

## Canterbury Coaches Information

### Getting Started



- 1) Complete the [652A form](#) (Proposal to Principal to Take Students on a Field Trip) and the [976 form](#) (Interschool Sport Consent Form) two weeks prior to first tryout/meeting. Submit 652A and 976 forms for principal approval. See Appendix A & B at bottom of document for examples.
- 2) Email Main Office Administrator (Tanya Rivington) that you have completed these forms.
- 3) Once the 652A form is approved, it will come back to you as a 652B form. This form will require additional detail. Submit 652B form for principal approval. The 652B form submission will come back to you as a 122 form (Consent for Student Participation on a Field Trip).
- 4) The approved links to the 122 and 976 forms are sent to you via email ([example email](#)). In the example email, note the instructions in how to copy the link. Also note the link to access the submitted forms in LaserFiche.
- 5) Set a first meeting/tryout/practice date for your team. Talk to your assistant coaches.
- 6) Put the event on the [CHS Athletics](#) Google Calendar. Ask Athletic Director (John Corrente) for access to edit the calendar.
- 7) Let students know about the team via announcements (email Andrew Blauer & MaryAnne Lewis), bulletin board, calendar, [athletics website](#) (send links to John Corrente).
- 8) At the meeting or before the first tryout, provide students a link to the 976 form (Interschool Sport Consent Form).

You can provide students the link in any of the following ways:

- [Athletics Website](#) (send link to John Corrente)
- Team Google Classroom (created by you)
- Email (from sign-up list)

*Students must submit the 976 form (Interschool Sport Consent Form) before the first team tryout.*

- 9) You must complete the Coaches/Supervisors Concussion Code of Conduct for InterSchool Sports ([OCDSB 973](#)). *\*Note: Concussion forms required once per year and are centrally collected.*
- 10) Have a first tryout/practice! Schedule more tryouts/practices via CHS Athletics Google Calendar.
- 11) Once you have a set team, provide students the link to the 122 form (Consent for Student Participation on a Field Trip). Students must submit the 122 form (Consent for Student Participation on a Field Trip) before attending an out-of-school athletic event.
- 12) Send the team roster to Athletic Director (John Corrente) for entry into OFSAAHub.
- 13) Your convenor will be in touch with you about upcoming events. All team schedules will be posted on [fatdog.ca](#). Click [here](#) for Fatdog scoring information.

## **Fees**

Each team will require a fee for participation. This is to cover costs of transportation, league fees, referee fees, & facility booking fees. Contact Athletic Director (John Corrente) for a decision on team fee. For students who are unable to pay the fee, discuss what they can afford. The Education Foundation will cover uncollected costs. Collect fees before handing out jerseys. Set up [School Cash Online](#) for your team. [School Cash Online Guide](#). Questions? See office staff (Lauren Phillips).

## **Transportation**

Ensure safe student transportation for events. *Neither you nor students can drive students!*

Before school event: Students can be transported to and from the event by their parent/guardian. Permission is required for parents of another student. Sending students from school or back to school via taxi is another option.

During school/after school event: Have a bus or taxi transport a team to an after school game. Contact Athletic Director (John Corrente) to book a bus. Smaller teams can [book a taxi](#). Taxi [slides](#). Coach Absence: When absent for team events, use [ApplyToEducation](#). Put SBD as the reason. Attendance: Email your team roster and absence date/time to the Canterbury Conference and [canterbury.attendance@ocdsb.ca](mailto:canterbury.attendance@ocdsb.ca) 48 hours ahead of the team event.

## **Jerseys**

Jerseys are the responsibility of the coach. See Athletic Director (John Corrente) for jersey access. Have a list of jersey numbers and student names. Collect the jerseys after the last team event (before they leave). Students may be required to pay the replacement cost if lost.

## **First Aid Kit**

Have a first aid kit at each event. Kits are located in PE offices. Check your kit before taking it to the first game. Replenish from phys. ed. offices as needed. Kits should have a [concussion form](#).

## **Participation Policy**

Students are allowed to participate in one team sport and one individual sport per season. Their participation on teams is determined by their participation in academic pursuits. Please collaborate with teachers to help set-up the student-athlete for academic success. Students who are absent from school on the day of an event should not be participating.

## **Respect**

Expect respect from students, fans, other coaches, referees, and parents. Have a discussion with your team about expectations for being a respectful Charger. Use the [NCSSAA Season Start-Up Expectation Checklist](#) for reference. Contact athletic director (John Corrente) if assistance is needed.

## Appendix A - 652A Form Example:

12/12/24, 9:37 PM

Trip Lead Submits Proposal



OTTAWA-CARLETON  
DISTRICT SCHOOL BOARD



Learning



Well-Being



Social  
Responsibility

### OCDSB 652A - PROPOSAL to Principal to Take Students on a Field Trip

For initial approval. If approved, complete OCDSB 652B PLAN to Principal to Take Students on a Field Trip

PR.705.SCO - Field Trips

Complete this form to describe the field trip on which you wish to take students. Upon submission, the principal will approve, deny, or request additional information.

#### Internal Instructions

#### School Information

**School:** \*

Canterbury High School

**School Year:** \*

2024-2025

**Class/Group/Subject Area:** \*

Boys Basketball Team

**Lead Supervisor Email:** \*

john.corrente@ocdsb.ca

If you will not be the Lead Trip Supervisor, please enter the OCDSB email address of the Lead Trip Supervisor.

**Name of Lead Trip Supervisor:** \*

John Corrente

**Lead Supervisor Phone Number:** \*

(613) 731-1191

This number will be shared with parents/guardians on OCDSB 122 - Trip Consent.

#### Additional Supervisors and Contact Info:

Name:

Phone Number:

#### Trip Details

**Is this an international field trip? \***

Yes  No

**Field Trip Activity/Destination:\***

Events taking place in National Capital Region

**Educational Purpose of Trip:\***

(Explain how this is associated with the curriculum)

Sportsmanship & Teamwork

**Transportation Type(s):\***

Bus

Taxi

Parent Drivers as per availability

**Recurring Field Trips:**

This trip will recur on specific dates.  
 This trip will recur throughout the school year.

[Deselect](#)

**First Departure Date and Time:**

12/11/2024

9:00 AM

**First Return Date and Time:**

3/14/2025

9:00 AM

**Final Departure Date and Time:**

12/11/2024

9:00 AM

**Final Return Date and Time:**

3/14/2025

9:00 AM

**Are there any waivers or contracts required for this trip?:\***

Yes  No

**Will a Program Service Provider be involved in this field trip?:\***

Yes  No

**Is overnight accommodation required?:\***

Yes  No

**Is billeting considered?:\***

Yes  No

## Involved Physical Activity

Explain how you meet the most recent Ontario Physical Education Safety Guidelines activity-specific requirements.

**Risk(s) Associated with the Activity:\***

Proper footwear  
First aid kit always available

**Risk Category:\***

- Category 1: Low risk severity/low risk frequency (Principal approval required).
- Category 2A: Lower medium risk severity/low risk frequency (Principal approval required).
- Category 2: Medium risk severity/low risk frequency (Superintendent and Principal approval required).
- Category 3: High risk severity/low risk frequency (School Operations Committee/Superintendent/Principal approval required).

## Finances/Costs

**Is there a cost for students?\***

Yes  No

**Cost Per Student:\***

\$ 120.00

**Payment Due By:\***

2024-12-11

**Alternate Cost arrangements for Students who cannot afford trip:\***

Contact coach coverage of costs.

**Financial Costs:\***

(e.g. cost of transport, a trip guide, extended health coverage for trips out of Ontario)

Transportation, league fees, referee fees

**Cancellation and Refund Policy:\***

As per NCSSAA guidelines

**Other Requirements of Participants:**

(e.g. lunch box, equipment, special clothing, etc.)

## Appendix B - 976 Form Example



OTTAWA-CARLETON  
DISTRICT SCHOOL BOARD



### OCDSB 976: INTER-SCHOOL SPORT CONSENT FORM

Principal Approval

#### Cutoff Date

Parents must submit the form prior to, or on (YYYY-MM-DD):

(The due date should include the actual day of the activity so that late submissions can be made)

2024-12-19

Forms submitted after this date will NOT be accepted.

#### Activity Information



**School\***

Canterbury High School

**School Year**

2024-2025

**Activity:\***

Varsity Boys Basketball

Please refrain from using special characters in folder name !#\$%&()'\*,.-./;=>?@[\]^\_`{|}~

**Activity Risk\***

Higher  Lower

**Lead Trip Coach/Supervisor:**

John Corrente

**Other Coaches/Supervisors**

**The expected practice schedule, including league games, tournaments, and other related activities:**

Practice 1-3x per week, 8 league game + playoffs, 1 tournament

**Team authorities are expected to exercise reasonable precautions to avoid injury. The Ontario Physical Education Safety Guidelines designate:**

Basketball as a lower risk sport.

On submission, you will be emailed the public link for parents to fill in their consent and students' medical information.

If you need to cancel the form, please contact the Client Service Centre (CSC). They can be reached Monday to Friday from 8 AM until 4 PM by phone at 613-596-8273 or email at [csc@ocdsb.ca](mailto:csc@ocdsb.ca).

**"What is my Activity Risk?"** - Find your sport risk level here: [OPHEA Safety Guidelines](#). Find your sport... then select Interschool. If your sport is a high risk sport it will appear in the first line. Otherwise, it is a low risk sport.

**Note:** Even if you have a High Risk Sport in the 976 form, you always need to select 2A (Lower/medium risk severity) for the 652B form.

## Appendix C - 652B Form Example



OTTAWA-CARLETON  
DISTRICT SCHOOL BOARD



Learning



Well-Being



Social  
Responsibility

### OCDSB 652B - PLAN to Principal to Take Students on a Field Trip

For Completion when Principal has Approved: OCDSB 652A - PROPOSAL to Principal to Take Students on a Field Trip

PR.705.SCO - Field Trips

#### Trip Information

##### School Information

**School:** Canterbury High School **School Year:** 2024-2025

**Class/Group/Subject Area:**  
Boys Basketball Team

**Name of Lead Trip Supervisor:** John Corrente **Lead Supervisor Phone Number:** (613) 731-1191

##### Additional Supervisors and Contact Info:

##### Educational Purpose of Trip:\*

(Explain how this is associated with the curriculum)

Sportsmanship & Teamwork

##### Transportation Type(s):\*

Bus  
Taxi  
Parent Drivers as per availability

##### Are volunteers required to drive students?:\*

Yes  No

##### Recurring Field Trips:

This trip will recur on specific dates.  
 This trip will recur throughout the school year.

[Deselect](#)

##### First Departure Date and Time:

12/11/2024  
9:00 AM

##### First Return Date and Time:

3/14/2025  
9:00 AM

##### Final Departure Date and Time:

12/11/2024  
9:00 AM

##### Final Return Date and Time:

3/14/2025  
9:00 AM

**Are there any waivers or contracts required for this trip?:\***

Yes  No

**Please upload the detailed trip itinerary:**

**Will a Program Service Provider be involved in this field trip?:\***

Yes  No

**Is overnight accommodation required?:\***

Yes  No

**Is billeting considered?:\***

Yes  No

## Involved Physical Activity

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Explain how you meet the most recent [Ontario Physical Education Safety Guidelines](#) activity-specific requirements.

**Risk(s) Associated with the Activity:\***

Proper footwear

First aid kit always available

**Risk Category:\***

- Category 1: Low risk severity/low risk frequency.
- Category 2A: Lower medium risk severity/low risk frequency.
- Category 2: Medium risk severity/low risk frequency.
- Category 3: High risk severity/low risk frequency.

**Is this an athletic field trip?:\***

Yes  No

**Please explain in detail how you will mitigate the risk involved:\***

As per OPHEA Basketball guidelines

## Expenditures

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Transportation: \$ 1,440.00

Accommodations: \$

Meals: \$

Rentals: \$

Admission: \$

Other: \$

**Total Expenditures:** \$ 1,440.00

## Revenues

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## Revenues

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**Student Levy:** \$ 1,440.00

**Fundraising:** \$

**District Support:** \$

**Other:** \$

**Total Revenues:** \$ 1,440.00

**Fundraising Plan:**

**Explanation/Comments for Revenues/Expenditures:**

## Regular School Program

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**Coverage Arrangements for Staff on Trip:**

**Program for Students who will Remain in Regular School Program:**

**Arrangements for Students who miss Regular Classes due to Trip Participation:**

## Requirements of Participants

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**Is there a cost for students?\***

Yes  No

**Cost Per Student:\***

\$ 120.00

**Payment Due By:\***

2024-12-11

**Cancellation and Refund Policy:\***

As per NCSSAA guidelines

**Lunch/Snacks:**

**Special Clothing or Equipment:**

**Other requirements:**