



SASKATOON SECONDARY SCHOOL ATHLETIC DIRECTORATE
Member of S.H.S.A.A.

Coaches Need To Know List

Some important matters, which you as a school coach must be aware of, are listed below. Each coach is expected to be familiar with SSSAD Constitution and bylaws and procedures and bylaws for their sport.

For more detailed clarification contact the S.S.S.A.D. representative for your school or phone the office of the SSSAD Athletic Consultant, 683-8249.

1. Player Eligibility

(SHSAA Policy passed at AGM June 1999)

Section 1: General Requirements

- 1a) In any school year participation in activities organized or sponsored by SSSAD/SHSAA shall be open to any high school student whose principal certifies that the student meets the eligibility requirements of SSSAD/SHSAA
- 1b)
 - i) A student must be enrolled in grades 9 through 12 during that school year.
 - ii) A student must not hold a Grade 12 certificate as of September 1st of that year.
 - iii) Each student must have a completed parents' permission form, indicating permission to participate on the basis of good health. This form is to be on file at the school.

Section 2: Period of Eligibility

- 1 Students shall be eligible to participate in high school athletics for a period of a **maximum** of 3 consecutive school years or 6 consecutive semesters.

The period of eligibility starts

- 2
 - a) The first day of the school year in which the student enters **Grade 10**.
 - Coaches **MUST** check student cum folders to determine the MONTH and YEAR the student entered grade 10 for the E-5 Form.
 - b) If the student has no record of grade placement, the first day of the school year in which the student was 16 on Sept. 1^s

Coaches are RESPONSIBLE for checking the eligibility status of ALL athletes on their team. This includes obtaining birth dates and grade 10 entry from CUM folders in Student Services. Any student new to building, transferred or foreign students, must be thoroughly investigated.

2. Player Eligibility Listing

- Player eligibility must be entered in the SHSAA website ONE day prior to your FIRST LEAGUE competition.
- Additions/deletions to your roster may be made at any time of the season, but must follow the same procedures.

3. **Parent Consent Form**

- Required for all students participating in interschool athletics.
- Forms will be distributed at Coaches Pre Season Meetings or from your SSSAD Rep.
- Please attend to this matter before your first practice.

4. **User Fee**

- The SSSAD User Fee per athlete/per team as indicated .
- Athletes are charged a user fee for each sport they participate in.
- Please collect the User Fee with your Parent Consent Forms and submit money to your SSSAD Rep or to main office for deposit.

5. **Sport Injury Reporting**

- Sport Injury Forms for reporting any injury resulting in loss of practice or playing time are available from your SSSAD Rep and must be filled out when a player sustains an injury.
- The Sport Injury Form must go with the injured player if a doctor's examination is required.
- Coaches must keep all Sport Injury Forms on file for each team member.
- Schools carry accident insurance for students, which may qualify students for reimbursement for certain forms of injury/treatment. Insurance claim forms are available at the main office and coaches should be familiar with the details of coverage, e.g. emergency transportation, eye glasses, dental, etc.
- Accident Reports must be filled out and kept on file with your main office, for any injury sustained in practice or competition that requires medical attention and/or rehabilitation. Proper instruction and supervision with the emphasis on safety procedures and techniques may go a long way to avoid liability charges.

6. **Team Rosters**

- The number of players on a team roster for a sport is generally unlimited.
- The number of athletes that may dress for a game or sit on the player bench may be limited by the bylaws of the sport.
- Most sports stipulate that a player must have participated in league competition to be eligible for the city championship play offs.
- See your SSSAD for Individual Sport Bylaws for details.

7. **League Discipline**

- Coaches are responsible for the behavior of assistant coaches, out of school coaches, teacher supervisors and athletes who are all members of the school team.
- The Sports Commissioner, Athletics Consultant and the SSSAD Executive Council and/or a Board of Review named by SSSAD will deal with reported incidents of unacceptable conduct such as poor sportsmanship, physical and verbal abuse of officials or spectators.
- Protests and appeals of decisions must follow the outlined procedure. See SSSAD Bylaws.

8. **Team Transportation**

- Schools may receive a budget allotment to assist with the transportation of school teams when playing sites are not at schools.
- Check with principal regarding your school's transportation policies and money allotment for your team.

NOTE: School Boards' insurance provides coverage for teachers, and school authorized student and parent drivers transporting students to and from any school sponsored activity.

9. **Team Supervision**

- All SSSAD teams must be under the direct supervision of a teacher, school board employee or volunteer: independent/ support (see definition on page E-3) otherwise the game will not be played.
- The approved team supervisor, coach or approved volunteer independent/support must be in attendance for all practices and league competitions and play offs. During league competitions and play offs, supervisors will be on the team bench.

10. **Officials**

Senior Sports

- Game officials are arranged and paid for by SSSAD.
- If officials are late in arriving for the game (up to 30 minutes) or do not show up for the scheduled league game, coaches may agree to postpone the game to another date and advise the Sport Commissioner and Athletic Consultant of this change.

Junior and Frosh Sports

- Game officials are arranged for and paid by your school. See your SSSAD Rep for details in making those arrangements for your team.
- SSSAD reimburses the school for a portion of the officials cost, based on number of home games played. Therefore, it is important that cancelled games are reported to the Athletics Consultant as soon as possible.

11. **Game Reporting**

Senior Sports

- The team designated as the “**HOME**” team is required to report the game scores onto the SSSAD website. Each sport may have different or specific reporting procedures. These will be discussed at Pre Season Coaches’ Meeting.
- The sport commissioner and the Athletic Consultant will determine the league standings and provide appropriate information to the sports media.

Junior and Frosh Sports

- The philosophy of junior and frosh athletics is based on participation and skill development of athletes
- Game scores are not reported to media and league standings are not kept.
- Year End Tournaments will use a coaches’ seeding form to help with tournament match ups. These formats are discussed at the Pre Season Coaches Meeting.

12. **Playoffs**

Senior Sports

- Each sport determines how teams advance to playoffs for the city championship. See Individual Sport Bylaws for details.
- The city champion advances to the provincial championships organized by the Saskatchewan High School Athletic Association (SHSAA). All coaches should become familiar with the guidelines for provincial championships in their sport. The SSSAD provides assistance for teams representing Saskatoon in provincial championships (travel and accommodations).

Junior and Frosh Sports

- Each sport has a Year End tournament/playoff to determine a city champion.
- All schools make the Year End tournament/playoff. All details and formats are discussed and finalized at the Pre Season Coaches’ Meeting.
- There are no provincial championships for junior or frosh sports.

13. **Sport Seasons**

- Each sport has a season during which practices and competitions may be held.
- **It is a violation of the regulations to formally practice or compete prior to the SSSAD Starting Date or beyond one week after the completion of the provincial championship.**

14. **Tournament Travel**
Senior Sports

- All tournaments must be sanctioned by SSSAD and SHSAA. Teams may not attend tournaments that have not been sanctioned by SHSAA
- All teams are limited to 2 out-of-town trips, per season, that require an overnight stay.
- One tournament may be out-of-province. The school principal/superintendent must authorize travel arrangements and fund raising. Teams must raise their own money for such travel. SSSAD does not designate any funds.
- Coaches must be familiar with the Travel Guidelines of SSSAD.

Junior and Frosh Sports

- All junior and frosh teams are governed by SSSAD policies and guidelines for tournament travel.

15. **Junior and Frosh Sports Guidelines**

- Refer to High School Junior and Frosh Athletic Guidelines for matters relating to junior and frosh high school sports.

16. **Coaches Meetings**

- Coaches are responsible to attend meetings called at the beginning and at the end of a sports season to help plan and organize the sport each year. The input of the coaches helps to determine the success of the sport.
- SSSAD Reps have a list of Coaches' Meeting dates for the year and coaches are asked to make every effort to attend or have a school representative attend on your behalf.

Please Keep This Memo for Future Reference

Consultant: SSSAD Athletics