**DP TODD COACHES HANDBOOK**

**2020/21**



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**Welcome Information**

Dear Coach,

Thank you for giving your time and energy to the Athletic Program at DP Todd Secondary School. The information contained in this handbook will help your season to run smoothly. It is crucial to keep all parents well informed of details for the sporting season. If you are going to send a letter home with your expectations for the season it needs to be approved by an athletic director first.

**Athletic Department and Administration**

Principal: Stephanie Davies – [sdavies@sd57.bc.ca](mailto:sdavies@sd57.bc.ca) 236-550-1554

Vice Principal Harm Kailey – [hkailay@sd57.bc.ca](mailto:hkailay@sd57.bc.ca) 604-726-3015

Vice Principal Brian Bucci – [bbucci@sd57.bc.ca](mailto:bbucci@sd57.bc.ca) 778-708-4982

Athletic Directors: Jonathan Lawrence – [jlawrence@sd57.bc.ca](mailto:jlawrence@sd57.bc.ca) 250-552-9444

Alex Johnston – [ajohnston@sd57.bc.ca](mailto:ajohnston@sd57.bc.ca) 778-679-1832

All coaches and / or volunteers who are involved in extra-curricular travel must complete:

1. **Volunteer Coaching Application**

All coaches need to be approved by the athletic director and principal before

starting to coach.

1. **Volunteer Driver Application** (May be optional)

All coaches, parents, volunteers who drive a student or athlete must have submitted an ICBC Driver’s Abstract form. If you are not driving any students then you do not need to complete this.

1. **Volunteer Criminal Record Check Form**

ALL PEOPLE INVOVLED IN ATHLETICS AS A COACH, ASSISTANT COACH, OR DRIVER

MUST COMPLETE A CRIMINAL RECORD CHECK EVERY 3 YEARS. See the office to request a Volunteer Package.

1. **Concussion Protocol Course**

All coaches must complete the concussion course by the first week of the season. The completion certificate will be emailed to the athletic director upon completion. https://cattonline.com/coach/

COACH EXPECTATIONS

The survival of the Athletics Program is dependent on the generosity of your time, dedication, and knowledge. As a coach, there are certain guidelines of which you need to adhere to in order to ensure a sound running athletic program. Below is an itemized list of responsibilities you will have during the sporting season. If you have any questions or concerns, please contact your Coordinator. Coaches are expected to…

* Attend meetings as set up by your coordinator
* Have all equipment and first aid kit allotted to you at each practice, tournament, and league game
* Attend all practices with a clear outline of activities for the practice
* If you are unable to attend a practice please give notice to the Coordinator as soon as possible
* Ensure that all school equipment is handled in an appropriate manner
* Keep strict control of team balls, med kit and other equipment through-out the season as they are expensive to replace.
* After games and practices, ensure that all equipment is properly dismantled, stored and the equipment room is tidy.
* When DP TODD hosts a tournament, there will be an onsite tournament coordinator who will be in attendance for the duration of the tournament. However, if you can help supervise between games that would greatly help out the tournament coordinator. Your team is responsible for cleaning up at the end of the tournament. Ensure that they return or help with this.
* At the end of the season, complete a player evaluation form (provided by sport coordinator) for ALL ATHLETES
* Keep all gas and food receipt for submitting to the office
* Follow *Coaching Philosophy* and C*ode of Ethics* for DP TODD Athletics

Coaches selected for the DP Todd Secondary Athletic Program are expected to represent the school and the school district in a positive manner when working with athletes. It is expected that the coach respect, communicate, and involve players and parents with decisions made regarding the organization of the team. Coaching for our program is on a volunteer basis. A DP Todd Administrator and the Athletic Coordinator will oversee all activities of coaches and will respond appropriately if a coach is not representing the players, parents, school and/or the school district in a positive manner.

**COACHING/ATHLETIC PHILOSOPHY AT DP TODD**

You are the FACE of DP Todd athletics. We promote Fun, Academics, Character and Excellence always.

DP Todd's athletic department aims to provide as many athletic opportunities to as many students as possible. We promote athletic excellence as well as team and community leadership, academic success and sportsmanship. We believe that participation in athletics can greatly help with the development of the whole person while being an incredibly enjoyable experience.

Grade 8 Level

* Emphasis on fun, participation, player, and skill development
* All athletes receive EQUAL PLAYING TIME
* Exceptions: missed practices, games, poor sportsmanship, effort, and/or academic performance

Grade 9/10 Level

* Continuation from the previous year, while developing a healthy competitive attitude
* Athletes need to be made aware that play time is not equal at this level
  + However, all players selected at this level are to be given a reasonable amount of play time based on their skills, attitude, and commitment
* This information needs to be disclosed to players and parents/guardians prior to the start of the season

Senior Level

* Continuation from the Junior level with an emphasis on skill development and refinement
* Since this level of sport is highly competitive, it is crucial that athletes and parents/guardians are aware of the fact that play time is given to those that can assist the team at being competitive and successful. It is important though that all players do get to play a reasonable amount. This information needs to be clearly communicated with parents at the beginning of the season.

**Letting Athletes Go Policy**

* There is no letting athletes go in grade 8.
* Whenever possible we try to keep all players in grades 9-10.
* There needs to be 3 tryouts before a team is made unless there are no players being let go.
* At the end of the 3rd tryout the coach must individually and privately let each athlete know who has made the team and why. Give specific and constructive feedback
* If you have any questions about past history of athletes, please talk to your athletic director for further information
* We will no longer be posting team lists for cuts

**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 student-athletes. Therefore, coaches are expected to model the fundamentally positive aspects of school sport.*

RULES OF CONDUCT:

1.1 Shall recognize that school sport is an extension of the classroom, and shall conduct themselves accordingly when performing coaching duties;

1.2 Shall observe the Competitive Rules and Regulations of BCSS, and those of their local athletic association and applicable sport commission;

1.3 Shall observe the rules of the sport, the spirit of the rules of the sport, and shall encourage student-athletes to do the same;

1.4 Shall fulfill all restricted competition, unrestricted, invitational, playoff and championship competitive and event obligations, in accordance with athletic association policy, sport commission policy and tournament-related agreements;

1.5 Shall treat all participants fairly and equitably, by refraining from discriminating against any student-athlete with respect to race, colour, ancestry, place of origin, religion, family status, physical or mental disability, sex or sexual orientation;

1.6 Shall respect the rulings of officials without gesture or argument, and shall require student- athletes to do the same;

1.7 Shall not use foul, profane, harassing or offensive language or gestures in the conduct of coaching duties;

1.8 Shall not use physical force of any kind in the conduct of coaching duties;

1.9 Shall not, under any circumstances, endorse, recommend, or suggest the use of performance-enhancing drugs or supplements by any student-athlete;

1.10 Shall abstain from the use of tobacco products and alcohol while in the presence of student-athletes, and shall discourage their use by student-athletes;

1.11 Shall not, under any circumstances, require or imply that a student-athlete must be involved in any summer program or club program as part of his / her responsibilities as a school team member;

1.12 Shall not, under any circumstances, require or imply that a student-athlete cannot or should not participate in any BCSS-approved sport in the season preceding or following the coach’s season of play;

1.13 Shall not, under any circumstances, start pre-season tryouts or practices to the detriment of any in-season sport

**DP TODD CODE OF ETHHICS**

**COACHES**

* The rules of the game are to be regarded as mutual agreements, the spirit or letter of which no one should try to evade or break
* Officials and opponents are to be regarded and treated as honest in intention
* Decisions of officials, no matter how unfair they may seem, are to be accepted without appearance of vexation
* To win is always desirable, but to win at any cost defeats the purpose of the game
* Losing can be a triumph when the best has been given
* Coaches must be aware that extra-curricular activities are an extension of the total educational program and, as such, must conduct themselves in the manner of a professional educator
* Not encourage or endorse any sort of hazing or team initiation rites that would demean or make any athlete uncomfortable

**ATHLETIC PROBATION**

Though being on school teams and participating in extracurricular events is seen as being extremely valuable and rewarding, students must ensure that they be passing all their classes, maintain *satisfactory* or *better* work habits, and behave and attend all of their courses in order to participate in extra-curricular activities.

There will be biweekly mark checks by the athletic directors to see if any student is falling behind. If a student is not passing a course they will be placed on probation until they are passing the course. This may be a day or a semester. The athlete will be removed from probation when they provide evidence from the teacher to the athletic director that they are passing the course.

When on probation the athlete must attend at least 1 at lunch or after school educational support blacks run by Mr. P each week. If a coach wants the athlete to continue to practice and attend games but not play they need to consult with the parents to decide if that is in the athlete’s best interest. If the coach thinks it’s best for the athlete to not attend practice or the games that is up to them.

If a student athlete receives disciplinary action due to: vaping, truancy, disrespectful behavior or anything else resulting in suspension or Thursday school they will forfeit the next one day of play for the first time offence. That means that if they are caught vaping on Thursday they don’t play Friday but can play Saturday. The second offence will result in the loss of the next week of game play. This may move depending on when the next games are being played. The third offence will result in removal from the team.

**MEAL FUNDING**

There is no extra funding provided for meal funding from the school. The Athletic Coordinator, in discussion with the coach, can, at the beginning of the season, build meal costs into the player’s tournament costs. This amount is the maximum allowed to be claimed by a coach. Whenever you can decrease this amount it is encouraged. This is money that is coming from the athletes and parents

* Maximum Allowance: $45 per day for food

**THE OFFICE, CASHIER AND MONEY**

The Sports Coordinator will have a letter ready to give to the Cashier which lists fees (Athletic, Uniform rental, student fee, tournament fees, etc.). Coaches are to give each student interested in playing for the season this letter to take home to parents. Students **will not be allowed to play any games and will not receive a uniform** if these fees have not been paid or a payment plan has not been set up at the beginning on the season. Payment plans can be discussed with the Business Manager. If financial support is needed, then a work repayment plan with the player can be created with the Principal and athletic director.

Coaches should have a list of tournaments for the season on hand(if they can), which will help Sports Coordinators to calculate an approximate amount for tournament fees for the whole season. Refunds will be given at the end of the season once all expenses have been paid, and uniforms have been returned.

The Sport Coordinator will be responsible for booking buses/vans through the Business Manager.

Please note that no uniforms will be given to a player until payment has been made to the office. At that time a receipt will be issued to the player. The player will then bring the receipt to the Athletic Coordinator to pick up a uniform.

**COACHES CHECKLIST- PRESEASON**

***\*Include the Athletic Director in ANY form of Social Media Communication you have with the team.\****

* Criminal Record Check Completed and Approved
* Volunteer Forms Completed and Approved
* Volunteer Driver’s Forms Completed and Approved

* Concussion protocol course complete
* Review entire DP Todd Coaches Handbook
* \*Complete the making ethical decisions course\*
* Review B.C.S.S. Eligibility Regulations and Policies
* Liaise with Athletic Coordinator to:
  + - Establish tournament dates
    - Book the practice times with the athletic director
    - Ensure the team has enough uniforms and equipment for the season
* Email or contact the athletic director with all coaches and assistant coaches names and contact info
* Complete the DP Todd Athletics Team Vision and give it to the athletic director. This sheet can be found at the end of this handbook.

**COACHES CHECKLIST- START OF SEASON**

***\*Include the Athletic Director in ANY form of Social Media Communication you have with the team.\****

* Have players complete and return

- **Extracurricular Athletic Consent Form**. These forms have emergency medical

information and should be kept in the team’s medical kit.

-  **Student Athlete’s and Spectator ’s Code of Conduct**

- **Player/Parent Consent Form**

* Liaise with the Athletic Director to ensure your roster is complete before the BCSS deadline
* Attend a parent meeting
* Create parent email list
* Complete the DP Todd Core Covenants sheet with your team. Give this to the athletic director who will copy it so you can distribute it to your team.
* Ensure that you have extra copies of the injury reporting form so that you can fill it out if any student is injured while with your team

**IF YOU DO NOT GET THE REGISTATION FORM INTO B.C. SCHOOL SPORTS BY THE ABOVE DEADLINE THE TEAM IS INELIGIBLE TO PARTICIPATE IN THE DISTRICTS, ZONES,**

**OR THE PROVINCIALS.**

**COACHES CHECKLIST- END OF SEASON**

***\*Include the Athletic Director in ANY form of Social Media Communication you have with the team.\****

If transferring a player to play up to more senior team he/she must be added to that team’s registration even though the player is registered with a lower age group. For more information see B.C.S.S. eligibility rules 6.3.5 Movement Between Teams.

As the zones approach you need to make sure that any changes to be made on the team registration are made with B.C. School Sports. You can make changes with B.C. School Sports at the cost of $50 per late player by the following deadlines:

Fall Sports: Seven days before the Zone Qualifying Event or Oct. 30 (whichever is earlier)

Winter Sports: Seven days before the Zone Qualifying Event or Feb. 15 (whichever is earlier)

Spring Sports: Seven days before the Zone Qualifying Event or May 12 (whichever is earlier)

AFTER THIS DEADLINE YOU CANNOT ADD MORE PLAYERS TO THE TEAM ROSTER.

**COACHES CHECKLIST- POST SEASON**

***\*Include the Athletic Director in ANY form of Social Media Communication you have with the team.\****

* Collect all team equipment and return to the Athletic Director.
* Complete the team evaluation
* Meet with Athletic Director to go over the year, complete the coaches evaluation and discuss next year

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**DP Todd Athletics Team Vision**

Team: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Coach: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

“Action without vision is only passing time.  Vision without action is merely day dreaming, but vision with action can change the world.” Nelson Mandela

“Where there is no vision the people perish” Proverbs 29:18

In order for your team to be successful you must have a vision for your team.  Below is a space for you to outline that vision.  Either take the prompts provided or create your own.

What do you hope to accomplish for each player?  What do you want them to come away with at the end of the year?  Give three goals

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

What do you hope to accomplish as a team?  Give three goals

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Define Success for your team this year but on the court and off: (Personal, academic, and team)

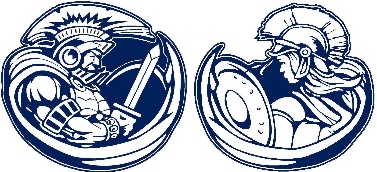
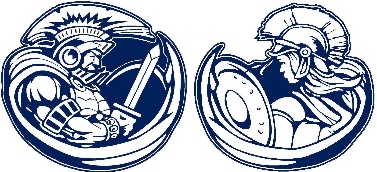
Personal \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Academic \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Team \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Describe three different specific team bonding activities that you will do with your team this year?

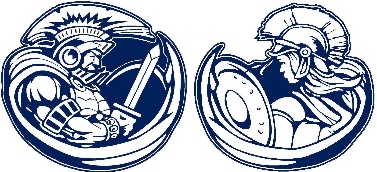
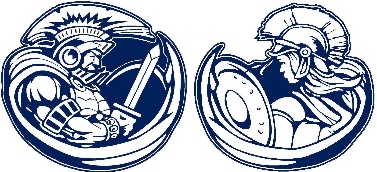
1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**DP Todd Athletics Core Covenants**

The 4 Core Covenants at DP Todd are Fun, Academics, Character and Excellence.  This is who we are and what we stand for.  This is what will shape and drive our teams and our athletes.  Use this template at the beginning of each season with your team to outlining just what your team is going to be.  This is just an example of things that we would like to see.  Your team may come up with different things and you may want to emphasise different things.  After you have gone through this with your team give each member a copy of it.  Refer to it throughout the season and demonstrate it in your coaching and interactions with the players.

|  |
| --- |
| **Fun**   * Enjoying being at every game and practice * Exciting and engaging at every game and practice * Playing as much as possible * Winning as much as possible |
| **Academics**   * Attendance * Passing all classes at minimum * Support each other and help each other * Extra help if needed |
| **Character**   * Life long attributes * Team player * Sportsmanship * Give back to the community * Dedication, commitment and hard work |
| **Excellence**   * Striving to be the best that you can be * Be a little better today than you were yesterday * Specific team goals for success (tournaments, times, zones, provincials?) |

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**DP Todd Athletics Core Covenants**

Team: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Coach:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Year: \_\_\_\_\_\_\_\_\_

|  |
| --- |
| **Fun** |
| **Academics** |
| **Character** |
| **Excellence** |

**DP Todd Athletics Student Injury Report**

Fill out this form for any injury that happens when a student is with the athletic team.

Student Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Grade: \_\_\_\_\_ Gender: \_\_\_\_\_\_

Incident Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Incident Time:\_\_\_\_\_\_\_\_\_\_\_\_\_

Specifically what part of the body was injured (eg: head, left wrist, right knee…)

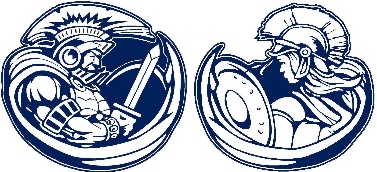
Specific Details of how injury occurred: (eg: collision, hit with equipment, slipped, landing …)

Specific Details of Where and when the Injury Occurred: (eg: gym, field, warm-up, game, practice…)

Specific Details of What You Did for the Injury: (eg: Ice, rest, call 911…)

Was any protective equipment being used and if so what: (eg: helmet, brace…)

Report filled out by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

****Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_