

HCAA ARCHERY COACH HANDBOOK 2019-2020

(revised Feb. 11, 2020)

Disclaimer:

This Handbook is not intended to be complete or all-encompassing. Please refer to policy and procedures (HCAA, Board/Band) or seek assistance from your school administration, school Athletic Director, or Brian Grest (Horizon SD ASA) if clarification is needed.

An attempt has been made to make this Handbook as accurate as possible, but mistakes will likely occur. In the event of conflicting information between the information in this Handbook and HCAA/Board/Band policy and procedures, the latter would take precedent.

Quick Tips:

- Check e-mails daily or many times daily.
- When uncertain, look it up or ask someone. Do not assume.
- **HSD coaches:** Read through your **funding guide(s)** and form(s) BEFORE the season begins so you understand what is funded and at what level. Budget accordingly.

FAQs:

Q: How are invitational tournaments related to HCAA (pre-district/district) championship playoffs?

A: They are unrelated. You do not have to take part in one to take part in the other.

Q: How are the Saskatchewan NASP Provincials and NASP National related to HCAA (pre-district/district) championship playoffs?

A: They are unrelated. NASP is not affiliated with the HCAA or SHSAA, but our school teams are welcome to take part in NASP Provincials and Nationals as “invitational tournaments” if they choose (and HSD schools can claim it as a “day of competition” for the sake of calculating their “regular season grant”)

Q: If I have questions, who do I ask?

A: Start with your school’s Athletic Director or try Brian Grest at brian.grest@horizonsd.ca, 306-231-8284 (mobile or text), or 306-682-1016 (office).

Q: **HSD coaches:** Where are the funding guides and forms?

A: Go to the Horizon School Division website. Choose the “HCAA” link across the top. Choose the “HSD Activities Funding Forms” (near the top right side).

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1. Coaches and Qualifications

a) Who can coach?

A **current teacher** (teacher currently under a teaching contract with the school's Board or Band) is approved to coach any team in that school (notwithstanding the qualifications referenced below).

A **non-faculty coach** – a person who is **NOT** a current teacher (they are not a teacher, or not a teacher currently under a contract with the school's Board or Band) – may coach a team in that school (notwithstanding the qualifications referenced below) if one of these two conditions are met:

1. They are formally **approved as a non-faculty coach** in the current school year by their Board/Band. *HSD SCHOOLS: current HSD procedure requires ALL non-faculty coaches to be formally approved by the HSD Board unless an exception is granted in writing by Supervisor of Human Resource Services Todd Gjevre. Other schools please consult your Board/Band policy.* Approval allows that coach to work with the student-athletes **without a teacher-supervisor present.**

The non-faculty coach approval process involves each of the following:

- a. SHSAA Form E-14 must be completed and submitted. *HSD SCHOOLS – please use new online process. Have your principal initiate it at <https://www.horizonsd.ca/Services/APsandForms/Pages/AP496-Form.aspx>.*
- b. The person seeking approval has been out of high school for at least four years. *HSD SCHOOLS – this is waived for those coaching ONLY GRADE 8 AND YOUNGER students. Other schools please consult your Board/Band policy.*
- c. The person seeking approval has provided references attesting to suitability and qualifications as outlined in their Board's/Band's policy. *HSD SCHOOLS – this is currently only required at the principal's or superintendent's request. Other schools please consult your Board/Band policy.*
- d. The person seeking approval has completed the SHSAA-mandated coaching courses ("Respect in Sport" and "Concussions in Sport"). *HSD SCHOOLS must attach a copy of the completion certificates with the E-14 application. Other schools please consult your Board/Band policy.*
- e. If the person seeking approval has not ever been previously approved as a non-faculty coach by the SHSAA or their Board/Band, they must complete the SHSAA-mandated coaching course for non-faculty coaches ("Fundamentals of Coaching"). *HSD SCHOOLS must submit a copy of the completion certificate with the E-14 application. Other schools please consult your Board/Band policy.*
- f. *HSD SCHOOLS - the person seeking approval must submit (or if a HSD employee, have on file with HR) a valid and current Vulnerable Sector Check. Other schools please consult your Board/Band policy.*

OR

2. A current teacher is assigned as the teacher-supervisor **AND** is present at all times when the non-faculty coach is working with the student-athletes **AND** the school's principal has approved the non-faculty coach **AND** the non-faculty coach has completed the SHSAA-mandated coaching courses ("Respect in Sport" and "Concussions in Sport"). *HSD SCHOOLS – this is allowed only as an EXCEPTION granted in writing by Supervisor of Human Resource Services Todd Gjevre. A valid and current Vulnerable Sector Check must be submitted.*

b) Qualifications

- i) **MANDATORY** – For the safety of everyone involved, every **archery** head coach, assistant coach, or teacher-supervisor in **every HCAA school** MUST have completed the “**NASP Basic Archery Instructor**” course (or approved equivalent).
- i) **MANDATORY** – Every junior or senior head coach, assistant coach, or teacher-supervisor in **every HCAA school** MUST complete (or have previously completed) the “**Respect in Sport**” online course (or recognized equivalent), and have done so theoretically prior to the beginning of the season. It takes about three hours and is free. Refer to Appendix A for further details.
- ii) **MANDATORY** – Every junior or senior head coach, assistant coach, or teacher-supervisor in **every HCAA school** MUST complete (or have previously completed) the “**Concussions in Sport**” online course, and have done so theoretically prior to the beginning of the season. It takes about fifteen minutes and is free. Refer to Appendix A for further details.
- iii) **NON-FACULTY COACHES** – A person applying for **first time approval** as a non-faculty coach MUST complete (or have previously completed) the “Fundamentals of Coaching” online course. “Approved non-faculty coach” status cannot be awarded until this course is completed. Refer to Appendix A for further details.

As of 2019, the “Fundamentals of Coaching” course costs \$95.00. *HSD SCHOOLS may submit a copy of the invoice to the ASA (Brian Grest) for full reimbursement.*

FURTHER REQUIREMENTS of non-faculty coaches (E-14 form, out of school four years, references, Vulnerable Sector Check) are outlined on the previous page.

2. Student-Athlete Eligibility

Archery is an HCAA activity only (it is not an SHSAA-sanctioned event).

Eligibility is open to **grade 6 to 12** students who otherwise meet HCAA eligibility requirements (see below). Students compete in three male and three female age categories:

Bantam	Grade 6 to 8 and born in 2005 or later. If they were born in 2003 or 2004, they must compete in the Junior category.
Junior	Grade 9 & 10 and born in 2003 or later. If they were born in 2001 or 2002, they must compete in the Senior category.
Senior	Grade 11 & 12, and still considered eligible for senior activities by SHSAA policy and HCAA Bylaw IX: <ul style="list-style-type: none">- if they started taking grade 10 credit courses in 2016-2017 (or earlier), they are NOT eligible.- if they were born before Sept. 1, 2000, they are NOT eligible.

3. Resources and References for Coaches

a) SHSAA Handbook

Although archery is an HCAA activity only (it is not an SHSAA-sanctioned event), the SHSAA Handbook is still a valuable resource. Your school's Athletic Director should have a copy for you. Extra copies can be ordered free of charge from the SHSAA office.

For coaches, the most relevant sections of the Handbook are:

- A Code of Ethics for coaches, players, and officials (found in the white pages). Each coach should familiarize themselves with these and possibly copy and post them.
- A Saskatchewan high schools directory with contact and other pertinent information (found in the yellow pages)
- A forms section (found in the white pages). Some of the more pertinent forms are:
 - o E-9 – Official's Report Special Report Form – for reporting any matter concerning athlete or coach behavior or incidents that merit the immediate attention of the SHSAA office.
 - o E-14 – Declaration for Non-Faculty Coach – *HSD schools: for first-time applicants, please use the HSD online form found at <https://www.horizonsd.ca/Services/APsandForms/Pages/AP496-Form.aspx>. For RENEWALS, contact Brian Grest for the simplified form.*

b) HCAA – Website, Bylaws, and Policy

The HCAA website can be found at <https://www.horizonsd.ca/HCAA/Pages/default.aspx> and is a wealth of information. The following is only a partial list of what can be found on the HCAA website:

- HCAA Bylaws and Policy
- News and events
- Athletics calendar and host sites
- Champions lists
- Meeting minutes

For coaches, the most relevant Bylaws are:

- Bylaw IX – Eligibility
- Bylaw X – Advancement to District Championships
- Bylaw XI – Activity Playdown Direction
- Bylaw XII – Protests and Appeals
- Bylaw XIII – Complaints Against Individuals or Teams
- Bylaw XIV – Conduct of Players, Coaches, Teams, or Spectators

For coaches, the most relevant Policies are:

- **Policy XXI – Archery Playdown**
- Policy XXVI – Disqualification and Suspension of Athletes

c) ASA (Horizon School Division's Administrator of Student Activities)

Horizon SD employs a full-time District Athletic Director (ASA) whose mandate includes assisting in the operation of the entire HCAA District and assisting all schools and programs within the HCAA.

The current ASA is Brian Grest. If you have any questions or concerns or need any clarification, contact him at any time as it is a large part of his job to act as a resource to the coaches. His office is currently in Humboldt Collegiate. He can be reached at:

306-231-8284 (cell – preferred number)

306-682-1016 (office)

brian.grest@horizonsd.ca

4. Registering Teams (Beginning of the Season)

As of 2019-2020, all junior programs will be registered through Brian Grest and NOT through the SHSAA website. You need do nothing more than indicate you have a program. Brian Grest will follow up via e-mail to confirm.

5. Start Date for Practices

By HCAA Policy, there is no restriction on the start date for archery practices. Coaches should exercise discretion, especially if some student-athletes are still completing other activities such as basketball and curling.

6. Maximum Number of Tournaments

Currently, the HCAA has no restrictions on the number of tournaments an archer may take part in.

7. Championship Playoffs

a) HCAA District Championship

An archery “program” consists of a minimum of one individual. There is no maximum number of athletes that can be involved in a school’s archery program.

Consult the HCAA Archery Policy for rules, competition format, and scoring methods.

For 2020, there will be no need for HCAA Pre-District tournaments. Thus, the HCAA District Championship will be the only HCAA event.

Team standings at the District Championship will be based on the highest combined score of **SIX archers** from one school in one age category, where a minimum of **two scores must be from each gender**.

The HCAA District Championship is the only official championship event for HCAA schools.

NOTE: There is a NASP “Provincial Championship” in Melville on April 4/5 and a NASP “National Championship” in Regina on April 24/25 this year, but these events are NOT affiliated with the HCAA or SHSAA and as such, participation in them is considered the same as entering into an “invitational” tournament for the purposes of HCAA play (and HSD funding).

b) Championship Playoff Dates

HCAA District Championship: Wed. April 8 @ Watson (after school)
If needed – will also utilize Tues. April 7 after school (in Watson)

See note in previous point about NASP “Provincials” and “Nationals”

c) Bids to Host

Bids to host the District Championship will be solicited via e-mail.

8. Invitational Tournaments

Schools may choose to host or attend invitational archery tournaments throughout the season. **HSD SCHOOLS** please note that NASP Provincials and NASP Nationals are considered to be “invitational tournaments” for the purposes of funding. Also note that it can be included as a “day of competition” even if they take place **AFTER** the HCAA District Championship.

9. Funding – HSD schools *(non-Horizon SD schools shall consult their own Board/Band policy)*

a) Finding the Funding Guides and Forms (Horizon SD schools)

All funding guides and forms can be found by going to the Horizon School Division website. Choose the “HCAA” link across the top. Choose the “HSD Activities Funding Forms” (link found near the top right). They are kept here so that when you download your guide(s) and form(s), they are always the most current version.

*Please take a moment to look and **read through everything on your program’s guide(s) and form(s) carefully so that before the season begins**, you are clear on what financial assistance is available for your program.*

b) Archery “Program” Defined (Horizon SD schools)

For the purposes of funding, a school may form and receive funding for a single archery program.

c) Funding Overview (Horizon SD schools)

Horizon SD provides funding to assist its schools in running their archery programs. There are generally two parts to the funding:

- a) a "regular season grant" – includes **Pre-Districts (if held)** and any invitational tournaments or other occasions where your program competed against program(s) from other school(s).*
- b) "playoff" funding – includes only the **HCAA District Championship** .*

*The maximum amount of money a school can request for a "regular season grant" is **determined using a calculation** (as outlined on the funding guide and form) that takes into account the number of days the program competed on (to a maximum number of days) and the number of athletes competing on that day. “Competition” is defined as competing in sanctioned interschool competition (i.e. against other school teams). **Refer to the archery guide and form to determine the maximum grant possible for your archery program this season.***

*It is very important to understand that the regular season grant is **NOT intended to cover all of your season's expenses**. It is an assistance only. For example, School A's “regular season” may have consisted of taking 3 archers to one invitational tournament. Their maximum grant of \$30 may be enough to cover the season's expenses (if any). School B, however, took 18 archers to two invitational tournaments. They spent \$800 on transportation costs but their maximum grant will be \$170. It will be up to the team to figure out where they get the other \$630 from (Team/user fees? Fundraising? SRC?). **Knowing how the grant works before the season starts is imperative so you can budget/plan/fundraise accordingly.***

The "playoff" funding (HCAA District Championship) IS intended to cover actual mileage expenses, notwithstanding some guidelines (read the funding guide and form for details).

d) Out-of-Pocket Expenses (Horizon SD schools)

*Horizon SD allows for reimbursement of actual meal costs (to a maximum amount) and accommodation costs (to a maximum amount) for **one approved archery coach** per program when meals and accommodations are necessary and while in supervision of the student-athletes. **Refer to the specific guide, form, and explanation sheet for details.***

HSD schools may apply to Horizon SD for pre-approval of two coaches incurring these expenses at the same time if there is an acceptable and approved reason.

e) Funding Detail (Horizon SD schools)

*The best source for learning and getting clarification on funding for HSD archery programs and coach's out-of-pocket expenses is the **GUIDE that accompanies the form.***

10. Team Fees and Fundraising

Every school and every community has its own distinct nuances and history. Communicate with your school principal and school Athletic Director about what is deemed acceptable in your school/community when it comes to team fees and fundraising.

11. Communication with Student-Athletes & Parents/Guardians

Consult with your school principal as to what are acceptable methods of communicating with your student-athletes and with your parents/guardians.

12. *Extra-Curricular Hours (Horizon SD)*

Horizon SD policy allows the earning of EDOs for hours in direct supervising of students outside of school hours while taking part in extra-curricular activities. Refer to the Horizon SD LINC agreement for details.

Careful record must be kept of all such hours. Speak with your principal about obtaining the form to use to keep track.

NOTE: *Unless prior special approval has been granted, only 1 archery coach per team can earn EDO hours at any given time.*

Please also refer to Horizon SD Procedure AP-262

(<https://www.horizonsd.ca/Services/APsandForms/Pages/AP262.aspx>) for further clarification, or speak to your school administration or school Athletic Director.

13. Travel

a) Booking and Reimbursement (Horizon SD)

For play at all levels, the school program is responsible for making their own travel arrangements.

For all “regular season” play (see 9. c. above), the school/school program is responsible for all costs. Horizon SD will reimburse travel costs to the HCAA District Championship. Some parameters and restrictions apply; refer to your funding guides and forms for details.

Approved methods of travel include:

- *Private vehicles. All drivers must have a current approved driver’s form on file at the school prior to travel.*

- *12 or 15 passenger vans (owned or rented) that meet the Board's criteria. Ensure this is cost efficient (cost of a 12 or 15 passenger van is typically less than paying mileage to two private vehicles).*
- *School buses. For Districts, ensure this is cost efficient (overall cost to HSD for a school bus is more than paying mileage to four private vehicles)*
- *Charter buses. For Districts, costs would be covered only up to the equivalent of private vehicles mileage or a school bus cost, whichever is less.*

b) Travel Forms (Horizon SD)

When utilizing private vehicles, all drivers must have:

- *a current school year approved driver's form on file at the school prior to travel*
- *a current (as defined by HSD procedure) Vulnerable Sector Check on file at the school prior to travel. Any exceptions must be pre-approved (consult your principal).*

When traveling, a travel roster must be submitted to your school's office prior to departure.

Please consult your school office if you have questions.

c) Weather and Road Conditions

All travel involves some degree of risk. Student safety is of the utmost importance and must always be given careful consideration. When weather and road conditions are less than ideal, weigh the conditions with student safety carefully and consult school administration before traveling.

Some competitions will proceed even when some teams are not able to attend due to weather and road conditions (e.g. SHSAA playoffs in other activities). Although this can be heartbreaking, student safety must take priority over trying to win championships.

14. Medical Considerations

a) First Aid Kit

It is recommended teams carry their own first aid kit with them at all times.

b) Medical Forms

The SHSAA and HCAA ask that all schools have their student-athletes complete form E-7 (SHSAA Handbook) annually. They also recommend coaches have a copy with them (confidentially) when traveling.

c) Concussion Protocol

Along with the qualifications referred to in section 1, coaches are reminded they must be aware of current concussion protocol and must follow this protocol when a concussion is suspected. Rule of thumb – “when in doubt, sit them out”.

The Horizon SD concussion protocol (Procedure AP-497) can be found at <https://www.horizonsd.ca/Services/APsandForms/Pages/AP497.aspx>

15. Coach Contact Lists

Once compiled, Brian Grest will distribute a list of coaches to assist you with communication with other schools’ coaches should you have the need.

Appendix A – Required Courses for Coaches

- Who needs which course?
- Course **Registration** Instructions
- Certificates and Transcripts **Printing** Instructions

(all information as of mid-September, 2019; contact Brian Grest to report necessary updates to this document)

A. EVERY COACH and SUPERVISOR:

By SHSAA and HCAA policy, absolutely EVERYBODY (including teachers and non-teachers) working with any of our extra-curr teams (as coaches and supervisors) must have their **Respect in Sport** and **Concussion in Sports** courses and submit a pdf copy to brian.grest@horizonsd.ca for his files.

- **HSD schools** - your principal has access to Brian Grest's spreadsheet that shows who has what and who still needs to submit what.
- **Non-HSD schools** – Brian Grest will e-mail this spreadsheet to your principal

See **number 1 and 2 below** for instructions how to access these two courses and how to print the completion certificates.

B. NON-TEACHER (or teacher not currently under contract) COACHES and SUPERVISORS:

- **HSD Schools** - ALL such must be "approved" by HSD ("approved" NFC – non-faculty coach). In addition to the **Respect in Sport** and **Concussion in Sports** courses, they also need **Fundamentals of Coaching** unless they hold a valid teaching certificate OR have been formally approved as a NFC in any previous year. The FOC course costs \$95 (e-mail a copy of the invoice to Brian Grest for reimbursement). See **number 3 below** to see how to access the course and how to print the completion certificate. They also need a valid (dated within 3 years) **Vulnerable Sector Check**. Send pdf copies of the FOC completion certificate and VSC to Brian Grest. Here's the link to starting the approval process for **first-time applicants** (don't start until all required courses are completed and all documentation is in hand): <https://www.horizonsd.ca/Services/APsandForms/Pages/AP496-Form.aspx>. For NFC **renewals**, contact Brian Grest for a copy of the form to fill (big time-saver).
- **non-HSD schools** - by SHSAA policy, for SENIOR sports, all such persons either needs to be approved as a NFC by the SHSAA (form E-14 in the SHSAA Handbook) OR if not, **MUST** have a teacher under contract (or other formally approved NFC coach for that program) with them at all times when they are working with the students. For JUNIOR sports, check with your Board or Band for their policy on what more, if anything, is required of junior coaches.

C. INTERNS and CURRENT STUDENTS:

- CANNOT be approved as NFCs. They MUST have a teacher (or other formally approved NFC coach for that program) with them at all times when they are working with the student-athletes.

- Interns and current students need only the **Respect in Sport** and **Concussion in Sports** courses.

D. RECENT GRADUATES (graduated high school less than four years ago):

- CANNOT be approved as NFCs for SENIOR activities (SHSAA policy). They MUST have a teacher (or other formally approved NFC coach for that program) with them at all times when they are working with student-athletes in a senior program.
- In HSD, must be approved as a NFC for junior activities. See section B (previous page).
- Recent graduates (as defined above) need only the **Respect in Sport** and **Concussion in Sports** courses if coaching a senior activity. In HSD, they also need a valid (dated within 3 years) **Vulnerable Sector Check**.
- In HSD, recent graduates (as defined above) will also need **Fundamentals of Coaching** if they are coaching a junior activity, as well as a valid (dated within 3 years) **Vulnerable Sector Check**.

E. FOOTBALL and ARCHERY COACHES:

- see numbers 4, 5, and 6 below for required courses for these specific activities.

1. Respect in Sport – mandatory for every coach, including assistant coaches and supervisors, in every junior and senior school sport.

a. Summary

- This is a Sask Sport requirement. The SHSAA and HCAA are affiliated with and receive funding from Sask Sport.
- This course is to be completed prior to the first practice.
- This course is online and is free.
- This course takes about three hours to complete.
- This course contains a number of modules. A person can do it all in one sitting or can do one or more modules and come back to the other modules later.
- NOTE:** there are also three equivalent courses that if already completed are also acceptable – NCCP’s “Empower”, Hockey Canada’s “Speak Out” (if completed in 2006 or later), and “Respect in Schools”.

b. Registration

- Directions on how to register can be found at [here](#).
- The registration page can be found [here](#).
- Somewhere it should ask you to choose which Sask Sport member you are coaching for. *Choose "Saskatchewan High Schools Athletic Association" from the drop-down menu.* If you already have a certificate number, or have one from another recognized course (see “NOTE” above), enter it in the “certification Number” box and hit check. If you are already certified, a message in red will pop up to say so.
- When completed, each registrant will have a printable certificate with a unique certification number on it. They must present a copy of the certificate to their principal, who will in turn present a copy to the HSD ASA (Brian Grest). For senior sports, the SHSAA will have access to the Sask Sport database and thus will be able to see who has completed the course (there will be a spot on the E-5 form for the certification number). For junior sports, it will be up to each school principal to attain and record proof of completion by all the junior coaches.
- The **school principal** must keep a copy of the completion certificate for each coach working with students in their school, and must present a copy to the HSD ASA (Brian Grest).
- Further Information:** please contact Lyle McKellar at the SHSAA office (306-721-2151).

c. Printing your **Respect in Sport** Certificate

- i. Go to <https://sasksrc.respectgroupinc.com/secure/>
- ii. Enter your username and password and hit the Login button
- iii. Click on “Program Access” (left side)
- iv. Click on “Print Certificate” (lower right side)
- v. *If, for some reason you cannot print your certificate, you can also print a “transcript” version (as opposed to your certificate) by going to <https://validation.respectgroupinc.com/> and typing in your name and birth date (right click for the “print” option).*

2. Concussion in Sports – What You Need to Know – mandatory for **every coach**, including **assistant coaches** and **supervisors**, in **every** junior and senior school sport. Exception – this course is not needed if the coach has taken a “Making Headway” concussion course.

a. Summary

- i. This is an SHSAA and HCAA requirement.
- ii. This course is to be completed prior to the first practice.
- iii. This course is online and is free.
- iv. This course takes about 15 minutes to complete.

b. Registration

- i. The course can be found [here](#) (scroll to find it).
- ii. When completed, each registrant will have a printable certificate with a unique certification number on it. They must present a copy of the certificate to their principal, who will in turn present a copy to the HSD ASA (Brian Grest).
- iii. The **school principal** must keep a copy of the completion certificate for each coach working with students in their school, and must present a copy to the HSD ASA (Brian Grest).
- iv. **Further Information:** please contact Lyle McKellar at the SHSAA office (306-721-2151).

c. Printing your **Concussion in Sports** Certificate

- i. Go to <https://www.schoolcoach.ca/courses.aspx>
- ii. Go to “login” (top right) and enter your username and password. Hit the Login button. *Your username is likely your e-mail address (or your OLD e-mail address, depending when you completed the course). If you have forgotten your password, click on the “Forgot password?” tool after you have hit “Login”. If your username is your old e-mail address and you want to reset your username to your current password, phone Lyle McKellar at the SHSAA office at 721-2151 and he can do this for you.*
- iii. Once logged in, look for a “Completed” link near the top right and click on it
- iv. You should see the Concussion in Sports course listed. Toward the right, look for the word “Pass”. Right underneath, click on “View Certificate”
- v. At the top right are the print and download (saves as pdf) icons
- vi. *If, for some reason you cannot print your certificate given these instructions, contact Lyle at the SHSAA office (721-2151) as there is a chance he can provide you with a screenshot (as opposed to a copy of your certificate) that has the course name, your name, the completion date, and the completion code.*

3. Fundamentals of Coaching – mandatory for every coach, assistant coach, and supervisor who **does not hold a valid teaching certificate** and who:

- has not ever been previously and formally granted “approved non-faculty coach” status by the SHSAA (or HSD, in the case of HSD coaches)

- ***will be working with students at some or any point without a teacher-supervisor present (and thus must apply to their Board to be designated an “approved non-faculty coach”) and
***HSD schools/coaches please note: Current HSD procedure requires ALL people not under a current teaching contract to be approved as a non-faculty coach.

a. Summary

- i. This is a directive from the SHSAA, and thus also the HCAA. It is intended to ensure non-teacher coaches have background in the fundamentals of coaching and an understanding of athletics from an educational perspective.
- ii. The course must be completed before “non-faculty coach” status (ability to work with students with no teacher-supervisor present) can be applied for and granted.
- iii. This course is online.
- iv. The course costs \$95.00. **HSD schools** – submit the invoice to Brian Grest (ASA) and the coach will be reimbursed the full cost of the course.
- v. This course takes about six hours to complete.
- vi. This course contains a number of modules. A person can do it all in one sitting or can do one or more modules and come back to the other modules later.

b. Registration

- i. The course can be found [here](#) (scroll to find it).
- ii. When completed, each registrant will have a printable certificate with a unique certification number on it. They must present a copy of the certificate to their principal, who will in turn present a copy to the HSD ASA (Brian Grest).
- iii. The **school principal** must keep a copy of the completion certificate for each “approved non-faculty coach” coach working with students in their school, and must present a copy to the HSD ASA (Brian Grest).
- iv. **Further Information:** please contact Lyle McKellar at the SHSAA office (306-721-2151).

c. Printing your Fundamentals of Coaching Certificate

- i. Go to <https://www.schoolcoach.ca/courses.aspx>
- ii. Go to “login” (top right) and enter your username and password. Hit the Login button
- iii. Look for a “Completed” link near the top right and click on it
- iv. You should see the Fundamentals of Coaching course listed. Toward the right, look for the word “Pass”. Right underneath, click on “View Certificate”
- v. At the top right are the print and download (saves as pdf) icons

4. **NASP Basic Archery Instructor** – mandatory for every archery coach.

a. Summary

- i. This course is NOT online – it is a hands-on classroom course. There is a charge to attend this course (around \$100).
- ii. This course is a full day course.

b. Registration

- i. Contact the Saskatchewan Wildlife Federation’s NASP Coordinator – Doug Gibson - at dgibson@swf.sk.ca or 306-692-8812 to determine when and where clinics are taking place.
- ii. If there is enough interest in any one school or in our District (takes a minimum of 8), contact Brian Grest and he will try to set up a clinic here in our District.

c. Printing your NASP Basic Archery Instructor Completion Certificate

- i. The instructor will give you a paper copy of your completion certificate with your unique completion number printed on it.
- ii. Scan a pdf copy of this certificate and save it so you can submit it as proof of course completion.