

# HCAA CURLING COACH HANDBOOK 2021-2022

*(revised Nov. 5, 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 do we find games? Are there Horizon SD curling leagues?

A: There are no Horizon SD 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](mailto:brian.grest@horizonsd.ca), 306-231-8284 (mobile or text), or 306-682-1016 (office).

Q: **Horizon SD 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 "Horizon SD Activities Funding Forms" near the top right.

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

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

**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/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 – 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) Curling “Program” Defined (Horizon SD schools)
- c) Funding Overview (Horizon SD schools)
- d) Community Leagues and Eligible “Days of Competition” (Horizon SD schools)
- e) Out-of-Pocket Expenses (Horizon SD schools)
- f) Funding Detail (Horizon SD schools)

## 10. Team Fees and Fundraising

## 11. Communication with Student-Athletes & Parents/Guardians

## 12. Extra-Curricular Hours

## 13. Travel – Horizon SD Schools

- 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

# 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 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 Horizon SD.*

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, 2021). 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 practice nor play on a senior team if the SHSAA has not given their approval.*

## **3. Resources and References for Coaches**

### **a) SHSAA Handbook**

The SHSAA governs **senior** play, but it does not hurt for each junior coach to have a copy 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](http://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-2 – Use of Grade 8 Students
  - o E-4 – Inter Provincial Competition Sanction Form – to be used when planning on having out-of-province team(s) to a competition you are hosting
  - o E-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](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:

- Dave Sandomirsky, Executive Director – 306-721-2151; [d.sandomirsky@shsaa.ca](mailto:d.sandomirsky@shsaa.ca)
- Jeff Kitts, Assistant Executive Director – 306-721-2151; [jeff@shsaa.ca](mailto: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 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)**

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 Programs/Teams (Beginning of the Season)**

### **a) Senior**

Each category of SHSAA senior curling – boys, girls, mixed – is considered a **separate senior program**, and as such each be registered separately with the SHSAA. **NOTE:** The HCAA also has a fourth category – doubles – but do NOT register that program with the SHSAA as it is not an SHSAA-sanctioned program.

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

The deadline for declaring which programs of Boys, Girls, or Mixed your school will field (SHSAA “Team Entry Form”) was in September. Brian Grest will follow-up to confirm your school’s programs via e-mail. **NOTE:** registration of “doubles” teams will be done through Brian Grest, not the SHSAA.

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. 12**. 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 four categories of HCAA junior curling – boys, girls, mixed, doubles – are considered a **single junior program**.

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

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

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. 8, 2021**. 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)**

The HCAA has a Senior Doubles category for HCAA Pre-District and District Championship play. Senior Doubles is an open category (gender is not relevant). **Senior Doubles is an HCAA category only (the SHSAA has no such category)** and as such, Senior Doubles teams advance to the District Championship, but do NOT advance to SHSAA Regionals and Provincials.

Schools may enter a maximum of two senior boys teams, a maximum of two senior girls teams, a maximum of two senior mixed teams, and a maximum of **one** doubles team 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 boys, girls, or mixed 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](http://www.shsaa.ca)).

At the moment the first rock is thrown at Pre-Districts, Districts, Regionals, or Provincials, all boys, girls, and mixed teams must have 4 curlers on the ice. If a player gets injured or ill any time after the start of the first game and the team has no eligible substitute available, they may continue through that event with three curlers. In mixed, the team may continue with 3 players, alternating genders. Should they only have players of one gender remaining, 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 need for alternating genders on mixed teams).

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

The HCAA has a Junior Doubles category for HCAA Pre-District and District Championship play. Junior Doubles is an open category (gender is not relevant). Junior Doubles teams advance to the HCAA District Championship.

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, a maximum of two junior mixed teams, and a maximum of **one** junior doubles team 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, boys, girls, and mixed 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. In mixed, the team may continue with 3 players, alternating genders. Should they only have players of one gender remaining, 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 need for alternating genders on mixed teams).

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

#### **Junior Curling**

Pre-Districts	Wed. Feb. 9	Sites TBD
Districts	Tues/Wed, Feb. 16/16	Site TBD

#### **Senior Curling**

Pre-Districts	Mon. Feb. 7	Sites TBD
Districts	Fri/Sat, Feb. 11/12	Site TBD
Regionals	Fri/Sat, Feb. 28/29	Boys – Shellbrook Girls – Prince Albert Mixed – Prince Albert
Provincials	Fri/Sat, Mar. 6/7	Boys – Swift Current Girls – Fox Valley Mixed – Swift Current

### **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 will have booked a block of rooms for all HCAA teams.

For Provincials, all schools will be responsible for their own booking of accommodations.

*Horizon SD 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 Horizon SD 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 – 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) Curling “Program” Defined (Horizon SD 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 (Horizon SD schools)

*Horizon SD 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” (Horizon SD 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 Horizon SD 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 (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 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.***

*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.*

### ***f) Funding Detail (Horizon SD schools)***

*The best source for learning and getting clarification on funding for Horizon SD 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 (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 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 – Horizon SD schools (non-Horizon SD schools shall consult their own Board/Band policy)**

### **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” (includes Pre-Districts) play, the school/school program is responsible for all costs.*

*For Districts, Regionals, and Provincials, Horizon SD 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 Horizon SD for a Southland school bus is slightly more than paying mileage to four private vehicles)*

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

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

- a current school year approved driver’s form on file at the school prior to travel.*
- a current (as defined by 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) 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 – Required Courses for Coaches**

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