



Coaches Handbook 2024-2025

Osoyoos Secondary School

At OSS we support student involvement in our inter-school athletics. We believe that athletics allows students to learn and achieve in valuable ways including sportsmanship, team play, and the setting and achieving of goals.

Student Athlete Contract

As a member of a school sports team for OSS, I recognize that I will be representing my family, my school and my community. I agree that my conduct will be in accordance with that outlined in the School Code of Conduct, including attendance, behaviour and academic performance.

I recognize that honesty and good sportsmanship are virtues and characteristic expected in all students. I know that school sports are competitive and that I should not have expectations about playing time. Being a part of a team means supporting my team from both the floor/field and bench.

I recognize that I am a student FIRST and if I am failing and/or have multiple absences leading to poor marks will result in disciplinary action such as: not being able to attend practices, games, and/or tournaments until my grades improve.

As a team member, I accept that any dishonest or dishonourable act, including the use or possession of drugs, vapes, and/or alcohol will lead to my immediate dismissal from the team and denial of my right to participate in any school sanctioned activity.

Participatory privileges and team reinstatement will be determined by the administration who will consult with the athletic director and coach. This review, initiated by the student, will outline the terms and conditions for possible reinstatement to the team and/or other athletic teams.

I recognize that my coach and/or sponsor is my supervisor and has final say while I am traveling or participating with a school team. I will be polite and courteous in my association with coaches, teacher sponsors, other adult and other team members. Rude or abrasive conduct is unacceptable and may lead to dismissal from the team.

I will NOT drive myself to any away games and/or tournaments.

I agree to the terms and conditions outlined in this contract and will abide by them.

Student Name (PRINT)

Student Signature

Parent Signature

Coaches Signature

OSS Expectations of Coaches and/or Teacher Sponsors

This document is intended to provide support for inter-school athletics and to articulate the expectations for coaches and sponsors.

The first and most important reason we support inter-school athletics is that they provide a valuable learning experience for students. Sport specific knowledge, skills and teamwork skills such as cooperation are learned by participating in athletics. It also provides students with an opportunity to learn how to win and lose with a sense of respect and dignity.

When students travel under our team name, they are ambassadors to the wider zone and provincial community; therefore, it is our expectation that their behaviour is exemplary. If a student athlete is not meeting the expectations of our school code of conduct or team expectations, coaches or sponsors are obligated to report to the Athletic Director who will then report to the school administration.

The following is expected of coaches and sponsors:

Preseason	Practices	Games	Tournaments	Money/Uniforms
<ul style="list-style-type: none"> - Complete a security clearance through the RCMP office prior to season start up. (If you plan to have anyone else help you coach, they also need a security clearance). - Submit a list of players to the athletic director and office. - Complete driving forms if driving bus or intending to transport students. - Pick up school keys (students are never to 	<ul style="list-style-type: none"> - Support the practice of fairplay and sportsmanship - Prepare age appropriate activities for practices - Monitor student behaviour at practices and ensure student safety. - Lock gym, equipment room and check doors before leaving. 	<ul style="list-style-type: none"> - Monitor the behaviour of all players during games to ensure they abide by school codes of conduct. - Liaison with the Athletic Director for minor officials and referees. - Liaison with the Athletic Director for busses. - Give a list of student athletes to the office anytime they will be missing classes. 	<ul style="list-style-type: none"> - Follow the ethical coaching guidelines designed by the BCSSAA see website at www.bcschoolsports.ca and click on 'policy.' - Communicate with Athletic Director. - Organize and schedule games and tournaments as well as arrange for chaperones and accommodations for overnight trips. 	<ul style="list-style-type: none"> - Hand out registration forms, uniforms and schedules. - Instruct athletes to hand in forms and money to the office. - Submit mileage or expense forms to the office.

<p><i>be given school keys for any reason)</i></p> <p><i>-Provide copy of driver's license if driving school mini-bus.</i></p>			<p>-Monitor student behaviour and ensure appropriate supervision.</p> <p>-Be present at home tournaments and find a staff member to open & close school on weekends.</p>	<p><i>All monies will be handled by the office.</i></p>
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Coach's Code of Conduct

The Coach/Student-Athlete relationship is a privileged one. Coaches play a critical role in the personal and athletic development of their Student-Athletes. Therefore, Coaches are expected to model the fundamentally positive aspects of school sport.

B RULES OF CONDUCT:

Coaches, including community Coaches:

- B2.1.1 shall recognize that school sport is an extension of the classroom, and shall conduct themselves accordingly when performing Coaching duties;
- B2.1.2 shall observe the Competitive Rules and Regulations of BCSS, and those of their Local Athletic Association and applicable Sport Commission;
- B2.1.3 shall observe the rules of the sport, the spirit of the rules of the sport, and shall encourage Student-Athletes to do the same;
- B2.1.4 shall fulfill all restricted competition, unrestricted, invitational, play-off and championship competitive and event obligations, in accordance with Athletic Association policy, Sport Commission policy and tournament-related agreements;
- B2.1.5 shall treat all participants fairly and equitably, by refraining from discriminating against any Student-Athlete with respect to race, colour, ancestry, place of origin, religion, family status, physical or mental disability, sex or sexual orientation;
- B2.1.6 shall respect the rulings of officials without gesture or argument, and shall require Student-Athletes to do the same;
- B2.1.7 shall not use foul, profane, harassing or offensive language or gestures in the conduct of Coaching duties;
- B2.1.8 shall not use physical force of any kind in the conduct of Coaching duties;

- B2.1.9 shall not, under any circumstances, endorse, recommend, or suggest the use of performance-enhancing drugs or supplements by any Student- Athlete;
- B2.1.10 shall abstain from the use of tobacco products and alcohol while in the presence of Student-Athletes, and shall discourage their use by Student- Athletes;
- B2.1.11 shall not, under any circumstances, require or imply that a Student- Athlete must be involved in any summer program or club program as part of his or her responsibilities as a school Team member;
- B2.1.12 shall not, under any circumstances, require or imply that a Student- Athlete cannot or should not participate in any BCSS-approved sport in the season preceding or following the Coach's season of play;
- B2.1.13 shall not, under any circumstances, start pre-season tryouts or practices to the detriment of any in-season sport.

Team Fees

All student athletes are required to pay team fees.

Level	Basketball	Volleyball	Soccer	Golf	Ultimate	Track & Field
Grade 8	\$200	\$150	\$200 Boys	\$200	\$100	\$50
Junior	\$300	\$200	\$200 Girls			
Senior	\$350	\$250				

Apparel Fees

These fees are a rough estimate. **SUBJECT TO CHANGE.** Final costs will be determined after teams have been finalized.

Level	Basketball	Volleyball	Soccer	Golf	Ultimate	Track & Field
Grade 8	\$50+	\$50+	N/A	\$100+	N/A	N/A
Junior	\$100+	\$100+				
Senior	\$150+	\$215+				

Extra tournament fees are not included.

League and Exhibition Games

All league schedules are generated by the South Okanagan Sport Athletic Association and as such are not in the control of the school. Teams are expected to fulfill all league obligations. The school is fined a significant amount and may face sanctions on future teams for teams that do not meet league/playoff obligations. If you would like to attempt to reschedule a game, contact the Athletic Director via email as soon as possible to start the process; the more time given the more likely a change in date or time will be achieved. Any and all exhibition games must be approved by the Athletic Director. Please note that adding exhibition games may result in additional costs to the players/team.

Athletic Director

Athletic Director Responsibilities:

- Create weekly practice schedules.
- Distribute league schedules and tournament schedules.
- Help coordinate transport of teams to out of town games and tournaments.
- Arrange for all main officials for games and tournaments.
- Provide and maintain equipment.
- Coordinate coaches for season.
- Collect and report all game (only home games) results to the Zone Commissioners.
- Assist with booking all home and away tournaments.
- Provide and check medical kits.
- Take care of player registration.
- Appeal new players.
- Approve of all volunteer coaches, school coaches, assistant coaches and managers.
- Organize year end awards ceremony.
- Make sure coaches have completed a Criminal Record Check and signed the Coach's Code of Conduct.

Team Equipment/Attire

Team balls and equipment will be stored in the closet outside the gym. Please make sure all balls are returned to this cabinet after practice. No team balls are to be placed in the gym storage room. Further, please do not use the game balls (located in the gym office) for practice sessions.

If you require any equipment or have issues with uniforms, please contact the Athletic Director. Any purchase not authorized by the school will be the coach's responsibility. If you wish to order clothing for your team, please contact the Athletic Director.

Officials and Facilities

The athletic director will arrange for all main officials. All minor officials are the responsibility of the coach. In the case of volleyball and basketball, the Athletic Director will facilitate arrangements between the teams to provide all minor officials (score keepers and lines people). In the case of soccer, the coach is responsible for providing lines people.

If a coach wishes to open the gym at a time other than the established practice times, please contact the Athletic Director to book the gym. The fields are only lined by the School District once at the start of the year and before any tournament. Soccer teams are required to maintain field lines, please contact the school to arrange access to the lining equipment.

Tournaments

As coaches have varying commitments, the school leaves the scheduling of all tournaments to the coach. Communication (preferably electronic) between coaches and the Athletic Director is imperative to ensure tournaments are approved before committing.

Away Tournaments

Coaches must communicate to the Athletic Director the number of away tournaments they are considering for the upcoming season. The coach is responsible for locating available tournaments that work with their individual

schedules. Once the coach has located an open tournament, they need to send an email to the Athletic Director for approval.

Once approved it is up to the coach to confirm attendance with the host school. Further the coach should contact Ms. Grob at Osoyoos Secondary with the arrangements the coaches have made for hotel and entry fee payments.

Home Tournaments

Coaches who wish to host a home tournament need to contact the Athletic Director to confirm a date and make arrangements (trophies, concession, score keepers, shirts etc.). The sooner a date is selected, the better the odds that enough teams will be located. Please understand that the coach or approved adult must be in attendance for the duration of the tournament and that arrangements will need to be made to have a staff member open/close the building on weekends.

Permission Forms and Parent Meeting

At the start of the season all teams will be provided with medical/permission form. This form along with the athletic fee must be returned to the office prior to the first game. The school has a policy that no player should be denied participation based on financial resources. If you have concerns about a player's ability to pay the athletic fee, please contact the administration or Athletic Director.

Any time you are planning an overnight trip, there must be a parent meeting. Participation in overnight trips requires the parents to sign a permission form in the presence of the coach or a school employee. This permission form requires the coach to list all tournament dates, location and hotel arrangements.

Coaches should also consider holding a parent meeting at the beginning of the season to discuss the season, coaching philosophy, expectations, schedules and tournament plans.

Transportation

The school will reserve a school minibus for transportation of your team to league and tournament games. The school encourages all coaches to acquire a class 4 license, so they are able to drive the minibus. In most cases the school will reimburse the coach for the application and license costs (please contact the administration prior to application). Please note that all drivers must be approved by an administrator and instructed on the use of the school minibus prior to departure. If you require assistance with finding drivers, please contact the Athletic Director at the start of the season.

If a minibus or driver is not available, the coach needs to arrange for parent drivers. All parents that are driving students will need to complete a conveyance form (see office staff). The transportation arrangements for every team must be communicated at the start of their season.

Mini-Bus:

If using the mini-bus please ensure you have filled out the driver forms in the office and submitted a copy of your drivers license. Students must wear seat belts when travelling. We do not allow passengers on bus trips. Only players, coaches and managers are allowed to travel. The bus should always be full of fuel when you leave the school and returned with a full tank. School credit cards are available for purchasing fuel. It is also important that the bus be returned clean and free of garbage.

Volunteer Drivers:

Volunteer drivers must fill out a 'Conveyance' form in the office prior to transporting students. Students should not be transporting themselves to games.

***Students must return home from a game the same way they arrived unless arrangements were made prior to departure or the parent is present at the game to give permission. ***

**STUDENTS ARE NOT ALLOWED TO DRIVE THEMSELVES TO
GAMES/TOURNAMENTS**

Post-Season:

When your season is over, please collect uniforms and return to Athletic Director (students who do not return uniform will be charged \$100 per piece not returned). Please return keys to the office. You will choose MVP, Most Improved, Most Inspirational etc and inform the Athletic Director.