

# SJA Coaches Start Up List

All Coaches should have first read the Sir John A Athletic Policy, this will touch on all of the policies associated with our school athletics.

1. **Athletic Agreement** – This is a contract to be signed by each player and given to the staff advisor, team manager, or Athletic Director. All players' forms should be stored together for the season and should be filled in before the season starts.
2. **Medical Form** – Filled in by each player, and should be taken to each game by the staff advisor, manager, or the coach. Needs to be completed before the season starts.
3. **J Forms** – Need to be signed by any player or coach that will be driving any student to or from an event that is not their own.
4. **Athletic Fees** - This will be agreed upon by the team coaches, managers, and the Athletic Director before the start of the season. It will be different for each team with considerations being given to factors like; length of season, tournaments, cost of fields/arenas, travel for coaches and staff advisors etc. This should be paid before the start of the season.
5. **Budget** – You need to work this out with the Athletic Director before the beginning of the season, to **cover all costs**. The athletic fees will be determined at this point. An electronic copy of this should be submitted to the Athletic Director prior to the start of the season.
6. **Student Fees** - These fees are paid to Sir. John A MacDonald High in September by all students. These must be submitted to homeroom teachers or the main office before a student athlete is able to play any sport.
7. **Motor Carrier Act** - Students are not allowed to drive to games according to the act by themselves, and especially not with another student. If you are leaving the building early, you need to have a list of how each student is getting to the game.
8. **Volunteer Requirements** – Please read over in the SJA Athletics manual to ensure all of this is in place for you and any other adults who are involved with the team. Please contact me if you do not have any of the requirements, so we can get them done.
9. **Official Scorer** – You may/will need to have a person lined up for your home games to take care of this. Usually they will get \$10 - \$20 a game.



10. **SJA Contact List** – It is advised that you have a contact list for your team, most likely all parents email address and student's cell phone numbers. This is so you are able to contact all players easily for sudden changes which may come up.