

ELEMENTARY

INTERSCHOOL

ATHLETICS HANDBOOK

SCHOOL ADMINISTRATORS AND COACHES

INFORMATION & CHECKLIST

This document, originally developed in 1988, was revised in 1993, 1997, 1998 and 2006. The writing team gratefully acknowledges the work of the earlier Committees from which it was able to make revisions.

Appreciation is extended to the following risk management writing team members for their time, enthusiasm, expertise and commitment in compiling this revised Elementary Interschool Athletics Handbook (August, 2013).

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HCDSB ELEMENTARY INTERSCHOOL PROGRAM

The HCDSB approves and supports participation in the following Elementary Interschool Activities:

- Cross Country Running
 - Volleyball - Junior and Intermediate
 - Basketball – Junior and Intermediate
 - Track and Field – Junior and Intermediate, Municipal and System
- Field events: long jump, shot put, softball throw, Note: high jump is not an approved activity.
Running: sprints – 100, 200m; long distance – 400m, 800m, 1500m; relays 4 X 100

Purpose of the Elementary Interschool Program:

The purpose of the elementary interschool program is to extend the opportunities to be physically active at school for a select group of students who demonstrate both a high level of skill/potential and/or interest in a specific sport or activity.

Interschool athletics build on the skill development and sport/game strategies learned through the curriculum and provide more focused attention on preparation and training required for competitions in a supportive and encouraging environment that promotes good sportspersonship and Fair Play.

The Halton Catholic District School Board proudly offers students many opportunities to enhance their educational experiences through interschool athletics in a safe, supportive and healthy environment.

Objectives of the HCDSB Elementary Interschool Program:

- To promote the highest degree of “Fair Play” among athletes, coaches and spectators.
- To recognize that the purpose of athletics is to promote the physical, mental, moral, social and emotional well being of the individuals.
- To develop a positive self-image and self-confidence through participation.
- To ensure a positive educational experience for all involved in interschool sports.
- To assist in developing a positive school spirit.
- To develop self-discipline through the meeting of expectations as both a student and a team member.
- To encourage leadership, initiative and good judgment.
- To ensure the safety of student athletes.
- To provide a safe environment for practices and competitions that follows the safety criteria outlined in the HCDSB Safety Guidelines for Interschool school activities.

PRINCIPAL'S ROLE

The principal is responsible for all curriculum including interschool sports, and as such, may delegate authority to designated teachers/coaches. The principal shall:

1. Be informed on the information needed to provide and supervise an interschool program for your school. To be familiar with the content of the following resources:

Elementary Interschool Handbook

- Role of the principal
- Role of the coach
- The HCDSB Safety Guidelines Interschool module – generic section, activity pages and for activities and sport appendices (the content is the minimum standards that apply to both practices and competitions. The safety Guidelines can be accessed on Staffnet under Board Services, Forms Policies and Procedures, Forms, Under Curriculum Services CU:4.
- **Access the Consultant responsible for Interschool Program.**
Refer to Infrastructure of Elementary Interschool Program Organization Appendix H

2. **Determine whether or not the school will participate in the interschool sports competition.** This decision may be based on a number of factors including any of the following:

- a. Availability of knowledgeable coaches;
- b. Sufficient students to field a team;
- c. Adequate facilities to practice and play;
- d. Efforts directed toward an intramural program;
- e. High priority of program focus in other curriculum areas (i.e. drama).
- f. Support for staff for the administration of games.

3. **Select coach(es) for the interschool activity/sport.**

- For information on who can volunteer coach refer to Coach - Appendix A page 13 in this document.
- All coaches must go through an approval process by principal/designate to determine the individuals' ability to coach the activity.
- Volunteer coaches without a teaching certificate must go through a formalized application process and approval system by principal/designate.
- All coaches must be knowledgeable and implement the expectations for coaches outlined in section – Coaches Role.

4. **PROVIDE IN SERVICE FOR COACH(ES):**

Coaches are to receive the following information and resources on their responsibilities for providing a safe interschool program.

Elementary Interschool Handbook - Role of the Coach, Fair Play – Appendix B, Coach – In Charge Person – Appendix C, Participants, coaches, spectators – Appendix D, Coaches Tool Kit – Appendix I

Access to the HCDSB Safety Guidelines generic section, activity pages for their activity/sport and appendices.

- HCDSB Lightning protocol
- HCDSB Concussion protocol
- HCDSB Sudden Arrhythmia Death Syndrome protocol – fainting.

Forms

- Elementary Interschool Participation Form
- Request to Resume Athletic Participation Form
- OSBIE Incident Report

Coaches are to be made aware of the Board procedures regarding transportation of students in private motor vehicles. (Refer to OUT OF THE CLASSROOM PROGRAM GUIDELINE TRANSPORTATION).

Coaches are to be made aware that all volunteer drivers meet Halton Catholic District School Board requirements regarding transportation of students. (Refer to: Procedures and Guidelines for Out-of-Classroom Programs (Policy II-19) Private Motor Vehicles) All staff/parent volunteer drivers complete the **“AUTHORIZATION TO TRANSPORT STUDENTS PARTICIPATING IN SCHOOL EVENTS” form**.

- Outline school’s philosophy and expectations based on Fair Play (Appendix B page 14) and sportspersonship regarding interschool activities, participation, treatment of athletes, opponents, and officials (adult and student).
- Zero Tolerance for Initiation and hazing of team members by coaches or other team members

5. SUPERVISION – Review with coaches:

- Participants must be appropriately supervised during all phases of the activity: practices, warm up, competition and breaks. If a coach cannot fulfill the specified level of supervision, the activity must be stopped.
- Refer to the interschool activity page for type of supervision required for activity (e.g. on site, constant visual).
- When the activity includes a large number of participants (e.g. cross country team) the ratio of coaches/supervisors to participants must satisfy safety concerns.
- Volunteers, teacher candidates, students are not to be given responsibilities which require the independent supervision of students.
- Students are to be informed by teacher/coach that facilities and equipment must have teacher supervision to be used.
- Change room conduct – outline school expectations.
- Outline expectation and procedures for supervising/checking male/female change rooms of same and opposite gender.
- At the end of practice/competition check that ALL team members have left your school facility and are on their way home prior to you leaving the building.
- Check that all team members have a method of getting home after practices and games.
- Prior to visiting another school ensure that **ALL** your team members have a method of getting home.
- Do not leave the supervision and carer of your players who are waiting to be picked up to the host school. They are your responsibility and you must supervise and wait until your last player leaves.
- When on an overnight trip (Grade 7-8) there must be a supervisor, approved by the school administrator, of the same gender as the participants that is present and available at the accommodation site for the duration of their stay.

6. COMMUNICATION WITH PARENTS/GUARDIANS:

Inform coaches of the following information and forms to be used to communicate with parents:

- Prior to athletes' first practice, parents need to be made aware of the risks inherent in activity and must sign and return an **Interschool Athletic Participation Form**.
- Inform parents, through written communication, of the times and locations of practices and games (preferably, well in advance)
- Inform parents of the mode of transportation to competitions and the athlete expectations required.
- Any athlete who has missed a practice or game due to an injury or illness requiring medical attention must have completed the "**Request to Resume Athletic Participation**" form signed by the parent or physician before being allowed to resume full participation in any sport.

7. MEDICAL INFORMATION ON STUDENTS:

- Have a process in place where student medical information and physical limitations to fully participation in interschool activities is gathered and communicated to teachers/coaches prior to the first practice e.g.– Interschool Athletic
 - Participation Form.
 - Accommodations to be made for students with a medical condition (asthma, diabetes, epilepsy, anaphylaxis etc.) participating in athletics can be found in
 - Classroom Teacher Medical Condition section on Physical Activity.

8. FIRST AID RESPONSIBILITIES

- Provide for a fully stocked **first aid kit** readily accessible to coaches.
- Develop and communicate to coaches a **School Emergency Action Plan** to respond to:
 - Injuries due to physical activity and
 - Medical conditions such as asthma, anaphylaxis, type 1 diabetes, seizure disorders.
- Develop and/or provide information to staff on the schools/boards **concussion protocol**.
- Concussion Protocol is posted on Staffnet , Board Services, Curriculum, All Subjects Areas, HPE, Interschool Athletics, Risk Management.
- Inform staff to implement **Universal Precautions** (e.g. using impermeable gloves) when dealing with situations involving blood or other bodily fluids.
- **Reporting procedures and forms:** when an injury occurs, have a process in place to check that the appropriate reporting procedures and forms are completed and actions are taken to reduce the possibility of a re-occurrence.
- A telephone or other suitable means of communication must be available for all activities and locations.

First Aid for Practices and Competitions:

The minimum requirement for first aid coverage is the presence of an individual who takes responsibility for providing first aid to injured participants throughout the entirety of a practice and competition. In most cases in the Elementary interschool it is the coach of the team.

For description of activities Reference the: Role of the Coach - In Charge Person – First Aid, Appendix C page 15.

9. EQUIPMENT RESPONSIBILITIES:

- Equipment is to be inspected on a regular basis and recorded/documented and filed for future reference. Refer to HCDSB Safety Guidelines -Gymnasium Equipment Checklist.

- Have a process in place where damaged/unsafe equipment is disposed of in a safe manner.
- Budget for and provide the protective equipment as outlined in the safety guidelines activity pages e.g. badminton safety glasses.
- Follow up with repairs or disposal of damaged equipment identified by a reputable third party inspection company.

10. FACILITIES RESPONSIBILITIES:

- Inspect on a regular basis locations on school site where students are to be active (gymnasium, outside fields) and record/document and file for future reference. Inspect equipment storage rooms on a regular basis so it does not present a hazard to staff and students (e.g. volleyball poles secured so as not to fall).
- Follow up with repairs identified by reputable third party Inspection Company for on-site facilities (as determined by the Board) e.g. elementary schools every 2 years.
- Follow the process of a reporting system to the Board's maintenance department for repair.
- **Student access to gymnasium and equipment:** have a process in place where students are informed that the use of gymnasium and equipment is prohibited without appropriate teacher supervision. (Document date and message). In addition to written or oral communication check that there is: Signage on gym doors indicating that students are not to use the gym unless supervised;
- Check that the presence and location of spectators does not present a safety concern.

11. BEHAVIORAL CONDUCT on the part of players, coaches, participants RESPONSIBILITIES

- When necessary use their authority to dismiss a student from participation in a practice/game or from the school team. This is best done in consultation with the coach and the student's parents.
- Meet with coaches, players and spectators (Spectator Code of Conduct, Appendix E page 18), from their school, who have exhibited unacceptable behaviour/conduct that is not in keeping with the spirit of the interschool sports guidelines.
- Principals may call upon the league and/or system convener for input.
Where two or more schools are involved, principals will contact one another to discuss and resolve the issue.
- If Catholic Values/HCAA Mission Statement, Sportsmanship principles are not prioritized, the following steps will be followed by the Elementary Athletic Advisory Committee Executive:
 - 1) Communication with Administrators
 - 2) Investigation into prior coaching practices
 - 3) Conversation between Administrator and Coach
 - 4) A letter may be issued indicating the violation of the Elementary Interschool Athletics regulations.
 - 5) Game(s) suspension or a one calendar year sanction from coaching all sports may be implemented if deemed necessary.

Other:

- Support the attendance of at least one teacher or coach to the HCDSB coaching in-service.
- Wherever feasible, support the teacher/coaches time and effort commitment.
- Demonstrate positive and visible support of the interschool sports program.
- Ensure all practices and games are properly supervised by coaches.
- Check that the Code of Behaviour for Spectators (Appendix E page 18) is displayed in a prominent place in the gymnasium.

12. FEMALE ATHLETE(S) PLAYING ON BOYS' TEAMS

The Human Rights Commission defined females as being "*disadvantaged*" in sports. Based on this definition, females have the right to try out for a boys' team, where there is NO comparable girls' team available to them. Where a girls' team is available for them to play on, a girl does NOT have the right to try out for a boys' team.

A male cannot try out for a girls' team (whether there is or there is not a boy's team available) since the male athlete may take the place of a female athlete, making the females even more "*disadvantages*" in the sport.

13. ATTENDANCE AT THE HALTON CATHOLIC DISTRICT SCHOOL BOARD COACHES MEETING:

For a school to qualify to participate in the Board sponsored interschool activity/sport program a coach(s) and/or school representative must attend the Board sponsored coaches meeting.

The Board has a duty of care to provide the coaches, at the beginning of every activity season. Information, instruction and training on the rules and safety guidelines for the upcoming season of the activity/sport are reviewed in depth. (a coaches attendance at a previous years coaches meeting does not qualify).

Where a school does not have a coach or representative at the coaches meeting the school's participation in the activity/sport is at risk.

Procedure for a school, due to unforeseen circumstances, misses having a coach/representative at the Board's coaches meeting. **Principal is to contact the Superintendent of Education – Curriculum**

COACHES ROLE

The Halton Catholic District School Board recognizes the invaluable contributions that coaches make to the education experiences of our students. The Board asks that you carefully read the following guidelines that will provide you with a framework to build your coaching upon.

1. Coach must be knowledgeable of the activity/sport e.g. rules for play , skills necessary to play the game safely, risk factors of the activity and how to minimize risk factors.
2. Coach must be familiar with the contents of the following:
 - **Elementary Interschool Handbook**
 - Role of the Coach
 - Coach - In Charge Person – First Aid Appendix C page 15
 - Coach - In Charge Person - Behavioural Concerns of participants, coaches, spectators – Appendix D pages 16-17
 - Fair Play - Appendix B page 14
 - **HCDSB Safety Guidelines generic section, activity pages for their activity/sport and relevant appendices.**
 - HCDSB Lightning protocol
 - HCDSB Concussion protocol
 - HCDSB Sudden Arrhythmia Death Syndrome protocol – fainting.
 - **Forms**
 - Elementary Interschool Participation Form
 - Request to Resume Athletic Participation Form
 - OSBIE Incident Report

Procedures regarding transportation of students in private motor vehicles. (Refer to: OUT OF THE CLASSROOM PROGRAM GUIDELINE TRANSPORTATION).

Requirement that all volunteer drivers meet Halton Catholic District School Board requirements regarding transportation of students. (Refer to: Procedures and Guidelines for Out-of-Classroom Programs (Policy II-19) Private Motor Vehicles) All staff/parent volunteer drivers must complete the “AUTHORIZATION TO TRANSPORT STUDENTS PARTICIPATING IN SCHOOL EVENTS” form.

3. ATTENDANCE AT THE HALTON CATHOLIC DISTRICT SCHOOL BOARD COACHES MEETING:

For a school to qualify to participate in the Board sponsored interschool activity/sport program a coach(es) and /or school representative must attend the Board sponsored coaches meeting. (A coach/representative’s attendance at a previous years coaches meeting does not qualify).

4. PARTICIPATION OF PLAYERS:

The coach is to provide each team member with the opportunity to participate OFTEN during the season. However, coaches are to be mindful of providing a suitable level of competition according to skill, size and age of athlete.

Thus it is not the intent of the interschool sports league for teams to 'carry' players who will only sit on the bench for the year and not have opportunities to participate.

- a. **Minimum number** – a team should be made up of numbers of players that will support the promotion of ongoing program development.
- b. **League Play**—whenever possible each player should be given opportunities to participate
- c. **Tournaments**— All players brought to tournaments **ARE EXPECTED** to participate

Coaches should communicate to their players and parents the amount of expected playing time for league games and tournaments prior to league play beginning and going to a tournament.

4. MEETING WITH STUDENTS:

Outline the following expectations and review when appropriate.

Note: Coach is to take attendance to ensure absent students receive information and instructions upon their return. Document this meeting in coaches practice plan.

- **Students with identified medical conditions** (e.g. asthma, anaphylaxis, diabetes, seizure disorder) are to inform you when experiencing symptoms or feeling unwell; students are to have readily accessible at the activity location their required medications (epinephrine auto injector, blood testing kit, fast acting sugar, asthma inhaler etc).
- **Gymnasium and equipment** – not to be used without teacher supervision. Visually inspect your environment and report all defects and hazards to coach immediately.
- **Behavioural expectations (conduct)** for change room, during practices and competitions, towards each other, opponents and officials and when visiting other school sites. Involve players in formulating behavioural guidelines, fostering player discipline and self-control to minimize injury and promote qualities of sportspersonship.
- Excellence in attitude and skill through maximum effort and dedication should be the goal of every participant.
- **initiation/hazing** activities are NOT appropriate and NOT permitted
- **Water bottles** are not to be shared.
- **Concussion protocol** – outline preventative techniques, symptoms to look for and the importance of reporting symptoms to coach
- **lightning protocol** –safety procedures related to severe weather conditions
- **supervision of change rooms** – outline protocol for checking change rooms of same and opposite gender
- **Fire alarms, fire exits and alternate evacuation routes** – locations and exit protocols.
- **jewelry** – the rules for the wearing jewelry during activities
- **Personal safety and safety of others:** instruct students on the importance of assuming responsibility for their own safety and the safety of others during physical activity
- Provide student athletes with a copy of **Team Members Role – Appendix F**

5. MEDICAL INFORMATION ON STUDENTS:

- Access relevant student medical information through a process developed by the school e.g. – Interschool Athletic Participation Form.
- Medications such as asthma inhalers, epinephrine auto injectors, diabetes testing kit and fast acting sugar are to be readily available to the student participating in interschool activities.

- Accommodations to be made for students with a medical condition (asthma, diabetes, epilepsy, anaphylaxis etc.) participating in athletics can be found in Classroom Teacher Medical Condition section on Physical Activity.

6. FIRST AID RESPONSIBILITIES:

- Be prepared to act as the In Charge person for applying first aid at practices and when hosting competitions. Reference Coach In Charge Person – First Aid, Appendix C page 15.
- Check that a first aid kit is accessible for activities that take place on and off school site.
- Be knowledgeable of and implement when appropriate the **School Emergency Action Plan** for:
 - Injuries due to physical activity and
 - Medical conditions such as asthma, anaphylaxis, diabetes, epilepsy.
- Implement the schools/boards concussion protocol. (Refer to
- Implement Universal Precautions (e.g. using impermeable gloves) when dealing with situations involving blood or other bodily fluids.
- When an injury occurs, complete the appropriate reporting procedures and forms (e.g. OSBIE Incident Report) and take actions to reduce the possibility of a re-occurrence.
- A telephone or other suitable means of communication must be available for all activities and locations.
- All serious injuries must be reported to the Principal immediately.
- Any athlete who has missed a practice or game due to an injury or illness requiring medical attention must have completed the “Request to Resume Athletic Participation” form signed by the physician or parent before being allowed to resume full participation in any sport.
- Set up an Injury Prevention Plan for your sport to reduce risk of injury for your athletes. Refer to Coaches Tool Kit, Sample Injury Prevention Plan page 29.

7. EQUIPMENT RESPONSIBILITIES:

- Visually inspect equipment prior to activity. For items to look for refer to HCDSB Safety Guidelines.
- Report unsafe/damaged equipment to school administrator.
- Follow school process for disposal of damaged/unsafe equipment in a safe manner.
- Where protective equipment (e.g. protective padding for volleyball standards –interschool) is listed on activity page:
- Activity is NOT to be done without the protective equipment being used.
- equipment is checked that it is being worn/used safely

8. FACILITIES RESPONSIBILITIES:

- For practices and competitions visually inspect site where students are to be active (gymnasium, outside). For information on what to look for refer to HCDSB Safety
- When checking indoor facilities check that floor provides safe traction, and there are potential hazards e.g. Equipment/furniture (e.g. tables, pianos) stored around the perimeter of the gym/room.
- When checking outdoor facilities, playing fields must be free of hazards e.g. holes, glass, rocks and severely uneven surfaces. Surface must provide safe traction.
- Inspect on a regular basis the equipment room to check that returned equipment has been placed safely away. (e.g. volleyball poles secured so as not to fall, balls on shelves/in containers).
- Opening and closing of gym divider doors:
 - Coach (teacher/staff member) only in charge of opening/closing doors
 - Check path is clear. Recommend a designated location for athletes to assemble a safe distance from the doors.

- Key(s) are to be removed after use.
- Inspect divider door on a regular basis for anything that would hinder effective operation.
- Check that the presence and location of spectators does not present a safety concern.

9. COMMUNICATION WITH PARENTS

- Prior to athletes' first practice, parents need to be made aware of the risks inherent in activity and must sign and return an Interschool Athletic Participation Form.
- Inform parents, through written communication, of the times and locations of practices and games (preferably, well in advance)
- Provide parents with – Elementary Interschool Athletics - 'Parents Guide and Spectator Code of Conduct found on Staffnet, HPE Website, Risk Management.
- Inform parents of the mode of transportation to competitions and the athlete expectations required.

10. SUPERVISION RESPONSIBILITIES:

Coach is to implement the appropriate supervision during practices and competitions:

- Participants must be appropriately supervised during all phases of the activity: practices, warm up, competition and breaks. If a coach cannot fulfill the specified level of supervision, the activity must be stopped.
- Refer to the interschool activity page for type of supervision required for activity (e.g. on site, constant visual)
- When the activity includes a large number of participants (e.g. cross country team) the ratio of coaches/supervisors to participants must satisfy safety concerns
- Volunteers, teacher candidates, students are not to be given responsibilities which require the independent supervision of students.
- At the end of practice/competition check that ALL team members have left your school facility and are on their way home prior to you leaving the building.
- Check that all team members have a method of getting home after practices and games. Prior to visiting another school ensure that **ALL** your team members have a method of getting home
- Do not leave the supervision and care of your players who are waiting to be picked up to the host school. They are your responsibility and you must supervise and wait until your last player leaves.
- When on an overnight trip (Grade 7-8) there must be a supervisor, approved by the school administrator, of the same gender as the participants that is present and available at the accommodation site for the duration of their stay.

11. PRACTICE SESSION RESPONSIBILITIES:

- Reference the appropriate generic section and activity page for your sport in the HCDSB Safety Guidelines. Safety criteria applies to all practices and competitions.
- Ensure that the 'Interschool Participation Form' is completed and returned **prior** to the students' participation in the first practice.
Coaches MUST have access to the forms at ALL practices and game
- Work with student athletes in a professional manner always remembering that the coach is a model to the students at all times.
- **Criteria when preparing practice lessons:**
 - appropriate warm ups and cool downs are included in activities;

- proper techniques/strategies are taught
 - appropriate skills are taught in proper progression;
 - adequate liquid replacement is accessible for students
 - for outside activities: teacher is to take into consideration: the temperature, previous training and length of time students will be physically active.
 - students are made aware of ways to protect themselves from environmental factors: e.g. effects of sun, dehydration etc.
- **Risks of the activity:** prior to teaching the skills/drills/activity itself, inform students:
 - possible risks associated with the activity
 - demonstrate how to minimize the risks
 - outline procedures and rules for safe play
 - follow through with consequences for not following safe play procedures

Note:

 - a) attendance taken to ensure absent students receive safety instructions upon their return
 - b) document – date, time and brief outline of safety instruction recorded in daily plans
 - Where running takes place off school site for warm up or conditioning:
 - Prior to initial use of route or course, coach must do a safety check ‘walk through’ in order to identify potential problems.
 - Before initial attempt, coaches must outline to athletes the route or course (e.g. notice of areas to approach with caution – driveways)
 - Determine that athletes are not crossing busy intersections unless directly supervised.
 - When involved in practice drills athletes must not be required to close their eyes or be blindfolded or run races backwards.
 - **Walls and stages:** for all indoor activities, walls and stages must not be used as turning points or finish lines. A line or pylon could be designated in advance of the wall or stage.

12. GAME RESPONSIBILITIES:

- Coach is to have access to student athletes’ medical information from the Participation in Interschool Athletics form.
- Prior to game time meet with and go over the responsibilities with the minor officials: *timers, scorers, line judges, etc.,*. Refer to Official Duties Appendix G page 20.
- Identify yourself to the visiting coach(es) and officials as the coach and where appropriate the in charge person for first aid.
- Implement the school’s interschool philosophy, expectations, for participation, fair play and sportpersonship. The welfare of the athlete is to be put ahead of winning.
- Your opponent is to be treated with respect; he/she is not your enemy, but an ally without whom the contest cannot take place (i.e. running up the score in basketball).
- The coach encourages team members to act in a way that will enhance the morale of the team by:
 - Emphasizing enjoyment, participation, sportpersonship, fair play, and skill improvement all **above** the concept of winning.
 - Nurturing confidence, help the athletes separate their sense of personal worth from their performance in the game

- Select officials that are knowledgeable about the rules of the activity.
- Officials must be treated with respect. Officials' decisions are final.
(Do not allow players to question officials' decisions except through proper procedures.)
 - Coaches may discuss a decision of an official in a professional manner away from players and spectators after the heat of the moment during half time or at the end of the game.
 - A coach is never to walk onto the playing court during a game to question an official's call.
 - Since we use volunteer officials there may be times when play may get "rough" or out of hand. If this occurs it will be the responsibility of the coaches of each team to control their team and instruct their players to participate in a safe manner according to the rules of the game. If lack of control persists, the coach(es) will stop play, and may cancel further play.
- Coaches' directives from the bench should be constructive and positive and always directed to their own players.
- Correct player or fan behaviour BEFORE such action is forced upon the official.
- Home team coach is responsible for the behaviour OF THE SPECTATORS
- Visiting coach is responsible for their team's behaviour, the behaviour of the volunteer drivers and spectators they brought or who represent their school.
- Role of the Coach - In Charge Person – for Behavioural Concerns of participants, coaches, spectators – Refer to Appendix D pages 16, 17.

Appendix A

COACH OF THE INTERSCHOOL TEAM

1. Coaches – **Definition of a Coach:** *A coach can be any individual approved by the principal or designate.*
 - a. Any coach who is not a teacher or administrator employed by the Halton Catholic District School or an individual with teaching certification approved by the principal (e.g. retired teacher, teacher not under contract, teacher from another school district) must:
 - i. complete the VOLUNTEER COACHING application form for outside coaches;
 - ii. be interviewed and approved by the principal or designate;
 - iii. become familiar with relevant school and board policies and procedures provided by the principal or designate;
 - iv. be assigned a coach liaison
 - v. vulnerable screening and criminal reference check package must be completed.
 - b. **COACH LIAISON'S ROLE:** The principal or designate is to appoint a coach liaison who is a teacher or administrator for every coach who is not a teacher or administrator employed by the Halton Catholic District School Board or an individual with teaching certification approved by the principal (e.g. retired teacher, teacher not under contract, teacher from another school district). The coach liaison will be:
 - i. Responsible for carrying out all the duties required of a teacher pursuant to the Education Act and these guidelines. The level of support will be commensurate with the expertise and qualifications of the coach and will be determined by the principal or designate. **In-the-area"** supervision of a non-teacher coach means that the coach liaison must be accessible and at least one of the following criteria must be in place for practices, competitions and games:
 - a. coach liaison is visible;
 - b. coach liaison is circulating on the same activity site;
 - c. coach liaison is on the same site and location is known.
 - ii. Communication with parents from the non-teaching staff coach, non-staff coach, and Secondary school student coach must be co-signed by the principal/designate.

APPENDIX B

FAIR PLAY

As a coach, you may have many roles to play and numerous tasks to perform. None is more important than the tremendous responsibility of developing your athlete's sense of fair play. It is important for you, as a coach to build your coaching philosophy around Fair Play.

WHAT IS FAIR PLAY?

Integrity, fairness and respect – these are the principles of fair play. With them, the spirit of competition thrives, fuelled by honest rivalry, courteous relations and graceful acceptance of the results.

A fair play coach believes and teaches that sport is an ethical pursuit, one which builds character and shapes attitudes.

As a coach, your fair play aims should be to:

- a. Help your athletes develop a positive self image
- b. Promote respect for the rules, officials and their decisions, and opponents
- c. Encourage a constructive attitude toward competition
- d. Develop a sense of dignity under all circumstances
- e. Provide an equal opportunity for all to learn skills
- f. Encourage these individuals to continue their participation in sport

YOU are one of the most influential people in a child's life. Your job is not only to teach how to hit a ball or block a spike, but also to teach how to win and lose graciously. You must also remind them that sport is meant to be fun. The athletic skills these young people learn from you may only be used for a few years. The attitudes they develop toward themselves and others will last a lifetime.

(Taken from: "Fairplay in Sport" – A Coach's Handbook The Commission for Fair Play, Ottawa, Ontario)

Appendix C

COACH (IN CHARGE PERSON) – FIRST AID COVERAGE

FIRST AID COVERAGE FOR LOWER RISK ACTIVITIES:

Cross Country Running, Volleyball, Basketball, Soccer, Track and Field – track events, Field events with the exception of shot put – refer to higher risk activities below with Ice Hockey.

The minimum requirement for first aid coverage for a lower risk activity is the presence of an individual who takes responsibility for providing first aid to injured participants throughout the entirety of a practice and/or competition.

For the purposes of providing first aid at practices the team coach or designate is responsible for:

- students identified with medical condition(s) (e.g. asthma, type one diabetes), how to manage those medical conditions and provide for emergency first aid as needed.
- having access to a copy of the student's Interschool Athletic Participation Form – medical information section
- being knowledgeable of the practice site's Emergency Action Plan
- identifying and managing a suspected concussion and follow up with parents/EMS.
- checking that first aid kits are available and accessible
- checking there is a suitable means of communication on site (e.g. phone)
- checking there are procedures in place for calling 911
- implementing Universal precautions when dealing with blood or bodily fluids (e.g. first aid gloves)
- completing Board/school required OSBIE student injury/accident reports

For the purposes of providing first aid at competitions, on or off school site, the team coach or designate is responsible for their own student's:

- medical condition(s), how to manage those medical conditions and provide for emergency first aid as needed.
- identifying and managing a suspected concussion and follow up with parents/EMS
- interschool Athletic Participation Form – Medical Information section
- completing Board/school required student injury/accident reports

For the purposes of providing first aid when hosting a competition the coach or designate/convenor of a tournament is to:

- have knowledge of the site's Emergency Action Plan
- check that first aid kits are available and accessible
- check there is a suitable means of communication on site (e.g. phone)
- check there are procedures in place for calling 911
- implement Universal Precautions when dealing with blood or bodily fluids
- provide first aid as required

FIRST AID COVERAGE FOR HIGHER RISK ACTIVITIES:

Shot Put and Ice Hockey. - Requires an individual that has a valid St. John Ambulance Emergency First Aid certification or equivalent.

Appendix D

Coach (In Charge Person) - Behavioural Concerns of Participants, Coaches, Spectators

COACH'S ROLE FOR REPORTING TO ADMINISTRATORS

- 1) Incidents of unacceptable behaviour concerning one of your players or spectators must be reported to your principal.
- 2) Correct player or fan behaviour BEFORE such action is forced upon the official.
 - a) Home team is responsible for the behaviour of the spectators (parents, non-affiliated guests, etc.).
 - b) Visiting coach is responsible for their team's behaviour, the behaviour of volunteer drivers and the spectators that they brought or who represent their school.

(Source: Elementary Interschool Sports Handbook)

RECOMMENDED STRATEGIES FOR IN-CHARGE PERSON

1. **Address the problem early to avoid the situation from escalating:**

Stop the game and make a general announcement regarding sportspersonship, and fair play. Remind all in attendance of the Spectator Code of Conduct posted in the gym and that it is important to be encouraging so that all involved are in a safe learning environment. In cases where unacceptable behaviour persists, the "in-charge" person will attempt to make contact with the home school administrator.
2. **If the unacceptable behaviour persists and the spectator or group cannot be identified:**

Stop the game – a general announcement is made and the Spectator Code of Conduct is reviewed and all are requested to follow the expectations outlined or lose the privilege of remaining for the rest of the activity.

These three options are communicated to the group:

 - a. Game will not continue until the disruption/disruptors leave the gym
 - b. All spectators will be asked to leave the gym
 - c. Game will be cancelled
3. **If the unacceptable behaviour persists and the spectator or group can be identified:**

If the individual or group is identified as being from either the home school or visiting school request that the coach of that team address the concern with the spectator (try to calm the person down without a confrontation). Stop the game – the individual person is approached and the Spectators Code of Conduct is reviewed and individual is requested to follow the expectations outlined or lose the privilege of remaining for the rest of the activity.

The individual or group of individuals is presented with one of the following:

- a. Game will not continue until the disruption/disruptors leave the gym
- b. All spectators will be asked to leave the gym
- c. Game will be cancelled

- * If the spectator refuses to leave, inform them that the police will be called and charges of trespassing will be laid.
- * The “In-charge” person then leaves proximity of disruptor and goes to a neutral location close to a phone.

If the spectator or group of spectators returns to the gym:

Stop the game – the individual or group of individuals are reminded that they have been asked to leave and that the game will not continue until they leave the gym.

- * If spectator(s) refuses to leave, inform them that the police will be called and charges of trespassing will be laid.
 - * The “In-charge” person then leaves the proximity of disruptor and goes to a neutral location close to a phone.
- (ii) When the “In-charge” person is the coach, and is required to act in the capacity of “In-charge Person”, there should be a process in place to support the “in-charge” role.

- * The principal must be informed of all situations where the “in-charge” person has taken action.

REPORTING COMPLAINTS PROTOCOL

Procedure to follow when coach is a teacher/complainant is a teacher:

All complaints must be forwarded, in writing, to the Principal of the host school, and the Principal of the violator’s school, and the violator or individual being complained about, within 48 hours of the alleged incident. Redress, from the Principal must be enacted within 5 working days with a brief statement outlining the consequences, delivered in writing to the perpetrator and to the complainant.

Conduct of coach, players, and spectators:

- If there is a concern about a coach, player, or spectator who is not exhibiting the spirit of the interscholastic sports guidelines you are asked to discuss the concern with your principal.
- Your principal will then decide on a course of action
- Principals will sanction players, coaches and spectators, from their school, where there have been reported incidents of unacceptable behaviour/conduct.
- Where two or more schools are involved, principals will contact one another to discuss and resolve the issue.
 - Principal may call upon convener of league and/or system convener for input.
 - Principal may also take any other action which he/she deems appropriate.

Appendix E

SPECTATOR CODE OF CONDUCT

Fair Play is the fundamental philosophy of the athletic program of the Halton Catholic District School Board.

Spectators shall:

1. Cheer only in a positive and encouraging manner
2. Respect the decisions of the officials and refrain from vocal comment
3. Not interfere with the competition
4. Keep off the playing area
5. Be courteous and respectful of fellow spectators, competitors, coaches and administrative officials
6. Discourage poor conduct by other students/spectators
7. Respect the facilities and obey the regulations with respect to Smoking, Drinking, and Garbage

Failure to comply with this code of behaviour may lead to ejection by the principal or the designate supervising the event.

TYPES OF ACTIVITIES – Elementary Schools

- League Games/Playoffs
- Tournaments
- Meets or events

TYPES OF OFFENSES

- Yelling criticisms, profanities, etc.
- Criticism/Disrespect of Officials, Coaches, Players
- Taunting (Referee, Coach, Players, other Spectators)
- Throwing objects

SITUATIONS

- Student/Parent/Adult is requested to leave gym
- Student/Parent/Adult leaves but returns later
- Student/Parent/Adult refuses to leave

PREVENTION

1. Parents should be informed of the Spectator Code of Conduct for Interscholastic Activities
 - a. Signs in all gymnasiums
 - b. Sign on gym door identifying the Spectator Code of Conduct

(Sample: Spectators are requested to read and required to follow the H.C.D.S.B. Spectator Code of Conduct posted in the gymnasium. Behaviour not keeping with our philosophy of Fair Play will result in dismissal from the gymnasium)

2. Meet with the coaches and designate an “In-charge” person for all games and activities.
3. Outline the responsibilities of an “in-charge” person (outlined in the Administrative Procedures for Interscholastic Sports.)

Appendix F

TEAM MEMBERS' ROLE

As a team member you are making a commitment of time and effort to the team, coach and your school.

The student athlete is expected to maintain high standards regarding school work (to the best of the athlete's ability), attitude and general behaviour. If school work becomes adversely affected by the time commitment to the sport or if the student exhibits inappropriate behaviour on or off the court, the student may be removed from the team until such time as he/she has demonstrated an improvement.

The following are guidelines that the Halton Catholic District School Board expects all athletes to adhere to:

1. Excellence in attitude and skill development through maximum effort and dedication is the goal of a committed athlete.
2. An athlete's behaviour on and off the playing field should exemplify ideals of fair play.
3. Practice to master the skills required to participate in the sport.
4. Be knowledgeable of and respect the rules of the game.
5. Be punctual for practices and games. If you are unable to attend a practice or a game, inform the coach personally, as soon as possible.
6. At all times it is expected that you give your coaches your total cooperation and demonstrate your "best" effort during practices and games.
7. Respect the officials and accept their decisions
8. BE CONSIDERATE IN WINNING AND GRACIOUS IN DEFEAT
9. Maintain your self-control at all times.
10. Be appropriately dressed for practices and games. Take proper care of your uniform.
11. Jewellery (rings, watches, bracelets, necklaces, earrings, metal or large barrettes in hair, etc) MUST NOT be worn during practices or games.
12. Be Safety conscious. If you notice that the facility or equipment presents a hazard for yourself or team-mates, report deficiencies to your coach immediately.
13. RESPECT THE PROPERTY OF THE SCHOOL YOU ARE VISITING
14. Make your parents aware of all practices and game schedules and transportation needs or arrangements.
 - a. Arrange rides home from practices and games beforehand
 - b. Inform your coach as to the time you will be picked up from practices and games from your home school and schools you are visiting.

Appendix G

OFFICIALS' DUTIES

1. Check that the players are properly dressed and equipped for safe participation. Jewellery (rings, watches, bracelets, necklaces, earrings, metal or large barrettes in hair, etc) **MUST NOT** be worn during games. Gum chewing is not allowed (for safety sake) during practices and games. Medical alert bracelets should be covered with a soft cloth.
2. Be knowledgeable of the rules
3. Meet with minor officials: timers, scorers, line judges, etc. and review their responsibilities.
4. Meet with the coaches and team captains re:
 - i. Modifications of rules requires for safe play due to facilities;
 - ii. Game procedures and general instructions
5. Be consistent and fair with calls.
6. In case of injury on the court, the game must be stopped. Care of the injured athlete is the highest priority – game may be delayed or cancelled.
7. Stay in control of the game. Foster qualities of a good sport. Apply the rules of the game prudently in order to sanction inappropriate behaviour on the part of the players, coaches and spectators.

Appendix H

Infrastructure of Elementary Interschool Program Organization

Curriculum Consultant

Appointed by Halton Catholic District School Board

Role:

- Each spring, prior to the beginning of the next school year, a calendar is to be created and approved which details dates associated with the Elementary Interschool Program (coaches' in services, league schedule start and end dates, playoff dates for municipalities and systems, etc.)
- Ensure that all facility needs have been permitted and confirmed
- Obtain volunteers from schools to act as System Convenors and Municipal Convenors
- With input from convenors:
 - Organize the format for municipal and system league schedules, playoffs and championships
 - Review Municipal and System league rules, and discuss any changes for the upcoming season
- With support from the Municipal and System Convenors, communicate to all coaches the information detailing League formats, schedules and playoffs (dates, locations and times)
- Organize and call the in service for all coaches of the sports
- Support the organization of the HCDSB referees' program
- Invite senior administration/trustees to playoffs and to assist in the presentation of awards
- Contact newspapers for media coverage of playoffs
- When necessary, support the reconciliation of disputes. Unresolved problems are referred to the Superintendent of Education.

System Convenor

- Volunteer from System

Role:

- Support the Consultant in the organization and administration of the Convenors' Meeting
- Support the Consultant in the presentation of the Sport's Coaches' In Service
- Review system/municipal league rules and format – discuss any changes for the upcoming season
- Support the Municipal Convenors' communication of league standings to coaches
- Make contact with school administrators and necessary staff/coaches of host schools for playoffs to review facility needs, volunteer needs, etc.
- Where necessary assist in the resolution of disputes. Unresolved problems are referred to the Consultant
- Keep communication open with the Consultant at all times

Municipal Convenor

Volunteer from System

Role:

- Be an active member during the Convenors' pre-season meeting, in the discussion of league format, playoff structure, necessary protocol changes, rule changes, etc.
- Monitor and keep records of team standings, and communicate these regularly with all coaches involved
- Settle concerns that deal with league play. Unresolved problems are referred to the System Convenor
- Keep communication open with the system convenor at all times

COACHES TOOLKIT

**To Support
The Organization and Administration Of
Interschool Elementary Sports' Teams**

INFORMATION LETTER HOME TO PARENTS

SAMPLE:

Dear Parents:

Congratulations! Your son/daughter has been selected to represent _____ on
(School)
the school _____.
(Team)

The players have been reminded that it is a privilege to represent our school on a Varsity Sports Team and that they are expected to maintain high standards regarding school work and exemplary behaviour.

If we feel the time commitment to the school team is adversely affecting your child's academic progress or behaviour is inappropriate, he/she may be asked to leave the team. Also, one of the prime objectives of our interschool sports program is to develop and foster good sportspersonship – to be considerate in winning and gracious in not winning.

PLAYING TIME

The elementary interschool sports program provides an opportunity for “talented” athletes to participate in a competitive forum against other schools. Being mindful of the need to provide a safe and suitable level of competition according to skill, size and age of the athletes – team members and parents must realize that there cannot possibly be equal playing time for all. However, during practice equal participation time and skill development will occur for all. As coaches we have discussed our philosophy of playing time with your child for exhibition games, tournaments, league games and playoffs. Your child has requested to participate on the school team with the understanding of unequal playing time. We will do our best to get everyone involved, as often as possible, please accept our discretion in this area.

TRANSPORTATION

We would like to express a need for your support in providing rides to and from practices and games. Failure to have enough drivers for games may result in some members not being able to participate. If you can assist in transporting students, please complete the bottom portion of this information letter.

PRACTICES

Attendance at practices is mandatory. It is difficult to fulfill the responsibility of a team member during a game when one misses the skill development and team plays outlined during practices. If your child is to miss a practice he/she is to let the coaches know by _____

UNIFORM

The school uniform is on LOAN to your child for the duration of the _____ season. The uniform is to be worn only during practice and games. At the end of the season your child is responsible to return the uniform clean and washed to his/her coach (es). Your child is responsible to reimburse the school for the cost of lost team uniform.

CODE OF BEHAVIOUR FOR SPECTATORS

Integrity, fairness and respect are the principles by which our interschool program is guided. These principles are the expectations from our coaches, athletes and spectators. We invite spectators to our interschool activities who will adhere to the "Fair Play" philosophy outlines in the "Code of Behaviour for Spectators" posted in our gymnasium.

We hope to have a schedule regarding practices, league play and tournaments out to you in the very near future.

Looking forward to your support,
Your Coaches,

TRANSPORTATION SURVEY

If you are available and willing to drive members of the school _____ team to league games/tournaments please note the following conditions.

All staff/parent volunteer drivers are:

- ***Required to certify that they have \$1million third party Liability insurance as requires by the Board.***
- ***To complete the: "AUTHORIZATION TO TRANSPORT STUDENTS PARTICIPATING IN SCHOOL EVENTS" form.***
- ***Recent Police Check***

To confirm your participation as a volunteer driver please complete the following information so that we may contact you.

Name _____ Phone Number () _____
(Please print)

Signature: _____ Date: _____

Comment/Questions:

A COACHING CREED

- ✓ Be a resource person able to assist the athlete to develop his/her athletic potential and self-dependency.
- ✓ Recognize individual differences in athletes and always think of the athlete's long term best interests.
- ✓ Aim for excellence based upon realistic goals and athlete's growth and development.
- ✓ Lead by example. Teach and practice cooperation, self-discipline, respect for officials and opponents and proper attitudes in language, dress and deportment.
- ✓ Make sport challenging and fun. Skills and techniques need not be learned painfully.
- ✓ Be honest and consistent with athletes. They appreciate knowing where they stand.
- ✓ Be prepared to interact with league officials and parents. They too have important roles to play in sport
- ✓ Coaching involves training by responsible people who are flexible and willing to continually learn and develop.
- ✓ Physical fitness should be a lifelong goal for all Canadians. Encourage athletes to be fit all year, every year and not just for the season.

COACHING STRATEGIES/TEACHING SKILLS

COMMUNICATING WITH ATHLETES

The success and enjoyment you receive from coaching will be influenced by your ability to **communicate** with your athletes.

How you speak to athletes (especially younger ones) is just as important as **what** you have to say. Gestures, facial expressions of joy or anger, intimidation and kind behaviour are all forms of non-verbal communication that greatly influence the message you deliver. The most effective way of improving communication between coaches and athletes is the positive approach.

Communicate positively by:

1. Emphasizing those things athletes do correctly instead of constantly providing feedback of what went wrong
2. Looking for ways to allow athletes to feel good about themselves, e.g. compliment the way the athletes played as a team
3. Appearing cheerful and enthusiastic while coaching, thus creating a feeling of being involved in something worthwhile
4. Encouraging athletes to express their likes or dislikes. Wise coaches can learn by listening to athletes' expectations

The **positive** approach is communicated both in verbal and non-verbal messages. If a positive approach is used consistently, athletes will develop a greater level of confidence and trust. This will make your job as coach much more rewarding and fun. Communicate and have fun.

COMMUNICATING WITH PARENTS

The type of relationship between the coach and parents strongly influences the amount of enjoyment an athlete will derive from participating in sport. The following checklist has been developed for coaches interested in improving coach-parent relations.

Communicate to parents:

1. Your coaching philosophy, e.g. learning the skills of the sport and having fun are more important than winning in youth's sport
2. Objectives and goals of the team
3. The type of **player behaviour** that will be reinforced, i.e. **good effort, team play, good sportspersonship**
4. The behaviour of parents, i.e. being supportive and respectful of other teams, officials, your coaching

Poor parent-coach relationship is usually the result of inadequate communication. Coach and parents should be working together to ensure the players have fun and develop skills. Supportive, honest and open communication with parents will allow everyone to learn and have fun.

6 KEYS FOR PLANNING A PRACTICE

Practices should be fun, safe and well organized. The following six steps provide a good guide for planning:

1. **Set an overall goal based on -**
 - The skills you would like to reach
 - Previous practice evaluations
2. **Conduct a Warm-up to -**
 - Prepare the body for the activities to follow
 - Work on sport specific flexibility exercises
 - Provide a link to organization for skill instruction
3. **Skill instruction –**
 - Teach skills early in the session while athletes are most ready for learning (fresh)
 - Monitor drills to correct error and provide positive feedback
 - Plan for maximum activity by considering number of players, equipment and pace –
Group for ease of progression both in difficulty and organizations, e.g. 2's to 4's to 8's
4. **Skill practice –**
 - Design “game-like” drills that challenge the athlete to use the skills introduced
 - Provide feedback
5. **Fun/fitness –**
 - Include several “fun” drills/activities in every practice
 - Introduce relays, tag and modified games to develop fitness
 - Finish on a positive note
6. **Evaluation –**
 - Review is essential – what happened? What drills were used? How did the athletes respond? Was the time allotment sufficient?
 - Evaluation provides a basis for the next practice.

Perfect practice makes perfect. This applies to planning a practice too. If you fail to plan you plan to fail.

TEACHING SKILLS

Athletes receive enjoyment and satisfaction from sport because it provides an opportunity for individual improvement and the mastery of new skills. Coaches must be able to select appropriate skills, teach and provide feedback on performance.

Four steps to follow when teaching skills:

1. Introduce the skill –

- Get the athletes' attention and arrange them so all can see and hear.
- Name the skill and give a reason for learning it

2. Demonstrate and explain skill –

- The coach or an athlete should correctly demonstrate the skill 2 – 5 times
- Explain the key points to be learned. Stress only one point.
- Relate the skill to something the athletes have learned previously.

3. Practice the skill –

- Ensure the athletes are practicing the skills correctly. Stop incorrect activity immediately and correct.
- You may want to have the athletes perform the skill slowly at first, progressing to game speed as they learn.
- If an athlete cannot perform the whole skill, break it down into smaller parts.

4. Provide feedback to correct errors –

- Evaluate the performance. Compare what was performed in relation to what should have been done.
- Correct one error at a time. First correct the error that will have the greatest impact on improving the skill.
- Use a positive approach. Reinforce the things the athlete does well.
- Use simple, precise phrases in giving instructions.

The ability to teach sport skills effectively is a skill in itself. Perfect practice makes perfect. Work at it.

(reprinted in part from O.F.S.A.A. Bulletin)

INJURY PREVENTION PROGRAM

Sports injuries are either self-induced, caused by persons or objects, or caused by the site where people have to practice or compete.

As a coach, you are legally bound to create a safe and controlled environment for your athletes. Failure to do so, can lead to possible serious injury. It is, therefore, essential that you develop an INJURY PREVENTION PROGRAM. The following is a sample INJURY PREVENTION PROGRAM taken from information found in National Coaching Certification Program Level I (2003) and Ministry of Tourism and Recreation booklet: "Exercise Caution, Prevent Sport Injuries, 1988."

INJURY PREVENTION PROGRAM – SAMPLE

By following the procedures below, you should be able to eliminate many risks that may cause injuries.

- Obtain and have available the Athletic Participation Form at all practices/games.
- Discuss with students the risk associated with the sport and outline ways the risks can be minimized
- Ensure that skills are taught in a proper progression and modified according to the age and ability levels of students.
- Ensure that before each practice and competition, appropriate warm-ups and cool-downs for your particular sport are included.
- Ensure that your athletes are wearing appropriate and properly fitted clothing and protective equipment where necessary.
- The safety equipment used is C.S.A. or other regulatory body approved, regularly inspected and kept in good repair.
- Teach and review proper care of equipment with athletes, in order to best maintain it.
- Establish and enforce rules and safety regulations for practices and game situations.
- Ensure that your athletes understand the safety procedures and review them regularly.
- Do not leave athletes for whom you are responsible UNSUPERVISED.
- Playing surface should provide safe traction and surrounding area must be free of obstructions.
- Playing area must be inspected regularly
- NO jewellery to be worn during practices or games, nor should gum chewing be allowed at practices or games.

IN-CHARGE PERSON

EMERGENCY ACTION PLAN

Being given the responsibility as an in-charge person at an interscholastic sporting event, an encounter with an injury is inevitable. Recognizing this fact, it is necessary to establish a plan of action for dealing with an injury when it occurs. The key to the Emergency Action Plan is getting the professional care to the player as quickly as possible. For that to happen effectively, you must be prepared with an Emergency Action Plan.

SAMPLE EMERGENCY PLAN

You should know the following information:

1. Location and access to the first-aid kit,
2. Location and access to a telephone,
3. Telephone number of ambulance and hospital,
4. Know directions and best access routes to hospital,
5. A means of transportation is available on site.
6. The identity of athletes with medical conditions (e.g. asthma, life threatening allergies, diabetes, epilepsy)
7. Location of medication (e.g. asthma inhaler, epinephrine auto injector, blood sugar testing kit and fast acting sugar)
8. Emergency communication procedures (e.g. cellular phone) for off-site activities.

When an injury occurs:

1. Initially, when coming in contact with the injured athlete, take control and assess the situation.
2. Keep in mind Cardinal Rule of injury care:
3. Stay calm. Keep an even tone in your voice
4. Instruct any players and bystanders to leave the injured player alone,
5. Leave the athlete's equipment in place. ***Do not remove the athlete's equipment if there is a risk of further injury.***
6. Evaluate the injury (for any injury involving blood see *Universal Precautions for Body*
7. Once you have assessed the severity of the injury, decide whether or not further assistance is required.
8. Do not insist that the athlete attempts movement.
9. **Administer medication as per Board Policy.**
10. If an ambulance is not needed, then decide what action is to be taken to remove the *injured/ill* athlete from the playing surface.
11. **If a student experiences one of the following warning signs of Sudden Arrhythmia Death Syndrome:**
12. If an ambulance is required:
 - a. Request assistance from another person (coach/parent)
 - b. Have this person call an ambulance with the following information:
 - i) State that it is a medical emergency;
 - ii) State what the emergency is;
 - iii) Give exact location; (know the closest cross streets
 - iv) Give the telephone number from where you are placing the call;

- v) Report back to the in-charge person and confirm that you made call and give estimated time of arrival;
- vi) Go to the access entrance and wait for the ambulance.

Once the call has been placed, observe the athlete carefully for any change in condition and try to reassure the injured player until professional help arrives.

Do not feed or give fluids to an injured athlete unless otherwise directed by a family Physician (e.g. diabetes). If there is a major injury, food or fluid could delay treatment.

Do not be forced into moving the athlete unnecessarily from the playing field.

In the case of dehydration, move the athlete to a cooler environment and provide small amounts of water (100ml) every 5 minutes until symptoms resolve. However, do not provide an injured athlete with food or drink if:

the athlete is showing signs of decreased level of consciousness

the athlete has sustained a significant head injury

you anticipate an operation will be necessary e.g. broken leg.

When ambulance attendants arrive, instruct them on what happened, how it happened and what you have done. Coach can inform them about any medical-related problems or past injuries of the participant. Provide ambulance attendant with the athlete's "Athletic Participation Form".

Where feasible the in-charge person or coach of athlete should accompany the injured athlete to the hospital to help reassure the player and give the relevant medical history and injury circumstances to the physician.

THE PARENTS OF THE INJURED ATHLETE MUST BE CONTACTED as soon as possible after the injury.

Any serious injury requiring medical intervention should be brought to your principal's attention immediately.

Complete an accident report (O.S.B.I.E Incident Form) and file with appropriate Board Official.

APPENDIX J

SUGGESTED IMPLEMENTATION CHECKLIST FOR ELEMENTARY ADMINISTRATORS

- To inform oneself of the administrators and coaches role and responsibilities for implementing and supervising an interschool program for the school. Reference the content found in **Role of the Administrator, Role of the Coach** in the Elementary Interschool Handbook 2013
- Determine if the school is to participate in an interschool activity.
- Select coaches. Make sure conditions required for a coach without teaching certification is successfully completed.
- In service coach(es) and provide them with the information and instruction necessary to successfully coach an interschool team in a safe and supportive environment.
Provide information on:
 - HCDSB Safety Guidelines
 - Role of the coach
 - In charge person – first aid; behavioural concerns.
 - Protocols – lightning, concussion
 - Transportation of students in private vehicles
 - Forms to communicate with parent/guardian
 - Supervision
 - Expectations for practices and competitions
- Provide coaches with access to the forms needed to communicate with parents/guardians about their child's participation in interschool activity.
- Have a process in place where student medical information is readily accessible by interschool coaches.
- Check that the school' Emergency Action Plan and first aid kits are current and accessible to the coaches/in charge person during interschool activities, after school hours.
- Have a process in place where the equipment and facilities used in the interschool program are regularly inspected and maintained.
- Support the attendance of a school representative at HCDSB coaching in service for the activity/sport
- Support teacher/coaches time and effort commitment
- Check that Code of Behaviour for Spectators is displayed in the gymnasium.

APPENDIX K

SUGGESTED IMPLEMENTATION CHECKLIST FOR ELEMENTARY TEACHERS/COACHES

- To inform oneself of the coaches role and responsibilities for coaching an interschool activity. Reference the content found in **Role of the Coach and Coaches Tool Kit** in the Elementary Interschool Handbook 2013
- In service student athletes and provide them with the information and instruction necessary to successfully participate on an interschool activity/sport.
Provide information on:
 - Fair Play and Sportpersonship
 - Behavioral Expectations (Initiation and Hazing)
 - Concussion Protocol
 - Lightning Protocol
 - Team Members Role
 - Safety of self and safety of others
- Communicate with parents/guardians about their child's participation in interschool activity.
 - Interschool Athletic Participation Form.
 - Request to Resume Athletic Participation"
 - Inform parents, through written communication, of the times and locations of practices and games (preferably, well in advance)
 - Inform parents of the mode of transportation to competitions and the athlete expectations required.
- Have a process in place where student medical information is readily accessible by interschool coaches.
 - a. Students Interschool Athletic Participation Form is accessible at all practices and competitions.
- Check that the school Emergency Action Plan and first aid kits are current and accessible to the coaches/in charge person during interschool activities, after school hours.
 - a. Provide appropriate first aid for the entirety of practices and competitions.
- Have a process in place where the equipment and facilities used in the interschool program are visually inspected prior to activity.
- Implement best practices when providing practice sessions.
 - a. Inform students about the risks of the activity and how to minimize those risks.
- Implement best practices during competitions/games.
 - a. Prior to the start of any competition or performance the coach shall acknowledge an in-charge person to all teams or groups involved in the activity
- Know how to deal with behavioural situations that arise at competitions from players, coaches, spectators.
- Attend coaching in service for your activity/sport