

# HCAA GOLF COACH'S HANDBOOK 2018-2019

*(revised Aug. 29, 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 (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 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 are invitational tournaments related to HCAA (pre-district/district) or SHSAA (provincial) championship playoffs?

A: They are unrelated. 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](mailto:brian.grest@horizonsd.ca), 306-231-8284 (mobile or text), or 306-682-1016 (office).

Q: **HSD SCHOOLS:** 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" (2<sup>nd</sup> link down the 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 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 play on “junior” golf teams.

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.

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

### 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-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: please contact Brian Grest for a copy of this form that has been modified for use by HSD schools.*
  - o 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.
  - o 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](http://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](mailto:l.mckellar@shsaa.ca)
- Dave Sandomirsky, Assistant Executive Director – 306-721-2151; [d.sandomirsky@shsaa.ca](mailto: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 XIII – Golf Playdown**
- Policy XXVI – Disqualification and Suspension of Athletes

#### **d) 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](mailto:brian.grest@horizonsd.ca)

## **4. Registering Teams (Beginning of the Season)**

### **a) Senior**

The SHSAA treats golf as two separate programs:

- Males
- Females

The deadline for declaring (“Team Entry Form”) and registering (“E-5 Eligibility Form”) your senior golf program(s) on the SHSAA website (minimum 1 player per program checked off) is **Wed. Sept. 12**. If you (or your school’s Athletic Director – see next paragraphs) fail to properly do so by this date

yet still had or intended to have at least one student-athlete in your program(s) compete against other school's golfers, 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**

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 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.

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 golf programs)**

SHSAA and HCAA Policy states that the first junior or senior golf practice could have started as early as **April 9, 2018**. Teams conducting practices prior to this date will face sanctions, including possible exclusion from HCAA or SHSAA playoffs. Please contact Brian Grest if you need clarification.

## **6. Maximum Number of Matches (Senior)**

SHSAA Policy states that a senior golf team may play a **maximum of 12 tournaments** prior to SHSAA Provincials. Senior teams exceeding this number of tournaments prior to SHSAA Conferences will face sanctions, including likely exclusion from SHSAA playoffs.

## **7. Championship Playoffs**

### **a) Senior Playoffs (HCAA Pre-Districts & Districts/SHSAA Provincials)**

A senior golf "program" consists of a minimum of one individual golfer in that category (males, females).

A program may also compete for the “team” title if they field:

- Males – a minimum of three golfers (maximum four)
- Females – a minimum of two golfers (maximum four)

Consult the HCAA Golf Policy (found [here](#)) for team scoring methods.

Brian Grest will solicit your entries into the playoffs via e-mail. NOTE: There will be no pre-districts held this year in Senior Golf.

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

A junior golf “program” consists of a minimum of one individual golfer (regardless of gender).

Schools may enter a maximum of six (maximum four of one gender) in junior golf.

There is no “team” competition in junior golf.

Brian Grest will solicit your entries into the playoffs via e-mail. NOTE: There will be two levels of play in Junior Golf (pre-Districts/Districts).

### **c) Championship Playoff Dates**

#### **Junior**

Pre-Districts	Thur. Sept. 13	LeRoy & Lanigan (p.m. only)
District Championship	Tues. Sept. 18	Lanigan

#### **Senior Grass**

District Championship	Tues. Sept. 11	LeRoy
Provincials	Fri/Sat Sept. 21/22	North Battleford

### **d) Bids to Host**

**Pre-Districts** and **Districts** host site bids were already solicited by Brian Grest via e-mail.

### **e) Booking of Accommodations (Provincials)**

For Provincials, Brian Grest (ASA) has 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 and athletes may choose to book rooms outside of the block. *HSD SCHOOLS – please refer to the Provincials funding guide and form for golf for exact policy, procedure, and expectations (e.g. room sharing and cost reimbursement) pertaining to accommodations at Provincials, as only partial reimbursement may apply when sharing of rooms amongst athletes and amongst coaches is not maximized.*



## 8. Invitational Tournaments

Schools may choose to attend invitational school golf tournaments in April, May, June, and September (the 2018 golf season officially started in the spring of 2018). Note that there are only a few held around the province and likely none in the HCAA.

## 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” (2<sup>nd</sup> 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) Golf “Program” Defined (Horizon SD schools)

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

- Senior
- Junior

### c) Funding Overview (Horizon SD schools)

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

- a) a "regular season grant" – includes **Pre-Districts (Junior)** and **Districts (Senior)**, as these events are “all-comer” events.
- b) "playoff" funding – includes **Districts (Junior)** and **Provincials (Senior)**, as these are events which players 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 competing in sanctioned interschool competition (i.e. against teams from other schools). **Refer to the funding 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 only at the senior District Championship (max. \$40 grant) and that \$40 may be enough to cover the season's expenses (e.g. green fees, gas money/mileage to the drivers for that day). School B, however, may also have attended two weekend tournaments some distance away. They spent \$300 total in gas money/mileage to their drivers, \$300 on hotel rooms, and \$120 on green fees. Their maximum grant will be \$120 whereas their expenses were \$720. It will be up to the team to figure out where they get the other \$600 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 IS intended to cover actual mileage and accommodation (if necessary) 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 golf 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 Horizon SD golf 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 golf 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 for Junior Districts and Senior Provincials. 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).*

### ***b) Travel Forms (Horizon SD)***

*When utilizing private vehicles, all drivers must have:*

- a current 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) i) and 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 with other schools' coaches should you have the need.

# 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”<sup>1</sup>) and
- has not ever been previously granted “approved non-faculty coach” status by the SHSAA

<sup>1</sup>*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

# Appendix B – Three Commonly Misunderstood Rules

## ● **Rule 26 -- Water Hazards**

- If you cannot find your ball or do not wish to play it when it has entered a water hazard, you may:
  1. Add a penalty stroke and drop and play another ball from where you last played.
  2. Add a penalty stroke and drop and play a ball in the following manner: determine the spot where the ball crossed the margin of the hazard, stand on that spot facing the pin, and walk a line straight back from the pin, keeping the point the ball crossed the margin between you and the pin (you may move as far back as you wish). Drop and play your ball.
- If your ball is in a lateral water hazard (red stakes), you also have a third option:
  3. Drop a ball within two club-lengths of where the ball last crossed the hazard margin, no nearer to the hole.

## ● **Rule 27 -- Ball Lost or Out of Bounds**

- If your ball is lost or out of bounds, you must add a penalty stroke to your score and play another ball from where you played your last shot.
- If you think your ball may be lost or out of bounds, you may play another ball (provisional ball) from the place where your first ball was played.

## ● **Rule 28 -- Ball Unplayable**

- If your ball is under a tree or in some other bad situation and you decide you cannot play it, add a penalty stroke and do one of the following:
  1. Go back to where you played the last shot and play a ball from there
  2. Measure two club-lengths from the unplayable lie, drop a ball and play from there
  3. Keep the unplayable lie between where you drop the ball and the hole, go back as far as you wish on a straight line and drop and play the ball.



# Appendix C – RCGA Rules (abridged version)

The following is an abridged version of the

## RCGA Golf Rules

as originally published by



The original *Golfing Ontario* version has been modified by the HCAA and presented below to reflect HCAA championship play. The original Golfing Ontario version can be accessed online at:

<http://www.golfingontario.com/rules.htm>

The rules highlighted in **bold type** are commonly poorly understood – please pay special attention to these and make sure you understand them completely.

### ● Rule 1 -- The Game

- You must always play by the Rules. You are not allowed to change them.
- Some adaptations to the Rules may be given to you by the tournament organizer (these may include “local rules” and “tournament rules”)

### ● Rule 3 -- Stroke Play

- **You must play the ball into the hole before starting the next hole. No "gimmies!"**

### ● Rules 4 & 5 -- Clubs and the Ball

- You may carry no more than fourteen clubs.
- Normally, you may not change balls during the play of a hole. However, if you damage or cut your ball, you may do so after first asking your fellow competitor.

#### ● Rule 6 -- Things a Player Should Do

- Read the notices given to you by the tournament officials.
- **Make sure you play your own ball** (put a mark on the ball with a marker in case someone else is using an identical ball).
- Make sure your score for each hole is right before you turn in your card.
- Keep playing unless there is lightning, you are ill, or an official tells you to stop.

#### ● Rule 7 -- Practice

- You may not hit a practice shot during play of a hole, or from any hazard.  
Note: Always read the local rules about practice.

#### ● Rule 8 -- Advice on How to Play

- During a round, you may not ask anyone except your caddie or partner (you won't have a caddie or partner in HCAA play) for advice on how to play. However, you may ask about Rules or the position of hazards or the flagstick.
- You may not give advice to your opponent or a fellow-competitor.

#### ● Rule 10 -- When to Play a Shot

- The player who has the lowest score on a hole has the right to play first on the next hole . This is called the "honor."
- During play of a hole, the player whose ball is farthest from the hole plays first (in HCAA play, if the play of your grouping is slow, the order may be altered – this is called “ready golf”)

#### ● Rule 11 -- Teeing Ground

- Tee your ball between the tee-markers or a little behind them. You may go behind them as far as two club lengths.
- If your ball accidentally falls off the tee, you may replace it without penalty.

#### ● Rule 12 -- Finding Ball in Hazard -- Identifying Ball

- A hazard is any bunker (area of sand) or water hazard (lake, pond, creek, etc.).
- In a bunker or water hazard, if your ball is covered by sand or leaves, you

may remove enough of the sand or leaves to be able to see a part of the ball.

- You may lift your ball to identify it anywhere except in a hazard. You must tell your opponent or fellow competitor before you lift your ball to identify it.

#### • Rule 13 -- Playing Lies and the Course

- You must play the ball as it lies. You may not move it to a better spot (unless the “local rules” or “tournament rules” allow an exception).
- You may not improve your lie by pressing down behind the ball. The club may be grounded only lightly behind the ball.
- **You may not improve the area of your intended swing or line of play by bending or breaking anything growing, such as tree limbs or weeds.**
- **In a hazard, you may not touch the sand, ground, or water with the club before or during your backswing.**
- In a hazard, you may not remove loose impediments (natural things such as leaves or twigs), but you may remove obstructions (artificial objects such as bottles or rakes.)

#### • Rule 14 -- Striking the Ball

- You must fairly strike the ball with the head of the club. You may not push, scrape or rake the ball.
- You must not hit your ball while it is moving.

#### • Rule 15 -- Playing a Wrong Ball

- **If you play a ball that is not yours, you must take a two-stroke penalty (unless the wrong ball was played in a hazard). You must then play out the hole with your own ball. If you do not do so, you are disqualified.**

#### • Rule 16 -- The Putting Green

- If any part of your ball is touching the green, it is on the green.
- When your ball is on the green, you may brush away leaves and other loose impediments on your line of putt with your hand or a club. Do not fan them with a cap or towel.
- You should repair ball marks or old hole plugs but you may not repair marks made by spikes or shoes, if they are on your line of putt.
- You may not test the surface of the green by rolling a ball or scraping the

surface.

- Always mark your ball by putting a small coin or other marker behind it when you want to pick it up to clean or get it out of another player's way.

#### ● Rule 17 -- The Flagstick

- If your ball is on the green, do not putt with the flagstick in the hole. Either take the flagstick out or ask another player to hold it and take it out when you play your ball. If you putt and your ball hits the flagstick when it is in the hole, you must add two penalty strokes to your score for the hole.

#### ● Rule 18 -- Moving the Ball

- **If you move your ball on purpose or accidentally, add a penalty stroke to your score, replace and play it.**
- If your ball is moved by someone or something other than you (an “outside agency”), there is no penalty, but you must replace it. If the ball is moved by wind or water, you must play it as it lies.
- **Once you address the ball, if the ball moves, add a penalty stroke and replace the ball.**
- **If you move a loose impediment within one club-length of the ball and the ball moves, add a penalty stroke, replace it and play it. On the putting green, there is no penalty.**

#### ● Rule 19 -- Ball in Motion Deflected or Stopped

- If your ball hits an outside agency, (bird, rake, etc.), it is called a "rub of the green." There is no penalty and the ball is played as it lies.
- If your ball hits a fellow competitor or his/her equipment, there is no penalty and the ball is played as it lies (same as hitting an “outside agency”).
- If your ball hits you or your equipment, you are penalized two strokes and you must play your ball as it lies.
- If your ball hits another ball and moves it, you must play your ball as it lies. The owner of the other ball must replace it. If your ball is on the green when you play and the ball which your ball hits is also on the green, you are penalized two strokes. Otherwise, there is no penalty.

#### ● Rule 20 -- Lifting and Dropping the Ball

- If you are going to lift your ball under a Rule and the Rule requires that the ball be replaced, you must put a ball-marker behind the ball before you lift it (unless the “tournament rules” allow an exception).
- When you drop a ball, stand erect, hold your arm out straight and drop it.
- **If a dropped ball hits the ground and rolls into a hazard, out of hazard, more than two club-lengths, nearer the hole or, if you are dropping away from an immovable obstruction or ground under repair, etc., back into the obstruction or ground under repair, you must re-drop. If the same thing happens when you re-drop, you must place the ball where it struck the ground when it was re-dropped.**

#### ● Rule 21 -- Cleaning the Ball

- You may usually clean your ball when you are allowed to lift it. You may not clean the ball when you lift it for identification (except on the green), lift it because it interferes with another player, or lift it to determine if it is unfit.

#### ● Rule 22 -- Ball Interfering with or Assisting Play

- If another ball interferes with your swing or is in your line of putt, you may ask the owner of the ball to lift it.
- If your ball is near the hole and might serve as a backstop for another player, you may lift your ball.

#### ● Rule 23 -- Loose Impediments

- Loose impediments are natural objects that are not growing or fixed -- such as leaves, twigs, branches, worms and insects. You may remove a loose impediment except when your ball and the loose impediment lie in a bunker or water hazard. (Exception see Rule 12)

#### ● Rule 24 -- Obstructions

- **Obstructions are artificial or man-made objects. Bottles, tin cans, rakes, etc., are movable obstructions. Sprinkler heads, shelter houses, cart paths, etc., are immovable obstructions.**
- **Movable obstructions anywhere on the course may be removed. If the**

**ball moves, it must be replaced without penalty.**

- **You may drop your ball away from an immovable obstruction if it interferes with your swing or stance. Find the nearest point not nearer the hole where you can play without interference with your swing or stance. Drop the ball within one club-length of that point. Note: You should not pick up the ball from an obstruction until you have established the nearest point of relief.**

#### ● **Rule 25 -- Where The Ball Lies**

- **Casual water is any temporary puddle of water caused by rain or over watering. Ground under repair is any damaged area which the tournament committee has marked as such or indicated on the “local rules”.**
- **If your ball or your stance is in casual water, ground under repair or a burrowing animal hole, you may either play the ball as it lies or find the nearest place not nearer the hole which gives you relief and drop the ball within one club-length of that place.**
- **If your ball is in casual water, etc., and you cannot find it, determine where the ball entered the area and drop a ball within one club-length of that place without penalty.**
- **If your ball is on the wrong green, find the nearest place off the green which is not nearer the hole and drop the ball within one club-length of that place.**

#### ● **Rule 26 -- Water Hazards**

- **Water hazard margins are identified by yellow stakes or lines. Lateral water hazard margins are identified by red stakes or lines.**
- **If your ball is in a water hazard or a lateral water hazard, you may play it as it lies (remember you cannot “ground your club” nor remove loose impediments in a hazard).**
- **If your ball is in a water hazard and you cannot find it or do not wish to play it, you may:**
  - 1. Add a penalty stroke and drop and play another ball from where you last played.**
  - 2. Add a penalty stroke and drop and play a ball in the following manner: determine the spot where the ball crossed the margin of the hazard, stand**

on that spot facing the pin, and walk a line straight back from the pin, keeping the point the ball crossed the margin between you and the pin (you may move as far back as you wish). Drop and play your ball.

● If your ball is in a lateral water hazard (red stakes), you also have a third option:

3. Drop a ball within two club-lengths of where the ball last crossed the hazard margin, no nearer to the hole.

#### ● Rule 27 -- Ball Lost or Out of Bounds

- A ball is considered lost if it is not found within five minutes after you first begin to search.
- A ball is out of bounds when all of it lies beyond the inside line of objects such as white stakes, or a fence or wall that marks the playing area.
- If your ball is lost or out of bounds, you must add a penalty stroke to your score and play another ball from where you played your last shot.
- If you think your ball may be lost or out of bounds, you may play another ball (provisional ball) from the place where your first ball was played. You must tell your opponent or fellow-competitor that you are playing a provisional ball (before hitting it) and play it before you look for the first ball. If you cannot find your first ball or if it is out of bounds, you must count the strokes with the first and provisional balls, add a penalty stroke and play out the hole with the provisional ball. If you find your first ball in bounds, continue play with it and pick up the provisional ball.

#### ● Rule 28 -- Ball Unplayable

- If your ball is under a tree or in some other bad situation and you decide you cannot play it, add a penalty stroke and do one of the following:
  1. Go back to where you played the last shot and play a ball from there
  2. Measure two club-lengths from the unplayable lie, drop a ball and play from there
  3. Keep the unplayable lie between where you drop the ball and the hole, go back as far as you wish on a straight line and drop and play the ball.
- A ball cannot be declared unplayable in a water hazard. Refer to Rule 26 for options out of a water hazard.