

COACHES RESPONSIBILITIES

A coach can be very influential in the school community. Among the coach's specific areas of responsibility are:

1. To inform the students and their parents of the school's and the Division's philosophy in interscholastic activities and of the structure of the interscholastic program
2. To promote the ideals of sportsmanship and fair play.
3. To be aware of eligibility sheets, fees, league play, tournaments, and play-off dates and times, reporting of game results, awards and protest procedures.
4. To recognize that although a coach attempts to develop a high skill level, students, as individuals, have their own level of skill acquisition.
5. To emphasize those 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.
6. To emphasize that interscholastic sports involvement means representing the school
7. To ensure that all students are physically fit enough to participate.
8. To ensure a safe environment.
9. To be knowledgeable about the sport they are coaching.
10. To be an educational leader, as well as a coach, by stressing to the students other responsibilities to school and home matters.

11. To maintain open communication with the school administration, the **ATHLETIC DEPARTMENT** and the home.
12. To communicate with the student's parents so that they are aware of their son's or daughter's involvement and commitment. A letter home before the start of the season outlining expenses, schedules, etc. and a parental consent signature is strongly recommended. (see permission form)
13. To strive for good public relations with staff and community.
14. To maintain a positive and professional relationship with the officials.
15. To supervise students from the time they enter the school for their activity until they leave the school at the conclusion of that activity.
16. To be knowledgeable of basic first aid treatment.
17. To be aware of and adhere to eligibility rules, budget restrictions, travel and/or field trip policies, and season's length as set out by the school and school division.
18. To inform the student body of the progress and success of the team.
19. To work cooperatively with the **ATHLETIC DEPARTMENT** and other coaches in developing a schedule for the gym.
20. When booking the gym for use outside regular school hours the coach must inform the **ATHLETIC DEPARTMENT** for approval. (i.e. tournaments or exhibition games).

21. To be aware of all Manitoba High Schools Athletic Association and S.J.A.A.C. rules and guidelines regarding his or her sport.
22. To make sure that the facility and equipment is properly used and maintained at all times.
23. To be familiar with the MHSAA Handbook. This handbook has all of the sport specific information. (Eligibility deadlines, wild card information, provincial locations etc.) A copy can be obtained from the **ATHLETIC DEPARTMENT** or the MHSAA.
24. To complete all required documentation as outline in the Forms Check List.
 - a) A “Child Abuse Registry Form” must be completed BEFORE any practices can occur (non teaching staff only).

CODE OF ETHICS FOR COACHES

The school expects the coaches to:

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

The athletes expect the coach to:

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

Sportsmanship demand that coaches:

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

TEN COACHING TIPS

1. **Instruct student and athletes in behaviours you want to see them use.**

- ▶ Explain and model to team captains or student leaders the exact behaviours you want them to use during practice, game or instructional situations.

2. **Consistently practice what you preach.**

- ▶ Be a consistent example for your athletes and students of the behaviours you suggest.

3. **Be aware of your non-verbal behaviour.**

- ▶ Make sure your non-verbal signals don't conflict with your verbal behaviour.

4. **Instruct...don't just state the obvious.**

- ▶ When a mistake is made, don't end the communication with what was done wrong. Give instruction on how not to make the mistake again, and close with a socially supportive behaviour.

5. **Sandwich criticism.**

- ▶ Begin and conclude with something positive when scolding or correcting an error.

6. Be consistent.

- ▶ Don't exhibit negative behaviour one day and positive behaviour the next. This may cause confusion. Become and remain a consistently positive model.

7. Distribute task and social behaviour equally.

- ▶ Be consistent regarding where your behaviour is directed. For example, treat all the athletes and students equally, and support all equally.

8. Eliminate dead time.

- ▶ Avoid drills and activities that leave participants standing around. This causes boredom and lack of enthusiasm and may cause discipline problems.

9. Be realistic with team and individual expectations.

- ▶ Having difficult goals may set the student or athlete up for failure, while easy goals set the student or athlete up for complacency.

10. Refine your coaching philosophy.

- ▶ Incorporate social support into your coaching philosophy. Include improving social interaction as a group objective for each season and school year.

CHOOSING A TEAM

1. Choosing a team is perhaps one of the most difficult aspects of ones job as a coach. However, it is one that must be done. There is never an easy way to inform parents or students of the student not making the team. Coaches must make sure that team cuts are made in a professional and respectful manor to ensure dignity for the athletes. It is recommended that the coaches speak individually and privately with the unsuccessful candidates. Preserving self-esteem is of the utmost importance. Team try-out dates must be listed throughout the school and put into the school announcements to allow all students and opportunity to successfully make the team.
2. Coaches are encouraged to keep a maximum number of players on a team: however, there are limits to the number of players one can keep. It is recommended that coaches keep no more players than they can dress for a game (i.e. 12 uniforms = 12 players on the team). Practice players are discouraged. If a coach wished to have a practice player, that coach must meet with the Physical Department Head for their approval. It is further recommended that the coach meets with all players prior to the beginning of the season to discuss the players role on the team as this keeps the lines of communication open if these roles should change.

3. Coaches often must consider a number of factors such as grade level, school performance, and reliability as well as raw talent. At the Junior Varsity level for example, potential should be a strong consideration. It is also important that the coaches not only consider the present team but also the future of the program.

COACH/TEACHER SPONSOR CHECKLIST – PRE SEASON

1. Book tournaments, arrange for accommodations, book transportation and arrange for fees to be paid from your team through the business office.
2. Attend league organizational meeting. One representative is required for junior and senior men and one is required for junior and senior women.
3. Determine player fees by drafting a budget. Include items such as accommodation, tournament entry fee's, transportation to tournaments, league fee's and uniform purchasing.
4. Draft a letter that includes items such as game and tournament schedules, practice schedule, fee's required, medical information and parental permission to play. Collect all this information prior to handing out uniforms.
5. Complete all necessary documentation such as field trip forms, and eligibility forms and forward them to the appropriate individuals.

6. If you have not made arrangements with the school business office to collect fee's make sure that you have all the team and uniform fees prior to handing out uniforms and deposit this into your team account.
7. Submit player information and league and provincial registration where necessary and provide a copy to the athletic director.

COACH/TEACHER SPOSNOR CHECKLIST – POST SEASON

1. Determine school athletic award recipients and send these forms to the athletic director.
2. Collect uniforms.

COACH/TEACHER SPONSOR CHECKLIST – GAME DAY

1. Get equipment needed and check for any damages. Get first aid kit from storage and keep it in close proximity to player's bench.
2. Make sure gym area is clear of debris.
3. Ensure that all equipment taken out is returned to the proper area and is in good condition and note any medical supplies used so that they can be replaced.
4. Ensure that all scores are called in to proper person.
5. Have captain or designated player post scores on the bulletin board.

COACH/TEACHER SPONSOR CHECKLIST – PRACTICE DAYS

1. Ensure that you or your representative are in the gym at all times during the practice.
2. Provide access to storage room for equipment bags and first aid equipment.
3. Ensure that all equipment is counted for and returned to storage at the end of practice.
4. Ensure that practice end time is no later than 20 prior to a home game that will be using the gym.

QUICK TIPS

1. Be diligent about the management of fees and deposits
2. Be diligent about the management of uniforms and equipment.
3. Provide as much information to colleagues and parents with respect to schedules and commitments as possible.
4. Communicate with the parents – Parents have a unique perspective on their son or daughter – respect that perspective and their right to protect it.
5. Do not leave athletes unsupervised in practice or games. You are liable for their safety.
6. Do not allow athletes access to physical education office unless supervised.
7. Clean up after yourself. You must work to maintain and organized work environment. This would include seeing that equipment is put back in the proper place and manner and that the doors are shut and locked.

8. Report scores to proper authorities as soon as possible so that they are able to do their jobs as well.
9. **HAVE FUN!!!!**

FAIR PLAY CODE FOR COACHES

1. I will be reasonable when scheduling games and practices, remembering that young athletes have other interests and obligations
2. I will teach my athletes to play fairly and to respect the rules, officials and opponents.
3. I will ensure that *all* athletes get equal instruction, support and playing time.
4. I will not ridicule or yell at my athletes for making mistakes or for performing poorly. I will remember that children play to have fun and must be encouraged to have confidence in themselves
5. I will make sure that equipment and facilities are safe and match the athletes' ages and abilities.
6. I will remember that children need a coach they can respect. I will be generous with praise and set a good example.
7. I will obtain proper training and continue to upgrade my coaching skills.

FAIR PLAY IS YOUR CALL!

Guidelines for Dealing with Difficult Parents

1. NEVER meet with an irate or concerned parent immediately after a contest.
2. ALWAYS suggest that the parent call and set up a mutually convenient meeting.
3. Prepare for this meeting by trying to determine what the parent's concern is about and gather all the necessary information needed for the meeting
4. It is always wise to invite the athletic director to sit in on the meeting as a third party. He/she can serve to mediate, provide counsel and to help clarify positions.
5. Listen to the parent's complaint or concern. Venting by the parent is an important first step.
6. Do NOT allow the parent to yell at you, to be rude, obnoxious or to use foul language. Explain that this is totally unacceptable and that while you are more than willing to meet with them, they need to conduct themselves in a calm and civil manner.
7. Maintain your poise and professionalism at all times.
8. While listening to the parent's concern, do not interrupt. Make mental notes and save your comments.

9. Try to find some common ground and make your comments as positively as possible.
10. Avoid making generalizations concerning the parent's motivation, attitude or character.
11. Do not use extreme statements such as, "You never..." or "you always..."
12. Try to stay away from unhelpful and diversionary statements over "facts". Focus instead upon, "it seems to me," or "As I recall."
13. While you should be straightforward and honest, do not explain any more than necessary. Often a parent is looking for some small opening to gain a hold in order to build their case or to attack.
14. Always thank the parent for expressing his or her point of view.
15. Try to end the meeting or conversation with, "I'll take this conversation into consideration." This provides the parent with the feeling that he or she has accomplished his or her goal. In this manner, the parent comes out feeling that their concern will be addressed.

IDEAS FOR A PRE-SEASON MEETING

1. Make them mandatory.
2. Provide advance communication that is timely, attractive and upbeat.
3. Schedule officials to explain ne rules or misunderstood rules.
4. Explain to parents that they are leaders and need to lead in the stands.
5. Distribute and explain sportsmanship expectations and consequences.
6. Have students explain at pre-season meeting to parents what proper conduct is.
7. Review the privileges and disciplines of athletics
8. Have parents and student sign a code of conduct.

WIN OR LOSE, I PLEDGE TO DO THE BEST I CAN TO BE A TEAM PLAYER AND RESPECT MY TEAMMATES, MY OPPONENTS AND THE OFFICIALS, AND IMPROVE MYSELF IN SPIRIT, MIND AND BODY.

Turnovers, fouls, and missed goals are the reasons teams lose game. The calls made by a referee don't lose games.

SAMPLE PARENT MEETING AGENDA:

- 1. Welcome and introductions**
- 2. Structure of team**
- 3. Schedule for the year**
 - **Game dates, tournaments, practices, fundraising etc.**
- 4. Player expectations**
 - **Academics – Citizenship – Commitment – Ambassadorship**
- 5. Coach expectations – communication, commitment, playing time philosophy**
- 6. Parent expectations – support, positive problem resolution, commitment to events and being on time.**
- 7. Fees/deposits (including non-uniform team wear)/ waivers and release forms**
- 8. Questions**
- 9. Informal gathering**

SPORTSMANSHIP *FROM A TO Z*

Accept and abide by the decisions of the contest officials

Be a good host to opponents and treat them as guests.

Cooperate with the coach, players and cheerleaders in trying to promote good sportsmanship.

Do unto others, as you would have them do unto you.

Encourage players to play hard and fair.

Follow the rules of the contest at all times.

Good sportsmanship is the “Golden Rule” in action.

Hold assemblies before a contest to encourage students to display proper conduct.

Intervene when inappropriate language or behavior is observed at athletic events.

Judgment calls on the part of the officials are not reason for inappropriate behaviour.

Know, understand, and appreciate the rules of the contest.

Lose without excuses; win without boasting.

Model language and behaviour that is non-biased and is inclusive of individuals regardless of ethnicity, race, religion, sex or disability.

Never criticize players or coaches for the loss of a game.

Opposing coaches, participants, cheerleaders, and fans must be respected at all times.

Provide opportunities for informing students and adult spectators of their responsibility to uphold the standards of sportsmanship.

Questioning an official’s call or making negative comments about an official is unacceptable behaviour.

Recognize and show appreciation for an outstanding play.

Shake hands with opponents prior to the contest and with them good luck.

Teach sportsmanship and demand that your players be good sports.

Use cheerleaders, pep groups, and other student leaders to help develop a sportsmanship program.

Victory celebrations and unscheduled game rallies should not be permitted at events sponsored at your school.

Work cooperatively with officials and other contest personnel for an efficient contest.

Exercise self-control and be a good example for players and spectators.

Yelling, booing, or heckling and official's decision is unacceptable behaviour.

Zero in on sportsmanship – it's priority **NUMBER ONE.**

SPORTSMANSHIP TEN COMMANDMENTS

1. Do unto others as you would have them do unto you
2. Enjoy yourself and promote enjoyment for others.
3. Be responsible for your actions.
4. Have an open mind to others' weakness and have a forgiving attitude.
5. Have pride in one's performance and one's school.
6. Be a friend, not an enemy, and create a positive environment.
7. Encourage others to do their best.
8. Sportsmanship should be contagious.
9. Remember it is a privilege to participate.
10. Practice sportsmanship in all situations at all cost.

PROMOTING SPORTSMANSHIP

1. Greet and be courteous to you opponents.
2. Know the rule of the sport
3. Respect the decisions of the officials
4. Abide by officials' decisions without emotional display.
5. Compete vigorously and hard; be gracious to your opponent when he/she doe the same.
6. Display concern for the physical well-being of your team and for the opponent.
7. Win with humility; loose with grace. Do both with dignity.
8. Interact with the opponent. Provide opportunities for post-game interaction
9. Designate team host/hostess for each home contest.
10. Do not accept unruly behaviour. Set Standards of conduct.
11. Maintain self-control.

CHARATERISTICS OF GOOD SPORTSMANSHIP

1. Pride
2. Do your best
3. Winning is not everything
4. Try to have fun
5. The play of the game is only a game
6. Play by the rules
7. Applaud when injured players get up
8. Congratulate opposing team
9. Help opponent up after a fall

10. Tolerance
11. Respect
12. Leadership
13. Enthusiasm
14. Friendship
15. Teamwork
16. Patience
17. Positive mental attitude
18. Compromise
19. Spirit
20. Friendly rivalry
21. Self-control
22. Cooperation
23. Courteous
24. Responsibility for actions
25. Consideration for others

THE FUNDAMENTALS OF SPORTSMANSHIP

The MHSAA and its member schools are strongly emphasizing the importance of GOOD SPORTSMANSHIP. The one thing that needs to be understood is that many people have not been exposed to the principles of GOOD SPORTSMANSHIP. Hopefully, the following will help everyone to understand his/her responsibilities at athletic contests.

1. **Gain an understanding and appreciation for the rules of the contest.** To be well informed is essential. All involved must know the rules. Uninformed individuals should refrain from expressing opinions on officials, coaches, and administrative decisions. The spirit of GOOD SPORTSMANSHIP depends on conforming both to a rules intent and to the letter of a given rule.

2. **Exercise representative behaviour at all times.** A prerequisite to GOOD SPORTSMANSHIP requires one to understand his/her own prejudices that may become a factor in his/her behaviour. The true value of interscholastic competition relies upon everyone exhibiting behaviour which is representative of a sound value base. A proper perspective must be maintained if the educational values are to be realized. An individual's behaviour influences others whether or not that person is aware of it.
3. **Recognize and appreciate skilled performances regardless of affiliation.** Applause of an opponent's good performance displays generosity. It is a courtesy that should be regularly practiced. This not only represents GOOD SPORTSMANSHIP but also reflects a true awareness of the game by recognizing and acknowledging quality.
4. **Exhibit respect for officials.** The officials of any contest are impartial arbitrators who are trained and who perform to the best of their ability. Players should not rationalize their own unsuccessful performances by placing responsibility on an official. The rule of GOOD SPORTSMANSHIP is to accept and abide by the decision made.
5. **Display openly a respect for the opponent at all times.** Opponents are guests and should be treated cordially, provided with the best accommodations, and accorded tolerance at all times. Each person needs to be a positive representative for his/her team, school, and family. This is the Golden Rule in action.
6. **Display pride in your actions at every opportunity.** Each individual must never allow his/her ego to interfere with good judgment and his/her responsibility as a school representative. This value is paramount since it suggests that the person cares about him/herself and how other perceive him/her.

“SPORTSMANSHIP: *The Only Missing Piece Is You!*”

Top Ten Reasons To Be A Designated Good Sport

10. Because taunting, trash talk and intimidating behaviour have no place in high school sports – or any level sports.
9. Your admission is to watch the performance of highly-impressionable 15 to 18 year olds – not a license to abuse coaches, officials, players and other spectators.
8. You want others to treat you the way you want to be treated – and how many of us want to be treated with disrespect?
7. We need more positive role models for our children.
6. People don't always remember the final score – but they always remember the fan in Section Three who made a fool out of him or herself.
5. Because coaches and officials are also teachers. Why would you harass them in their classroom?
4. A national survey indicates children play high school sports to have fun – not to be number one!
3. It's how you play the game that counts
2. It's simply the right thing to do.
1. **Because sportsmanship begins with you!**

10 Ways To Raise A Good Sport

1. **Expect Respect** - You get what you expect when it comes to respect and moral character.
2. **Be a Role Model** – Action and attitudes speak louder than words when it comes to being a good sport.
3. **Reinforce Good Sportsmanship** – Good sportsmanship deserves reward and praise.
4. **Encourage a Wider Perspective** – Help children see their actions through another person’s eyes.
5. **Use the Language of Sportsmanship** – Character, integrity, class, dignity, respect, honor and humility are a few key words.
6. **Discuss the Two Sides of Sports** - Help students understand the competitive and play aspects of sports.
7. **Look Beyond the Headlines** – Discuss news stories related to both good and bad sportsmanship.
8. **Promote Sportsmanship Reflectiveness** – Help youth reflect on sports from a sportsmanship perspective.
9. **Encourage Personal Responsibility** – Teach children to be gracious winners or losers.
10. **Help Children Remember to Play** – Remember, **THE NUMBER 1 REASON CHILDREN PLAY SPORTS IS TO HAVE FUN!**

TOURNAMENT POLICY

1. Coaches are encouraged to give their teams the opportunity to experience competition other than league and provincial based tournament play. Coaches are advised to plan their program well in advance so that the necessary arrangements can be made (ie: budgeting, transportation, accommodations, authorization, and substitutes (were needed)).
2. The school will be responsible for the entry fee for the tournament but the team will incur all other costs. Coaches are asked to show reasonable judgment when accepting tournaments/planning trips and to consider the cost to the students.
3. The appropriate school forms shall be completed and handed into the Principal at least one month prior to departure (in the case of out of town tournaments) as it needs the approval of both the Principal and the Director of Education.
4. Teacher/coach shall review the educational value of the tournament with the principal and shall receive appropriate approval, as outline above, prior to making arrangements and announcements about the trip.
5. The Board will entertain requests for financial assistance only in cases when the individuals or groups will be representing the School Division or Zone, having become eligible to do so through meritorious prior competitions or playoffs at the preceding level. (if you have Provincials out of town the board will assist you and your team in some of the costs, such as transportation).

6. A parental consent form (see forms section), accompanied by an agenda shall be completed and returned before any student will be permitted to participate in the tournament sponsored by the school. (See school for form).
7. The coach will provide the parent with information concerning the purpose and destination of the tournament, transportation, eating arrangements, date and time of departure, estimated time of return, and a detailed itinerary.
8. For optimum student supervision, coaches are expected to recruit parents, guardians and/or other adults to accompany teams unless the principal waives this requirement. Coaches are responsible for informing accompanying adults of their duties and responsibilities.
9. The coach shall review acceptable standards of conduct with the students in advance of the trip. The coach has primary responsibility for the conduct of the team. Team members who cannot be self-controlled or coach-controlled may be excluded from the trip.
10. Should an emergency occur, the coach is responsible for notifying the principal and parent as soon as possible to obtain instructions.
11. Coaches shall file out a Leave Request Form.
12. Coaches are reminded that they are on constant supervision when accompanying a team to a tournament. If this is an extended trip, then this could mean 24-hour supervision. They should always conduct themselves as an exemplary role model and must be prepared and ready to meet any situation that might arise.

Team Expectations:

1. All team members are to represent their school in a mature and responsible manner.
2. All team members must be punctual and in attendance for all scheduled activities
3. All team members must be in their respective rooms by the curfew time designated by the coach.
4. There is to be no alcohol or drugs in the possession of, or consumed by any team member at any time during the trip.
5. Quiet behaviour and respect for other guests at the lodgings is mandatory. Any extra room charges or damage to the rooms is the responsibility of the individual.
6. Any breach of the above regulations will result in expulsion form the team and the possibility of additional school sanctions.
7. Team members are responsible for catching up on all school work that was missed.

TRANSPORTATION INFORMATION

RULES FOR TRANSPORTING STUDENTS VIA SCHOOL BUS

1. The driver is in full charge of the conduct on the bus.
Students must obey the driver promptly and respectfully.
2. The driver may assign seats. Students may be held responsible for the condition of their seats.
3. The student shall be on time at location of pickup.
4. Outside of ordinary conversations, classroom conduct is to be observed. The driver may separate students who do not abide by his/her rules.
5. Smoking and alcohol are prohibited.
6. Students must not extend arms or heads out of the bus windows.
7. Students must not throw garbage on the floor of the bus or out the bus windows.
8. Students must remain seated until the bus has come to a full stop.
9. When entering or leaving the bus, students must observe the directions of the driver.
10. Students shall not eat or drink on the bus
11. No vulgar language shall be used.
12. Carry-on items other than normal school equipment must be approved by the driver prior to transport.

USE OF PRIVATE VEHICLES

Use of private vehicles is permitted for transporting students to sports activities provided the following conditions have been met.

1. The appropriate duly completed form is submitted to the Superintendents Department for approval prior to date of departure. (see forms section for sample)
2. The owner of any vehicle being used to transport students on a school outing must carry valid vehicle insurance.
3. The driver of any such vehicle shall be a responsible adult, eighteen (18) year of age or over.
4. In the use of a twelve (12) to twenty-four (24) passenger van, the driver must have a Class 4 License.
5. Parents of students traveling in a private vehicle shall be aware of and approve such transportation arrangements preferably in writing.
6. Any student wishing to travel to an extra-curricular event in his/her own vehicle must obtain permission from the supervising teacher or adult and may not transport other students without written permission of all parents concerned.

Extended Field-Trip Policy

Coaches are encouraged to give their teams the opportunity to experience competition other than league and provincially based tournament play. Coaches are advised to plan their program well in advance so that the necessary arrangements can be made (ie: budgeting, transportation, accommodations, authorization, and substitutes).

The school will be responsible for the entry fee for the tournament but the team will incur all other costs. Coaches are asked to show reasonable judgment when accepting tournaments / planning trips and to consider the cost to the students.

The following policies should be adhered to when planning an extended field trip: (overnight)

The properly completed Extended Field Trip form for your school should be completed and handed into the Principal at least one month prior to departure, as it will need approval from both the principal and the Director of Education.

The teacher/coach shall review the educational value of the field trip with the principal, and shall receive appropriate approval, as outlined above, prior to making arrangements and announcements about the trip.

For an extended field trip the appropriate form should be submitted at the beginning of the planning process, or, in the case of groups engaging in competitions or playoff, immediately after winning the proceeding competitive level.

The board will entertain requests for financial assistance only in cases when the individuals or groups will be representing the School Division. By having become eligible to do so through meritorious prior competitions or playoffs at the proceeding level (if you have Provincials out of town the board will assist you and your team in some of the costs, such as transportation).

A parent consent form, accompanied by an agenda shall be completed and returned before any student will be permitted to participate in the field trip sponsored by the school. Parent consent forms are available at the office.

The coach will provide the parent with information concerning the purpose and destination of the trip, transportation, eating arrangements, date and time of departure, estimated time of return, and a detailed itinerary.

For optimum student supervision, teachers are expected to recruit parents, guardians and/or other adults to accompany classes on field trips unless the principal waives this requirement. When students of both sexes are participating in the field trip, there shall be at least one male and one female supervisor. Teachers are responsible for informing accompanying adults of their duties and responsibilities.

The coach shall review acceptable standards of conduct with the students in advance of the trip. The coach has primary responsibility for the conduct of the students. Students who cannot be self-controlled or teacher-controlled may be excluded from the trip.

Should an emergency occur, the coach is responsible for notifying the principal and parent as soon as possible to obtain instructions.

Coaches may be required to fill out a Leave of Request form depending on the school.

Coaches are reminded that they are on constant supervision when accompanying a team to a tournament. If this is an extended field trip, then this could mean 24-hour supervision. They should always conduct themselves as an exemplary role model and must be prepared and ready to meet any situations that might arise.

When coaches take teams on over night tournament the school shall incur the following costs to the coaches: (depending on school policy)

- Accommodations (hotel room), Meal Allowance- Per Diem

- Transportation (gas money, bus fare, plane ticket)

- Substitute costs

A cheque requisition form should be completed at least two weeks in advance to receive meal allowance money. (depending on the school).

All other expenses will be paid by the coach and receipts will be needed to receive reimbursement.

MHSAA ONLINE REGISTRATION INFORMATION

Benefits: Once a student athlete has been entered into the system, it will form a data base that each coach can utilize without the hassle of researching eligibility information such as age, calculating the year of eligibility ever year, etc. As well, every new school year, the system and your base will automatically update the students year of eligibility and the coach will simply be required to “click” their athletes onto the online form. If a student has completed their four years of eligibility, the system will automatically delete their name. As long as the student athlete has previously competed in a MHSAA sport, the coach will no longer have to physically track their athletes information, the system will do it for them.

As well, by the end of September, you will be able to register tournaments and submit athletes of the week nominations on line. Furthermore, a tournament message board is available for those looking for teams for their tournament and teams that are looking for tournaments.

Getting Started: Each principal will have been mailed a user ID and Password. This is required to log into the system.

There are two primary forms, which will be used for information gathering. The first is the **school information sheet**. (For information on this sheet refer to the section listed as School Information Sheet further on). For these forms you will need the names of all your coaches, their home phone numbers, and e-mail

addresses. We would also like to compile data on NCCP levels, however this is optional. The **e-mails** are very important because we will be communicating via e-mail and we will be communicating to coaches on a more regular basis through this method. All MHSAA updates will now be circulated to all coaches and principals rather than just physical education staff. These forms are case sensitive and there are some pages that have to be filled out completely before you can advance to the next page.

Eligibility sheets: we will need the same basic information that you currently fill out, this being the student's name, birth date, year of entry into S1, current year of eligibility, as well as several new options, which, will include roster information such as grade, height, uniform number, position etc. This information will be used to prepare roster sheets for your team. The program will have the ability to print out a simplified roster once all this information is received. This will make things easier when you need rosters or if your team is advancing to a tournament or a provincial championship. (All forms may be printed for your records)

Getting Online: In order to access the ExNet system you will have to visit our web site, www.mhsaa.ca. On the left hand side of the page under MHSAA you will see **forms**. Click onto forms and you will then see a number of options. Click on the school information sheet or eligibility sheet.

Type in your password and user ID. Note these are key sensitive and must be typed in exactly as have been provided to principals. Click the “log in now” button. **NOTE remember to keep your user ID and password handy for your use. These are confidential codes, and when used signify administration approval of the information submitted.**

To Log In: You will need your user ID (usually the first 7 letters of your school in lower case).

You will need your password (combination of 6 letters and numbers).

This will take to the ‘front page’ of your school information.

In the middle box, it will read MAIN MENU. You then have the choice of clicking on ***School Information Sheet*** or ***Athletic Eligibility Form***. You can go into these, any time of the year to make changes. In early September, please do your best to complete the School Information Sheet as soon as possible. Don’t forget September 28th deadline is in effect. You may be fined if it is not submitted by this date.

School Information Sheet

1. Click on ***School Information Sheet*** off the Main Menu. (see forms section for sample of sheet)
2. Accurately complete the school enrolment numbers for each grade and any other information regarding your coaches that you can at this time. Then you may click on ***Submit School Information Sheet***. (the enrolment must be filled out, or you will not be able to advance to the next page)

3. The next page will be a SUCCESS page with a green box.
You may now click on **Main Menu**.

CONGRATULATIONS, YOU HAVE NOW JUST COMPLETED AND SUBMITTED YOUR SCHOOL'S INFORMATION SHEET.

Eligibility Forms

1. Click on **Main Menu** anywhere on your screen. (usually at the top of the page)
2. Click on **Athletic Eligibility Forms** (Sport Registration) (should be in the center of your page)
3. This page is a coaches information page that must be completed to get to the eligibility page. (If you do not know who the coach is yet, please list the department head's name. Once a coach is in place please amend this information.) If the teacher supervisor is the same as the coach, you will not have to repeat that information. Also, please note that the NCCP information is optional. Once you have completed this page, click **Save Your Sport Information**.
4. Click on **Add/Remove Eligible Student to this Sheet**.
5. NOTE: This screen will list all athletes that have previously been submitted to the MHSAA on an eligibility sheet. Simply, if a sport in your school has previously submitted an eligibility sheet, those athletes are now eligible for all sports in your school and they will be listed for you. If some of those athletes are on your team, simply click on the box next to the athlete and then click on **Save Roster Selections**.

6. This page will list any athletes that you selected from the previous screen. To add the rest of your athletes, click on **Add MULTIPLE Students to your school.**
7. Add in the rest of your athletes, including the appropriate gender. Then click on **Save Student Information.**
8. The same screen, except with blank boxes should appear. That is good, because it ensures that the student(s) you have registered are now on the data base. From here you have two choices. You can either click on **Roster for (your sport)** or **Select Student for (your sport).**
9. If you click, **Roster for (your sport)**
 - This will list any athletes that you may have already saved. To add or delete athletes from your eligibility form, click on **Add/Remove Eligible Student to this Sheet.** This will take you to a page with all eligible athletes. You can now repeat step 5, which is simply click on the box beside the students you want to add or delete. Before you exit this page, ensure that you click on **Save Roster Selections.**
10. If you click, **Select Student for (your sport).**
 - This will list all eligible athletes in your school. The athletes that you have already selected for your team will have a mark in the box beside their name. If you would like to **remove** from your sheet, click on the mark in the box beside their name. Then click on **Save Roster Selections.**

**CONGRATULATIONS, YOU HAVE NOW JUST COMPLETED
AND SUBMITTED YOUR SPORT ELIGIBILITY SHEET.**

If you would like you can print out a copy of the eligibility sheet for your own purposes. OR you can print out a roster of your team, if you are attending and event that requires a roster.

REMEMBER that once information is submitted, you can go to any page and edit the information at any time.

REMEMBER to always save your information by clicking on the grey box at the bottom of a page with the words save or submit.

COMMON QUESTIONS:

Who do I include in my school enrolment? Please pay particular attention to this. This must be accurate. You are required to fill in the same number of students, for each grade, as you would for the Department of Education.

What do I do if I intend on declaring my team to a high category for my sport? Fill in the form and contact the MHSAA with your declaration.

I have filled out my enrolment, but it won't let me go any further? For processing purposes, we have entered each school's classification according to the population of each classification. If your school's population does not fit within that classification, the system will not continue. If this is the case, please contact the MHSAA office.

Where do I find my school login and password? For safety reasons, we have provided them to your principal. If the principal wishes to pass it onto their department head or selected coaches, that is their prerogative.

If I have any additions or deletions or changes of information during the sport season, what do I do? You can simply go to the appropriate form and click on 'edit'. This will allow you to update information and submit it to the MHSAA with minimal effort. You will have two weeks after the eligibility sheet deadline to make changes.

Why do you ask for a coaches NCCP levels and is this information mandatory? It is not required by the MHSAA, this information allows us to compile data. It allows us to analyze the needs of our coaches and to compare educational development for various sports.

I have a long list of students to enter. Can I leave the information I have entered and come back to finish it later? Due to security reasons, ExNet will "timeout" if left for a period of inactivity. Be sure to save the information by clicking on Save Student Information button. You should see a green screen "Success" bar indicating the student(s) information being saved.

Some of the student athletes I would like to add to my roster are not listed on our school database. How do I add students? Simply, on the appropriate page, click on the add *new athletes* button. You will then need to fill out the data for that student. (name, age, year of entry to S! and current grade level).



