

RIVERSIDE SECONDARY



ATHLETICS

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 levels, many of our teams become competitive in interschool competition. Team members are selected by our coaches through a try out process and coaches select student athletes based on skill, position played, leadership and coachability.

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.*

Once selected to a team, athletes are responsible to attend practices and events. Every athlete will have equal access to the coach(es) to receive instruction, feedback and to participate in practice activities.

Participation by an athlete in game play will look different for each individual athlete. Game play will vary based on the skill, role (position) and team chemistry at the discretion of the coach(es). Coach(es) will consider the importance of the outcome of a given match in making any determinations. (Example- Exhibition or Tournament play which have no bearing on overall results should provide opportunities for all players to get into the game. Tournament playoff, League play or Championship matches may require coaches to consider skill, role (position) and team chemistry to determine athlete play time; which may result in some athletes not having playing time..

2) COACH'S DUTIES

- Acknowledge the Coach's and Athlete's Code of Conduct
- Administration
 - Ensure that Karelo Registration and Consent lists are confirmed before a player participates in the given sport
 - Confirm STARS Registration forms
 - Ensure that any assistant coach, who is not an employee with SD43, has submitted an approved criminal record check form to the coach and then passes 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 the Athletic Director(s)
- Practices and Games
 - Ensure that medical forms are always with the coach when working with the team
 - Ensure that medical kit is stocked and present for games and practices
- Tournaments
 - Ensure paperwork, information and procedures are completed prior to leaving for the tournament. See Tournament section of the handbook
- End of Season
 - Collect uniforms
 - Return uniforms and First Aid Kit to the Athletic Director(s)
 - Inform the Athletic Director of any problems collecting uniforms
 - Complete the Athletic Awards Form at end of season (Coach(es) awards two players with any awards they choose. Write a brief, three sentence paragraph on why players are receiving awards.)
 - Participate in selection of the Athletic Award decisions
- Ongoing / As Needed
 - Advise the 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 the teachers' desks in the PE Office
 - Ensure Players DO NOT USE THE PE OFFICE
 - Participate in meetings
 - Attend the Athletic Awards Night at end of year
 - Coach(es) will be called up to stage with team to shake hands and present photos. Emcee will read award blurbs – Coach(es) 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

- 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 CONDUCT FOR COACHES AND STUDENT ATHLETES:**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 always required of the coach
- Uphold the rules and regulations of BC School Sports, the local and regional Athletic Association
- 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, vapes and alcohol while in the presence of student-athletes, and discourage their use by student-athletes

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, tobacco, or vape 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) INFORMING PARENTS

Athletic Directors will provide a letter outlining:

- **Practice and Game Play of Student-Athletes**

Once selected to a team, student athletes are responsible to attend practices and events. Every athlete will have equal access to the coach(es) to receive instruction, feedback and to participate in practice activities.

Participation by an athlete in game play will look different for each individual athlete. Game play will vary based on the skill, role (position) and team chemistry at the discretion of the coach(es). Coach(es) will consider the importance of the outcome of the match in making any determinations. Example- Exhibition or Tournament matches which have no bearing on overall results can provide opportunities for all players to get into the game. Tournament Playoffs, League play or Championship matches are circumstances that often require coaches to consider skill, role (position) and team chemistry to determine an athlete's play time.

Each team will have a communication system (eg Microsoft Teams, TeamSnap, messaging group) that allows for communicating information regarding the schedule and important information. Coaches should also regularly be available to provide and to receive individual student communication to proactively address team dynamics around the roles and responsibilities of each student athlete.

- **How to register and provide consent through the Karelo website**

Coaches are also encouraged to provide team communication to summarize the season and their expectations with both athletes and parent guardians.

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) Team/Parent Communications

Each team should have a communication means to publish practice and game times. There should be a means for coaches to update information to the entire team and for team members to request information.

Coaches should be accessible to each team member to provide feedback and answer athletes' questions around the sport and individual performance.

From time to time, some parents/guardians have questions regarding the sport, the team and their child's performance. Coaches should make themselves available at an appropriate time for any questions that a parent/guardian may have.

Occasionally, a parent/guardian may not be satisfied with a coach's response or have a differing perspective to their enquiry. It is recommended that the parent/guardian be directed to the Athletic Director to assist with the situation. Barring no solution, the school administration will be asked to assist.

7) PRACTICES

Once the playing schedule begins, it is suggested that grade 9/ 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.

In-season teams will be given priority to facilities.

8) SEASONS OF PLAY AND PRACTICE

Student athletes should be encouraged to play multiple sports if they 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 their priorities
- Out of season coaches must ensure that their messaging does not interfere with in season sports
- 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

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 multi-sport athletes. 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 previous season athletes to make the team during a (in)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.

9) 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, Administration, 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) must initiate the process and consult the criteria of playing up as outlined by the district.~~
 - ~~(2) The Coach, Athletic Director, Administration of Riverside and the parent(s) will discuss the merits of playing up, may include:~~
 - ~~(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) Submit the District "playing up form" to the District's "Playing Up" committee for their approval.~~
- iii) **Finalizing Playing Up:** All playing up scenarios must comply with BCSS policies and appropriate forms need to be completed. *Currently section ii) is not allowed under BCSS policy.*

10) UNIFORMS

The Athletic Director shall look after purchasing appropriate uniforms in a cost-conscious manner. Coaches shall be responsible for issuing uniforms, returning a copy of the sign-out sheet to the 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!

11) FIRST AID KITS

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

12) 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.

The booking of facilities is coordinated and 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 occurs, a meeting with Athletic Director, PE department head and administration will need to occur prior to the times being set.

When booking the facility, the Athletic Director will apply the following priorities when building the facility schedule:

1. School Events
2. Tournament play/Championship play
3. Home Games for league play
4. Practices (In season sports)
5. Practices (Out of season sports)
6. Outside Rentals

13) OFFICIALS

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

14a) TRANSPORTATION

Parent Drivers are required to adhere to District AP Policy 250: Field Trips- Section 2.3.

14b) TRANSPORTATION COSTS

Transportation costs are not included in athletic fees, unless arrangements are made prior to the season starting.

15) 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, if student-athletes are up to date in class and will not be missing anything that cannot be made up later, they should be allowed to participate in athletic competitions that cannot be scheduled outside of class time.

When a team misses class time, a list of the students' names must be submitted to the office and teaching staff with as much notice as possible before the competition.

Students who do not attend school on any given day without a valid reason should not be allowed to practice or participate in activities on that same day.

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.

School and District Policies are always in effect during all school functions. Minor infractions may be dealt with by the school staff or referred to the administration on return to school.

16) TOURNAMENT & EXHIBITION GAMES EXPENSES

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

All league play, exhibition play, and tournament and local & regional championships fees are predetermined and are part of the "Sport fee" in Karelo registration system.

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) 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. 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.

Cost to the Athletic Department and the student/athletes should also be considered when booking out of town competitions. All such trips must be discussed with the Athletic Director and Administration before confirming participation. An SD 43 employee must

accompany a team on any overnight trip. Any out of province trips are required to go through the district approval process.

Before traveling, a coach must ensure that the following aspects are completed:

- 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
- A roster with emergency contact list, including coaches must be made available to the school administration/office
- As classes are missed, a roster must be submitted to the front desk prior to the trip
- Coach(es) should ensure that athletes have gathered homework assignments from their teachers

School and District Policies are always in effect during all school functions. Minor infractions may be dealt with by the school staff 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/sponsor shall, wherever possible:

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

18) FUNDRAISING

All fundraising endeavors must be approved by Principal prior to the event.

Admission will rarely be charged for home games (except in exceptional circumstances which will be approved by the Athletic Director and Administration prior to the event).

19) TEAM COMMITMENT AND CONTRIBUTION TO ATHLETIC PROGRAM

Athletes should contribute to the overall Riverside Athletic Program by:

- A student athlete is responsible to attend practices and events
- Being positive role models for their sport
- Committed to playing in all games, tournaments, and championships
- Setting up and taking down equipment at the beginning and end of games
- Assisting with officiating other teams' games and their own tournaments
- Attending Athletic Awards Night at end of year

20) 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 extracurricular activity per season. We should attempt to avoid conflicts by adjusting practice times where possible but if this is not possible, we must compromise sometimes (i.e. a student always attends a performance over a practice and alternates conflicting practices.)

21) RESOLVING CONFLICT

From time to time, there is conflict. Conversations with the coach(es), at an appropriate time, should be the first point of contact whether it is an athlete, parent/guardian or teacher.

Occasionally there is conflict without resolution. In such situations, the appropriate resolution should be first vetted and mediated through the Athletic Director(s) with the involved parties. If required, school administration can be involved if the conflict is not resolved with the Athletic Director(s).

22) 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 two specific Team 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 Grade level Male and Female Athlete of the Year, the Bryan Evans, and the Gordon Betcher 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.

Grade level Male and Female Athlete of the Year Awards: Recipients of these awards are required to be multi-sport athletes and have 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 over their years at Riverside.

Gordon Betcher Award: Recipient will be the graduating athlete who has demonstrated a high average percentage for their graduating year and was a contributing member of their sport.

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

Selection Process of Grade Level and Top Awards:

Grade Level Male and Female Athlete of the Year:

1. Awarded to student athletes who demonstrated TEAM COMMITMENT AND CONTRIBUTION TO ATHLETIC PROGRAM
2. Using the online forms, all multiple sport athletes are sent to all head coaches and school sponsors for all Riverside Athletics teams – Coach are encouraged to forward to all assistant coaches. Coaches can provide feedback (positive or negative) regarding athletes with regards to athleticism and/or leadership.
3. All coaches' responses are collated, and the list of candidates is reduced to those commented on.
4. The final vote online forms are sent to the same group of coaches to vote for up to 2 athletes (two votes remove favoritism) in each grade level.
5. The final decision about the award winners is made by the Athletic Director(s) and Administration using the data collected through this process. **Grade 12 awards may include TEAM COMMITMENT AND CONTRIBUTION over multiple years.

Bryan Evans Award

1. Awarded to student athlete(s) who demonstrated TEAM COMMITMENT AND CONTRIBUTION TO ATHLETIC PROGRAM.
2. Using the online forms, nominations are sent to all head coaches and school sponsors for all Riverside Athletics teams – Coach are encouraged to forward to all assistant coaches. Coaches can provide feedback regarding athletes with regards to leadership and volunteerism.
3. All coaches' responses are collated, and the list of candidates is compiled.
4. The final decision about the award winner(s) is made by the Athletic Director(s) and Administration using the data collected through this process.

Gordon Betcher Award

Is not a nomination award. It goes to a top GPA student athlete who has demonstrated TEAM COMMITMENT AND CONTRIBUTION TO ATHLETIC PROGRAM. The final decision about the award winner is made by the Athletic Director and Administration using the data collected.

Outstanding Athlete Award

Awarded to student athlete(s) will be a graduating athlete who demonstrates the highest level of athleticism over their years at Riverside. This athlete may or may not have participated in multiple sports.

1. Using the online forms, nominations are sent to all head coaches and school sponsors for all Riverside Athletics teams – Coach are encouraged to forward to all assistant coaches. Coaches can provide feedback regarding an athlete's accomplishments, leadership, abilities/skills, and future athletic endeavors.
2. All coaches' responses are collated, and the list of candidates is compiled.
3. The final decision about the award winner(s) is made by the Committee of interested coaches, Athletic Director(s) and Administration using the data collected through this

process. Note: Coaches who have coached any nominees in their senior years will be excluded from the committee.

23) 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 3 in the Fraser North or Equivalent Championship
- The team finishes Top 3 at a junior or senior BC Championship.

** Individual names for Fraser North Champions or Top 3 Provincial finish will be celebrated on the banners.

24) 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 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 social media account
- Administer and complete all CSSAA, FNA and BCSS registrations & fees
- Ensure all eligible athletes are duly registered with BCSS STARS on time
- Assist in conflict resolution (between athletes, coaches, parents/guardians, or teachers)
- Meet obligations of the CSSAA, Fraser North and BC School Sport meetings
- 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

25) ATHLETIC & SPORTS FEES

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

Athletics Fees (not an exclusive list)

- BC School Sport Annual Fee
- Fraser North Athletics Annual Fee
- Coquitlam Secondary School Athletics Annual Fee
- Athletic Banquet costs (including food)
- Awards
- First Aid Supplies replacement
- Uniform Wear & Tear / Replacement
- Coach Appreciation
- Championships Fund
- BC School Sports Championships Fees
- TTOC expenses
- Coaches Meetings
- Coaches Training
- Processing Fees

Sports Fees (Not an exclusive list)

- Officials/Referee Costs
- Minor Officials Costs
- Tournament Fees
- Championship Fees (FNA/CSSAA)
- Facility Rental (non SD43 facilities)
- TTOC (prearranged)
- Team Gear (prearranged)
- Bus Transportation Costs (prearranged)
- Mileage costs for Coaches' travel