

Sir John A Macdonald High School



Athletics
And
Extracurricular Activity
Guideline
2015-2016

A Message from the Principal

I would like to extend a very heartfelt thank you to those members of our school staff and the larger school community for volunteering their time and expertise to help our young student athletes develop into effective leaders within our community. The commitment that our staff advisors and coaches have shown in support of extracurricular activities at Sir John A Macdonald High School is clearly a testament to the dedication of our school community. Our students are able to experience both individual and team successes as a direct result of the dedication shown by our team of volunteers each year.

This *Athletics and Extracurricular Guide* has been prepared to clearly outline the expectations and procedures for our students, staff, coaches, advisors and community volunteers. The guide has been compiled by the SJA Administration and Athletic Director, in consultation with our School Advisory Council.

Please read the guide carefully and respectfully adhere to the expectations outlined. We have included relevant documents for your easy reference.

If you have any questions regarding volunteering for SJA school-based teams, clubs, committees or organizations, please contact a member of our administrative team or Scott Pellerine, our Athletic Director at 826-3222. We hope this guide will prove useful to you during your season.

Remember to always be safe, work hard, and to have fun!

Regards,

Steve Gallager
Principal

A Message from the Athletic Director

To all Sir John A. Macdonald Coaches,

If you are a returning coach, welcome back! If you are new to our athletic program, welcome aboard!

I would like to take this opportunity to thank you for offering to share your time, guidance, and expertise with the student athletes of Sir John A. Without your efforts, we would not have an athletic program.

This handbook is designed to inform you of the current policies affecting athletics at Sir John A. These policies are from the Nova Scotia School Athletic Federation (NSSAF), the Metro High School Athletic Association (MHSAA), the Halifax Regional School Board (HRSB), and Sir John A. Macdonald High School (SJA).

All school sport in Nova Scotia is governed by the NSSAF, so we are bound to follow their ethics, beliefs and procedures. The MHSAA governs sport in the HRM and helps to enforce and support the policies of the NSSAF. The HRSB has several very important policies that must be adhered to, and SJA has its own policies that relate to our student athlete population.

I hope you find this handbook useful and informative.

Best of luck to all this season

Go Flames Go!

Regards,

Scott Pellerine
SJA Athletic Director



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SJA Guiding Principles

1. Academics and athletics contribute to the student's educational experience.
2. Athletic competition will not and cannot put academic success at risk.
3. All students have an equal opportunity to play school sports.
4. Consideration will be given to students with special circumstances.

Financial Expectations and Protocols

- ✓ The coach will prepare a financial budget, including details about proposed tournaments before the start of the season.
- ✓ ALL budgets will be reviewed with the athletic director and full disclosures of financial status of the team must be made before, during and after the season.
- ✓ Submit to the athletic director a complete financial statement within two weeks of receipt of final invoices and/or upon the conclusion of the season.
- ✓ Submit for approval all purchase requests needed for the season. All money collected through player registration fees and fundraising events must be deposited in the school account designated by the principal.
- ✓ Money collected in the name of Sir John A Macdonald High School through fundraising events is non-refundable to the student athlete, parent or guardian.
- ✓ Maintain complete and accurate records for ALL fundraising activities.
- ✓ Deposit ALL money collected into the school account, through the Athletic Director, in a timely manner (24 hour period).
- ✓ Present three estimates for purchases in excess of \$1000.00 to the Athletic Director.
- ✓ Purchases with credit cards is prohibited and funds will not be reimbursed with this type of purchase.
- ✓ Gift cards are prohibited as gifts or used for purchases.
- ✓ Ensure all players have paid athletic fees and student fees before the first game of the season. Athletic Fees are non refundable unless special circumstances apply. These situations are reviewed by the Principal and Athletic Director.

Role of the Athletic Director

- ✓ Act as the liaison between the NSSAF, coach, team and school.
- ✓ Communicate to the school administration, coaches and students the issues and policies of the school and the NSSAF.
- ✓ Ensure that all players are in good standing academically and meeting expectations with regards to the school's Code of Conduct.
- ✓ Act as the principal's advisor at metro, regional and provincial meetings.
- ✓ Organize, arrange and establish NSTU staff advisors for each team or activity.
- ✓ Ensure, through the coach, that all players have paid their student fees.
- ✓ Review all financial transactions for the athletic program.
- ✓ Submit team rosters to the school administration.
- ✓ Ensure all travel documents for games and tournaments are completed and submitted to the Principal in accordance with the Halifax Regional School Board's policies.
- ✓ Ensure that all relevant forms, documents, website links are provided to coaches prior to the team's selection

Expectations of the Coach

- ✓ Completion of the NSSAF "Keeping the "School" in School Sport" Coaching Module.
- ✓ Complete and provide up to date Criminal Records and Child Abuse Registry Checks (within the past three years).
- ✓ Conduct a parent meeting to outline the team's philosophy, goals and rules. Review the regulations for competition established by the school, HRSB and NSSAF.
- ✓ Submit a practice schedule to the Athletic Director. Such schedules will be approved by the Athletic Director based on the availability of school resources. Note: The Athletic Director will be cognisant of ALL the school teams' needs for practice times and balance needs as fairly as possible.
- ✓ Ensure that all student-athletes are eligible for participation under the guidelines and rules established by the school and the NSSAF.
- ✓ Ensure that that a minimum of one of the coaching staff is in attendance for all games and practices.
- ✓ ***Ensure that no hazing or initiation practices occur. This includes any form of physical, emotional or psychological ridicule or mistreatment. Any such incidents will result in a range of consequences and could result in a team being disbanded.***

- ✓ Monitor the physical and mental condition and well-being of all players. Refuse to jeopardize the health of any player for the sake of improving the team's chances for success.
- ✓ Maintain self-control at all times with officials, opponents, players and parents.
- ✓ Report all game results to the league and the school upon conclusion of the competition within 24 hours.
- ✓ Ensure that he/she is not in receipt of money from any players, either directly or through a for-profit company he/she owns.

Expectations of the Student Athlete

- ✓ Adhere to the policies, rules and expectations of the school, HRSB and NSSAF.
- ✓ Ensure that academics are the first priority and maintain acceptable grades for courses taken.
- ✓ Act as a role model within and outside the school community.
- ✓ Report any incidents of bullying, inappropriate use of social media, hazing, vandalism or other incidents detrimental to self, team, sport, school or others.
- ✓ Treat teammates, coaches, opponents, spectators and officials with respect at all times.

School Coach/Volunteer Requirements

- ✓ **Criminal Records Check (CRC)** A CRC can be completed online upon invitation from the Athletic Director. (mybackcheck.com) Fees would be paid by the school. These checks are valid for a three year period. A copy of the CRC must be provided to the school.
- ✓ **Child Abuse Registry Check** The forms for this check are provided by the Athletic Director. The completed forms can mailed directly to the address on the forms. When you receive the letter back a copy needs to be brought into the school. There is no cost for this check.

Appendix A

NSSAF – Code of Ethics

It is the duty of all concerned with School athletics:

- 1.** To encourage and promote friendly relationship and good sportsmanship throughout each school by requiring courtesy and proper decorum at all times.
- 2.** To encourage and promote positive race relations, cross-cultural understanding and human rights with respect to race, culture, ethnicity, gender, ability, lifestyle, diversity and religion.
- 3.** To insist upon implicit compliance with all rules and regulations of the Nova Scotia School Athletic Federation.
- 4.** To secure approved officials for all contests.
- 5.** To recognize that good sportsmanship is as important as victory, by approving and applauding good team play, individual skill, and outstanding examples of sportsmanship and fair play exhibited by either team.
- 6.** To take special care to treat visiting teams and officials as guests, extending to them every courtesy.
- 7.** To be modest in victory and gracious in defeat.
- 8.** To respect the judgment and integrity of referees, judges and other officials, realizing that their decisions are based upon game conditions as they observed them.
- 9.** To identify any member school which may be suspected of recruiting student athletes from other schools for the purpose of participating in their interscholastic program?

Recruiting is considered to be contact by a coach or other school representative intended to influence a student to attend a school for the purpose of athletics other than the school he/she would normally attend.

Contact is permissible only after the student's enrolment in the school is approved by School Board Authorities.

Recruiting is a serious breach of the Code of Ethics and as such should be brought to the attention of the Board of Governors through the Executive Director. Individuals found to be involved in recruiting shall be liable for suspension.

10. To educate student-athletes concerning the dangers and ethical violations of the use of performance-enhancing drugs. Individuals found to be involved with using performance-enhancing drugs shall be liable for suspension.

11. To promote fair and equitable competition in all contests and to recognize the educational need to control games involving teams that are over-matched by employing strategies to limit the negative experience of lopsided contests.

12. To ensure that all NSSAF activities are tobacco free for all players, coaches, parents, officials and spectators.

The athlete, in addition should:

1. Play hard and to the limit of his/her ability, regardless of discouragement. The true athlete does not give up, nor quarrel, cheat, bet or 'play to the grandstand'.

2. Maintain a high degree of physical fitness by observing team and training rules conscientiously.

3. Abstain from the use of performance enhancing drugs.

4. Play for the love of the game.

5. Set a high standard of personal cleanliness and appearance.

6. Demonstrate respect for the diversity among participants as it relates to race relations, cross-cultural understanding and human rights.

7. Demonstrate qualities of fair play in contests involving teams/individuals that are over-matched.

The coach, in addition, should:

1. Maintain self-control at all times, accepting adverse decisions without public display of emotions, or of dissatisfaction with the officials.

2. Employ accepted educational methods in coaching, giving all players an opportunity to use and develop initiative, leadership and judgment.

3. Take a strong stand against profanity, abusive language, gambling and similar violations of a true sportsman's code.

4. Pay close attention to the physical condition and well-being of all players, refusing to jeopardize the health of any individual for the sake of improving the team's chance to win.

5. Promote and demonstrate respect for the diversity among participants as it relates to race relations, cross-cultural understanding and human rights.

6. Recognize contests that become non-competitive and use the opportunity to promote fair play provide additional game time for less skilled athletes and promote the ideal of 'Education through Sport'. Participation in school sport should be enjoyable and fulfilling. Student-athletes should be assured of experiencing competitive educational opportunities through meaningful playing time.

“The true sportsman is always a gentleman/lady. He/she plays fair; is clean of body, mind and soul and is courteous to friend and foe. He/she meets victory without boasting, defeat without bitterness, and all life with a smile. He/she loves his/her friend, his/her country and his/her God.”

There is no place in school athletics before, during or after competitions for the use of drugs or alcohol of any kind. Any use of drugs or alcohol that can be directly associated with any school athletic event must be reported to the Regional Director. The Regional Director shall make a full report to the Executive director who shall take whatever appropriate action is necessary. This would certainly include any post-game celebrations at the site of the event or traveling home from the event. The Principal shall investigate and report in writing to the Regional Director and/or Executive Director breaches of the Code of Ethics and/or Regulations governing behavior of student-athletes and/or coaches of the school for which he/she is responsible.

Violations of the Code of Ethics may lead to disciplinary action up to and including suspensions.

Appendix B

Halifax Regional School Board - “Guidelines for Coach Volunteers”

School Coach - A school coach is a current staff member at the school and is employed by the Halifax Regional School Board. A school coach is expected to meet the same qualification standards and criteria as all coaches. Consideration for appointment is given on an **annual** basis depending on the needs of the school.

Outside Coach- An outside coach is someone who is coaching at the school, who may or may not be employed by the Halifax Regional School Board but is not currently working at the school. Consideration for appointment is given on an **annual** basis depending on the needs of the school. Teams with outside coaches are required to have a teacher liaison (NSTU member) attached to the team.

Guiding Principles

Principals are responsible for all volunteers in their school and for ensuring that all procedures in the *HRSB Student Protection Policy D.007* are followed regarding volunteers working with students.

Principals recognize and appreciate that coaching is a voluntary activity that requires a great deal of time and commitment on the part of the coach. They know coaching is an important factor in determining the quality of a school's athletic program as well as the development of student athletes over the course of their school career.

Principals will strive to have staff members, employed by HRSB and currently working at the school, as coaches before recruiting an outside coach. Athletics and extracurricular activities are an extension of the school experience. A staff member of the school facilitates an alignment between the student athlete and school life.

Principals will review **annually** the coaching needs in each particular school sport.

Principals will review **annually** their athletic coaching criteria to ensure that student athletes are provided with coaches who:

- ✓ Uphold School/ HRSB expectations for coaches
- ✓ Meet Nova Scotia School Athletic Federation (NSSAF) guidelines/ qualifications
- ✓ Uphold the principles of *Keeping the School in School Sport Program*
- ✓ Reflect or broaden the diversity of the school community

Recruitment

- ✓ Principals will first seek out qualified staff members employed at their school to fill open coaching positions
- ✓ The recruitment process must include written communication of the expectations for coaches. Coaches should sign off with the principal that they have read the expectations
- ✓ If principals are unable to fill a coaching position with a school coach, open positions will be advertised in a manner that provides equal opportunity for candidates to apply for a position (such as; website, newsletter, newspaper)
- ✓ Principals will follow a fair and equitable process for the screening and selection of coaches. Selection will be based on qualifications (see NSSAF Handbook), experience, reference checks and the needs of the school

Monitoring expectations and addressing concerns

- ✓ Throughout the season the principal (designate) will communicate with the coach to provide support and monitor expectations
- ✓ If coaches have concerns during the season they should communicate with the principal (designate) to seek support or guidance
- ✓ If concerns) are brought forward about a coach, the principal will investigate in a timely manner and clearly communicate the concern(s) to the coach. The principal will take the appropriate action(s) to resolve the issue. Coaches will be given an opportunity to address the concerns and improve their practice in a timely manner. If the concerns are of a **serious** enough nature to warrant the release of the coach, the principal will follow the procedures outlined below

Release of a coach mid-season

- ✓ When a decision is made to release the coach, he/ she will be provided with the opportunity to meet with the principal to discuss the concern(s)
- ✓ The principal will provide written communication to the coach outlining the reasons for the release and the rationale for the decision
- ✓ The principal makes the final decisions about who volunteers in their school

Written communication of expectations to coaches should include but is not limited to:

- NSSAF Handbook
- School's Athletic Guideline
- School Code of Conduct
- PEBS information
- Pre-approval request for away tournaments
- Operational procedures for early departure
- Trip forms
- Signed confidentiality form
- Short and long term goals for coach (Optional)
- Team budget

HRSB Policies/Protocols to be shared and procedures reviewed:

- School and Bus Cancellation
- School Trips (Form A and B)
- School-based Funds Policy and Procedures Handbook
- Student Protection
- Missing Student Protocol

Appendix C

SJA Athletics Contact Information

Athletic Director

Scott Pellerine

spellerine@hrsb.ca

Phone: (school): 826-3222 ext. 790 1033 (Home): 832-0601 (Cell): 483 - 8793

Fax: 826-3220

Principal

Steve Gallagher

gallags@hrsb.ca

Phone: 826-3222

Cell: 902-220-9838

Vice Principal - Student Council

Trina Canavan

tcanavan@hrsb.ns.ca

Phone: 826-3222

Cell: 902-456-1273

Vice Principal - Athletics

Randy Pulsifer

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Phone: 826-3222

Cell: 902- 223-5210

Media Contacts:

Halifax Herald Sports: 426-2811 ext. 2812

sports@herald.ca fax: 426-1158

CBC Radio Sports: 420-4444

Websites:

SJA Homepage: sja.ednet.ns.ca

NSSAF: nssaf.ednet.ns.ca

MyBackcheck.com

Halifax Recreation (Facility scheduling/field bookings/ field conditions):

halifax.ca/recreation

Sport Nova Scotia: sportnovascotia.ca

Canadian School Sport Federation: schoolsport.ca

Coaching Association of Canada: coach.ca

Appendix D

Start-up Dates/End of Season/Limits

7.12 The start-up date means that NO organized team try-out, team practice or game may be held until the first day approved by the NSSAF. This does not preclude activities open to all students in the school. It is directed at team functions.

Prior to the start-up date, schools may not conduct team activity sessions or organize any team or individual event, which is part of the selection process. On the start-up date, it is understood that all eligible students shall have a meaningful opportunity to try-out.

Sport	Try-out & Practices “No Earlier Than”	1st Game “No Later Than”	Competition Limits
Football	August 15th	3 rd Day of School	12 Games
Soccer	August 15 th	3 rd Day of School	18 Games
Baseball	3 rd Day of School	2 nd Friday -September	10 Days of Competition
Cross Country	3 rd Day of School	2 nd Friday -September	8 Days of Competition
Golf	3 rd Day of School	2 nd Friday -September	8 Days of Competition
Volleyball	3 rd Day of School	3rd Friday September	22 Days of Competition
Hockey	2 nd Friday September	2 nd Friday October	42 Games
Basketball	3 rd Friday October	2 nd Friday November	32 Games
Cheerleading	November 1st	1st Friday January	8 Days of Competition
Curling	November 1st	2nd Friday November	8 Days of Competition
Wrestling	November 1st	3rd Friday November	15 Days of Competition
Skiing	December 1st	1st Friday January	8 Days of Competition
Snowboarding	December 1st	1st Friday January	8 Days of Competition
Badminton	February 1st	3rd Friday February	12 Days of Competition
Rugby	February 1st	1st Friday April	16 Games
Table Tennis	February 1st	3rd Friday February	10 Days of Competition
Track & Field	March 1st	3rd Friday April	12 Days of Competition
Softball	March 1st	3rd Friday April	14 Days of Competition

Game Limits

Count all games or days of competition prior to NSSAF Regional play-downs.

Note: Tournament play involving three or more schools shall be counted as one game for each day of competition to a maximum of three.

7.12.2 - Schools found to be in violation of the Start-up Dates/Game Limits/End of Season Regulation shall be declared ineligible for NSSAF play-offs.

7.12.3 Jamborees may be conducted one week prior to 1st game date. These are to be one-day events conducted as training sessions, not games or tournaments. Principals must submit the Sport Jamboree Form 30 days prior to the event.

7.13 Once the N.S.S.A.F. Champion has been declared, all school sponsored representative teams in that sport shall be terminated until the following school year. The school shall not organize tryouts, practices, games or provide funds, uniforms, referees or transportation as any such support shall be considered to constitute sponsorship. This is not intended to interfere with intramural programs in any way.