Seycove
Athletics Handbook

1204 Caledonia Avenue

North Vancouver, BC

604 903 3666

Dear Coach / Sponsor:

On behalf of the Seycove Community and the Athletics program, I would like to thank you for coaching or sponsoring a team this year. It is through your interest, effort and willingness to sacrifice your personal time that we are able to carry on a strong Athletic program at Seycove Secondary.

Please use me, the Athletic Director, or any of our Sport Department leaders to make your job easier, and at the same time ensure that the organizational details that must be looked after are met and done correctly. We are here to support you in any way possible and more importantly to assist you along the way during the season. Thank you and welcome.

Sincerely,

Peter Cardle & Jamie Edel

pcardle@sd44.ca &

jedel@sd44.ca

Seycove Athletic Directors

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Seycove Athletic Philosophy

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

As a high school athletics program, we value and prioritize academic commitment. We ensure they attend class to maintain academic standards throughout the season of play and throughout the year as well. Students will balance other extra-curricular interests to create well rounded individuals thatappreciate athletics, academics, service and the arts.

As coaches, we encourage our athletes to participate in multiple sports to gain benefits of each unique program. This cultivates competitive, open-minded Student-Athletes who can learn from multiple coaches and understand the value that each has to offer. Coaches will be in continual communication to ensure a cohesive and unified athletic program that places students first and allows them the chance to grow as integral members of the North Shore Community.

Seycove Athletics

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

Season	Sport	Participants
Fall		
	X-Country	Boys & Girls
	Field Hockey	Girls
	Soccer	Senior Boys
	Swimming	Boys & Girls
	Volleyball	Girls
Winter		
	Basketball	Boys & Girls
	Alpine	Boys & Girls
	Gymnastics	Boys & Girls
	Wrestling	Boys & Girls
	Swimming	Boys & Girls
Spring		
	Badminton	Boys & Girls
	Golf	Boys & Girls
	Soccer	Jr. Girls
	Track & Field	Boys & Girls
	Ultimate	Boys & Girls
	Tennis	Boys & Girls

Athletic Advisory Council

Members of the Seycove Athletic Advisory Council (SAA) will:

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

Guidelines for Coaches

The function of a coach is to educate students through participation in interscholastic competition. The coach shall be aware that he or she has a tremendous influence, for eithergood or ill, on the education of the student-athlete and thus shall never place the value of winning above the value of instilling the highest ideals of character.

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

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

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

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

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

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

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

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

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

Coaching Code of Ethics

Integrity

The coach must act with integrity in performing all duties owed to athletes, the sport, other members of the coaching profession, and the public.

Competence

Coaches must strive to be prepared and current so that all duties in therespective discipline are fulfilled with competence.

Athlete's Interest

The coach must act in the best interest of the athlete's development as a wholeperson.

Respect for the Rules

The coach must accept both the letter and the spirit of the rules that define andgovern sport.

Respect for Officials

The coach must accept the role of officials in providing judgement to ensure that competitions are conducted fairly and according to the established rules.

Responsibility to Other Coaches

The coach's conduct towards other coaches must be characterized by courtesy, good faith, and respect.

Personal Conduct

The coach must maintain the highest standards of personal conduct andsupport the principles of fair play.

Coaches Code of Conduct (BC School Sports Handbook)

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

2.1.1 Coaches shall recognize that school sport is an extension of the classroom, with moral and legislative obligations required of the coach at all times.

2.1.2 Coaches shall uphold the rules and regulations of BC School Sports, the local Athletic Association and applicable Sport Commission.

2.1.3 Coaches shall actively uphold the rules of the sport, the spirit of the rules of the sport, and encourage student-athletes to do the same.

2.1.4 Coaches shall fulfill all league, exhibition, invitational, play-off and championship competitive and event obligations, in accordance with Athletic Association policy, Sport Commission policy or Tournament Organizer agreements.

2.1.5 Coaches shall treat all participants fairly and equitably by refraining from discriminating against any student-athlete with respect to race, colour, ancestry, place of origin, religion, family status, physical or mental disability, sex or sexual orientation.

2.1.6 Coaches shall respect the judgement and interpretation of officials without gesture or argument, and require student-athletes to do the same.

2.1.7 Coaches shall not use foul, profane, harassing or offensive language or gestures in the conduct of coaching duties.

2.1.8 Coaches shall not use physical force of any kind in the conduct of coaching duties.

2.1.9 Coaches shall not, either directly or indirectly, encourage a student to attend a particular school for the purpose of participating in interschool sport.

2.1.10 Coaches shall not, under any circumstances, endorse, recommend or suggest the use of performance enhancing drugs or supplements by any student-athlete.

2.1.11 Coaches shall abstain from the use of tobacco products and alcohol while in the presence of student-athletes, and discourage their use by student-athletes.

2.1.12 Coaches shall not, under any circumstances, require or imply that a student must be involved in any summer program or club program aspart of their obligation to participate on a school team.

2.1.13 Coaches shall not, under any circumstances, require or imply that a student cannot or should not participate in any BCSS approved sport of their choice in the season preceding and/or succeeding the coach's particular season-of-play.

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

<u>Community Coach Guidelines</u> (BC School Sports Handbook)

BC School Sports understands that Community Coaches are integral to the school sport system, and that they are necessary to ensure further opportunities for student-athletes. Recognized Athletic Associations, Member Schools and/or School Districts are encouraged to adopt the following guidelines to ensure that the philosophy, objectives and values of the BC School Sports system are maintained.

3.1 Community Coaches should complete the Community Coaches Application Form and submit a copy to the Athletic Director. The form will enable School Representatives to determine the qualifications and suitability of the prospective Community Coach to supervise and coach students of school age, and to receive from the prospective Community Coach authorization to conduct a Criminal record check.

3.2 It is strongly recommended that the Community Coach have completed a minimum of Level One Theory of the National Coaching Certification Program.

3.3 The School Administrator and/or the Athletic Director should meet with each prospective Community Coach to discuss school athletic policy and school sport philosophy, ensuring that the coach understands:

3.3.1 the expectations for supervision of students

3.3.2 emergency protocol within the school

3.3.3 accountability for equipment, uniforms, finances

3.3.4 league schedules and deadlines

3.3.5 practice times, restrictions, policies and access

3.3.6 school and/or district travel policies and insurance requirements

3.3.7 the BCSS Coach's Code of Conduct and procedures

3.3.8 the BCSS Eligibility Policies and procedures

3.3.9 the decision making process and jurisdictional boundaries of the School, School District, Athletic Association, Sport Commission, and BC School Sports

3.3.10 required paperwork for team and player registration and entry into events

3.4 The School Administrator and/or Athletic Director should request and check at least two references for each Community Coach candidate. Reference checks should include questions about previous conduct, suspensions or probationary penalties served, technical skill and ability, age group and/or gender previously coached and degree of commitment and interest.

3.5 The School Administrator and/or Athletic Director should undertake a Criminal Records check on the prospective Community Coach, looking for convictions under the Criminal Code of Canada, the Narcotics Control Act or the Food and Drugs Act.

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

Volunteers

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

Coaches' Responsibilities

- Attend Seycove Seasonal Sport Meeting;
- Attend League Organizational Meeting;
- Inform parents of game schedules and transportation needs;
- Inform students of relevant policy
  - commitment
  - discipline
  - philosophy (including playing time)
  - being a constant and ideal role model in these areas;
- Have a strong commitment to preparation and delivery of practices;
- Make the Athletic Director aware of any special events or occurrences(i.e. players expelled from a game, issues with players, parents, etc.);
- Communicate with the Athletic Director regarding equipment needs,practice time requests, game schedules, tournaments, etc.
- Set up, monitor, and put away equipment during practices and at homegames to avoid equipment theft;
  - Encourage athletes to contribute to the athletic program throughscorekeeping, lining and refereeing.
  - Assist the Staff Sponsor in completing their administrative duties

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

Staff Sponsors' Responsibilities

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

- Attend Seycove Seasonal Sport Meeting;
- Submit a team budget to the Athletic Director for approval prior tohanding out forms;
- Inform students of relevant policy, that is commitment, discipline andphilosophy, and to be a constant and ideal role model in these areas;
- Print off Team Roster and Medical Information online
- Distribute, collect & return washed uniforms and list of unreturneduniforms.
- Make the Athletic Director aware of any special events or occurrences(i.e. discipline issues; conflicts; inappropriate coaching behaviour, etc.)
- Encourage athletes to contribute to the athletic program through scorekeeping, lining, and refereeing.
- Community Coaches must ensure that the NVSD has a valid Criminal Records Check (vulnerable sector) on file.

Discipline – Student

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

a) When an individual or group of Seycove athletes competing are in violation of the student Code of Conduct (i.e. involved with drinking alcohol, smoking, vaping or using drugs during a school sporting event or on a field trip);

b) Where an individual or group of athletes quits a team without a reasonable excuse (i.e. not starting);

c) Where a representative of Seycove acts in such a manner that the integrity of our athletic program and school is questioned.

Athletic Fees

An athletic fee is required from individuals participating on a Seycove team. Consideration will be given to athletes who have difficulty paying these fees. All sport athletes pay a minimum $45.00 athletic general fee. This fee helps cover the cost of the following:

a) NSSSAA fees, BC School Sports Fees, Athletic Awards, coaches gear, Athletics BBQ, Equipment

Each program is then responsible to determine their program general athleticfee.

(b) this fee will be deposited into the sport general account (e.g., *Volleyball General, Girls Basketball General, Badminton General*, etc.). This willbe one source of funding for new equipment, uniforms, first aid equipment, coaches gear etc.

All athletes participating on a team must be informed of additional costs associated with playing. The financial breakdown needs to be communicated to parents.

No refunds can be given to athletes that decide to leave a team after the roster is set and season has started. When a spot has been given on a team it is expected that the player will follow through with the commitment as it is unlikely or impossible to add a player to a roster once the season starts. As well, by this time expenses have been calculated and monies have been spent for the season based on that players presence and their stated commitment.

Equipment

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

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

Seasonal Budget

Revenues are not collected on the basis of creating a profit but rather, as reasonably as can be expected, should balance out with expenses at the end ofthe season.

Uniforms

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

i. Once fees are collected from athletes, The Athletic director will arrange a time to distribute uniforms.

ii. Consideration will be given to athletes whose Coach/Sponsor has

reason to believe they cannot pay.

iii. Athletes are not to receive a uniform until they have submitted the required forms and fees. Participation in competitions will be suspended until they are collected.

b) Collection of uniforms should be done within one week of the end of the season. The coach/sponsor should set a final return date, and inform the student-athletes. The final game of the season is often a good time to collect uniforms. The students must wash their uniforms before returning themto the sponsor. If the uniforms have not been returned by the pre-determined date, the sponsor will forward the name to the Athletic Director.

c) A replacement cost will be charged to any individual who loses or ruins clothing or equipment that is the property of the school. This fee is at the discretion of the Athletic Director when considering replacement costs. In general this will be the deposit required at the start of each season.

Facility Scheduling

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

Priority will generally be given in the following fashion:

A) Games

B) Scheduling referees, scorekeepers, officials for games

C) Bantam practices are given the after school times

D) Juvenile practices are given the next earliest time slot

E) Junior practices are given the next earliest time slot

F) Senior teams are given the latest time slot

G) Other in-school sports / activities

H) Unrelated to school activities

Student Athlete Expectations

Early Dismissal and Student Attendance

Early dismissals are for the purpose of allowing students to get to **competitions** on time and not to miss class time unnecessarily. For all early dismissals, a student should fill out his/her own early dismissal form. Sponsors are expected to do their utmost to ensure that students miss the leastamount of class time possible.

Coaches must be clear in communicating to their players that:

1) Students must present their early dismissal slips to the teacher at the **beginning** of the period politely asking for permission to be dismissed.

2) Also, students who utilize early dismissal should leave immediately from their class and assemble at the gym foyer to depart to their games.

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

Citizenship and Academic Performance

Academic/School Obligations are prioritized before the team.

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

Student-Athlete Guidelines

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

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

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

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

A student must fulfill all disciplinary actions that may have resulted from a violation of school policy.

Removal from Team

If an athlete removes him/herself from a team at any point of the season past the final tryout date, this is considered “quitting” the team. If an athlete quitsa team, they may be automatically suspended from all athletic teams for the period of one calendar year. The decision will be made by the Seycove Athletic Council. Fees will not be refunded, based on the Team Budget being set at the beginning of the sport.

Transportation of Students by Private Vehicles

1. Individuals who wish to act as volunteer drivers must comply with the provisions of the North Vancouver School District Policy: 607 Transportation of Students

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

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

The "Volunteer Driver Application" form has been signed by a School District Employee; The "Volunteer Driver Application" form is kept on file by the Administrative Liaison.

- The activity to which students are to be transported must be a course ofstudy or activity that is provided or organized by, supervised by, sponsored by, or selected by an authority of a school
- The Principal or the Principal's delegate shall, in each instance, give either verbal or written consent to the transportation of students by thevolunteer driver (by default, the Principal's delegate is deemed to be the teacher staff member (coach/ sponsor) and/or Athletic Coordinator)
- The volunteer driver must hold a valid British Columbia driver'slicense and the vehicle must be insured for the purpose for which it is normally used
- The volunteer driver must be the owner of the vehicle to be used or must be operating the vehicle with the permission and consent of the owner.
- The excess insurance policy shall provide only for an extension of the vehicle owner's third party liability coverage that is in excess of minimally $1,000,000 and shall not provide the vehicle owner with any additional collision or comprehensive coverage.

- Neither the volunteer driver nor the vehicle owner shall be reimbursed for any expenses incurred for the use of any vehicle used in the voluntary transportation of students.
- Students are transported to their destination via cabs or busses. If parents and/or coach choose to transport the students, please take note of the following:
- All parents, staff, and students who transport for school sponsored events will be covered by School Board $10 Million Insurance (Liability) providing the vehicle is not a rented vehicle. If a rented vehicle (even a school bus) is used, School Board Insurance does not cover.

Transportation of Students by Rented Vehicle

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

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

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

Tournaments and Exhibition Play

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

1. Student – athletes have a priority to complete work to prepare for classes.

2. Coaches should adhere to basic coaching principles, which include a 2 to 1 practice to game ratio. Coaches should also be familiar with BCSS policy regarding length of season.
3. Entry fees will be posted in School Cash Online, and coaches will be responsible for tournament paperwork including tournament location, entry cost, and dates. Coaches should submit these forms at the beginning of the season.

4. The Athletic Department is not responsible for any expenses incurred for any tournaments (i.e. Transportation, meals, and lodging etc.)

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

Hosting Tournaments at Seycove

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

Scorers, Timers and Referees

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

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

Provincial Tournament Support

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

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

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

Duties of the Athletic Director

Coaching

- Make staff aware of athletic needs and interests
- Prepare, distribute and collect Seycove Athletic forms
- Ensure Team Fees are submitted to the Admin Assistant prior to start of season/game/tournament play
- Print off Team Roster and Medical Information online
- Complete the BC School Sports Online Player Registration
- Search out, screen and allocate personnel for coaching and/or sponsorship roles
- Organize and facilitate seasonal sport meetings with coaches / sponsors.
- Interpret league policy and athletic association requirements for coaches
- Communicate with coaches re: league meetings, etc.

Athlete / Parent / Coach Relations

- Disseminate athletics information to students and parents.
- Assume an administrative role when dealing with interpersonal issuesbetween coaches, athletes and parents, as well as disciplinary issues.
- Mediate issues between parents & coaches if they were unable toresolve the issue themselves.

Uniforms & Equipment

- Distribute uniforms and equipment.
- Order new and replacement uniforms and equipment.
- Collect and inventory uniforms and equipment at the end of each season.

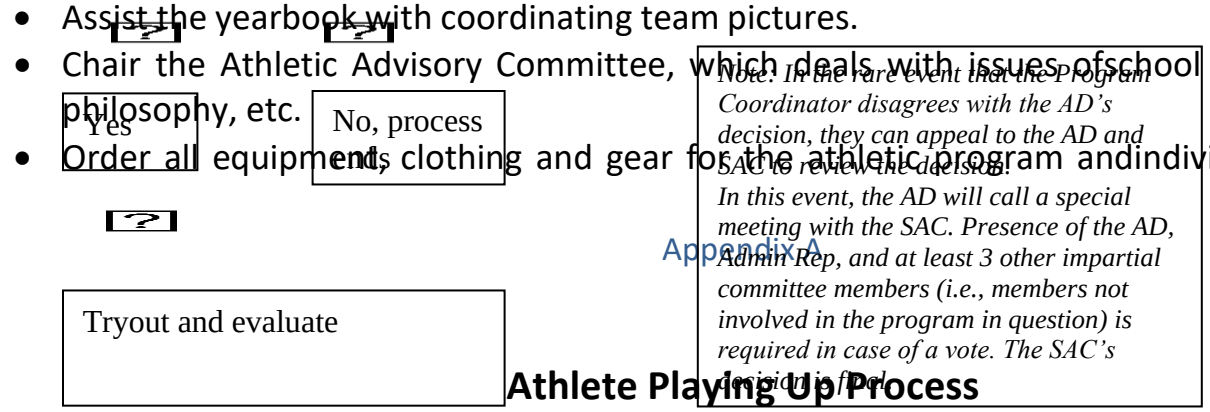
Budget & Finances

- Coordinate department needs, funding, giving all fees to the AdminAssistant to post prior to team play, and purchases.
- Oversee Athletics budget and all team budgets

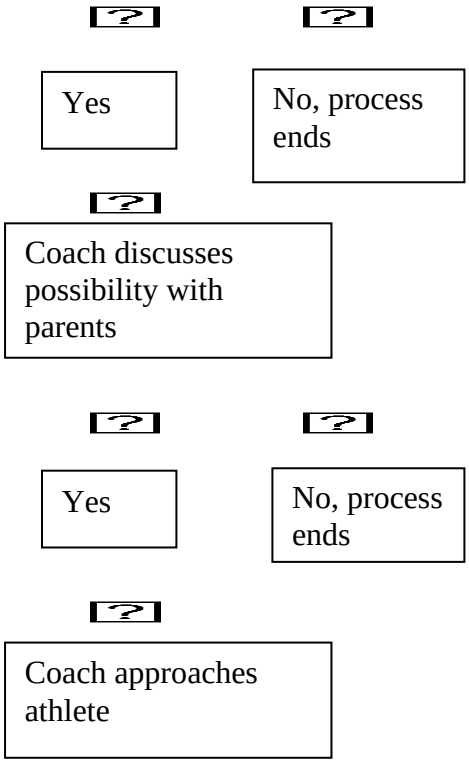
Miscellaneous

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

Appendix A



Athlete Playing Up Process


Yes
No, process ends
Coach discusses possibility with parents
Yes
No, process ends
Coach approaches athlete

Guidelines for Coaches

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

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The coach shall promote the entire interscholastic program of the school and direct their program in harmony with the total school program.

The coach shall master the contest rules and shall teach them to their team members.

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

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

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

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

Appendix C Coaching

Code of Ethics

Integrity

The coach must act with integrity in performing all duties owed to athletes, the sport, other members of the coaching profession, and the public.

Competence

The coach must strive to be well prepared and current so that all duties in the respective discipline are fulfilled with competence.

Athlete's Interest

The coach must act in the best interest of the athlete's development as a whole person.

Respect for the Rules

The coach must accept the letter and spirit of the rules that define and govern sport.

Respect for Officials

The coach must accept the role of officials in providing judgement to ensure that competitions are conducted fairly and according to the established rules.

Responsibility to Other Coaches

The coach's conduct towards other coaches must be characterized by courtesy, good faith, and respect.

Personal Conduct

The coach must maintain the highest standards of personal conduct and support the principles of fair play.

Appendix D

Coaches Code of Conduct *(BC School Sports Handbook)*

270.0 COACHES CODE OF CONDUCT

271.0 The coach/student-athlete relationship is a privileged one. Coaches play a critical role in the personal and athletic development of their student-athletes. Therefore, coaches are expected to model the fundamentally positive aspects of school sport. Coaches, including community coaches:

272.0 RULES OF CONDUCT

272.1 Shall recognize that school sport is an extension of the classroom, and shall conduct themselves accordingly when performing coaching duties;

272.2 Shall observe the Competitive Rules and Regulations of BCSS, and those of their local athletic association and applicable sport commission;

272.3 Shall observe the rules of the sport, the spirit of the rules of the sport, and shall encourage student-athletes to do the same;

272.4 Shall fulfil all competition, invitational, playoff and championship competitive and event obligations, in accordance with athletic association policy, sport commission policy and tournament-related agreements;

272.5 Shall treat all participants fairly and equitably, by refraining from discriminating against any student-athlete with respect to race, color, ancestry, place of origin, religion, family status, physical or mental disability, sex or sexual orientation;

272.6 Shall respect the rulings of officials without gesture or argument, and shall require student-athletes to do the same;

272.7 Shall not use foul, profane, harassing or offensive language or gestures in the conduct of coaching duties;

272.8 Shall not use physical force of any kind in the conduct of coaching duties;

272.9 Shall not, under any circumstances, endorse, recommend, or suggest the use of performance-enhancing drugs or supplements by any student-athlete;

272.10 Shall abstain from the use of tobacco products and alcohol while in the presence of student-athletes, and shall discourage their use by student-athletes;

272.11 Shall not, under any circumstances, require or imply that a student-athlete must be involved in any summer program or club program as part of his/her responsibilities as a school team member;

272.12 Shall not, under any circumstances, require or imply that a student-athlete cannot or should not participate in any BCSS-approved sport in the season preceding or following the coach's season of play; and

272.13 Shall not, under any circumstances, start pre-season tryouts or practices to the detriment of any in-season sport.

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

_____

Coach's Name Coach's Signature Date

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

Appendix E

Community Coaches

BC School Sports understands that Community Coaches are integral to the school sport system and necessary to ensure further opportunities for student-athletes. Recognized Athletic Associations, Member Schools and/or School Districts are encouraged to adopt the following guidelines to ensure that the philosophy, objectives and values of the BC School Sports system are maintained.

Community Coaches should submit a Volunteer Application Form via email to the AD. The form will enable School Representatives to determine the qualifications and suitability of the prospective Community Coach to supervise and coach studentsat school age, and to receive from the prospective Community Coach authorization to conduct a Criminal record check.

It is strongly recommended that the Community Coach have completed a minimum of Level One Theory of the National Coaching Certification Program.

The School Administrator and/or the AD should meet with each prospective Community Coach to discuss school athletic policy and school sport philosophy, ensuring that the coach understands:

- the expectations for supervision of students
- emergency protocol within the school
- accountability for equipment, uniforms, finances
- league schedules and deadlines
- practice times, restrictions, policies and access
- school and district travel policies and insurance requirements
- the BCSS Coach's Code of Conduct and procedures
- the BCSS Eligibility Policies and procedures
- the decision-making process and jurisdictional boundaries of the School, SchoolDistrict, Athletic Association, Sport Commission, and BC School Sports
- required paperwork for team and player registration and entry into events

The School Administrator and/or Athletic Director should request and check at least two references for each Community Coach candidate. Reference checks should include questions about previous conduct, suspensions or probationary penalties served, technical skill and ability, age group and/or gender previously coached and degree of commitment and interest.

The prospective Community Coach will undertake a Criminal Records check, looking for convictions under the Criminal Code of Canada, the Narcotics Control Act or the Food and Drugs Act.

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

Appendix F

Student-Athlete Expectations

This document is to be read and discussed with all student/athletes and their Parents/Guardians/Sponsors/Coaches.

Dear Seycove Student-Athletes/ Parents/Guardians/Sponsors/Coaches,

You have been selected to participate on a team in the **Seycove Athletic Program**. As you represent Seycove Secondary School certain standards must be upheld. Please read these expectations carefully with your parents and address any questions you may have to your Coach, Sponsor, or Athletic Director. Once you agree to the expectations –complete the signatures section and return with the rest of the Informed Consent paperwork as requested.

Sport Commitment and Attendance

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

Communication

When there are issues such as conflicts, injuries or other issues, the coaching team expects the player to make every effort to communicate with the coaches. Parents can certainly help

support communication, but we would like to hear directly from the players. This gives students a chance to act independently and responsibly in making plans for oneself. Talking directly to the coach always works best – but if unavailable an email is a good second option. Try and communicate well ahead of potential conflicts so that coaches can make alternate arrangements, so the team does not suffer.

Citizenship and Learning

Seycove Student-Athletes are expected to be committed learners first and maintain a high standard of behaviour and attitude as a part of the Seycove Athletic Program. All athletes, coaches and sponsors are expected to always conduct themselves in an appropriate and responsible manner. This includes sportsmanship on and off the field. Our Seycove Code of Conduct is in place whether you are at a practice, game or tournament away from the school. We expect our athletes to be ambassadors of our school when they go into the community. Furthermore, student-athletes are students first andmust use sports to enhance their learning does not detract from it. If a teacher or school staff member feels thatyou are not meeting the expectations of learning (with regards to attendance, attitude, and performance) a meeting may be called with you, the coach, your parent/guardian, the teacher, and a counselor and/or administrator to discuss your commitments. If it is determined that you are not meeting expectations in the classroom, you may be, at the discretion of the Coach, Athletic Director, or Administration, suspended from your athletic team until those expectations are again being met. School Attendance If you are not going to classes then you do not deserve the privilege of playing extracurricular sports. Students must maintain a good attendance record and try their best to be present and engaged in all their classes.
Remember, you must attend classes on the day of practice or competition (which includes participating in Physical and Health Education), unless you have been given permission to leave early (i.e., an early dismissal). You must communicate an early dismissal to your teacher at the beginning of the class you are missing by politely reminding them you are scheduled to leave early. You are responsible for talking to your teacher about making up any work you miss. If you have a quiz or test that day, is it yourresponsibility to decide with your teacher how to make it up. You are expected to communicate with your teacher in advance if you miss a quiz or test.

Uniforms and Team Equipment

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

that brings pride to its community. While the above expectations are serious, I know that our Student-Athletes will exceed what is expected of them. I look forward to a successful Athletic season and every student experiencing a positive experience in the Seycove Athletic program.

Kind Regards,
Paul Ruben (Vice-Principal responsible for Athletics) and Peter Cardle & Jamie Edel (Athletic Director) I have read and understand the above Student-Athlete expectations:

_____	_____	_____	_____
Print Student Name	Student Signature	Parent Signature	Date

Appendix G – Spectator Guidelines

Expectations for Parents, Family & Spectators

To the Parents/Guardians of Seycove Student-Athletes,

Seycove is very proud to have a successful athletic program, both from the point of view of full participation in a wide range of athletic competitions, and from the point of view of fielding consistently competitive teams. The people who make this possible are of course the athletes and parents, but also the volunteer coaches and sponsors, without whom there would be no program.

B.C. School Sports has a Code of Conduct for coaches, players, and spectators. ***It is communicated in a simple visual:***

Seycove Secondary School has decided to clarify in writing ***some further details*** that we have for parents***, guardians, family members, and spectators.***

Competition

Interscholastic athletics at the secondary school level are by nature: competitive. Scores, wins and

losses, and league standings are kept, and champions are declared. The nature of competition at this level means that the coach will make decisions about membership of teams (not everyone trying out for a team will necessarily be selected), assigning roles to competitors, and playing time. Whenever possible players will play at their age group level as this is the best pathway for a healthy and competitive Athletic program at all age groups. Playing up is possible but refer to the previous outline provided in this document.

Participation

While coaches will make every effort to give all players playing time, they will make judgements related to opponent matchups, game situation, needs of the team, playoffs, etc. As a result, not everyone gets the same amount of playing time, and in fact there may be games where certain players do not play at all. This is accepted practice and part of the team concept at this level of competition. Parents and players need to recognize this from the outset. This is not a house league or developmental league in the same sense as community, elementary aged sport where balanced playing time, and rotation of positions is the norm.

Conduct in the stands

In school sports, your role is to encourage and support your child and the team in a POSITIVE manner. The officials are there to officiate the games, and the coaches are in place if they feel something should be done about the officiating or score keeping. Please do not speak negatively to players on the other team, the officials/scorekeepers, or the opposing coach. Please encourage student-athletes to show respect to league officials and others involved in competition. If they have a concern, please have them communicate with their coaches. We **would like parents to simply** enjoy watching **school** athletics.

Concerns / Complaints

If parents have a concern about a coach's behaviour, or another aspect of an athletic team or the athletics program, School District 44 Policy 406 applies. The relevant sections of this policy state:

Complaints, questions or expressions of concern shall be dealt with in a manner which reflects mutual respect and fair process, and administrative procedures for dealing with such situations should assure that:

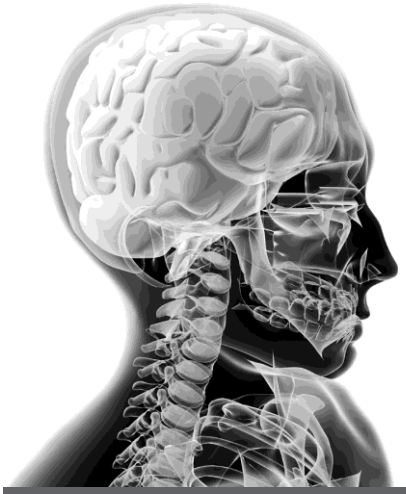
- Complaints dealt with through the process outlined below
- Complaints are investigated and resolved expeditiously
- Complaints are dealt with in a courteous and constructive manner
- Personnel against whom complaints are made have an opportunity to respond
- Where action or investigation is desired by the complainant, or where it seems appropriate, the normal channel shall be from complainant to coach, to the coach’s immediate supervisor.

If you have a concern regarding your athlete, contact the coach directly and express your concern.It is not appropriate or likely to produce a positive outcome if a concern is pursued in the “heat of the moment” at a game or practice site, or if the coach is otherwise engaged at the time. The proper course of action is to arrange a conversation at a mutually agreeable site and time. All the steps are taken in a respectful and courteous manner. If the parties cannot resolve the matter, it should then go through the appropriate communication pathway described fully in the Athletics Handbook. First to a staff sponsor, next to the AD of the school, next to the Administrator responsible for Athletics, and finally to the principal.

WHAT YOU NEED TO KNOWABOUT

BC INJURY research and prevention unit

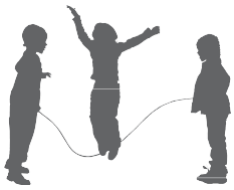
CONCUSSION



*Concussion is a **brain injury** that requiresspecific treatmentforfullrecovery.*

Youngpeoplearemost likely toget aconcussion.

22.2% *of head injury hospitalizationswere **children and youth ages 0-19** years and this group takes longer torecoverthan adults.*



*There is an **increased risk** of concussion if a full recovery from a previous concussion wasnotcompleted.*

*Most concussions occur **without loss of consciousness***

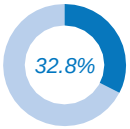
16,888
people were treated for concussion in Lower Mainland

$2.4 million
wasspent on hospitalizations alone for concussion*

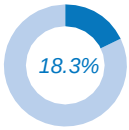
Photo: Sebastian Kaulitzki/Shutterstock

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

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



FALLS



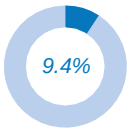
SPORTS & RECREATIONAL ACTIVITIES

*How you can **prevent** concussion:*

Wear protective gear for sports and recreation. *Always use the appropriate protective gear for any sport or recreational activity such*

OBJECT

† *2011 data.*



STRUCKBY OR AGAINST AN

as helmets and/or neck protectors. Make sure the equipment fits properly, iswell maintainedand worncorrectly.

Buckle your seat belt. A high number of concussions result from automobile collisions - wearing a seat beltmay prevent serious injury includingan injury to your headduring a traffic collision.

Makeyour home safe. Falls aroundthehomeare the leading cause of head injury for infants, toddlers and olderadults. Keep your home well lit and your floors free of clutter. To reduce the risk of injury to children, use edge and cornerguards on furniture, block off stairways and install window guards.

Wear sensible shoes. Shoes with good traction can protect you from injury. If you're older, wear shoes thatare easytowalkand manoeuvre in.

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

Symptoms of concussion may last for days or weeks:

Physical

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

Emotional

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

Cognitive

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

FIRST AID

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

RECOVERY

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

Steps for a return to normal activities:

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

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

Sources:
Burden Of Concussion In British Columbia, 2013 | Download Report
Parachute | http://www.parachutecanada.org
BC Research Injury & Prevention Unit (BCIRPU) Injury Hospitalizations Data Tool | http://www.injuryresearch.bc.ca
US Department of Health and Human Services, Centers for Disease Control and Prevention
Mayo Clinic

www.injuryresearch.bc.ca

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Return to Play Communication Tool

Return to Learn should be completed before **Return to Play.**

STAGE 1:	STAGE 2:	STAGE 3:	STAGE 4:	STAGE 5:	STAGE 6:
No sporting activity	**Light aerobic exercise**	**Sport-specific exercise**	**Non-contact drills**	**Full-contact practice**	**BACK IN THE GAME**
Symptom-limited physical and cognitive rest	Walking, swimming, stationary cycling. No resistance training. Heart rate <70%	Skating drills (ice hockey), running drills (soccer). No head-impact activities	Progress to complex training drills (e.g., passing drills). May start resistance training	Following medical clearance participate in normal training activities	**Normal** game play
Recovery	**Increase heart rate**	**Add movement**	**Exercise, coordination, cognitive load**	**Restore confidence; assess functional skills**	
Symptom-free for 24 hours? **Yes:** Begin Stage 2 **No:** Continue resting Time & date completed:	**Symptom-free for hours?** **Yes:** Move to Stage 3 **No:** Return to Stage 1 Time & date completed:	**Symptom-free for24 24 hours?** **Yes:** Move to Stage 4 **No:** Return to Stage 2 Time & date completed:	**Symptom-free for 24 hours?** **Yes:** Move to Stage 5 **No:** Return to Stage 3 Time & date completed:	**Symptom-free for 24 hours?** **Yes: Return to play** **No:** Return to Stage 4 Time & date completed:	

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

Medical clearance required before moving to Stage 5

CATT CONCUSSION AWARENESS TRAINING TOOL

BC INJURY research and prevention unit

Appendix I – Transportation

Transportation of Students by Private Vehicles

Individuals who wish to act as volunteer drivers must comply with the provisions of theNorth Vancouver School District Policy: *607 Transportation of Students*

Transportation of Students by Private Vehicles

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

- The activity to which students are to be transported must be a course of study or activity that is provided or organized by, supervised by, sponsored by, or selected by, an authority of a school
- The principal or the principal's delegate shall, in each instance, give either verbal or written consent to the transportation of students by the volunteer driver
- The volunteer driver must hold a valid British Columbia driver's license and the vehicle must be insured for the purpose for which it is normally used
- The volunteer driver must be the owner of the vehicle to be used or must be operating the vehicle with the permission and consent of the owner
- The excess insurance policy shall provide only for an extension of the vehicle owner's third-party liability coverage and shall not provide the vehicle owner with any additional collision or comprehensive coverage

Neither the volunteer driver nor the vehicle owner shall be reimbursed for any expenses incurred for the use of any vehicle used in the voluntary transportation of students.

The volunteer driver must complete:

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

A school Administrator must review and approve any Volunteer Driver ApplicationDrivers with unsafe driving records will not be approved as volunteers
Once approved the *Application* is kept on file in the school office. *(One school year)*

Appendix J – Links to Athletic Policy & Forms

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

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

Other important School District Policy can be found at: NVSD Policies & Procedures

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