

Balfour Collegiate Athletic Handbook

Statement of Philosophy

Athletics plays an important part in the life of Balfour Collegiate. Young people learn a great deal from participation in interscholastic athletics. Lessons in sportsmanship, teamwork, competition and how to win and lose gracefully are integral parts of our athletic program. Athletic participation plays an important role in helping students develop a healthy self-concept as well as a healthy body. The character of our coaches and students comes first. Athletic competition improves school spirit and helps students develop pride in our school.

We believe in actively supporting the ethics, rules, and regulations governing high school athletics as outlined by the by Regina Public School Division #4, the Regina High School Athletic Association (RHSA) and the Saskatchewan High School Athletic Association (SHSAA). In that capacity, we realize that we are “goodwill” ambassadors for all organizations and will conduct ourselves as such.

Our programs focus on training students in fundamental skills and strategies enabling participants to realize a degree of individual and team success and gratification. In addition, we strive to teach positive values, pride of accomplishments, acceptable social behaviours, camaraderie, self-discipline and self-confidence. It is our goal to provide a lifetime experience for every young person involved in Balfour Athletics.

It is a privilege for students to participate in extracurricular athletics. Participation is voluntary and is not a requirement, nor is it an entitlement. Therefore, extra time and effort are required of those who participate. Since the reputation of the school is often judged by its extra-curricular programs, high standards must be maintained. Those who earn the privilege of representing Balfour Collegiate 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. The implementation of this policy will be the direct responsibility of the school administration and athletic director.

Code of Ethics for Coaches

Responsibilities of the Coach:

Quality coaching, more than any other factor, will determine the calibre of the school's athletic program.

A coach is defined as:

School Coach – being a person who coaches and is employed by the school board and has the Sask. Sport Respect in Sport and Concussion Protocol training completed before attending the first practice.

Outside Head Coach – someone who is coaching at the school but is not employed by the school board, not supervised by a school board employee. Is required to have The Fundamentals of Coaching, Sask. Sport Respect in Sport and Concussion Protocol training completed before attending the first practice. Must be a minimum of 4 years out of high school and submit a Criminal Record Check.

Balfour Assistant Coaches are to be at least 19 years of age and have at least some previous coaching experience, will be required to have Sask. Sport Respect in Sport and Concussion Protocol training as well as submit a Criminal Record Check.

Within that definition are six key behaviours:

1. Support the student's academic development first.
2. Present yourself to the athlete as someone who lives a healthy life.
3. Maintain emotional and mental self-control at all times.
4. Speak positively about all coaches/students/parents, and officials and abstain from the use of profanity, sexual innuendo, demeaning or intimidating language or behaviour.
5. Coach the student without negative criticism and maintain a safe and healthy environment.
6. Model and demand sportsmanship from staff and athletes.

The Coaches and Staff Advisor at Balfour Collegiate are also expected to:

1. The coach will act as an exemplary role model to all athletes. The coach will respect the school's philosophy, rules and regulations; recognize that academics come first, and that the Athletic Program is but one aspect of a student's education.
2. All coaches and assistant coaches are selected at the discretion of the school administration and must provide an RPS or RCMP PIC check provided at a cost of \$10 to the selected coaches.
3. Each outside coach (team) will have a school staff member as a liaison and they will be present at all contests.

4. The coaches are responsible for the supervision and risk management of the facilities which they are using. When competing at a venue other than Balfour, the coach is responsible for the safe conduct of the athletes.
5. The coach is responsible for enforcing and abiding by all rules and regulations as outlined by the Balfour Athletic policy and will be held responsible for the enforcement and implementation of its by-laws and regulations particularly in regard to matters of eligibility and conduct. Students who are involved in multiple sports are to be given some thought into when they will miss practice.
6. Team selection should be carried out in a fair and equitable fashion. Criteria for becoming a team member should be outlined before tryouts commence and the coach should be able to explain to the athletes the choices that are made. The coach will be available to meet with each athlete that does not make the team and explain the choices made.
7. An atmosphere of cooperation and understanding must exist between coaches so that athletes who are involved in multiple sports are to be given some thought into when they will miss practice.
8. At the beginning of the season, coaches must receive permission to enter tournaments from the principal and the principal and athletic director will sign off on the document. The number of contests allowed in each sport is regulated by the RHSAA.
9. All gym time will be set at the discretion of all coaches involved in the particular sport in season. Priority will be given to the sport in season and/or those heading into playoffs.
10. The coach shall take a strong stand against the use of profanity, abusive or sexist language, or any other unsportsmanlike conduct. They will not tolerate any hazing of team members. No team member is to be subjected to humiliation or degradation even if permission has been granted or implied by the athlete.
11. Any use of drugs including all tobacco products or alcohol is to be reported immediately to the school administration.
12. All teams will report their results on the Daily Announcements. As well, if the team wins the coach will report the winning score to the RHSAA as per the coaches' document.
13. The coach should carry a copy of all team members' medical information with him/her and make sure all injuries are cared for appropriately; an incident report form may also be filled out for insurance purposes. Forms can be found in the office.
15. The coach must make sure all student-athletes have met financial obligations to the school prior to becoming an active member of the team. The Athletic Director should be made aware, if possible, of students in financial difficulty. In order to play on the team a student-athlete is to have paid their fees (or made special arrangements) prior to the athlete getting their uniform.
16. The coach or staff advisor is to keep a full account of all funds turned in, including a balanced budget showing where all funds are spent.
17. The coach will have a parents' meeting to communicate all aspects of the school and coach's expectations for their child's involvement on a team within one week after team selection has been made and prior to any games. At this time the coach must show the Student Athletes and Sport Roles powerpoint from the RHSAA website and provide parents with a copy of the Speak up for Sportsmanship Pamphlet.

Balfour Collegiate

Athletic Handbook -Student Athletes

Responsibilities of the School and Students:

1. All participants in extracurricular activities must have paid all registration fees and have a valid Student ID.
2. Each team will be given financial support from the school for travel for their regular season. Team funding can come from different sources: Student Council, Kids Sport, Fundraising, Sask Sport and community clubs.
3. All funds are to be set up with the school for school fees online and are to be deposited directly by the school. Any student-athlete turning in money should do so with the office and not the coach, where they will be issued a receipt. No separate accounts outside the school are to be kept.

BALFOUR ATHLETIC AND EXTRACURRICULAR ELIGIBILITY

- ❖ A student must be under 19 years of age as of August 30th to be eligible to play High School sports.
- ❖ A student is eligible for three consecutive years beginning with the first year of high school (Grade 10)
- ❖ All athletic fees and uniform fees are to be paid before the student athlete plays their first game or if necessary have a payment schedule setup in advance of the first game. Fees will not be refunded after the first game played. Fees will be set by the RHSAA, Coach and Principal, and are based on team requirements.
- ❖ Attendance at school is an important part of learning and the success of the student. The student participant is expected to be in class in order to be successful in their courses.
- ❖ Student participants who are NOT in school on the day of an event or game without a note from a parent/guardian or doctor are not eligible to participate.
- ❖ Student participants who are absent from classes without an excuse at any time during the week may also be removed from participation.
- ❖ Students who are missing from classes a number of times without an excuse may be removed from participation for a time period as deemed by the Administration.
- ❖ Student participants are reminded that all school rules apply at all school sponsored activities. This includes events, competitions, practices, tournaments, etc., both at the school and away from the school.
- ❖ All uniforms and equipment belong to the school and are to be returned to the school in the same condition as they were given out. Failure to do so will result in the student being billed for the cost of the equipment or uniform.
- ❖ Uniforms are NOT to be worn to school as general clothing they are designated specifically for the sporting activity or the day of the activity.
- ❖ Students who are suspended from school are not eligible to participate in events, competitions, practices or meetings while suspended. If there is a weekend in the middle of the suspension the student cannot participate until they return to school.

- ❖ For each suspension the Athlete will be discussed at an Athletic Review.
- ❖ A student receiving a second school suspension, or if their first is for 5 days, they may be removed from participation and deemed ineligible to participate for the remainder of the year on any further teams or in extracurricular opportunities.

Student athletes should:

1. Play hard and respect the other team, officials, and coaches.
2. Maintain a high degree of physical fitness.
3. Abstain from performance enhancing drugs along with illegal substances.
Tobacco products including chewing tobacco and Tobacco Replacement products are not permitted at school activities.
4. Demonstrate respect for the diversity among participants as it relates to race relations, cross-cultural understanding, and human rights.
5. Play for the love of the game.

Athlete Expectations:

Each team will have this as their expectations for their athletes as a general Guideline:

1. **Attendance:** 80% or higher
 - a. If an athlete has an unexcused absence in a class or is late 3 times in a week, the teacher should notify the coach and tell the athlete.
 - b. If a student has an unexcused absence in a class on the day of a game or practice, the athlete will not be allowed to participate.
 - c. If a student is absent more than 20% of the time, the teacher should notify the coach and tell the athlete.
2. **Academics:**
 - a) If an athlete has outstanding assessments in a class, the teacher should notify the coach and tell the athlete.
 - b) If an athlete is failing to meet expectations of effort and/or behaviour in the classroom, the teacher should notify the coach and tell the athlete.

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.

The Student Activity Review Committee exists to review any problems that come to its attention. The committee ensures that the above standards are followed so that staff, coaches, and students are supported in their extracurricular activities through a consultation process. After all aspects of a situation have been examined, the Committee, consisting of Administrator, Athletic Director, and at least two other support members (such as Advisory teacher and coach), will make a decision as to monitoring and consequences.

Coaches / liaison will be expected to monitor their athletes' classes to help them meet expectations. The office will make a class at each coach's request, so they can look it up before the practice and game.

Monitoring and Consequences

The Review Committee will discuss the following in terms of monitoring and consequences:

Extra-curricular probation:

- Step 1 - Talk to athlete, provide the athlete with one week to meet requirements.
- Step 2 - If, at the end of the week expectations are not met then, athlete will be permitted only to participate in practices but will be suspended from games.
- Step 3 - If the matter is not resolved after the second week then the athlete will not be permitted to participate in practices or games.
- Step 4 - If the matter is not resolved after the third week the athlete will be removed from the team.

Every extra-curricular probation will recorded. If a student is placed on extra-curricular probation twice in the same school year they will be referred to the Review Committee.

Student Athlete Contract

I _____ (print full name), have read and

agree to follow all requirements as listed in the Balfour Collegiate Athletic Handbook.

Athlete Signature _____

Date: _____

Balfour Collegiate Athletic Handbook - Parents/Guardians

Code of Ethics for Parents:

1. Support the team, the players, and the coaches.
2. Help your child to follow and uphold the Balfour Collegiate athletes' guidelines for participation.
3. Support the goals of sportsmanship and help bring pride and respect to your child and Balfour Collegiate. As you enjoy this exhibition of student skills, remember that you are part of an educational setting. Be respectful and encouraging in your approach to our competitors, officials and team members.
4. Support the team regardless of your child's role. In the event of concerns, follow the guidelines and procedures as outlined in this document . Each parent should receive a copy of this at the parents' meeting.

Suggested Positive Behaviour:

- Applaud during introduction of players, coaches and officials.
- Accept all decisions by officials.
- Handshakes between participants and coaches at end of contest, regardless of outcome.
- Treat competition as a game, not a war.
- Search out opposing participants to recognize them for outstanding performance or coaching.
- Applaud at end of contest for performances of all participants.
- Demonstrate concern for an injured player, regardless of school.
- Encourage supporting people to display only sportsmanlike conduct.

Unacceptable Behaviour:

- Yelling, taunting, trash talk, negative chanting or gestures toward opponents.
- Booing or heckling an official's decision.
- Criticizing officials in any way; displays of temper with an official's call.
- Refusing to shake hands or to give recognition for good performances.
- Blaming loss of game on officials, coaches or participants.
- Laughing or name-calling to distract an opponent.
- Using profanity or displays of anger that draw attention away from the game.
- Use of artificial noisemakers of ANY kind in school gymnasiums.
- Coaching from the stands.

Parent/Coach/Teacher Supervisor Communication:

Both parenting and coaching are extremely difficult vocations. By establishing an understanding of each position, everyone is better able to accept the actions of the other and provide greater benefit to students. As parents, when your student becomes involved in a program, you have the right to understand what expectations are placed on your student. This begins with clear communication from the coach of your student's program. Coaches and parents are expected to encourage and praise students in their attempt to improve themselves as students, athletes, and citizens. Parents can facilitate this by gaining an understanding and appreciation of all aspects of the sport/activity and the expectations placed on your student.

Communication Coaches/Sponsors Expect From Parents:

- Concerns expressed directly to the coach/sponsor.
- Notification of any schedule conflicts well in advance.
- Specific concern in regard to a coach's/sponsor's philosophy and/or expectations.

Communication You Should Expect From Your Student's Coach/Sponsor:

- Philosophy of the coach/sponsor.
- Expectations the coach has for your student as well as all the players on the squad.
- Location and times of all practices and contests.
- Team requirements, i.e., fees, special equipment, off-season conditioning, and individual and team goals.
- Procedure should your student be injured during participation.
- Discipline that results in the denial of your student's participation.
- A fair and unbiased process when student athletes are not selected to teams.

As your child becomes involved in the sports program at Balfour Collegiate, they will experience some of the most rewarding moments of their lives. It is important to understand that there also may be times when things do not go the way your child wishes. This is the opportunity for your child to talk with their respective coach and discuss the situation. When your child handles the problem, it becomes part of the learning and maturation process. There may also be situations that require a conversation between the coach and the parent. These are encouraged. It's important that both parties have a clear understanding of the other's position.

To help promote a resolution, please use the following guidelines:

- Parent/guardian makes an appointment to speak directly to the coach to discuss the concern.
- If the coach cannot be reached, call the athletic director and he/she will make arrangements for the coach to meet with you.
- If the concern is not resolved, call the Athletic Director to arrange a conference. A meeting will be arranged with the coach, parent and Athletic Director. At this meeting, the appropriate next step can be determined.
- Please do not attempt to confront a coach before or after a contest or practice (24 hour rule). These can be emotional times for both the parent and coach. Meetings of this nature do not promote resolutions. It is very difficult to accept that your child is not playing as much as you may hope. Coaches are volunteers and they make judgement decisions based on what they believe to be best for all of the students involved. While there are certain things, which can and should be discussed with your child's coach, there are other things, which must be left to the discretion of the coach.

Appropriate concerns to discuss with coaches:

- The treatment of your child, mentally and physically
- Ways to help your child improve
- Concerns about your child's behaviour

Issues not appropriate to discuss with coaches:

- Playing time
- Strategy
- Play calling
- Other student-athletes

Parent/Guardian Contract

I _____ (print full name), have read and

agree to support the team, the players, and the coaches and to help my child to follow and

uphold the Balfour Collegiate athletes' guidelines for participation.

Parent/Guardian Signature _____

Date: _____