

HCAA CURLING COACH HANDBOOK 2018-2019

(revised Nov. 1, 2018)

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 curling leagues?

A: There are no HSD curling leagues as history shows there isn't enough interest to make them viable. In order to assist coaches in finding games against other schools, contact lists will be sent to each curling coach. Some curling clubs (Humboldt and Wadena, for instance) have leagues specifically for school teams. You will have to check with your curling clubs.

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" (2nd link down the right side).

Q: **HSD:** Is there funding for teams that compete in community leagues?

A: The answer is complicated. Please read through the explanation in section 9. d)

Contents:

1. Coaches and Qualifications

- a) Who can coach?
- b) Qualifications/Requirements

2. Student-Athlete Eligibility

- a) Junior
- b) Senior

3. Resources and References for Coaches

- a) SHSAA Handbook
- b) SHSAA Website and Office
- c) HCAA – Website, Bylaws and Policy
- d) ASA (Horizon School Division’s Administrator of Student Activities)

4. Registering Teams (Beginning of the Season)

- a) Senior
- b) Junior

5. Start Date for Practices (all curling programs)

6. Maximum Number of Games (Senior)

7. Championship Playoffs

- a) SHSAA Senior Playoffs (Pre-Districts/Districts/Regionals/Provincials)
- b) HCAA Junior Playoffs (Pre-Districts/Districts)
- c) Championship Playoff Dates
- d) Bids to Host
- e) Booking of Accommodations (Districts, Regionals, Provincials)

8. Games and Bonspiels

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

- a) Finding the Funding Guides and Forms (HSD schools)
- b) Curling “Program” Defined (HSD schools)
- c) Funding Overview (HSD schools)
- d) Community Leagues and Eligible “Days of Competition” (HSD schools)
- e) Out-of-Pocket Expenses (HSD schools)
- f) Funding Detail (HSD schools)

10. Team Fees and Fundraising

11. Communication with Student-Athletes & Parents/Guardians

12. Extra-Curricular Hours

13. Travel

- a) Booking and Reimbursement (HSD)
- b) Travel Forms (HSD)
- c) Weather and Road Conditions

14. Medical Considerations

- a) First Aid Kit
- b) Medical Forms
- c) Concussion Protocol

15. Coach Contact Lists

Appendix A – Course Details

- 1. Respect in Sport
- 2. Concussion in Sports – What You Need to Know
- 3. Fundamentals of Coaching

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 Superintendent Crandall Hrynkiw. 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 the HSD version found at <https://www.horizonsd.ca/HCAA/Pages/activityfundingforms.aspx> (scroll to “Related HSD Forms & Info”).*
- 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 submit a copy of the completion certificate with the E-14 form. 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 form. 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 Superintendent Crandall Hrynkiw. 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 2018, 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, 2018). Junior play is governed by the HCAA.

Grade 5 (or younger) players are NOT eligible to curl on junior curling 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. *They are not funded by HSD.*

Prior to Pre-Districts, junior curlers can play on any team in any eligible category. Once Pre-Districts begin, a junior curler can only play on the first team they curled for and cannot play in two categories (e.g. Boys and Mixed). This continues to the end of the District Championship.

NOTE: An eligible substitute for one team (once Pre-Districts begins) who has NOT yet played at all for that one team is still eligible to play for another team. Once the eligible substitute plays for the “other” team, they can no longer play for the team they were initially planning to substitute for at Pre-Districts or any subsequent level of completion.

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, 2018). Please contact Brian Grest if you need clarification on eligibility.

Prior to Pre-Districts, senior curlers can play on any team in any eligible program. Once Pre-Districts begin, a senior curler can only play on the first team they curled for and cannot play in two different programs (e.g. Boys and Mixed). This continues to the end of the Provincial Championship.

NOTE: An eligible substitute for one team (once Pre-Districts begins) who has NOT yet played at all for that one team is still eligible to play for another team. Once the eligible substitute plays for the "other" team, they can no longer play for the team they were initially planning to substitute for at Pre-Districts or any subsequent level of completion.

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 "senior" team in a 1A or 2A school 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 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-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

- 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.
- E-14 – Declaration for Non-Faculty Coach – **HSD schools:** *please contact Brian Grest for details on the exact HSD procedure to use here.*
- 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
- 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 XVIII – Curling 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

Each category of senior curling – boys, girls, mixed – is considered a **separate senior program**, and as such each be registered separately.

Prior to Pre-Districts, schools may have as many senior boys teams/players, senior girls teams/players, and senior mixed teams/players as they choose. For Pre-Districts, however, they are limited to two teams per program.

The deadline for declaring which programs your school will field (“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”) each of your senior curling programs on the SHSAA website (minimum 4 curlers checked off) is **Wed. Jan. 9**. 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

All three categories of junior curling – boys, girls, mixed – are considered a **single junior program**.

Prior to Pre-Districts, schools may have as many junior boys teams/players, junior girls teams/players, and junior mixed teams/players as they choose. For Pre-Districts, however, they are limited to two teams per category.

Most schools have one person, typically the Athletic Director, do their “Team Entry” form on the SHSAA website. Speak to your school Athletic Director to determine if your junior program 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. Brian Grest will also do a follow-up via e-mail.

At the time of this writing, junior programs are not required to fill an “E-5 Eligibility form”.

5. Start Date for Practices (all curling programs)

SENIOR – SHSAA Policy states that the first senior curling practice cannot start earlier than **Monday, Nov. 5, 2017**. Teams conducting practices prior to this date will face sanctions, including possible exclusion from HCAA and/or SHSAA playoffs. Please contact Brian Grest if you need clarification.

JUNIOR – By HCAA Policy, there is no restriction on the start date for junior curling. 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 curling team may play a **maximum of 30 games** prior to SHSAA Regionals. Senior teams exceeding this number of games prior to SHSAA Regionals 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) HCAA/SHSAA Senior Playoffs (Pre-Districts/Districts/Regionals/Provincials)

Schools may enter a maximum of two senior boys teams, a maximum of two senior girls teams, and a maximum of two senior mixed teams into the HCAA Pre-Districts.

NOTE: Pre-Districts/Districts/Regionals/Provincials is a championship route – if your team cannot commit to every level, they should not enter into the first level. HCAA Bylaw X indicates that a senior curling team cannot enter into Pre-Districts when they knowingly cannot or will not take part in the District Championship should they advance. By extrapolation, a senior curling team should not enter into Pre-Districts when they knowingly cannot or will not take part in Regionals or Provincials should they advance. The onus is on the coaches to determine if their players can commit to every date of every playoff level and enter or not enter Pre-Districts accordingly.

Brian Grest will send an e-mail a few weeks prior to Pre-Districts soliciting information to finalize which teams are entering into Pre-Districts.

Formats for HCAA Pre-Districts and Districts can be found in the HCAA Curling Policy XVIII on the HCAA website. Formats for SHSAA Regionals and Provincials can be found in the SHSAA Handbook and on the SHSAA website (www.shsaa.ca).

At the moment the first rock is thrown at Pre-Districts, teams must have 4 curlers on the ice. If a player on a Boys or Girls team gets injured or ill and the team has no eligible substitute available, they may continue through Pre-Districts with three curlers. This is NOT the case in Mixed, though, as a team cannot curl with three at any time (the host team does provide a mixed "sub pool" in the unlikely event this situation comes up). At Districts, Regionals, and Provincials, again teams must start the event with four curlers, and Boys and Girls teams (not Mixed) could continue with three players in the event of injury or illness and no eligible sub available.

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

NEW in 2017-2018: Junior Mixed teams can be comprised of 3 of one gender and 1 of the other gender. The single member of the one gender must throw skip or third rocks.

Schools may enter a maximum of two junior boys teams, a maximum of two junior girls teams, and a maximum of two junior mixed teams into the HCAA Pre-Districts.

NOTE: Pre-Districts/Districts is a championship route – if your team cannot commit to each level, they shall not enter into the first level. HCAA Bylaw X indicates that a junior curling team cannot enter into Pre-Districts when they knowingly cannot or will not take part in the District Championship should they advance. The onus is on the coaches to determine if their players can commit to every playoff level and enter or not enter Pre-Districts accordingly.

Brian Grest will send an e-mail a few weeks prior to Pre-Districts soliciting information to finalize which teams are entering into Pre-Districts.

Formats for HCAA Pre-Districts and Districts can be found in HCAA policy found on the HCAA website.

At the moment the first rock is thrown at Pre-Districts, teams must have 4 curlers on the ice. If a player gets injured or ill and the team has no eligible substitute available, they may continue through Pre-Districts with three curlers. EXCEPTION: in MIXED, all three remaining players cannot be of the same gender. If this were the case, the host team does provide a mixed "sub pool" in the unlikely event this situation comes up. At Districts, again teams must start with four curlers, and teams could continue with three players in the event of injury or illness and no eligible sub available (notwithstanding the “exception” note about mixed teams).

c) Championship Playoff Dates

Junior Curling

| | | |
|---------------|----------------------|-----------|
| Pre-Districts | Wed. Feb. 6 | Sites TBD |
| Districts | Tues/Wed, Feb. 12/13 | Site TBD |

Senior Curling

| | | |
|---------------|-------------------|--|
| Pre-Districts | Mon. Feb. 4 | Sites TBD |
| Districts | Fri/Sat, Feb. 8/9 | Site TBD |
| Regionals | Fri/Sat, Mar. 1/2 | Boys – Nipawin Girls – Nipawin Mixed – Nipawin |

Provincials

Fri/Sat, Mar. 9/10

Boys – Humboldt

Girls – Nipawin

Mixed – Nipawin

d) Bids to Host

Brian Grest will solicit bids to host for all Pre-District and District junior and senior events via e-mail.

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

For Districts, if schools are in need of accommodations, they will be responsible for their own booking. Please check into the possibility of billeting in the school as an option as well.

For Regionals, Brian Grest (ASA) will have a block of rooms reserved for the athletes and coaches and will coordinate the rooming lists. Non-HSD schools will be responsible for their share of the costs. Coaches may still choose to book rooms outside of the block. NOTE: The ASA will block rooms for **coaches and athletes only**; parents and other supporters are responsible for their own bookings.

For Provincials, all schools will be responsible for their own booking of accommodations (if needed).

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

8. Games and Bonspiels

There are no HSD curling leagues due to the lack of interest in previous years. Coaches thus have to arrange to travel to or host their own games and bonspiels throughout the season. A contact list of all the coaches from schools with curling programs will be sent to you to assist in arranging these.

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” (2nd link down the right side). 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) Curling “Program” Defined (HSD schools)

For the **purposes of funding**, a school may form and receive funding for two distinct curling programs:

- Junior Curling
- Senior Curling

Regardless of how many teams are formed in each of these distinct programs, each is 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 curling programs. There are generally two parts to the funding:

- a) a "regular season grant" – includes **Pre-Districts**, as Pre-Districts are “all-comer” events.
- b) "playoff" funding – includes **Districts (Juniors)** and **Districts/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) and the number of teams competing on that day. “Competition” is defined as playing in sanctioned interschool competition (i.e. against teams from another school that are under their coach’s direction). **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 two teams playing at Pre-Districts only (max. \$30 grant) and that \$30 may be enough to cover the season's expenses (e.g. gas money/mileage to the drivers on this day). School B, however, had two teams that played exhibition games on four days, attended two Saturday bonspiels some distance away, hosted their own one-day bonspiel, and attended Pre-Districts (one day). They spent \$500 total in gas money/mileage to their drivers, \$400 on hotel rooms, and \$200 on ice rental. Their maximum grant will be \$240 whereas their expenses were \$1,100. It will be up to the team to figure out where they get the other \$860 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 (read the funding guide and form for details).

d) Community Leagues and Eligible “Days of Competition” (HSD schools)

The maximum amount of money a school can request for a "regular season grant" is **determined using a calculation** (as outlined on the funding form) that takes into account the number of days any team(s) from the program competed on and the number of teams they had competing on that day.

In curling, however, the idea of a "day of competition" can become blurred as it is not uncommon for school teams/school curlers to enter into community leagues or community bonspiel play. Thus, it is important to clarify what a "day of competition” is as it applies to HSD funding.

For a game/competition to be sanctioned as a "school" competition, all four of the following conditions must be met:

- 1. Your team must be made up of only eligible members of your school's program (notwithstanding HCAA or SHSAA approved "co-ops")*
- 2. Your Board-approved coach or supervisor must be present (it is never a Board-approved event if no approved coach or supervisor is present)*
- 3. Your opponent must be a school team (made up of only eligible members of that school's program)*
- 4. Your opponent's Board-approved coach or supervisor must be present*

If these conditions are not met, the competition cannot be sanctioned by the Board, is not a school event, and thus cannot be eligible as a "day of competition" for the purposes of Board funding. If conditions 1. And 2. are not met, any expenses incurred in competing in such a game would not be eligible either. If conditions 3. and/or 4. are not met but 1. and 2. are, this could still be considered a "practice" (if the coach was present) and any expenses incurred in competing in such a game would be eligible.

Some examples:

- School A's sr. girls team curls in the women's league in town with the school A's coach present. None of their games are against other schools' teams. Because the team is not playing against another school team, this cannot be used as a "day of competition" for the purposes of calculating the grant, but could be considered a "practice" and thus the entry fees or other expenses (e.g. travel costs) could be claimed as an eligible expense toward the grant.*
- School A's sr. girls team curls in the women's league in town. They play against School B's sr. girls team which is also in the same league. School A's Board-approved coach is not present. Because the team is not being coached/supervised, they cannot be representing the school and are thus curling as community members, not a school team. This cannot be used as a "day of competition" for the purposes of calculating the grant, and entry fees or other expenses (e.g. travel costs) cannot be claimed as an eligible expense toward the grant.*
- School A has a team in the women's league in town, but two players are in grade 10 and two players are in grade 7. This team is not a school senior team, as they have two ineligible (grade 7) players. This team is not a school junior team, as they have two ineligible (grade 10) players. They are thus curling as community youth curlers, not a school team. This cannot be used as a "day of competition" for the purposes of calculating the grant, and entry fees or other expenses (e.g. travel costs) cannot be claimed as an eligible expense toward the grant.*
- School A's sr. girls team enters a youth bonspiel with school A's coach present. Every other team they play against is made up of random curlers from a variety of schools (no opponent is made up entirely of curlers from a single school). This cannot be used as a "day of competition" for the purposes of calculating the grant, but could be considered a "practice", and entry fees or other expenses (e.g. travel costs) could be claimed as an eligible expense toward the grant.*

It is not apparent that any programs are abusing these guidelines. This is written here just to remind everyone that funding for school sport only applies to sanctioned interschool competition, to clarify the gray areas, and to explain the rationale behind what may be viewed as restrictions.

e) 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 curling 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.

f) Funding Detail (HSD schools)

*The best source for learning and getting clarification on funding for HSD curling 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 curling 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. Travel

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 Pre-Districts) play, the school/school program is responsible for all costs.

For Districts, 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)*

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.

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. 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>

15. 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 – Course Details

(all information as of August, 2018; contact Brian Grest to report necessary updates to this document)

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

a. Summary

- i. This is a Sask Sport requirement. The SHSAA and HCAA are affiliated with and receive funding from Sask Sport.
- 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 three hours to complete.
- v. 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.
- vi. **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

- i. Directions on how to register can be found at [here](#).
- ii. The registration page can be found [here](#).
- iii. 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.
- iv. 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.
- v. 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).
- vi. **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:

- 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”¹) **and**
- has not ever been previously granted “approved non-faculty coach” status by the SHSAA

¹*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