

# Paul Rowe High School



Paul Rowe High School

Raiders Athletics

At Paul Rowe High School we have  
**SOLE;**

Respect for **Self,**

Respect for **Others,**

Respect for **Learning**

Respect for **Environment.**

This philosophy is the underlying basis to what we value. By modeling integrity, promoting respectful, fair and just behaviour to others and property we believe learning will occur and grow when these high expectations are set.

We believe all people can and will learn and grow and be successful when high expectations are set.

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## ***Philosophy***

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Paul Rowe High School recognizes that extracurricular athletics promotes sportsmanship, team building, good citizenship, high academic standards, and community responsibility. Extracurricular athletics provide an opportunity for students to explore their unique talents outside of the classroom setting. These activities demand a high level of commitment, excellence, and self motivation, which will help prepare students for the challenges they will meet outside the school community.

It is a privilege for students to participate in extracurricular athletics. Participation is voluntary and is not a requirement, nor an entitlement. Therefore, extra time and effort are required of those who participate. Since the reputation of the school is often judged by its extra-curricular programs, high standards and good spirited competitions must be maintained. Those who earn the privilege of representing Paul Rowe High School in extracurricular athletics are expected to accept greater responsibilities as school citizens. We expect all of our coaches, athletes and parents to conduct themselves in such manner to bring honour and respect to Paul Rowe High School. The guidelines in this document are meant to work with Peace River School Division #10 policies.

Participation in extracurricular athletics is open to all students provided they meet the general requirements as outlined in this handbook, and any requirements specific to the activity of their choice.

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## ***Athletic Department***

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- o Athletic Director ..... Coree Asmussen
- o School Administrator ..... Matt Taylor
- o Coordinating Office Treasurer..... Shirley Bruun

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## ***Programs***

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Students can participate at the Junior High (Grade 7, 8, 9) or at the Senior High (grade 10, 11, 12).

Paul Rowe High School facilitates the following athletic activities:

Sport	Boys		Girls	
	Jr	Sr	Jr	Sr
Golf	•	•	•	•
Football		*		
Cross Country Running	•	•	•	•
Volleyball	•	•	•	•
Basketball	•	•	•	•
Curling		•		•
Badminton	•	•	•	•
Track & Field	•	•	•	•

## Coach Selection

School staff will be approached first followed by community coaches to coach a team. The athletic director may advertise that Paul Rowe is looking for coaches to complete the coaching staff. At any time, community members are welcome to submit an intent to coach form for consideration. The final decision will be made by the Athletic Director and Principal.

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## Seasons of Play

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

- Each activity may hold practices according to the Alberta Schools' Athletic Association (ASAA) seasons of play.
- The preceding activity has priority for practice times and games.
- The trailing activity may hold practices according to the ASAA seasons of play; however, these practices are not to conflict with the team and players of the preceding activity.
- Final cuts for the trailing activity occurs (minimum) 2 practices after the completion of the preceding activity.

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## **Participation Fees**

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It is necessary for the athletic program to charge a participation fee for each activity that an athlete participates in. The following applies to participation fees:

- All participation fees will be determined by the athletic director and staff rep. To determine the cost, the following must be considered:
  - Tournament and/or league entry costs
  - Travel (league or tournaments) for players if parents are not driving
  - Staff rep/coach mileage travel cost
  - Hotel rooms for players, coach/staff rep
  - Uniforms
  - Ref/Umping cost for home games

Accommodation - One hotel room will be paid for by the team for coaches and one hotel room for the staff rep during zone and provincial play

Travel costs - Mileage should be provided for staff reps traveling to zone or provincial play. It is responsible to assume that the rep or coach ride with a parent if room permits. If they choose to drive themselves when room is available, it will be at their own cost.

- Fees are paid to the athletic director.
- Players must pay fees in full, or make arrangements with the athletic director, before they will be permitted to participate in league games or tournament.

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## **Fundraising**

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Provincial ASAA and NWASAA zone association registration fees will be paid by the school.

Teams may choose to fundraise to lower their team fees. Fundraising events must be approved by the athletic director. Fundraising is done by the team and organized by the coach.

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## ***Uniforms and Equipment***

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Uniforms will be distributed by the coach. A uniform tracker sheet must be kept by the coach. Coaches will collect all uniforms from players at the end of the season and give to the athletic director. The athletic director will ensure they are washed and stored for next season.

Players will be responsible for the care and maintenance of uniforms while they are in their possession. All uniforms are to be cold water washed and hang dried.

Players will be responsible for the cost of replacement of any uniform damaged or lost while in their possession.

Teams may be provided equipment and a first aid kit specific to their activity. This equipment is owned by the school. The care and supervision of this equipment shall be the responsibility of the coach or their designate. This equipment is provided for team use. Coaches are to advise the Athletic Director if items in the first aid kit and/or equipment need to be replaced.

Team gear or apparel must be ordered by the coach/team but also be approved by the athletic director before the order is placed. Team gear must be ordered through the Raider's Gear Store. Athletes are responsible for the cost of apparel in addition to the team fee.

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## ***Transportation***

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The transportation for league, invitational, zone, and/or provincial events must be handled according to Board Policy

### **School Bus**

- The division owned buses must be booked through the office.
- The cost of using buses for league transportation will be covered out of the team's budget. The cost of using buses for invitational events will be billed to the team at the division's current rate for mileage and driver.



## Volunteer (Parent/Private) Vehicle

- Student athletes **may not** transport themselves to events even if they are over the age of 18
- Family members over the age of 18 and not a member of the school may transport other immediate family members to events provided they are an approved driver
- Players must be transported to events by registered Volunteer Drivers or in accordance with the family member bullet
- To become a registered Volunteer Driver, drivers must complete the Volunteer Driver and Volunteer Form and meet all requirements as stated on the form
- Volunteer Driver forms are available from the school office
- Volunteer vehicles used for transportation will not be eligible for financial compensation from the school

## Travel Procedures

- Parent reps will establish a list of "Family Contacts" which will include the home and cell numbers of the athlete, parents or guardians. This must be made available to each parent/guardian driving, supervisors, team rep, coach, athletic director and administration. This information must be held with confidentiality.
- The coach must carry a copy of the medical alerts of any students, their AB Health Care number and emergency contact information.
- Students are to travel with the team. They cannot drive themselves to a game or tournament.
- On overnight stays in a hotel or a classroom, rules need to be established and communicated to all prior to beginning the overnight stay.
- Supervision is a shared responsibility by the coach, staff rep and/or parent rep, and parents in attendance.

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## ***Practice and Game Times***

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All gym usage shall be booked through the Athletic Director

League games and home tournaments have booking priority over practices

Junior teams have priority for after school practice times

Any activity underway shall have priority over the following season of play (e.g. volleyball over basketball)

There must be a coach or staff rep present at all practices and games. When a coach has completed all required volunteer paperwork a school staff member can open up, and lock the main entrance. After the practice/game, check all doors and do the final lockup of the school. If the coach has not completed all necessary paperwork a staff rep must be at the practice until a coach has completed all paperwork.

The Athletic Director will create a practice schedule on a seasonal basis.

Coaches and teams need to ensure they are leaving the gym in good condition. No garbage on the stage, extra belongings in the lost and found bin and equipment is put away properly

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## ***Guidelines for Student Athletes***

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### **Eligibility**

To be eligible to participate, student athletes must meet eligibility requirements as outlined by the North West Alberta Schools Athletics Association.

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

Students must be in attendance for the day of a practice or game in order to participate in that practice or game. Legitimate reasons for an absence, which would allow a student to participate on the same day as the absence, are;

- School Sanctioned Activities
- Appointments with health professionals
- Emergency Situations

- o Planned absence for personal or educational purposes that have been approved by the school administration.

Students who are absent from classes for a portion of the day due to illness are not eligible to participate by simply making it to the remaining portion of their classes. It may be considered unethical for a coach to practice or play an athlete who was ill earlier in the day. The effects of that illness may linger and present a potential health risk to the athlete, their teammates, and their opponents if the athlete practices or plays that same day.

An athlete under suspension from school is also suspended from participation in extracurricular activities, until such time as the student has been reinstated to classes.

## Conduct

Student athletes are representatives and ambassadors of Paul Rowe High School, the community of Manning and Peace River School Division. They represent the current and past students and staff.

Student athletes are expected to provide positive and strong examples of leadership and citizenship both on and off the court/field of play, and both in and out of the classroom.

Team Before Self - Most sports are team games and although it is proper and even necessary to have personal objectives, it is paramount that each member of the Paul Rowe team possesses an unselfish attitude where team objectives are primary. Be a TEAM Player - help with the set-up and take down of equipment, carry the ball bag or medical kit, keep team areas clean etc.

Regardless of when or where an athletic event occurs, it is a school sponsored activity. The use of tobacco, drugs, or alcohol is prohibited and shall be strictly enforced.

If a student athlete does not conduct him or herself in a manner that reflects favorably on the school, the privilege of participation may be suspended or revoked by a coach, supervisor, staff rep, the athletic director, or principal.

## Injury

All student athletes should carry some form of medical insurance. If an athlete is injured while participating on behalf of Paul Rowe High School, the school will not cover medical

costs (e.g. Ambulance costs). It is suggested that any student athlete not having medical coverage, subscribe to the student insurance package which is offered at the beginning of each year.

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

## Commitment

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

- Attendance and punctuality at all practices, games and team events.
- Providing the coach with advance notice of absences or lates from practices or games, and an explanation of that absence or late.
- Listen to the coach: accept feedback and be prepared to make changes.
- Be a team player: help with set-up and take down of equipment, carry ball bag, first aid kit, keeping designated areas clean, attending team meetings, etc.

While it is acceptable for a student athlete to have a job, it is not reasonable to expect the coach to accept working as a legitimate reason for missing practice or a game.

## Hazing

Hazing or negative initiation activities are prohibited by Paul Rowe High School. The planning, initiation of, or participation in such activities shall be dealt with under the behavioral expectation of Paul Rowe athletics, and may lead to suspension or removal from a team and or school.

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## ***Guidelines and Expectations for Coaches***

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The following guidelines are to be considered a code of conduct for Paul Rowe coaching staff.

The coach is considered an employee of the division and are considered as staff as per division policy.

The chief objectives of school athletics are to build leaders and to develop athletic skills. Winning games is secondary to these objectives. Coaches who do not make a positive contribution to the total educational process are not meeting their obligations.

Coaches are to be role models for students and model a high degree of sportsmanship, fairness and self-control to their own students, students and coaches on opposing teams and officials.

The Coach should:

- Always be regular and prompt in meeting assignments - practices, games and meetings.
- Write out the team roster and hand in to athletic director once the team has been selected (include first and last name and uniform numbers)
- Regularly check e-mail for communication emails from athletic director
- Select the team of players and play them appropriately while providing encouragement along with skill development.
- Be diligent in attention to routine details. This includes getting in all reports when due, keeping necessary records, phoning in results, and forwarding any receipts when required.
- Maintain an excellent record of playing time for all athletes and be able to present this information when asked by the athletic director
- Instill in the team an attitude of sportsmanship on and off the court, during the game and afterwards, in and out of school.
- Work to instill with their players respect for all officials,
- Respect the rights and feelings of other coaches and never use tactics that take unfair advantage of others. The coach should be friendly and courteous at all times and never argue with an opposing coach in front of the team or spectators.
- Teach the team to be respectful and friendly towards opponents.
- Use acceptable language at all times. Vulgarity and profanity have no place on the athletic field or court, in the gym or in the classroom or at practise.
- Shall not use alcohol or non-prescription drugs in any form while with the team.
- When faced with unpredicted disciplinary situations or concerns, situations are to be assessed on a rational basis.

- If there is a disciplinary situation or concern, the staff rep should be informed and information should be relayed to the athletic director and the principal.
- Accept the responsibility as a mentor to the athletes under her/his direction. The coach is in a unique position among all school staff in the relationship with the students.
- Be mindful of their position of guardianship entrusted by the athletes and their parents. While acting as a counselor to the athletes, there must also be a necessary social separation, so that over-familiarity or impropriety does not occur or is not perceived to have occurred.
- Be familiar with the contents of the Safety Guidelines for Secondary Interschool Athletics in Alberta and follow the recommended safety practices as is reasonable in the circumstances.
- The coach must have their concussion course completion certificate and provide a copy to the athletic director
- If the coach has a message he/she needs to reach the team with, he/she is responsible for relaying the message to the Parent Rep, who is then responsible with notifying parents
- Hand in driver list to the office prior to an out of town game or tournament.
- Check e-mail regularly to receive draws and important notices
- Collect team uniforms at the end of the season and hand in to athletic director

## Team Selection

All activities are open to all students of Paul Rowe High School who meet the requirements of grade, gender, and general eligibility.

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

The number of variables considered in team selection and their relative importance to each other is a complex and subjective process. The coach will endeavor to be fair and transparent in their application of this process with athletes.

Final selections should be based on attitude, coachability, and skill. The coach has the responsibility to select athletes that they believe will work best together as a team and that will be competitive at their level of play.

After team selection is complete the coach and coaching staff should provide players who were not selected with feedback in order to increase their probability of future improvement and selection.

At the junior level the school strongly encourages coaches to keep as many as possible, to promote athlete development (possible to form B teams)

When selecting players, coaches will endeavor to give athletes an opportunity for skill instruction, demonstration and simulated game play where appropriate. When desired a coach may ask for feedback from other coaches' observations of an athlete's abilities.

Once the team has been selected, the coach must promptly submit a roster to the Athletic Director. The coach is responsible for submitting this list ASAP after try outs are held. All players must be included on the roster with their uniform number.

## Practices

All practices will be scheduled by the Athletic Director after consulting with coaches.

Practices may not be held on PD days or days where students do not attend school without permission from the athletic director.

All changes or cancellations need to go through the athletic director for approval.

A change, addition, or cancellation to a game or practice should be made with as much advance notice as possible.

The general guidelines for scheduling shall be as follows:

Team	Practices	League Play	Tournaments
Jr. Volleyball	2 per week	1 per week 2 when required	3 per season
Sr. Volleyball	2 per week	1 per week 2 when required	6 per season
Jr. Basketball	2 per week	1 per week 2 when required	3 per season
Sr. Basketball	2 per week	1 per week 2 when required	5 per season
Badminton	2 per week	-	3 per season
Track and Field	3 per week	-	3 per season
Cross Country	3 per week	-	2 per season
Golf	3 per week	-	2 per season

\*\*\*Tournaments include the zone tournament. The tournaments schedule is set so that no more than 4 Fridays for invitational tournaments are missed by students. If a team is successful to make it to provincials this will be considered a bonus tournament. **Provincial tournaments are at the team's expense.**

**Teams may practice three times a week, the week before zone or provincial play.**

### **Playing Time/Expectations**

Paul Rowe High School participates in competitive leagues and tournaments. As such, there will be few, if any instances where playing time for each player on the team will be equal. The amount of playing time may vary from game to game, or from week to week. Neither the player's grade nor prior years of playing experience with Paul Rowe High School teams will be a factor in determining playing time. Factors other than skill and ability that a coach may consider are practice attendance and effort. **Playing time will be at the coach's discretion!**

Paul Rowe strongly encourages that fair playing time occurs at the Junior High level. Senior athletics are competitive. It is expected all players will have an opportunity to play in at least one tournament; however, the amount of playing time is at the coaches' discretion given the game situation.



## Communication

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

- Coaches shall hold a pre-season parent/guardian meeting. A parent rep must be chosen at this meeting to help with the organization of booking rooms, arranging transportation and ensuring that necessary forms are in.

## Sanctioned Absences and Early Dismissals

It is at times necessary for student athletes to be absent from classes, or to be released from class prior to the end of the class. In these instances, coaches or staff reps are required to provide notice to all school staff in a timely manner. It is preferred that this is done at least 2 days prior to the day of leaving. The more notice the better. Coaches are responsible for e-mailing staff reps the roster a few days before the tournament, so the staff rep can notify staff about excused absences for each tournament or league game student athletes may be missing school for.

The notice should be provided as early as possible, and must contain the following;

- A list of all students involved
- The date of the Sanctioned Absence
- Periods involved and time of departure
- The event

Students will be marked as an excused absence after this time by the office. If parents and their child must leave early, the office must be noticed prior to the assigned leaving time as students will be marked as an unexcused absence if they leave prior to the designated time. An unexcused absence would result in the student be ineligible to play for that day. Students must be present on the day of the league game or tournament. Students cannot play if they are sick or injured.

## Budget

Each coach/rep shall complete Appendix C and submit it to the Athletic Director prior to the beginning of the season of play. The following guidelines will be used when possible.

Accommodation - One hotel room for the coaches  
- One hotel room for the staff rep  
(only when required to supervise @zones and provincials)

Travel costs - Mileage will be provided for the staff rep (only when required to supervise at zone or provincial play)

## Professional Development

It is in the best interests of the student athletes to have coaches who are well trained. In support of this, coaches may apply to be reimbursed for registration in **approved** professional development activities that are directly related to their coaching assignment. Approval must be given by the athletic director or principal prior to enrolling in PD. Courses or PD must be supported by receipts and completion certificates. This money will come out of the school Professional Development budget.

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## ***Guidelines for Parents***

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Parents are an integral part of the Athletic Program. In that ambassador role they should:

- Support and respect the team, the players, the coaches, and all team organizational personnel.
- Help their child to follow and uphold the Paul Rowe High School athletes' guidelines for participation.
- Support the goals of sportsmanship and help bring pride and respect to their child and Paul Rowe High School.

- Make every effort to allow the child to attend all practices, games, tournaments and team functions.
- Support the child's role on the team. In the event of concerns the student athlete must contact the coach first. Second Parents/caregivers contact the coach. If a solution has not been reached, the athlete, parent, coach have a meeting with the athletic director. If a solution has still not been reached, the above parties will meet with the principal.
- Follow the 24 hour cooling off period before addressing a coach.
- Enter the court during a game scrimmage or practice unless asked to
- Cheer on the team in a positive manner; not verbally or physically abuse, confront, taunt, harass or demean a coach, student-athlete or official at any time.
- Should follow the "chain of command" (coach-athletic director-principal) to lodge a complaint and not conspire with other parents to undermine the authority of any coach or the program of course following the 24 hour cooling off period to pass before approaching the "chain of command".

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## **Duties**

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### Guidelines for Staff Rep

- Collect team fees and fill out appropriate paper work
- Create offsite approval form, get principal to sign and hand into office
- Create permission form, disperse permission forms to players, collect permission forms from students and hand into the office when all students on the roster are accounted for. This must be completed prior to departure
- Responsible for e-mailing the school staff and office about team excused absences for league/tournament play
- Announce a "good luck" announcement prior to team departing
- Announce the team's accomplishments on the morning announcements the next day
- Must attend zone and provincial play. For zone and provincial play, the team will cover mileage and hotel costs for the staff rep.
- Be in attendance for home games, or arrange for another staff rep to be there. This includes making sure the team has set up properly with ref stand, scorekeeping table and proper equipment needs for the sport eg)volleyball net

### Guidelines for Athletic Director

- Ensure equipment is adequate for team play.
- Register teams for tournaments.
- Register students/teams in ASAA and for zones/provincials.
- Attend relevant zone meetings reference athletics.
- Conduct season opening parent meetings, and coaching team meetings.

- Ensure coaches have required certifications.
- Stock first aid kits.
- Create team roster lists and put on staff server along with their fee.
- Advertise on announcements and paper posters try outs are coming up with dates and times.
- Approve team apparel wear (to be purchased through the school store)
- Create team budget involving the coach if need be.
- Conduct coaches meeting at the beginning of the season.
- Collect team fees from athletes.
- Ensure all uniforms are accounted for, after the coach has handed in the entire team set

#### Guidelines for Parent Rep

- Ensure every player has a ride to the game/tournament in a joint effort with the coach.
- Book hotels/accommodations for overnight stays. Hand in receipts to the office.
- Report travel details/plans to the staff rep (i.e. Accommodations and drivers)
- Compile a list of all student/parent contacts in case messages need to be sent out regarding changes in schedule/plans.
- Be available to send out a message to all parents on short notice regarding the team

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## **Appendix A**

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### Parent Coach Communication Letter to Parents and Athletes

#### **Program Objectives:**

- To provide a training and competitive, emotionally and physical atmosphere that will help each athlete mature and reach his/her potential
- Have all partners apply a coordinated "team" effort (athlete, parent, coach)

Both parenting and coaching are difficult vocations. By establishing an understanding of each position, we are better able to accept the actions of the other and provide greater benefits to students. It is also very important to remember that coaches are volunteers and they are giving their valuable time to work and help improve your child's leadership abilities, social skills, team cooperation and responsibility. Here are some guidelines to help you as a parent supporter of the athletics programs at Paul Rowe High School. Expectations that are clearly communicated will make this understanding easier.

#### **Communication Coaches expect from student athletes:**

- concerns expressed privately and directly to the coach
- notification of any schedule conflicts well in advance
- specific concerns in regards to a coach's expectations and/or philosophy

As your son or daughter becomes involved in the sports programs at Paul Rowe High School he/she will experience some of the most rewarding moments in their high school career. It is important to understand however that there will be times when things do not go the way you or your son/daughter wish. At these times, discussion with the coach is encouraged.

#### **Communication Coaches expect from Parents:**

- concerns expressed privately and directly to the coach away from the court setting (remember 24 hour cooling off period)
- notification of any scheduling conflicts well in advance
- specific concerns in regard to a coach's philosophy and or expectations

#### **Appropriate Concerns to Discuss with Coaches:**

- the treatment of your child mentally or physically

- ways to help your child improve
- concerns about your child's behavior
- any influence that the activity is having on your child's academic performance
- It is difficult to accept your child's not playing as much as you or they may hope. Coaches make judgment decisions based on what they believe to be the best for all students involved. Those decisions will be left to the coach's discretion.

**Issues Not Appropriate to Discuss with Coaches:**

- Playing time
- Team strategy
- Play calling
- Other student athletes

There are situations that may require a conference between the coach and the parent. These are to be encouraged but the following procedures should be followed to help promote a resolution to the issue of concern:

- call and set up an appointment with the coach
- resolution, not confrontation is the best approach
- Please do not confront a coach before or after a game or before a practice - these can be emotional times for both the parent and coach, and our coaches are instructed to walk away from such situations. Meetings of this nature usually do not promote resolution.
- **Therefore a 24 hr cooling period will be implemented after any game or tournament.**

**The Next Step:**

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

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

Research indicates a student involved in extracurricular activities has a greater chance of success during adulthood; therefore, these programs have been established. Many of the character traits required to be successful participants are exactly those life skills that will promote a successful life after high school. We hope the information provided makes

both your student's and your experience with Paul Rowe High School less stressful and more enjoyable.

Sincerely,  
Paul Rowe Coaching Staff

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## Appendix B

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### Coach's Guidelines for a Preseason Parent's Meeting

All coaches are required to distribute copies and address the following - may be done either by a meeting or by a letter:

- Team Rules and School Rules regarding athletics.
- Participation - amount of play time athletes can expect.
- Sportsmanship - expectations by players and parents.
- The procedure to deal with disagreements between coach and players or parents:
  - At no time are problems to be discussed in front of other players.
  - ask parents to meet the following day with the athletic director
  - Make sure there is parent communication!!
- Fees and the breakdown of the costs.
- Team supervision - coaches and parents

Other topics you may want to address

- Your coaching philosophy
- How practice sessions are conducted
- Length of practice times
- Expectation of attending practices
- The consequences of missing practices
- Academic requirements for eligibility
  - Passing grades
  - B registered in minimum of 2 full classes in Senior High
- Medical information in case of injury
- Question and Answer



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**Appendix C**

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<b>Paul Rowe Athletics - Activity Budget</b>
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Activity:

\_\_\_\_\_

Head Coach:

\_\_\_\_\_

Submission Date:

\_\_\_\_\_

Income

Participation Fees: \_\_\_\_\_ X \_\_\_\_\_ =

\_\_\_\_\_

Total:

\_\_\_\_\_

Expenses

League Fees (includes all league games & tournaments)

\_\_\_\_\_

Invitational Entry Fees

\_\_\_\_\_

Invitational Transportation (see transportation for guidelines)

\_\_\_\_\_

Accommodations (guidelines listed pg. 13)

\_\_\_\_\_

Total:

\_\_\_\_\_

Balance:

\_\_\_\_\_

Listing of Invitational Tournaments

Date	Tournament	Entry Fee	Mileage	Accommodations

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**Appendix D**

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**DECLARATION OF STATUS**

Name: \_\_\_\_\_ School:  
\_\_\_\_\_

Address: \_\_\_\_\_ Phone:  
\_\_\_\_\_

I \_\_\_\_\_ declare no change in status on my 1)  
Criminal Record Check or 2) Child Intervention Check since last date volunteer  
work \_\_\_\_\_ (day/month/year) with the Division.

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

# Coach/ Teacher Liaison CHECKLIST

TEAM NAME: \_\_\_\_\_

Year: \_\_\_\_\_

Coach: \_\_\_\_\_

Teacher Liaison: \_\_\_\_\_

## START OF THE SEASON

- Make an announcement through the school office for students interested in playing.
- Decide on the number of players you will need (have tryouts if necessary), as there may have to be 2 teams.
- Read / refer to the policies enclosed, regarding volunteers, transportation, etc.**
- Set practise dates and times after consulting with the Athletic Director.
- Record practices on the 'Gym Use' calendar in the office.
- When your final player list has been decided: submit a list to the Athletic Director (used for attendance / collection of fees). ASAP for Senior High teams so team can be registered on time for ASAA eligibility.

- ❑ Request an '**Emergency Report**' for your players from the office. This will have the necessary medical and contact information that you require for your players (shred when season done).
- ❑ Check for team uniforms and assign to your players. Report shortages or the need for new uniforms to the Athletic Director.
- ❑ Complete a 'budget sheet' of your team's season to decide on a fee to charge your players. Each team is responsible for keeping track of their budget. Inquiries of finances may be directed to the school office.
- ❑ Discuss any fundraising ideas, as this would bring down your player's fees.
- ❑ An envelope will be provided to you from the school office, to collect, record, sign, and submit player fees as they are collected. Students will also be allowed to pay online.
- ❑ Request and collect your player fees as soon as possible, reminding your players that these fees are required. If necessary, ask for post-dated cheques.
- ❑ Track suits / coats must conform to the school colours and logo. Players, coaches, or staff reps should not receive their order until it is paid.
- ❑ Have a 'Parent Letter' ready to hand out to players a.s.a.p. (1<sup>st</sup> or 2<sup>nd</sup> practise for sure).
- ❑ Request a Parent Meeting. A Parent Rep / Manager is encouraged, especially for the Sr. High teams.

- Refer to the template suggesting the information that should be included.
- Check at the school office for F.O.I.P. forms for your players.

## DURING THE SEASON

- Off-site Approval, Parent Approval, Planning Guide, and Volunteer Driving forms are available on the Staff drive in the Field Trip folder.
- Off-site approval forms MUST be signed by the principal.** If travelling out of our zone, this form must be faxed to Divisional Office for approval.
- Parent Approval forms MUST be filled out and collected.** Make sure all important information is listed (event, place, times, emergency plans, etc.) All games for the league and tournaments may be listed on one form.
- High School students **MUST** sign the form, along with a parent / guardian.
- Hand forms in to the Athletic Director for filing (after EACH event).
- Volunteer- Driver forms MUST be collected for each driver and MUST be completed and on file in the office BEFORE the event.**
  - Have new drivers complete the 'Volunteer Driver' package.
  - Check previous driver's information on file to see if any information needs to be updated. The Declaration of Status document must be signed each year.
  - Coaches should not have to drive to events. The reasoning is they are volunteering their time to coach, so they should not have to drive.

*Coaches are considered as employees of the division*

- ❑ Submit article / pictures for our monthly newsletter (Raider's Report).
- ❑ Tournaments should generally be entered and paid for by the time your season begins (volleyball in the spring and basketball in the fall).
- ❑ To request payment for tournaments / rooms, etc., submit a copy of email or fax to the office to request a cheque.
- ❑ Golf, badminton, and track & field events should have information sent a few weeks before the event.
- ❑ Decide on league play (usually only Jr. High). The Athletic Director should have the league / contact information for your team (sport). Your contact information will be given to receive emails or faxes.
- ❑ **ALWAYS** check your email / mailboxes for league or tournament information. This is especially important if the coach does not work at the school, *the teacher liaison must report to the coach.*
- ❑ *The Coach or Teacher LIaison MUST remain with their team / players at all times throughout any event until it is completed, as they are responsible for their behaviour and safety.*
- ❑ **Zone / Provincial participation MUST have a Teacher liaison present at the event.** If a Paul Rowe teacher is unavailable to attend the event, a teacher from another school in P.R.S.D. #10 may be approached to represent our player / players.
- ❑ **HOME GAMES:**
  - Arrange for referees, linesmen, and scorekeepers.
  - Make an announcement through the school office the day before the event, so the rest of the student body may 'cheer on' the players.

- Be sure to have score cards / sheets, and game equipment (balls) on hand BEFORE the game.

**IMMEDIATELY FOLLOWING A GAME / TOURNAMENT:**

- Make an announcement the next day through the school office in reference to your event (be positive).

▪ If applicable, report events to the Banner Post **BEFORE EACH EVENT:**

- Inform the office / staff by email when students will be absent during the school day.
- Be sure accommodations are in place (host school / hotels).
- Check first aid kit for supplies. First aid kits are in the P.E. office, and the extra supplies are in the office (***inform office of any shortages / supplies that need to be ordered***).
- Have necessary equipment ready for your game / tournament.
- Remind players to supply gas money for Volunteer drivers.
- Remind players that they should work and stay together as a 'team', and that their conduct reflects on the whole team AND the school (refer to the 'Student Code of Conduct' attached).
- Report ANY bad behaviour or disrespect to the principal a.s.a.p.***
- Check with the school office if any of your players were absent with no reason, or were in the office for discipline reasons (Student Code of Conduct).



### **AT THE END OF YOUR SEASON:**

- ❑ Submit names to the Athletic Director regarding awards (MVP, MDP, MIP, etc.).
- ❑ Collect all uniforms (washed) and put away.
- ❑ Submit article and pictures for the Raider's Report (school newsletter).