

HCAA TRACK COACH HANDBOOK 2018-2019

(revised April 26, 2019)

Disclaimer:

This Handbook is not intended to be complete or all-encompassing. Please refer to policy and procedures (SHSAA, HCAA, Board/Band) or seek assistance from your school administration, school Athletic Director, or Brian Grest (HSD ASA) if clarification is needed.

An attempt has been made to make this Handbook as accurate as possible, but mistakes will likely occur. In the event of conflicting information between the information in this Handbook and SHSAA/HCAA/Board/Band policy and procedures, the latter would take precedent.

Quick Tips:

- Check e-mails daily or many times daily.
- When uncertain, look it up or ask someone. Do not assume.
- **HSD coaches:** Read through your **funding guide(s)** and form(s) **BEFORE** the season begins so you understand what is funded and at what level. Budget accordingly.

FAQs:

Q: If I have questions, who do I ask?

A: Start with your school's Athletic Director or try Brian Grest at brian.grest@horizonsd.ca, 306-231-8284 (mobile or text), or 306-682-1016 (office).

Q: **HSD coaches:** Where are the funding guides and forms?

A: Go to the Horizon School Division website. Choose the "HCAA" link across the top. Choose the "HSD Activities Funding Forms" (link near top of the right side).

Q: Can schools run an indoor track program?

A: No. If students are taking part in indoor track practices and meets, they must do so as a member of a "club" team, not a school team. To do otherwise is likely in violation of the SHSAA mandated earliest start date for track.

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1. Coaches and Qualifications

a) Who can coach?

A **current teacher** (teacher currently under a teaching contract with the school's Board or Band) is approved to coach any team in that school (notwithstanding the qualifications referenced below).

A **non-faculty coach** – a person who is **NOT a current teacher** (they are not a teacher, or not a teacher currently under a contract with the school's Board or Band) – may coach a team in that school (notwithstanding the qualifications referenced below) if one of these two conditions are met:

1. They are formally **approved as a non-faculty coach** in the current school year by their Board/Band. *HSD SCHOOLS: current HSD procedure requires ALL non-faculty coaches to be formally approved by the HSD Board unless an exception is granted in writing by Supervisor Todd Gjevre. Other schools please consult your Board/Band policy.*

Approval allows that coach to work with the student-athletes **without a teacher-supervisor present**.

The non-faculty coach approval process involves each of the following:

- a. SHSAA Form E-14 must be completed and submitted. *HSD SCHOOLS – please use 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. Age Groups & Student-Athlete Eligibility

a) Age Groups

Eligible grade 6 to 12 students compete in five male and five female age categories:

Pee Wee	Born in Sept-Dec 2005, any month 2006, any month 2007, or any month 2008 <u>AND</u> are in grade six or higher
Bantam	Born in Sept-Dec 2004 or Jan-Aug 2005
Midget	Born in Sept-Dec 2003 or Jan-Aug 2004
Junior	Born in Sept-Dec 2002 or Jan-Aug 2003
Senior	Born in Jan-Aug 2002, any month 2001, any month 2000, or Sept-Dec 1999 <u>AND</u> started grade ten in 2016, 2017, or 2018

NOTE: A Midget (or younger) aged athlete not yet in grade nine is NOT eligible to compete at the SHSAA Provincial Championships.

b) Junior vs. Senior (SHSAA Team Entry Form)

When registering your track team on the SHSAA Team Entry form in September, you or your school Athletic Director should have:

- checked off “Senior” if
 - o you have at least one Midget (or older category) athlete competing and
 - o at least one of these is in grade nine or higher
- checked off “Junior” if
 - o you have at least one Pee Wee or Bantam athlete competing

c) Eligibility

Students are **NOT eligible** to compete in HCAA track & field if:

- they are not yet in grade six or higher
- they have used up their years of eligibility as per SHSAA Bylaws (e.g. started grade ten in the 2015-2016 school year or earlier)
- they are too old (e.g. were born in Jan-Aug 1999 or earlier)

The SHSAA Provincial Championship is for grade 9 - 12 Midgets, Juniors, and Seniors only. Thus:

- if a grade eight student is Midget aged, they are NOT eligible to compete at Provincials but are eligible to compete at Pre-Districts and Districts.
- if a grade eight student is Junior or Senior aged, please contact Brian Grest for further clarification

The indoor track season is not part of school athletics. If students are taking part in indoor track practices and meets, they must be doing so as a member of “club” team, not a school team. To do otherwise is likely in violation of the SHSAA mandated earliest start date for track.

Please contact Brian Grest if you need clarification on eligibility.

3. Resources and References for Coaches

a) SHSAA Handbook

The SHSAA governs the **Midget, Junior, and Senior** categories, but it does not hurt for the middle years coaches 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 details on the exact HSD procedure to use here.***
 - 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 the **Midget, Junior, and Senior** categories. The SHSAA website can be found at www.shsaa.ca and is a wealth of information. You can also contact the SHSAA office directly if you have questions or need clarification:

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

c) HCAA – Website, Bylaws and Policy

The HCAA governs the **Pee Wee and Bantam** categories, but some of the Bylaws and Policies also apply to the senior categories.

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 XXIII – Track Playdown**
- Policy XXV – Disqualification and Suspension of Athletes

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

HSD employs a full-time District Athletic Director (ASA) whose mandate includes assisting in the operation of the entire HCAA District and assisting all schools and programs within the HCAA.

The current ASA is Brian Grest. If you have any questions or concerns or need any clarification, contact him at any time as it is a large part of his job to act as a resource to the coaches. His office is currently in Humboldt Collegiate. He can be reached at:

306-231-8284 (cell – preferred number)

306-682-1016 (office)

brian.grest@horizonsd.ca

4. Registering Teams (Beginning of the Season)

a) Senior

The SHSAA recognizes senior track as the Midget, Junior, and Senior competitors from grades 9-12.

The deadline for checking off your school’s senior track program (“Team Entry Form”) was in September. Brian Grest will follow-up to confirm your school’s programs via e-mail.

The deadline for registering (“E-5 Eligibility Form”) your senior track program on the SHSAA website (minimum 1 athlete checked off) is **Wed. May 1**. If you (or your school’s Athletic Director – see next paragraph) fail to properly do so by this date yet still had or intended to have an athlete(s) take part in another school’s or an HCAA meet, 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

For the sake of the “Team Entry” form, Junior refers to Pee Wee and Bantam athletes in grades 6-9. 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 track programs)

SHSAA and HCAA Policy states that the first track practice cannot start earlier than **April 1, 2019**. Teams conducting practices prior to this date will face sanctions, including possible exclusion from HCAA or SHSAA playdowns. Please contact Brian Grest if you need clarification.

6. High Risk Activities (HSD) – Pole Vault, Javelin, Discus

***HSD SCHOOLS:** Pole vault, javelin, and discus are considered to be “high risk activities”. Javelin and discus may be offered to all age groups, but pole vault cannot be offered to grade six.*

In order for a school to offer javelin and discus, these must be listed on the school’s high risk activity “approved” list for 2018-2019.

In order for a school to offer pole vault:

- it must be listed on the school’s high risk activity “approved” list for 2018-2019
- it must be instructed by a qualified pole vault instructor
- the school must have a certificate of insurance on file from the instructor’s organization
- an athlete must take part in a minimum of four lessons prior to competing

NOTE: If not a HSD school, please consult your own Board's/Band's policies regarding high risk activities.

All schools: HCAA policy states “Students entered in pole vault must have prior qualified instruction upon being entered into the event.” As a rule of thumb, an athlete should have a minimum of four lessons from a qualified pole vault instructor before being allowed to compete for your school.

7. Maximum Number of Meets (Midget/Junior/Senior)

SHSAA Policy states that Midget, Junior, and Senior athletes in grades 9-12 may compete in a maximum of 7 school meets prior to HCAA Pre-Districts. Athletes exceeding this number of meets prior to HCAA Pre-Districts will face sanctions, including likely exclusion from HCAA/SHSAA playdowns.

8. Championship Playoffs

a) HCAA Pre-Districts/Districts & SHSAA Provincials

A track “program” consists of a minimum of one individual. There is no maximum number of athletes that can be involved in a track program. However, for Pre-Districts each school is limited by HCAA policy to entering a maximum THREE athletes in each event in each category. An athlete may enter a maximum of four individual events or the quadathlon.

Please refer to HCAA Track Policy XXIII for further details and parameters.

Brian Grest will facilitate the solicitation of your entries into Pre-Districts via e-mail.

The top four finishers in all age categories in each event at Pre-Districts will advance to the District Championship.

The top two Midget, Junior, and Senior finishers in each event (Junior and Senior for the quadathlon) at the District Championship will advance to Provincials.

To date, there is nothing prohibiting a senior track athlete from competing at one championship level even though they have no intent of continuing on at the next level should they place in a qualifying position. However, some coaches do not to enter such track athletes into the HCAA/SHSAA playoff route as a matter of choice.

b) Championship Playoff Dates

Pre-Districts Tues. May 21 @ Humboldt, Watson, and Raymore
In the event of postponement due to weather/track conditions, the event will be held the next possible day.

3000m (combined Pre-District/District) on Thur. May 23 in Humboldt

District Championship Tues. May 28 @ Saskatoon (Gordie Howe Sports Complex)
In the event of postponement due to weather/track conditions, the event will be held the next day in Humboldt.

Provincials Fri/Sat June 7/8 @ Moose Jaw

c) Bids to Host

Pre-Districts host site bids were already solicited by Brian Grest.

d) Booking of Accommodations (Districts & Provincials)

Districts – If schools are in need of accommodations for Districts, they will be responsible for their own booking.

HSD SCHOOLS – due to recent budget cuts, accommodation costs for the District meet are no longer covered by the HSD ASA budget. Schools utilizing accommodations for the District meet will do so at their own expense.

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 may still choose to book rooms outside of the block.

HSD SCHOOLS – please refer to the track funding guide and form and the Provincials funding guide and form for exact policy, procedure, and expectations (e.g. room sharing) pertaining to accommodations at Districts and Provincials.

9. Invitational Meets

Schools may choose to attend invitational outdoor meets in April and May. However, there are very few held, and likely none in the HCAA.

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

a) Finding the Funding Guides and Forms (Horizon SD schools)

All funding guides and forms can be found by going to the Horizon School Division website. Choose the “HCAA” link across the top. Choose the “HSD Activities Funding Forms” (link found near the top right). They are kept here so that when you download your guide(s) and form(s), they are always the most current version.

Please take a moment to look and **read through everything on your program’s guide(s) and form(s) carefully so that before the season begins**, you are clear on what financial assistance is available for your program.

b) Track “Program” Defined (HSD schools)

For the **purposes of funding**, a school may form and receive funding for one track program only, regardless of how many athletes or which age groups are represented.

c) Funding Overview (HSD schools)

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

- a) a "regular season grant" – includes meets prior to the HCAA and SHSAA meets, plus a small grant to help with equipment or other expenses regardless of participation in other meets.
- b) "playoff" funding – includes **Pre-Districts (may change next year), Districts, and Provincials**.

NOTE: unlike every other activity, Pre-Districts travel **IS** funded by HSD (a remnant of the legacy school divisions). **Be prepared for this to change next year (budget constraints)**.

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 athletes competing on that day. “Competition” is defined as taking part in sanctioned interschool competition (i.e. against athletes from other schools). **Refer to the track guide and form itself to determine the maximum grant possible for your track program this season.** **NOTE:** “eliminations” at the school level (e.g. phys ed class, noon hour, after school) do **NOT** count as a “meet” or “day of competition”.

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 have consisted of not attending any meets prior to Pre-Districts. Their maximum grant of \$90 may be enough to cover the season's expenses (if any). School B, however, took 18 athletes to an invitational meet prior to Pre-Districts. They spent \$400 on transportation costs and \$720 on hotel rooms. Their maximum grant will be \$210 whereas their expenses were \$1,120. It will be up to the team to figure out where they get

*the other \$910 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). **Again, Pre-Districts travel IS funded by HSD for track this year (an exception to the norm), but be prepared for this to change next year (budget constraints).***

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

*HSD allows for reimbursement of actual meal costs (to a maximum amount) and accommodation costs (to a maximum amount) for **up to three approved track coaches** at any given time 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.***

*Schools may apply to HSD, at the **BEGINNING** of the track season, for pre-approval of more than three coaches incurring these expenses at the same time if there is an acceptable and approved reason.*

e) Funding Detail (HSD schools)

*The best source for learning and getting clarification on funding for HSD track programs and for coach's out-of-pocket expenses is the **GUIDE that accompanies the form.***

11. 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.

12. 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.

13. Extra-Curricular Hours (HSD)

HSD policy allows the earning of EDOs for hours in direct supervising of students outside of school hours while taking part in extra-curricular activities. Refer to the HSD LINC agreement for details.

Careful record must be kept of all such hours. Speak with your principal about obtaining the form to use to keep track.

NOTE: *Unless prior special approval has been granted at the BEGINNING of the track season, a maximum of three track coaches per school can earn EDO hours at any given time.*

Please also refer to HSD 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.

14. Travel

a) Booking and Reimbursement (HSD)

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

For all competition prior to Pre-Districts, the school/school program is responsible for all costs. For Pre-Districts (but likely not next year), Districts, and Provincials, HSD will reimburse travel costs. Some parameters and restrictions apply; refer to your funding guides and forms for details.

Approved methods of travel include:

- Private vehicles. All drivers must have a current approved driver's form on file at the school prior to travel.*
- 12 or 15 passenger vans (owned or rented) that meet the Board's criteria. Ensure this is cost efficient (cost of a 12 or 15 passenger van is typically less than paying mileage to two private vehicles).*
- School buses. For Pre-Districts, Districts, and Provincials, ensure this is cost efficient (overall cost to HSD for a school bus is slightly more than paying mileage to four private vehicles)*
- Charter buses. For Pre-Districts, Districts, and Provincials, costs would be covered only up to the equivalent of private vehicles mileage or a school bus cost, whichever is less.*

b) Travel Forms (HSD)

When utilizing private vehicles, all drivers must have:

- a current school year approved driver's form on file at the school prior to travel.*
- a current (as defined by HSD procedure) Vulnerable Sector Check on file at the school prior to travel.*

Any exceptions must be pre-approved (consult your principal).

When traveling, a travel roster must be submitted to your school's office prior to departure.

Please consult your school office if you have questions.

c) Weather and Road Conditions

All travel involves some degree of risk. Student safety is of the utmost importance and must always be given careful consideration. When weather and road conditions are less than ideal, weigh the conditions with student safety carefully and consult school administration before traveling.

Some competitions will proceed even when some teams are not able to attend due to weather and road conditions (e.g. SHSAA playoffs). Although this can be heartbreaking, student safety must take priority over trying to win championships.

15. Medical Considerations

a) First Aid Kit

It is recommended teams carry their own first aid kit with them at all times.

b) Medical Forms

The SHSAA and HCAA ask that all schools have their student-athletes complete form E-7 (SHSAA Handbook) annually. They also recommend coaches have a copy with them (confidentially) when traveling.

c) Concussion Protocol

Along with the qualifications referred to in section 1. a) ii), coaches are reminded they must be aware of current concussion protocol and must follow this protocol when a concussion is suspected. Rule of thumb – “when in doubt, sit them out”.

The Horizon SD concussion protocol (Procedure AP-497) can be found at <https://www.horizonsd.ca/Services/APsandForms/Pages/AP497.aspx>

16. Coach Contact Lists

Once compiled, Brian Grest will distribute a list of track 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”¹) **and**
- has not ever been previously granted “approved non-faculty coach” status by the SHSAA

¹*HSD schools/coaches please note: Current HSD procedure requires ALL people not under a current **teaching** contract to be approved as a non-faculty coach.*

a. Summary

- i. This is a directive from the SHSAA, and thus also the HCAA. It is intended to ensure non-teacher coaches have background in the fundamentals of coaching and an understanding of athletics from an educational perspective.
- ii. The course must be completed before “non-faculty coach” status (ability to work with students with no teacher-supervisor present) can be applied for and granted.
- iii. This course is online.

- iv. The course costs \$95.00. **HSD schools** – submit the invoice to Brian Grest (ASA) and the coach will be reimbursed the full cost of the course.
- v. This course takes about six hours to complete.
- vi. This course contains a number of modules. A person can do it all in one sitting or can do one or more modules and come back to the other modules later.

b. Registration

- i. The course can be found [here](#) (scroll to find it).
- ii. When completed, each registrant will have a printable certificate with a unique certification number on it. They must present a copy of the certificate to their principal, who will in turn present a copy to the HSD ASA (Brian Grest).
- iii. The **school principal** must keep a copy of the completion certificate for each “approved non-faculty coach” coach working with students in their school, and must present a copy to the HSD ASA (Brian Grest).
- iv. **Further Information:** please contact Lyle McKellar at the SHSAA office (306-721-2151).

c. Printing your **Fundamentals of Coaching** Certificate

- i. Go to <https://www.schoolcoach.ca/courses.aspx>
- ii. Go to “login” (top right) and enter your username and password. Hit the Login button
- iii. Look for a “Completed” link near the top right and click on it
- iv. You should see the Fundamentals of Coaching course listed. Toward the right, look for the word “Pass”. Right underneath, click on “View Certificate”
- v. At the top right are the print and download (saves as pdf) icons