

THE COACH

The COACH'S RESPONSIBILITIES

Staff members who volunteer to coach/supervise an activity are required to attend all practices, games and tournaments associated with the team. For **liability** reasons regarding safety and supervision, a Henry G. Izatt Middle School staff member should always be present.

Coaches' Responsibilities:

- Communicate with the students' parents in regards to their sons' or daughters' involvement and commitment. A **parent meeting and letter** before the start of the season is imperative. (See Appendix in coaches handbook)
- Inform the students and their parents of both the school and division philosophy and structure of the interscholastic athletics program. (at the Parent Meeting)
- Be aware of the divisional schedule re: league play, playoff dates, times and location, and tournaments.
- Determine and collect the player's fee for the season. (the cost of all tournaments must be covered by the players as well as a \$5.00 uniform fee)
- Prepare a cheque requisition forms (See Appendix in coaches handbook) for tournament fees and hand into the Office at least one week prior to the tournament.
- Maintain open communication with Henry G. Izatt Middle Schools' Convenor of that sport, school administration and the home. If you have a concern with anything in regards to the actual sport...see the schools' physical education convenor. If you have an academic/ behavior concern ...see the schools' administration.
- Advise the office and grade level teachers whenever students will be away from the regularly scheduled classes.
- Be aware of any medical concerns the athletes may have. (You should request health information from the office.
- Distribute and **collect** uniforms. The collection of uniforms should be done promptly at the end of the season (within 3 weeks) and returned to the school convenor.
- Inform the student body of the progress and success of the team eg. Morning announcements, newsletters, bulletin boards, reader board etc.
- Work cooperatively with the in-school convenor and other coaches in developing a monthly schedule for the gym.
- Develop and distribute a practice/game schedule to the athletes, remembering that young athletes also have other interests and obligations.
- Establish protocol if players need to communicate their concerns. (Some athletes do not have the courage to speak directly to the coach. The captain could be identified as the one to relay questions/concerns.) Encourage the team to utilize the captain. Explain the role of the captain to the whole team.
- Give athletes and parents a copy of the rules of their sport. (Encourage older students to become involved in other aspects of the sport ie. Assistant coaching, refereeing, scorekeeping, timekeeping) The more they are involved, the more knowledgeable they will become in the sport.
- Keep a record of mileage to and from games and tournaments. (See Appendix in coaches handbook)
Make sure to hand this in to your school administration so that you can get reimbursed.
- Keep a record of all the hours you have put into coaching the team on the Extra-Curricular Recognition Form. (See Appendix in coaches handbook)
- Keep a record of the hours the athletes have put into practicing and playing the sport. Please hand in this sheet to the convenor at the end of the season. (The students will receive house points as a result.)

General responsibilities:

- Recognize that although a coach attempts to develop a high skill level, students as individuals have their own level of skill acquisition.
- Emphasize that concepts of team play, self-discipline, humility, self-confidence, decision-making and hard work are equally as important as achieving high skill levels and winning.
- Emphasize that interscholastic involvement means representing the school (HGI and the Pembina Trails School Division) appropriately at all times.
- Ensure that all students are physically fit enough to participate, as well as ensuring they have enough rest time in between practices/games.
- Ensure a safe environment during practices and games. (physically and mentally) (Access to a telephone in the gymnasium during practices.)
- Be knowledgeable in the sport.
- Be an educational leader as well as a coach by stressing the students' other responsibilities to the school.
- Maintain a professional relationship with the officials
- Supervise students from the time they enter the school for their activity until they leave the school at the conclusion of that activity.
- Be knowledgeable of basic first aid treatment or have someone in attendance that is knowledgeable in the event of an injury. (See Appendix in coaches handbook)
- Give every participant the chance to play and learn new skills. (For many, this may be their first exposure to the sport)
- Ensure that all equipment is used appropriately and safely (sports equipment, stereo, and cordless microphone.) Ensure that the equipment room door is locked if yours is the last practice of the evening.
- REMEMBER...to play the game is great, to love the game is greater. Do what you can to make sure all your team members leave your season LOVING THE GAME!

DISPLAY MODESTY IN VICTORY AND GRACIOUSNESS IN DEFEAT!

(Coaches' Signature)

(Date)