Athletic Director should meet with each prospective Community Coach to discuss school athletic policy and school sport philosophy, ensuring that the coach understands:
 - 3.3.1 the expectations for supervision of students
 - 3.3.2 emergency protocol within the school
 - 3.3.3 accountability for equipment, uniforms, finances
 - 3.3.4 league schedules and deadlines
 - 3.3.5 practice times, restrictions, policies and access
 - 3.3.6 school and/or District travel policies and insurance requirements
 - 3.3.7 the BCSS Coach's Code of Conduct and procedures
 - 3.3.8 the BCSS Eligibility Policies and procedures
 - 3.3.9 the decision making process and jurisdictional boundaries of the School, School District, Athletic Association, Sport Commission, and BC School Sports
 - 3.3.10 required paperwork for team and player registration and entry into events
- 3.4 The School Administrator and/or Athletic Director should request and check at least two references for each Community Coach candidate. Reference checks should include questions about previous conduct, suspensions or probationary penalties served, technical skill and ability, age group and/or gender previously coached and degree of commitment and interest.
- 3.5 The School Administrator and/or Athletic Director should undertake a Criminal Records check on the prospective Community Coach, looking for convictions under the Criminal Code of Canada, the Narcotics Control Act or the Food and Drugs Act.
- 3.6 The BCSS Supervision Policies does not require that a Teacher Sponsor be present with adults who have been approved by the School Administrator. It is therefore strongly recommended that periodic observations of the Community Coach at practice and in competition be conducted by the Athletic Director and/or Administrator.

****All STA coaches and staff sponsors are required to complete both the SafeSport Training Program and the Concussion Training Awareness Program prior to commencing their coaching duties***

CISVA Parent, Guardian Code of Conduct Policy 412

Rationale

The CISVA Board recognizes parents and guardians as the primary educators of their child(ren) and, therefore, important role models in the mission of the Church shared by Catholic Schools. This is demonstrated by parents and guardians in proclaiming and building the Kingdom of God, promoting a faith community within the family and community at large, committing to excellence in Catholicity in all areas of their child's development, and supporting the development of Christian leaders, responsible citizens and life-long learners.

Policy

All CISVA schools will have a Parent/ Guardian Code of Conduct to inform the school community of expected conduct based on the principles of respect for the rights and dignity of all persons to promote a safe and respectful environment within the school community.

Procedure

Parents are expected to (but not limited to):

- a. Be examples of Catholic witness (those parents who are Catholic) by attending Sunday Mass with their children (proclaiming and building the Kingdom of God – see Policy 411 - Family Statement of Commitment).
- b. Be supportive of the mission of the Catholic Church and supportive of the religious educational programs of the school.
- c. Respect the decision-making of school administration and the Education Committee.
- d. Respect the rights and dignity of all persons in the parish/school community at all times.
- e. Refrain from participating in or promoting any behaviour that would threaten, intimidate, demean, verbally assault (use of abusive language) or cause harm to any person within the school community.
- f. Refrain from behaviour or communications, including the use of any technology/media devices to defame the character or reputation or cause harm to the character of a parish/school community member.
- g. Show an active interest in their child's school work and progress as well as attend required meetings (Sacramental meetings, Parent Support Evenings (Sexuality and Your Child, Human Growth and Development), student progress interviews/conferences etc.).
- h. Ensure that their child attends school regularly, is on time and is prepared.
- i. Work cooperatively with teachers in all areas of their child's school life including academic or disciplinary issues.
- j. Be familiar with and abide by the school's codes of conduct, policies and rules (i.e. uniforms, internet use, traffic safety on school grounds, etc.)
- k. Take concerns to the appropriate person(s). Follow the complaints procedure as provided in CISVA policy 302 – Major Complaints.
- l. Avoid involvement in rumours and dissemination of rumours.
- m. Build bridges of acceptance and understanding among the different cultures represented in the school community.

General School Administration Parent, Guardian Code of Conduct Policy 412

The Pastor/Archbishop's Representative has the right and duty to provide for the spiritual welfare of the students and families within the parish and the school. They work towards this end with parental cooperation.

The Education Committee, in consultation with the Principal, reserves the right to determine consequences for non-compliance.

Principal's Authority

The Principal has the discretionary right to take appropriate action to maintain a safe and orderly school environment, and to ensure that staff, students, parish members or other members of the school community are not subjected to threatening, intimidating, or harassing behaviour. The Principal's authority includes the right to prohibit or remove any person from the school premises or property who is deemed to be a disruption to the school or threat (in deed or word) to the safety or security of students, employees, or any other member of the parish or school community. The Principal will inform the Education Committee, Pastor and Superintendent's Office if any person is prohibited or removed from school premises.

If a person is prohibited or removed from the school premises by the Principal, that person must immediately leave, and must not enter the school premises again except with prior written approval from the Principal.

If the Principal suspects a student is suffering from a communicable disease or other physical, mental or emotional condition that would endanger the health or welfare of the other students or staff, the Principal may exclude the student from school until a certificate is obtained for the student from a qualified medical professional confirming that the student may return to school. Parents/ guardians are expected to comply with an exclusion of a student on this basis, and to assist with providing the required documentation to support a return to school.

Athletic Fees

The 2020-21 school year will see the continuation of athletic fees for sports played at STA only after all COVID-19 restrictions have been lifted and we resume with normalized athletic competition. The registration fee is solely to offset the tremendous costs of field rental, league, zone, tournament and provincial participation fees. In addition, all players will receive a long sleeve dry fit athletics t-shirt. Athletes are to submit registration fee with the consent forms at the beginning of the season of play. Players should **not** be participating in any games until consent forms and player fees have been submitted.

Athletic Fees

Volleyball		Basketball	
8A	\$100.00	8 Boys	\$125.00
8B	\$100.00	9 Boys	\$125.00
9	\$100.00	Junior Boys	\$150.00
Junior	\$125.00	Senior Boys	\$150.00
Senior	\$150.00	8 Girls	\$125.00
		9 Girls	\$125.00
Field Hockey	\$100.00	Junior Girls	\$150.00
Boys Soccer		Senior Girls	\$150.00
Junior	\$100.00		
Senior	\$125.00	Wrestling	
		Junior/Senior	\$125.00
Girls Soccer			
Junior	\$100.00	Gymnastics	\$150.00
Senior	\$125.00	Badminton	\$50.00
Swimming	\$50.00	X - Country	\$50.00

Uniforms

- a) Uniforms will be administered by the Athletic Director in the following manner:
 - i Once fees are collected from athletes, coaches will turn in team rosters and fees to the AD and arrange for uniform distribution.
 - ii All other athletes who have not completed registration by the prescribed date must deal directly with the AD. Participation in games will be suspended until all fees are collected
- b) Collection of uniforms should be done within two weeks of the end of the season. The coach should set a final return date, and inform the student-athletes. The students must wash their uniforms before returning them to the coach.
- c) A fee will be charged to any individual who loses or ruins an article or equipment that is the property of the school. This fee is at the discretion of the Athletic Director when considering replacement costs.

Equipment

When necessary, the Athletic Director will determine equipment needs in the following categories.

- a. new equipment
- b. replacement equipment
- c. equipment for repair

The Athletic Department will make every effort to provide you with the equipment necessary for your sport. Please try to:

- I. Ensure that equipment is put away and locked up before you leave
- II. Take the time to count items before and after a practice.

Facility Scheduling

Each season of play involves gym and field scheduling of teams to ensure equal practice and scheduled time for all teams. If coaches have particular requests for gym space, they must communicate these to the Athletic Director in writing. The gym/field schedule will be posted weekly outside the PE office, and each coach will receive his/her own schedule by e-mail, a copy will also be posted in the gym and coaches office.

In all seasons (in particular with gym times) priority will generally be given in the following fashion:

1. Games
2. Bantam practices are given the after school times
3. Juvenile practices are given the 4:45 – 6:15 PM time slot
4. Junior practices are given the 6:15 – 7:45 PM time slot
5. Seniors practices are given the 7:45 – 9:15 PM time slot
6. Other in-school-sports
7. Unrelated school activities

Please see the Athletic Director for any scheduling concerns.

Tournaments and Exhibition Play

Coaches are more than welcome to organize their schedules any way they want to fit their own plans, but please kept in mind that:

- I Student – athletes have a priority to complete work to prepare for classes.
- II Coaches should adhere to basic coaching principles, which include a 2 to 1 practice to game ratio. Coaches should also be familiar with BCSS policy regarding length of season.
- III Cheques will be written upon receipt of tournament paperwork including tournament location, entry cost, and dates. Coaches should submit these forms to the athletic director at the beginning of the season.
- IV The Athletic Department will assist with expenses required by any team that wins the right to go to High School Provincial Championships.
- V There are blackout dates for each season of play in which teams should not play games (ie. Mid-term exams). These dates will be provided at the seasonal sport meeting.

Scorers, Timers and Referees

Coaches are encouraged to recruit scorers, timers, and referees and give these names to the Athletic Director to enter on the master schedule.

Athletes will be asked to assist in the various sports in which they are involved. It is the expectation of the Athletic Department that **coaches strongly encourage** their student – athletes to help in this important area whenever it is feasible for the student – athletes to help.

Student scorekeepers will be paid by the athletic director for their time or they can choose to put their scorekeeping time towards their community service hours required for their Career Life Education course.

Academics & Athletics

At St. Thomas Aquinas High School, we believe that extracurricular activities may be used as an incentive to motivate students to improve academic and social behavior. Students participating in extracurricular activities represent our school and are often regarded as role models by other students. Since coaches have a special rapport with players, we encourage coaches and subject teachers to work together to motivate students academically. To illustrate the benefits of extracurricular activities, we need only look at the outstanding achievements of many STA students, past and present.

It is important that students understand that playing on a team or involvement in an extracurricular school activity is a privilege and it is earned through academic effort and cooperation. Those students participating in extracurricular activities are often required to miss valuable instruction time. Should students continually fail to maintain acceptable standards, they will not be permitted to continue participation in extracurricular school-sponsored activities.