

ATHLETICS



COACHES / SPONSORS HANDBOOK

Coaches Check list:

1. _____ Organizational meeting with athletes
2. _____ Attend League Organizational Meetings at the LMCC
3. _____ Information meeting with parents – Hi risk sports only (Football, Rugby, Wrestling, Gymnastics, Ski/snowboard, and Mountain Biking)
4. _____ Distribute “Informed Consent” and medical form.
5. _____ Complete roster of athletes (attached) to Paul Shtenko at pshtenko@nvsd44.bc.ca.
6. _____ Sign out a first aid kit from Paul.
7. _____ Return all equipment (i.e. balls, first aid kit) promptly at the end of the season

Athletes will NOT receive a uniform until all fees and forms have been submitted to the school.

Dear Coach/Sponsor:

First, I would like to thank you for taking the time to coach or sponsor a team. It is through your interest, effort and willingness to sacrifice your personal time that we are able to offer a strong, all – round athletic program at Seycove. In an effort to make your job a little easier and at the same time ensure that the organizational details that must be looked after are done correctly, I ask that you familiarize yourself with the contents of the handbook.

It is the goal of the Seycove Athletic Department that both coaches and sponsors are clear on the policies that guide us as we work with student athletes, staff, fellow coaches and administrators at Seycove. This handbook is designed to helping our department meet these goals. Please make note of any questions that you have while reading this handbook. Your feedback is welcomed and appreciated.

The following topics will be covered at the meeting:

- distribution of athlete packages
- additions to the Coaches / Sponsors handbook
- uniform distribution dates

Please make sure that you review the coach/sponsor checklist that highlights the various tasks that need to be completed throughout the season. I look forward to working with, and watching your team progress throughout the season.

Yours truly,

Paul Shtenko
Athletic Director

Philosophy

The objective of extra-curricular athletics at Seycove is to foster a healthy appreciation of competitive individual and team sports. Specifically, our program aims for the pursuit of excellence in the areas of commitment, competition, skill development, enjoyment, cooperation, and participation by Seycove students.

The focus for teams at the Bantam and Juvenile levels (Grades 8 & 9) is to maximize participation, improve individual fundamental skills, develop team skills, and provide student athletes with positive athletic experiences. The principles of fair play are to be adhered to at all times.

At the Junior and Senior levels the individual and team focus is more competitive. Emphasis is on team concept development and execution. Fair play principles continue to be permanent in the playing of all sports.

The athletics' program offers a foundation for classroom studies. Many students are able to transfer the qualities learned in athletics to the classroom. Others use athletics as an outlet that allows them more control in classes. For a number of students, athletics offers the lifeline that keeps them in school.

Seycove Athletic Advisory Committee

This committee is made up of the Athletic Director and an Administrator. The goal of this committee is to advise on disciplinary issues as they arise. Also, this committee will make decisions on Athletic points and awards.

Coaching Staff - Role and Responsibilities

The function of a coach is to educate students through participation in interscholastic competition.

Seycove's interscholastic program is designed to enhance academic achievement and should work in concert with opportunities for academic success. Each student-athlete should be treated as though he or she was the coaches' own child, and his or her welfare is a priority at all times. A comprehensive list of guidelines is outlined in this manual.

Coaches Code of Conduct (BC School Sports Handbook)

The coach / student athlete relationship is a privileged one. Coaches play a critical role in the personal and athletic development of their students. Therefore, coaches are expected to model the fundamentally positive aspects of school sport. Coaches are responsible for their own behaviour as well as their student – athletes.

- 2.1.1 Coaches shall recognize that school sport is an extension of the classroom, with moral and legislative obligations required of the coach at all times.
- 2.1.2 Coaches shall uphold the rules and regulations of the BC School Sports, the local Athletic Association and applicable Sport Commission.
- 2.1.3 Coaches shall actively uphold the rules of the sport, the spirit of the rules of the sport, and encourage student-athletes to do the same.
- 2.1.4 Coaches shall fulfill all league, exhibition, invitational, play-off and championship competitive and event obligations, in accordance with Athletic Association policy, Sport Commission policy or Tournament Organizer agreements.
- 2.1.5 Coaches shall treat all participants fairly and equitably, by refraining from discriminating against any student-athlete with respect to race, colour, ancestry, place of origin, religion, family status, physical or mental disability, sex or sexual orientation.
- 2.1.6 Coaches shall respect the judgement and interpretation of officials without gesture or argument, and require student-athletes to do the same.
- 2.1.7 Coaches shall not use foul, profane, harassing or offensive language or gestures in the conduct of coaching duties.
- 2.1.8 Coaches shall not use physical force of any kind in the conduct of coaching duties.
- 2.1.9 Coaches shall not, either directly or indirectly, encourage a student to attend a particular school for the purpose of participating in interschool sport.
- 2.1.10 Coaches shall not, under any circumstances, endorse, recommend or suggest the use of Performance Enhancing Drugs or Supplements by any student-athlete.
- 2.1.11 Coaches shall abstain from the use of tobacco products and alcohol while in the presence of student-athletes, and discourage their use by student-athletes.
- 2.1.12 Coaches shall not, under any circumstances, require or imply that a student must be involved in any summer program or club program as part of their obligation to participate on a school team.
- 2.1.13 Coaches shall not, under any circumstances, require or imply that a student cannot or should not participate in any BCSS approved sport of their choice in the season preceding and/or succeeding the coach's particular season-of-play.
- 2.1.14 Coaches shall not, under any circumstances, start pre-season tryouts or practices to the detriment of any in-season sport.

Community Coaches

All non-teaching coaches are to be made aware of the school's athletic policy discussed herein. A non-teaching coach does not free the sponsor teacher from supervision of the team and its events. The sponsors' commitment to practices and games may vary but is recommended to attend all team functions.

Community Coach Guidelines (BC School Sports Handbook)

BC School Sports understands that Community Coaches are integral to the school sport system, and that they are necessary to ensure further opportunities for student athletes. Recognized Athletic Associations, Member Schools and/or School Districts are encouraged to adopt the following guidelines to ensure that the philosophy, objectives and values of the BC School Sports system are maintained.

- 3.1 Community Coaches should complete the Community Coaches Application Form and submit copies to both the Athletic Director and School Administrator. The form will enable School Representatives to start to determine that qualifications and suitability of the prospective Community Coach to supervise and coach students of school age, and to receive from the prospective Community Coach authorization to conduct a Criminal records check.
- 3.2 It is strongly recommended that the Community Coach have completed a minimum of Level One Theory of the National Coaching Certification Program.
- 3.3 The School Administrator and/or the Athletic Director should meet with each prospective Community Coach to discuss school athletic policy and school sport philosophy, ensuring that the coach understands:
 - 3.3.1 the expectations for supervision of students
 - 3.3.2 emergency protocol within the school
 - 3.3.3 accountability for equipment, uniforms, finances
 - 3.3.4 league schedules and deadlines
 - 3.3.5 practice times, restrictions, policies and access
 - 3.3.6 school and/or District travel policies and insurance requirements
 - 3.3.7 the BCSS Coach's Code of Conduct and procedures
 - 3.3.8 the BCSS Eligibility Policies and procedures
 - 3.3.9 the decision making process and jurisdictional boundaries of the School, School District, Athletic Association, Sport Commission, and BC School Sports
 - 3.3.10 required paperwork for team and player registration and entry into events
- 3.4 The School Administrator and/or Athletic Director should request and check at least two references for each Community Coach candidate. Reference checks should include questions about previous conduct, suspensions or probationary penalties served, technical skill and ability, age group and/or gender previously coached and degree of commitment and interest.
- 3.5 The School Administrator and/or Athletic Director should undertake a Criminal Records check on the prospective Community Coach, looking for convictions under the Criminal Code of Canada, the Narcotics Control Act or the Food and Drugs Act.

- 3.6 The BCSS Supervision Policies does not require that a Teacher Sponsor be present with adults who have been approved by the School Administrator. It is therefore strongly recommended that periodic observations of the Community Coach at practice and in competition be conducted by the Athletic Director and/or Administrator.

Coaches Responsibilities

- **Attend Seycove Seasonal Sport Meeting**
- **Attend League Organizational Meetings**
- Inform parents of game schedules and transportation needs.
- Inform students of relevant policy, that is, commitment, discipline and philosophy, and to be a constant and ideal role model for the three aforementioned issues.
- Have students complete Informed Consent Form
- Have a strong commitment to preparation and delivery of practices and meetings.
- Making Athletic Director aware of any special events or occurrences (ie. Players expelled from a game.)
- Communicate with Athletic Director re: equipment needs, and game schedules.
- Supervise the set up and put away equipment at home games (There has been a history of equipment theft).
- Completion of Athletics Awards Points form at the end of the season
- Encourage athletes to give back to the athletic program through scorekeeping, lining, and refereeing.
- In addition, take on Staff Sponsor responsibilities if no staff sponsor is available.

Staff Sponsors Responsibilities

- **Attend Seycove Seasonal Sport Meeting**
- **Attend League Organizational Meetings**
- Inform students of relevant policy, that is, commitment, discipline and philosophy, and to be a constant and ideal role model for the three aforementioned issues.
- Making the Athletic Director aware of any special events or occurrences (ie. Players expelled from a game. Observation of inappropriate coaching behaviour.)
- Communicate with Athletic Director re: equipment needs, and game schedules.
- Encourage athletes to give back to the athletic program through scorekeeping, lining, and refereeing.

Discipline

Generally, discipline and control of athletic teams and individuals in inter-school competition at Seycove shall be the responsibility of the individual coach. The coach/sponsor has the initial responsibility to clarify goals and expectations of the program to all involved.

The Athletic Advisory Committee may become involved in a discipline issue:

- a) When an individual or group of Seycove athletes competing are in violation of student Code of Conduct i.e. involved with drinking alcohol, smoking, or using drugs during a sanctioned sporting event.
- b) Where an individual or group of athletes quits a team without a reasonable excuse (i.e. medical problem)
- c) Where a representative of Seycove acts in such a manner that the image of our athletic program and school is questioned.

Uniforms

- a) Uniforms will be administered by the Athletic Director in the following manner:
 - a. Coaches submit a team list
 - b. All forms, deposits and money is given to the A.D.
 - c. Coach and athletes will be informed of time and date for uniform distribution
 - d. Consideration will be given to athletes whose coach has reason to believe they cannot pay.
- b) Collection of uniforms should be done within one week of the end of the season. The coach should set a final return date, and inform the student-athletes. The students must wash their uniforms before returning them to the Athletic Director. If the uniforms have not been returned by the pre-determined date the uniform deposits will be cashed. If the student-athlete returns the uniform after this pre-determined date, only a portion of the uniform deposit may be returned

Athletic Fees

An athletic fee is allocated for all individuals participating in athletics at Seycove. Consideration will be given to athletes who have difficulty paying these fees. Students who are unable to pay the assigned athletic fee can 'pay back' the cost by volunteering service hours to athletics. **Once an athlete has paid their fee and joined the team, they will not receive a refund if they terminate their position on the team.**

ATHLETIC FEE STRUCTURE

Basic Fee (all athletes pay this) <i>This fee includes association fees, uniforms, equipment, medical kits, athletic tape, etc...</i>		\$40 or \$20
Additional fees		Costs
Major Sports All grade 8, 9, 10, 11, and 12 volleyball and basketball teams soccer, rugby,	See above	\$40
Minor Sports badminton, mountain biking, x-country, ski/snowboarding, wrestling, golf, tennis, swimming, track and field, rowing	See above	\$20

For registration to be complete the following two cheques must be submitted to Mr. P. Shtenko

Cheque #1- **Athletic Fee** – Please make the cheque payable to **Seycove Secondary School**

Basic Fee	(refer to the table above)	Total
\$40 or \$20	+ _____	= _____

Cheque #2 - **Uniform deposit cheque of \$150.** Please make the cheque payable to **Seycove Secondary School**

This cheque, for team uniforms, is required at the time of registration to ensure the prompt return of uniforms at the end of the season at which time the cheque will be returned or destroyed.

Cheques will be cashed if uniforms are not returned after 2 WEEKS of the last game played.

Please date this cheque for January 1, 2008 (Fall sports) or June 1, 2008 (Winter and Spring sports).

Subsidization for Coaches

To show our sincere appreciation for the contribution of coaches with children who attend Seycove the athletic department and the administration have developed a subsidization policy that will assist in financially supporting our coaches with children.

The athletic department will cover the Athletic fee of one child for the sport that you are coaching . Thank you again for your dedication to Athletics at Seycove.

Athletic Fee / Cost Breakdown – see Appendix for Sample

The \$40.00 or \$20.00 based athletic fee will be applied to:

- NSSSAA fees
- BC School Sport Fees
- Insurance Fees
- First Aid Equipment
- Equipment Purchases
- Uniform Purchases
- Sport Specific T-Shirts
- Coaches clothing

***All athletes participating for a team must be informed of the additional costs associated with playing on a particular team. This financial breakdown needs to be communicated to the parents.

Equipment

When necessary, the Athletic Director will determine equipment needs in the following categories.

- a. new equipment
- b. replacement equipment
- c. equipment for repair

The Athletic Department will make every effort to provide you with the equipment necessary for your sport. Please:

- I. Ensure that equipment is put away and locked up before you leave
- II. Take the time to count items before and after a practice.

Please do not leave out equipment for other teams as this is the responsibility of another coach. The Athletic Department needs your cooperation in reducing the theft of equipment.

Ordering New Equipment

The Athletic Director will, in consultation with coaches, order all sports equipment. Please communicate your needs to the Athletic Director.

Facility Rentals

Due to liability concerns, a new district policy has been set for gym usage. Consequently, “activities and programs that take place without the expressed written approval and authorization of the School Board could result in significant legal liabilities for both the Board and the individual(s) concerned. Hence,

- All outside groups must secure a rental contract for the gymnasiums
- All outside groups will be required to show proof of insurance coverage

The only groups that are exempt from this are current season Seycove teams practicing. However, on weekends, school holidays [including Christmas, Spring Break and Summer, and Professional Days] all non-school based groups must secure a rental contract and insurance coverage for any practices. Any and all tournaments must have a rental contract with a minimum of 2 hours of custodial service budgeted for by the coach.

Rita Milikin is the person responsible for rentals and can be contacted via e-mail at rmilikin@nvsd44.bc.ca.

Facility Scheduling

Each season of play involves gym and field scheduling of teams to ensure equal practice and scheduled time for all teams. If coaches have particular requests for gym space they must communicate these to the AD responsible for this duty in writing. The gym/field schedule will be posted weekly outside the gym and each coach will receive his/her own schedule by email.

Priority will generally be given in the following fashion:

- A) Games
- B) Scheduling referees, scorekeepers, linesmen for games
- C) Senior Teams
- D) Junior Teams
- E) Juvenile Teams
- F) Bantam Teams
- G) Other in-school sports / activities
- H) Unrelated to school activities

Please see Paul Shtenko for any scheduling concerns.

Early Dismissal and Student Attendance

Early dismissals are for the purpose of allowing students to get to **league games** on time and not to miss class time unnecessarily. All early dismissal requests should be emailed to pshtenko@nv44.bc.ca before lunch of the day of the event. Early dismissals must not be for earlier than **2:45 pm** unless a circumstance (ie. Trip to Squamish for league play, Golf dismissals due to limited tee times) necessitates earlier dismissal time. It is a request of the Athletic department that coaches do their utmost to follow this guideline when possible.-

Coaches must be clear in communicating to their players that:

- 1) Students must inform the teacher at the **beginning** of the period by politely **asking** for permission to be dismissed.
- 2) Students should be aware that being dismissed early is a privilege that may not be granted if the subject teacher is dissatisfied with a student's efforts.
- 3) Also, students who utilize an early dismissal should leave immediately from their class and assemble at the gym foyer to depart to their games.

Attendance in class on game days is **mandatory**. Although it is difficult to administer this policy, due to possible appointments during the day, it is the expectation of the

Athletic Department that coaches/sponsors check absentee information provided by the general office. In the case that a student athlete has not attended classes but has arrived expecting to play that afternoon, coaches are asked to not dress that athlete for competition on that day.

Citizenship and Academic Performance

It is the belief that extra – curricular participation by students at Seycove is a privilege provided that certain criteria are met by athletes. These include:

- I Exemplary class attendance.
- II Student – athlete behavior in classes and throughout the school is exemplary.
- III Students are doing their best to meet learning outcomes in their classes by completing homework and being prepared for class

It is the responsibility of coaches, student – athletes, teachers, parents, and administration to communicate with each other in regards to meeting the above criteria. In the event that a student – athlete is failing to meet behavioral and academic requirements all parties will work together to create possible solutions, including possible suspension from participation until the student – athlete can meet expectations.

Announcements

To facilitate communication with athletes, coaches/sponsors may request a short announcements to be read on the PA and placed on the school TV monitors. Announcements are read each day at noon. Please email the evening before to pshtenko@nv44.bc.ca announcements that you would like this read and placed on the monitors.

Informed Consent

A complete and comprehensive registration package will be given to coaches/sponsors at the seasonal sport meeting:

Volunteers

1. Individuals who wish to act as volunteers must comply with the provisions of the North Vancouver School District Policy:

404 Volunteers in Schools
2. It is the responsibility of the teacher staff member (coach/ sponsor) and/or Athletic Coordinator to ensure that each volunteer has completed the following prior to being engaged in any coaching duties:

Volunteer's Safety Check Application
Volunteer Interview Sheet

Both forms must be turned in to the Athletic Director which in turn will be kept on file with the Administrative Liaison for Athletics.

Transportation of Students by Private Vehicles

1. Individuals who wish to act as volunteer drivers must comply with the provisions of the North Vancouver School District Policy:

607 Transportation of Students

In order to provide additional liability insurance protection to volunteers using private vehicles in the transportation of students to and from approved educational activities, the Secretary-Treasurer has obtained, from available funds, a Special Excess Third Party Legal Liability Insurance policy. This policy extends to unpaid volunteer drivers and all School District staff who volunteer to drive students but are not reimbursed by the Board for the operation of their vehicles, subject to the following provisions:

These are the requirements to drive students:

1. Complete the volunteer drivers form and return this to the office.
2. Call ICBC and have a transcript of your driving record mailed /faxed to you (ICBC's phone # is 604-661-2255)
3. Have the Principal or vice-Principal review the transcript
4. Have a staff member check the vehicle for the correct number of seat belts and that it is operating properly

If parents and/or coach choose to transport the students, please take note of the following:

All parents, staff, and students who transport for school sponsored events will be covered by School Board \$10 Million Insurance (Liability) providing the vehicle is not a rented vehicle. If a rented vehicle (even a school bus) is used, School Board Insurance does not cover.

Transportation of Students by Rented Vehicle

If a rented vehicle is used to transport students, we must observe the following:

- The vehicle must have a Ministry of Transport sticker.
- The vehicle must have a permit to operate certificate as a school bus
- Additional insurance must be purchased.
- The driver must have a Class 4 License.

*Coaches and sponsors that find themselves using rental means of transportation **must consult with the Athletic Director**. *Ordering taxis are for emergency purposes only. Please make every effort to involve parents in the transportation of athletes.

Tournaments and Exhibition Play

Coaches are more than welcome to organize their schedules any way they want to fit their own plans, but please kept in mind that:

- I Student – athletes have a priority to complete work to prepare for classes.
- II Coaches should also be familiar with BCSS policy regarding length of season.
- III Tournament costs will be the responsibility of the team participating. If a team qualifies for the **B.C. Provincial Championship**, a special request will be made to the Administration for a school subsidy.

NB: Costs of traveling to tournaments and exhibition games during the season is the responsibility of the coach/sponsor. Efforts must be made to communicate to all athletes trying out for a team of the additional costs associated with playing on a particular team.

Hosting Tournaments at Seycove

- prior approval from AD and Administration
- booking contract in place (see Rental Facility Section)
- Entry fees submitted to the AD.

Scorers, Timers and Referees

The Athletic Dept. through the cooperation of **each team will** enlist the help of as many scorers, timers and referees as possible.

Coaches are to recruit scorers, timers, and referees and give these names to the Athletic Director if service hours are requested by the volunteer. (This is not an option each member of a team will help the Athletic Department in scorekeeping games in each season of play). EG, Volleyball players help with scorekeeping and officiating volleyball games. The same will apply to basketball teams.

Athletes will be asked to assist in the various sports in which they are involved. It is the expectation of the Athletic Department that **coaches strongly encourage** their student – athletes to help in this important area whenever it is feasible for the student – athletes to help.

All members of the Senior and Junior (where applicable) teams will be encouraged to officiate a minimum of one game throughout the season (at the Bantam, Juvenile or Junior level). This will help players to develop their skills in all aspects of the game, gain an appreciation for the officials and help to ensure that all games are officiated with the appropriate number of people.

Duties of the Athletic Director

Coaching

- Make staff aware of athletic needs and interests.
- Accept and screen services of teachers and non-teaching personnel to coach and/or sponsor.
- Finalize and establish coaching list for each of the three seasons.
- Organize and distribute registration packages at **SEASONAL SPORT MEETINGS**
- Interpret league policy and athletic association requirements for coaches.
- Communicate with coaches re: league meetings, clinics and workshops.

Scorers, Timers and Referees

- arrange for professional referees for grade 8 and 9 teams
- coordinate team members from other teams as well as the PE 12 class

Uniforms & Equipment

- Distribute uniforms to coaches, collect fees and receive collected uniforms from coaches at the completion of seasons.
- Order new and replacement uniforms.
- Complete a year-end inventory of uniforms and team equipment.

Budgeting

- Coordinate department needs with the principal

Facilities

- Prepare gymnasium and field schedule
- Coordinate space allotments.

Awards

- Record keeping of athletes and team results.

Who do I contact? For all concerns contact Mr. Shtenko

- Referees and scorekeepers:
- Gym times:
- Uniforms:
- Sponsor/Coach staffing:
- Equipment needs/Uniform orders:
- Budget:
- Athletic Points/Awards:
- Eligibility concerns:
- General enquiries:

Athletic Points

ATHLETIC AWARDS

Certificates and medals are presented to recognize athletes at Seycove who have served on numerous teams and demonstrated skill in their respective sports. Awards are given to athletes who have accumulated the point totals listed below throughout their Seycove athletic career.

30 points	Certificate
60 points	Bronze Medal
90 points	Silver Medal
120 points	Gold Medal
150 points	Athletic Platinum Plaque

The male and female Athletes of the Year for each grade will be determined by the Athletic Department, based on the point structure listed on the following pages. Coaches submit individual athletic points for each sport and students will be considered based on their two best sports.

Athletic Service Awards

Service to the Athletic Department for officiating, score keeping, time keeping, managing, setting up and assisting with sports events is recognized through the citizenship awards program.

Athletic Points

The following criteria will be used to determine athletic points to students who participate in both team and individual sports sponsored by the Seycove Athletic Department.

Skill Assessment

Coaches will rank each of their athletes based on skills demonstrated in league play compared to athletes of the same level in the NSSSAA.

- 6-8 Recognized as one of the best skilled competitors at his/her age level in the NSSSAA.
- 4-5 Recognized as having the skill and ability to compete at his/her age level in the NSSSAA, and considered to have an average skill level.
- 1-3 Demonstrates a desire to develop skills, yet does not have the skills required to be competitive at his/her age level in the NSSSAA.

- Athletes playing above their age level will be compared to athletes they are competing against.

- Intermediate league athletes will be compared to senior level athletes.

Leadership and Sportsmanship

- 4 Exemplary leadership: respected by teammates and leads by example. Always has a positive attitude, is cooperative, speaks in a positive way towards teammates, opposition, officials and referees, respects and listens to coaches, assumes leadership role outside of competition.
- 3 Strong leader: respected by teammates as someone who overtly contributes to the team moral. Considered a good sport who never quits and always puts forth a full effort. (Very similar to a "4" but not quite as strong a leader.)
- 2 Considered a good sport (most athletes).
- 0-1 Sportsmanship and Leadership do not adequately meet the expectations of the Seycove Athletic Department.

Attendance

The Athletic Department at Seycove expects that all athletes will be committed to their team by attending all scheduled practices and competitions. Attendance will be taken by the coach throughout the season, and points will be awarded as follows:

- 4 90%+ attendance (sport must meet at least 3 times per week)
- 3 80%+ attendance (sport must meet at least 3 times per week)
- 2 70%+ attendance
- 1 60%+ attendance
- 0 less than 60% attendance

Excused absences will be recognized at the coaches discretion; however, no more than 10% grace may be added to actual attendance (eg. an athlete excused 5/20 and attending all other practices would, at best, be recognized as attending 85% of practices).

Committee Points

Coaches will award additional points in agreement with the Athletic Committee which will include the Athletic Director and an Administrator. These points are awarded only to those athletes whom the coach feels deserve extra recognition.

- 4 Recognized as a top athlete in the province in his/her sport and age group. (Individual or Team Sport).
- 3 Recognized for placing first in an individual sport or selected to the First All-Star Team in the NSSSAA for his/her sport and age group.
- 2 Recognized for placing second or third in an individual sport or selected to the Second All-Star Team in his/her sport and age group.
- 1 At the discretion of the Committee based on data presented by the coach.

Seycove Secondary School - Extramural Athletic Awards

Team/Sport:	
Coach:	

Completed by Athletic Director



	Name	Grade	Skills /8	Sportsmanship /4	Attendance /4	Committee /4	Total
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
16							
17							
18							

To assist the athletics department with awards, please select one athlete you would recommend for M.V.P. (please take into account skill, sportsmanship, and attendance).

1. _____

* A brief explanation why.

Please include a brief write-up based on the performance of your team this season

Conditions of Use for Confederation and Griffin Artificial Turf

To ensure that all participants are following the same guidelines with respect to conditions of use for the two artificial turf fields, please ensure that every team official, player and parents of players (for Youth) are aware of the following terms. Coaches will be responsible for the conduct and behaviour of players and spectators on the field. Groups must leave the Artificial Turf field FIVE MINUTES before their END TIME for transition time between groups. Groups must not enter the fenced field area until their START TIME. Teams must warm up outside fenced area. This will help avoid conflict between groups. Please ensure all participants are made aware of this procedure. To protect the field surface and maximize the life of the fields, all participants are required to follow the following conditions of use:

- Spectators must remain outside fenced area of field
- No screw-in stud footwear allowed. This includes metal and plastic studs. This rule will be strictly enforced. Home teams must inform away teams of this rule and make sure referees enforce rule. Players found with screw-in stud footwear on the AT Field will be assessed damages and home teams and referees will be liable for suspension of field privileges.
- No gum
- No tobacco products
- No sunflower seeds (they sprout in the rubber and take hours to remove!)
- No beverages (other than water in plastic bottles)
- No pets
- No food
- No tents with spikes. Tents should be set up off to the side so spectator views are not blocked.

For bookings on the Artificial Turf fields, the North Vancouver Recreation Commission requires 14 days written cancellation notice. Notice can be sent via fax to 604.983.6335 or via e-mail to parks@northvanrec.com If you have any questions, please call me direct at 604.983.6318 or via e-mail at thorps@northvanrec.com

School and District Contacts

Position	Name	Email	Phone	Fax	Web site
Athletic Directors	Paul Shtenko	pshtenko@nvsd44.bc.ca	903-3666	903-3667	Seycove.ca
District Athletic coordinator (game schedules, league standings, and reporting scores)		gkarvalis@nvsd44.bc.ca	903-4848	903-3389	www.esportsdesk.com /NVSSAA

Other Important Numbers

Agency	Company	Phone	Notes
Taxi Company	North Shore Taxi	987-7171	*Call at noon the same day to ensure availability. DO NOT call earlier.
In-School emergency number	Ambulance, police or fire department	9-911	
North Van Field Closures (Soccer)		983-6444 700 1	Use the alternate dirt field assigned on your printed schedule if grass fields have been closed.
West Van Field Closures (Soccer)		925-7209	Use the alternate dirt field assigned on your printed schedule if grass fields have been closed.

Team Roster –Please submit this information asap to the Athletic Director.

Student Name	Date of Birth	Grade	Telephone #	Work # of parent	Email address of student *Very important!!
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					
16.					

Seycove Secondary School Policy

Minor Head Injury

Your child has sustained a minor head injury. The signs of injury may appear later and it is important to watch your child carefully for the next 48 hours.

Your child does not have to have been knocked out (lose consciousness) to have had a brain injury (concussion).

Call your doctor or go to the Emergency Department

immediately if you notice any of these signs:

- Your child is confused or doesn't recognize you.
- Your child appears to have a persistent or worsening headache.
- Dizziness or difficulty balancing.
- Your child complains of, or appears to have, disturbances of vision.
- Vomiting.
- Your child seems excessively sleepy or is difficult to wake.
- Your child has a convulsion (uncontrollable jerking of the body.)
- Your child loses strength in an arm or leg.
- Fluid or blood leaks from the ears or nose.

Do not give sedatives or pain medications for 2 days unless prescribed by a physician who has examined your child.

No child should go back to sports activities until they have been cleared to do so by a physician.

Seycove Athletics Department - HEAD INJURY PROTOCOL

1. **All injuries sustained in class need to be documented in the office.**
2. **Teachers/coaches/sponsors are to be extra vigilant regarding head injuries.**
3. **Students should be accompanied at all times if a head injury is sustained during play.**
4. **Upon return from a head injury, students need WRITTEN note from parents or Dr. before participating.**
5. **It is highly recommended that the coach/sponsor still keep the child out of contact activities if you feel further compounding head injuries may result.**

Volunteer File Contents and Usage

Name of form or document below)	When to use (see levels
1. School Volunteers Screening Checklist	
2. Volunteer Driver Application	Use with all drivers, including staff, who are driving students
3. Volunteers' Application	Level 1 optional Levels 2 and 3 required
4. Volunteer Interview Sheet	Level 1 and 2 optional Level 3 required
5. Volunteer Code	Level 1 optional Level 2 and 3 required
6. Volunteers Criminal Records Checks	Level 1 and 2 optional Level 3 required
7. Volunteer Assignment Approval Form	Employees on Medical Leave
8. Screen Your Volunteers	

LEVEL 1

Volunteers at this level provide casual and informal assistance to the classroom teacher. They may help out several times over the course of a year, but are not 'regulars' in the classroom. For example, they may drive on the occasional field trip, or help out with reading in the classroom or work with students **in plain sight of the classroom teacher**, or assist with food days, or coaching teams. These volunteers are only required to complete a driving record check (if they are driving students) or at the discretion of the administrator complete further checks, such as the Volunteer Application, a Volunteer Interview, Volunteer Code or Criminal Record Check.

LEVEL 2

Volunteers at this level help out regularly in the classroom, but are still **under the direct supervision of the classroom teacher**. These volunteers often work with children in small groups in a more structured and scheduled manner, and are the ‘regulars’ in your school/classroom. Generally these are parents, but also may be grandparents or other adults. This would also include those who are assisting to add to their volunteering experience, eg. potential PDP students, or adults looking for volunteering experience to add to their resumes. These volunteers are required to complete the Volunteer Application and the Volunteer Code, or at the discretion of the administrator, a Volunteer Interview and Criminal Record Check.

LEVEL 3

Volunteers at this level help out at the school on a regular basis or intensively for periods of time. They are the volunteers that will be working with children one on one, **out of the direct supervision of the classroom teacher**. This would include working with students in isolated locations, or adults accompanying overnight field trips. These volunteers must complete the Volunteer Application, a Volunteer Interview, the Volunteer Code and the Criminal Record Check.