

Windsor Secondary School



STUDENT/PARENT ATHLETIC HANDBOOK

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On behalf of the entire Windsor community, I would like to extend a warm welcome to the Windsor Wolves Athletics program. At Windsor Secondary School, we take great pride in our student-athletes and the positive contributions they make to both our school and the wider community.

To help ensure your experience in the Windsor Athletics program is positive and rewarding, I encourage you to take the time to review the contents of this handbook carefully.

This handbook is intended to provide athletes and their parents/guardians with an overview of the policies and guidelines that govern school sports, as outlined by BC School Sports (BCSS), the North Shore Secondary Schools Athletic Association (NSSSAA), and the Windsor Athletics Advisory Council. It should be read in conjunction with our school's Code of Conduct, as all athletes are expected to follow Windsor's school policies and procedures.

While this handbook addresses many common questions, please do not hesitate to reach out to your coach, the Athletic Director, or the main office if you have any specific concerns.

I look forward to supporting you and watching your team grow and succeed throughout the season.

**Sincerely,
Marco Fong
Athletic Director
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Windsor Athletic Philosophy

The objective of extra-curricular athletics at Windsor is to foster a healthy appreciation of competitive individual and team sports. Specifically, our program aims to pursue excellence in the areas of commitment, competition, skill development, cooperation, sportsmanship, leadership, participation and enjoyment by Windsor students.

The focus for teams at the Bantam and Juvenile levels (Grades 8 & 9) is to maximize participation, improve individual fundamental skills, develop team skills, and provide student-athletes with a positive experience in athletics while still remaining as competitive as possible. Participation and the amount of playing time are both at the discretion of the coach who will consider practice attendance, commitment, work ethic, and other factors. The individual and team focus becomes more competitive at the Junior (Grade 10) and Senior (Grade 11-12) levels. Emphasis is on team concept development, execution, and being as competitive as possible. While an effort will be made to maximize participation over the course of the entire season, junior and senior level coaches will play the players that can best help the team in the critical games and moments. These players, as judged by the coach, are dedicated and committed to the team, work consistently hard in games and practices, and have high level athleticism and skill.

Our athletes are STUDENTS first and must consistently attend classes and maintain a reasonable educational and academic standing to be eligible for extra-curricular athletics.

Athletic Advisory Council

The Athletic Advisory Council (AAC) establishes policy and procedures regarding the school's extra-curricular athletic program. The AAC provides advice and consultation to the Athletic Director and, through this person, to the administration about issues such as program philosophy, finances, resource allocation, disciplinary action, and other emergent issues. The Council, under the chairmanship of the Athletic Director, will include 1 Windsor Administrator, 2 staff coaches, 1 staff sponsor, 1 non-coaching staff member, and under certain circumstances 1 student representative and 1 parent representative. Membership on the committee is by voluntary appointment for one year.

Registration

Registration is completed online on the Wolvesathletics.ca website. Please contact the Athletic Director if there are any questions or concerns with the online registration procedure. Paper registration is available upon request. Students will not be given a uniform until the registration process is complete. Athletic fees will be added to your child's School Cash online account.

Citizenship and Academic Performance

Participation in extra-curricular athletics is a privilege granted to students provided that certain criteria are met by the student-athlete. These criteria include:

- Regular class attendance and being on-time for school and class.
- Students are doing their best to meet learning outcomes in their classes by completing homework and being prepared for class.
- Proper respect and behaviour demonstrated to staff and students.
- Athletes are expected to take full responsibility for their academics, including making effective use of tutorial time and all other available supports to stay on top of their schoolwork.
- Be a student in good standing according to the Windsor Student Code of Conduct

At the beginning of each season of play, student-athletes will be responsible for communicating their selection to a team with each of their teachers. It is the expectation of the Athletic Department that teaching staff will communicate any concerns to the student-athlete, coach, and parents. 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.

Teachers will be asked to communicate proactively when a student-athlete's citizenship becomes an issue. This communication can be through the grade counselor, administrator, Athletic Director, or directly with the Sponsor or Coach to resolve the issue.

Student – Athlete Conduct

Generally, discipline and control of athletic teams and individuals in inter-school competition at Windsor shall be the responsibility of the individual "head" coach. The coach / sponsor has the initial responsibility to clarify goals and expectations of the team and program to all involved. All conduct issues must be reported, by email, to the Athletic Director. The Athletic Director, Administration and possibly the Athletic Advisory Council, may become involved in discipline:

- When an individual or group of Windsor athletes competing are in violation of the student Code of Conduct.
- Where an individual or group of athletes leaves a team midseason (Appendix B)
- Where a representative of Windsor acts in such a manner that the integrity of our athletic program and school is questioned.
- The coach has concerns with a student and sees a potential escalation of intervention requiring the assistance of the AD/admin

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

Player Eligibility

Any athlete, who has been removed from, or leaves a team, once the team has been named will have their name forwarded to the Athletic Director, through a completed Appendix B form, to determine their eligibility for future teams. The Athletic Director and Administrator will determine if the matter will be brought to the Athletic Council. Athletes trying a new sport **must arrange a trial period with the coach in advance**, or regular leaving team rules will apply. All athletic fees paid may be forfeit, at the discretion of the athletic council.

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.

Early Dismissal and Student Attendance

Early dismissals are for the purpose of allowing students to get to **competitions** on time, as well as properly and safely warm-up. Under no circumstance should students miss class time unnecessarily. Coaches and Sponsors are expected to do their utmost to ensure that students miss the least amount of class time possible and communicate those times to the Windsor Staff. All early dismissals will be posted online on the portal and emailed to the staff email list. In most cases there is no early dismissal for games hosted at Windsor.

Coaches must be clear in communicating to their players that:

- Students must politely ask for permission to be dismissed at the start of class.
- Students who utilize early dismissal should leave immediately from their class and assemble at a pre-arranged meeting point without delay.
- Students must not be disruptive of any students or classes in session.

Guidelines for Season Overlap

- Coaches who anticipate a transitional overlap between an in-season sport and pre-season tryouts shall communicate with each other and the Athletic Director at the earliest opportunity to avoid conflict.
- Pre-season coaches shall request tryout times that do not directly conflict with in-season age-group practices and competition.
- In-season coaches shall not discourage their athletes from participating in tryouts.
- Pre-season coaches shall ensure minimal risk of injury and overtraining / fatigue to in-season athletes during try-out periods.
- Once student athletes have had their tryouts and made their respective team, coaches will discuss whether their in season sport must finish first before they begin practicing their next sport. In any case, the in-season sport takes scheduling priority over the next season sport regardless of the athlete's preference

Windsor Facility Scheduling

Each season of play involves gym and field scheduling of teams to ensure equal practice and scheduled time for all teams. An electronic copy of the facility schedule will be available on the Wolvesathletics.ca website and posted on the athletics bulletin board.

Participation Costs

An athletic fee is required of individuals participating on all Windsor teams due to SD44 sports operating under a 'user pay' model. There is a range in the fees for different sports at Windsor from low cost sports like Badminton/Track & Field to higher cost sports like Basketball & Volleyball. The sports and programs are expected to keep their fees to the minimum possible to sustain the program for that year.

Each team is required to contribute fees into the General Athletics account, this fee will depend on the size of the team and the amount of support required. These fees pay for BC School Sports Fees, NSSSAA fees, and Windsor Athletic needs that are decided on by the Athletic Director. Each team that has autonomy will be responsible for its own uniforms and equipment needs. However, any major purchases that do not address equipment and uniform needs will be decided upon by the athletic council (if money is available).

All athletes participating for a team will be informed of the costs associated with playing on a particular team. This financial breakdown needs to be communicated to the parents prior to tryouts so that reasonable decisions prior to the selection of the team.

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 students will be charged a \$5 per sport fee to support coach development and technology.

Financial Aid

If there are concerns with the ability to pay athletic fees it is important that the Athletic Director is notified prior to tryouts. Options for financial aid may be available on a case by case basis. Contact the athletic director or school admin for more information.

Scorers, Timers, Referees, and Team Managers

Coaches are encouraged to recruit scorers, timers, referees, team managers and give their names to the Athletic Director. 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 contribute and give back to the Windsor Athletic program.

Volunteers

Individuals who wish to volunteers must comply with the provisions of the North Vancouver School District Policy. Contact the Athletic Director for forms required to volunteer. 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.

Transportation of Students by Private Vehicles

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 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 Director)
- 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 may NOT be transported in 15 passenger vans
- 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.

Uniforms

Uniforms will be administered by the Athletic Director, teacher/sponsor or trained student manager, from the uniform room located next to the small gym in the following manner:

- The Athletic Director, Coach and Teacher Sponsor will notify students of the time(s) that the uniform room will be open.
- Uniforms will be given once the online registration process and fee payment has been completed.

Collection of uniforms will be done within two (2) weeks of the end of the season. The Athletic Director will set a time when the uniform room will be open for students to return washed uniforms, usually lunch or after school, and inform the student-athletes by announcements and/or posting on the Windsor Athletics bulletin board. **If the uniforms have not been returned by 2 weeks after the end of the season or the date posted on the athletics bulletin board students will be invoiced the full replacement cost.** A fee will be charged to any individual for lost or damaged uniforms to cover the full replacement cost.

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:

(Sea to Sky) **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 are 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. 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.

Provincial Tournament Support

Teams attending Senior BC Provincial Tournaments may receive funding from administration and the athletic department to reduce the cost of the tournament. In order to receive funds for a Senior Provincial Tournament coaches and/or sponsors are required to set up a meeting prior to the tournament with the Athletic Director and 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 Wolves' Athletics Program hosts approximately 35 teams and 700 students each year. 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.

Athletic Points and Awards

At the end of each school year, excellence and contribution in the field of athletics is recognized in the form of athletic awards. The criteria for determining point distribution are outlined below and in Appendix C. At the end of each sport season, Windsor Athletic Points are awarded to athletes that participate on a school team. These Athletic Points are part of the criteria for nominating Athletes of the Year at various grade levels and as criteria for selecting Athletic Participation Awards.

Athletes will earn their base 10 points on the following formula.

- 3+ practices/games a week = full value on base 10 points
- 1-2 practices/games a week = $\frac{1}{2}$ value on base 10 points
- Less than 1 practice/game a week = .25 value on base 10 points

Playoff/all-star points are earned at full value.

Athletic Certificates, Medals & Plaques shall be awarded to student athletes who accumulate the corresponding point totals in their athletic career at Windsor.

- Certificate 25-49 Points Bronze Plaque 125-149 Points
- Bronze Medal 50-74 Points Silver Plaque 150-174 Points
- Silver Medal 75-99 Points Gold Plaque 175-199 Points
- Gold Medal 100-124 Points Athletic Directors Plaque 200+ Points

The criteria for Outstanding Athlete or 'Athlete of the Year' awards are as follows:

- a) Students are expected to participate in **at least three sports** during Grades 8 and 9, and **at least two sports** during Grades 10, 11, and 12.
- b) Athletic points will be part of the decision process for selecting recipients of the award.
- c) A minimum of two students from each grade.
- d) The winner shall be determined by the Athletic Council in consultation with teachers, coaches and PE instructors familiar with the athletes.

Coaching Staff - Role and Responsibilities

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

Community and Staff Coaches Code of Conduct (from the BC School Sports Handbook)

COACHES CODE OF ETHICS The coach/student-athlete relationship is a privileged one. Coaches play a critical role in the personal and athletic development of student-athletes. Therefore, coaches are expected to model the fundamentally positive aspects of school sport.

Coaches, including community coaches, are expected to uphold the following standards:

- 272.1 Recognize that school sport is an extension of the classroom, and shall conduct themselves accordingly when performing coaching duties;
- 272.2 Observe the Bylaws, Policies and rules of BCSS and those of their local athletic association;
- 272.3 Observe the rules of the sport, the spirit of the rules of the sport, and shall encourage student-athletes to do the same;
- 272.4 Fulfill all competition, invitational, playoff and championship competitive and event obligations;
- 272.5 Treat all participants fairly within the context of their activity, regardless of gender, race, sexual orientation, religion, physical or mental abilities, political belief or economic status.
- 272.6 Respect the rulings of officials without gesture or argument, and shall require student-athletes to do the same;
- 272.7 Shall not use foul, profane, harassing or offensive language or gestures in the conduct of coaching duties;
- 272.8 Shall not use the media, social media or networking forums to criticize or threaten student-athletes, coaches, officials, school teams, spectators or BCSS.
- 272.9 Shall not use physical force of any kind in the conduct of coaching duties;
- 272.10 Shall not, under any circumstances, endorse, recommend, or suggest the use of performance-enhancing drugs or supplements by any student-athlete;
- 272.11 Abstain from the use of tobacco products, vaping products, marijuana and alcohol while in the presence of student-athletes, and shall discourage their use by student-athletes;
- 272.12 Shall not, under any circumstances, require, suggest or imply that a student-athlete must be involved in any summer program, club program, or any other organized activity outside the school's season of play as part of his/ her responsibilities as a school team member;
- 272.13 Shall not, under any circumstances, require, suggest or imply that a student-athlete cannot or should not participate in any BCSS-approved sport in the season preceding or following the coach's season of play; and
- 272.14 Shall not, under any circumstances, start pre-season tryouts or practices to the detriment of any in-season sport.

SPECTATOR CODE OF ETHICS

BC School Sports is committed to ensuring that all student-athletes, coaches and other individuals involved in BCSS activities have the opportunity to participate in a safe and enjoyable environment. Attendance at any BCSS event entitles you to enjoy an exhibition of skills developed by athletes in an educational setting. Spectators are expected to conduct themselves in a manner which supports the values of BC School Sports, and encourages the development of all student athletes.

Spectators are expected to uphold the following standards:

- 273.1 Show respect to all individuals including, student-athletes, coaches, officials, volunteers and fellow spectators.
- 273.2 Shall not use foul, profane, harassing or offensive language or gestures while in attendance at any BCSS event.
- 273.3 Abstain from consuming any unlicensed alcohol or illegal substances during any BCSS events.
- 273.4 Remain in designated spectators zones at event locations.
- 273.5 Shall not use the media, social media or networking forums to criticize or threaten student-athletes, coaches, officials, school teams, other spectators or BCSS.

PRACTICE PLAYER POLICY

Definition

A *Practice Player* is an athlete who does not participate in official competition for one season but remains an active and valued member of the team. This designation is intended for athletes who are not yet ready for competitive play but have been invited to train full-time with the team. The primary purpose of this role is to support long-term skill development, deepen game understanding, and prepare athletes for future seasons.

Communication

Coaches and staff sponsors must clearly communicate the expectations and responsibilities associated with the Practice Player role before final rosters are posted. A direct and transparent conversation must take place with each prospective Practice Player to ensure mutual understanding of the role and its purpose.

Team-Level Eligibility

- The Practice Player designation is available only for **Junior (Grade 10)** and **Senior (Grades 11–12)** teams.
- For **Grade 8 and 9** teams, all athletes who are capable of fulfilling the Practice Player role should instead be placed on the official roster, aligning with Windsor Athletics' philosophy of inclusion and development through participation.
- On **Grade 8/9/10 combined teams**, Practice Player roles should **not** be considered.

Role Expectations

Practice Players are expected to participate fully in team practices and contribute positively to the overall team environment. With consistent effort, growth, and commitment, these athletes may earn a roster spot later in the season—or more commonly, in the following year. *Example: Senior teams may designate one or two Grade 11 athletes each season as Practice Players to prepare them for a more significant role in their Grade 12 year.*

Practice Player Guidelines

Fees and Uniforms

- Practice Players are **not** required to pay team fees.
- They **do not** receive a game uniform.

Practice Participation

- Practice Players are expected to attend all scheduled practices and will receive the same coaching and training opportunities as rostered athletes.

Game Attendance

- Practice Players do not dress for games but are encouraged to attend competitions in a **supportive** role, provided it does not interfere with academic commitments.
- They may sit on the bench, observe gameplay, and help contribute to the team's morale.
- Coaches may assign supportive game-day responsibilities such as **statistic keeping, managing equipment**, or other helpful roles.
- A Practice Player may be called up to participate in a game or tournament if there is a significant shortage of available players. This should only be considered when team numbers fall below **65%** of the regular roster size.

Benefits of the Practice Player Role

The Practice Player experience provides several key developmental advantages:

- Extra time for physical development and technical skill refinement
- Increased confidence and readiness for higher levels of competition
- Continued involvement and connection with the team and school athletic program
- Eligibility for **athletic points**, as determined by the coach, based on commitment and participation (Note: Practice Players are not awarded points from team playoff participation)

Athletes who demonstrate coachability, commitment, and a growth mindset often make significant progress and are well-prepared for future success. Although the lack of game participation may be challenging in the short term, those who embrace the Practice Player role often experience substantial long-term benefits.

TEAM ROSTER SELECTION AND COMMUNICATION POLICY

At Windsor Secondary, the process of evaluating athletes and communicating team decisions is built on transparency, fairness, and respect. All coaches are expected to follow consistent procedures to ensure that every student-athlete is treated with care and integrity throughout tryouts and team selection.

Tryout Preparation and Communication

At the beginning of the tryout process, coaches must:

Use a standardized script and universal tryout info template provided by the Athletic Director (AD).

Clearly communicate:

- Tryout dates and structure
- Evaluation criteria and expectations
- The specific date and method of roster communication (e.g., via MS Teams)

The Athletic Director (AD) will assign an experienced staff coach to observe or assist with tryouts when a coach is new or inexperienced, or when participant numbers are large. This support is provided at the AD's discretion. Coaches may also request this assistance to help with their evaluations.

Where possible, coaches should hold an initial team meeting to explain these details and foster a positive tone for the tryout period.

Evaluation and Selection Process

Throughout tryouts, coaches should:

- Keep objective notes on each athlete's performance.
- Aim to provide one-on-one feedback or conversations, especially for athletes on the borderline of selection or may not be selected.
- Use criteria aligned with skill, effort, attitude, coachability, and team fit.
- Tryouts should conclude with the coach making final roster decisions in collaboration with any assigned support staff.

Roster Communication Procedure

Final rosters must be communicated **within 48 hours** of the final tryout session. All communication must occur through Microsoft Teams and follow the process below:

1. Submit Communications for Review

All messages (to both selected and non-selected athletes) must be reviewed by the staff sponsor before sending.

2. Notify Athletes Privately

- **Non-selected athletes:** Receive individual messages that include a completed "Player Evaluation Feedback" form. **Non selected athletes should be notified before the group of selected players.**
- **Selected athletes:** Receive a group message using the standardized script.

3. Use Standard Templates

Templates will include school-appropriate language reflecting Windsor's values. Coaches must use the AD-approved templates for all communication.

4. Delay Public Posting

A public roster may only be posted **after 3 full business days** have passed since private notifications were sent.

Feedback for Non-Selected Athletes

Athletes who are not selected must receive formal, constructive feedback, if requested. This is to help them reflect on their performance and prepare for future opportunities.

The "Player Evaluation Feedback" form is:

- **Mandatory** for non-selected athletes and practice players.
- **Optional** for rostered athletes who request feedback.

Coaches should:

- Focus feedback on observable criteria: skills, effort, attitude, and growth areas.
- Encourage athletes to seek development through other school teams, skill training, or future tryouts.
- The AD may support coaches in providing this feedback, particularly when tryout numbers are large or additional communication support is needed.

TEAMLINKT USE GUIDELINES AND POLICY

Purpose

This policy outlines the proper use of TeamLinkt as the approved platform for managing Windsor Secondary's school sports teams. It ensures secure, centralized communication and coordination between coaches, athletes, and parents.

TeamLinkt has passed the School District's vetting process and complies with privacy regulations, unlike unapproved third-party apps such as TeamSnap.

1. Scope

Applies to all Windsor staff, coaches, volunteer managers, and student-athletes involved in school-sanctioned athletic activities.

2. Platform Overview

TeamLinkt is an all-in-one tool to:

- Communicate with team members and parents
- Schedule practices, games, and events
- Track attendance
- Share announcements, documents, and team media

3. Account Access

- All teams must be created under the official Windsor TeamLinkt account.
- A staff sponsor/coach will serve as the team's TeamLinkt Administrator.
- Athletes and parents will be invited via school or personal email.

4. Team Setup

- The Athletic Director provides admin access.
- Admins create team profiles and assign co-admins.
- Coaches must upload accurate rosters and add event schedules.
- Parents could be invited to join for updates.

5. Communication

- Communication must be respectful and professional.
- Use TeamLinkt or Microsoft Teams for key updates.
- One-on-one messaging will be disabled; group messaging only. If not supported, TeamLinkt chat will be disabled in favor of Teams.

6. Attendance Tracking

- Coaches should use TeamLinkt to track attendance at practices and games.
- Records may inform awards, team roles, or development tracking.

7. Privacy & Security

- All TeamLinkt data must remain secure and confidential.
- Do not share login credentials.
- Personal contact info must not be used outside school purposes.

8. Support

- Use TeamLinkt's Help Center first for support.
- Contact the Windsor TeamLinkt Admin or AD for additional help.
- Training will be offered annually and as needed.

9. Violations

Failure to follow this policy may result in:

- Loss of TeamLinkt access
- Disciplinary action per the school Code of Conduct or Athletic Handbook

Appendix A
WINDSOR STUDENT-ATHLETE STANDARDS

Dear Parent/Guardian:

We are pleased that your child has chosen to participate for the Windsor Athletics program. As they are representing Windsor Secondary School, we expect the Windsor Code of Conduct and certain standards to be maintained. These standards are outlined as follows.

1. **Attendance and Commitment** – Staff and community coaches give voluntary time and players should give full commitment to activities in which they participate. Therefore, each team member is expected to attend all practices and games. In the instance of illness or emergency, pro-active communication with the coach is the responsibility of the student-athlete. Failure to comply with this may result in suspension or removal from the team.
2. **Citizenship** – Team members are expected to follow the Windsor Code of Conduct and maintain a high standard of behavior and attitude associated with good athletes and good students.
3. **Class Attendance/ Academics:** Every team member is expected to maintain academic standards to the best of his/her ability. Athletes must attend classes and are expected to make up class work missed during an athletic event. **Student athletes who fall behind in a particular course or are not attending classes may be requested to fulfill their curricular requirements prior to participating in extra-curricular events.**
4. **Leaving a team/Removal from a team**– All cases will be referred to the Athletic director by completion of Appendix B by the coach/sponsor. The Athletic Council will meet to discuss any student who withdraws or is removed from a team to determine their future athletic eligibility.

Equipment and Strip – Team uniforms must be washed and returned within 2 weeks of the end of the season of play. Athletes will be charged for ruined or lost equipment. Players withdrawing or removed from a team must return equipment within 1 week of leaving the team.

6. **Fees** – Athletes are required to pay an athletic fee to help replace equipment and supplies. Contact the Athletic Director before tryouts begin if you require financial aid.
7. **Parents' behaviour**—Parents are expected to behave in a mature, responsible and non-abusive manner with players, parents, coaches and officials.

Appendix B

ATHLETE WITHDRAWAL/ REMOVAL FORM

Coach: _____ Team/Sport: _____

Athlete: _____ Date left team: _____

The Athlete WITHDREW/ WAS REMOVED (please circle) from the team because:

Form completed by: _____ Signature: _____

Date completed: _____

Athletic Council Review

Appendix C

Athletic Awards & Points Form

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 point distribution are outlined below. At the end of each sport season, Windsor Athletic Points are awarded to athletes that participate on a school team. These Athletic Points are included in the criteria for nominating Athletes of the Year at various grade levels.

The following is a guide for assigning points:

	Skill	Commitment	Work Ethic	Leadership & Sportsmanship
10	Outstanding	Outstanding	Outstanding	Outstanding
9	Excellent	Excellent	Excellent	Excellent
8	Very good	Very good	Very good	Very good
7	Good	Good	Good	Good
6	Above average	Above average	Above average	Above average
5	Average	Average	Average	Average
4	Below average	Below average	Below average	Below average
3	Poor	Poor	Poor	Poor
2	Very poor	Very poor	Very poor	Very poor
1	Nil	Nil	Nil	Nil

*You may choose to give each athlete a score out of 10 for each of the four categories (out of a total of 40), then divide their score by 4 in order to get a **final score out of 10**.

Additional Points can be earned at a team and/or individual level.

- Qualify for N.S. Playoffs add 1 point
- Qualify for Sea to Sky Playoffs add 1 point
- Qualify for Provincials add 3 points
- Win Provincials add 3 points
- District/League All Star 2 points

Appendix D

Guidelines for Coaches

- The coach** shall be aware that they have a tremendous influence 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, BC 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, vape and tobacco abuse, and shall avoid the use of alcohol, vape and tobacco products when in contact with players.
- The coach** shall promote the entire interscholastic program of the school and direct their program in harmony with the total school program.
- The coach** shall master the contest rules and shall teach them to their team members.
- The coach** shall not seek an advantage by circumvention of the sport or letter of the rules.
- The coach** shall exert their 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.

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.

Personal Conduct

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

Appendix E

Athlete Playing Up Process

Student-athlete is identified by coach, AD, parent or student.
AD will contact parent/guardian(s) to see if they want their child playing up.
If parent/guardian(s) are in support, the process will continue to the next step.
If parent/guardian(s) are not in support the process will end at this stage.

The AD will call a meeting with the age-group coaches involved (current age and older team)

Topics to discuss should include, but are not limited to:

- Student skill level
- Program considerations
- What support networks are in place for coach and athlete to provide a positive experience?
- Impact on lower level and higher level teams.
- Potential playing time. Students will only be considered for movement to an older team if they are expected to play substantial minutes.
- Emotional/physical maturity of student
- Team dynamics

AD will contact parent/guardian(s) if there is agreement that the student would benefit from the invitation to move to the older team. Student will move to last step in the process.

AD will contact parent/guardian(s) if there is agreement that the student would NOT benefit from the invitation to move to the older team. Student will remain with the age appropriate team.



Student will be invited to attend the tryout and evaluation with the higher level team.



Note: An appeal can be lodged to the AAC to review the decision in the event that a consensus cannot be reached at the decision meeting,

In this event, the AD will call a special meeting with the AAC. Presence of the AD, Admin Rep, and at least 3 other impartial committee members (i.e., members not involved in the program in question) are required in case of a vote. All people who attended the original meeting will be invited to speak their side of the case. The AAC's decision is final.

APPENDIX F

Windsor Secondary Artificial Field Conditions of Use

To protect the field surface and maximize the life of the field, all participants are required to adhere to the following conditions and rules of artificial turf field use:

- Spectators must remain outside fenced area of field or stay on the track surface.
- Footwear on artificial fields **must** be moulded rubber cleats, turf or running shoes. **NO metal cleats and/or screw-in plastic cleats.**
- All users must clean their shoes on the mats provided at the fields before going on the surface. Users must also use the mats before going back into the school to prevent the rubber bits from the field making a mess of the school.
- No gum
- No tobacco products
- No sunflower seeds (they sprout in the rubber and take hours to remove)
- No beverages (other than water in plastic bottles)
- No food
- No pets
- No tents with spikes. Tents should be set up off to the side, so spectator views are not blocked.

Thank you for your help in maintaining our fields.