**Guildford Park Athletic Department – Coaching Information**

Thank you for taking on the commitment of coaching/sponsoring a team at Guildford Park. In order for our seasons to run smoothly, there are some procedures and paper work that we need to outline. Please look over the following pages and consider the check list below to help keep your team organized.

* **TEAM ROSTER** – Please complete the “Player Registration Form” and return it to Ken Strain before the start of your season. All registrations will be completed online, so it is imperative that I receive rosters early so that your team and players are eligible for competition
* **FEES** – The **$60.00 Athletic Fee** must be collected BEFORE the start of the season. Please submit all fees to Paige Hornak. Make sure that you indicate on your deposit slip that your deposit is a collection of Athletic Fees for your particular sport and level.
* **UNIFORMS** – Please keep track of these. Included in this package is an **“Athletic Uniforms and Fees List”** to help organize. Remember to collect a separate **Uniform Deposit of $100.00.** Keep this deposit in a safe place, do not submit the Uniform Deposit. Uniforms are worn for game situations only. Please collect the uniforms and return the deposits at the end of the season. Players that do not return their uniforms will be charged the $100.00 deposit for replacement.
* **TOURNAMENT FEES** – Feel free to enter tournaments. Fill out a “Cheque Request” form and have me sign it before submitting it to Paige.
* **EQUIPMENT** – Please let me know of any equipment requests or concerns as soon as possible. Please be responsible for all equipment that your team uses and return it to the equipment room after practices and games. Count balls out and in.
* **PLAYER REGISTRATION FORMS** – Included is a student registration package. Please print the registration pages and handout to your athletes. Have the athletes take the package home and to be filled out and signed by parents/guardians. Included in the athlete’s package is: **Athlete’s Handbook,/Code of Conduct (Including medical in, SSSAA Player Participation Request Form, BC School Sports Code of Conduct and BC School Sports Release of Information Form.** Please collect completed booklets and keep them on file for the duration of the school year.
* **PLAYER EVALUATION FORM** – Please complete and return this form along with two award winners at the end of the season. The two awards will be presented at the annual Athletic Banquet in June.
* **TRANSPORTATION -** Transportation to games is largely done by taxi or volunteer teachers. This, however, is often not adequate to cover all transportation needs. Parent help is very much appreciated. If you can help with transportation, please let your athlete’s coach know and they will get you to fill out a volunteer driver form. Please be advised that your son/daughter will be transported to and from games/events by teacher and parent volunteer drivers, taxis, and occasionally buses. Senior teams (grade 11 and 12) often play later in the evening. Coaches will inform their senior athletes when they are expected to arrive at evening games and athletes will be responsible for getting themselves to and from those games themselves. If a senior student can not transport themselves to the game they will need to co-ordinate a ride with their coach.

**GUILDFORD PARK ATHLETIC’S PLAYER REGISTRATION FORM**

Please complete and return this form to your Athletic Director prior to the commencement of your season.

**SPORT:\_\_\_\_\_\_\_\_\_\_\_\_\_ GRADE:\_\_\_\_\_\_ GENDER:\_\_\_\_\_\_\_\_\_\_**

**COACH:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ TEACHER SPONSOR:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| **Player’s Name** | **Gender** | **Birth Date (day-mo-year)** | **Current Grade** | **Name of the previous school attended, if different from GP, within last 12 months** | **Grade 8 entry date (mo-year)** |
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**GUILDFORD PARK ATHLETICS UNIFORM AND FEES LIST**

SPORT:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ GRADE:\_\_\_\_\_\_\_\_ GENDER:\_\_\_\_\_\_\_\_

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| --- | --- | --- | --- | --- | --- | --- |
| **PLAYER’S NAME** | **Home Jersey #** | **Home Shorts #** | **Away Jersey #** | **Away Shorts #** | **$60 Athletic Fee** | **$100 Uniform Deposit** |
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**PLAYER EVALUATION**

SPORT:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ GRADE:\_\_\_\_\_\_\_\_\_ GENDER:\_\_\_\_\_\_\_\_\_\_\_

Students earn athletic points by participating on school teams. The student’s contribution to each team is evaluated on a scale of 0-10. The following awards will be presented annually:

* Bronze Medal – Presented to a student who has 25 or more points.
* Sliver Medal – Presented to a student who has 50 or more points.
* Gold Medal – Presented to a student who has 75 or more points.
* 100 Point Club – Presented to a student who has 100 or more points.

**Please rank each player’s contribution level based on the following criteria**:

**0 – 2 = MINIMAL**

**3 =POOR**

**4 = FAIR**

**5 = AVERAGE**

**6 = GOOD**

**7 = VERY GOOD**

**8 – 9 = EXCELLENT**

**10 = EXCEPTIONAL**

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| **PLAYER’S NAME** | **GRADE** | **EVALUATION 3-10** |
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**AWARD WINNER’S**

These are your two award winners that will be receiving their award at the **Athletic Banquet in June.** Please include a few lines of what you would like the MC to say about them when they receive the award. Each team receives 2 awards.

Award # 1: (ie. MVP – Jason Smith)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Award # 2: (ie. Unsung Hero – Kate Jones)

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# ANNUAL VOLUNTEER DRIVER REGISTRATION

Secondary School

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| Driver Name: |  | | | | | | | |
| Address: |  | | | | | | | |
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| Contact #: | Home: |  | | | | Cell: | |  |
| **\*Please ensure the information in the section below is verified by a school staff member** | | | | | | | | |
| BC Driver’s License #: | Staff Initials: | | | | | | | |
| BC Vehicle License Plate #: | Staff Initials: | | | | | | | |
| Insurance Documents: | (please show to staff for verification of license plate) Staff Initials: | | | | | | | |
| Driver is: | Parent | | Staff | | Student | | Other: | |
|  | | | | | | | | |
| Vehicle Owner: | Driver | | | Other: | | | | |
| Vehicle Owner Address: | As Above | | | Other: | | | | |
| Vehicle Make/Model/Year: |  | | | | | | | |
| Max. # of Passengers: | (excluding the driver) | | | | | | | |

DRIVER’S STATEMENT: I agree to:

* Keep the safety of students as the highest priority;
* Follow instructions by the Educator-in-Charge of the field study;
* Provide a safe, roadworthy vehicle licensed in British Columbia;
* Operate the vehicle in a safe manner and as required by law;
* Maintain a zero blood alcohol level while transporting students;
* Provide a non-smoking environment while transporting students;
* Refrain from using a cellular device while transporting students.

Driver’s Signature Date

STUDENT VOLUNTEER DRIVER:

I AUTHORIZE MY SON/DAUGHTER, , TO BE A

Parent/Guardian Signature

Date

PRINCIPAL OR DESIGNATE’S APPROVAL:

Signature Position Date

Form 11150.8 Approved: 2006-04-12; Revised: 2013-04-12 Reference Policy 10313, Regulation 10313.1