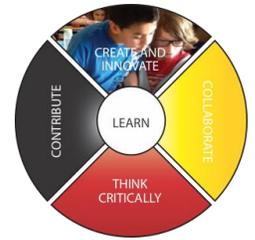




**School District No.48 (Sea to Sky)**

**Athletics Association Handbook**

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## OVERVIEW

### DISTRICT ATHLETICS MISSION STATEMENT

The School District No. 48 (Sea to Sky) Athletics Association endeavors to provide our students with meaningful opportunities to participate in extra-curricular athletics in support of our District Mission Statement: “We are committed to engaging all students with personally relevant and flexible learning, empowering them to acquire the competencies vital for success in the future.”

### DISTRICT PHILOSOPHY

We believe that extra-curricular athletics promote physical activity, fosters commitment, responsibility, leadership, and a sense of belonging that promotes school and community spirit. Extra-curricular athletics supports Our Common Goal for Education Excellence: “We will create safe, purposeful and powerful environments in order that all students can think critically, create, collaborate, contribute, and learn.” (from SD 48 Strategic Plan)

It should also be noted that while interschool extra-curricular competition can and should be demanding, all programs must be run in a context that emphasizes the physical and emotional needs of the developing child, and recognizes that our more vulnerable learners will often require more support to fulfill expectations. This may require accommodations for students with special needs, inclusive of secondary athletic programs as appropriate.

This Handbook serves as a guide for extra-curricular athletics programs in the Sea to Sky School District and provides pertinent information for administrator, athletic directors, teachers, coaches, volunteers, parents, and our Student-Athletes. Individual schools may organize their programs to suit their specific needs, provided they adhere to the general guidelines outlined in this Handbook, in accordance with policies set by School District No.48 (Sea to Sky) and BC School Sports (BCSS).

### SCHOOL DISTRICT NO.48 (SEA TO SKY) EXTRA-CURRICULAR ATHLETICS

For the purpose of this Handbook and for the expectations governing inter-school competition, the following categories apply:

- Elementary school athletics refers to teams and events organized for students in grades 4-6
- Middle school athletics refers to teams and events organized for students in grades 7-9
- Secondary school athletics refers to teams and events organized for students in grades 10-12

## STRUCTURE OF SCHOOL SPORTS

- Each individual school is responsible for the organization and management of their extra-curricular sports teams, under the direction of their athletic director, and under the supervision of their principal.
- All sports teams will operate within the rules of BC School Sports, or the governing body of the specific sport.
- The secondary schools of School District No.48 (Sea to Sky) belong to the North Shore Athletics Association, and when applicable, may participate in the North Shore Athletics Association leagues and zone playoffs, in their respective tiers, as determined by BC School Sports.
- Students participating on extra-curricular sports teams must be a registered student of School District No.48 (Sea to Sky).

- Each participating secondary school will pay an annual fee to support district athletic competition, as to be determined collectively by the school athletic directors. Schools may also be required to pay entry fees for district championships.

## ADMINISTRATIVE ORGANIZATION

### BC SCHOOL SPORTS

BC School Sports is the governing body of extra-curricular athletics, for most, but not all, school sports. BCSS is a self-governing, membership driven organization that sets policies and procedures to regulate extra-curricular competition.

### SEA TO SKY SCHOOL DISTRICT NO.48 (SEA TO SKY)

The School District No.48 (Sea to Sky) Board of Education is responsible for all matters related to the school district, including athletic organization. It is responsible for interpreting the needs of the community and requirements to the professional organization. Additional responsibilities include:

- 1) Development of policies in accordance with provincial regulations and mandates in accordance with the educational needs of the people;
- 2) Approval means by which professional staff may make these policies effective; and
- 3) Evaluation of the extra-curricular athletic program in terms of its value to the community.

### SUPERINTENDENT OF SCHOOLS

The superintendent represents School District No.48 (Sea to Sky) as its chief executive officer and its foremost professional educator in its dealings with other school systems, social institutions and businesses. The superintendent is responsible to administer the schools according to adopted policies of the local Board of Education, and rules and regulations of British Columbia's Ministry of Education.

### SCHOOL PRINCIPAL

The school principal is the official representative of the school and is responsible for that school's student body and all athletic participation through the athletic director and the coach(es). The school principal is the official school representative in matters dealing with the school athletic association and conference affiliations, and is responsible for any official action taken by that principal's school.

### DISTRICT ATHLETIC DIRECTOR

The district athletic director is responsible for the administration of the district leagues and championships, in accordance with the policies set out by School District No.48 (Sea to Sky) and BC School Sports. The district athletic director may provide consultation with individual athletic directors and administration regarding the management of their specific athletics programs. As well, the district athletic director will be a resource for principals as they train school level athletic directors to provide in effective sport supervision.

### SCHOOL ATHLETIC DIRECTOR

The primary responsibility of the school athletic director is the administration and supervision of the extra-curricular athletic program of the respective school. The athletic director is directly responsible to the principal. The athletic director's duties will be those described in the job description and any others as designated by the principal, including the orientation and supervision of all teacher-sponsors and coaches.

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## HEAD COACHES

All head coaches shall be responsible to the athletic director for the total operation of their respective sports programs. Head coaches shall act as official representatives of the school as they carry out their extra-curricular athletic responsibilities. Head coaches will be responsible for the normal duties required of extra-curricular competition, those duties described in the coaches' job description, and/or any duties delegated by the athletic director or the school principal. Head coaches must take the responsibility to know and adhere to all pertinent laws, school district policies, and BCSS regulations.

## Code of Ethics

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### CODE OF ETHICS FOR STUDENT-ATHLETES

- Ensure that academic performance is your primary responsibility.
- Understand that it is a privilege to represent both your school and community.
- Comply with the policies outlined in this Handbook, team policies, school policies, and district policies pursuant to School District No.48 (Sea to Sky) *Bylaws, Policies and Regulations*.
- Treat your commitment to your team seriously and attend all practices. If for some reason attendance is not possible, contact the coach to report your absence.
- Exhibit fair play and proper conduct on and off the playing field.
- Show respect for teammates, opponents, officials and coaches.
- Respect the integrity and judgment of game officials. Adhere to the established rules and standards of the game played.
- Exercise self-control at all times, setting an example for others to follow.
- Return all uniforms and equipment in reasonable conditions. Take responsibility for lost, stolen, or damaged uniforms and equipment and make appropriate restitution to the school.
- Maintain a high level of safety awareness. Report any injury to the coach no matter how slight the injury may appear.
- Avoid participation in or support of any form of hazing, bullying, or harassment.
- Avoid the use of alcohol, cannabis, tobacco, illegal and non-prescriptive drugs, anabolic steroids or any illegal substance to increase physical development or performance.
- Win with character; lose with dignity.

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### CODE OF ETHICS FOR COACHES

- Uphold the schools'/district's rules/regulations/policies.
- Respect the athletic director, administrators, teachers and school staff.
- Respect all coaches, participants, and fans.
- Respect officials and accept their decisions without gesture or argument.
- Support student-athletes in upholding their own code of ethics.
- Encourage all student-athletes to reach their full academic and educational potential.

- Present and reinforce healthy attitudes towards winning and losing.
- Ensure that the safety and welfare of all student-athletes is paramount.
- Utilize appropriate protective equipment and safety precautions for all practices, training sessions and interschool competitions.
- Adhere to safety best practices and proper fundamentals.
- Commit to understanding child development and appropriate ways of supporting young athletes as they develop.
- Commit to the fullest extent possible the inclusion of students with special needs.

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#### CODE OF ETHICS FOR PARENTS/SPECTATORS

- Support student-athletes in upholding their own code of ethics.
- Respect all coaches, participants and fans.
- Respect the athletic director, administrators, teachers and school staff.
- Attempt to understand and be informed of the playing rules.
- Become aware of the purpose of the league and championships if applicable.
- Respect officials and accepts their decisions without gesture or argument.
- Be an exemplary role model by positively supporting teams.
- Respect the judgment and strategy of the coach, and do not criticize players or coaches for loss of game.
- Refrain from coaching from the sideline.
- Understand that school officials retain the right to remove spectators who are not in compliance with the code of ethics.
- Commit to the fullest extent possible to provide volunteer time to support your child's extra-curricular involvement.
- Refrain from the use of alcohol when spectating or travelling with student-athletes, and respect the need to be able to support the coaches and other parents in emergent circumstances.

### COACHES INFORMATION

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#### COACH SELECTION

- Coaches are to be named on an annual basis by the athletic director in collaboration with the school principal.
- All coaches not employed by School District No.48 (Sea to Sky) must provide a Criminal Record Check bi-annually and a Consent to Volunteer Form annually.
- It is the duty of the athletic director to ensure that coaches are fully aware of all responsibilities.
- Assistant coaches must be approved by the athletic director, and must adhere to the same expectations of the head coach.
- The athletic director and/or the school principals withhold the right to, at any time, and without cause, remove a coach from their role and responsibility.

- Any specific team policies that the coach wishes to implement require the approval of the athletic director prior to implementation.
- Individual schools may assign additional responsibilities to their coaches.

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#### TEAM PARTICIPATION (GR. 8 TO 10)

All students will be able to participate in teams at Gr. 8, 9 and 10 levels without selection. Where numbers allow, and provided coaches, practice spaces, and resources are available, schools will offer more than one multi-ability team. Schools are to refrain from “A” teams and “B” teams. An exception may be made at Gr. 10, on an individual school basis, as a transition year between junior and senior teams.

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#### TEAM SELECTION (GR. 11 AND 12)

Coaches are encouraged to include as many student-athletes as possible. While safety, time, space, facilities, personal attention and individualized instruction, equipment, and age of the participants, along with other factors, may impact coaching delivery and playing time, it is expected that team selection processes are rarely used and limited to senior (grade 11-12) athletic teams. The coach in consultation with, and approval from, the athletic director will determine the choice of membership for each athletic team. Prior to the beginning of any selection process, the coach or athletic director shall provide the following information to all candidates for the team:

- Extent of the tryout period
- Criteria used to select the team
- Number of students to be selected
- Practice commitment for those who are selected
- Competition commitments

During a team selection process, every athlete should:

- Have a minimum of two practice sessions
  - Illness and injury to a Student-Athlete during a tryout period must not be held against the Student-Athlete, but the coach must make a fair judgment about time restrictions for tryouts
- Be permitted, whenever possible, to compete in a scrimmage situation
- Be at all tryouts or provide written permission to the coach in advance for missing the tryout period due to extenuating circumstances
  - If permission is granted for an alternative tryout, the athlete must go through a similar criteria process as other team members
- Be informed personally by the coach or athletic director if not selected, given the reason(s) for the non-selection, and the skills or techniques which they can work on for the next season.
- Team selection lists are not to be posted

While athlete inclusion is paramount, athlete commitment is also critical to inter-school competition. Athletes missing more than three regularly scheduled practices or games, unless due to extenuating circumstances, may not be given the opportunity to travel/or play for the duration of that sport season.

Coaches of elementary and middle school teams should make every attempt to promote equitable playing time. If playing time will not be evenly distributed on a senior team, this should be made explicit in advance of the games or tournament.

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## PRACTICES/GAMES

- All practice times are booked through the athletic director.
- Practice times must be made known to parents at the beginning of the season.
- Inability of an athlete to attend additional practices shall not be used against the athlete in any way.
- Games for district leagues are scheduled by the district athletic director.
  - Each school may submit their specific needs/requests in advance of scheduling, and the district athletic director will do their best, within reason, to accommodate.
  - If a game is cancelled once the schedule is finalized, individual athletic directors must work together to reschedule.
- The home school's athletic director is responsible for reporting game scores to the district athletic director for seeding purposes.
- The championship tournaments will be organized by the district athletic director, in consultation with the school athletic directors.
- When relevant, winning schools are responsible for the district trophies, which:
  - will remain at the championship school until the next season's championships;
  - are the school's responsibility to ensure are made available for the next season;
  - are the school's responsibility to replace should they become lost or stolen; and
  - are the responsibility of the district athletic director to update on a yearly basis
- Contests not part of the district leagues are to be scheduled by the school athletic director, or designated staff member, in accordance with BC School Sports seasons of play.

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## SAFETY/SUPERVISION

- The safety of all student-athletes is of paramount importance, and it is the responsibility of the coach at all times to ensure that, while under their supervision, activities conducted are done so in a safe manner, both during practices and at contests.
- Coaches must refrain from competition if they deem the situation unsafe, including but not limited to, examples such as inadequate officiating, inadequate facility, unsafe transportation/road conditions, etc.
- In the absence of a staff representative, and with approval of the administrator, the coach is responsible for the supervision of the students at their respective schools, during both contests and practice times. This includes ensuring students have made their way home from games/practices.
- The safety of students includes all aspects of school and district codes of conduct and the maintenance of an environment that free from discrimination, including but not limited to District Policy 100.4, Sexual Orientation and Gender Identity.
- Participation in away games falls under the jurisdiction of District Policy 603.2, Field Trips.

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## EMERGENCY PROCEDURES

- Given that there is an element of risk in all athletic activities, it is of paramount importance that all supervisors are prepared. It is the responsibility of the athletic director to ensure that all approved supervisors are aware of emergency procedures.

- If a student-athlete is injured for any reason please contact the athletic director and record information on what happened, where it happened, and what First Aid was given so the school can fill out an Accident Report within 48 hours, and as soon as is practicable.
- All supervisors should ensure that they have emergency contact numbers, including that of the athletic director and administrators, in case of emergency outside of school hours.
- It is the responsibility of the athletic director to ensure that the appropriate medical information is available to the designated supervisors.
- It is the responsibility of the student-athlete and their families to ensure that the athletic director/coach has accurate medical information, and to inform them if that medical information changes.
- It is the responsibility of the athletic director to ensure that First Aid kits are available for trips away from the home school, and the supervisor's responsibility to ensure that the kit is returned to the school.
- If an incident or injury occurs outside of school time or off site from the home school, it is the designated supervisor's responsibility to take charge.
  - Attend to the injured student, while making every attempt to ensure the supervision/safety of the rest of the team.
  - Never leave the injured student unattended.
  - Should the student require medical attention, always ensure they are accompanied by an adult.
  - Contact the athletic director or principal to advise them of the situation; that individual will arrange for contact with parents.
- If a coach or athletic director has any doubts or concerns about appropriate safety procedures, they should meet with the school principal immediately.

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## AWARDS

Whenever possible, athletic competition should emphasize enjoyment. While the school district generally does not support athletic awards, individual schools may encourage coaches to select recipients for team awards. In these cases, award selection must be done so in consultation and with the approval of the athletic director, and reflect school philosophies for such recognitions.

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## FINANCIAL DONATION REQUESTS

Teams requesting donations from outside agencies must first obtain approval from the athletic director and school principal. Any paperwork on school letterhead must be approved by the principal. Sponsorship should be carefully considered before being accepted and reflect District Policy 1003.1, Community Partnerships/Corporate Sponsorships.

## PLAYER INFORMATION

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### PLAYER EXPECTATIONS

- 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 their respective school.
- It is the responsibility of each student to understand and uphold the Student-Athlete Code of Conduct and District Code of Conduct at all times.

- Student participation will not be permitted until all required paperwork, including but not limited to permission forms and medical forms, is completed and submitted to the athletic director or designated staff representative.
- Students may, when deemed necessary, and in consultation with the principal, be removed from a team by the athletic director.
- No students are allowed in/on the gym/field/track unless supervised by a teacher, coach, or staff representative. This includes before school, lunch hours, and after school.
- Change rooms will be provided. Accommodations as per the District SOGI Policy will be supported as necessary (ex.. the provision of an alternate space for changing).. Changing on the bench, in the bleachers, or in other public places is not acceptable.

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### ATHLETICS FEES

School principals have discretion over how athletics are funded at their school. Options could include team fees, user-based fees, and fundraisers. Fees may be charged to cover league fees, tournament fees, referee fees, staff coverage, transportation, uniform usage, first aid supplies, and travel expenses of coaches/drivers.

- Athletics fees will be determined by the athletic director or a designated staff member, and approved by the school principal.
- Fees will be collected by the athletic director or a designated staff member, but should not be collected by a community coach/volunteer.
- Players are expected to pay fees in full, or make arrangements with the principal, athletic director or designated staff member, before they will be permitted to participate.
- Fees are non-refundable unless extenuating circumstances require individual consideration.
- For students who are unable to pay fees due to hardship they will consult with the coach and the principal so that arrangements can be made.

As per *Section 603.1.5* of School District No.48 (Sea to Sky) *Bylaws, Policies and Regulations*, financial hardship must not prevent students from participation

## PARENT INFORMATION

Parent involvement is paramount to the success of our extra-curricular athletics program. We rely on parental support from coaching, parent driving, cheering our students on, to assisting children in upholding their own code of conduct and help them to find a balance between their academic and athletic pursuits. We encourage parents to be involved with their child's athletics programs, while understanding their role and that of others in the organization of extra-curricular athletics.

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### TRANSPORTATION

- Students and their families are responsible for transportation to and from their home school.
- As per *Section 701.3* of School District No.48 (Sea to Sky) *Bylaws, Policies and Regulations*, individual schools will arrange transportation for all student-athletes, support, and coaching personnel of athletic teams when the contest or practice has been scheduled away from the home school site. Mandatory transportation will leave from and return to the home school.
- If a student has alternative plans for transportation, it must be pre-approved by the athletic director or designated staff representative.

- Parents may not transport students other than their own children unless they have been approved as a volunteer driver by the school principal.
- If a student-athlete misses the school's provided transportation to a contest or practice and arrives at the site by other means, that individual cannot participate in that practice or contest unless the athletic director or principal has granted permission. This individual is not considered part of the team for this contest.
- Student-athletes are strictly forbidden to drive an automobile transporting themselves, or members of an athletic team or to be driven by another student to an athletic contest or practice site.
- Transportation may only be provided by the following:
  - 1) School Bus with School District No. 48 Driver
    - The athletic director, or designated staff member, is responsible for booking the school bus, and ensuring that all costs are covered.
  - 2) A Service Provider
    - Any vehicle over 15 seats must have "school bus" status and be in full compliance with all regulatory standards.
    - A contract of services must be provided to the school district as part of the approval package.
  - 3) A Rented Vehicle
    - Vehicles with a seating capacity of between 9-15 passengers are prohibited from transporting students.
  - 4) Approved Volunteer Drivers
    - Volunteer drivers must be approved by the school principal. The principal will approve drivers at their discretion.
    - Volunteer drivers shall be aware of and adhere to all British Columbia Transportation regulations and all laws and regulations pertaining to the operation of a motor vehicle in the Province of British Columbia.
    - Volunteer drivers are considered agents to the board, and therefore must adhere to School District No.48 (Sea to Sky) expectations for the duration of the trip, including on overnight trips.
    - Volunteer drivers are to follow and support school policies that have been developed for student and staff conduct. If any question of policy or conduct arises, the volunteer must accept the decision of the designated supervisor who is responsible for the trip.
    - All volunteers agree to refrain from the use of alcohol, banned substances and tobacco products. Smoking is not permitted in private vehicles that are used for student transportation.
    - All participants on school-sponsored travel must adhere to the school policies and rules that apply during a regular school day.
    - Volunteer drivers will be held liable if they are shown to be negligent.
    - Schools are not permitted to reimburse volunteer drivers for mileage, as this violates private insurance preventing those vehicles being operated as taxis.

- In the event of an accident, the driver’s insurance will be primary insurance to the limits of the driver’s policy and the school district’s insurance, if applicable, would only respond as an excess or secondary insurer.
- In addition to the above and prior to driving Student-Athletes, all volunteer drivers must:
  - a) Submit a Criminal Record Check;
  - b) Complete a “Consent to Volunteer” form (annually);
  - c) Complete a “Drivers Authorization” form (annually);
  - d) Submit a copy of updated insurance and registration proving a minimum of two million dollars in Third Party Liability; and
  - e) Submit a Drivers Abstract (annually)

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## CONFLICT RESOLUTION

There are situations that may require a meeting between the coach, the athlete, and the parent. These are encouraged. When these conferences are necessary, the following procedure should be followed to help resolve the concern.

- When appropriate, your child should first talk with the coach about the concern.
- If the coach/athlete meeting does not clear the situation then the parent(s) should call and set up an appointment with the coach.
- If the parent(s) need further discussion on the issue, they should ask to meet with the school athletic director
- If a satisfactory resolution cannot be reached, the parent should then request a meeting with the school principal

Times to be avoided for a conflict resolution meeting:

- Immediately prior or after a game, during an active practice session, not in a private setting, others. Please arrange for a time and place appropriate for a meeting;
- Appropriate concerns to discuss with the coaches; and
- Advance notice of schedule conflicts, concerns about your son/daughter’s experience, ways to help your son/daughter improve, others

To be left at the discretion of the coaches:

- Playing time, decisions about which athletes should make it on the team, team strategy and play calling, other athletes, others

## GENERAL INFORMATION

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### EQUIPMENT AND UNIFORMS

- When required, uniforms and certain equipment will be provided by the school. Any equipment provided by the school is school property, and needs to be treated as such. Individual schools should create their own policies on replacement of damaged/lost uniforms and equipment

- Uniforms and equipment may be issued to students at the beginning of the season, or may be distributed each game and collected again.
- Students are responsible for the care of distributed equipment and uniforms.
- Uniforms will be for use by athletic teams only and may only be used for in-season scheduled contests. Uniforms should not be worn during practice or any other times.
- Damaged equipment should be returned to the athletic director immediately for replacement or repair.
- Equipment and uniforms will be checked in at the conclusion of a season.
- Athletes may be held financially responsible for lost equipment and uniforms, as well as items showing excessive wear.
- It is the responsibility of the athletic director to ensure that records are kept of school equipment. It is the coaches' responsibility to report to the athletic director if any equipment is lost/damaged/compromised.

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#### FIELD TRIPS

All field trips associated with sports teams must adhere to the procedures and policies set by School District No.48 (Sea to Sky). It is the responsibility of the athletic director or designated staff member to ensure that policies are upheld.

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#### LOGOS

School logos are used to represent the school, and as such, its use must have the approval of either the athletic director or the school principal. This includes, but is not limited to, use on paperwork, clothing apparel, and equipment.