

Argyle Secondary School
ATHLETICS HANDBOOK

All about the Argyle School Sports Program

Designed for...

STUDENT-ATHLETES – PARENTS – COACHES – SPONSORS

REVISED 2018

Dear Argyle Community member & Athletics Supporters,

If you are reading this handbook, you likely have an interest in the Argyle Athletic school program. This handbook is designed to provide information about our Extra-curricular athletics program to Student-Athletes, Parents, Coaches, and Sponsors. If you have a question about the program, our policies or procedures, we hope that it is answered here. If not, we are more than happy to answer any of your questions.

Extra-curricular school sport is an important, and we feel essential, compliment to the school curricular program. Our staff takes great pride in the Argyle Athletic Program and we believe its great reputation province wide is well warranted.

The Argyle Athletics program has a storied history of success that has resulted in many BC Championship “Blue” banners in addition to the countless North Shore and V&D Championships. Despite our competitive success, it is the positive experiences, sportsmanship, and athletic development that we pride ourselves on the most. We strongly believe in providing as much opportunity as possible for our student athletes to develop skills and have a great positive experience in sports.

If you are a...

- **Student Athlete** - We hope you have a great experience and you can give back to others as much as you “get” from the program.
- **Parent** - Thank-you for being an active parent, an advocate, a spectator and reading this in support of your student-athlete. If you have any questions after reading this handbook - please ask!
- **Coach / Sponsor** - Thank you for your involvement. It is through your interest, effort and willingness to sacrifice your personal time that we are able to carry on a strong athletic program at Argyle. In an effort to make your job easier, and at the same time ensure that the organizational details that must be looked after are done correctly, I ask that you please familiarize yourself with both the contents of the handbook and the appendices that follow.

This handbook is designed to help you understand our program. It is the goal of the Argyle Athletic Department that all those involved with Athletics at Argyle are clear on the policies that guide all of us as we try to provide student athletes with the best most positive experience at Argyle. Please make note of any questions that you have while reading this handbook. Your feedback is welcomed and appreciated.

Sincerely,

Darren Rath - *Argyle Athletic Director*

Greg Hockley – *Argyle Vice-Principal*

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Philosophy

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

We hold the following values when it comes to supporting our athletes, managing our athletes, coaches, and teams, and upholding policies for our Athletics programs:

- **Positive Experiences** and lasting memories that promote the lifelong love of sport and its role in a healthy lifestyle
- **Opportunities for All** students to participate in our program regardless of talent, ability, or socio-economic background (while some teams may have cuts there will be a place for all students somewhere in our program!)
- **Athletic Skill and Personal Development** are equally important in the development of well-rounded student-athletes
- **Compliments and enhances our school values** and goals of educating the whole child
- Always keeps the **safety of the child first and foremost**

We want our student-athletes to be strong self-advocates and communicators when it comes to their own athletic and learning experiences. The principal of an increased responsibility as the student progresses through the grades is a core premise. The principles of fair play are to be adhered to at all times.

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. At the Junior and Senior levels the individual and team focus is more competitive, there is an emphasis on team concept development and execution.

Athletic Advisory Committee (AAC)

This committee, under the chairmanship of the Athletic Director and VP responsible for athletics, will include: Athletic Director, Athletics VP, at least one P.E. staff rep, at least one teacher sponsor rep (up to 3), one parent rep, and students when needed. This committee assists in managing and establishing policies and procedures regarding the school's extra-curricular athletic program. The Committee provides advice and consultation to the Athletic Director on issues such as program philosophy, finances, resource allocation, disciplinary action, etc. Membership on the committee is by voluntary appointment for one year. The AAC will meet monthly on a regular basis.

Pathway of Communication

Open communication is very important to helping all parties involved in Athletics at Argyle have a positive experience. If there are issues or questions that you may have, it is very helpful if you could follow the communication pathway to ensure the right people are informed and are trying to help resolve the issue.

Pathway of Communication for Athletics Issues:

- 1. Coach:** All general team and player inquiries. If there is a potentially contentious issue, please consider requesting a meeting to discuss. If the coach is a student or person under the age of 19 a staff sponsor must also be present.
- 2. Staff Sponsor:** General team administrative inquiries and general team concerns.
- 3. Program Coordinator:** All program issues including program philosophy, team or individual concerns that are not resolved by the coach or staff sponsor.
- 4. Athletic Director:** Any general Argyle Athletic questions, including: volunteer recruitment, facility booking, injury reporting, budgets and all issues that have not been resolved at the coach, team, and program level
- 5. Vice-Principal responsible for Athletics:** All appeals, major concerns and/or issues unable to be resolved by the Athletic Director. Any serious disciplinary issues or behavior that contradicts the spirit and philosophy of school sports
- 6. Principal:** Final school level decisions and appeals.
- 7. School Board:** Final school District level decisions and appeals of decisions made by the Principal. Please visit the [Collaborative Problem Solving](#) page at the District Website to get details of this process.

Duties of the Athletic Director

Coaching

- Make staff aware of athletic needs and interests.
- Search out, screen and allocate personnel for coaching and/or sponsorship roles.
- Organize and facilitate seasonal sport meetings with coaches / sponsors.
- Interpret league policy and athletic association requirements for coaches.
- Communicate with coaches re: league meetings, professional development, etc.

Athlete / Parent / Coach Relations and Communication

- Disseminate athletics information to students and parents.
- Maintain the athletics portion of the school website
- Assume an administrative role when dealing with interpersonal issues between coaches, athletes and parents, as well as athletic disciplinary issues in consultation with the school administration.

Facilities, Uniforms & Equipment

- Coordinate facility use and prepare gymnasium and field schedules.
- Distribute uniforms and equipment.
- Order new and replacement uniforms and equipment.
- Collect and inventory uniforms and equipment at the end of each season.

Budget & Finances

- Coordinate department needs, funding, collection of fees, and purchases.
- Oversee Athletics budget and all team budgets in consultation with school admin.

Awards

- Oversee the upkeep of various athletic display cases.
- Collect and collate athletic points, awards, and team write-ups.
- Organize year-end athletic awards banquet.

Miscellaneous

- Report to the Argyle Administration on the Athletics program
- Serve as the school liaison for outside athletic organizations (NSSSAA, VDSSAA, BC School Sports, etc.)
- Co-Chair of the Athletic Advisory Committee responsible for long-term and philosophical issues of school athletic policy and practice.
- Coordinate registration and all paperwork including consents of all athletes with BC School Sports & the School District
- Attend district Athletic Director meetings and NSSSAA meetings.
- Coordinate referees and scorekeepers for volleyball and basketball.

Program Coordinators – Role and Responsibilities

Programs with multiple teams ideally have a Program Coordinator in place to organize and oversee the program. Under the direction of the Athletic Director, their role primarily involves:

- Working with the Athletic Director to find coaches and sponsors for each team;
- Communicating program philosophy and guidelines to coaches and athletes;
- Assisting the Athletic Director in facilitating the *Playing Up Process* (Appendix A);
- Monitoring team progress and communicating issues to the Athletic Director;
- Assisting coaches in their role as needed.

Staff and Community Coaches - Role and Responsibilities

The core function of our coaches is to educate our student-athletes through the participation in interscholastic competition.

- Adhere to the high expectations and principles identified by BC School Sports, the North Van School District, and Argyle. (Full documents in Appendix B, C, D, & E)
- Attend Argyle Seasonal Sport Meeting (If you can't attend please read through the seasonal meeting minutes closely)
- Attend League Organizational Meeting organized by the NSSSAA (School League)
- Coach or sponsor of all High Risk sports will organize a parent meeting prior to the season beginning. All other sports it is highly recommended to hold a meeting
- Adhere to the expectations of coaches as set out by the school and BC School Sports
- Inform students of relevant policy - that is, commitment, discipline and philosophy, and to be a constant and ideal role model in these areas
- Communicate with the Athletic Director regarding equipment needs, practice requests, schedules, tournaments, and potential field trips beyond the North Shore
- Inform parents of game schedules and transportation needs
- Have a strong commitment to preparation and delivery of practices
- Make the Athletic Director aware of any special events or occurrences such as players expelled from a game, disciplinary issues, etc.
- Report all significant injuries as soon as possible on the Argyle form and inform Athletic director day of injury
- Set up, monitor, and put away equipment during practices and at home games to avoid equipment theft
- Encourage athletes to contribute to the athletic program through scorekeeping, lining, and refereeing
- Submit the Athletic Awards Points form and a brief write-up of the team's highlights for the end of the year banquet to the AD post-season
- Assist the Staff Sponsor in completing their administrative duties.

** Note: ALL Coaching assignments are subject to the approval of the Argyle administration, are made on a year-to-year basis, and are subject to review and the needs of the Argyle Athletic Program.*

Staff Sponsors' Responsibilities

General duties of the Staff Sponsor are varied depending on the needs of the team but generally include: managing the administrative aspects of the team (budget & finances, forms, uniforms, early dismissal slips, announcements, BC School Sports on-line registration, etc.). This allows the Coach to focus on coaching and the athletic performance, development and needs of the student-athletes. The Sponsor is encouraged to attend practices and competitions as often as possible.

In the event the coach is U19 or an adult pending a CRC approval, the Sponsor **MUST** attend all team events and to report any team issues to the AD.

Additional responsibilities include:

- Adhere to the high expectations and principles identified by BC School Sports, the North Van School District, and Argyle. (Full documents available online and in Appendix B, C, D, & E)
- Attend Argyle Seasonal Sport Meeting
- Submit a team budget to the AD for approval prior to handing out forms
- Inform students of relevant policy, that is, commitment, discipline and philosophy, and to be a constant and ideal role model in these areas
- Communicate with the parents of student-athletes
- Prepare, distribute and collect Argyle Athletic forms
- Communicate any pertinent information with the Argyle staff as a team liaison
- Coordinate communication of student early dismissals or missed classes
- Collect athletic fee cheques and submit them to the Business Officer
- In conjunction with the AD, Ensure all players are enrolled in "Karelo" (online registration system) prior to team activity and print off Team Roster and Medical Information online
- Complete the BC School Sports Online Player Registration (STARS);
- Distribute, collect & return washed uniforms and equipment and provide a list of unreturned uniforms and equipment to the Athletic Director
- Make the Athletic Director aware of any special events or occurrences such as potential Field Trips, discipline issues, conflicts, inappropriate coaching behaviour, injuries, etc.
- Ensure injuries are properly reported and documented.
- Encourage athletes to contribute to the athletic program through scorekeeping, lining, and refereeing.

Citizenship and Academic Performance

Extra-curricular participation by students at Argyle is a privilege granted to students, provided that certain criteria and expectations are met by the student-athlete including:

- 1) **Attendance** - consistent and regular.
- 2) **Behaviour** - good in classes, throughout the school, and in the community
- 3) **Learning** – Effort is made to the best of one’s ability to use good work habits to meet learning outcomes in their classes

It is the request of the Athletic Department that teaching staff will communicate any problems to the Staff Sponsor or Athletic Director. In the event that a student-athlete is failing to meet behavioral and academic requirements, all parties will work together to create possible solutions and offer support. If the student-athlete does not improve, they will be excluded from participation of extra-curricular activity until they can meet expectations.

Teachers play an integral role in meeting the scholastic aspect of the “Student-Athlete.” When things in class are not going well and classroom level interventions have not been successful, the student should not be leaving class for sport or even participating in extracurricular sport. The student is expected to be putting in their best effort and at minimum meeting expectations for behavior, attendance, and work habits. We ask teachers to communicate this to the staff sponsor, coach, administrator and/or Athletic Director so that a plan can be put in place to return the student-athlete to good standing. Teachers do not have the right to deny a student leave from class to participate in a competition; however they are encouraged to make professional recommendations.

Every student-athlete reads and signs an expectation sheet at the start of their season. (See Appendix F.)

Student-Athlete Discipline

Generally, discipline within the scope of athletic practice and competition in inter-school competition at Argyle shall be the responsibility of the individual coach and team officials. The coach and/or sponsor have the initial responsibility to clarify goals and expectations of the program to all involved. Example: poor practice attendance resulting in less playing time. In some cases of competition, the North Shore Secondary School Athletic Association (NSSSAA) becomes involved. Eg: Technicals, Red Cards, abuse of officials, etc.

The Athletic Director and/or the Athletic Administrator will become involved in a discipline issue when the student-athletes behavior is deemed beyond the scope of the team and/or extends beyond the scope of athletic competition. Some examples include:

- Where a representative of Argyle acts in such a manner that the integrity of our athletic program and school is questioned;
- When an individual or group of Argyle athletes are in violation of the student Code of Conduct (i.e. involved with drinking alcohol, fighting, or using drugs during a school sporting event or on a field trip);

- Where an individual or group of athletes quits a team without a valid excuse such as a medical issue.

Coaches should ensure the Athletic Director and/or Argyle Administration are made aware of any disciplinary issues as soon as possible.

Early Dismissal and Student Attendance

Early dismissals are for the purpose of allowing students to get to **competitions** on time and not to miss class time unnecessarily. There are different methods of communicating early dismissals. All early dismissals should be filled out by the sponsor and distributed to students no later than lunchtime on the day of the event. If student-athletes will miss an entire class, or more, at least 5 days notification will be emailed or otherwise provided to all staff. At no time should a student fill out his/her own early dismissal form. Sponsors are expected to do their utmost to ensure that students miss the least amount of class time possible.

Attendance in class on game days is **mandatory**. In the case that a student athlete has not attended classes but has arrived expecting to play that afternoon, coaches are asked to not dress that athlete for competition on that day.

Coaches must be clear in communicating to their players that:

- 1) Students must present their early dismissal slips to the teacher at the **beginning** of the period politely asking for permission to be dismissed.
- 2) Also students who utilize early dismissal should leave immediately from their class and assemble at the gym foyer to depart to their games.
- 3) If a student is unable to attend and participate in PE class (due to an injury, illness, or other), it is expected the student-athlete will also not be able to participate in a team's practice or game.

Guidelines for Season Overlap

It is expected that students honour the commitments they made to in season sports (see BC School Sports policy (off season play) – the following other points should be followed when dealing with overlapping seasonal sports:

- Coaches who anticipate a conflict between an in-season sport and pre-season tryouts shall communicate with each other and the Athletic Director at the earliest opportunity in order to work out a process that is best for athletes
- 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 pre-season tryouts
- Pre-season coaches shall ensure minimal risk of injury and overtraining and/or fatigue to in-season athletes during try-out periods

Under no circumstances should a student be forced to choose between an in-season sport and pre-season tryouts.

Equipment

The Athletic Department will make every effort to provide each team with the equipment necessary for their sport. Coaches are responsible for counting items before and after a practice, and ensure that equipment is put away and locked up before teams leave. The Athletic Department needs the cooperation of all athletes and coaches to minimize theft of equipment. The Athletic Director will, in consultation with program coordinators and coaches, organize the ordering and delivery of all athletic equipment to the school. If you need new equipment, please inform the Program Coordinator and/or the AD.

Athletic Fees

An athletic fee is required from individuals participating on an Argyle team. Consideration will be given to athletes who have difficulty paying these fees. Students who are unable to pay part, or all, of the athletic fee can 'pay back' the cost by volunteering service hours to athletics.

All sport athletes pay a minimum \$15.00 athletic general fee, this fee helps cover the cost of the following: NSSSAA fees, BC School Sports Fees, Athletic Awards, coaches support

Each program is then responsible to determine their program general athletic fee. This fee will be deposited into the sport general account (e.g., *Volleyball General*, *Girls Basketball General*, *Rugby General*, etc.). This will be the primary source of funding for new equipment, uniforms, first aid equipment, coaches gear etc.

***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.

Seasonal Budget / Financial Sheet

Using the spreadsheet provided by the AD, detail the following:

- Seasonal expenses – all the costs of running the team for the season
- Revenue – The money coming into to run the team (Fees, fundraising, etc.)

The budget must be created on a year-by-year break even strategy (in other words – teams should not be budgeting to try and create a profit for future seasons but rather, as reasonably as can be expected, to balance out with expenses at the end of the season.

Subsidization for Coaches with Athletes in Program

As a small token of our sincere appreciation for the contribution of coaches with children who attend Argyle, the Athletic Department and the Administration have developed a subsidization policy that will assist in financially supporting our coaches with children. The athletic department will contribute up to \$50.00 towards an athletic fee per child, per season the parent coaches.

Finances and the School Business Officer

The school Business officer manages a very large and complex budget for all of the schools needs. When working with the officer, please consider the following:

- Account Balances will be submitted to the AD on a monthly basis; the AD will forward a copy to the respective team Sponsors
- The Business Officer's record of the account is the official financial statement
- If considering a purchase on behalf of a school team – please ensure the purchase is budgeted for and the AD or School sponsor has pre-approved the purchase
- All “shipped” purchases should be received by the school (delivered to the school and not to individuals at different addresses)
- All receipts must include only purchases related to Athletics; if there are other unrelated items on the same receipt, reimbursement will not be processed
- No receipts for alcohol or gift cards will be reimbursed
- Debit and Credit card receipts are **not** sufficient (need Purchase receipt with tax)
- A detailed purchase receipt showing GST breakdown will be required
- Cheques will only be written on accounts in good standing that have prior approval from the AD
- Cheques are generally written once a week on Wednesdays
- Mailing address is required for all cheques
- All documentation and cheque requests for tournaments must be submitted as far ahead of time as possible (preferably 2 weeks prior to the tournament); individuals are asked not to pay tournament entry fees. If necessary, the school will mail a cheque after the tournament
- All of the above criteria must be met in order for the Business Officer to issue reimbursement and for payments to be processed

Hosting Tournaments at Argyle

- Approval from the Athletic Director must be obtained prior to the finalization of any commitments (the AD liaises with school and District administration for access to facilities prior to approval.)
- It is recommended to plan well in advance as the schools main schedule, athletics and facilities schedules are all highly booked
- Weekend times and times when the school is normally closed to the public (eg: Spring, Summer, or Winter break) must have a school staff member with a security code present for the duration of the time in the school or a custodian booked through the school district, and must be approved by the school administration
- A booking contract must be in place. Please see AD for details
- All entry fees must be submitted to the Business Officer
- Vending machines cannot be disabled or labeled closed
- Additional food / drink sales must be approved by the school and done so following BC's healthy eating guidelines as well as the school's policies for sales in the school

Uniforms

Uniforms will be distributed by the Athletic Director in the following manner:

- Once fees are collected from athletes, Sponsors will arrange a time to pick up uniforms for distribution
- Consideration will be given to athletes whose Coach/Sponsor has reason to believe they cannot pay
- Athletes are not to receive a uniform until they have submitted the required forms and fees. Participation in all activities (competitions and training) will be suspended until they are collected. Athletes and their parents must have given their informed consent otherwise they are not eligible to participate in school sport

Collection of uniforms at seasons end:

- Should occur immediately at the end of the season.
- The sponsor should inform the student-athletes regarding the uniform return process (e.g.: timeline and washing etc.).
- If the student athlete fails to return their uniforms as per the return process outlined by the staff sponsor, they will be assessed through the Main Office.
- If the student-athlete returns the uniform after this pre-determined date, they may be assessed a \$25.00 processing fee.
- A fee will be charged to any individual who loses or ruins clothing or equipment that is the property of the school. This fee is at the discretion of the Athletic Director when considering replacement costs.

Athletic Facility Scheduling

Each season of play involves gym and field scheduling of teams to ensure equitable 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 facility schedule will be sent out and posted weekly outside the Athletics office.

Priority will generally be given in the following order:

- 1) Games
- 2) Scheduling referees, scorekeepers, linesmen for games
- 3) Bantam practices are given the after school times
- 4) Juvenile practices are given the next earliest time slot
- 5) Junior practices are given the next earliest time slot
- 6) Senior teams are given the latest time slot
- 7) New Sports
- 8) Other in-school sports / activities
- 9) Unrelated to school activities

General Season Specific Guidelines for Facility scheduling:

Fall Season

- SM & LG GYM: Volleyball teams = 3 practices per week + scheduled games. Additional requests will be considered by the Athletic Director.
- FIELDS: Senior teams and games are given priority. All other teams practice on the gravel field. Requests to use the grass field will be considered by the Athletic Director.

Winter Season

- LG / SM GYM: Basketball teams = 3 practices per week + scheduled games;
- SM GYM: Gymnastics = 1 after school practice per week; Jr & Sr Cheer share the small gym two evenings per week + 1 optional morning practice each.
- SM / LG GYM: Additional requests will be considered by the Athletic Director.

Spring Season

- LG GYM: Badminton = 2 practices + scheduled games;
- LG / SM GYM: In season athletic teams receive priority, followed by any other athletic team requests.
- FIELDS: Senior teams and games are given priority. All other teams practice on the gravel field. Requests to use the grass field will be considered by the Athletic Director.

Note: the Grass field is sensitive to overuse especially during usage after significant rainfall. It can also be very unsafe for athletes to play on. The Athletic Director may close the field in consultation with the School District's Maintenance department to protect the field from damage. When not closed, please use discretion to not overuse particular sections of the grass. Remember that the primary use of the field is for school curricular use and the extra-curricular program uses the field in a secondary role.

Facility Rentals and Usage

Due to liability concerns, new school 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 Argyle teams practicing within the scheduled times. The athletic director sets the facility schedule when the school is open.

When the school is closed to the public on weekends and school holidays (including Christmas, Spring Break, 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 custodial service arranged and budgeted for following SD44 policy. The person responsible for rentals and can be contacted via e-mail at rentals@sd44.bc.ca.

During these times when the school is normally closed, school groups and teams must:

- arrange prior approval with the school Administration,
- have a school staff member with a security code present for the duration of the time in the school and ensure the security of the school is protected,
- and have a custodian booked following school district policy.

Additionally, all Coaches/Staff must make themselves aware of and abide by the out of season play guidelines for school sports. BC School Sports, the School District represented by the NSSSAA, and Argyle all have policies on out of season sport. This includes practices, training, events, travel, and competition. If unsure, please ask the Athletic Director.

Scorers, Timers and Referees

Student Scorers, Timers and Referees are integral to the efficient and cost friendly continuation of school sports. Coaches are encouraged to recruit scorers, timers, and referees 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 to the program in this way.

Concussion and Injury Guidelines

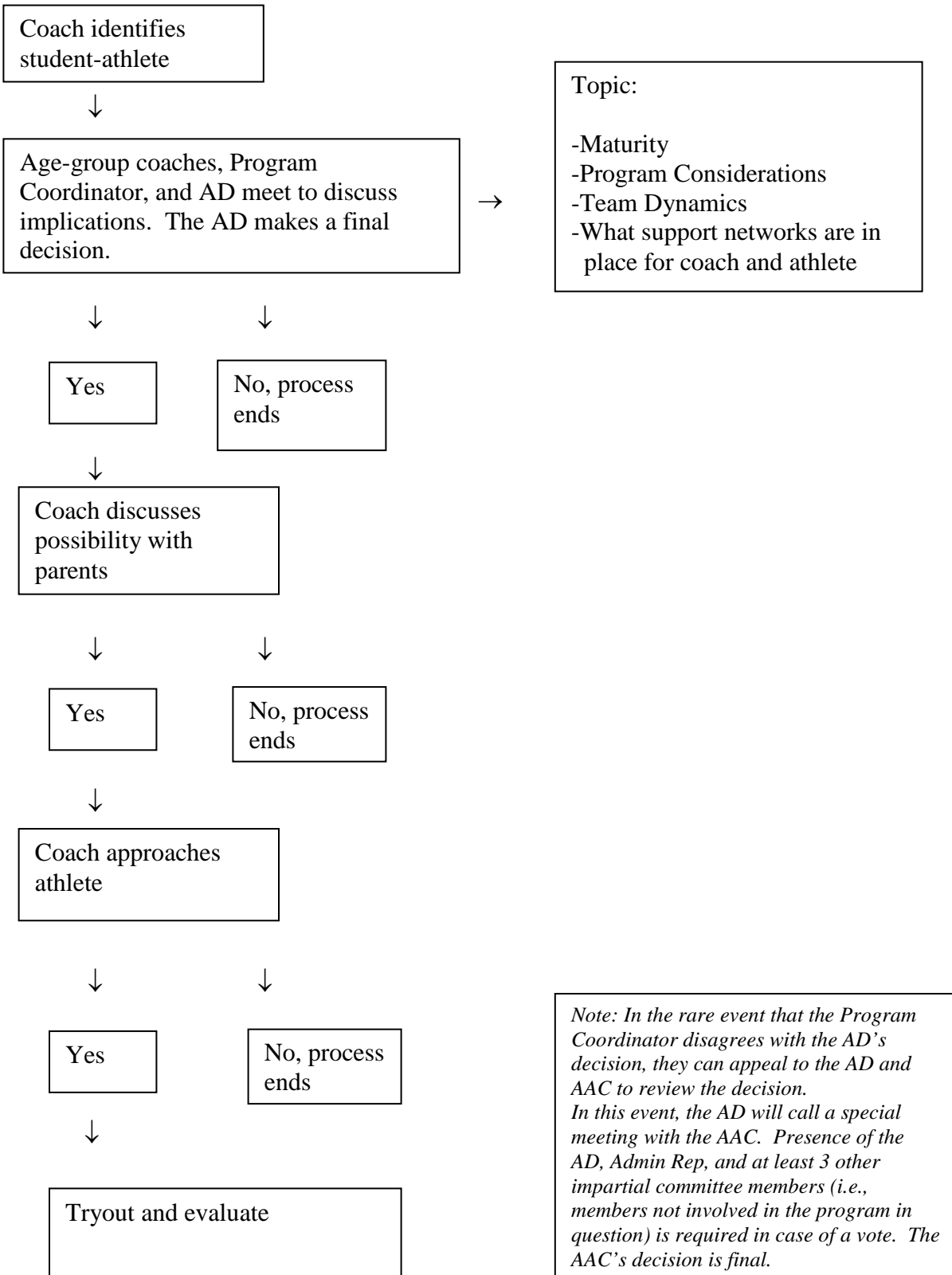
If an athlete suffers an injury it is essential that all team officials act in the best interest of the student athlete first and foremost. “If in doubt – sit them out” and consult with parents and doctors. Please report all injuries of any significance to the Athletic Director and use the Injury reporting form to document.

Of particular concern to student-athletes in sport is the preponderance of concussions. If a concussion, or symptoms of a concussion are observed, it is the coach’s responsibility to remove the athlete from the practice or game and instruct the athlete to rest in a quiet place out of direct light. The parents will be contacted and the family will be advised to seek medical attention. If the athlete is diagnosed with a concussion, the Return to Play protocol will be followed and a note from a physician will be required before the student-athlete resumes training or games. Either the coach or the staff sponsor will complete the injury report and inform the main office & Athletic Director of the injury.

Please see Appendix G in regards to concussion information.

Appendix A

Athlete Playing Up Process



Appendix B

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 honour and dignity of the profession. In all personal contact with student-athletes, officials, athletic directors, school administrators, the provincial 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 spirit 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.

The coaches for the competing teams should meet and exchange cordial greetings to set the correct tone for the event and shake hands at the end of the event no matter what the outcome

Appendix C

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 D

Coaches Code of Conduct (BC School Sports Handbook)

BC SCHOOL SPORTS

B.2 COACH'S CODE OF CONDUCT

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 and:

- B2.1.1 shall recognize that school sport is an extension of the classroom, with moral and legislative obligations required of the coach at all times.
- B2.1.2 shall observe the Competitive Rules and Regulations of BC SCHOOL SPORTS, the local Athletic Association and applicable Sport Commission.
- B2.1.3 shall observe the rules of the sport, the spirit of the rules of the sport, and encourage student-athletes to do the same.
- B2.1.4 shall fulfil 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.
- B2.1.5 shall treat all participants fairly and equitably, by refraining from discriminating against any student-athlete on the basis of race, colour, ancestry, place of origin, religion, family status, physical or mental disability, sex or sexual orientation.
- B2.1.6 shall respect the rulings of officials without gesture or argument, and require student-athletes to do the same.
- B2.1.7 shall not use foul, profane, harassing or offensive language or gestures in the conduct of coaching duties.
- B2.1.8 shall not use physical force of any kind in the conduct of coaching duties.
- B2.1.9 shall not, under any circumstances, endorse, recommend or suggest the use of performance enhancing drugs or supplements by any student-athlete.
- B2.1.10 shall abstain from the use of tobacco products and alcohol while in the presence of student-athletes, and discourage their use by student-athletes.
- B2.1.11 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.
- B2.1.12 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.
- B2.1.13 shall not, under any circumstances, start pre-season try-outs or practices to the detriment of any in-season sport.

I have read and agree to abide by the BC SCHOOL SPORTS Coach's Code of Conduct.

Coach's Name

Coach's Signature

Date

A copy of the signed form should be given to the coach, and the original kept on file at the coach's school.

Appendix E

Community Coach Guidelines (BC School Sports Handbook)

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 Community Coaches Application Form and submit a copy to the Athletic Director. The form will enable School Representatives to determine the 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 record 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:

- 3.3.1.1** the expectations for supervision of students
- 3.3.1.2** emergency protocol within the school
- 3.3.1.3** accountability for equipment, uniforms, finances
- 3.3.1.4** league schedules and deadlines
- 3.3.1.5** practice times, restrictions, policies and access
- 3.3.1.6** school and/or district travel policies and insurance requirements
- 3.3.1.7** the BCSS Coach's Code of Conduct and procedures
- 3.3.1.8** the BCSS Eligibility Policies and procedures
- 3.3.1.9** the decision making process and jurisdictional boundaries of the School, School District, Athletic Association, Sport Commission, and BC School Sports
- 3.3.1.10** 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, Teacher Sponsor, and/or Administrator.

Appendix F



Argyle Student Athlete Expectations

Dear Argyle Student-Athlete (Parents please read with your child),

You have been selected to participate on a team in the **Argyle Athletic Program**. Learning to cooperate in a competitive environment, improving your skill and fitness levels, and making new friends are only a few of the benefits you will enjoy. As you are representing Argyle Secondary School we expect certain standards to be upheld. Please read these expectations carefully with your parents, and address any questions you may have to your Coach, Program Coordinator, or Athletic Director. Once you agree to the expectations – complete the signatures section and return with the rest of the paperwork as instructed.

Sport Commitment and Attendance

Choosing to be involved in a school sport is a decision that needs to be considered carefully. Student-athletes who choose to play a sport will need to make a significant commitment during that season and will be expected to maintain the balance between sport, student academic responsibilities as well as other life commitments. Staff and community coaches voluntarily give their time, and therefore players should do their best to give full commitment to activities in which they participate. Players are expected to attend all training sessions and games unless they are medically unable to or have made previous arrangements with the coach. Even if your health limits your physical participation (e.g., if you are injured), there is a great deal that can be learned by being present, observing and listening at team activities and meetings. School comes first, and therefore student athletes must plan ahead and make every effort to commit fully to both. For instance, if there is an important classroom activity an athlete may need to come a bit later for a game that day. If a test needs to be re-written – the athlete could plan ahead and ask to do the test at a time that does not conflict with the sport they have committed to. If an athlete knows that there may be a conflict between an outside activity and school athletics, then they are required to discuss this situation with the coach as soon as possible. Players who attend practices and team activities irregularly may not play as much. Ultimately students may be asked to leave the team if they are not committing fully or attending regularly and meeting expectations. Any student who quits a team (after first league game) or is expelled from a team for any reason may be ineligible for all school sports activities for up to one year. In special circumstances you may be excused from the team, but only after your parent/guardian has discussed the situation with the Coach and the Athletic Director. Athletic fees will not be refunded to athletes who withdraw from their team, except under special circumstances.

Communication

When there are issues such as conflicts, injuries or other issues, the coaching team expects the player to make every effort to communicate to coaches. Parents can certainly help support communication, but we would like to hear directly from the players. This gives students a chance to act independently and responsibly in making plans for oneself. Talking directly to the coach always works best – but if unavailable an email is a good second option. Try and communicate well ahead of potential conflicts so that coaches can make alternate arrangements so the team does not suffer.

(Continue to back) →

Citizenship and Learning

Argyle Student-Athletes are expected to put learning first and maintain a high standard of behaviour and attitude as a part of the Argyle Athletic Program. All athletes, coaches and sponsors, are expected to conduct themselves in an appropriate and responsible manner at all times. This includes sportsmanship on and off the field. Our Argyle Code of Conduct is in place whether you are at a practice, game or tournament away from the school. We expect our athletes to be ambassadors of our school when they go into the community for athletics. Furthermore, student-athletes are students first and must use sports to enhance their learning not detract from it. If a teacher or school staff member feels that you are not meeting the expectations of learning (with regards to attendance, attitude, and performance) a meeting may be called with you, the coach, your parent/guardian, the teacher, and a counselor and/or administrator to discuss your commitments. If it is determined that you are not meeting expectations in the classroom, you may be, at the discretion of the Coach, Athletic Director, or Administration, suspended from your athletic team until those expectations are again being met.

School Attendance

If you are not going to classes then you do not deserve the privilege of playing on extracurricular sports. Students must maintain a good attendance record and try their best to be present and engaged in all their classes. Remember, you must attend classes on the day of practice or competition (which includes participating in Physical and Health Education), unless you have been given permission to leave early (i.e., an early dismissal). You are required to communicate an early dismissal to your teacher at the beginning of the class you are missing by politely reminding them that you are scheduled to leave early. It is your responsibility to talk to your teacher about making up any work that you missed. If you have a quiz or test that day, is it your responsibility to make arrangements with your teacher to make it up. It is expected that you will make every attempt to communicate with your teacher ahead of time if you know you will be missing a quiz or test.

Uniforms and Team Equipment

School athletic resources are limited. Lost or damaged school athletic resources have a direct impact on the next student-athlete to play that sport. Therefore, we rely on student-athlete's to do their best to take care of school uniforms and team sport equipment they use. Most sports require students to borrow a uniform. Uniforms should be kept in good condition and only used when necessary for team events. Uniforms damaged or unreturned will result in a charge for the full cost of the uniform replacement. Uniforms returned late will result in a late charge of \$50.

In Conclusion

Argyle is known province-wide as not only a program that competes with the best, but acts in a manner that brings pride to its community. While the above expectations may sound very serious and stern, I believe that our Student-Athletes will not only meet but exceed what is expected of them. I look forward to a successful Athletic season and every student experiencing a positive experience in the Argyle Athletic program.

Sincerely,

Mr. Greg Hockley (Vice-Principal responsible for Athletics) and **Mr. Darren Rath** (Athletic Director)

I have read and understand the above Student-Athlete expectations:

Print Student Name

Student Signature

Parent Signature

Date

Appendix G - Concussion Protocol

BC INJURY research and prevention unit

WHAT YOU NEED TO KNOW ABOUT

CONCUSSION



Concussion is a **brain injury** that requires specific treatment for full recovery.

Young people are most likely to get a concussion.

22.2% of head injury hospitalizations were **children and youth ages 0-19** years and this group takes longer to recover than adults.

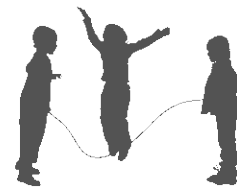


Photo: Sebastian Kaulitz/Shutterstock

- » There is an **increased risk** of concussion if a full recovery from a previous concussion was not completed.
- » Most concussions occur **without loss of consciousness**.



16,888

people were treated for concussion in Lower Mainland emergency rooms in 2011

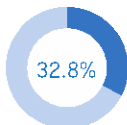


\$2.4 million

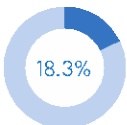
was spent on *hospitalizations alone** for concussion treatment in BC in 2010

*Does not include all other costs such as the services of health-care professionals, pharmaceuticals or rehabilitation therapy.

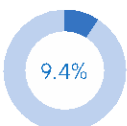
The three **leading causes** of concussion in the Lower Mainland are:[†]



FALLS



SPORTS & RECREATIONAL ACTIVITIES



STRUCK BY OR AGAINST AN OBJECT

†2011 data.

How you can **prevent** concussion:



Wear protective gear for sports and recreation. Always use the appropriate protective gear for any sport or recreational activity such as helmets and/or neck protectors. Make sure the equipment fits properly, is well maintained and worn correctly.



Buckle your seat belt. A high number of concussions result from automobile collisions – wearing a seat belt may prevent serious injury including an injury to your head during a traffic collision.



Make your home safe. Falls around the home are the leading cause of head injury for infants, toddlers and older adults. Keep your home well lit and your floors free of clutter. To reduce the risk of injury to children, use edge and corner guards on furniture, block off stairways and install window guards.



Wear sensible shoes. Shoes with good traction can protect you from injury. If you're older, wear shoes that are easy to walk and manoeuvre in.



Ensure a safe playground. Choose a well-maintained playground for your child with a ground surface made of shock-absorbing material such as mulch, sand or hardwood.

Symptoms of concussion may last for days or weeks:



Physical

- » Headache
- » Blurred vision
- » Unusual eye movements
- » Nausea or vomiting
- » Dizziness & lack of balance
- » Sensitivity to light, noise, smells
- » Fatigue & muscle weakness
- » Seizures



Emotional

- » Easily irritated
- » Sadness
- » Emotionally imbalanced
- » Nervousness or anxiety
- » Abnormal sleep schedule
- » Difficulty falling asleep



Cognitive

- » Inability to think clearly
- » Confusion
- » Feeling slowed down
- » Inability to concentrate
- » Inability to retain new information



FIRST AID

- » **Assess the individual:**
Concussion should be suspected if one or more visible cues, signs, or symptoms are present such as imbalance or memory loss.
- » **Get medical help:**
Any head injury or concussion needs to be evaluated by a medical professional immediately in order to eliminate other life-threatening conditions associated with serious concussion.
- » In all cases, follow the basic principles of first aid (danger, response, airway, breathing and circulation).



RECOVERY

- » Rest is the best way to recover from a concussion – both physical and mental rest.
- » Get plenty of sleep at night and initial daytime rest.
- » Do not return to work, resume daily activities, or “tough it out.”
- » Avoid further contact sports or anything that may cause another concussion until cleared by a medical professional.
- » Limit TV watching, computers and video games.
- » Do not drink alcohol.
- » Stay away from stimulants of all types.
- » Talk to teachers, coaches, employers, friends and family so they can understand.

Steps for a return to normal activities:

1. No activity. Mental and physical rest until symptom free.
2. Light physical and academic activity under individualized plan. If symptoms return, reduce or stop activities.
3. Gradually increase academic and sport-specific activity under individualized plan. Reduce or stop if symptoms return.
4. Continue gradual increase and specific training drills without body contact. Reduce or stop if symptoms return.
5. Resume academic and training drills - only once cleared by a physician.
6. Full academic and body contact training drills - only once cleared by a physician.
7. Full academic activity and game play.

IMPORTANT: Allow 24 hours to complete each step. If symptoms appear at any step, STOP activity, wait 24-48 hours, and resume activity at previous step.

Sources:

Burden Of Concussion In British Columbia, 2013 | [Download Report](#)

Parachute | <http://www.parachute.ca>

BC Research Injury & Prevention Unit (BCRIPIU) Injury Hospitalizations Data Tool | <http://www.injuryresearch.bc.ca>

US Department of Health and Human Services, Centers for Disease Control and Prevention

Mayo Clinic

www.injuryresearch.bc.ca

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Return to Play Communication Tool Return to Learn should be completed before Return to Play.

<p>STAGE 1:</p> <p>No sporting activity</p> <p>Symptom-limited physical and cognitive rest</p>	<p>STAGE 2:</p> <p>Light aerobic exercise</p> <p>Walking, swimming, stationary cycling. No resistance training. Heart rate <70%</p>	<p>STAGE 3:</p> <p>Sport-specific exercise</p> <p>Skating drills (ice hockey), running drills (soccer). No head-impact activities</p>	<p>STAGE 4:</p> <p>Non-contact drills</p> <p>Progress to complex training drills (e.g., passing drills). May start resistance training</p>	<p>STAGE 5:</p> <p>Full-contact practice</p> <p>Following medical clearance participate in normal training activities</p>	<p>STAGE 6:</p> <p>BACK IN THE GAME</p> <p>Normal game play</p>
Recovery	Increase heart rate	Add movement	Exercise, coordination, cognitive load	Restore confidence; assess functional skills	
<p>Symptom-free for 24 hours?</p> <p>Yes: Begin Stage 2</p> <p>No: Continue resting</p> <p>Time & date completed:</p> <p>_____</p> <p>_____</p> <p>_____</p>	<p>Symptom-free for 24 hours?</p> <p>Yes: Move to Stage 3</p> <p>No: Return to Stage 1</p> <p>Time & date completed:</p> <p>_____</p> <p>_____</p> <p>_____</p>	<p>Symptom-free for 24 hours?</p> <p>Yes: Move to Stage 4</p> <p>No: Return to Stage 2</p> <p>Time & date completed:</p> <p>_____</p> <p>_____</p> <p>_____</p>	<p>Symptom-free for 24 hours?</p> <p>Yes: Move to Stage 5</p> <p>No: Return to Stage 3</p> <p>Time & date completed:</p> <p>_____</p> <p>_____</p> <p>_____</p>	<p>Symptom-free for 24 hours?</p> <p>Yes: Return to play</p> <p>No: Return to Stage 4</p> <p>Time & date completed:</p> <p>_____</p> <p>_____</p> <p>_____</p>	

Medical clearance required before moving to Stage 5

If symptoms reappear at any stage, go back to the previous stage until symptom-free for 24 hours. You may need to move back a stage more than once during the recovery process.



Appendix H – Transportation

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*

Transportation of Students by Private Vehicles

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 shall obtain, from available funds, a Special Excess Third Party Legal Liability Insurance policy. Such policy shall extend 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 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
- 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 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.

The volunteer driver must complete:

- *Volunteer Driver Application form* once per school year
- *Volunteer Driver Extract*

A school Administrator must review and approve any Volunteer Driver Application. Drivers with unsafe driving records will not be approved as volunteers.

Once approved the *Application* is kept on file in the school office. (*One school year*)

Appendix I – Links to Athletic Policy & Forms

The following Policy and/or Forms can be found on the Argyle Athletics webpage:

<http://www.sd44.ca/school/argyle/ProgramsServices/Athletics/CoachesSponsorsVolunteers/Pages/default.aspx>

- Volunteer Application process
- Volunteer Application form
- Volunteer Driver Application form
- Injury and Accident Report

Other important School District Policy can be found at:

<http://www.sd44.ca/Board/PoliciesProcedures/Pages/default.aspx>

- Fundraising – There are very specific Fundraising policies – please read through Policy 703, 705 707 and then discuss plans with the Athletics Director and an Argyle Administrator
- Corporate Sponsorships, Partnerships and Advertising in Schools is covered in Policy 413
- Field Trips – Please make yourself aware of Policy 207 – Field Trips prior to discussion with Argyle Staff in regards to potential fieldtrips
- Student Conduct and Welfare – Policy 301 to 307 cover various aspects of student conduct and welfare with many relating to Athletics
- Volunteers in Schools – Policy 404 is the District Policy on Volunteers in schools
- Privacy and the Organization and management of student records and data is covered in Policy 601, 608, 609, 611, 612
- Transportation of Students – Policy 607