

RIVERSIDE SECONDARY



ATHLETICS

September 2011

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1) PHILOSOPHY

The Riverside Athletic Program is designed to offer all interested students the opportunity to achieve a high level of excellence in a given sport. The entire program will be operated in a context that promotes cooperation, responsibility, commitment, leadership and sportsmanship. All students who display interest, commitment, appropriate behaviour and sportsmanship should have the opportunity to participate on a team at the Grade 9 level. At the Grade 10, 11 & 12 level, wherever possible, those students who participated at the previous level should be given the opportunity to continue playing, although it is realized that this is not always possible.

{In 2005, the definition of an excellent athletic program was determined to have these qualities:

- 1) *Success for their Players - Sometimes that means that a weak team meets a certain goal (beating a rival team as their only win all season as an example). But it also means that our teams are competitive enough to make it beyond a district level on a regular basis. We all recognized that a quality program gets results and if we want to keep quality players and/or be seen as a quality school for athletics, then we need to achieve results. The general feeling was that just coming out and having fun is not a sign of a successful program.*
- 2) *Positive feeling being on a particular team - our players need to be proud of being on that team / part of Riverside athletics. Players who feel they have accomplished something / competing at the highest level possible. Some years, it will be an accomplishment to make it to districts. Other years, it will be rising to play their best at Provincials.}*

2) COACH'S DUTIES

- Read Coach's and Athlete's code of ethics.
- Sign BCSS Coach's Code of Conduct.
- Read Coach's Handbook
- Administration
 - Ensure that Karelo Registration and Consent lists are confirmed before a player participates in the given sport
 - Confirm Exnet Registration forms:
 - Complete Driver Certification form for themselves (submit to Athletic Director)
 - Ensure that any assistant coach, who is not an employee with SD 43, has submitted an approved criminal record check form to coach and then pass this on to Athletic Director.
 - Coordinate distribution and collection of uniforms for your team and hand in the list to the Athletic Director. Please have players wash uniforms prior to returning them.
 - Submit game schedule to Athletic Director
 - Therefore, submit to ATHLETIC DIRECTOR the following:
 - Signed BCSS Coach's Code of Conduct Form
 - Roster and uniform sign out sheet
 - Coach Driver certification form
 - Criminal record check for non-SD 43 coaches
 - Game Schedule

- Practices and Games
 - Ensure that medical forms are always with coach when working with the team.
 - Ensure that medical kit is stocked and present for games and practices.
 - Ensure parent drivers have submitted :
 - Driver certification form
 - Driver's Abstract
 - Criminal record check
- Tournaments
 - Read Coach's Handbook section on Tournaments
 - Book school bus if possible or arrange for parent drivers (ensure Driver's Insurance form is filled out)
 - Submit proposal or discuss any out of town trips with Athletic Director and Principal
 - Be cost conscious when scheduling games
 - Attempt to avoid missing school time, wherever possible
 - Ensure all forms are handed out, completed and collected prior to any road trip including Parent Driver Insurance Form
 - Provide office staff with a roster of players missing class – three days prior
 - Inform office of all road trips- leave list of students missing classes, and leave name and phone number of motel in appropriate Administrator's mailbox
 - Complete CADS absent record if you will be missing class time
 - Provide players with a homework completion form and check that players have completed the form.
- End of Season
 - Collect uniforms
 - Return uniforms and First Aid Kit to Athletic Director
 - Inform Athletic Director of any problems collecting uniforms
 - Complete Athletic Awards Form at end of season (Coach awards two players with any awards they choose. Write a brief, three sentence paragraph on why player is receiving award.)
 - Participate in selection of Athletic Award decisions
- Ongoing / As Needed
 - Advice Athletic Director of equipment issues ASAP and ensure medical kit is stocked
 - Use Ice Machine in female staff washroom in PE office when needed at Riverside.
 - If using Ice Machine, close door gently - it likes to pop back open and then defrosts.
 - Coaches should not be using teachers desks in the PE Office
 - Ensure Players DO NOT USE THE PE OFFICE

- Participate in meetings
 - Usually, there will be one in September and one in June for all coaches. Season requirements will vary depending upon sport.
- Attend Athletic Awards Night at end of year
 - Coach will be called up to stage with team to shake hands and present photos. Emcee will read award blurbs – Coach just needs to smile and look good 😊
- Respect other programs within the school
- Communicate with other coaches working with the same players

3) SPONSOR STAFF DUTIES

- Ensure the “Outside Coach” has read the Coach’s Handbook.
- Collect, keep a copy for yourself and submit to the Athletic Director:
 - Coach’s phone number(s)
 - Coach’s e-mail
- Ensure Criminal Record check form is completed by Community Coach.
- Be available for practices and games (How this looks will differ for each situation.
- Ensure that all the Coach’s Duties are addressed.
- The sponsor staff is responsible for all decisions made at the coach’s level.

4) CODE OF ETHICS FOR ATHLETES AND COACHES:

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 behavior, as well as the behavior of their student-athletes. The role and conduct of a coach in a school sport setting is crucial and critical for the positive development of student-athletes. A strong code of conduct and decisive steps in dealing with violations is important.

Coaches shall:

- Recognize that school sport is an extension of the classroom, with moral and legislative obligations required of the coach at all times.
- Uphold the rules and regulations of BC School Sports, the local Athletic Association and applicable Sport Commission.
- Actively uphold the rules of the sport, the spirit of the rules of the sport and encourage student-athletes to do the same.
- Treat all participants fairly and equitably.
- Respect the judgment and interpretation of officials and require student-athletes to do the same.

- Refrain from using foul, profane, harassing or offensive language or gestures in the conduct of coaching duties.
- Refrain from using physical force of any kind in the conduct of coaching duties.
- Under no circumstances encourage a student, either directly or through the influence of another party, to attend a school other than the school designated by the place of residence of the student's parent(s) or legal guardian, for the purpose of participation in school sport.
- Under no circumstances endorse or condone, either covertly or intentionally, the use of any performance-enhancing drugs by any student-athlete.
- Abstain from the use of tobacco products and alcohol while in the presence of student-athletes, and discourage their use by student-athletes.
- If not being followed, see Coach and Athletic Director (depending on situation)

**Coaches must sign the
BCSS Coach's Code Of Conduct**

STUDENT-ATHLETE'S CODE OF CONDUCT:

The actions of student-athletes are reflections of themselves, their team, their school and their community. A student's involvement in school sport provides opportunities and experiences that are important to the development of a well-rounded student. However, student-athletes must remember that their participation in school sport is a privilege, not a right.

Student-Athletes shall:

- Be positive role models for their sport and Riverside Secondary
- Treat everyone with respect.
 - i) Treat teammates, coaches, opponents, event organizers and spectators with respect.
 - ii) Respect and accept with dignity the decisions of officials.
 - iii) Be generous in winning and graceful in losing.
- Exercise self-control at all times.
 - i) Understand that there is no place in sport for drugs, alcohol or tobacco products, and refrain from the use of such substances.
 - ii) Refrain from the use of foul or profane language.
 - iii) Refrain from the use of physical force outside of the rules of the game.
- Play fair.
 - i) Play within the rules and the spirit of the rules of the game at all times.

5) LETTER TO PARENTS

A letter from Athletic Directors on how to register and provide consent through the Karelo website should be given to athletes. Coaches are encouraged to provide team letters to summarize the season and their expectations.

All student-athletes must complete the online registration forms in order to participate. Please do not issue uniforms or allow athletes to participate in any games until this registration process is confirmed.

6) PRACTICES

Once the playing schedule begins, it is suggested that Junior teams utilizing the gym generally practice twice a week and Senior teams three times per week, depending on the number of games that week. For teams using outdoor facilities this suggestion is not so rigid. We must not only consider the academic requirements of our athletes, but also understand that facilities are limited.

Athletes are not obligated to participate in any practices or games for the upcoming season until their season is over. It is important for all coaches involved to agree to the athletes "out of season" participation.

7) SEASONS OF PLAY AND PRACTICE

"We think that athletes should be encouraged to play multiple sports if they so choose. We understand, however, that students may decide to focus on only one sport and we must respect their choice.

- Players can interpret this message incorrectly so ensure that this message is clear.
- In-season coaches must ensure players commit or are up-front with where their priorities lie.
- Participation in multi-sport athletics of our athletes is encouraged.

"We support all in-season teams. However, we also believe that two weeks after in-season teams have been selected and the BCSS registration deadline has passed for that sport, out-of-season sports may meet or practice. It must be made clear that in-season athletes are not encouraged or required to attend these sessions. It is the intent of Riverside's athletic program to support the multi-sport athlete. Therefore, Riverside coaches, or someone speaking on their behalf, will not direct a student to avoid playing another sport.

"The coaches involved must mutually agree upon any involvement of in-season athletes. No inter-school games may be played out-of-season. Once the previous season's sport has concluded, an opportunity must be provided for all athletes to make the team during a formal try-out. This should be in place for all seasons, for all teams. A player should feel no pressure to miss an in-season practice or game because they fear that participation in the in-season sport will reduce their chances of making a different team."

In-season teams will be given priority to facilities.

8) ATHLETES PLAYING UP

- i) **Riverside Athletes:** Athletes should play at their grade level. However, each situation should be judged on its own merits and agreed to by the coaches, Athletic Director, Principal and parents.
- ii) **Middle School Athletes:** Grade 8 students are part of the Riverside's community of schools. It is important to recognize and meet the needs of advanced athletes. Many young athletes have excelled in their given sports and in order to meet their needs request to participate on the Riverside teams may occur. In order to facilitate this process the following guidelines should be used:
 - (1) The parent(s) or middle school coach(es) must initiate the process. Either of these individuals recognizes that the middle school athletic program will not meet the needs of the athlete.
 - (2) The middle school and Riverside administrations will discuss the merits with consultation with the coaches, parents and athletic directors. The following merits shall be included in the process:
 - (a) Athletics performance: Ensure that the Grade 8 student has the technical skills to compete on the Riverside team.
 - (b) Social/Emotional needs: Ensure the Grade 8 student has the emotional and social maturity to fit in with the secondary school team. Also to ensure playing on the secondary school team does not damage the student's relationships at their middle school.
 - (c) Placement on a Riverside team: A middle school athlete shall not displace any Riverside students (that have the technical skills) from the given team.
 - (d) The decision to accept or deny "playing up" remains with the middle, Riverside and senior District administration.
- iii) **Finalizing Playing Up:** All playing up scenarios must comply with BCSS policies and appropriate forms need to be completed.

9) UNIFORMS

The Athletic Director shall look after purchasing appropriate uniforms in a cost-conscious manner. Coaches shall be responsible for issuing uniforms (see Athletic Director for sign-out sheet at least one day in advance), returning a copy of the sign-out sheet to Athletic Director, and collecting and returning uniforms at the end of the season. It is highly recommended that coaches collect uniforms at their last competition, as this tends to alleviate hours of hassle!

Uniforms should be worn only during games (or on game day to class, if desired by the coach). If the athlete is seen wearing any part of their uniform at any other time, such as during practices or PE classes, **it shall be confiscated** and not returned for the season. Please make this perfectly clear to your players!

10) FIRST AID KITS

First Aid kits will be kept in the Uniform Storage Room. Please let the Athletic Director know if kits need replenishing. First Aid kits will be distributed with the uniforms.

11) SCHEDULING GAMES, TOURNAMENTS & PRACTICES AT RIVERSIDE

Please ensure you pass along any requests for games, tournaments or practices to the Athletic Director before booking so we can ensure there will be no conflicts with other activities or problems with officials. **Requests for additions or changes to the gym or field schedule must go through the Athletic Director.**

Booking of Facility is completed by the Athletic Director. The booking calendar for each facility will be readily available online. No team or group should use the facilities without properly booking for liability reasons.

Tournaments should not conflict with class time. If a conflict will occur, a meeting with Athletic Director, PE department head and administration will need to occur prior to the times being set.

12) OFFICIALS

Officials are assigned according to individual leagues, and wherever possible certified officials should be used.

13a) TRANSPORTATION

The 48-passenger school bus is available to those with Class 2 licenses; the 16-passenger bus is available to those with Class 4 licenses. Please sign out in the office. If conflicts arise in bookings the administrator in charge of transportation will attempt to resolve the issue. Staff members using the bus must complete a "Bus Check" form before going out on a trip and upon returning. When the bus is returned it should be cleaned inside and the tank should read at least 3/4 full. If the bus is not available or the coach does not have an appropriate license, please utilize parent drivers. **Parent Drivers are required to adhere to District AP Policy 250: Field Trips.**

13b) TRANSPORTATION COSTS

Transportation costs are not included in athletic fees. Coaches using the school buses are required to collect \$5 per trip per athlete. The maximum transportation fee per athlete per sport is \$20.

14) ACADEMIC WORK, BEHAVIOUR, ATTENDANCE

Coaches should attempt to avoid missing school time as much as possible. To do this it is advisable to ask for the later time slots when entering a tournament. Please keep early dismissals to a minimum. **However, as long as student-athletes are up-to-date in class and will not be missing anything that cannot be made up at a later date, they should be allowed to participate in athletic competitions that cannot be scheduled outside of class time.** When a team will miss class time, a list of the students' names must be presented to the front desk three days prior.

When it is necessary to miss some class time, all participants must complete a "Homework Assignment" form. Coaches should attempt to provide teachers as much notice as possible before the competition.

It is the coach's responsibility to set aside homework periods during lengthy road trips. It is the student/athlete's responsibility to use this time effectively.

Coaches will inform staff of participants in their program.

Students who do not attend school during the entire day or the afternoon session without a valid reason, should not be allowed to practice or participate in activities that same day.

School rules are in effect at all times during all school functions. Minor infractions may be dealt with by the sponsor or referred to the administration on return to school.

In the event of a major disciplinary offence by a student on a multi-day trip, the coach shall, wherever possible:

- 1) notify the principal or vice-principal of the offence by phone;
- 2) notify the parent or guardian either directly or through the principal or vice-principal;
- 3) upon approval of principal and parent, place the student on the appropriate commercial transport to be returned to Riverside.

If there are academic issues, then the Athletic Director and/or coach will work with the classroom teacher to a resolution that is in the best all-around interest of the student.

15) OUT-OF-TOWN COMPETITIONS

As it is important to have as little negative impact on a student's academic success as possible, the number of school days missed should be kept to a minimum. It is important that teachers should be made aware far in advance of any missed school days and student/athletes should be guided by the coach to complete these assignments. Cost to the Athletic Department and the student/athletes should also be considered when booking out of town competitions. All such trips must be cleared with the Athletic Director before confirming participation. An SD 43 employee must accompany a team on any overnight trip, or on any trip outside British Columbia.

- (a) Transportation: There are restrictions as to the use of Parent Drivers. As an example, Parent Drivers cannot be used outside of the Lower Mainland or Fraser Valley.**
- (b) Cost Recovery: Out of town trips must be cost-recovery. Students are responsible for covering all costs except tournament entry fees. Student may be charged for costs associated with coach (eg, hotel costs, transportation costs, TOC costs) but these costs must be provided up front and not hidden costs.**
- (c) Before traveling, a coach must ensure that the following aspects are completed:**
 - Seek and obtain approval from Athletic Director
 - Meet with Athletic Director / Administration prior to permission forms going to players. Costs to be covered by school and by team must be established first.
 - Roster with emergency contact list must be placed in the appropriate administrator's letter box prior to departure. This includes contact numbers for the coaches while on the trip and home numbers for coaches too.

- If classes will be missed, a roster must be submitted to the front desk prior to the trip.
- Coach should ensure that athletes have gathered homework assignments from their teachers.

16) TOURNAMENT & EXHIBITION GAMES EXPENSES

All spending must go through Athletic Director for approval. Ultimate spending decision is authorized by Principal.

For out-of-town tournaments within the province, the team should cover the total cost of accommodation & transportation.

For Provincial Championships, coach must meet with Principal to discuss costs.

For International competition, participants should cover the entire cost.

Cost Recovery: Students are responsible for covering costs. Student may be charged for costs associated with coach (eg, hotel costs, transportation costs, TOC costs) but these costs must be provided up front and not hidden costs.

Any tournaments hosted by Riverside should be self-sufficient-tournament entry fees, sponsorships, admissions and concession may be used to cover costs of referee expenses and awards.

All expenses must be authorized by the Athletic Director. Please do not submit sheets to the accountant without the Athletic Director 's signature. Also, please make it perfectly clear what the money is being used for. Prior Authorization is required before spending to guarantee reimbursement.

17) FUND RAISING

- All fund-raising endeavors must be approved by Principal prior to event.
- Admission will rarely be charged for home games (except in exceptional circumstances which will be approved by Athletic Director and Administration prior to the event).

18) TEAM COMMITMENT AND CONTRIBUTION TO ATHLETIC PROGRAM

Athletes should contribute to the overall Riverside Athletic Program by:

- Being positive role models for their sport
- Setting up and taking down equipment at beginning and end of games.
- Assisting with officiating other teams' games and their own tournaments.
- Attending Athletic Awards Night at end of year.

19) PARTICIPATION IN MORE THAN ONE SPORT OR OTHER EXTRA-CURRICULAR ACTIVITY PER SEASON

Where possible we feel a student should be encouraged to participate in more than one sport or extra-curricular activity per season. We should attempt to avoid conflicts by

adjusting practice times where possible but if this not possible we must compromise sometimes (i.e. a student always attends a performance over a practice and alternates conflicting practices.) However, in the event of a conflict between teachers / coaches concerning a student participating in more than one activity per season the problem will be resolved by any of the following possibilities:

- meeting between the two teachers or coaches, the Athletic Director and the student
- meeting between the two teachers or coaches, the student, the Athletic Director and an Administrator
- meeting between the two teachers or coaches, the student, the Athletic Director, an Administrator and a parent

20) ATHLETIC AWARDS

At the end of the year, Riverside will host an Athletic Awards Night. All coaches and athletes are expected to attend. "General Participation" certificates will be awarded as well as more specific awards (Most Valuable Player, etc.), depending on the coach's preference. The coach shall complete an "Athletic Awards Form" and return it to the Athletic Director upon completion of their season. Each team shall award two awards to their team.

The Male and Female Athlete of the Year, the Gordon Betcher, the Bryan Evans and Outstanding Athlete Awards will be determined at a meeting of all interested and available coaches and will be presented at the year-end School Awards Night or at the Athletic Banquet.

Male and Female Athlete of the Year Awards: Recipients of these awards are required to be multi-sport athletes as the primary criteria. Secondary criteria will be individual athleticism as determined by the interested coaches.

Bryan Evans Award: Recipient will be a graduating athlete who has made considerable contributions back to the Riverside Athletics program.

Gordon Betcher Award: Recipient will be the graduating athlete who has demonstrated the highest average percentage for their graduating year.

Outstanding Athlete Award: Recipient will be a graduating athlete who demonstrates the highest level of athleticism. This athlete may or may not have participated in multiple sports.

21) BANNERS FOR THE GYM

- Banners will be made and hung if:
 - The team wins their league Championship (not just their season)
 - The team is top 2 in the Fraser Valley or Equivalent Championship
 - The team finishes top 3 at a junior or senior BC championship

** Individual names for breaking Provincial Records will be celebrated with banners.

22) ATHLETIC DIRECTOR'S DUTIES

- Coordinate school philosophy towards athletics.
- Coordinate the Karelo Registration system
- Update coaches with Karelo data (registration and medical forms)

- Update Coach's Handbook and ensure each coach receives one
- Ensure coaches complete Code of Conduct form in September
- Ensure parent drivers meet District AP 250: Field trips requirements
- Coordinate all gym and field bookings (ensure equitable use of facilities)
- List of Fall, Winter and Spring home games to Administration.
- Assist with tournament organization where possible.
- Purchase, sign-out and monitor uniforms (inventory at end of each season or year)
- Ensure equipment for each sport is available and is kept at a satisfactory level
- Book officials where necessary and assist with officiating of home games.
- Monitor and administer Athletics account
- Monitor and administer Athletics Wear account
- Administer and complete all CSSAA, FVSSAA and BCSS registrations & fees
- Ensure all eligible athlete are duly registered with BCSS exnet on time
- Attend CSSAA & FVSSA meetings
- Attend BCSS AGM
- Coordinate Athletic Awards and Athletic Awards Night
- Ensure all trophies are engraved and trophy case is maintained
- Prepare items for newsletters
- Promote Riverside Athletics within the school and the community
- Schedule athletic meetings where necessary
- Maintain first aid supplies and first aid kits for teams.

23) ATHLETIC FEES

Athletic and Sports fees are reviewed yearly by the Athletic Director and administration. Any changes to the fees structure will be included in the Karelo registration system and coaches will be informed.