

Avon View High School COACHES' and ATHLETE'S HANDBOOK

The purpose of this handbook is to present policies and guidelines for coaches and athletes at Avon View. A policy is a statement of a prudent course of action. It is not to be confused with either a restricted rule or a board concept of principles. It must have a degree of flexibility necessary for decision-making within its framework and yet must set the guidelines, which result in a degree of consistency of performance by these governed by the policy.

A) COACHING

- 1. Selection of coaches for various activities shall be made on a voluntary basis with approval from the Athletic Director and the school principal. It may be determined by the Athletic Director to be a position that should be advertised to find the most suitable coaching candidate.**

- 2. Coaches will be governed by the following AVHS CODE OF ETHICS and the NSSAF Code of Ethics:**
 - a) To encourage and promote a friendly relationship and good sportsmanship throughout the school by requiring courtesy and proper decorum at all times.**

 - b) To insist upon implicit compliance with all rules and regulations of the NSSAF.**

 - c) Coaches will follow the guidelines set out by the NSSAF when hiring officials.**

 - d) To recognize that good sportsmanship is as important as victory, by approving and applauding fair play, individual skill, and outstanding examples of sportsmanship and fair play exhibited by the other team.**

 - e) Take special care to treat visiting teams and officials as guests, extending every courtesy to them.**

 - f) Be modest in victory and gracious in defeat.**

 - g) Maintain self control at all times, accepting adverse decisions without public displays of emotion.**

 - h) Employ educational methods of coaching, giving all players an opportunity to use and develop initiative, leadership and judgment.**

- i) **Take a strong stand against profanity, abusive language, gambling, and similar violations and report immediately any alcohol or drug use to the appropriate Administrator.**
- j) **When visiting another school, the coach shall conduct in a manner befitting a representative of our school.**
- k) **The use of student leaders to assist with the coach's duties is acceptable with the understanding that the student is NOT a coach and should, NEVER be left responsible for the team.**

l) **Game Preparation Checklist**

Home Games

- *book facility
- *request money
- *confirm game
- *confirm officials
- *permission to leave class notice issued
- *medical forms/first aid kit
- *equipment
- *minor officials
- *prepare facility (safe environment)
- *pick up cheque
- *clean up the facility
- *supervise participants until drives arrive
- *secure facility if you are the last to leave

Away Games

- *book bus
- *request money
- *confirm game
- *medical forms/first aid kit
- *equipment
- *permission slips (from home) for full or overnight trips
- *permission to leave class notice issued
- *load manifest
- *Form J completed (if necessary)
- *pick up cheque
- *bus supervision-coach /chaperone
- *respect host facilities
- *display appropriate behaviour at all times
- *supervise participants until drives arrive
- *secure home facility if you are the last to leave

m) **Cooperation vs. Competition**

-Coaches are encouraged to operate their programs in a spirit of cooperation with other coaches and teams within the school. There should not be a feeling that you are competing with other coaches and programs for athletes,

facilities, equipment, and transportation. Coaches should develop within their athletes a spirit of respect and support for the other teams in the school and should feel that they are a part of the athletic program. There should be an understanding and appreciation for what is happening in the other sports in the school.

n) **The Multi-Sport Athlete**

-If athletes are capable of participating in more than one sport and maintaining their academic standing, they should be encouraged to do so. Coaches should not feel that they own certain athletes. In order for athletes to compete as a member of more than one team, there must be a spirit of cooperation and understanding which exists among the coaches dealing with these athletes. There must be some give and take on the part of these coaches. During the summer or off-season, athletes must be allowed to pursue the sport of their choice without fear of reprisal from the coaches of the other sports. This Choice should be the athlete's decision and should be made without undue pressure from any of the coaches of the teams for which they play. Coaches are encouraged to meet and discuss what might be best for these athletes. It is a fact that many of our athletes will be involved as members of provincial and sometimes national teams. Coaches must be willing to compromise to allow these athletes to pursue this level of competition or risk losing the athlete altogether.

3. **Appreciation**

-The administration recognizes and appreciates the contributions of our many coaches and the countless hours of dedicated effort involved in the development of their teams. They realize that this is completely a volunteer effort. We understand the amount of effort required for the performance of the many duties, which go hand in hand with coaching staff is second to none in the Atlantic Provinces and that with a continued effort we will have an athletic program second to none in Canada.

4. Team selection shall be governed by the coach(es) and a team roster shall be submitted to the main office, by the first week of the team's season.

B) STUDENT ELIGIBILITY AND STANDARDS: (Appendix "A")

1. Any student who is registered as a regular student shall be eligible to compete, as hereinafter provided:

a) A regular student shall be one who takes not fewer than five courses of actual classwork.

-Eligibility and Semestered Schools: In semestered schools offering 4 courses per semester, a student must take 2 courses per semester or a total of 4 courses per year and have satisfactory attendance and display satisfactory academic performance to be eligible for NSSAF activities. In semestered schools offering 3 courses per semester, a student must take a total of 5 courses per year and have satisfactory attendance to be eligible for NSSAF activities.

- b) Only an amateur in a particular sport may represent the school in that sport.
 - c) No student who is declared ineligible by the Athletic Committee, principal, teachers, or the NSSAF shall be permitted to participate in any practice or game during the period of ineligibility.
2. A student engaged in a team sport is eligible to play for another team sport whose season runs concurrently. Since the intent of the Athletic Program at Avon View is to provide as broad a selection as possible, coaches should encourage athletes to play as many different sports as possible.
 3. A student engaged in an in-season athletic activity must complete the season of play as a first priority. Should a student quit an in-season athletic activity without credible reasons, he/she shall become ineligible to play with any other team.
 4. There is no place in school athletics before, during, or after competitions for the use of drugs or alcohol of any kind. An athlete who drinks or uses drugs at a non-sport related function will be punished as seen fit by the school administration. An athlete who is in possession of alcohol or drugs, drinks or uses drugs at a sport related function shall be suspended from all remaining activities in that sport for the remainder of the year pending a binding appeal process if chosen. The appeal committee shall consist of the staff member on the Athletic Committee. The student must request in writing to the Athletic Committee for permission to participate in further Avon View High School activities for the school year.
 5. Interscholastic, Club members and Athletic team members will be required to observe the following standards:
 - a) All team members are to maintain an acceptable level of academic achievement in accordance with their level of ability.
 - b) All team members are to maintain satisfactory school attendance.
 - c) A list of students participating in AVHS sponsored activities will be circulated among staff and a copy will be posted at the office. Negative

comments by staff may require the Student Advisor program to be initiated.

- d) A student who is reported to be in violation of policy #2 (a) or (b) shall be declared on probation until the criteria for eligibility has been met. Failure to meet criteria for eligibility shall result in suspension from participation in athletics until such time as it is determined that he/she met the criteria for eligibility.
- e) Unless prior excuse is obtained from the coach, all practices and games must be attended regularly.
- f) A student must be in attendance at school the day of a practice or game if he/she is to attend the practice or game, unless prior excuse has been obtained.
- g) Since players are representing their fellow students, the staff and community, they are expected to:
 - i Maintain an impeccable level of conduct and deportment while in school, in the community, and while on trips.
 - ii Maintain an acceptable level of dress while representing the school on trips.
 - iii Travel with the adult designated by the coach. They shall leave and return by this method with the deviation being when permission is given by their parents and is acceptable to the coach. Notification of any changes must be given to the principal.
 - iv Honour their commitments when being billeted by another school, when our school has requested they be billeted.

C) ATHLETIC TRIPS:

1. All drivers for athletic trips must be at least 21 years of age. All drivers for school sponsored trips must use approved vehicles and carry the required insurance. Board policy states students traveling in a bus, car or van, a list must be submitted to the office, the drivers name and students traveling with them before they depart. Students must return in the same vehicle they left in.
2. For extended trips (i.e – overnight), coaches must notify the principal indicating: the itinerary, destination, time of departure and return, participants, and other pertinent information.
3. When a team travels to another school or event, a coach or staff member designated by the coach must accompany the team.
4. Whenever a team uses public facilities, such as restaurants, the coach or chaperone of the team must be present, or know the location of their players.

5. All drivers must complete the appropriate transportation form provided by the school.
6. Buses:
 - a) Teams are encouraged to get a group of parents to drive whenever possible.
 - b) Buses from the Bus Garage should be booked a week in advance using a bus booking form from the office.
 - c) Bus drivers will be coaches' responsibility
 - d) Cancellations of buses and drivers must be done as soon as possible.
 - e) Trip forms from Transportation must be completed by the coach and returned to the athletic coordinator upon return from trip.
7. No individuals are permitted to personally make any bookings for rental vehicles, accommodations or any other expenses to be billed to AVHS without the Athletic Director's permission.
8. Students cannot drive other students to games.

D) FACILITIES AND EQUIPMENT:

1. Athletic teams using P.E. Dept. equipment are expected to assist in the replacement and maintenance of the department's supplies.
2. The Athletic Director shall act as coordinator of facilities and equipment.
3. Coaches will request facility use by scheduling appropriate time slots through the Athletic Director.
4. The criteria for allocating a fair and just schedule is:
 - a) In-season programs have first priority, followed by off-season programs and clubs.
 - b) Each activity shall be guaranteed two time-slots per week (may include 3:30 and/or 5:30 slots).
 - c) Failure to give adequate notice for use of another activity's practice time may mean forfeiture of the right to hold a game during that time.
5. Coaches are responsible for organizing the activity's practice and game schedule, and are encouraged to attend any meetings/workshops pertaining to their activity. (We strongly recommend you keep yourself up-to-date.)
6. Coaches can store some equipment in the second room during the activity's season of play. Coaches are responsible for gathering, care and return of equipment. Coaches or managers are to gather equipment prior to games or practices. It is not the P.E. Dept.'s responsibility.

7. Coaches are expected to keep complete and accurate inventories of all the team equipment and uniforms. All uniforms are to be turned into the Athletic Director at the end of the season and stored at the school.

E) LENGTH OF SEASON:

1. Tryouts for athletic activities shall not take place prior to the first day of school or as outlined by the *NSSAF Activities Calendar*.
2. Scheduled games for athletic activities shall not take place prior to: *refer to NSSAF Activities Calendar*.
3. Once the NSSAF Champion has been declared, all school sponsored activity in the sport shall be determined until the following school year.

F) ATHLETIC SAFETY:

1. Coaches are encouraged to take a First Aid course.
2. All team shall have a complete medical kit at all practices and games.
3. All coaches should be aware of any medical problems and/or past histories.
4. All injuries must be reported to the school.

G) ATHLETIC DIRECTOR'S RESPONSIBILITIES:

- Scheduling fields and gymnasiums
- Investigate and mediate any conflicts that arise regarding athletic programs, facilities, or equipment.
- Look to promote and publicize, school-wide and community-wide
- Receive and disseminate incoming athletic correspondence
- Act as a resource for coaches and athletes
- Be a contract for other schools re: athletics
- To oversee the organization of the awards banquets
- To attempt to see some of each team's games as time permits
- To assist in securing uniforms at seasons end
- To assist in securing coaches for teams
- NSSAF school representative
- Organize intramural program
- Enforce gymnasium, field and weight room rules
- To ensure that coaches are reminded of the guidelines and code of ethics under which they are governed

- Assist in organizing spirit band/school mascot**
- To aid in chairing the athletic committee**
- Work as staff mentor to VP of athletics**

*******other duties to be added or deleted as administration see need**

H) ACADEMIC:

- 1. Students are expected to put a reasonable effort so they can achieve success in relation to their own abilities and the programs in which they are enrolled.**
- 2. To be eligible to participate in any extra-curricular activities at Avon View, students are expected to pass all subjects in which they are enrolled.**
- 3. However, recognizing that students may sometimes enroll in courses beyond their present capabilities, or that other legitimate situations may arise which cause students to become unsuccessful in a course or courses, there may be special consideration(s) made to #2 above.**