

COACHING HANDBOOK

2008-2009



Welcome to another season of varsity athletics for Durham College. Our goal with Varsity Athletics, will be to continue to attract the best staff, coaches and students to our campus with the common focus on excellence for everyone. The vision includes our campus as being Canada's leader in athletics, recreation and wellness programs, combined with top flight athletic facilities. All of which will enrich the overall post secondary experience for our students.

We work tirelessly to deliver a top rated, first class College Varsity Athletic programming which would not be possible without the commitment of all or our coaches. As we continue to build our programs we will surely experience our high points and low points. It is important that we always remember why we do what we do. Providing the student athlete experience and playing apart in developing young men and women in to stronger individuals through sport..

We ask that you take some time to read through this document to ensure that you are familiar with any new changes to the 2008 2009 season for your respective sport and within the department.

Should you ever have any questions please know that our doors are always open. Have a great season!!

The Durham Lords are members of the OCAA (Ontario College Athletic Association) and CCAA (Canadian College Athletic Association)

Please take time to familiarize yourself with our two governing bodies

PRINCIPLES OF THE OCAA

www.ocaa.com

PRINCIPLES OF THE CCAA

www.ccaa.ca

DURHAM COLLEGE RECRUITING POLICIES

RECRUITMENT REGULATIONS

It is considered unethical if another college's coach, Athletic Director or representative contacts an athlete already attending a college unless the athlete initiates the encounter, in which case the athlete's Athletic Director must be informed immediately. In the event of a potential transfer from another institution, it is incumbent on the coach contacted by the student to immediately notify his/her Athletic Director who in turn will inform the Athletic Director of the college in which the student is presently enrolled.

It is considered unethical for an Athletic Director or coach to speak disparagingly of another person or institution in order to persuade an athlete to your institution.

Prospective student-athletes shall not travel with teams and/or inhabit the bench area during competition involving the team of the institution being visited.

It is not permissible for a member of another college/university to invite, or in any way finance a visit of an OCAA student-athlete or his/her family to their campus or elsewhere without permission of the OCAA student-athlete's Athletic Director.

Colleges are not permitted to operate identification/recruitment camps for the purpose of recruiting athletes to non-OCAA institutions, leagues, or associations.

*** NOTE:** UOIT students are no longer eligible to compete for the lords varsity teams associated under the OCAA and CCAA rules and regulations. Grandfathering exemptions have been made for UOIT athletes who were on the official deck list for the 2006 season.

Exceptions are made for any student in the UOIT Bachelor of Science in Nursing program as the program is collaborative with Durham College. Therefore UOIT Nursing students still maintain their eligibility.

RECRUITMENT – HIGH SCHOOL

OFSSA GUIDELINES FOR UNIVERSITY AND COLLEGE COACHES/SCOUTS

ATTENDING OFSSA CHAMPIONSHIPS

OFSSA Championships do provide university and college coaches with an excellent opportunity to see the top high school athletes across the province in action. Many student-athletes participating in these events are indeed interested in pursuing their sport at an institute of higher learning and welcome information about programs at these different schools. To accommodate the needs of both coaches and athletes with the least disturbance to the convener and the Championship, OFSSA has the following guidelines with which it is hoped all college and university coaches will comply.

Guidelines: Please refer to you OCAA Operations Manual.

Employment

Prospective athletes employed by a college in a recognized departmental position are to be paid at a rate not to exceed the standard rate of pay established by the institution for

similar positions.

Prospective athletes employed by the athletic department or departmental staff running private camps or clinics are to be paid at a rate comparable to the rate of pay of other employees of similar experience.

Such employees may not receive housing (free, reduced or subsidized), or any form of travel subsidy in connection with this employment. Housing may only be provided (free, reduced or subsidized) if the camp or clinic involves overnight accommodation for the participants and the employee is directly responsible for supervision as part of the employment contract.

Such employees shall be under a contract which designates their responsibilities and the remuneration to be received, and the contract shall be authorized by the Director of Athletics or designate.

Student-athletes already attending a university shall not be contacted by another university's coach, Athletic Director or representative unless the athlete initiates the encounter, in which case the athlete's Athletic Director shall be informed immediately.

In the case of receiving potential transfers from another college, coaches who are contacted shall immediately notify their Athletic Directors who in turn shall inform the Athletic Director of the college in which the student is currently enrolled.

Alumni

Alumni organizations and individuals who are in any way affiliated with, or involved in the recruiting process shall be governed by the recruiting guidelines of the OCAA.

OCAA members shall pursue an active policy of informing and educating independent alumni of the importance of operating in accordance with the policy.

The onus shall be on each OCAA member to advise any alumni who functions in violation of OCAA and/or CCAA rules and regulations that they jeopardize the participation of their university in interuniversity athletics.

Sanctions for Violations of Recruiting Regulations

please visit www.ocaa.com and www.ccaa.ca for a full description of the penalties for violation of recruiting policies.

EXPECTED CONDUCT OF COACHES AND ATHLETES

- Student-athletes and coaches are required to represent Durham College and UOIT in a mature and responsible manner in all situations. Acting in accordance with the regulations and expectations of Durham College and UOIT as brought forth in the Students Rights and Responsibilities and subsequent code of conduct for students (found in the Student Handbook) and following the OCAA Code of Ethics.
- Coaches/Athletes at Durham College, whether on or off the playing field or courts are representatives of the Intercollegiate athletics as a whole.
- Coaches / Athletes are closely observed in many areas: on the field/court, in the classroom, on the campus, on the road, and in the community. Therefore, as a representative of your team, the Athletic Department and Durham College, your conduct **MUST** be above reproach at all times.
- When engaging in athletic competition, sportsmanship is expected at all times. Coaches / Athletes are expected to control themselves at all times. Profanity, illegal tactics, or loss of physical control is behavior that will not be tolerated.
- Each student-athlete must abide by the standards of the institution (see student handbook) and any additional guidelines set forth by the coaching staff, both on and off campus, in-season and out-of-season for returning athletes.
- The conduct of teams when traveling should be impeccable. Good representation when representing this institution is one of the fundamental reasons for the athletic program.
- When teams are involved in events where overnight accommodations are required, a curfew shall be set by the coaching staff. This curfew shall be strictly enforced. Failure to abide by the set curfew or misconduct while representing the institution will not be tolerated. Also, any incidental charges to rooms will be paid by the athlete before checking out of the hotel.
- Provincial laws prohibit the consumption of alcohol aboard licensed vehicles. Therefore, under **NO** circumstance shall alcohol be present and/or consumed on the team bus, van or any other method of team transportation. The consumption of alcoholic beverages while traveling with the school team is strictly prohibited. Any coach / athlete that break this rule will be immediately dismissed from the team.
- Durham College & UOIT are committed to providing safe transportation for all teams to and from competitions. All student-athletes and coaches, due to strict

liability regulations, MUST travel on the team bus/van. Those individuals on the bus/van MUST return on the bus/van as a team. Any other arrangements MUST be made through the Athletic Department with written approval from the Head Coach and Athletic Director or Coordinator. These forms are available at the Athletic Department office to complete and sign. Please submit form signed at least 24 hours in advance of the trip departure time.

- Spectators, family, children or friends shall NOT be permitted to travel on the team bus or van. There may times when a member of the school paper will request to travel with a team. This will be permitted.
- Recognizing the value of personal appearance and professionalism, student-athletes may be required to conform to a specific standard set forth by his or her coach or by the Athletic Director (i.e. specific travel dress code)
- Acceptable conduct as a student-athlete will include the following desirable characteristics of behavior:
 - a) Dedication and loyalty to the team.
 - b) Play hard, but play fair
 - c) Determined to improve
 - d) Humble in victory, dignified in defeat
 - e) Responsible
 - f) Tolerant of others mistakes
 - g) Respects opponents, officials and others
 - h) Demonstrates good sportsmanship at all times
 - i) Enthusiastically supports all other teams!!!!
- Student-athletes are responsible for assisting the jobs of the manager, the team therapist and coaching staff (ie. return of uniforms and equipment following games, practices and/or trips, assist in loading and unloading the bus/van and cleaning the bus/van after use.
- Coaches / Student-athletes are expected to demonstrate 100% commitment to the team as well as full attendance at games and practices.
- The major expenses on road trips (lodging and travel) are assumed by the College. The coach is responsible for dispersing meal subsidy when provided. Whenever your team is away, a meal subsidy amount or a travel meal will be provided to all team personnel.

Very important! Student-athletes are responsible for assisting with Lords home tournament events in their respective sport.

A representative from each team forms the make up of the Varsity Athletic Council. (VAC) This rep will work with other reps in promotion of games, tournaments, special events, booster club and the Athletic Banquet organization etc.

CODE OF CONDUCT

Durham College student-athletes who participate in Varsity Athletics are representing themselves and the institution and their conduct must properly reflect both. Should an athlete behave in a way detrimental to the sport, his/her team or institution, the student-athlete will be suspended from further competition. A policy of “**zero tolerance**” will be enforced by the Athletic Department related to the following:

- *Act of theft or other criminal offenses
- *Use of illegal substances
- *Acts of violence or abusive behavior on and off the field of play.

Student-athletes involved in these types of activities will be immediately dismissed from the Athletic program.

IAASP GUIDELINES - ACADEMIC ELIGIBILITY

The Intercollegiate Athlete Academic Success Program (IAASP), available to all student-athletes, encourages academic success through academic standards and monitoring, supported by a comprehensive program of success strategies and advising.

Through IAASP, Durham College demonstrates its commitment to the success of student-athletes in both academics and athletics. All intercollegiate student-athletes **MUST** participate in the IAASP. Any violations of IAASP guidelines will result in a review of the athlete’s eligibility to participate in Varsity Athletics.

Role of IAASP Review Committee

The IAASP Review Committee’s primary function is to support and monitor the academic success of student-athletes. The IAASP provides dedicated counseling and advising support through the college.

The Committee is also responsible for upholding and ensuring all eligibility guidelines and regulations are met; making recommendations on eligibility guidelines and procedures; regularly reviewing athletes’ academic standing and progress; and ultimately determining the eligibility status of all student-athletes, as defined by IAASP.

The IAASP review committee’s membership includes the Athletic Director and Coordinator, Student Association Representative, Durham College Support Staff

Representative who will act in an advisory role to the athletes. The committee reports to the VP of Student Services

Student-Athlete Eligibility

Intercollegiate athletic eligibility will be assessed **per semester** for all students at Durham College and therefore it is crucial that you communicate this with your athletes the important of communication before adding or dropping courses.

There are three (3) categories of eligibility status for an intercollegiate Athlete:

Eligible – a full time student (as defined by Durham College), whose most recent GPA (Grade Point Average), and whose overall GPA is 2.0 or above, and who is currently meeting the academic and attendance objectives of their program.

Probationary - a full time student (as defined by Durham College), whose most recent GPA (Grade Point Average), is between 1.51 and 1.99 and whose overall GPA is below 2.0, and who is currently meeting the academic and attendance objectives of their program.

Ineligible – a full time student (as defined by Durham College), whose most recent GPA (Grade Point Average), is below 1.51 or whose overall GPA has been below 2.0 for two (2) consecutive terms.

- Probationary Athletes are eligible to participate in Intercollegiate Athletics if approved by the IAASP Review Committee

AND

If they follow an academic plan to be developed and approved by the committee

- Ineligible athletes are ineligible to participate in inter collegiate athletics and may be reinstated only if approved by the IAASP Review Committee

AND

If they obtain a term GPA of 2.0 or above

AND

If they follow an academic success plan which is developed and approved by committee.

Making Academic and Athletic goals a winning combination for success!

ACADEMICS AND ATHLETICS

The Program of Intercollegiate Athletics is committed to the concept of the student-athlete. Athletes must fulfill the normal requirements of their academic program as well as by the regulations of the CCAA and OCAA (see eligibility rules). It is acknowledged that athletes must devote a great deal of time to their sport in order to excel. However, you as a coach must recognize that their first priority is their academic program.

In the event that academics will be affected due to a scheduled varsity event: **Athletes need to...**

1. Personally communicate to their professor well in advance regarding the time and day that there is a conflict.
2. Respectfully approach professors if there are any conflicts with academic classes and athletic events. It is **their** responsibility to clearly communicate in advance. They will provide each of their faculty advisors with a package that includes:
 - a. A cover letter explaining that they have made a varsity team
 - b. A schedule hi-lighting all games and where conflicts ariseThis package will be created by the Athletic Department and personally facilitated by them to their faculty advisor.
3. Get all important assignments, handouts and announcements from professors well in advance. As a Durham College student they should be familiar with my campus and know how to access class notes and assignments.

A respectful, cooperative approach will provide a positive rapport with your professors. Our faculty are excellent and very supportive. They simply need to know well in advance in order to understand the potential conflicts you athletes may face as a Ridgeback.

Communication is Key!! - When asked, the most common reason given by athletes who have done well in both, is that their time was managed well and they had a strong open line of communication with their faculty advisor. Ultimately, the responsibility for academic success lies with the individual student-athlete. Durham College is committed to student success and therefore encourages you to familiarize yourself with the supports available to you on campus.

LORD DURHAM'S TERRITORY



The Campus Athletic Centre (CAC) offers the following facilities on campus:

Large Double Gymnasium 13,500 sq ft	Twin Pad Ice Arena
Indoor Golf Practice Range	Fastball Diamond
Eight (8) Badminton Courts	Four (4) Squash Courts
Six (6) Indoor/Outdoor Tennis Courts	
Championship Soccer Field	

The new expanded space will include:

New spacious Triple Gymnasium
New Elevated Indoor Jogging/Walking Track
New 10,000 sq ft. Fitness Centre “The FLEX!”
Two 900 sq ft Aerobic/Dance Studio’s
Two 750 sq ft Training Rooms
New Student Sports Club Office space
New Student Intramural Meeting space

New Modern Change rooms for men & women
New Staff Change rooms for men & women
New Multi-purpose Lounge
New Main Entrance and Galleria
New Centralized Welcome Desk
New Varsity Admin area
New Trophy case display area

Hours of Operation:

Regular (Sept-May)		Summer (June-Aug)	
Mon-Friday	7:00am - 11:00pm	Mon - Thursday	7:00am - 9:00pm
Saturday	8:00am - 6:00pm	Friday	7:00am - 6:00pm
Sunday	8:00am - 11:00pm	Saturday	8:00am - 4:00pm
		Sunday	8:00am - 6:00 pm

When using the Campus Athletic Centre YOU MUST SWIPE YOUR VALID Staff ID CARD for access at the doors. Team rooms are available during varsity games and practices ONLY.

Facility Bookings:

The Athletic Department is committed to working with all of our user groups to ensure that opportunities are available to all athletes, students and community users.

If you need any of the facilities for additional usages please contact the facility coordinator Michelle Roberts by phone 721 2000 x 3129 or email michelle.roberts@dc-uoit.ca with your request. With the growing demand for our facility last minute bookings will not always be feasible therefore it is strongly recommended that you plan ahead and

let Michelle know well in advance the bookings you will require. In the event that you need to cancel a scheduled booking please make it a priority to contact the facility supervisor of the cancellation.

Campus Athletic Centre <http://www.durhamcollege.ca/athletics/rentalrequest-form.htm>

Campus Tennis Centre <http://www.campustenniscentre.com/courtbookings.html>

Campus Ice Centre <http://www.campusicecentre.com/contact/>

UOIT Ridgebacks www.uoitridgebacks.com

Durham Lords www.durhamlords.com

FINANCIAL AID - <http://dc-uoit.ca/EN/main/financialaid.html>

Financial Aid Services works closely with students to assist them in meeting their financial obligations. A significant portion of assistance comes from various government programs, including OSAP, Ontario Special Bursaries, and Ontario Bursaries for Students with Disabilities. Our financial aid counselors are trained to be knowledgeable about a variety of public and private loan programs. We attempt to assist students to plan their academic year through budget counseling and access to other forms of financial aid.

WORK STUDY PLAN

Durham College's Work Study program offers an opportunity for students to work part-time on campus in jobs that accommodate their studies. The objectives of the Work Study program are: to assist students in financial need with a regular source of income that does not add to their debt load, offer students training and experience that will assist them in further studies and their eventual entrance into the workforce and to help staff and faculty. It is the principle of Durham's Student Financial Services Office that no qualified student will be unable to attend or be required to withdraw from a program at Durham for financial reasons. Funds are derived largely from the required tuition set-aside revenues from tuition fee increases and are supplemented by other sources such as private donations, the College's institutional funds and special targeted government funds. Interested student athletes should go to Career and Employment Services to inquire about applying to work-study positions.

POLICY ON PARTICIPATION ON MORE THAN ONE INTERCOLLEGIATE TEAM

Durham College does not prohibit a student-athlete from participating on more than one intercollegiate team during the academic year. However, it is a **mandatory requirement** and the responsibility of the student-athlete to obtain the full support and partnership of

both relevant coaches to gain a **clear understanding** about the terms and conditions which will prevail in order for the student-athlete to participate in more than one sport. The student-athlete should be aware of the fact that, in some instances, it may not be possible for such an agreement to be reached. It is also strongly recommended that the student-athlete inform the Durham College Athletic Coordinator of their desire to play for two varsity teams.

When such an agreement cannot be reached, a coach or student-athlete may formally notify in writing the Athletic Coordinator that a satisfactory resolution has not been achieved. The author of the letter must provide a copy of the notification to the other relevant parties (i.e. other coach(es) or student athlete). The Coordinator will then convene a meeting, or a series of meetings, in order to determine which one of three courses of action will be pursued. They are:

1. Achieving a mutually satisfactory resolution with the assistance of the Athletic Coordinator.
2. Requesting mediation from a mutually acceptable, neutral third party.
3. Requesting a formal review to be conducted by the Athletic Director.

ATHLETIC THERAPY

The Athletic Department provides trained Athletic Therapists on staff to provide coverage for home practices, games and events. The Athletic Therapists operate out of the Athletic Centre and are professionally certified and accredited as well as trained in the Emergency Procedures of UOIT. We have been fortunate enough this year to have added two additional therapy rooms as well as 4 placement student trainers for the entire varsity season.

The Athletic Therapy Room will operate on a booking schedule for appointments. In cases requiring a Physician's care, the Athletic Therapist in consultation with the Physician will clear the athlete to resume participation in all cases. Written clearance from a physician is required.

Adpot – A – Lord Varsity Clothing Program

Adopt-an-athlete is a program whereby each student athlete on the varsity team is fully responsible for seeking out and securing a sponsor or business to adopt them. The business (usually a family friend, parent or colleague that has a business) adopts you for the amount of \$200 for the season. This amount will be added to your student account and then the cheque you secure from your sponsor will be deposited into your account to cover the program cost.

Zero cost to you and no more Varsity Fee of \$75.00 either! What a great program!

Full Clothing Package retail value = \$345.00

NEW THIS YEAR – 3 in 1 winter coat option. Student athletes can increase their adopt an athlete program to \$310 and receive a winter coat in their package as well.

Clothing Embroidery - Teams are able to get embroidery done on their clothing through L & M Taylor in the Whitby Mall. (They have the proper fonts and are setup for such jobs) Please note that they must be team orders as one off jobs will not be accepted and payment must be upfront.

DRUG EDUCATION AND DOPING CONTROL PROGRAM

The Program of Intercollegiate Athletics supports the position of the Canadian Colleges Athletic Association (CCAA) which states: The CCAA is unequivocally opposed to by student-athletes of any banned substances or methods in contravention of the rules of the National and/or International Sport Federations, the International Olympic Committee, and the Federation du sport universitaire.

The CCAA is unequivocally opposed to any encouragement of the use of such substances and/or methods by individuals in positions of leadership in university sport (i.e., coaches, athletic staff, medical practitioners, sport scientists, administrators, etc.) or by the athletes themselves. The provision of, or administration of banned substances and/or methods to athletes is also forbidden. (6:1995, CCAA Drug Education and Doping Control Handbook) Further information about the CCAA Drug Education and Doping Control Program can be found in the *CCAA Drug Education and Doping Control Handbook*

What is the Doping Control Program?

- In cooperation with the Canadian Centre for Ethics in Sport (CCES), coordinates a doping control program that incorporates both “in-competition” and “out-of-competition” testing, as well as “event” testing.
- student-athletes are tested in accordance with the rules of the Canadian Anti-Doping Program (CADP).

Who’s eligible for testing?

- every student-athlete is eligible for testing

When can an athlete be tested?

- testing occurs in all sports, both in and out of competition, throughout the calendar year.

Are prescribed medications permitted?

- while many prescription medications are permitted, some are prohibited.
- you must be very diligent to the status of any medication before you consume it.
- under certain medical conditions and circumstances, often with asthma and respiratory ailment drugs, prescribed medications containing a prohibited substance may be permitted upon declaration and approval by the CCES.
- for information regarding “Therapeutic Use Exemption” process for a prohibited substance, please contact the CCES directly at substanceinquiries@cces.ca , or 1-800-672-7775.

Are herbal products and nutritional supplements prohibited?

- herbal and nutritional supplements are not subject to the same federal regulations as pharmaceutical grade products (medications), and as such it is possible for a product to contain prohibited ingredients that are not listed on the packaging. Additionally, the possibility of ‘cross-contamination’ during the manufacturing process is a concern.
- some of these products contain “natural” or botanical sources of prohibited substances without listing the substance (for instance, “ma huang” is an herbal equivalent to the banned drug ephedrine, as is “Sida Cordifolia”).
- the CCES cannot provide a guarantee on the status of these products.

**** Please Note**

It is the athlete’s responsibility to check the status of all medications. Also be aware that, despite similar names and packaging, one or more products within a family of products may contain a banned substance while others do not (for example, Tylenol is permitted while Tylenol Decongestant is banned).

Where can I find a complete list?

- for the most up-to-date listing of permitted, restricted and banned substances, please visit the Canadian Centre for Ethics in Sport (CCES) website at www.cces.ca or substanceinquiries@cces.ca
- you can also contact the CCES toll-free at 1-800-672-7775

RELATIONSHIP TO OFFICIALS

OCAA and CCAA members are expected to share with game officials the orderly conduct of any athletic event by acknowledging the authority of officials in a contest and by relating to them in a positive and respectful manner.

FAIR PLAY PHILOSOPHY

Fair play is an attitude, a way of thinking. It can be taught and it can be learned. Once it is learned, it can be applied to every aspect of life. Through involvement in sport, athletes learn about setting goals, making commitments, working hard and enjoying the challenge.

Athletes must learn to respect their own abilities and those of their opponents. As administrators and coaches we must attempt to have athletes realize that the joy of sport is as much in the total effort as in the final score.

We as educators, administrators, coaches, athletes and fans must work together to create an atmosphere consisting of fairness, integrity and respect.

FAIR PLAY ISSUES

To ensure there is a fair playing field everyone involved in sport must support the principles of fair play – fairness, integrity and respect. When applied they not only provide a clear ethical framework for competition, but greater opportunities for getting

the most out of the game. That is because they help participants focus on achievement rather than the desire to conquer an opponent.

PRINCIPLES OF FAIR PLAY

The three most important words in any Fair Play Policy should be Fairness, Integrity and Respect and should be the principles of fair play at all times.

- Respect the rules
- Respect the officials and their decisions
- Respect your opponents
- Maintain your self control at all times
- Respect your teammates and coaches

FAIR PLAY GUIDELINES

Coaches:

- Teach athletes to play fairly and to respect the rules, officials and opponents
- Ensure that athletes do not taunt or bait opponents or officials
- Attempt to earn the respect of athletes. Be generous with praise and always set a good example
- Make sure that equipment and facilities are safe for athletes to use
- Obtain the proper training and continue to upgrade knowledge of the game and coaching skills
- Should never speak disparagingly about another member institution
- Ensure that athletes wear uniforms (warm-up and game) that represent Durham College and the OCAA sport in a positive fashion
- Take an active role in ensuring their spectators behavior at any event. If a spectator supporting your team physically and/or verbally intimidates a player/coach or official; or cheers in a disrespectful fashion (including inappropriate holding signs, or in consuming alcoholic beverages in unlicensed spectator areas), an initiative must be taken to talk to the spectators in question and attempt to modify their behavior. In the event that you cannot change the behavior, the officials will give a warning to the offending team. Failure of the fan to comply will result in the officials taking the appropriate action as defined in sport spectator rules.
- Any member institution representative involved with an internet forum that deliberately slanders another OCAA member will be considered in a serious breach of the OCAA Code of Ethics. Any member gaining information, which may be a violation of the OCAA Code of Ethics, is encouraged to report the violation to the appropriate OCAA committee members.

CAMPUS FOOT PATROL

The safewalk program provides escorts who will, on request, walk students to their car or residence after dark. Safewalk members are students who volunteer their time. All members work in pairs and can be identified by their vests with Safewalk printed on the back. To request this service contact the security guard at the Gordon Willey building reception desk. Due to security guards' other duties, you may have to wait a few minutes for an escort. In the Student Centre, contact any security person for an escort. If you live in residence, call 905.728.8700 to request an escort.

(This program is supported by the Ontario Work Study Program and the Women's Campus Safety Grant.)

If you have any suggestions to improve campus safety, please email security@dc-uoit.ca.

HAZING AND ROOKIE INITIATIONS

Hazing is a broad term encompassing any action or activity which does not contribute to the positive development of a person. These actions could inflict or intend to cause physical or mental harm or anxieties, which may demean, degrade, or disgrace any person, regardless of location, intent or consent of participants. It is an action taken or situation created, intentionally, whether on or off campus, to produce mental or physical discomforts, embarrassment, harassment or ridicule.

Hazing or Rookie Initiations are NOT PERMITTED or associated with Durham College & UOIT or any other varsity athletic team. There will be a "ZERO TOLERANCE" approach to any proven initiation or hazing situations or occurrences.

POLICY ON HARASSMENT AND DISCRIMINATION

The Program of Intercollegiate Athletics at Durham College supports the Harassment and Discrimination Policy of the Canadian Interuniversity Athletic Union. This policy is committed to providing a sport and work environment in which all individuals are treated with respect and dignity. Durham College recognizes that harassment is prohibited by the Canadian Human Rights Code and by human rights legislation in every province and territory of Canada. Harassment can also be an offense under Canada's Criminal Code. Please consult the Athletic Department at Durham College for further information.

PERSONAL INFORMATION

Payment

The contract, which is to be signed before the first day of class in the fall and returned to the Athletic Director; indicates the team to be coached, the responsibilities and the remuneration for the position.

You will be paid by direct deposit on a monthly basis or semester basis as determined by you.

A signed contract by the individual coach means he/she undertakes to fulfill responsibilities and obligations as outlined in the contract and specified in this handbook.

PARKING

Parking is in high demand everywhere around the campus. Parking for coaches after 4pm from Monday to Friday and all weekend can be found in any of the campus lots.

Parking at anytime can be found at our Campus Tennis Centre. Parking is also available next to the Athletic Centre in the pay and display area. The cost of this, however, must be covered by the coach at the going rate.

COMMUNICATION SYSTEMS

Coaches Box

Your coach's box is a vital communication vehicle for the Head Coach. It is located in the varsity administration office. Information received in your box that is addressed to assistant coaches should be distributed by the Head Coach. All mail received from external sources will be placed in your coaches box

E-mail

The use of e-mail is the primary method of communication from the department to all coaches. Please insure that you check your e-mail on a regular basis and also report any changes in e-mail address that may be required.

VARSITY FUNDRAISING

As part of our initiative to empower athletes to assist in the success and growth of the program a new fundraising account system is being implemented. It is Durham's goal to build this initiative and be a leader within the OCAA providing all of our athletes with the best opportunities. Each team will have their own varsity fundraising account which will be used to help the team's finances along with the continued support of the department. It is the responsibility of the coaching staff to monitor the account and ensure that the all money is being used with the best interest of the team in mind. Any money that your team raises be it through fundraising campaigns, donations etc..must be submitted to the athletic department through the Team Deposit procedure found on the next page (this form will also be available in the CRWC). This account will be able to role into following years which will allow teams to develop a financial plan. It is important that teams use this account and make and effort to fundraise as it will directly assist the department in lobbying for additional budget money for upcoming seasons as we continue to develop programs of championship caliber.

All monies to be deposited by each team must be presented to either the Athletic Director or Athletic Coordinator. In their absence, money attached to this form should be left with another athletic department staff member to be placed in the safe. This deposit form must be signed and sealed by the coach and the person depositing the funds for each deposit.

Accident Procedures

In the event of an accident, the following steps should be taken.

1. Stop immediately and survey the damage. Avoid obstructing traffic, if possible.
2. Report accident to local police
3. Aid the injured and see to it that they receive medical attention as soon as possible.
 - a. Unless in immediate danger, do not attempt to move any injured persons
 - b. If you are trained in First Aid, administer aid to any injured persons
 - c. While attending to any injuries, have someone else call and wait for help
4. Get Witness's names and phone numbers
5. Notify someone from Durham College's athletic department. Use the athletic directory list (start at the top of the list and work your way down until you speak with a live person)
6. Ensure that the coach, teammate, or staff accompany and stay with anybody from Durham College who is taken to hospital. At no point should someone be left alone.
7. Record the accident using the accident report form and meet with the Athletic Director as soon as possible.

Accident Reports are available in the athletic department. Coaches should ensure that they always have extra forms with them while traveling.

Injury Protocol for Coaches

This policy is intended to guide the actions of coaches in the following situations, and where no full time CATC or equivalent and/or physician is present at the event site:

1. Transportation and Accompaniment to Hospital
2. Communication to Durham College Athletic Department
3. Accompaniment if admitted to hospital
4. Transportation from the hospital

There are two possibilities when an athlete might require medical attention that is beyond the scope of the student trainer and/or attending medical personnel.

1. The athlete is taken to hospital by ambulance during the game.
2. The athlete is taken to hospital after the game.

In each situation it is necessary that the athlete not be taken to or admitted into the hospital alone. Also, it is up to the coach to ensure that a series of communications occur. The following paragraphs describe the required communications in each potential scenario...

Injury during the game/practice requiring an ambulance:

It is the responsibility of the head coach to decide who will accompany the injured athlete to the hospital in the ambulance. The final decision rests with the coach, but advisement and consultation with the student trainer should be included. The decision of the coach will depend on the nature of the game (hockey vs. tennis), the number of personnel present at the game; more than one student trainer, assistant coach(es) present at game, managers present at game. Injury during the game/practice but not requiring an ambulance:

It is the responsibility of the head coach to decide who will accompany the injured athlete to the hospital. The final decision rests with the coach, but advisement and consultation with the student trainer should be included.

Athlete admitted to hospital:

Once an athlete has been admitted to hospital (the athlete is not released), it is the responsibility of the head coach to inform the parents and the department. There are two possible situations when an athlete has been admitted to hospital; critical and non-critical.

1. Critical care: In the event that the athlete has sustained a critical injury (to be defined by attending physician), the head coach is to remain with the athlete until parents/guardian arrive.
2. Non-Critical: In the event that the injury sustained by the athlete is non-critical, a three-way consultation involving the athlete, head coach and parent/guardian can determine who will stay with the athlete: fellow team mate, student trainer, coach, assistant, and manager.

Transportation from the hospital:

It is the responsibility of the head coach to confirm and/or to arrange transportation for the athlete's return to Oshawa. If the parents/guardian take on this arrangement, the head coach must confirm this with the parents/guardian and the department. If there is no parent or guardian to take on this responsibility, the head coach in consultation with Athletic Department must make the arrangements for the athletes return to Oshawa.