



Footprints for Learning School Athletics

Coaches Duties at a Glance

FFLA Athletic Expectations:

- 1) Please send home a letter to all parents, once your team has been made. In your letter to the parents, please include as much information as possible as it will limit the paperwork later on. For example, date and time of your parent meeting. Make sure to include the following: expectations of student-athletes at FFLA, information on where game schedules, practice times and tournaments may be found on the School Website (link to Calendar) and all forms that need to be signed.

Parent Meeting Expectations:

All coaches are required to distribute copies and address the following - may be done either by a meeting or by a letter:

- Team Rules and School Rules regarding athletics.
- Participation - amount of play time athletes can expect.
- Sportsmanship - expectations by players and parents.
- The procedure to deal with disagreements between coach and players or parents:
 - at no time are problems to be discussed in front of other players.
 - ask parents to meet the following day with the athletic director
 - make sure there is parent communication!!
- Fees and the breakdown of the costs.
- Team supervision - coaches and parents

Other topics you may want to address

- Your coaching philosophy
- How practice sessions are conducted
- Length of practice times
- Expectation of attending practices
- The consequences of missing practices
- Academic requirements for eligibility
 - Passing grades
- Medical information in case of injury
- Question and Answer

2) Budgeting:

Each parent should have access to your budget at all times. This may be done electronically or by hard copy, the choice is yours. Attached is a copy of the budget template. All budgets must be submitted to the Athletics Director prior to playing your first game. Once your budget has been submitted, any future changes must be okayed by the A.D. and the Principal.

3) Players are not allowed to participate in a season of play, if they have outstanding player fees from previous teams/years. A couple of options may be made available to the student and their family.

- a) A meeting can be set up with a member of the Admin team to discuss the players financial circumstances. At that point, the admin team will work out a payment plan of some sort and give final say if the student is eligible to play.
- b) If players cannot afford to pay the team fees, you might provide options such as applying for KidSport Fund as well as Jumpstart. These can be options for families in need.

4) As a coach, you must keep the following information with you at all times:

- a) Your team Roster **MUST** be set up in Alma under "Activities". Email the School Secretary your team roster and they can set this up for you so that you can easily email your team, take attendance, look up student information etc. all directly from ALMA.
- b) A binder of each Participant's Emergency Information – this information can be retrieved from the school secretary upon request. The information will include student's basic information, medical information and emergency contacts. Coaches are expected to keep a physical binder containing each team members information at all practice, games and other events.
- c) Incident/ Accident Report Forms
- d) Admin contact list (contact information for your Principal and all Athletic Directors)

5) ASAA, SCZ, CAAA Eligibility:

As soon as you pick your team please submit a roster to you Athletic Director immediately. Please make sure that you include the athletes full name (proper spelling), birthday, grade and number of assigned jersey (if applicable). This information is important so that teams, and individuals, can be registered with ASAA, SCZ or CAAA. Note that ASAA deadlines are included on FFLA's Athletics Calendar.

6) Scheduling:

Please refer to the Athletics Calendar for all scheduling items. You will receive access to the shared calendar so if something is missing, or

incorrect, ensure it is updated accordingly. If you do not yet have access, please contact your Athletics Director immediately. If you are going to cancel a practice, make sure it is updated and if canceled with less than 72 hours notice, make sure to also email your parents and student. **All** practice times, league games and tournaments must be on the calendar. This is the main information source for parents.

7) Tournaments:

Once entering a tournament, inform your Athletics Director immediately and update the applicable Athletics Calendar accordingly. This also allows your Athletics Director to be “in the know”, in case there is a coaching change or they receive questions. At a minimum, the date, the location of the tournament and venues address must be included on the Calendar. As soon game times are known, they should be updated also.

If you are attending a tournament out of town, and will be staying overnight, you need to provide hotel information (name/address) to the office, AD, and to the Admin. team. This is needed in case of emergency.

8) Forms:

The following forms must be completed and handed into the Athletic Director prior to the first game your team plays (exhibition, league, or tournament play). If a player does not have all the forms completed, they **CAN NOT** participate under any circumstances:

- a. Participant Emergency Information (a copy is to be kept with coach at all times in a backpack that also contains a med kit)
- b. Completed and Approved Budget
- c. Acknowledgement and Agreement Form
- d. Athletic Participation Form (specific to each sport)
- e. FFLA's Concussion Management Protocol
- f. Student Extra-Curricular Sports Activity Release and Waiver of Liability Agreement
- g. Code of Conduct for the Coach
- h. Code of Conduct for Players
- i. Code of Conduct for Parents
- j. Volunteer Driver Application Form (note: this form will only need to be filled out if the parent will be driving for arranged team rides.)
- k. Excursion/Consent form (a copy for each excursion should be given to the Principal for approval and also a signed copy must be put in file for each athlete BEFORE they may attend the event).

9) Coaches AND Athletics Directors must complete the following prior to the start of your season:

- a) Complete the applicable course below by the deadlines indicated;
 - Every team official (Head Coach, Assistant Coach, Teacher Sponsor) in all ASAA sports must complete the **CAC Making Headway concussion course** available on The Locker (<https://thelocker.coach.ca/>) by one month into their respective Season of Play; this includes every team official who is regularly present with the team during competition.
 - Athletic Directors (coaches are also encouraged) must complete the **ASAA Bylaws and Policies** course available in the Locker (<https://thelocker.coach.ca/>) by prior to being involved with his/her teams games.
 - Athletic Directors (coaches are also encouraged) must complete the **Coaching School Sport: Redefining Winning course** in The Locker (<https://thelocker.coach.ca/>) by October 10 of the current school year.
- b) Sign Coaches Code of Conduct
- c) Budget submitted to A.D.
- d) Roster submitted to A.D. and school secretary
- e) Read through the policy manuals of ASAA, CAAA and South Central Zone
- f) Read through FFLA's Athletics Manual

10) Game Reporting:

Please remember that it is the responsibility of the home team to report the game scores. Please report these scores to the Athletics Director as close to after the game as possible.

11) Uniforms:

School uniforms are to be worn only for games and not around the school/community, or for PE. If at a tournament, please make sure that players change out of their uniforms after each game. For example, an athlete should never be wearing their uniform to go out to eat between games. Please ensure your athletes understand this. All uniforms **MUST** be collected at the end of each game and washed the next day. Students should never take their uniforms home.

12) Balls:

Please ensure that all balls are put away, properly, after your practice. Also, please ensure that the ball cages are locked practices as well. These balls should only be used for team use, and therefore need to be taken care of. Please note, if you go away to a tournament and loose a ball/balls, it will be the responsibility of that team to purchase a replacement/replacements, out of your team budget.

13) Equipment:

All equipment must be put away after being used. Coaches, please instruct your players on how to put the equipment away properly.

14) Medical Kits:

Each team must carry their own Medical Kit. All teams should have purchased these kits prior. If your team does not have one, you must purchase one from your budget. Please make sure the medical kit is properly supplied to start season. Each team should include a minimum \$10 player fee, towards restocking costs. As a coach, you may up this fee as needed according to your teams demands

15) Transportation:

The transportation for league, invitational, zone, and/or provincial events may be handled as follows;

- If travel is arranged by either the school, or the coach, then all parties involved must travel using the designated arrangements. Such travel arrangements may include use of the school van, rental vehicles, bus, or parent driver volunteers. Anyone who is not accessing the arranged transportation must provide written parental consent for alternative arrangements.
 - Please note that if Parent Driver Volunteers are being used, that those parents driving have completed the Volunteer Driver Application Form. If the form is not completed, they are unable to transport athletes other than their own child(ren).
- If travel is not coordinated by the school or coach, it is the responsibility of the athlete's family to make necessary arrangements to get the athlete to and from the designated venue.
- There are a couple of options available when it comes to transportation. We do have a school bus that may be booked through admin in the office. If you need to rent a mini-van or any other type of transportation, Enterprise is an option here in Airdrie. When renting from them we would recommend that you pay the couple extra dollars for glass coverage.

16) Fundraising:

If your team is planning on fundraising, there is certain protocol that **MUST** be followed:

- a) You as a coach, must be present, and visible, while the fundraising event is happening
- b) All monies collected, must be submitted handled in accordance with FFLA Policy. Please work with our financial secretary on this matter.

Thank you for all your time and effort in contributing to FFLA's Athletics. Our Athletics Directors are to help you out as much as possible. Please let them know what you need and they will assist you.