

STudent Athlete Registration System (STARS) Sports Commissioner Manual

Created June, 2016



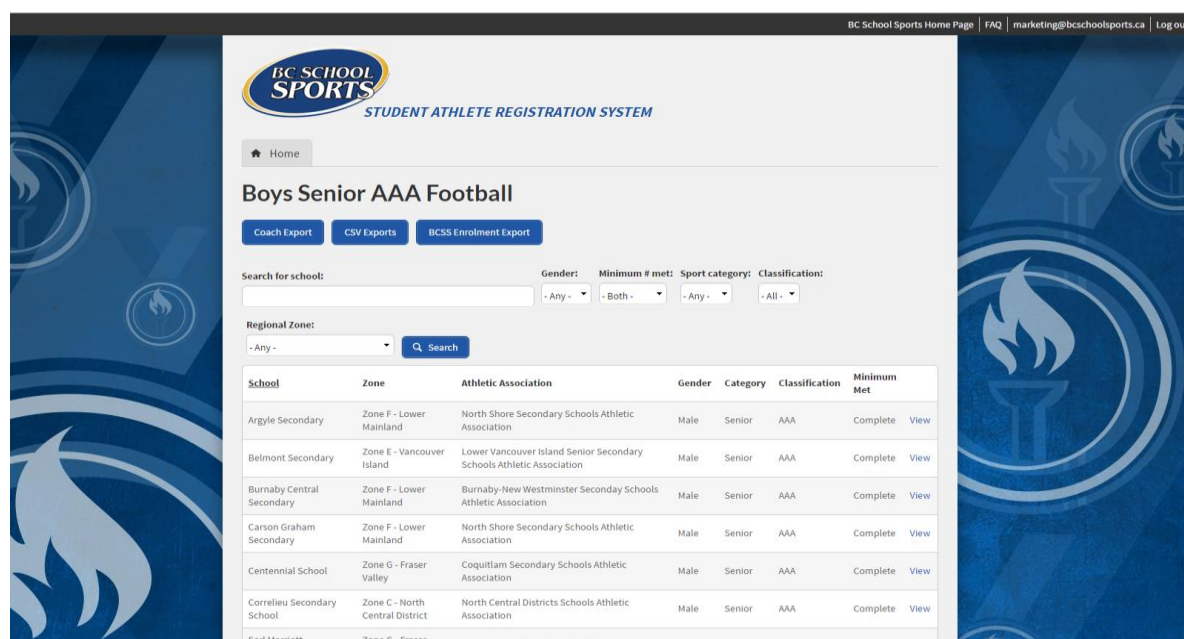
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Introduction

All registration for competition in BCSS approved sports is done through the on-line registration system (STARS - STudent Athlete Registration System) on the BCSS website. Member schools must register their schools, teams and athletes by the policy deadlines. BCSS and the 19 Sport Commissions oversee 162 zone playoffs and 54 provincial championships each year.

As a Sports Commissioner, you have access to information about schools, students, and teams related to your sport (Example: Boys Senior AAA Football).



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BC SCHOOL SPORTS
STUDENT ATHLETE REGISTRATION SYSTEM

Home

Boys Senior AAA Football

Coach Export CSV Exports BCSS Enrolment Export

Search for school: Gender: Minimum # met: Sport category: Classification:

- Any - - Both - - Any - - All -

Regional Zone: - Any - Search

School	Zone	Athletic Association	Gender	Category	Classification	Minimum Met	
Argyle Secondary	Zone F - Lower Mainland	North Shore Secondary Schools Athletic Association	Male	Senior	AAA	Complete	View
Belmont Secondary	Zone E - Vancouver Island	Lower Vancouver Island Senior Secondary Schools Athletic Association	Male	Senior	AAA	Complete	View
Burnaby Central Secondary	Zone F - Lower Mainland	Burnaby-New Westminster Secondary Schools Athletic Association	Male	Senior	AAA	Complete	View
Carson Graham Secondary	Zone F - Lower Mainland	North Shore Secondary Schools Athletic Association	Male	Senior	AAA	Complete	View
Centennial School	Zone G - Fraser Valley	Coquitlam Secondary Schools Athletic Association	Male	Senior	AAA	Complete	View
Correllieu Secondary School	Zone C - North Central District	North Central Districts Schools Athletic Association	Male	Senior	AAA	Complete	View
Earl Marriott	Zone G - Fraser	Coquitlam Secondary Schools Athletic Association	Male	Senior	AAA	Complete	View

Coach Export

To view all coaches registered for a specific sport, click “Coach Export” on the top left corner. This will generate an excel spreadsheet with a list of information including:

- School Name
- First and Last name
- Email
- Coach Type (SD Employee, Teacher or Community Coach)
- Fax
- Team
- Work Phone
- Home Phone

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BC SCHOOL SPORTS
STUDENT ATHLETE REGISTRATION SYSTEM

Home

Boys Senior AAA Football

Coach Export | CSV Exports | BCSS Enrolment Export

Search for school: Gender: Minimum # met: Sport category: Classification:

Regional Zone:

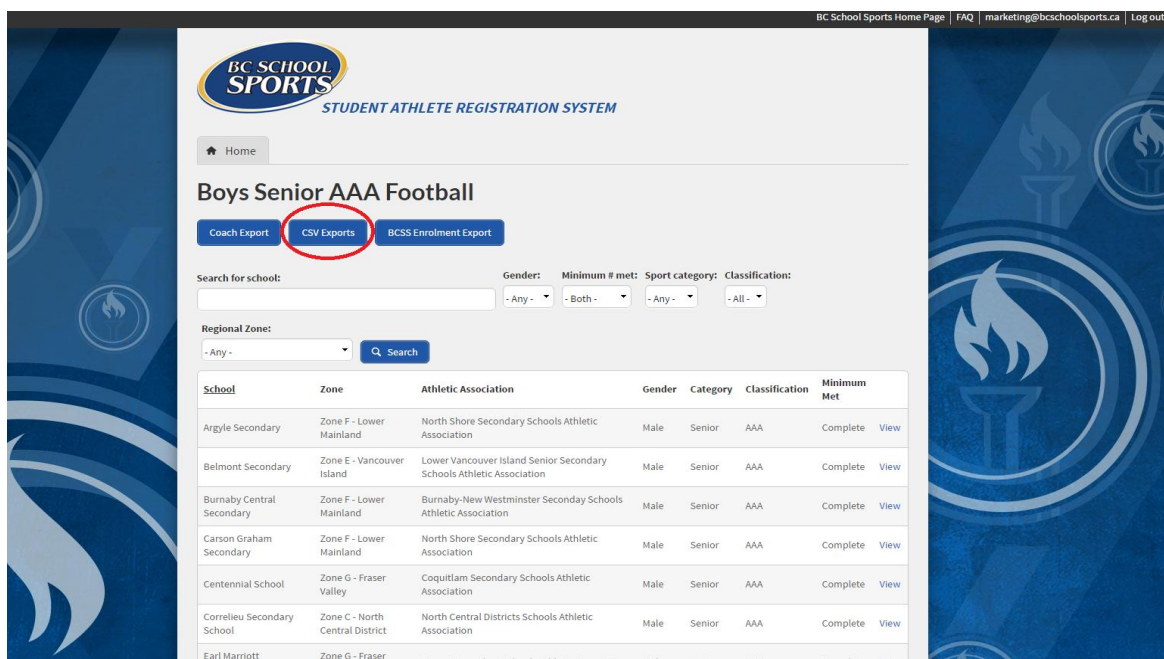
School	Zone	Athletic Association	Gender	Category	Classification	Minimum Met	
Argyle Secondary	Zone F - Lower Mainland	North Shore Secondary Schools Athletic Association	Male	Senior	AAA	Complete	View
Belmont Secondary	Zone E - Vancouver Island	Lower Vancouver Island Senior Secondary Schools Athletic Association	Male	Senior	AAA	Complete	View
Burnaby Central Secondary	Zone F - Lower Mainland	Burnaby-New Westminster Secondary Schools Athletic Association	Male	Senior	AAA	Complete	View
Carson Graham Secondary	Zone F - Lower Mainland	North Shore Secondary Schools Athletic Association	Male	Senior	AAA	Complete	View
Centennial School	Zone G - Fraser Valley	Coquitlam Secondary Schools Athletic Association	Male	Senior	AAA	Complete	View
Correllieu Secondary School	Zone C - North Central District	North Central Districts Schools Athletic Association	Male	Senior	AAA	Complete	View
Earl Marriott	Zone G - Fraser	Surrey Secondary Schools Athletic Association	Male	Senior	AAA	Complete	View

Boys Senior AAA Football-Coaches-2015-2016 - Excel

School	First name	Last name	Work Phone	Home Phone	Fax	Email	Coach Type	Team
1 Argyle Secondary	Shane	Sheehan				asanschagrinn@sd62.bc.ca	Teacher	Football Male Senior AAA - Fall
2 Belmont Secondary	Alexis	Sanschagrinn				trevorlewis_mail@yahoo.ca	Community Coach	Football Male Senior AAA - Fall, Football Male Senior AAA - Fall
3 Burnaby Central Secondary	Trevor	Lewis				mboljunie@sd44.bc.ca	Teacher	Football Male Senior AAA - Fall
4 Burnaby Central Secondary	Milan	Beljuncic				steada06@aol.com	Community Coach	Football Male Senior AAA - Fall
5 Burnaby Central Secondary	Myles	Sookorokoff				bbrady@sd44.ca	Teacher	Football Male Senior AAA - Fall
6 Carson Graham Secondary	Brian	Brady				cocameron@sd43.bc.ca	SD Employee	Football Male Senior AAA - Fall
7 Centennial School	Colin	Cameron	604-936-7205			jeffmorris@sd28.bc.ca	SD Employee	Football Male Senior AAA - Fall
8 Correllieu Secondary School	Jeff	Morris	250-992-7007		250-992-8476	mackaydunn_m@surreyschools.ca	Teacher	Football Male Senior AAA - Fall
9 Earl Marriott Secondary	Michael	Mackay-Dunn	604-531-8354			martens_s@surreyschools.ca	Teacher	Football Male Senior AAA - Fall
10 Earl Marriott Secondary	Scott	Martens				gibsonbobby@gmail.com	Teacher	Football Male Senior AAA - Fall
11 Eric Hamber Secondary	Robert	Gibson				dmlinenn@rogers.blackberry.net	Community Coach	Football Male Senior AAA - Fall
12 Frank Hurt Secondary	Duane	Linnen				jprechuk@nvsd44.bc.ca	Teacher	Football Male Senior AAA - Fall
13 Handsworth Secondary	Jay	Prechuk	604-903-3600		604-903-3601	benmac3@hotmail.com	Community Coach	Football Male Senior AAA - Fall
14 Kelowna Secondary	Ben	MacCauley		250-808-5410		thornton_k@sd36.bc.ca	Teacher	Football Male Senior AAA - Fall
15 Lord Tweedsmuir Secondary	Kurt	Thornton	604-574-7407			cameron_j@sd36.bc.ca	Teacher	Football Male Senior AAA - Fall
16 Lord Tweedsmuir Secondary	Jordy	Cameron	604-574-7407			ibuchana@moscrop.sd41.bc.ca	Teacher	Football Male Senior AAA - Fall
17 Moscrop Secondary	Ian	Buchanan	604-664-8575		604-664-8581	crbynnoen@hotmail.com	Teacher	Football Male Senior AAA - Fall
18 Moscrop Secondary	Craig	Bynoen	604-664-8575		604-664-8581	mgodwin@sd23.bc.ca	Teacher	Football Male Senior AAA - Fall
19 Mount Boucherie Senior Secondary	Mike	Godwin				markroytowsend@shaw.ca	Community Coach	Football Male Senior AAA - Fall
20 Mount Douglas Secondary	Mark	Townsend				David.Wong2@forces.gc.ca	Community Coach	Football Male Senior AAA - Fall
21 Mount Douglas Secondary	David	Wong				flalji@tsn.com	Community Coach	Football Male Senior AAA - Fall
22 New Westminster Secondary	Farhan	Ialji				coatway@sd40.bc.ca	Teacher	Football Male Senior AAA - Fall
23 New Westminster Secondary	Chad	Oatway				rich_scott@ndrs.org	Teacher	Football Male Senior AAA - Fall
24 Notre Dame Regional Secondary	Richard	Scott				pmccall@sd23.bc.ca	Teacher	Football Male Senior AAA - Fall
25 Notre Dame Regional Secondary	Richard	Scott				bschmidt@sd83.bc.ca	Teacher	Football Male Senior AAA - Fall
26 Rutland Senior Secondary	Peter	McCall				njensen@deltasd.bc.ca	Community Coach	Football Male Senior AAA - Fall
27 Salmon Arm Secondary	Brad	Schmidt				ianlaxton@gmail.com	Community Coach	Football Male Senior AAA - Fall
28 South Delta Secondary	Ray	Moon				doug.corbett@stmc.bc.ca	Teacher	Football Male Senior AAA - Fall, Football Male Senior AAA - Fall, Football Male Senior AAA - Fall
29 Spectrum Community	Ian	Laxton				sr-yp@stmc.bc.ca	Teacher	Football Male Senior AAA - Fall
30 St. Thomas More Collegiate	Bernie	Kully	604-521-1801			doug.corbett@stmc.bc.ca	Teacher	Football Male Senior AAA - Fall
31 St. Thomas More Collegiate	KC	Steele	604-521-1801					
32 St. Thomas More Collegiate	Steve	Delazari				604-521-1801	doug.corbett@stmc.bc.ca	Teacher
33 St. Thomas More Collegiate	Joe	Adams						
34 Terry Fox Secondary	Martin	McDonnell	604-941-5401			604-941-1777	mcdonnell@sd43.bc.ca	Teacher
35 Terry Fox Secondary	Dave	Lehman	604-941-5401			604-941-1777	tlehman@sd43.bc.ca	Teacher
36 Vancouver College	Todd	Bernett	604-261-4285				tbernett@vc.bc.ca	Teacher

CSV Exports

On the top left corner, select "CSV" Exports to view information about Student Participation, Team Registration and Student Participation History.



Click “CSV Exports”, which will bring you to a page with different options for excel spreadsheets:

- Student Participation – Displays the number of students registered in your sport
 - Select the year that you want to view (beginning from 2008 to the present).
 - Students per zone or athletic association? (No, Athletic Association, or Regional Zone).
- Team Registration – Displays the number of teams registered in your sport
 - Select the year that you want to view (beginning from 2008 to the present).
 - Students per zone or athletic association? (No, Athletic Association, or Regional Zone).
- Student Participation History – Displays the number of students for your sport historically

Years	Students	Football
2015/2016		
	AAA Senior Boys	858
	Total	858
2014/2015		
	AAA Senior Boys	567
	Total	567
2013/2014		
	AAA Senior Boys	681
	Total	681
2012/2013		
	AAA Senior Boys	612
	Total	612
2011/2012		
	AAA Senior Boys	334
	Total	334

BCSS Enrolment Export

To view information about enrollment in your sport, select “BCSS Enrolment Export” on the top left corner of the main webpage.

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BC SCHOOL SPORTS
STUDENT ATHLETE REGISTRATION SYSTEM

Home

Boys Senior AAA Football

Coach Export CSV Exports **BCSS Enrolment Export**

Search for school: Gender: Minimum # met: Sport category: Classification:

Regional Zone:

School	Zone	Athletic Association	Gender	Category	Classification	Minimum Met	
Argyle Secondary	Zone F - Lower Mainland	North Shore Secondary Schools Athletic Association	Male	Senior	AAA	Complete	View
Belmont Secondary	Zone E - Vancouver Island	Lower Vancouver Island Senior Secondary Schools Athletic Association	Male	Senior	AAA	Complete	View
Burnaby Central Secondary	Zone F - Lower Mainland	Burnaby-New Westminster Secondary Schools Athletic Association	Male	Senior	AAA	Complete	View
Carson Graham Secondary	Zone F - Lower Mainland	North Shore Secondary Schools Athletic Association	Male	Senior	AAA	Complete	View
Centennial School	Zone G - Fraser Valley	Coquitlam Secondary Schools Athletic Association	Male	Senior	AAA	Complete	View
Cornelius Secondary School	Zone C - North Central District	North Central Districts Schools Athletic Association	Male	Senior	AAA	Complete	View
Earl Marriott	Zone G - Fraser	Surrey Secondary Schools Athletic Association	Male	Senior	AAA	Complete	View

This will generate an excel spreadsheet containing information about the number of students registered through BCSS. The spreadsheet will list:

- School Name
- Type of Students (Boys, Girls or Total)
- Number of Grade 8
- Number of Grade 9
- Number of Grade 10
- Number of Ungraded Jr. (Students who do not clearly belong to one grade)
- Number of Grade 11
- Number of Grade 12
- Number of Ungraded Sr. (Students who do not clearly belong to one grade)
- Number of Total Seniors

BC School Sports STudent Athlete Registration System (STARS) Manual

2015-student-enrolment (5) - Excel

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	School	Students	Grade 8	Grade 9	Grade 10	Ungraded Jr.	Grade 11	Grade 12	Ungraded Sr.	Total Seniors					
2	@KOOL - Kamloops Open Online Learning	Boys	8	7	9		19	11	115	145					
3		Girls	4	9	12		18	16	115	149					
4		Total	12	16	21		37	27	230	294					
5	A.D. Rundle Middle School	Boys	53	36	40										
6		Girls	49	55	46										
7		Total	102	91	86										
8	A.L Fortune Secondary	Boys		25	27		17	18		35					
9		Girls		35	28		27	17		44					
10		Total		60	55		44	35		79					
11	A.R. MacNeill Secondary	Boys		80	88		80	114		194					
12		Girls		68	68		63	81		144					
13		Total		148	156		143	195		338					
14	Abbotsford Christian School	Boys	30	35	44		43	35		78					
15		Girls	36	31	36		38	49		87					
16		Total	66	66	80		81	84		165					
17	Abbotsford Middle School	Boys	112	99											
18		Girls	67	93											
19		Total	179	192											
20	Abbotsford Senior Secondary	Boys			123		143	120		263					
21		Girls			88		125	123		248					
22		Total			211		268	243		511					
23	Abbotsford Traditional Middle School	Boys	74	85											
24		Girls	71	61											
25		Total	145	146											
26	Abbotsford Traditional Senior Secondary	Boys			57		69	53		122					
27		Girls			81		63	61		124					
28		Total			138		132	114		246					
29	Aberdeen Hall Senior School	Boys	14	16	19		19	14		33					
30		Girls	17	22	19		20	19		39					
31		Total	31	38	38		39	33		72					
32	Acwslcta Band School	Boys	5	4	5		9			9					

List of Schools

The main webpage displays a list of all the schools for a specific sport and zone. You can select “View” to the right of a school to view more information about that school.

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BC SCHOOL SPORTS
STUDENT ATHLETE REGISTRATION SYSTEM

Home

Boys Senior AAA Football

Coach Export CSV Exports BCSS Enrolment Export

Search for school: Gender: Minimum # met: Sport category: Classification:

Regional Zone: Search

School	Zone	Athletic Association	Gender	Category	Classification	Minimum Met	View
Argyle Secondary	Zone F - Lower Mainland	North Shore Secondary Schools Athletic Association	Male	Senior	AAA	Complete	View
Belmont Secondary	Zone E - Vancouver Island	Lower Vancouver Island Senior Secondary Schools Athletic Association	Male	Senior	AAA	Complete	View
Burnaby Central Secondary	Zone F - Lower Mainland	Burnaby-New Westminster Secondary Schools Athletic Association	Male	Senior	AAA	Complete	View
Carson Graham Secondary	Zone F - Lower Mainland	North Shore Secondary Schools Athletic Association	Male	Senior	AAA	Complete	View
Centennial School	Zone G - Fraser Valley	Coquitlam Secondary Schools Athletic Association	Male	Senior	AAA	Complete	View
Correllieu Secondary School	Zone C - North Central District	North Central Districts Schools Athletic Association	Male	Senior	AAA	Complete	View
Earl Marriott	Zone G - Fraser	Fraser Valley Secondary Schools Athletic Association	Male	Senior	AAA	Complete	View

**Note: When searching for a school, type out the name partially in case there are any errors or duplicates when inputting information.*

When you select “View” you will be able to see information describing the team. This includes:

- Athletic Director Name
- Athletic Director Email
- Athletic Association
- Regional Zone
- Team Name
- Address
- School Phone Number
- List of all team members and grades
- Head Coach
- Registration Details
 - Declare Team Deadline
 - Minimum # of Students
 - Minimum # of Students Deadline
 - Final Deadline
 - Whether this team be your provincial representative
 - Whether it is a joint team

Under the title (Example: “Boys Senior Football Team”), there is an option to **create a PDF** of the team roster. Select “Generate PDF” to download the team’s roster.

Search for Schools

You can search for a specific school on the main webpage. Type a school name in the search bar or use the filters such as:

- Sport category (Grade 8, 9, Junior or Senior).
- Gender (Male, Female, Co-ed, or Open).
- Minimum # met (Complete, Incomplete, or Both).
 - This indicates teams that have the minimum number of students needed on a team. For example, track and field needs a minimum of 1 student on the team whereas basketball needs a minimum of 5.
- Classification (A, AA, AAA, or AAAA).
- Regional Zone
 - Zone A – Kootenays
 - Zone B – Okanagan
 - Zone C – North Central District
 - Zone D – Northwest Zone
 - Zone E – Vancouver Island
 - Zone F – Lower Mainland
 - Zone G – Fraser Valley

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BC SCHOOL SPORTS
STUDENT ATHLETE REGISTRATION SYSTEM

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Boys Senior AAA Football

Coach Export CSV Exports BCSS Enrolment Export

Search for school: Gender: Minimum # met: Sport category: Classification:

- Any - - Both - - Any - - All -

Regional Zone:

- Any - Search

School	Zone	Athletic Association	Gender	Category	Classification	Minimum Met
Argyle Secondary	Zone F - Lower Mainland	North Shore Secondary Schools Athletic Association	Male	Senior	AAA	Complete View
Belmont Secondary	Zone E - Vancouver Island	Lower Vancouver Island Senior Secondary Schools Athletic Association	Male	Senior	AAA	Complete View
Burnaby Central Secondary	Zone F - Lower Mainland	Burnaby-New Westminster Secondary Schools Athletic Association	Male	Senior	AAA	Complete View
Carson Graham Secondary	Zone F - Lower Mainland	North Shore Secondary Schools Athletic Association	Male	Senior	AAA	Complete View
Centennial School	Zone G - Fraser Valley	Coquitlam Secondary Schools Athletic Association	Male	Senior	AAA	Complete View
Corriveau Secondary School	Zone C - North Central District	North Central Districts Schools Athletic Association	Male	Senior	AAA	Complete View