

Welcome & thank you for volunteering to coach at ESDH.

In order to making coaching as smooth as possible you will have a staff advisor who will take care of many of the administrative responsibilities, such as:

* Send out practice and game reminders to players
* Book gym or fields for practices and games
* Be your contact for any player issues you encounter
* Help students arrange drives
* Collect forms and fees

Your staff advisor is: ­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Cell: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If you can’t reach your staff advisor or if you have any sport specific questions around rules, equipment etc, please contact Heather Wilson at **902-817-8951**

Jen Murray is ESDH’s principal and she can be contacted at **902-220-6030** in case of emergencies

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This folder contains documents for you to review surrounding requirements of HRCE and volunteer coaches.

Before a volunteer coach can meet with students they must provide copies of the following documentation to Heather Wilson either in person or by email [heather.wilson@hrce.ca](mailto:heather.wilson@hrce.ca) or fax at 902-889-4037. Please advise if the school already has a copy of this certification.

1. Child Abuse Registry
2. Criminal Records Check
3. Student Confidentiality Agreement (in package)
4. J Form for transportation of students (in package)
5. Completion of KTSISS course under the coaching tab on the NSSAF coaching website.
   1. When you complete this course (only about 15 minutes) they will send you an email which you can forward to [heather.wilson@hrce.ca](mailto:heather.wilson@hrce.ca)
6. Head coaches must also complete Making Headway in Sports – concussion protocol. This course is available at nssaf.ca under the coaching tab. Once you complete the course you can login to your account on coaches.ca to print the transcript.

Teachers who also coaches a team you will be able to submit your kms to travel to games.

Staff Advisor Duties:

* Set up a system for reminders about practices and games. Remind.com does not work for Rogers customers
* Book gym and field using online booking system skedda.com
* Attend a game or two and take pics of all players in action and then share them to the athletics files on Google Drive
* Be the contact for coaches
* Help students arrange drives
* Update calendar in lobby with games and practices

Athletic Director Duties:

* Oversee gym and field bookings
* Collect money and forms and deal with uniforms (Kim Gaetz for money and forms)
* Ensure coaches have completed required courses and docs have been submitted
* Provide coach with student contact info, injury protocol and first aid kit
* Arrange score keepers
* Deal with students who are not in good standing
* Book & plan any away trips & Arrange covers – through VP
* Arrange student transportation if they need to leave before the end of the day