

MILK RIVER RIDGE SCHOOL ATHLETICS HANDBOOK



ERLE RIVERS HIGH SCHOOL

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MISSION STATEMENT

The Athletic program at Erle Rivers High School values commitment, excellence and team. We believe that participation in this program is a privilege of all students and that subsequent to their participation is the acceptance of the responsibilities that accompany this privilege. We are committed to making this participation a positive opportunity for personal growth athletically, academically, and socially. We believe each participant: student athlete, coach, teacher, student volunteer, community volunteer, and spectator is capable of making a unique contribution to our school spirit and that through our participation we accept the responsibility of making a contribution to the quality of life we all enjoy within the athletic community.

- I. PRINCIPLES OF ATHLETIC PROGRAM
 - A. Welfare of the student athlete
 - B. Welfare of the athletic program
 - C. Autonomy of individual sports
- II. PURPOSE OF ATHLETIC PROGRAM
 - A. Provide students with the opportunity to explore themselves through athletic competition in order to find their strengths and weaknesses, and to realize the limitations and potential.
 - B. To satisfy the need for achievement and the pursuit of excellence.
 - C. To satisfy the need to socialize.
 - D. To provide opportunities for students to represent school and community.
 - E. To provide a focus for the school community.
 - F. To contribute to the development of school spirit.
 - G. To make student athletes aware of the personal qualities, character traits and attitudes which the Athletic Department of Erle Rivers High School holds in high regard.
- III. OBJECTIVES OF ATHLETIC PROGRAM
 - A. Contribute toward the improvement of the health, fitness and general welfare of all individuals taking part in the program.
 - B. To develop attitudes and values needed for healthy self concept.
 - C. To generate and cultivate leadership qualities and provide challenges for individuals.
 - D. To provide activities that meet the needs, interests and capacities of the more skilled student.
 - E. To broaden student experience.
 - F. To develop / nurture school spirit, morals and loyalty.
 - G. To provide a vehicle to create community interest in the school.
 - H. To assist with setting disciplinary tone within the school.
 - I. To present and reinforce healthy attitudes towards winning and losing.
 - J. To understand and accept failure / mediocrity.
 - K. To teach the concept of teamwork, the recognition of unity amidst diversity, and the value of a work ethic.
 - L. Engage a maximum number of students in both the activity and administrative areas of the program.
 - M. Encourage all student-athletes to reach their full academic and educational potential.
 - N. Ensure that loss of instructional time is kept to a minimum while offering appropriate competitive opportunities.
 - O. Ensure that the safety and welfare of all student-athletes should always be paramount.
 - P. Reinforce the importance of adequate protective equipment and safety precautions being utilized for all practices, training sessions and competitions.

Erle Rivers Athletic Programs

The following athletic programs may be offered at Erle Rivers High School. These programs will be offered on the basis of the following criteria:

1. A qualified teacher-coach or community coach to operate the program.
2. Sufficient number of committed students to the particular program.
3. Teacher sponsor (if community coach)
4. Approval by ASAA, South Zone, Horizon School Division, Erle Rivers High School
5. Approval by Administration & Athletic Director

Fall Season

Golf
Cross Country Running
Volleyball

Winter Season

Curling
Basketball

Spring Season

Badminton
Track and Field
Slo-Pitch
Baseball

Governing Bodies

Erle Rivers High School must follow guidelines and policies established by the following governing bodies.

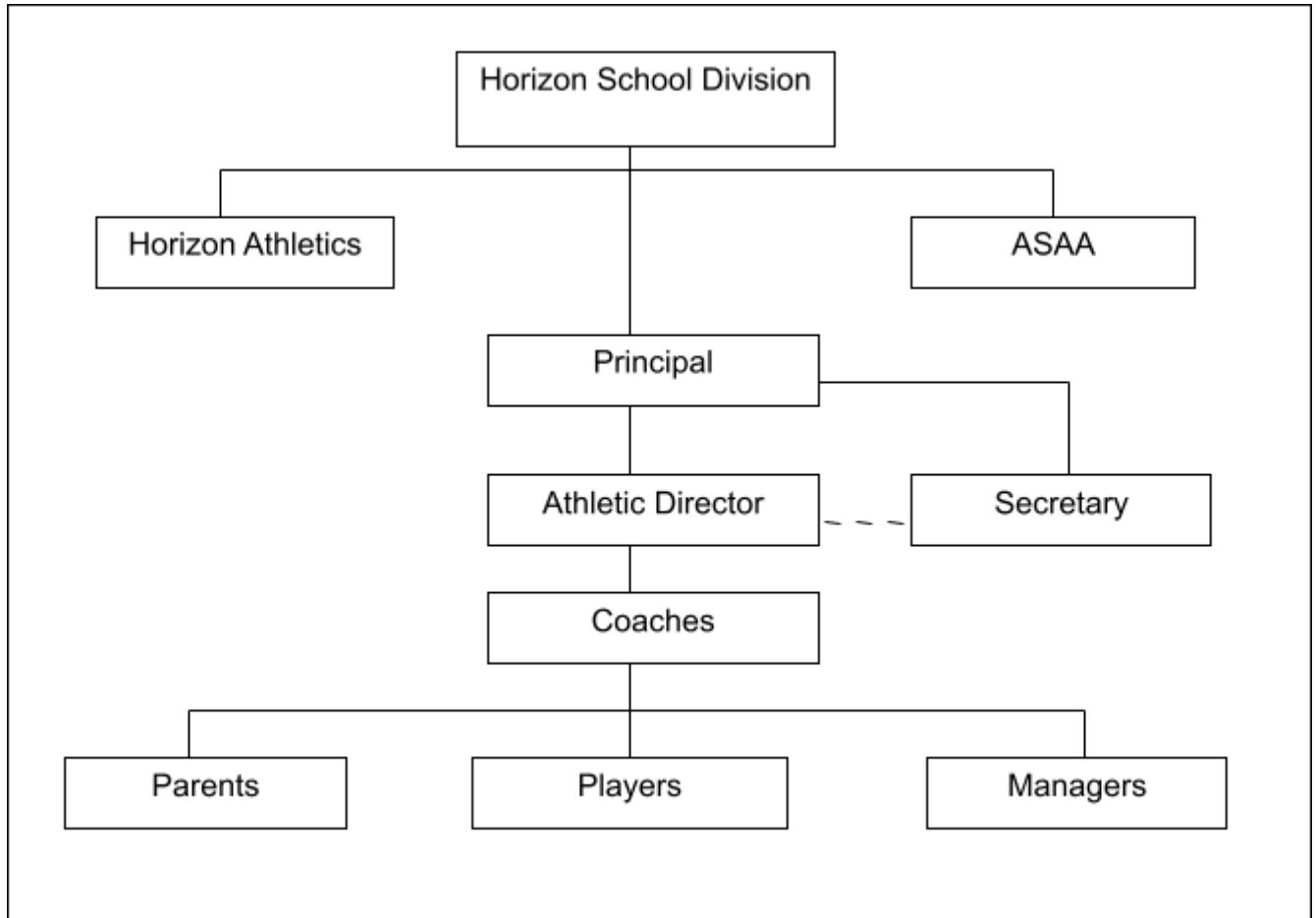
1. Alberta School Athletics' Association (ASAA)
www.asaa.ca
2. Horizon Jr. Athletics
<https://sites.google.com/horizon.ab.ca/horizonathletics/home>
3. South Zone Athletic Association
<http://southzone.org/index.html>
4. Horizon School Division #67
<https://www.horizon.ab.ca/>

These governing bodies help to establish:

1. By-Laws
2. Competitive Policies
3. Rules and Regulations

More information can be found at the above web sites.

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/her by players, coaches, parents, community members, and other school officials.
- 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

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

2. Meetings

- Attend the South Zone Athletic Association meetings.
- Attend league meetings for junior high sports and the River Ridge Basketball League.
- Attend league meetings for slo-pitch and baseball if the coaches have not been appointed at the time of the meeting.
- Attend the beginning of the year parent meeting, the athletic director and coach will discuss the following items:
 - Commitment level expected of athletes
 - Player fees and how these fees were determined
 - Sportsmanship expectations for athletes and fans
 - Academic requirements for eligibility
 - Attendance requirements for eligibility
 - Participation – amount of play time athletes can expect
 - Home Tournaments - parent involvement
 - Travel – how will team go to games and tournaments
 - Uniform and equipment responsibilities
 - Lines of communications
 - Parent Code of Conduct form (Appendix H)
- Prepare coach & players packages for each parent meeting that includes all applicable forms.
- Attend other meetings as requested by the Principal.

3. Communication

- Review Athletic Handbook with new coaches.
- Advertise in the local community; home games and tournaments using the school newsletter, Facebook, and the community sign.
- Send out information received to the appropriate coaches and contacts on a timely basis.

4. Sport Specific Tasks

- Gather student sport sign-up information at least 2 months prior to the start of the season (ie. volleyball sign up in June, basketball in October).
- Forward roster sheets for all teams to appropriate association or person.
- Complete South Zone registrations as required.
- Complete ASAA registration for all players and coaches on the SRS system.
- Input individual team rosters on the given Google Sheets document for the school office to access to assist in the collection of fees, uniforms, etc.
- Schedule all practices, games and tournaments in the school gym and the Town's Civic Centre.
- Ensure equitable distribution of practices and post schedule on office whiteboard and Erle Rivers athletic webpage calendar.
- Provide coaches, school office staff and custodian with copy of the schedule.
- Book Civic Centre as required for practices, games and tournaments as soon as possible with the Town of Milk River.
- Receive league schedules from league officials and distribute as required.

- Arrange for officiating clinics at ERHS for various sports and/or advise coaches, parents and players of officiating clinics in the local area.
- Request all senior players who are able to ref junior games sign up in office.
- Arrange scorekeepers and referees, unless there is a team manager
- Order new rulebooks and scorebooks as required.
- Provide results of home games to appropriate league contact.
- Input games won for senior volleyball and basketball teams into the ASAA SRS systems for ranking purposes.
- Ensure all coaches complete the applicable Athlete Award forms and return them to the office.
- In consultation with the coaches, plan and schedule senior night for volleyball and basketball seasons.

5. Tournaments

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

6. Financial

- Develop a budget in conjunction with the Principal.
- Oversee participation fees and program costs.
- Forward receipts and expenses to the secretary for payment.
- Check to see if all athletes have paid their athletic fees prior to playing.
- Advise coach if any athletes have not paid their fees.
- Monitor team fundraising.

7. Equipment

- Assign and document uniforms to players once fees have been collected or arranged
- Provide medical bags to coaches at the beginning of the season, collect them at the end, and restock them as necessary.
- Check to make sure that all athletes have paid their uniform caution fee.

- At the end of the season, return uniforms to the storage room.
- Maintain and organize the uniform and storage room.
- Review all requests for equipment and uniforms from coaches.
- Give recommendations on purchases to the Principal.
- Prepare funding requests for equipment as required.

8. **Other Duties**

- 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:

- Maintain the financial records by recording all income and expenses for all sports teams.
- Keep separate records for each team.
- Provide the Athletic Director (AD) with the athletic account information at the start/end of the school year.
- Advise the AD which students have not paid their athletic fees by the due date.
- Prepare cheques for all approved expenses, including all approved team travel expenses for league games or tournaments.
- Receive and receipt cheques from visiting schools attending an ERHS tournament.
- Maintain all records submitted by coaches, volunteers, and community members.
- Advise the AD of any issue with volunteer documentation so it can be addressed with the appropriate coach.
- Receive the coach's choices for athlete awards and order the awards for the Annual Awards Night.
- Advise AD if coach's choices have not been received in a timely fashion.
- After each home tournament, prepare an income and expense statement and provide a copy to the AD.

COACH

The coach / student-athlete relationship is a privileged one. Coaches play a critical role in the personal and athletic development of their students. Therefore, coaches are expected to model the fundamentally positive aspects of school sports. Coaches are responsible for their own behavior as well as their student-athletes.

1. Coach Selection

- Erle Rivers High School encourages interested parents and community members to submit a coaching profile if they would like to be considered for the role of Coach. ERHS selects coaches at least two months prior to the start of the season. Please see below chart.
- The Coach is responsible to contact and welcome assigned players, choose Assistant Coaches with principal approval, 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. Typically, but not always, the most appropriate Coach will not have a son or daughter on the team to eliminate bias.
- 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 at least two months in advance of the start of season and by the deadlines listed below. Prospective Coaches must provide a summary of their experience and their qualifications, by answering questions on the Coach Profile Form. Those coaches who submit a Coach Profile Form will receive a follow-up phone call.
- At this stage, there is no commitment on the part of ERHS to assign an applicant to a team.

Prospective Coaching Interest Deadlines	
Sport	Coaching Interest Deadline
Golf, Cross Country, & Volleyball	May 31st
Curling & Basketball	September 15th
Badminton, Track & Field, Slo-pitch, & Baseball	February 15th

Evaluating Prospective Coaches:

Coaches are expected to be strong in three areas:

- 1) They must enjoy young people and be able to develop good working relationships;
- 2) They must be able to coach, teach and train others;
- 3) 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, AD, Principal, and secretary 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.

Student Coaches

- All student coaches will require a team parent/chaperon to be the supervisor. Our under age coaches need to be supported with an adult present.

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.
- 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.
- 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 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.

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. Policy EEACAA Private Vehicles and Volunteer/Non-Volunteer Drivers

- Prior to the start of each sport season, the principal will email out the following information on driving to away games and tournaments.

**According to procedure 2 clause 2.1 when a school is not providing the transportation to and from extra-curricular activities the school will provide in written communication that;

- 2.1.1 no transportation is being provided by the school
- 2.1.2 parents assume full responsibility and liability for the transportation of their own children.
- 2.1.3 schools will assume the responsibility for student supervision upon students' arrive at the location of the extra-curricular activity.
- 2.1.4 parents assume all risk and liability for transportation of their own children and should they make private arrangements for another individual to transport their child that they and that individual are taking on all risk and liability for anyone and everyone they transport.
- 2.1.5 parents are ultimately responsible to determine how children get to the extra-curricular event, similar to parent's role and responsibility related to how their child(ren) get to and from school at the start and end of the school day when no transportation is provided.

**Please note the following clause;

- 2.1.3 schools will assume the responsibility for student supervision upon students' arrive at the location of the extra-curricular activity.

**This means once you drop your child/children off at the event they become the school's responsibility. Coaches may choose to release players back to the guardian with predetermined times decided by the coach.

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 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. Parent Meeting

Before the first game of the season, coaches are expected to meet with the parents or guardians of their players. Coaches will 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
- 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 go to games and tournaments
- How practice sessions are conducted, including: their length of time, when they normally start and end, and the athlete's expectations for attending practice sessions
- How it is determined which players start the game and how playing time works
- How and when to contact you (the coach) with a concern or question
- Commonly misunderstood or new rules of your sport

- Parent reps or coordinators, e.g., travel, volunteer scheduling, tournament assistants, etc.
- Answer any questions

7. Facility and Equipment

See Appendix I – Facility and Equipment Information Sheet

8. Travel Conditions

- Coaches are expected to provide parents with a schedule showing practices, games, and tournaments.
- 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.
- 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.
- 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 a 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)..
- A team will not travel to any event if the Coach, Athletic Director or Principal deem the weather conditions to hazardous to travel in.
- Safety First – concern for the safety of the athletes and coaches will always be the first priority in determining if a team will travel.

9. Team Safety

- The coach shall do everything necessary to ensure the safety of participants at all times.
- The coach is responsible for providing supervision for all practices, games, trips, etc.
- The coach will take a medical kit to all events.
- The coach is responsible for documenting all injuries and accidents that occur within the scope of the activity. These forms are to be submitted to the Athletic Director. (Appendix I – Injury Report Form)
- 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.

10. Student drivers (referencing HSD Policy EEACAA)

- 4.1 Students are not permitted to drive to co-curricular activities.
- 4.2 Students are able to drive to extra-curricular practices and extra-curricular games that take place at their school or at a school/facility in their school’s community.
- 4.3 When no transportation is arranged by the school for an extra-curricular activities, parents take full responsibility and liability for transporting their children to the event, similar to who they take responsibility and liability for transporting their children to and from school on a daily

basis when no transportation is provided. As such, parents determine how and who the driver is, including whether their child drives themselves.

- 4.4 Under no circumstances shall students drive students from other families to extra-curricular events when there is school arranged transportation regardless of whether parents reject such transportation.
- 4.5 Students are able to drive to extra-curricular activities when parents formally reject school arranged transportation. In such cases, parents must provide written permission to the principal for the student to drive prior to the event.
- 4.6 Students shall not be allowed to drive from an activity when there is a suspected concussion.
 - 4.6.1 Should a student experience an injury or suspected concussion, the school will make arrangements for parents to pick up their child or for someone to transport the child home.

11. Practice Times

- Student Athletes are students first and athletes second. A student must be achieving 50% or higher in their classes to participate in games and practices.
- 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 9:00 p.m. If a coach chooses to have morning practices they can start no earlier than 6:30 a.m.
- There must be a coach or teacher present at all practice times.
- All practice time requests are to go through the Athletic Director.
- Any exceptions to the above guidelines are to be requested through the Athletic Director.

12. Seasons of Play (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										

Seasons of Practice and Play (ASAA)

Activity	Start	Finish
Golf	May 1	Provincial Finals
Cross Country	May 1	Provincial Finals
Volleyball	June 1	Provincial Finals
Curling	October 1	Provincial Finals
Basketball	November 1	Provincial Finals
Badminton	January 3	Provincial Finals
Track & Field	February 15	Provincial Finals
Baseball	January	League Championships
Softball	January	League Championships
Rodeo	All year	

13. Tournaments

Hosting a tournament – when hosting a tournament the coach in conjunction with the Athletic Director will use the following checklist in the organization of the tournament.

Pre-season

- Select date – confirm facilities
- Sanction of tournament with A.S.A.A. (only at the high school level)
- Inform Officials Association of tournament date and planned game schedule
- Invitation to attend
- Confirmation of accepted teams

Pre-tournament

- Information sheet (tournament rules, entry fees, etc) and draw sent to participating teams
- Confirm officials
- Order trophies and awards
- Publicity (in school and community)
- Create programs
- Organize facilities (bleachers, score tables, gate, team benches, etc.)
- Confirm janitor service
- Prepare Coach/official room
- Concession
- Tournament workers (scorekeepers, tournament assistants, etc.)

Tournament weekend

- Tournament assistants
- Collect score sheets
- Update draw
- Trophies ready for presentation
- Announcement of MVP after a game if applicable

Post-tournament

- Type out results and e-mail
- Thank you letters

Attending tournaments

- Coaches must not accept any tournament or exhibition game unless cleared by the Athletic Director.
- Teams are only allowed to register in a limited number of tournaments depending on their level (not including divisional, zone or provincial tournaments).
- JV or Varsity volleyball or basketball – 4 max.
- Junior High volleyball or basketball – 3 max.
- Coaches can submit their hotel receipts for overnight tournaments. Gas receipts will be accepted and reimbursed (NOT PAID a kilometer rate).

14. Time out of school

- If a student athlete is sick and does not attend classes, they are not eligible to play or practice.
- If a student athlete skips class, they are not eligible to play or practice.
- If a student athlete does not have an excused absence on a Friday, they are not eligible to play for the weekend tournament. If the student is sick on Friday they must contact the coach if they are better by Saturday morning to find out when and where they play.
- 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).

15. Professional development

- 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.
- Approval will be made by the Athletic Director, and must be supported by receipts.

16. Level of Play and Correlating Play Time

- Playing time for athletes is dependent on many factors, one of which is the age group of the athletes.
- Tier 2 level sports must be seen as developmental levels as we are trying to include as many students as possible on our teams. Coaches will ensure everyone plays equally.
- Tier 1/JV level: Coaches will be working towards more competitive play which may result in less equal playing time.
- Senior Level: 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. They will use their judgment to allocate playing times based on the needs in each game and each player's potential and work ethic to assist in the game's goal.

PLAYER RESPONSIBILITIES

Player Eligibility (ASAA)

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

- Adhere to all rules and expectations established by Erle Rivers High School and coaches.
- Complete and submit a Player Code of Conduct Form (Appendix K) signed by the athlete prior to the first competition.

Attendance

- Players are required to attend **all classes** the day of the event. If classes are missed due to travel/games, athletes are expected to communicate with teachers and make up for 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 who are participating in two activities at the same time must work with coaches to achieve a balance in their time. Commitment includes participating to your fullest potential in games and practice, attending all practices/games on time. 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.

Student Grades

- Students must be passing with a 50% or higher in **all classes** to participate in Erle Rivers High School athletics. 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.

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.

Hazing

- 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.

Uniforms and Equipment Use

- 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.
- Players are 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.
- Uniforms must be returned to either the secretary or Athletic Director.

PARENT RESPONSIBILITIES

- 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 distract 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 each season, the parents of each player will be required to sign a Parent Code of Conduct Form (Appendix L).

ATHLETIC AWARDS

Athletic awards will be presented to student athletes during the annual award ceremony held in June.

- The Athletic Director and School Secretary will organize the awards

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.
- 1) 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.
 - 2) Second step: Parent contacts coach – if needed, a parent may contact the coach directly and set up an appropriate time to discuss the issue.
 - 3) 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.
 - 4) Fourth Step: Athlete or Parent contacts the Principal – If through steps 1 to 3, or if the athlete or parent do 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.
 - 5) 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 forwarded 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.

Organizing a New Team/Sport

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

- 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.
- 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)
- Coach – the services of a teacher coach or volunteer coach must be secured to manage the day-to-day operation of the new team.
- Financing – money must be available to fund any new team.
- 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.