

SCHOOL SPORTS

Information for Community Coaches and Parent Volunteers

Sport : _____

School : _____ Season of play (dates) : _____

	Email	Phone
Sponsor teacher :	_____	_____
Coach(es) :	_____	_____
	_____	_____
Parent(s) Contact	_____ , _____	_____
Info :	_____	_____

Dear Parents, Community Volunteers and School Staff

The following check list is a tool for those who want to engage with school teams but may not have the time or skills to coach and are not sure how they can assist. We would love your input, and have devised a list of possible jobs that will contribute to a positive experience for all (especially the students!!)

We ask you to keep in mind that our coaches are all volunteers. Some are teachers from the school and some are from the community. It is a big commitment to coach and Coaches need help in the management to make things happen. This is where parents will need to help out.

The Coach or Teacher Sponsor will organize a parent meeting following one of the initial practices. At this meeting the coach will have a list of jobs which parents may be asked to do. (Please see attached Job Sharing check list for coaches, parents and school sponsors)

Complete this check list with names and dates, to distribute duties, and... check it often!

Thank you for offering your time and expertise to give back to your community!
Good Luck and have fun

Job sharing for School Sport Teams

	Sponsor	Coach	Parents
Coach must have a criminal record check and community coach must complete application form		◆	
Help players and parents be aware of try out dates and times by posting posters, putting it on the website, making school announcements, posting it in the newsletter.			
Create a a monthly poster with all the sports and when the try outs will be.			
Plan schedule for tryouts, practices, games and/or tournaments			
Plan and run practices each week			
Start by holding a parent meeting. It is best to hold it after a practice. Allow 30 minutes as it will also be a meet and greet. Pass out your list of small jobs to engage parents and share the load.			
Attend Pre-Season Commission meeting for updates on all league rules and to meet other league coaches			
Collect Permission forms and player and parent email addresses and create a team list. Make sure the students fill this information out clearly.			
(If applicable) Distribute information sheets on athletic fees, create a list of players so you can account for who has paid, collect and submit funds to the Athletic Director.			
Organize team uniforms. Obtain, and distribute			
Communicate schedule information . Be sure all players/parents have a copy by email and a hard copy.			
Let students know about schedule and results info that is available on line : www.sd61.bc.ca/athleticassoc			
Organize permission slips for early dismissals., as required. You may email team announcements to _____ at the school reception desk			
Report scores to Commissioner after games(for « Competitive » Leagues only).			
For Home Games , get gym set up on time (including benches, seats for spectators etc) and obtain referees (if required). Organize any minor officials needed such as line persons, score keepers,			

Confirm time and location of away games. Phone the host school.(contact list is provided)			
Organize drivers for away games.			
(If applicable) Organize away tournaments/competitions/ meets etc. Plan dates, payment to the host school, hotel, rides and parent chaperone (be sure male teams have male chaperones and female teams have female chaperones).			
Remind players to wear shirts and ties on game day.			
Organize the team photo if you want it to be in the year book. As well, it is ideal for the yearbook committee to have several photos of the team from which they will create a display.Submit them to the yearbook coordinator.			
Each team is given a budget. This will need to be managed.			
Collect, wash and return a full set of Uniforms to school.			
Bonus---Organize wrap up party lots of fun for parents, coaches and players			
EXTRA			
Write an article for the local sports page about any outstanding accomplishments that are newsworthy. Include date, sport, where, and what and email to sports editors promptly after event.			
Host a tournament- book the date and facility, invite other teams, decide on format, recruit officials, figure out costs, collect and submit cheques. Any parent can do this.			
Organize fundraiser if necessary.			
** - Your school may have a turn to run the Commission.. help to do this additional leadership function is available from the Athletic Coordinator's office.			
Network other opportunities for skill development in the community and email this information to the team. eg. UVIC, Camosun, SIVA, Passion sports offer excellent opportunities for skill development at camps. Organize for the team to attend a College/University game showcasing their sport. This is great for team building.			
Learn how to officiate- score keep, time keep or do what ever your sport needs regarding officiating. Or arrange for workshops to help others in your school community to become involved.			
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