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## **YSS School Rep Responsibilities**

YSS Representatives shall:

1. Be YAEP member.
2. Manage school coaches and athletes with support of schools' administration.
3. Ensure YSS Conduct Codes are completed by all coaches and athletes before play.
4. Ensure all coaches have taken Respect in Sport Training
5. Ensure all community coaches have a Criminal Record Check before coaching.
6. Provide a school staff member when hosting a YSS event.
7. Communicate YSS information to all coaches.
8. Prepare necessary set up including minor officials when hosting YSS events.
9. Represent school at YSS meetings.
10. Be the spokesperson for YSS in their school.
11. Provide league and tournament invoices to Team Lead.
12. Report any Joint User issues through proper channels and to Team Lead.
13. Communicate any conduct issues to Team Lead and President

If a school does not choose a YSS representative, then the school administrator assumes the duties of YSS rep.



## Requirements for Coaches

*Note- these requirements must be in place before the 1<sup>st</sup> game.*

1. Code of Conduct Agreement: (all coaches)
  - All coaches, including volunteer coaches, must sign a code of conduct agreement that outlines the expected behavior and ethical standards for coaching.
  - Submit the signed Coach Code of Conduct to the YSS Rep at the school you are coaching for.
  
2. Respect in Sport Online Training:(all coaches) <https://yukon.respectgroupinc.com/secure/>
  - All coaches, including both teachers and community volunteers, must complete the Respect in Sport online training program. Department of Education staff can request a ½ day TOC coverage to do this training.
  - This training helps coaches understand their role in creating a positive and inclusive environment for all participants, and it covers topics such as bullying prevention, ethical coaching practices, and promoting respect among athletes.
  
3. NCCP Number: (all coaches)
  - All coaches must sign up for a NCCP #
  - To register use the link provided and click on "I don't have an NCCP #"
  - <https://thelocker.coach.ca/account/login>
  
4. Vulnerable Sector Check: (volunteer coaches only- Good for 2 years)
  - Community volunteer coaches must undergo a vulnerable sector check before assuming their coaching responsibilities.
  - This check helps ensure the safety and well-being of the students and provides peace of mind for the school and parents.
  
5. Teacher Sponsor for Community Volunteers:
  - If a community volunteer is serving as a coach, they must have a designated teacher sponsor who acts as a point of contact between the volunteer coach and the school administration.

- The teacher sponsor can provide guidance, support, and oversight to the community volunteer, ensuring they understand and comply with school policies and procedures.
6. Community Coach Information Form:
- Submit the completed community coach information form to your YSS Representative.



## Coaching Code of Conduct

Coaches play a critical role in an athlete's personal and athletic development. A coach must understand and respect the inherent power imbalance that exists in this relationship and must be extremely careful not to abuse it. Coaches are role models for the sport and their athletes' behaviors and attitudes reflect this.

Coaches must:

1. Ensure the safety of the athletes with whom they work. Make sure that activities are suitable for the age, experience, ability and fitness level of the athletes and educate athletes in safe practices.
2. Respect each athlete's dignity. Treat everyone fairly, regardless of gender, place of origin, colour, sexual orientation, religion, political belief or economic status.
3. Never advocate or condone the use of drugs or other banned performance enhancing substances. Never provide any athletes with alcohol or any other illegal drugs.
4. Direct comments or criticism at the performance rather than the athlete. Provide feedback in a positive manner.
5. Consistently display high personal standards and project a favourable image of their sport and of coaching. A coach should:
  - Treat other coaches, officials and opponents with respect at all times. Refrain from criticism of others involved in the sport and encourage athletes to do the same.
  - Ensure their athletes uphold both the rules of their sport and the spirit of such rules.
  - Abstain from the use of tobacco while in the presence of athletes. Discourage athletes from using tobacco. Abstain from drinking alcohol when working with athletes. Do not encourage the use of alcohol in conjunction with athletic events or victory celebrations.
  - Refrain from the use of profane, insulting, harassing or offensive language in the conduct of his/her duties.
6. Cooperate with registered medical practitioners in the diagnosis, treatment, and management of athletes' medical and psychological conditions. The athletes' future health and

well being is of primary importance.

7. Cooperate with all athlete's parents or legal guardians, involving them in decisions pertaining to their child's development.

8. Be aware of the academic pressures placed on student athletes. Construct training programs to allow academic success.

9. Ensure that all athletes get instruction, support, and an opportunity to compete

10. Never criticize or use social media to criticize another school team, coach, player, official or YSS.

Coaches who have problems or concerns with other coaches should first discuss them with the other coach, then, may direct them to their YSS representative.

**Please submit this signed contract along with the mandatory Respect in Sport completion certificate available online at <https://yukon.respectgroupinc.com/secure/>**

**to the YSS Team Lead before the start of the season: [Kristen.johnston@Yukon.ca](mailto:Kristen.johnston@Yukon.ca)**

**I have read and understand the above statements and agree to conduct myself in a manner that demonstrates the standards established in this YSS Coaching Code of Conduct.**

Date: \_\_\_\_\_

Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Witness Name: \_\_\_\_\_ Witness' Signature: \_\_\_\_\_

NCCP # \_\_\_\_\_



## Community Coach Information Form

*Name:*

*Address:*

*Email:*

*Date of Birth:*

*Phone Number:*

*NCCP #:*

- Respect in Sport Online Course Completed*
- Criminal Record Check Submitted*
- I confirm that I am not suspended from coaching in Yukon Schools or any other member of School Sport Canada.*

**Coach's Declaration:** I agree to be responsible for the coaching duties as outlined by the school and to make myself aware of the rules and regulations of high school sport as outlined by the Yukon School Sports in their Articles, Bylaws, Codes of Ethics, and other policies. Failure to abide by school and YSS policies could result in disciplinary action by YSS and/or the school.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



## **YSS Coach Responsibilities**

1. First Aid Kit:
  - Coaches should have access to a well-equipped first aid kit during practices and games.
  - They should be knowledgeable about basic first aid procedures and be prepared to provide immediate medical assistance in case of injuries.
2. Emergency Contact Information:
  - Coaches must have up-to-date emergency contact information for all participating students.
  - This information should be readily available in case of emergencies or the need to contact parents or guardians.
3. Observation of Practices and Games:
  - Coaches should be present and actively observe practices and games.
  - By being engaged, they can monitor player performance, ensure fair play, and address any behavioral or safety issues as they arise.
4. School Incident Reports:
  - In case of injuries or accidents during practices or games, coaches should immediately fill out school incident reports, then submit to school admin.
  - These reports are essential for record-keeping and facilitate proper communication with school authorities and parents.
5. Upholding Safe Sport Practices:
  - Coaches must adhere to safe sport practices, prioritize player safety, and provide appropriate training techniques.
  - They should enforce rules that prevent injuries and create a safe environment for all participants.
6. Promotion of Sportsmanship:
  - Coaches should instill values of sportsmanship, fair play, and respect in their athletes.
  - They are role models and should lead by example in demonstrating respectful behavior towards players, officials, and opponents.
7. Skill Development:
  - Coaches are responsible for developing players' skills, both individually and as a team.
  - They should create effective practice plans and provide constructive feedback to help players improve.
8. Positive Team Environment:



- Coaches should foster a positive team environment that encourages teamwork, inclusivity, and camaraderie among players.
9. Adherence to School and YSS Policies:
- Coaches must adhere to the code of conduct, policies, and guidelines.
  - They should ensure that their coaching approach aligns with the school's and Yukon School Sports values and expectations.

Remember, the specific responsibilities and duties of a coach may vary depending on the school and its sports programs. It's important to consult with the school administration and athletic director to understand any additional requirements or guidelines that may be specific to your school.



## **YSS Teacher Sponsor Responsibilities**

1. First Aid Kit:
  - The teacher sponsor should have a well-stocked first aid kit available during practices and games.
  - They should be familiar with basic first aid procedures and be prepared to provide basic medical attention or assistance in case of injuries.
2. Emergency Contact Information:
  - The teacher sponsor should have access to emergency contact information for all participating students.
  - They should ensure that this information is up-to-date and readily available in case of emergencies or if the need to contact parents or guardians arises.
3. Observation of Practices and Games:
  - The teacher sponsor should attend and observe practices and games.
  - By being present, they can monitor the conduct of coaches, athletes, and spectators, ensuring that everyone upholds the values of fair play, sportsmanship, and respectful behavior.
4. School Incident Reports:
  - In the event of injuries or accidents during practices or games, the teacher sponsor should promptly fill out school incident reports.
  - This documentation is essential for record-keeping purposes and helps the school track and address any incidents that occur.
5. Oversight of Volunteer Coaches:
  - The teacher sponsor should provide oversight and support to volunteer coaches.
  - They should ensure that volunteer coaches are following safe sport practices, adhering to the YSS code of conduct, and promoting a positive and inclusive environment for all athletes.
6. School Spirit and Support:
  - The teacher sponsor should actively cheer on and support the school's sports teams.
  - They can attend games, show school spirit, and encourage student-athletes, fostering a sense of pride and community within the school.
  - No sport specific skills are needed!

Remember, the specific responsibilities and duties of a teacher sponsor may vary depending on the school and its sports programs. It's important to consult with the school administration and athletic director to understand any additional requirements or guidelines that may be specific to your school.



## YSS Sports Protest/Complaint Form

### Personal Information:

- **Name:**
- **Contact Information (Email/Phone):**
- **Role:**
- **Team Name:**

### Date of Incident:

### Event:

**Details of the Incident:** Clearly, and as concisely as possible, explain the situation. Cite all pertinent facts. PLEASE PRINT CLEARLY

**Nature of Complaint:** Please select the nature of your complaint/protest:

- **Rules Violation:** Specify the rule(s) allegedly violated.
- **Unsportsmanlike Conduct:** Describe the behavior in question.
- **Misapplication of Rules:** Explain how the rules were misapplied.
- **Other (Please Specify):**

**Resolution Requested:** Please indicate the desired outcome of your complaint/protest:

- **Review of Rule/Ruling**
- **Investigation of Misconduct**
- **Other (Please Specify):**

**Declaration:** I hereby declare that the information provided in this form is accurate and truthful to the best of my knowledge. I understand that false information or misuse of this form may result in consequences as determined by the organization.

**Signature:**

**Date:**

Please submit this form to YSS Team Lead. Our organization will review your complaint/protest and take appropriate actions as necessary. Your concerns are important to us, and we aim to ensure a fair and respectful sports environment for everyone involved.

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## DECISION

Actions taken:

Date:

Team Lead Signature:



### **Athlete Code of Conduct**

1. I will play by the rules of the sport and in the spirit of the game.
2. I will control my temper. I will not swear, act inappropriately, or lay hands on another player, official or teammate in protest.
3. I will treat coaches, teammates, officials and opponents with respect at all times.
4. I will remember that coaches and officials are there to help me and, for the most part, are volunteering their time.
5. I will accept decisions of the coaches and officials.
6. I will do my best to be a true team player.
7. I understand that attending practices is an important part of being committed to a team.
8. I will respect the venues that I play or practice at, follow the rules set out by the facility, and treat them as though they were my own.
9. I will remember that, as an athlete, I am a role model and I am representing my school, my team and my community.
10. I will never criticize, or use social media to criticize, another school team, coach, player or game official, or the YSS

Print Athlete's Name: \_\_\_\_\_ Athlete's Signature: \_\_\_\_\_

### **Media consent**

Yukon School Sports (YSS) activities are public events and open media zones. Photographs or video may be taken of participants. We are not able to control whether or not your child is photographed.

By completing this form, I consent to the use by YSS of photos or videos of my child taken during YSS events by YSS employees, representatives, or authorized media organizations.

Parent/Guardian Name: \_\_\_\_\_ Parent/Guardian Signature: \_\_\_\_\_