



# Selkirk Athletics Handbook & Philosophy

SELKIRK SECONDARY SCHOOL

REVISED JUNE 2024

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## THANK YOU LETTER,

Dear Coach,

Thank you in advance for your time and effort coaching at Selkirk. We appreciate your involvement with Selkirk Secondary School Athletics providing an opportunity for our youth to experience a great sport and become better athletes. We have enclosed a coaching package that will cover a wide variety of topics, designed to help ease the burden of organization, so you can do what you really want to do, coach!

Please review all the documentation enclosed and feel free to contact Vanessa Pavan, Athletic Director, or Clint Dolgopol, Principal if you have any questions. Again, welcome to Selkirk Secondary School Athletics and good luck with your team this year!

Sincerely,

Vanessa Pavan  
Athletic Director

Clint Dolgopol  
Principal

# SELKIRK ATHLETIC PHILOSOPHY

## General Statement

At Selkirk Secondary School our primary objective is to develop athletes, but it is more than that. We want them to learn the right way to play. That means the right skills, the right attitude, and the "team" concept. Yes, we would like to win, but not at all costs. We know from experience, that if players are patient and get ample opportunity to perform, eventually success will come our way.

We view success as the development of a good person, who has learned how to play the sport properly, with dignity and class. If we can accomplish this, our athletes will graduate high school with the desire to be involved in athletics beyond their teenage years.

Coaches, athletes, and parents are encouraged to work together to make the athletic experience a positive one for all involved. With the 'team' concept in mind, the following guidelines have been established to help make sure that student-athletes are rewarded with the best experience possible.

## Character Building

Experiences through sport often mimic life situations. Athletes often develop skills through sporting experience that help in other aspects of life. Learning to win is as important as learning how to deal with loss. Learning to cooperate and work as a team is also important. Sport provides opportunities for decision making and judgment calls. Through all of this, we feel that student-athletes can develop character and grow personally. Sometimes it is necessary for parents to guide and advise, while there are times when students benefit more greatly by figuring out situations on their own.

## Every Athlete Has a Role

Each member of a team is valuable to the teams' overall success. Each sport and each level of play may have different goals for individuals and the team. As teams move from fundamental skill development, to entering competitive phases of sport programs, it can be expected that issues, such as play-time, will change. There are times when an athlete needs to accept a role within the team other than what their expectation is. This is another learning opportunity that can be a positive experience.

## Development Approach

Our school philosophy is highlighted in our philosophy on the structure of teams and level of competitiveness. Regardless of the level of competitiveness or performance of the team, it is important that the focus is always on developing athletes in all areas including skill, sportsmanship, attitude.

### KEY DEFINITIONS

1. Fair Play Time
  - It is based on athlete attendance, readiness, attitude, injuries, and team composition and needs.
2. Equal Play Time
  - Ensures that all athletes compete approximately the same amount of time in a game and/or tournament. Depending on the size of the roster and the configuration of the sport, equal playtime may be reflected over the course of a tournament weekend not exactly in every contest.

**The number of participants on any given team is a function of those needed to conduct an effective and meaningful practice and to play competitively in the contest. The outlines below are simply guidelines, and teams may face cuts at each age category dependent on coach availability.**

## Bantam (Grade 8)

### Team Logistics

- try-outs and cuts may take place if:
  - There are more than 15 athletes.
  - There is limited coaching availability.

### Team Competitiveness Philosophy

- Bantam is a time for exploration and discovery of a sport.
- This year is about age-appropriate focus on skill development and socialization.
- Each player will receive equal playing time.
- Equal play is expected throughout the season for development of all players, however;
  - in tournament final games, zone final games, coaches may use their discretion and use fair play.

## Junior (Grade 9/10)

### Team Logistics

- try-outs and cuts may take place if:
  - There are more than 15 athletes.
  - There is limited coaching availability.
- Regular attendance by student-athletes at all practices and games is expected.

### Team Competitiveness Philosophy

- Each player will receive fair playing time.
- Fair play is expected throughout the season for development;
  - However, in tournament final games, zone final games, coaches may use their discretion.

## Senior (Grade 11/12)

### Team Logistics

- Try-outs and cuts should be expected at this level.
- Regular attendance by student-athletes at practices and games is expected.

### Team Competitiveness Philosophy

- Playing time is based upon skill, an understanding and ability to employ team strategy, coachability, and sportsmanship.
- Fair play is expected, though not every team member will play in each contest.

## Multi-Grade Teams

- Fair play is expected however;
  - Play time may be reflected to keep kids safe.
  - Play time may be adjusted based on the competitiveness and grade configuration of the opponent.
- Rosters size may be adjusted based on the logistics of zone and provincials' championship configuration.

## Tryout Policy

At Selkirk Secondary School, the tryout policy is implemented on an as-needed basis, typically arising due to a shortage of coaches or specific program requirements. The school aims to foster inclusivity and participation in sports, but occasionally, circumstances may necessitate tryouts to ensure fair assessment and team selection. Selkirk recognizes the importance of maintaining competitive and well-rounded athletic teams while striving to accommodate the varying skill levels and interests of the student body. Tryouts are conducted with transparency and fairness, adhering to established criteria to assess individual abilities, commitment, and potential contributions to the team. The ultimate goal is to create an environment where every student-athlete has the opportunity to showcase their skills and passion for the sport while ensuring the continued success and competitiveness of the school's athletic programs. Selkirk will follow the tryout protocols below:

1. Tryout dates and time will be communicated by the school. These dates and times will be established with the coaches, and usually will take place during the scheduled practice time of the team.
2. All tryouts are a maximum of two on court sessions. Coaches and other evaluators will conduct player evaluations; any extra tryouts will be at the discretion of the coach and Athletic Director.
3. Evaluators/ Coaches are to evaluate players on, but are not limited to the following areas and criteria:
  - a. individual skill and potential,
  - b. team awareness,
  - c. coach-ability and attitude,
  - d. work ethic, and
  - e. overall fit with team.

Please see the [appendices](#) for further information on per-sport evaluation.

4. All players must attend both tryout sessions or have a letter explaining the player's absence from a tryout.
5. In the event of a personal conflict (parent coach-player conflict), another evaluator or coach with no affiliation with either person will be present to ensure no biased decision is made.
6. After the tryout and evaluation process, players will be notified in an in-person meeting held at the beginning of a practice or during the school day.
7. Parents are not allowed to contact the coaches or team managers to contest the decision if their child is not selected. If the parent believes that the selection decision was not made in conformity with this policy, they may submit a written request to the Athletic Director and Administration within one week of the decision.

## Playing Up

In certain situations, it may be beneficial or needed for athletes to play at a level above what they are registered for. This is not a common occurrence but may take place in specific situations where it benefits both the team and athlete.

- Coaches are not to 'recruit' junior age players.
- **Coaches must speak directly with athletic director(s) first and junior coach before expressing any interest to the junior player.** In these situations, the athlete, the family, coaches, and athletic directors are consulted. A final decision will be made by the school Athletic Director in consultation with relevant parties.

BC School Sport mandates that student-athletes can now play-up to a more senior team during league play without restriction on the number of days. A student-athlete who is otherwise eligible and is registered is eligible to join the more senior team in that sport after the completion of the lower age level team's restricted competition and play-off schedule.

## Junior Provincials

Junior Provincials are not sanctioned by BC School Sports. Therefore, junior teams wanting to compete at a junior provincial tournament must submit a written request to Selkirk's Athletic Directors. The request will state their reasons for participating, players and chaperones committed to going, and a breakdown of costs. The request should be made as early in the season as possible so parents/guardians can be made aware of potential costs (no school funding is available). This tournament must not interfere with local zone championships. A final decision will be made by the school Athletic Director in consultation with relevant parties.

## Provincials

Selkirk fully supports attending Provincials for our senior athletic teams; however, the participation is contingent on parent support, coach availability, and athlete willingness.

Fundraising for athletics is reserved for Senior Teams attending Provincial Tournaments to help offset the costs associated with travel, accommodation, and entry fees. All fundraising proposals are submitted by coach's/team managers to administration for approval before it is organized and is solely parent and coach run.

All teams going to Provincials will receive the following amounts from PAC

- \$50 in regions including all of the Kootenays and as far as Revelstoke.
- \$75 for the Okanagan
- \$100 for the lower mainland, island, and northern BC.

This amount will be matched by the school if the team is travelling beyond the Okanagan. Total cost will be considered, and further subsidy possibly provided upon approval of AD and Administration sign-off.



# ATHLETIC DIRECTOR & TEACHER RESPONSIBILITIES

## Athletic Director

### COACHING

- Make staff aware of athletic needs and interests.
- Search out and allocate personnel for coaching and/or teacher sponsor roles.
- Organize and facilitate seasonal sport meetings with coaches/ teacher sponsors.
- Interpret league policy and athletic association requirements for coaches.
- Communicate with coaches re: league meetings, professional development, etc.

### ATHLETE / PARENT / COACH RELATIONS AND COMMUNICATION

- Disseminate athletics information to students and parents.
- Maintain the athletics portion of the school website
- Assume an administrative role when dealing with interpersonal issues between coaches, athletes and parents, as well as athletic disciplinary issues in consultation with the school administration.

### Facilities, Uniforms & Equipment

- Coordinate facility use and prepare gymnasium and field schedules.
- Distribute uniforms and equipment.
- Order new and replacement uniforms and equipment.
- Collect and inventory uniforms and equipment at the end of each season.

### BUDGET & FINANCES

- Coordinate department needs, funding, collection of fees, and purchases.
- Oversee Athletics budget and all team budgets in consultation with school admin.

### AWARDS

- Oversee the upkeep of various athletic display cases.
- Collaborate with coaches and staff to determine awards recipients yearly

### MISCELLANEOUS

- Report to the Selkirk Administration on the Athletics program
- Serve as the school liaison for outside athletic organizations (EKSAA, KSAA, BC School Sports, etc.)
- Coordinate registration and all paperwork including consents of all athletes with BC School Sports & the School District
- Attend district Athletic Director meetings and EKSAA meetings.
- Coordinate referees and scorekeepers in collaboration with referee allocators and our school leadership team.

## Teacher Sponsor

### AD AND COACH LIAISON

- Work with the school AD to support coach with administrative tasks such as:
  - Distributing and organizing jerseys
  - Communicating home to parents' schedules and team decisions
  - Hold meeting for the team if relevant

## ORGANIZATION SUPPORT

- Ensure permission slips are collected.
- Ensure roster is correct and reflected on the manifest
- Act as a 'point person' at school if further support is needed.

## Admin Support

	<b>Clint</b>	<b>Brad</b>	<b>Michelle</b>	<b>PHE</b>	<b>Gwen</b>	<b>Jodie</b>
<b>AD Support</b>	Coaches meeting/eligibility Register/opt-in with BC School Sports Budget-fees, school cash, and manifest review Bus request check-ins Hotel bookings- 2 nights or more and large groups liaison Practice schedule review Community bookings in gym e-calendar Coach recruitment support Team allocations-budget Budgets review and team refunds	Coaches meeting/eligibility Proposals, roster, budget-fees, school cash, and manifest review Bus request check-ins	Proposals, roster, budget-fees, school cash, and manifest review Bus request check-ins	First Aid kits Uniforms- distribution, tracking and inventory of (see Vanessa's spreadsheet) Assessments	Hotel bookings- 2 nights or more Or larger groups.  School cash and budget tracking- late fees communication early, mid, and end of season  Bus bookings	Manifests and permission form verification  Selkirk Storm gym bookings- practice schedule/tournament etc.  Volunteer/coaches eligibility  STARS registration  International student registration  Eligibility requests and forms  Student transfers
<b>Fall</b>	Coaches meeting liaison Girls volleyball proposals and permission forms review and liaison	Cross-country running Swimming, boys soccer, rugby proposals and permission forms review and liaison	Bus Requests Boys volleyball proposals and permission forms review and liaison			

<p style="text-align: center;"><b>Winter</b></p>	<p>Coaches meeting liaison</p> <p>Boys basketball proposals and permission forms review</p>	<p>Ski and snowboard and curling proposals and permission forms review and liaison</p>	<p>Bus Requests</p> <p>Girls basketball proposals and permission forms review</p>			
<p style="text-align: center;"><b>Spring</b></p>	<p>Coaches meeting liaison</p> <p>Golf proposals and permission forms review and liaison</p> <p>Sports awards</p>	<p>Coaches meeting</p> <p>Rugby, Girls soccer, &amp;</p> <p>Track and Field proposals and permission forms review and liaison</p>	<p>Bus Requests</p> <p>Mt. Biking proposals and permission forms review and liaison</p>			

## COMMUNICATION PROTOCOLS

### Communication with the School

#### EMERGENCY

Emergency Situations – coaches will contact the player’s parents or guardians to inform them of the situation; call the school administration.

Clint Dolgopol- 250-432-5336

Brad Carrier- 250-427-0927

Michelle Iacobucci – 250-432-5041

#### INJURY

Any injury that happens on the team needs to be recorded by the school. Coaches are to e-mail Jodie Smith Hodgson ([Jodie.smith@sd6.bc.ca](mailto:Jodie.smith@sd6.bc.ca)) and Athletic Director ([vanessa.pavan@sd6.bc.ca](mailto:vanessa.pavan@sd6.bc.ca)), as with any injury we are required to submit an online incident report. As coaches (SD6 staff) and community coaches, you are not covered with any injuries while at practice.

Coaches, please email with the following information:

- Date and time of injury
- Nature of the injury
- Severity of the injury
- Steps taken once the injury happened.

#### COMMUNICATION WITH AD

Coaches and parents will communicate with the Athletic Director exclusively by email or via Selkirk’s phone. Text and personal cell phone calls should only be used in emergencies or dire time-sensitive issues. The Athletic Director has a right to disconnect and should not be contacted on the weekend or after work hours unless necessary.

### Communication with/for Parents

#### THE 24/48 RULE

Sports and competition can become emotional. Children and teams try their best and compete, but coaches or spectators may not always agree with how certain situations play out. For this reason, Selkirk Storm Athletics endorses the 24/48 rule.

This rule states that parents and/or spectators who have a sport-related issue that requires direct contact with the coach or athletic/tournament-director wait 24 hours from the time of the incident to allow reflection and emotions to cool. The issue then must be brought to the coach’s or school’s attention within 48 hours or be forever dropped.

This system is used in many sports and has the best chance of success rate in resolving issues. Coaches usually enjoy and appreciate feedback so long as it is done in a civilized manner. The 24/48 rule allows emotional topics to be discussed with part of the emotion removed and does not interrupt practice/game time.

If you are coaching on your own, please remain open to the public (see Rule of Two information below). If you are concerned about a parent or guardian’s presence at practice, please let the Athletic Director and

administration know so they can support you. If you are coaching with an assistant or as an assistant, it is not uncommon to have closed practices to optimize athlete focus. In these cases, we recommend that you open your practice to the public for the last 15-30 minutes. During this time, most practices are running through game-play, or game-like situations and it is beneficial for the athletes to get used to performing with spectators. It also gives parents/guardians a chance to watch for a few minutes as they are often there to pick up their athlete.

## ONGOING COMMUNICATION

As a coach or in coordination with the teacher sponsor, it is your responsibility to maintain communication with parents for the season. You are responsible for:

- Updates regarding tournament departures and draws.
- Updates regarding practice time changes and updates accordingly
- Important team decisions, such as, one particular group attending zones.
- Provincials' intent.

## Communication with Athletes

The **Rule of Two** is to ensure all interactions and communications are in open, observable, and justifiable settings.

How the **Rule of Two** works:

- Work as a team
  - A coach should have another coach or screened adult (parent or volunteer) present when interacting with participants (especially in one-on-one conversations).
  - We recognize that some teams will have one adult present during practices, it is important that if one-on-one conversations happen another athlete, screened adult, or teacher sponsor is present.
- Remain open to the public.
  - If you are coaching on your own, have a training environment that ensures all situations are open, observable, and justifiable. If you are coaching with other adults present, it is fine to close practice to maintain optimal focus level (see information in Communication with Parents section).
- Transparent communication
  - Ensure that all communications are sent to the group and/or include parents or guardian, without one-to-one messaging.

## Newspaper/social media

Newspaper photos/articles/social media- send anything you want to put to social media or to the Bulletin to Athletic Directors/administration for approval before submitting.

Live streaming, if any parents want to live stream a game, the roster must be checked to ensure all players have their media release forms in. Without this confirmation livestreaming is not allowed.

# COACHES CODE OF CONDUCT

## OVERVIEW

The athlete/coach relationship is a privileged one. Coaches play a critical role in the personal and athletic development of their athletes. They must understand and respect the inherent power imbalance that exists in this relationship and must be extremely careful not to abuse it. Coaches must also recognize that they are conduits through which a sport organization's values and goals are channeled. Thus, how an athlete regards his/her sport is often dependent on the behavior of the coach. The following Code of Conduct has been developed by BC School Sports to aid coaches in achieving a level of behavior that will allow them to assist their athletes in becoming well-rounded, self-confident and productive human beings.

## BCSS COACHES CODE OF CONDUCT

- 271.0 The coach/student-athlete relationship is a privileged one. Coaches play a critical role in the personal and athletic development of their student-athletes. Therefore, coaches are expected to model the fundamentally positive aspects of school sport. Coaches, including community coaches:

## 272.0 RULES OF CONDUCT

- 272.1 Shall recognize that school sport is an extension of the classroom, and shall conduct themselves accordingly when performing coaching duties;
- 272.2 Shall observe the Competitive Rules and Regulations of BCSS, and those of their local athletic association and applicable sport commission;
- 272.3 Shall observe the rules of the sport, the spirit of the rules of the sport, and shall encourage student-athletes to do the same;
- 272.4 Shall fulfil all competition, invitational, playoff and championship competitive and event obligations, in accordance with athletic association policy, sport commission policy and tournament-related agreements;
- 272.5 Shall treat all participants fairly and equitably, by refraining from discriminating against any student-athlete with respect to race, color, ancestry, place of origin, religion, family status, physical or mental disability, sex or sexual orientation;
- 272.6 Shall respect the rulings of officials without gesture or argument, and shall require student-athletes to do the same;
- 272.7 Shall not use foul, profane, harassing or offensive language or gestures in the conduct of coaching duties;
- 272.8 Shall not use physical force of any kind in the conduct of coaching duties;
- 272.9 Shall not, under any circumstances, endorse, recommend, or suggest the use of performance-enhancing drugs or supplements by any student-athlete;

- \*272.10 Shall abstain from the use of tobacco products and alcohol while in the presence of student-athletes, and shall discourage their use by student-athletes;
- 272.11 Shall not, under any circumstances, require or imply that a student-athlete must be involved in any summer program or club program as part of his/her responsibilities as a school team member;
- 272.12 Shall not, under any circumstances, require or imply that a student-athlete cannot or should not participate in any BCSS-approved sport in the season preceding or following the coach's season of play; and
- 272.13 Shall not, under any circumstances, start pre-season tryouts or practices to the detriment of any in-season sport.

#### 273.0 PROCEDURE FOR COMPLAINTS REGARDING RULES OF CONDUCT

- 273.1 Subject to 273.2, all complaints alleging a violation of the Rules of Conduct by a coach shall be processed in accordance with the Rules and Regulations of the local athletic association to which the coach's school belongs.
- 273.2 All complaints alleging a violation of the Rules of Conduct by a coach during or in connection with zone playoff or provincial championship competition shall be processed in accordance with the Rules and Regulations of the applicable sport commission.
- 273.3 There is no appeal to BCSS or any of its committees from a decision of a local athletic association or sport commission.

\*Or when supervising athletes, including, driving parent volunteers or teacher sponsors.



# ATHLETE CODE OF CONDUCT

## ***Athlete Contract***

Selkirk Secondary School  
Selkirk Athletics  
Kimberley, BC  
June 22, 2022

Athlete **Last Name**, \_\_\_\_\_ **First Name**, \_\_\_\_\_

Athlete **Grade** \_\_\_\_\_

Dear Parent/Guardian and Student Athlete,

A student-athlete's actions reflect themselves, their team, school, and community. A student's involvement in school sports provides opportunities and experiences that are important to the development of a well-rounded student. However, student-athletes must remember that their participation in school sport is a ***privilege, not a right.***

Student-athletes shall treat everyone with respect; exercise self-control at all times and play fair.

### **SELKIRK ATHLETE EXPECTATIONS**

- I agree that my conduct will be in accordance with that outlined in the School Code of Conduct; including attendance, behavior, and academic performance.
- I recognize that I must be in good academic standing to maintain my position on a school team. I will connect with my teachers to get any missed work *prior* to missing school for sports events.
- I agree that I must attend school on days of practices and the Friday prior to tournaments. If there are attendance concerns an athlete may lose the privilege of attending games or tournaments. I also understand that I will not be able to attend practice on a day that I have not attended school.
- I recognize my Coach and/or Teacher Sponsor is my supervisor and will have the final say while I am traveling or participating with a school team.
- I recognize that when traveling on a school trip and with a school team that I must comply, **without reminder**, with the rules for the bus, MFAB, or private vehicle as laid out by my coach, the adult chaperone, and/or the bus driver.
- I recognize that if I breach the code of conduct, I **lose my privilege to participate for at least 30 days.** After 30 calendar days, I may apply (in writing) to the school administrator for possible reinstatement.
- I recognize that season fees will be due prior to the first event.
- The uniform is to be returned in good condition at the end of the season or pay a replacement cost.
- **I agree to the terms and conditions outlined in this contract and will abide by them.**

## BCSS ATHLETE CODE OF ETHICS

### 411.0 ATHLETE CODE OF ETHICS

BC School Sports, school districts and your school consider it to be a privilege to represent your school in an athletic competition. Therefore, certain behavioral expectations come with this selection. Student-athletes are expected to uphold the following standards:

- 411.1 Treat all participants fairly, regardless of gender, race, sexual orientation, religion, physical or mental abilities, political belief or economic status.
- 411.2 Embrace the highest ideals of sportsmanship, ethical conduct and fair play. Be modest in victory and gracious in defeat.
- 411.3 Show respect and give courtesy to opponents, officials, volunteers, teammates, spectators and coaches at all times.
- 411.4 Uphold the rules of the sport, spirit of such rules and encourage other athletes to do the same.
- 411.5 Represent yourself, your parents, your school and your community with proper conduct at all times on or off the playing field.
- 411.6 Respect other athletes' dignity and acknowledge that verbal or physical behavior that constitutes harassment or abuse is unacceptable.
- 411.7 Participate in a manner that ensures the safety of fans, athletes, coaches and officials.
- 411.8 Accept decisions of officials without dispute.
- 411.9 Shall not use the media, social media or networking forums to criticize or threaten other student-athletes, coaches, officials, school teams, spectators or BCSS.
- 411.10 Demonstrate that it is a privilege to represent your school.

Student Name: \_\_\_\_\_ Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## Student-Athlete Discipline

Generally, discipline within the scope of athletic practice and competition during inter-school competition at Selkirk shall be the responsibility of the individual coach and team officials. The coach and/or sponsor have the initial responsibility to clarify goals and expectations of the program to all involved. Example: poor practice attendance resulting in less playing time. In some cases of competition, the East Kootenay Schools Athletics Association (EKSAA) or BC School Sports becomes involved. E.g.: Technical, Red Cards, abuse of officials, etc.

The Athletic Director and/or the administration will become involved in a discipline issue when the student-athlete's behavior is deemed beyond the scope of the team and/or extends beyond the scope of athletic competition. Some examples include:

- Where a representative of Selkirk acts in such a manner that the integrity of our athletic program and school is questioned;
- When an individual or group of Selkirk athletes are in violation of the student Code of Conduct (i.e. involved with drinking alcohol, fighting, or using drugs during a school sporting event or on a field trip);
- Where an individual or group of athletes quits a team without a valid excuse such as a medical issue.

Coaches should ensure the Athletic Director and/or Selkirk Administration are made aware of any disciplinary issues as soon as possible.

# TOURNAMENTS AND TRIPS

## School District 6 Travel Policy

### District Guidelines for Season Play

#### Bantam Teams:

- 4 to 6 tournaments/game days per season that include travel and time missed from school
- Travel limited to 4 ½ hour one-way driving distance from school (Typically East Kootenays for DTSS and Selkirk, but including Salmon Arm and other Okanagan locations for GSS)
- Teams would not normally stay overnight, however, if the schedule dictates they may need to stay overnight for a Friday or Saturday
- Tournament schedule needs to be approved by the Athletic Director and administrator in charge of athletics

#### Junior Teams:

- 4 to 6 tournaments/game days per season that include travel and time missed from school
- Travel limited to 4 ½ hour one-way driving distance from school (Typically East Kootenays for DTSS and Selkirk, but including Salmon Arm and other Okanagan locations for GSS) plus 1 further tournament within a 6 hour distance
- If appropriate, opportunity to participate in unsanctioned Provincial tournament
- Overnight stay permitted if schedule dictates
- Tournament schedule needs to be approved by the Athletic Director and administrator in charge of athletics

#### Senior Teams:

- 7 to 8 tournaments per season that include travel and time missed from school
- Travel limited to 6-7 hour distance one-way driving distance from school, one further tournament, and Provincials (if qualified)
- Tournament schedule needs to be approved by the Athletic Director and administrator in charge of athletics

#### Travel Requirements:

- Teams will typically travel to out of town tournaments using district vans (driven by qualified drivers) or SD6 school buses (driven by CUPE drivers)
- Administrators may cancel team travel if weather/road conditions are poor
- If weather conditions change after a team is at the out of town tournament, causing poor roads/travel conditions, coaches must contact school administrators to make a decision about when to return home
- Teams just leave the tournament with enough time to get home before midnight. If that isn't possible due to the tournament schedule then teams should stay overnight
- Driver guidelines must be adhered to (i.e. length of day for coach/driver)

## Home Tournament Expectations

The tournament schedule is created in coordination with west and east Kootenay athletic directors. In order to facilitate home tournament, there must be an SD6 teacher on site to run the tournament.

Home Tournament – schedule, teams, and referees, scorekeepers are coordinated by the AD

- Ensure the gym is set up and taken down.
- Occasionally PE will help set up the gym on Friday – connect with AD.
- Post up tournament signage – provided by AD.
- Scoresheets at scorekeeping tables.
- Track games and update tournament draw with wins and losses.
- Set-up coaches and officiating room.
- Collect tournament fees from each team attending – give to AD.
- Set up team spaces for when visiting teams are not playing. The space used for this is the cafeteria. Designate certain areas.

## Away Trip Expectations

- **Hotels and Accommodations:** once the schedule is confirmed by the athletic director, any away tournament that requires hotel accommodations is to be book and reserved by the coach or team parent.
- **Transportation-Bus Requests** submitted by the Athletic Director for scheduled season tournaments.
- **Bus or Private Vehicle Manifest** – To be left at the school office. Updated and accurate manifest signed by administration along with properly filled in Parent Permission Forms left at Secretaries desk.
  - It is the coach's responsibility to ensure the manifest is accurate and a copy is left in the office, with the bus driver, and one on your person.
  - It is the coach's responsibility to ensure that any changes to the manifest are communicated promptly to the AD.
  - If you are departing prior the school opening or have any changes, please e-mail in any updates to [vanessa.pavan@sd6.bc.ca](mailto:vanessa.pavan@sd6.bc.ca), [clint.dolgopol@sd6.bc.ca](mailto:clint.dolgopol@sd6.bc.ca), and/or [gwen.zanini@sd6.bc.ca](mailto:gwen.zanini@sd6.bc.ca) or call the school at 250-427-4827.
  - A bus manifest will be required for the bus driver for each day of travel. This will include all passengers including coaches.
  - Players cannot cross over to different vehicles.
  - Players may leave with their Parent/Guardian but with nobody else. (i.e. friends, older sibling, other parent, coach). Please make this clear at your parents' meeting. This must be indicated prior to the trip on the team manifest.
  - **Note:** Athletic Directors will print a team package for you that can be used throughout your season once you submit your roster. These will be available in the office mailboxes. The package will include **medical information** (please take this with you on your trip)

**Failure to follow travelling protocol may result in dismissal from your volunteer coaching duties.**

## Private Vehicle Policy

- Private Vehicles will only be considered in extenuating circumstances with board approval.
- Please refer to policy: [Volunteer Driver District Practice 7300](#)

**Expectations and Procedures for School Trips** – reviewed with all players.

- Students are to follow, without reminder, appropriate behavior on school buses while traveling.
- Students are to remain with the team during the duration of the trip, unless indicated by the coach.

- Students will not engage in any vaping or smoking while on a school trip.
- Students must be within 10 minutes of a coach/adult.
- Students must use the buddy system.

**Away Tournaments** – please see tournament calendar. Tournament draws will be emailed to the coach as soon as it becomes available. Please email this draw out to parents.

**Equipment** a ball bag which should be taken on each trip and returned to the gym no later than Monday morning. You may choose to send an athlete to school with the ball bag to return, or you come up to Selkirk to return the balls.

\*This is imperative as our PE program also uses the equipment.

## Remuneration

### Coach Remuneration

Coaches are entitled to remuneration for the following expenses:

- Coach per-diem of \$50 per day
- Hotel costs (paid for by players)
- Hotel Accommodations booked through the coach. A receipt must be submitted to confirm payment and a cheque will be issued promptly.

### Parent Remuneration

Parent Chaperone Remuneration

- Hotel costs (paid for by players)
  - Only if you are attending to meet supervision ratios or are parent driver.
- Per-diem of \$50 per day

### Remuneration Requirements

To be reimbursed for your expenses you must do the following:

- Submit **itemized** receipts.
  - You will not be reimbursed if: you are missing a receipt, you take a screenshot of your bank account as a receipt, you have purchased your child's meal or have personal expenses on the same receipt.
- If you are a parent-coach, you must only submit receipts with your expenses on it (e.g., you cannot pay for your child's bill on the same receipt).
- Drop receipts off, labelled, to the office.

# Coach Season Checklist

## Pre-Season Responsibilities

- All coaches must complete the following before they can be eligible to coach a team:
  - I. Criminal Record Check (within 5 years)
  - II. Child Abuse Report Protocol
    - i. <https://www.sd6.bc.ca/parents/child-abuse-reporting-protocol-and-volunteer-code-of-conduct-training>
    - ii. They then select the form that applies from the list below
  - III. Concussion Training (every 2 years)
    - i. <https://cattonline.com/school-professional/>
  - IV. Safe Sport Training
  - V. Rule-of-Two Training

## Beginning of Season

- Coaches must conduct a parent meeting
- Send Team Roster to Athletic Director
- Hand out uniforms and record

## End of Season

- **Expense Claim Form** for any costs incurred to Athletic Directors/Administration (food, gas, accommodation); all receipts must be submitted & itemized. Receipts should only contain coach expenses and not include player expenses. (i.e. Parent coaches make 2 payments at lunch/dinner)
- **First Aid Kit** returned and any other athletic equipment to Athletic Department
- Submit **photos** from the season to AD's or Administration.
- **Collect uniforms** from the players and return with full set to Athletic Directors (AD's will give you your bin back towards the end of the season)





## Appendices

### Appendix A: Volleyball Tryout Template

Criteria: Novice 1; Amateur 2; Proficient 3; Master 4

Athlete	Passing	Setting	Serving	Attacking	Volleyball Game Sense	Coachability/ Sportsmanship
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						

## Appendix B: Basketball Tryout Template

Criteria: Novice 1; Amateur 2; Proficient 3; Master 4

Athlete	Shooting	Passing	Dribbling	Court-Awareness	Coachability/ Sportsmanship
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					

## Appendix C: Coach Practice Expectations

- A practice plan has been developed that is organized and well-structured and includes an introduction, warm-up, main-part, cool-down, and conclusion.
- Practice is appropriate for the age and ability of the athletes.
- The practice session reflects your season of play (early season, mid-season, competition phase).
- You have done a safety check in the gymnasium before practice begins, and an Emergency Action Plan has been prepared in the event of an emergency.
- The drills and activities for the practice have well defined goals.
- The goals & purpose of the practice session have been communicated to the athletes in the introduction (I also suggest posting your practice plan on the gym wall).
- Instructions to athletes are specific, brief and straightforward (a visual demonstration is important).
- Transitions between activities are quick and efficient and ensure drink breaks when necessary.
- All athletes are actively involved throughout the majority of practice.
- The athlete understands their responsibility in practice is to listen carefully to instructions and perform the tasks to the best of their ability.
- Athletes are having fun and are genuinely interested in the activities at practice.
- The practice starts and finishes on time, and the overall tone is positive.
- The conclusion includes an overall evaluation of the session to see if the session goals were met and if the athletes were focused and meeting expectations.

**MANFIEST**

10/5/23, 11:20 AM

Manifest

Usual Last	Usual First	Gender	DOB	Grade	1st Contact > Name	1st Contact > Home Phone	1st Contact > Cellphone
Pavan	Vanessa	F	4/19/2006	12			
Dolgopol	Clint	M	12/21/2010	08			
Gruggen	Mike	M	6/18/2006	12			
Wetmore	Drew	M	2/6/2007	11			
McInnis	Scott	M	9/3/2010	08			

**Medical Alert**

LISTS OF KEY ALLERGIES OR MEDICAL CONCERNS GO HERE

**Coaches:**

COACH INFORMATION

**Date:**

**Location:**

**Departure Time:**

- As a coach, I also understand that it is my responsibility to ensure that all forms are in and completed before departing for the trip.
- I confirm that all permission forms are in and fully completed for all students participating in this trip.
- I understand that no student can attend the trip without their completed form in

**Coach Signature:** \_\_\_\_\_

**Admin Signature:** \_\_\_\_\_

## Appendix E: Parent Meeting Sample Agenda

1. Introduction
  - a. Tell parents/guardians about yourself as an athlete, coach or parent.
  - b. Have parents/guardian introduce themselves and who their athlete is
  - c. Explain what type of coach you are. What is your coaching philosophy and how does it align with Selkirk's school philosophy
2. Rules and Expectations
  - a. Expectations of athletes
  - b. Review the athlete code of conduct
  - c. Supervision, Direct and Indirect Supervision
3. Logistics
  - a. Parent permission slips signing for the season
  - b. Tournament calendar overview
  - c. Providing your contact information
4. Equipment
  - a. What athletes should bring to practice/games
5. Questions etc.

## **COACH AGREEMENT**

*You will detach this form and provide it to the Athletic Director.*

This agreement outlined the responsibilities of a Selkirk Secondary School Coach. By reading and signing this agreement, you are hereby acknowledging the requirements and guidelines set out by Selkirk, as a volunteer coach.

Please initial if you understand and agree to the:

\_\_\_\_\_ Selkirk Athletic Philosophy

\_\_\_\_\_ Role of the Athletic Director & Teacher Sponsor

\_\_\_\_\_ Communication Protocols

\_\_\_\_\_ Coaches Code of Conduct

\_\_\_\_\_ Athletic Code of Conduct

\_\_\_\_\_ Home Tournament Responsibilities

\_\_\_\_\_ Away Tournament Responsibilities

\_\_\_\_\_ Season Checklist and Responsibilities

\_\_\_\_\_ Parent Meeting Expectations

I Acknowledge I have read the Coaches agreement and accept it as a guiding principle of my coaching efforts and conduct for Selkirk Secondary School.

Name of Coach: \_\_\_\_\_

Signature of Coach: \_\_\_\_\_ Date: \_\_\_\_\_

Email: \_\_\_\_\_

Cell #: \_\_\_\_\_