

HCAA BASKETBALL COACH HANDBOOK 2019-2020

(revised Nov. 15, 2019)

Disclaimer:

This Handbook is not intended to be complete or all-encompassing. Please refer to policy and procedures (SHSAA, HCAA, Board/Band) or seek assistance from your school administration, school Athletic Director, or Brian Grest (HSD 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 SHSAA/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 do we find games? Are there HSD basketball leagues?

A: There are HSD basketball leagues (see section 8). No obligation. Some teams prefer to not join the HSD leagues so they can find their own games that better suit their ability level.

Q: How is league play related to HCAA (pre-district/district) or SHSAA (conference/regional/provincial) championship playoffs?

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

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).

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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** – 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

a) Junior

A "Junior" program is defined as **grades 6-9** (and cannot have been 16 years or older on Aug. 31, 2019). Junior play is governed by the HCAA.

Grade 5 (or younger) players are NOT eligible to play on “junior” basketball teams. Grade 5 (or younger) players would be considered part of “elementary” programs. *“Elementary” programs (and thus grade 5 and younger students) are not sanctioned nor governed by the HCAA, and are not funded by HSD.*

A grade 9 student **may** play as both a junior and as a senior.

b) Senior

A "Senior" program is defined as **grades 9-12**. Senior play is governed by the SHSAA.

Senior players must be eligible by SHSAA Bylaws (i.e. have not used up their years of eligibility and cannot have been 19 years or older on Aug. 31, 2019). Please contact Brian Grest if you need clarification on eligibility.

A grade 9 student **may** play as both a junior and as a senior.

The SHSAA may declare a grade 8 student eligible to play with a 1A or 2A “senior” team after proper application is made and approval granted. See form E-2 in the SHSAA Handbook. Call the SHSAA office (306-721-2151) or Brian Grest if you have any questions. **Remember** – a grade 8 player cannot practice nor play on a senior team if the SHSAA has not given their approval.

3. Resources and References for Coaches

a) SHSAA Handbook

The SHSAA governs **senior** play, but it does not hurt for each junior coach to have a copy. 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:

- Activity-specific policy (found in the white pages)
- 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)
- SHSAA playoff calendar (found in the green pages)
- SHSAA playoff host projections (found in the green pages)
- A forms section (found in the white pages). Some of the more pertinent forms are:
 - o E-1 – Application for Reclassification – for those who wish to enter their team into a higher category than their population dictates. It is a TWO year commitment.
 - o E-2 – Use of Grade 8 Students
 - o E-4 – Inter Provincial Competition Sanction Form – to be used when planning on having out-of-province team(s) to a competition you are hosting
 - o E-8 – Member School Special Report Form – for reporting any matter concerning officiating that merits immediate attention.
 - 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.*
 - o E-16 – Seeding Form – a record of matches your team has played to assist the SHSAA with seeding the SHSAA playdowns.

- E-17 – Student Transfer Form – For students transferring schools any time AFTER the beginning of their grade ten year. Contact the SHSAA office (306-721-2151) or Brian Grest for clarification.
- E-18 – Home-Schooled/Distance Learning student registration – in case such a student is intending to compete on your school’s team.

b) SHSAA Website and Office

The SHSAA governs senior play. The SHSAA website can be found at www.shsaa.ca and is a wealth of information. You can also contact the SHSAA office directly if you have questions or need clarification:

- Lyle McKellar, Executive Director – 306-721-2151; l.mckellar@shsaa.ca
- Dave Sandomirsky, Assistant Executive Director – 306-721-2151; d.sandomirsky@shsaa.ca

c) HCAA – Website, Bylaws and Policy

The HCAA governs **junior** play, but some of the Bylaws and Policies also apply to senior activities.

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
- Lists of officials
- Champions lists
- Meeting minutes
- League standings and results

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 XX – Basketball Playdown**
- Policy XXVI – Disqualification and Suspension of Athletes
- Policy XXVII – Junior Co-ops (Joint Sponsorship)

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

HSD 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 Programs/Teams (Beginning of the Season)

a) Senior

The deadline for checking off your school's senior boys or senior girls program ("Team Entry Form") was in September. Brian Grest will follow-up to confirm your school's programs via e-mail.

The deadline for registering ("E-5 Eligibility Form") your senior basketball program on the SHSAA website (minimum 5 players checked off) is **Wed. Dec. 4**. If you (or your school's Athletic Director – see next paragraph) fail to properly do so by midnight of this date yet still had or intended to have a team play at least one game against another school, a \$50 late fee will be levied by the SHSAA.

Brian Grest will also do a follow-up via e-mail.

Most schools have one person, typically the Athletic Director, do their "Team Entry" form and their "E-5 Eligibility" form on the SHSAA website. Speak to your school Athletic Director to determine if your team is properly registered. You can also contact the SHSAA office (306-721-2151) or Brian Grest (306-231-8284 or 306-682-1016) if you need assistance.

b) Junior

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 (all basketball programs)

SENIOR – SHSAA Policy states that the first senior basketball practice cannot start earlier than **Monday, Nov. 18, 2019**. Teams conducting practices prior to this date will face sanctions, including possible exclusion from SHSAA playoffs. Please contact Brian Grest if you need clarification.

JUNIOR – By HCAA Policy, there is no restriction on the start date for junior basketball. Coaches should exercise discretion, especially if some student-athletes are still completing fall activities such as volleyball.

6. Maximum Number of Games (Senior)

SHSAA Policy states that a senior basketball team may play a **maximum of 32 games** prior to SHSAA Conferences. Senior teams exceeding this number of matches prior to SHSAA Conferences will face sanctions, including likely exclusion from SHSAA playoffs.

The HCAA has no restriction on the number of games a junior team plays prior to Pre-Districts. Coaches should exercise discretion.

7. Championship Playoffs

a) SHSAA Senior Playoffs (Conference/Regionals/Provincials)

Schools may enter a maximum of one senior boys team and a maximum of one senior girls team into the SHSAA playdowns.

Your team is entered into the SHSAA playoff structure when you or your school's Athletic Director fill out your "E-5 Eligibility" form and check "Yes" after "Does your team intend to participate in SHSAA Provincials?" If you check "No", you will not be entered.

Formats for SHSAA Conferences, Regionals, and Provincials can be found in the SHSAA Handbook and/or on the SHSAA website (www.shsaa.ca).

NOTE: Conferences/Regionals/Provincials is a championship route – if your team cannot commit to every level, they shall not enter into the first level.

IMPORTANT: If you (or your athletic director) checked "Yes" to the SHSAA playoffs when filling out your E-5 form on the SHSAA website but have to opt out, you have until **Wed. Feb. 5** to notify the SHSAA and Brian Grest. Failure to do so by this deadline and subsequent failure to participate in Conferences or any subsequent level will result in a minimum \$200 fine from the SHSAA.

b) HCAA Junior Playoffs (Pre-Districts/Districts)

Schools may enter a maximum of one junior boys team and a maximum of one junior girls team into the HCAA playdowns (District Championship bracket draw).

Brian Grest will send an e-mail a few weeks prior to the start of the playdowns soliciting information to finalize which teams are entering into the District Championship bracket draw.

Formats for HCAA District playdowns can be found in HCAA policy.

NOTE: The District Championship bracket draw is a championship route – if your team cannot continue through all levels, they shall not enter into the first level (HCAA Bylaw X). The onus is on the coaches to determine if their players can commit, and enter or not enter the bracket draw accordingly.

c) Championship Playoff Dates

Junior Basketball, boys and girls (HCAA)

The route to choosing the District Champion will be played out in a single knockout “bracket” format (think “Final 16”). No Pre-Districts will be held. It will start around Tues. Feb. 25 (or earlier if necessary) and be completed around Wed. Mar. 11.

Senior Basketball (SHSAA)

Conferences	Fri/Sat Mar. 6/7	go to www.shsaa.ca for details
Regionals	Fri/Sat Mar. 13/14	go to www.shsaa.ca for details
Provincials	Fri/Sat Mar. 20/21	in Regina

d) Bids to Host

Senior Conference hosts are designated to Districts. The SHSAA will send a list of which Conferences are to be hosted by HCAA teams some time in early to mid December. Brian Grest will solicit bids via e-mail after the Feb. 5 withdrawal deadline has passed

Senior Regionals hosts will be determined by the SHSAA. Top seeds are typically given more consideration. Contact the SHSAA office to express your interest in hosting a Regional a few weeks prior.

The host site for each level of the **Junior** bracket draws will be assigned by Brian Grest, with the top seeds given more consideration.

e) Booking of Accommodations (Conferences, Regionals & Provincials)

All schools will be responsible for their own booking of accommodations (if needed) for Conferences, Regionals, and Provincials.

HSD SCHOOLS – please refer to your sport-specific funding guide and form and the Regionals and Provincials funding guides and forms for exact policy, procedure, and expectations (e.g. how many players to a room) pertaining to accommodations for Regionals and Provincials.

8. HSD Basketball Leagues

HSD runs boys and girls basketball leagues for Junior and Senior basketball where viable. These leagues are open to all schools in the HCAA that are in good standing with HSD. Brian Grest will send an e-mail soliciting information as to which teams wish to join league play and which teams do not.

Grade five players are NOT eligible to compete in HSD junior league play.

No team is required to join league play. League play is simply one opportunity to find games for your team as you develop them through the season. Many teams opt out of league play. Some common reasons:

- the level of competition in the league does not meet their needs
- the lack of other teams in league play in their area makes for too much travel
- the commitment level from the players makes it hard to commit to a schedule (it is unfair to other teams if games are postponed and/or cancelled)

Teams not in league play still have the opportunity to arrange their own exhibition games throughout the season and take part in tournaments. A contact list of all HCAA teams and coaches will be sent to you to make it easier to arrange these.

You do not have to be in league play in order to enter the HCAA playdowns (junior) or the SHSAA Conference/Regional/Provincial playdowns. League play and HCAA/SHSAA play are two completely separate strands.

Sr. Boys leagues run Tuesdays, and Wednesdays as needed. However, there is some flexibility possible. They will start the first or second week of December and run for about nine or ten weeks, the last week being the league final.

Sr. Girls leagues run Wednesdays, and Tuesdays as needed. However, there is some flexibility possible. They will start the first or second week of December and run for about nine or ten weeks, the last week being the league final.

Jr. Boys leagues run Mondays, and Thursdays as needed. However, there is some flexibility possible. They will start the second week of December and run for about eight weeks, the last week being the league final.

Jr. Girls leagues run Thursdays, and Mondays as needed. However, there is some flexibility possible. They will start the second week of December and run for about eight weeks, the last week being the league final.

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) Basketball “Program” Defined (HSD schools)

For the purposes of funding, a school may form and receive funding for up to eight distinct basketball programs:

- *Sr. Boys (grades 9-12)*
- *Sr. Boys “B” (separate roster and schedule from Sr. Boys)*
- *Sr. Girls (grades 9-12)*
- *Sr. Girls “B” (separate roster and schedule from Sr. Girls)*
- *Jr. Boys (grade 6-9; grade 5 players are not eligible)*
- *Jr. Boys “B” (separate roster and schedule from Jr. Boys; grade 5 players are not eligible)*
- *Jr. Girls (grade 6-9; grade 5 players are not eligible)*
- *Jr. Girls “B” (separate roster and schedule from Jr. Girls; grade 5 players are not eligible)*

If any of these distinct programs splits into two (or more) teams, they are still considered a single program for the purposes of funding. Plan accordingly.

c) Funding Overview (HSD schools)

HSD provides funding to assist its schools in running their basketball programs. There are generally two parts to the funding:

- a) a "regular season grant" – includes “Final 16” play (Juniors) and Conferences (Senior), as these events are “all-comer” events.*
- b) "playoff" funding – includes “Final 8”, “Final 4”, and the District Championship Final (Juniors) and Regionals/Provincials (Seniors), as these are events in which a team advanced to by qualifying at a previous level.*

*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). "Competition" is defined as playing in sanctioned interschool competition (i.e. against teams from another school). **Refer to the guide and form for your specific program to determine the maximum grant possible for your 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 season may consist of playing six junior league dates only (max. \$210 grant) and that \$210 may be enough to cover the season's expenses (officials, and gas money/mileage to the drivers for those days). School B, however, entered league play, attended three weekend tournaments some distance away, and hosted their own tournament. They spent \$600 total in gas money/mileage to their drivers, \$450 on hotel rooms, and \$400 on officials. Their maximum grant will be \$350 whereas their expenses were \$1,450. It will be up to the team to figure out where they get the other \$1,100 from (Team/user fees? Fundraising?). **Knowing how the grant works before the season starts is imperative so you can budget/plan/fundraise accordingly.***

The "playoff" funding IS intended to cover actual mileage and accommodation (if necessary) expenses, notwithstanding some guidelines and limitations (read the funding guide and form for details).

d) Out-of-Pocket Expenses (HSD schools)

*HSD allows for reimbursement of actual meal costs (to a maximum amount) and accommodation costs (to a maximum amount) for **one approved basketball 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 more than one coach incurring these expenses at the same time if there is an acceptable and approved reason.

e) Funding Detail (HSD schools)

*The best source for learning and getting clarification on funding for HSD basketball 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 (HSD)

HSD 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 HSD 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 basketball coach per program 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. Booking and Payment of Officials

In HSD schools, each school (or school's program) is responsible for their own booking of and payment to officials for the following:

- *Exhibition games*
- *Invitational tournaments*
- *League games (including playoffs)*
- *Junior "Final 16" games*

Non-HSD schools will consult their own Board/Band policy.

It is highly recommended you always have at least one competent/capable **adult** on the floor for any basketball game. This will help prevent or control inappropriate player and coach behavior (sadly, coach behavior can be an issue). If using students, make sure they are capable of handling the level of basketball they are assigned to. **Mentorship is strongly encouraged.**

In all schools, the HCAA will assign (in consultation with the host) and pay the officials for:

- Junior "Final 8", "Final 4", and the District Championship Final

In all schools, the HCAA will assign and the SHSAA will pay the officials for:

- Conferences
- Regionals
- Provincials

A list of officials is posted on the “officials” page on the HCAA website.

There is no basketball officials association in the HCAA and thus no official pay scale for when a school hires a basketball official. Thus schools and officials should agree on a fee per match prior to any matches taking place. The referee’s experience and qualifications, the level of competition, and current SHSAA, HCAA, and/or SBOA rates could all be factored into an agreed upon fee.

Having said this, most if not all competent adult basketball referees use the SHSAA rate of \$36.50 per game, and most will prorate this to \$30 for games with 8-minute quarters (typically junior games). However, please discuss payment rates with your hired officials before they officiate for you so there are no misunderstandings when it comes time to pay them.

As for student referees, what you pay them is dependent on their ability level and their and your expectations. Again, discuss payment rates with your hired officials before they officiate for you so there are no misunderstandings when it comes time to pay them.

Here is a suggested guideline:

- Competent adult officials
\$36.50/game; \$30.00/game with 8-minute quarters
- Less experienced adult referees (those still somewhat in training) and experienced student-referees:
\$27.00/game or more; \$22.00/game or more with 8-minute quarters
- Student referees in training:
\$22.00/game or more; \$18.00/game or more with 8-minute quarters

It is generally accepted that mileage payments will be \$0.40/km. Again, check with your officials when hiring them to ensure this is mutually agreed upon.

14. Travel – HSD schools

a) Booking and Reimbursement (HSD)

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

For all “regular season” (includes Conferences and “Final 16”) play, the school/school program is responsible for all costs.

For “Final 8”, “Final 4”, the District Championship final, Regionals, and Provincials, HSD will reimburse travel costs. 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, Regionals, and Provincials, ensure this is cost efficient (overall cost to HSD for a Southland school bus is slightly more than paying mileage to four private vehicles)*
- Charter buses. For Districts, Regionals, and Provincials, costs would be covered only up to the equivalent of private vehicles mileage or a school bus cost, whichever is less.*

b) Travel Forms (HSD)

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). Although this can be heartbreaking, student safety must take priority over trying to win championships.

15. 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. a) ii), 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>

16. Coach Contact Lists

Once compiled, Brian Grest will distribute a list of coaches to assist you with communication and scheduling games with other teams.

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