

PRINCE GEORGE SECONDARY SCHOOL ATHLETIC  
HANDBOOK

PGSS



POLARS

2021 - 2022

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**PRINCE GEORGE SECONDARY SCHOOL  
2901 GRIFFITHS WAY  
PRINCE GEORGE, BC  
V2M 2S7  
250-564-6441**

**ATHLETICS CONTACT INFORMATION**

<b>POSITION</b>	<b>DUTIES</b>	<b>NAME(S)</b>	<b>CONTACT INFO</b>
ATHLETIC DIRECTOR	GYM SCHEDULE, BCSS QUESTIONS, GENERAL INQUIRIES, EQUIPMENT ORDERS	JASEN FLORELL	250-562-6441 (618) <a href="mailto:JFLORELL@SD57.BC.CA">JFLORELL@SD57.BC.CA</a>
ADMIN IN CHARGE OF ATHLETICS	LIAISE WITH ATHLETIC DIRECTOR, SERIOUS DISCIPLINE ISSUES	KEITH WOOD	250-562-6441 <a href="mailto:KWOOD@SD57.BC.CA">KWOOD@SD57.BC.CA</a>
SCHOOL CASHIER (TEAM FEES)	PAYMENT OF TEAM FEES, ACCOUNT DETAILS, BOOKING TRANSPORTATION	FATIMA HANSEN	250-562-6441 (203) <a href="mailto:FHANSEN@SD57.BC.CA">FHANSEN@SD57.BC.CA</a>
BUSINESS MANAGER (BOOKING JANITORS)	BOOKING JANITORIAL, LIAISE WITH PAC	TRACEY SULLIVAN	250-562-6441 (308) <a href="mailto:TSULLIVAN@SD57.BC.CA">TSULLIVAN@SD57.BC.CA</a>
GYM CUSTODIAN	EVENING CLEANING OF LOCKER ROOMS AND FLOORS	JATINDER "GOGGI" HAYER	250-562-6441 <a href="mailto:JHAYER@SD57.BC.CA">JHAYER@SD57.BC.CA</a>

## **ATHLETIC PHILOSOPHY**

Prince George Secondary School recognizes that extracurricular athletics promotes respect, integrity, community, kindness, and resilience. These five attributes reflect the qualities of our PGSS Pillars. They are beliefs that every student, teacher, administrator, and adult in the building strive to achieve. These attributes are also interconnected with the Indigenous culture of our community and surrounding area. As an athletic department, we believe that if our coaches and athletes strive for these qualities, they will have achieved success regardless of whether they win or lose.

Extracurricular athletics provide an opportunity for students to explore their unique talents outside of the classroom setting. These activities demand a high level of commitment, excellence, and self-motivation, which will help prepare students for the challenges they will meet outside the school community.

**It is a privilege for students to participate in extracurricular athletics. Participation is voluntary and is not a requirement, nor an entitlement.** Therefore, extra time and effort are required of those who participate. Since the reputation of the school is often judged by its extra-curricular programs, high standards must be maintained. Those who earn the privilege of representing PGSS in extracurricular athletics are expected to accept greater responsibilities as school citizens.

Participation in extracurricular athletics is open to all students provided they meet the general requirements as outlined in this handbook, and any requirements specific to the activity of their choice.

## **PGSS ATHLETIC PROGRAMS**

THE FOLLOWING ATHLETIC PROGRAMS ARE OFFERED AT PRINCE GEORGE SECONDARY.

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 BCSS, AND SD #57
5. APPROVAL BY ADMINISTRATION & THE ATHLETIC DIRECTOR

## **FALL SEASON**

CROSS COUNTRY RUNNING  
GRADE 8 BOYS VOLLEYBALL  
BOYS SOCCER

GRADE 8 GIRLS VOLLEYBALL  
JUNIOR AND SENIOR FOOTBALL

JUNIOR BOYS VOLLEYBALL  
SENIOR BOYS VOLLEYBALL

JUNIOR GIRLS VOLLEYBALL  
SENIOR GIRLS VOLLEYBALL

## **WINTER SEASON**

WRESTLING  
JUNIOR BOYS BASKETBALL  
SENIOR BOYS BASKETBALL  
SKIING/SNOWBOARDING

JUNIOR GIRLS BASKETBALL  
SENIOR GIRLS BASKETBALL  
GYMNASTICS

## **SPRING SEASON**

GRADE 8 BOYS BASKETBALL      GRADE 8 GIRLS BASKETBALL  
JUNIOR GOLF                              SENIOR GOLF  
JUNIOR AND SENIOR GIRLS SOCCER  
GIRLS RUGBY                              BADMINTON  
TRACK & FIELD                              TENNIS

OTHER SPORTS ARE TAKEN INTO CONSIDERATION BY THE ATHLETIC DEPARTMENT PRIOR TO EACH SCHOOL YEAR BUT THEY NEED TO MEET THE CRITERIA LISTED ABOVE.

## **STUDENT ATHLETE'S CODE OF CONDUCT:**

- BE GENEROUS IN WINNING AND GRACEFUL IN LOSING
- BE OBEDIENT TO THE RULES AND GRACEFULLY ACCEPT DECISIONS OF THE OFFICIALS
- WORK FOR THE GOOD OF THE TEAM
- BELIEVE IN THE HONESTY OF YOUR OPPONENTS
- CONDUCT YOURSELF, AT ALL TIMES, WITH HONOR AND DIGNITY
- RECOGNIZE AND APPLAUD HONESTLY AND WHOLEHEARTEDLY THE EFFORTS OF YOUR TEAMMATES AND OPPONENTS REGARDLESS OF COLOR, CREED, OR RACE
- MAINTAIN ACCEPTABLE ACADEMIC STANDING
- FOLLOW THE SCHOOL'S CODE OF CONDUCT FOR STUDENT

## **PARENT / SPECTATOR CODE OF CONDUCT:**

SPECTATORS ARE ENCOURAGED AND WELCOMED TO ATTEND SCHOOL SPORTING ACTIVITIES.

SPECTATORS SHOULD:

- 1) TREAT EVERYONE WITH RESPECT
- 2) CHEER IN A POSITIVE MANNER FOR ALL COMPETITORS
- 3) RESPECT THE DECISIONS OF OFFICIALS
- 4) DO NOT INTERFERE WITH THE PLAY OR COMPETITION
- 5) BE COURTEOUS AND RESPECTFUL TO OTHER SPECTATORS, ALL COMPETITORS, COACHES, EVENT ORGANIZERS, AND OFFICIALS
- 6) EXERCISE SELF-CONTROL AT ALL TIMES
- 7) RESPECT THE RULES AND REGULATIONS OF THE FACILITY
- 8) REFRAIN FROM THE USE OF FOUL OR PROFANE LANGUAGE
- 9) REFRAIN FROM THE USE OF PHYSICAL FORCE OF ANY KIND

**FOCUS ON THE EFFORT, NOT THE RESULTS**

## **COACHES EXPECTATIONS**

- THE RULES OF THE GAME ARE TO BE REGARDED AS MUTUAL AGREEMENTS, THE SPIRIT OR LETTER OF WHICH NO ONE SHOULD TRY TO EVADE OR BREAK
- OFFICIALS AND OPPONENTS ARE TO BE REGARDED AND TREATED AS HONEST IN INTENTION
- DECISIONS OF OFFICIALS, NO MATTER HOW UNFAIR THEY MAY SEEM, ARE TO BE ACCEPTED WITHOUT APPEARANCE OF VEXATION
- TO WIN IS ALWAYS DESIRABLE, BUT TO WIN AT ANY COST DEFEATS THE PURPOSE OF THE GAME
- LOSING CAN BE A TRIUMPH WHEN THE BEST HAS BEEN GIVEN
- COACHES MUST BE AWARE THAT CURRICULAR ACTIVITIES ARE AN EXTENSION OF THE TOTAL EDUCATIONAL PROGRAM AND, AS SUCH, MUST CONDUCT THEMSELVES IN THE MANNER OF A PROFESSIONAL EDUCATOR
- COACHES ARE RESPONSIBLE FOR THE CARE AND CLEANLINESS OF THE FACILITIES AND EQUIPMENT THAT THEY USE EACH DAY. THE FACILITIES AND CHANGE ROOMS SHOULD BE CLEAN AND CARED FOR AFTER EACH PRACTICE AND GAME.

## **LEVELS OF INTERVENTION FOR CONFLICT RESOLUTION**

HERE AT PGSS WE HOPE ALL OF THE COACHES AND ATHLETES HAVE A WONDERFUL SPORTS SEASON WITH MINIMAL ISSUES. WE KNOW OF COURSE THAT THIS IS NOT ALWAYS THE CASE AND WE HAVE A LEVEL OF INTERVENTION THAT WE WOULD LIKE EACH COACH/TEAM TO FOLLOW.

IF AN ISSUE OCCURS, PLEASE USE THE FOLLOWING PROCESS IN ORDER TO SOLVE IT:

- PLAYER WITH COACH
- PARENT WITH COACH
- PARENT WITH SPORT COORDINATOR *(POSSIBLY PLAYER AND COACH ALSO)*
- PARENT WITH ATHLETIC DIRECTOR *(POSSIBLY PLAYER AND COACH ALSO)*
- PARENT WITH ADMINISTRATION *(POSSIBLY PLAYER AND COACH ALSO)*

PLEASE DO NOT APPROACH A COACH BEFORE OR AFTER A CONTEST OR PRACTICE. THESE CAN BE EMOTIONAL TIMES FOR BOTH THE PARENT AND THE COACH. MEETING AT THESE TIMES GENERALLY DOES NOT WORK WELL FOR ANY OF THE PARTIES INVOLVED. PLEASE TRY TO USE THE 24-HOUR RULE.

### *THE FOLLOWING ARE APPROPRIATE CONCERNS TO DISCUSS WITH COACHES:*

- ADVANCED NOTICE OF SCHEDULE CONFLICTS.
- THE TREATMENT OF YOUR SON / DAUGHTER.
- WAYS TO HELP YOUR SON / DAUGHTER IMPROVE.
- CONCERNS ABOUT YOUR SON / DAUGHTERS BEHAVIOR.

### *THE FOLLOWING MATTERS SHOULD BE LEFT TO THE DISCRETION OF THE COACHES:*

- PLAYING TIME.
- DECISIONS REGARDING WHICH ATHLETES MAKE OR DO NOT MAKE THE TEAM.
- TEAM STRATEGY AND PLAY CALLING.
- OTHER STUDENT ATHLETES' CONFLICT ISSUES.

## **PARTICIPATION FEES**

IT IS NECESSARY FOR THE ATHLETIC PROGRAM TO CHARGE A PARTICIPATION FEE FOR EACH ACTIVITY THAT AN ATHLETE PARTICIPATES IN. THE FOLLOWING APPLIES TO PARTICIPATION FEES;

- ALL PARTICIPATION FEES WILL BE DETERMINED BY THE ATHLETIC DIRECTOR OR TEAM COORDINATOR
- **FEES ARE PAID TO THE SCHOOL CASHIER** – NOT TO YOUR COACH/COORDINATOR
- PLAYERS MUST PAY THEIR FEES IN FULL, OR MAKE ARRANGEMENTS WITH THE ATHLETIC DIRECTOR, OR TEAM COORDINATOR
- FEES THAT NEED TO BE PAID WILL VARY FROM SPORT TO SPORT DEPENDING ON SEASON OF PLAY AND TOURNAMENTS ATTENDED.
- FEES ARE **NON REFUNDABLE** UNLESS THERE ARE EXTENUATING CIRCUMSTANCES

## **SCHOOL BASED ATHLETIC FEES:**

ATHLETIC FEE - \$65 (INCLUDES ALL FEES BELOW EXCEPT TOURNAMENT AND LEAGUE GAMES

- EQUIPMENT PURCHASE & REPLACEMENT - \$10 PER SPORT
- LEAGUE GAME OFFICIALS
- YEAR END BANQUET (FOOD, AWARDS, COACHES GIFTS, ZONE BANNERS, ETC.) - \$5 PER SPORT
- BC SCHOOL SPORTS MEMBERSHIP FEE
- ZONE SPORTS ASSOCIATION MEMBERSHIP FEE

UNIFORM REPLACEMENT FEE – \$30

- CONTRIBUTE THE PERIODIC REPLACEMENT OF TEAM UNIFORMS
- ALSO COLLECT \$100 POST DATED CHEQUE FOR UNIFORM RETURN – RETURN CHEQUE OR SHRED AFTERWARDS

WARM UP SHIRT - \$20

- ONETIME FEE FOR, UNLESS IT NEEDS TO BE REPLACED AS IT CAN BE USED FOR ALL SCHOOL SPORTS

SCHOOL SERVICES FEE - \$10

- LEAGUE GAME SCOREKEEPERS
- SCHOOL HARDSHIP FUND

LEAGUE AND TOURNAMENT ENTRY FEES

- TEAM DEPENDENT BASED ON ENTRIES OF TOURNAMENTS AND LEAGUES FOR THE SEASON
- TRAVEL COSTS WILL ALSO VARY BASED ON THE SAME AS ABOVE



## **FUNDRAISING**

PGSS UNDERSTANDS THAT COSTS CAN BE HIGH FOR ATHLETICS AND FUNDRAISING IS ENCOURAGED. BEFORE BEGINNING ANY FUNDRAISING PLEASE CONSULT WITH THE ATHLETIC DIRECTOR OR TEAM COORDINATOR. PLEASE FEEL FREE TO CONTACT THE ATHLETIC DIRECTOR FOR FUNDRAISING IDEAS AS WELL.

NO TEAM/ACTIVITY SHALL PARTICIPATE IN, OR ORGANIZE ANY OTHER FUNDRAISING EVENT WITHOUT THE CONSENT OF THE ATHLETIC DEPARTMENT.

## **UNIFORMS**

- ALL UNIFORMS WILL BE PROVIDED BY PGSS AND WILL BE DISTRIBUTED BY THE TEAM COORDINATOR.
- PLAYERS WILL BE RESPONSIBLE FOR THE CARE AND MAINTENANCE OF UNIFORMS WHILE THEY ARE IN THEIR POSSESSION
- IF A UNIFORM IS LOST OR DAMAGED, THE DEPOSIT CHEQUE COLLECTED AT THE BEGINNING OF THE SEASON WILL BE CASHED TO REPLACE THE UNIFORM
- WARM UP SHIRTS WILL BE INCLUDED IN YOUR FEES AND PURCHASED BY THE SCHOOL. EACH SPORT AND TEAM WILL WEAR THE SAME WARM UP SHIRT THROUGHOUT THE SEASON.

## **TRANSPORTATION**

THE TRANSPORTATION FOR LEAGUE GAMES, TOURNAMENTS, AND OUT OF TOWN TOURNAMENTS NEED TO FOLLOW THE PROPER GUIDELINES OR TEAMS WILL NOT BE ABLE TO PARTICIPATE.

### *LOCAL GAMES:*

- PLAYERS MAY TRANSPORT THEMSELVES TO EVENTS
- FAMILY MEMBERS MAY TRANSPORT OTHER IMMEDIATE FAMILY MEMBERS TO EVENTS
- **PLAYERS MAY NOT** TRANSPORT OTHER PLAYERS TO AN EVENT
- PARENTS MAY TRANSPORT OTHER ATHLETES TO AN EVENT IF THEY HAVE COMPLETED THE PROPER PAPERWORK AND HAVE THE PERMISSION OF THE OTHER ATHLETE'S PARENT/GUARDIAN
- THIS PAPERWORK INCLUDES:
  1. CRIMINAL RECORD CHECK
  2. DRIVERS ABSTRACT FROM ICBC EMAILED TO THE SCHOOL
  3. A COMPLETED DRIVERS VOLUNTEER FORM
  4. A COPY OF VEHICLE INSURANCE GIVEN TO THE SCHOOL

## *OUT OF TOWN TRAVEL AND TOURNAMENTS*

- ALL OF THE ABOVE APPLIES TO TRAVEL TO OUT OF TOWN EVENTS
- PGSS ADMINISTRATION AND THE ATHLETIC DIRECTOR HAVE THE AUTHORITY TO CANCEL ANY OUT OF TOWN TRIP DUE TO WEATHER CONCERNS OR ANY OTHER UNFORESEEN CIRCUMSTANCES THAT MAY OCCUR.
- IN THE EVENT THAT A BUS OR ANY OTHER VEHICLE NEEDS TO BE RENTED, THE ATHLETES ARE RESPONSIBLE FOR THE COSTS ASSOCIATED WITH THE RENTAL.
- VEHICLES MUST HAVE A HIGHWAY SAFETY KIT
- PLAYERS MUST STAY WITH THEIR TEAMS UNLESS THERE ARE EXTENUATING CIRCUMSTANCES AND PREVIOUS ARRANGEMENTS HAVE BEEN MADE, PRIOR TO MAKING THE TRIP
- AN ADULT COACH, CHAPERONE, OR TEACHER SPONSOR OF THE SAME GENDER MUST ACCOMPANY THE GROUP
- ANY ATHLETE FOUND TO BE UNDER THE INFLUENCE OF ALCOHOL, DRUGS, OR FOUND TO BE VAPING ON A SCHOOL TRIP WILL HAVE THEIR PARENT/GUARDIAN NOTIFIED AND WILL BE SENT HOME ON THE NEXT AVAILABLE METHOD OF TRANSPORTATION AT THE COST OF THE ATHLETE INVOLVED
- ATHLETES ARE ALLOWED IN SWIMMING POOLS PROVIDED THEY ARE NOT ALONE AND ADULT SUPERVISION OF THE SAME GENDER IS AVAILABLE

## **DRUG, ALCOHOL, AND VAPING POLICY**

**ALL DRUG, ALCOHOL, AND VAPING POLICIES INCLUDE AND ARE NOT LIMITED TO PRACTICES, IN TOWN COMPETITIONS, OUT OF TOWN COMPETITIONS, AND SPECIAL EVENTS.**

- IF YOU VIOLATE THE DRUG AND ALCOHOL POLICY OF SCHOOL DISTRICT #57 WHILE YOU ARE A TEAM MEMBER IN OUR ATHLETIC PROGRAM AND THE VIOLATION TAKES PLACE AT AN ATHLETIC ACTIVITY, YOU WILL BE SUBJECT TO DISCIPLINE BY THE SCHOOL'S ADMINISTRATION.
- IF YOU VIOLATE THE DRUG AND ALCOHOL POLICY AND THE VIOLATION DURING ANY PGSS SANCTIONED ATHLETIC EVENT, YOU WILL BE SUBJECT TO PROGRESSIVE DISCIPLINE.
- YOU WILL BE SUBJECT TO DISCIPLINE BY THE SCHOOL'S ADMINISTRATION.
- IF YOU ARE CAUGHT VAPING, IN POSSESSION OF, OR HAVE BEEN IN POSSESSION OF A VAPORIZER OR VAPORIZER ACCESSORIES DURING ANY PGSS SANCTIONED ATHLETIC EVENT, YOU WILL BE SUBJECT TO PROGRESSIVE DISCIPLINE.

WE WOULD LIKE TO MAKE IT CLEAR TO ALL ATHLETES THAT DRUG AND ALCOHOL USE IN ANY FORM WILL NOT BE CONDONED WITHIN THE ATHLETIC PROGRAM.

## **TEAM SELECTION AND ELIGIBILITY**

ALL ACTIVITIES ARE OPEN TO ALL STUDENTS OF PGSS WHO MEET THE REQUIREMENTS OF GRADE, GENDER, AND GENERAL ELIGIBILITY  
IF THERE ARE ANY QUESTIONS REGARDING AN ATHLETE'S ELIGIBILITY, PLEASE CONTACT THE ATHLETIC DIRECTOR

ALL GRADE 8 ATHLETES ARE ELIGIBLE TO PLAY SCHOOL SPORTS

ATHLETES IN GRADE 9 – 12 MUST MEET THE ELIGIBILITY REQUIREMENTS AS SET OUT BY BC SCHOOL SPORTS

ATHLETES WISHING TO PLAY UP MUST FOLLOW BCSS GUIDELINES

“Individual student-athletes must meet the applicable eligibility requirements of BCSS and any applicable sport commission gender-based equity rule to participate in BCSS competition, and be listed on the appropriate roster on the Student-Athlete Registration System (STARS) to be eligible for competition.”

**\*\*NOTE: IF AN ATHLETE HAS TRANSFERRED SCHOOLS AND HAS NOT PHYSICALLY MOVED INTO THE CATCHMENT AREA, THEY WILL NOT BE ELIGIBLE TO PLAY ANY SPORT THAT THEY PLAYED THE PREVIOUS YEAR. \*\***

- COACHES WILL BE SELECTED BY A SELECTION COMMITTEE INCLUDING THE ATHLETIC DIRECTOR, ADMINISTRATION, AND THE TEAM COORDINATOR.
- COACHES MUST CONDUCT AN OPEN TRYOUT, AND MAY NOT MAKE FINAL CUTS UNTIL AFTER THE SECOND PRACTICE.
- FINAL SELECTIONS SHOULD BE BASED ON ATTITUDE, COACHABILITY, TEAM CHEMISTRY AND SKILL

## **PLAYING TIME/EXPECTATIONS**

PGSS COMPETES IN COMPETITIVE LEAGUES AND TOURNAMENTS. THE AMOUNT OF PLAYING TIME WILL VARY FROM GAME TO GAME OR FROM WEEK TO WEEK. NEITHER THE PLAYER'S GRADE NOR PRIOR YEARS OF PLAYING EXPERIENCE WITH PGSS TEAMS WILL BE A FACTOR IN DETERMINING PLAYING TIME.

BELOW IS THE PLAYING TIME PHILOSOPHY THAT WE HAVE AT PGSS

### **Grade 8 Level**

- Emphasis on skill development, participation and fun
- Equal playing time is the rule, but not always possible due to numbers, missed practices, poor sportsmanship, effort, academic performance
- Sport specific rules can determine playing time for Grade 8 athletes

### **Grade 9/10 (Junior Level)**

- Continuing to develop skill while developing a healthy competitive attitude
- Playing time is not equal at this level, however coaches are encouraged to give every player a chance at playing time throughout the season
- Missed practices, poor sportsmanship, effort, and academic performance can contribute to a players playing time

### **Senior Level**

- Emphasis on skill and competition
- Since this level of sport is highly competitive, it is crucial that athletes and parents/guardians are aware of the fact that play time is given to those that can assist the team at being competitive and successful

### **Important to Note**

- Though being on a school team is seen as valuable and rewarding, students must ensure that they maintain satisfactory or better performance in all their courses in order to be involved in extra-curricular activities.
- Students cannot attend extra-curricular activities while on suspension or on days when they were absent from school.

## **SOCIAL MEDIA**

REMEMBER THAT YOU ARE A REPRESENTATIVE OF PGSS AND OF OUR COMMUNITY. SOCIAL MEDIA CAN BE USED FOR FUN AND POSITIVE EXPERIENCES. IF IT IS FOUND TO BE USED FOR ANY OTHER PURPOSES, IT WILL HAVE TO BE DEALT WITH AT AN ADMINISTRATIVE LEVEL. THIS GOES FOR PLAYERS AND COACHES ALIKE.

### **FOUR THINGS TO KEEP IN MIND:**

1. IT'S A TOOL NOT A TOY
2. NOTHING IS TRULY PRIVATE.... EVER
3. IF YOU RETWEET OR SHARE IT, YOU OWN IT
4. PERSONAL BRANDING. EVERY TWEET REFLECTS WHO YOU ARE.

### **WHAT SHOULD YOU POST?**

5. SAY THANK YOU
6. SUPPORT OTHERS
7. SHARE NEWS AND HUMOUR

## **ATHLETE OF THE YEAR**

AN ATHLETE OF THE YEAR WILL BE AWARDED AT THE END OF THE SCHOOL YEAR FOR EACH OF THE FOLLOWING CATEGORIES:

- GRADE 8 MALE ATHLETE OF THE YEAR
- GRADE 8 FEMALE ATHLETE OF THE YEAR
- JUNIOR MALE ATHLETE OF THE YEAR
- JUNIOR FEMALE ATHLETE OF THE YEAR
- SENIOR MALE ATHLETE OF THE YEAR
- SENIOR FEMALE ATHLETE OF THE YEAR

### **THE SELECTION PROCESS IS AS FOLLOWS:**

AFTER EACH SEASON, EVERY COACH WILL BE ASKED TO NOMINATE THREE ATHLETES FROM THEIR TEAM FOR ATHLETE OF THE YEAR CONSIDERATIONS. WE ASK COACHES TO TAKE INTO CONSIDERATION NOT ONLY ATHLETIC ABILITY, BUT ALSO COMMITMENT AND LEADERSHIP THAT WAS SHOWN THROUGHOUT THE SEASON. PLEASE ALSO ADD ANY ACHIEVEMENTS OR AWARDS THAT THE ATHLETE RECEIVED DURING THE SEASON. (I.E.: ALL-STAR AWARDS, MVP'S, SPORTSMANSHIP AWARDS, ETC.)

AT THE END OF THE SPRING SEASON, THE ATHLETIC DIRECTOR ALONG WITH TEAM COORDINATORS AND COACHES READ THROUGH AND DISCUSS THE POSSIBLE CANDIDATES FOR EACH CATEGORY. AN ANONYMOUS VOTE IS THEN HELD FOR EACH CATEGORY. IN THE EVENT OF A TIE, WE WILL AWARD CO WINNERS FOR THE AWARD.

## **INCLEMENT WEATHER**

A) IF BAD WEATHER CAUSES SCHOOLS TO CLOSE EARLY OR SCHOOLS ARE CLOSED, ALL EXTRACURRICULAR ACTIVITIES WILL BE CANCELLED. THE ADMINISTRATION OR SUPERINTENDENT CAN MAKE THE ONLY EXCEPTIONS TO THIS RULE.

B) IN HOT AND HUMID WEATHER, COACHES AND THE ATHLETIC TRAINER WILL CLOSELY MONITOR THE CONDITIONS AND DETERMINE WHEN TO MODIFY OR CANCEL PRACTICES AND GAMES.

C) AT THE FIRST SIGHT OF LIGHTNING, ALL OUTDOOR PRACTICES AND/OR GAMES WILL STOP. ALL PLAYERS AND COACHES WILL REMAIN IN A SAFE PLACE UNTIL WEATHER PERMITS.

## **CONCUSSION PROTOCOL AND RETURN TO PLAY**

A CONCUSSION SHOULD BE SUSPECTED:

IN ANY ATHLETE WHO SUSTAINS A SIGNIFICANT IMPACT TO THE HEAD, FACE, NECK, OR BODY AND DEMONSTRATES ANY OF THE VISUAL SIGNS OF A SUSPECTED CONCUSSION OR REPORTS ANY SYMPTOMS OF A SUSPECTED CONCUSSION

IF A PLAYER REPORTS ANY CONCUSSION SYMPTOMS TO ONE OF THEIR PEERS, PARENTS, TEACHERS, OR COACHES OR IF ANYONE WITNESSES AN ATHLETE EXHIBITING ANY OF THE VISUAL SIGNS OF CONCUSSION.

ONCE A CONCUSSION HAS BEEN DIAGNOSED BY A MEDICAL PROFESSIONAL, THE ATHLETE WILL NOT BE ALLOWED TO RESUME ANY PHYSICAL ACTIVITIES WITH THEIR TEAM, OR ANY OTHER TEAM, UNTIL THEY HAVE FOLLOWED PROPER RETURN TO PLAY PROTOCOLS AND HAVE BEEN APPROVED BY A MEDICAL PROFESSIONAL.

## EMERGENCY PROCEDURE FOR INJURED ATHLETE

In case of serious injury, the following plan shall be implemented.

A)

1. If a coordinator is on site, follow their instructions before advancing.
2. Call 911 and ask for an ambulance (know the address of where you are)
3. If no coordinator is on site, call AD.

Order of people who should be making the call

1. Head Coach 2. Assistant Coach. 3. Responsible Adult.

B) What to say on the phone?

1. Request an Ambulance.
2. What type of situation is it (life-threatening/ non-threatening).
3. What type of injury. a. head injury. b. neck injury. c. knee injury.
4. Is the athlete conscious or unconscious.
5. The athlete's vital signs (if given). a. pulse. b. breathing rate.
6. What assistance is being given. a. CPR. b. rescue breathing. c. stabilizing athlete. d. AED
7. Exact location of injured athlete (PGSS etc.) a. i.e. Corner of Main and Fraser St – Know the general directions on how to get to where you are.
8. ALWAYS HANG UP LAST.

After activating this emergency procedure contact the athletes' parents. a. If parents are unavailable, refer to the athlete's emergency card/form for secondary contact and Inform parents of situation\*\*

Contact Vice Principal and Principal

After making the phone calls return to injury site for further instructions.

***\*\*You must always take full contact information including medical information with you for each player to any offsite games/practices/events. Also, provide your phone number to A.D. asap.***

***\*\*Also please take detailed notes including times, places, and names of any witnesses after you address the emergency.***

## ATHLETIC COORDINATORS CHECKLIST

- DISTRIBUTED AT ADMINISTRATOR'S DISCRETION

### PRIOR TO TEAM SELECTION:

- \_\_\_\_\_ SUBMIT VOLUNTEER FORMS & PAPERWORK (SEE OFFICE FOR FORMS)
  - COMMUNITY COACH APPLICATION FORM & ADMIN INTERVIEW
  - CRIMINAL RECORD CHECKS
  - VOLUNTEER DRIVER FORMS
  - DRIVERS' ABSTRACTS
- \_\_\_\_\_ COMPLETE TEAM EQUIPMENT INVENTORY
  - SEE FORM IN SECTION 3
- \_\_\_\_\_ SUBMIT EQUIPMENT REQUESTS TO AD
- \_\_\_\_\_ SUBMIT GYM TIME REQUESTS TO AD
- \_\_\_\_\_ SUBMIT COACH CONTACT INFO TO AD
- \_\_\_\_\_ SCHEDULE & RUN TRY-OUTS
- \_\_\_\_\_ BOOK TOURNAMENTS FOR SEASON

### ONCE TEAM IS SELECTED:

- \_\_\_\_\_ REGISTER STUDENTS ON BC SCHOOL STARS REGISTRATION
  - [WWW.BCSCHOOLSPO RTS.CA](http://WWW.BCSCHOOLSPO RTS.CA)
  - USERNAME:
  - PASSWORD:
- \_\_\_\_\_ HOLD PARENT & COACH MEETING (ASK AD TO ATTEND)
  - SEE SAMPLE AGENDA IN SECTION
- \_\_\_\_\_ SUBMIT TO AD
  - ROSTER
  - LEAGUE AND/OR TOURNAMENT SCHEDULE
  - TEAM PHOTO
- \_\_\_\_\_ SUBMIT TO SCHOOL CASHIER:
  - ROSTER
  - FEE BREAKDOWN (W/ SCHEDULE)
- \_\_\_\_\_ DISTRIBUTE UNIFORMS
  - SUBMIT RECORD TO BINDER IN ATHLETICS OFFICE



\_\_\_\_\_ ARRANGE GAME OFFICIALS

- REFEREES
- MINOR OFFICIALS (I.E. SCOREKEEPERS & TIMEKEEPERS)
- CONTACT MARGARET TRUANT TO HELP COORDINATE OFFICIALS  
MTRUANT@SD57LEARN.COM

**IN- SEASON**

\_\_\_\_\_ LIAISE WITH COACHES AND AD REGARDING CONCERNS / NEEDS

\_\_\_\_\_ COORDINATE FUNDRAISING INITIATIVES

\_\_\_\_\_ EMAIL SCHEDULES & RESULTS TO MEDIA & AD FOR POSTING

- SEE MEDIA CONTACTS

\_\_\_\_\_ SUPERVISE PRACTICES & GAMES

- ONLY NECESSARY IF COACH IS A MINOR OR CRIMINAL RECORD  
CHECKS HAVE NOT BEEN COMPLETED

\_\_\_\_\_ COMPLETE FIELD TRIP & SAFETY PLAN FORMS FOR TRAVEL

- SEE HEAD SECRETARY FOR PAPERWORK

\_\_\_\_\_ ARRANGE TRANSPORTATION TO & FROM EVENTS

- PARENTS (COMPLETE FORMS FROM OFFICE)
- TAXIS (VIA SCHOOL CASHIER)
- CHARTER BUS (VIA SCHOOL CAHIER)

\_\_\_\_\_ MANAGE TEAM ACCOUNT

- ENSURE ATHLETES HAVE PAID TEAM FEES PRIOR TO PLAYING
- CHEQUE REQUESTS FOR TOURNAMENT ENTRY FEES
- PAYMENT OF GAME OFFICIALS
- PURCHASE OF TEAM CLOTHING / WARM-UPS

**POST- SEASON:**

\_\_\_\_\_ COLLECT TEAM JERSEYS

\_\_\_\_\_ END OF SEASON EQUIPMENT INVENTORY

\_\_\_\_\_ EQUIPMENT REQUESTS TO AD

\_\_\_\_\_ COMPLETE PLAYER EVALUATION FORMS FOR ATHLETIC AWARDS  
SHORT LISTING

SPORT: \_\_\_\_\_

COACH INFO:

NAME	CONTACT INFO	SUMMARY (I.E. BACKGROUND, CERTIFICATIONS, ETC.)	FIRST-AID (YES / NO)
1.	PH. #: EMAIL:		
2.	PH. #: EMAIL:		
3.	PH. #: EMAIL:		
4.	PH. #: EMAIL:		
5.	PH. #: EMAIL:		

**EQUIPMENT INVENTORY (START OF SEASON)**

**DATE:**

<b>EQUIPMENT</b>	<b># OF UNITS</b>	<b>CONDITION / COMMENTS</b>

**EQUIPMENT INVENTORY (END OF SEASON)**

**DATE:**

<b>EQUIPMENT</b>	<b># OF UNITS</b>	<b>CONDITION / COMMENTS</b>

TEAM ROSTER

NAME	JERSEY #	EMAIL
1.		
2.		
3.		
4.		
5.		
6.		
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20.		
21.		
22.		

## SAMPLE PARENT LETTER

DEAR PARENTS/GUARDIANS:

YOUR CHILD HAS BEEN CHOSEN TO PARTICIPATE ON THE SENIOR BOYS BASKETBALL TEAM THIS YEAR. AS WITH ALL SPORTS THERE IS A COST ASSOCIATED WITH PARTICIPATION. THE TOTAL AMOUNT PER PLAYER IS BROKEN DOWN BELOW. THE COST FOR OUT OF TOWN TOURNAMENTS WILL BE ADDITIONS TO THE AMOUNT BELOW. ENTRY FEE FOR OUT OF TOWN TOURNAMENTS HAVE BEEN INCORPORATED INTO THE SEASON COSTS AMOUNT. THE AMOUNT PAYABLE PER PLAYER IS BASED ON THE NUMBER OF PLAYERS WHO START THE SEASON. IF A PLAYER QUILTS DURING THE SEASON, THEN THE COST PER PLAYER WILL GO UP. TO MINIMIZE THIS, IT IS EXPECTED THAT ALL PLAYERS WILL PAY FOR THE WHOLE SEASON BEFORE THE SEASON STARTS. *THE SEASON COSTS ARE NON-REFUNDABLE UNLESS FOR MEDICAL OR FAMILY REASONS.*

IT IS IMPORTANT THAT YOUR CHILD HAS PAID FOR THEIR ATHLETIC FEES PRIOR TO THE SEASON COMMENCING. DUE TO THE HIGH COSTS OF REPLACING UNIFORMS THERE IS ALSO A FEE REQUIRED TO AID IN THE REPLACEMENT OF UNIFORMS ON A PERIODIC BASIS. WHEN ALL FEES ARE PAID, YOUR CHILD WILL BE GIVEN A UNIFORM. IF YOU ARE UNABLE TO PAY DURING THIS TIME PERIOD, WE DO ACCEPT POST-DATED CHEQUES. IF FOR SOME REASON THERE IS A SURPLUS IN THE SR. BOYS ACCOUNT AT THE END OF THE SEASON, REFUND CHEQUES WILL BE ISSUED AND MAILED HOME.

IF YOU HAVE ANY CONCERNS OR QUESTIONS REGARDING THESE FEES, PLEASE DO NOT HESITATE TO CONTACT ME AT THE ABOVE NUMBER.

SINCERELY

JOHN SMITH

SR. BOYS BASKETBALL COORDINATOR  
PRINCE GEORGE SECONDARY SCHOOL

### TOURNAMENT SCHEDULE

SEP. 8 / 9	UBC INVITATIONAL (\$250 ENTRY FEE)
SEP. 21 / 22	TRU (KAMLOOPS) (\$250 ENTRY FEE)
OCT. 5 / 6	BIG RED TOURNAMENT (\$250 ENTRY FEE)

### COST BREAKDOWN

<u>DESCRIPTION</u>	<u>COST/PLAYE R</u>
UNIFORM RENTAL / DEPOSIT	\$30.00
STUDENT FEES	\$10.00
ATHLETIC FEES (EQUIP. REPLACEMENT, YEAR-END BANQUET, MEMBERSHIP FEES, ETC.)	\$50.00
TOURNAMENT ENTRY FEES (8TOURNAMENTS X \$200.00/ 13 PLAYERS)	<u>\$125.00</u>
<b>TOTAL COST FOR SEASON</b>	<b>\$215.00</b>

## 'SAMPLE PARENT & COACH MEETING AGENDA

1. INTRODUCTION (5 MINS.)
  - A. INTRODUCTION OF COACHES AND COACHING PHILOSOPHY
    - I. GR. 8 EQUAL TIME
    - II. JR. FAIR, BUT NOT EQUAL PLAYING TIME
    - III. SR. COMPETITIVE AND NOT EQUAL PLAYING TIME
  
2. ACADEMICS (5 MINS.)
  - A. MUST MAINTAIN SATISFACTORY WORK HABITS TO PARTICIPATE
  
3. TEAM COMMITMENT / SCHEDULE (10 MINS.)
  - A. PRACTICE AND GAME TIMES
  - B. FUNDRAISING REQUIREMENTS
  - C. TOURNAMENT SCHEDULE
  
- +
  - D. LEAGUE SCHEDULE
    - I. WHERE CAN YOU FIND IT?
    - II. PLAYERS NEED TO ARRIVE 45 MINUTES PRIOR TO GAME TIME
  
4. TEAM FEES (10 MINS.)
  - A. BREAKDOWN OF FEES (I.E. BCSS REGISTRATION, REFEREE COSTS, YEAR-END BANQUET, TRANSPORTATION, UNIFORMS, COACH'S GIFTS, SCOREKEEPERS, ETC.)
  
5. FORMS (10 MINS.)
  - A. PARENT PERMISSION FORMS
  - B. MEDICAL INFORMATION FORMS
    - I. SIGN ALL AT MEETING

## OFFICIALS / REFEREE CONTACT INFORMATION

### VOLLEYBALL

- EMAIL:  
PRINCEGEORGE.VOLLEYBALLOFFICIALS@OUTLOOK.COM
- PHONE:

### BASKETBALL

- EMAIL: PGBOA\_ADMIN@SHAW.CA
- PHONE:

### SOCCER

- GAETANO & MARILIA MAURO
  - EMAIL: [GMAUROP@SHAW.CA](mailto:GMAUROP@SHAW.CA)

### SCOREKEEPERS ( BASKETBALL)

- ATHLETIC DIRECTOR - JASEN FLORELL
  - EMAIL: JFLORELL@SD57LEARN.COM
  - WORK PHONE: 562-6441 (582)
  - CELL PHONE: 250-612-9426
- SCOREKEEPER COORDINATOR – MARGARET TRUANT
  - EMAIL: MTRUANT@SD57LEARN.COM
  - WORK PHONE: 562-6441 (582)

## MEDIA CONTACTS

IN AN EFFORT TO PROMOTE PGSS ATHLETICS IN THE COMMUNITY, PLEASE CONTACT THE FOLLOWING WITH RELEVANT TOURNAMENT DATES AND SCHEDULES

### THE PRINCE GEORGE CITIZEN

- 250-960-2764
- [SPORTS@PGCITIZEN.CA](mailto:SPORTS@PGCITIZEN.CA)

### CKPG NEWS

- 250-563-0111
- [ETHAN.READY@JPBG.CA](mailto:ETHAN.READY@JPBG.CA) (ETHAN READY; SPORTS REPORTER)

### 94X RADIO

- [HMILLER@94X.COM](mailto:HMILLER@94X.COM) (HARLEY MILLER; SPORTS DIRECTOR)

### 101.3 THE RIVER / CKPG FUN CHASER

- THE FUNCHASER:
- [HTTP://CKPGFUNCHASER.COM/CONTACT](http://CKPGFUNCHASER.COM/CONTACT)
- NEWSROOM – 250-563-0111



# PGSS ATHLETICS PLAYER EVALUATION

TEAM: \_\_\_\_\_

COACH/SPONSOR: \_\_\_\_\_

INDIVIDUAL SPORTING AWARDS ARE GIVEN AT THE END OF EACH YEAR. THEY ARE CHOSEN IN A FORMAL MEETING THAT INVOLVES ALL SPORT COORDINATORS, ATHLETIC DIRECTOR AND VICE PRINCIPAL. THE LENGTH OF SEASON, PRACTICES AND AMOUNT OF TOURNAMENTS ARE TAKEN INTO CONSIDERATION. AWARDS ARE GIVEN FOR EACH OF THE FOLLOWING.

1.     ATHLETE OF THE YEAR:                   TOP GRADE 8 GIRL AND GRADE 8 BOY  
  TOP JUNIOR GIRL AND JUNIOR BOY  
  TOP SENIOR GIRL AND SENIOR BOY
  
2.     AWARD OF EXCELLENCE IN SPORT: GRADE 8 GIRLS AND GRADE 8 BOYS  
  JUNIOR GIRLS AND JUNIOR BOYS  
  SENIOR GIRLS AND SENIOR BOYS

PLEASE NOMINATE UP TO THREE ATHLETES FROM YOU TEAM AND GIVE REASONS WHY THIS ATHLETE SHOULD BE CONSIDERED FOR ANY OF THE ABOVE AWARDS. PLEASE TAKE INTO CONSIDERATION NOT ONLY ATHLETIC ABILITY, BUT ALSO COMMITMENT AND LEADERSHIP THAT WAS SHOWN THROUGHOUT THE SEASON. PLEASE ALSO ADD ANY ACHIEVEMENTS OR AWARDS THAT THE ATHLETE RECEIVED DURING THE SEASON. (I.E.: ALL-STAR AWARDS, MVP'S, SPORTSMANSHIP AWARDS, ETC.)

1. NAME: \_\_\_\_\_

GRADE: \_\_\_\_\_

REASONS:

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2. NAME: \_\_\_\_\_

GRADE: \_\_\_\_\_

REASONS:

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3. NAME: \_\_\_\_\_

GRADE: \_\_\_\_\_

REASONS:

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HONORABLE MENTION:

4. NAME: \_\_\_\_\_

GRADE: \_\_\_\_\_

REASONS:

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PLAYER/PARENT CONSENT FORM

**PERSONAL INFORMATION:**

NAME: \_\_\_\_\_

GRADE: \_\_\_\_\_

STUDENT #: \_\_\_\_\_

BIRTHDAY: \_\_\_\_\_ (M/D/Y)

SCHOOL ATTENDED LAST YEAR: \_\_\_\_\_

DATE OF GRADE 8 ENTRY: \_\_\_\_\_ (M/Y)

**EMERGENCY & MEDICAL INFORMATION:**

PARENT NAME: \_\_\_\_\_

PARENT PHONE: \_\_\_\_\_

EMERGENCY CONTACT: \_\_\_\_\_

DOCTOR'S NAME: \_\_\_\_\_

DOCTOR'S PHONE: \_\_\_\_\_

CARE CARD NUMBER: \_\_\_\_\_

**STUDENT ATHLETE'S CODE OF CONDUCT:**

- BE GENEROUS IN WINNING AND GRACEFUL IN LOSING
- BE OBEDIENT TO THE RULES AND GRACEFULLY ACCEPT DECISIONS OF THE OFFICIALS
- WORK FOR THE GOOD OF THE TEAM
- BELIEVE IN THE HONESTY OF YOUR OPPONENTS
- CONDUCT YOURSELF, AT ALL TIMES, WITH HONOR AND DIGNITY
- RECOGNIZE AND APPLAUD HONESTLY AND WHOLEHEARTEDLY THE EFFORTS OF YOUR TEAMMATES AND OPPONENTS REGARDLESS OF COLOR, CREED, OR RACE
- MAINTAIN ACCEPTABLE ACADEMIC STANDING
- FOLLOW THE SCHOOL'S CODE OF CONDUCT FOR STUDENT

**PARENT / SPECTATOR CODE OF CONDUCT:**

SPECTATORS ARE ENCOURAGED AND WELCOMED TO ATTEND SCHOOL SPORTING ACTIVITIES.

SPECTATORS SHOULD:

- 10) TREAT EVERYONE WITH RESPECT
- 11) CHEER IN A POSITIVE MANNER FOR ALL COMPETITORS
- 12) RESPECT THE DECISIONS OF OFFICIALS
- 13) DO NOT INTERFERE WITH THE PLAY OR COMPETITION
- 14) BE COURTEOUS AND RESPECTFUL TO OTHER SPECTATORS, ALL COMPETITORS, COACHES, EVENT ORGANIZERS, AND OFFICIALS
- 15) EXERCISE SELF-CONTROL AT ALL TIMES
- 16) RESPECT THE RULES AND REGULATIONS OF THE FACILITY
- 17) REFRAIN FROM THE USE OF FOUL OR PROFANE LANGUAGE
- 18) REFRAIN FROM THE USE OF PHYSICAL FORCE OF ANY KIND

I HAVE READ THE ABOVE INFORMATION AND AM AWARE OF THE EXPECTATIONS OF STUDENT ATHLETES AND SPECTATORS

STUDENT ATHLETE'S NAME (PRINT): \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

PARENT/GUARDIAN'S NAME (PRINT): \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_