

R.F. Staples Secondary School



2025-26

Athletic Handbook

PLEASE KEEP THIS HANDBOOK FOR THE
DURATION OF THE SCHOOL YEAR

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Athletic Department

- HS Athletic Director
- JH Athletic Director
- Athletic Secretary
- Athletic Fees
- School Administrator

Jessica Stevens

Harmony Johnson

Sheila Kulmatyski

Brett Seatter

Alberta School Athletic Association ASAA

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

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

Theme	Principle
1. Fun	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.
2. Sportsmanship	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.
3. Skill Development	In PHPS, extracurricular sporting activities, coaches seek to further develop previously 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 to become more specialized at each level.
4. Opportunity to Play	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.
5. Playing Time	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.

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. Recipients may be chosen based on their leadership ability, sportsmanship, commitment to their teams and number of sports they have participated in

- 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 composed 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 st – resumes Aug. 16 th	Provincials
Golf	May 1 st	Provincials
Cross Country**	May 1 st – resumes Aug. 16 th	Provincials
Volleyball	June 1 st	Provincials
Curling	October 1 st	Provincials
Wrestling	October 22 nd	Provincials
Basketball	November 1 st	Provincials
Badminton	January 3 rd	Provincials
Track & Field	February 15 th	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 and approved by Parent Council and the School Division.
- 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 current participation fees for each year are posted on the school website under the Student Fees tab. The amounts shown are a maximum participation fee for each activity. Please note that due to size of teams, number and location of tournaments, tournament fees, transportation costs, etc. the participation fee may vary year to year.

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

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

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

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

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:

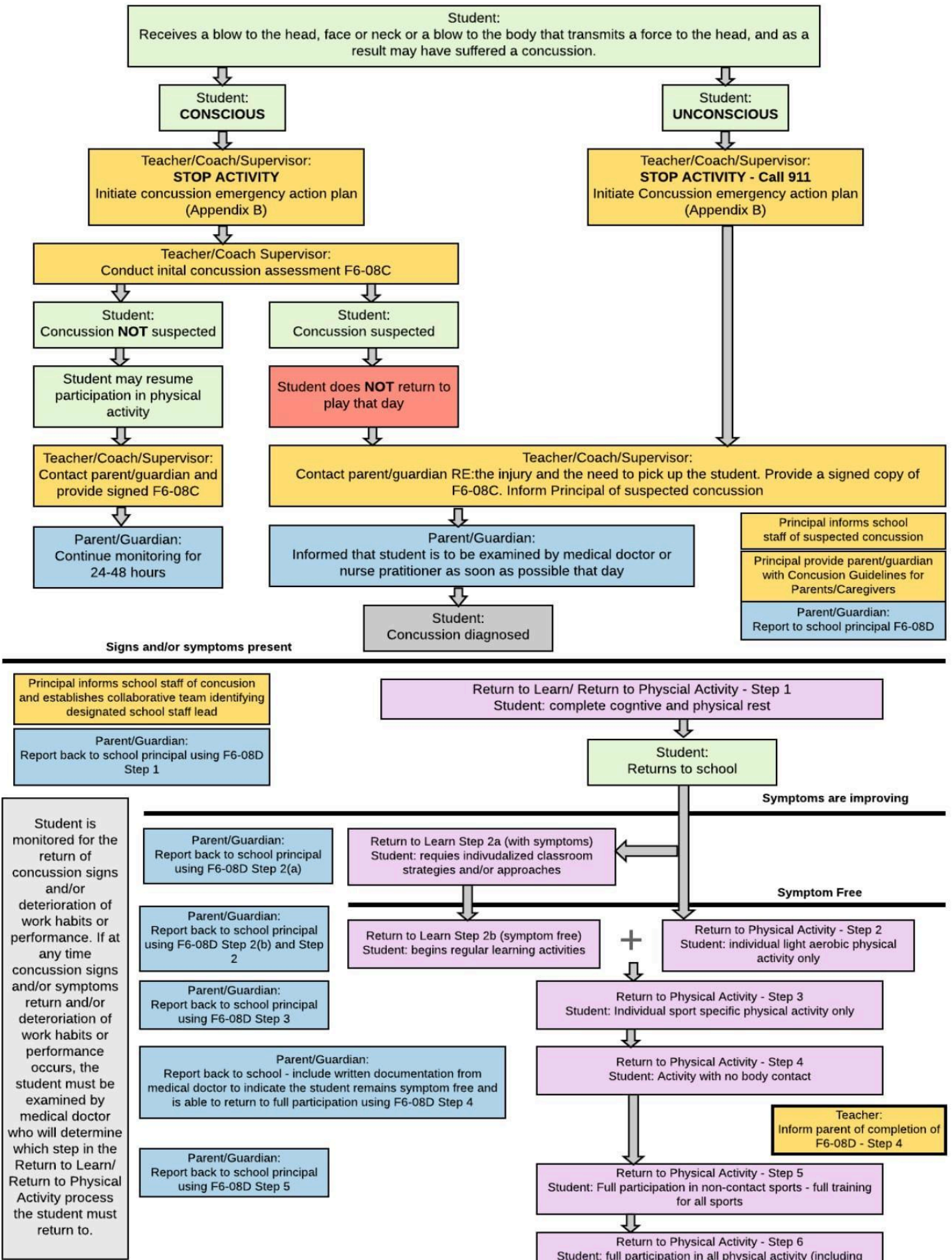
- Call and set up a meeting with the Principal to discuss the situation

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

STEPS AND RESPONSIBILITIES FOR POSSIBLE CONCUSSION INJURIES



Appendix C – Concussion Emergency Action Plan

Concussion Emergency Action Plan

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

Code of Conduct that Students and Parents are to sign:

R. F. STAPLES SECONDARY SCHOOL

10015 – 104 Street, Westlock, AB T7P 1T8

Principal: Mr. B. Seatter
Principal: Mr. K. Beatie
Associate Principal: Mr. D. Dachyshyn



Telephone: (780) 349-4454
Toll Free: 1-877-292-5222 Associate
Facsimile: (780) 349-5948

RF Staples Athletes Code of Conduct

As an athlete it is important to understand that participating on a school team is a privilege, and not a right, and because of this the following responsibilities, expectations and consequences have been developed to maintain a positive student athlete code. This contract must be read, initialed, signed and then returned to your coach.

Information included in this contract, as well as additional details, has been provided in the Athletic Handbook.

1. 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.

Athlete Initials Parent/Guardian Initials

2. 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 games.

Athlete Initials Parent/Guardian Initials

3. Academics

- Student Athletes expected to remain in good academic standing and to be passing all core classes. Students failing to keep their academics up to standards run the risk of being temporarily removed from the activity until the academic issue is resolved.
- Communication with your coach and teacher should be made so that opportunities for tutoring or extra time for help can be arranged.

Athlete Initials Parent/Guardian Initials

4. 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.
- **Regardless of when or where an athletic event occurs, it is a school sponsored activity. The use of tobacco, tobacco products (eg. E-cigs, vapes), drugs, or alcohol is prohibited and shall be strictly enforced.**

Athlete Initials Parent/Guardian Initials

5. 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 must fill out the provided medical information form so that coaches/staff supervisors have accurate contact and medical information in case of emergencies. - 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.

Athlete Initials Parent/Guardian Initials

6. 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.

Athlete Initials Parent/Guardian Initials

7. 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 and improve ability.**

- At the developmental (7,8) and junior varsity (10,11) levels, playing time will be kept more equal to give student athletes opportunities to develop and improve skills.
- At the more competitive junior (7,8,9) and senior (10,11,12) levels, the overall ability of the student athlete and importance of the game (ranking) will also be taken into account.
- **Ultimately, decisions regarding playing time shall be at the discretion of the coach.**

Athlete Initials Parent/Guardian Initials

I have read and accept and support the content of this contract. I understand it is a privilege, and not a right, to participate in this program. I agree to uphold the aforementioned guidelines outlined in this contract.

Parent/Guardian

_____ , _____.

Print Name

Date

Student-Athlete

_____ , _____.

Print Name

Date

**All matters concerning athletic conduct are subject to review of the athletic director
and the school principal.**