

Halifax West High School Coaches Handbook

Student Eligibility

All participants in extracurricular activities must have a Student Government I.D. Card and be under the age of 19 years of age as of September 30th. A student is eligible for three consecutive years beginning with the first year of high school (Grade10).

All athletic fees and uniform fees are to be paid **before** the student athlete plays their first game. Fees will not be refunded after the first game played. Fees will be set by the coach based on team requirements.

Eligibility in Current Semester

Students must be in good academic standing. This means the student should be passing all courses. A student to be eligible to play high school sports or major extracurricular events must be enrolled in three courses per semester.

# of	Passing All	WITHDRAWN FROM OR Failing	WITHDRAWN
4	Eligible	Academic Probation until the student is passing – Review committee may grant ability to participate	Not Eligible
3	Eligible	Academic Probation for 2 weeks to achieve a passing grade – Student may not participate in events, practices or competitions. Failure to comply will result in being Not Eligible	Not Eligible
2	Not Eligible	Not Eligible	Not Eligible

Eligibility Based on Previous Semester

Students withdrawn from or failing one course out of three at the end of the previous semester will be placed on Academic Probation. If the student was withdrawn from or failing two courses from the

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previous semester they will be ineligible to participate, tryout or compete.

# of courses ATTEMPTED	Passed All Courses	Withdrawn from or Failed 1 Course	Withdrawn from or Failed 2 Courses
4	Eligible	Eligible	Not Eligible
3	Eligible	Academic Probation until the student is deemed to be passing current courses - Review committee reserves the right to grant participation	Not Eligible

Attendance

Attendance at school is an important part of learning and the success of the student. The student participant is expected to be in class in order to be successful in their courses. Student participants who are NOT in school on the day of an event or game without a note from a parent/guardian or doctor are not eligible to participate.

Student participants who are absent from classes without an excuse at anytime during the week may also be removed from participation. Students who are missing from classes a number of times without an excuse may be removed from participation for a time period as deemed by the Athletic Director, Student Government Advisor and/or Administration.

Student participants are reminded that all school rules apply at all school sponsored activities. This includes events, competitions, practices, and tournaments etc, both at school and away from the school.

Multiple Sports

Student participants involved in more than one sport or event that overlaps are obligated to honor their first commitment. Failure to do so may result in the student participant being ineligible for other extracurricular teams or opportunities. The sport in season has priority over other sports, practices or meetings. A student participant's commitment is to the first sport or event.

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Uniforms

All uniforms and equipment belong to the school and are to be returned to the school in the same condition as they were given out. Failure to do so will result in the student being billed for the cost of the equipment or uniform. Uniforms are NOT to be worn to school as general clothing they are designated specifically for the sporting activity.

Suspensions

Students who are suspended from school are not eligible to participate in events, competitions, practices or meetings while suspended. If there is a weekend in the middle of the suspension the student cannot participate until they return to school. A student receiving a second school suspension, or if their first is for 5 days, they may be removed from participation and deemed ineligible to participate for the remainder of the year on any further teams or in extracurricular opportunities.

Student athletes should:

1. Play hard and respect the other team, officials and coaches.
2. Maintain a high degree of physical fitness.
3. Abstain from performance enhancing drugs along with illegal substances. Tobacco products including chewing tobacco are not permitted at school activities.
4. Demonstrate respect for the diversity among participants as it relates to race relations, cross-cultural understanding and human rights.
5. Play for the love of the game.

Student Activity Review Committee

The Student Activity Review Committee exists to review any problems that come to its attention. The committee ensures that the above standards are followed so that staff, coaches, and students are supported in their extracurricular activities through a consultation process. After all aspects of a situation have been examined, the Committee will forward its recommendation to administration for appropriate

Permission Form

All players and parents are to sign a letter sent home outlining the guidelines for a student to participate on a Halifax West School Team. This is to be given to the coach who will give it to the Athletic Director. The student athlete will not play until all fees and the permission letter have been signed and returned.

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Coaches Responsibilities

Coaches are bounded by the school guidelines and those of the NSSAF which are attached and can be accessed at www.nssaf.ednet.ns.ca. All coaches should be familiar with these rules/guidelines as well as any school guidelines as laid out by Halifax West.

Students who are involved in multiple sports require special treatment from coaches. The first sport in season will always take precedent over the other team. There is also to be concern shown for the team that has the most important game. Coaches are asked to communicate with each other so that the student is not caught in the middle. Coaches are also to be cautious of 2 teams playing on the same day.

This can prove to very difficult and consideration is always given to the team sport that started first. Students who fail to finish a season with one team to jump to another team place themselves in a situation where they may not be allowed to play on other sport teams.

Student athletes who are not in school the day of a practice or game are able to take part in the sport. Failure to follow this could led to default of the game and possible removal from the team. Student athletes should be made aware of the potential consequences of neglecting this rule.

As a coach you are to have a **medical form** filled out on each of your players. This is to be carried with you to every game. If a student is injured a form has to filled out and all information given as it relates to the situation. This is for insurance purposes.

Finances

Coaches should have a budget ready for the Athletic Director which includes expected revenues and expenses for the upcoming season. Under the coaches' direction a manager (parent) should be in charge of arranging activities such as fundraising, gate and even travel arrangements (when necessary). The school will provide support for the team but it is the responsibility of the team to raise funds to defray costs of the program. The school will provide help when the team goes to the Provincials and also in regards to team uniforms.

Each student athlete will be charged a user fee to participate in the sport. This amount is to be collected prior to the teams first game in order for the student athlete to play. Students chosen to play for a team must give their fee to the AD along with a post dated uniform fee (post dated till the end of the current playing season for the sport) before they will be allowed to participate in their sport. Students who do not return uniforms and want to play another sport will not be eligible to tryout for another school team until their uniform or fees are paid. Students are to have a valid Halifax West ID before being

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allowed to play.

All monies are to be turned into the school, there are not to be any outside accounts. When money is turned in make sure you identify the team and the individual who has given you the money. In this way money can be accredited to the proper account.

A revenue sheet is included with this package and you are to use it for passing in money. To access money for referees or tournaments you are to inform the Athletic Director a minimum of 1 week prior to the event in order to have the money available. All monies including tournament fees are to be accompanied by a receipt for reimbursement.

Equipment purchases are to be cleared through the Athletic Director and is to be included in your budget as an expense item.

Uniforms and Equipment

Uniforms and equipment belongs to the school. Each team will be given these for their sport. You are responsible to return all of these when your sport is finished. Uniforms particularly are difficult to get returned but it is important that student athletes return these.

Before your first game a security deposit posted dated to the end of your season is to be given to the AD before a student is allowed to play. All player fees are to be paid by the student to the AD prior to playing the first game. Team members who do not follow this procedure will not be allowed to play.

Schedules/Facilities use (Team Games)

This website will be updated as needed to show what sports are being played as well as games. You are to check this frequently in order to keep updated on practices and games. If there is a change in any game/practice please contact the AD immediately. Storm days can cause some problems, communication is important.

Field and gym time is at a premium as we have so many teams at Halifax West. This will mean that the gym may have to be divided so you only have 1/2 of the gym or 1/2 of a field to run your practice. Cooperation by all involved is important.

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If you are intending on having a tournament at the school you must inform the AD asap in order to have the gym available. Our school is one that is used by many in school and out of school teams/clubs etc and it is important to book the times immediately.

Start up Dates and Game Limits

All Information for Start-up Dates and game limits may be found on the NSSAF Website at <http://nssaf.ednet.ns.ca/2014-2015-handbook>

Volunteer Requirements, Police Record Check and Child Abuse Registry Check

To ensure the safety of all students, any volunteer who will be working directly with students without supervision of school staff is required to have a police records check and a child abuse registry check completed annually:

- 1) Police Record Check – this process is conducted by your local police agency. You will be asked to complete the top half of a record check and then a police officer will conduct the search. Once the search is complete the form will be returned to you. Turn this form into the AD who will turn it into the school's administration. This is to be done ASAP.
- 2) Child Abuse Registry Check – this process will be completed by the school's administration. To complete this search you will have to complete Form XLLL, Child Abuse Register – Request for Search. Before you return this form to the school, it must be signed and sworn before a Commissioner of Oaths of Justice of the Peace. Below is a list of professionals who may administer an Oath.

Justice of a Court

A clerk of the county court 277 Pleasant St. Dartmouth

Barrister of the Supreme Court of Canada

A notary public for the Province of NS

A commissioner of oath for the province of NS

A commissioned officer of the Canadian Military

An MLA

Justice of the Peace

The school will pay the costs associated with this.

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Communication and Media Relations

Coaches/advisors are encouraged to contact the media following home games. Also please submit items for the newsletter or the web site to the athletic director while your activity is running.

Media contact phone numbers, fax numbers and e-mail are listed for your use.

Chronicle Herald

Phone (902) 426-2812

Fax (902) 426-1158

email sports@herald.ns.ca