 

**South Delta Secondary School
Athletic Handbook**

Athletics at South Delta Secondary will be conducted in a manner that supports the improvement of health, fitness and general welfare of all individuals taking part in the program. The athletic program will strive to encourage all student athletes to reach their full academic, educational and social potential. South Delta's athletic program will also endeavor to contribute to a positive school and community atmosphere by promoting the highest ideals of fair play and mutual respect by coaches, student athletes, spectators and parents.

Objectives:

To contribute to a positive school atmosphere by developing:

* Mutual appreciation for athletics among teachers, students and coaches.
* Sense of "belonging" in as many students as possible, by providing outlets for various aptitudes and interests.
* Respect of teachers, students and coaches for the interschool athletic program, assuring that the activities conducted are worthy, well organized, and not detrimental to the individual or to the school.
* An understanding that every eligible student has the right to try out for a team, but it is a privilege and not a right to represent one's school.
* An understanding that the prestige derived from participation in the school athletic program provides numerous benefits. Therefore, all participants have a responsibility to set a positive example for behaviour and cooperation in the classroom, around the school and at all school sponsored functions.

To provide opportunities for growth and maturity by:

* Teaching respect for others, irrespective of social position, financial status, ethnic background, religion, race or other possible differences.
* Teaching social graces and courtesy, e.g. in "host-and-visitor" situations.
* Teaching an attitude of respect for law and order by self-discipline and by group discipline, rather than by direct authority of adults.

To provide opportunities for development of emotional maturity by encouraging:

* Development and control of the competitive spirit.
* “Fair play” and “good sportsmanship”.
* Socially approved reactions to emotionally charged situations, such as: winning without gloating, loosing gracefully, accepting officiating without comment, etc.
* Ethical observance of the spirit, not merely the letter, of the rules.

To provide opportunities for training in leadership, organization and administration. The sense of obligation, to accept responsibility and contribute to the welfare of others and the interschool athletic program, should be fostered.

To provide the opportunity to instill student participants with the attitude that education is continuous, resulting from a wide variety of experiences.

**However, interschool athletics should not engage the time and energies of students, teachers or administrators to the detriment of the curricular program.**

**Part I**

Assignment of Head Coaching Positions

We appreciate the efforts of all coaches who selflessly dedicate their time and energy to assist with South Delta's Athletic program. We are aware that, in some instances, more than one person may be interested in coaching a particular team in the school. If this situation arises the following criteria will be used as a guide in selecting the head coaching assignment:

Head coaching position will be reviewed on a yearly basis and appointments will be assigned as follows:

* Preference will be given to teachers of the school with appropriate qualifications.
* Preference will then be given to school support staff with appropriate qualifications.
* Where two or more people apply for the same head coaching position, applicants may be asked to submit supporting documents. Interviews will be held if required.
* In the event of an interview, the selection committee will be composed of an administrator, the athletic director and an internal coach (school staff member).

Head Coach/Teacher Sponsor Responsibilities

Each team must have a head coach and/or head sponsor (i.e.: teacher/SEA/noon hour supervisor). The sponsor must remain the same throughout the season and be willing to take full responsibility for all supervision and administrative assignments related to the team.

The following is a partial list of supervision and administrative assignments related to a team:

* Collection of sport user fees prior to distribution of uniforms
* Collection of uniforms at the end of the season
* To attend all practices
* To be actively involved in the supervision of all practice activities to attend all games/competitions and be present on the bench throughout the entire duration of the game/competition
* To be actively involved in the supervision of the team during this time reporting of game/competition results to the league coordinator

**Part II**

Eligibility Criteria

Students will be eligible to compete in interschool athletics, as representative of South Delta Secondary School, if they satisfy the conditions outlined in the B.C. School Sports Eligibility criteria:

<http://www.bcschoolsports.ca/member-services/student-athlete-eligibility>

In Class attendance

This must be satisfactory to administrative standards. If necessary, an athlete will be given a form which must be filled out by teachers once per week during the season. Teachers will indicate whether attendance is satisfactory or unsatisfactory. If attendance is found to be unsatisfactory, the athlete may be suspended from any further involvement with the team until the matter has been resolved.

In Class Performance

This must be satisfactory in both effort and attitude. If necessary, an athlete will be given a form which must be filled out by teachers once per week during the season. Teachers will indicate whether effort and attitude is satisfactory or unsatisfactory. If either of the above areas is found to be unsatisfactory; the athlete may be suspended from any further involvement with the team until the matter has been resolved.

The lines of communication for resolving in-school eligibility issues are:

* Teacher to student/parent.
* Teacher to coach/counsellor followed by communication to student - with form to be filled out each week.
* Teacher to athletic director, counsellor, administration and parent.

**Part III**

New Team in the School

Only a staff member of our school (i.e. teacher/SEA/noon hour supervisor) may initiate the process to form a new team in our school. If a staff member is not initiating the process, the athletic department will not entertain any such proposal.

Anyone who is interested in starting a new team at the school and intends for it to come under the umbrella of the Athletic Department must undergo the following 2 step process. It must also be made clear that completing this 2 step process does not automatically ensure that this "new team" will be continued. At the end of the 1st year, an evaluation of the team's process will occur, in conjunction with the present financial situation of the Athletic Department. Both of these factors must be considered before any final decision is made.

Step One: Commence as a Trial Team

The trial team must be one which is approved by the Delta Athletic Association and/or the Fraser Valley Athletic Association, and there must be evidence of a league within our geographical area. The trial team must follow the rules and regulations of B.C. School Sports.

There will be no funding from the Athletic Department, however the trial team will be a representative of South Delta Secondary School and therefore MUST follow all school rules. The trial team will be registered with B.C. School Sports. This means that the trial team will be eligible for both league play and playoffs. Also the trial team will be automatically included in the school's athletic award process.

Step Two: Application to join the Athletic Department:

Application must be made by May 30th of a given year in order to be considered for Athletic Department membership in September of the next school year. The following information must be submitted:

* Names of the coaches and/or sponsor teachers
* A copy of the playing schedule and team roster
* The budget for the year, including: uniforms and equipment transportation costs and release time for teacher/sponsors
* Cost of major and/or minor officials
* Tournament fees
* Cost of post season play
* Fraser Valley and Provincial Championships
* Use of school facilities
* Status andhistory of the league
* Summary of the team's participation/standing in the league

An evaluation of the team's application will occur and a final decision will be made with regards to full Athletic Department membership and any subsequent funding for the next year.

**Part IV**

Athletic Department - Athletic and Team Fees

As a result of government accountability rules put in place for all school activities, all monies collected for teams, whether fundraised or collected as fees must be made payable to South Delta Secondary. All monies will be placed into a school trust account in the name of the team – example: Senior Boys Soccer Account.

All expenses not covered by the Athletic Department will pass through this account. Any monies left in the account at the end of the season, will remain in the team account. The money can be carried over to another year or can be refunded to the athletes. This will be at the discretion of the coach and monitored by the Athletic Director.

Athletic fees will be used to help offset some of the following costs:

* League, playoff, Fraser Valley Championships, and B.C. championships transportation costs and registration fees
* Officials fees (both minor and major), equipment, medical supplies, uniforms, and awards
* Delta District league fees, Fraser Valley league fees and B.C. School Sports fees
* TOC costs for Fraser Valley and BC Provincials

Extra fees

Teams may charge fees over and above the athletic fee to offset the cost of transportation, TOC costs and accommodation.

A further fee may be charged by the coach for clothing, socks, mouth guards, etc.

Expenses and Funding for Provincial Championship, league & tournament Participation

We are committed to helping offset the cost of senior teams travelling to the B.C. Championships; however we cannot be responsible for all costs incurred. The following will outline expenses which the department will cover and sources of funding which the coach/sponsor teacher of senior teams should pursue.

Coach/Sponsor Expenses (pre-approved by athletic director)

We will pay for the following (when kept to a reasonable level):

* T.O.C. costs for the coach(es)/sponsor to a maximum of 2 persons
* Accommodations for the coach(es)/sponsor to a maximum of 2 persons standard room only – for travel outside the lower mainland
* Meal money per diem to a max of $50 per day per coach/sponsor
* Transportation costs for the coach(es)/sponsor incurred for transportation to and from the competition

\*Please note that all receipts must be kept and turned in to the accounting clerk for reimbursement.

Player Expenses

Transportation costs for the team must be kept to the least expensive mode possible (e.g.: using personal vans - coach and parents - vs. renting a coach style bus)

Provincial Travel Grant

Sports on the Move travel grants are automatically issued to the school for any senior team participating in a sport championship that was more than 350KM away or a ferry is required order to attend the BC School Sports provincial championship. Any remuneration from this source is to go directly to the Athletic Department and not to the team itself.

League Expenses for Teams

The Athletic Department will cover all league expenses for each team in the program (this does not apply to "trial teams”).

Tournament and Exhibition Expenses

The Athletic Department will cover the cost of tournament competition, for each team on the following basis:

Sr. teams $700

Jr. teams $250

Gr. 8 teams $150

This money is to be used **only** for tournament registration and cannot be used for any other purpose. Any costs for exhibition games and extra tournaments must be funded by the students through team fees & fundraising.

**Part V**

Coaches information

Emails:

Athletic Director – Brent Sweeney:bcsweeney@deltasd.bc.ca

Administrative Assistant – Elaine Kuzma: ekuzma@deltasd.bc.ca

Accounting Clerk – Judy Rosmus: jrosmus@deltasd.bc.ca

Receptionist – Nicole Cameron: ncameron@deltasd.bc.ca

Tournament & Championship Field Trips

All field trips must have the appropriate approvals in advance. Forms available on Athletic website.

One (1) Day Field Trips

Please give the field trip request form to the Admin Assistant for approvals.

Multiple Day Trips

International or out of province travel needs to be approved by the Delta School District as well as BC School Sports (form attached). BC School Sports requires a minimum of 60 days’ notice to process the approval. Please give the completed district field trip request form to the Administrative Assistant for approvals and the BC School Sports travel form to the Athletic Director.

Each team is responsible for insurance coverage for out of province or country games. Insurance can be purchased from All Sport Insurance Marketing Lt. 604 737 3008

Buses

Forms for booking buses are available from the school receptionist. The receptionist will make the bus booking – to reserve the bus she will need the date, pickup time, destination and return time. The bus must be booked at least one week in advance. Your team account will be charged for this booking unless prior this booking is for a Fraser Valley or Provincial game. Prior approval must be obtained from the Athletic Director.

Bus booking forms are available on the athletic website.

Ferry Letter

If team travel includes a ferry trip a team travel letter can be obtained for the admin assistant as this letter **must be signed by the principal**. With this letter the team will qualify for a reduced rate with the BC Ferry Corporation.

TOC Bookings

Toc booking – all TOC bookings must be approved by the athletic director and booked through the accounting clerk. Fraser Valley and Provincial Championship TOC costs to a maximum of two coaches per team, are paid by the Athletic Department, all other TOC’s are charged to the team.

**Tournament TOC costs must be included in the team fees charged to students.**

Coaches Mileage

At the end of the season two coaches per full-service team can submit their mileage for league, mandatory league meetings, Fraser Valley & Provincial Championship games, to the athletic director for reimbursement. Mileage is not reimbursed for tournaments unless this charge is factored into the team fees charged to the students.

Field and Gym Booking

Contact Carol Lingham (clingham@deltasd.bc.ca) for gym bookings and Brent Sweeney (bcsweeney@deltasd.bc.ca) for field bookings.

School keys

Keys can be assigned temporally to outside coaches. Coaches will need to sign for their keys and return keys as soon as the sport they are coaching is finished. A $50 deposit is required for each key signed out. Payable to the Administrative Assistant.

International Students

All international students are required to pay athletic and team fees. Joining an athletic team at the school is an extracurricular activity not covered by their international fees.

PA Announcements

PA announcements must be emailed to sdannounce@deltasd.bc.ca before 9:30 am. Write the announcement exactly the way you want it to be read.

Early Dismissal

Must email request to the Director of Athletics as well as the receptionist the day before or by 9:30 in the morning.

Injury/Accident During Game

Injuries to students must be reported on the incident report form on the Athletic website. **All information has to be completed**, if needed additional details should be recorded on a separate sheet and attached. **Completed forms must be given to the administrative assistant in the office**.

For injuries that require an ambulance, the school board pays for the cost of the ambulance. Please have the parents submit the bill to the administrative assistant for payment.

Criminal Record Check

It is standard policy that a criminal record check be completed for anyone working with children. Form is available on the athletic website.

**Part VI**

Fundraising & Charitable Donations

Fundraising which would reasonably be interpreted as being done under school auspices must have the prior approval of the Principal or, in the case of a District-wide activity, the Superintendent or designate.

Approval for fund raising activities will be based upon the following criteria:

* Funds will be used for worthwhile, stated purposes
* The activities will be properly supervised
* Necessary permits, licenses, and insurance coverage will be obtained
* No undue intrusion will exist on instructional or staff time
* Methods of fundraising will be of a nature which does not offend good taste or impose unduly on public generosity.
* Student fundraising activity shall be voluntary, is to be limited and shall be subject to the Principal's approval.

Revenue Enhancement

The District encourages partnerships as a means of enhancing learning opportunities for children.

Enhancements may take the form of a product, service or money for returns such as recognition or advertising or to meet a corporate goal related to community involvement. These opportunities are subject to Canada Revenue Agency (CRA) regulation and certain restrictions as approved by the Board, in keeping with the contemporary standards of the community.

Revenue enhancement, through a variety of District-wide and District-approved marketing activities including, but not limited to advertising, corporate sponsorship, signage, etc. is a **Board-approved venture**.

Enhancements are supported which:

* Respect the welfare of students;
* Enhance the delivery of quality curricular and co-curricular programs;
* Benefit the District as a whole;
* Are respectful of community standards and the educational setting;
* Are consistent with Board policies and administrative procedures;
* Complement, but do not replace, public funding for education;
* Do not discriminate by race, color, ancestry, place of origin, religion, marital status, physical or mental disability, sex, orientation or age.

Enhancements are supported when:

* Goals, objectives and benefits of the relationship are clearly stated in the proposal;
* Resources provided by all parties are clearly defined;
* Records of all transactions are maintained;
* Sponsorship performance is reviewed regularly.

Revenue Enhancement schemes shall be undertaken in consultation with Finance and Management Services to ensure that CRA regulation requirements are met.

CHARITABLE DONATIONS & TAX RECEIPTS

Tax receipts can be issued to individuals or a company for any donation to the athletic program. Details of the donation should be given to the accounting clerk and a tax receipt will be issued by the school district.

* The donor's cheque must be made payable to South Delta Secondary School.
* If a tax receipt is to be issued the donation must be deposited into a school or District account.
* The Secretary-Treasurer's office will issue tax receipts for any contribution in excess of twenty-five dollars ($25).
* The name and mailing address of the person making the donation is required.
* The tax receipts will be mailed directly to the donor from the Secretary-Treasurer's office.
* The donation cannot directly benefit the donor or the donor's family members.
* The donor cannot receive anything (service or goods) in return for the donation.