

Coaches/Supervisors Meeting

1. Practices

- Practice/extra-curricular gym sign-up will be determined at coaches/supervisors meetings held regularly throughout the year
- Schedule will be posted in the staff room (if any info changes, it is your responsibility to notify Cheryl to update master copy)
- Practices should only be cancelled in extreme emergencies and coaches must contact each parent/guardian in advance
- No spectators or siblings are allowed during tryouts or practices
- Older siblings can take younger sibling home first and then return for practice
- Parents must make alternate arrangements for younger siblings (waiting in the office for 30 minutes after school is NOT an alternate arrangement; the older sibling will be called out of practice to take younger one home)
- Students are not permitted in the gym or change rooms until the coaches arrive
- Coaches are expected to ensure all students are dismissed/picked up at the end of each practice/event

2. Forms

- All permission forms must be approved by the office before being sent home
- Interschool Request to Participate Form is MANDATORY (see attached)
- Permission form for tryout must be returned prior to tryout date (even if tryout is at lunch)
- After student(s) have made the team, permission form for practices (including dates) and the Extra-curricular Event Contract must be signed prior to the first practice.
- If the Event Contract is not signed by the principal, student, parent, teacher(s) and returned, the student is not on the team or allowed to attend practices (see attached)
- All permission forms must be distributed, tracked and collected prior to the date of any Extra-curricular Event

3. Uniforms

- Binder is kept in the seminar room cabinet along with jerseys
- Coaches/supervisors sign out the uniforms and indicate which jersey is assigned to which student
- Coaches sign to verify return of all jerseys
- Coaches are responsible for washing jerseys and return them to school the following day
- Jerseys do NOT go home with players under any circumstances

4. Tournaments/Out of school events

- If there are multiple coaches/supervisors, you need to decide in advance who is going to the tournaments

- If only one coach/supervisor is attending, see Tammy-Lynne for coverage. If both coaches/supervisors are going, both classes get dispersed (one upstairs, one downstairs)
- Please keep in mind that the 'host teachers' appreciate notice if they are taking your kids for the day. Be mindful of large class sizes or students with high needs
- Manifest of students attending tournament is required from each coach
- A copy of manifest must be left with Cheryl in the office
- Teachers must distribute dispersal list one day prior to event and leave one master copy in the office
- If your class is being dispersed, it is your responsibility to ask someone to take attendance the day of the tournament in your home room, then disperse the students
- Coaches/supervisors must ensure yard duty is covered
- Any monies collected must be submitted in advance
- Submit a cheque request form to Cheryl a week in advance if necessary
- Parents who are driving students must complete Authorization to Transport Students-Volunteer Drivers (see attached)
- Students must complete the Parental/Guardian Permission to Transport Elementary Students in a Private and/or Commercial Vehicle Form
- DPCDSB PED policy must be followed at event
- Teachers must ensure all students with allergies/medical conditions have their medication on them