



### **Context**

The Board of Education understands that physical literacy is a developmental priority for all students, and that for many students one key aspect of that is athletics, including competitive sports. Where coaches are needed for athletics, whether those are school district employees or community volunteers, there is a clear expectation among students, families, community members and the school district that coaches are to respect the privileged relationship that develops between a coach and an athlete. It is well understood in all areas of society that the role of a coach must be of a high standard of morality, accountability and respect.

### **Policy**

The Board, while grateful to all who volunteer, including staff and community volunteers, for the important work of coaching students in athletics, has a clear expectation that coaches will demonstrate genuine respect and high levels of morality in addition to providing the time and expertise that comes with coaching

### **Guidelines**

The Board believes that:

1. Support for volunteer coaches is a critical element of ensuring optimal opportunities for growth and development of young people.
2. For many students, athletics can be the foundation for connection to school, and coaches play a central role in supporting positive athletic experiences for students.
3. The conduct of coaches is expected to be at the highest level, including through the example of positive social interactions and appropriate conduct in all aspects of coaching.
4. As role models, coaches are expected to set a high ethical standard for student athletes.
5. Coaches are expected to abide by all expectations defined by BC school sporting bodies including BC School Sports.

### **References:**

- [Board Policy 506: Conduct of Coaches](#)
- [Board Policy 700: Safe, Caring and Inclusive School Communities](#)
- [Board Policy 302: Communities' and Volunteers' Involvement in our School District](#)

### **Dates of Adoption/Amendments:**

Adopted: 2015.11.24

Amended: 2021.04.27: **Reviewed 2024.11.24**



**Purpose:**

The purpose of these administrative procedures is to provide clarity for coaches and school sponsors of team and individual athletics in regard to expected conduct of coaches.

It is expected that all school coaches, including employees and community members, will:

1. recognize that school sport is an extension of the classroom and the school, and shall conduct themselves accordingly when performing coaching duties;
2. observe the Competitive Rules and Regulations of BCSS, and those of their local athletic association and applicable Sport Commission;
3. observe the rules of the sport, the spirit of the rules of the sport, and shall require student-athletes to do the same;
4. 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, gender identification, sex or sexual orientation;
5. respect the rulings of officials without gesture or argument, and shall require student-athletes to do the same;
6. not use foul, profane, harassing or offensive language or gestures in the conduct of coaching duties;
7. not use physical force of any kind in the conduct of coaching duties;
8. not, under any circumstances, endorse, recommend, or suggest the use of performance-enhancing drugs or supplements by any student-athlete;
9. abstain from the use of tobacco or vape products, illicit narcotics and alcohol during times that they are engaged with student athletes including when responsible for them away from the school, and shall discourage their use by student-athletes.
10. ensure that all athletes and other students connected to the program (e.g. managers) abide by the school's code of conduct and the Board's Policy on Safe, Caring and Inclusive School Communities.

**References:**

- [Board Policy 506: Conduct of Coaches](#)
- [Board Policy 700: Safe, Caring and Inclusive School Communities](#)
- [Board Policy 302: Communities' and Volunteers' Involvement in our School District](#)

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QUALICUM SCHOOL DISTRICT

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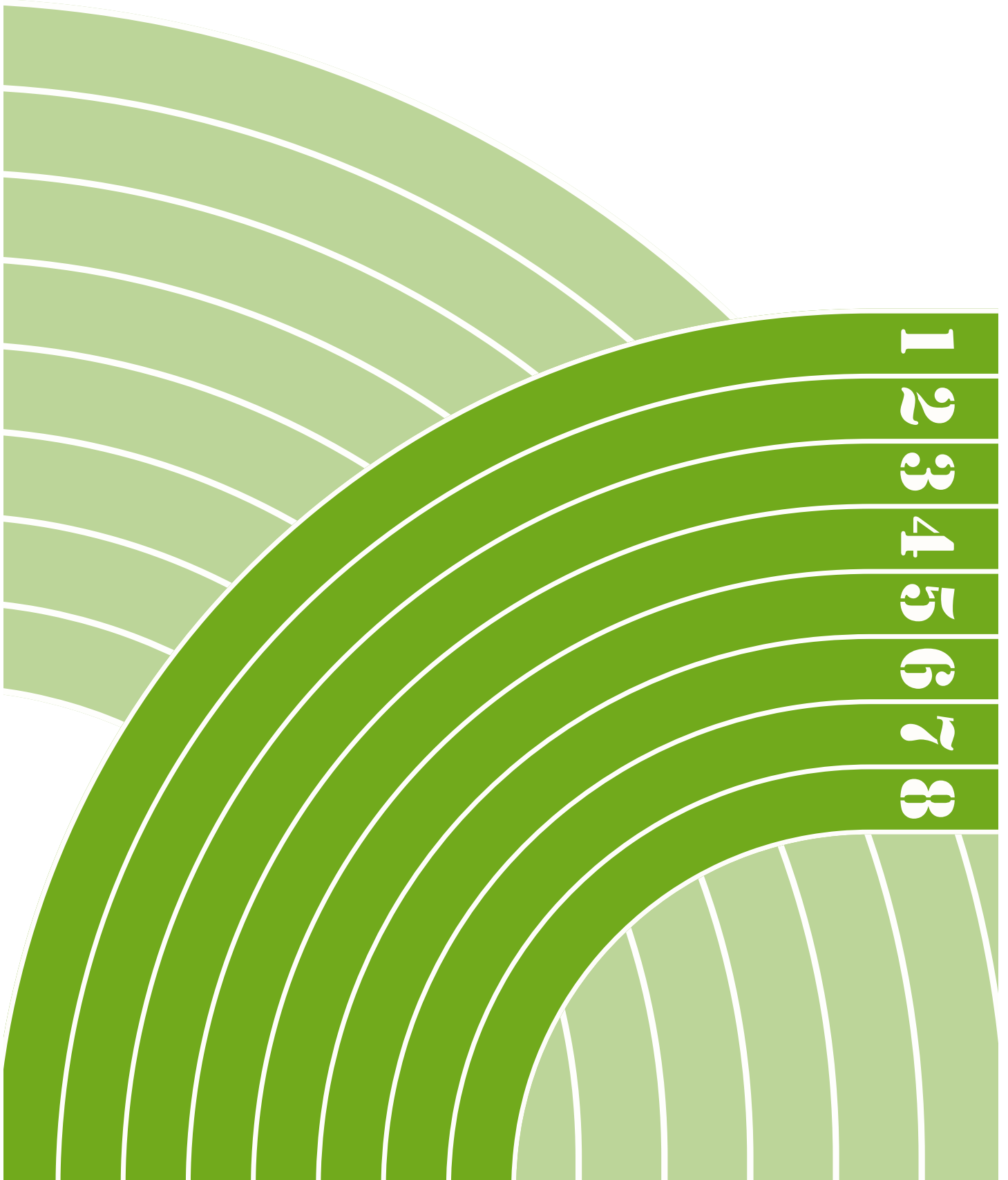
# Athletics Handbook



SECONDARY



**The Qualicum School District resides on Coast Salish  
Territory and within the shared territory of the  
Snaw'naw'as and Qualicum First Nations.**



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# Overview

This handbook serves as a guide for extra-curricular athletics programs in the Qualicum School District (QSD) and provides pertinent information for principals and vice-principals, athletic directors, teachers, coaches, volunteers, parents/caregivers, and our student athletes. There will be a companion handbook for elementary schools. Individual schools may organize their programs to suit their specific needs, provided they adhere to the general guidelines outlined in this handbook, in accordance with policies set by QSD and BC School Sports (BCSS).

## District Context

The Qualicum School District is centrally situated on east Vancouver Island, serving communities in and adjacent to the City of Parksville and Town of Qualicum with a total student population of approximately 4400. There are eight elementary schools (Grades K-7), two secondary schools (Grades 8-12), as well as the Parksville Alternative Secondary School (PASS) and the online Collaborative Education Alternative Program (CEAP) to augment student choice and support home-learning families. The district French Immersion program is available at Ecole' Oceanside Elementary and Ecole' Ballenas Secondary Schools. The Qualicum School district also has a thriving International Student Program, which brings approximately 140 students to the region every year.

The Qualicum School District resides on Coast Salish Territory and within the shared territory of the Snaw'naw'as (Nanoose) and Qualicum First Nations. Of the 590 students identifying as having Indigenous ancestry, 38 students reside on the local nations' land, more than 200 are Metis, and the balance cite other territories as their ancestral home, if known.

The Qualicum School District also supports approximately 630 students identified as having diverse needs, and typically 40 or fewer children in care. Household income in the region is lower than the provincial average, while the cost of housing remains higher than the provincial average.



## District Philosophy

We believe that extra-curricular athletics promotes physical activity, and fosters inclusion, commitment, responsibility, and leadership, as well as a sense of belonging that promotes school and community spirit. Extra-curricular athletics supports our Goals: “To Learn, To Give, To Grow, To Belong” and is integral to fostering a sense of belonging.

Qualicum School District recognizes its role in the Truth and Reconciliation Calls to Action, including five (#87-91) that addressed reconciliation tied to sport, and that all programs, teams, and initiatives are inclusive of Indigenous peoples.

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



# Structure of School Sports

- Each individual secondary school is responsible for the organization and management of their extra-curricular sports teams, under the direction of the athletic director, vice-principal or principal responsible for athletics, all under the supervision of their principal.
- Each individual elementary school is responsible for the organization and management of their extra-curricular sports teams under the supervision of the principal and in conjunction with the other district elementary schools. Note: there will be a separate Elementary School Extra-Curricular Athletics Handbook.
- All sports teams will operate within the rules of BC School Sports, or the governing body of the specific sport.
- The secondary schools of Qualicum School District belong to the Vancouver Island Secondary Schools Athletic Association (VISSAA) and the North Vancouver Island Senior Secondary Schools Athletic Association (NVISSAA) and, when applicable, may participate in district, North Island and Island leagues and zone playoffs in their respective tiers, to be determined by BC School Sports (BCSS).
- Students must be registered in the Qualicum School District to participate in extra-curricular sports teams.
- Participating schools and teams will be expected to pay associated fees to BC School Sports, Athletic Associations as agreed, and for tournaments and other organized events.

# Administrative Organization

## **Board of Education**

The Qualicum School District Board of Education is responsible for all matters related to the school district, including athletic organization. It is responsible for interpreting the needs of the community and requirements to the professional organization. Additional responsibilities include: 1) developing policies in accordance with provincial regulations and mandates in accordance with the educational needs of the people; 2) approving means by which professional staff may make these policies effective; and 3) evaluating the extra-curricular athletic program in terms of its value to the community.

## **Superintendent of Schools**

The superintendent shall represent Qualicum School District as its chief executive officer and its foremost professional educator in its dealings with other school systems, social institutions and businesses.

The superintendent is responsible to administer the schools according to adopted policies of the local Board of Education, and rules and regulations of British Columbia's Ministry of Education and Child Care.

## **Director of Instruction**

The director of instruction is responsible for the administration of the Qualicum School District extra-curricular athletics. The director of instruction may provide consultation with individual athletic directors and administrators regarding the management of their specific athletics programs. As well, the director of instruction will be a resource for principals and vice-principals as they train school level athletic directors to provide effective sport supervision.

## **School Principal**

The school principal is the official representative of the school and is responsible for that school's student body and all athletic participation. The school principal is the official school representative in matters dealing with the athletic associations and conference affiliations and is responsible for any official action taken by their school.

## **Vice-Principal or Principal responsible for Athletics**

The administrator responsible for athletics is responsible for athletic participation through the athletic director and the coach(es).

## School Athletic Director (Secondary)

The primary responsibility of an athletic director at the school is the administration and supervision of the extra-curricular athletic program of the respective school. The athletic director is directly responsible to the vice-principal or principal responsible for athletics. The athletic director's duties will be those described in the roles and responsibilities below and any others as designated by the principal or vice-principal, including the orientation and supervision of all teacher-sponsors and coaches.



### Roles & Responsibilities of Athletic Director

#### 1. Program Management

The Athletic Director, in conjunction with the Vice-Principal and/or Principal, oversees all athletic programs, ensuring alignment with school and district policies including:

- Dealing with interpersonal issues between coaches, athletes and parents/caregivers, as well as disciplinary issues, in consultation with the school administration.
- Serving as a liaison for outside athletic associations (NVISSAA, VIAA, BCSSA etc.)
- Helping to coordinate team pictures and writeups for the yearbook.
- Organizing year end celebrations and recognitions within the school.

#### 2. Budgeting and Finance

Prepare and manage the athletic department budget and oversee the assigned team budgets in consultation with administration. Manage funds for equipment, facilities, officials, and team expenses.

#### 3. Staff Supervision

Search out, screen, allocate personnel for coaching and/or sponsorship roles including:

- Ensuring all staff comply with school and district policy and procedures, league and BCSSA regulations.
- Ensuring community/parent/caregiver coaches are in compliance with Board Policy and Administrative Procedures 302 Communities' and Volunteers' Involvement in our School District including a Criminal Record Check.
- Supporting community coaches with team letters, field experience forms, navigation of leagues and regulations, and general duties. Act as the staff sponsor when there is no other staff sponsor for a community or parent/caregiver coach.
- Coordinating department and seasonal coaches' meetings.

## Roles and Responsibilities (continued)

### 4. Compliance:

Ensure all athletic programs comply with athletic association and BCSSA regulations and Maintain records of student-athlete registration in the STARS system.

### 5. Facilities:

Uniforms and Equipment: Coordinate and schedule all athletic events, practices, games and tournaments, including officials. Distribute, collect and inventory uniforms and equipment. Organize and order new and replacement uniforms and equipment.

### 6. Public Relations:

Promote athletic programs within the school and community and serve as a liaison between the athletic department and parents/caregivers, and the community.

### 7. Student Support:

Support student-athletes in balancing academics and athletics. When deemed possible, help students and families with appeals to BCSSA. Provide guidance on college recruitment and scholarship opportunities.

### 8. Health and Safety:

Implement and monitor safety protocols for all athletic activities, ensure proper medical care and emergency procedures are in place and ensure adherence to Policy 502 Field Experiences and the Field Experiences Handbook. Ensure all coaches, sponsors, trainers, and team managers have completed the Concussion Awareness Training Tool mandated by BCSS. Ensure that a Qualicum School District staff is on all over night trips.



## Coaches

Coaches play a crucial role in supporting the team's activities and ensuring a positive experience for student athletes. All coaches shall be responsible to the athletic director and principal/vice-principal for the total operation of their respective sports programs. Coaches shall act as official representatives of the school as they carry out their extra-curricular athletic responsibilities. Coaches will be responsible for the normal duties required of extra-curricular competition, those duties as described in the coach's roles and responsibilities below, and/or any duties delegated by the athletic director or the school principal. Coaches must take the responsibility to know and adhere to all pertinent laws and school district policies, including [Board Policy and Administrative Procedures 506 Conduct of Coaches](#), and [BCSS regulations](#).

### Roles & Responsibilities of Coaches

#### 1. Supervision and Safety

Ensuring the safety and well-being of students during practices, games, and travel. This includes monitoring behavior, enforcing rules, and providing first aid if necessary. Complete the [Concussion Awareness Training Tool](#) mandated by BCSS before coaching.

#### 2. Planning and Preparation:

Coaches plan, prepare, and deliver instructional activities that facilitate active learning experiences in sports. This includes developing practice schedules, game strategies, and ensuring that all equipment and facilities are ready for use.

#### 3. Teaching, Instruction, Assessment & Feedback:

Coaches teach students the rules, fair play, fundamentals, regulations, strategies, and techniques of the sport. They provide instruction on proper techniques and ensure that athletes understand the game.

Coaches assess students' abilities, provide feedback, and monitor their progress. They make adjustments to training programs as needed to help athletes improve their performance.

#### 4. Event Coordination:

Organizing and overseeing practices, games, and other team events. This includes scheduling, securing venues, and arranging transportation; ensuring adherence to [Policy 502 Field Experiences](#) and the [Field Experiences Handbook](#).

#### 5. Administrative Duties:

Handling paperwork, including permission slips, medical forms, and eligibility requirements. Coordinating with school administration, athletic director, parents/caregivers, and other stakeholders.

#### 6. Communication:

Acting as a liaison between the team, community/ parent/caregiver coach, athletic director, school administration, and parents/caregivers. Keeping everyone informed about schedules, changes, and important updates.

#### 7. Fundraising and Budgeting:

Assisting with fundraising efforts and managing the team's budget. This includes organizing events, seeking sponsorships, and ensuring funds are used appropriately.

#### 8. Compliance:

Ensuring the team adheres to school and district policy and procedures, league and [BCSSA regulations](#).

## Staff Sponsors

In the case of a community or parent/caregiver coach, a staff sponsor is required and shall be responsible to the athletic director for the total operation of their respective sports program including being a liaison to the community coach and ensuring that the community coach adheres to the above "Coaches". Staff sponsors will be responsible for the normal duties required of extra-curricular competition, those duties described in the staff sponsor's roles and responsibilities, and/or any duties delegated by the athletic director or the school principal/vice-principal. Staff sponsors must take the responsibility to know and adhere to all pertinent laws and school and district policies, and BCSS regulations.

### Roles & Responsibilities of Staff Sponsors

#### 1. Supervision and Safety:

Supporting the safety and well-being of students during practices, games, and travel by being available to the coach. A staff member must accompany all teams on overnight trips. Complete the Concussion Awareness Training Tool mandated by BCSS before coaching.

#### 2. Administrative Duties:

Handling paperwork, including permission slips, medical forms, team fees and eligibility requirements. Coordinating between coach, athletic director, and school administration.

#### 3. Mentorship and Support:

Providing guidance and support to student-athletes, community/parents/caregivers, coaches. This includes fostering teamwork, sportsmanship, and personal development.

#### 4. Communication:

Acting as a liaison between the team, community/parent/caregiver coach, athletic director, school administration, and parent/caregiver.

#### 5. Compliance:

Ensuring the team adheres to school and district policy and procedures.



# Qualicum School District Policy

***While all district policies are to be known and adhered to, the following will be encountered by Athletics on a regular basis, and should receive regular review.***

- [302 Communities and Volunteers Involvement in our School District](#)

- [502 Field Experiences - Trips](#)
  - [Field Experiences Handbook and Documents here](#)

- [505 Fundraising in Schools](#)

- [506 Conduct of Coaches](#)

- [606 Respectful Workplace](#)

- [700 Safe Caring and Inclusive School Communities](#)

- [703 Student Fees and Subsidies](#)

- [705 Corporate/Community Sponsorships, Partnerships and Advertising in Schools](#)



# Athletic Governing Bodies & Associations

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## **BC School Sports (BCSS)**

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



## **Vancouver Island Secondary School Athletic Association (VISSAA)**

The Vancouver Island Secondary Schools Athletic Association (VISSAA) is an association of schools on Vancouver Island, the Gulf Islands and Powell River that participate in Island Championships for a variety of school sports. Many of these championships are the qualification route for BC High School Championships organized by BC School Sports. The VISSAA helps to promote fair play and healthy competitions for school sports.



## **North Vancouver Island Secondary School Athletic Association (NVISSAA)**

# Code of Ethics

## Code of Ethics for Student-Athletes

All students are expected to be aware of and comply with all Qualicum School District policies pursuant to Board Bylaws Policies and Administrative Procedures, policies and procedures outlined in the Qualicum School District Athletic Handbook, BC School Sports Handbook and Athlete Code of Conduct (411.0), School Codes of Conduct, and team rules. And:

- Prioritize academic performance while participating in athletics
- Understand that it is a privilege to represent both your school and community
- Treat your commitment to your team seriously and attend all practices. If for some reason attendance is not possible, contact the coach to advise of your absence
- Exhibit fair play and proper conduct on and off the playing field
- Show respect for teammates, opponents, officials and coaches
- Respect the integrity and judgment of game officials. Adhere to the established rules and standards of the game to be played
- Exercise self-control at all times, setting an example for others to follow
- Return all uniforms and equipment in reasonable conditions. Take responsibility for lost, stolen, or damaged uniforms and equipment and make appropriate restitution to the school.
- Maintain a high level of safety awareness. Report any injury to the coach no matter how slight the injury may appear
- Do not participate in or support of any form of hazing or bullying: there will be zero tolerance for this.
- Realize the use of alcohol, tobacco, vaping, illegal and non-prescriptive drugs, anabolic steroids or any illegal substance to increase physical development or performance have no place in sport, are subject to consequences and removal from the team.
- Win with character; lose with dignity.

## Code of Ethics for Coaches

Qualicum School District coaches are expected to follow Board Policy 506 Conduct of Coaches and Administrative Procedures and the BC School Sports Handbook Coaches Code of Ethics (412.0). All coaches are expected to be aware of, and comply with, all Qualicum School District policies pursuant to Board Bylaws Policies and Administrative Procedures, policies and procedures outlined in the QSD Athletic Handbook, and the School Code of Conduct.



## Code of Ethics for Parents/Caregivers/Spectators

(see BC School Sports Handbook 413.0)

- Support student-athletes in upholding their own code of ethics
- Respect all individuals including, coaches, administrators, teachers and school staff, student athletes, officials, volunteers and fellow spectators
- Respect officials and accepts their decisions without gesture or argument
- Be an exemplary role model by positively supporting teams and encouraging fair play
- Understand that school officials retain the right to remove spectators who are not in compliance with the code of ethics
- Commit to the fullest extent possible to provide volunteer time to support your child's extra-curricular involvement
- Refrain from the use of alcohol when spectating or travelling with student-athletes, and respect the need to be able to support the coaches and other parents/caregivers in emergent circumstances

# Coaches Information



## Coach Selection

- Coaches are selected annually by the athletic director in collaboration with the school principal, ensuring all coaches meet district standards
- All coaches not employed by Qualicum School District must provide have an UpToDate Criminal Record Check on file at the school.
- It is the duty of the athletic director to ensure that coaches are fully aware of all responsibilities
- Assistant coaches must also be approved by the athletic director, and must adhere to the same expectations of the head coach
- The athletic director and/or the school principals withhold the right to, at any time, and without cause, remove a coach from their role and responsibility
- Any specific team policies or rules that the coach wishes to implement must first be approved by the athletic director in consultation with administration.

## Team Selection

Coaches are encouraged to include as many student-athletes as possible. While safety, time, space, facilities, personal attention and individualized instruction, equipment, and age of the participants, along with other factors, may impact coaching delivery and playing time, it is expected that team selection processes are rarely used and limited to grades 9-12 athletic teams. The choice of membership for each athletic team will be determined by the coach with consultation and approval of the athletic director. Prior to the beginning of any selection process, the coach or athletic director shall provide the following information to all candidates for the team:

- a. Extent of the tryout period
- b. Criteria used to select the team
- c. Practice commitment for those who are selected
- d. Competition commitments

During a team selection process, every athlete should:

- Have a minimum of two practice sessions. Illness and injury to a student athlete during a tryout period must not be held against the student athlete, but the coach must make a fair judgment about time restrictions for tryouts

- Be at all tryouts or communicate with the coach in advance for missing the tryout period due to extenuating circumstances. If permission is granted for an alternative tryout, the athlete must go through a similar criteria process as other team members
- Be informed personally by the coach or athletic director if not selected, given the reason(s) for the non-selection, and the skills or techniques which they can work on for the next season.
- Team selection lists are not to be posted

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

Coaches of elementary and grade 8 or 9 school teams should make every attempt to promote equitable playing time. If playing time is not evenly distributed on a junior or senior team, this should be made explicit in advance of the games or tournament.

## Practices/Games

- All practice times, games and tournaments must be scheduled through the athletic director and communicated to parents/caregivers in a timely manner
- The home school's is responsible for reporting game scores.
- The championship tournaments will be organized by the school athletic director, in consultation with the school administrators and team coaches.
- Competitions not part of the district leagues are to be scheduled in consultation with school athletic director, or designated staff member, in accordance with BC School Sports seasons of play.

## Safety/Supervision

- The safety of all student-athletes is of paramount importance, and it is the responsibility of the coach to at all times ensure that, while under their supervision, activities are being conducted in a safe manner, both during practices and at competitions.
- Coaches must refrain from competition if they deem the situation unsafe, including, but not limited to, examples such as inadequate officiating, inadequate facility, unsafe transportation/road conditions, inappropriate opposing coaches, etc.
- In the absence of a staff representative, and with approval of the administrator, the coach is responsible for the supervision of the students at their respective schools, during both competitions and practice times. This includes ensuring students have made their way home from games/practices. A Qualicum School District staff member must accompany all teams on overnight trips.
- The safety of students refers to all respecting all aspects of school and district codes of conduct and the maintenance of an environment that free from discrimination, including but not limited to District Policy 700, Safe Caring and Inclusive School Communities.
- Participation in away games falls under the jurisdiction of District Policy 502, Field Experiences.

## Concussions

- All coaches and trainers will receive training in concussion symptoms and protocols prior to participation in collision-oriented sports, which include rugby and football. Training information is available here: <https://cattonline.com/course/concussion-awareness-training-tool-for-coaches>
- All student-athlete participants will receive education on concussion symptoms and protocols prior to participation in collision-oriented sports.
- If a player or a coach or a trainer suspects that a player is experiencing symptoms that are or could be related to a concussion, then that player is to be removed from the field of play immediately.
- The parent/caregiver of the removed player is to be contacted immediately and informed of the possible concussion and directed to seek medical advice.
- Players removed from the field of play must remain under the direct supervision of a coach or trainer until picked up by the parent/caregiver, even if the player has been moved to the change room or a quiet room.
- Prior to the removed player returning to practice or competition, the following must occur:
  - The removed player must be cleared by a doctor, with the information provided in writing.
  - The parent/caregiver will then bring that information to the school principal.
  - Both the parent/caregiver and the school principal will be required to approve the return by signature (attached form).
  - The coach and trainer will be provided copies of the medical information and signed form.
  - The removed player, coach, and trainer will use the Parachute Canada "Return to Sport" guidelines (appendix) to determine the pace of reintegration into competition.



## Emergency Procedures

- Given that there is an element of risk in all athletic activities it is of paramount importance that all supervisors are prepared. It is the responsibility of the athletic director to ensure that all approved supervisors are aware of emergency procedures.
- It is the responsibility of the athletic director to ensure that First Aid Kits are available for trips away from the home school, and the coach/sponsor's responsibility to ensure that the kit is returned to the school.
- If a student athlete is injured for any reason please contact the athletic director and record information on what happened, where it happened and what first aid was given and fill out an Student Accident Report using the School Protection Program System as soon as is practicable within 48 hours.
- All supervisors should ensure that they have emergency contact numbers, including that of the athletic director and administrators, in case of emergency outside of school hours.



- It is the responsibility of the student-athlete and their families to ensure that the school and, if relevant athletic director/coach has accurate medical information, and to inform them if that medical information changes.
- If an incident or injury occurs outside of school time or off site from the home school, it is the designated supervisor's responsibility to take charge. Attend to the injured student, while making every attempt to ensure the supervision/safety of the rest of the team. Never leave the injured student unattended. Should the student require medical attention, always ensure they are accompanied by an adult. At the earliest moment contact the athletic director or principal to advise them of the situation, who will make arrangements for the parents to be contacted.
- If a coach or athletic director has any doubts or concerns about appropriate safety procedures, they should contact the school principal immediately.

# Player Information



## Player Expectations

- Participation in extracurricular athletics is open to all students provided they meet the general requirements as outlined in this handbook, and any requirements specific to their respective school.
- It is the responsibility of each student to understand and uphold the Student-Athlete Code of Conduct and School Code of Conduct at all times.
- Student participation will not be permitted until all required paperwork, including but not limited to...
  - permission forms and medical forms, are completed and submitted to the coach or sponsor
- Students may, when deemed necessary, be removed from a team by the athletic director.
- Change rooms will be provided. If there are any issues with using the change rooms, please inform the head coach, athletic director, or principal. Changing on the bench, in the bleachers, or in other public places is not acceptable.

# Parent/Caregiver Information

*Parent/caregiver involvement is paramount to the success of our extra-curricular athletics program.*

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

- Teams should expect NOT to travel if schools are closed and/or buses are not running due to inclement weather or if schools are closed in destination districts or districts that are travelled through.
- If a student has alternative plans for transportation, it must be pre-approved by the Principal.

## Transportation

- Families are responsible for transportation to and from the home school. Schools will arrange transportation for away games and practices
- As per Board Policy 502 individual schools will arrange transportation for all student-athletes, support, and coaching personnel of athletic teams when the competition or practice has been scheduled away from the home school site. Mandatory transportation will leave from and return to the home school.



## Transportation (continued)

- Students may not transport themselves or other students to events when the district has arranged travel.
- Transportation may be provided by:
  - School Bus with a Qualicum School District Driver: The athletic director, or designated staff member, is responsible for booking the school bus, and ensuring that all costs are covered.
  - A Rented Vehicle: Educators-in-Charge contracting vans must be knowledgeable of applicable licensing and safety requirements. Any vehicle with a seating capacity of more than ten persons including the driver is defined by the Motor Vehicle Act as a "bus". A "bus" used to transport students is required to have a valid School Bus Permit and MUST carry Third Party Liability limits of \$10,000,000. This will include volunteers' vehicles, rental vehicles and vehicles owned, lease or contracted by the School Board for student transportation. If driving more than 10 passengers, the driver of the vehicle must carry a Class 4 (unrestricted) license and complete a Volunteer Driver Application and Approval form.
- Approved Volunteer Drivers – Volunteer drivers are an appreciated support for athletics and help schools keep team fees as low as possible.
- Volunteer drivers must be approved by the school principal. The principal will approve drivers at their discretion based on the driving abstract.
- Volunteer drivers shall be aware of and adhere to all British Columbia Transportation regulations and all laws and regulations pertaining to the operation of a motor vehicle in the Province of British Columbia.
- Volunteer drivers are considered agents to the board, and therefore must adhere to Qualicum School District expectations for the duration of the trip, including on overnight trips.
- Volunteer drivers are to follow and support school policies that have been developed for student and staff conduct. If any question of policy or conduct arises, the volunteer must accept the decision of the designated supervisor who is responsible for the trip.
- All volunteers agree to refrain from the use of alcohol, banned substances and tobacco products. Smoking is not permitted in private vehicles that are used for student transportation.
- All participants on school-sponsored travel must adhere to the school policies and rules that apply during a regular school day.
- Volunteer drivers will be held liable if they are shown to be negligent.

## Transportation (continued)

- Schools may have their own practice on cost for recognition of volunteer drivers. It is not school board policy to reimburse volunteer drivers for mileage. Cost recognition should be clearly identified in team letter and budget.
- In the event of an accident, the driver's insurance will be primary insurance to the limits of the driver's policy and the school district's insurance, if applicable, would only respond as an excess or secondary insurer.
- In addition to the above, and prior to driving student athletes, all volunteer drivers must:
  - Submit a Criminal Record Check
  - Complete SD69-FE08 Volunteer Driver Application including a current driving abstract



## Conflict Resolution

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

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

# General Information



## Equipment and Uniforms

- Uniforms and equipment provided by the school must be treated with care and returned in good condition. Individual schools should create their own policies on replacement of damaged/lost uniforms and equipment
- Uniforms will be for use by athletic teams only and may only be used for in-season scheduled competitions. Uniforms should not be worn during practice or any other times.
- Damaged equipment should be returned to the athletic director immediately for replacement or repair
- Equipment and uniforms will be checked in at the conclusion of a season
- Athletes can be held financially responsible for lost equipment and uniforms, as well as items showing excessive wear
- It is the responsibility of the athletic director to ensure that records are kept of school equipment. It is the coaches' responsibility to report to the athletic director if any equipment is lost/damaged/compromised

## Athletic Fees

School principals have discretion over how athletics are funded at their school. Options could include team fees, user-based fees, and fundraisers. Fees may be charged to cover league fees, tournament fees, referee fees, staff coverage, transportation, uniform usage, first aid supplies, and coaches/drivers travel expenses. A general budget should be made available to the players and parent(s)/caregiver(s) as part of the team letter.

- Athletics fees will be determined by the coach or sponsor in consultation with the athletic director, and approved by the school principal
- Fees should be collected through School Cash On-line, or by the coach or sponsor but should not be collected by a community coach/volunteer
- Fees are non-refundable unless extenuating circumstances require individual consideration.
- As per Qualicum School District Policy 703 Student Fees and Subsidies, financial hardship must not prevent students from participation.
- As per Qualicum School District Policy 505 – Fundraising in Schools, parent(s)/caregiver(s) are to be advised of the purpose of all fund-raising activities sponsored by the school and [the school] is to ensure that these funds are expended in accordance with the purpose stated.
- Fees may be offset by school budgets, but the amounts should reflect participation levels and not adversely impact other programs or resources.

## Awards

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

## Financial Donation Requests

Teams requesting donations from outside agencies must first obtain approval from the athletic director and school principal. Any paperwork on school letterhead must be approved by the principal. Sponsorship should be carefully considered before being accepted and reflect District Policy 705, Corporate/Community Sponsorships, Partnerships and Advertising in Schools.

## Travel & Field Trips

All travel and field trips associated with sports teams must adhere to the procedures and policies set by Qualicum School District Policy 502 Field Experiences. It is the responsibility of the athletic director, coach or sponsor to ensure that policies are upheld.

## Logos

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

# Appendix

## Team Sample Letter

Date:

Dear Parent/Caregiver and Student Athlete;

We are very excited to have the opportunity to play (Insert Sport and Division example: SR. Girls Basketball etc.) this year! Attached to this package you will find a detailed schedule of games, both home and away, as well as any tournaments. Should there be any changes to this schedule, this will be communicated by (insert method – email, chat group etc.)

Transportation for away games and tournaments will be provided by (Insert method for example, school bus, volunteer drivers etc.). If you are interested in being a volunteer driver please complete the Volunteer Driver application attached and return it asap.

Fees for the year will be: \$000 and will cover:

☐ League and tournament fees

☐ Officials

☐ Travel

☐ Coach expenses

☐ Accommodation or there will be additional costs for accommodation and food for tournaments.

☐ Other:

Please see the Code of Ethics for Parent/Caregivers and Spectators along with the Student Athlete Code of Ethics below. Please complete the attached forms Consent Form and Behaviour Contract (FE-05/FE06) and return them by (Insert Date).

Thank you for your support of and we hope to have a safe and fun season!

If you have any questions please direct them to the following:

- 1) Coach (list coach and contact information)
- 2) Teacher sponsor (list sponsor and contact information)
- 3) Athletic Director (list athletic director and contact information)
- 4) Vice Principal (list vice principal and contact information)

Insert teacher, sponsor, coach name and signature

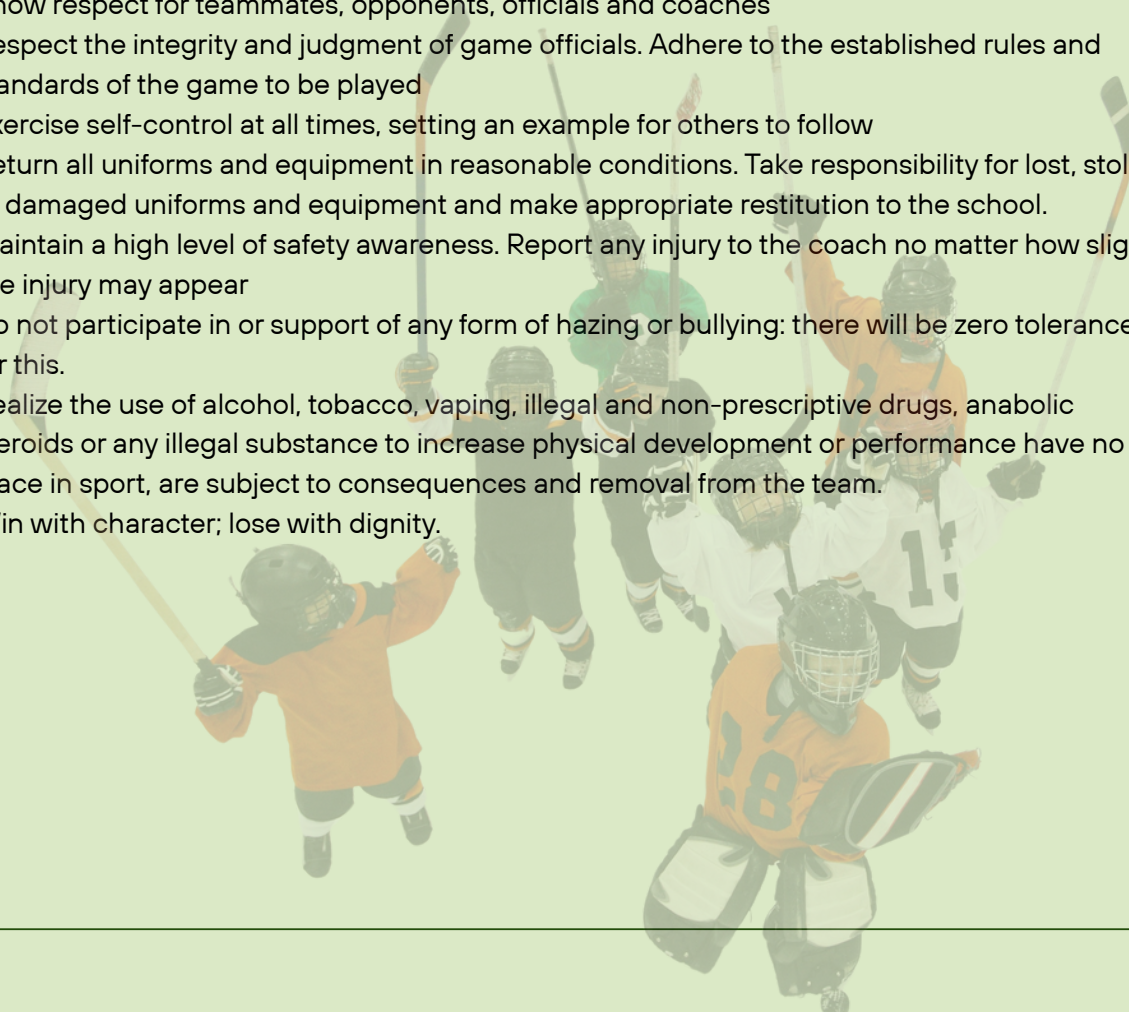
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# Appendix

## Code of Ethics for Student-Athletes

All students are expected to be aware of and comply with all Qualicum School District policies pursuant to Board Bylaws Policies and Administrative Procedures, policies and procedures outlined in the Qualicum School District Athletic Handbook, BC School Sports Handbook and Athlete Code of Conduct (411.0), School Codes of Conduct, and team rules. And:

- Prioritize academic performance while participating in athletics
- Understand that it is a privilege to represent both your school and community
- Treat your commitment to your team seriously and attend all practices. If for some reason attendance is not possible, contact the coach to advise of your absence
- Exhibit fair play and proper conduct on and off the playing field
- Show respect for teammates, opponents, officials and coaches
- Respect the integrity and judgment of game officials. Adhere to the established rules and standards of the game to be played
- Exercise self-control at all times, setting an example for others to follow
- Return all uniforms and equipment in reasonable conditions. Take responsibility for lost, stolen, or damaged uniforms and equipment and make appropriate restitution to the school.
- Maintain a high level of safety awareness. Report any injury to the coach no matter how slight the injury may appear
- Do not participate in or support of any form of hazing or bullying: there will be zero tolerance for this.
- Realize the use of alcohol, tobacco, vaping, illegal and non-prescriptive drugs, anabolic steroids or any illegal substance to increase physical development or performance have no place in sport, are subject to consequences and removal from the team.
- Win with character; lose with dignity.



# Appendix

## Code of Ethics for Parents/Caregivers/Spectators

(see BC School Sports Handbook 413.0)

- Support student-athletes in upholding their own code of ethics
- Respect all individuals including, coaches, administrators, teachers and school staff, student athletes, officials, volunteers and fellow spectators
- Respect officials and accepts their decisions without gesture or argument
- Be an exemplary role model by positively supporting teams and encouraging fair play
- Understand that school officials retain the right to remove spectators who are not in compliance with the code of ethics
- Commit to the fullest extent possible to provide volunteer time to support your child's extra-curricular involvement
- Refrain from the use of alcohol when spectating or travelling with student-athletes, and respect the need to be able to support the coaches and other parents/caregivers in emergent circumstances

## CATT Return to Sport

**Return to Sport** | This tool is a guideline for managing an individual's return to sport following a concussion and does not replace medical advice. Timelines and activities may vary based on direction from a doctor, nurse practitioner, or licensed healthcare professional with relevant training. Begin Step 1 within 24 hours of injury, with progression through each subsequent step taking a minimum of 24 hours.

| STEP 1:   | STEP 2:   | STEP 3:   | STEP 4:  | STEP 5:  | STEP 6:  |
|---|---|---|--|--|--|
| <b>Activities of daily living and relative rest*</b> <ul style="list-style-type: none"> <li>Maximum of 24-48 hours</li> <li>Activities at home such as social interactions and light walking that do not result in more than mild and brief** exacerbation (worsening) of concussion symptoms.</li> </ul> <b>Examples:</b> <ul style="list-style-type: none"> <li>Preparing meals</li> <li>Housework</li> <li>Light walking</li> </ul> <ul style="list-style-type: none"> <li>Minimize screen time for first 24-48 hours following concussion.</li> </ul> | <b>2A: Light effort aerobic exercise</b> <ul style="list-style-type: none"> <li>Up to approximately 55% of maximum heart rate (predicted according to age - i.e. 220-age).</li> <li>In a safe and controlled environment, engage in light aerobic exercise.</li> </ul> <b>Examples:</b> <ul style="list-style-type: none"> <li>Stationary cycling</li> <li>Walking at slow to medium pace</li> <li>Light resistance training that does not result in more than mild and brief** exacerbation (worsening) of concussion symptoms.</li> </ul> | <b>2B: Moderate effort aerobic exercise</b> <ul style="list-style-type: none"> <li>Up to approximately 70% of maximum heart rate (predicted according to age - i.e. 220-age).</li> <li>Take a break and modify activities as needed with the aim of gradually increasing tolerance and the intensity of aerobic activities.</li> </ul> <b>Examples:</b> <ul style="list-style-type: none"> <li>Skating drills (hockey)</li> <li>Running drills (soccer)</li> <li>Change of direction drills</li> <li>Individual gym class activities</li> </ul> <p>It is important to get medical clearance before returning to training that involves any risk of inadvertent head impact.</p> | <b>Non-contact training drills and activities</b> <ul style="list-style-type: none"> <li>Progress to exercises at high intensity, including more challenging drills and activities.</li> </ul> <b>Examples:</b> <ul style="list-style-type: none"> <li>Passing drills</li> <li>Multi-player training</li> <li>Supervised non-contact gym class activities</li> <li>Practices without body contact</li> </ul> | <b>Return to all non-competitive activities</b> <ul style="list-style-type: none"> <li>Return to all non-competitive activities, all gym class activities, and full-contact practices</li> <li>Participate in higher-risk activities including normal training activities, all school gym-class activities, and full-contact sports practices and scrimmages. Avoid competitive gameplay.</li> </ul> | <b>Return to sport</b> <p>Back to normal, unrestricted competitive game play, school gym class, and physical activities.</p>   |
| <b>Activities of daily living, as tolerated</b> <p>After a maximum of 24-48 hours after injury, BEGIN STEP 2</p>  | <b>Increase heart rate</b> <p>If can tolerate moderate aerobic exercise, BEGIN STEP 3</p>   | <b>Increase intensity of aerobic activities and introduce low-risk sport-specific movements and changing of directions</b> <p>If medically cleared and have fully returned to school, BEGIN STEP 4</p>  | <b>Resume usual intensity of exercise, coordination, and activity-related cognitive skills</b> <p>If can tolerate usual intensity of activities, BEGIN STEP 5</p>  | <b>Return to activities that have a risk of falling or body contact, restore game-play confidence, and have coaches assess functional skills.</b> <p>If can tolerate non-competitive, high-risk activities, BEGIN STEP 6</p>   | <b>Note: Returning to full contact, competitive play or high-risk activities before you have recovered increases the risk of delayed recovery and for sustaining another more severe concussion or serious injury.</b> |

If more than mild exacerbation (worsening) of symptoms (i.e., more than 2 points on a 0-10 scale\*\*\*) occurs during Steps 1-3, stop the activity and attempt to exercise the next day. Individuals experiencing concussion symptoms during Steps 4-6 should return to Step 3 to establish full resolution of symptoms with exertion before engaging in at-risk activities. Written determination of medical clearance should be provided before unrestricted Return to Sport as directed by local laws and/or sporting regulations.

\*Relative rest: activities of daily living including walking and other light physical and cognitive activities are permitted as tolerated.  
 \*\*Mild exacerbation (worsening) of symptoms: No more than a 2-point increase when compared with the pre-activity value on a 0-10-point symptom severity scale.  
 \*\*\*0-10 point symptom severity scale: Please see the [Visual Analog Scale](#) for an example of a 0-10 symptom severity scale.

**www.cattonline.com**

Adapted from: Zemek, R., Reed, N., Dawson, J., et al. "Living Guideline for Pediatric Concussion Care." [www.pedsconcussion.com](#) (the *PedsConcussion* protocol was modified with permission from the *Amsterdam International Consensus Statement on Concussion in Sport*)  
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**CATT** | CONCUSSION AWARENESS TRAINING TOOL

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