

ERLE RIVERS HIGH SCHOOL ATHLETICS HANDBOOK



ERLE RIVERS HIGH SCHOOL

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INTRODUCTION

The purpose of this handbook is to establish and record the fundamental beliefs and practices of the athletic program at Erle Rivers High School.

PHILOSOPHY

The philosophy of Erle Rivers High School Athletics is to provide opportunities for students to participate, experience and excel at extra-curricular activities with the intent of enhancing student learning and development through quality instruction and leadership. This experience will take into consideration the development of the whole team and the whole individual.

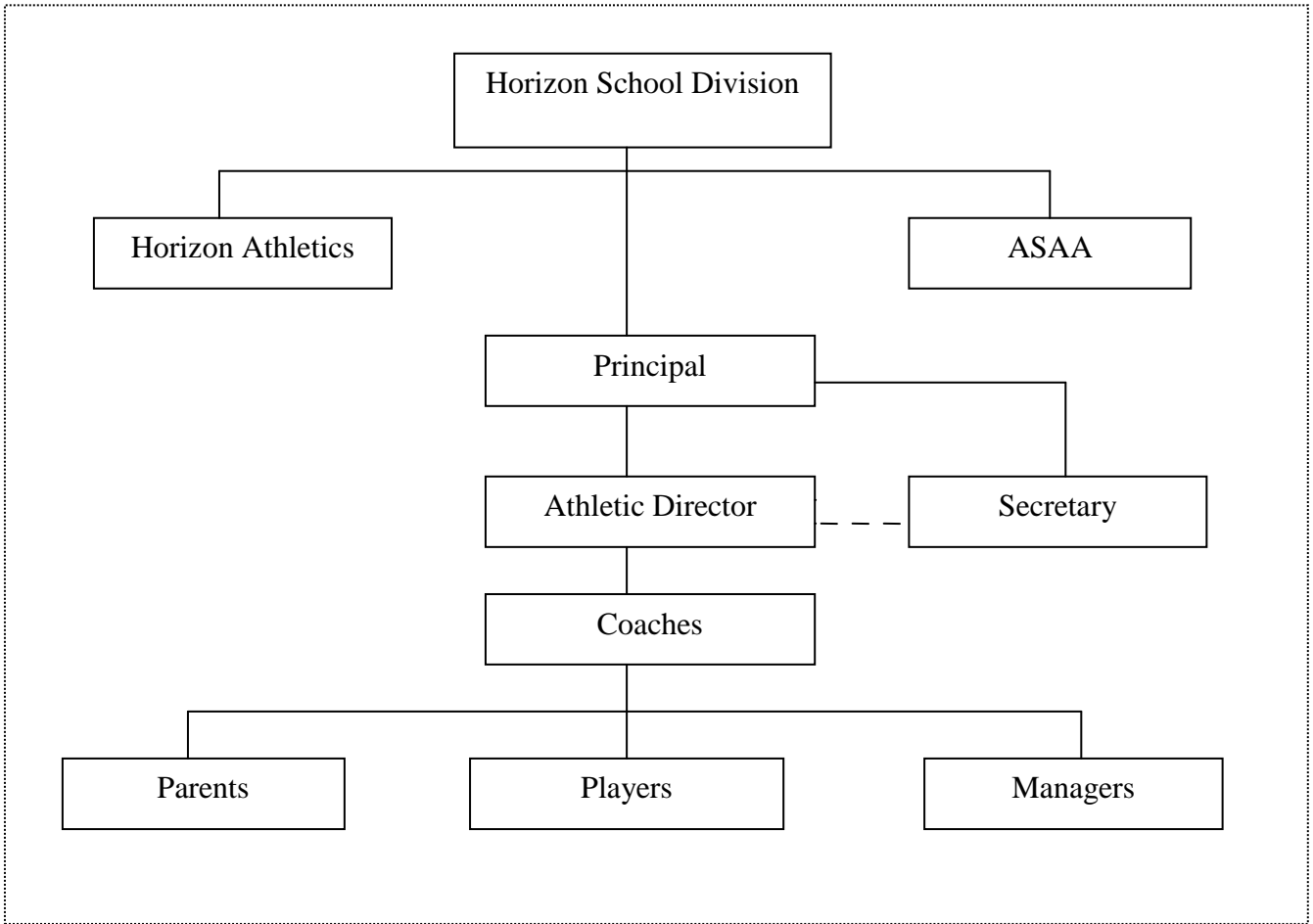
VALUES

- Positive ambassador of Erle Rivers High School, Milk River and Horizon School Division
- Sportsmanship
- Continuous improvement leading to excellence
- Commitment
- Erle Rivers High School appreciates the positive support of parents and the community

BELIEFS

1. The learning that may be attained through athletics is infinite. A student athlete experiences what it truly means to be a member of a team, to represent their school and community, to follow through with a commitment and to learn together. The social learning and time management skills that each student athlete is expected to perform are life lessons. As such, athletics represents an integral component of the high school experience.
2. Athletics contributes to our identity as Erle Rivers High School and provides a team that we can all cheer for and be proud of. Attending and supporting the athletic events is also a part of the high school experience for all students not on a team; they too are the Novas and the Comets.
3. Athletics is an avenue where coaches develop the whole athlete; physical and emotional.
4. The athletics program is an extension of the school day; as such, students and coaches are held accountable for the same level of behaviour and conduct expected throughout the school day.

Erle Rivers High School Lines of Communication



ROLES AND RESPONSIBILITIES

PRINCIPAL

The Principal is ultimately responsible for all matters related to the Erle Rivers High School athletic program.

He/She will:

- Approve the Athletic Handbook and any changes made to it.
- Appoint the Athletic Director.
- Appoint the coaches and approve the assistant coaches for all teams.
- Approve all purchases from school generated funds.
- Address concerns and complaints brought to him by players, coaches, parents, community members, and other school officials.
- Review coach evaluation forms and follow up with coaches as required.
- Ensure that the sports policies of the Horizon School Division, the South Zone Athletic Association, the Alberta Schools Athletic Association, the Southern Alberta High School Slo-Pitch League and the Southern Alberta High School Baseball Association are being followed by those involved in our athletics programs.

ATHLETIC DIRECTOR

The Athletic Director is the athletic program's representative of the school. He/She is the communication link between all athletic parties. He/She assists the Principal, Coaches, Secretary and School Council in making ERHS's athletic program run smooth and successful through the school year.

He/She will:

1. Administration

- a) Coordinate the school's athletic program.
- b) Act as the school's single point of contact for the athletic program.
- c) Ensure adherence to all school, division, and athletic association policies in the implementation of the athletic program.
- d) Advertise for coaches as required using school newsletter, cable tv ads, and other means as appropriate.
- e) Review the Athletic Handbook on a regular basis and recommend changes to the Principal.

2. Meetings

- a) Attend the South Zone Athletic Association meetings.
- b) Attend league meetings for junior high sports and the River Ridge Basketball League.
- c) Attend league meetings for slo-pitch and baseball if the coaches have not been appointed at the time of the meeting.
- d) Attend pre-season parent meetings as needed.
- e) Prepare coach packages for parent meetings that include all applicable forms.
- f) Attend meetings as requested by the Principal.

3. Communication

- a) Provide a copy of the Athletic Handbook to all new coaches. Update as required.
- b) Submit a weekly athletic report to the school office to be included in the school newsletter.
- c) Advertise in the local community; home games and tournaments using the school newsletter, Milk River Cable, and the community sign.
- d) Send out information received to the appropriate coaches and contacts on a timely basis.

4. Sport Specific Tasks

- a) Send out multi-sport sign up sheet to all students in April for the next school year.
- b) Make up sign up sheets for individual sports prior to season start and put on front counter in office.
- c) Forward roster sheets for all teams to appropriate association or person.
- d) Complete South Zone registrations as required.
- e) Complete ASAA registration for all players and coaches on the Ex-Net system.
- f) Provide individual team rosters to the school office to assist in the collection of fees, uniforms, etc.
- g) Ensure team photos are taken by coaches and submitted to the school office for the website and to the yearbook coordinator.
- h) Schedule all practices, games and tournaments in the school gym and the Town's Civic Centre.
- i) Ensure equitable distribution of practices and post schedule on office whiteboard.
- j) Provide coaches, school office staff and custodian with copy of schedule.
- k) Book Civic Centre as required for practices, game and tournaments as soon as possible with the Town of Milk River.
- l) Receive league schedules from league officials and distribute as required.
- m) Arrange for officiating clinics at ERHS for various sports and/or advise coaches, parents and players of officiating clinics in the local area.
- n) Request all senior players who are able to ref junior games sign up in office.
- o) Provide list of potential refs and their contact information to coaches.
- p) Provide support to coaches in finding refs for junior games.
- q) Track volunteer refs and provide recognition at end of season.
- r) Order new rulebooks and scorebooks as required.
- s) Provide results of home games to appropriate league contact.
- t) Input games won for senior basketball teams into the ASAA Ex-Net system for ranking purposes.

- u) Oversee travel and accommodation arrangements for games and tournaments.
- v) Ensure all coaches complete the applicable Athlete Award forms and return them to the office.
- w) Ensure that Coach evaluation forms are distributed to the athletes with instructions to return them in a sealed envelope to the Principal.

5. Tournaments

- a) In consultation with coaches, book tournaments for the teams. If coach has not been appointed, tournaments will be booked in accordance with general guidelines on tournaments.
- b) Advertise ERHS home tournaments by posting on ASAA website, South Zone website, emailing and faxing appropriate ASAA schools.
- c) Receive and acknowledge tournament application forms from schools who apply to our tournaments immediately upon receipt.
- d) Update coach on a regular basis with the number and name of teams that are coming to the tournament.
- e) Request team rosters and logos from visiting schools.
- f) Forward rosters and logos to coach upon receipt.
- g) 2 to 3 weeks prior to home tournaments, confirm with teams that they are coming to the tournament.
- h) If necessary, assist coach with draw.
- i) Forward completed draw to reffing association.
- j) Confirm with reffing association that coverage is possible.
- k) Provide list of schools attending home tournament to Secretary so she can ensure all payments have been received.

6. Financial

- a) Develop a budget in conjunction with the Principal.
- b) Oversee participation fees and program costs.
- c) Assist coaches with team's budget.
- d) Check to see if all athletes have paid their athletic fees prior to playing.
- e) Advise coach if any athletes have not paid their fees.
- f) Review the team's budgets half way through the season and/or at the end of the season.
- g) Monitor team fundraising.

7. Equipment

- a) Provide uniforms to coaches at beginning of the season.
- b) Provide medical bags to coaches at beginning of the season, collect them at the end, and restock them as necessary.
- c) Check to make sure that all athletes have paid their uniform caution fee if being collected.
- d) Provide staff in school office with a list of players and jersey numbers.
- e) At end of season, return uniforms to store room.
- f) Order sports bags for all new senior team athletes.
- g) Maintain and organize the uniform and storage room.
- h) Keep a list of all equipment and uniform purchases.
- i) Review all requests for equipment and uniforms from coaches.
- j) Give recommendations on purchases to the Principal.

- k) Prepare funding requests for equipment as required.

8. Other Duties

- a) Complete other duties as assigned by the Principal.

SCHOOL SECRETARY

The Secretary maintains the financial records relevant to the athletic program, coordinates the athlete award program, and collects and organizes the coach and volunteer documentation.

He/She will:

- a) Maintain the financial records by recording all income and expenses for all sports teams.
- b) Keep separate records for each team.
- c) Provide the Athletic Director (AD) with each team's account information at the start of the school year.
- d) Provide the AD with each volleyball and basketball team's account information halfway through the season. Not necessary for other sports due to short length of season.
- e) Provide the AD with each team's account information at the end of their season once all income and expenses have been recorded.
- f) Advise the AD which students have not paid their athletic fees by the due date.
- g) Prepare cheques for all approved expenses, including all approved team travel expenses for league games or tournaments.
- h) Receive and receipt cheques from visiting schools attending an ERHS tournament.
- i) Deposit tournament revenue into sports accounts.
- j) Maintain all records submitted by coaches, volunteers, and community members.
- k) Periodically, as required, provide a list of authorized volunteers, drivers, etc. to the AD.
- l) Advise the AD of any issue with volunteer documentation so it can be addressed with the appropriate coach.
- m) Receive the coach's choices for athlete awards and order the awards for the Annual Awards Night.
- n) Advise AD if coach's choices have not been received in a timely fashion.
- o) After each home tournament, prepare an income and expense statement and provide a copy to the AD.
- p) Complete the annual school registration and add individual students to the ASSA Ex-Net system.

COACH

The Coach is foremost a mentor. The chief objectives of school athletics are to build leaders and to develop athletic skills. Winning games is secondary to these objectives. The Coach makes a positive contribution to the total educational process of the student athlete.

1. Coach Selection

- Erle Rivers High School encourages interested parents and community members to submit a coaching application if they would like to be considered for the role of Coach. The Principal, and/or the Vice Principal will select coaches in the spring for the next school year. The Coach is responsible to contact and welcome assigned players, choose Assistant Coaches, work with the Athletic Director to set the practice schedule, set the tone for the team, organize and run practices, oversee the team on the field or court during games, and provide feedback to players after each season. In an ideal situation each team will be assigned a coach early enough so that the coach will be identified to players when player sign-up is made available.
- The Coach Selection Process will be advertised, so that every interested parent and community member is aware of the opportunity to be considered. The process is intended to identify and select the most appropriate Coach for each team. The Coach selection Committee is comprised of the Principal and/or Vice Principal.
- In order to review Coach candidates and have Coaches in place by the time rosters are selected, we request that coaches indicate their interest in coaching by May 15. Prospective Coaches must provide a summary of their experience and their qualifications, either by answering questions on the Coach Application Form (Appendix A) or through an interview. Those who choose to fill out the Coach Application Form will receive a follow-up phone call or letter after the Profile Form has been reviewed. Those who prefer the interview format should email Dwayne Zarichny @ Dwayne.zarichny@horizon.ab.ca and an appropriate interview time will be arranged.
- At this stage, there is no commitment on the part of ERHS to assign an applicant to a team.
 - Evaluating Prospective Coaches:
Coaches are expected to be strong in three areas:
 - They must enjoy young people and be able to develop good working relationships;
 - They must be able to coach, teach and train others;
 - They must enjoy and have some proficiency at the game they are coaching.

These attributes are ranked in order of importance. Appreciation of sport can be learned, affinity for young people is a more difficult quality to master.

- Choosing Coaches
 - As noted, ERHS will select Coaches who are the best fit for a particular team. The following criteria will be considered:
 - Previous experience coaching youth;
 - Feedback from players and parents on previous teams;
 - Licensed courses;
 - Previous experience playing the sport in question (high school, college, adult league);
 - Willingness to commit to building good fundamental skills for every player on the team by providing organized and progressive training;
 - Ability to work well with children.

All of these factors will be considered in the decision making process. Excellence as a player does not equate to excellence as a coach. ERHS is looking for individuals who want to be more than coaches; they want to be mentors. Coaches teach you what to do on the field. Mentors impart life lessons through sport such as good decision making, fair play, teamwork, and sportsmanship that are applicable in everyday life.

2. Coach's Code of Conduct

He/She will:

- Accept the responsibility of caring for the young people on their team.
- Be responsible and accountable for the decision making of the team.
- Strive for a positive experience for every individual and the team as a whole.
- Treat everyone fairly within the context of their activity.
- Include all athletes in the sport so that they make a meaningful contribution to the team.
- Direct comments or criticism at the performance rather than the athlete.
- Consistently display high personal standards and project a favourable image of their sport, of coaching, of Erle Rivers High School and the community it serves.
- 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.
- Seek ways of increasing professional development and self awareness.
- Treat opponents and officials with due respect, both in victory and defeat, and expect their athletes to do likewise.
- Communicate with the athlete's parents or guardians in a positive manner.
- Be aware of the academic pressures placed on student athletes and conduct practices and games in a manner so as to allow for academic success.
- Respect the athlete's dignity. Verbal or physical behaviours that constitute harassment or abuse are unacceptable.
- Be regular and prompt in meeting assignments – practices, games and meetings.

- 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.
- Not use tobacco products, alcohol or illegal drugs in any form while with the team.

3. Horizon School Division Policies Regarding Non-Staff Volunteers

- All Non-Staff Coaches are held accountable to the regulations listed in Horizon School Division Policy GFA (Volunteers). (Appendix B)
- Non-Staff Coaches will be required to fill out a Volunteer Registration Form “A” and submit it to the school. (Appendix C)
- All Coaches will be required to sign a Coach Code of Conduct Form and submit it to the school. (Appendix D)
- All Non-Staff Coaches are expected to submit the results of a Police Information Check and a Vulnerable Sector Screening Check to the school. Erle Rivers High School will pay the costs (if applicable) for these checks.

4. Driver’s Form

- Any coach who expects to drive any players to any practices, games, tournaments or other events must complete the Horizon School Division No. 67 Volunteer Automobile and/or Driver Authorization Form and submit it to the school. (Appendix E).

5. Player Selection

- It is the goal of ERHS to include all students who wish to participate in extracurricular athletics. We will do everything we can to avoid making cuts from our teams. This could include creating two teams at the same level or creating junior varsity teams. However, each sport and season is different, and each scenario will be reviewed on a case by case basis. If a coach is considering cuts, he/she must discuss it with the Athletic Director. If cuts must occur, the following guidelines will be used:
 - Coaches will select the players for their team on the basis of knowledge, skills and attitudes. Coaches are expected to present all interested players with a fair opportunity to showcase their talent and desire to be on the team. Selection of the team can be made in consultation with the previous year’s coach to promote development at the lower levels. Lower level teams are to develop players for the higher levels of competition and should work in conjunction to achieve this goal.
 - Final cuts are to be made after the prior sport has concluded their regular season and not any sooner than the second tryout. Coaches will clearly communicate with all who tried

out, whether they are selected for the team or not. These conversations are held with individual athletes and concern given to the impact that the negative news may have for each young person.

- Once the team has been finalized, the coach must promptly submit a roster to the Athletic Director

6. Play Time

Playing time for athletes is dependent on many factors, one of which is the age group of the athletes. Tier 2 (grades 6 and 7), and Tier 1 (grades 8 and 9) sports must be seen as developmental levels as we are trying to include as many students as possible on our teams.

At these levels, there should be a reasonable expectation of a greater equality of playing time than at the senior high level. Each athlete that is on a team can expect that, if they attend practices and participate, they will have a meaningful contribution during competition.

As a team progresses through league play and tournaments, and league playoffs draw near, the stronger athletes may get more playing time but coaches will strive to ensure that each athlete gets meaningful playing time.

As athletes move up to the senior teams, it is the expectation that the level of play will be more competitive. With this in mind, athletes can expect fair, but not equal playing time. Coaches will ensure that all athletes have an opportunity for meaningful play under competitive situations. This can be accomplished in a number of ways:

Using some of the tournaments entered as developmental competition and allowing more of the “back up” or “bench” players to gain experience and more equal play time, thus allowing them to improve and demonstrate their skills and abilities.

Allowing all athletes to participate to some degree in league play to ensure that the end result is a team effort and all athletes feel that they are part of the team.

As a team moves closer to zones and provincials, and games become more important, playing time may tip in favour of the “starting line”. It is important to ensure that a path has been paved where all athletes have had sufficient playing time to demonstrate their abilities, improve their skills and potentially make the starting line-up. Fairness and sportsmanship are a constant basis for these decisions.

It is important that throughout the season, the coach communicates with the athletes and explains the play time expectations of games or tournaments.

7. Parent Meeting

Before the first game of the season, coaches are expected to meet with the parents or guardians of their players. Coaches may conduct this meeting with the support of an administrator or designate (i.e. Athletic Director). At this meeting, coaches must outline the following to parents:

- Team rules
- Commitment level expected of athletes
- Player fees and how these fees were determined
- Sportsmanship expectations for athletes and fans
- Academic requirements for eligibility
- School rules regarding absences from school
- Your coaching philosophy
- Your team's style of play
- Participation – amount of play time athletes can expect
- Season schedule (games and practices)
- Home Tournaments (organization, parent involvement)
- Away Tournaments (travel, accommodations, costs)
- Travel – how will team get to games, tournaments or events
- How practice sessions are conducted, including:
 - Their length of time
 - When they normally start and end
 - The athlete's expectation for attending practice sessions
 - The responsibility for issued uniforms and equipment
 - How it is determined which players start the game and how playing time works
 - Procedures for reporting and attending to injuries (Appendix F)
 - How and when to contact you (the coach) with a concern or question
 - The use of the 24 hour cool off period if there is an issue
 - Commonly misunderstood or new rules of your sport
 - Medical Information form (Appendix G)
 - Parent Code of Conduct form (Appendix F)
 - Parent reps or coordinators, e.g., travel, volunteer scheduling, tournament assistants, etc.
 - Answer any questions

8. Facility and Equipment

- Gymnasium
 - Athletes and Coaches are to wear clean running shoes while using the gymnasium.
 - The coach must ensure that no garbage is left in the gym after a practice.
 - The coach must do a check of the change rooms after each practice.

- All lights in the gym are to be turned off after the last practice.
- Equipment
 - All equipments such as balls, nets, pads, training implements, mats, carts, stands, chairs, etc. is to be put back properly after every practice or game. It is the responsibility of the coach to ensure that this equipment has been used and returned properly after each use.
 - Any equipment that is taken from the school (other than team equipment) is to be signed out through the Athletic Director prior to use.
 - Equipment that is damaged, lost or broken is to be reported to the Athletic Director immediately so it can be fixed or replaced.

9. Travel

- a) Coaches will arrange for transportation to and from games and tournaments.
- b) Complete the Driver's Form (Appendix G) to record drivers and passengers before leaving the school and provide a copy to all drivers and one to the school.
- c) Students shall not transport themselves and/or other students to and from games or tournaments.
- d) Parents or volunteer drivers must complete the Volunteer Automobile and/or Driver Authorization Form (Appendix E) and submit it to the school office.
- e) Coaches are expected to provide parents with a schedule showing practices, games, and tournaments.
- f) Coaches are expected to provide parents with the details of any away tournaments, such as school name, location, contact numbers and accommodation details if applicable.
- g) Any overnight tournaments require the approval of the Principal (Horizon Policy HICA – Off-Site Activities). Tournaments requiring more than a two night stay require two months notice for the approval of the Superintendent.
- h) If an overnight trip involves the use of a motel or hotel, the Coach must complete the Motel Information Sheet (Appendix J) and submit it to the office in advance in order for a cheque to be issued.
- i) Weather Closure Days – when school is closed, due to bad weather or poor roads, it will be assumed that all extra-curricular activities for the day are cancelled. In the event that there is significant improvement in the weather and/or road conditions, the Principal will determine if it is safe for a team to travel to a previously planned activity (i.e. game or tournament).
- j) Winter travel – A team will not travel out of town or a game will not be played in Milk River if the outside temperature in Milk River is -30 degrees Celsius or colder as indicated on Environment Canada's website.
- k) A team will not travel to any event if the Coach, Athletic Director or Principal deems the weather conditions to hazardous to travel in.
- l) Safety First – concern for the safety of the athletes and coaches will always be the first priority in determining if a team will travel. In the event that a team is already at an event, and the weather/roads prevent the team from returning home as scheduled, the school will assume the costs incurred of staying at the away location until there is a safe return to Milk River.

10. Budget

- a) Each coach shall complete a budget form. (Appendix I) and submit it to the Athletic Director prior to the beginning of the season.
- b) Every season's budget must ensure that income equals or exceeds expenses.
- c) Athletes will be required to pay a fee to play each sport team they make. Fees vary from team to team. Fees will be kept to a minimum with the goal to breaking even each season.
- d) Athletic fees are to be paid at the office.
- e) Senior High volleyball, basketball, and baseball fees are \$120.00
- f) Junior High sports fees are \$60.00 for each sport.
- g) Senior Girls Slo-Pitch fees are \$60.00
- h) A \$60.00 caution fee may be applied as necessary.
- i) Golf, Cross Country, Curling, Badminton and Track & Field are pay as you go sports and participation fees are based on individual event costs.
- j) School fees must be paid in full to be eligible to participate in the Athletic Program.

11. Team Safety

- a) The coach shall do everything necessary to ensure the safety of participants at all times.
- b) Provide supervision for all practices, games, trips, etc.
- c) Take a medical kit to all events.
- d) Document all injuries and accidents that occur within the scope of the activity. These forms are to be submitted to the Athletic Director. (Appendix F – Injury Report Form)
- e) Advise the AD if supplies are needed for the medical kits.
- f) Coaches need to be aware that administration may deny travel to a game or tournament if the weather and road conditions do not allow for safe travel.

12. Practice Times

- a) Student Athletes are students first and athletes second. With that thought in mind, coaches are requested to have at least one "off day" each week, between Monday and Thursday. An off day is a day without practice or a game.
- b) Any activity under way shall have priority over the following season of play.
- c) Knowing that most student athletes are full time students, coaches are to be mindful of how late their students may be getting home after a practice or game. The last practice will end, and the gym will be closed at 8:00 p.m.
- d) There must be a coach or teacher present at all times.
- e) Practices will normally be 1.5 hours in length.
- f) All practice time requests are to go through the Athletic Director. Coaches may request specific practice time and all efforts will be made to accommodate the requests. However it will be the priority of the AD to provide a practice schedule that is equitable to all teams in accordance with priorities, e.g., Tier 2 teams have earlier practices than senior teams, or sharing the use of the civic centre.

- g) Practice times using the gym or civic centre are generally 3:30 to 5:00 p.m., 5:00 to 6:30 p.m., and 6:30 to 8:00 p.m. Changes to times are made as needed to accommodate home games or facility usage.
- h) Coaches must ensure that after practices or games all players leave the school property safely and in the usual manner.
- i) Practices will not be held in the morning before school starts.
- j) Practices should not be held on Sundays, Professional Development days or during holidays. Exceptions will be granted on a limited basis.
- k) Practices or games will not be held on days when the school is closed due to weather unless authorized by the Principal.
- l) Practices or games will not be scheduled during diploma or final exam periods.
- m) Any exceptions to the above guidelines are to be requested through the Athletic Director.

13. Seasons of Play

A. Within the School Year

	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
Golf										
X- Country										
Volleyball										
Curling										
Basketball										
Badminton										
Track/Field										
Slo-Pitch										
Baseball										

B. ASAA Schedule for Senior High Sports

Activity	Start	Finish
Golf	May 1	4 th week in September
Cross Country	May 1	3 rd Saturday in October
Volleyball	June 1	November 30
Curling	October 1	1 st Saturday in March
Basketball	November 1	3 rd Saturday in March
Badminton	January 3	1 st Saturday in May
Track & Field	March 1	2 nd Saturday in June
Slo-Pitch	January	2 nd Saturday in June
Baseball	January	2 nd Saturday in June

14. Tournaments

Hosting

When hosting a tournament the coach in conjunction with the Athletic Director will use the following checklist in the organization of the tournament. During the event, the Coach is the main contact for Erle Rivers High School.

A. Pre-season

1. Select date – confirm facilities (AD + Coach)
2. Sanction of tournament with A.S.A.A. (only at the high school level) (AD)
3. Inform Officials Association of tournament date and planned game schedule (AD + Coach)
4. Invitation to attend (AD)
5. Confirmation of accepted teams (AD)

B. Pre-tournament

1. Information sheet (tournament rules, entry fees, etc) and draw sent to teams 3 weeks prior (Coach)
2. Confirm officials (AD)
3. Order trophies and awards (Coach)
4. Publicity (in school and community) (AD)
5. Create programs (Coach)
6. Organize facilities (bleachers, score tables, gate, team benches, etc.) (Coach)
7. Confirm janitor service (AD)
8. Prepare Coaches/lounge room (Coach)
9. Prepare coach and team packets (Coach)

10. Concession (Coach)
11. Tournament workers (score keepers, tournament assistants, etc.) (Coach)

C. Tournament weekend

1. Tournament assistants (Coach)
2. Collect score sheets (Coach)
3. Report to media (AD)
4. Update draw (Coach)
5. Trophies ready for presentation (Coach)
6. Announcement of MVP's, Player of the game, etc., after a game (Coach)

D. Post-tournament

1. Type out results and mail (Coach + AD)
2. Results to media (AD)
3. Thank you letters (AD)

Attending

- a) Coaches must not accept any tournament or exhibition game unless cleared by the Athletic Director. The Coach will advise the AD what tournaments they would like or what weekends are suitable and the AD will register the team.
- b) Teams are only allowed to register in a limited number of tournaments depending on their level (not including divisional, zone or provincial tournaments).
- c) JV or Varsity volleyball or basketball – 5 away max.
- d) Junior High volleyball or basketball – 3 away max.
- e) Coaches are responsible for booking accommodations for the tournament.
- f) Meals are the responsibility of individual players unless prior arrangements have been made.
- g) Coaches must check financial records with the Athletic Director and must ensure a balanced budget at the end of the season.
- h) Thank you letters should be sent to tournament organizers for their hospitality.

15. Time out of school

- a) Missing part of the afternoon to play a league game or attend a tournament will be considered a half day.
- b) HSD Policy HIC – Extra-curricular and Athletic Activities: School time used for attending invitational tournaments and for participating in trips will be limited to a maximum of three days for senior high students, with the exception of zone playoffs and provincial finals (regulation 4).

16. Professional Development

- a) It is in the best interest 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. Any request for courses must be made in advance of the course, approval will be made by the Athletic Director, and receipts must be provided at the conclusion of the course..
- b) Coaches must take any courses determined to be mandatory by the Horizon School Division or the ASAA prior to the start of their season.

17. Fundraising

- a) All fundraising activities must be approved by the Principal or AD prior to the activity.
- b) Advise the concession coordinator if the team would like to work in the concession to raise funds.

18. Other Duties

- a) Select Assistant Coaches as needed and submit names and application forms to the Principal for approval.
- b) Request parent volunteers for assistance with transportation scheduling, volunteer scheduling (door, timekeeping, scoring, concession), tournament assistants, and parent representative. Keep in mind that if tasks are delegated, the coach continues to assume the responsibility of the task.
- c) During homes games, the coach will act as the school representative and will be responsible to ensure that all players, coaches and spectators have left the building after the athletic event. This responsibility can be transferred to another school official or a parent.
- d) Ensure that if coaching Junior High teams, there are referees for home games by checking sign up sheet in office or calling the list of possible refs. The AD will assist the coach in finding refs.
- e) Submit score sheets for home games to the AD as soon as possible after game.
- f) Ensure a team photo is taken and sent to the office staff for website and to the yearbook coordinator.
- g) Advise the Principal by email of any technical fouls or game ejections incurred by you or your assistant coaches. The email should be sent the next day and should outline the circumstances of the incident.
- h) Advise the AD or Principal of any issues with other schools.

PLAYER

1. Player Eligibility (ASAA)

In order for a student to be eligible for participation in any extra-curricular activity he/she must:

- a) Be a bona fide student of Erle Rivers High School as outlined in the ASAA Handbook or appropriate constitution.
- b) Adhere to all rules and expectations established by Erle Rivers High School and coaches.
- c) Complete and submit a Player Code of Conduct Form (Appendix L) signed by the athlete prior to the first competition.
- d) Pay any athletic fees required.

2. Attendance

- a) Players are required to attend all classes. If classes are missed due to travel/games, athletes are expected to communicate with teachers and make up any missed work.

3. Commitment

- a) Players are required to show a high level of commitment to their chosen activity for the duration of the activity.
- b) Players who are participating in two activities at the same time must work with coaches to achieve a balance in their time.
- c) Commitment includes participating to your fullest potential in games and practice, attending all practices/games on time.
- d) If you are to miss practices/games for a valid excuse, the coach must be contacted prior to the event. Coaches will determine the rules and consequences for missing or being late for practices and games.

4. Student Grades / Status

- a) Students must have a combined average in all classes of 50% to participate in Erle Rivers High School athletics.
- b) Should a student fail to meet academic standards in any class, the Athletic Director, Coach and Teacher will meet to discuss possible solutions for correction.
- c) A student under suspension from school is also suspended from participation in athletic events, until such time as the student has been reinstated to classes unless an exemption has been granted by the Principal.
- d) A student who is absent from the school because he/she is sick is not allowed to participate in athletic activities on that day.

5. Behaviour/Attitude

- a) Players must realize that they represent Erle Rivers High School and the community of Milk River and therefore must demonstrate courtesy and good sportsmanship to all players, coaches, officials, and self.
- b) Players must show proper respect to opposing players, coaches and officials at all times.

- c) The use of profane language and gestures will not be tolerated. Players must obey all standards listed in the Alberta Schools Athletic Association (ASAA) Handbook.
- d) The use of tobacco, drugs, or alcohol is prohibited at a school sponsored activity.
- e) If a student athlete does not conduct himself or herself in a manner that reflects favourably on the school, the privilege of participation may be suspended or revoked by a coach/supervisor, or School Administration.

6. Hazing

- a) Hazing or negative initiations activities are prohibited by Erle Rivers High School. The planning, initiation of, or participating in such activities will not be tolerated and may lead to suspension or removal from a team and/or school.
- b) While not all inclusive hazing is defined by the ASAA as “Any humiliating or dangerous activity expected of a student to belong to a group, regardless of their willingness to participate.”

7. Uniforms and Equipment Use

- a) All uniforms will be provided by Erle Rivers High School and will be distributed by your coach or Athletic Director, whichever is the most practical.
- b) Players are responsible for the care and maintenance of uniforms while they are in their possession.
- c) Players will be responsible for the cost of replacement of any uniform damaged or lost while in their possession. Uniforms must be returned to either your coach or Athletic Director or to the office as directed within one week of your last game.

8. Team Selection

Athletes will be placed on or selected for teams based on their grade or age, as appropriate for the sport. Typically, Tier 2 sports are for grade 6 and 7 athletes; Tier 1 sports are for grades 8 and 9 athletes and senior sports are for grade 10, 11 and 12 athletes.

Some sports such as badminton or track & field are dependent on the athlete’s birthdate and not their grade.

Where needed, due to numbers of athletes, the athlete may be asked to play at a different level. This decision will be made by the Coaches and the Athletic Director prior to the start of the season. If an athlete is asked to play at a higher level, both the athlete and their parents must agree.

Athletes should only be pulled up to a higher level when there is a need due to a low number of age or grade appropriate athletes, that would result in the inability to form a team.

Grade 9 athletes in volleyball or basketball can be registered with ASAA as team members but will only play on the Senior teams if there are not enough grade appropriate athletes available.

PARENT

- I will encourage good sportsmanship by demonstrating positive support for all players, coaches and officials.
- I will ask my child to treat other players, coaches, fans and officials with respect and I will help model these behaviours.
- I will remember to show appreciation to coaches, officials and administrators, for without them there would be no sporting activity for my child to participate in.
- I will remember that young people participate in sports and compete because they enjoy it and I will not let my behaviour detract from their enjoyment.
- If I have serious concerns for the experience my child is having, I will find appropriate venues to express those concerns and I will always conduct myself in a thoughtful, respectful manner.
- I will demonstrate my support for my child and the athletic program he or she is involved in at the school by helping in whatever way the coach needs and my abilities allow.
- At the beginning of the each season, the parents of each player will be required to sign a Parent Code of Conduct Form (Appendix H).

ATHLETIC AWARDS – TEAM SPORTS

Athletic awards will be presented to student athletes during the annual Athlete Awards ceremony in June of each year.

- Junior High Athletics – On each team, an award will be presented to the Most Improved Player (the player that persevered and worked hard to improve and better their skills throughout the season), and the Coaches Award will be given to the player who showed leadership, drive, good sportsmanship, always gave all they had to the team and helped to keep the team momentum going.
- Senior High Athletics – On each team, an award will be presented to the Most Improved Player (the player that persevered and worked hard to improve and better their skills throughout the season), and the Most Valuable Player Award will be given to the player who showed team leadership, drive, helped keep the team spirits up, one who stands out, and keeps the team momentum going. The recipient of the MVP award can be any player from Grade 10 to 12.
- Junior and Senior High Athletics – Each team will choose their own “Player’s Player”. This is a team generated award, with a vote taken by players only. The Player’s player is someone who demonstrates leadership, encouragement, has team spirit, works hard, is an example to others, a team player, always works for the good of the team, and is sort of like the glue of the team. This person is not necessarily the best player and does not have to be in grade 12.
- ERHS Female and Male Athlete of the Year – Each year one female and one male athlete will be selected as Athlete of the Year based on input from their coaches. Coaches are asked to rank their top 5 players based on their ability to be coached, leadership, sportsmanship and ability.
- Selections for the awards are made by the coaches and given to the Secretary in a sealed envelope.
- The School Secretary will organize the awards in conjunction with the annual Academic Awards ceremony.

CONFLICT RESOLUTION

When conflicts or issues arise it is important that they be addressed as soon as possible, and as directly as possible, so that they can be promptly resolved. Athletes and parents should follow any instructions from the coach about the best way/time to approach the coach with questions or concerns.

- First step: Athlete contacts coach – the athlete should present the conflict/issue to the coach as soon as possible. It is always best for students to become their own advocates. It is expected that the majority of concerns will be resolved at this first meeting.
- Second step: Parent contacts coach – if needed, a parent may contact the coach directly and set up an appropriate time to discuss the issue.
- Third step: Athlete or Parent contacts Athletic Director – if a satisfactory solution is not reached through direct contact with the coach, or if the concerned athlete or parent believes that questioning the coach will have an unfair effect on the coach's treatment of a player, they may arrange a meeting with the Athletic Director. The coach should be informed that this contact is going to be made. At that meeting, they, together, can decide if a sit down discussion by either or both, with the coach is the next reasonable action to be taken or whatever else they decide needs to be done, if anything. The AD will respond to athletes and parents in a timely manner as to the disposition of their concerns.
- Fourth Step: Athlete or Parent contacts the Principal – If through steps 1 to 3, or if the athlete or parent does not feel that they can take the concerns to the coach or the Athletic Director, they may contact the Principal. Given the particulars of the incident, the Principal in conjunction with the athlete or parent, will decide on the next step, if any.
- Fifth Step: Contact with the Horizon. School Board – If a satisfactory resolution cannot be made at the school level, the parent(s) shall put their complaint in writing, signed and forward to the Horizon School Board, who will handle the concern according to their procedures.
- If a coach has a problem with an individual whose behaviour makes it impossible to operate the team according to the philosophy and guidelines set down by the Administration, they should consult with the Athletic Director or the Principal to decide appropriate action. That action may well be the termination of the person's right to attend any team activities in the school. If the behaviour is evidenced at other locations, the School Board may have to be involved, even so far as legal action may be required.

While there can be no guarantee that all parties will agree with all resolutions or findings, a thorough, respectful airing of different perceptions and experiences can lead to productive relationships and clearer understandings in the future.

In all cases, the best solution to a problem may be found when all parties are calm, therefore it is recommended that if emotions are running high, a 24 hour cooling off period is put in place before one party meets with the other. If any party does not feel that this is possible, they should contact the Principal first and direct to discuss the situation.

ORGANIZING A NEW SPORT/ACTIVITY

In order to institute a new sport the following criteria must be met:

- a) Student Interest – there must be student interest in an activity. Students or parents should submit a petition to the Athletic Director six months prior to the season of any sport. The petition should include the names of any students interested in making a commitment to participate in the new sport.
- b) Schedule – In order to implement a new sport, it must be possible to create a schedule. (i.e., other schools must have a league or schedule that can accommodate ERHS)
- c) Coach – the services of a teacher coach or volunteer coach must be secured to manage the day-to-day operation of the new team.
- d) Financing – money must be available to fund any new team.
- e) Facility – there must be an available facility where any new team can practice and play their games.

Upon receiving the petition for the creation of a new team, the Athletic Director will investigate the feasibility of the new sport and provide comments to the Principal. The Principal will be responsible for the final approval/denial.

Appendix A – ERHS Coach Application Form



**ERLE RIVERS HIGH SCHOOL
COACH APPLICATION FORM**

Name: _____

Home Phone: _____ Work Phone: _____

Cell Phone: _____ Email: _____

List the team(s) you would like to coach:

(1) _____ (2) _____

(3) _____ (4) _____

Background and experience (coaching, playing, etc.):

Coach Certifications, eg. NCCP, or Specialized Training:

Signature: _____ Date: _____

By signing this document I agree that all of the above information is correct, and that incorrect information may result in the termination of the coaching position if I am successful in getting the position.

Appendix B – Horizon School Division Volunteer Policy

Policy Code: GFA

Policy Title: Volunteers

THE BOARD OF HORIZON SCHOOL DIVISION BELIEVES THAT VOLUNTEERS CAN ENHANCE COMMUNITY RELATIONS AND PROVIDE VALUABLE ASSISTANCE TO THE SCHOOL STAFF and ENCOURAGES THEIR INVOLVEMENT IN THE SCHOOL COMMUNITY.

GUIDELINES

1. The safety and well-being of students shall be a primary consideration at all times.
2. Volunteers shall not use their activities in the school as a means of promoting personal beliefs or acquiring personal gain.

REGULATIONS

1. School administrators shall:

1.1 Establish clear policy and processes for volunteer work in the school and with off-site activities that conform to applicable division policies and FOIPP.

- 1.1.1 Specific processes shall be in place for: collecting and tracking volunteer forms, recruitment procedures, orientation procedures, educating volunteers regarding Division policies, monitoring volunteers, and recognizing volunteers.

1.2 Approve and coordinate volunteer workers in their schools, keeping in mind the safety and wellbeing of students and employees.

1.3 Orient and assist volunteers in understanding and following their roles

1.4 Educate volunteers regarding Division policy as appropriate.

1.5 Determine whether a criminal record check and vulnerable sector check is appropriate depending on the degree to which the volunteer will have unsupervised one-on-one time with a student(s).

2. All volunteers shall:

2.1 Complete and sign a volunteer registration form annually for Horizon School Division No. 67

2.2 Complete appropriate forms if acting as a volunteer driver consistent with Policy EEACAA Use of Non-divisional Vehicles and Volunteer Drivers

2.2 Conduct their duties in accordance with District policy and applicable provincial and federal statutes.

2.3 Be responsible to the Principal or teacher for all actions relating to students. They shall NOT:

- a) diagnose educational needs of students;
- b) prescribe remediation;
- c) evaluate the results of instruction;

- d) carry out any instructional responsibilities unless under the direct supervision of a teacher;
- e) disclose information about a student(s) or staff member(s) except through appropriate channels.

3. Requirements for volunteer coaches or volunteers of co-curricular or extra-curricular activities that are in a position to be alone with students:

3.1 Each volunteer shall within a time period sufficient to ensure the submission of results prior to engaging in such volunteer activity, submit:

- a) Police Information Check indicating no charges or convictions both dates within the past six months, as well as a Vulnerable Sector Screening Check.

3.2 If the result of a Police Information Check discloses charges or convictions, the volunteer shall submit an original of the volunteer's Police Information Certificate.

3.3 If a volunteer specified in #3 fails to submit the documentation specified in 3.1 or 3.2 prior to engaging in a volunteer activity, the volunteer shall NOT assume any responsibilities where he/she may be alone with students. The volunteer may assume responsibilities with another adult when documentation has been submitted but is not yet processed.

3.4 If the contents of the volunteer's Police Information Certificate is considered to be incompatible with volunteering with the division, as determined by the Superintendent or designate, the volunteer shall not be allowed to volunteer.

4. Collection, Use and Storage of Information:

4.1 Volunteer registration forms shall be retained by the school for the current and subsequent school year.

4.2 The collection and use of personal information related to required police records check will be in accordance with the requirements of the Freedom of Information and Protection of Privacy

Act (documents will be kept in a secured location and retained for one year after which time they will be shredded).

Appendix C – Horizon Volunteer Registration Form (Form A)



**HORIZON SCHOOL DIVISION NO. 67
POLICY GFA - Volunteers
VOLUNTEER REGISTRATION FORM (FORM A)**

SCHOOL YEAR: _____

Mr./Mrs./Ms.: _____ Surname: _____ Given Names: _____

SCHOOL NAME: _____

ADDRESS: _____ Postal Code: _____

Telephone Numbers: Home: _____ Work: _____

Email Address: _____

Please list any children or grandchildren registered in the above school?

A VOLUNTEER SECURITY DISCLOSURE:

Have you ever been charged or convicted of an offence under the *Criminal Code, Narcotic Control Act, Food and Drug Act, or Firearms Act* of Canada, or the criminals laws of any other country? Yes No
(Individual who have been granted pardons are not required to respond "Yes" to this question).

Have you ever been the subject of an investigation or order under the *Child Welfare Act* of Alberta or equivalent legislation in any other province or country? (If you answer "Yes" to this question, you must submit a current Child Welfare Statement along with this form). Yes No

Are there any conditions which might cause concern regarding your suitability as a volunteer? Yes No

If the answer to any of the above questions is "Yes" provide details including dates, depositions, and any other pertinent information:

NOTE: "Yes" to any one of the above questions will not automatically exclude an applicant from becoming a volunteer within Horizon School Division No. 67.

As a volunteer, we would like to advise you of the following conditions:

1. That confidentiality is of the utmost importance in the school setting in order to ensure that the dignity and worth of students, parents, volunteers and staff is honored.
2. That any information collected, used, generated and stored by Horizon School Division No. 67 including student, instructional, financial or administrative information is strictly confidential and is to be used only in the performance of volunteer duties.

3. That you may not disclose, communicate, publish, take, alter, copy, interfere with or destroy any information unless you are specifically authorized to do so by the teacher or principal.
4. That you must notify the principal of any new criminal charges at the time the charge is made.
5. That the teaching and administration staffs are responsible for student learning and discipline.
6. That as a volunteer you can assist in enhancing the learning environment by working cooperatively with the school team.
7. That you as a volunteer you are responsible to the Principal or teacher for all actions relating to students. You shall NOT:
 - a) diagnose educational needs of students;
 - b) prescribe remediation;
 - c) evaluate the results of instruction;
 - d) carry out any instructional responsibilities unless under the direct supervision of a teacher;
 - e) disclose information about a student(s) or staff member(s) except through appropriate channels.
8. Failure to comply with these conditions or Horizon School Division No. 67 policies may result in termination of your position as a volunteer.

By signing this volunteer registration form I am agreeing to the conditions outlined above, as well as verifying that all information provided is accurate.

Signature: _____ Date: _____

B. COMPLETE THE FOLLOWING ONLY IF YOUR VOLUNTEER POSITION PUTS YOU IN A POSITION TO BE ALONE WITH STUDENTS:

1. Please list at least two references with whom the school may check:

Name: _____ Phone: _____

Name: _____ Phone: _____

2. I have submitted a Police Information Check including a Vulnerable Sector Screening Check Yes No



Appendix D

Coaching Code of Conduct Form Erle Rivers High School

Coaching Code of Conduct

Coaches accept the responsibility of caring for the young people on their team.

Coaches have the responsibility for the decision making of the team.

Coaches are expected to:

- a. Strive for a positive experience for every individual and the team as a whole.
- b. Treat everyone fairly within the context of their activity.
- c. Include all athletes in the sport so that they make a meaningful contribution to the team.
- d. Direct comments or criticism at the performance rather than the athlete.
- e. Consistently display high personal standards and project a favourable image of their sport, of coaching, of Erle Rivers High School and the community it serves.
- f. 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.
- g. Seek ways of increasing professional development and self-awareness.
- h. Treat opponents and officials with due respect, both in victory and defeat, and expect their athletes to do likewise.
- i. Communicate with the athlete's parents or guardians in a positive manner.
- j. Be aware of the academic pressures placed on student athletes and conduct practices and games in a manner so as to allow for academic success.
- k. Respect the athlete's dignity; verbal or physical behaviours that constitute harassment or abuse are unacceptable.
- l. Be regular and prompt in meeting assignments – practices, games and meetings.
- m. 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.
- n. Not use tobacco products, alcohol or illegal drugs in any form while with the team.

Coaches must adhere to the policies of Erle Rivers High School as described in the Erle Rivers High School Athletics Handbook.

Name of Coach: _____ Sport: _____

Coach Signature: _____ Date: _____

Appendix E – Volunteer Automobile and/or Driver Authorization

HORIZON SCHOOL DIVISION NO. 67
VOLUNTEER AUTOMOBILE AND/OR DRIVER AUTHORIZATION

Volunteers shall take note of the following:

1. The owner of the vehicle shall have a minimum of \$1,000,000 third party liability insurance coverage and shall inform the insurance company of the intention to use the vehicle for transporting students.
2. Students shall not be authorized to act as volunteer drivers. Drivers must be a minimum of 21 years of age.
3. The vehicles shall have seat belts for each passenger and the driver and seat belts shall be worn. In no case shall a seat belt be used for more than one person.

School _____
Volunteer Driver's Name _____ PhoneNo. _____
Address _____

Driver's License No. _____ Class _____ Expiry Date _____

Registered Owner of Vehicle _____

Type of Vehicle Used _____ Make _____ Model _____

Name of company you are insured with _____

I have notified my insurance company: _____ Yes _____ No

Policy No. _____ Expiry Date _____

Agent _____

Third Party Liability Limits \$ _____

I hereby declare that the vehicle described above is road worthy and that the information provided is complete and accurate.

Signature of Owner

Based on the above declaration I hereby authorize the above named automobile and/or driver to be used on a voluntary basis for the period _____ for the purpose of _____

Principal's/Designate's Signature
Attach a copy of the driver's license and pink card.
Original to Principal's Office

Appendix F - Sport Injury/Accident Report Form

Name of Event: _____ Date: _____

Injured Person

Last Name: _____ First Name: _____

Date of Birth: _____ Phone: (____) _____

Address: _____

Attended by: MD _____
 First Aid Attendant _____
 Coach _____
 Assistant Coach _____
 Other (specify) _____

Sport Injury/Accident explanation: _____

New Injury Re-Injury (select one)

Treatment given: _____

Further Assessment Advised? Yes No

Emergency Transportation? Yes No
If yes by what means (e.g. Ambulance, parent, coach) _____

PLEASE SUBMIT FORM TO ERHS ATHLETIC DIRECTOR AS SOON AS POSSIBLE.

Appendix G – ERHS Player Medical Information Form

Name:	Date of Birth: YEAR / MONTH / DAY
Address:	
Telephone:	Alberta Health Number:
Do you have extended Health Coverage? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Company Name:	Plan Number:
Mother's Name:	Business or Cell #
Father's Name:	Business or Cell #
Emergency Contact:	Telephone #
Address:	
Doctor's Name:	Telephone #
Dentist's Name:	Telephone #
Please check off all conditions that apply to your child:	
Previous history of concussion	Fainting episodes during exercise
Epileptic	Wears Glasses
Wears contact lenses	Are lenses shatter-proof
Wears a dental appliance	Hearing Problem
Asthma	Trouble breathing during exercise
Heart Condition	Diabetic
Medication	Allergies
Wears a medic alert bracelet or necklace	Surgery in the last year
Has been in the hospital in the last year	Presently Injured
Your child has a health problem that may interfere with their participation on a sports team	
Has had an illness lasting longer than a week in the past year	
Has had injuries requiring medical attention in the last year	
Other:	
Other:	

Please provide details if you checked off any of the items listed on the previous page:

use a separate sheet if necessary

██████████

Medications: _____
Allergies: _____
Medical Conditions: _____
Recent Injuries: _____
Last Tetanus Shot: _____
Other Information: _____

Date of last complete physical examination: _____

**** Any medical condition or injury should be checked by your physician prior to participating in an athletic program.**

I understand that it is my responsibility to keep the team management advised of any change in the above information as soon as possible and that in the event that no one can be contacted, team management will take my child to the hospital or medical clinic if deemed necessary.

I hereby authorize the physician and nursing staff to undertake examination, investigation, and necessary treatment of my child.

I also authorize release of information to appropriate people (coach, physician) as deemed necessary.

Name of Parent/Guardian: _____

Signature of Parent/Guardian: _____

Date: _____

“SAFETY REQUIRES TEAMWORK”



Appendix H



Parent Code of Conduct Form - Erle Rivers High School

Parent Code of Conduct

- a. I will encourage good sportsmanship by demonstrating positive support for all players, coaches and officials.
- b. I will ask my child to treat other players, coaches, fans, and officials with respect and I will help model these behaviours
- c. I will remember to show appreciation to coaches, officials and administrators, for without them there would be no sporting activity for my child to participate in.
- d. I will remember that young people participate in sports and compete because they enjoy it and I will not let my behaviour detract from their enjoyment.
- e. If I have serious concerns for the experience my child is having, I will find appropriate venues to express those concerns and I will always conduct myself in a thoughtful, respectful manner.
- f. I will demonstrate my support for my child and the athletic program he or she is involved in at the school by helping in whatever way the coach needs and my abilities allow.

Name of Athlete: _____ Name of Parent(s): _____

Parent Signature: _____ Date: _____



Appendix I

ERHS DRIVER'S FORM

TEAM: _____

DATE: _____

TRAVELLING TO: _____

Driver's Name and Cell Number	Driver's Name and Cell Number
Passengers:	Passengers:
Driver's Name and Cell Number	Driver's Name and Cell Number
Passengers:	Passengers:

Appendix J – Motel Information Sheet

Motel Accommodations Information Sheet

Funding to come out of Team's Account

Team: _____ Sport: _____ Coach: _____ (i.e. Sr. Comets or Tier 1 Girls)
(Baseball, volleyball, basketball) (First & Last name)

TOURNAMENT: (School & Location) _____

DATE: _____ MOTEL FAX: _____

MOTEL PHONE: _____

MOTEL NAME: _____

MOTEL ADDRESS: _____

ROOM RATE: _____ X (#OF TOTAL ROOMS) _____ = \$ _____ X # OF NIGHTS _____ +

ADDITIONAL ITEMS (COTS) # _____ X \$ _____ = \$ _____

SUB-TOTAL \$ _____ + TAXES \$ _____

MAKE CHEQUE PAYABLE TO: _____ IN THE AMOUNT OF \$ _____

Confirmation #'s _____ (rm1) _____ (rm2)

_____ (rm3) _____ (rm4)

_____ (rm5) _____ (rm6)

The total cost of these hotel rooms including taxes above to come out of our team's account. We have previously checked with the secretary (_____) to make sure that we have enough funds in our team's account to pay for these hotel rooms. We have notified our team's parents as to our decision to use the team's account to pay for other expenses later in the season that would normally come out of the team's account. (i.e. for school vans use etc.)

_____ (signature of coach)

THIS FORM NEEDS TO BE SUBMITTED TO ERHS BY THE FRIDAY 2 WEEKS PREVIOUS TO THE TOURNAMENT.



Appendix K – ERHS Athletics Budget Form

Activity: _____

Head Coach: _____ Date: _____

INCOME

Donations and Grants _____

Concession Funds _____

Door Admission _____

50/50 Sales _____

Athletic Fees \$ _____ x _____ (# of players) _____

Home Tournament Profit _____

Other _____

Other _____

Total Income

EXPENSES

League Fees _____

Officials Cost _____

Accommodation _____

Tournament Entry Fees _____

Mileage _____

Equipment Cost _____

Other _____

Other _____

Total Expenses: _____

Balance (income – expenses): _____

Listing of Invitational Tournaments				
Date	Tournament	Entry Fee	Mileage	Accomodations



Appendix L - Player Code of Conduct Form Erle Rivers High School



Player Code of Conduct

Attendance

Players are required to attend all classes. If classes are to be missed due to travel/games; athletes are expected to correlate with teachers and make up any missed work.

Commitment

Players are required to show a high level of commitment to their chosen activity for the duration of the activity. Players may not start another activity until the conclusion of the regular season unless approval has been granted. Commitment includes participating to your fullest potential in games and practice, attending all practices/games on time. If you are to miss practice/games for a valid excuse, the coach must be contacted prior to the event. Coaches will determine the rules and consequences for missing or being late for practices and games.

Student Grades

Students must have a combined average in all classes of 50% to participate in Erle Rivers High School Athletics.

Behaviour/Attitude

Players must realize that they represent Erle Rivers High School and the community of Milk River and therefore must demonstrate courtesy and good sportsmanship to all players, coaches, officials, and self. Players must show proper respect to opposing players, coaches and officials at all times. The use of profane language and gestures will not be tolerated. Players must obey all standards listed in the Alberta Schools Athletic Association (ASAA) Handbook.

Name of Player: _____

Player signature: _____ Date: _____