

## TABLE OF CONTENTS

<b>VISION .....</b>	<b>2</b>
GOALS .....	2
ATHLETIC COUNCIL.....	2
<b>CODES OF CONDUCT AND EXPECTATIONS.....</b>	<b>3</b>
COACH'S CODE OF CONDUCT – BC SCHOOL SPORTS.....	3
COACH (AND/OR TEACHER-SPONSOR) EXPECTATIONS .....	4
COMMUNITY COACHES EXPECTATIONS.....	4
STUDENT-ATHLETE EXPECTATIONS .....	5
STUDENT-ATHLETE CODE OF CONDUCT – BC SCHOOL SPORTS .....	5
PARENTS/GUARDIANS EXPECTATIONS.....	6
PARENTS/GUARDIANS CODE OF CONDUCT .....	6
SPECTATORS CODE OF CONDUCT (SD83 POLICY 280) .....	7
<b>CONFLICT RESOLUTION.....</b>	<b>8</b>
<b>GENERAL INFORMATION .....</b>	<b>9</b>
ATHLETIC EXCURSION OR FIELD TRIPS .....	9
CONCUSSION AWARENESS TRAINING TOOL.....	9
CRIMINAL RECORD CHECKS.....	9
EARLY DISMISSAL AND ABSENCES FROM CLASSES .....	10
INSURANCE FOR STUDENT ATHLETES.....	10
SEASON OF PLAY.....	10
TRANSPORTATION AND PRIVATE VEHICLE USE .....	11
<b>ADDITION OR REMOVAL OF A TEAM OR SPORT .....</b>	<b>12</b>
<b>PLAYER DEVELOPMENT .....</b>	<b>13</b>
TRYOUTS.....	13
PLAYING UP POLICY .....	13
<b>ATHLETIC FEES.....</b>	<b>14</b>
<b>APPENDIX AND FORMS .....</b>	<b>15</b>
COACH'S CODE OF CONDUCT – BC SCHOOL SPORTS.....	16
COACH (AND/OR TEACHER-SPONSOR) EXPECTATIONS .....	17
STUDENT-ATHLETE EXPECTATIONS .....	18
STUDENT-ATHLETE CODE OF CONDUCT – BC SCHOOL SPORTS .....	18
SAS STUDENT ATHLETE MEDICAL FORM .....	19
PARENTS/GUARDIANS EXPECTATIONS.....	20
PARENTS/GUARDIANS CODE OF CONDUCT .....	20
CONCUSSION – APPROVAL TO “RETURN TO PLAY” FORM .....	22
CONCUSSION “RETURN TO PLAY” HANDOUT.....	23
ATHLETIC FEES .....	25
DRIVER INFORMATION FORM .....	26
FIELD TRIP CHECKLIST .....	27
FIELD TRIP INFORMATION FORM.....	28
FIELD TRIP CONSENT FORM .....	29
STUDENT INCIDENT REPORT FORM.....	30

## VISION

The Salmon Arm Secondary School Athletics program aims to create a positive and student-centered environment, led by a committed team of coaches, athletic director, and school administration, that will encourage the development of well-rounded students through training, participation, and competitive excellence in athletic endeavours.

## GOALS

The Salmon Arm Secondary School interscholastic athletic program should:

- Help student-athletes discover, understand, and appreciate the importance of accepted social values, positive inter-personal relationships, and teamwork
- Encourage student-athletes to participate in a variety of sports and athletic skill-building activities
- Provide as many opportunities as possible for student-athletes to participate at a competitive level
- Promote excellence in competition
- Strive to provide all student-athletes with the support necessary to achieve full potential and personal success
- Strive to provide an environment that focuses on self-esteem and self-worth
- Promote desire, discipline, and dedication on the part of both student-athletes and coaches
- Ensure all sports are given equal respect and equal value
- Promote the highest ideals of fair-play by coaches, student-athletes, and spectators in accordance with the codes of conduct and expectations set out in this Policy and Guidelines document
- Promote a healthy lifestyle, along with a lifelong interest in and involvement with sport
- Fully support the concept of providing equal availability of opportunity for both genders to be involved in interscholastic competition

## ATHLETIC COUNCIL

The Salmon Arm Secondary School Athletic Council shall consist of the campus Athletic Director, a school administrator and one neutral third party teacher-coach. If appropriate, it may also include a non-coaching staff member, a community coach, or a representative from the Parent Advisory Council. The Council will select one of its members as the Chair.

The role and responsibility of the Athletic Council is to establish and implement policies and guidelines with respect to the school's interscholastic athletic program. Its mandate will include, but not necessarily be limited to:

- Provide support and assistance to the Athletic Director
- Assume a leadership role in the quest for a 'quality' interscholastic athletic program
- Promote the 'vision' of the interscholastic athletic program, both within and outside of the school
- Monitor and review the Policies and Guidelines document on a regular basis
- Enhance the recognition of athletes and athletics through an athletic gala
- Assist with conflict resolution (see separate section entitled Conflict Resolution)
- Establish and oversee fiscal responsibility for all programs and teams
- Provide coaches with support for 'professional development' in improving coaching certification
- Provide school administration with recommendations for the selection of new coaches
- Provide school administration with recommendations for the changing of coaching assignments
- Review the athletic program of teams offered (adding or terminating programs) and provide school administration with recommendations

# CODES OF CONDUCT AND EXPECTATIONS

## COACH'S CODE OF CONDUCT – BC SCHOOL SPORTS



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

The following code of conduct also applies to Teacher-Sponsors.

- Coaches shall recognize interscholastic competition is an extension of the classroom, with moral and legislative obligations always required of the coach and/or teacher sponsor
- Coaches shall always uphold the rules and regulations of BC SCHOOL SPORTS (BCSS) and the applicable Sport Commission
- Coaches shall actively uphold the rules of the sport, the spirit of the rules of the sport, and encourage their student-athletes to do the same
- Coaches shall fulfill all league, exhibition, invitational, play-off, and championship competitive and event obligations, in accordance with the applicable Sport Commission policy or Tournament Organization agreements
- 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, gender, or sexual orientation
- Coaches shall respect the judgment and interpretation of officials without gesture or argument, and require their student-athletes do the same
- Coaches shall not use foul, profane, harassing, or offensive language or gestures in the conduct of their coaching duties
- Coaches shall not, either directly or indirectly, encourage a student to attend a particular school for the purpose of participating in an interschool sport
- Coaches shall not, under any circumstances, endorse, recommend, or suggest the use of Performance Enhancing Drugs or Supplements by any student-athlete
- Coaches shall abstain from the use of tobacco products or alcohol while in the presence of student-athletes, and discourage their use by student-athletes
- Coaches shall not, under any circumstances, require or imply that a student must be involved in any summer program or club program as a condition of participating on a school team
- Coaches shall not, under any circumstances, require or imply that a student cannot or should not participate in any BCSS approved sport of his/her choice in the season preceding and/or succeeding the coach's particular season-of-play
- Coaches shall not, under any circumstances, start pre-season tryouts or practices to the detriment of any in-season sport
- Coaches shall not use media or networking forums to criticize or threaten student-athletes, coaches, officials, school teams, spectators or BCSS.

A *Coach's Code of Conduct Form* (Appendix) must be read and signed, with a copy kept on file with the athletic director.

Violations of the Coach's Code of Conduct may result in the imposition of sanctions by the school and/or proceedings as set out in Part 4 (Penalties for Violations of the Coach's Code of Conduct) of the *BC School Sports Competitive Rules and Regulations*.

## COACH (AND/OR TEACHER-SPONSOR) EXPECTATIONS

Coaches (and/or Teacher-Sponsors) are also expected to:

- Provide quality coaching instruction, well-planned practices, effective team organization
- Meet with the Athletic Director and School Administration before the season of play, to discuss plans for the season, to establish a budget (*with approval from school administration*), and to determine what supports are needed and available.
- Attend league organizational meetings with the Athletic Director, when necessary.
- Ensure there is regular communication with student-athletes and parents/guardians.
- Host a Pre-Season Team Meeting with student-athletes and parents/guardians to review team goals and expectations, athlete fees, schedule of play, volunteer requirements, and to ensure all forms are completed.
- Complete the CATT concussion certification training (<https://cattonline.com/coach/>) and provide a copy of the certification to the Athletic Director.
- Ensure all applicable forms are completed and appropriately filed. Copies can be found in the Appendix
- Provide the Athletic Director with accurate team lists for: BC School Sports registration, collection of fees, and issuance and return of uniforms
- Ensure students' fees are paid (*or waived if approved by school administration*) at the office before uniforms are issued
- Maintain communication with the Athletic Director (i.e. special events, discipline and conflict resolution issues, updates to schedules, tournament participation, home events etc.)
- Participate in the process for determining athletic award winners

## COMMUNITY COACHES EXPECTATIONS

Salmon Arm Secondary School recognizes community coaches are integral to the school sport system, and often necessary to ensure further opportunities for student-athletes and school sports.

Community coaches are to complete the *Coach's Code of Conduct Form* (Appendix) and submit a copy to the Athletic Director. Community coaches are also required to complete a criminal record check and to submit it to school administration.

The athletic director will meet with each prospective community coach to discuss the school's athletic policy and school sport philosophy, ensuring he/she understands:

- The expectations for the supervision of student-athletes
- Emergency protocols within the school
- Accountability for equipment, uniforms, and finances
- League deadlines and schedules
- Practice times, restrictions, and access
- School and/or School District transportation policies and insurance requirements
- District and Schools Codes of Conduct
- BC School Sports eligibility policies and procedures
- The decision-making process and jurisdictional boundaries of Salmon Arm Secondary School, School District #83, the applicable Sport Commission(s) and BCSS
- Required paperwork for team and player registration and entry into events.
- How to complete the criminal record check

## STUDENT-ATHLETE EXPECTATIONS

Involvement in school sport provides opportunities and experiences that are important and highly valued in the development of a well-rounded student. However, **participation in interscholastic athletics is a privilege, not a right.** The decisions, actions, and conduct of a student-athlete impact themselves, their school, and their community.

## STUDENT-ATHLETE CODE OF CONDUCT – BC SCHOOL SPORTS



Student-Athletes shall:

- Follow all rules as outline by BC School Sports and SD83/SAS Student Codes of Conduct
- Treat teammates, Coaches, Teacher-Sponsors, opponents, event-organizers and spectators with courtesy and respect
- Respect and accept with dignity the decisions of officials
- Be generous in winning and graceful in defeat
- Remember that in sport there is no place for drugs or alcohol
- Refrain from the use of foul or profane language
- Refrain from the use of physical force outside the rules of the sport
- Play within the rules and spirit of the game
- Act as good ambassadors of SAS and represent the school in a positive manner.

### Commitment

Student-athletes are expected to attend all practices and games. If there is a conflict between school athletics and outside activities, this must be discussed with the Coach and/or Teacher-Sponsor prior to the game/practice.

### Conduct

Each student-athlete is expected to strictly adhere to the provisions of the *Student-Athlete Code of Conduct*, as stated above, as well as both the District and School Student Codes of Conduct. If necessary the Athletic Director and/or School Administrator may become involved depending on the severity of any violations.

### Academics and Attendance

Student-athletes are expected to maintain academic standing to the best of his/her ability. He/she is expected to attend all classes, except for those from which they have been excused with parent or guardian consent, or to participate in a school-sanctioned event. This also applies to Physical Education classes on the day of competition.

### Athletic Fees

Student-athletes will be required to pay fees to help offset the cost of uniforms, equipment, officials, medical supplies, tournament fees and transportation. School Administration is available to discuss financial hardship options.

### Uniforms and Equipment

Uniforms and related equipment will be issued by the Athletic Director once Athletic Fees have been paid. Lost or damaged uniforms must be paid for by the student-athlete based on the item's replacement value.

### Service

At times during each season, a student-athlete may be required to assist the Athletic Department by providing some form of related service. This may include timing, scoring, officiating, etc.

### Quitting a Team

Student-Athletes who want to quit a team are expected to discuss their reasons with the Coach and/or Teacher-Sponsor. The Athletic Director will be notified, and involvement on future teams may be impacted.

## PARENTS/GUARDIANS EXPECTATIONS

Parents/Guardians are an integral part of the SAS Athletics Program, and their influence, contribution, and commitment to a successful season of play is both valued and necessary. Parents are significant role models for our Student-Athletes and, as such, their conduct should be positive, supportive, and in line with the goals and expectations of the team and the school. Parents/guardians are expected to demonstrate courtesy, respect, and appropriate behaviour and language when dealing with Student-Athletes, Coaches, Teacher-Sponsors, and Officials.

## PARENTS/GUARDIANS CODE OF CONDUCT

Parents/guardians shall follow this code of conduct at all times while their child is participating in any SAS Athletics competition, practice or other club activity:

- All parents/guardians are expected to conduct themselves in a responsible manner consistent with the values of fair play, integrity, open communication, and mutual respect.
- Parents/guardians shall always model positive and responsible behaviour and communicate with their son/daughter that they expect them to do the same. Parents will assume the major responsibility for their son/daughter's conduct and attitude.
- Parents shall treat all individuals and property with dignity, courtesy, and respect, including but not limited to other players, coaches, officials, volunteers, other parents, and all other individuals that are part of the club.
- Parents shall refrain from any behaviour, or comments, which are profane, insulting, harassing, sexist, racist, abusive, disrespectful, or otherwise offensive without hostility or violence.
- Parents shall emphasize the importance of values like sportsmanship, respect, cooperation, competition, and teamwork to their son/daughter offering praise for fair play, participation, and skill development.
- Parents shall instill confidence in their son/daughter's ability and skill development, always avoiding comparisons with other players.
- Parents shall celebrate the acquisition of skills and goals achieved by their son/daughter.
- Parents shall respect the coach and understand the coach is responsible for the skill development of the athlete, along with all playing time decisions. A parent's role shall be to take a healthy interest in their child's progress and development and be responsible for the child's nutrition, rest, overall health, and moral and emotional support.
- Parents shall ensure their son/daughter is on time to practices, competitions and other club events unless otherwise agreed upon.
- Parents shall never provide alcohol or drugs to minors in a SAS Athletics environment, and parents shall never provide or advocate the use of performance enhancing drugs or substances.
- Parents shall openly support and uphold this code of conduct policy and take action when necessary to ensure other parents follow and uphold this code of conduct policy.
- Parents shall adhere to all other SAS Athletics Policies and Guidelines.

**The continued success and future of SAS Athletics  
depends on volunteers giving freely of their time, energy, and knowledge.**

## SPECTATORS CODE OF CONDUCT (SD83 POLICY 280)

The Board of Education of School District No. 83 (North Okanagan-Shuswap) believes that inter-school competition provides students with opportunities to pursue excellence, engage in physical activity, and develop their teamwork and leadership capacity.

It is important that these opportunities occur in an environment that is appropriate and positive, and that learning and fair play are a priority. Spectators at all school competitions are expected to support this philosophy and to adhere to the following Code of Conduct.

Coaches/Teacher-Sponsors will review these expectations with Parents/Guardians at the beginning of the season.

### **Spectators Code of Conduct:**

1. I will show respect for my team's opponents and supporters.
2. I will remember that participants play sports for their enjoyment, and that they are not playing to entertain me.
3. I will have realistic expectations and will remember that players are not professionals and cannot be judged by professional standards.
4. I will respect the officials' decisions and I will encourage participants to do the same.
5. I will give positive comments that motivate and encourage continued effort, or I will remain silent.
6. I will behave in a manner that supports the players, coaches, officials, or other spectators.
7. I will show respect for others by keeping my cheering at an appropriate volume and not use prohibited noise-making devices, such as aerosol air horns, loudspeakers (megaphones), whistles, and laser pointers).
8. Should a situation arise with regard to the above, the game shall be stopped (at an appropriate time), and it shall be the responsibility of the home team administration, game director (if applicable), or home team head coach to immediately deal with the problem at hand. There shall be no penalty sanctioned regardless.
9. Enforcement of the Spectator Code of Conduct ultimately falls to the school principal.

## CONFLICT RESOLUTION

All SAS Student-Athletes are subject to the rules and regulations of BC School Sports, the applicable Sport Commission, School District No.83 Student Code of Conduct, the SAS Student Code of Conduct, and the Policies and Guidelines of the SAS Athletics program.

Where a conflict arises between Coach, Teacher-Sponsor, Student-Athlete and/or Parent, every effort should be made by the parties directly concerned to find a satisfactory resolution.

The following steps are to be used to assist with resolving the conflict:

- ☐ Step 1 Student-Athlete and Coach/Teacher-Sponsor meet
- ☐ Step 2 Student-Athlete, Parent and Coach/Teacher-Sponsor meet
- ☐ Step 3 Student-Athlete, Parent and Coach/Teacher meet with the Athletic Director
  
- ☐ Step 4 *If necessary*, Student-Athlete, Parent, Coach/Teacher, Athletic Director meet with School Administration
- ☐ Step 5 *If necessary*, School Administration to meet with Athletic Council
- ☐ Step 6 *If necessary*, School Administration informs SD83 Superintendent

The **Athletic Director** may become involved:

- To assist when a conflict between a Student-Athlete, Parent, and Coach/Teacher-Sponsor cannot be resolved by the parties directly involved

**School Administration** may become involved:

- To assist when a conflict between a Student-Athlete, Parent, and Coach/Teacher-Sponsor cannot be resolved by the Athletic Director
- If the disciplinary consequences are under dispute.
- If a Student-Athlete acts in a manner that is disgraceful toward the image and/or reputation of Salmon Arm Secondary and/or the Athletics program
- If District or School Code of Conducts have been violated

The **Athletic Council** may become involved:

- If School Administration requires further advice or insight to assist with the Conflict Resolution and potential consequence.

SD83 **Superintendent** may be involved:

- If a District Hearing is required due to the violation of District and/or School Code of Conduct(s)



## GENERAL INFORMATION

### ATHLETIC EXCURSION OR FIELD TRIPS

If the Salmon Arm Secondary School administration and/or the Superintendent and Board of School Trustees sanction an athletic excursion/field trip, then the excursion falls under the BC School Act. The Coaches and Teacher-Sponsors are responsible for enforcing the rules and regulations, especially as they relate to drugs and alcohol, as if the student-athletes were participating in competition within the school building. An athletic excursion is an extension of the school's athletic program.

On overnight or extended excursions, Coaches and Teacher-Sponsors should be aware they are responsible for their student-athletes twenty-four hours a day. This has serious implications for those involved, as it means that the same teacher behaviour and adult modeling that would be expected in a school building is applicable to all events and activities during the excursion.

### CONCUSSION AWARENESS TRAINING TOOL

BC School Sports and SD 83 require Concussion Certification Training for all coaches and trainers. Training and certification are to be completed prior to any physical activities with the team. Required training is free and provided through CATT (Concussion Awareness Training Tool) at <https://cattonline.com/coach/>. Certifications are valid for 2 years before needing re-certification. Copies of all certifications are to be kept on file by the Athletic Director.



**If a concussion is suspected, follow this process:**

- The Student-Athlete in question will be removed from the field of play under direct supervision
- The parent/guardian will be notified and directed to seek medical advice
- A *Student Incident Report* (Appendix) must be completed and forwarded to the school office

**Prior to the removed player returning to practice or competition, the following must occur:**

- The removed player must be cleared by a doctor, with the information provided in writing.
- The parent/guardian will then bring that information to the school principal.
- Both the parent and the school principal will be required to approve the return by signature using the district form (Appendix).
- The coach and trainer will be provided with copies of the medical information and signed form.
- In consultation with the parent, the removed player, coach, and trainer will use the Parachute Canada "Return-to-Play" guidelines (Appendix) to determine the pace of reintegration into competition.

### CRIMINAL RECORD CHECKS

All Coaches and Parent-Volunteers who have the potential for unsupervised access to students (coaching, parent drivers, overnight excursions, etc.) are required to have a Criminal Record Check completed and on file in the school office.

Online Link: <https://justice.gov.bc.ca/eCRC/>

Access Code: 6TQTFUJGQP

## EARLY DISMISSAL AND ABSENCES FROM CLASSES

If Student-Athletes will be missing classes due to athletic competitions, the following requirements need to be met:

- Student-Athlete will notify their teachers well in advance, and assume responsibility to make-up missed schoolwork
- The Coach/Teacher-Sponsor provides the office with:
  - a *list of players* missing classes
  - the *competition location*
  - the *dates/times*

## INSURANCE FOR STUDENT ATHLETES

North Okanagan-Shuswap School District No. 83 **does not** provide accident insurance coverage for student injuries that occur on school premises or during off-site school activities. Accidents can and do happen. Some injuries incur medical, dental or other expenses that are not covered by provincial health care or employer group plans.

As a parent or guardian, you become responsible for these expenses.

To help protect our students, the District suggests that parents/guardians check with your local insurance provider or online for other options.

One available insurer is the **insuremykids® Protection Plan** through Reliable Life Insurance Company. Participation in this program is voluntary and the parent or guardian pays the costs.



This program offers a variety of plans and benefits at affordable rates. Benefits included are:

- dental expenses (resulting from an accident)
- total and permanent disability
- paralysis/loss of use
- special disability benefits
- death benefits.

If your child participates in co-curricular activities or activities outside the school day, there is a plan tailored to these needs. ~ *All rates are one-time annual premiums.* ~ Family rates for 3 or more children are also offered.

If you wish to subscribe you may apply 24/7 directly at: [www.insuremykids.com](http://www.insuremykids.com)

Any questions should be directed to Reliable Life Insurance Company toll free at: **1-800-463-KIDS (5437)**.

## SEASON OF PLAY

A team or sport will follow the seasons of play as set out by BC School Sports. Tryouts and practices for the upcoming season of sport should not interfere with the current season of play. Off-season training programs, affiliated with the school, require prior approval of the Athletic Director.

## TRANSPORTATION AND PRIVATE VEHICLE USE

The Coach/Teacher-Sponsor is responsible for obtaining, prior to each excursion, the written consent (Field Trip forms) of the parent/guardian of each Student-Athlete. See the Appendix for Field Trip forms.

**Parents/guardians are responsible for the transportation of their child to and from all extra-curricular events unless School Bus Transportation is provided.** Student-Athletes are not permitted to drive to away games. Private vehicles must be driven by a driver who is 21 years of age or older, who shall possess a valid driver's license which is neither a learner nor novice license.

### Carpooling

Coaches, Teacher-Sponsors and Parents/guardians are only allowed to drive Student-Athletes other than their own children, provided all requirements of SD83 Private Vehicle Use Regulation 8050.01R are met. For each eligible driver, School Administration must retain on file in the office:

- *Driver's Information Form* (Appendix) for each trip, including the list of students and their contact numbers to be transported
- Photocopy of the volunteer's driver's license, driver's abstract, vehicle registration, and insurance, all current within one year
  - The vehicle must be licensed for BC, and have a minimum of one million dollars liability insurance
- Current copy of a criminal record check or a police information check (employees – 5 yrs, volunteers – 3 yrs).

### Authorized Drivers

The office will maintain a list of authorized drivers and their Drivers Information Form.

### Carrying Capacity

The Coach/Teacher-Sponsor will ensure that the number of persons being carried in a given passenger vehicle will not exceed the normal carrying capacity of that vehicle, and that the vehicle has a seat belt for each person.

### Driving Conditions

If inclement weather is likely to cause adverse driving conditions, the Coach/Teacher-Sponsor is required to check the necessary road and weather reports, and exercise caution when deciding whether or not to proceed.

## ADDITION OR REMOVAL OF A TEAM OR SPORT

A team or sport is deemed to be 'new' if it was not offered at Salmon Arm Secondary School the previous year. The addition of new teams or sports must be approved by School Administration, based on recommendations from the Athletic Council.

Criteria for consideration include:

- How it fits in with the school's Athletic Department Vision and Goals
- The impact on current teams or sports offered
- The availability of student-athletes able to participate competitively
- The availability of qualified coaches and/or sponsors
- The availability of facilities
- The availability of qualified officials
- The potential for long-term sustainability within the school
- The resolution of all related insurance issues
- The availability of external league competition within a reasonable geographical area
- Potential costs to student-athletes, parents and the school
- The extent to which it duplicates sports already well served within the community.

Similar criteria plus fiscal responsibility may be used to determine whether a team or sport should be dropped from the school's interscholastic athletic program.

A team **must** have the **minimum number of players** according to BC School Sports (413.0) at least one week prior to the first game. If the minimum number is not met, that team will be cancelled for that season.

## PLAYER DEVELOPMENT

Player development at all levels is extremely important in building a strong athletic program.



According to the Long- Term Athlete Development Stages (<https://sportforlife.ca/>), it is critical that Junior Level athletes (grades 8-10) learn and understand the rules of sport, values, and consequences of one's actions. Junior Level Coaches should provide a safe, developmentally appropriate, and welcoming environment which aims to develop skilled athletes who have a passion for sport and a commitment to the pursuit of excellence. Implementing what was learned in practice into a game is a major focus at the Junior Level and should be celebrated as success. Consequently, **a strong effort will be made by Junior Level Coaches to provide all committed athletes with regular “game time” experience.**

The goal at the Senior Level (grades 11 & 12) is to compete at the highest level, maximizing the physical, mental, and emotional development of each athlete. While Senior Level coaches primarily focus on the pursuit of excellence, they will continue to encourage a passion for sport in all their Student-Athletes.

### TRYOUTS

If there are enough players to warrant tryouts for a team, the tryout process and schedule will be well-communicated to players, and efforts will be made to ensure neutral player evaluations are implemented. The final decision for rosters rests with the coaches, and each player cut will have an opportunity to meet with the coach to learn why they were not selected.

### PLAYING UP POLICY

***\*Note – this policy currently does not apply due to current grade configurations at SAS-Sullivan and SAS-Jackson.***

~~Student-Athletes are encouraged to play at their own age level so that a strong athletic program can be sustained throughout high school (grades 8-12). There may be situations, however, when it makes sense for student(s) to play up with older players or on a more senior team.~~

~~Coaches who would like an athlete to play on a more senior team must notify the Athletic Director prior to discussing the possibility with a Student-Athlete or their family. This is to ensure the appropriate processes are being followed, communication is maintained, and the eligibility requirements of BC School Sports are being met.~~

~~Student-Athletes who would like to play on a more senior team can also initiate this process by scheduling a meeting with School Administration. School Administration will notify the Athletic Director to discuss the matter further before making a decision.~~

## ATHLETIC FEES

Coaches and Teacher-Sponsors are to meet with the Athletic Director before each season to set their budget. This budget must be approved by School Administration, with “per player fees” set, before the first team meeting.

### General Athletic Fees: \$20

This amount is charged to every student on the team and is intended to help cover the costs of the following expenses:

- First aid equipment
- Uniform replacement fund
- Equipment replacement fund
- Athletic awards banquet
- Athletic Director expenses
- Coach’s appreciation gift

### Team Athletic Fees

This amount is charged to every student on the team and is intended to help cover the sport-specific costs associated with how the Coach and/or Teacher-Sponsor have planned out their season:

- Travel Costs
- Tournament Costs (*registration fees & hotels*)
- Team Clothing & Gear
- Sport-specific costs (*field lining, rentals*)
- Coaches Travel Expenses
- TTOC costs

### Post-Season Athletic Fees

This amount is charged to every student on the team if the team qualifies for post-season play. It is intended to help cover the costs of the following expenses:

- Zone Championships
- Valley Championships
- Provincial Championships

### Sponsorship and Fundraising

Sponsorship is permitted, as long as SD83 Policy 270 - Corporate Advertising and Sponsorship is followed. For tax receipt purposes, sponsorships must be provided to the team and not a single Student-Athlete. Team uniforms are not allowed to display the logo of any sponsor. All monies collected must be deposited at the office.

### Fundraising

Any team fundraising initiatives must be pre-approved by the Athletic Director, in consultation with School Administration. All monies collected must be deposited at the office.

### Clothing, Gear, Equipment and Uniforms

Team clothing, gear and equipment must be approved by the Athletic Director to ensure logos, school colours and BC School Sports rules are followed. Uniforms are purchased by the Athletic Director, with the support of School Administration and the Parent Advisory Council.

### School Contribution

On an annual basis, SAS may contribute monies to teams to assist with covering BC School Sports registration fees, sport-specific commission fees, referees and officials, and other base costs related to regular season play.

### Budget Process:

1. Coach sets the Team Budget, in consultation with the Athletic Director and approved by School Administration.
  - a. Include projected expenses, number of athletes, fundraising dollars, and other budget considerations.
2. Athletic Director meets with the School Administration to review budgets, and possible School Contributions. At this meeting, the “Per Player Fee” amount is set. Athletic Director communicates this to the coach.
3. Coach hosts a Team Parent Meeting. At this meeting, while outlining the “Per Player Fee” amount, the coach will ensure it is clearly communicated that athletes must “Pay before they Play”, along with sharing the school’s Financial Hardship Policy.

## APPENDIX AND FORMS

### Budget / Athletic Fees

- ☐ completed by Coach/Teacher-Sponsor, with assistance from Athletic Director and approval by School Administration
- ☐ shared with Parents at the preseason meeting
- ☐ Athletic Director to submit roster and Athletic Fees to office for assessment and collection

### Driver Information Form

- ☐ completed by each volunteer driver
- ☐ handed in to the school office

### Criminal Record Check

- ☐ completed online
- ☐ online Link: <https://justice.gov.bc.ca/eCRC/>
- ☐ access Code: 6TQTFUJGQP

### Coach's Code of Conduct Form

- ☐ completed by all Coaches
- ☐ collected by Athletic Director

### CATT (Concussion Awareness Training Tool)

- ☐ completed by all coaches: <https://cattonline.com/coach/>
- ☐ collected by Athletic Director

### Student Incident Report Form (*injuries*)

- ☐ completed by the Teacher-Sponsor/Trainer
- ☐ handed in to the SAS Office

### Concussion – Approval “Return to Play” Form

- ☐ completed by School Administration & Parent/Guardian
- ☐ handed in to Coach/Teacher-Sponsor and/or Trainer by player or parent

### Student-Athlete's Code of Conduct Form

- ☐ completed by all Student-Athletes
- ☐ collected by Coach/Teacher-Sponsor

### Student-Athlete's Medical Form

- ☐ completed by all Student-Athletes/Parents
- ☐ handed in to Coach/Teacher-Sponsor

### Parent/Guardians Code of Conduct Form

- ☐ completed by all Parents/Guardians
- ☐ handed in to Coach/Teacher-Sponsor

### Field Trip Checklist

- ☐ used by Coach/Teacher-Sponsor

### Field Trip Information Form

- ☐ filled out by Coach/Teacher-Sponsor
- ☐ submitted to School Administration for approval

### Field Trip Consent Form

- ☐ filled out by Coach/Teacher-Sponsor
- ☐ submitted to School Administration for approval
- ☐ completed by Parents/Guardians
- ☐ collected by Coach/Teacher-Sponsor

## COACH'S CODE OF CONDUCT – BC SCHOOL SPORTS



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

The following code of conduct also applies to Teacher-Sponsors.

- Coaches shall recognize interscholastic competition is an extension of the classroom, with moral and legislative obligations always required of the coach and/or teacher sponsor
- Coaches shall always uphold the rules and regulations of BC SCHOOL SPORTS (BCSS) and the applicable Sport Commission
- Coaches shall actively uphold the rules of the sport, the spirit of the rules of the sport, and encourage their student-athletes to do the same
- Coaches shall fulfill all league, exhibition, invitational, play-off, and championship competitive and event obligations, in accordance with the applicable Sport Commission policy or Tournament Organization agreements
- 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, gender, or sexual orientation
- Coaches shall respect the judgment and interpretation of officials without gesture or argument, and require their student-athletes do the same
- Coaches shall not use foul, profane, harassing, or offensive language or gestures in the conduct of their coaching duties
- Coaches shall not, either directly or indirectly, encourage a student to attend a particular school for the purpose of participating in an interschool sport
- Coaches shall not, under any circumstances, endorse, recommend, or suggest the use of Performance Enhancing Drugs or Supplements by any student-athlete
- Coaches shall abstain from the use of tobacco products or alcohol while in the presence of student-athletes, and discourage their use by student-athletes
- Coaches shall not, under any circumstances, require or imply that a student must be involved in any summer program or club program as a condition of participating on a school team
- Coaches shall not, under any circumstances, require or imply that a student cannot or should not participate in any BCSS approved sport of his/her choice in the season preceding and/or succeeding the coach's particular season-of-play
- Coaches shall not, under any circumstances, start pre-season tryouts or practices to the detriment of any in-season sport
- Coaches shall not use media or networking forums to criticize or threaten student-athletes, coaches, officials, school teams, spectators or BCSS.

A ***Coach's Code of Conduct Form*** (Appendix) must be read and signed, with a copy kept on file with the athletic director.

Violations of the Coach's Code of Conduct may result in the imposition of sanctions by the school and/or proceedings as set out in Part 4 (Penalties for Violations of the Coach's Code of Conduct) of the *BC School Sports Competitive Rules and Regulations*.



## COACH (AND/OR TEACHER-SPONSOR) EXPECTATIONS

Coaches (and/or Teacher-Sponsors) are also expected to:

- Provide quality coaching instruction, well-planned practices, effective team organization
- Meet with the Athletic Director and School Administration before the season of play, to discuss plans for the season, to establish a budget (*with approval from school administration*), and to determine what supports are needed and available
- Attend league organizational meetings with the Athletic Director, when necessary
- Ensure there is regular communication with student-athletes and parents/guardians.
- Host a Pre-Season Team Meeting with student-athletes and parents/guardians to review team goals and expectations, athlete fees, schedule of play, volunteer requirements, and to ensure all forms are completed.
- Complete the CATT concussion certification training (<https://cattonline.com/coach/>) and provide a copy of the certification to the Athletic Director
- Ensure all applicable forms are completed and appropriately filed. Copies can be found in the Appendix
- Provide the Athletic Director with accurate team lists for: BC School Sports registration, collection of fees, and issuance and return of uniforms
- Ensure students' fees are paid (*or waived if approved by school administration*) at the office before uniforms are issued
- Maintain communication with the Athletic Director (i.e. special events, discipline and conflict resolution issues, updates to schedules, tournament participation, home events etc.)
- Participate in the process for determining athletic award winners

I have read and agree to abide by the BC School Sports and SAS Coach's Code of Conduct and Expectations.

\_\_\_\_\_  
Coach/Sponsor Name

\_\_\_\_\_  
Coach/Sponsor Signature

\_\_\_\_\_  
Date

*Hand in this signed form to the Athletic Director.*

## STUDENT-ATHLETE EXPECTATIONS

Involvement in school sport provides opportunities and experiences that are important and highly valued in the development of a well-rounded student. However, **participation in interscholastic athletics is a privilege, not a right.** The decisions, actions, and conduct of a student-athlete impact themselves, their school, and their community.

## STUDENT-ATHLETE CODE OF CONDUCT – BC SCHOOL SPORTS



Student-Athletes shall:

- Follow all rules as outline by BC School Sports and SD83/SAS Student Codes of Conduct
- Treat teammates, Coaches, Teacher-Sponsors, opponents, event-organizers and spectators with courtesy and respect
- Respect and accept with dignity the decisions of officials
- Be generous in winning and graceful in defeat
- Remember that in sport there is no place for drugs or alcohol
- Refrain from the use of foul or profane language
- Refrain from the use of physical force outside the rules of the sport
- Play within the rules and spirit of the game
- Act as good ambassadors of SAS and represent the school in a positive manner.

### Commitment

Student-athletes are expected to attend all practices and games. If there is a conflict between school athletics and outside activities, this must be discussed with the Coach and/or Teacher-Sponsor prior to the game/practice.

### Conduct

Each student-athlete is expected to strictly adhere to the provisions of the *Student-Athlete Code of Conduct*, as stated above, as well as both the District and School Student Codes of Conduct. If necessary, the Athletic Director and/or School Administrator may become involved depending on the severity of any violations.

### Academics and Attendance

Student-athletes are expected to maintain academic standing to the best of his/her ability. He/she is expected to attend all classes, except for those from which they have been excused with parent or guardian consent, or to participate in a school-sanctioned event. This also applies to Physical Education classes on the day of competition.

### Athletic Fees

Student-athletes will be required to pay fees to help offset the cost of uniforms, equipment, officials, medical supplies, tournament fees and transportation. School Administration is available to discuss financial hardship options.

### Uniforms and Equipment

Uniforms and related equipment will be issued by the Athletic Director once Athletic Fees have been paid. Lost or damaged uniforms must be paid for by the student-athlete based on the item's replacement value.

### Service

At times during each season, a student-athlete may be required to assist the Athletic Department by providing some form of related service. This may include timing, scoring, officiating, etc.

### Quitting a Team

Student-Athletes who want to quit a team are expected to discuss their reasons with the Coach and/or Teacher-Sponsor. The Athletic Director will be notified, and involvement on future teams may be impacted.

I have read and agree to abide by rules of BC School Sports and SD83 and SAS Student Codes of Conduct.

\_\_\_\_\_  
Student's Name

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

*Hand in this signed form to your Coach.*

## SAS STUDENT ATHLETE MEDICAL FORM

Name of Student: \_\_\_\_\_

Grade: \_\_\_\_\_ M/F: \_\_\_\_\_

Care Card Personal Health No. \_\_\_\_\_

Birth Date (DDMMYY): \_\_\_\_\_

Name of Parents/Guardians: \_\_\_\_\_ Family E-Mail: \_\_\_\_\_

Address: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Phone (H) \_\_\_\_\_ (W) \_\_\_\_\_ (Cell) \_\_\_\_\_

Please note any health problems, physical handicap, emotional difficulty, behaviour problem, or other factors that may limit participation in this program.

Has the student had a previous injury that would require special first aid treatment should another injury occur? (e.g. concussions)

The student has received the regular immunization program administered in BC for diphtheria, Pertussis & Tetanus (DPT); Tetanus and Diphtheria (TD); polio; measles, mumps, and rubella (MMR)

Yes No (circle). If no, please explain \_\_\_\_\_

Contact Lenses: Yes No (circle)

Child is subject to:

- |  |                                       |   |  |  |
|--|---------------------------------------|---|--|--|
| <input type="checkbox"/> asthma              | <input type="checkbox"/> ear ache     | <input type="checkbox"/> fainting       | <input type="checkbox"/> tonsillitis                       | <input type="checkbox"/> eye infection |
| <input type="checkbox"/> sensitive skin      | <input type="checkbox"/> seizures     | <input type="checkbox"/> sinus problems | <input type="checkbox"/> nose bleeds                       | <input type="checkbox"/> bronchitis    |
| <input type="checkbox"/> high blood pressure | <input type="checkbox"/> headaches    | <input type="checkbox"/> bed wetting    | <input type="checkbox"/> kidney problems                   |  |
| <input type="checkbox"/> dizziness           | <input type="checkbox"/> sprains      | <input type="checkbox"/> dislocations   | <input type="checkbox"/> motion sickness                   |  |
| <input type="checkbox"/> frequent colds      | <input type="checkbox"/> muscle pulls | <input type="checkbox"/> sleep walking  | <input type="checkbox"/> severe allergies (describe below) |  |
| <input type="checkbox"/> other (describe)    |                                       |   |  |  |

### Alternate Emergency Contacts:

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

I certify that to the best of my knowledge, the information supplied on this form provides a full and accurate account of the required medical information about the above named student. I certify that the state of health of the above named student is such that he/she can undertake the activities included in the "Field Trip Consent Form" within any restrictions supplied on this form. I will empower the chaperones to authorize any emergency treatment required to the above named student until such time as contact has been made with his/her parents or guardians.

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## PARENTS/GUARDIANS EXPECTATIONS

Parents/Guardians are an integral part of the SAS Athletics Program, and their influence, contribution, and commitment to a successful season of play is both valued and necessary. Parents are significant role models for our Student-Athletes and, as such, their conduct should be positive, supportive, and in line with the goals and expectations of the team and the school. Parents/guardians are expected to demonstrate courtesy, respect, and appropriate behaviour and language when dealing with Student-Athletes, Coaches, Teacher-Sponsors, and Officials.

## PARENTS/GUARDIANS CODE OF CONDUCT

Parents/guardians shall follow this code of conduct at all times while their child is participating in any SAS Athletics competition, practice or other club activity:

- All parents/guardians are expected to conduct themselves in a responsible manner consistent with the values of fair play, integrity, open communication, and mutual respect.
- Parents/guardians shall always model positive and responsible behaviour and communicate with their son/daughter that they expect them to do the same. Parents will assume the major responsibility for their son/daughter's conduct and attitude.
- Parents shall treat all individuals and property with dignity, courtesy, and respect, including but not limited to other players, coaches, officials, volunteers, other parents, and all other individuals that are part of the club.
- Parents shall refrain from any behaviour, or comments, which are profane, insulting, harassing, sexist, racist, abusive, disrespectful, or otherwise offensive without hostility or violence.
- Parents shall emphasize the importance of values like sportsmanship, respect, cooperation, competition, and teamwork to their son/daughter offering praise for fair play, participation, and skill development.
- Parents shall instill confidence in their son/daughter's ability and skill development, always avoiding comparisons with other players.
- Parents shall celebrate the acquisition of skills and goals achieved by their son/daughter.
- Parents shall respect the coach and understand the coach is responsible for the skill development of the athlete, along with all playing time decisions. A parent's role shall be to take a healthy interest in their child's progress and development and be responsible for the child's nutrition, rest, overall health, and moral and emotional support.
- Parents shall ensure their son/daughter is on time to practices, competitions and other club events unless otherwise agreed upon.
- Parents shall never provide alcohol or drugs to minors in a SAS Athletics environment, and parents shall never provide or advocate the use of performance enhancing drugs or substances.
- Parents shall openly support and uphold this code of conduct policy and take action when necessary to ensure other parents follow and uphold this code of conduct policy.
- Parents shall adhere to all other SAS Athletics Policies and Guidelines.

**The continued success and future of SAS Athletics  
depends on volunteers giving freely of their time, energy, and knowledge.**

## Conflict Resolution

All SAS Student-Athletes are subject to the rules and regulations of BC School Sports, the applicable Sport Commission, School District No.83 Student Code of Conduct, the SAS Student Code of Conduct, and the Policies and Guidelines of the SAS Athletics program.

Where a conflict arises between Coach, Teacher-Sponsor, Student-Athlete and/or Parent, every effort should be made by the parties directly concerned to find a satisfactory resolution.

The following steps are to be used to assist with resolving the conflict:

- ☐ Step 1 Student-Athlete and Coach/Teacher-Sponsor meet
- ☐ Step 2 Student-Athlete, Parent and Coach/Teacher-Sponsor meet
- ☐ Step 3 Student-Athlete, Parent and Coach/Teacher meet with the Athletic Director
  
- ☐ Step 4 *If necessary*, Student-Athlete, Parent, Coach/Teacher, Athletic Director meet with School Administration
- ☐ Step 5 *If necessary*, School Administration to meet with Athletic Council
- ☐ Step 6 *If necessary*, School Administration informs SD83 Superintendent

I have read and agree to abide by the Parent Code of Conduct and Expectations.

\_\_\_\_\_  
Parent/Guardian's Name

\_\_\_\_\_  
Parent/Guardian Signature

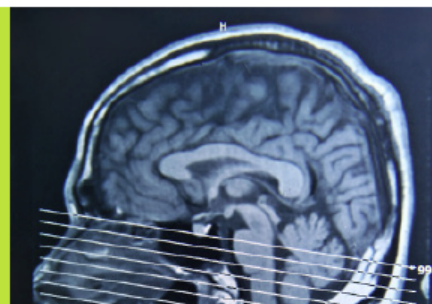
\_\_\_\_\_  
Date

*Hand in this signed form to the Coach.*

## CONCUSSION – APPROVAL TO “RETURN TO PLAY” FORM

Approval for Student Return to Play - General Information					
Student name					
Parent/Guardian name (1)					
Parent/Guardian name (2)					
Principal name					
Coach/Trainer name					
Date of student injury					
Approval for Student Return to Play - Checklist					
	Received written confirmation from doctor for return to play.				
	Received Parent/Guardian signatures.				
	Provided copy of signed return to play form to coach/trainer.				
	Provided copy of medical information to coach/trainer.				
	Provided copy of Parachute Canada “return-to-play” guidelines to student.				
	Provided copy of Parachute Canada “return-to-play” guidelines to parent/guardian.				
	Provided copy of Parachute Canada “return-to-play” guidelines to coach/trainer.				
Approval for Student Return to Play - Authorized Signatures					
<table border="0" style="width: 100%;"> <tr> <td style="width: 50%; vertical-align: top;"> <b>Signature of Parent/Guardian (1)</b>   <hr/> <b>Printed Name</b>                      <b>Date</b> </td> <td style="width: 50%; vertical-align: top;"> <b>Signature of Parent/Guardian (2)</b>   <hr/> <b>Printed Name</b>                      <b>Date</b> </td> </tr> <tr> <td colspan="2" style="padding-top: 20px;"> <b>Signature of School Principal</b>   <hr/> <b>Printed Name</b>                      <b>Date</b> </td> </tr> </table>		<b>Signature of Parent/Guardian (1)</b>  <hr/> <b>Printed Name</b> <b>Date</b>	<b>Signature of Parent/Guardian (2)</b>  <hr/> <b>Printed Name</b> <b>Date</b>	<b>Signature of School Principal</b>  <hr/> <b>Printed Name</b> <b>Date</b>	
<b>Signature of Parent/Guardian (1)</b>  <hr/> <b>Printed Name</b> <b>Date</b>	<b>Signature of Parent/Guardian (2)</b>  <hr/> <b>Printed Name</b> <b>Date</b>				
<b>Signature of School Principal</b>  <hr/> <b>Printed Name</b> <b>Date</b>					

## After a Concussion Guidelines for RETURN TO PLAY



A CONCUSSION is a serious event, but you can recover fully from such an injury if the brain is given enough time to rest and recuperate. Returning to normal activities, including sport participation, is a step-wise process that requires patience, attention, and caution.

Each step must take a **minimum of one day** but could last longer, depending on the player and his or her specific situation.

If symptoms reappear at any stage, go back to the previous stage until symptom-free for at least 24 hours.

### STEP 1: No physical/sporting activity.

Complete the *Return to Learn* protocol before beginning the *Return to Play* process. Refrain from participating in any sporting and physical activities. Only indulge in activities that do not worsen symptoms. Once symptoms are gone, a physician, preferably one with experience managing concussions, should be consulted before beginning a step wise return to play process.

### STEP 2: Light aerobic exercise.

Activities such as walking or stationary cycling. The player should be supervised by someone who can help monitor for symptoms and signs. No resistance training or weight lifting. The duration and intensity of the aerobic exercise can be gradually increased over time if no symptoms or signs return during the exercise or the next day.

**Symptoms?** Return to rest until symptoms have resolved. If symptoms persist, consult a physician.

**No symptoms?** Proceed to Step 3 the next day.

### STEP 3: Sport specific activities.

Activities such as skating or throwing can begin at step 3. There should be no body contact or other jarring motions such as high speed stops or hitting a baseball with a bat.

**Symptoms?** Return to rest until symptoms have resolved. If symptoms persist, consult a physician.

**No symptoms?** Proceed to Step 4 the next day.

### STEP 4: Begin Drills without body contact.

**Symptoms?** Return to rest until symptoms have resolved.

If symptoms persist, consult a physician.

**No symptoms?** The time needed to progress from non-contact exercise will vary with the severity of the concussion and with the player. **Proceed to Step 5 only after medical clearance.**

### STEP 5: “On Field” practice with body contact, once cleared by a doctor.

**Symptoms?** Return to rest until symptoms have resolved.

If symptoms persist, consult a physician.

**No symptoms?** Proceed to Step 6 the next day.

### STEP 6: Game play.



Our aim is an injury-free Canada. Parachute is bringing attention to the issue of preventable injury and to help Canadians reduce their risks of injury and enjoy long lives lived to the fullest.

## NEVER RETURN TO PLAY IF YOU STILL HAVE SYMPTOMS!

**A player who returns to active play before full recovery from the first concussion is at high risk of sustaining another concussion, with symptoms that may be increased and prolonged.**

## HOW LONG DOES THIS PROCESS TAKE?

These steps do not correspond to days! It may take many days to progress through one step, especially if the concussion is severe. As soon as symptoms appear, the player should return to rest until symptoms have resolved and wait at least one more day before attempting any activity. **The only way to heal a brain is to rest it.**

## HOW DO I FIND THE RIGHT DOCTOR?

When dealing with concussions, it is important to see a doctor who is knowledgeable in concussion management. This might include your physician or someone such as a sports medicine specialist. Your family doctor maybe required to submit a referral to see a specialist. Contact the Canadian Academy of Sport and Exercise Medicine (CASEM) to find a sports medical physician in your area. Visit [www.casm-acms.org](http://www.casm-acms.org) for more information. You can also refer your doctor to [parachutecanada.org](http://parachutecanada.org) for more information.

## WHO DO THESE GUIDELINES APPLY TO?

These guidelines were developed for children over the age of 10; those younger may require special guidelines, and more conservative treatment and care. Return to Play Guidelines should be at the discretion of the physician.

## WHAT IF MY SYMPTOMS RETURN DURING THIS PROCESS?

Sometimes these steps can cause symptoms of a concussion to return. This means that the brain has not yet healed, and needs more rest. If any signs or symptoms return during the Return To Play process, they should stop the activity and rest until symptoms have resolved. The player must be re-evaluated by a physician before trying any activity again. Remember, symptoms may return later that day or the next, not necessarily during the activity!





**Student Name:** \_\_\_\_\_

Dear Parent/Guardian,

As stated in the SAS Athletics Program *Guidelines and Policies*, each student-athlete is required to pay athletic fees before participating in their first competition. There are three ways to pay Student Fees:

- Cash
- Cheque
- INTERAC e-Transfer (email [sas@sd83.bc.ca](mailto:sas@sd83.bc.ca) and in the message, include “Student’s Name” & “Team”)
- Contact Lisa Martin, head secretary, for further information: [sas@sd83.bc.ca](mailto:sas@sd83.bc.ca) or (250) 832-2188

A **Financial Hardship Policy** is in place at Salmon Arm Secondary for families, including an option for families to pay fees in monthly installments.

Please contact Principal Rob Cadden [rcadden@sd83.bc.ca](mailto:rcadden@sd83.bc.ca) or (250) 832-2188.

**Team:** \_\_\_\_\_

**Coach:** \_\_\_\_\_

### General Athletic Fee

This amount is charged to every student on the team and is intended to help cover the costs of the following expenses:

- First aid equipment
- Equipment replacement fund
- Athletic awards banquet
- Uniform replacement fund
- Athletic Director expenses
- Coach’s appreciation gift

### Team Fees

\$ \_\_\_\_\_

This amount is charged to every student on the team and is intended to help cover the sport-specific costs associated with how the Coach and/or Teacher-Sponsor have planned the season:

- Travel Costs
- Team Clothing & Gear
- Coaches Travel Expenses
- Tournament Costs  
(registration fees, hotels)
- Sport-specific costs (field lining, rentals)
- TTOC costs

### Post-Season Fees

\$ tba

This amount is charged to every student on the team **if the team qualifies for post-season play**. It is intended to help cover the costs of the following expenses:

- Zone Championships
- Valley Championships
- Provincial Championships

**Please note SAS Athletic Fees do not cover the cost of food while travelling for tournament and league play.**

## DRIVER INFORMATION FORM

- ☐ I have submitted an online Criminal Record completed and submitted (*good for 3 years*)
- online Link: <https://justice.gov.bc.ca/eCRC/>
  - access Code: 6TQTFUJGQP
- ☐ I have a valid Class \_\_\_\_\_ Driver's License No. \_\_\_\_\_ (*copy attached*).
- ☐ My Driver's Abstract dated \_\_\_\_\_ is attached or on file.
- ☐ I have not had any moving violations, impaired driving charges, or criminal charges related to a motor vehicle since my last drivers abstract (*copy attached*).
- ☐ Vehicle Make, Model and Year \_\_\_\_\_.
- ☐ Vehicle License Number \_\_\_\_\_.
- ☐ The vehicle has **at least** \$1,000,000 Third Party Liability Insurance (*copy attached*).
- ☐ The vehicle transporting students is maintained in a safe operating condition and is equipped with tires appropriate for the season.
- ☐ The vehicle has \_\_\_\_\_ functional seat belts.
- ☐ The vehicle has space that meets the requirement for safe placements of booster seats (if required).
- ☐ I agree to wear a seat belt and require all passengers to wear a seat belt.
- ☐ I agree that I will not permit a child under 13 years of age or under 40 kg to occupy the front passenger seat of a vehicle equipped with a passenger seat air bag unless the air bag is turned off.
- ☐ I agree to operate the vehicle in a safe and legal manner.
- ☐ I have a first aid kit in my vehicle (recommendation). The school may provide one for the purposes of the trip.
- ☐ I have reviewed Regulation 8050.01R (Private Vehicle Use).

### Select only ONE of the following:

- ☐ I am acting in the capacity of a School District No. 83 employee.
- ☐ I am acting in the capacity of a School District No. 83 volunteer.

Name of driver: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_ Cell # \_\_\_\_\_

Name of principal: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_

### LIST OF STUDENTS TO BE TRANSPORTED:

#### Student Name & Contact Number:

_____	_____
_____	_____
_____	_____
_____	_____

Hand this into the office.

## FIELD TRIP CHECKLIST

### SCHOOL DISTRICT #83 NORTH OKANAGAN SHUSWAP FIELD TRIP CHECKLIST

In accordance with Board Regulation 8090 and the approved Field Trip Handbook, supervising teachers are responsible for ensuring that the following items are completed prior to departure:

#### A. TRAVEL APPROVALS (Field Trip Handbook, Section A)

ALL student travel MUST be approved in advance of the event, as follows:

##### Step One: Approval of School or District: FORM: FIELD TRIP INFORMATION FORM

- ☐ Day Trip - By Principal – 1 week notice
- ☐ Overnight Within Province – by Superintendent or designate – 2 weeks notice
- ☐ Overnight out of province in North America – by Superintendent or designate – 2 months notice
- ☐ Out of North America – by School Board – 6 months notice.

##### Step Two: Approval of Parent or Guardian: FORM: FIELD TRIP CONSENT FORM

- ☐ Parental consent\* obtained.

\*Note: Parents must be notified well in advance if fundraising is required.

#### B. TRANSPORTATION: (Field Trip Handbook, Section B)

- ☐ Transportation booked and arranged (in accordance with SD 83 Transportation Department guidelines if using district school bus).
- ☐ Ensure appropriate arrangements are made for equipment and student luggage.

#### C. SUPERVISION: (Field Trip Handbook, Section C)

- ☐ Ensure adequate supervision according to Field Trip Handbook for day or overnight trips.
- ☐ Rules and requirements for trip explained in advance
- ☐ Arrangements made for receiving and completing school work while on field trip
- ☐ For students not participating in field trip, activities arranged ahead of time.

#### D. POLICY STATUS

- ☐ If trip is outside North America, check with Federal Government website at <http://travel.gc.ca/travelling> regarding travel status of destination at the latest possible time prior to departure and registration of Canadians Abroad.
- ☐ Travel insurance including cancellation insurance arranged through a single provider.
- ☐ Declaration of funding arrangements and financial benefits (if any) to organizers.

\_\_\_\_\_  
Teacher Signature

\_\_\_\_\_  
Date

To be submitted to approving authority prior to departure.

Jan 2014

### FIELD TRIP INFORMATION FORM

(To be completed by Teacher/Sponsor)

1. To be completed for activities as referred to in *Field Trip Regulation & Handbook*.
2. Check appropriate notice and approval requirements:

- ☐ By principal – day trip – 1 week notice
- ☐ By superintendent or designate – overnight within the province – 2 weeks notice
- ☐ By Board – overnight out of province, in North America – 2 months notice to Superintendent
- ☐ By board – out of North America – 6 months notice to Superintendent

**Departure date of trip:**

\_\_\_\_\_  
dd / mo / year

**Return date of trip:**

\_\_\_\_\_  
dd / mo / year

SCHOOL: \_\_\_\_\_

DESTINATION: \_\_\_\_\_

ORGANIZING TEACHERS: \_\_\_\_\_

**IDENTIFY GROUP OR CLASS OF STUDENTS:** \_\_\_\_\_

GRADE (s): \_\_\_\_\_

TOTAL NUMBER OF STUDENTS: \_\_\_\_\_

TOTAL NUMBER OF SUPERVISORS: \_\_\_\_\_

CURRICULUM PURPOSE: \_\_\_\_\_

ACTIVITIES: \_\_\_\_\_

For a co-educational overnight field trip and both male and female supervisors will accompany the students on this field trip:

☐ Yes

**SUPERVISOR(s):**

Teacher(s): \_\_\_\_\_

Parent(s): \_\_\_\_\_

**TRANSPORTATION:**

☐ School Bus

☐ Private Vehicle

Other (eg: foot or bike): \_\_\_\_\_

ACCOMMODATION: \_\_\_\_\_

Funding Source: \_\_\_\_\_

☐ or see attached

Teacher: \_\_\_\_\_

Date: \_\_\_\_\_

Principal: \_\_\_\_\_

Date: \_\_\_\_\_

Superintendent  
/ Designate: \_\_\_\_\_

Date: \_\_\_\_\_

(Field Trip Info Form)

## FIELD TRIP CONSENT FORM

### The Board of Education of School District No. 83 (N. Okanagan-Shuswap)

#### FIELD TRIP CONSENT FORM

School: \_\_\_\_\_ Telephone No. \_\_\_\_\_

Purpose of Trip: \_\_\_\_\_

Destination: \_\_\_\_\_

Destination Address \_\_\_\_\_

Destination Phone No.: \_\_\_\_\_

Departure Date: \_\_\_\_\_

Departure Time: \_\_\_\_\_

Expected Time of Return: \_\_\_\_\_

- ☐ **School Bus**

☐ **Private Vehicle**

☐ **Other: (specify)**

On this field trip, we will be: (describe the activity and physical environment)

This class will be supervised by: \_\_\_\_\_

**Please be aware that accidents can be the result of the nature of the activity and can occur with or without any fault on either part of the student, or the school board or its employees or agents, or the facility where the activity is taking place. By allowing your son/daughter to participate in this activity, including travel to and from, you are accepting the risk of an accident occurring, and agree that this activity, as described on the "Field Trip Consent Form" and any other information provided, is suitable for your child. Please call if you have any questions.**

\_\_\_\_\_  
(Principal Signature)

\_\_\_\_\_  
(Sponsor teacher- please print)

**Name of Student:** \_\_\_\_\_

**Yes** I have read the above information about the planned field trip and give my consent for my child to participate. I understand that my child may be exposed to certain risks while participating in this activity. Accidents and injuries may occur.

**Yes** Where I have authorized my child to travel by Private Vehicle, I am aware that the driver is responsible for meeting all motor vehicle code requirements, including booster seats where applicable. I agree that the Board of Education shall not be held liable for failure of the driver to meet the requirements of the Motor Vehicle Code.

**No** I do not wish my child to accompany his/her class on this trip. Please arrange alternate supervision.

Signature of Parent/Guardian: \_\_\_\_\_

Print Parent/Guardian Name: \_\_\_\_\_

Home Phone No. \_\_\_\_\_

Work Phone No. \_\_\_\_\_

**Yes** I am available to drive for this Field Trip.

**Yes** I have completed the **School Use of Private Vehicle** form for the current school year and it is on file at the school office.  
**OR**

**Yes** I have completed the **School Use of Private Vehicle** form on the back of this page.

#### MEDICAL HISTORY

None

\*Or \_\_\_\_\_  
(please describe)

\* *Attach plan*

Nov, 2013

**PLEASE RETURN THIS FORM BY** \_\_\_\_\_

## STUDENT INCIDENT REPORT FORM

Incident Date: \_\_\_\_\_

Incident Time: \_\_\_\_\_

Teacher's Name: \_\_\_\_\_

Role (*circle*): Coach   Teacher-Sponsor   Trainer

Student's First Name: \_\_\_\_\_

Last Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Age: \_\_\_\_\_

Female: \_\_\_\_\_ Male: \_\_\_\_\_

Incident Description: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Location: \_\_\_\_\_

Other's Involved (First & Last Names: \_\_\_\_\_

\_\_\_\_\_

Issue or Allegation (*check the best fit*):

\_\_\_\_\_ Harm Accidental

\_\_\_\_\_ Harm Intentional

\_\_\_\_\_ Harm Mental/Emotional

\_\_\_\_\_ Other: \_\_\_\_\_

☐ 1<sup>st</sup> Action taken – Administered First Aid: \_\_\_\_\_

☐ 2<sup>nd</sup> Action take: \_\_\_\_\_

☐ 3<sup>rd</sup> Action – Parent/Guardian MUST be contacted by the Teacher \_\_\_\_\_

Date of contact: \_\_\_\_\_ Time: \_\_\_\_\_

If parents were not contacted, explain why: \_\_\_\_\_

**NOTE: Student Incident Reports MUST be completed immediately after the incident and handed in to the SAS Office as soon as possible.**