

Kalamalka Athletics

Coaches Information Package

2025-2026



Jessie Bourgeois

Athletic Director

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Thank you for committing your time to coach for Kalamalka Athletics. Our program would not exist without you!

Please remember, coaches are role models for our young athletes. Please demonstrate role model behaviour by treating referees, coaches, athletes and teachers from other schools with respect at all times.

ATHLETIC DIRECTOR Jessie Bourgeois

Please note that Athletic Directors in SD22 are allocated 2-3 hours/week to work on athletics. Outside of my designated athletics time, I am teaching. I will respond to texts, emails and phone calls in a priority order as quickly as I can.

All communication with BC School Sports needs to be done through me or administrators. Please do not email BCSS or other Athletic Directors without speaking with me first. This is imperative to ensuring all communication is done effectively and efficiently.

WEBSITE www.kalamalkaathletics.com

Please note that all information pertaining to athletics can be found on our website, including an extensive athletics calendar. The athletic calendar is live, meaning that when I update it on my end it is automatically updated online. It is the easiest and quickest way to get up to date information on what is occurring in the gym.

INSTAGRAM @kalamalkaathletics

Over 1000 people follow this account! If you want photos or videos posted on Instagram, announcements, etc... please text and send videos / photos or give me the information you would like me to put on. Please note sending photos does not guarantee they will be posted but helps us represent more student athletes on our platform.

PRE-SEASON

TRYOUTS

All students wishing to participate must be given the opportunity to try out for a team. It is the coaches choice on the number of tryouts they wish to have – there must be a minimum of two tryouts held on different days of the week. Students unable to make tryouts for extenuating circumstances (ie: finishing up winter season), should be given the opportunity at another given time. Please see me on a case by case basis in regards to this.

GRADE 8 TEAMS

Grade 8 volleyball and basketball are moving to tiered leagues. If we have enough players attend tryouts for a second grade 8 team, 2 tiered teams will be created (A & B team).

We have a **no cut policy** at grade 8 and try our best to provide opportunity to all grade 8s that would like to participate in athletics. Please note that 100% commitment is still needed to play on a grade 8 team that has a no cut policy. If 100% commitment is not shown, an athlete may be 'cut'.

PLAYER REGISTRATION & ELIGIBILITY

Please make sure all your athletes are eligible! If you have any new players in grades 9 – 12 from a different school who have moved into our catchment or transferred schools, you will need to communicate that with me ASAP so that I can fill out their eligibility forms. Any questions can be directed to AD.

Once you have your rosters done, you must give a copy to Jessie (AD) to register them in BC School Sports.

**Only athletes on your BCSS roster are eligible to play in games/tournaments, no exceptions.

CONSENT/MEDICAL FORMS

Consent/Medical Forms will be completed on-line. This is a mandatory form parents / guardians must complete in order for their child/dependent to participate in a Kalamalka sport. This must be completed prior to any competition and students will not play unless it has been completed.

WHERE TO FIND THE FORM: Please note that we are moving to a digital form for the 2025-2026 season. The form can be found linked on the athletics website.

ATHLETIC FEES

A parent meeting is held in the fall and winter; however, it is the responsibility of coaches to discuss & ensure each athlete understands our fee structure. Below is a template with athletic fee amounts. **Athletic fees and TEAM fees are different.** Athletic fees cover regular league play (league registration, BCSS registration, refs, scorekeepers, valleys registration, medical supplies, equipment, etc.). Team fees cover any tournaments, hotels, and gear the teams order. Team fees will vary per team and coaches need to communicate with the AD regarding what this looks like. I will assist with the creation of the team fee as I book and pay for most tournaments well in advance and can assist with what that cost looks like.

Break down of **athletic fees** per sport:

Sr Volleyball - \$200
Jr Volleyball - \$175
Gr 8 Volleyball - \$150

Sr Soccer - \$100
Mountain Biking - \$100
Sr Rugby 7s - \$100

Sr Basketball - \$200
Jr Basketball - \$175
Gr 8 Basketball - \$150

X-Country - \$125
Track & Field - \$150
Golf - \$50 + green fees
Ultimate - \$100

Jr Football - \$400
Sr Football - \$400

JERSEYS

Our goal is to withhold jerseys from teams and players until all fees and medical information has been collected. We recognize at times there are extenuating circumstances that prevent this from happening (particularly for fall sports that begin quickly).

Jerseys will be given as a completed set to coaches. Coaches are asked to write down the number each athlete takes. During the last game of the season, **please collect jerseys from your athletes** (ask them to bring a change of clothes) and return to Jessie (washed or unwashed - please specify). Please ensure you cross off each athlete that has returned their jersey.

Athletes that do not return their jersey will be subject to a \$200 replacement fee.

PARENT MEETING

There will be a mandatory parent meeting at the beginning of each season. This meeting will take place in the PM and run by AD and Admin. The goal of this meeting is to go over expectations of parents during the season and answer any questions pertaining to athletics.

SEASON - GENERAL

TEAM TRANSPORTATION

Please make every effort to use parent volunteers as drivers. The documents required for parent drivers are on the athletics website.

Please note that booking buses through the district is not included in athletic fees as this is extremely expensive. For example - booking a bus to and from Kamloops for 1 day is over \$1000.

SCHEDULES

- **Practices:** Please discuss practice needs for the season with Jessie (AD). Practice schedules will be updated to accommodate different availability. Please be flexible and understand that if there are opportunities for additional practices they will go to seniors first. Due to home games and other conflicts, practice schedules cannot be set in stone.
- **Games:** AD generally has access to team schedules but please share these with your Athletic Directors if you receive them first. Please note that as soon as the AD receives the schedule it will be emailed out. Unfortunately, when the schedule is released is out of my control. Please discuss any exhibition games with AD **before scheduling**. League games will be posted to our calendar.
- **Tournaments:** AD will forward any tournament information to the respective coach. Please notify AD of tournament dates & fees by means of forwarding registration confirmations if you choose to book a tournament yourself. The Athletic Director will ensure cheques are written and sent to the corresponding schools (this can not be done without tournament confirmation). Tournament fees are NOT included in athletic fees. Please make sure to keep track of the cost of tournaments entered so they can be used to create an accurate team fee.

TRAVEL TO TOURNAMENTS

Teams travelling to tournaments will need to have students pay for their own transportation, rooms and food. Coaches should build their costs into the amount charged to students in the team fee (ie. Gas, hotel room, meals). If you are collaborating with the AD for a team fee you must declare that you plan on submitting for per diem so that it can be added BEFORE fees are assessed. There is a coaches reimbursement form on the athletics website. To be reimbursed **PLEASE KEEP RECEIPTS**. We can not reimburse you without receipts.

Here is a breakdown of maximum reimbursement for coaches (parents do not receive reimbursement):

Meals	-\$35/day maximum per diem
Accommodation	-Included in team fee
Fuel	-based on a rate of 25c/km

BOOKING ACCOMODATION FOR TOURNAMENTS

Hotel costs will be built into the **team fee**. To book accommodation please contact the hotel you would like to book and get a confirmation number via email.

Once a confirmation email is sent to you please forward this information with a credit card authorization form to Jan Mills in the office (jmills@sd22.bc.ca) and she can pay for all the rooms (players/coaches) on the school VISA. Please include the following information with your email:

- Team (age, level, sport)
- Location and dates of tournament
- Confirmation #
- Credit Card Authorization form

Please note that Jan can not pay for a room block. It is the responsibility of the team to cover rooms for athletes and teams only.

TOURNAMENT RESPONSIBILITY

It is the coaches responsibility to ensure athletes have rides to and from tournaments. In the case that you are staying overnight in a hotel please ensure that you (or a manager/team parent):

- Set a curfew for athletes (usually 9-10pm)
- Do a room check at curfew - knock on doors to ensure students are safe and in their rooms
- Set a wake up/meet time to ensure athletes have time to eat breakfast and are organized to leave for their first morning game
- Organize meals (whether you are near a mall and students can get their own food or booking reservations at a restaurant)
- If any athlete breaks school rules (vaping/drinking) this is to be reported to parents, admin and AD immediately

HOSTING TOURNAMENTS

If you would like to host a tournament this needs to be communicated with the AD before the season starts. Multiple factors play into whether tournaments can be hosted or not - gym space, ref availability, etc.

If you would like to host a tournament the following will be the responsibility of the team/coaching staff:

- Emailing once teams are committed and draw is set
 - Email confirmation 1 week prior
 - Email updates between days
 - Update draw board (digital and physical)
- Game director for entirety of tournament (present in the gym)
- Awards (can collaborate with AD)
- Set up and take down of gym
- Budget (can collaborate with AD)

Responsibility of AD:

- Organizing of participating teams and preliminary draw
- Booking refs and scorekeepers
- Opening gym on Saturday
- Booking custodial post tournament

GAME DAYS

EARLY DISMISSAL (for games and tournaments)

Please notify Wendy Evans (wevans@sd22.bc.ca) of any early dismissal requests for students by emailing a team list at least one day in advance. The earlier you do this prior to dismissal, the happier staff & secretaries are!

Subject: Sr Boys Soccer Early Dismissal - September 17 (example)

Team name (grade, level, sport)

Student Names (first and last)

Sporting event & location of event

Time/dates of dismissal

HOME GAMES

AD will assist with home game set up when requested or when present. Home game set up consists of setting up the score clock/scoresheet and station for scorekeepers (where applicable). Any other requirements for home games (example - setting up nets) is the responsibility of the team hosting.

HOME GAME SCORE REPORTING

- Home game scores need to be emailed to the **specific commissioner** for that sport either the evening of the game or morning after - **please CC me in the email so that I know it has been completed.**
 - I will provide the commissioner name and email for each sport to the coaches
- Please report ALL games that occurred at home (even if Kal does not participate in it)
- Tournament games do NOT need to be reported

JR. PLAYERS PLAYING UP

When a senior coach wishes to have a junior athlete play up, they should discuss this with the AD and junior coach. During regular season play, this is no problem. Once the regular season ends and playoffs begin, a junior player may NOT play up until their playoffs end. During playoffs, as soon as a junior player plays up at the senior level, they officially move to that team roster and may not move back down.

GAME EJECTIONS

Any game ejections (coaches or athletes) need to be reported to the school Athletic Director - Jessie Bourgeois [jb Bourgeois@sd22.bc.ca](mailto:jbourgeois@sd22.bc.ca) and the North Zone President - Jason Reedyk jreedyk@vcs.ca within 72 hours of the incident. Written reports should include the date, time, and where the event took place. Please be specific and add as many details as recollected.

Written reports shall be submitted by

- i) the coach or coaches involved.
- ii) students involved.
- iii) game officials involved.
- iv) other coaches or responsible adults if requested.

Failure to report ejections will result in a \$200 fine.

MEDICAL KITS AND BALL BAGS

Each team will receive a ball bag for the season. Please ensure that the ball bag is returned with the same amount of balls from the beginning of season. Medical Kits can be grabbed from the PE office. Please let AD know if you need specific supplies for your kits.

Ball bags and medical kits must be returned upon completion of season.

OTHER

GENERAL FUNDRAISING

Throughout the year the AD will email out different fundraising opportunities. Money fundraised through these opportunities will go to general athletics, impacting the largest pool of athletes. General funds will go towards the following: athletic awards/banquet, new sound system for the gym, etc.

Please remind your team's parents that we have a Kal Athletics account at Interior Recycling (4205 24 Ave, Vernon). If anyone would like to drop their bottles off for our program, that would be fantastic.

DUAL SPORT ATHLETES

A reminder to coaches that many of our athletes play on more than one team during the school year. Athletes are under **no obligation** to participate in out of season practices until their current season is complete.

Athletes may play more than one sport during a single season of play. Kal Athletics supports an athlete's decision to play more than one sport at a time if games do not conflict. A student-athlete should not be penalized for missing a practice to participate in a game for another Kal Athletics sport.

COMMUNITY COACHES

Regardless of their position on the team, **ALL** Community Coaches are required to complete a criminal records check. Please speak to your AD regarding the involvement of community coaches as appropriate communication needs to be relayed to our administration team.

CONCUSSION AWARENESS TRAINING

It is mandatory for every coach to complete the certification before any activities (practices, tryouts, workouts, etc.) take place with student-athletes. There is no cost to complete the certification. This certificate lasts two years and must be documented by the AD.

- The criminal record check can be done at:
 - Online link: <https://justice.gov.bc.ca/eCRC/>
 - Access Code: GJKZ8T8XMP
- Please email your certificate, once completed, to Jessie

AWARDS

An athletics awards ceremony will be held in June each year. Each team will receive 2 awards – Coach’s Award (MVP) and Laker’s Legacy Award (leadership). Please ensure that coaches collaborate (if more than one coach) and come to a consensus before submitting your award recipients. A google form will be sent out at the end of each season for coaches to fill out re awards recipients.

Coaches are invited and encouraged to attend the awards to celebrate the season with their team! Coaches will hand out the awards for their team (no speaking necessary as we have MCs).

If you are asked to present an Athlete of the Year award, you will be called up to speak about the athlete receiving the award.

Please note that awards are a surprise - please do not share recipients with your teams/athletes. There will also be door prizes, snacks and drinks.

OFF SEASON PLAY

BCSS does not allow the promotion of club teams at any school sanctioned events (practices, games, tournaments, etc.). It is prohibited to require a student athlete to play on a club team in order to make a school team. Club and school sports are not associated in any capacity.

BCSS does not allow teams practicing outside of their season of play. If a group of athletes would like a drop in slot, that may be accommodated based on gym availability outside of the regular season. Please note that for drop in all athletes can attend and it can not be a ‘team’ based event.

HAVE A SUCCESSFUL SEASON AND THANKS FOR YOUR SUPPORT

COACH'S AGREEMENT

Kalamalka Athletics

Season: Fall

Year: 2025-2026

Coach Information

- Coach Name: _____
- Team Name: _____
- Sport/Age Group: _____
- Contact Information:
 - E-Mail: _____
 - Phone #: _____

Acknowledgment & Agreement

I, _____, acknowledge that I have read and understand the expectations outlined in this document/agreement. I agree to uphold these responsibilities and represent Kalamalka Athletics with professionalism and integrity.

I understand that failure to comply with these expectations may result in disciplinary action.

Coach Signature: _____ **Date:** _____

AD Signature: _____ **Date:** _____