



Worsley School Athletic Code of Conduct Agreement

Dear Players and Parents:

Worsley has a tradition of success, which all members of the school and community can be proud of. For this tradition to continue and for athletes and teams to reach their full potential, players, coaches, parents, volunteers, and the school need to work as a team. The following guidelines, which each of us will live by, are designed to assist this process. They clearly outline what can be expected of coaches, school staff, support staff, teammates, and you as a player.

- 1. Positive Attitude:** Expect a lot of yourself, but always settle for the best you can do that day. Learn from errors, but do not sulk or dwell on your own or your teammates errors in a negative way. It is hard work to stay positive, especially when things are not going well.
- 2. Unselfishness:** This is the key to success. None of us can succeed on our own. There is no place for jealousy or a destructive personal rivalry on a team. We win together and lose together – no one person is ever solely responsible. Teammates who become abusive towards each other and cannot settle the dispute will cause an initiation of the disciplinary process by the coach and will be followed up by the school administration at the earliest convenience.
- 3. Respect:** Treat teammates, coaches, support staff, managers, officials and opponents with respect. Feelings of disrespect, sulking or revenge detract from our play. Negative feelings lead to errors, penalties and underestimation of opponents. ALWAYS show officials respect. They have a very tough job. Swearing is strictly prohibited on and off the court. Swearing is disrespectful and only makes you and your team look bad.
- 4. Responsibility:** Commit yourself to being on time, fully dressed and ready to give your best in every practice and game. If complications develop (injury or other), explain it to the coach prior to the game or practice. Accept responsibility for your own mistakes or errors, loss of temper, defeats or other short comings. Do not make excuses, resolve to focus on improving. Work to keep the dressing rooms clean, put away all equipment after practices, put away all chairs and pad after home games, keep the storage room clean, and help with equipment on road trips.
- 5. Coachability:** Accept coaching instructions and other direction, including line-up assignments, in a positive and cooperative manner. You are fully entitled to question coaching decisions that affect you. Those matters will be dealt with after the game - **never during**. Personal issues will be dealt with in private. Should you have any concerns that affect you or your ability to perform, you are encouraged to bring them to the attention of your coach.

6. **Leadership:** Every player can be a leader in their own way: pitch in without being asked, be enthusiastic, support teammates' and coach's decisions, and never let up or get down in tough times. Some leaders are vocal, others lead by example. True leaders lead both on and off the court.
7. **Goal Setting:** Set goals for self-improvement first and victories will take care of themselves. Team goals should come ahead of individual goals. Think about your goals and how you are going to contribute to our team. Setting goals gives you a direction to go in.
8. **Consistency:** Strive to work and play to the best of your ability and push to improve yourself. Keep in mind the rules and spirit of the game and appropriate behaviour. This includes avoidance of banned or illegal substances.
9. **Tobacco, Alcohol & Drugs:** While in uniform or on school property use of tobacco, alcohol or drugs is **not permitted** at **any** team function. **Use of alcohol or drugs is not permitted ever.** Use of drugs or alcohol will result in permanent suspension from the team and a meeting with school administration.
10. **Attendance:** Athletes must be in attendance in **all** classes prior to leaving for a tournament, this includes the day of the tournament. The departure time on the permission form is the approved time to leave. On occasion parents of student athletes may request special permission to leave prior to the approved leave time. However, this request must be made to the principal **at least 24 hours in advance** to ensure students are given assigned work from teachers. **Students whose attendance rate is less than 75% the week prior to a tournament is ineligible to play.** This is in accordance with PRSD administrative procedure 330 (3.4.1 - "Students who do not attend school the full day for any reasons...will only be allowed to participate in or attend any school sponsored events...if it is deemed that their absence was unavoidable and excusable. The final decision as to whether the absence was excusable will be made by the principal.") Athletes must attend all practices and games. If an athlete is unable to attend, the athlete must give advanced notice to the coach.
11. **Parental Concerns:** Every parent wants to see their child play as much as possible. However, each player is reminded that they may not receive equal playing time. Different game and/or tournament tactics, various circumstances, player behaviour or coaches decisions can affect an athlete's playing time. If you have concerns regarding your child's court time, this can be brought to the coach's attention following the game or tournament (**never during**). It is never to be discussed in front of other players or other parents. Remember a coach is a volunteer and will try to be as fair as possible to each player and try to make the right decisions for the team at the right times. If a parent has any issue with a coach, or a decision made by a coach, they are to discuss said issue with the coach outside the game in private. The discussion must be carried out in a respectful manner. If no solution is found both parties should contact the sports director and school-based sports director to discuss possible solutions all parties can agree to. Parents attending games and tournaments are representing Worsley School and should be respectful by not making negative comments towards any officials, players, coaches or other spectators. If an issue or problem arises it should be discussed in a constructive manner at an appropriate time. Early dismissal for games and tournaments is indicated on the permission form and must be adhered to. If a player is leaving earlier the parent must communicate the time of departure with the school administration either in person, or through a phone call, written note or email.

12. Academic & Behaviour: Students who are playing on sports teams must show that they are working towards having a **50% standing in all of their courses** and have **all their assignments handed in**. Students taking independently paced courses need to show they are making steady progress in them as well. Should students not meet this requirement they are **not** permitted to attend games or tournaments. Teachers will place them on a ‘**no-play**’ list and they remain on it until they have met the requirements of the policy. Please note that students who are on the no play list **are** allowed to attend practice *providing they have demonstrated efforts to hand in missing assignments during Success Block or staying after school/during lunch time.* A preliminary no-play list will be given on the **Monday by noon** and students will have until **4:00PM on Tuesday** to hand in missing assignments or they will not be eligible to play in weekend games/tournaments. **Once the list is made it is final.** This could mean that the team does not have enough players to play leading to a cancellation and possible loss of fees which are a responsibility of the team. During Final / Diploma exams the practice schedule may need to be modified to ensure student-athletes are sufficiently prepared for exams

During games and tournaments players should be focused on the game and supporting their teammates all **mobile devices** should be **not be used during games**. At night all players will be in their room and lights out @ **11pm** this means mobile devices, TV/movie and games are **not being used**. If a player does not comply, the coach has the option of implementing disciplinary action.

Please remember there is no “I” in team!

These guidelines apply to everyone associated with the team. Being involved with the team requires a commitment to abide by these 12 principles listed above.

Worsley Athletic Disciplinary action

If any of the previous 12 principles are not followed for **any** reason, the coach will enforce the following disciplinary actions:

1. **Warning:** The athlete will be verbally warned by the coach that the behaviour exhibited is not acceptable. The warning stands for the duration of the season and will be recorded on a form and signed by the coach, the player, and the sports director. Parents will be notified.
2. **Temporary Suspension:** Upon the second warning and in consultation with the sports director, the athlete will be placed on temporary suspension following a meeting between the player, coach and sports director. The duration of the suspension will be decided cooperatively by the coach and the sports director. The athlete must approach the coach to discuss and find a solution to the problem. Parents and school administration will be notified.
3. **Permanent Suspension:** The third warning will result in immediate suspension from the team for the remainder of the season. The incident will be followed up by a formal review by the sports director and the school administration. **The decision will be FINAL.** Parents will be notified.



Worsley Central School Athletic Code of Conduct Agreement

I _____ (student), have read, understand and accept the Worsley Central School Athletic **Code of Conduct**. To the best of my ability, I will act accordingly, as a responsible member of _____ (team).

Date: _____

Players Name (Print): _____ Players Signature: _____

I _____ (parent/guardian), have read, understand and accept the Worsley Central School Athletic Code of Conduct. I agree to support the school and my child in their adherence to this code.

Parent Signature

Parent Name (Print)

Coach

Worsley Athletics Code of Conduct: Discipline procedure

Player: _____

Team: _____

Warning 1 : The athlete will be verbally warned by the coach that the behaviour exhibited is not acceptable. The warning stands for the duration of the season and will be recorded on a form and signed by the coach, the player, and the sports director. Parents will be notified.

Infraction:

Consequence:

Signature

Player

Coach

Sports Director

Warning 2: Temporary Suspension: Upon the second warning and in consultation with the sports director the athlete will be placed on temporary suspension following a meeting between the player, coach and sports director. The duration of the suspension will be decided cooperatively by the coach and the sports director. The athlete must approach the coach to discuss and find a solution to the problem. Parents and school administration will be notified

Infraction:

Consequence:

Signature

Coach

Sports Director

Warning 3: Permanent Suspension: The third warning will result in immediate suspension from the team for the remainder of the season. The incident will be followed up by a formal review by the sports director and the school administration. **The decision will be FINAL.** Parents will be notified.

Infraction:

Consequence:

Signature

Coach

Sports Director

Principal



Athletics Information for Players, Coaches and Parents

Worsley School and Athletic Fees and Funding

Students participating in extracurricular sports are expected to have their sports fees paid within the first week of the season, before the team's first tournament. This will be enforced for volleyball, despite the quick start to the season in September. Athletic fees for participation in sports are \$85.00 which is meant to meet the needs of the school in support of the teams. These fees do not cover all of the expenses of the team, but do help to cover the costs associated with ASAA registration, tournament fees, maintenance of equipment and facilities. These costs (minimal approximations) include: registration (\$435), volleyballs (\$30 ea.), basketball (\$50 ea.), uniforms (\$100 ea. for volleyball and basketball), various first aid equipment, officials fees for league games (\$20-\$40 per game), maintenance costs for the gym floor and facilities, basketball and volleyball nets, volleyball racks, basketball backboards and timing equipment, etc.

Tournament registration is a significant cost to each team. The average senior volleyball tournament is \$300 and basketball tournaments are \$350. Many schools in PRSD are charging athletes \$250 to \$500 per sport played. **Every team is responsible for their own financial status in the present season as well as future seasons. It is the teams' responsibility to know where they are financially. Of the \$85.00 fee charged, \$75.00 goes into the team fund to help pay for tournament fees and \$10.00 goes into the uniform fund to help us purchase new uniforms in the future. If a players' family is experiencing financial hardship a formal request can be made to have fees waived.**

Athletes are requested to participate in fundraising activities within the school. One of our largest fundraiser is the Highway Cleanup which Student Council takes the lead on. **For every student athlete** who chooses to participate in extracurricular sports they will be required to provide an **Athletics Volunteer Retainer cheque (AVR)** of \$90.00 per sport per athlete but each athlete is expected to participate in a minimum of six hours of fundraising volunteer time or participate in the Highway Cleanup. The AVR is paid in the form of a cheque or cash that would get cashed immediately but would

be reimbursed after a volunteer “wage” was earned throughout the season. The Athletics Volunteer Retainer can be worked off by volunteering for school-based **fundraisers** as approved by the principal. Parents or other appropriate volunteers may also help athletes by volunteering at fundraising events. For further clarification please contact the sports director. Hours will be signed off by the fundraising supervisor and will be kept track of by the sports director.

All uniforms are to be returned at the end of the season. Uniforms are to remain in the sports bag throughout the season and the coach or the captain will assign a team member to be in charge of them per game. Uniforms can be brought back to the school and washed at the school. Uniforms will be collected by coaches at the final tournament of the year and inventoried. Athletes who do not return their uniforms will be billed and expected to pay for the full amount of a new uniform. Repeat offenders will not be given a uniform and will have to purchase their own if not following our rules.

Provincial Fund and Donations

The turnaround from zones to provincials is very short leaving very little time for fundraising. Provincial funds are designed to pay for entry fees into provincials, banquet fees, help cover the costs of a substitute for the teacher representative (Worsley teachers will be given preference), hotel rooms for the teacher representative and coach, as well as an honorarium for mileage to and from provincials for the teacher and coaches. Teams are responsible for Provincial costs. Fundraising may be done after the fact; however all costs must be paid for at the end of the season. This fund will **not** be used to reimburse parents for costs associated with attending zones or provincials (hotels, mileage, food, etc) as these are deemed a normal cost associated with supporting a member of a sports team.

Worsley is a very giving community and the athletes and teams greatly appreciate any money donated to help cover costs. Donations can be earmarked for specific teams; however the school administration in consultation with the sports director will decide how donated money will be spent for the team.

Worsley Central School Sport-Job Descriptions

Coaches

(Note: coaches are considered employees of PRSD and according to the transportation policy they are not allowed to drive players unless they have acquired a Class 4 driver's licence)

During Final / Diploma exams the practice schedule will need to be modified to ensure student athletes are sufficiently prepared for exams

- Communicate to the sports director regarding all team functions (practices schedule, revisions, fundraisers, etc.)
- Complete the “Concussion in Sports: What You Need To Know” course provided free of charge by the ASAA (<https://www.asaawecoach.ca/>) within 30 days of the start of season.
 - Failure to do so will result in the team being ineligible to play at zones and provincials.
- Completed the school volunteer form, provided a copy of their drivers licence, drivers abstract, registration and insurance to school office
- Provided a copy of a current Criminal Record Check, provided a copy of a current Child and Family Services Check.
- Concentrate on developing each player to their full potential and develop each player to work as a team member in the sport you're coaching.
 - Research and utilize new techniques within the sport.
 - Encourage and enforce leadership, sportsmanship and respect from each player.
- Ensure each player is knowledgeable regarding rules of the game, and practice/game times
- Ensure each player knows what you as a coach and the school expect from them on and off the court.
- Communicate with the Sports director to ensure the team is entered & registered in tournaments for the season.
- **Double check:** Parent approval forms before travelling to games/tournaments.
- Ensure you have a copy of each of your players Alberta Health Care number and medical conditions prior to playing any sport – this information is to be kept in the medical bag at all times in case of emergency.
- Phone your team captain and school/sports director with any scheduled/re-scheduled times so rides can be arranged and parents can be informed of game / practice times.
- No consumption of drugs or alcohol is permitted while supervising or representing the school and team.
- Collect team jerseys at end of all tournaments in the team bag. Ensure bag is returned at the end after the last tournament of the year.

Worsley Central School Sport-Job Descriptions

Team Captain

- Ensure that prior to any sports trip each player on your team has a parent approval form signed by both the parent & student handed into the office.
- Ensure all players have uniforms (information is recorded on “Uniform record sheet”- give a copy to the office) – ensure the uniforms are clean and kept in the uniform bag.
- Phone parents and line up rides for away games – remind parents they need to fill out a volunteer driver form, plus bring drivers license, registration and insurance to the school office for copying.
 - Provide the office with a list of drivers for each tournament and the athletes they will be taking.
- Ensure the coach receives a copy of all tournaments, game & tournament schedule information. This information is kept in the Sports Binder in the school office.
- Double check with sports director that your team is entered in at least two tournaments for the year and that the office has been informed to pay the registration.
- Collect contact information from teammates and communicate any schedule changes (practice, game times).
- Announce tournament / game results or provide the office with the results.
- Use positive reinforcement to ensure all players have assignments handed in and are not on the ‘no play’ list.
- Inspect and pack game balls and medical kit prior to leaving with the team. Keep track of all equipment while away and ensure all equipment is returned to Worsley.
- **MOST IMPORTANT:** act a leader and role model for the team and the school while hosting and playing away.

Worsley Central School Sport-Job Descriptions

Parents and Teacher Liaison

The position of parent /teacher liaison is one that allows our students to experience coaching first hand. Without the support of a liaison our student coaches would be unable to provide the support and encouragement that is necessary to coach junior high teams.

Roles and Responsibilities:

- Must be in the vicinity of the gym in case of an emergency during practice and or games.
- Will be the first line of contact if parents have questions or concerns.
- Will arrange meeting between coaches and concerned parents.
- Will ensure that coaches have communication with school's sports director for setting up and referees.
- Ensure students are able to set up rides for games or have a team captain that is able to do so
- Be able to answer, assist or direct coaches to proper resources for any questions related to sports, dealing with difficult situations involving parents or teams, scheduling, hosting tournaments, and fundraising activities
- Will inform the sports director of any conflicts/issues that have arisen from the use of student volunteer coaches.
- May be required to fill in as coach in emergency situations or if other arrangements cannot be made.