



NIAGARA CATHOLIC  
DISTRICT SCHOOL BOARD



# ATHLETICS MANUAL



## *Our Mission Statement...*

***The Niagara Catholic District School Board, through the charisms of faith, social justice, support and leadership, nurtures an enriching Catholic learning community for all to reach their full potential and become living witnesses of Christ***

### ***Gospel Values***

**Our Gospel Values are centred in the teachings of Jesus who gave us the gift of love.**

***"Faith, hope and love abide, these three; and the greatest of these is love" (1 Cor. 13:13)***

<b><u>VALUE</u></b>	<b><u>DEMONSTRATED BY:</u></b>
INTEGRITY	People who behave in a manner that is consistent with gospel values.
FAITHFULNESS	People who are nourished by the Word, respect tradition and abide by the Spirit.
PURSUIT OF EXCELLENCE	People who respond to God's call to fulfill their highest, human potential.
JUSTICE	People who are committed to the fair treatment of individuals and the celebration of diversity.
COMPASSION	People who practise forgiveness, generosity, kindness and service in their interactions with others.
STEWARDSHIP	People who care and act respectfully and responsibly for all God's creation.
ACCOUNTABILITY	People who take ownership for the impact and consequences of actions and decisions.
FIDELITY	People who consistently celebrate and trust in friendship; whose relationships are centred in gospel values.

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## **INTRODUCTION**

The purpose of this Niagara Catholic District School Board Interschool Athletic resource is to present guidelines that will foster positive learning experiences, support our Catholic Graduate Expectations and promote growth and development in knowledge and skills. These guidelines will help to develop attitudes learned and enhanced by participating in the shared experience of Christian communities throughout interschool sports.

## **EXPECTATIONS - INTERSCHOOL ATHLETIC PROGRAM**

Niagara Catholic District School Board proudly offers students many opportunities to enhance their educational experience through school sports. We should strive to provide an environment for participation and competition so the following expectations are realized;

1. Provide an opportunity for students to take part in activities offered the N.C.D.S.B.
2. Increase the student's appreciation of the value of cooperation, preparation, perseverance, self discipline and a high level of fitness.
3. Add to the student's enjoyment of school and instill a sense of pride and ownership.
4. Challenge the student athletes to excel to the highest level of their abilities.
5. Aid in the development of Christian attitudes regarding sportsmanship and 'Fair Play' through a commitment to ['Play Like a Champion Today'](#)!

### **'FAIR PLAY' and ['Play Like a Champion Today'](#)**

As a coach, you may have many roles to play and numerous tasks to perform. None is more important than the tremendous responsibility of developing your athlete's sense of fair play. It is important for you, as a coach to take the time to consider your coaching philosophy and to determine how your actions and behavior can affect your athletes.

**YOU** are one of the most influential people in an adolescent's life. Your job is not only to teach how to make a shot, or block a spike, but also to teach how to win and lose graciously. You must also remind players that sport is meant to be fun. The athletic skills these young people learn from you may be used for only a few years. The attitudes they develop toward themselves and others will last a lifetime.

## **'PLAY LIKE A CHAMPION TODAY'**

*Niagara Catholic District School Board has made a commitment to **'PLAY LIKE A CHAMPION TODAY'**, a program developed by the University of Notre Dame, established to provide a supportive and strategic framework for the challenging task of coaching in Catholic schools.*



'PLAY LIKE A CHAMPION TODAY' believes it is possible to offer a highly competitive sports program in a Catholic school setting while practicing fair play, respect and kindness. The approach focuses on the 'Sport As Ministry' philosophy....supporting teachers and coaches to make sports the spiritual and character building experience it is meant to be.

Niagara Catholic high school coaches have, and will continue to receive workshops to address topics such as; team culture, playing time, dealing with parents, the role of winning, Catholic virtues and fair play.

'PLAY LIKE A CHAMPION TODAY' helps us meet the challenge of providing our student/athletes the best that Catholic sports have to offer.

## COACHES' CODE OF ETHICS

As a professional educator and/or coach with the Niagara Catholic District School Board, I will endeavor to

- a) exemplify a positive role model for students;
- b) respect the integrity and personality of the individual athlete;
- c) temper the goal of winning with positive, competitive learning experiences;
- d) abide by the rules of the game in letter and spirit
- e) respect the integrity and judgment of sports officials;
- f) demonstrate a continuing interest in coaching principles and techniques through professional improvement;
- g) display modesty in victory and graciousness in defeat;
- h) promote cooperation among coaches;
- i) provide an environment for safe competition;
- j) encourage open communication with parents;
- k) encourage sportsmanship and fair play;
- l) commit to the principles of **'PLAY LIKE A CHAMPION TODAY'**

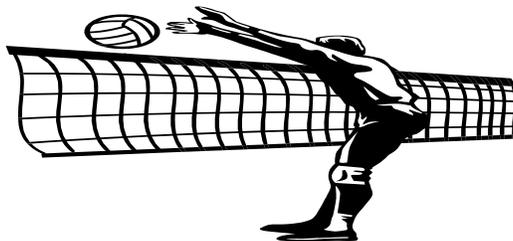


## COACHES' CHECKLIST



1. [ ] Have students complete the “Secondary Interschool Athletic Participation/Acknowledgement of Risks Form” APPENDIX ‘A’ prior to first practice. Have access to these forms at all practices as well as home and away games.
2. [ ] Give a copy of the league schedule, tournaments and exhibition games to the: 1) Principal 2) Vice-Principal 3) P.E. Program Chair 4) Secretary
3. [ ] Fill out a complete Team Information Sheet with phone and contact numbers.
4. [ ] Be familiar with the Emergency Action Plan for your school.
5. [ ] If you need coverage for classes to attend games or team-related activities, secure permission and inform the principal or vice-principal several days prior to the event.
6. [ ] Post copies of the names of your team members and manager/officials, dates of early dismissals, and dismissal time in the staff room and give to the secretary & attendance office.
7. [ ] Consider selecting a manager; review duties.
8. [ ] Post a schedule of practices and games where appropriate for staff and students. Please confirm details with PE Program Chair or person in charge of facility bookings.
9. [ ] Report results of home games or events immediately to the league convenor as well as media.
10. [ ] Be sure the gym or playing field is set up and ready for game time. Put equipment away at the end of the game.
11. [ ] Lock all equipment, storage and change room doors. Make sure the gyms are empty after games and practices. **NO STUDENTS SHOULD BE LEFT UNSUPERVISED.**

12. [ ] Use appropriate methods to publicize the team's progress.
13. [ ] Encourage courtesy when hosting other teams or playing away games.
14. [ ] Arrange for the payment of officials as per school procedure.
15. [ ] Issue and/or collect all uniforms and borrowed equipment as per school procedure.
16. [ ] As part of an effective Emergency Action Plan, always have access to **Athletic Participation/Permission to Participate Forms (APPENDIX 'A')**, updated contact information and knowledge of First Aid procedures in the event of injury or accidents.
17. [ ] Inform Program Chair of any **transfer students** that are trying out for your team and confirm their eligibility as per OFSAA Transfer regulations. Complete the SOSSA and Zone Eligibility form. Get the principal's signature. Send the original copy to the convenor
18. [ ] Complete transportation forms prior to season as per school procedure. (see Forms-**Appendix 'B' Volunteer Drivers & Appendix 'C' Request to Transport Student Consent** ) Each school will have their own Transportation request or requisition forms for bus and taxi purposes.
19. [ ] For home games, notify Physical Education department of the exact time the gym/field/change room facilities are required.
20. [ ] Arrange for minor officials to assist in hosting home games. (timers, scorekeepers, linesmen etc...) Some training of these important volunteers might be necessary prior to
21. [ ] Attend pre-season sport-specific coaches meetings and any related meetings concerning issues related to the team/events of your activity.





## SAMPLE EMERGENCY ACTION PLAN

### **PLEASE REFER TO THE EMERGENCY RESPONSE STAFF HANDBOOK LOCATED IN YOUR MAIN OFFICE FOR SCHOOL SPECIFIC PROCEDURES**

Given that there is an element of risk in all physical activity, an encounter with an injury is highly possible. Recognizing this fact, it is necessary to establish a plan of action for dealing with an injury when it occurs. The key to the Emergency Action Plan is getting the professional care to the injured student as quickly as possible. For that to happen efficiently and effectively, you must be prepared with an Emergency Action Plan. The following is a general guide but can be 'localized' to fit needs of your school;

You should know the following information:

- 1) Location and access to the first aid kit and AED unit in your school.
- 2) Location and access to a telephone or the availability of a cell phone.
- 3) Telephone number of ambulance and hospital.
- 4) Know directions and best access routes to hospital.
- 5) A suitable means of transportation is available in the event of an injury.
- 6) Establish emergency communication procedures for off-site or after school activities.

When an injury occurs:

- 7) Initially, when coming in contact with the injured student, take control and assess the situation. Exercise universal precautions related to blood/body fluids.
- 8) Keep in mind the cardinal rule of injury care:
  - a) **Do not move the injured student**
  - b) **If a student cannot start a movement by himself/herself, do not move the body part for him/her.**
- 9) Instruct any bystanders to leave the injured student alone.
- 10) Do not remove student's equipment if there is a risk of further injury.
- 11) Evaluate the injury. Assess the severity of the injury and decide whether or not further assistance is required.

- 12) Every attempt should be made to contact student's parent or guardian. Contact information should be located on the Secondary Interscholar Athletic Participation/Acknowledgement of Risk Form (APPENDIX 'A')
- 13) If an ambulance is required:
  - a) Request assistance from another person (teacher/administrator/parent).
  - b) Have this person call an ambulance with the following information:
    - i) The nature of the emergency;
    - ii) The location and closest cross streets;
    - iii) The telephone number from where you are placing the call;
  - c) Request the person making the call report back to the in-charge person and confirm that the call was made and give estimated time of ambulance arrival.
  - d) Instruct a responsible person to go to the access entrance and wait for the ambulance.
- 14) Once the call has been placed, observe the injured student carefully for any change in condition and try to reassure the injured student until professional help arrives.
- 15) Do not be forced into moving the injured student unnecessarily.
- 16) Do not provide the injured student with food or drink, unless otherwise indicated by situation (e.g. diabetes, hypothermia, dehydration).
- 17) Speak calmly and reassuringly.
- 18) When ambulance attendants arrive, describe what happened, how it happened and what has been done. Inform them about any related medical problems or past injuries of the participant, if known.
- 19) If feasible, the in-charge person or a designated adult should accompany the injured student to hospital to help reassure him/her and give the relevant medical history. (In the event of a parent is present, this might not be necessary.)
- 20) If an ambulance is not needed, then decide what action is to be taken to safely remove the injured student from the playing surface.
- 21) Provide proper first aid and continue to evaluate/monitor the injury. First Aid kits and ice should be available at all times.
- 22) Complete an accident report and file with appropriate school board official and school administrator.
- 23) Establish emergency communication procedures for off-site or after school activities.

# ONTARIO SAFETY GUIDELINES – SAFETY SERVICES PACKAGE

The Niagara Catholic District School Board uses the Ontario Physical & Health Education Association’s “**SAFETY SERVICES PACKAGE**” as a guideline for safety procedures and support. This resource is now provided online at ....

[www.ophea.net](http://www.ophea.net)

- You must click on link for **PROGRAMS** and **SERVICES**
- click on **SAFETY GUIDELINES** then click on **VISIT WEBSITE**
- enter User Name (select Niagara Catholic District School Board).
- enter password: **safed4i**
- This will take you to the Overview page. The Elementary or Secondary Interschool, Curricular and Intramural Safety Guidelines are available in Word or PDF.
- Please regularly check the ‘New/ Updated Activity Pages.’

Dino Germano at C.E.C. ext. 117 or [dino.germano@ncdsb.com](mailto:dino.germano@ncdsb.com)

## **ATHLETE ELIGIBILITY**

To be eligible to participate a student must:

- Be registered and in attendance as a regular student in day classes, for both games and practices
- Students with fewer than 22 credits must meet ministry of education definition of full time student, a minimum of 3 credits per semester
- Students who have achieved 22 or more credits must be registered in at least 2 full day credit courses per semester. (NOTE: Canadian Sec School Rowing Assoc. eligibility rules require students to be taking 3 full day credit courses)
- No student is eligible to participate for more than 5 years after entry date to high school
- For ages see NRHSAA constitution on web site [www.dsbn.edu.ca/schools.htm](http://www.dsbn.edu.ca/schools.htm)

## **NCAA/ZONE / SOSSA ELIGIBILITY FORM FOR TEAMS**

ZONE/SOSSA team entries must be submitted to league convenor using the ZONE/SOSSA ELIGIBILITY FORM (APPENDIX 'E') These forms must be signed by principal and PE Program Chair prior to being submitted to the appropriate convenor.

In addition, completed ZONE/SOSSA ELIGIBILITY FORMS FOR TEAMS must provide specific details regarding;

- level of competition, classification, name, birthdates, number of courses student is presently taking, transfer status, entry date to grade 9, number of credits earned to date, signatures and the date
- The eligibility form must be sent to the convenor prior to league competition and an updated version must be sent each time your roster has additions/deletions
- A copy should be available for opposing coaches if they request one
- Updated sheets must be forwarded to Zone conveners
- All names included on this form must be eligible under OFSAA TRANSFER POLICY. See [www.ncaa.ca](http://www.ncaa.ca) for forms.

## OFSAA TRANSFER POLICY



- All transfer students are ineligible for 12 months from date of entry to new school unless granted eligibility by the transfer committee under one of 6 sections
- It is the coach/teacher's responsibility to ensure all students are eligible as stipulated by the OFSAA Transfer Policy.  
<http://www.ofsaa.on.ca/site/index.cfm>
- Please see PE Program Chair with any questions or clarifications.
- A player can not participate in any competition until granted eligibility by the ZONE TRANSFER POLICY COMMITTEE.
- Dates for submitting transfer applications, specifics about the application and results of rulings from the TRANSFER COMMITTEE are available from the Physical Education Program Chair.
- All Transfer applications must be submitted using the proper form 'OFSAA TRANSFER POLICY APPEAL FORM' found on OFSAA website  
....<http://www.ofsaa.on.ca/site/index.cfm?DSP=Section&ID=149>
- It is essential that forms are properly filled out with supporting documentation. In addition, forms must be received by Transfer Committee Chair on specified dates in order that approvals and possible appeals meet specified timelines.
- Your Physical Education Program Chair can provide further information and dates/timelines to help you and your students follow proper procedures and alleviate delays or problems.

**All NCAA Zone Transfer Appeal Forms are to be sent to Dino. The submission dates are available from your PE Program Chair as are the appeal meeting dates.**

## TRANSPORTATION OF STUDENTS



*Please refer to specific procedures as provided by your school. In reference to board procedures, the following information can be helpful as you plan on organizing travel plans for your school activities;*

- ❑ The preferred method of transporting student/athletes is public carrier. (school bus, cab)
- ❑ Each school has a process in place for booking buses and cabs. Your Program Chair of Physical Education or appropriate staff can assist.
- ❑ Teacher/coaches should clearly communicate to parent/guardians details of travel for all trips away from the school.
- ❑ In the event a school uses private vehicles to transport students, it is necessary to have any licensed driver complete the **‘VOLUNTEER DRIVERS-Authorization to Transport Students Appendix ‘A’**.
- ❑ Teachers and staff using their private vehicles to transport students are also considered Volunteer Drivers and should also fill out Appendix ‘A’
- ❑ No students can be authorized to drive other students for school activities.
- ❑ Teacher/coaches might consider having all potential Volunteer Drivers fill out **‘VOLUNTEER DRIVERS-Authorization to Transport Students Appendix ‘A’** prior to season and have Principal approve all such drivers.
- ❑ Teacher/coaches should require all students being transported in Volunteer Driver vehicles to fill out a **REQUEST TO TRANSPORT STUDENT CONSENT FORM – Appendix ‘C’**
- ❑ A schedule of all dates when students are being transported in private vehicles by school authorized Volunteer Drivers can be attached to **REQUEST TO TRANSPORT STUDENT CONSENT FORM- Appendix ‘C’**.
- ❑ There are situations where the school does not take responsibility to transport student/athletes to events or games. In most cases, these activities are scheduled ‘after hours’. Teacher/coaches should clearly communicate such occasions to the student and parent/guardian.



## COMMUNICATION WITH PLAYERS AND PARENTS



Perhaps the most effective way of avoiding conflict with players and parents is 'communication'. We acknowledge that high school sports, even though skill development and our commitment to character development and Catholic principles are paramount, can bring frustration and emotional outbursts.

Coaches that dialogue with players about team philosophy and communicate with parents ahead of time often can avoid stressful interactions as the season goes on.

One method of communication is sending home a pre-season letter to outline expectations academically and with your team as well as address issues regarding playing time and consequences for some behaviour that are not part of the team concept. **(See Appendix H-Sample letter to Parents)**

In the [Play Like A Champion Today High School Coaches Manual](#), an effective strategy recommended is hosting a Parent Meeting prior to your season. This resource is available from your Program Chair and lists a number of excellent suggestions. The following is a summary of the format for an effective gathering with parents prior to your season;

- Introduce yourself and your assistant coaches.
- Review principles of [Play Like a Champion Today](#)
- State your expectations of your players
- Share team rules and consequences
- Review game and practice schedule
- Establish contact/communication procedures
- Establish expectations for parent/spectator behaviour
- Time for discussion/feedback/ questions

## FUNDS FOR SPORTS

- A great deal of the cost for running the school sport program you coach is covered by administration but you should familiarize yourself with how funds can be acquired to support your planning for tournaments, games, travel or equipment. Each school has a variety of ways to handle funds.
- All funds that your program intends to spend must be pre-approved by the principal. This funding would include items such as referees fees and tournament entries.
- If any additional fundraising is needed, make sure ideas are forwarded to the fundraising committee (or similar procedure) for approval.
- Fundraising may also be initiated by the school council and you may choose to request to take part in those initiatives.

### Students Needing Assistance

In the school setting, it is possible you will interact with students who legitimately cannot afford to pay for items they might need for participation in interschool or extra-curricular activities.

Niagara Catholic prioritizes providing opportunities for all students. If you sense that you have a student in need of financial support in order to participate in your sport, please have a discussion with your Program Chair and Principal to discuss ways to address such circumstances.



## QUALIFYING FOR OFSAA/PROVINCIAL CHAMPIONSHIPS



Teacher/Coaches and schools must plan ahead for the possibility of qualifying for SOSSA and OFSAA Championships or Ontario Provincial Championships. As exciting as this opportunity is for your school community and athletes, several details must be taken care of to maximize the experience and reduce possible administrative challenges.

- ❑ Know the location of perspective SOSSA and OFSAA tournaments or championships for your specific sport. Your P.E. Program Chair can find this information for you.
- ❑ OFSAA information can be found at <http://www.ofsaa.on.ca/site/index.cfm>. and then you should look for the link for your specific sport.
- ❑ In event involves travel out of region and/or overnight stay, you must submit to Superintendent of Program the **'Request for Co-Instructional Participation' (Reference-Educational Field Trips Policy 400.2)** and the **'OFSAA Transportation Request'** (Appendix 'F') forms.
- ❑ Once approval from Superintendent has been received, all invoices, receipts and transaction records must be forwarded to Superintendent of Student Achievement.
- ❑ In many instances, hotel rooms are booked by convener and need to be confirmed with rooming lists provided prior to arrival at destination.
- ❑ The official entry forms for OFSAA Championships should be provided by SOSSA convenors for your sport.

### NOTE:

Timelines for processing OFSAA Entries are generally very short...requiring team eligibility lists, accommodation details, rooming lists, banquet information and travel quotes. Please ask your Program Chair for assistance with this process.



## **PUBLICITY and PROMOTING YOUR SPORT**

It is important that we recognize the hard work and dedication that our athletes contribute to the school community on a daily basis. Therefore, we should make an effort to publicize our team effort whenever possible.

We can do this through the following:

**Newsletters** –see school specific requirements for submissions.

**Announcements** – as per school protocol.

**\*NCDSB Website-** [www.ncaa.ca](http://www.ncaa.ca)

**Local Media Outlets- Osprey news**

**Twitter and Instagram from website or your school**

**Local Cogeco-**

**Jennifer Pellegrini at the CEC**



