

Kate Andrews High School



Athletic Handbook
2022-2023

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Philosophy

Kate Andrews 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 must be maintained. Those who earn the privilege of representing Kate Andrews High School in extracurricular athletics are expected to accept greater responsibilities as school citizens.

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.

Athletic Department

Athletic Director
School Administrator

Clayton Ressler
Daniel Grimes

Programs

Students can participate at the Grade 9, Junior Varsity (Jr), Intermediate (Int), and Senior Varsity (Sr) levels.

Grade 9 teams are open to students in the 9th Grade.

Junior Varsity teams are open to students in Grade 10 and Grade 11.

The exceptions are sports of softball and baseball. Grade 9 students may compete on Jr/Sr teams in these sports.

Intermediate is a term associated with badminton, x-country, and track and field only, and eligibility is determined by birth date.

Senior Varsity teams compete in the most competitive leagues, and are comprised of the most accomplished players in Grades 10, 11, and 12.

Kate Andrews High School sponsors the following athletic activities:

Sport	Boys				Girls				Mixed			
	Gr 9	Jr	Int	Sr	Gr 9	Jr	Int	Sr	Gr 9	Jr	Int	Sr
Golf					
Cross Country				
Volleyball				
Basketball				
Curling								
Badminton
Baseball				.								
Softball						.		.				
Track & Field				

Seasons of Play

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 include players of the preceding activity.
- Final cuts for the trailing activity occurs (minimum) 2 practices after the completion of the preceding activity.

Participation Fees

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. An effort will be made to keep the fees consistent from one activity to the next, respective of the level of the team.

Fees are paid via school cash-online.

Players must pay fees in full, or make arrangements with the Athletic Director, before they will be permitted to participate in league games or tournaments.

The following chart shows the participation fee for each activity and specified what benefits are anticipated to be covered by the participation fee, it is crucial to attend parent meetings prior to the activity beginning in order to receive accurate up to date information.

Activity	Approx. Fees	League Play		City Championships		Zones		Provincials			Invitational Tournaments		Other
		League Fees	Transportation*	Entry Fees	Transportation*	Entry Fees	Transportation*	Entry Fees	Transportation*	Accommodation	Entry Fees	Transportation*	
Grade 9 Cross Country	\$20.00			-	-	-							
Senior Cross Country	\$30.00					-		-	⊗	⊗			
Golf	\$80.00					-		-	⊗	⊗			Polo
Grade 9 Volleyball	\$200.00	-	-	-	-	-					3		
Junior Volleyball	\$250.00	-									4		
Senior Volleyball	\$450.00	-				-		-	⊗	⊗	7		
Grade 9 Basketball	\$200.00	-				-					3		
Junior Basketball	\$275.00	-									3		
Senior Basketball	\$475.00	-				-		-	⊗	⊗	6		
Badminton	\$100.00			-	-	-		-	⊗	⊗	3		T-shirt
Curling	\$50.00					-		-	⊗	⊗			
Baseball	\$350.00	-						-	⊗	⊗	1		
Softball	\$150.00	-	-								1		
Track and Field	\$40.00					-		-	⊗	⊗			
Gr 9 Track and Field	\$20.00			-	-	-							

Costs are estimated and are subject to change depending on number of athletes, league play, tournament play and transportation.

* Majority of transportation will be parent drivers, exceptions will be made when number of athletes participating in said activity justify bussing or when game times (ex, 4:00pm) create difficulties for parent drivers.

⊗ Provincials may require extra funding/payment from participating athletes.

Fundraising

Kate Andrews High School annually conducts a school wide fundraising project. Money raised through general fundraising allows us to maintain lower participation fees. All student athletes who participate in Volleyball, Basketball, Slo-Pitch or Baseball are expected to participate in this project.

No team/activity shall participate in, or organize any other fundraising event without the consent of the Athletic Department.

Uniforms and Equipment

All uniforms will be provided by Kate Andrews High School.

Uniforms will be distributed by the coach or Athletic Director, whichever is the most practical.

Players will be responsible for the care and maintenance of uniforms while they are in their possession.

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

All uniforms are to be cold water washed and hang dried.

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. This equipment is provided for team use, and not for use by the Physical Education department or public use.

Transportation

The transportation for league, invitational, zone, and/or provincial events may be handled in two fashions at the discretion of the Athletic Director. The preferred method of transportation is parent drivers. This is due to the high cost of school busses as the primary mode of transportation.

School Bus

School buses must be booked through the athletic department. The cost of using buses for transportation is as follows. Events will be billed to the activity at a rate of \$1.00 per km (round trip) and \$18.75/hr paid to the driver (Min 3 hrs). A Class 2 license with S endorsement is required prior to driving these buses. See the Athletic Director for details. The required paperwork must be filled out by each driver well in advance of driving the school bus.

Volunteer (Parent/Private) Vehicle

Players may NOT transport themselves to events. Family members may transport other immediate family members to events. Players may be transported to events by registered Volunteer Drivers. To become a registered Volunteer Driver, drivers must complete Palliser's Volunteer Driver Form and meet all requirements as stated on the form. They must also obtain a criminal record check. All required paperwork is available from the Athletic Director. Pages 6-8 in the forms booklet must be completed and given to the Athletic Director prior to driving.

Volunteer vehicles used for league transportation will not be eligible for financial compensation from the school.

Practice and Game Times

All gym usage shall be booked through the Athletic Director.

League games and home tournaments have booking priority over practices.

Any activity under way shall have priority over the following season of play (ie. Basketball over baseball/softball)

There must be a coach or teacher present at all practices and games.

Coaches may request specific practice times. While all efforts will be made to accommodate requests, it shall be the priority of the Athletic Director to provide a practice schedule which is equitable to all teams in accordance with priorities

The Athletic Director will create a practice schedule on a monthly basis. In some instances where seasons overlap it may be appropriate to develop a schedule on a weekly basis. Coaches are encouraged to provide players and parents with individual copies of these schedules as they are available. All schedules will be updated live digitally on the athletics page at www.Kateandrewshighschool.com

Guidelines for Student Athletes

Eligibility

To be eligible to participate, Grade 9 student athletes must meet eligibility requirements as outlined by the South Zone Junior High Athletics Association (SZJHAA).

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
- 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 Kate Andrews High School, the community of Coaldale, and Palliser Regional Schools.

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.

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 Kate Andrews Pride possesses an unselfish attitude where team objectives are primary.

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 himself or herself in a manner that reflects favorably on the school, the privilege of participation may be suspended or revoked by a coach/supervisor, the Athletic Director, or Principal.

Injury

In the case of injury during extra-curricular activity, minor or major cases must be reported to the Athletic Director. Required paperwork set-forth by Palliser will be completed and the appropriate follow-up will occur with player, coach, parents and administration.

All concussion guidelines set forth by ASAA will be adhered to by coaches with consultation from the athletic department and the appropriate medical staff.

It is expected student athletes continue to communicate with their coaches in respect to their return to play and if applicable, continue to attend practices.

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

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 Kate Andrews High School. The planning, initiation of, or participation in such activities shall be dealt with under the behavioral expectation of Pride athletics, and may lead to suspension or removal from a team and or school.

Guidelines for Coaches

The following guidelines are to be considered a code of conduct for Kate Andrews Pride coaching staff.

The Coach is foremost a teacher. 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.

The Coach should always be regular and prompt in meeting assignments – practices, games and meetings.

The Coach should be diligent in attention to routine details. This includes getting in all reports when due, keeping necessary records, communicating results, and forwarding any receipts when required.

The Coach will supply the Athletic Director with a list of all players in order to track fees, apparel and forms.

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 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.

The Coach shall not use alcohol or non-prescription drugs in any form while with the team.

The Coach should, when faced with unpredicted disciplinary situations, let the common law prevail. Situations are to be assessed on a rational basis.

The Coach should accept the responsibility as a counselor to the athletes under her/his direction. The coach is in a unique position among all teaching staff in the relationship with the students. Many students complete their high school program because of, on part, of their interest in athletic participation and the influence of the coach. In this way, the coach can play a major role in the problems now confronting high schools in drop-out rates and related issues.

The Coach should 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.

The Coach should work to instill with their players respect for the officials, and establish that they alone shall discuss aspects of the game with the officials.

The Coach will respect the rights and feelings of other coaches and will 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.

The Coach should teach the team to be respectful of and friendly towards opponents.

The Coach will hold a pre-season meeting to discuss the season and all components relevant to players, parents and coaching staff. See Appendix B for a template agenda.

Team Selection

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

Coaches must conduct a tryout period, consisting of a minimum of 2 time slots.

Final selections should be based on attitude, coachability, and skill.

Once the team has been selected, the coach must promptly submit a roster to the Athletic Director for confirmation. It is strongly encouraged that coaches have brief player-coach meetings following tryouts to inform athletes of their placement on a team.

Practices

All practices will be scheduled by the Athletic Director. 1 to 3 practices per week depending on level of team, league/tournament schedule and available gym time.

Coaches should distribute a practice schedule to players and parents.

Coaches should do their utmost to adhere to the practice and game schedule, and any changes should go through the Athletic Director.

A change, addition, or cancellation to a game or practice should be made with as much advance notice as possible. Such changes may affect player and parent commitments and may have an effect on other teams.

Playing Time/Expectations

Kate Andrews participates in competitive leagues. 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 Kate Andrews teams, will be a factor in determining playing time.

During the regular season, coaches are encouraged to consider the following recommendations for minimum playing time for athletes, but ultimately decisions regarding playing time shall be at the discretion of the coach.

Grade 9	approximately 40%
Junior Varsity.	approximately 30%
Senior Varsity.	approximately 20%

For league, zone, and provincial playoffs there are no recommendations.

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:

At the beginning of the season Coaches should provide a written statement of their philosophy, team goals, fees, and player expectations.

Coaches should outline the process for communication. Coaches will hold a pre-season meeting (suggested agenda – Appendix B)

Sanctioned Absences and Early Dismissals

It is at times necessary for student athletes to be absent from classes, or to be released from the last class of the day prior to the end of the class. In these instances coaches are required to provide notice to all school staff.

Teacher-coaches or teacher-liaisons may do so at their own initiative. The Athletic Director will perform this task for community based coaches.

The notice will be via e-mail to all staff members. 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
- When appropriate, time of departure
- The event

Budget

Each coach shall discuss with the Athletic Director the proposed costs and submit it to the Athletic Director prior to the beginning of the season of play.

Appendix C is the template spreadsheet used to budget for all Athletics at Kate Andrews.

Per Diem and Accommodation

Following the season, the coach will meet with the Athletic Director, who will determine appropriate mileage and per diem. Accommodations will be paid for by Kate Andrews at the time of stay. In general, the following rates will apply to invitational overnight tournaments.

Breakfast (Sat)	\$8.00
Lunch (Sat)	\$12.00
Supper (Fri/Sat)	\$20.00
Mileage exceeding round trip of 100km.....		\$0.25/km
(Based on single vehicle transportation)		
Accommodation	One hotel room
provided per gender of coaching staff.		

Professional Development

It is in the best interests of the student athletes to have coaches who are well trained. In support of this, coaches will be reimbursed for registration in approved professional development activities that are directly related to their coaching assignment. Approval will be made by the Athletic Director, and must be supported by receipts.

Guidelines for Parents

Support the team, the players, and the coaches.

Help your child to follow and uphold the Pride athletes' guidelines for participation. Parents should do their best to attend the pre-season meeting in order to understand expectations of all of those involved.

Support the goals of sportsmanship and help bring pride and respect to your child and Kate Andrews High School.

Support your child's role on the team, even if you don't understand his/her position on the depth chart. In the event of concerns, follow the guidelines and procedures as outlined in Appendix A.

Awards

Each year on the second Thursday of June, after the conclusion of all school sponsored athletic activities the Athletic Department will sponsor and host an "Annual Athletic Awards Evening". At this evening individual activity awards as determined by the athletic department, and selected by the respective coaching staffs, shall be presented. In addition, the Athletes of the Year, and Career Athletes, as selected by a designated committee shall be presented.

Activity Awards

Respective coaches shall be responsible to submit to the Athletic Director, the names of the award recipients for the following awards, as well as making the Athletic Director aware of any team or individual accomplishments which deserve recognition. Coaches may present only those awards listed, and may not present co-winners without the approval of the Athletic Director.

The activity awards to be presented are as follows;

Golf

- Recognition of Zone Medalists and Champions
- Recognition of Provincial Medalists and Champions
- Most Improved Player
- Most Dedicated Player
- Most Valuable Player

Cross Country

- Recognition of City Medalists/Champions
- Recognition of Zone Medalists and Champions
- Recognition of Provincial Medalists and Champions
- Most Improved Player
- Most Dedicated Player

Curling

- Recognition of City Medalists and Champions
- Recognition of Zone Medalists and Champions

Grade 9 Volleyball

- Recognition of City Medalists and Champions
- Recognition of Zone Medalists and Champions
- Most Improved Player
- Most Dedicated Player

Junior Varsity Volleyball

- Recognition of league accomplishments (i.e. Champions)
- Rookie of the Year
- Most Improved Player
- Most Dedicated Player

Senior Varsity Volleyball

- Recognition of league accomplishments (i.e. Champions/All-Stars)
- Recognition of Zone Medalists and Champions
- Recognition of Provincial Medalists and Champions
- Most Improved Player
- Most Dedicated Player
- Most Valuable Player

Grade 9 Basketball

- Recognition of City Medalists and Champions
- Recognition of Zone Medalists and Champions
- Most Improved Player
- Most Dedicated Player

Junior Varsity Basketball

- Recognition of league accomplishments (i.e. Champions)
- Rookie of the Year
- Most Improved Player
- Most Dedicated Player

Senior Varsity Basketball

- Recognition of league accomplishments (i.e. Champions/All-Stars)
- Recognition of Zone Medalists and Champions
- Recognition of Provincial Medalists and Champions
- Most Improved Player
- Most Dedicated Player
- Most Valuable Player

Badminton

- Recognition of City Medalists and Champions
- Recognition of Zone Medalists and Champions
- Recognition of Provincial Medalists and Champions
- Most Improved Player
- Most Dedicated Player
- Most Valuable Player

Track and Field

- Recognition of City Medalists and Champions
- Recognition of Zone Medalists and Champions
- Recognition of Provincial Medalists and Champions
- Most Valuable Track Athlete
- Most Valuable Field Athlete

Jr. Softball

- Recognition of league accomplishments (i.e. Champions/All-Stars)
- Rookie of the Year
- Most Improved Player
- Most Dedicated Player
- Most Valuable Player

Sr. Softball

- Recognition of league accomplishments (i.e. Champions/All-Stars)
- Most Improved Player
- Most Dedicated Player
- Most Valuable Player

Baseball

- Recognition of league accomplishments (i.e. Champions/All-Stars)
- Rookie of the Year
- Most Improved Player
- Most Dedicated Player
- Most Valuable Player

Athlete of the Year - Male and Female

Criteria:

1. Grade 10, 11, or 12 student.
2. Participated in a minimum of one extra-curricular activity, at the varsity level, listed below:
 1. Golf
 2. Cross Country
 3. Volleyball
 4. Basketball
 5. Curling
 6. Track and Field
 7. Badminton
 8. Softball
 9. Baseball

1. The athlete should have demonstrated an above average degree of athletic ability in all activities he or she participated in.
2. The athlete should have “excelled” in one or more of those activities he or she participated in.
3. The athlete should have demonstrated leadership abilities on and off the court, field, course, or rink which has made him or her a respected individual in the eyes of the staff, fellow athletes, and the student body in general.
4. The athlete should have demonstrated athletic, personal, and sportsmanship abilities and qualities that have brought the pride and respect to himself/herself and KAHS in the view of the community, opponents, and others (others referring to other schools, communities, administrators, and coaches).
5. The athlete should demonstrate to all a desire to better him/herself through athletics at KAHS.
6. Above all, the athlete should be an example, or epitomize the type of athlete and individual who KAHS strives to develop through the sponsorship of extra-curricular athletics.

Selection Committee

Composition shall be as follows, with each person on the committee having one vote (no individual can receive more than one vote by virtue of filling more than one position on the selection committee):

- Athletic Director (shall be responsible for the organization and conduct of all meetings, as well as the tabulation of votes)
- Principal
- Vice-Principal
- All Physical Education Teachers
- The on staff coaches/supervisors of each of the activities listed in Criteria #2

Selection Process:

1. Each coach/supervisor must submit to the athletic director a list of all students who participated in each of the recognized activities he or she coached/supervised.
2. The athletic director will compile and distribute the lists (in #1 above) to all coaches/supervisors, so that they are aware of individuals who meet the necessary criteria for this award (criteria #2).
3. From the list of those who qualify, nominations are submitted to the athletic director (any member of the committee may nominate candidates).
4. The athletic director shall provide each coach/supervisor with a "Coaches Appraisal Rating Sheet" for each of the nominees. This appraisal is to be completed by the coach/supervisor of each activity in which the nominees participated, and should be on a point basis in which the nominees participated, and should be on a point basis (10 being the highest) according to the various aspects of the activity (time commitment involved, attitude, improvement, sportsmanship, team play, skill level, level of competition, etc.).
5. Using the information and whatever other sources available, the committee should narrow the list of nominees down to two or three candidates. (This would be done only if more than three candidates were nominated. Otherwise, go on to #6 below.)
6. From the final list of candidates, an ATHLETE OF THE YEAR (Male and Female) should be determined through a secret ballot.

Career Athlete Awards - Male and Female

Criteria:

1. Awarded to grade 12 students only.
2. Participated in a minimum of one extra-curricular activity, in each of their 3 years of high school (10,11,12) at Kate Andrews, from the list below:
 - Golf
 - Badminton
 - Cross Country
 - Track and Field
 - Volleyball
 - Basketball
 - Baseball
 - Curling
 - Softball
3. The athlete should have demonstrated an above average degree of athletic ability in all activities he or she participated in.
4. The athlete should have “excelled” in one or more of those activities he or she participated in.
5. The athlete should have demonstrated leadership abilities on and off the court, field, course, or rink which has made him or her a respected individual in the eyes of the staff, fellow athletes, and the student body in general.
6. The athlete should demonstrate to all a desire to better him/herself through athletics at KAHS.
7. The athlete should have demonstrated athletic, personal, and sportsmanship abilities and qualities that have brought pride and respect to himself/herself and KAHS in the view of the community, opponents, and others (others referring to other schools, communities, administrators, and coaches).
8. Above all, the athlete should be an example, or epitomize the type of athlete and individual who KAHS strives to develop through the sponsorship of extra-curricular athletics.

Selection Committee

Composition shall be as follows, with each person on the committee having one vote (no individual can receive more than one vote by virtue of filling more than one position on the selection committee):

- Athletic Director (shall be responsible for the organization and conduct of all meetings, as well as the tabulation of votes)
- Principal
- Vice-Principal
- PE Dept. Head
- The on staff coaches/supervisors of each of the activities listed in Criteria #2

Selection Process:

1. The athletic director shall present to the committee a list of the grade 12's which meet # 1 and #2 of the criteria.
2. The committee shall conduct an elimination vote with a nominee requiring two thirds of the support of the committee to advance in the process.
3. From list of candidates advancing from this first elimination vote, the committee shall vote, if necessary, on an award winner. This process will continue with the lowest vote getter being eliminated each vote.
4. The final award recipient must receive $\frac{2}{3}$ of the committee votes to be honored as the Kate Andrews Career Athlete.

In the event that the ballot is down to 2 candidates and neither receives the minimum $\frac{2}{3}$ of the ballots, but neither receives less than $\frac{1}{2}$ the ballots, the two candidates shall be named co-career athletes.

Appendix A

Parent Coach Communication 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, social skills, team cooperation and responsibility. Here are some guidelines to help you as a parent supporter of the athletics programs at Kate Andrews High School.

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 Kate Andrews 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, your son or daughter should speak privately and directly with the coach.

Communication Coaches expect from Parents:

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

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. While here are certain things that should be discussed with your child's coach, however 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 both 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 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 Kate Andrews 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.

Sincerely,
Pride Coaching Staff

Appendix B

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 pre-season 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
- Be registered in minimum of 2 full classes in Senior High during the season of sport.

Medical information in case of injury

Parent Volunteer Roles:

- ✓ Uniform care
- ✓ Telephone contacts
- ✓ Home Tournament Coordinator (Hospitality/Clean-up, etc.)
- ✓ Drivers, supervisors
- ✓ Photo-journal for keepsake and web-site
- ✓ Game Film

Question and Answer

Appendix C

KAHS Athletic Team Budget				
Sport-		Year- 2019/20	Date	
Expenses				
1. Capital and Supplies for the upcoming season				
	Apparel		\$ -	
	Equipment		\$ -	
	Supplies		\$ -	
	Other (Prov fund)		\$ -	
		Total		\$ -
2. League Fees				
3. Zone Fees				
4. Tournament Costs				
		@		\$ -
5. Transportation				
		<u>KM</u>	<u>Rate</u>	
	Palliser Bus		\$ -	\$ -
	Volunteer Driver			\$ -
	Paid Bus Driver- hours			\$ -
	Paid Bus Driver Mileage			\$ -
		Total		\$ -
6. Accommodation				
		<u>#</u>	<u>Rate</u>	
	Number of Room Nights			\$ -
7. Other Costs				
	Officials			\$ -
	Scorekeepers			\$ -
	Field Rental			\$ -
		Total Expenses		\$ -
Revenue				
1. User Fees				
	# players	@	\$ -	\$ -
	Previous Yr Fees			
3. Fundraising				
				\$ -
4. Other- hosting, donations, sponsors				
				\$ -
		Total Revenue		\$ -

Appendix D

Kate Andrews Athletics - Per Diem Request - Completed by Coach

Activity: _____

Request By: _____

Request Date: _____

Event: _____

Date(s) of Event: _____

Meals

Breakfast \$8.00 X _____ = _____

Lunch \$12.00 X _____ = _____

Supper \$20.00 X _____ = _____

Mileage

Destination: _____

Mileage: _____ km (round trip) X \$0.25 = _____

Request Total: _____

Disbursement Signature
(Signature of individual receiving per diem)

To be filled in by secretary

Cheque No.: _____

Date: _____

VOLUNTEER CONFIDENTIALITY FORM

Name of Volunteer: _____

School: _____

DECLARATION OF CONFIDENTIALITY

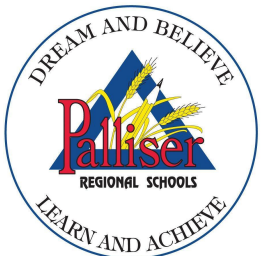
I promise that I will maintain confidentiality with respect to information regarding all students or employees of Palliser Regional Schools. I understand that disclosure on my part of any such privileged information may be cause for the removal of my status as an approved volunteer in Palliser Regional Schools.

IN WITNESS WHEREOF this _____ day of _____, 20____, I hereby acknowledge that I have read, understand and accept the above responsibility as a Palliser Regional Schools volunteer.

Signature: _____

WITNESS:

Name: _____ (please print)



**PALLISER REGIONAL SCHOOLS
VOLUNTEER SUPERVISOR/COACH
ORIENTATION VERIFICATION**

I, _____, attest I have had the opportunity to review with the school principal (or designate) issues related to being a volunteer supervisor/coach for _____ at the school. The orientation included discussion of the following (please check):

- School philosophy regarding participation of students (i.e. selection, playing time, behaviour expectations, etc.)

- Use of school facilities and equipment

- Supervision expectations

- Discipline and referral procedures

- Communication with parents

- Finances and fund-raising

- Transportation procedures

- Professional Development opportunities

ACKNOWLEDGEMENT:

By signing this verification, I signify I understand the school's positions with regard to the above issues, and agree to adhere to those positions through my involvement with students involved in the activity.

Signature

Date

WITNESS:

Name: _____ (Please Print)

Signature

Date

PALLISER REGIONAL SCHOOLS VOLUNTEER SUPERVISOR/COACH REGISTRATION FORM

School: _____ Activity: _____

Palliser Regional Schools appreciates the service provided by volunteer supervisors/coaches for extra-curricular activities. In order to ensure safety for students, the Board of Trustees believes that those offering to volunteer in such activities should provide a formal registration.

Last Name: _____ Given Name(s): _____

Mailing Address: _____

Street Address/Box No.

Town

Postal Code

Telephone No.: _____ (Daytime) _____ (Evening)

Do you have children registered in this school? Yes _____ No _____

If yes, please list by name and grade:

Name	Grade
------	-------

_____	_____
_____	_____
_____	_____

Please provide two character references that can be contacted by the school:

Name	Contact Numbers
------	-----------------

_____	_____
_____	_____

Do you have a criminal record? Yes _____ No _____

(Please be advised the Board requires that a Criminal Record Check for volunteer supervisors/coaches be provided to the school. Any costs incurred for CRC fees will be reimbursed by the school.)

As a volunteer supervisor and/or coach, you are advised of the following:

1. The Principal (or designate) is the supervisor for volunteer supervisors/coaches.
2. The Board's liability insurance covers all approved volunteer supervisors/coaches.
3. Confidentiality is of utmost importance, and you are asked to read and sign the attached Confidentiality Form.
4. If an activity is to be conducted by a volunteer without the supervision of a teacher, the Principal (or designate) shall cover the following items in an orientation meeting with the volunteer:
 - a) School philosophy regarding participation of students in the activity (selection, playing time, etc.);
 - b) Use of school facilities and equipment;
 - c) Supervision expectations;
 - d) Discipline and referral procedures;
 - e) Communication with parents;
 - f) Finances and fund-raising;
 - g) Transportation procedures; and
 - h) Professional development opportunities.

Acknowledgement:

By signing this volunteer registration form, I signify I am in agreement with the conditions outlined.

Signature: _____ Date: _____

WITNESS:

Name: _____ (please print)

Signature: _____ Date: _____

Volunteer _____

Date of Birth _____

Please assist us with providing a Criminal Records Check, with a Vulnerable Sector Search, for the above mentioned volunteer.

As this person is volunteering with our school, if there is a possibility of the regular fee being waived we would appreciate it.

Thanking you in advance,

Principal

The Freedom of Information and Protection of Privacy Act (FOIP) sets controls and standards on how public bodies such as school boards collect, use and disclose personal information that is in their custody or under their control. The information you have provided on this form is being gathered for contact purposes and to determine your eligibility to serve as a volunteer supervisor/coach for Palliser Regional Schools, and will not be used for any other purpose without your authorization. Only those Palliser employees requiring this information to perform their duties will have access to it.

If you have any questions about the collection, use of disclosure of information collected in this registration process or on any matters of access or privacy, please feel free to contact:

*Megan McNally, FOIP Coordinator
Palliser Regional Schools
(403) 328-4111*

VOLUNTEER AUTOMOBILE DRIVER AUTHORIZATION

Volunteer drivers must inform their insurance company of their intention to use their automobile and to act as a volunteer driver for Palliser Regional Division No. 26 school activities. **Most insurance companies do not require an additional premium charge (or more than a nominal charge), because this service is classified as occasional and is not done for compensation.**

A minimum of \$2,000,000 public liability and property damage coverage must be in force on the automobile insurance before a volunteer driver may use his/her vehicle to transport students

Note: **The Board is unable to provide liability insurance protection for individual drivers, beyond that provided under the driver's own automobile insurance while the volunteer drivers are transporting students in their own automobiles on a school-sponsored activity or function.**

SCHOOL: _____

VOLUNTEER DRIVER'S NAME: _____ STUDENT'S NAME: _____

ADDRESS: _____ POSTAL CODE: _____

PHONE NO.: _____ DATE OF BIRTH: _____

DRIVER'S LICENSE NO.: _____ CLASS: _____ EXPIRY DATE: _____

NAME OF INSURANCE COMPANY: _____

INSURANCE POLICY NO.: _____ EXPIRY DATE: _____

INSURANCE AGENT: _____

VEHICLE(S) DESCRIPTION: MAKE(S): _____ MODEL(S): _____ LIC Plate# _____

The vehicle(s) listed is adequately insured and I am properly licensed to drive it.

Signature of Volunteer Driver

Date

Expiration Date: End of Current Academic Year

APPROVAL BY SCHOOL PRINCIPAL:

Signature of Principal

Date

ALBERTA SCHOOLS' ATHLETIC ASSOCIATION
Completion required by student and parent/guardian
in order to access ASAA competition



Retain Form at school for submission to SASAA and the ASAA if requested

ACKNOWLEDGMENT AND AGREEMENT (Student /Guardian) School Year: 2022/2023

WHEREAS the Alberta Schools' Athletic Association ("ASAA") is a voluntary, non-profit organization that has been established to coordinate a program of worthwhile athletic activities for the young people of Alberta in an educational setting;

AND WHEREAS KATE ANDREWS HIGH SCHOOL [NAME OF SCHOOL] is one of more than 400 member high schools which together ultimately determine the policy of the ASAA through representation on the Board of Governors of the ASAA;

AND WHEREAS KATE ANDREWS HIGH SCHOOL [NAME OF SCHOOL] is also a member of the South Alberta Schools' Athletic Association ("SASAA") which also has Bylaws, Rules and Policies which govern the participation of KATE ANDREWS HIGH SCHOOL [NAME OF SCHOOL] in athletic activities

AND WHEREAS it is not in the best interests of any of the student athletes who are served by the work of the ASAA and SASAA for them to spend resources responding to court applications brought by individual student athletes, their parents or guardians;

We, [Student and guardian], acknowledge and agree as follows:

1. We have had an opportunity to review the Bylaws and Polices of the ASAA and SASAA which are available for our review at:
-- <http://www.asaa.ca>
-- <http://www.southzone.org/index.html>
And in particular have read and understand the obligation of full and honest disclosure set in the ASAA policy handbook.
2. We will accept the outcome of any appeal process available through the ASAA or SASAA or any decision by, them regarding any matter concerning me or any other athlete registered as a student at KATE ANDREWS HIGH SCHOOL [NAME OF SCHOOL] or any coach of a KATE ANDREWS HIGH SCHOOL [NAME OF SCHOOL] team as final and binding on us.
3. We acknowledge that any application for a review of any decision of, or an outcome of an appeal process of, the ASAA or SASAA by a Judge in a court of law must be brought by the administration of KATE ANDREWS HIGH SCHOOL [NAME OF SCHOOL] and not by us.
4. KATE ANDREWS HIGH SCHOOL [NAME OF SCHOOL]'s Membership in the ASAA and SASAA is a privilege and not a right.
5. We, authorize KATE ANDREWS HIGH SCHOOL [NAME OF SCHOOL] to provide a copy of this document to the ASAA and SASAA to use or publish in any manner they see fit.

Student Name (print)

Student Signature

Date

Guardian Name (print)

Guardian Signature

Date

Medical Waiver and Information Sheet

Dear Parents,

The KAHS Administration urges all students involved in competitive extramural athletic programs to undergo an annual medical examination.

If you consent to the participation of your son / daughter in the KAHS Athletic Program but do not see the need for a medical examination at this time, please sign the permission form, fill in the appropriate information, and return to the appropriate coach.

Thanks,

Clayton Ressler
KA Athletic Director

I, _____ (Parent/Guardian) give full approval for my son/daughter
_____ to participate in KAHS sponsored activities.

(Parent/Guardian Signature)

(Date)

CONTACT INFO

Home Phone Number _____ Family Email _____

Mom's Name _____ Cell _____ Work _____

Dad's Name _____ Cell _____ Work _____

Alberta Health Care Number _____

Emergency Contact Name _____ Phone _____

Please Note: THIS FORM WILL BE COPIED AND CARRIED BY EACH TEAM in a duotang.

In the space below, list any medical information that you feel should be shared with the coaching staff. Examples of this would be allergies, past injuries, etc.



PALLISER REGIONAL DIVISION NO. 26 VOLUNTEER DRIVER PARENT CONSENT FORM

Palliser Regional Schools permits the use of properly licensed volunteer drivers, as approved by the principal, to convey students to and from off-campus activities. Students travelling to work experience, Green Certificate or RAP (Registered Apprenticeship Program) are viewed as volunteer drivers.

Palliser requires that parental consent be obtained for a student to be a passenger in a vehicle driven by a volunteer for school sponsored off-campus activities.

A District employee is considered to be a volunteer driver if using his/her vehicle to transport students (other than employees contracted to transport students). All volunteers must complete a "Volunteer Automobile Driver Authorization" form.

Parental approval may be give once to cover the full academic year.

Part 1: To be completed for ALL students:

I, _____, agree that my son/daughter _____ may, for this academic year, travel to off-campus activities in a private vehicle with another parent, supervisor or District employee.

.....

Part 2: To be completed for High School students only:

I, _____, agree that my son/daughter _____ may, for this academic year,

Drive my/our vehicle to and from work experience, Green Certificate or RAP (Registered Apprenticeship Program)

Yes

No

Signature of Parent/Guardian/Independent Student

Date

Expiration Date: End of Current Academic Year



Academic Guidelines:

1. To participate in athletics, students must be in good standing in school and display good sportsmanship at all athletic contests.
 - a) To be eligible to participate in athletics, a student must meet the requirements set forth by the ASAA, or by the South Zone Junior High Zone. Questions of eligibility should be addressed to the Athletic Director and school administration.
 - b) Any senior high student participating on a school sanctioned team must be registered in a minimum of 10 credits for the semester.
 - c) Any student wishing to participate in sports must meet acceptable school academic standards, as determined by KAHS staff. Students who allow their academic averages to slip below an acceptable level will be suspended from the team, regardless of their athletic ability, due to poor academic performance.
2. If a student misses assignments, detentions or other specified academic intervention, the teacher involved may approach the Athletic Director indicating that until such time that assignments are complete and/or obligations met, the student shall be ineligible for participation in any school sport. The student and coach of the team shall be given 1 weeks' notice before any suspension from play is initiated.
3. Parents will be notified if their student is denied the privilege of participating due to poor academic standing.

Attendance: It is a privilege and a responsibility to attend both practices and games as a member of a KAHS team.

- Any unexcused absence (1/2 or full-day) will result in the student not being able to participate in that day's co-curricular activities.
- The School Administrator and/or the Athletic Director can review individual situations.

Transportation: In order to reduce liability for coaches and parents, the following transportation procedures must be followed.

- All driver permission forms must be signed and given to the Athletic Director, before a student can ride in a bus or private vehicle.
- All designated volunteer drivers must have a Valid Class 5 Driver's License and 2 million liability insurance. Before driving they must fill out the appropriate disclosure form and deliver it to the Athletic Director.
- Volunteer drivers must be 21 (Palliser Administrative Procedure 554)
- Students are to ride in the approved school transportation both to and from the School.

Code of Conduct - Players

1. I will play sports because I want to play sports not because others want me to.
2. I will play hard, but within the rules of the sport and in the spirit of the game.
3. I will do my best to be a true team player.
4. As a participant of KAHS athletics I will conduct myself in a sportsmanlike manner at all times.
5. I will not engage in any activity or behavior that interferes with a competition or with any athlete's preparation for a competition, or endanger the safety of others in any way.
6. I will treat teammates, coaches, opponents, event's organizers, officials and spectators with respect.
7. I will refrain from the use of verbal or physical intimidation of an individual outside of the rules and spirit of the game.

8. Coaches and officials are there to help me. I will accept their decisions and abide by them without argument.
9. I will control my temper – fighting, “mouthing off” or “trash talk” can spoil the activity for everyone.
10. I will be gracious in winning and courteous in defeat.
11. I will acknowledge all good plays and performances – those of my team and of my opponents.
12. I will never use alcohol, performance enhancers or drugs while a participant of KAHS Athletics.
13. I will remember that coaches maintain discipline on the team and their team rules and guidelines are to be followed.
14. I will remember that participation in practices is a must and failure to attend may result in loss of playing time. Direct contact with the coach is necessary for me to be excused from practice due to extenuating circumstances.
15. Players who may be slightly injured are expected at practice to visually see any new items being introduced. They are not expected to directly take part, only to watch so they are ready to play when the injury is healed.
16. I will remember that playing on a team is dependent on a number of considerations (academics, financial, employment etc.) If I am unable to manage all of these aspects, then I will not sign up for a team. Once my participation in a sport is confirmed, I will complete the season to the best of my ability.
17. I accept that all Palliser Board and KAHS policies regarding conduct of students shall be followed.

Sportsmanship Pledge.... For PARENTS

1. I will not force my child to participate in any sport.
2. I will remember that my child plays sports for his or her enjoyment, not mine.
3. I will encourage my child to play by the rules and to resolve conflict without resorting to hostility or violence.
4. I will teach my child that doing one’s best is as important as winning so that my child will never feel defeated by the outcome of a game.
5. I will make my child feel like a winner every time by offering praise for competing fairly and trying hard.
6. I will never ridicule or yell at my child for making a mistake or losing a game.
7. I will remember that children learn best by example. I will applaud good plays and performances by both my child’s team and their opponents.
8. I will never question the official’s; judgment or honesty in public.
9. I will show respect and show appreciation for the volunteer coaches who give their time to coach my child.
10. I accept that all Palliser Board and KAHS policies regarding conduct of students shall be followed.
11. I understand and accept the associated risks of sport and related activities at Kate Andrews.
12. Playing sports involves commitment. It is expected that all players will attend practices, games and tournaments. I will make every effort to facilitate my child’s attendance

Return Date: Prior to first competition date. This will be relayed to you by your manager/coach

Student Declaration 2022/23

I, _____, a student representing Kate Andrews High School in the sport(s) agree to abide by Code of Conduct and the School’s policies for participation. I agree to work cooperatively with my coaches, KAHS athletics and/or the school. I have read and understand the policies listed above. I have also seen and understand the handouts defining sport specific policy.

_____ Participant _____ Date

Parent Declaration 2022/23

I, _____, being a representative of Kate Andrews High School sport agree to abide by this Sportsmanship Pledge. I agree to let my child participate for the 2022/23 season. I agree to support my child’s coaches and may have to volunteer time during the season.

_____ Parent/Guardian _____ Date