

Cabri School Extra-Curricular Expectations

(last updated 2023)

Codes of Ethics (based on SHSAA Codes)

Student Athletes

Cabri School requires all athletes to:

- Conduct themselves at all times with honour, dignity & respect.
- Treat visiting teams, spectators and officials with respect.
- Ensure school academics are in good standing.
- Understand that participating in school athletics and representing our school is a privilege.
- Remember that there is no place in school athletics before, during or after competition for the use of drugs, tobacco, vaping or alcohol of any kind.

Coaches

Cabri School requires all coaches to:

- Provide inclusive educational athletic opportunities.
- Uphold high moral and ethical standards.
- Uphold academic and eligibility requirements of athletes.

Parents & other spectators

Cabri School requires all parents & other spectators to:

- Respect all players and coaches.
- Respect the officials.
- Respect the property of the schools and the authority of the school officials.

Roles

Student Athletes

- You are the communication link between coach and parents. Take your notes home and return them (signed) to the coach.
- Attend practices
- Be respectful of the coach and all athletes
- Be a coachable player: listen to instruction and feedback and make necessary adjustments
- Have a positive attitude and be flexible to changes that arise
- Take care of your jersey. Keep it clean and return it at the end of the season.
- Make your coach aware of when you cannot attend practices or games. Your team depends on you
- Communicate early if you do not plan to advance (ie cross country, badminton, curling, track) after sectional playoffs.

Coaches

General Responsibilities & Expectations

- Commit to an entire sport season, including provincials
- Create a budget and submit to administration by Sept 30 of the school year
- Limit loss of instructional time by avoiding booking games that require leaving school early
- Read and follow through all pertinent emails from the SWAC Athletic Coordinator during your sport season in order to ensure deadlines are met. You will also need to get your student list to the AD for SHSAA enrollment at the start of the season.
- Be inclusive of all student abilities and ensure opportunities for ALL to maximize development - plan practices that are inclusive and engaging and provide constant supervision. Ensure that you are devoting your time to the student athletes.
- Book your own refs, unless done so by the Athletic Coordinator for events such as Districts and Provincials.
- Communicate the Codes of Ethics expectations and roles of the student WITH the student athletes (information in this document).
- Create team goals with student athletes.
- Ensure school is cleaned up after hosting home events (see Appendix 1).
- Ensure proper supervision for both day and overnight trips (see Appendix 2).

Policy and Legal

- Follow policies and Code of Ethics of the SHSAA when facilitating athletics
https://cdn4.sportngin.com/attachments/document/8800-2511888/1_CODES_2021.pdf
- Complete incident reports when injuries are sustained
<https://www.opticrisk.com/SSBA/forms/AccidentIntake.aspx>
- Ensure that YOU and any coach helpers have the proper courses needed to coach according to division rules (see linked chart). Community coaches must do the same and complete the approval form annually.
https://docs.google.com/document/d/1EdfMhSFYvnYYmxkswFo6ng_Xw2FNBRgm6Wik6McfP0/edit

Communication

- Ensure you have parent contact numbers for each player's parent(s)
- If you choose, you may create a group text chat with families for communication purposes
- Send home a note for parents to sign indicating what you are coaching, days of the week, time slot, team fees etc. Ensure in the note it is clearly stated what fees are FOR: jerseys, equipment, consumables, SWAC fees, ref/officiating expenses. This also includes van use where applicable.
- Ensure this note is returned signed before any athlete can participate. This should include the team fee amount and the money should be returned with the note.
- Send home (with note) and check that parents have signed all required forms: permission for their child to travel with others and driver's authorization. Ensure the parent(s)' criminal record checks are submitted.
- Ensure that you communicate hosting responsibilities and expectations for family involvement for said events. Enlist a parent to coordinate the booth and then clearly communicate expectations of ALL parents for that event.
- Ensure your start and completion times are consistent unless otherwise communicated. You must stay at the school until all athletes have left/been picked up and ensure doors are locked and lights are off.
- Book the gym by writing your practice, exhibition game, and tournament dates into the calendar on top of the filing cabinet in the main office area.
- Before tournaments etc., send the draw home along with the departure time and location as well as who is driving and transporting which students.

Coaches (continued)

Equipment

- Jerseys are located in the PE office along with first aid kits. It is your responsibility to ensure these items are taken care of and returned as they were found. Keep a list of jersey numbers when handed out and ensure they are washed and returned according to your list.
- Please see Athletic Director(s) for information regarding equipment you need to take with you to tournaments/games.
- Ensure that equipment is organized at all times and put away properly. Make note of when equipment needs to be replaced and let AD know.

Team Travel

- Complete Travel Manifest Form anytime you travel and ensure its accuracy and follow through (no changes can be made during the trip without consultation with admin). This form can be found in the green binder in Lori's office on the bookshelf. Any changes must be in writing prior to departure. For example, a parent cannot text you and make alternate travel arrangements mid-day).
- Be clear and direct about students who are not willing or able to advance in sports such as cross country, curling, badminton, and track - to avoid fines
- When booking the van the driver must be certified by Chinook and you must discuss it with admin prior to booking.

Parents & other spectators

- Please read and return all notes that come from the coach. Your child is responsible for bringing these home. If notes are lost, they must get a new one from the coach.
- Complete the Driver Authorization Form and submit a Criminal Record Check (with vulnerable sector) if you are able to take turns driving other players. If you will only be driving your own child, the paperwork is not required.
- Make sure you've completed the permission form for your child to ride with other authorized drivers if you won't be driving them to every event.
- Pay team fees as required (see Team Fees section of this policy).
- Bring food for booths when hosting and work any required shifts.
- Ensure you arrive for pick up on time - if practice ends at 5, be there at 4:55 (the coach must wait until every player is gone before leaving).
- Communicate clearly with coach in a respectful manner when there is an issue. Please remember that staff and community coaches are volunteering their time and are doing their best.
- Respect the time of the coach by avoiding text messages or calls that can wait until work hours.
- Communicate early if your child does not plan to advance (ie badminton, track, cross country, curling) after sectional playoffs. You will be responsible for any fines associated with late withdrawals from an event (\$50 per withdrawal).

Athletic Directors

- Oversee, in collaboration with Admin, the athletic program of the school to ensure that the philosophies and policies of SHSAA, SWAC, and Chinook School Division, and the school are observed and practiced by all teams, coaches, athletes, and other individuals involved in the athletic program.
- To work with the principal to obtain approval for non-faculty coaches.
- To work with the Athletic Coordinator and Admin on Joint Sponsorships.
- Attend all SWAC meetings as required and communicate pertinent information back to staff and coaches such as rule changes, updates, playoff dates and draws etc.
- Ensure that host responsibilities are taken care of on site.
- To submit all the necessary forms to the SHSAA and SWAC including sport and student enrollment.
- To inform coaches of coaching requirements and upcoming professional development opportunities.
- To ensure properly stocked First Aid kits are available for coaches.
- To ensure equipment is available for the school's extra-curricular programs

Team Fees

To help cover increasing costs that teams incur, we will be charging a team fee for every sport, in accordance with other Chinook Schools. Fees are used to cover costs of using the van for transporting players, replacing uniforms as needed and buying equipment that is solely used by the extra-curricular teams.

Team	Fee
Senior volleyball	\$50
Junior volleyball	\$30
Senior curling	\$40
Junior curling	\$30
Senior badminton	\$30
Junior badminton	\$20
Golf	\$20
Cross Country	\$20
Track & Field	\$20

Transportation

- Student transportation to school-sponsored extracurricular activities away from their home schools shall occur either by **bus, school van or in vehicles with approved adult drivers who have current criminal record checks on file with the school (less than three years old)**.
- **Students are expected to travel with their team** to school-sponsored extracurricular activities. If there are exceptional circumstances, parents may contact the coach prior to the activity, who will consult with school administration. Please note, if special permission is granted by school administration for a student to drive themselves, they may not transport any other student (except a sibling and only with prior approval by school administration & parents).
- Students traveling to extracurricular activities are expected to return home **the same way they came, or with their parents**. If a parent is picking up a child after an event, they must speak with the coach **before** they leave with their child.
- **Student spectators** traveling to extracurricular activities **are not the responsibility of the school** unless they are part of a specially organized group under the direct supervision of a teacher (in which case, the travel provisions above apply).
- Please note that it is not a coach's responsibility to transport students to or from the student athlete's home.

Appendix 1

After hosting a tournament, please ensure the following clean-up is done (enlist students and parents to assist):

- Check to make sure that all outside doors are locked and have closed properly so that the building is secure (elem. entrance, high school entrance, both gym doors, back door by the science room)
- Make sure that all the lights are off:
 - Bathrooms & locker rooms – elementary, high school, gym & staff washrooms
 - Classrooms
 - Office areas
 - Hallway & forum – triple switch by the main copy room. Some lights do stay on automatically in the hallway
- Empty all garbage cans and take the bags down to the large bin at the street (cans in gym, classrooms, kitchen, bathrooms, locker rooms, hallway, and any other areas that were used).
- There will be a stack of extra garbage bags in the kitchen.
- Sweep all areas, gym, hall, forum, classrooms (if used for dressing rooms). There are 2 large dust mops in the janitor's room off the gym and medium one in the janitor's room across from the elem. staff washroom.
- Scrub floors if necessary (if there are any bad spills etc.). You can use the scrub mop/pail that is kept in the janitor's room across from the elem. staff washroom.
- Wipe desktops & tables in forum & kitchen & any classrooms that were used.
- Stack any chairs used in the forum, kitchen & classrooms.
- Kitchen – follow the instructions for cleanup that are posted in the kitchen, same as for "Ventures" events.
 - Make sure that the fridge & freezer are both closed properly.
 - Put all appliances (i.e. roasters, slow cookers, etc.) back in the cupboards where they belong.
 - Put all the dishes & supplies etc. back where they belong
 - Boxes go in the blue recycling bins or down to the large garbage bin at the street.

Appendix 2

Overnight Trips

- Students involved in school trips must stay at the accommodations arranged by the coach. Exceptions to this rule will be made only by **prior** arrangements with the school administration, parents/guardians and staff member in charge of the team.
- Curfew times, as set forth by the staff member(s) in charge, will be adhered to by all students. No students are permitted to leave their rooms/area after curfew except in the case of emergency and then they must immediately contact a chaperone. Chaperones will check rooms/areas periodically. If a student is out of their room/area after curfew for a non-emergency, there will be appropriate consequences as decided upon by the staff member(s) in charge and possibly the school administration.
- Students are expected to attend school right up to the time they are to leave for a sporting event and immediately upon their return. Students who take time off school to “get ready” or “rest-up” upon returning may not be taken on future trips.
- If any of the above rules are broken by a student, disciplinary actions will be enforced, depending on the severity of the offense. Students must also be aware that if they break the law, they will be accountable to the appropriate legal authorities.
- All parents chaperoning an overnight trip will have a current (within three years) criminal records and vulnerable sectors check through their local RCMP detachment.

If you have any questions, please do not hesitate to contact us.