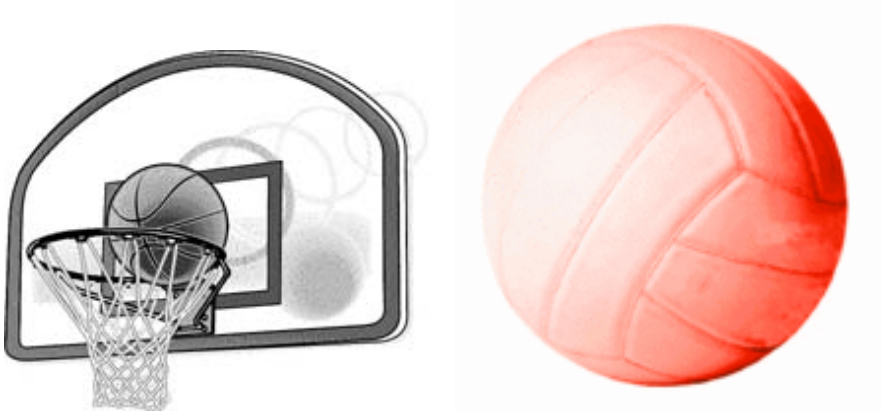




ECKVILLE Aces



Athletic Handbook

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Philosophy

Eckville Junior/Senior High School recognizes that extracurricular athletics promotes leadership, 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, self discipline 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 extra-curricular programs, high standards must be maintained. Those who earn the privilege of representing Eckville Junior/Senior High 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.

As an educational institution all of our sports policies, guidelines and decisions are made with the following priorities in mind and in the following order:
1. Athletes/Family
2. School/Academic
3. Sports/Competitions

Our policies, guidelines and decision making are supported by the Canadian Sport for Life Long-Term Athlete Development Model.

Athletic Department

Athletic Director	Cody Magneson
School Administration	Dean Pilipchuk

Programs

Students can participate at the Grade 6,7,8,9 levels in junior high athletics. Once they enter grade 10 they are under the guidance and rules of the Alberta Schools Athletic Association.

Grade 9 students may play on a Senior High team. They are not eligible to play any CWAJHAA games once they have opted up.

Senior teams are open to students in Grade 10, Grade 11 and Grade 12. Junior, Intermediate and Senior are terms associated with badminton, x-country, and track and field only, and eligibility is determined by birth date

Eckville Junior/Senior High School sponsors the following athletic activities:

Sport	Boys				Girls				Mixed			
	Jr.B	Jr	Int	Sr	Jr. B	Jr	Int	Sr	Jr. B	Jr	Int	Sr
Golf	.	·		·		·		·				
Cross Country	·	·		·	·	·		·				
Volleyball	·	·		·	·	·	·	·				
Basketball	·	·		·	·	·		·				
Badminton									·	·		·
Track & Field	·	·		·	·	·		·				
Curling												

Junior Varsity will be offered depending on the numbers of athletes involved for basketball and volleyball.

Seasons of Play

The seasons of play have been established to protect the student athlete from being placed in a position of having sports seasons overlap. It is not desirable for a student athlete to have to attend practices and games for two or more sports on the same days. Therefore:

Each activity may hold practices according to the School Sport Alberta (SSA) seasons of play.
The preceding activity has priority for practice times and games.
The trailing activity may hold practices according to the SSA seasons of play; however, these practices are not to include players of the preceding activity.
Final cuts for the trailing activity occurs a minimum of two practices after the completion of the preceding activity.

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 Athletic Director, and/or the administration.
An effort will be made to keep the fees consistent from one activity to the next, respective of the level of the team.

Fees are paid to the secretary of the school.
Players must pay fees in full, or make arrangements with the Athletic Director, before they will be permitted to participate in league games and tournaments.
The following chart shows the participation fee for each activity and whit is included by the participation fee.

Team	Initial Amount
Jr. A/B/C Volleyball	$100/$75/$50
J.V. Volleyball	$175
Jr. A/B/C Basketball	$100/$75/$50
Jr. Badminton Team	$30
Jr. Track	$10 per meet
Jr. Golf	$65 per event
Jr. X - Country Team	$30
Sr. Golf	$75 per event
Sr. Volleyball	$200
Sr. Basketball	$200
Sr. Badminton Team	$40
Sr. Track Team	$50
Sr. X - country Team	$40

Athletes are responsible for all other costs that arise during the season. This includes meals, hotels, warm-ups (if kept by the athlete), clothing, and other costs associated with each sport.

Fundraising

No team/activity shall participate in, or organize any fundraising event without the consent of the Athletic Department.

Uniforms and Equipment

- All uniforms and warm-ups will be provided by Eckville Junior/Senior High School. No other warm-up, uniforms or accessories maybe used without the consent of the Athletic Director.

- Uniforms will be distributed by the coach or Athletic Director, whichever is the most practical.

- Players will be responsible for the care and maintenance of uniforms while they are in their possession. Players will sign out their jerseys with the Athletic Director

- **Players will be 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. This equipment is provided for team use, and not for use by the Physical Education department or public use.

Transportation

The transportation for league, invitational, 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 and then parent drivers

Other

Teams will not be allowed to travel to away games or tournaments and practices will be canceled in the following conditions:

- AMA road reports show poor driving conditions on the route to games or tournaments.
- RCMP recommends not traveling on the route to games or tournaments.
- Weather forecast could potentially make driving difficult. Weather warnings or poor weather forecasted in the region of the games or tournaments will result in the cancellation of the game or tournament.

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The final decision will be made by the school administration. All decisions will be with the safety of our athletes in mind. The importance of competition will <u>not</u> be part of the decision process.

Athletes are not allowed to travel by any means other than supplied by the school. Athletes traveling on their own or with other parents must have written permission from their own parents or guardians.

Students are not allowed to travel to games or tournaments with other students.

All parent drivers transporting athletes other than their own children must submit the following documents to the school before transportation can occur:

- Volunteer driver form
- provide proof of 2,000,000 liability insurance
- If Community coaches wish to use our buses to transport athletes they must obtain their Class 4 drivers license as well.

all of these will be covered by Eckville Junior/Senior High School

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 school based athletic event under way shall have priority over the following season of play (i.e. volleyball over basketball, basketball over badminton, badminton over track and field.) All school coaches will be expected to cooperate with any clubs or activities that the students are participating with outside of the school, in order for maximum student participation

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

Coaches may request specific practice times. While all efforts will be made to accommodate requests, it shall be the priority of the Athletic Director to provide a practice schedule which is equitable to all teams in accordance with priorities (i.e. Junior B teams shall be guaranteed only one practice a week, and when possible this shall be in the Lunch time slot).

The Athletic Director will create a practice schedule on a monthly basis. In some instances where seasons overlap it may be appropriate to develop a schedule on a weekly basis.

Coaches are encouraged to provide players and parents with individual copies of these schedules as they are available, and the Athletic Director shall place copies on his/her office door, as well as the respective locker rooms.

Guidelines for Student Athletes

Eligibility

To be eligible to participate, Junior High student athletes must meet eligibility requirements as outlined by the Eckville Junior/Senior High School Athletic Department.

To be eligible to participate, Grade 10, 11, and 12 students must meet eligibility requirements as set out by the SSA.

Students must be in attendance 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.

Sick and/or ill students must be present for their afternoon classes to be eligible to participate in a game or practice that evening. It may be considered unethical for a coach to practice or play an athlete who was ill during their afternoon classes. 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, until such time as the student has been reinstated to classes.

Academics

All athletes must maintain acceptable academic standing in their core classes to participate in Eckville Junior/Senior Athletics. Students on modified programs will be given special consideration.

All athletes must abide by the Eckville Junior/Senior attendance policy. Any athlete who acquires 10 unexcused absences will be removed from the team.

All athletes must demonstrate above average behavior and respect at school and when representing our school.

Students not meeting the above expectations will be given:

- A two week probation in which the athlete will be allowed to practice and compete but must begin to meet their academic and attendance expectations during this time.
- If the athlete has not met their academic and attendance expectations during this time, a two week athletic suspension will be implemented and the athlete will <u>not</u> be allowed to practice or compete.

- If the athlete has not met their academic and attendance expectations during this time, the athlete will be removed from the team

Exam week – players will not be allowed to compete during exam week. This includes the weekend preceding exam week. Players are permitted to practice during exam week, but practice must be optional for students writing exams and the practice schedule is approved by the principal and athletic director.

Conduct

Student athletes are representatives and ambassadors of Eckville Junior/Senior High School, the community of the Corridor, and Wolf Creek School Division.

Student athletes 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.

Team Before Self - Most sports are team games and although it is proper and even necessary to have personal objectives, it is paramount that each member of the Eckville Aces possesses an unselfish attitude where team objectives are primary.

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.

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

Injury

All student athletes should carry some form of medical insurance. If an athlete is injured while participating on behalf of Eckville Junior/Senior High School, the school will not cover medical costs (i.e. 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.

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

Commitment

Being a member of any school team is a privilege, which each athlete must earn. A key to earning that privilege is commitment to the team. Team success can only be achieved if all participants are committed. This type of commitment includes;

Attendance at all practices, games and team events.
Providing the coach with advance notice of absences from practices or games, and an 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 game.

Hazing

Hazing or negative initiation activities are prohibited by Eckville Junior/Senior High School. The planning, initiation of, or participation in such activities shall be dealt with severely by the Athletic Director or Administration, and may lead to suspension or removal from a team and/or school.

Guidelines for Coaches

The following guidelines are to be considered a code of conduct for Eckville Junior/Senior coaching staff.

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 shall always be regular and prompt in meeting assignments – practices, games and meetings.

The Coach shall be diligent in attention to routine details. This includes getting in all reports when due, keeping necessary records, phoning in results, and forwarding any receipts when required.

The Coach shall instill in the team an attitude of sportsmanship on and off the court, during the game and afterwards, in school and out.

The Coach shall use acceptable language at all times. Vulgarity and profanity have no place on the athletic field or court, in the gym or in the classroom.

The Coach shall not use alcohol or non-prescription drugs in any form while with the team.

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

The Coach shall 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, or in due to 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 such as increased drop-out rates, social and family problems, low self-esteem and related issues.

The Coach shall 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 work to instill with their players respect for the officials, and establish that they alone shall discuss aspects of the game with the officials.

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 never argue with an opposing coach in front of the team or spectators.

The Coach shall teach the team to be respectful of and friendly towards opponents.

Team Selection

All activities are open to all students of Eckville Junior/Senior High School who meet the requirements of grade, gender, and general eligibility.

Coaches must conduct an open tryout, and may not make final cuts until after the second practice.

Final selections should be based on attitude, coach-ability, academic/athletic policy and skill.

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

Cuts must be made in a manner that is respectful to all athletes. All athletes cut from a team must be supplied with the reason for not making the team. This

can be done as a coach-athlete conference, in written format or preferably both. Posting lists or team meetings is not an acceptable method of making cuts.

When we have more than two teams for junior high team sports (A and B or grade 7,8,9 teams) the grade 9 team or A team will represent the school at CWAJHAA championships.

Practices

All practices will be scheduled by 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 be discussed with 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.

The general guidelines for scheduling shall be as follows:

Team	Practices	League Play	Tournaments
J.V., Jr. A, Jr. B	2 per week 3 when scheduling permits	1 per week 2 when required	4 per season
Sr. Volleyball	2 per week 3 when scheduling permits	1 per week 2 when required	6 per season
Jr. A, Jr. B Basketball	2 per week 3 when scheduling permits	1 per week 2 when required	4 per season
Sr. Basketball	2 per week 3 when scheduling permits	1 per week 2 when required	6 per season
Jr. Sr. Badminton	2 per week	League Champ	1 per season
Jr., Sr. X country	2 per week	1 per week 2 when required	1per season
Golf	2 per week	1 per week 2 when required	1per season
Track	2 per week 3 when scheduling permits	2 per week 3 when required	2-3 per season

** A week constitutes Sunday to Sunday**

Players must have two full days a week off without any team commitments. This applies to players competing in more than one sport at a time.

Players may only practice 2 ½ hours per day. If players are competing in two sports at the same time this rule still applies. For example, students are not allowed to participate in a two hour basketball practice followed by a two hour badminton practice. For an athlete participating in additional activities based outside of the school, cooperation between the school coach and other coaches is expected for the protection and well being of the athlete's health.

Any practices falling on a school holidays must be optional.

Weekend tryout camps may exceed the 2 ½ hour practice but should not exceed more than 4 hours of physical activity per day. Players should be given reasonable rest breaks during the day.

Playing Time/Expectations

Eckville Junior/Senior High 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. Neither the player's grade nor prior years of playing experience with Eckville Junior/Senior teams will be a factor in determining playing time.

During the regular season, coaches are encouraged to consider the following **recommendations** for minimum playing time for athletes, but ultimately decisions regarding playing time shall be at the discretion of the athletic director and coach.

Junior B	approximately 50%
Junior A	approximately 30%
Junior Varsity.....	approximately 30%
Senior Varsity.	approximately 20%

For league, zone, and provincial playoffs there are no recommendations.

Communication

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

- At the beginning of tryouts, coaches should provide a written statement of their philosophy, team goals, fees, and player expectations.
- Coaches should outline the process for communication. This process to apply to all parties, and can be outlined for all in a letter. (See Appendix A)
- Coaches will hold a pre-season meeting (suggested agenda – Appendix B)

Sanctioned Absences and Early Dismissals

At times it is 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 and have student athletes fill out the required home work forms.

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 to execute this task.

The notice may take the form of a hard copy to be distributed to all staff members or an e-mail to all staff members. The notice should be provided as early as possible, and must contain the following;

A list of all students involved
The date of the Sanctioned Absence
Classes students would miss
When appropriate, time of departure
The event.

Budget

Each coach shall complete Appendix C and submit it to the Athletic Director at the end of the season of play.

Per Diem and Accommodation

All coaches must remember to keep a tally of all expenses throughout their season. This means all receipts must be kept. At the completion of the season of play, the coach will hand in their season expenses to the Athletic Director. The Athletic Director and Administration will then give a pro-rated amount depending on the percentages spent and the available budget for that year to cover the costs occurred by the coach.

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 by the Athletic Director, and must be supported by receipts.

Guidelines for Parents

Support the team, the players, and the coaches.

Help your child to follow and uphold the Eckville Aces athletes' guidelines for participation.

Support the goals of sportsmanship and help bring pride and respect to your child and Eckville Junior/Senior High 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 and procedures as outlined in Appendix A.

Code of Conduct/Criminal Checks

All athletes, coaches, parents and volunteers must sign a code of conduct before they can be involved with our teams.

All community coaches and volunteers involved with our athletes must have a: criminal record check, and Intervention check completed.

In addition if community coaches and volunteers wish to drive athletes they must provide proof of 2,000,000 liability insurance and submit a completed Volunteer Driver form.

* Eckville Junior/Senior High School will cover the cost of all of the above.

Treatment of Officials

All coaches and players will treat officials with respect at all times. Coaches are allowed to question the judgment or calls of the officials but only in a mature and respectful manner. Absolutely NO verbal or physical abuse will be tolerated. This includes verbally attacking officials, sarcastic comments, physical gestures, attempts to humiliate, swearing, inciting the crowd in a negative manner toward officials or any other inappropriate behaviors. Our coaches are role models for our athletes and other students; therefore they are expected to demonstrate maturity and control over their actions.

Awards

Each year in June, after the conclusion of all school sponsored athletic activities the Athletic Department will sponsor and host spring awards. At this event individual activity awards as determined by the athletic department, and selected by the respective coaching staffs, shall be presented. In addition, the Athletes of the Year as selected by a designated committee shall be presented.

Activity Awards

Respective coaches shall be responsible to submit to the Athletic Director, the names of the award recipients for the following awards, as well as making the Athletic Director aware of any team or individual accomplishments that deserve recognition. Coaches may present only those awards listed, and may not present co-winners without the approval of the Athletic Director.

The activity awards to be presented are as follows;

Most Valuable Player

The most valuable player is the award that is bestowed upon the best performing player or players on a specific team. Their presence must bring a positive impact to their team, both on and off the court. 10 points will be awarded to the winner.

Most improved Player

The most improved player is someone that has displayed the most improvement throughout the season in his or her individual skills, team play, and leadership on and off the court or field. 5 points will be awarded to the winner.

Rookie of the Year

The rookie of the year award must be awarded to a first year participant on the specific sports team. They should made acknowledgeable contributions to the team during the season. 5 points will be awarded to the winner.

Coaches Award

Coach's award winners are those players that understand there is no "I" in the word team. They display this attitude both on and off the court, and lead by example. These student athletes exemplify, in the eyes of their coaches, the consummate team player that goes above and beyond to make a difference for their team. 5 points will be awarded to the winner.

Athlete of the Year – Male and Female

Criteria:

1. Grade 7, 8, 9, student for junior High. Grade 10, 11, or 12 student for Senior High.
2. Participated in a minimum of TWO extra-curricular activity, at the Junior High or varsity level, listed below:

1. Golf
2. Cross Country
3. Volleyball
4. Basketball
5. Track and Field
6. Badminton

1. The athlete will have demonstrated an above average degree of athletic ability in all activities he or she participated in.
2. The athlete will have "excelled" in one or more of those activities he or she participated in.
3. The athlete will have demonstrated leadership abilities on and off the court, field, or course. He/she must be a respected individual in the eyes of the staff, fellow athletes, and the student body in general.
4. The athlete should have demonstrated athletic, personal, and sportsmanship abilities and qualities that have brought pride and respect to himself/herself and Eckville Junior/Senior High School in the view of the community, opponents, and others (others referring to other schools, communities, administrators, and coaches).
5. The athlete should demonstrate to all a desire to better him/herself through athletics at Eckville Junior/Senior High School.
6. Above all, the athlete should be an example, or epitomize the type of athlete and individual who Eckville Junior/Senior High School strives to develop through the sponsorship of extra-curricular athletics.

<u>Selection Committee</u>
Composition shall be as follows, with each person on the committee having one vote (no individual can receive more than one vote by virtue of filling more than one position on the selection committee):

- Athletic Director (shall be responsible for the organization and conduct of all meetings, as well as the tabulation of votes)
- Principal
- Vice-Principal
- All Physical Education Teachers
- The staff coaches/supervisors of each of the activities listed in Criteria #2

<u>Selection Process:</u>
1. Each coach/supervisor must submit to the athletic director a list of all students who participated in each of the recognized activities he or she coached/supervised.
2. The athletic director will compile and distribute the lists (in #1 above) to all coaches/supervisors, so that they are aware of individuals who meet the necessary criteria for this award (criteria #2).
3. From the list of those who qualify, nominations are submitted to the athletic director (any member of the committee may nominate candidates).
4. The athletic director shall provide each coach/supervisor with a "Coaches Appraisal Rating Sheet" for each of the nominees. This appraisal is to be completed by the coach/supervisor of each activity in which the nominees participated, and should be on a point basis in which the nominees

participated, and should be on a point basis (10 being the highest) according to the various aspects of the activity (time commitment involved, attitude, improvement, sportsmanship, team play, skill level, level of competition, etc.).
5. Using the information and whatever other sources available, the committee should narrow the list of nominees down to two or three candidates. (This would be done only if more than three candidates were nominated. Otherwise, go on to #6 below.)
6. From the final list of candidates, an ATHLETE OF THE YEAR (Male and Female) should be determined through a secret ballot.

Senior Academic/Athlete Awards - Male or Female

Criteria:

1. Awarded to grade 12 students only.
2. Participated in a minimum of two extra-curricular activity, in each of their 3 years of high school (10,11,12) at Eckville Junior/Senior High School, from the list below:
    - Golf
    - Badminton
    - Cross Country
    - Track and Field
    - Volleyball
    - Basketball
    - Soccer

3. The athlete should have demonstrated an above average degree of athletic and academic ability in all activities he or she participated in.
4. The athlete should have "excelled" in one or more of those activities he or she participated in.
5. The athlete should have demonstrated leadership abilities on and off the court, field, or course that has made him or her respected individual in the eyes of the staff, fellow athletes, and the student body in general.
6. The athlete should demonstrate to all a desire to better him/herself through athletics at Eckville Junior/Senior High School.
7. The athlete should have demonstrated athletic, personal, and sportsmanship abilities and qualities that have brought pride and respect to himself/herself and Eckville Junior/Senior High School in the view of the community, opponents, and others (others referring to other schools, communities, administrators, and coaches).
8. Above all, the athlete should be an example, or epitomize the type of athlete and individual who Eckville Junior/Senior High School strives to develop through the sponsorship of extra-curricular athletics.

Selection Committee

Composition shall be as follows, with each person on the committee having one vote (no individual can receive more than one vote by virtue of filling more than one position on the selection committee):

- Athletic Director (shall be responsible for the organization and conduct of all meetings, as well as the tabulation of votes)
- Principal, then the Vice-Principal

Selection Process:

1. The athletic director shall present to the committee a list of those grade 11's or 12's which meet # 1 and #2 of the criteria.
2. The committee will conduct an elimination vote with a nominee requiring two thirds of the support of the committee to advance the process.
3. From list of candidates advancing from this first elimination vote, the committee shall vote, if necessary, on an award winner. This process will continue with the lowest vote getter being eliminated each vote.
4. The final award recipient must receive 2/3 of the committee votes to be honored as the Eckville Junior/Senior High School Academic/Athlete.

In the event that the ballot is down to 2 candidates and neither receives the minimum 2/3 of the ballots, but neither receives less than ½ the ballots, the two candidates shall be named co-career athletes.

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 Eckville Junior/Senior High 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 Eckville Junior/Senior High School he/she will experience some of the most rewarding moments in their junior/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, however 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 before or after games:

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

The Next Step:

call and set up a meeting with the Athletic Director and or Principal to discuss the situation
at this meeting if a resolution cannot be reached, the next step can be determined

The coaches at Eckville Junior/Senior High School recognize the importance of extra-curricular activities. We provide a program that strives to provide your child with a positive and meaningful experience.

Sincerely,

Eckville Aces Coaching Staff

Appendix B

Coach's Guidelines for a Preseason Parent's Meeting

All coaches are required to distribute copies and address the following:

Team Rules and School Rules regarding athletics.
Participation - amount of playing time athletes can expect.
Sportsmanship - expectations by players and parents.
The procedure to deal with disagreements between coach and players or parents:

- at no time are problems to be discussed in front of other players.
- ask parents to meet the following day with the athletic director
- make sure there is parent communication.

Fees and the breakdown of the costs.
Team supervision - coaches and parents

This may be done either by a meeting or by a letter:
Other topics you may want to address

Your coaching philosophy
How practice sessions are conducted
Length of practice times
Expectation of attending practices
The consequences of missing practices
Academic requirements for eligibility

- Passing grades
- Full-filling academic requirement from the ASAA

Medical information in case of injury
Question and Answer

Appendix C – Team Expense Form

Team Budgeting Worksheet			Number of Players			
	Tournaments					
	Location	Cost	Km's	Coach Room (Max $250/Yr)	Total	
T1					$0	
T2					$0	
T3					$0	
T4					$0	
T5					$0	
T6					$0	
T7					$0	
T8					$0	
	Total Tournament Costs				$0	
	League					
		Score Keepers	Kms			
	League Fees	→				
L1					$0	
L2					$0	
L3					$0	
L4					$0	
L5					$0	
L6					$0	
L7					$0	
L8					$0	
L9					$0	
L10					$0	
	Total League Costs				$0	
	Exhibition Games					
		Score Keepers	Kms			
Ex 1					$0	
Ex 2					$0	
Ex 3					$0	
Ex 4					$0	
	Total Exhibition				$0	
	Misc Cost					
	Uniform Replacment					*half of replacement cost BB $200 VB$100
						Based on 5 year replacement
	Total Season Costs				$0	
	Revenue	# of Players	Cost/ Player			
	Players	0			$0	$200 for BB/$150/VB
	School				$0	$1200 BB/$1000 VB
	Gate Receipts				$0	
	Coach Reimbursement	$0			$0	* Hotel Rooms
	Total Revenue				$0	
	Surplus/Deficit				$0	

We have read and thoroughly understand the rules given above and any attachment regarding the conduct of an Eckville Junior/Senior High School Athlete.

We have read and thoroughly understand that our actions as parents or fans or coaches may result in disciplinary action involving our son or daughter.

We understand that these rules are important in helping the student become a good athlete and a good citizen with a high sense of moral integrity, competitive spirit, and the ability to be honest and forthright in all endeavors. We understand and agree to abide by these rules as an athlete and parent of Eckville Junior/Senior High School.

I have read the Student Association Fees information and I agree to have my school fees paid before I will be permitted to participate in a school sport. I understand that if my fees are not paid by the pending deadline or a payment plan is not in place that my son or daughter will be suspended from the team until my fees are paid.

Date: _____ Athletes Name (print):_____

Parent Signature _____

Student Signature _____

Players Personal Information:

Name: _____
Birthdate: _____
Home Phone :_____
Alberta Heath Care number: _____

Please list any health related problems the coach should be aware of.

_____
_____
_____
__

List two contact people in case of emergency:

1. *Name: _____*
   Number: _____

2. *Name: _____*
   Number: _____

(Please return this copy signed to the coach)