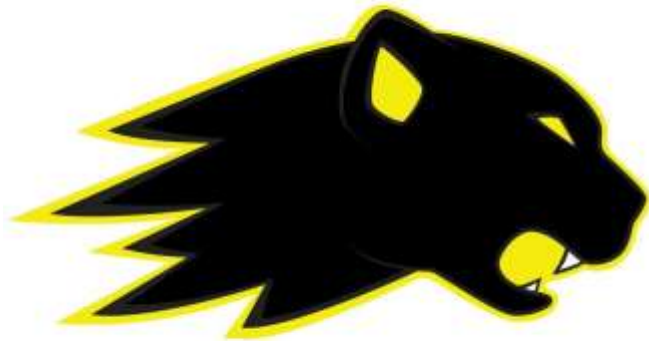


# **PEMBINA NORTH COMMUNITY SCHOOL**



## **ELEMENTARY & JUNIOR HIGH SPORTS HANDBOOK**

Pembina North Community School acknowledges that extracurricular sports activities promote sportsmanship, personal growth, good citizenship and team building. Extracurricular sports allow students to use their unique talents outside of a classroom setting and promote the development of well-rounded citizens. However, these activities require a high level of commitment by both the student and his/her family. This handbook has been created in order to help our students and their families understand how the PNCS extracurricular sports programs operate.

## **PNCS Sport Philosophy**

At PNCS, we believe it is a privilege for students to participate in extracurricular sports. Participation is voluntary and is not a requirement for any classroom credit. However, participation in extracurricular sports is also not an entitlement. Extra time and effort are required of those who participate. Since the reputation of the school is often judged by its extracurricular programs, we strive to maintain high standards of student conduct, coach conduct and parent conduct.

In elementary, the focus is on participation for all students without an emphasis on winning and losing. There are no medals or banners to acknowledge the end of a season.

## **PNCS Extracurricular Sports Teams**

The ability to have extracurricular sports team is based on the following:

- The availability of enough players for a particular sport.
- The availability of a coach.
- The willingness of parents to allow their children to play.
- The availability of resources (money and equipment) required to field a team and register for competitions.
- In elementary, priority is given to grade 6 students for participation. There may be some years when grade 5 students are invited to participate due to low numbers in grade 6.

Provided these conditions are met, PNCS offers the following extracurricular sports activities for junior high students:

### **Volleyball** (Season runs Sept/Oct/Nov)

Girls Tier 1 Panthers Team

Girls Tier 2 Panthers Team

Boys Tier 1 Panthers Team

Boys Tier 2 Panthers Team

### **Basketball** (Season runs Dec/Jan/Feb/Mar)

Girls Team - Gr 7-9

Boys Team - Gr 7-9

\*If there are enough participants/coaches/resources, junior & senior divisions will be considered.

### **Curling** (Mar/Apr)

Mixed Teams - Gr 7-9

### **Badminton** (Season runs Mar/Apr)

Mixed Team - Gr 7-9

### **Track & Field** (Season runs May/June)

Individual and Team events - Gr 7-9

\*If there is enough interest and coaches are available, other sports may be added to the list.

## **Athlete Eligibility for Female Only Sports (ages 12 and older)**

In Accordance with the Government of Alberta's Fairness and Safety in Sport Act and Regulation, Pembina Hills School Division has established procedures for parent acknowledgement of athlete eligibility for female only sports (ages 12 and older). Please see Pembina Hills School Division Administrative Procedure AP 60-16 for full information on this subject.

Parents of athletes who are 12 years of age or older and who are participating in female-only teams must acknowledge that their child was assigned female sex at birth. Parents can complete this acknowledgement through the Pembina Hills Demographic Update Form (Enrolment Update Form) that will be available to them at the beginning of the school year through their Powerschool Parent Account. This acknowledgement must be completed before the athlete may participate in the relevant sport.

## **Participation Fees**

It may be necessary for the PNCS Athletic Program to charge a participation fee for each extracurricular activity that a student chooses to participate in. The following applies to participation fees:

- All fees will be approved by the principal.
- An effort will be made to keep the fees reasonable and consistent with fees charged at other PHSD schools. Fees will be charged on a cost recovery basis (meaning fees will be equal to the amount it costs to run the team during the season).
  - Volleyball - \$175
  - Basketball - \$175
  - Badminton - \$20 for one event; \$40 for two events
  - Curling - \$25
  - Track & Field - \$15
  - Cross-Country Running - \$15
  - Grade 6 Sports – Up to \$30
- Fees are to be paid at the school office or through the online payment system (do not pay the coach).
- Players must pay fees in full prior to the first league game or tournament, whichever comes first.

## **Fundraising**

The PNCS Fundraising Society has graciously provided their support through fundraising events each year to offset costs for junior high extracurricular sports. At the start of each season, coaches will submit a budget sheet to the principal, outlining the expected income from participation fees and the expenses for the season. Based on this budget, the Fundraising Society will determine the funds they will donate to support the program. If additional expenses are incurred by the team over and above the income generated by the participation fees and money from the Fundraising Society, additional fundraising efforts may be required.

## **Uniforms and Equipment**

Most students prefer to purchase a PNCS jersey for their own use in junior high volleyball and badminton. The cost of each jersey will be dependent upon the supplier. Due to the fact that it takes six weeks to order the personal jerseys, it is important for students to place orders early. The school will provide jerseys for the elementary sports program.

Basketball uniforms are provided by PNCS. The fee for basketball is \$175 and must be paid before the student receives a uniform. Players are responsible for the care and maintenance of uniforms while they are in their possession. Players are responsible for the cost of replacement of any basketball uniform damaged or lost while in their possession. Uniforms must be returned at the end of the season.

Teams may be provided equipment specific to their activity. This equipment is owned by the school. The care and supervision of this equipment shall be the responsibility of the coach or their designate.

## **Transportation**

The transportation for league, invitational, division and zone events may be handled in two fashions at the discretion of the coaches in consultation with the principal.

### **School Bus**

If an "away game" is to occur directly after school on an operational school day, a school bus may be used by the team. Coaches are responsible to inform the school office well in advance if a bus is required. The cost will be based on PHSD rates and will be included as an expense for that team. If a team prefers to lower overall expenses, volunteer drivers may be used to take players to and from the game/tournament, or a bus may be used to take players to the event with parent pick-up at the event site at the conclusion of the game/tournament.

### **Volunteer (Parent/Private) Vehicle**

If an "away game" is to occur on a PNCS Alternate Day, weekend or other non-operational school day, players will be responsible to find their own transportation to the event. ***Please note that we are required to follow the Administrative Procedures for volunteer drivers, as set out by the Division, even if this occurs on Alternate Days or weekends. We require that all complete the Volunteer Driver forms and submit to the office for approval.***

The following conditions are in effect for volunteer drivers as per PHSD regulations:

- Family members may only transport other **immediate** family members to events, and the driver must be 18 years of age or older.
- Players may only be transported to events by registered Volunteer Drivers.
- Volunteer drivers must complete the necessary forms in compliance with PHSD Administrative Procedure (Form F 4-61 Volunteer Driver Authorization Form).
- Volunteer vehicles used for transportation will not be eligible for financial compensation from the school.
- Coaches must be provided a written, signed note from a parent if a player is to be picked up/transported home by another parent/driver.

### **Practice and Game Times**

All gym usage should be booked through the school office. League games and home tournaments have booking priority over practices. School activities have priority over community events. There must be a coach or teacher present at all practices and games. Coaches are required to provide players (and their parents) with individual copies of practice and game schedules as they are available, and they shall provide a copy to the school office to be placed on the school website.

### **Guidelines for Student Athletes**

#### **Eligibility and Conduct**

Student athletes are representatives and ambassadors of Pembina North Community School. As such, student athletes are expected to provide strong examples of leadership and citizenship both on and off the court/field of play, and both in and out of the classroom.

To be eligible to participate, junior high student athletes must meet eligibility requirements as outlined by the NCASAA. Students should be in attendance at school for the day of a practice or game in order to participate in that practice or game. Legitimate reasons for an absence, which would allow a student to participate on the same day as the absence are:

- School sanctioned activities
- Appointments with health professionals
- Emergency situations
- Planned absence for personal or educational purposes that have been approved by the school administration and communicated with the coach

PNCS student athletes must be in good standing with their school work. Any athlete under suspension from school is also suspended from participation in extracurricular activities and will be reinstated at the discretion of the administration.

PNCS student athletes must demonstrate respect for their coaches, teammates and the opposition. If student athletes do not conduct themselves in a manner that reflects favorably on the school, the privilege of participation may be suspended or revoked by the coach or the principal.

#### **Commitment**

Team success can only be achieved if all participants are committed. While it is acceptable for a student athlete to be involved in many after school activities, athletes must make every attempt to show commitment to their team through consistent attendance. This type of commitment includes:

- Attendance at all practices, games and team events.
- Providing the coach with advance notice of absences from practices or games and explanation of that absence.

### **Guidelines for Coaches**

The main priority for school athletic programs is 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. While it is preferred to have a staff member serve as the coach for our teams, at PNCS, we encourage and appreciate the use of community coaches to support the extracurricular programming at our school. This ensures that our students have access to skilled and dedicated coaches to enhance the athletic program. Expectations for community coaches are outlined in Pembina Hills School Division's AP60-25, Supervision of Students by teachers, staff, and Volunteer/Community Based Coaching. Volunteer community coaches are expected to complete the Volunteer forms, as per AP40-60, and provide a Criminal Record Check and Child Welfare Check to the office prior to the first away game or tournament.

Coaches should be diligent in attention to routine details. This includes communication with parents, players and the school office as well as providing necessary reports and documents. The coach should instill in the team an attitude of sportsmanship on and off the court, during the game and afterwards, in school and out. The coach should work with their players to instill respect for the officials, and establish that they alone shall discuss aspects of the game with the officials. The coach should also teach the team to be respectful of and friendly towards opponents. The coach should use acceptable language at all times and shall not use alcohol or non-prescription drugs in any form while with the team.

### **Guidelines for Parents**

Parents of PNCS student athletes are expected to follow these guidelines:

- Support the team, the players and the coaches
- Help your child to follow and uphold the guidelines for participation and conduct
- Support the goals of sportsmanship and help bring pride and respect to your child and Pembina North Community School
- Demonstrate respect for the officials
- Demonstrate respect and friendliness towards the opposition and their supporters
- Support your child's role on the team, even if you don't understand his/her contribution to the team
- For elementary sports, support the emphasis on participation (with modified rules) and sportsmanship rather than a focus on winning

### **Questions/Concerns**

During the course of a season, parents or other spectators may question the decisions of a coach during a game or tournament. It is important for parents to understand and follow the appropriate communication protocol to have these questions/concerns addressed.

At no time should a parent approach the coach(es) during a game or tournament.

- Parents are encouraged to first speak with their child about the situation because often the players have had additional information explained to them on the bench which may clarify the question or concern.
- Parents may ask to speak to the coach, in private, after the team has left the gym/field/rink.
  - The coach may agree to meet with the parent at that time, **or**
  - The parent may be asked to phone the school at the next opportunity to set up a meeting with the coach to discuss any concerns or issues.

### **Team Selection and Playing Time/Expectations**

All effort will be made to include all athletes who are interested in playing a sport. Coaches must conduct tryouts and will do their best to form teams that will allow for competitiveness and future growth.

PNCS Junior High athletes compete in competitive leagues. The amount of playing time is based on the coach's discretion, and it may vary from game to game, or from week to week.

For elementary sports, the goal is for equal playing time. Parents will also notice that standard rules have been modified to allow for greater participation and success as students acquire skills.

## **Communication**

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

It is recommended that the coach host a pre-season parent meeting. At this time, such items to discuss may include:

- Season schedule
- Budget sheet to finalize participation fees and confirm plans for transportation
- Hand out/collect permission forms
- Determine best method for communicating with parents

## **Parent/Coach Communication Letter**

### **Letter to Parents and Athletes**

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

### **Communication Coaches expect from Student Athletes:**

- Concerns are 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 Pembina North Community School, it is our hope that he/she will find the experience enjoyable and rewarding. It is important to understand however that there may 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 are expressed privately and directly to the coach away from the court setting
- Notification of any scheduling conflicts well in advance
- Specific concerns in regard to a coach's philosophy and/or expectations

### **Appropriate concerns to discuss with coaches:**

- The treatment of your child mentally or physically
- Ways to help your child improve
- Concerns about your child's behaviour
- Any influence that the activity is having on your child's academic performance

It can be difficult to accept that your child may not play as much as you or they may have hoped. It may also be disappointing to find that your child is not playing at a time when you, or other family members, are available to be a spectator. Coaches make judgment decisions based on what they believe to be the best for all students involved. While there are certain things that should be discussed with your child's coach, there are also certain things that should not be discussed. Those decisions will be left to the coach's discretion.

### **Issues not appropriate to discuss with coaches:**

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

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

- Call and set up an appointment with the coach
- Resolution, not confrontation is the best approach
- Please do not confront a coach before or after a game or practice. These can be emotional times for the parent and coach, and our coaches are instructed to walk away from such situations.

The next step:

- Call and set up a meeting with the principal to discuss the situation

The coaches at Pembina North Community School recognize the importance of extracurricular activities. We strive to offer a program that provides your child with a positive and meaningful experience.

Sincerely,

Pembina North Community School Coaching Staff

**Table 1.1 Pembina Hills Public Schools (PHPS) Principles of Fair Play**

<b>Theme</b>	<b>Principle</b>
<b>1. Fun</b>	In PHPS, extracurricular sporting activities will focus on fun. Participants will have positive experiences that will develop a desire for lifelong participation in physical activities.
<b>2. Sportsmanship</b>	In PHPS, extracurricular sporting activities are opportunities for coaches and adults to teach and model the virtues of sportsmanship; including respect, cooperation, fair play, and enjoyment of sport; in an environment of healthy competition. Coaches have high expectations for the pride students develop for their team and school and that they are representative of their communities.
<b>3. Skill Development</b>	In PHPS, extracurricular sporting activities, coaches seek to introduce basic skills in Division 1 and 2, further develop these skills in Division 3 and move towards mastery in Division 4. Opportunities for players to experience all aspects of team play begin in Division 1 and 2 and become more specialized through to Division 4.
<b>4. Opportunity to Play</b>	In PHPS, extracurricular sporting activities, all Division 1 and 2 students will have the opportunity to play on school teams. At Divisions 3 and 4, all possible efforts should be made by the school community to provide opportunities for as many players as possible to play at an appropriate level. It must be recognized that limitations in the number of available coaches and gym space will impact the number of players that can participate. Individual coaches will decide the number of players per team, to best suit the situation.
<b>5. Playing Time</b>	<p>In PHPS, extracurricular sporting activities, playing time expectations are going to be different from Division 1 and 2 through to Division 4. See principle #1. The specific expectations need to be clarified prior to the start of the season. The 'time' might be different from one sport to the next.</p> <p>At Division 1 and 2, equal playing time is an expectation. See principle #1.</p> <p>At Division 3, playing time will depend on skills, level of competition and the situation. See principle #1.</p> <p>At Division 4, playing time will be based on the team philosophy and team goals. While it is the hope that every team member would play in each contest, it is understood that situations will not guarantee this.</p>



I have read the Pembina North Community School Sports Handbook and understand the expectations for the items listed below:

- Team selection
- Playing time
- Commitment
- Communication of player absences
- Transportation - times we use a bus and volunteer driver forms
- Participation fees
- Uniforms
- Eligibility and Conduct for players
- Communication with Coaches
- Guidelines for Coaches
- Guidelines for Parents

Parent Name: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

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