

HCAA GOLF COACH HANDBOOK 2021-2022

(revised Sept. 2, 2021)

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.
- **Horizon SD 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, 306-231-8284 (mobile or text), or 306-682-1016 (office).

Q: **Horizon SD 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 "Horizon SD Activities Funding Forms" (2nd link down the right side).

COVID-19 NOTE: *The HCAA will be following the Horizon SD COVID-19 protocols. These protocols are not contained within this document; any and all COVID-19 protocol information will be e-mailed directly to the coaches.*

Contents:

1. Coaches and Qualifications

- a) Who can coach?
- b) Qualifications

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 golf programs)

6. Maximum Number of Matches (Senior)

7. Championship Playoffs

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

8. Invitational Tournaments

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

- a) Finding the Funding Guides and Forms (Horizon SD schools)
- b) Golf “Program” Defined (Horizon SD schools)
- c) Funding Overview (Horizon SD schools)
- d) Out-of-Pocket Expenses (Horizon SD schools)
- e) Funding Detail (Horizon SD schools)

10. Team Fees and Fundraising

11. Communication with Student-Athletes & Parents/Guardians

12. Extra-Curricular Hours

13. Travel

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

14. Medical Considerations

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

15. Coach Contact Lists

Appendix A – Required Courses for Coaches

Appendix B – Three Commonly Misapplied Rules

Appendix C – RCGA Golf Rules (abridged version)

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. *Horizon SD SCHOOLS: current Horizon SD procedure requires ALL non-faculty coaches to be formally approved by the Horizon SD Board unless an exception is granted in writing by Deputy Director of Education Randolph MacLEAN. 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.
*Horizon SD SCHOOLS – For first-time applicants, please use the new online process. Have your principal initiate it at <https://www.horizonsd.ca/Services/APsandForms/Pages/AP496.aspx>.
– For renewals, please use the simplified Word document method. Have your principal access it [HERE](#) (scroll about 10 lines from the top).*
- b. The person seeking approval has been out of high school for at least four years. *Horizon SD 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. *Horizon SD 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 "Making Head Way in Sport"). *Horizon SD SCHOOLS must attach a copy of the completion certificate (RIS) and coach.ca transcript (MHIS) 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 ("Coaching School Sport: Redefining Winning"). *Horizon SD SCHOOLS must submit a copy of the completion certificate with the E-14 application. Other schools please consult your Board/Band policy.*
- f. *Horizon SD SCHOOLS - the person seeking approval must submit (or if a Horizon SD 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 “Making Head Way in Sport”). *Horizon SD SCHOOLS – this is allowed only as an EXCEPTION granted in writing by Supervisor of Deputy Director of Education Randolph MacLEAN. 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. Click [HERE](#) 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 “**Making Head Way in Sport**” online course (or recognized equivalent), and have done so theoretically prior to the beginning of the season. It takes about thirty minutes and is free. Click [HERE](#) 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 “Coaching School Sport: Redefining Winning” online course. “Approved non-faculty coach” status cannot be awarded until this course is completed. Click [HERE](#) for further details.

As of 2021, the “Coaching School Sport: Redefining Winning” course costs \$53.95. *Horizon SD 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, 2021). 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, 2021). 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 of the SHSAA Handbook. Your school's Athletic Director should have a copy for you. Extra copies can be ordered free of charge from the SHSAA office, and the SHSAA Handbook is also online at www.shsaa.ca.

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 – **Horizon SD schools: please use the Horizon SD-specific forms outlined on page 3 of this handbook.**
 - 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 and is a wealth of information. You can also contact the SHSAA office directly if you have questions or need clarification:

- Dave Sandomirsky, Executive Director – 306-721-2151; d.sandomirsky@shsaa.ca
- Jeff Kitts, Assistant Executive Director – 306-721-2151; jeff@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

4. Registering Teams (Beginning of the Season)

a) Senior

The SHSAA treats golf as two separate programs: Male program and Female program

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. 15**. 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

Brian Grest will solicit information from all schools to ascertain which schools have a junior golf program.

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 12, 2021**. 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 school may enter a maximum of four male golfers and four female golfers in the District Championship. NOTE: There will be no pre-districts held this year in Senior Golf.

Since 2019, there has no longer been a “team” competition at the senior golf District Championship. The top four males and top 4 females advance to the Provincial Championship. The four males will also compete as a district “team” at provincials, as will the top four females.

Brian Grest will solicit your entries into the playoffs via e-mail.

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

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

A school may enter a maximum of six (maximum four of one gender) into the junior golf pre-district event.

There is no “team” competition in junior golf. The top 10 males with a score of 65 or less (and ties) and the top 10 females with a score of 80 or less (and ties) advance from pre-districts to the District Championship.

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 (9 holes)	Thur. Sept. 16 (p.m. only)	Watson & Humboldt
District Championship	Tues. Sept. 21 (all day)	Watson

Senior Grass

District Championship	Tues. Sept. 14	Watrous
Provincials	Fri/Sat Sept. 24/25	Rosthern

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-Horizon SD schools will be responsible for their share of the costs.

Coaches and athletes may choose to book rooms outside of the block. *Horizon SD 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 2021 golf season officially started in the spring of 2021). Note that there are only a few held around the province and likely none in the HCAA.

9. Funding – Horizon SD 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 “Horizon SD 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) 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.***

Horizon SD 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 Horizon SD 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 – Required Courses for Coaches

Click [HERE](#) to view the most current information.

Appendix B – Three Commonly Misapplied Rules

Click [HERE](#) to view the document.

Appendix C – RCGA Golf Rules (abridged version)

Click [HERE](#) to view the document.