

# Carson Graham Athletics Handbook



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North Vancouver, BC  
V7M 2W7

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Dear Coach / Sponsor:

On behalf of the Carson Graham Community and the Athletics program, I would like to thank you for coaching or sponsoring a team this year. 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 Carson Graham Secondary. Please use me, the Athletic Director, or any of our Sport Department leaders to make your job easier, and at the same time ensure that the organizational details that must be looked after are met and done correctly. We are here to support you in any way possible and more importantly to assist you along the way during the season. Thank you and welcome.

Sincerely,

Darcy Grant

dgrant@sd44.ca

Carson Graham Athletic Director

## **Carson Graham Athletic Philosophy**

The Carson Graham Athletic Philosophy is built upon the premise that staff at Carson Graham Secondary recognize the role high school athletics plays in a student's education. Student-Athletes who take part in Carson Graham Athletics will develop the qualities necessary for competition and contribute to community citizenship. Our Student-Athletes are expected to demonstrate leadership, team work, discipline and hard work throughout their time in our program. Graduating Student-Athletes will have exemplified the Carson Graham School Community through their character and selflessness.

As a high school athletics program, we value and prioritize academic commitment. We will work as a staff with Student-Athletes to ensure that they attend class and not only work to maintain academic standards throughout the season of play but all throughout the year as well. Additionally, students will balance other extra-curricular interests to create well rounded individuals that appreciate athletics, academics, service and the arts.

As coaches, we encourage all of our athletes to participate in multiple sports to gain the benefits of each unique program. This cultivates competitive, open-minded Student-Athletes who can learn from multiple coaches and understand the value that each has to offer. Coaches will be in continual communication to ensure a

cohesive and unified athletic program that places students first and allows them the chance to grow as integral members of the North Shore Community.

We believe that students and coaches will be able to build a relationships that will lead to excellence in competition and success in life.

## **Terms of Reference**

Members of the Carson Graham Athletic Advisory Council will:

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

## **Carson Graham Athletics**

The Athletic Department plans to offer the following sports during the upcoming school year. Students, parents and/or community members are invited to become involved in the Athletic program.

<b>Season</b>	<b>Sport</b>	<b>Participants</b>
<b>Fall</b>		
	Cross-Country	Boys & Girls
	Field Hockey	Girls
	Football	Boys
	Rugby	Grade 8 Boys
	Soccer	Senior Boys
	Swimming	Boys & Girls
	Volleyball	Girls
<b>Winter</b>		
	Basketball	Boys & Girls
	Ski	Boys & Girls
	Wrestling	Boys & Girls
<b>Spring</b>		
	Badminton	Boys & Girls
	Golf	Boys & Girls
	Mountain Biking	Boys & Girls
	Rugby	Boys & Girls
	Soccer	Girls, Junior & Senior
	Tennis	Boys & Girls
	Track	Boys & Girls
	Ultimate	Boys & Girls

## **Coaching Staff - Role and Responsibilities**

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

Coaches Code of Conduct (BC School Sports Handbook)

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

- 2.1.1 Coaches shall recognize that school sport is an extension of the classroom, with moral and legislative obligations required of the coach at all times.
- 2.1.2 Coaches shall uphold the rules and regulations of BC School Sports, the local Athletic Association and applicable Sport Commission.
- 2.1.3 Coaches shall actively uphold the rules of the sport, the spirit of the rules of the sport, and encourage student-athletes to do the same.
- 2.1.4 Coaches shall fulfill all league, exhibition, invitational, play-off and championship competitive and event obligations, in accordance with Athletic Association policy, Sport Commission policy or Tournament Organizer agreements.
- 2.1.5 Coaches shall treat all participants fairly and equitably, by refraining from discriminating against any student-athlete with respect to race, colour, ancestry, place of origin, religion, family status,

physical or mental disability, sex or sexual orientation.

- 2.1.6 Coaches shall respect the judgement and interpretation of officials without gesture or argument, and require student-athletes to do the same.
- 2.1.7 Coaches shall not use foul, profane, harassing or offensive language or gestures in the conduct of coaching duties.
- 2.1.8 Coaches shall not use physical force of any kind in the conduct of coaching duties.
- 2.1.9 Coaches shall not, either directly or indirectly, encourage a student to attend a particular school for the purpose of participating in interschool sport.
- 2.1.10 Coaches shall not, under any circumstances, endorse, recommend or suggest the use of performance enhancing drugs or supplements by any student-athlete.
- 2.1.11 Coaches shall abstain from the use of tobacco products and alcohol while in the presence of student-athletes, and discourage their use by student-athletes.
- 2.1.12 Coaches shall not, under any circumstances, require or imply that a student must be involved in any summer program or club program as part of their obligation to participate on a school team.
- 2.1.13 Coaches shall not, under any circumstances, require or imply that a student cannot or should not participate in any BCSS approved sport of their



choice in the season preceding and/or succeeding the coach's particular season-of-play.

- 2.1.14 Coaches shall not, under any circumstances, start pre-season tryouts or practices to the detriment of any in-season sport.

### **Community Coaches**

#### 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 the expectations for supervision of students
  - 3.3.2 emergency protocol within the school
  - 3.3.3 accountability for equipment, uniforms, finances
  - 3.3.4 league schedules and deadlines
  - 3.3.5 practice times, restrictions, policies and access
  - 3.3.6 school and/or district travel policies and insurance requirements
  - 3.3.7 the BCSS Coach's Code of Conduct and procedures
  - 3.3.8 the BCSS Eligibility Policies and procedures
  - 3.3.9 the decision making process and jurisdictional boundaries of the School, School District, Athletic Association, Sport Commission, and BC School Sports
  - 3.3.10 required paperwork for team and player registration and entry into events
- 3.4 The School Administrator and/or Athletic Director should request and check at least two references for each Community Coach candidate. Reference checks should include questions about previous conduct, suspensions or probationary penalties served, technical skill and ability, age group and/or gender previously coached and degree of commitment and interest.
- 3.5 The School Administrator and/or Athletic Director should undertake a Criminal Records check on the prospective Community Coach, looking for convictions under the Criminal Code of Canada, the Narcotics Control Act or the Food and Drugs Act.

3.6 The BCSS Supervision Policies does not require that a Teacher Sponsor be present with adults who have been approved by the School Administrator. It is therefore strongly recommended that periodic observations of the Community Coach at practice and in competition be conducted by the Athletic Director, Teacher Sponsor, and/or Administrator.

### **Coaches' Responsibilities**

- Attend Carson Graham Seasonal Sport Meeting;
- Attend League Organizational Meeting;
- Inform parents of game schedules and transportation needs;
  - Inform students of relevant policy - that is, commitment, discipline and philosophy, and to be a constant and ideal role model in these areas;
  - Have a strong commitment to preparation and delivery of practices;
  - Make the Athletic Director aware of any special events or occurrences (ie. players expelled from a game, issues with players, parents, etc.);
  - Communicate with the Athletic Director regarding equipment needs, practice time requests, game schedules, tournaments, etc.
  - 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* to the AD post-season;
- Assist the Staff Sponsor in completing their administrative duties.

\*Note: Coaching assignments are on a year-to-year basis, and are subject to review and the needs of the Carson Graham Athletic Program.

### **Staff Sponsors' Responsibilities**

General duties of the Staff Sponsor include: managing the administrative aspects of the team (budget & finances, forms, uniforms, early dismissal slips, announcements, BC School Sports on-line registration, etc.). This frees the Coach up to focus on coaching. The Sponsor is also encouraged to attend practices and competitions as often as possible, and to report any team issues to the AD. Additional responsibilities include:

- Attend Carson Graham 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;
- Print off Team Roster and Medical Information online
- Distribute, collect & return washed uniforms and list of unreturned uniforms.
- Make the Athletic Director aware of any special events or occurrences (ie... discipline issues; conflicts; inappropriate coaching behaviour, etc.)
- Encourage athletes to contribute to the athletic

program through scorekeeping, lining, and refereeing.

## **Discipline**

Generally, discipline and control of athletic teams and individuals in inter-school competition at Carson Graham shall be the responsibility of the individual coach. The coach/sponsor has the initial responsibility to clarify goals and expectations of the program to all involved. The Athletic Director, and possibly the Athletic Advisory Committee, may become involved in a discipline issue:

- a) When an individual or group of Carson Graham athletes competing are in violation of the student Code of Conduct (i.e. involved with drinking alcohol, smoking, vaping or using drugs during a school sporting event or on a field trip);
- b) Where an individual or group of athletes quits a team without a reasonable excuse (i.e. Not starting);
- c) Where a representative of Carson Graham acts in such a manner that the integrity of our athletic program and school is questioned.

## **Athletic Fees**

An athletic fee is required from individuals participating on a Carson Graham 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 \$40.00 athletic general fee, this fee helps cover the cost of the following.

(a.) NSSSAA fees, BC School Sports Fees, Athletic Awards, coaches support

Each program is then responsible to determine their program general athletic fee.

(b.) this fee will be deposited into the sport general account (e.g., *Volleyball General, Girls Basketball General, Rugby General*, etc.). This will be one 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.

### **Equipment**

The Athletic Department will make every effort to provide you with the equipment necessary for your sport. Please take the time to count items before and after a practice, and ensure that equipment is put away and locked up before you leave. The Athletic Department needs your cooperation in reducing the theft of equipment.

The Athletic Director will, in consultation with coaches, order all athletic equipment. If you need new equipment, please inform the AD.

## **Seasonal Budget**

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.

## **Uniforms**

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

- i. Once fees are collected from athletes, The Athletic director will arrange a time to distribute uniforms.
  - ii. Consideration will be given to athletes whose Coach/Sponsor has reason to believe they cannot pay.
  - iii. Athletes are not to receive a uniform until they have submitted the required forms and fees. Participation in competitions will be suspended until they are collected.
- b) Collection of uniforms should be done within one week of the end of the season. The coach/sponsor should set a final return date, and inform the student-athletes. The students must wash their uniforms before returning them to the sponsor. If the uniforms have not been returned by the pre-determined date the sponsor will forward the name to the Athletic Director.
- c) A fee of \$200.00 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. In general this will be the deposit required at the start of each season.

## **Facility Scheduling**

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

**Priority will generally be given in the following fashion:**

- A) Games
- B) Scheduling referees, scorekeepers, linesmen for games
- C) Bantam practices are given the after school times
- D) Juvenile practices are given the next earliest time slot
- E) Junior practices are given the next earliest time slot
- F) Senior teams are given the latest time slot
- G) Other in-school sports / activities
- H) Unrelated to school activities

## **Student Athletes**

### **Early Dismissal and Student Attendance**

Early dismissals are for the purpose of allowing students to get to **competitions** on time and not to miss class time unnecessarily. All early dismissals 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.

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.

**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.

## **Citizenship and Academic Performance**

### Academic/School Obligations

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

## **Student-Athlete Guidelines**

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

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

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

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

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

### **Removal from Team**

If an athlete removes him/herself from a team at any point of the season past the final tryout date, this is considered “quitting” the team. If an athlete quits a team, they could be automatically suspended from all athletic teams for the period of one calendar year. The decision will be made by the Carson Graham Athletic Council.

### **Volunteers**

1. Individuals who wish to act as volunteers must comply with the provisions of the North Vancouver School District Policy.
2. It is the responsibility of the teacher staff member (coach/ sponsor) and/or Athletic Director to ensure that each volunteer has completed a criminal record check prior to engaging in any coaching duties.

## **Transportation of Students by Private Vehicles**

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

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

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

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

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

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

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

- The volunteer driver must hold a valid British Columbia driver's license and the vehicle must be insured for the purpose for which it is normally used
- The volunteer driver must be the owner of the vehicle to be used or must be operating the vehicle with the permission and consent of the owner.
- The excess insurance policy shall provide only for an extension of the vehicle owner's third party liability coverage that is in excess of minimally \$1,000,000 and shall not provide the vehicle owner with any additional collision or comprehensive coverage.
- Neither the volunteer driver nor the vehicle owner shall be reimbursed for any expenses incurred for the use of any vehicle used in the voluntary transportation of students.

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

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

### **Transportation of Students by Rented Vehicle**

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

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

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

### **Tournaments and Exhibition Play**

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

1. Student – athletes have a priority to complete work to prepare for classes.
2. Coaches should adhere to basic coaching principles, which include a 2 to 1 practice to game ratio. Coaches should also be familiar with BCSS policy regarding length of season.
3. Cheques for entry fees will be written upon receipt of tournament paperwork including tournament location, entry cost, and dates. Coaches should submit these forms at the beginning of the season.
4. The Athletic Department is not responsible for any expenses incurred for any tournaments (i.e. Transportation, meals, and lodging etc.)

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

## **Provincial Tournament Support**

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

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

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

## **Hosting Tournaments at Carson Graham**

- prior approval from AD and Administration
- booking contract in place (see Rental Facility Section)
- all entry fees submitted to the Business Officer
- vending machines cannot be disabled in any way; including unplugging or putting “out of order” signs.

## **Scorers, Timers and Referees**

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

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

## **Duties of the Athletic Director**

### **Coaching**

- Make staff aware of athletic needs and interests.
- Prepare, distribute and collect Carson Graham Athletic forms;
- Collect athletic fee cheques and submit them to the Business Officer;
- Print off Team Roster and Medical Information online
- Complete the BC School Sports Online Player Registration;
- 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**

- Disseminate athletics information to students and parents.
- Assume an administrative role when dealing with interpersonal issues between coaches, athletes and parents, as well as disciplinary issues.

### **Uniforms & Equipment**

- 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

### **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**

- Prepare, distribute and collect registration and consent forms.
- Coordinate facility use and prepare gymnasium and field schedules.
- Coordinate referees and scorekeepers for volleyball and basketball.
- Attend district Athletic Director meetings and NSSSAA meetings.
- Maintain the athletics portion of the school website, as well as the online registration system.
- Coordinate registration of athletes with BC School Sports.
- Serve as the school liaison for outside athletic organizations (NSSSAA, VDSSAA, BC School Sports, etc.)
- Assist the yearbook with coordinating team pictures.
- Chair the Athletic Advisory Committee, which deals with issues of school athletic policy, philosophy, etc.
- Order all equipment, clothing and gear for the athletic program and individual teams.

## Appendix A

### Guidelines for Coaches

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

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

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

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

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

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

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

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

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

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

## **Appendix B**

### **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.