

# JH COACH'S HANDBOOK

*ATHLETIC DIRECTOR: Ashley Del Cid Castro*



1. **COMMUNICATION:** The Athletic Director needs open and clear communication from ALL coaches in order for athletics programmes to be successful. Emails/calls/texts should be responded to within 24-48 hours. **ALL** communication **MUST** go directly through the Athletic Director. Coaches should not communicate directly with representatives from other schools or organizations including other school Athletic Directors, school staff personnel or Administrators. The Athletic Director should be cc'd on all communication between Johnston Heights coaches/assistant coaches. You can contact Ashley Del Cid Castro at [delcidcastro\\_a@surreyschools.ca](mailto:delcidcastro_a@surreyschools.ca).
2. **REGISTRATION:** Registration will be completed by the Athletic Director. The registration of players is completed on-line with BC School Sports. Please submit your team roster promptly to ensure eligibility of your team and players.
3. **ELIGIBILITY:** All eligibility will be handled by the Athletic Director, this includes appeals and special circumstances. In some cases this may include confidential information that should be handled only by the Athletic Director or Principal of JH. Please make sure all your athletes are initially eligible by checking their grade levels and if they are from another school. If you have any new players in grades 9-12 from a different school who have moved into our catchment, they will need an additional form to accompany the registration.
4. **ATHLETICS FEES:** Players who have not paid their fee, provided a damage deposit (and completed ALL of their athletic forms) will NOT be eligible and therefore will not be given a jersey from the Athletic Director. The Athletic Director will collect all monies from all of the athletes on the JH teams.
5. **PARENT LETTERS:** Parent letters have been provided for your athletes to explain the athletic fees and other pertinent information. A parent/guardian permission signature is required. Please hand these in to the Athletic Director to keep for our school records.
6. **SCHEDULES:** All scheduling has to go through the Athletic Director! If you would like to schedule a game, practice or tournament please talk to Athletic Director before any communication is sent out. The Athletic Director will keep an updated practice and game schedule on the school's athletics' website. Please check the availability on the website **prior** to sending email requests for practice times. <http://www.johnstonheightsathletics.weebly.com>
7. **TOURNAMENTS:** The Athletic Director must approve of entry to a tournament. Please request any entry fees well in advance so that the Athletic Director can ask the office to prepare a cheque. All requests should be directed to the Athletic Director only. If coaches want to host a tournament, they must inform the Athletic Director before inviting teams.
8. **TRAVEL TO TOURNAMENTS:** Teams travelling within the province will need to have students pay for their own transportation, rooms and food.
9. **EARLY DISMISSAL:** Please notify staff via email of any early dismissal requests for student athletes.

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10. **COVERAGE:** Please attempt to arrange your own coverage by offering to trade with other staff when you require early dismissal.
11. **FUTURE TOURS:** If you are planning to take student athletes on a trip out of the country, you must submit a written request to the principal. This must happen before you begin any fundraising or hold a parent meeting.
12. **HOME GAMES:** The Athletic Director is willing to assist coaches in setting up for home games that take place right at the end of the school day. Set-up for evening games will be each coach's responsibility. Please keep in mind, it is each coach's responsibility to arrive early and have team members assist in the pre-game set up. Coaches are responsible for ensuring that all equipment gets put away after the game, including game balls and score clocks. The Athletics Director will do their best to have student-volunteers assist in the successful operation of athletic events.
13. **MINOR OFFICIALS:** The Athletics Director has attempted to arrange for minor officials. Any assistance that coaches can provide is appreciated. Coaches of senior teams are asked to encourage their players to volunteer.
14. **JUNIOR PLAYERS PLAYING UP:** When a more senior coach wishes to have a younger athlete play up, they should discuss this with the Athletic Director. Senior coaches should keep in mind that any athlete who is asked to play up should expect to see significant playing time.
15. **DUAL SPORT ATHLETES:** A reminder to coaches that many of our student-athletes attempt to play on one or more teams during the same season of play. Often the athlete has a conflict between the two sports on a particular date. Please try to come to a consensus as to where the student-athlete will play on that conflicting date. If no agreement can be reached then please allow the student athlete to decide without undue pressure.
16. **GAME SCORES:** Please remember to e-mail in your games results to the appropriate contact.
17. **EQUIPMENT:** Coaches will be provided with equipment and uniforms for their team. The equipment and uniforms are coaches' responsibility throughout the course of the season. Please return everything to the Athletic Director no later than two weeks after your season comes to an end.
18. **SSSAA BANQUET:** All coaches are invited to attend the year end meeting and social. We will continue to pay for coaches' tickets. We only ask that if you say you will attend that you do in fact show up! The tickets are expensive and each year we have to pay for no shows!

**HAVE A SUCCESSFUL SEASON AND THANKS FOR YOUR SUPPORT!**



# **JH COACH'S HANDBOOK**

## **BC School Sports Code of Conduct: Coach**

The coach / student-athlete relationship is a privileged one. Coaches play a critical role in the personal and athletic development of their students. Therefore, coaches are expected to model the fundamentally positive aspects of school sport. Coaches are responsible for their own behaviour as well as their student-athletes and...

- shall recognize that school sport is an extension of the classroom, with moral and legislative obligations required of the coach at all times.
- shall observe the Competitive Rules and Regulations of BC SCHOOL SPORTS, the local Athletic Association and applicable Sport Commission.
- shall observe the rules of the sport, the spirit of the rules of the sport, and encourage student-athletes to do the same.
- shall fulfil all league, exhibition, invitational, play-off and championship competitive and event obligations, in accordance with Athletic Association policy, Sport Commission policy or Tournament Organizer agreements.
- shall treat all participants fairly and equitably, by refraining from discriminating against any student-athlete on the basis of race, colour, ancestry, place of origin, religion, family status, physical or mental disability, sex or sexual orientation.
- shall respect the rulings of officials without gesture or argument, and require student athletes to do the same.
- shall not use foul, profane, harassing or offensive language or gestures in the conduct of coaching duties.
- shall not use physical force of any kind in the conduct of coaching duties.
- shall not, under any circumstances, endorse, recommend or suggest the use of performance enhancing drugs or supplements by any student-athlete.
- shall abstain from the use of tobacco products and alcohol while in the presence of student-athletes, and discourage their use by student-athletes.
- shall not, under any circumstances, require or imply that a student must be involved in any summer program or club program as part of their obligation to participate on a school team.
- shall not, under any circumstances, require or imply that a student cannot or should not participate in any BCSS approved sport of their choice in the season preceding and/or succeeding the coach's particular season-of-play.
- shall not, under any circumstances, start pre-season try-outs or practices to the detriment of any in-season sport.

***I have read and agree to abide by the BC School Sports Coach's Code of Conduct & the Johnston Heights Handbook Rules.***

**Name of Coach:** \_\_\_\_\_

**Signature of Coach:** \_\_\_\_\_ **Date Signed:** \_\_\_\_\_

# JH COACH'S HANDBOOK

## JOHNSTON HEIGHTS ATHLETICS

REGISTRATION INFORMATION – Team Roster



TEAM: \_\_\_\_\_

COACH: \_\_\_\_\_

NAME (alphabetical order)	M/F	BIRTHDATE (yyyy/mm/dd)	GRADE	YEAR ENTERED GRADE 8	T-SHIRT SIZE (S,M,L,XL,XXL)
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					
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26.					
27.					
28.					
29.					
30.					

# JH COACH'S HANDBOOK

## Team Award and Athlete of the Year Award Nominations

**Team:** \_\_\_\_\_

**Coach:** \_\_\_\_\_

### **Team Award Recipient**

**Name of Recipient:** \_\_\_\_\_

Indicate the engraving that you would like to appear on the plaque.

- example      Most Valuable Player
- Most Improved Player
- Most Sportsmanlike Player
- Etc...

**Engraving:** \_\_\_\_\_

### Student-Athlete of the Year Award Nomination:

**Junior Girls Nomination:** \_\_\_\_\_

**Reason(s) for Nomination:**

\_\_\_\_\_

\_\_\_\_\_

**Junior Boys Nomination:** \_\_\_\_\_

**Reason(s) for Nomination:**

\_\_\_\_\_

\_\_\_\_\_

**Senior Girls Nomination:** \_\_\_\_\_

**Reason(s) for Nomination:**

\_\_\_\_\_

\_\_\_\_\_

**Senior Boys Nomination:** \_\_\_\_\_

**Reason(s) for Nomination:**

\_\_\_\_\_

\_\_\_\_\_

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