

## **Quesnel Junior School** **2025-2026 Coaches' Handbook**

**This handbook is designed to guide you as a coach, teacher sponsor, team manager or parent volunteer. It outlines your roles and responsibilities. Please read it in full and ask questions if you require assistance or clarification.**

**Athletic director contact: [ScottTrueman@sd28.bc.ca](mailto:ScottTrueman@sd28.bc.ca) or 250 747-2103**

### **Secretaries:**

Main office: 250 747-2103

HollyLevy@sd28.bc.ca

MelissaWinofsky@sd28.bc.ca

NicholeHawkins@sd28.bc.ca

As Athletic Director (A.D.) of Quesnel Junior School, I would like to thank you for volunteering your time and energy to be a volunteer for Quesnel Junior School Athletics, the RIVER HAWKS, and we welcome you to our team. We hope that your time with your team will be rewarding and memorable.

There are numerous roles and responsibilities of a coach. The following outlines some of those. Please remember to:

- **Keep the A.D. and school secretaries updated about what is happening for practices, competitions,** etc. so that we have effective communication with parents, QJS staff, and other teams.
- All incoming money from athletes goes to you and/or your team manager then to Holly Levy (financial secretary).
- Deposit money promptly; don't keep money lying around.
- Budget for your season, and keep your own record of all deposits, requisitions, etc.

- All forms from athletes should go to you and/or your manager. It is a good idea to keep a second copy, if possible.

<b>PRE-SEASON/BEGINNING</b>
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1. Please note that any of the information in this booklet may be changed at any time if required to comply with our school and/or district guidelines.
2. Ensure the Athletic Director has **your contact information** (email, and cell #). This is very important in case of emergencies.
3. Complete a **Criminal Record Check** (refer to the QJS website under *Athletics* for the online link from School District No.28. Do **NOT** complete your application at the RCMP detachment.
4. To be a **volunteer driver**, you need to have a completed Criminal Record Check (see above). In addition, volunteer driver information needs to be completed on a yearly basis. To complete this step, the school requires the following 4 steps be followed (available on the QJS website under *Athletics*):
  - 1) A completed **Criminal Record Check** on file with the school district (this application is good for 5 years).
  - 2) A completed **Drivers Abstract** - This is a printout of your current driving record. This can be obtained free of charge online via the school website or from the Service BC Centre downtown at 102-350 Barlow Avenue.
  - 3) A completed **Volunteer Driver Application form**.
  - 4) A **copy of the valid insurance** you have on the vehicle you would be driving for volunteering. What is required for minimum insurance coverage is listed on the Volunteer Driver Application Form.

5. BC School Sports requires all coaches to complete a **CATT (Concussion Awareness Training Tool)** workshop online. (refer to the QJS website under *Athletics* or *Coach's Corner*). It takes about 45 minutes to complete. **Please email the Athletic Director proof of completion.** It is valid for 2 years. Please keep a copy for your records, especially if you might coach for a second season.
6. The Athletic Director will book **gym times** after consulting with the coaches for each season of play.
7. The Athletic Director does not book gym time for community sports. Instead, contact Sue Millership at the Quesnel & District Arts & Recreation Centre at 250 992-8200.
8. **Choose your teams.** QJS philosophy is to keep all players playing. If we have to limit numbers for specific purposes – travel etc., we will address such details in preparation for the tournament.
9. If you have a request to **move an athlete up**, inform the Athletic Director and then the other team's coach, parents, and myself will meet to discuss the options.
10. **Prior to the first competition**, ensure you have a parent volunteer to manage your paperwork/budget/money/uniforms, if you are not doing it yourself.
11. **Ensure you have contact information for each athlete:**
  - a. First and last name
  - b. Parent(s) or guardian(s) first and last name
  - c. Athlete's DOB (for BC School Sports & emergencies)
  - d. Cell phone/home phone/ emails etc.
  - e. Medical history and needs (i.e. inhaler, epipen)
12. **Coaches can pick up a First Aid kit from the Athletic Director.** It should be numbered so you know which kit to return at the end of the season. If supplies in the kit need to be replenished please inform the A.D. so necessary items can be reordered as promptly as possible.
13. **Please inform your Athletic Director if you have any First Aid training** and, if possible, e-mail proof of completion, and expiration date.

14. **If you are willing to complete a First Aid course**, please email your Athletic Director.
15. **Receipt book from Holly Levy** – write a receipt for all money you receive from each parent/athlete.
16. **Determine which competitions** you would like to compete in. Your Athletic Director will have made some contacts, but **you will need to confirm directly with the organizer of the tournament**. Please register your team for selected tournaments and **should you need to cancel YOU MUST contact the coordinator of that tournament** and “cc” the Athletic Director, please.
17. **Home tournament?** Determine if you want a home tournament.
  - a. Select a date with the Athletic Director
  - b. Invite the teams
  - c. Devise the draw
  - d. Athletic Director can help get officials
  - e. Ask the Athletic Director if you have any questions prior to the event
  - f. Ensure you have a key card and know how to disarm/arm the building

<b>DURING SEASON</b>
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1. Organize your practices
  - Please be on time or let the Athletic Director or the office know if you are running late
  - If you are unfamiliar with planning practices, the Athletic Director can provide support in that area.
  - Practice plans should be at least in note form
  - **REMEMBER:** to ask athletes if there are any medical concerns, or injuries you should be aware of.
  - Please keep attendance

- Dress the part ☺ - athletic attire, shoes, whistle
  - We really want to focus on:
    - Warm-up
    - Skill development
      - A variety of drills/simulated game play
      - All athletes participating – limit standing/wait time
    - Game play/strategy
    - Cool down
  - **Please ensure athletes have a ride home and are not left alone.** If parents repeatedly neglect to pick up their child(ren), please inform the Athletic Director.
2. **If you need to cancel/change practice(s),** please contact [HollyLevy@sd28.bc.ca](mailto:HollyLevy@sd28.bc.ca) (and/or other QJS secretaries) at school (250) 747-2103 to put the information on the announcements as well as “cc” your Athletic Director.
  3. **Prior to any competition,** determine the cost for each athlete and **collect that amount before leaving.** Some coaches have an idea how much the season will cost and will collect installments rather than at each competition. Make out a **deposit slip** and give money to Holly:
  4. **Cheque Requisitions:** At least 3-4 days prior to needing a cheque, provide **Holly Levy** with a cheque requisition for your expenses. You may need cheque requisitions for the following:
    - **Competition (race/tournament) registration fees**
    - **Hotels: Speak to Holly Levy (financial secretary) so she can book your hotel with our QJS school Visa.** If you choose to book with your own credit card you are assuming the risk of any related costs. It is highly recommended that you ensure the hotel has a flexible cancellation policy before booking.
    - **If your team will be traveling during your season** we highly recommend a \$25.00 fee be paid for each athlete that will go towards fuel cost reimbursement for volunteer drivers

(including the coach, if applicable). This amount may later be increased depending on the distance travelled to competitions throughout the season.

- **RECEIPTS:** In order to be reimbursed for fuel and/ or miscellaneous items, please provide receipts to Holly Levy.

5. **Uniforms:**

- **Return the uniforms to the Athletic Director after each competition so they can be washed and air dried.**
- **Uniforms can NOT be put in a drier.** They must be hung to dry.
- Record athlete's first, last name, jersey # and size when they select a jersey
- At the end of the season:
  - Collect jerseys and return to the A.D. for washing
  - Hand back down payment
  - Give a copy of the list and jerseys to the A.D.

5. **AWAY TOURNAMENTS:**

Ensure you have completed the following forms:

a. Attachment "A" – School Trip/Program Approval

- If you know all your tournament dates, you can list them all, otherwise you will need to do this form each time
- This form is signed by A.D. and/or admin.
- Then make copies for each athlete
- **This form stays with the *parent***
- Keep one signed copy for you as coach and another for the coach manager/teacher chaperone

b. Attachment “E” – Medical Form

- To be completed by parents once only but remind athletes/parents to inform you of any changes to athletes’ medical status.
- To be kept with the coach while coaching at practices and games.

c. Class Absence Permission Sheet

- Only needs to be completed when athletes need to miss class to attend a tournament.

d. If students are to miss classes:

- Provide list to *Holly Levy (or Nichole Hawkins)* of students who prior to leaving for competition.
- Give her details as to which classes will be missed/departure time
- For how long- one day/two days, etc.

**Coaching responsibilities for out of town competitions:**

You are expected to act as a role model for your student-athletes, so please act accordingly. As a minimum, consider the following guidelines when traveling with athletes:

- Clearly communicate to athletes, parents, and others in your group (e.g. bus driver) what your **itinerary** will be for your destination(s).
- **Supervise students** wherever you go (restaurants, hotels, gas stations) to ensure they are acting appropriately.
- When stopping for gas, meals, etc. establish **clear meeting places & times**.

- **Share your cell phone # with other adults** traveling in your group so you can be reached if logistical issues, or emergencies, arise.
- Never allow students to engage in any activity that violates **school district policies** (e.g. vaping, smoking, bullying/harassment, sexting, etc.)
- **Never meet alone with an athlete** (e.g. in a hotel room). Always have at least one other adult present.
- **Establish curfews for athletes** to return to their hotel rooms & have their lights-out.
- **Report any concerns** about student conduct/behaviour to school administration or Athletic Director immediately.

### **QJS TEAMS OVERNIGHT/MULTIPLE DAY COACH/TEACHER SPONSOR(S) PLANNING GUIDELINES**

**You should have the following information submitted to the Athletic Director and School Administration at least 5 days prior to your trip and must receive proof of trip approval. Keep a copy for your records.**

1. An Attachment A permission form must be signed by school administration. Please provide a copy for the Athletic Director.
2. Attachment E medical forms for each athlete.
3. Class absence permission forms must be given to each athlete to have signed before their trip. Coaches/teacher-sponsors should keep a copy of these pages for students' access while on their trip (some students lose these!)
4. The name of all athletes participating and the time they must be released from classes on the date of departure must be emailed to the Athletic Director so that he/she can share this information with school staff.
5. The names of the chaperones. They must have a Criminal Record Check (CRC) approved by Holly Levy in our office and this must be shared with the Athletic Director and School Administration.
6. If it is a mixed team then you must have chaperones for **each gender**.
7. The names of the volunteer drivers (they must have a CRC and all paperwork approved by Holly Levy in our office and this must be shared with the Athletic Director and School Administration).
8. An itinerary of what will happen each day (e.g. Thursday, Friday, Saturday), including information such as meal times, departure times from the hotel to your competition, curfew times, team meeting times, etc.
9. A list of rules & expectations that must be followed by students.



5. Covid Health & Safety plan, if applicable (pertains to everyone traveling as part of the trip: coaches, teacher-sponsors, chaperones, volunteer drivers, and/or students). Please ensure athletes and parents are aware of the key information in this plan.
6. Shopping guidelines.
  - You should not simply allow the athletes to go shopping together; however, you could tell parents that if they wish to take their own child shopping you will need the parent/guardian's name, contact info., when and where they plan to go, and what time they will return to the hotel/approved meeting place.
  - If one of the athletes wants to go with another parent for the purpose of shopping then you would need something in writing from both parents (the one who will be supervising and the one who is allowing their child to go with the other parent, and the same details listed above).
  - Chaperones must establish meeting points and times while at the mall. Also make it clear that athletes can not travel to businesses outside the mall.
  - At least one athlete within each group of 3 should have the cell # of a coach, teacher-sponsor, or chaperone who will be in the mall.
7. The travel cost that must be paid by each parent for their child to travel and likewise, any spending money that may be in addition to this base cost. Offer a receipt to parents, upon request.
8. Special venues (e.g. pool., waterpark) If your child wishes to use the \_\_\_\_\_ (describe name, address, contact # and planned activities of the special venue, e.g. hotel pool) an approved chaperone must be with them (not just in the building but **actively supervising**) and **obtain written parent permission** for their child to participate in activities at this venue before your trip. Provide a copy of all signed permission notes to the Athletic Director and School Administration for approval before your trip. If permission is not obtained the student can NOT participate at this venue.
9. Conduct any team meetings in a publicly visible location rather than in any of the athletes' hotel rooms (unless at least one other coach, teacher-sponsor, or chaperone is present).
10. **Coaches, teacher-sponsors, chaperones** should NEVER be alone with an individual student(s).
11. **Cell phone usage.** At your discretion, you can ask athletes to limit cell phone use after the established curfew time.
12. Each coach, sponsor-teacher and chaperone should have a **copy of the travel itinerary** and **students' medical information** (in case of emergencies) and share contact information with each other before the trip.

### **Costs athletes may need to cover**

- Accommodation: Usually (4) to a room, - two double beds, sometimes (5) with the fifth person on a cot (usually an extra cost at the hotel).

- Registration: - split between athletes attending
- Meals: athletes pay for this on their own
- Coaches' food & fuel: coaches should be reimbursed for such expenses (within reason). See your Athletic Director if you need guidelines.
- If a teacher coach needs to miss school, athletes must pick up the cost of the TTOC. Exceptions might be made for teams qualifying to compete at Provincial Championships; speak to your A.D. if this applies to you and your team.
- Designated Driver Room: - split between athletes attending. Whenever possible, it helps keep costs down if the drivers are all of the same gender so that they can share rooms.
- Other things might include special events etc.

<b>POST SEASON</b>
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1. Hand in clean jerseys to your A.D. with the "Jersey Sign Out" form.
2. Return uniform deposits to athletes/parents ONLY IF they have
3. Return all uniforms loaned to them in GOOD condition.
4. If any athletes do not return their uniforms by the end of the season, please send this list to your A.D.
5. Check with Holly that your account is balanced

**AND A BIG THANK YOU FOR ALL THAT YOU HAVE DONE!**

