

# **HWDSB**

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## **ATHLETICS**

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# **2023-2024**

## **COACHES**

# TRUE SPORT LIVES HERE

## **What is True Sport?**

True Sport is a series of programs and initiatives designed to give people, communities and organizations the means by which to leverage the many benefits of sport from a platform of shared values and principles. True Sport is dedicated to the notion that good sport can make a great difference.

## **Who Is True Sport?**

The Canadian Centre for Ethics in Sport, True Sport Foundation, and the True Sport Secretariat are the early leaders of True Sport. True Sport also has the endorsement of the Federal-Provincial/Territorial Ministers responsible for sport, recreation and fitness.

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## **Principles for Sport**

True Sport teams, clubs, athletes, coaches and teachers commit to these Principles for Sport.

## **Why do the True Sport Principles matter?**

### **They help us build the sport we want!**

The True Sport Principles express an approach to sport that the vast majority of Canadians already believe in and practice. Although widely embraced, these principles often go unspoken. So when they are violated — when people's attitudes and actions threaten healthy and respectful competition — supporters of good sport can be caught off guard, unsure how to stand up for the sport they believe in.

### **The True Sport Principles are a rallying point for True Sport members — they are universal.**

The principles can be brought to life in any sport at any level, from playground to podium. An Olympic rowing squad can embrace these principles with the same sense of pride and purpose as an elementary school, an old-timers' league, or a community hockey arena.

For sport to be truly good and have the opportunity to make the greatest difference, all seven of these principles need to be in play at all times, working in perfect balance with one another.

# HWDSB

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## ATHLETICS

**HWDSB Athletics is a proud member of True Sport**

# TRUE SPORT LIVES HERE

## **Go for It**

Rise to the challenge - always strive for excellence. Discover how good you can be.

## **Play Fair**

Play honestly - obey both the letter and spirit of the rules. Winning is only meaningful when competition is fair.

## **Respect Others**

Show respect for everyone involved in creating your sporting experience, both on and off the field. Win with dignity and lose with grace.

## **Keep it Fun**

Find the joy of sport. Keep a positive attitude both on and off the field.

## **Stay Healthy**

Place physical and mental health above all other considerations - avoid unsafe activities.  
Respect your body and keep in shape.

## **Include Everyone**

Share sport with others. Ensure everyone has a place to play.

## **Give Back**

Find ways to show your appreciation for the community that supports your sport and helps make it possible.

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# **HWDSB**

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## ATHLETICS

**HWDSB Athletics is a proud member of True Sport**

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### HWDSB Athletics - Code Ethics for Coaches

1. It is the coach's responsibility to act in a professional manner and remain cognizant of his/her status as a role model to all student-athletes. **Your role as a coach is an extension of the classroom.** As part of your preparation for the season it is expected that every coach will participate in preseason meetings (or online courses), be familiar with all league rules and regulations and **review** any documentation circulated by HWDSB Athletics which pertain to the chosen sport you are coaching.
2. Coaches will set a good example for your players. Encourage team members to take a leadership role and to act in a way that will enhance the morale of the team. The atmosphere of the team **must** be free from:
  - a. Foul language
  - b. Physical and verbal abuse of players
  - c. Comments relating to ethnic or religious origin, gender identity/expression or sexual orientation to all teammates, coaches, volunteers, officials, classmates and spectators.
  - d. Negative comments and unacceptable venting of frustration (of any kind) directed towards teammates, your opponent, game officials, spectators or school board staff.
  - e. Prior to the start of the season, the coach should establish and communicate clear expectations and consequences
3. Coaches will assist athletes in developing skills, positive attitudes, a sense of sportsmanship and helping achieve athlete's success through maximum effort and dedication. It is important that the coach provides every athlete with the opportunity to reach their best by:
  - a. Recognizing the effort of all - win or lose
  - b. Establishing and communicating a team policy on playing time to players and parents which should consider the philosophy of fair play
  - c. Putting the welfare of the athlete ahead of winning
  - d. Treating your opponent with respect; he/she is not your enemy but an ally without whom the contest cannot take place. Do not embarrass him/her.
  - e. Treating officials with respect and accepting the fact that the decisions of the officials are FINAL
4. School attendance and student effort in the classroom **must** come before team play and/or practice. Encourage sincere effort in all aspects of student life
5. A personal philosophy of coaching should include these objectives:
  - a. to enable each participant to have fun
  - b. To develop self-confidence
  - c. To exhibit a sense of responsibility toward others
  - d. To develop self discipline
  - e. To improve physical skills and fitness levels
6. The team environment must be totally free of smoking, alcohol and drugs
7. It is the coach's responsibility to have knowledge of the rules of the game, to develop the skills of the athletes and to develop and impart strategies necessary to play the game.
8. It is mandatory that prior to the playing season every coach, teaching or nonteaching status completes a statement of intent which indicates an understanding of Hamilton-Wentworth District School Board Policy, Philosophy, Rules & regulations as well as Ethics. This statement will be filed together with the team eligibility list in the Principal's office.
9. Administrative decisions should be accepted with grace and explained to students in a non-biased way. Attempting to circumvent a decision through players or parents is unacceptable.
10. Coaches will adhere and follow all HWDSB board policies & regulations and ensure compliance of Ontario Physical Activity Safety Standards in Education ([safety.ophea.net](http://safety.ophea.net)) which pertain to the sport you are coaching.

The following checklist is a tool to be used by coaches, teachers and phys-ed heads to ensure proper procedure and best practices are being followed when administering an interschool sport sanctioned by HWDSB.

### Pre-season / Planning

- ☐ Meet with administration to review **this checklist** and begin planning for the HWDSB Planning Checklist for Educational Excursions & Athletics ([Link- to sample](#))
- ☐ Distribute / send home student-athlete information form ([Link to sample](#)) – (Contact administrator for a hardcopy of form)
- ☐ Distribute / send home “try out” information letter ([Link- to sample](#))
- ☐ Prior to administration meeting, determine method of transportation for season (bus or cab, volunteer driver, parent excusal or combination)
- ☐ Collection of all forms; return to Phys-Ed Heads/Athletic Contacts and Administrations for signatures (check for signatures)
- ☐ Ensure all volunteer coaches have completed volunteer screening with administration (vulnerable sector screening included)
- ☐ **\*\*IMPORTANT\*\*** Review Ontario Physical Activity Safety Standards in Education (OPASSE) pertaining to sport; work with administration /phys-ed head to ensure school is compliant. [See OPHEA](#) (Follow prompts)
- ☐ Review & begin Coaches Checklist for Concussion Safety & Education ([Link to Checklist](#))

### Tryouts

- ☐ Conduct tryout(s) & Select team
- ☐ Submit roster to administration and attendance
- ☐ Solicit Volunteer Drivers if required or needed

### After Tryouts

- ☐ Meet with administration to review HWDSB Planning Checklist for Educational Excursions & Athletics ([Link- to sample](#))
- ☐ Communicate with Accounts Secretary regarding School Cash Online for any applicable fees
- ☐ Send home Parent/Guardian Information Letter; include schedule with excusal times. ([Link- to sample](#))
- ☐ Provide copy of schedule and team roster to attendance secretary
- ☐ SECONDARY ONLY: Ensure all students on roster have **not** attended another school in last 12 months (*they are considered a transfer student if they have attended another school*)
- ☐ SECONDARY ONLY: Complete OFSAA Eligibility (OFSAA Hub) by deadline date; send to principal, school phys-ed head
- ☐ Ensure volunteer drivers have completed volunteer directive package; check with administration
- ☐ Check with main office on athlete’s media consent – do you have any athletes who have not given consent
- ☐ Attend coaches’ meetings (pre or post season) and complete any online course as organized by HWDSB Athletics
- ☐ Review all coach’s information distributed by HWDSB Athletics - ensure knowledge of rules & regulations for your specific sport
- ☐ Ensure Coaches Checklist for Concussion Safety & Education ([Link to Checklist](#)) is completed

### In Season

- ☐ Establish a documented method of ongoing communication with parent(s) in the event of game changes & excusal times (*eg: e-mail, note home, phone call, text message...etc.*)
- ☐ Alert parent of any game changes / playoff dates
- ☐ SECONDARY: Update OFSAA Eligibility (OFSAA Hub) roster by final submission deadline; send to principal, Phys-ed head and
- ☐ Report game scores in timely manner as per rules & regulations set forth by HWDSB Athletics
- ☐ SECONDARY: Prepare for SOSSA or OFSAA berth and potential travel arrangement (if applicable)

Coaches Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date \_\_\_\_\_

Administrator: \_\_\_\_\_

Signature: \_\_\_\_\_

Date \_\_\_\_\_

# HWDSB

## STUDENT ATHLETE INFORMATION & PERMISSION

The Hamilton-Wentworth District School Board ("HWDSB") requires that every student participating in an interscholastic athletic activity ensure this form is **completed and returned** to the school **prior** to such participation (**including tryouts and practices**).

ALL information requested must be provided. If you are unsure about any of the information requested or if you require further details regarding any aspect of this package, please contact the school directly.

### PART A – INFORMED CONSENT REGARDING ATHLETICS PARTICIPATION

IF THE STUDENT IS UNDER THE AGE OF 18, THIS FORM MUST BE COMPLETED BY THE PARENT/GUARDIAN.

The completed form must be returned to the school by: \_\_\_\_\_ DATE TO RETURN FORM \_\_\_\_\_

Student's Name: \_\_\_\_\_ Full Name \_\_\_\_\_ School: \_\_\_\_\_ School Name \_\_\_\_\_

Activity / Sport:

|          |          |          |          |
|----------|----------|----------|----------|
| _____    | _____    | _____    | _____    |
| Activity | Initials | Activity | Initials |
| _____    | _____    | _____    | _____    |
| Activity | Initials | Activity | Initials |

*Parent/Guardian [or the student if 18 or older] must initial beside each approved activity above.*

(a) **Risk Of Injury:**

I/We understand that :

- Participation in athletic activities involves an inherent risk of injury, including possible serious injury; injury may result from the student athlete's own actions and/or the actions or inactions of others; injury may occur without fault or negligence on the part of any student, HWDSB employee or other person. The risks and possible injuries include but are not limited to the following:

- fractures, sprains, strains;
- trips, falls;
- lacerations;
- head injury (including concussion\*), neck injury, spinal injury;
- exposure to adverse weather conditions;
- injury during vehicular travel.

\* The HWDSB's Concussion Directive and its Protocol on concussions for elementary and secondary students can be obtained from the student's school or may be found online at:

**Elementary:** <http://www.hwdsb.on.ca/elementary/supports/prevention/>

**Secondary:** <http://www.hwdsb.on.ca/secondary/supports/prevention/>

- It is essential for the student's safety that any injury that results in the student experiencing signs or symptoms of concussion be promptly reported to the coach or the school. This is to support the student through the concussion protocol.
- The risk of injury may be reduced by the student abiding by: applicable rules; carefully following instructions and maintaining a level of fitness suitable for the activity.
- The HWDSB does NOT provide accidental death, disability, dismemberment or medical expense insurance on behalf of students. If you wish to obtain insurance, you may purchase coverage through Insure My Kids at 1-800-463-KIDS (5437) or online at [www.insuremykids.com](http://www.insuremykids.com).

(b) **Medical Treatment**

I/We authorize medical treatment in the event of a medical emergency and understand that the contact information we provide will be used to reach us as soon as reasonably possible.

(c) **Code of Conduct**

I/We understand that :

- All sports activities are subject to rules and regulations regarding behavioural expectations for participants; these include the Hamilton-Wentworth Interscholastic Athletic Council's (HWIAC) *Expected Standards of Behaviour*. A violation by a student of such rules, regulations or standards may result in action against the student that may include, if appropriate, suspension from a subsequent game or games or even prohibition from further participation;
- The School's *Code of Conduct* and the HWDSB's *Code of Conduct* apply to students participating in sports activities;
- Neither the HWDSB nor the School shall be responsible for fees or costs incurred by the parent/guardian or student in relation to participation in sports activities (including transportation costs) or for the failure or refusal of a third party to provide refunds in the event of cancellation or withdrawal.

(d) **Publication**

I/We acknowledge that **event results** containing player names and **photographs** may be **published** on HWDSB web sites or in local media.

BY MY/OUR SIGNATURES BELOW, I/WE HEREBY CONFIRM I/WE HAVE READ PART-A ABOVE AND AUTHORIZE THE PARTICIPATION OF \_\_\_\_\_ IN THE ACTIVITY/ ACTIVITIES ABOVE.

(print student's name)

|                                      |                     |               |
|--------------------------------------|---------------------|---------------|
| _____<br>Student Signature           | _____<br>Print Name | _____<br>Date |
| _____<br>Parent / Guardian Signature | _____<br>Print Name | _____<br>Date |

**PART B – INFORMED CONSENT - EARLY EXCUSAL AND TRANSPORTATION**

I/We understand that:

- Authorizing the above student to participate in the sport activity/activities in Part A above also authorizes his/her early excusal from school on the days when such sport activity/activities are scheduled to take place;
- Transportation to and from games which occur in the City of Hamilton is the responsibility of the parent/guardian unless otherwise arranged by the school;
- When the school arranges transportation, it may use volunteer drivers in accordance with the HWDSB's policy regarding such drivers (see <http://www.hwdsb.on.ca/about/policies/>); the games where the school arranges transportation will be denoted clearly on the attached schedule.
- When a student travels to the activity using transportation that has NOT been arranged by the school, **SUCH STUDENT WILL NOT BE UNDER THE SUPERVISION OF THE SCHOOL OR HWDSB EMPLOYEE** during the period between excusal and reporting to his/her coach upon arrival at the activity location as well as after the activity has ended;

BY MY/OUR SIGNATURES BELOW, I/WE HEREBY CONFIRM I/WE HAVE READ PART B ABOVE AND AUTHORIZE THE EARLY EXCUSAL OF \_\_\_\_\_ AND HIS/HER TRAVEL TO AND FROM SPORT ACTIVITIES IN ACCORDANCE WITH PART-B.

|                                      |                     |               |
|--------------------------------------|---------------------|---------------|
| _____<br>Parent / Guardian Signature | _____<br>Print Name | _____<br>Date |
|--------------------------------------|---------------------|---------------|

## **PART C - EMERGENCY / HEALTH INFORMATION**

*This information is collected under the Municipal Freedom of Information and Protection of Privacy Act.*

Student's Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Home Address: \_\_\_\_\_ Phone: \_\_\_\_\_

### **EMERGENCY TELEPHONE NUMBERS:**


Parent's/Guardian's Name: \_\_\_\_\_

#### **First Contact**

Name: \_\_\_\_\_

Home  \_\_\_\_\_

Cell  \_\_\_\_\_


Work  \_\_\_\_\_

#### **Second Contact**

Name: \_\_\_\_\_

Home  \_\_\_\_\_

Cell  \_\_\_\_\_


Work  \_\_\_\_\_

#### **Third Contact**

Name: \_\_\_\_\_

Home  \_\_\_\_\_

Cell  \_\_\_\_\_

Work  \_\_\_\_\_

Family Doctor: \_\_\_\_\_ Telephone: \_\_\_\_\_

### **HEALTH INSURANCE**

Ontario Health Card Number: \_\_\_\_\_ Student Authorization #: \_\_\_\_\_

### **ASTHMA/ALLERGIES:**

(ESL/Visa Student ONLY)

List the type of Asthma: \_\_\_\_\_

List any allergies such as food, insect stings, drugs, etc. Clearly explain symptoms and reactions.

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

Does the student have an Epi Pen? ☐ Yes ☐ No  
Does the student have an asthma inhaler? ☐ Yes ☐ No

**It is the student/parent(s) responsibility to ensure that Epi Pens/Inhalers are functional and readily available**

Are there any other medical conditions that might affect the participation of the student in inter-scholastics?

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

### **MEDICATION:**

Any medication being carried by the student shall be monitored by the school trip supervisor. If the supervisor/teacher is to be responsible for the administration of medication, then the standard form used in Hamilton-Wentworth schools must be completed. (Request for school assistance in health care)

Is the student self-medicating? ☐ Yes ☐ No  
Tetanus shot within the last ten years? ☐ Yes ☐ No

### **CONSENT OF PARENT/GUARDIAN:**

I/We understand that in the event of a medical emergency, while on a trip, medical officials can authorize emergency medical care. This would only apply when a serious condition exists and The Hamilton-Wentworth District School Board and medical officials have been unable to contact the parents/guardians.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

## **PART D – PARTICIPANT’S CODE OF BEHAVIOUR**

**It is mandatory that all coaches take an appropriate amount of time prior to the start of the season to review the HWIAC By-Laws, the Hamilton-Wentworth District School Board Drug Policy and to clarify this code of behaviour with their athletes.**

1. It is a privilege – not a right – to play for an interscholastic team. While there are many advantages, there are also a certain number of responsibilities.
2. It is your duty to promote good sportsmanship between your own teammates, and to appreciate what your opponents do well.
3. Please educate your friends and family as to how to view a contest. Tell them to cheer for you – not malign the other team or the officials.
4. Officials and coaches must be treated with the highest degree of respect. Sport is best when everyone understands that – right or wrong – the word of the official is final. You must remember that often the community forms an opinion of your school based on your actions. You represent your school on the playing field and in the community.
5. Set a good example for your teammates. Encourage team members to act in a way that will enhance the morale of the team. The team must be free from:
  - foul language;
  - physical and verbal abuse of players;
  - comments relating to ethnic or religious origin;
  - negative comments – of any kind – directed towards teammates or your opponent.
6. You are a member of a team. Concern yourself with what is going on in the game. Do not concern yourself with the activities of the spectators. Appreciate the spectator support and cheering, but do not interact with them during the game.
7. Being a team member requires a commitment to your teammates, your coach and your school. You are expected to fulfil this commitment throughout the entire season.
8. A player must be in school the day of the contest in order to be eligible to participate that day.
9. A player must agree to be tobacco/non-prescription drug/alcohol free within the team environment.
10. HWDSB complies with OFSAA (Ontario Federation of School Athletic Associations) transfer policies for interscholastic activities. Every student who has transferred from another school within the previous twelve (12) months is ineligible for competition unless he/she appeals and is deemed eligible under the OFSAA Transfer Policy.

**In the event my actions violate this code of behaviour or the rules of the game, I understand I am subject to disciplinary action specified in the rules of the game and possibly supplemental discipline specified in the constitution of the Hamilton-Wentworth Interscholastic Council. Such supplemental discipline may include, but is not limited to, possible suspension from a subsequent game(s) or suspension and even prohibition from participation in all athletic activities governed by the Council.**

### **STATEMENT OF INTENT**

These signatures confirm an understanding of Hamilton-Wentworth District School Board Policy, Rules/Regulations and Code of Behaviour. In addition, they indicate a commitment, by each individual, to meet Board expectations.

\_\_\_\_\_  
Student

\_\_\_\_\_  
Parent/Guardian

\_\_\_\_\_  
Principal

\_\_\_\_\_  
Phys Ed Head

[illegible]

**Once excused, parents/guardians are responsible for their child's transportation to and from the event**

**Prior to the competition phase of an athletic season, coaches should review the following checklist to assist in concussion safety.**

- **Review with all coaches on team the HWDSB Concussion Procedure**
  - ✓ <https://www.hwdsb.on.ca/wp-content/uploads/2017/11/Concussion-Procedure.pdf>
- **Review Ontario Physical Activity Safety Standards in Education by OPHEA for your sport**
  - ✓ Ontario Physical Activity Safety Standards in Education by OPHEA: <http://safety.ophea.net> (select sport)
- **Review the following documents with the pertinent team staff members**
  - ✓ Parachute Canada: [Concussion Guide for Coaches & Trainers](#)
  - ✓ Parachute Canada: [Concussion Guide for Teachers](#)
  - ✓ Determine an action plan should a team member have a suspected concussion
- **Review the following resources with student-athletes prior to participating in activities**
  - ✓ Recommended material includes:
    - Video: [Dr. Mike Evans: Concussion 101](#)
    - Parachute Canada: [Concussion Guide for Athletes](#)
  - ✓ Log attendance of this session and keep copy on file; provide material or alternate time for students unable to attend sessions
- **Provide information to parents / guardians about HWDSB Concussion Procedure & other concussion resources**
  - ✓ Direct parents to HWDSB website: <https://www.hwdsb.on.ca/secondary/supports/healthy-schools/concussions/>
  - ✓ Parachute Canada: [Concussion Guide for Parents and Caregivers](#)
  - ✓ Parachute Canada: [Concussion Guide for Athletes](#)
- **HWDSB Staff Member (Coach) should carry C2 and C3 forms with them to practices and games**
  - ✓ Find forms available at myhwdsb.on.ca search “concussions” or [here](#)
- **Questions or clarification?**
  - ✓ Follow up with your school’s principal for further direction

### WHAT IS A CONCUSSION?

Concussions are brain injuries caused by excessive, rapid movement of the brain inside the skull. This movement causes damage that changes how brain cells function, leading to symptoms that can be physical (headaches, dizziness), cognitive (problems remembering or concentrating), or emotional (feeling depressed). A concussion can result from a blow to the head or body in any number of activities including receiving a check in hockey, being in a motor vehicle collision or slipping on an icy sidewalk. It is important for the safety of the individual who is experiencing any signs / symptoms of concussion to be removed from all activity, seek medical attention and inform the school / coach of their condition.

### SIGNS AND SYMPTOMS OF A CONCUSSION YOUR CHILD MAY EXPERIENCE

#### Observed by Athlete

- Headache or “pressure” in head
- Nausea or vomiting
- Balance problems or dizziness
- Double or blurry vision
- Bothered by light
- Bothered by noise
- Feeling sluggish, hazy, foggy, or groggy
- Difficulty paying attention
- Memory problems
- Confusion
- Does not “feel right”

#### Observed by the Parent/Guardian, Coach or Teammate

- Is confused about assignment or position
- Forgets an instruction
- Is unsure of game, score, or opponent
- Moves clumsily
- Answers questions slowly
- Loses consciousness (even briefly)
- Shows behaviour or personality changes
- Can’t recall events after hit or fall
- Appears dazed or stunned

### WHAT TO DO IF SIGNS / SYMPTOMS OF A CONCUSSION ARE PRESENT

#### Athlete

- TELL YOUR COACH IMMEDIATELY
- Inform parents
- Seek medical attention
- Give yourself time to recover

#### Parent/Guardian

- Seek medical attention
- Keep your child out of play
- Follow return to play guidelines
- Address academic needs

### WHERE CAN I FIND MORE INFORMATION?

- Concussions Information from HWDSB: <https://www.hwdsb.on.ca/secondary/supports/healthy-schools/concussions/>
- Parachute Canada: [Concussion Guide for Parents and Caregivers](#)
- Parachute Canada: [Concussion Guide for Athletes](#)
- Video: [Dr. Mike Evans: Concussion 101](#)
- Ontario Physical Activity Safety Standards in Education by OPHEA: <http://safety.ophea.net>

### RETURN TO PLAY

- Do not attempt to return to play until receiving medical clearance
- Request a “Return to Play Form” from school
- Follow the return to play protocol and carefully monitor the health of the athlete

## SAMPLE LETTER TO PARENT / GUARDIAN

### INSTRUCTIONS

Place on school letterhead; include all pertinent information regarding your sport as well as the following information:

- Schedule (put on an additional page for parents to keep)
- Individual Fees
- Tournament Fees
- Equity policy for school
- Sample text below

-----REMOVE ABOVE-----

Dear Parent/Guardian

This letter is to inform you that your son/daughter has been selected as a member of the <insert team> at <insert High School> this year. As such, and in accordance with the Student Athlete Information and Permission, and the Parent Guardian Information for Interschool Athletics forms you signed prior to the tryouts, they are expected to represent the school in the proper manner. The team schedule is listed below with excusal times and unless indicated, parents will be responsible for arranging transportation to the team activities.

<Provide Schedule on a separate page or use Sport Schedule & Student Excusal Template>

Date: School vs School at \_\_\_\_\_ School Excusal at \_\_\_\_\_  
School vs School at \_\_\_\_\_ School Excusal at \_\_\_\_\_  
School vs School at \_\_\_\_\_ School Excusal at \_\_\_\_\_  
Tournament at \_\_\_\_\_  
Dates \_\_\_\_\_  
Game times with potential playoff as known

Etc.

You can also refer to the board Athletics web site at <http://www.hwdsb.on.ca/athletics/> to view the schedule and results.

This year we will be participating in \_\_\_\_\_ tournaments. The cost of these is \_\_\_\_\_ total which translates to \_\_\_\_\_ per student athlete. These fees are in addition to the standard athletic fee (banquet and equipment use/maintenance fee) of \_\_\_\_\_. Finally, uniforms and team gear costs may also apply, with those costs being shared prior to ordering. We would encourage all parents to use School Cash Online in order to pay your student's athletic fees. If you are not already signed up, please email [parenthelp@schoolcashionline.com](mailto:parenthelp@schoolcashionline.com) or call 1 866 961-1803 for assistance. Please note that in accordance with the HWDSB equity policy, students are not to be refused the opportunity to play due to financial challenges. Please contact the school administration to discuss your situation as you see fit.

Should you have questions, please contact me through the school at <insert School Phone #> and <ext> or <insert board email address>

Sincerely

Coach/Teacher

# SAMPLE TRY OUT LETTER

## INSTRUCTIONS

Place on school letterhead; include all pertinent information regarding your sport as well as the following information:

- communicate to parents if tryouts are off site and that transportation may not be provided
- Student Athlete Information & Permission must be completed and signed before first tryout

----- REMOVE ABOVE-----

Dear Parent/ Guardian

Your son/daughter has expressed an interest in trying out for the <insert sport> team at <insert School>. In order to do this, the attached Student Athlete Information & Permission form **must** be completed, signed and returned to the school prior to the first try out. This form includes Medical information for your son/daughter in the event of an injury, permission to play, and a section of excusal of students for scheduled team activities.

The tryout schedule is as follows:

First Tryout – date, time/ duration, location (if off site)

Second Tryout – date, time/ duration, location (if off site)

Final Tryout - date, time/ duration, location (if off site)

Transportation to the tryout (**offsite only**) is the responsibility of the parents and the cost to each student is <insert cost> which is required to cover the cost of the facility rental.

Should your son/daughter be successful in making the team, another letter will follow and it will contain information regarding practices, games, tournaments, potential playoff games and a cost breakdown for the season. It will also contain the board's athletic website info and a method to contact the coaches through the school.

Sincerely,

Coach Teacher

# ATHLETIC DIRECTORS, COACHES, TEACHERS AND OTHER SUPERVISORS



School administrators, educators, school staff, students, parents/guardians, and school volunteers all have important roles to play when it comes to concussion in schools. Read on to learn more about the role of athletic directors, coaches, teachers, and other supervisors.

## Your role to **Create Awareness**

- ▶ Ensure you can access the school's concussion protocol
- ▶ Know Red Flag and other signs and symptoms of concussion
- ▶ Know your school's Emergency Action Plan and Red Flag Procedure
- ▶ Promote and monitor physical activity safety initiatives for staff and students
- ▶ Understand the impact a concussion has on a student's ability to function in the school setting
- ▶ Understand the dangers if a student returns to physical activity before they are ready
- ▶ Know and understand the Return to School (RTS) and Return to Physical Activity (RTPA) Plan stages.
- ▶ Provide in-service to students/athletes
  - Where appropriate, provide students with safety information (e.g., concussion prevention and awareness) specific to the activity, possible risks of the activity and procedures and rules for safe play
  - Educate students on their responsibilities for their own safety and the safety of others around them

## Your role to **Identify and Respond**

- ▶ Know the protocol for responding to the following concussion scenarios: Red Flag, signs and/or symptoms present, and no signs or symptoms present
- ▶ Respond immediately to a student's injury, following the school's protocol
- ▶ Communicate information about the injury to the principal/designate and the student's parents/guardians
- ▶ Complete any forms required by your school's policy

## Your role to **Manage and Support**

- ▶ Work with the student's Collaborative Team to create the student's RTS and RTPA Plan
- ▶ Obtain documented Medical Clearance before moving the student to Stage 5 of the RTPA Plan

## Additional Resources

### Return-to-School Strategy

<http://horizon.parachutecanada.org/en/article/parachutes-return-to-learn-protocol>

### Parachute Concussion Resources

<http://www.parachutecanada.org/concussion>

### Ophea's Ontario Physical Education Safety Guidelines - Concussions

<http://safety.ophea.net/concussions>

# Concussion guide for ATHLETES



Parachute  
Concussion Series

## What is a concussion?

A concussion is a brain injury that cannot be seen on routine X-rays, CT scans, or MRIs. It affects the way you may think and remember things, and can cause a variety of symptoms.

## What are the signs and symptoms of a concussion?

**You do not need to be knocked out (lose consciousness) to have had a concussion.** You might experience one or more of the following:

| Thinking Problems  | How You Might Feel   | Other Problems  |
|--|--|---|
| <ul style="list-style-type: none"><li>• Do not know time, date, place, period of game, opposing team, score of game</li><li>• General confusion</li><li>• Cannot remember things that happened before and after the injury</li><li>• Knocked out</li></ul> | <ul style="list-style-type: none"><li>• Headache</li><li>• Dizziness</li><li>• Feeling dazed</li><li>• Feeling “dinged” or stunned; “having my bell rung”</li><li>• Seeing stars, flashing lights</li><li>• Ringing in the ears</li><li>• Sleepiness</li><li>• Loss of vision</li><li>• Seeing double or blurry vision</li><li>• Stomachache, stomach pain, nausea</li></ul> | <ul style="list-style-type: none"><li>• Poor co-ordination or balance</li><li>• Blank stare/glassy-eyed</li><li>• Vomiting</li><li>• Slurred speech</li><li>• Slow to answer questions or follow directions</li><li>• Easily distracted</li><li>• Poor concentration</li><li>• Strange or inappropriate emotions (i.e., laughing, crying, getting mad easily)</li><li>• Not playing as well</li></ul> |

**Get medical help immediately if you have any “red flag” symptoms** such as neck pain, repeated vomiting, growing confusion, seizures, and weakness or tingling in your arms or legs. These may be signs of a more serious injury.



## What causes a concussion?

Any blow to your head, face or neck, or a blow to your body which causes a sudden jarring of your head may cause a concussion (e.g., a ball to the head, being checked into the boards).

## What should I do if I think I might have a concussion?

**You should stop playing right away.** Continuing to play increases your risk of more severe, longer-lasting concussion symptoms, as well as increases your risk of other injury.

Tell a coach, parent, official, or other responsible person that you are concerned you might have a concussion. You should not be left alone and should be seen by a doctor as soon as possible that day. You should not drive.

If you lose consciousness, an ambulance should be called to take you to a hospital immediately.

Do not return to play the same day.

## What should I do if I think my teammate might have a concussion?

If another athlete tells you about symptoms or if you notice signs they might have a concussion, tell a coach, parent, official or other responsible person. They should not be left alone and should be seen by a doctor as soon as possible that day.

If another athlete is knocked out, an ambulance should be called to take them to a hospital immediately.

## How long will it take to get better?

The signs and symptoms of a concussion usually last for one to four weeks, but may last longer. In some cases, it may take many weeks or months to heal. If you have had a previous concussion, you may take longer to heal.

If your symptoms are persistent (i.e., last longer than four weeks if you're under 18 or last longer than two weeks if you're 18 or older) you should be referred to a healthcare professional who is an expert in the management of concussion.

## How is concussion treated?

After an initial short period of rest (24 to 48 hours), light cognitive and physical activity can begin, as long as these don't worsen your symptoms.

As you're recovering from concussion, you should not do any activities that may make your symptoms worse. This might mean limiting activities such as exercising, driving, and screen time on your phone or other devices. If mental activities (e.g., reading, using the computer) worsen your symptoms, you might have to stay home from school or work.

Recovering from concussion is a process that takes patience. Going back to activities before you are ready is likely to make your symptoms worse, and your recovery may take longer.

## When should I go to the doctor?

Anyone with a possible head injury should be seen by a doctor as soon as possible. If you are diagnosed with a concussion, your doctor should schedule a follow-up visit with you within the next one to two weeks.

You should go back to the doctor immediately if, after being told you have a concussion, you have worsening symptoms, such as:

- being more confused
- headache that is getting worse
- vomiting more than twice
- not waking up
- having any trouble walking
- having a seizure
- strange behaviour

## When can I return to school?

You may find it hard to concentrate in class, may get a worse headache, or feel sick to your stomach. You should stay home from school if being in class makes your symptoms worse. Once you feel better, you can try going back to school part-time to start (i.e., for half days) and if you are OK with that, then you can go back full time.

On average, students with concussion miss one to four days of school. Each concussion is unique, so you may progress at a different rate than other people you know.

The Return-to-School Strategy provides information on the stages of returning to the classroom. Remember, return to school must come before full return to sport.

## When can I return to sport?

It is very important that you do not go back to full participation in sport if you have any concussion signs or symptoms. Return to sport and physical activity must follow a step-wise approach.

In this approach:

- Each stage is at least 24 hours.
- Move on to the next stage when you can tolerate activities without new or worsening symptoms.
- If any symptoms worsen, stop and go back to the previous stage for at least 24 hours.

**Stage 1: After an initial 24 to 48 hours of rest, light cognitive and physical activity** can begin, as long as these don't worsen your symptoms. Start with daily activities like moving around your home and simple chores, such as making your bed.

**Stage 2: Light aerobic activity** such as walking or stationary cycling, for 10 to 15 minutes. Don't do any resistance training or other heavy lifting.

**Stage 3: Individual sport-specific exercise** with no contact for 20 to 30 minutes (e.g., running, throwing). Don't do any resistance training.

**Stage 4: Begin practising with no contact** (no checking, no heading the ball, etc.). Add in more challenging drills. Start to add in resistance training.

**Stage 5: Participate in practice with contact**, once cleared by a doctor.

**Stage 6: Full game play or competition.**

The Return-to-Sport Strategy provides more information on the stages of returning to sport.

## Never return to sport until cleared by a doctor!

Returning to active play before full recovery from concussion puts you at higher risk of sustaining another concussion, with symptoms that may be more severe and last longer.

## Additional Resources

Available at [parachute.ca/concussion](https://parachute.ca/concussion):

- Return-to-School Strategy
- Return-to-Sport Strategy
- Canadian Guideline on Concussion in Sport



## What is a concussion?

A concussion is a brain injury that cannot be seen on routine X-rays, CT scans, or MRIs. It affects the way an athlete may think and remember things, and can cause a variety of symptoms.

## What are the signs and symptoms of a concussion?

**An athlete does not need to be knocked out (lose consciousness) to have had a concussion.** The athlete might experience one or more of the following:

| Thinking Problems  | Athlete's Complaints   | Other Problems  |
|--|--|---|
| <ul style="list-style-type: none"><li>• Does not know time, date, place, period of game, opposing team, score of game</li><li>• General confusion</li><li>• Cannot remember things that happened before and after the injury</li><li>• Knocked out</li></ul> | <ul style="list-style-type: none"><li>• Headache</li><li>• Dizziness</li><li>• Feeling dazed</li><li>• Feeling “dinged” or stunned; “having my bell rung”</li><li>• Seeing stars, flashing lights</li><li>• Ringing in the ears</li><li>• Sleepiness</li><li>• Loss of vision</li><li>• Seeing double or blurry vision</li><li>• Stomachache, stomach pain, nausea</li></ul> | <ul style="list-style-type: none"><li>• Poor co-ordination or balance</li><li>• Blank stare/glassy-eyed</li><li>• Vomiting</li><li>• Slurred speech</li><li>• Slow to answer questions or follow directions</li><li>• Easily distracted</li><li>• Poor concentration</li><li>• Strange or inappropriate emotions (i.e., laughing, crying, getting mad easily)</li><li>• Not playing as well</li></ul> |

**Get medical help immediately if an athlete has any “red flag” symptoms** such as neck pain, repeated vomiting, growing confusion, seizures, and weakness or tingling in their arms or legs. These may be signs of a more serious injury.



## What causes a concussion?

Any blow to the head, face or neck, or a blow to the body which causes a sudden jarring of the head may cause a concussion (e.g., a ball to the head, being checked into the boards).

## What should I do if I think an athlete might have a concussion?

**In all suspected cases of concussion, the athlete should stop playing right away.** Continuing to play increases their risk of more severe, longer-lasting concussion symptoms, as well as increases their risk of other injury.

The Concussion Recognition Tool 5 (CRT5) can be used by anyone to help recognize the signs and symptoms of a possible concussion.

The athlete should not be left alone and should be seen by a doctor as soon as possible that day. They should not drive.

If the athlete loses consciousness, call an ambulance to take them to the hospital right away. Do not move them or remove any equipment such as a helmet.

The athlete should not return to play the same day.

## How long will it take for the athlete to get better?

The signs and symptoms of a concussion usually last for one to four weeks, but may last longer. In some cases, it may take many weeks or months to heal. If the athlete has had a previous concussion, they may take longer to heal.

If the athlete's symptoms are persistent (i.e., last longer than two weeks in adults or longer than four

weeks in youth under 18 years old) they should be referred to a healthcare professional who is an expert in the management of concussion.

## How is concussion treated?

After an initial short period of rest (24 to 48 hours), light cognitive and physical activity can begin, as long as these don't worsen symptoms.

As the athlete is recovering from concussion, they should not do any activities that may make their symptoms worse. This might mean limiting activities such as exercising, driving, and screen time on their phone or other devices.

Recovering from concussion is a process that takes patience. Going back to activities before the athlete is ready is likely to make their symptoms worse, and their recovery may take longer.

## When should the athlete go to the doctor?

Anyone with a possible head injury should be seen by a doctor as soon as possible.

The athlete should go back to the doctor immediately if, after being told they have a concussion, they have worsening symptoms, such as:

- being more confused
- headache that is getting worse
- vomiting more than twice
- not waking up
- having any trouble walking
- having a seizure
- strange behaviour

## When can the athlete return to school?

On average, students with concussion miss one to four days of school. Each concussion is unique, so the athlete may progress at a different rate than others.

The Return-to-School Strategy provides information on the stages of returning to the classroom. **Return to school must come before full return to sport.**

## When can the athlete return to sport?

It is very important that an athlete not go back to full participation in sport if they have any concussion signs or symptoms. Return to sport and physical activity must follow a step-wise approach.

In this approach:

- Each stage is at least 24 hours.
- The athlete moves on to the next stage when they can tolerate activities without new or worsening symptoms.
- If any symptoms worsen, the athlete should stop and go back to the previous stage for at least 24 hours.

**Stage 1: After an initial 24 to 48 hours of rest, light cognitive and physical activity** can begin, as long as these don't worsen symptoms. The athlete can start with daily activities such as moving around the home and simple chores, such as making their bed.

**Stage 2: Light aerobic activity** such as walking or stationary cycling, for 10 to 15 minutes. The athlete shouldn't do any resistance training or other heavy lifting.

**Stage 3: Individual sport-specific exercise** with no contact for 20 to 30 minutes (e.g., running, throwing). The athlete shouldn't do any resistance training.

**Stage 4: Begin practising with no contact** (no checking, no heading the ball, etc.). Add in more challenging drills. Start to add in resistance training.

**Stage 5: Participate in practice with contact**, once cleared by a doctor.

**Stage 6: Full game play or competition.**

The Return-to-Sport Strategy provides more information on the stages of returning to sport.

## An athlete should never return to sport until cleared by a doctor!

Returning before full recovery from concussion puts athletes at higher risk of sustaining another concussion, with symptoms that may be more severe and last longer.

## Additional Resources

Available at [parachute.ca/concussion](https://parachute.ca/concussion):

- Return-to-School Strategy
- Return-to-Sport Strategy
- Canadian Guideline on Concussion in Sport
- Concussion: Baseline Testing
- Making Headway eLearning (Coaching Association of Canada)



## What is a concussion?

A concussion is a brain injury that cannot be seen on routine X-rays, CT scans, or MRIs. It affects the way a child may think and remember things, and can cause a variety of symptoms.

## What are the signs and symptoms of a concussion?

**Your child does not need to be knocked out (lose consciousness) to have had a concussion.** Your child might experience one or more of the following:

| Thinking Problems   | Child's Complaints  | Other Problems   |
|---|---|--|
| <ul style="list-style-type: none"><li>• Does not know time, date, place, details about a recent activity</li><li>• General confusion</li><li>• Cannot remember things that happened before and after the injury</li><li>• Knocked out</li></ul> | <ul style="list-style-type: none"><li>• Headache</li><li>• Dizziness</li><li>• Feels dazed</li><li>• Feels “dinged” or stunned; “having my bell rung”</li><li>• Sees stars, flashing lights</li><li>• Ringing in the ears</li><li>• Sleepiness</li><li>• Loss of vision</li><li>• Sees double or blurry</li><li>• Stomachache, stomach pain, nausea</li></ul> | <ul style="list-style-type: none"><li>• Poor co-ordination or balance</li><li>• Blank stare/glassy-eyed</li><li>• Vomiting</li><li>• Slurred speech</li><li>• Slow to answer questions or follow directions</li><li>• Easily distracted</li><li>• Poor concentration</li><li>• Strange or inappropriate emotions (i.e., laughing, crying, getting mad easily)</li><li>• Not participating well</li></ul> |

It is harder for infants, toddlers, and preschoolers to communicate how they are feeling. If you have a young child, you might notice any of the following: crying more than usual; unsteady walking; lack of interest in favourite toys; changes in nursing, eating or sleeping patterns; or loss of new skills, such as toilet training.

**Get medical help immediately if your child has any “red flag” symptoms** such as neck pain, repeated vomiting, growing confusion, seizures, and weakness or tingling in their arms or legs. These may be signs of a more serious injury.



## What causes a concussion?

Any blow to the head, face or neck, or a blow to the body which causes a sudden jarring of the head may cause a concussion (e.g., a ball to the head, colliding with another person).

## What should I do if I suspect my child has a concussion?

**In all suspected cases of concussion, your child should stop the activity right away.** Continuing increases their risk of more severe, longer-lasting concussion symptoms, as well as increases their risk of other injury.

The Concussion Recognition Tool 5 (CRT5) can be used by anyone to help recognize the signs and symptoms of a possible concussion.

Your child should not be left alone and should be seen by a doctor as soon as possible that day.

If your child loses consciousness, call an ambulance to take them to the hospital right away. Do not move your child or remove any equipment such as a helmet.

Your child should not return to play the same day.

## How long before my child gets better?

The signs and symptoms of a concussion often last for one to four weeks but may last longer. In some cases, children may take many weeks or months to heal. If your child has had a concussion before, they may take longer to heal.

If your child's symptoms are persistent (i.e., last longer than four weeks in youth under 18 years old), they should be referred to a healthcare professional who is an expert in the management of concussion.

## How is concussion treated?

After an initial short period of rest (24 to 48 hours), light cognitive and physical activity can begin, as long as these don't worsen symptoms. A medical doctor, preferably one with experience managing concussions, should be consulted before beginning step-wise Return-to-School and Return-to-Sport Strategies.

As your child is recovering from concussion, they should not do any activities that may make their symptoms worse. This might mean limiting activities such as riding their bike, play wrestling, reading, working on the computer or playing video games.

Recovering from concussion is a process that takes patience. If your child goes back to activities before they are ready, it is likely to make their symptoms worse, and their recovery might take longer.

## When should my child go to the doctor?

Anyone with a possible head injury should be seen by a doctor as soon as possible. If your child is diagnosed with a concussion, the doctor should schedule a follow-up visit within the next one to two weeks.

Take your child back to the doctor immediately if, after being told they have a concussion, they have worsening symptoms, such as:

- being more confused
- headache that is getting worse
- vomiting more than twice
- not waking up
- having any trouble walking
- having a seizure
- strange behaviour

## When can my child return to school?

Your child may find it hard to concentrate in class, may get a worse headache, or feel sick to their stomach. Your child should stay home from school if being in class makes their symptoms worse. Once they feel better, they can try going back to school

part time to start (i.e., for half days) and if they are OK with that, then they can go back full time.

On average, children with concussion miss one to four days of school. Each concussion is unique, so your child may progress at a different rate than others.

The Return-to-School Strategy provides information on the stages of returning to the classroom. Return to school must come before full return to sport.

## When can my child return to sport and physical activity?

It is very important that your child does not go back to full participation in sport if they have any concussion signs or symptoms. Return to sport and physical activity must follow a step-wise approach.

In this approach:

- Each stage is at least 24 hours.
- Your child moves on to the next stage when they can tolerate activities without new or worsening symptoms.
- If any of your child's symptoms worsen, they should stop and go back to the previous stage for at least 24 hours.

**Stage 1: After an initial 24 to 48 hours of rest, light cognitive and physical activity** can begin, as long as these don't worsen symptoms. Your child can start with daily activities such as moving around the home and simple chores, such as making their bed.

**Stage 2: Light aerobic activity** such as walking or stationary cycling, for 10 to 15 minutes. Your child shouldn't do any heavy lifting or resistance training (e.g., bodyweight exercises, weight training).

**Stage 3: Individual physical activity with no risk of contact** for 20 to 30 minutes. Your child can participate in simple, individual activities, such as

going for a walk at recess or shooting a basketball. Your child shouldn't do any resistance training.

**Stage 4: Begin practising with no contact** (no checking, no heading the ball, etc.). Add in longer and more challenging physical activity. Start to add in resistance training (if appropriate for your child).

**Get clearance from a doctor before moving on to Stages 5 and 6.**

**Stage 5: Participate in practice with contact**, if your child plays a contact sport.

**Stage 6: Full game play or competition.**

The Return-to-Sport Strategy provides more information on the stages of returning to sport.

## Your child should not return to sport until cleared by a doctor!

Returning too soon before full recovery from concussion puts your child at higher risk of sustaining another concussion, with symptoms that may be more severe and last longer.

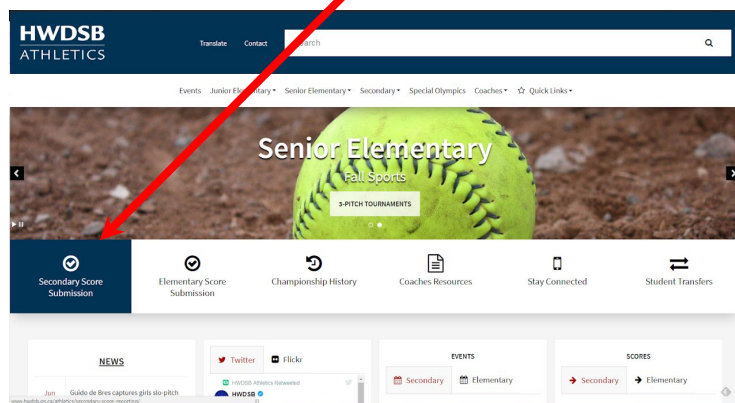
## Additional Resources

Available at [parachute.ca/concussion](https://parachute.ca/concussion):

- Return-to-School Strategy
- Return-to-Sport Strategy
- Canadian Guideline on Concussion in Sport
- Concussion: Baseline Testing

## SCORE & GAME SHEET SUBMISSION (UPLOAD) FOR HWDSB ATHLETICS A COACH'S RESOURCE

1. Go to <http://www.hwdsb.on.ca/athletics>
2. Click Secondary Score Submission on left hand side of screen



3. Enter your **user name** and **password** (please see your Phys Ed Head within your school for this)

Secondary Score Submission

High School Sports Zone Login


Login (follow these instructions (pdf)) using your school account and post scores instantly. High School Sports Zone will update results, tweet your score and update standings instantly. For username & password contact your school's Phys-Ed Head. Having issues trying to login - try this link

**HWDSB ATHLETICS** Coaches - High School Sports Zone Login

Login (follow these instructions) using your school account and post scores instantly. High School Sports Zone will update results, tweet your score and update standings instantly. For username & password contact your school's Phys-Ed Head

User Name:

Password:

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4. **Locate** the game you want to enter a score  
(note current date will always be displayed; however you can update previous scores if need be)

[Enter a Score](#) [Tournaments](#) [Log Out](#)

## Submit Game Score

Select Date:

Click on the game to enter, update, or delete the score.

Need help? Click [here](#) for a video guide to entering a score.

### Varsity Boys Baseball

[Ancaster HS vs. Delta SS Upload Gamesheet](#)

5. **Submit** game score for both teams and include key stats (see sport stat entry for guidelines)

[Enter a Score](#) | [Tournaments](#) | [Log Out](#)

## Submit Game Score

Game date and time: Tue. Aug. 13 at 1:00 PM

[Go Back](#)

| Junior Boys Basketball  |                                  |   |
|---|----------------------------------|---|
| Schools   | Score                            | Key Stats (200 characters max.)   |
| Visitor:<br>Monsignor Doyle CSS   | <input type="text" value="100"/> | <div>Insert key stats HERE<br/>(see sport stat entry for guidelines)</div> <div>REC ✓</div> |
| Home:<br>St. David CSS  | <input type="text" value="100"/> | <div>Insert key stats HERE<br/>(see sport stat entry for guidelines)</div> <div>REC ✓</div> |
| <div>Full Game Report (optional):<br/>Insert any options</div> <div>REC ✓</div> |                                  |   |

[Submit Game Score](#)    Send text and tweet: Yes

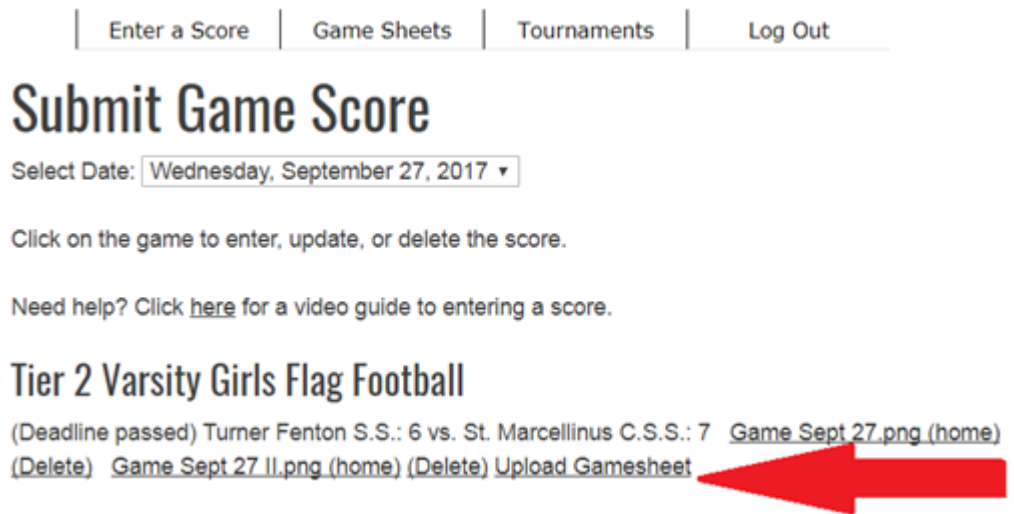
Once complete click "SUBMIT GAME SCORE"; Note 'Send text and tweet' should default to YES. If set to NO – switch dropdown to YES

**Please see Score Entry Style Guidelines for information on how to enter scores.**

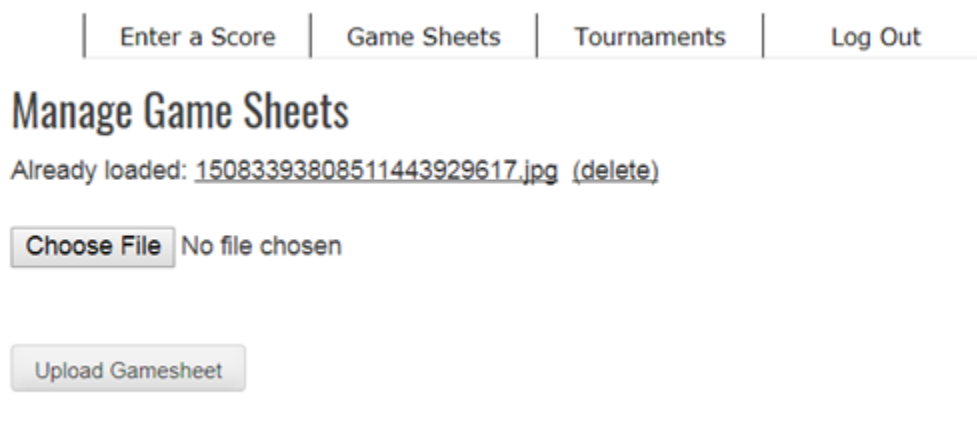
## Game Sheet Upload

If you are a coach of the following sports: **football, hockey & soccer** you are required you upload your game sheet using digitally.

1. Select the game date and then find the game on the specific date that you need to upload and click "Upload Game sheet"



2. Select "Choose File" and locate the game sheet file on your computer. Then click "Upload Gamesheet"



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## Score Entry Style Guidelines

In order to properly communicate to our media partners and fans, HWDSB Athletics asks all schools, athletic directors and coaches to use the following style when submitting scores into district8.ca website

### **INDIVIDUAL SCORE ENTRY GUIDELINES**

- Players must be identified by FIRST and LAST names only
  - *If two players have the same first and last names, please identify using middle initial along with first and last names*
- If player scores once – indicate just first and last name
- If player scores multiple goals/points - indicate in brackets following name (X)
- For sport specific statistics – please see section below

## Basketball

- Enter total points scored and rebounds for top players in game (can be more than one person per team)
  - *Top players should be considered anyone who logs over 10 in a certain category (points or rebounds) or was teams top scorer/rebounder*
- Differentiate each student with a semicolon.
- Acceptable to list just one stat category based on performance (see note below)

Example

| SCHOOL   |            | SCORE | KEY STATS  |
|----------|------------|-------|--|
| Visitor: | Highland   | 50    | Patric McGlynn 17 pts, 15 rebounds; Jacob Gilbert 16 points; Kirolos Milio 10 rebounds |
| Home:    | Southmount | 57    | Tesloth Simon 20pts, 5 rebounds; Nathan Riley 12 pts.                                  |

*Note Milio from Westmount's rebounds were only listed since he scored only a few baskets in this game*

## Field Hockey/Soccer/Water Polo/Hockey

- Enter all goals and shutout only (if applicable)
- Differentiate defensive stats (shutout) with semi-colon

Example game with shutout

| SCHOOL   |           | SCORE | KEY STATS  |
|----------|-----------|-------|--|
| Visitor: | Hill Park | 0     |  |
| Home:    | Barton    | 4     | Tatum Dietrich (3), Katherine MacMillan; Izabella Thompson (Shutout) |

Example game without shutout

| SCHOOL   |           | SCORE | KEY STATS                                   |
|----------|-----------|-------|---|
| Visitor: | Parkside  | 1     | Noah Franklin                               |
| Home:    | Hill Park | 2     | James Wilkinson (2); Elliot Dixon (Shutout) |

## Rugby/Football/

- Enter total points scored by ALL players scoring

Example

| SCHOOL   |            | SCORE | KEY STATS                           |
|----------|------------|-------|-------------------------------------|
| Visitor: | Barton     | 7     | Raven Henry (5) Kelly Stockwell (2) |
| Home:    | Southmount | 15    | Jessie Brush (10) Emma Jada (5)     |

## Volleyball

- List SET SCORES by team only; insert – in between set scores

Example

| Schools                      | Score                          | Key Stats (200 characters max.)   |
|------------------------------|--------------------------------|---|
| Visitor:<br>Great Lakes      | <input type="text" value="1"/> | Set Scores: <input type="text" value="25"/> <input type="text" value="10"/> <input type="text" value="12"/> <input type="text"/> <input type="text"/> |
| Home:<br>Clearwater          | <input type="text" value="2"/> | Set Scores: <input type="text" value="21"/> <input type="text" value="25"/> <input type="text" value="15"/> <input type="text"/> <input type="text"/> |
| Full Game Report (optional): |                                |   |

## Instruction Guide for the OFSAA Hub (Eligibility & Rosters)

### What is the OFSAA Hub

The **OFSAA HUB** is a brand-new system - a modern online platform to serve the athletic needs for secondary schools in Ontario. The **OFSAA HUB** will entirely replace the Athletic Eligibility Listing System (AELS). With many improvements, this new system has been developed using feedback and will address changes to OFSAA policy.

For an online help resource visit: <https://ofsaa.helpsite.com/>

### Who is in the system?

HWDSB Athletics is responsible for adding students to your school's database by importing Grade 9's (in September) or by adding eligible transfer students.

Remember – NOT all students listed may be eligible for competition. There are circumstance where the data in the system may be incorrect. **It is your responsibility to check that each member of your team is not a transfer student (those that have attended another high school in the previous 12 months).**

If you are unsure whether an athlete is eligible or not, please contact Athletics at 905-521-2521 or [athletics@hwdsb.on.ca](mailto:athletics@hwdsb.on.ca).

### Who is NOT in the system?

Transfer students and students that registered at your school after the database was updated in September, along with any individuals who have not coached in the school in the last year. **If a student does not come up in search for registered students, please contact Athletics at 905-521-2521 or [athletics@hwdsb.on.ca](mailto:athletics@hwdsb.on.ca).**

### How Do I Create My Account?

You can't create your own account, you need to have it created by someone who already has access to the system. Speak with your Physical Education Head at your school and they can get you setup. When they do, you'll receive an email with a link to setup your own individual account. Simply click the link and set your password and you'll be ready to go!

**Remember: never share your password with anyone. It's unique to you, and should never be shared with anyone**

**IF YOU NEED HELP AT ANY STAGE OR ARE UNSURE OF A STUDENT-ATHLETE'S ELIGIBILITY, CONTACT YOUR SCHOOL'S PHYS-ED HEAD OR HWDSB ATHLETICS 905-521-2521 or [athletics@hwdsb.on.ca](mailto:athletics@hwdsb.on.ca).**

### How Do I login?

- Go to the OFSAA Hub login page here: <https://ofsaa.athletesystems.ca>
- Enter your email, and your password.
- Click the "Sign in" button.

*Remember: never shared your password with anyone! The old AELS system used shared passwords, and that's no longer the case with the new OFSAA Hub!*

### How Do I Add Student Athletes To My Roster/Eligibility List?

- Login to the OFSAA Sport Hub
- Select the team you want to manage
- Scroll to the bottom of the page, and click the Edit Roster button
- Under the athletes section, start typing an athlete's name (you need to type at least 3 characters)
- Select the athlete you want to add from the dropdown - click add athlete
- Once you have added all your athletes, you can then click any of the fields (position, height, etc) and type in a value. The value is automatically saved on the roster when you hit enter, or click the next box.

**For a Tutorial Video on how to add student-athletes to my roster / eligibility list [Click Here](#)**

### What Do I Do Once I Complete my Roster?

Upon completion of your team's roster you should e-mail the final list to your Physical Education Head and an Administer in your school. Please check with your Physical Education Head for specific school direction.

HWDSB Athletics can access your roster centrally – so there is no need to e-mail a copy of the roster. **HWDSB Athletics reserves the right to review your roster at any time and sanction teams for ineligible players.**