

Athletic Information for Seasonal Meeting

2019 Spring Season



1. Welcome, Thank-you & Introductions

2. **Athletic Program Philosophy** Positive experience - Involvement - Support - Fair Play - Equity

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 follow the process asap. Coaches 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 Sutherland Athletic Handbook
- e. Attend the NSSSAA League Organizational meeting for your sport
- f. Abide by all Sutherland, NSSSAA, SD44, and BCSS Policies
- g. Have all volunteers on team 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 (NVSD staff have already)
 - ii. Check w/ VP/AD as early as possible with regards to all community adults on your team
 - iii. To begin process all non-NVSD volunteers complete Volunteer application
 - iv. Screening and reference checks of volunteers at the discretion of VP
 - v. **Student Volunteers - U19 exempt from CR process - MUST have a staff member or designate with an approved CR to work with them at all times. (Support and liability.)**
 - vi. **One Approved Adult Volunteer must be present at all team functions (Games, Practices, & Meetings) Volunteers who are in CRC process must have staff member with them**

4. High Risk Sports (*Spring sports: Mountain biking & Rugby*)

- a. There is a higher standard on school and organizers due to nature of these “High Risk” 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 – be aware of process and talk with AD prior to communication with players or parents, respectful communication of try-out decisions (*Don't post names of cut players*)
- 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. **Team Rosters “STARS”** as soon as possible – please ensure the AD has the team roster so that they can ensure they are properly registered in STARS (BC School Sports Registration) – If a player plays and is not in Stars – the team will face fines and forfeiture of games
- e. **Budget** for seasonal expenses and costs. Check in cases of financial hardship.

- f. **Fees** and all payments such as tournament expenses use the new KEV system – there is no longer any handling or collection of cheques or cash from Parents/Guardians
- g. **ALL Financial purchases** and revenues go through Sutherland 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
- h. **Uniforms** – care and retention – don't hand out until all paperwork in
- i. **Team Wear to Keep** – Consider early and consult with the AD – it takes time to order and process these things. Students usually like swag but consult with parents to keep costs down
- j. **Multiple sport Form** – needed for students playing on more than 1 school team during same season
- k. **Communication of STUDENT-Athlete Expectations** – coach / sponsor should discuss with team
- l. **Transportation** to & from events (parent-student organized OR Volunteer Driver)
- m. **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. **Announcements & PR** Must be Staff endorsed (PA, Posters, Social Media, web-based)
- 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 or 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) – please discuss with sponsor and AD
- 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. Aware of Concussion return to play protocols
- h. **Injury Reporting** – form online – adult sponsor or coach - please submit as soon as possible – ensure parent/guardian and school sponsor contacted and informed whenever necessary
- i. **Field/Facility schedules/ Closures** – AD sets based on user requests
- j. **Fundraising** – check with staff member on District rules prior to fundraising (or publicizing)

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

- a. **Local Tournaments** can be covered in IC (Not overnight or out-of-province) – please include location, times, supervision names, and ensure the field trip requirements have been fulfilled.
- 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.
- e. **AOB.** Anything else? If questions arise, please see AD or Athletics VP