**Fleetwood Park Athletics**

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**Coaches Information 2021-2022**

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| Amber Forsythe Athletic DirectorForsythe\_a@surreyschools.ca604-833-8472 | Zoel Thibault Athletic Director AdminThibault\_z@surreyschools.ca604-506-2209 | Craig Erb Dept HeadErb\_c@surreyschools.ca604-762-8669 | Betty TranAthletic Director ActingTran\_b@surreyschools.ca778-552-0110 |

1. **MEDICAL FORMS** –Medical / Permission Forms will be completed on-line. This is a mandatory form parents / guardians must complete in order for their son or daughter to participate in a Fleetwood Park sport. This must be completed prior to any competition and students will not play unless it has been completed.

Please communicate with AD’s regarding which student athletes on your roster have completed this form.

**NEW:** The form can be found on the athletics website [www.fleetwoodparkathletics.com](http://www.fleetwoodparkathletics.com)

Tab “Student Athlete Waivers”

1. **PLAYER REGISTRATION & ELIGIBILITY –** Please make sure all your athletes are eligible! If you have any new players in grades 8 – 12 from a different school who have moved into our catchment, you will need an additional form to accompany the registration. Any questions can be directed to AD’s.

NEW: Once you have your roster ready, we will send you an Excel Sheet to complete for the AD’s.

NEW: INSTAGRAM: fleetwoodparkathletics

Over 1,100 students follow this account! This is how we get our announcements out. Please let Amber or Betty know if you need to get an announcement out (meeting / tryout etc…)

If you need something posted on the Fleetwood Park Athletics Instagram, please let Amber know via text and she will add it to the page.

1. **ATHLETIC FEES** – It is every coach’s responsibility to discuss & ensure each athlete understands our fee structure. Below is a template with fee amounts. This template can also be found on the Fleetwood Park Athletics webpage. Please let the student athletes know cash or cheque is acceptable. Cheques can be made to Fleetwood Park Secondary. Please have students write their name and student number on the memo.

Athletic Directors will be responsible for collecting fees. Coaches please do everything you can to ensure your athletes pay before they play.

**NEW:** Spring Season: Throughout the first weeks of these seasons, AD’s will be collecting fees and will set up a day to meet with your team to collect:

* + Fees
	+ Covid Forms
	+ Online Waiver forms (will be checking if complete)

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| --- | --- | --- |
| Fall Sports | Winter Sports | Spring Sports |
| Volleyball: $100.00 | Ice Hockey: Pay as you go | Girls Soccer: $100.00 |
| Boys soccer: $100.00 | Grade 8 Basketball: $100.00 | Rugby: $100.00 |
| Cross Country: $50.00 | Junior Basketball: $150.00 | Flag Football: $100 |
| Swimming: $50.00 | Senior Basketball: $200.00 | Track & Field: $50.00 |
|  |  | Ultimate Frisbee: $50.00 |
|  |  | Badminton: $50.00 |
|  |  | Cricket: $50.00 |
|  |  | Ball Hockey: Pay as you go |

1. **JERSEYS**: Our goal is to withhold jerseys from teams and players until all fees and medical information has been collected. We recognize at times there are extenuating circumstances that prevent this from happening, but we ask coaches work with us to get organized early in your season and enforce this policy.

**NEW:** Once Amber has handed you her organized bin of jerseys, you are to distribute them accordingly and write down Players Name & Jersey Number and hand the paper to Amber or Betty right away!

1. **PARENT LETTERS** - Parent letters explaining the athletic fees are uploaded into the resource files folder on Coaches TEAMS. We strongly encourage coaches to distribute these to your players, especially to our grade 8 & junior teams.
2. **TEAM TRANSPORTATION –** Please make every effort to use parent volunteers as drivers. The District form is uploaded on Coaches TEAMS and should be completed for all trips.
3. **MILEAGE** – Please claim your mileage for driving athletes to games and these must be submitted on a monthly basis. Mileage does not include practices or home games. Amber will send an email out at the end of every month reminding you to claim your mileage. Mileage cannot be claimed for tournaments outside the Fraser Valley (please see #8 Travel to Tournaments for more information). Mileage Form & Return Distances on Teams

Please print off the Mileage Form (do not email) and attach it to the Mileage Clipboard on the AD desk. It is clearly labelled. You must sign the mileage form at the bottom!

1. **SCHEDULES**
* Practices: Please discuss practice needs for each upcoming week with Amber or Betty. Practice schedules will be week to week due to home games and other conflicts. After school timeslots are generally reserved for our younger grades. AD’s will do his best to accommodate all coaches needs and teams pending gym / field availability.
* Games: AD’s generally have access to team schedules but please share these with our Athletic Directors if you receive them first. Please discuss any exhibition games with Amber / Betty. League games will be posted to our Fleetwood Park Athletics Webpage for students and parents.
* Tournaments: Feel free to enter tournaments. The AD’s will forward any tournament information to the respective coach. Please notify all AD’s of tournament dates & fees by means of forwarding registration confirmations. Athletic Directors will ensure cheques are written and sent to the corresponding schools. The tournament fees are paid for by our student athletic fees and our Athletics Account. Please do not charge students additional fees to enter tournaments. Once you know your tournament schedule, please let us know as soon as possible as cheques take time to process!

*Practice, Games & Tournament schedule will be posted on the Fleetwood Park Athletic website under “SCHEDULE”*

1. **TRAVEL TO TOURNAMENTS** – Teams travelling within the Province but outside Fraser Valley will need to have students pay for their own transportation, rooms and food. Coaches should build their costs into the amount charged to students (ie. vehicle rentals, ferry costs, gas). Athletics will reimburse a per diem of $25 for each full day for each coach with receipts after the tournament.
2. **EARLY DISMISSAL** - Please notify staff (include all secretaries) of any early dismissal requests for students by emailing a team list at least one day in advance. The earlier you do this prior to dismissal, the happier staff & secretaries become.

*Please include in email:*

*Student Name, Student #, Grade*

*Sporting event & location of event*

*Time of dismissal*

1. **COVERAGE** – Please attempt to arrange your own coverage by offering to trade with other staff when you require an early dismissal. Please let the office staff know if you are making such arrangements!
2. **FUTURE TRIPS (3 or more nights)** – If you are planning to take student athletes on a trip out of the country you must submit a written request to the Principal. This must happen before you begin any fundraising or hold a parent meeting. If you would like a travel subsidy you must apply to the Athletic Directors in writing with the dates of your planned trip. Please do this ASAP. AD’s must budget for this and receiving late requests may impact your subsidy. We will review your application and confirm any athletic monies available for your tour. The district has paperwork that must be completed and approved prior to your trip. This paperwork is extensive, please ensure that you complete this well in advance of your planned trip. For further information, contact your ADs.
3. **COACHING CLINICS** - We are able to help defer the cost of coaching clinics to upgrade your skills. Please access Pro-D funds first wherever possible.
4. **HOME GAMES** - Zoel Betty & and Amber are willing to assist you in setting up for Home games. Please keep in mind it is each Coaches responsibility to arrive early and have team members assist in the pre-game set-up. Coaches are responsible to ensure that all equipment gets put away after the game including game balls and score clocks.
	1. Recreational Leadership Students: Please communicate with Betty if you require minor officials or have other needs to be met by his rec leadership class.
5. **JR. PLAYERS PLAYING UP** – When a more Sr. Coach wishes to have a younger athlete play up they should discuss this with the Jr. Coach. Sr. coaches should keep in mind that any athlete who is asked to play up should expect to see significant playing time on the same level as a starting caliber player.
6. **DUAL SPORT ATHLETES** – A reminder to coaches that many of our athletes attempt to play on more than one team during the school year. The athlete is under no obligation to participate in out of season practices until his/her current season is complete.
7. **TRYOUTS** –All students wishing to participate must be given the opportunity to try out for a team. It is the coaches choice on the number of tryouts they wish to have – there must be a minimum of two tryouts held on different days of the week. Students unable to make tryouts for extenuating circumstances (ie: finishing up winter season), should be given the opportunity at another given time. Please see your AD’s on a case by case basis in regards to this.
8. **GAME SCORES**
* Grade 8 & Junior Volleyball / Basketball Home Games – Scores are uploaded to the SSSAA website by the AD’s (as minor officials are trained to pass along final scores & scoresheets)
* Senior Coaches & All Outdoor Sports: Score Reporting is the coaches responsibility. For more information on where to report your scores, please see your AD’s as this is different for every sport and level.
* It is recommended that ALL coaches keep a record of their final scores throughout their season (with dates) for seeding purposes and to address any conflicts or errors.
1. **MEDICAL KITS AND BALL BAGS** – Help yourself to medical kits and ball bags but please keep in mind these are limited and shared amongst coaches of all sports. Medical supplies are in the PE equipment room as are our ball bags and team equipment. If you need assistance with either of these please feel free to ask Amber or Betty
2. **COMMUNITY COACHES** – Regardless of their position on the team, **ALL** Community Coaches are required to complete a criminal records check. A letter is available on Coaches TEAMS folder that will exempt them from paying the RCMP fee for the records check. Please speak to your AD’s regarding the involvement of community coaches as appropriate communication needs to be relayed to our administration team.
3. **NEW: CONCUSSION AWARENESS TRAINING –** It is mandatory for every team personnel responsible for delivering school sport including but not limited to coaches, team managers, trainers, and teacher sponsors to complete the certification before any activities (practices, tryouts, workouts, etc.) take place with student-athletes. There is no cost to complete the certification. This certificate lasts two years and must be documented by the AD’s.
* An email will be sent out to all in house and community coaches reminding them to complete the online training.
* Please email your certificate once completed.

HAVE A SUCCESSFUL SEASON AND THANKS FOR YOUR SUPPORT