



Athletic Information for Seasonal Meeting

Winter Season ~ November 4, 2019 @ 1pm & 6pm

1. **Welcome, Thank-you & Introductions** (YELLOW = Pay close attention / Recent Issues)
2. **Athletic Program Philosophy** Positive experience – please review the [Athletic Web](#)
3. **Roles, Responsibilities, & Expectations for Volunteers**
 - a. Volunteers who work with Student-Athletes have a VERY important role; therefore, we are held to a high standard – please Sign BCSS Coach's Expectations
 - b. Sponsor, Coaches and other roles explained
 - c. Attend a seasonal meeting in order to understand Expectations (*If a volunteer from team is not at this meeting they will need to meet with AD – please arrange prior to involvement with team*)
 - d. **Read through Argyle Athletic Handbook**
 - e. Attend the NSSSAA League Organizational meeting for your sport
 - f. Abide by Argyle, NSSSAA, SD44, and BCSS Policies
 - g. Have all volunteers complete Volunteer application & Criminal Record Check:
 - i. All volunteers whom have any regular, direct contact with students need an up-to-date criminal record in place with the North Vancouver School District
 - ii. Check w/ VP/AD as early as possible with regards to all adults on your team
 - iii. To begin process **all non-NVSD volunteers complete Volunteer application**
 - iv. Volunteers return the CRC to HR 2nd floor - 2121 Lonsdale 2nd floor (not to Argyle)
 - v. Student Volunteers - U19 exempt from CR process BUT must have a staff member or designate with an approved CR to work with them at all times.
 - vi. Approved Adult Volunteer must be present at all team functions (Games, Practices, Training, Meetings)
4. **High Risk Sports** (*Football, Rugby, & Ski, Gymnastics, Cheer, Wrestling & Mountain Biking*)
 - a. There is an even higher standard on school and organizers due to riskier nature of these sports
 - b. Need to complete and collect a unique high risk form consent
 - c. Mandatory Pre-season Meeting with Admin. (Discuss with admin prior to announcing) – contact and follow-up with all parent/guardians not present
 - d. Informed Consent, Student Awareness of Risk, and Medical Info must be collected in full prior to first tryout with any contact or high risk activity
5. **Team Start-up**
 - a. **Tryouts Process** – criteria clearly communicated, process, opportunity, ensure primacy of in-season sports, Playing-up, respectful communication of decisions
 - b. **Facility, Resource & Equipment** needs (Consult AD with needs well ahead of time)
 - c. **Paperwork** (Timing, Distribution and Collection process, no play prior, storage)
 - d. **Budget**, for seasonal expenses and costs. Check in cases of financial hardship

- e. **ALL Financial purchases** and revenues go through Argyle in consultation with staff sponsor, AD & School Business Manager. Please check and have approved PRIOR to ANY expenses or orders. All purchases and revenue accounted for in budget.
- f. **NEW Online Payment student for all students. See Handout.**
- g. **Uniforms** – care and retention – don't hand out until all paperwork in
- h. Multiple sports during same season form
- i. Communication of **STUDENT-Athlete Expectations** – should discuss with team
- j. **Transportation** to & from events (parent-student organized OR Volunteer Driver)
- k. **Volunteer Driver** forms only needed if team officials are organizing rides. Driver Extract & Application submitted to VP to approve – those approved will be updated on Shared Drive – under Volunteer drivers. If we inform parents “Transportation is completely up to parents then they can organize themselves without paperwork.

6. Midseason

- a. Signed **Announcements & PR** in school & Online (PA, Posters, Social Media)
- b. **Early Dismissals** <1 Block - Minimizing missed Instructional time, different types)
- c. **Missing more than Full block** – Communicate with Staff 5 days ahead – please include a list of all people on team and include offer of communication if anyone not meeting curricular expectations
- d. Communication with staff in regards to **student-athlete behavior** and learning
- e. Issues of **Sportsmanship** Expectations not being met (Players, Fans, Parents, Coaches, & Opposition.) Model Sportsmanship, Fair play and “School First” as a coach
- f. **Discipline Reporting** (In sport and off field)
- g. Student **Health & Safety** comes first – ensure you have First Aid (AD) – a plan in place to minimize risk and an emergency plan in case an accident happens. If in doubt call 911. Call parent as soon as possible. Then contact school to notify and assist.
- h. **Injury Reporting** – form online – please submit as soon as possible – ensure parent and school sponsor contacted and informed whenever necessary
- i. **Field Closures** – AD sets but users should not use if standing water or unsafe
- j. **Fundraising** – check with staff member on District rules prior to publicizing

7. Field Trips, Tours, Tournaments, Play-offs, & BC's

- a. **Local Tournaments** can be covered in IC (Not overnight or out-of-province)
- b. **Overnight and/or Out-of-Province fieldtrips** require substantial groundwork, notice, and approval – please see Athletic Coordinator and plan well ahead. Go over paperwork and/or plan with AD prior to submission to AD. Read details carefully!
- c. **End of the year** Wind-ups, Banquet, Awards, Points, Gifts & Remuneration
- d. **Out of Season play** and Training – there shall be no coaching, expectation or recording of attendance for out of season training. Training must be open and publicized for all. Volunteer with complete process must be in place.