

Handsworth Secondary School

ATHLETICS HANDBOOK

Updated 2017



1044 Edgewood Rd
North Vancouver BC
V7R 1Y7

604 903 3600

<http://www.nvsd44.bc.ca/schoolsites/handsworth.aspx>

Mission Statement

Handsworth's mission is to maximize the potential of all students' human endeavors intellectual, cultural, social, aesthetic, creative, and physical. We encourage students to understand the relevance of their education within a larger social and global context. We believe in developing self-esteem, emotional well-being, a respect for others, a desire for life-long learning, and a strong career awareness in a climate that promotes responsible learning.

The Handsworth community develops empowered, innovative and compassionate learners who serve and lead with curiosity and integrity.

| | |
|--|--------|
| Table of Contents | 2 |
| Introductory letter | 3 |
| Philosophy | 4 |
| Handsworth Athletic Council | 4-6 |
| Coaching Staff – Roles and Responsibilities | 7 - 10 |
| Staff Sponsor Roles and Responsibilities | 10-11 |
| Discipline | 11 |
| Uniforms | 11-12 |
| Athletic Fees/Budgeting | 13 |
| Equipment | 14 |
| Facilities | 14 |
| Rentals | 14 |
| Scheduling | 14 |
| Student-Athletes | 15 |
| Early Dismissals and Attendance | 15 |
| Citizenship and Athletic Performance | 15 |
| Guidelines | 15 |
| Player Eligibility | 16 |
| Registration | 16 |
| Volunteers | 17-18 |
| Transportation | 17-18 |
| Seasons of Play | 19 |
| Tournament and Exhibition Play | 20-21 |
| Scorers, Timers and Referees | 21 |
| Duties of the Athletic Director/Business Officer | 22 |
| Athletics Points & Awards | 23 |

Appendices

- A – Handsworth Athletic Council – Guiding Principles
- B – Sponsorship
- C – Athletics PAC's
- D – Guidelines for Coaches
- E – Coaching Code of Ethics
- F – Playing up Formula
- G – Coaches Checklist
- H – Student Athlete Code of Conduct
- I – New Teams Policy
- J – Junior Boys Soccer Provisions

To the Student Athlete, Parent/Guardian:

Welcome to Royals' Athletics. Handsworth Secondary School celebrates all of our student athletes and we are proud of the contribution they make to our school and to our community. The Athletics Program at Handsworth is an integral component of the overall educational experience. Our program offers a wide range of interscholastic sports hosting 40 teams and over 500 student-athletes; it provides students with an opportunity for individual and team participation as well as personal development socially, emotionally, mentally, and physically.

This manual is designed to familiarize the athlete, and the parent/guardian, with the general governing policies set forth by the North Shore Secondary Schools Athletics Association and Handsworth Athletics Department. This information should be read in conjunction with our general registration forms and *Student Athlete Code of Conduct* as our athletes are subject to all school policies and procedures.

We have addressed a variety of questions that may arise regarding athletics; however, if you have any specific concerns, do not hesitate to contact the coach, Athletic Coordinator, or the main office at any time.

I hope you enjoy your participation as part of our diverse department.

Sincerely,

Rameses Langston
Athletic Director HSS

Handsworth Philosophy of Extra-Curricular Athletics

The objective of extra-curricular athletics at Handsworth is to foster a healthy appreciation of competitive individual and team sports. Specifically, our program aims for the pursuit of excellence in the areas of self-discipline, commitment, perseverance, engagement in challenge, competition, skill development, enjoyment, cooperation, and participation by Handsworth students. Additionally, the Athletics Program fosters the transference of these attributes to other endeavors, and thus strives to function as a desirable adjunct to regular classroom studies.

The focus for teams at the Bantam and Juvenile levels is to maximize participation, improve individual fundamental skills, develop team skills, and provide student athletes with positive athletic experiences. The principles of fair play are to be adhered to at all times.

At the Junior and Senior levels the individual and team focus is more competitive. Emphasis is on team concept development and execution. Fair play principles remain central in the playing of all sports.

Handsworth Athletics strongly recommends that coaches complete the National Coaching Certification Program (NCCP) theory and technical course in their respective sports. Handsworth will offer any reasonable assistance to coaches in their efforts to provide high quality programs to our student athletes.

We will also endeavor to support new officials in their efforts to become further educated in their pursuits of athletics

Athletic Council

This Council, under the chairmanship of the Athletic Coordinator, will include staff coaches, a member of the P.E. department, an administrative officer and parent representatives. This group establishes policy and procedures regarding the school's extra-curricular athletic program. The Council provides advice and consultation to the Athletic Coordinator and in addition, the Athletic Council will monitor and influence the future direction of athletics at Handsworth.

Membership on the Council is by voluntary appointment for one year. The Council will meet once per season and also when special circumstances dictate, such as the need to review new team proposals. A regular year-end meeting will be held in June to determine the school's athletic program offerings for the following year, availability of coaches, student interest, current offerings, and finances. Any additions or deletions to the athletic program must meet the approval of the Athletic Council, and are subject to its recommendations, through the Athletic Coordinator, to the school administration. A summary of the Athletics Council Guiding Philosophy is available in Appendix A at the end of this booklet

Terms of Reference

Members of the Handsworth Athletic Council will

1. Participate fully as a member of the Athletic Council in a mutually respectful, open, honest, conciliatory and professional manner
2. Participate fully in the dynamics of discussion and debate within a consensual model of decision making
3. Observe and be cognizant of Council expectations, responsibilities and operating parameters
4. Observe and be cognizant of Council operations, procedures and decision making within the context of the Handsworth School Community
5. Solicit input and feedback from the various stakeholder groups within the Handsworth School Community
6. Actively and ethically represent the various stakeholder groups ie. students, parents and staff
7. Ensure the values of the Handsworth School Community are represented in the Athletic Programme in a holistic and enduring manner
8. Identify support mechanisms, resources, etc. necessary for successful implementation of action plans
9. Actively participate in follow up reviews of action items over time to ensure their successful implementation
10. Make recommendations to the Administration in the best interests of the Handsworth School Community

Decision-Making within the Athletic Council

From time to time, it will be necessary for the Athletic Council to deliberate over substantial issues, such as the acceptance or denial of a new team proposal, and to convey its recommendation to the school administration.

In general, the Council will attempt to arrive at a consensus through informed discussion among its members. When relevant to do so, Council members will consult with their respective constituent groups for guidance on issues that deeply affect or involve these groups, and, in the same spirit, invite guests to Council meetings to give presentations, perceptions, and advice on issues that require such measures. In a further effort to function effectively and to make informed decisions, the Council may appoint any ad hoc committees it may deem necessary for its purposes.

When necessary, and after full informed discussion, the Council may vote through secret ballot. Each staff member represented will have one vote while council members who represent other constituent groups, such as parents, will serve in an advisory role.

Voting Guidelines

When decisions require a vote, council members are obligated to follow the aforementioned terms of reference as guiding principles. When a council member finds him/herself in a position of conflict, that council member must abstain from the voting procedure.

A conflict arises when:

- a staff council member is a participant or otherwise directly invested in the sport in which the vote surrounds
- a council member has a direct family member who is a participant (player, coach, support staff) or is otherwise directly invested in the sport in which the vote surrounds
- a council member has an otherwise directly or indirectly related interest in the sport in which the vote surrounds

The above does not limit the terms in which a conflict of interest may arise. For the purpose of the Athletic Council Constitution any *conflict of interest arises when an individual with a formal responsibility to serve his/her constituents, participates in decisions that may have the perception of influencing his or her professional judgment, objectivity and independence. Primarily this will embody the participation in council activities that may serve personal interests and may potentially influence the objective exercise of the individual's official duties.*

Under any of the above terms – should a member who is in a conflict of interest choose not to abstain, a decision will be consider illegitimate and the matter will be determined between the chairperson and the school administration.

Decision Making

Once a decision is reached in Council, either through consensus or secret ballot voting, this decision will take the form of a *recommendation* to be conveyed to the administration through the Athletic Coordinator.

Coaching Staff - Role and Responsibilities

The function of a coach is to educate students through participation in interscholastic competition.

Handsworth's interscholastic program is designed to enhance academic achievement and should work in concert with opportunities for academic success. Each student-athlete should be treated as though he or she was the coaches' own child, and his or her welfare is a priority at all times. A comprehensive list of guidelines is outlined in this manual.

Coaches Code of Conduct (BC School Sports Handbook)

The coach / student athlete relationship is a privileged one. Coaches play a critical role in the personal and athletic development of their students. Therefore, coaches are expected to model the fundamentally positive aspects of school sport. Coaches are responsible for their own behaviour as well as their student – athletes.

- 2.1.1 Coaches shall recognize that school sport is an extension of the classroom, with moral and legislative obligations required of the coach at all times.
- 2.1.2 Coaches shall uphold the rules and regulations of the BC School Sports, the local Athletic Association and applicable Sport Commission.
- 2.1.3 Coaches shall actively uphold the rules of the sport, the spirit of the rules of the sport, and encourage student-athletes to do the same.
- 2.1.4 Coaches shall fulfill all league, exhibition, invitational, play-off and championship competitive and event obligations, in accordance with Athletic Association policy, Sport Commission policy or Tournament Organizer agreements.
- 2.1.5 Coaches shall treat all participants fairly and equitably, by refraining from discriminating against any student-athlete with respect to race, colour, ancestry, place of origin, religion, family status, physical or mental disability, sex or sexual orientation.
- 2.1.6 Coaches shall respect the judgement and interpretation of officials without gesture or argument, and require student-athletes to do the same.
- 2.1.7 Coaches shall not use foul, profane, harassing or offensive language or gestures in the conduct of coaching duties.
- 2.1.8 Coaches shall not use physical force of any kind in the conduct of coaching duties.
- 2.1.9 Coaches shall not, either directly or indirectly, encourage a student to attend a particular school for the purpose of participating in interschool sport.
- 2.1.10 Coaches shall not, under any circumstances, endorse, recommend or suggest the use of Performance Enhancing Drugs or Supplements by any student-athlete.
- 2.1.11 Coaches shall abstain from the use of tobacco products and alcohol while in the presence of student-athletes, and discourage their use by student-athletes.
- 2.1.12 Coaches shall not, under any circumstances, require or imply that a student must be involved in any summer program or club program as part of their obligation to participate on a school team.
- 2.1.13 Coaches shall not, under any circumstances, require or imply that a student cannot or should not participate in any BCSS approved sport of their choice in the season preceding and/or succeeding the coach's particular season-of-play.
- 2.1.14 Coaches shall not, under any circumstances, start pre-season tryouts or practices to the detriment of any in-season sport.

Community Coaches

All non-teaching coaches are to be made aware of the school's athletic policy discussed herein. A non-teaching coach does not free the sponsor teacher from supervision of the team and its events. The sponsors' commitment to practices and games may vary but is recommended to attend all team functions.

Community Coach Guidelines (BC School Sports Handbook) - available at www.bcschoolsports.ca

BC School Sports understands that Community Coaches are integral to the school sport system, and that they are necessary to ensure further opportunities for student athletes. Recognized Athletic Associations, Member Schools and/or School Districts are encouraged to adopt the following guidelines to ensure that the philosophy, objectives and values of the BC School Sports system are maintained.

- 3.1 Community Coaches should complete the Volunteer Application Form and submit copies to the School Administrator, in the main office. The form will enable School Representatives to start to determine that qualifications and suitability of the prospective Community Coach to supervise and coach students of school age, and to receive from the prospective Community Coach authorization to conduct a Criminal records check.
- 3.2 It is strongly recommended that the Community Coach have completed a minimum of Level One Theory of the National Coaching Certification Program.
- 3.3 The School Administrator and/or the Athletic Director should meet with each prospective Community Coach to discuss school athletic policy and school sport philosophy, ensuring that the coach understands:
 - 3.3.1 the expectations for supervision of students
 - 3.3.2 emergency protocol within the school
 - 3.3.3 accountability for equipment, uniforms, finances
 - 3.3.4 league schedules and deadlines
 - 3.3.5 practice times, restrictions, policies and access
 - 3.3.6 school and/or District travel policies and insurance requirements
 - 3.3.7 the BCSS Coach's Code of Conduct and procedures
 - 3.3.8 the BCSS Eligibility Policies and procedures
 - 3.3.9 the decision making process and jurisdictional boundaries of the School, School District, Athletic Association, Sport Commission, and BC School Sports
 - 3.3.10 required paperwork for team and player registration and entry into events
- 3.4 The School Administrator and/or Athletic Director should request and check at least two references for each Community Coach candidate. Reference checks should include questions about previous conduct, suspensions or probationary penalties served, technical skill and ability, age group and/or gender previously coached and degree of commitment and interest.
- 3.5 The School Administrator and/or Athletic Director should undertake a Criminal Records check on the prospective Community Coach, looking for convictions under the Criminal Code of Canada, the Narcotics Control Act or the Food and Drugs Act.
- 3.6 The BCSS Supervision Policies does not require that a Teacher Sponsor be present with adults who have been approved by the School Administrator. It is therefore strongly recommended that periodic observations of the Community Coach at practice and in competition be conducted by the Athletic Director and/or Administrator.

Coaches Responsibilities

- **Attend Handsworth Seasonal Sport Meeting**
- **Attend League Organizational Meetings**
- Inform parents of game schedules and transportation needs.
- Inform students of relevant policy, that is, commitment, discipline and philosophy, and to be a constant and ideal role model for the three aforementioned issues.
- Complete BC School Sports Registration Form / Online Registration (see Appendix K)
- Have students complete Handsworth Registration forms and letter of intent
- Have students complete Informed Consent Form
- Have a strong commitment to preparation and delivery of practices and meetings.
- Collection and accounting of uniforms
- Provide the Athletic Director with a seasonal team budget / financial statement
- Provide the Athletic Director with a list of tournament names, entry fee, and dates at the beginning of the season
- Making Athletic Director aware of any special events or occurrences (ie. Players expelled from a game.)
- Communicate with Athletic Director re: equipment needs, game schedules, and tournaments.
- Set up and put away equipment at home games (There has been a history of equipment theft).
- Completion of Athletics Awards Points form at the end of the season
- Completion of Athletic Awards form at the end of the season
- Encourage athletes to give back to the athletic program through scorekeeping, lining, and refereeing.
- In addition, take on Staff Sponsor responsibilities if no staff sponsor is available.

School Sponsor

Each team will have a designated school sponsor. This staff member will maintain the connection between the team and the school.

School Sponsor's Responsibilities

- Inform students of relevant policy, that is, commitment, discipline and philosophy, and to be a constant and ideal role model for the three afore-mentioned issues.
- Complete, in conjunction with coach, BC School Sports Online Registration Form/ Informed Consent Forms/ Budget Spreadsheet
- Collection and accounting of uniforms
- Making Athletic Director aware of any special events or occurrences (ie. Players expelled from a game. Observation of inappropriate coaching behaviour.)
- Communicate with Athletic Director re: equipment needs, game schedules, and tournaments.
- Encourage athletes to give back to the athletic program through scorekeeping, lining, and refereeing.

Discipline

Generally, discipline and control of athletic teams and individuals in inter-school competition at Handsworth shall be the responsibility of the individual coach. The coach/sponsor has the initial responsibility to clarify goals and expectations of the program to all involved.

The Handsworth Athletic Council may become involved in a discipline issue:

- a) When an individual or group of Handsworth athletes competing are in violation of student Code of Conduct (i.e. involved with drinking alcohol, smoking, or using drugs during a sanctioned sporting event).
- b) Where an individual or group of athletes quits a team without a reasonable excuse (i.e. medical problem)
- c) Where a representative of Handsworth acts in such a manner that the image of our athletic program and school is questioned.

The above provide examples of behavior that may require the interjection of members of Athletic Council that represent Handsworth staff, there are other circumstances that may require such interjections.

Uniforms

General:

Uniforms used by interscholastic sport teams representing Handsworth Secondary are to remain the property of the school unless otherwise specified by the school athletic director.*

- uniforms and equipment will be issued by the Head Coach or designate. The uniform is considered loaned to the player for the duration of the sport season.
- Players fees may or may not include a uniform deposit to be returned with the return of the uniform (in good condition) at the end of the season. Lost or damaged uniforms must be paid for by the athlete based on the replacement value of that uniform.
- Player fees may/should include an equipment levy which is applied to the renewal of uniforms and other necessary equipment for that sport. (For many sports new team uniforms would be purchased every 3-4 years as required.)
- Collection of uniforms and equipment is the responsibility of the Head Coach or designate. Uniforms must be washed and are to be collected after the final game of the season.
- Uniforms may consist of multiple pieces including and not limited to safety equipment, jersey/top, bottoms, warm-ups and sports bags.

* Exceptions may include bathing suits, bathing caps, chin straps, mouth guards and socks. Where the student athlete is required to purchase or supply their own uniform, said uniform may remain the property of that student athlete.

- a) School owned uniforms will be administered by the Head Coach in the following manner:

- i Once fees are collected from athletes, coaches will turn in team rosters, fees, and uniform deposits to the AD and arrange for uniform distribution.
 - ii All other athletes who have not completed registration by the prescribed date must deal directly with the AD. Participation in games will may be suspended until all fees are collected
- b) Collection of uniforms should be done within one week of the end of the season. The coach should set a final return date, and inform the student-athletes. The uniforms must be washed before returning them to the Athletic Director or designate. If the uniforms have not been returned by the pre-determined date the uniform deposits will be cashed. If the student-athlete returns the uniform after this pre-determined date, only a portion of the uniform deposit will be returned
- c) A fee will be charged to any individual who loses or ruins an article or equipment that is the property of the school. This fee is at the discretion of the Athletic Director when considering replacement costs. In general this will be the sport's specified deposit required at the start of each season.

Currently there is a \$20/athlete fee that will be collected by the athletic director. This comes from the individual team's budget. This admin fee is used towards a number of different purposes which may include, but is not limited to, the cost of trophies and the awards assembly at year end, funding for provincial tournaments, uniforms & equipment and other athletics associated costs.

The BCSS (British Columbia School Sports) fee that is collected from the team's budget is included in the athlete fee. This fee is to cover the cost of maintaining BC School Sports as an operational body. This amount is passed directly onto BC School Sports.

A portion of the athlete fee collected is for cost of supplying and maintaining team medical kits.

Seasonal Budget / Financial Sheet

Each team representing Handsworth Athletics is self-sufficient. As fees are a necessary part of the operation of each team the budget needs to be completed prior to the start of the season. It is necessary to make your budget transparent to allow parents and concerned parties an understanding of anticipated expenditures.

Using a spreadsheet identify the following

- revenue
- seasonal expenses

Revenues must not be collected on the basis of creating a profit but rather, as reasonably as can be expected, should balance out with expenses at the end of the season

***All athletes participating for a team must be informed of the additional costs associated with playing on a particular team. This financial breakdown needs to be communicated to the parents.

Travel Expenses & Considerations

All teams participating in overnight athletic excursions need to make provisions for anticipated expenses. Every attempt should be made to have team transportation and lodging costs charged to a School District purchase card (P-Card). These are typically available for use either through the teacher sponsor or the school accountant. When the use of P-Card is not possible, transport and lodging purchases made for a team may be reimbursed for, provided the purchaser can produce itemized, detailed receipts (including GST # where applicable).

Hotel reservations may also either be paid for by P-Card, or in advance by the school accountant. In order to forward payment to the hotel, details must be provided, in advance, to the school accountant.

For the purposes of ferry travel, proof of a charge, not simply a reservation, must be provided for reimbursement. An email confirmation of the charge or copy of a credit card statement will suffice. The School Board will not accept the Ferry Receipt that simply shows a reservation as proof.

Teachers who require a TOC during their athletic related absence should include the cost of their TOC in the team travel budget.

Teacher sponsors who wish to charge for additional expenses such as gas and meals need to also include this in the budget which is provided to players and parents. Transparency is of the utmost importance when dealing with funds received from student families.

Equipment

It is the responsibility of individual sports to supply their own equipment. *Therefore an equipment levy should be included in your team's budget to facilitate the renewal of necessary equipment.*

Where possible the Athletic Department will make every effort to provide you with the equipment necessary for your sport. Your team is responsible for any school issued equipment and will be charged for any lost/damaged goods

- I. Ensure that equipment is put away and locked up before you leave
- II. Take the time to count items before and after a practice.

Please do not leave out equipment for other teams as this is the responsibility of another coach. The Athletic Department needs your cooperation in reducing the theft of equipment.

Facility Rentals

Due to liability concerns, a new district policy has been set for gym usage. Consequently, "activities and programs that take place without the expressed written approval and authorization of the School Board could result in significant legal liabilities for both the Board and the individual(s) concerned. Hence,

- All outside groups must secure a rental contract for the gymnasiums
- All outside groups will be required to show proof of insurance coverage

The only groups that are exempt from this are current season Handsworth teams practicing. However, on weekends, school holidays [including Christmas, Spring Break and Summer, and Professional Days] all non-school based groups must secure a rental contract and insurance coverage for any practices. Any and all tournaments must have a rental contract with a minimum of 4 hours of custodial service budgeted for by the coach.

Facility Scheduling

Each season of play involves gym and field scheduling of teams to ensure equal practice and scheduled time for all teams. If coaches have particular requests for gym space they must communicate these to the Athletic Director in writing. The gym/field schedule will be posted weekly on the athletics website.

Priority will generally be given in the following fashion:

- A) Games
- B) Scheduling referees, scorekeepers, linesmen for games
- C) Senior Teams
- D) Junior Teams
- E) Juvenile Teams
- F) Bantam Teams
- G) Other in-school sports / activities
- H) Unrelated to school activities

Student Athletes

Early Dismissal and Student Attendance

Early dismissals are for the purpose of allowing students to get to **league games** on time and not to miss class time unnecessarily. All early dismissals will be posted online on the MyEd. Early dismissals must not be completed for earlier than **2:00 pm** unless a circumstance (ie. Trip to Squamish for league play, Golf dismissals due to limited tee times) necessitates earlier dismissal time. It is a request of the Athletic department that coaches do their utmost to follow this when possible.

Coaches must be clear in communicating to their players that:

- 1) Students must present their early dismissal to the teacher at the **beginning** of the period, politely asking for permission to be dismissed.
- 2) Students should be aware that being dismissed early is a privilege that may not be granted if the subject teacher is dissatisfied with a student's efforts.
- 3) Also, students who utilize early dismissal should leave immediately from their class and assemble at the gym foyer to depart to their games.

Attendance in class on game and practice days is **mandatory**. Although it is difficult to administer this policy, due to possible appointments during the day, it is the expectation of the Athletic Department that coaches/sponsors check absentee information provided by the general office. In the case that a student athlete has not attended classes but has arrived expecting to participate that afternoon, coaches are asked to not dress that athlete for competition on that day.

Citizenship and Academic Performance

ACADEMIC/SCHOOL OBLIGATIONS

Student-athletes are expected to fulfill all school-related obligations prior to practice or game times. Student athletes are encouraged to stay for tutorial sessions when possible to ensure missed work has been completed.

Student-Athlete Guidelines

It is the belief that extra – curricular participation by students at Handsworth is a privilege provided that certain criteria are met by athletes. These include:

- I Exemplary class attendance.
- II Student – athlete behavior in classes and throughout the school is exemplary.
- III Students are doing their best to meet learning outcomes in their classes by completing homework and being prepared for class

It is the collective responsibility of coaches, student – athletes, teachers, parents, and administration to communicate with each other in regards to meeting the above criteria.

At the beginning of each season of play, student-athletes will be responsible for communicating by letter with each of their teachers regarding implications on the class. It is the expectation of the Athletic Department that teaching staff will communicate any problems to the Student – Athlete,

Coach, and Parent. In the event that a student – athlete is failing to meet behavioral and academic requirements all parties will work together to create possible solutions, including possible suspension from participation until the student – athlete can meet expectations.

A student must fulfill all disciplinary actions that may have resulted from a violation of school policy.
– Be a champion on and off the playing surface

Player Eligibility Policy

An athlete will be deemed to be ineligible to play for any school team if they have been expelled from a team for any reason or if they have quit a team once the season has started and the team has been named.

Athletes who have been expelled from a team or who have quit a team in season are not permitted to tryout for or join any team in the following two sports seasons. Sports seasons run as Fall, Winter and Spring Sports as outlined in the BCSSAA Handbook.

This sanction will carry forward into the subsequent school year as applicable.

A player who is deemed ineligible to tryout or play on a sports team or sport may appeal his or her eligibility in writing to the Athletic Council.

An appeals committee will consider all written appeals of this nature. The appeals committee will consist of the staff representatives of the Athletic Council and will not include the student or community/parent representatives.

A player who is suspended from school is not eligible to play for the school team or participate in a school sport while under suspension.

Registration

A complete and comprehensive registration package will be located on the school website for coaches/sponsors to use:

Fall Sports: First week of September

Winter Sports November

Spring Sports: February

This package will include all necessary information regarding player registration, uniform distribution, and equipment sign out, pertinent school policies. It is the expectation that coaches/sponsor attend these meetings to clarify any questions that coaches may have regarding their commitments for that season.

Return your complete roster with Date of Birth by the deadline provided at the Seasonal Sport Meetings.

Volunteers

1. Individuals who wish to act as volunteers must comply with the provisions of the North Vancouver School District Policy: Volunteer Forms are available directly from the Handsworth school office.
2. It is the responsibility of the teacher staff member (coach/ sponsor) and/or Athletic Director to ensure that each volunteer has completed an application form prior to engaging in any coaching duties.

Forms must be turned in directly to the office, or to the office via the Athletic Director, which in turn will be kept on file with the Administrative Liaison for Athletics.

Transportation of Students by Private Vehicles

1. Students may NOT be transported in 15 passenger vans
2. Individuals who wish to act as volunteer drivers must comply with the provisions of the North Vancouver School District Policy: 607 Transportation of Students

In order to provide additional liability insurance protection to volunteers using private vehicles in the transportation of students to and from approved educational activities, the Secretary-Treasurer has obtained, from available funds, a Special Excess Third Party Legal Liability Insurance policy. This policy extends to unpaid volunteer drivers and all School District staff who volunteer to drive students but are not reimbursed by the Board for the operation of their vehicles, subject to the following provisions:

The volunteer driver has completed the “Volunteer Driver Application” form – *available at the main office.*

The “Volunteer Driver Application” form has been signed by a School District Employee;

The “Volunteer Driver Application” form is kept on file by the the Administrative Liason

- The activity to which students are to be transported must be a course of study or activity that is provided or organized by, supervised by, sponsored by, or selected by, an authority of a school

- The principal or the principal’s delegate shall, in each instance, give either verbal or written consent to the transportation of students by the volunteer driver (by default, the Principal’s delegate is deemed to be the teacher staff member (coach/ sponsor) and/or Athletic Coordinator)

- The volunteer driver must hold a valid British Columbia driver’s license and the vehicle must be insured for the purpose for which it is normally used

- The volunteer driver must be the owner of the vehicle to be used or must be operating the vehicle with the permission and consent of the owner.

- The excess insurance policy shall provide only for an extension of the vehicle owner’s third party liability coverage that is in excess of minimally \$1,000,000 and shall not provide the vehicle owner with any additional collision or comprehensive coverage.

- Neither the volunteer driver nor the vehicle owner shall be reimbursed for any expenses incurred for the use of any vehicle used in the voluntary transportation of students.

Students are transported to their destination via cabs or busses. If parents and/or coach choose to transport the students, please take note of the following:

All parents, staff, and students who transport for school sponsored events will be covered by School Board \$10 Million Insurance (Liability) providing the vehicle is not a rented vehicle. If a rented vehicle (even a school bus) is used, School Board Insurance does not cover.

Transportation of Students by Rented Vehicle

If a rented vehicle is used to transport students, *we must rent through Budget rentals* and observe the following:

- The vehicle must have a Ministry of Transport sticker.
- The vehicle must have a permit to operate certificate as a school bus
- Additional insurance must be purchased.

Coaches and sponsors who find themselves using rental means of transportation **must work with the Business Assistant** and must book **any order** through her. **Do not order** any taxis and buses without her knowledge. It is also the Athletic Departments belief that coaches and sponsors will be thrifty and conservative when ordering transportation and that every effort will be made to involve parents in the transportation of athletes.

Seasons of Play

Seasons of play are defined by both BC School Sports and the NSSSAA. Coaches must familiarize themselves with the dates of play as outlined on the BCSS website each year. The NSSSAA is our governing body and defines it as:

(V&D-LA) Section V - Seasons and Limits of Play and Practice:

- a. The following shall be the limits for practice and play:
- b. In all cases, a student registered with a team which is still participating in the NSSSAA League schedule or playoffs, the V&D Association playoffs or the B.C. playoffs shall not take part in practices or exhibition games of a sport of the following season, unless there is mutual consent between the two (2) coaches of the teams concerned and the practices or games are within the published starting dates.
- c. For the purposes of this Section, a practice shall be defined as the assembly of more than one (1) student and a coach for the purpose of, or resulting in, instruction.
- d. Intramural leagues shall not be construed as practices provided participation is not required.
- e. Teams practicing out of season shall be subject to disciplinary action.
- f.
 - i. Permission must be requested in writing for any out-of-season competition, including provincial championships. Such requests must be directed to the Secretary of the NSSSAA at least fourteen (14) days prior to the date of the event.
 - ii. Permission may be given in such cases if the competition is to be played against a school team visiting Canada on a cultural exchange or by a Member School visiting another country for the purpose of a cultural exchange. Teams failing to request permission are subject to disciplinary action.
 - iii. The length of preparation time (i.e. exhibition games and/or practices) granted to teams in order to play games outside the prescribed season limits shall not exceed fifteen (15) consecutive school days leading up to and including the first day of competition. Out of season requests must be accompanied by a detailed schedule of the competition to be played.
 - iv. Schools may be granted only one out-of-season period per sport per division per year.
- g. There shall be no practices, competition or exhibition play between June 15 and the opening day of school in September, unless otherwise noted in (a) above.

Tournaments and Exhibition Play

Coaches are welcome to organize their schedules any way they want to fit their own plans, but please keep in mind that:

- I Student – athletes have a priority to complete work to prepare for classes.
- II Coaches should adhere to basic coaching principles, which include a 2 to 1 practice to game ratio. Coaches should also be familiar with BCSS policy regarding length of season.
- III Cheques for entry fees will be written upon receipt of tournament paperwork including tournament location, entry cost, and dates. Coaches should submit these forms at the beginning of the season.

Athletics does not have the means to subsidize the cost of tournament entry fees.

- IV The Athletic Department is not responsible for any expenses incurred for any tournaments (i.e. Transportation, meals, and lodging etc.)
- V The Athletic Department will assist with expenses required by any team that wins the right to go to High School Provincial Championships (see Provincial Tournament Support).
- VI There are blackout dates for each season of play in which teams should not play games. These dates are available through www.bcss.com

NB: Costs of traveling to tournaments and exhibition games during the season is the responsibility of the coach/sponsor. Efforts must be made to communicate to all athletes trying out for a team of the additional costs associated with playing on a particular team.

Provincial Tournament Support

Teams attending BC Senior Provincial Tournaments may have access to the general Athletic Budget for accommodation while competing. In order to receive funds for a Senior Provincial Tournament coaches and/or sponsors are required to set up a meeting one week prior to the tournament with the Athletic Director and Athletics Administrator.

The following priorities will be considered in conjunction with the availability of funds.

- annual athletic budget (set by school administration)
- projected number of Senior teams attending Provincials
- number of students and staff involved
- location of the tournament
- times games are played
- entry fee
- amount of money left in budget upon request

The Royal's Athletics Program hosts 40+ teams and approximately 700 students. In order to maintain a budget that provides equal opportunity for all students, with consideration to the process of qualifying for Provincials, funding for Provincial tournaments is available to Senior Teams only. There will be *no* funding provided for *invitational* championships.

Hosting Tournaments at Handsworth

- Approval from AD and Administration
- all entry fees submitted to the Business Officer
- vending machines cannot be disabled in any way; including unplugging or putting “out of order” signs.

Scorers, Timers and Referees

Through the cooperation of our Athletic Leadership class and student volunteers, we can enlist the help of scorers, timers and referees. Please send any volunteers to the Athletic Director.

Coaches are encouraged to recruit scorers, timers, and referees and give these names to the Athletic Director to enter on the master schedule.

Athletes will be asked to assist in the various sports in which they are involved. It is the expectation of the Athletic Department that **coaches strongly encourage** their student – athletes to help in this important area whenever it is feasible for the student – athletes to help.

All members of the Senior and Junior (where applicable) teams will be encouraged to referee or be a linesman at a minimum of one game throughout the season (at the Bantam, Juvenile or Junior level). This will help players to develop their skills in all aspects of the game, gain an appreciation for the officials and help to ensure that all games are officiated with the appropriate number of people.

Duties of The Athletic Coordinator

Coaching

- Make staff aware of athletic needs and interests.
- Accept and screen services of teachers and non-teaching personnel to coach and/or sponsor.
- Finalize and establish coaching list for each of the three seasons.
- Organize **SEASONAL SPORT MEETINGS**
- Interpret league policy and athletic association requirements for coaches.
- Communicate with coaches re: league meetings, clinics and workshops.

Uniforms & Equipment

- Distribute uniforms to coaches and check on collected uniforms from coaches at the completion of seasons.
- Order new and replacement uniforms.

Budgeting

- Coordinate department needs with Principal, Handsworth Athletics Council and Business Assistant.

Facilities

- Prepare gymnasium and field schedule
- Coordinate space allotments.

Awards

- Record keeping of athletes and team results.
- Coordinate sports team slide show.
- Upkeep of various sports and athletic display cases.

Role of the Business Officer

- All documentation for tournaments must be submitted generally 2 weeks prior to AD and Business Officer
- All receipts must include only purchases related to Athletics; if there are other items on the receipt, **it will not be approved for reimbursement**
- Account Balances will be submitted to the AD on a monthly basis
- Debit and Credit card receipts are **not** acceptable
- Cheques will only be written on accounts in good standing that have prior approval from the AD.
- The Business Officer's record of the account is the official financial statement
- All receipts must show GST breakdown
- Please include mailing address to the Business officer if a cheque is to be mailed

Athletic Awards

At the end of each school year, proficiency and contribution in the field of interscholastic athletics is recognized in the form of athletic awards. The criteria for determining distribution are outlined below. At the end of each sport season, Handsworth Athletic Awards are awarded to athletes that participate on multiple school teams. Athletic are included in the criteria for nominating Athletes of the Year at various grade levels and as criteria for selecting Athletic Participation Awards. While awards are granted on the basis of merit, the Athletic Department reserves the discretionary right to award or deny certificates or awards at the behest of the Athletic Coordinator under advice from the Athletic Council.

- The criteria for Outstanding Athlete, or ‘Athlete of the Year’ awards are as follows:
 - a) Students in grade 8, 9, 10 must participate in 3 or more sports
 - b) Students in grade 11, 12 must participate in 2 or more sports
 - c) Students with the highest total of athletic points shall be recipients of the award
 - d) Two students from each grade, one from each gender will be designated recipients
 - e) Where multiple student athletes have similar scores, the winner shall be determined by the Athletic Director in consultation with teacher coaches and PE instructors familiar who with the athletes in question

An excel workbook will be emailed to coaches towards the end of the season. A sample is provided below. Please complete in full and return via email for all athletes that meet the criteria above.

| Skill Level | | Sportsmanship & Leadership | | Attendance | | Player Total | Tie Breaker Rank manually complete |
|----------------------------|-------------------------------|----------------------------|-------------------------------|----------------------------|-------------------------------|----------------------------|------------------------------------|
| <i>Player Score (1-10)</i> | <i>Weighted Score (max 6)</i> | <i>Player Score (1-10)</i> | <i>Weighted Score (max 2)</i> | <i>Player Score (1-10)</i> | <i>Weighted Score (max 2)</i> | <i>Player Score (1-10)</i> | <i>Player Ranking (1,2...</i> |
| | 0 | | 0 | | 0 | 0.0 | |
| | 0 | | 0 | | 0 | 0.0 | |
| | 0 | | 0 | | 0 | 0.0 | |
| | 0 | | 0 | | 0 | 0.0 | |

Appendix A

Handsworth Athletic Council – Guiding Principles

1. The Athletic Council encourages students to be involved in a wide spectrum of sport activities.
2. The Athletic Council is committed to providing access to school sanctioned teams to school controlled facilities
3. The Athletic Council supports the primacy of the sport in season to school facilities.
4. The Athletic Council representative body for students, parents, coaches and the Board with respect to Handsworth's extra-curricular athletic program
5. The Athletic Council is the approval body for sports related policy including fees, discipline, and external coaches

Appendix B

Sponsorships

The need for fundraising will be deemed necessary depending on individual program needs. The HPAC and the Principal of the school must approve all fundraising efforts. Fundraising cannot guarantee exclusivity to organizations outside the school nor can it guarantee permanent signage on school property. All fundraising efforts must adhere to the policies approved by the school district which can be found on the district website –www.nvsd44.bc.ca.

Appendix C

Extra-Curricular Athletic Parent Support Groups

- Handsworth as a whole and especially the Athletic Council recognize the valuable contribution that parent involvement brings to the school's extra-curricular athletic opportunities
- The role of the extra-curricular athletic parent support groups is to assist in the operation of a varied and dynamic extra-curricular program.

That assistance may take the form of:

- General volunteer assistance to teams and coaches, including transportation, clerical support and other team matters
 - Supporting tournaments by providing parent volunteers to assist with functions such as: concessions and gates
 - Fundraising initiatives that are consistent with School District Policy and that have been approved by both the Handsworth PAC and the Athletic Council
 - Enhancement of extra-curricular athletic programs in our school
- The extra-curricular athletic parent support groups should not determine coach selection, coaching assignments, player selection, fee setting and policy development

Appendix D

Guidelines for Coaches

The coach shall be aware that he or she has a tremendous influence, for either good or ill, on the education of the student-athlete and, thus, shall never place the value of winning above the value of instilling the highest ideals of character.

The coach shall uphold the honor and dignity of the profession. In all personal contact with student-athletes, officials, athletic directors, school administrators, the state high school athletic association, the media, and the public, the coach shall strive to set an example of the highest ethical and moral conduct.

The coach shall take an active role in the prevention of drug, alcohol and tobacco abuse.

The coach shall avoid the use of alcohol and tobacco products when in contact with players.

The coach shall promote the entire interscholastic program of the school and direct his or her program in harmony with the total school program.

The coach shall master the contest rules and shall teach them to his or her team members.

The coach shall not seek an advantage by circumvention of the sport or letter of the rules.

The coach shall exert his or her influence to enhance sportsmanship by spectators, both directly and by working closely with cheerleaders, team sponsors, booster clubs, and administrators.

The coach shall respect and support contest officials. The coach shall not indulge in conduct, which would incite players or spectators against the officials. Public criticism of officials or players is unethical.

Before and after contests, **coaches** for the competing teams should meet and exchange cordial greetings to set the correct tone for the event.

Appendix E

Coaching Code of Ethics

Integrity

The coach must act with integrity in performing all duties owed to athletes, the sport, other members of the coaching profession, and the public.

Competence

The coach must strive to be well prepared and current in order that all duties in the respective discipline are fulfilled with competence.

Athlete's Interest

The coach must act in the best interest of the athlete's development as a whole person.

Respect for the Rules

The coach must accept both the letter and the spirit of the rules that define and govern sport.

Respect for Officials

The coach must accept the role of officials in providing judgement to ensure that competitions are conducted fairly and according to the established rules.

Responsibility to Other Coaches

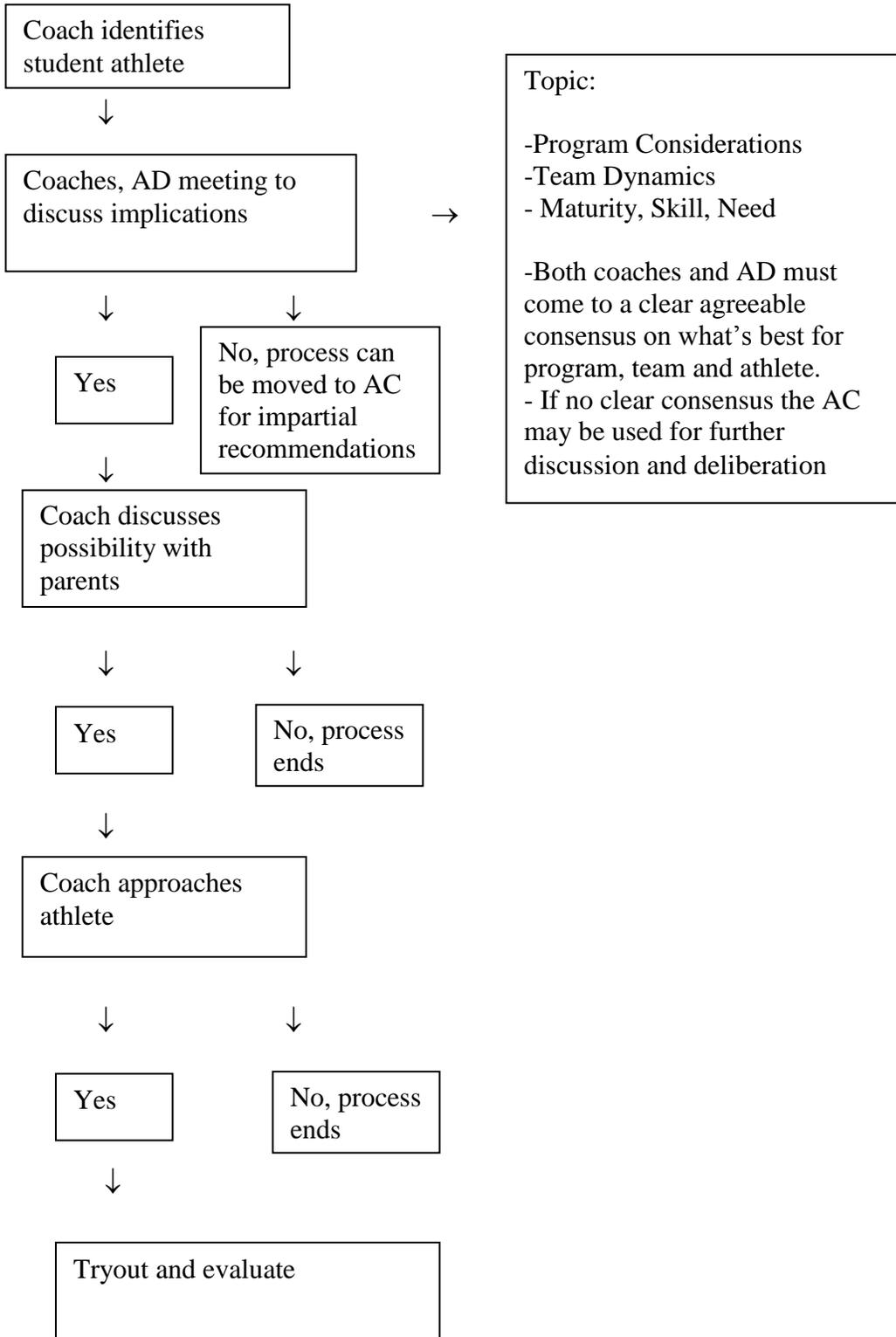
The coach's conduct towards other coaches must be characterized by courtesy, good faith, and respect.

Personal Conduct

The coach must maintain the highest standards of personal conduct and support the principles of fair play.

Appendix F

Athlete Playing Up



Appendix G

Coaches Checklist

Start of Season

- Athlete package sent home to parents. Including the following
 - Citizenship Form
 - Athlete Code of Conduct
 - Medical Form
 - Risk Awareness
 - Informed Consent Form w/ Budget
- Collect completed citizenship forms, athlete/parent contracts, medical forms, transportation forms and informed consent forms to be kept on file by coach/sponsor.
- Complete emergency information list for all team members and keep in zip-loc bag in medical kit along with Incident Report Form.
- Submit a schedule of tournament names, entry fee, and dates to Athletic Director before the start of the season
- Submit a seasonal team budget / financial sheet to the Athletic Director before the start of the season
- Submit a facility/practice time request list (ie. 1st and 2nd preferences) for the length of the season
- Once all fees are collected, hand in athletic fees and deposit cheques and set up a time for uniform distribution with the AD

During Season

- Make contact with teachers, parents, and students regarding any problems.

End of Season

- Book meeting with Athletic Director following last game to return washed uniforms.

Appendix H



Handsworth Student Athlete Code of Conduct

The Handsworth Athletic Department would like to thank all athletes for committing to our athletics program. Whereas staff and administration appreciate students' interest in extracurricular sports, students must also display acceptable conduct in order to successfully participate in these opportunities.

Each student representing Handsworth through extra-curricular sports is required to follow the *Handsworth Code of Student Conduct and Social Responsibility* (published on our website and in the Student Agenda Book) at all times during any school-sponsored event such as games, practices, tournaments and special events (banquets, fundraisers, etc), wherever and whenever held.

Students who do not abide by this code may face a range of disciplinary actions from the school, and from any athletic organization that may also have jurisdiction at the time of the infraction(s). These actions may be considered as being independent from each other, though they may be enacted in relation to the same infraction(s).

Additionally, Handsworth students involved in extra-curricular sports must agree to the following:

- A) An athlete must attend all practices scheduled by the coach. If an athlete is going to miss a scheduled practice or game, it must be evident that every effort has been made to notify the coach directly with reasonable notice under the given circumstances. Barring sudden emergencies, "reasonable notice" shall mean no fewer than three days.
- B) Any athlete missing three or more practices without appropriate reason (e.g. family emergency, sudden health issue, or any other extraordinary and unavoidable circumstance) may be dismissed from the team with no refund of fees. Please note that removal from a team, either through resignation or dismissal, will result in a loss of playing privileges for the next two (2) consecutive seasons of playing eligibility.
- C) Athletes who are dismissed can appeal to the Athletic Director for possible re-instatement. In such cases, a meeting of the Handsworth staff component of the Athletic Council may be convened to review and discuss the appeal. The Council reserves the right to investigate the circumstances of the dismissal.
- D) Extracurricular sports are ideally meant to serve as a constructive adjunct to classroom studies. Families are therefore reminded that commitment to school sports brings an additional time investment that needs to be managed effectively along with other school and personal demands. Student athletes are required to
 - 1. attend all classes on time, and see teachers for work missed due to team activities;
 - 2. maintain the best academic standing possible;
 - 3. adhere to the *Handsworth Code of Conduct and Social Responsibility*.

I have read and understand this document. Further, I accept that my athletic eligibility may be reviewed if I am unable to meet any of the above expectations.

_____/_____
(Student signature)

_____/_____
(Parent signature)

_____/_____
(Date)

Appendix I: New Teams Policy

This document outlines the process for the purpose of proposing a new NSSSAA athletics team, or sport, at Handsworth Secondary School. This process must be completed for any new team or returning team *should that program lie dormant (no school representation) for a period exceeding 2 seasons of play.*

Handsworth Secondary School sponsors teams and individuals in the sports of football, soccer, basketball, field hockey, swimming, gymnastics, golf, rowing, cross country running, track and field, badminton, rugby, girl's volleyball, skiing and snowboarding, tennis, and mountain biking. From time to time a teacher, parent or community member may ask to have a new team added to the school teams already existing. There are a number of requirements that are necessary with each proposal.

- Proposals for new teams must be made by the deadline provided.
 - Rationale- program feasibility assessment must be conducted, uniforms, league organizational meetings, planning for facilities scheduling takes time and when necessary community coaches and assistants must be screened prior to the team being established
- New teams must be able to fit into the demand for facilities that are operated by the school or offered by the league. This includes practice and games facilities.
 - Rationale-program feasibility and equality
- A new team must have a coach and a staff sponsor who are willing to commit to that team for a minimum of 4 years.
 - Rationale-once a team is established, the student and school community have an expectation that the team will be perpetual. Inaugural coaches must be willing to establish a team and ensure its tenure.
- A new coach must be approved by the School Athletic Director as laid out in the Handsworth Secondary School Athletics Coaches/ Sponsors Handbook (section 3) at the time the proposal is made.
 - Rationale – student safety
- Consideration is given to the perpetuation of existing sports programs at the school and whether a new sport can be sustained or whether it will drain the existing programs.
 - Rational- resources have been dedicated to the existing athletics programs at the school. Handsworth Athletics focuses on programs over individual teams. The Athletic Council will consider whether the student population can sustain another sport that may run simultaneously to previously established sports.
- Consideration will be given to the cost of new equipment required to start a new team.
- Proposals must be made in writing and presented to the school Athletic Council for consideration no later than **six months prior** to BCSS designated starting date for competition for a sport to be considered for the following academic year.

Process of proposal

A- Completion of the New Team Checklist

B – Written proposal

C – Presentation of proposal

D – Recommendation forwarded to Administration

E – Determination of proposal

Part A – Completion of the New Team Checklist

Any parties expressing interest in the creation of a new team will be issued the *New Team Checklist* to be completed and submitted to the Athletic Director prior to permission being given to proceed to Part B.

Part B – Written Proposal

Each proposal for a new team or program must be made in writing by the deadline listed in this document. The written proposal must include an outline for the implementation of the program, the grade(s) eligible for play, potential staffing, and a rationale for inclusion within Handsworth Athletics. Members of the Handsworth Athletics Council will vote on the written proposal, which will determine whether it will move to Part C of the process.

Part C – Presentation of Proposal

Upon review the written proposal, the Athletics council may invite member(s) of the presenting group to meet with them. At this time the originator of the proposal should be prepared to elaborate on the written proposal and field questions from members of the Athletic Council. Members of the Handsworth Athletics Council will vote on the proposal, which will determine whether it will move to Part D of the process. (Please note that the Council may approve the process at this stage with restrictions or limitations that they see fit in the best interest of the students and/or existing programs within the school).

Part D – Recommendation Forwarded to Administration

The Athletic Director will make a recommendation to school administration for a final decision to be made (in consultation with Athletic Director).

Part E – Determination of Proposal

A written response will be delivered to the originator of the proposal. In some cases, where deemed appropriate or necessary, the Athletic Director may forward recommendations for re-submission.

Appendix J

Junior Boys Soccer Provisions

As outlined in the minutes of the Athletic Council Meeting dated June 6, 2011, a Junior Boys Soccer team has been provisionally approved based on the following:

- ❖ All Junior Boys Soccer Team games and practice are to be conducted off Handsworth school grounds.
- ❖ The Junior Boys Soccer Team is expressly a ‘competitive’ team and, as such, will in all likelihood be comprised almost entirely of grade 9s and 10s. Only under special circumstances should grade 8s be included on the team.
- ❖ There is to be no advertising of the Junior Boys Soccer team to grade 7s who will be attending Handsworth the following year.
- ❖ As a probationary team, its existence will need to be revisited one year from its inception. (June, 2012)