

# R.F. Staples Secondary School



2023-24

Athletic Handbook

PLEASE KEEP THIS HANDBOOK FOR THE  
DURATION OF THE SCHOOL YEAR

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## Athletic Department

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- Athletic Director
- Athletic Secretary
- Athletic Fees
- School Administrator

Kyle Beattie  
Harmony Johnson  
Sheila Kulmatyski  
Darcy Kirkham

## Alberta School Athletic Association ASAA

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The R.F. Staples Athletic Program is part of the North Central division of the Alberta School Athletic Association (NCASAA). Membership in the NCASAA allows our school teams to participate in zone and provincial tournaments.

Representatives of schools that hold memberships in the NCASAA and ASAA vote on the policies and regulations that all school team sports will follow, keeping in mind the best interest of all student athletes in their respective zone and province. To continue our school's membership in these associations, the administration, coaches, and student-athletes must abide by these policies. Copies of the ASAA and NCASAA handbooks are posted on the R.F. Staples Athletics website.

## Guidelines for Participation & Philosophy

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### Philosophy

R.F. Staples Secondary School recognizes that extracurricular athletics promotes sportsmanship, team building, good citizenship, high academic standards, and community responsibility. Extracurricular athletics provide an opportunity for students to explore their unique talents outside of the classroom setting. These activities demand a high level of commitment, excellence, and self-motivation, which will help prepare students for the challenges they will meet outside the school community.

It is a privilege for students to participate in extracurricular athletics. Participation is voluntary and is not a requirement, nor an entitlement. Therefore, extra time and effort are required of those who participate. Since the reputation of the school is often judged by its extracurricular programs, high standards must be maintained. **Those who earn the privilege of representing RF Staples Secondary School in extracurricular athletics are expected to accept greater responsibilities as school citizens.**

Participation in extracurricular athletics is open to all students provided they meet the general requirements as outlined in this handbook, and any requirements specific to the activity of their choice.

### Guiding Principles

1. Safety in sporting events and related activities are guided by the Safety Guidelines for Physical Activities in Alberta Schools and the Safety Guidelines for Secondary Interschool Athletics in Alberta.
2. School sports are also guided by the policies and procedures of the Alberta Schools Athletic Association (ASAA).
3. All coaches that represent Division schools are responsible for principles and expectations of the learning community. The Division has identified Principles of Fair Play as follows:

**Table 1.1 Pembina Hills Public Schools (PHPS) Principles of Fair Play**

<b>Theme</b>	<b>Principle</b>
<b>1. Fun</b>	In PHPS, extracurricular sporting activities will focus on fun. Participants will have positive experiences that will develop a desire for lifelong participation in physical activities.
<b>2. Sportsmanship</b>	In PHPS, extracurricular sporting activities are opportunities for coaches and adults to teach and model the virtues of sportsmanship; including respect, cooperation, fair play, and enjoyment of sport; in an environment of healthy competition. Coaches have high expectations for the pride students develop for their team and school and that they are representative of their communities.
<b>3. Skill Development</b>	In PHPS, extracurricular sporting activities, coaches seek to further develop previous learned skills in grades 7-9 and move towards mastery in grades 10-12. Opportunities for players to experience all aspects of team play begin become more specialized at each level.
<b>4. Opportunity to Play</b>	In PHPS, extracurricular sporting activities, all possible efforts should be made by the school community to provide opportunities for as many players as possible to play at an appropriate level. It must be recognized that limitations in the number of available coaches and gym space will impact the number of players that can participate. Individual coaches will decide the number of players per team, to best suit the situation.
<b>5. Playing Time</b>	In PHPS, extracurricular sporting activities, playing time expectations are going to be different at each level. See principle #1. The specific expectations need to be clarified prior to the start of the season. The ‘time’ might be different from one sport to the next. In grades 7-9, playing time will depend on skills, level of competition and the situation. See principle #1. In grades 10-12, playing time will be based on the team philosophy and team goals. While it is the hope that every team member would play in each contest, it is understood that situations will not guarantee this

## Guidelines for Participation

1. The primary consideration for participation on a school sports team is safety. That is, if participation by a student puts the student in a situation of risk, or puts other students at risk, then the coach has the authority to restrict, or deny participation.
2. “Good Standing”: Participation in extracurricular school teams is a privilege of students who have demonstrated to principal(s), teachers, coaches and other staff that they are able to represent themselves and the school with dignity and respect.

A student’s “Good Standing” is at the discretion of the principal, teachers, and the coach involved and if it is questionable, will be discussed with the students and possibly their parents/guardians.

3. Students must meet the requirements set out by the A.S.A.A. in order to participate on school teams.
4. Transgender students are permitted to participate in athletic activities in accordance with their self-declared, lived gender identity. This is fully supported by the Alberta Schools’ Athletic Association in their Policy Handbook.
  - a. Changing one’s gender identity in a school community is a thorough process. Transgender students and possibly their parents/guardians would be involved in conversations with school staff (administration, physical education teacher and coaches) about access to physical education classes and sports teams. Very careful consideration is given to what team the student plays on, and what information is shared with the coach, other team members, etc. This is a thoughtful process. A male student cannot simply announce he is female and sign up for a girls’ sports team, and vice versa.
  - b. Including a transgender player should not be clandestine and the student should be involved in discussions about supporting their participation (e.g. dressing rooms, chaperones, etc.) and about informing other teams.
  - c. If there is any question of safety to the individual, see #1 above.

## Awards

### **Athlete of the Year**

One male and one female may be chosen in each grade (10, 11, 12) and given the award during Colour Night or alternate ceremony.

- Selection Committee: Athletes of the year will be chosen using input from Teachers, the Athletic Director, and Coaches.

- Selection Process: Each coach/supervisor must complete a short survey to determine which students on their team best characterizes the traits of Athlete of the Year.

The Athletic Director will compile and distribute the lists (in #1 above) to Teachers, so that they are aware of the individuals who meet the criteria for this award and can help finalize selections.

## Programs & Fees

Junior high students can participate in Volleyball and Basketball at the Division 1 and Division 2 levels. Division 1 is more competitive and includes mostly tournament play. Division 2 is a developmental team meant to give students a chance to play at an appropriate level.

Senior high students can participate at the Junior Varsity (JV), and Senior Varsity (SR) levels. Junior Varsity teams are open to students in grade 10 and grade 11. Senior Varsity teams compete in the highest level of competition and are comprised of the most accomplished players in Grade 10, 11 and 12.

R.F. Staples Secondary School sponsors the following athletic activities:

Sport	Boys				Girls				Mixed			
	7/8	8/9	JV	Sr.	7/8	8/9	JV	Sr.	7/8	8/9	JV	Sr.
Golf			*	*			*	*			*	*
Football										*		*
Cross Country	*	*	*	*	*	*	*	*				
Volleyball	*	*	*	*	*	*	*	*				
Basketball	*	*	*	*	*	*	*	*				
Curling				*				*		*		*
Wrestling									*	*	*	*
Badminton		*		*		*		*				
Track & Field		*		*		*		*				

### Seasons of Play

The seasons of play have been established to protect the student athlete from being placed in a position of having to attend practices and games for two or more sports on the same days. Therefore,

- Each activity may hold practices according to the Alberta Schools' Athletic Association (ASAA) seasons of play (see table)
- Depending on coach availability, tryouts/practices may begin on the official start dates stated below.
- School sports finishing their season have priority for practice times and games. The school sport that is beginning their season may hold practices according to the ASAA seasons of play; however, these practices are not to include players of the preceding activity.

- The definition of a 'team practice' is an organized sport specific ASAA activity, with multiple team members from the same school, under the supervision of a coach from the same school, where they direct or conduct sport specific drills for the athletes. Contests and practices for all sports shall be restricted to the ASAA seasons of play for sports. No members of any coaching staff shall direct organized practice or game activities prior to the approved starting dates for in session sports.
- Allowable 'out of season activities' are weight training and general conditioning programs. 'Open' facilities are permitted but must adhere to the following guidelines: **they must be open to public, they must be supervised by school personnel for safety reasons, they cannot be mandatory, and there can be no written or unwritten instructions. Directed team-play and instruction are not permitted.** Reports of infractions will be dealt with pursuant to the ASAA Violations policy.
- Final cuts for the trailing activity occurs (minimum) 2 practices after the completion of the preceding activity.

Activity	Start	Finish**
Football**	May 1 <sup>st</sup> – resumes Aug. 16 <sup>th</sup>	Provincials
Golf	May 1 <sup>st</sup>	Provincials
Cross Country**	May 1 <sup>st</sup> – resumes Aug. 16 <sup>th</sup>	Provincials
Volleyball	June 1 <sup>st</sup>	Provincials
Curling	October 1 <sup>st</sup>	Provincials
Wrestling	October 22 <sup>nd</sup>	Provincials
Basketball	November 1 <sup>st</sup>	Provincials
Badminton	January 3 <sup>rd</sup>	Provincials
Track & Field	February 15 <sup>th</sup>	Provincials

***Practice and Game Times***

All gym usage shall be booked through the Athletic Director.

League games and home tournaments have booking priority over practices.

Any activity underway shall have priority over the following season of play (e.g. volleyball over basketball).

There must be a coach or staff member present at all practices and games.

***Participation Fees***

It is necessary for the athletic program to charge a participation fee for each activity that an athlete participates in. The following applies to participation fees;

- All participation fees will be determined by the Principal.
- Fees are paid to Mrs. Kulmatyski in the main office or online via the powerschool parent portal.

- Players must pay fees in full before they will be permitted to participate in league games or tournaments.
- **Additional fees may be required for overnight accommodations (up to \$50 per night per student).**
- **Any leftover fees at the end of the season may be used towards the purchase of equipment for that team, such as game balls, spirit wear, nets, whistles, etc.**
- The following chart shows the maximum participation fee for each activity and specifies what costs are covered by the participations fee. Please note that due to size of teams, location of tournaments, tournament fees, etc. that the number of tournaments year to year may vary.

<b>Activity</b>	<b>Fees</b>
Football	Administered separately by the WFA
Cross Country	\$80
Golf	\$50
Div2 Volleyball	\$75
Div1 Volleyball	\$200
JV Volleyball	\$250
Senior Volleyball	\$450
Div2 basketball	\$75
Div1 basketball	\$250
JV Basketball	\$300
Senior Basketball	\$500
Junior Badminton	\$40
Senior Badminton	\$80
Curling Training	\$50
Curling Bonspiels	\$50/event
Jr. Wrestling	\$200
Sr. Wrestling	\$200
Senior Track & Field	\$75



## Uniforms and Equipment

All uniforms will be provided by R. F. Staples Secondary School. Uniforms will be distributed by the Athletic Director or Athletic Secretary once team fees have been paid in full and, in some cases, once the uniform deposit has been submitted. A uniform deposit of \$100 will be required of senior volleyball and wrestling, and \$200 for basketball. **Cheques will be held by the office and returned to players when uniforms are returned in satisfactory condition.**

Players will be responsible for the care and maintenance of uniforms while they are in their possession. Players are responsible for the cost of replacement of any uniform damaged or lost while in their possession. All uniforms are to be cold water washed and hang dried.

Teams may be provided equipment specific to their activity. This equipment is owned by the school. The care and supervision of this equipment shall be the responsibility of the coach or their designate.

# Transportation

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The transportation for league, invitational, division, zone and/or provincial events may be handled in two fashions at the discretion of the coach. The preferred method of transportation is school buses.

## School Bus

- The school-owned buses must be booked through the Athletic Secretary at least one week in advance.

## Volunteer (Parent/Private) Vehicle

- Players CANNOT transport themselves to events.
- Families may be asked to transport teammates other than immediate family members to events if they are **registered Volunteer Drivers**.
- To become a registered Volunteer Driver, drivers must complete PHRD's F7-120A Volunteer Driver Authorization Form which can be obtained from the school office.
- Volunteer vehicles used for transportation will not be eligible for financial compensation from the school.

# Guidelines for Student Athletes

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## Eligibility

To be eligible to participate, junior high student athletes must meet eligibility requirements as outlined by the NCASAA. To be eligible to participate, grade 10, 11, 12 students must meet eligibility requirements as set out by the ASAA.

Students must be in attendance at school for the day of a practice or game in order to participate in that practice or game. Legitimate reasons for an absence, which would allow a student to participate on the same day as the absence are:

- School sanctioned activities
- Appointments with health professionals
- Emergency situations
- Planned absence for personal or educational purposes that have been approved by the school administration.

Students who are absent from classes for a portion of the day due to illness are not eligible to participate by simply making it to the remaining portion of their classes. It may be considered unethical for a coach to practice or play an athlete who was ill earlier in the day. The effects of that illness may linger and present a potential health risk to the athlete, their teammates, and their opponents if the athlete practices or plays that same day.

An athlete under suspension from school is also suspended from participation in extracurricular activities and will be reinstated at the discretion of the administration.

## Student-Athlete Code of Conduct

Student athletes are expected to follow school guidelines for behavior in and out of the classroom. Student athletes are representatives and ambassadors of R.F. Staples Secondary School, the community of Westlock, Pembina Hills School Division. They are expected to provide strong examples of leadership and citizenship both on and off the court/field of play, and both in and out of the classroom.

If a student athlete does not conduct themselves in a manner that reflects favorably on the school, the privilege of participation will be suspended or revoked by a coach/supervisor, the Athletic Director or Principal.

### **Attendance at School**

- Athletes are expected to attend all classes. In most cases athletes will be missing a certain amount of school to compete in tournaments/games. Therefore, other unexcused absences should not occur.

- If an athlete has an unexcused absence, from any class including Focus and is found to be truant then that athlete **may be suspended from participating with the team**. Suspension includes; practices, games and tournaments.
- Athletes are responsible to communicate in advance, with their teachers, the days in which they will be missing class for participation in athletics.
- Athletes are responsible to work with teachers' expectations to complete missed assignments and/or assessments and will not be afforded special treatment.
- If an athlete misses school for an excusable reason, medical appointments or family priorities, then this must be communicated, when possible prior to expected absence, with the school and the coach.
- Athletes are required to attend school on the day of the athletic contest or practice. If an athlete is sick and not attending school or injured and not participating in class, i.e. Phys. Ed, then the athlete will not be allowed to participate in any team activities; practices, games and/or tournaments.
- Any student suspended from school for any reason will not be able to participate with extracurricular activities, including interscholastic athletic teams.

### **Academics**

- Student Athletes expected to remain in good academic standing and to be passing all core classes. (above 50%). Students failing to keep their academics up to standards will be temporarily removed from the activity until the academic issue is resolved.
- Student athletes are required to demonstrate proper behavior and effort in all classes.
- Teachers will communicate issues with the athlete and parent(s), but are not required to give warnings about potential removal from activities. The decision to remove the athlete from an activity will be a coordinated decision by the teacher(s), administration, and athletic director.
- Communication with your coach and teacher should be made so that opportunities for tutoring or extra time for help can be arranged.
- Athletes are not entitled to extensions on assignments or deadlines because of classes missed for sporting events.

### **Attendance at Practices/ Commitment to Team**

- Attendance at all practices, games, and team events is expected from all athletes to ensure the success of their team.
- Student athletes must provide the coach with advance notice of absences from practices or games and explanation of that absence.
- While it is acceptable for a student athlete to have a job, it is not reasonable to expect the coach to accept working as a legitimate reason for missing practice or a games.

- Coaches may choose to adopt team rules that limit playing time based on players' attendance at practices. This is an individual coach decision and will be communicated to the team at the beginning of the season.

### **Character/Conduct**

- All participants involved in athletics will conduct themselves in a manner that promotes the good will and positive spirit of athletics. Participants will conduct themselves with the highest standard of courtesy, integrity and good sportsmanship.
- All athletes shall respect other coaches, players, team members, fans, spectators, officials, volunteers, parents, team officials and school division employees. Any inappropriate conduct, threats, harassment or abuse (verbal or physical) directed towards the aforementioned will not be tolerated.
- Violation of these expectations will result in suspension and/or expulsion from interschool athletic activities; games, practices, tournaments and any special events. Removal of an athlete from play will be a coordinated decision between the coach(es), Athletic Director, and Administration.
- **Regardless of when or where an athletic event occurs, it is a school sponsored activity. The use of tobacco, tobacco products (e.g. E-cigs, vapes), drugs, or alcohol is prohibited and shall be strictly enforced.**

### **Injuries**

- Students with chronic injuries that may influence their ability to safely participate in their sport must communicate this with the coach so that proper safety measures can be taken to minimize risk.
- Student athletes who are injured either during team activities or elsewhere must show that they are taking measures to adequately recover (i.e. doctors note, note from parents) so that the injury does not reoccur. Coaches may choose to not play student athletes until injuries have completely healed. In the event of a possible concussion, a note from a physician is required to return to activity.
- All student athletes should carry some form of medical insurance. If an athlete is injured while participating on behalf of R.F. Staples Secondary School, the school will not cover medical costs (e.g. ambulance costs). It is suggested that any student athlete not having medical coverage, subscribe to the student insurance package which is offered at the beginning of each year.

### **Hazing**

- Hazing or negative team initiation activities are prohibited by R.F. Staples Secondary School. The planning, initiation of, or participation in such activities shall be dealt with under the behavioral expectation of Thunderbird athletics and may lead to suspension or removal from a team and or school.

## Playing Time

- The amount of playing time may vary from game to game, or from week to week. Playing time will vary depending on several factors, such as: **attendance at school and practices, attitude, and commitment to learn plays and improve ability (see table 1.1 PHPS Principles of fair play)**
- **Ultimately, decisions regarding playing time shall be at the discretion of the coach.**

## Athlete Health Form

Each athlete will complete the Athlete Health Form and submit it to their coach at the beginning of the season of play. This form will be used for the entirety of the athletics season and will be provided to all coaches of the teams the athlete is involved with. These forms will be kept confidential. If any changes occur to an athlete's health during the season, the coach must be contacted so that the form can be updated by the athletic director.

## Consent for Photos/FOIP

Many school events, which are open to the public, are not subject to some of the conditions of the FOIP Act. These events may include general assemblies, concerts, school plays, academic focused activities and athletics. The general public, parents and the media may be in attendance and are allowed to take photographs, videos and conduct interviews, without first obtaining consent. The media are expected to work cooperatively with schools within the realm of mutually agreed upon guidelines and protocols. If parents have concerns regarding their child's photographs being taken or name being published in local newspapers they should contact the principal.

# Guidelines for Parents

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Support the team, the players and the coaches. Remember that coaches are unpaid volunteers.

Help your child to follow and uphold the R.F. Staples athletes' guidelines for participation.

Support the goals of sportsmanship and help bring pride and respect to your child and R.F. Staples Secondary School.

Support your child's role on the team, even if you don't understand his/her position on the depth chart. In the event of concerns, follow the guidelines as outlined in Appendix A.

## Academic/Athlete Expectations

Parents will do their best to attend parent information nights regarding their child's team sport. If unable to attend, they will review the information provided and contact the coach, school administrator, and/or athletic director for clarification if required.

Parents will review the athlete's academic and behaviour requirements for participation in team sports.

## Volunteer (Parent/Private) Vehicle

- Players CANNOT transport themselves to events.
- Players other than immediate family members may be transported to events by registered Volunteer Drivers.
- To become a registered Volunteer Driver, drivers must complete PHRD's F7-120A Volunteer Driver Authorization Form which can be obtained from the coach, school office or athletic director.
- Volunteer vehicles used for transportation will not be eligible for financial compensation from the school.

## Expectations for Parents

Coaches are strongly encouraged to communicate with parents before and during the season to establish clear understanding of expectations.

These communications should highlight the following:

- PHPS's Principles of Fair Play
- Role clarification:
  - Coaches will coach and make decisions on behalf of the team.
  - Parents are partners and supporters of **all** players involved.

## Parent Code of Conduct

- Parents are encouraged to complete Respect in Sport for Parents (<http://respectinsport.com/parent-program/>)
- Let the coach(es) do all the coaching for all team members.
- Support the program by volunteering to assist the team.
- Be your child's number 1 fan and support them unconditionally.
- Acknowledge your child's efforts and their support of their team members.
- Support and cheer for all team members.
- Model good sportsmanship at all times, in practices and in competitions.
- Guide your child to the enjoyment of participation and responsibility to the team rather than offering other incentives for good performance.

- Rather than speaking for your child, encourage them to speak directly with the coach(es) if they are having difficulties in practices or games, or if they can't make a practice or game.
- Cheer and support teams appropriately. *Watch the game, make positive remarks, and do NOT berate players on either team, the coaches or officials.* Monitor your child's stress level. Ask questions to ensure that the child is able to balance their activities. Ensure they continue to enjoy the sport experience.
- Monitor eating and sleeping habits. Ensure that your child is eating the proper foods and getting rest.
- Help your child to set priorities and develop schedules to balance schoolwork, family responsibilities, chores, work, free time, and participation in organized activities.
- Keep sports in perspective. Sports should be fun for you and your child.
- If your child's performance produces strong emotions in you, maintain a calm demeanor. Your relationship with your child remains long after competitive sport days are over. Keep your goals and needs separate from your child's experience.
- Help your child understand losing as well as winning. If your child's team loses but has played its best, help your child see that as a "win". Remind him or her to focus on "process" and not only "results". Children should derive fun and satisfaction from "striving to win", and playing well and hard.
- Let other family members and friends who might attend your child's games know what constitutes appropriate and supportive behavior.

### Parent/Spectator Conduct

Parents and spectators cheering for RF Staples teams are also considered representatives and ambassadors of R.F. Staples Secondary School, the community of Westlock, Pembina Hills Regional School Division. Fans are expected to be respectful and encouraging in their approach to ALL athletes, officials, coaches and fellow spectators.

Regardless of when or where an athletic event occurs, it is a school sponsored activity. The use of tobacco, drugs, or alcohol is prohibited and shall be strictly enforced.

Fans will be held accountable for their actions. If a parent or spectator does not conduct him/herself in a manner that reflects the guidelines outlined in code of conduct, they will be asked to leave the game, **and may no longer be granted admission to future games.**

### Concussion Education/Reporting

**Parents/Guardians will be expected to:**

- Reinforce concussion prevention strategies with their child (e.g. following rules of fair play, playground safety rules, wearing properly fitted helmets, using equipment safely).
- Understand and follow parent/guardian roles and responsibilities in this AP.
- In the event of a suspected concussion:
  - Ensure the child is assessed as soon as possible by a medical doctor.

- Be responsible for the completion of all required documentation.
  - Collaborate with the school to manage suspected or diagnosed concussions.
  - Follow physician recommendations to promote recovery.
- Cooperate with school to facilitate concussion diagnosis and treatment and support their child's progress through Form F6-08D Documentation for Diagnosed Concussion – Return to Learn /Return to Physical Activity Plan;
- Report non-school related concussion to principal through Form F6-08D Documentation for Diagnosed Concussion Return to Learn/Return to Physical Activity Plan.



# Appendix A – Parent Coach Communication

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## Letter to parents and athletes

Both parenting and coaching are difficult vocations. By establishing an understanding of each position, we are better able to accept the actions of the other and provide greater benefits to students. It is also very important to remember that coaches are volunteers and they are giving their valuable time to work and help improve your child's leadership abilities, social skills, team cooperation and responsibility. Here are some guidelines to help you as a parent supporter of the athletics programs at R.F. Staples Secondary School.

Communication Coaches expect from student athletes:

- Concerns expressed privately and directly to the coach
- Notification of any schedule conflicts well in advance
- Specific concerns in regards to a coach's expectations and/or philosophy

As your son or daughter becomes involved in the sports programs at R.F. Staples Secondary School, he/she will experience some of the most rewarding moments in their high school career. It is important to understand however that there will be times when things do not go the way you or your son/daughter wish. At these times, discussion with the coach is encouraged.

Communication Coaches expect from Parents:

- Concerns expressed privately and directly to the coach away from the court setting
- Notification of any scheduling conflicts well in advance
- Specific concerns in regard to a coach's philosophy and or expectations

Appropriate concerns to discuss with coaches:

- The treatment of your child mentally or physically
- Ways to help your child improve
- Concerns about your child's behavior
- Any influence that the activity is having on your child's academic performance

It is difficult to accept your child's not playing as much as you or they may hope. Coaches make judgment decisions based on what they believe to be the best for all students involved. While there are certain things that should be discussed with your child's coach, there are also certain things that should not be discussed. Those decisions will be left to the coach's discretion.

Issues not appropriate to discuss with coaches:

- Playing time
- Team strategy
- Play calling
- Other student athletes

There are situations that may require a conference between the coach and the parent. These are to be encouraged but the following procedures should be followed to help promote a resolution to the issue of concern:

- Call and set up an appointment with the coach
- Resolution, not confrontation is the best approach
- Please do not confront a coach before or after a game or practice- these can be emotional times for both the parent and coach, and our coaches are instructed to walk away from such situations.

The Next Step:

- Call and set up a meeting with the Principal to discuss the situation

The coaches at R.F. Staples Secondary School recognize the importance of extracurricular activities. We provide a program that strives to provide your child with a positive and meaningful experience.

Sincerely,

R.F. Staples Coaching Staff



# Appendix C – Concussion Emergency Action Plan

## Concussion Emergency Action Plan

<b>CONCUSSION EMERGENCY ACTION PLAN</b>	
<p>If a student receives a bump, blow or jolt to the head, face, neck or body that may have resulted in a concussion, the individual (i.e.) teacher/coach responsible for that student must take immediate action as follows:</p>	
<b>UNCONSCIOUS STUDENT</b> (or where there was any loss of consciousness)	<b>CONSCIOUS STUDENT</b>
<ul style="list-style-type: none"> <li>• Stop activity immediately – assume there is a concussion</li> <li>• CALL 911</li> <li>• Assume there is a possible neck injury – only if trained, immobilize the student before emergency medical personnel arrive                             <ul style="list-style-type: none"> <li>○ DO NOT remove athletic equipment unless there is difficulty breathing</li> </ul> </li> <li>• Stay with the student until emergency medical personnel arrive</li> <li>• Contact the student's parent/guardian/emergency contact to inform them of the incident</li> <li>• Monitor and document any changes. Use form F6-08C</li> <li>• If the student regains consciousness, encourage him/ her to remain calm and still.</li> <li>• Do not administer medication (unless needed for other condition (i.e.) insulin for diabetes)</li> </ul>	<ul style="list-style-type: none"> <li>• Stop activity immediately</li> <li>• When the student can be safely moved, remove him/her from the current activity or game</li> <li>• Conduct a concussion assessment of the student using form F6-08C</li> <li>• Follow steps regarding signs and symptoms</li> </ul>
<b>IF SIGNS ARE OBSERVED OR SYMPTOMS REPORTED</b>	
<ul style="list-style-type: none"> <li>• A concussion should be suspected – do not allow the student to return to play in the activity, game or practice that day even if the student states that he/she is feeling better</li> <li>• Contact the student's parents/guardian/emergency contact to inform them:                             <ul style="list-style-type: none"> <li>○ Of the incident;</li> <li>○ That they need to come and pick up the student; and</li> <li>○ That the student needs to be examined by a medical doctor as soon as possible that day.</li> </ul> </li> <li>• Monitor and document any changes in the student. If any signs or symptoms worsen, call 911.</li> <li>• Do not administer medication (unless needed for other condition (ie) insulin for diabetes)</li> <li>• Stay with the student until his/her parent/guardian/emergency contact arrives</li> <li>• The student CAN NOT leave the premises without parent/guardian/emergency contact supervision</li> </ul>	
<b>IF SIGNS ARE NOT OBSERVED OR SYMPTOMS NOT REPORTED</b>	
<ul style="list-style-type: none"> <li>• A concussion is not suspected – precautionary removal from physical activity is recommended</li> <li>• The student's parent/guardian/emergency contact must be contacted and informed of the incident</li> </ul>	
<b>IF IN DOUBT SIT THEM OUT</b>	

# Guidelines for Coaches

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## ASAA/ NCASAA Guidelines

The Athletic Director will strive to communicate the ASAA/NCASAA guidelines to coaches. Coaches must adhere to these guidelines so that the school's membership in these associations is not compromised.

Coaches found to be non-compliant with the ASAA and/or NCASAA guidelines, or severely in-breach the RF Staples code of conduct will be reprimanded based on the severity of the offense.

The following guidelines are to be considered a code of conduct for R.F. Staples coaching staff. The Athletic Director will work with coaches to ensure the code is upheld.

## Coaching Expectations

- All PHPS coaches are expected to align with and follow the Principles of Fair Play described above.
- It is highly recommended that coaches have a valid (and current) First Aid certificate.
- PHPS regularly organizes First Aid training sessions that are available to both staff and community members.
- PHPS encourages coaches to develop qualities and skills specific to coaching in order to benefit students' character and skill development.

- The National Coaching Certification Program (NCCP)
- The Respect in Sport Activity Leader/Coach Program
- Coaches must fill out Form 4-60 – Volunteer Registration, Code of Conduct, Pledge of Confidentiality, and Agreement.
- Coaches will submit a current Criminal Record Check and a Child Intervention Record Check.

### Coach Code of Conduct

The Coach should accept the responsibility as a counselor to the athletes under her/his direction. The coach is in a unique position among all teaching staff in the relationship with the students. Many students complete their high school program because of, in part, their interest in athletic participation and the influence of the coach. In this way, the coach can play a major role in the problems now confronting high schools in drop-out rates and related issues.

- The Coach is foremost a teacher. The chief objectives of school athletics are to build leaders and to develop athletic skills. Winning games is secondary to these objectives. Coaches who do not make a positive contribution to the total educational process are not meeting their obligations.
- The Coach should be mindful of their position of guardianship entrusted by the athletes and their parents.
- While acting as a counselor to the athletes, there must also be a necessary social separation, so that over-familiarity or impropriety does not occur or is not perceived to have occurred.
- The Coach shall not use alcohol or non-prescription drugs in any form while with the team.
- The Coach should use acceptable language at all times.
- The Coach will respect the rights and feelings of other coaches and will never use tactics that take unfair advantage of others. The coach should be friendly and courteous at all times and not argue with an opposing coach in front of the team or spectators.
- The Coach should instill in the team an attitude of sportsmanship on and off the court, during the game and afterwards, in school and out.
- The Coach should work with their players to instill respect for the officials, and establish that they alone shall discuss aspects of the game with the officials.
- The Coach should teach the team to be respectful of and friendly towards opponents.

### Supervision

#### **Tournament Supervision Expectations**

School sponsored teams in PHPS may be coached by teachers, non-certificated support staff and or community volunteers as approved by the principal.

- In accordance with the Alberta Schools' Athletic Association By-laws Section V, section A: Every school team competing in Zone or Provincial Championships must be coached or supervised by a teacher of that school jurisdiction.
- The Alberta Schools' Athletic Association allows for supervision of individual athletes and/or teams at all other competitions by an 'agent of the school jurisdiction they represent'.

- It is required that at least one coach be on the bus with students.

### **General Supervision Expectations**

- A coach, while providing instruction or supervision, must maintain, under the direction of the principal, order and discipline among the students while they are in school or on school grounds and while they are attending or participating in activities sponsored or approved by the Division.
- Students must be supervised at all times, whether on or off school property, and until parent/guardian or other Division staff resumes supervision.
- It is understood that supervision cannot be expected to achieve constant 'eyes-on' each student. Therefore, all efforts to manage risk must be undertaken ahead of time. This includes, but is not limited to physical space management, and assignment of supervision duties. This is undertaken with consideration of the age of the students and the type and extent of the activity.
- Supervision of students necessitates supervisory skills and knowledge.
  - Teaching employees are presumed to have appropriate expertise in the area of student supervision.
  - Non-teaching employees, whether they are being paid for their coaching time or acting as volunteers, and non-employee volunteers from the community, approved by the principal to coach, will maintain the same standard of supervision, order and discipline in the coaching environments as is expected of teachers.

### **Overnight Events**

- Supervision of students on overnight events involves an increased level of risk for the students and the supervisor.
  - Teachers who are currently employed by the Division may supervise teams at events that require overnight stays.
  - Non-teaching employees, whether they are being paid for their coaching time or acting as volunteers, and non-employee volunteers from the community, approved by the principal to coach, will not be permitted to supervise teams on events that require overnight stays.
  - If required, a teacher employed by the Division may accompany the team as primary supervisor. An overnight supervisor of the same gender of the team is necessary.

### **Injuries**

In the event that an athlete is injured during practice or a tournament, the coach must either complete an injury report (provided in coach binder) or communicate the injury to the teacher representative for the team so that the accident report can be completed. Parents must be contacted immediately regarding the injury. The Emergency Action Plan provided in the coach binder outlines the procedures to follow depending on the severity of the injury.

Any student injured on or off the field of play, and requiring medical attention, must present a note from a physician or parent before being eligible to practice or play again.

If physicians recommend a set amount of time before returning to injury, the coach must ensure this time is met before allowing student athletes to return to activity, pending participation is **symptom free**.

If symptoms return, then a note from a physician or guardian concerning a follow up treatment must be provided before being returning to practice/game play.

## **Concussions**

All coaches must complete the online concussion course at [www.schoolcoach.ca](http://www.schoolcoach.ca) . It is also recommended that coaches have current first aid/CPR training.

All coaches must also become familiar with Administrative Procedure AP 60-08. This includes:

- Prevent and minimize risk of concussions.
- Be able to recognize signs, symptoms and respond appropriately in the event of a suspected concussion.
- **Be familiar with the concussion emergency action plan.**
- Ensure the following documentation has been adequately administered and signed by parents where required, for each athletic season, prior to students participating in Interschool Athletics:
  - Form 6-08A Permission and Acknowledgement of Risk – School, Physical Education, Off Site Activities, Intramurals and Clubs
  - Form 6-08B Permission and Acknowledgement of Risk – Interschool Athletics
- Provide the following resources to parents and students as educational and treatment information as required:
  - Concussion Guidelines for Athletes
  - Concussion Recognition Tool
  - Concussion Guidelines for Parents
  - Parent Guide to Dealing with Concussions

### **If a concussion is suspected:**

- Fill out and send Form 6-08C Documentation of Concussion Monitoring-Medical Examination home to parent/guardian.
- This form must be returned to the school signed by the parent/guardian prior to a student re-engaging in physical activity.

### **When a student concussion has occurred:**

- Implement and track Form 6-08D Documentation for a Diagnosed Concussion – Return to Learn/Return to Physical Activity Plan.
- This should be done in conjunction with the school principal.

## **Discipline**

The Coach should, when faced with unpredicted disciplinary situations, let the common law prevail. Situations are to be assessed on a rational basis.



When disciplinary situations are brought forward by the school and/or athletic director, the coach may choose to withdraw playing time and/or suspend students from practices and team events.

### *Team Selection*

All activities are open to all students of R.F. Staples Secondary School who meet the requirements of grade, gender and general eligibility.

Coaches must conduct an open tryout and may not make final selections until after the second tryout. Final selections should be based on attitude, coach-ability, and skill. Athletes who have played on a senior team in the past are not guaranteed a spot on the senior team in subsequent years. Attitude and skill development over the past season will be considered.

Once the team has been selected, the coach must promptly submit a roster to the Athletic Director.

### *Playing Time/Expectations*

R.F. Staples Secondary School participates in competitive leagues. As such, there will be few, if any instances where playing time for each player on the team will be equal. The amount of playing time may vary from game to game, or from week to week. Ultimately, decisions regarding playing time shall be at the discretion of the coach. See **Table 1.1 Pembina Hills Public Schools (PHPS) Principles of Fair Play.**

### *Practices and Tournaments*

All practices and tournaments will be scheduled by the Athletic Director. Information regarding tournaments of interest should be forwarded to the Athletic Director.

Coaches should distribute a practice schedule to players and parents. Coaches should do their utmost to adhere to the practice and game schedule, and any changes should go through the Athletic Director.

A change, addition, or cancellation to a game or practice should be made with as much advance notice as possible. Such changes may affect player and parent commitments and may have an effect on other teams.

### *Communications*

Clear communications between coach and player, player and parent, parent and coach and between players is critical to avoid misunderstanding. These communications can be initiated and maintained in a number of ways:

- Coaches should outline the process for communication. This process to apply to all parties can be outlined for all in a letter. (See Appendix A)
- Coaches can hold a pre-season meeting, collect parent emails/cell phone numbers, etc.

## *Sanctioned Absences and Early Dismissals*

It is at times necessary for student athletes to be absent from classes, or to be released from the last class of the day prior to the end of the class. In these instances, coaches are required to provide notice to all school staff.

Teacher-coaches or teacher-liaisons may do so at their own initiative, or request the Athletic Director to execute this task. Community based coaches shall inform the Athletic Director of the dates and times and the Athletic Director shall be responsible for executing this task.

The notice should be an email to all staff members and should be provided as early as possible and must contain the following:

- A list of all students involved
- The date of the sanctioned absence
- Periods involved
- When appropriate, time of departure
- The event

## *Professional Development*

It is in the best interests of the student athletes to have coaches who are well trained. In support of this, coaches will be reimbursed for registration in approved professional development activities that are directly related to their coaching assignment. Approval will be made in advance by administration and must later be supported by receipts.

## *Budget*

With consideration to input from the coaches at the annual coach meeting, and expense/income statistics from the previous year, the Athletic Director will determine the appropriate number of tournaments and complete the budget for the team. Depending on the time of the season, if additional tournaments are requested by the coach, the Athletic Director will determine if it would be a feasible addition to the budget.

## *Per Diem and Accommodation*

Prior to extended travel, the coach will meet with the Athletic Director, who will determine appropriate per diem and accommodation coverage. In general, the following rates will apply;

- Breakfast..... \$10.00
- Lunch..... \$15.00
- Supper..... \$25.00
- Accommodation..... One hotel room for every two coaches of the same gender.