



## Coaches' Reference Guide

For the complete Athletic Directors' and Coaches' Handbook see:

- Sun West School Division website [www.sunwestsd.ca](http://www.sunwestsd.ca)
- West Central High School Athletics website [www.shsaa.ca/wc](http://www.shsaa.ca/wc)
- Your school Athletic Director



## **Sun West School Division Coaches Reference Guide (For Distribution to all Coaches)**

### **Coaches Responsibilities:**

- To follow the guidelines of the SHSAA, WCHSAA, and Sun West School Division in relation to the facilitation of an athletic team.
- To provide the school's athletic director with the information necessary to register the team with the SHSAA.
- To insist on the values of academics for all athletes. Be aware of school policies in relation to grade and participation on teams. Limit the loss of instructional time when planning the season.
- To inspire a love of the game for all participants.
- To maintain an up to date knowledge of the sport being coached to ensure the students are given every opportunity to succeed.
- To model behaviors deemed appropriate for student athletes. **See Code of Ethics (p.5 of Coaches' Reference Guide and pg.12 of Athletic Directors' and Coaches' Handbook)**
- To develop a season plan that includes: practices, games, tournaments, travel, officials and possibly a budget. This information needs to be communicated to players and parents via a parent meeting or other method.
- To ensure that the individual/team is a legitimate participant for section and district competition based on commitment to the sport.
- To make all team travel arrangements including the completion of all Sun West and school documents (see checklist)
- To maintain and carry a current SHSAA Health Certificate/Parents' Permission form for each player at all times during the season. Some schools modify this form and will have it on file. Please check with your schools athletic director.
- To complete a school accident report form for injuries sustained while practicing or at competitions.
- To distribute and collect team uniforms while following the policies of your individual school.
- To promote the team through the school newsletter or local media.
- To complete the following at the end of the season if applicable: preparation of season end report for the athletic director; submission of individual points/awards to the school committee; record of information for next season regarding schedules or tournaments that have been arranged.
- Coaches that wish to host SHSAA Provincial Championships should review the Sun West Provincial Hosting Guidelines in the appendix of this document.
- See Coaches Checklist in the appendix of this document.

### **Suggestions for coaches to help ensure a successful season/team/program**

- Participate in a goal-setting session with your team
  - i. Do you want to be a "competitive" or "recreational" team?
  - ii. What short-term and long-term goals do you want to achieve?
  - iii. What do you, as a team and individual, need to do to achieve these goals?
- Have a Parent meeting to communicate the team's goals, your expectations of players, parents, etc., the philosophies of the school, school division, and coach(es), etc. This is often a very good way of avoiding "conflict" later in the season. Make your expectations clear at the beginning of the year!

- Prepare team or individual contracts for your players and/or parents that show support of the team/program. See the enclosed Sample in this document.
- Set up a driving schedule for parents at the beginning of the year; therefore, they know when they are expected to drive, and they can make arrangements to do so, or to trade. If traveling by bus; see Bus Booking Procedures in this manual.
- Host a tournament in your home school.
- Have an individual meeting with your players at some point in the season to communicate and discuss the player's role on the team, your expectations of the player, what the player can do to improve, what the player is doing well already, etc.
- Participate in "Team Building" activities with your team such as:
  - i. team meals/ "get-togethers"
  - ii. team meetings
  - iii. various team building "games"
  - iv. goal setting
  - v. decision making as a team
  - vi. other
- Make a gym schedule that outlines when practices will be held.
- Make a tournament schedule that outlines tournaments for the season. This can be distributed at the beginning of the season or earlier when possible.
- Make up a monthly schedule of events to communicate to your players and their parents.
- Attend a *National Coaching Certification Program* THEORY clinic or SHSAA Coaching Symposium. These clinics provide many more useful ideas.

## Community Coaches

In addition to the roles/responsibilities of the coach outlined above, a community coach shall:

- Complete a Criminal Records Check/Vulnerable Sector Check as required by the Sun West School Division. Must be completed yearly.
- Request for Division approval will be made by the in-school administrator to the Sun West School Division. High School coaches need SHSAA approval as well. Use SHSAA Form E14.
- Be aware of and comply with all Sun West School Division policies which apply to employees/volunteers. (Check with Athletic Director or school administration)
- Become aware of and comfortable with the guidelines of the sport as outlined by the SHSAA (website: [www.shsaa.ca](http://www.shsaa.ca)), the WCHSAA (website: [www.shsaa.ca/wc](http://www.shsaa.ca/wc)).
- **Consult the school's athletic director and/or school administrator regarding questions related to high school athletics. It is very important that community coaches be aware that many principles of high school athletics differ from those of community/club athletic programs.**

**A CODE OF ETHICS  
FOR SUN WEST SCHOOL DIVISION COACHES**

**Sun West Expects the Coaches to:**

- Be an integral part of the school system with its educational contribution.
- Remember that the athletic area is a classroom with moral and education obligations required at all times.
- Insist upon high scholarship and enforcement of all rules of eligibility.

**The Student/Athletes expect the Coach to:**

- Maintain a genuine and up-to-date knowledge of that which he/she proposes to teach.
- Maintain fair, unprejudiced relationships with all squad members.
- Pay careful attention to the physical condition of the players.
- Inspire a "love of game" and desire to compete fairly.

**Sportmanship demands that Coaches:**

- Take a strong stand against profanity, unfair play and unsportsmanlike behaviour of their teams.
- Maintain self-control at all times, accepting decisions of officials without outward appearance of vexation.
- Teach athletes to win by use of legitimate means only.
- Believe in the honesty and integrity of opponents and officials.
- Teach that to win is always desirable, but to win at any cost defeats the purpose of the game.

**(Also see Appendix A- SHSAA Handbook-Policies- Code of Ethics)**

## Coaches' Checklist

### General

	Minimize loss of classroom instructional time and encourage strong academics.
	Be familiar with the SHSAA and West Central District constitution, bylaws, policies and competition dates
	Submit equipment requests through Athletic Director
	Plan on attending SHSAA coaching symposium or other coaching development opportunity. (funding is available through District)
	Familiarize yourself with your school's policies regarding uniforms, gym scheduling and equipment use
	Develop season schedule as early as possible. Tournaments are often booked a year in advance.

### Pre-Season

	Arrange a pre-season players skills clinic.
	Open announcement of first practice and/or tryout dates
	Indicate preferred practice times and home tournament dates to Athletic Director.
	Submit a season schedule to Athletic Director, Principal and School Office.
	Know your schools policies regarding budget for your team.
	Seek approval for all travel during season using the information provided in Sun West Form 418 (Educational Trips Procedure)

### In-Season

	Arrange a parents' informational meeting. Outline expectations and philosophies.
	Submit team list to Athletic Director.
	Carry an up to date SHSAA E-7 Medical Form for each team member.
	Make travel arrangements for your season. See bus booking procedures in this manual. Private vehicles require Driver Authorization (see your Principal for list)
	Seek parent approval for travel using Sun West Template 418.2b-1 (Day/Overnight Educational Trip Parent/Guardian Consent Letter Template).
	Arrange for officials and know setup procedures for home games and tournaments. See your school's Athletic Director for details.
	Record officials for each home game. Be familiar with your school's payment of officials' procedure.
	Have a properly stocked first aid kit with you. See your school's Athletic Director.
	Complete and submit seeding forms to SHSAA (High School teams only)
	Promote your team through your school's newsletter or town newspaper or other local media.
	Know your school's procedures for the arrangement of yearbook photos.

### Post-Season

	Know your school's awards program and be prepared to submit names to awards committee/chairperson
	Submit a season summary to Yearbook Editor and Athletic Director.
	Know your school's procedures for applying for out of pocket expenses.
	Evaluate your season and note areas for improvement for next year.

## Sun West School Division Bus Booking Procedures

1. Phone the Transportation Supervisor with your request for a bus. You should be prepared to provide the number of students being transported, destination and possible driver.
2. The day of the trip you need to have the following documents prepared:
  - a. Educational Trip Manifest (Form 418.1a-2)  
Copies of the Trip Manifest should be distributed to the following:
    - i. Bus Driver
    - ii. School Office
    - iii. Transportation Supervisor
  - b. Bus Driver Report Special Events Extra Curricular Transportation (Form 806.3-1)  
This form to be completed by the bus driver. It requires the signature of the Bus Driver, Principal and Teacher Supervisor.

**Note: Community Coaches should check with their Staff Supervisor, Athletic Director or Principal before booking transportation.**



# Sample

Insert school logo/letterhead

## Athlete Contract Suggestions

In order to participate in athletics and remain part of a team, the following rules must be upheld

1. I must maintain a satisfactory standing and attendance in all my subject areas. I must remember that academics are a priority.
2. I must attend school for the full day to be eligible for practice or a game that evening. If I must be absent, the reason must be acceptable by the office. If I am going to be absent, it is my responsibility to inform the office.
3. I must not be absent for classes the day after a game for recuperation except in the case of injury where a doctor's note is presented or the coach is informed of the details.
4. I must attend practice to be eligible to play. Missed practices may result in decreased game time. The amount of lost playing time will be dependent upon the circumstances surrounding the absence(s).
5. If my classroom behaviour is not acceptable, I may be deemed ineligible to play. The administration and coaches will consult to determine possible consequences.
6. Being suspended from class automatically carries with it a player suspension.
7. I realize it is an honour and a privilege to represent my school, my team, my community and the Sun West School Division. I will conduct myself at all times in a manner which brings admiration and respect to myself, my family, my school, my community and the Sun West School Division.

Student \_\_\_\_\_ Parent \_\_\_\_\_

Date \_\_\_\_\_ Activity \_\_\_\_\_



## **SUGGESTED TOURNAMENT GUIDELINES**

Teacher Supervisors

Team Host/Hostesses

Team rooms (designated at Homeroom teacher's consent)

Officials

Floor Sweepers (between games and/or during breaks)

Pep Band

Team Mascot

Sound (effect and/or music) and Light Crew

Scorekeepers and/or Timers (SCHEDULE)

Canteen

Participating team's posters in the gym (could have them bring one)

Gate Schedule

Emergency Action Plan/First Aid (emergency phone numbers)

Team roster available/posted for spectators

General Advertising (posters, announcements, etc.) (SRC promotions)

Key Chief (for Host/Hostesses)

Extra seating/bleachers for in the gym

Door prizes

Tournament competitions during breaks (post results)

Large tourney wall schedule with on-going results

Tournament package for coaches

Clean-up Committee (Before-During-After)

Awards

Oranges/Beverages for team members during half-time or breaks

\*\*\* SRC Sports Reps should be able to assist the coaches in preparation of tournaments.

## TOURNAMENT CHECKLIST

Tournament		Date	
Plaques/ribbons ordered on	Date		
Food booth organizer			
Door workers	9:00 – 11:00		
	11:00-1:00		
	1:00-3:00		
Cashboxes/float			
Booth Key			
Draw Sent			
Gym Setup			
Gym Clean up			
Officials		# of Games	
		# of Games	
		# of Games	
		# of Games	
		# of Games	
		# of Games	
<b>Teams competing</b>			
<b>School</b>	<b>Coach</b>	<b>Phone</b>	<b>Fax</b>

## **SHSAA and West Central Awards Program**

"MERIT AWARD" to honour people who have given outstanding leadership and service to the SHSAA and to the promotion of high school athletics in the Province of Saskatchewan. Nominees need not have been official representatives of the SHSAA.

"SERVICE AWARD" to honour people who have provided outstanding leadership and service and the promotion of high school athletics in the District.

"OUTSTANDING COACH AWARD" to recognize outstanding contributions of individuals in the coaching field. The award will honour a female and male coach in each SHSAA District.

"OUTSTANDING OFFICIALS AWARD" to recognize outstanding contributions of individuals in the officiating field. The award will honour a female or male official in each SHSAA District.

### **Merit Award Criteria**

- a. A Merit Award nomination will be accepted for a person who has made outstanding contributions to the TOTAL PROGRAM of the SHSAA over a period of time.
- b. Selection of Recipients of this award rests with the Awards Committee of the SHSAA, with final approval being the responsibility of the SHSAA Executive.
- c. A Merit Award Form, Citation and photograph are to be completed in full and submitted to the Awards Committee BY APRIL 30th.
- d. If the candidate is not successful, the form needs to be updated and resubmitted by the district (forms will not be held by the committee for next year).

### **Service Award Criteria**

- a. A Service Award nomination will be accepted from each District Association, for a person who has made contributions to high school sports in a LIMITED area over a period of time.
- b. A general guideline of a maximum of one service award per district in each year has been adopted by the SHSAA
- c. A Service Award Form (E-11) and a photograph are to be completed in full and submitted to the Awards Committee BY APRIL 30th.

### **Outstanding Coach Award Criteria**

- a. Conducting an outstanding program where student athletes learn a vast amount about the game and life.
- b. Act as a proponent of good sportsmanship and instill these ideals through their coaching and interaction with athletes.
- c. Attempt to involve their entire school in the total program.
- d. Outstanding Coach Awards are to be presented by the district at an appropriate event within the district.

### **Outstanding Official Award Criteria**

- a. Contribute to the District by providing a valuable service to the activities offered by the District.
- b. Act as a proponent of good sportsmanship by officiating with these ideals in mind whenever officiating.
- c. Regularly attending clinics in the activity officiated to show an interest in improving and keeping up to date with the current trends in officiating.

### **West Central Service Award**

#### Guidelines

- Should have been involved and contributing for a reasonable length of time
- Should not only have served with the West Central District but have visibly
- Supported the ideals and philosophies of the Association
- Should be acknowledged leaders in their specific fields, schools, district and communities
- Indicate years of service under each category

## West Central Athletic Director's Contact Information

### Beechy School

Box 310  
BEECHY, SK S0L 0C0  
**Phone:** 306-859-2170  
**Fax:** 306-859-2286  
**Email:** kathy.redmond@sunwestsd.ca

**Principal**  
**Athletic Director**  
**School Division**  
**SHSAA District**  
**Team Name**  
**Team Colours**

Brenda Park  
Sun West  
West Central  
Blazers  
Green/Black/White

### Biggar Central School 2000

Box 1148  
BIGGAR, SK S0K0M0  
**Phone:** 306-948-2117  
**Fax:** 306-948-2591  
**Email:** terry.braman@sunwestsd.ca

**Principal**  
**Athletic Director**  
**School Division**  
**SHSAA District**  
**Team Name**  
**Team Colours**

Elwood Torgunrud  
Terry Braman  
Sun West  
West Central  
Blazers  
Green and Gold

### Davidson High School

Box 699  
DAVIDSON, SK S0G1A0  
**Phone:** 306-567-3216  
**Fax:** 306-567-5481  
**Email:** michelle.bublish@sunwestsd.ca  
School Web Site:  
[www.sunwestsd.ca/davidsonhigh/](http://www.sunwestsd.ca/davidsonhigh/)

**Principal:**  
**Athletic Director:**  
**School Division:**  
**SHSAA District:**  
**Team Name:**  
**Team Colours:**

Shari Martin  
Jason Low  
Sun West  
West Central  
Raiders  
Blue/White

### Dinsmore Composite School

Bag #1  
DINSMORE, SK S0L 0T0  
**Phone:** 306-846-2188  
**Fax:** 306-967-2580  
**Email:** kitty.paslowski@sunwestsd.ca  
**School Web Site:** [www.sunwestsd.ca](http://www.sunwestsd.ca)

**Principal:**  
**Athletic Director:**  
**School Division:**  
**SHSAA District:**  
**Team Name:**  
**Team Colours:**

Deborah de Caux  
Terry Orban  
Sun West  
West Central  
Wildcats  
Royal Blue/White

### Eaton School

Box 190  
EATONIA, SK S0L 0Y0  
**Phone:** 306-967-2536  
**Fax:** 306-967-2580  
**Email:** clint.hayes@sunwestsd.ca  
**School Web Site:** [www.sunwestsd.ca/eaton](http://www.sunwestsd.ca/eaton)

**Principal:**  
**Athletic Director:**  
**School Division:**  
**SHSAA District:**  
**Team Name:**  
**Team Colours:**

Craig Vanthuyne  
Clint Hayes  
Sun West  
West Central  
Spartans  
Red/Black

### Elrose Composite School

Box 400  
ELROSE, SK S0L 0Z0  
**Phone:** 306-378-2505  
**Fax:** 306-378-2338  
**Email:** ron.bailey@sunwestsd.ca

**Principal:**  
**Athletic Director:**  
**School Division:**  
**SHSAA District:**  
**Team Name:**  
**Team Colours:**

Vicki Moore  
Ron Bailey  
Sun West  
West Central  
Eagles  
Navy Blue/Bold

### Harris-Tessier Central School

Box 249  
HARRIS SK S0L 1K0  
**Phone:** 306-656-2166  
**Fax:** 306-656-4432  
**Email:** linda.varty@sunwestsd.ca

**Principal:**  
**Athletic Director:**  
**School Division:**  
**SHSAA District:**  
**Team Name:**  
**Team Colours:**

Linda Varty  
Linda Varty  
Sun West  
West Central  
Striders  
Green/White

**Kenaston School**

Box 99  
 KENASTON SK S0G 2N0  
**Phone:** 306-252-2182  
**Fax:** 306-252-2262  
**Email:** carol.lewis@sunwestsd.ca

**Kindersley Composite School**

Box 1450  
 KINDERSLEY SK S0L 1S0  
**Phone:** 306-463-3771  
**Fax:** 306-463-6775  
**Email:** murray.ferguson@sunwestsd.ca

**Kyle Composite School**

Box 40  
 KYLE SK S0L 1T0  
**Phone:** 306-375-2521  
**Fax:** 306-375-2520  
**Email:** erin.trytten@sunwestsd.ca

**Landis School**

Box 327  
 LANDIS SK S0K 2K0  
**Phone:** 306-658-2033  
**Fax:** 306-658-4443  
**Email:** amanda.anderson@sunwestsd.ca

**Loreburn Central School**

Box 220  
 LOREBURN SK S0H 2S0  
**Phone:** 306-644-2135  
**Fax:** 306-644-2176  
**Email:** arlene.norrish@sunwestsd.ca

**Lucky Lake High School**

Box 219  
 LUCKY LAKE SK S0L 1Z0  
**Phone:** 306-858-2052  
**Fax:** 306-858-2213  
**Email:** trevor.drury@sunwestsd.ca

**Lutheran Collegiate Bible Institute**

Box 459  
 OUTLOOK SK S0L 2N0  
**Phone:** 306-867-8971  
**Fax:** 306-867-9947  
**Email:** office@lcbi.sk.ca  
**Web Site:** www.lcbi.sk.ca

**Principal:** Darren Gasper  
**Athletic Director:** Darren Gasper  
**School Division:** Sun West  
**SHSAA District:** West Central  
**Team Name:** Kodiaks  
**Team Colours:** Green/White

**Principal:** Murray Ferguson  
**Athletic Director:** Angie Johnson  
**School Division:** Sun West  
**SHSAA District:** West Central  
**Team Name:** Kobras  
**Team Colours:** Black/Gold

**Principal:** Marlene Gillanders  
**Athletic Director:** Erin Trytten  
**School Division:** Sun West  
**SHSAA District:** West Central  
**Team Name:** Comets  
**Team Colours:** Black/Gold

**Principal:** Crystal Klassen  
**Athletic Director:** Amanda Anderson  
**School Division:** Sun West  
**SHSAA District:** West Central  
**Team Name:** Wildcats  
**Team Colours:** Blue/White

**Principal:** Judy Brown  
**Athletic Director:** Lloyd Tulp  
**School Division:** Sun West  
**SHSAA District:** West Central  
**Team Name:** Aztecs  
**Team Colours:** Red/White/Black

**Principal:** Trevor Drury  
**Athletic Director:** Trevor Drury  
**School Division:** Sun West  
**SHSAA District:** West Central  
**Team Name:** A's  
**Team Colours:** Blue/Red/White

**Principal:** Phil Guebert  
**Athletic Director:** Cliff Adelman  
**School Division:** Sun West  
**SHSAA District:** West Central  
**Team Name:** Bisons/Lady Bisons  
**Team Colours:** Maroon/Gold

**North West Central High School**  
Box 40  
PLENTY SK S0L 2R0  
**Phone:** 306-932-2222  
**Fax:** 306-932-2229  
leahanne.srigley@sunwestsd.ca

**Outlook High School**  
Box 1720  
OUTLOOK SK S0L 2N0  
**Phone:** 306-867-8697  
**Fax:** 306-867-1831  
**Email:** lance.morrison@sunwestsd.ca

**Rosetown Central High School**  
Box 910  
ROSETOWN SK S0L 2V0  
**Phone:** 306-882-2655  
**Fax:** 306-882-3889  
**Email:** miles.bennett@sunwestsd.ca

**St. Gabriel School**  
Box 1177  
BIGGAR SK S0K 0M0  
**Phone:** 306-948-5550  
**Fax:** 306-948-5254  
**Email :** rgarchinski@scs.sk.ca  
Web Site:  
[www.saskschools.ca/~gabriel](http://www.saskschools.ca/~gabriel)

**Westcliffe Composite School**  
Box 65  
MARENGO SK S0L 2K0  
**Phone:** 306-968-2939  
**Fax:** 306-968-2212  
**Email:** karen.jeffries@sunwestsd.ca

**Principal:** Cindy Thomson  
**Athletic Director:** Leah Anne Srigley  
**School Division:** Sun West  
**SHSAA District:** West Central  
**Team Name:** Wildcats  
**Team Colours:** Blue/White

**Principal:** Greg McJannet  
**Athletic Director:** Lance Morrison  
**School Division:** Sun West  
**SHSAA District:** West Central  
**Team Name:** Blues  
**Team Colours:** Blue/White

**Principal:** Norm Cline  
**Athletic Director:** Miles Bennett  
  
**School Division:** Sun West  
**SHSAA District:** West Central  
**Team Name:** Royals  
**Team Colours:** Black/White/Red

**Principal:** Rick Garchinski  
**Athletic Director:** Rick Garchinski  
  
**School Division:** Great Saskatoon Catholic  
**SHSAA District:** West Central  
**Team Name:** Saints  
**Team Colours:** Black/Grey/White

**Principal:** Karen Jeffries  
**Athletic Director:** Karen Jeffries  
  
**School Division:** Sun West  
**SHSAA District:** West Central  
**Team Name:** Warriors  
**Team Colours:** Blue/White/Black