

JOHN OLIVER SECONDARY SCHOOL
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ATHLETIC PROGRAM

<http://jo-online.vsb.bc.ca/blogs/jo/athletics/>



PLEASE REFER TO THIS
HANDBOOK TO SAVE TIME AND
FACILITATE THE RUNNING OF
YOUR TEAMS

COACHES'/SPONSORS' HANDBOOK

(rev.Sep2018)

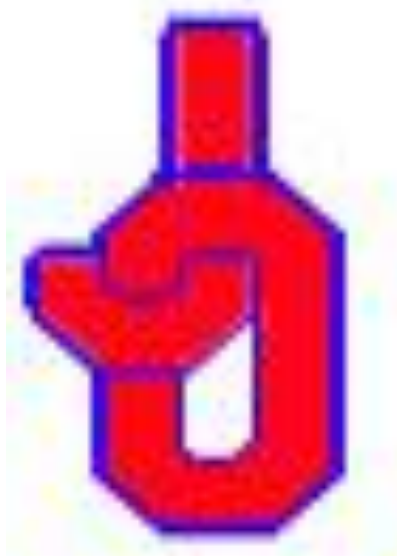


TABLE OF CONTENTS

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Pre-Season Memo <i>*new</i>	p. 3
Schedule of Athletic Fees for 2018-19	p. 4
 SECTION 1 – INFORMATION	
Athletic Board <i>*new</i>	p. 6
John Oliver Athletic Board Constitution	p. 7
J.O. Coaches'/Sponsors' Responsibilities	p. 19
Notes from the VSSAA Handbook	p. 24
J.O. Coaches Application/Registration Form	p. 41
 SECTION 2 – FORMS & REFERENCES <i>(print/photocopy as needed)</i>	
J.O. TEAM INFORMATION/REGISTRATION FORM	p.44
JOHN OLIVER SECONDARY SCHOOL ATHLETIC CODE	p.45
ATHLETIC COMMITMENT & CONSENT	p.46
ATHLETIC MEDICAL FORM	P.48
ATHLETICS STUDENT FINANCIAL ASSISTANCE APPLICATION FORM	p.49
J.O. Teacher Referral Form <i>(Academic Concerns)</i>	p.50
 SECTION 3 – FYI	
Fair Play Codes	p.52
Nutrition & Athletic Performance	p.53
CABC Coach Self Evaluation	p.54
OFSA Study:Student-Athletes Benefit....(May 2013)	P.56

***Additional info and sport resources can be found at the**

[John Oliver Athletics website](http://blogs.vsb.bc.ca/jo-athletics/)

<http://blogs.vsb.bc.ca/jo-athletics/>

***For BC School Sports information (eg. *Eligibility*), refer to:**

[BC SCHOOL SPORTS HANDBOOK](http://www.bcschoolsports.ca/sites/default/files/files/resources/HandbookWebsite.pdf)

<http://www.bcschoolsports.ca/sites/default/files/files/resources/HandbookWebsite.pdf>

2018-19 PRE-SEASON MEMO TO COACHES/SPONSORS:

Thank you for volunteering your time and expertise in providing students at John Oliver with a quality athletics program. ***Please take the time to familiarize yourself with this handbook.*** It is to provide you with necessary information and administrative forms needed in running your respective teams. Print/make copies of the necessary forms that you will require for your sport.

JO **teaching** staff who serve as coaches also act as the designated school sponsor of their respective teams. **Community coaches** (*non-JO teaching staff*) **must have a JO staff member approved by the school's Athletic Board as a sponsor in order for the team to operate** (JO2010). Community Coaches include alumni, parents, or any adults not recognized as JO **teaching** staff and must complete the form on p.42 (*this applies to all adult persons working with the team*). In extenuating circumstances, community coaches operating a team without a teacher-sponsor may occur provided that the coach has **Coaching Certification (VSSAA), is 19+ and is approved by the JO Athletic Board** (VSSAA2006). **Any community adult working with students must complete a VPD/RCMP criminal record check** (VSSAA2012). The staff sponsor must be **on the bench** at all interschool **home and away** competitions and be **on-site** at all team activities, including practices. Any disciplinary matter should first go through the coach and sponsor together, and then be forwarded to the Athletic Board Discipline Chair either as a matter of record or for further action. Duties regarding the team (see Coach's/Sponsor's Responsibilities) should be decided upon collaboratively between the coach and sponsor, with the understanding that matters relating to JO/VSSAA policies should be deferred to the sponsor and those concerning the coaching of the specific sport defer to the coach.

At the beginning of your season, each coach/sponsor must take the time with their student-athletes to go over the **JO Commitment Form** and the **JO Athletic Code** together. Student-athletes must understand the commitments and responsibilities that are expected of them as members of the school's athletic program. **The commitment form and medical form must be completed and returned to the sponsor before participation as a member of any team.** The sponsor will keep these forms on file for reference for the duration of the season. All coaches and sponsors are expected to uphold JO/VSSAA policies and the JO Athletic Code, acting as appropriate role-models and mentors. Violations should be recorded and reported to the Athletic Board.

It is also necessary for all coaches/sponsors to discuss the importance of the athletic fees (see p.4); *there is no longer direct funding from either general school fees or the VSB for high school sports.* **Fees must be paid before students are to participate in the sport.** Uniform distribution will be coordinated by the Athletic Director. Uniform collection will be done at the end of the season by the coach/sponsor. **Student-athletes/teams will not be registered until forms and fees are submitted** (JO2012). Some sports may involve additional fees relative to their scheduling and/or competitive requirements; these need to be approved by the Athletic Board before implementation. JO athletic fees are applied to the purchase/maintenance of equipment, supplies, facilities use and uniforms, as well as registration fees, sport memberships, and officiating costs. Uniforms/equipment not returned or not kept in good condition will be charged the **full** amount of replacement cost to the student, and payment will be required before any further participation will be permitted of that student in the athletic program. Any student needing **financial assistance** should be directed to the Athletic Director; *under no circumstances will a student be denied the opportunity to participate as a result of financial hardship.* **The Team Info/Reg Form (p.45) must be submitted prior to your season in order to comply with BCSS rules of competition.**

Medical kits, equipment, uniforms and applicable keys/lock combinations will be allocated at the beginning of each season; these need to be returned promptly at the end of each season so that they can be made available for the following season's teams. **Please help keep all athletic rooms secure in order to reduce loss of equipment.** Scheduling requests for facilities and practice times need to be submitted as soon as season schedule information is available; **priority will be given to younger grades for earlier practice times.** A composite schedule each season will be available for reference. Student officials will be organized in conjunction with the school's Athletic Board Rep. Purchases and other matters relating to finances **must be done through the Athletic Director.** Proper supervision by the coach/sponsor is required for student use of JO athletic facilities. Non-JO student-athletes utilizing JO facilities in a training/practice aspect must be approved by the JO Athletic Board, complete with appropriate forms and fees where applicable (JO2012).

If you have any questions or concerns, please do not hesitate to contact me via email (ptlee@vsb.bc.ca) or in room 115 (local 7115) – all the best in your upcoming seasons!



JOHN OLIVER ATHLETICS – SCHEDULE OF FEES *(as of 2013-14)*

The Athletic Fee is to cover the **basic costs** of providing that sport for VSSAA/BCSS competition, including equipment, officials, facilities, league/membership fees & uniforms, and are reviewed on a yearly basis; **additional fees** must be added by each team to cover additional details such as tournaments, travel, and any other extraneous costs; additional fees should be done in consultation with the school's Athletic Board in advance of the season. **School athletic programs do NOT receive any dedicated funding support from the VSB or local school fees.** Students in financial need are encouraged to apply for assistance through the Athletic Director – ***no student shall be prevented from participating in the athletic program due to financial hardship.*** – note: not all sports and/or levels listed below may be offered each season, depending on numbers of students and/or coaches.

TIER I SPORTS - \$85	
Senior Girls Basketball (winter)	Senior Boys Basketball(winter)
Junior Girls Basketball (winter)	Junior Boys Basketball(winter)
TIER II SPORTS - \$70	
Senior Girls Volleyball(fall)	Senior Boys Volleyball(fall)
Junior Girls Volleyball(fall)	Junior Boys Volleyball(fall)
Senior Girls Field Hockey(fall)	Senior Boys Soccer(fall)
Junior Girls Field Hockey(fall)	Junior Boys Soccer(fall)
Senior Girls Soccer(spring)	Wrestling (winter)
Junior Girls Soccer(spring)	Senior/Junior Boys Rugby (spring)
Girls Softball(spring)	Bantam/Juvenile Boys Rugby (fall)
TIER III SPORTS - \$50	
Juvenile Girls Volleyball(fall)	Juvenile Boys Volleyball(spring)
Bantam Girls Volleyball(fall)	Bantam Boys Volleyball(spring)
Juvenile Girls Field Hockey(fall)	Senior & Junior Badminton(spring)
Bantam Girls Field Hockey(fall)	Juvenile Boys Basketball(winter)
Juvenile Girls Basketball(winter)	Bantam Boys Basketball(winter)
Bantam Girls Basketball(winter)	Juvenile Boys Soccer(fall)
Juvenile Girls Soccer(spring)	Bantam Boys Soccer(fall)
Bantam Girls Soccer(spring)	Track & Field(spring)
Girls Rugby(spring)	Ultimate(spring)
Girls Recreational Golf(spring)	

Red = Girls; Blue = Boys; Orange = CoEd

For **in-season multisport athletes**, student only pays the **sanctioned sport fee**.

Multi-Season Athletes who play in a Fall & Winter Sport will have their subsequent Spring Sport athletic fee be only **50% of the third sport's athletic fee**.

JO Fitness Centre: registered athletes as part of their athletic fees will have year-long (September-May) access during supervised times, while non-registered athletes pay \$40 for the same year-long access, or \$15 per term; team use of fitness centre is done through sign-up with the Athletic Director as part of facilities scheduling.

Please remind parents that fees can be eligible for the **Canada Child Fitness Tax Credit**

(<http://www.cra-arc.gc.ca/fitness/>)

INAPPROPRIATE OR UNAUTHORIZED USE OF ATHLETICS FACILITIES MAY RESULT IN THE REMOVAL OF ALL USAGE PRIVILEGES AND POSSIBLE REFERRAL TO THE J.O. ATHLETIC BOARD, J.O. ADMINISTRATION AND/OR THE VSB FOR FURTHER ACTION.

SECTION 1: INFORMATION



JOHN OLIVER SECONDARY
ATHLETIC BOARD
2018-2019

ATHLETIC DIRECTOR:	Pat Lee	115
SECRETARY & OFFICIALS:	Jason Murthi	Main Gym
BOYS' SPORTS REPRESENTATIVE:	Thomas Hoffmann	MainGym/302
GIRLS' SPORTS REPRESENTATIVE:	Teresa Laumen	122
DISCIPLINE CHAIRPERSON:	Nathan Johnson	Main Gym
P.E. DEPARTMENT REPRESENTATIVE:	Ben Aprim	Main Gym
BLOCK CLUB SPONSOR REPRESENTATIVE:	Don Jabillo Kendall Matheson	Main Gym South Gym
ADMINISTRATOR (Principal):	Damian Wilmann	Main Office
STUDENTS COUNCIL REPRESENTATIVE:	Agam Gill	(Student President)
JO BLOCK CLUB REPRESENTATIVE:	Natori Hulipas	(Student President)

AT THE BEGINNING OF EACH SEASON, THE ATHLETIC BOARD IN CONJUNCTION WITH COACHES WILL DETERMINE **MINIMUM NUMBERS OF ATHLETES REQUIRED BASED ON SIGN UPS IN ORDER TO REGISTER TEAMS FOR VSSAA AND BCSS COMPETITION. AS A GENERAL VSSAA GUIDELINE, MINIMUM NUMBERS (REFER TO P.27 OF THIS MANUAL) MUST BE MET PRIOR TO THE VSSAA REGISTRATION MEETINGS OF EACH SPORT. GRADE-SPECIFIC TEAMS MAY BE MERGED DEPENDING ON THE COMPETITIVE ABILITIES AND AVAILABILITY OF QUALIFIED COACHES.*

JOHN OLIVER SECONDARY ATHLETIC BOARD CONSTITUTION

(Revised June 24, 2008)

The Athletic Board of John Oliver Secondary serves as the governing body of all athletic extra-curricular activities offered at John Oliver Secondary School.

The Athletic Board is appointed/elected in accordance with the policies and procedures outlined in this document.

The publication of this document is intended to codify and to clarify the operation of the Athletic Board and school athletics in general. The contents are endorsed by the John Oliver Assembly of Coaches and Sponsors and may be amended by that body at the Annual General Meeting at the conclusion of each school year.

TABLE OF CONTENTS

Forward

- 1. Composition of the Athletic Board & Election/Appointment of Members**
- 2. Responsibilities**
 - I. Athletic Board Positions**
 - II. Coaches & Sponsors**
 - III. Students**
- 3. Finance**
- 4. Equipment**
- 5. Scheduling**
- 6. Team Registration**
- 7. Discipline**
- 8. Awards**
- 9. Block Club**
- 10. Officials**
- 11. References**
- 12. Interpretation**

1. **Composition of the Athletic Board & Election/Appointment of Members**

- I. The Athletic Board consists of the following teacher representatives:
 - A. Athletic Director - elected by the Assembly
 - B. Secretary – Treasurer - elected by the Assembly
 - C. Boys' Sports Representative - elected by the Assembly
 - D. Girls' Sports Representative - elected by the Assembly
 - E. Discipline Chairperson - elected by the Assembly
 - F. P.E. Department Representative - chosen by the P.E. Dept.
 - G. Block Club Sponsor Rep. - staff sponsor of Block Club
 - H. Administrative Representative - school principal/designate
 - I. Students Council Representative - chosen by Students Council
 - J. Girls' Block Club Representative - chosen by Block Club
 - K. Boys' Block Club Representative - chosen by Block Club
- II. Elections/appointments will occur in January of each year at an extraordinary General Meeting of Coaches and Sponsors called by the Athletic Director (effective 2008-09).

2. **Responsibilities**

- I. **Athletic Board**

The Athletic Board is responsible for the coordination of all athletic extra-curricular activities offered at John Oliver Secondary School.

 - A. **Athletic Director**
 - i. Calls and chairs meetings of the Athletic Board and the Annual General Meeting of Coaches and Sponsors.
 - ii. Oversees/administers the financial records of the Athletics program, in cooperation with the school Accountant.
 - iii. Is responsible for overall coordination of all the athletic extra-curricular activities of the school.
 - iv. If time does not permit the calling of a full Athletic Board meeting on a particular issue, the Athletic Director may consult as best able to and shall make a decision based on this consultation.
 - v. When decisions of the Athletic Board are through a formal vote, the Athletic Director may only vote in the case of a tie.
 - vi. Is a member of the school's Finance Committee (see Section 3).
 - B. **Secretary – Treasurer**
 - i. Maintains a registry of athletes and coaches.
 - ii. Assists in recording and distributes minutes of meetings.
 - a. Minutes will be presented at the next subsequent meeting for adoption.
 - b. Discipline decisions will be published in the minutes but the record of the proceedings will not be.
 - c. Assists the AD where necessary.
 - C. **Boys' Sports Representative**
 - i. Ensures that the plans and concerns of coaches, sponsors and athletes of the school's Boys' Athletic Teams are communicated to the Athletic Board.

- ii. Represents the general interests of the Boys' Athletic Teams.
- D. Girls' Sports Representative
 - i. Ensures that the plans and concerns of coaches, sponsors and athletes of the school's Girls' Athletic Teams are communicated to the Athletic Board.
 - ii. Represents the general interests of the Girls' Athletic Teams
- E. Discipline Chairperson
 - i. In concert with the Athletic Director, convenes meetings of the Athletic Board with respect to cases of student discipline.
 - ii. Maintains records of the proceedings and decisions regarding student discipline cases.
 - iii. Ensures that requirements arising from student discipline cases are met.
 - iv. Is responsible for overseeing the conditions outlined in Section 7 of this constitution.
- F. P.E. Department Representative
 - i. Acts as a liaison between the Physical Education Department and the Athletics Program with regards to facilities, equipment and any concurrent issues/concerns.
- G. Block Club Sponsor Representative
 - i. Acts as a liaison between the Block Club and the Athletics Program.
- H. Administrative Representative
 - i. Ensures that all actions and activities of the Athletic Board are consistent with the Vancouver School Board and John Oliver Secondary School policies and practices.
- I. Students Council Representative
 - i. Represents the general interests of the overall student body.
 - ii. Acts as a liaison between the Athletic Board and Students Council.
- J. Girls' Block Club Representative
 - i. Represents the general interests of the female student participants in the athletic program of the school.
 - ii. Acts as a liaison between the Athletic Board and the Girls' Block Club with regards to assisting events and the overall delivery of the athletic program.
- K. Boys' Block Club Representative
 - i. Represents the general interests of the male student participants in the athletic program of the school.
 - ii. Acts as a liaison between the Athletic Board and the Boys' Block Club with regards to assisting events and the overall delivery of the athletic program.

II. Coaches & Sponsors

- A. Specific responsibilities relating to these positions are outlined in the separate documents “John Oliver Secondary Coaches/Sponsors Handbook – current year” and “Vancouver Secondary Schools Athletic Association Handbook – current year”.
- B. Early dismissals of students from their classes may be required during the course of a season to allow student participants to travel and arrive at their competition on time. However, it is incumbent on the coach/sponsor to impress upon student participants that early dismissals are not a right but a privilege, and that courtesy should be extended to the subject teachers for their cooperation. It is the student’s responsibility to address any missed class work/assignments. Any abuse of this privilege will be subject to disciplinary action from the Athletic Board. To arrange an early dismissal:
 - i. Submit a team list complete with student members’ names and student numbers to the school secretary at the beginning of the season; two days prior to a required early dismissal, notify the school secretary vis-à-vis the daily printed bulletin procedure, referring to your submitted team list for names and student numbers.
 - ii. OR issue separate yellow administration slips to each team member for each early dismissal required.
 - iii. At no time shall a student complete or arrange for their own early dismissal. Students not in attendance during the day of their early dismissal shall forfeit their privileges of leaving early and taking part in that competition.

III. Students

- A. Student members of the Athletic Program are expected to attend all classes and to work to the best of their ability; if a subject teacher is dissatisfied with a student’s attendance, work or deportment, that teacher should communicate as soon as possible their concerns to the appropriate coach/sponsor so that the concerns can be addressed as expeditiously as possible (refer to the John Oliver Athletic Code of Conduct for more details on student responsibilities).

3. Finance

- I. The Athletic Director, on behalf of the Athletic Board, shall work in conjunction with school’s Finance Committee to ensure that suitable resources are available to deliver a meaningful athletic extra-curricular program at John Oliver Secondary School.
 - A. Pursuant to this, the Athletic Director is a standing member of the school’s Finance Committee (John Oliver Secondary School Constitution 1998) and

shall attend Finance Committee meetings to act as a liaison between the Athletic Program and Finance Committee, as well as representing the interests of the Athletics Program in conjunction with the school as a whole.

II. Revenue

- A. There will be an ongoing accounting of revenue dedicated to the delivery of the Athletic Program during the school year.
- B. Sources of revenue may include:
 - i. Student Athletic Fees (refer to Schedule of Fees – current year)
 - ii. Beverage and snack vending machines
 - iii. Hosting Tournaments (entry fees, concessions)
 - iv. Team/Program Fundraising
 - v. Gate receipts (tournaments, games)
 - vi. Sale of Athletic paraphernalia
 - vii. Providing service at the annual Lions Club Christmas Tree Lot in November/December.
 - viii. School Fee Allocation (\$4/student as of 2008)
 - ix. Allocated grant/disbursement from Students Council
 - x. VSSAA grants
 - xi. Provincial government travel grants
- III. A financial statement showing revenues and expenditures for that school year will be presented to the Annual General Meeting in June.
- IV. There will be ongoing accounting of all expenditures for the athletic program for that school year.
- V. A budget request form must be submitted to the Boys' or Girls' Sports Rep. or the Athletic Director as soon as possible for approval/disbursement. At the conclusion of the season, a budget report form showing actual expenses must be submitted.
- VI. Team budgets will be presented and discussed at the AGM in June.
- VII. Purchases for the athletic program will be made by the Athletic Director or designate.
- VIII. All team requests for funding should be done as soon as possible so that a proper budget and accounting can be done for the year.
- IX. Any emergency funding request should be made directly to the Athletic Director or through the appropriate Sports Representative as soon as possible; a decision on the request will be made as soon as possible.
- X. Expenses beyond the approved amounts will not be the responsibility of the Athletic Board; therefore, it is incumbent on the coach/sponsor to assess the appropriate additional sport specific fees to the regular athletic fees and/or organize the requisite fundraising for any extraneous expenses (tournaments,

travel, lodging, etc.) – this should be done in consultation with the Athletic Director and appropriate Sports Representatives.

XI. Fundraising

- A. Major Fundraising – Casino grants, athletic gear, etc. – will be done through the Athletic Director in conjunction with the Parent Advisory Committee and Finance Committee where applicable.
- B. Minor fundraising will be team directed and shall include the active participation of the student members; the approval of the Finance Committee is required and a plan must be submitted prior to any fundraising to the appropriate Sports Representative or to the Athletic Director directly.

4. **Equipment**

- I. All athletics equipment will be stored in the Athletics Rooms (Team Room, 227, 227A) and will be made available to teams as needed.
- II. Teams must submit a list of needed equipment to the Athletic Director prior to their first practice – sufficient lead-time must be given in order to receive equipment on time.
- III. Coaches/Sponsors are responsible for the security of all issued equipment during the season.
- IV. At the conclusion of each season, all equipment and keys must be returned to the Athletic Director.
- V. If new equipment is required, a request must be submitted as soon as possible either through the Sports Representatives or directly to the Athletic Director.
- VI. Once a request is approved, the Athletic Director or designate will be responsible for the purchase of all necessary equipment.
- VII. The Athletic Board will maintain a stock of presentable uniforms for use by student athletes representing John Oliver in interschool competition.
 - A. Students should be made aware of the replacement value of the assigned uniform, and the necessity of maintaining it in good condition while in their care.
 - B. Uniforms are to be worn only in interschool competition or when representing the school; they are not to be worn in PE class or casually as day wear.
 - C. Uniforms must be returned by the stated date, otherwise late fees may ensue; lost or damaged uniforms will be charged full cost of replacement,

and that student's future participation in the Athletics Program may be revoked until the uniform is replaced.

VIII. Weight Room

- A. The J.O. weight room is currently located beside the main gym on the west side of the main building. Teams wishing to use the weight room should follow the same procedures booking times for gyms or fields through the Athletic Director. Coaches/sponsors who request weight room times must be present in the weight room at the time of use by their team and be actively supervising safety and proper use of the weight room.
- B. When the weight room is reserved by a specific team, only members of that team may use the weight room during the requested time; no other individuals are allowed.
- C. Individual use of the weight room outside class time is permitted only if a qualified adult supervisor is present and all weight room rules are followed.
- D. Rules:
 - i. All users must be properly attired.
 - ii. No food or drinks are allowed in the weight room.
 - iii. Users of free weights must have a spotter.
 - iv. Weights must be returned to their proper place after use.
 - v. No horseplay or unsafe behaviour is allowed.
 - vi. No spectators or loiterers are allowed.
 - vii. Users must respect the equipment and proper techniques must be used.
 - viii. A qualified adult supervisor must be present.

5. **Scheduling**

- I. Prior to the season of play, teams who need the use of a school gym, field or other athletics facility should submit their request including preferred days and times in writing as soon as possible to the Athletic Director, who shall attempt to accommodate requests where possible. If there is a conflict, the following mitigating factors will determine priority of use:
 - A. Age level of participants – generally, younger age groups will be given earlier times.
 - B. Game requests versus practice requests.
 - C. Playoff games versus season play.
 - D. The availability of alternate sites/facilities.
 - E. The volume and equity of facility use.
 - F. Time flexibility/constraints of coaches.
- II. Teams must submit a copy of their schedule to the Athletic Director as soon as possible to facilitate school scheduling of facilities; a second copy should be forwarded to the Officials Coordinator.

- III. Where possible, the Athletic Director will compile a composite schedule of all facilities and teams.
- IV. Any rescheduling of games must be submitted to the Athletic Director and Officials Coordinator as soon as possible so that the necessary adjustments may be made; insufficient notice may result in the request being unsuccessful.

6. **Team Registration**

- I. Coaches/Sponsors must complete a team registration form and submit it to the Athletic Director prior to each season's stated deadline. All information must be complete before being submitted – it is the responsibility of the Coach/Sponsor to ensure that all information is correct (use the school's Permanent Records information) and to verify eligibility.
- II. Failure to submit a team registration by the stated deadline will result in the school being levied a late fine by the governing body (BCSS or VSSAA); this may result in the costs being passed onto the offending team.
- III. Student eligibility appeals must be submitted by the stated deadlines and is the responsibility of the coach/sponsor to collect the necessary information; eligibility appeals to the BCSS carry an accompanying appeals fee that is charged to the school, which may be passed onto the team or individual student.
- IV. At the conclusion of the season, a final roster must be submitted to the Block Club sponsor for the determination of Block Club points and individual awards consideration.

7. **Discipline**

- I. All participants in the J.O. Athletic Program are expected to adhere to and uphold the conditions set forth in the J.O. Athletic Code of Conduct and Commitment Forms, which must be signed before participating.
- II. Penalties may be issued for incidents that are deemed showing a lack of commitment, maturity, or respect for others in the area of athletics and high school sports. Penalties may include service to the school and/or other duties related to good citizenship and making a positive contribution to the community, as well as ineligibility for or the revoking of school awards.
- III. All discipline will be referred to the Discipline Chairperson, in conjunction with the Athletic Director and Athletic Board.
- IV. An issue/incident deemed by the coach/sponsor to merit the attention of the Athletic Board shall be recorded and submitted to the Discipline Chairperson or directly to the Athletic Director.
 - A. If deemed appropriate, the Discipline Chair shall call and preside over a meeting of the Athletic Board members (excluding the student members of

the board), the coach and/or sponsor, the student, and that student's grade counselor.

- B. The outcome of the meeting/hearing will be recorded and distributed to the grade counselor, coach/sponsor, and parents of the student involved.
- C. The jurisdiction of the Athletic Board Discipline is limited to areas and times concerning athletics extra-curricular activities, with the intent to provide an opportunity for the student to make redress for future reinstatement in the Athletics Program; in extraordinary cases, further discipline may be recommended to the grade counselor and school administration.
- V. The Discipline Chairperson will communicate any salient matters arising from the hearings to the administration for any possible further consequences deemed appropriate by the school administration.
- VI. Appeals of discipline decisions may be made in writing to the school Principal.

8. **Awards**

- I. The John Oliver Athletics Program is proud of the achievements of its teams and sporting individuals. Recognition of outstanding performances takes place at many different times and in different venues.
- II. The most prolific of John Oliver's Athletic Awards occurs at the annual Athletic Awards ceremony and banquet/BBQ, traditionally held near the end of the school year. Athletes and teams who have won championships and/or otherwise distinguished themselves above others in inter-highschool competition are honoured before an assembly of their peers, coaches, staff and parents in what has become a high point of school spirit in the school year.
- III. In order for a team to be recognized at the Awards ceremony, they must have:
 - A. won a championship.
 - B. contested for the championship in the final for that sport.
 - C. been recognized for spirit and/or sportsmanship for that sport.
- IV. In order for an individual athlete to be recognized at the Awards ceremony, they must have:
 - A. achieved a championship level in their sport.
 - B. performed at an elite level in their sport, as recognized by all-star or all-province designations.
- V. Individual students who have achieved their official blocks or higher (ie. silver pin) designations are also recognized at the Awards ceremony.
- VI. The J.O. Block Club Scholarship winners may also be announced at the Awards ceremony.
- VII. John Oliver recognizes individual athletes for their athletic accomplishments and sportsmanship with annual awards for the following categories:

- A. Outstanding Athlete – Bantam Girls
 - B. Sportsmanship – Bantam Girls
 - C. Outstanding Athlete – Bantam Boys
 - D. Sportsmanship – Bantam Boys
 - E. Outstanding Athlete – Juvenile Girls
 - F. Sportsmanship – Juvenile Girls
 - G. Outstanding Athlete – Juvenile Boys
 - H. Sportsmanship – Juvenile Boys
 - I. Outstanding Athlete – Junior Girls
 - J. Sportsmanship – Junior Girls
 - K. Outstanding Athlete – Junior Boys
 - L. Sportsmanship – Junior Boys
 - M. Outstanding Athlete – Senior Grade 11 Girls
 - N. Sportsmanship – Senior Grade 11 Girls
 - O. Outstanding Athlete – Senior Grade 11 Boys
 - P. Sportsmanship – Senior Grade 11 Boys
 - Q. Outstanding Athlete – Senior Grade 12 Girls
 - R. Sportsmanship – Senior Grade 12 Girls
 - S. Outstanding Athlete – Senior Grade 12 Boys
 - T. Sportsmanship – Senior Grade 12 Boys
 - U. Sportsmanship – Senior Team (*Pat Spencer Trophy*)
 - V. Sportsmanship – Junior Team (*Harold Braverman Trophy*)
- VIII. Any change in time, venue or format of the Awards ceremony and banquet/BBQ shall be determined at the June Annual General Meeting of Coaches & Sponsors.
- IX. Team MVP's (as of 2008-09) for each team will be recognized at the end of each season with a plaque, and a group photo at the year-end ceremony.
- X. The organization of the Awards ceremony shall be the responsibility of the Athletic Director and the Block Club Sponsor(s), and will include the following:
- A. Determine which teams/individuals are to be recognized.
 - B. Gather the necessary trophies and certificates.
 - C. Produce/prepare a program for the ceremony.
 - D. Determine in consultation with coaches and sponsors the individual award winners for each grade at a year-end meeting.
 - E. Make the necessary arrangements for food and supplies.
 - F. Recruit speakers/presenters for the awards.
 - G. Set up the staging of the ceremony and banquet/BBQ.
 - H. Chair the Awards ceremony.
9. **Block Club**
- I. The Block Club is an organization of male and female students who have earned a minimum Athletics Small Block and who assist in the Athletics Program and special events at the school. The J.O. Block Club has been in existence since the 1950s, and remain an integral part of the school and community.
 - II. Students receive credits towards their blocks from their coaches/sponsors for

the season that they were involved in that sport. Credits are kept on file by the Block Club Sponsor and updated each May. Credit levels for each block are determined by the Block Club Sponsors.

- III. The Block Club is more than just a service club; it is also a social club, fundraiser and spirit leader. Activities are organized by the Club Presidents and vary from year to year.

10. **Officials**

- I. While senior and junior level teams utilize professional referees, the vast majority of teams at J.O. depend heavily on student volunteers acting as student referees and table officials.
- II. The Athletic Director is responsible for recruiting a coordinator for the student officials program, who organizes the training, scheduling and recognition of student officials. It is the general policy of the Athletics Program to finance the cost of training clinic fees for student officials.
- III. Officials' positions may be filled by students owing service to the school.
- IV. The organizational meetings for each specific sport will determine which levels of that sport will use professional referees and which will rely on student volunteers.
- V. Coaches/Sponsors are responsible for notifying the Athletic Director about professional officials and their payment method; some sports require the referee to be paid in cash at the actual game, other sports send an invoice at the end of the season.
- VI. Student officials will receive credits toward Block Club as well as service points. The tracking and awarding of these points will be the responsibility of the Officials Coordinator.
- VII. All game schedules and/or schedule changes must be submitted to the Athletic Director and the Officials Coordinator as soon as possible.

11. **References**

- I. Handbook, Vancouver Secondary Schools Athletic Association
- II. John Oliver Secondary Coaches'/Sponsors' Handbook
- III. Athletic Director's Handbook, VSSAA
- IV. B.C. School Sports Handbook

12. **Interpretation**

Nothing in this constitution shall conflict with the constitution, policies or rules and regulations of the Vancouver Secondary Schools Athletic Association. If a conflict is perceived, the conditions of the VSSAA will prevail.

JOHN OLIVER ATHLETICS

COACH'S/SPONSOR'S RESPONSIBILITIES

Coaches, sponsors, athletes and all other team members are ambassadors of John Oliver Secondary. As such, all coaches and sponsors must insist on high standards from their players and set an appropriate example.

I. Pre-Season:

- ☐ 1. Read the John Oliver Coaches'/Sponsors' Handbook, VSSAA Handbook, BCSS Handbook, and League Policies for your sport. Become familiar with:
 - a) Equipment and uniform distribution and collection.
 - b) The completion of registration forms and eligibility.
 - c) The John Oliver Athletic Commitment Form and Athletic Code.
 - d) Policies regarding disputes during games.
 - e) Policies regarding discipline problems.
 - f) Vancouver School Board Policy re: Alcohol, Tobacco & Drugs
 - i) No student may smoke in a school building or on school grounds or at any school sponsored function.
 - ii) Students using, under the influence of, or possessing illegal or non-prescription drugs or alcohol in the school, in the vicinity of the school, or at any school-sponsored function, are in violation of school and school board policy.
- ☐ 2. Call an organizational team meeting prior to the VSSAA organizational meeting to determine if there are enough interested players to enter a team. Recommended numbers are in the VSSAA handbook.
- ☐ 3. Attend the VSSAA organizational meeting for your sport to enter a team and become familiar with policies and any changes.
- ☐ 4. Have all interested students read and sign an Athletic Commitment/Parent Consent Form and the John Oliver Athletic Code. It is imperative that students understand the expectations and responsibilities set out in these documents. Students must also complete and submit a Medical History Form. These should be kept in the team medical kit for reference. All forms must be completed and submitted before a student is to participate.
- ☐ 5. Notify students of first practice - time and place.
- ☐ 6. Arrange for necessary equipment and medical kit with the Athletic Director.
- ☐ 7. Collect and file all completed Athletic Commitment Forms/Parent Consent Forms.

- ☐8. Complete VSSAA/BCSS Player Registration Form. Make two copies - one to the Athletic Director and one to submit to VSSAA/BCSS prior to deadlines. Verify all birthdates with Permanent Records. Late registrations will be fined.
- ☐9. Complete a Team Roster Uniform Distribution Form (see Reference Forms in J.O. handbook) including the names of all team members who are to receive a uniform. Submit to the Uniforms Coordinators preferably five days prior to the day to wish the uniforms to be distributed.
- ☐10. Notify the Athletic Director, in writing, preferred facility times for practices.
- ☐11. Notify the Athletic Director, in writing, of any necessary fees (e.g. referees, green fees, tournaments, league fees, etc.)
- ☐12. Distribute VSB Third Party Liability Accident Insurance Forms (available from office) to students/parents/volunteers/coaches/sponsors who will be transporting students to and from games.
- ☐13. Ensure that all students understand the expectations of the John Oliver Athletic Program regarding the following:
 - a) commitment to practices and games continue to the end of the season.
 - b) early dismissals are a privilege not to be abused, and that when issued students are to move quickly and quietly out of the school as soon as possible as other classes are not to be disturbed.
 - c) uniforms and equipment must be respected and kept in good care.
 - d) conduct of play and sportsmanship must be positive.
 - e) students must recognize their first priority to be school, with respect to attendance, effort, behaviour and citizenship.
- ☐14. Submit a copy of League Schedules to the Athletic Director and Officials Coordinators as soon as they are available.

II. In-Season:

- ☐1. Arrange practice times.
- ☐2. Arrange/verify game officials.
- ☐3. Administer early dismissals for away games (see Reference Forms in J.O. handbook). Students should not arrive at the host school before the host school's dismissal.
- ☐4. Report scores to league statistician.
- ☐5. Ensure that league and school policies are adhered to. This would include:

- a) Punctuality for all games and practices.
 - b) Refraining from the use of inappropriate language, comments or behaviour (to players, coaches, sponsors, officials, etc.)
- 6. Notify the Athletic Director immediately regarding any disciplinary problems (e.g. players missing practices/games, unsportsmanlike conduct, ejections, etc.)
- 7. Arrange for team and candid photographs.
- 8. When coaching the opposite gender, it is recommended that
- a) a second player, coach, sponsor or other adult be present during any one-on-one coaching or meeting.
 - b) all coaches/sponsors immediately confront and discourage any player who makes a physical advance.
 - c) all coaches/sponsors ensure that any physical contact is appropriate to skill development or encouragement only.
 - d) coaches/sponsors ensure that students understand that any condition which prevents participation must be attended to by medical advice/treatment, and that any medical advice/feedback must be made known to the coach/sponsor.
 - e) when there is a member of the opposite gender on any team (athlete, manager, etc.) a second adult of the same gender must accompany the team to all out-of-town excursions.
- 9. Practices
- a) All players are expected to attend all practices and games. Appointments should be encouraged for non-practice/non-game times if possible.
 - b) If a practice/game cannot be made, it is the responsibility of the player to contact the coach/sponsor prior to the absence. It will be up to the discretion of the coach/sponsor as to playing time/discipline in the case of these absences.
 - c) All non-teacher coaches must have a teacher sponsor in the vicinity of the practice.
- 10. Games
- a) All players must attend classes without any unexcused absences the day of a game in order to be allowed to play.
 - b) Any yellow card or technical foul (in other words a misconduct or unsportsmanlike behaviour) during a game must result in the player incurring the penalty being promptly removed from the game. The coach/sponsor must also ensure that the player in question clearly understands the nature of the transgression and that further participation is dependent on no further incidents of that nature.
 - c) Team members should be required to shake the hand of their opponents after the game, and captains to thank the game officials.

- d) Players from another team (e.g. Junior to Senior) should only be used in cases of emergency or in consultation and agreement with the other coach(es)/sponsor(s) of that team.
- e) All players should have an opportunity to play/participate during the season.
- f) It should be considered unethical to “run up” the score on a weaker opponent: this presents an opportune time to play weaker players or practice other parts of the game.
- g) All players are expected to give 100% at all times, practices and games.
- h) Coaches/sponsors are expected to remain at the away site of play until all student members of the team have left.

□11. Early Dismissals

- a) All students must be aware that Early Dismissals are a privilege not a right, and that this can be revoked for reasons which include the following:
 - i) not attending classes
 - ii) not fulfilling subject requirements
 - iii) poor classroom behaviour
 - iv) poor citizenship
- b) Students are expected to ask - not demand - their subject teacher to be excused from a class as indicated on the E.D. Students are responsible for any and all classwork that is missed due to the early dismissal. Wherever possible, students are to inform the teacher(s) at least one day in advance of the early dismissal and to arrange for any classwork/assignments to be done.
- c) Students are not to waste time in the hallways and at lockers. Students must leave the building as quickly and as quietly as possible without disturbing any other classes.
- d) Early Dismissal times should be adjusted accordingly if private transportation is being used.

□12. Uniforms

- a) All student athletes are expected to wear the uniforms assigned to their team. A student athlete will not be allowed to play unless attired in the proper team gear.
- b) Students must pay the uniform deposit before a uniform is assigned. A student is not allowed to play unless fees/deposits are paid.

□13. Conduct of Play and Sportsmanship

- a) Good sportsmanship is expected from all representatives (athletes, coaches, sponsors, managers, etc.) of the school at all times.
- b) Any unacceptable behaviour must be reported to the Athletic Board as soon as possible.

III. Post-Season:

- ☐1. Ensure that the following are submitted to the appropriate parties:
 - a) Block Club Credit Points
 - b) Top Sportsmanship and Athlete Award Nominations
 - c) Annual Write-up
 - d) Budget Request for next season
- ☐2. Return team equipment, first aid kit and any keys to the Athletic Director
- ☐3. Ensure that students are aware of the uniform return date for that season.
- ☐4. Out of season training policy:
 - a) Teams are not to be chosen during out of season training.
 - b) Team try-outs are only to be held in-season.
 - c) Participation or non-participation in out of season training will not have any bearing on whether a student athlete can try out for the team.
 - d) Any out of season training must be properly supervised and sponsored by a teacher-sponsor.
- ☐5. Attend post-season wrap-up meetings for the specific sport/league.

NOTES FROM THE VSSAA HANDBOOK

COACHES' RESPONSIBILITIES

Coaches must insist on a high standard of sportsmanship from their players and set an appropriate example. Unacceptable behaviour by a coach should be reported to an administrator. One of the major aims of the V.S.S.A.A. is the teaching of fair play.

The V.S.S.A.A. directors are becoming increasingly concerned over the poor sportsmanship of some coaches. It is indeed unfortunate that a few immature people can cause our programs to fall into disrepute. The V.S.S.A.A. Rules and Regulations now contains the following clause:

"When the conduct of a coach(es) or sponsor(s) during competition is detrimental to the objectives of the V.S.S.A.A., the non-offending coach is directed to approach the offender(s) to resolve the issue. If satisfaction is not realized the offending coach(es) or sponsor(s) should be informed that their principal will be notified. The non-offending coach will then ask his/her principal to contact the offender's(s') principal. One or both principals should have verbal contact with the president of the V.S.S.A.A."

It is hoped that this clause never has to be invoked.

Responsibilities

- (a) You must inform your players that they have a commitment to the team to continue to the end of the season. This is best done by having your players sign a statement to this effect.
- (b) You are expected to attend all practices and games. This includes the time immediately before and immediately after the game (or practice) when the team is in the dressing room. Many discipline problems arise between teams at this time. If a teacher from your school is not present at the game, you shall forfeit all rights to the game. A game should not be started unless teachers from both schools are present.
- (c) When your team travels they are considered to be under your care at all times. Inappropriate conduct, including the consumption of alcohol, must be reported to both the V.S.S.A.A. and your school administrator as soon as possible.
- (d) You must not under any circumstances recruit, either directly or indirectly, a student from another school.
- (e) When a player has been expelled from a game by an official, you must make verbal contact with the principal of the offending player(s). The principal will initiate a meeting of the school discipline committee and, after a review of the case, the student will be informed of the penalty. The school athletic director will send the results to the V.S.S.A.A. and to the opposing school on the Discipline Decision Form.

COACHES' RESPONSIBILITIES Continued:

- (f) Please keep in mind that the student athlete will have others placing demands upon his/her time. For example he/she will be expected to keep up with his/her assignments, to participate in planned family activities, etc. He/She also deserves the right to have some leisure time. While he/she has made a commitment to play for your team, try not to place excessive demands upon him/her.

- (g) There is a recommended number of players for certain sports:

Rugby	-	22	Softball	-	12
Soccer	-	16	Football	-	30
Basketball	-	12	Volleyball	-	12

Problems have occurred in the past because some teams have lost players through injury, quitting, discipline, etc. Coaches are reminded that game defaults (failure to appear for a game) and withdrawal from leagues are both very serious matters. The members of your team have not only a commitment to you, the school, and the team, they also have a commitment to the other teams.

- (h) Non-teacher Coaches:

- (i) must be apprised of V.S.S.A.A. rules of play and eligibility;
- (ii) are strongly encouraged to attend the organizational meeting of their sport to participate in an orientation process; and
- (iii) must complete the V.S.B. Volunteer Coach's Safety Check form, the V.S.S.A.A. Coach's Code of Conduct form and be deemed acceptable by the principal.

VSSAA Athletic Sponsors Quick Reference

Thank-you for volunteering your time to sponsor one of our athletic teams. Although there is an "outside" coach responsible for coaching the team, you will be the person who controls and manages the students. You are ultimately responsible for the behaviour of the team. Here is a quick reference to make sure everything is taken care of:

Pre-season

1. **School Procedures, Facilities and Equipment:** Check with the Athletic Director for procedures for booking facilities, necessary keys, uniforms and registration deadlines.
2. **Organizational Meeting** – Every sport and league has an organizational meeting. At these meetings teams are entered into the league. A team representative (you!) need to be there. The school's AD will provide you with the date, location and time of the meeting.
3. **Athlete Permission Forms** – All students must complete an athletic permission form. These should be kept by the sponsor. It must have a parent/guardian signature and as well, contains player medical information. (A sample is attached)

During the season

1. **Games:**
 - a) **If your coach is not fully qualified/sanctioned:** You must sit on the team bench for the duration of the game. You are responsible for the teams behaviour (even that of the coach). At home games, you are also responsible for the behaviour of the crowd. Again, check with the AD regarding specific school policies.
 - b) **If your coach is fully qualified/sanctioned:** It is not compulsory for you to be present at the game but you should be in contact with the coach following each game for a progress report.
 - c) **Early Dismissal forms:** You will be responsible for completing all forms for 'away' games.
2. **Practices:** Each school has their own procedures for sponsorship at practices. Please check with the AD.
3. **Game Scores:** After the game, it is the team's responsibility to fax or email the score to the statistician. This can be done by either the coach or sponsor. Please make arrangements with the coach.
4. **Game ejections:** If for some reason a player is ejected from a game (this is done by the official, coach or sponsor), he/she must leave the playing area. The incident must be reported ASAP to the AD (see attached form) as the player is suspended until the incident is cleared by the school's Athletic Board. There are more detailed procedures in the VSSAA Handbook on pages 46-47.
5. **Injuries:** Please follow the school's Emergency Action Plan and report any serious injuries to the school's First Aid Attendant, asap. Make sure you have access to a phone at all games.
6. **Game Officials:** Depending on the policies and procedures at your school, you may be required to find game officials and scorekeepers for home games. Please check with the AD for students who help out. It is the HOME team's responsibility to see that the gym/field is ready for the game (score table, officials, field lined, etc)

Post Season

1. **Uniforms:** Once the season is over, please collect the players' uniforms (the washing is the responsibility of the players or you can choose to do this yourself) and return them to the AD.
2. **Equipment:** All equipment and keys need to be returned to the AD.
3. **Post Season Reports:** If your school provides athletic awards at the end of the school year, you may be requested to provide input into the selection process.

ARTICLE G. RULES OF COMPETITION AND PRACTICE

Section I - School Obligation to Participate

1. Schools are not committed to play in all sports or enter all divisions of a particular association league; but where a school has teams competing in all sports approved by the VSSAA, they shall be obligated to play all games to completion in all VSSAA league competition, (including scheduled exhibition), and VSSAA playoffs.
2. At the senior level of play in Boys' Basketball the league teams must register at the Wind-up Meeting. Only these teams have the right to play for the Vancouver Championships.

Section II - Organization of Leagues

1. Leagues may be organized in more than one division.
2. There must be a senior division unless the directors grant permission otherwise.
3. Schools entering the intermediate, senior "B", and/or senior "A", but not the most senior level of play in a sport, must ask permission to do so at the league organization meeting.

ARTICLE G. RULES OF COMPETITION AND PRACTICE (Continued)

Section II - Organization of Leagues cont'd

4. More than one team from a school is permitted to advance to the association playoffs.
5. Teams from other associations entering a V.S.S.A.A. league will be required to travel to Vancouver for their games (unless otherwise agreed to by the Vancouver schools).
6. Teams from other associations are eligible for league play in the V.S.S.A.A. upon the approval of the Organizational Meeting. All teams are subject to VSSAA policies as outlined in this handbook.
7. Non VSSAA Schools are not permitted to participate in the VSSAA playoffs.
8. Alternate school programs and teams fall under the jurisdiction of the V.S.S.A.A. and the sponsoring secondary school, when they are involved in V.S.S.A.A. leagues.
9. To qualify as a VSSAA League Champion, a league must have at least four (4) VSSAA member school teams.
10. Teams from VSSAA Member schools must have the permission of the VSSAA Board of Directors in order to join a league of another association.

Section III - Organization of Scheduled Playoffs

1. Organization of association schedules and playoffs is a mutually co-operative effort between conveners and the V.S.S.A.A.

Section IV - Game Rules

1. All V.S.S.A.A. league and playoff competition will be played under the rules of the recognized authority for that sport. Exceptions may be incorporated by a majority vote of coaches at either the organization or wind-up meeting for that sport.
2. Thirty (30) minutes after starting time a team may claim the game by forfeit, provided that reasonable attempts to ascertain the reason for delay were made. If a team arrives after the thirty minute waiting period and the protesting coach believes a forfeiture is in order, the Protest Procedure must be followed as outlined in Section XI - Protests.
3. A player representing his/her school in all V.S.S.A.A. league, playoff and provincial competition is required to wear a recognized school uniform. A school uniform consists of a shirt and shorts or strip appropriate to the sport. The strip will have recognized school colours with or without school logo and/or cresting. School colours are as found on page 2 & 3. If a player / team does not participate in a school uniform, the Protest procedure must be followed as outlined in Section IX - Protests.

ARTICLE G. RULES OF COMPETITION AND PRACTICE (Continued)

Section IV - Game Rules cont'd

If a school wishes to adapt colours or change colour, name or logo, it must be put before the membership at the A.G.M. Exceptions to the uniform policy based upon religious and cultural grounds can be appealed to the V.S.S.A.A. Directors.

NOTE TO COACHES: Strip that displays any type of commercial advertising (other than a small decal sized logo) will not be allowed in league or championship play.

4. If a coach/sponsor is ejected from a game by an official, the game must be discontinued unless a different sponsor from the same school takes over the responsibilities of the ejected coach. Discontinued games shall be awarded to the team of the non-offending coach. A discipline report must be filed with the VSSAA Discipline Chair.
5. The coach/sponsor of the winning team must fax the league statistician of his/her division and report the score after each league and playoff game. If there is a tie, then both teams must report the game score.

Game scores must be reported by the end of that week otherwise penalties will be enforced. The penalty will be a minimum of \$5.00 per incident. All fees will be collected by the VSSAA.

6. **SUPERVISION:** The school team must be accompanied by a coach/sponsor defined as a person employed by the Vancouver School Board and/or a School Liaison Officer approved by the school's Administrator, in accordance with the VSB Field Trips policy to all games (exhibition, league, playoffs unrestricted, restricted). The School Administrator must ensure that the supervision adheres to the Principals of the VSSAA, Coach's Responsibilities and Coach's Code of Conduct as outlined in the VSSAA Handbook. The competition official and other supervisors must be aware of who the adult supervisor is if that supervisor is a different individual than the coach. The supervisor must be in attendance prior to the commencement of the competition and must stay for the duration of the competition on the bench or in the appropriate coaching area.

NB. This policy overrides the BC SCHOOL SPORTS policy which allows a responsible adult to be the supervisor.

7. **GAME SHEETS:** All sports (BCSS & VSSAA) must use a VSSAA approved game sheet on which all player rosters must be completed prior to the start of the game or match.

ARTICLE G. RULES OF COMPETITION AND PRACTICE (Continued)

Section V - Sport Seasons & Limitations for Play for non-BC School Sports Activities

1. The following shall be the limits for play:

	START EXHIBITION	START LEAGUE	FINISH
FALL SPORTS	1st day of school year	1st day of school year	December 03
WINTER SPORTS	November 28	November 28	March 11
SPRING SPORTS	March 06	March 06	June 10

2. There will be no date restrictions on coaching and practising in secondary school sports. Practices are to be classified as either a) in-season or b) out of season, in nature.

An in-season practice is one which occurs within the season dates as described. These practices may be compulsory and should serve to select team members.

Out-of-season practices are those which occur at any other time during the school year beyond the traditional season dates. These practices are non-compulsory. Non-attendance may not cause non-selection to the team. Student athletes must complete their responsibilities to the in-season sport (attend practices and games) first. In-season sports will have first call on the students, facilities, and equipment at that school.

The V.S.S.A.A. does not recommend nor sanction summer programs, practices nor competition between June 15 and the opening day of school.

N.B. Individual schools have the right to be more restrictive either at certain grade levels or throughout their athletic programs. If schools wish to retain and enforce the traditional season dates for practices that is their prerogative.

3. Out of Season Guidelines:
 - (i) The individual or team desiring to compete must affiliate with the appropriate Provincial Sport Organization.
 - (ii) The individual or team must not use the school name, stationery, accounting system or wear the school uniform during competition.
 - (iii) The individual league or team is solely responsible for suitable and appropriate insurance coverage (medical, liability, etc.).
 - (iv) The individual or team must book school facilities in accordance with school or district policy. These facility times must not be in conflict with in-season league play or practices.
 - (v) The administration of the school shall ensure that the out of season sport not operate to the detriment of any in season sport.
 - (vi) School teams are allowed to play International and Out of Province visiting teams and special tournaments.

Recommendation: That parents of the individuals competing must receive notification from the school and acknowledge in writing that the competitive experience being provided is not part of the regular inter-scholastic athletic program of the school.

ARTICLE G. RULES OF COMPETITION AND PRACTICE (Continued)

Section V - Sport Seasons & Limitations for Play for non-BC School Sports Activities

4. Spring practice and/or exhibition play (for fall sports only) is permitted for a maximum of 10 school days after the VSSAA Track and Field Meet has been completed and until June 15.
5. There shall be no practices, competition or exhibition play between June 15 and the opening day of school in September.

Section VI - Defaults, Postponements, Forfeitures

1. Default - Forty-eight (48) hours notice must be given to the scheduled opponent by any team intending to default a game. The principal of the school whose team intends to default a game must be informed prior to such notice being given. Full explanation of the details connected with the default must be sent to the V.S.S.A.A. president. The directors of the association shall decide the penalty for a default.

If a team does not provide proper notification with accordance to league policies then the league and VSSAA will impose penalties.

2. Postponements - Scheduled games may be postponed only for weather conditions or other reasons beyond the control of the school and with specific consent of the teacher sponsor of the other school involved. The game must be rescheduled at the earliest convenience of both schools, and prior to the last league game. Coaches are expected to attend VSTAAGMs and should reschedule games on those dates. For all other VSTA meetings, the discretion of the coach prevails. If one coach wishes to attend the meeting, the game is to be rescheduled. Communication between coaches is IMPERATIVE. Teams are committed to play all of their scheduled exhibition, league and playoff games. If a team does not fulfill its obligations to the league, a protest should be filed with the VSSAA Protest Committee by the opposing coach and/or convener.
3. Forfeit - If a school, for reasons beyond its control, cannot play a scheduled game, the directors may award the game to the other team involved. This shall be called a forfeit. If teams use an ineligible player, the game will be forfeited.
4. Withdrawals - Penalties for league withdrawals will include a \$50.00 fine and possible probation or suspension from Association membership. Any team entered in a league must realize its commitment on the part of the team members to carry on its obligations to finish out a schedule, including V.S.S.A.A. playoffs.

If a team is to be withdrawn from a league, formal notification must be sent to the President of the V.S.S.A.A. The letter must be signed by the coach, athletic director and the principal of the school.

If a team has been withdrawn by the principal for disciplinary reasons that team should be exempt from further action by the V.S.S.A.A.

ARTICLE G. RULES OF COMPETITION AND PRACTICE (Continued)

Section VI - Defaults, Postponements, Forfeitures continued

5. For the purpose of this Section, the V.S.S.A.A. executive shall decide whether failure to play as scheduled shall be classed as "default", "postponement", "forfeit" or "double forfeit", i.e. loss of points by both sides.

Section VII - Protests

The coach/sponsor shall be responsible for protesting a game with the following Protest Procedure:

1. The protesting coach must confer with the opposing coach and official stating the reason(s) for the Protest, state that the game will be played under protest and write this information on the scoresheet, if applicable.
2. Continue to play the game.
3. If the protesting team loses, the coach must inform the principal of his/her school and submit in writing within 2 school days of the competition, the protest to the opposition coach and principal, the protest committee chair and the league convener.
4. The league convener must then notify the opposing coach of the protest and ask that they submit a report, signed by the principal, of the disputed game. This report should be received by the league convener within two (2) days of the request.
5. The Protest Committee shall consist of a V.S.S.A.A. Administrative Representative, League Convener, and First Vice-President. The protest committee will consider information from both sides and its decision is binding. (*In the event of a potential conflict between the school, or individual in question and a committee member, the president shall designate an alternate.)

Section VIII - Control of Competition

1. A sponsor from each participating school must be on the bench/sidelines, with the team, for the entire game. When a school fails to fulfil this requirement it shall forfeit all rights to that game.
2. Referees - Competent officiating must be provided. Coaches or sponsors are expected to maintain control of games. The following steps should be taken when officials are unsatisfactory or when a dispute arises during a contest:
 - (a) Coaches or sponsors should meet with the officials;
 - (b) Coaches and players should be given ample warning before being ejected from a contest. No warning is needed when the action is flagrant.

Coaches or sponsors should notify officials of the above procedure as the need arises.

ARTICLE G. RULES OF COMPETITION AND PRACTICE (Continued)

Section VIII - Control of Competition Continued

3. Student Officials - If you feel a student official is causing serious problems, you and the opposing coach should meet with the official(s) during a stoppage in play - or, if necessary, call a stoppage - in order to prevent the game from getting out of hand. A student official should not eject a coach or player from a contest without giving ample warning - unless the action is flagrant. The best procedure is to have your student official speak to both coaches before taking any action. If a student official is obviously doing an unsatisfactory job, the best procedure would be to have one of the coaches finish the game as the official.
4. This article is intended to be adopted at each of the Sport Organizational Meetings, and adapted as needed.

When a Yellow card is issued to serve as a warning, for infractions, the player(s) shall be substituted out of the game/match for a "cooling off" period, after which time he/she may resume playing.

A Red card is issued for serious infractions. It may or may not follow issuing of a Yellow card. A Red card is synonymous with ejection from a game, i.e. Red card ejection. Any ejection from a game or match is followed by an immediate suspension with a minimum of one league or playoff game. In sports that do not use the Yellow/Red cards, a verbal indication of ejection will suffice.

Section IX - Player Eligibility for all Sports (VSSAA & BC SCHOOL SPORTS)

1. A student shall represent his/her school in only ONE VSSAA sanctioned sport during a season, according to the following classifications:

	Sanctioned	Unsanctioned
Fall Season:	Badminton (co-ed), Field Hockey (girls) Rugby (bantam, juvenile & junior boys), Soccer (boys) Volleyball (girls & senior boys)	
Winter Season:	Basketball (boys & girls), Gymnastics (boys & girls) Ice Hockey (girls), Table Tennis (boys & girls), Wrestling	
Spring Season:	Competitive Golf (open), Recreational Golf (girls), Rugby (senior boys), Soccer (girls), Softball (girls), Tennis (co-ed), Volleyball (bantam, juvenile & junior boys)	Ultimate (co-ed) Track & Field (b & g)
2. A player must be legally registered with a team and dress in two (2) league games to be eligible for V.S.S.A.A. playoffs at any level with that team.

ARTICLE G. RULES OF COMPETITION AND PRACTICE (Continued)

Section X - Player Eligibility for non-BC SCHOOL SPORTS Activities

That individual students must meet the applicable eligibility requirements of BCSS to participate in the VSSAA competition as detailed in Article G "BC SCHOOL SPORTS - Competition Policies and Procedures", Section XII, Subsection 6 Eligibility.

All Eligibility appeals must be filed with the VSSAA president for consideration in accordance with the BCSS Rules and Regulations as detailed in Article G. "BCSS Competitive Policies and Procedures", Section XII Subsection 6 Eligibility.

The Eligibility Committee shall consist of a minimum of three (3) of the following: Past President, the 2nd Vice President, an Administrative Representative, and Classroom Representative. (In the event of a potential conflict between the school, individual in question or committee member, the president shall designate an alternate).

Section XI - Player Registration for non-BC SCHOOL SPORTS Activities

As of the 1999 June Annual General Meeting, all teams must use the VSSAA Player Registration form (teams cannot be registered on the BCSS exnet system). These forms should be sent to the VSSAA (Athletics Coordinator), not BC School Sports. However, the BCSS registration deadlines do apply.

Section XII - Guidelines for Interschool Competition

All Rules of Competitive Policies and Procedures for both BCSS and VSSAA Sports shall be governed in accordance with the BCSS' Policies as outlined in their current handbook.

Section XIII - VSSAA Student Transfer Policy

1. When a student speaks directly with a coach regarding enrolling in his/her school as a cross boundary or administrative transfer, or as soon as a coach becomes aware of a student athlete who is attempting to cross boundary or administrative transfer, coaches will:
 - a) Communicate immediately and directly with the coach of the student's home school that such a transfer process has commenced.
 - b) Speak with their respective principals/vice-principals and athletic directors regarding the student transfer.
 - c) Convene a meeting of the parents and the coaches, athletic directors and principals/vice-principals of both schools if the reason for the student's athletic eligibility is questioned.

Section XIV - VSSAA Student Transfer Policy (Continued)

- d) Only accept the student into their athletic program if schools' coaches, athletic directors and principals/vice-principals agree that there is sound basis for the transfer request and the resulting player eligibility.
- 2. If a student has participated in league play for one school and subsequently transfers to another school during the same season without the appropriate parental change of address then the player is ineligible at the new school until the next season of play.
- 3. If there is not a sound basis for the cross boundary or administrative transfer request and all parties cannot agree, then both the student and parents should be informed that their son/daughter will not be eligible for the current playing season.
- 4. Coaches who are actively involved in camps, whether during the school year or during the summer, shall ensure that it is clearly stated that the purpose of the camp is not to solicit cross boundary student players.
- 5. Consistent with the BCTF Code of Ethics, coaches will not tolerate and will actively discourage any criticism of other colleagues, and if a coach believes that a colleague has violated the spirit of this agreement, it is his/her responsibility to contact the coach directly.

All schools participating in VSSAA leagues must adhere to the policies as listed above (including non VSSAA schools). Schools not willing to abide by the policy will not be permitted to participate in VSSAA leagues.

ARTICLE H. DISCIPLINE

Section I - Students

Any time a student represents a member school, he or she is under the jurisdiction of the V.S.S.A.A., whether playing another member of this Association or not. The V.S.S.A.A. shall have jurisdiction in the following instances:

- (a) Incidents between competitors;
- (b) Incidents between competitors and spectators;
- (c) Incidents between competitors and game officials;
- (d) Incidents between competitors and adults in positions of authority;
- (e) Improper conduct between players of the VSSAA or players registered in VSSAA leagues to and from the game;
- (f) Incidents between coaches and/or sponsors with game officials.

Individual school athletic boards must follow these procedures in dealing with discipline cases as outlined below:

ARTICLE H. DISCIPLINE (Continued)

Types of Offenses

1. Second and third offenses as in Section I above.
2. Incidents involving players or both teams before and after the game, and serious incident(s) during a game; e.g., fighting.
3. Situations including gross misconduct, drugs and/or alcohol.
4. Improper conduct by players while travelling to and from games or while away overnight. The student is to be responsible to the school for his actions until he has returned home.

The Discipline Committee may impose probation; suspension from a certain number of games, suspension from remainder of the season or a subsequent season, or a calendar year. The Committee may refer to the V.S.S.A.A. directors for action. A student(s) may not participate in games or practices until granted permission by the school athletic board, discipline committee, or the V.S.S.A.A. Executive. Any suspension must be served immediately.

Section III - Teams / Spectators

When the conduct of a school team, player(s) and/ or spectator(s) during competition does not conform to the standard expected by the Association; teachers are directed to Article H, Section I and II.

Section IV - General Conduct of Coaches

When the conduct of a coach(es) or sponsor(s) during competition is detrimental to the objectives of the V.S.S.A.A. the non-offending coach is directed to approach the offender(s) to resolve the issue. If satisfaction is not realized the offending coach(es) or sponsor(s) should be informed that their principal will be notified.

The non-offending coach will then ask his/her principal to contact the offender's(s') principal. One or both principals should have verbal contact with the V.S.S.A.A.

Procedures for violations of the Coach's Code of Conduct

1. **Filing a complaint:**
 - a) The offending coach (respondent) must be notified in writing at least 24 hours (1 school day) prior to a formal complaint being filed. The complaint must be filed with BCSS for all BCSS sports and copied to the VSSAA president. For all VSSAA sports, the complaint must be sent to the VSSAA president. Notification may be made by fax, email or letter to the coach, c/o of his/her school.
 - b) The complainant and the respondent may wish to pursue informal resolution prior to the formal complaint being filed with the athletic association.
 - c) The formal complaint must be filed within 5 school days after the situation or incident has occurred.

Procedures for violations of the Coach's Code of Conduct(Continued)

1. Filing a complaint (Continued):

- d) The complaint must cite the specific clause of the coach's code of conduct (BCSS handbook) alleged to have been violated, the date of the occurrence and the particulars of the alleged violation, including naming other parties involved (if applicable).
- e) Additional information in support of the complaint can be submitted as written evidence and be attached to the complaint. This additional information may take the form of letters from students or spectators, reports or letters from tournament or game/event officials, or confirming information from other coaches or school officials. If the evidence is submitted by a minor, the letter must be co-signed by the minor's parent or guardian. All submitted information must be dated.

2. Disciplinary Hearing:

- a) The hearing between the VSSAA Discipline committee, the complainant and the respondent will take place within 15 school days of the formal written complaint being received.
- b) The VSSAA Discipline committee will consist of the President, First Vice-President and Administrative Representative. (In the event of a potential conflict between the school, or individual in question and a committee member, an alternate from the VSSAA executive will be designated)
- c) If the complainant and/or respondent are members of VSTA or VESTA, either or both has the option to have a staff rep present at the hearing.

3. Disciplinary Penalties:

The VSSAA will rule on the complaint, with the following options available to them. These are not written as progressive penalties, but should be applied with due care taken regarding the severity of the offense and the discipline history of the respondent:

- a) No steps taken; complaint not upheld
- b) The complaint upheld, but no action taken
- c) A letter of reprimand to the offending coach
- d) A letter of reprimand to the offending coach and instruction to take a coaching certification theory course within 12 months
- e) A letter of reprimand and a probationary period for the offending coach of up to twelve (12) months
- f) Penalty as in (d) and (e) but with an additional probationary period for the member school of the offending coach
- g) The suspension of the offending coach from coaching restricted and unrestricted competition in Vancouver (all sports / all levels) for a minimum period determined by the VSSAA to a maximum permanent suspension from school sport coaching in Vancouver.
- h) Any coach disciplined under (g) will receive an automatic minimum twelve (12) month suspension for a second instance of a violation of the coach's code of conduct, within a three (3) year period from the first instance.

ARTICLE H. DISCIPLINE (Continued)

Procedures for violations of the Coach's Code of Conduct(Continued)

4. The Ruling:

The ruling must be made within five (5) days of the Hearing, in writing, to the offending coach. cc: Complainant, Offending Coach's school Athletic Director and School Administrator, School District Superintendent, the Athletic Association President.

5. Reminder:

In the case of any probationary period or suspension that continues past the end of a school year, prior to the next school year, VSSAA will send a reminder letter of the penalty and the terms of the penalty to the coach, the school athletic director, the school administrator, the school district superintendent, the athletic association president and the applicable sport commission.

Section V - Discipline Appeal Committee

1. The Discipline Appeal Committee shall consist of the V.S.S.A.A. Executive. Coaches wishing to appeal a disciplinary decision must make written submission (3 copies) within 24 hours of the decision to the V.S.S.A.A. president. Statements must be detailed. The Discipline Appeal Committee may refer appeals to the V.S.S.A.A. Executive and/or the Board of Governors for advice and/or action.

Disciplinary appeals must be supported and signed by the school principal and athletic director of the student's school. If an appeal hearing is requested by a student, the request must come from the principal and athletic director both of whom may be requested to represent or accompany the student to the hearing. This shall constitute the student's right of due process.

2. The VSSAA Discipline Appeal Committee shall deal with the following cases:
 - a) Teams that were disciplined by the VSSAA Discipline Committee in accordance with the VSSAA Rules and Regulations.
 - b) Players that were disciplined by the VSSAA Discipline Committee in accordance with the VSSAA Rules and Regulations.
 - c) Any decision reached by the VSSAA Executive and/or VSSAA League Convener.

ARTICLE I. PROCEDURES FOR ALL HEARINGS

1. All hearings shall be held as soon as possible after the required reports have been received by the appropriate VSSAA Executive Member.
2. The competitor, or coach, or school in question may, if they wish, attend the Hearing. A student may be accompanied by a Parent, Coach, Athletic Director or Principal. If a parent wants to attend, the parent must be accompanied by the Principal or Athletic Director.
3. The competitor in question, or competitor's representative shall advise the competitor's Athletic Director if the competitor plans to attend the Hearing. The Athletic Director must inform the VSSAA Vice-President who will be attending the VSSAA Eligibility Appeal Hearing or the VSSAA Disciplinary Hearing. The Athletic Director must also advise the VSSAA President who will be attending the VSSAA Jury of Appeal.
4. The competitor in question shall be given an opportunity to present an explanation of the disciplinary incident and to cross-examine the evidence against the competitor.
5. After the competitor in question or the competitor's representative(s) have appeared before a VSSAA Hearing, the Panel shall meet privately to consider its decision.
6. The decision of the Panel shall be communicated to the School Athletic Director, in writing, as soon as possible. The School Athletic Director, or teacher/coach, or teacher/sponsor should be first notified of the decision by telephone.
7. The Panel will also provide the VSSAA President and the District Athletics Coordinator with a written copy of the decision.

ARTICLE J. SUSPENSION

Upon proof of the violation of the V.S.S.A.A. Constitution and/or Rules and Regulations by a school or one of its representatives, the V.S.S.A.A. Executive may suspend the offending player, team coach, sponsor or school from participation in V.S.S.A.A. sponsored competition or impose such lesser punishments as it shall decide. Such suspension shall stand until lifted by the directors or by a general meeting.

ARTICLE K. RECOGNITION OF COACHES

The Recognition of Coaches Committee shall consist of the Classroom Representative and the President.

JOHN OLIVER ATHLETICS
COMMUNITY COACH APPLICATION/REGISTRATION FORM

(REVISED AUG/2017)

NAME: _____ DATE OF BIRTH: _____ EMAIL: _____

ADDRESS: _____ POSTAL CODE: _____ PHONE: _____

1) **NCCP COACHING QUALIFICATIONS** NCCP#: _____
 LEVEL-THEORY: _____ DATE COMPLETED: _____ // LEVEL-TECHNICAL: _____ DATE COMPLETED: _____

2) **PREVIOUS COACHING EXPERIENCE**
 SCHOOL: _____ DATES: _____
 COMMUNITY/OTHER: _____ DATES: _____

3) **COACHING PHILOSOPHY:** _____

4) **CRIMINAL RECORD CHECK COMPLETED:** (____/____/____)
 *VSSAA requires once every two years day/month/year

5) **WHICH SPORT/TEAM DO YOU WISH TO COACH?**
 SPORT/TEAM: _____ LEVEL: BANTAM/JUVENILE/JUNIOR/SENIOR
 (circle one)

6) **PERSONAL HISTORY**
 a) Are you currently on probation or suspension from coaching duties within any school or community program? ☐ yes ☐ no
 b) Have you ever been convicted of a criminal offense? ☐ yes ☐ no
 c) Do you have criminal charges pending? ☐ yes ☐ no
 If yes for 5a, 5b, or 5c, please provide details: _____

7) **MEDICAL**
 a) Do you know of any medical condition that may hamper or adversely affect your abilities to carry out coaching activities? ☐ yes ☐ no
 b) If yes to 6a, please provide details: _____

8) **REFERENCES**
 Please provide the names and contact information of three (3) references
Coaching References:
 a) Name: _____ Relationship: _____
 Phone: _____
 b) Name: _____ Relationship: _____
 Phone: _____
Personal Reference:
 c) Name: _____ Relationship: _____
 Phone: _____

I understand and accept that John Oliver Secondary and the Vancouver School Board require that a criminal record check be provided within a two-year period as a pre-requisite to commencing activity with the school. I also have read, understand and accept the school's ATHLETIC CODE and that I will be expected to uphold its provisions. I hereby certify that the information given is complete and accurate.

 FULL NAME (print)

 SIGNATURE

 DATE

1580 West Broadway, Vancouver BC V6J 5K8 (604) 713-5201 (11)

1580 West Broadway, Vancouver BC V6L 3K8 (604) 713-3200 (1)
THE PRF MUST BE MAILED OR BLUE BAGGED to the VSSAA office by the applicable initial deadline dates. Forms must be RECEIVED at the VSSAA office by the FINAL DEADLINES

SPORT: _____

TEAM GENDER: _____

1st _____

2nd _____

3rd _____

team (circle) _____

(only 1 st team can advance to zone champs)

We are registering more than 1 team at this level. This is true

COUNCIL FAX _____

ATHLETIC ASSOCIATION: _____

SCHOOL: _____

SCHOOL PHONE: _____

We certify that the information on this Player Registration Form is correct, and that all students in Section 1 are eligible in accordance with the current BC SCHOOL SPORTS Eligibility Rules.

ATHLETIC DIRECTOR:	Signature	Print Name	TEACHER SPONSOR:	Signature
Print Name				

HEAD COACH: _____

Print Name _____	Signature _____
(if applicable)	Print Name _____

SECTION 1: Columns with Bold Headings **MUST** be completed.

[illegible]

SECTION 2: This section is for students currently INEL

(G)IABLE in accordance to BCCSS policies, but for whom the school will submit an Eligibility Appeal. These students are NOT eligible unless declared eligible by the VSSAA Eligibility Appeals Committee or Jury of Appeal.					
Information	Position	Date of Birth	School at which Current	If DIFFERENT School If in last 12 months Date of	Student Permission Appeal Grade 8

[illegible]

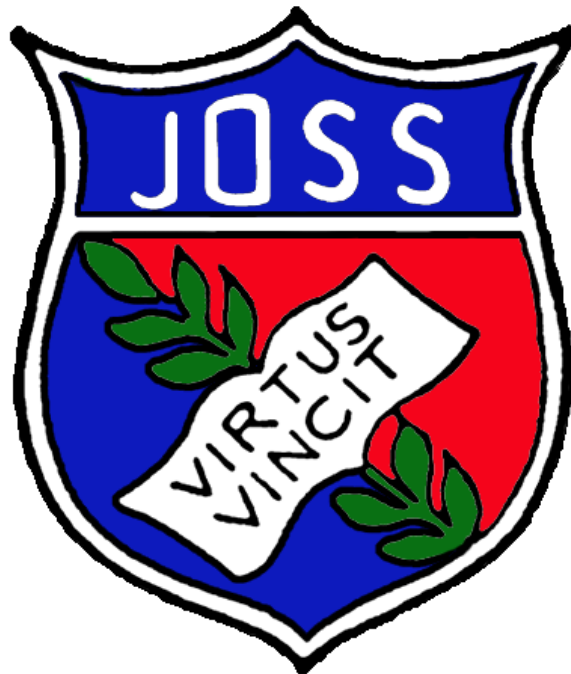
Date Form Submitted by School: _____

Date Form Received by VSSAA: _____

Information Entered:

ALL PLAYER REGISTRATION FORMS MUST BE RECEIVED AT THE VSSAA OFFICE BY THE FINAL DEADLINES

SECTION 2: FORMS & REFERENCE



Team Information/Registration

To be used by the school's Athletic Director to be entered and registered with BC SCHOOL SPORTS and/or VSSAA sport registration. All information needs to be PRINTED and ACCURATE. Upon submission of this form to the Athletic Director, arrangements will be made regarding uniform (where applicable) pick up. Also please list any assistant coaches/personnel who may be working with the team (each name must complete and submit *Community Coach Information* form on p. 42)

SPORT: _____ LEVEL: ☐ Bantam ☐ Juvenile ☐ Junior ☐ Senior

COACH: _____ COACH TYPE: ☐ TEACHER ☐ SD EMPLOYEE ☐ COMMUNITY
**if community coach, please attach Community Coach Information (see p.42 in handbook)*

PHONE: _____ FAX: _____ EMAIL: _____

[illegible]

JOHN OLIVER SECONDARY SCHOOL

ATHLETIC CODE

As a member of the John Oliver Athletic Program, each student should be aware of the school's Athletic Code and the objectives of the program. The Athletic Code is designed to be the general principles governing the athletic program, and all members are required to uphold its provisions.

Violations of these provisions may result in disciplinary action and a formal hearing with the school's Athletic Board; consequences may include suspension from the program, loss of eligibility, and/or revoking of program privileges and awards, and forwarding the matter to the school's administration.

Although conventional initiation of disciplinary action occurs at the coach/sponsor level it is not exclusively, and can be initiated by the J.O. Athletic Board and/or the J.O. Administration if necessary.

1. **Responsibility – Each student-athlete is expected to demonstrate responsibility.**

A. Team members are expected to **attend all practices, games and team functions**, unless there is a valid reason for being absent. The coach/sponsor must be notified prior to the game/practice with as much advance notice as possible.

B. **Withdrawal** from a team must be with the **approval** of the coach/sponsor and/or the Athletic Director; withdrawal after team membership is declared without this approval is deemed unfair to the team as well as other potential student-athletes whose membership was dependent on the full commitment of the withdrawing student; this is viewed as an extremely serious violation of commitment under the JO Athletic Code.

C. Every team member is expected to maintain positive **academic standards and attendance** to the best of his/her ability. This includes issues of academic honesty and integrity as well as efforts in class. In order for a student to participate in a game, s/he must be in **attendance in that day's classes** without any unexcused absences that day.

D. **Athletic fees** for the season in which the sport is played must be paid **before students may participate on a team and issued uniforms**. Financial assistance may be applied for on an individual basis.
*Failure to pay fees or return uniforms/equipment will result in **full** replacement costs charged to the student, possible suspension from further participation in the athletic program and administrative involvement.*

2. **Citizenship – Student-athletes are expected to practice positive citizenship.**

A. As a representative of the athletic program and the school, each member is expected to maintain **positive standards of behaviour and conduct** in and outside of school; student participation in extracurriculars such as high school athletics is representative and therefore an extension of the school itself. Please note that in addition to physical behavior, this also applies to **digital/on-line conduct**. Inappropriate conduct includes stating or posting belittling, derogatory and/or malicious comments, harassment, vandalism, and violence. Additionally, anything encouraging the violation of any J.O. Athletics, School, VSB and/or legal rules and regulations may also be subject to reprimand.

B. **Proper attendance in curricular** as well as **extra-curricular commitments** is expected; it is strongly encouraged to be involved but with an appropriate balance so that commitments are able to be met for all and not compromised one for another.

C. **Vancouver & District rules** (alcohol, tobacco, and drugs may not be used while traveling to, during, or returning from a match or practice) *must* be abided.

3. **Sportsmanship – Student-athletes are expected to practice good sportsmanship.**

A. All members are expected to show the proper respect and courtesy to all coaches, sponsors, teammates, opponents, officials and spectators.
Violations will/should be addressed initially but not exclusively by the coach/sponsor; further action by the J.O. Athletic Board and J.O. Administration may be taken if necessary.

**JOHN OLIVER SECONDARY SCHOOL
ATHLETIC COMMITMENT & CONSENT**

(REV. 09/18)

In order that John Oliver Secondary fulfills its obligations to the Vancouver Secondary Schools Athletic Association and BC School Sports, it is necessary that students competing for a school team commit themselves to **attend all practices, team functions, and games for that team**, unless:

- a) They are absent from school for a valid reason;
- b) By mutual agreement of the coach/sponsor and student, the student athlete is released from the commitment.

Students and parents/guardians should understand that the school's athletic program exists in order to provide students with the opportunity to develop both their knowledge and their level of skill in an activity through athletic competition and preparation for that competition with other secondary schools. Participation in the school's athletic program is considered a **privilege**, with responsibilities and expectations that must be met in order for that privilege to be enjoyed. These activities require a **student athletic fee** to be paid in order to meet some of the costs associated with the activities provided; financial assistance can be applied for through the school's athletic board. It should also be understood that the athletic program is predicated on the volunteerism of staff members, community coaches, and student officials, all giving freely of their time and energies, and **proper respect and conduct must be shown by all participants – whether as athletes or as spectators (student as well as adult)** – in order for this to be possible.

Students and parents/guardians must review and understand **John Oliver's Athletic Code** (see separate form). Failure to abide by this code may result in the intervention of the school's Athletic Board, ineligibility for and/or revoking of school awards, and possible suspension from extra-curricular activities associated with school athletics, as well as further measures from the school administration.

In order for students to participate in John Oliver's Athletic Program, both the student and the parent/guardian must complete the following portion below and return it along with the requisite athletic fee (or financial assistance application form) and the J.O. Athletics Medical Form to the team sponsor/coach responsible for that team/activity prior to any formal participation.

Both the student and the parent/guardian should clearly understand the **commitment** to practice and game schedules before signing and returning this form, since by doing so will constitute agreement to abide by the principles and regulations of the school's athletic code and policies.


Mr. Damian Wilmann, Principal


Mr. Pat Lee, Athletic Director

By signing below, I give consent that (name of student) _____ participate in the John Oliver Athletic Program as a member of the (name of team) _____. I have read the above information and the **J.O. Athletic Code**, and **I understand and agree to the commitments involved**. I also understand and accept that there are inherent risks involved in this particular sport/activity, and that there may be times when the student is not under direct supervision of Vancouver School Board/School sanctioned personnel, but the student is expected to abide by all the rules and regulations governing participation in this sport/activity, traveling to, competing in, and returning from a competition, practice or team function. By signing below, I believe my son/daughter, named above, to be physically fit to take part in this Interscholar activity, and I give permission for him/her to do so, as well as to release the student's information to BC School Sports on-line and VSSAA registration purposes.

Parent/Guardian's Signature & Date

Student's Signature & Date

(One parent may "witness" the signature of the other)

Witness' Signature & Date

JOHN OLIVER SECONDARY SCHOOL

530 East 41st. Avenue, Vancouver, B.C. V5W 1P3

Telephone: (604) 713 – 8938 • Fax: (604) 713 – 8937

JOHN OLIVER ATHLETICS RECEIPT OF PAYMENT

RECEIVED FROM: _____ **DATE:** _____

TEAM: _____

○ ATHLETIC FEE collected \$ _____ (amount) →

○ OTHER FEES \$ _____ (amount) → **TOTAL:\$** _____

DECRPTION/COMMENT: _____

FORM OF PAYMENT

(check one of the following)

○ Cheque ○ Cash

SIGNATURE OF COACH/SPONSOR: _____

JOHN OLIVER SECONDARY SCHOOL

530 East 41st. Avenue, Vancouver, B.C. V5W 1P3

Telephone: (604) 713 – 8938 • Fax: (604) 713 – 8937

JOHN OLIVER ATHLETICS RECEIPT OF PAYMENT

RECEIVED FROM: _____ **DATE:** _____

TEAM: _____

○ ATHLETIC FEE collected \$ _____ (amount) →

○ OTHER FEES \$ _____ (amount) → **TOTAL:\$** _____

DECRPTION/COMMENT: _____

FORM OF PAYMENT

(check one of the following)

○ Cheque ○ Cash

SIGNATURE OF COACH/SPONSOR: _____

**JOHN OLIVER SECONDARY SCHOOL
STUDENT-ATHLETE MEDICAL FORM**

(REV. 09/16)

All information must be completed; a separate form is required for each sport. Eligibility to participate may be withheld if information is incomplete or not submitted.

NAME: _____ D.O.B. (d/m/y): _____ GENDER: _____

TEAM: _____ GRADE: _____ STUDENT #: _____

ADDRESS: _____

PHONE NUMBER: _____ EMAIL: _____

MEDICAL INSURANCE NO.: (BC Care Card) _____

PARENT/GUARDIAN NAME: _____

ADDRESS: (If different from above) _____

PHONE NUMBER: (If different from above) home _____ cell _____

CONTACT PERSON IF PARENT UNAVAILABLE: _____

CONTACT PERSON'S PHONE NUMBER: home _____ cell _____

PHYSICIAN'S NAME: _____ PHONE NUMBER: _____

RECORD OF ILLNESS: Indicate those which have occurred at any time, state any illness/injury of past 5 years:

(Check if student has:) ASTHMA _____ DIABETES _____ HEART CONDITION _____

PAST OR CHRONIC INJURIES (describe): _____

OTHER CONDITIONS OR SURGERY: _____

CHECK IF YOU SUFFER FROM ANY OF THE FOLLOWING: _____ ALLERGIES(to: _____)

RECURRING HEADACHES _____ SEIZURES _____ BLACKOUTS _____ CHEST PAIN _____

DO YOU REQUIRE CORRECTIVE LENSES? YES _____ NO _____ /GLASSES* _____ CONTACTS _____

**it is strongly recommended that straps be worn with glasses during the sport activity*

IMMUNIZATION YEAR OF LAST TETANUS SHOT: _____

LIST ANY **MEDICATIONS** TAKEN REGULARLY(along with reason): _____

DATE FORM COMPLETED: _____

**JOHN OLIVER SECONDARY SCHOOL
ATHLETICS STUDENT FINANCIAL ASSISTANCE
APPLICATION FORM**

(REV. 09/13)

Complete the following, providing as much detail as possible. Applications are to be submitted to the Athletic Director, PRIOR to the beginning of the season of play for that sport/team. In order to assess individual applications, further information may be requested by the Athletic Director, the school's administration and/or counseling department. Applications reflecting legitimate need will be considered; it is the position of the school's athletic program that financial need should not be an impediment to student participation. Reasons for applications that are denied will be formally communicated to the student and parent/guardian. Failure to meet the provisions set out in lieu of submitting athletic fees will be regarded as a debt owing and will be addressed through the school's formal debt-owing process.

NAME OF STUDENT: _____

STUDENT #: _____ CURRENT GRADE: _____

ADDRESS: _____

TELEPHONE #: _____ EMAIL: _____

NAME OF PARENT/GUARDIAN: _____

ADDRESS: (If different from above) _____

TELEPHONE #: (If different from above) _____

DATE OF REQUEST: _____

SPORT & FEE AMOUNT: _____

FORM OF ASSISTANCE REQUESTED (check all that apply):

- _____ **Payment in multiple installments** (*determined in conjunction with the Athletic Director, the total fee having to be arrived at by May 31 of the same school year*)
- _____ **Service in lieu of payment** (*amount and form to be determined in conjunction with the Athletic Director*)

I, the undersigned, understand that this is an application only and that the assistance awarded may or may not be the same as requested, and that additional information may be requested in order to properly assess the application. By signing below, I also agree to meet the provisions of the assistance awarded and that I understand and accept that failure to comply with the arrived-at provisions for assistance will result in administrative action pertaining to fees owed the school, and possible disciplinary action under the jurisdiction of the school's Athletic Board.

Student Signature

Date

Parent/Guardian Signature

Date



JOHN OLIVER ATHLETICS TEACHER REFERRAL FORM

*This form is meant to be a method of formal communication between classroom teachers and coaches/sponsors regarding student-athletes who may require additional support/attention/intervention due to issues arising from their scholastic areas of concern. Teachers are asked to provide as much detail as possible so that an appropriate course of action can be determined, with the over-all goal being a collaborative approach arrived at to further the student-athlete's educational development. Please submit this form to the school's Athletic Director, who will forward copies to the appropriate team's coach/sponsor in order to address the concern. Applicable counsellor and/or administrator will also receive copies as notification for their records.

NAME OF STUDENT: _____ GRADE: _____ STUDENT #: _____

SPORT OR TEAM:

TEACHER SUBMITTING REFERRAL: _____

SUBJECT/CLASS: _____

NATURE OF CONCERN:	Attendance	Behaviour	Achievement
--------------------	------------	-----------	-------------

DETAILS OF CONCERN: _____

ACTION REQUESTED: _____ Remedial time (specify when this would be desired if known)
 _____ Remedial work (to be determined in conjunction with teacher)
 _____ Additional tutorial support required (in class, tutor club,
 or outside tutoring)
 _____ Involvement of Athletic Board (revisiting student eligibility
 for participation)
 _____ Involvement of Administration

DATE OF REFERRAL SUBMISSION: _____

DATE RECEIVED BY ATHLETIC DIRECTOR: _____

*Course of action taken by team will be communicated to the referring teacher by either the teacher-sponsor of the team or the Athletic Director



SECTION 3:

F.Y.I.



Fair Play Codes **(from the Coaches Association of BC)**

Fair Play Code for Athletes

1. I will participate because I want to, not just because my parents or coaches want me to.
2. I will play by the rules, and in the spirit of the game.
3. I will control my temper – fighting and "mouthing off" can spoil the activity for everybody.
4. I will respect my opponents.
5. I will do my best to try to be a true team player.
6. I will remember that winning isn't everything – that having fun, improving my skills, making friends and doing my best are also important.
7. I will acknowledge all good plays/performances – those of my team and of my opponents.
8. I will remember that coaches and officials are there to help me. I will accept their decisions and show them respect.

Fair Play Code for Coaches

1. I will be reasonable when scheduling games and practices, remembering that young athletes have other interests and obligations.
2. I will teach my athletes to play fairly and to respect the rules, officials and opponents.
3. I will ensure that all athletes get equal instruction, support and playing time.
4. I will not ridicule or yell at my athletes for making mistakes or for performing poorly. I will remember that children play to have fun and must be encouraged to have confidence in themselves.
5. I will make sure that equipment and facilities are safe and match the athlete's ages and abilities.
6. I will remember that children need a coach they can respect. I will be generous with praise and set a good example.
7. I will obtain proper training and continue to upgrade my coaching skills.

Fair Play Code for Officials

1. I will make sure that every athlete has a reasonable opportunity to perform to the best of his or her ability, within the limits of the rules.
2. I will avoid or put an end to any situation that threatens the safety of the athletes.
3. I will maintain a healthy atmosphere and environment for competition.
4. I will not permit the intimidation of any athlete either by word or by action. I will not tolerate unacceptable conduct toward officials, athletes, spectators or myself.
5. I will be consistent and objective in calling all infractions, regardless of my personal feelings toward a team or individual athlete.
6. I will handle all conflicts firmly but with dignity.
7. I accept my role as a teacher and role model for fair play, especially with young participants.
8. I will be open to discussion and contact with the athletes before and after the game.
9. I will remain open to constructive criticism and show respect and consideration for different points of view.
10. I will obtain proper training and continue to upgrade my officiating skills.

Fair Play Code for Parents

1. I will not force my child to participate in sports.
2. I will remember that my child plays sport for his or her enjoyment, not for mine.
3. I will encourage my child to play by the rules and to resolve conflicts without resorting to hostility or violence.
4. I will teach my child that doing one's best is as important as winning, so that my child will never feel defeated by the outcome of a game/event.
5. I will make my child feel like a winner every time by offering praise for competing fairly and trying hard.
6. I will never ridicule or yell at my child for making a mistake or losing a competition.
7. I will remember that children learn best by example. I will applaud good plays/performances by both my child's team and their opponents.
8. I will never question the official's judgment or honesty in public.
9. I will support all efforts to remove verbal and physical abuse from children's sporting events.
10. I will respect and show appreciation for the volunteer coaches who give their time to provide sport activities for my child.

Fair Play Code for Spectators

1. I will remember that children play sport for THEIR enjoyment. They are not playing to entertain me.
2. I will not have unrealistic expectations. I will remember that child athletes are not miniature professionals and cannot be judged by professional standards.
3. I will respect the official's decisions and I will encourage participants to do the same.
4. I will never ridicule and athlete for making a mistake during a competition. I will give positive comments that motivate and encourage continued effort.
5. I will condemn the use of violence in any form and will express my disapproval in an appropriate manner to coaches and league officials.
6. I will show respect for my team's opponents, because without them there would be no game.
7. I will not use bad language, nor will I harass athletes, coaches, officials of other spectators.

Nutrition and Athletic Performance

From Elizabeth Quinn (http://sportsmedicine.about.com/cs/nutrition/a/aa101101a_p.htm).

Professional Position Statements

For athletes nutrition and supplement use is a common way to augment a steady training program. Arguments have gone on for years about the best diet for optimal athletic performance. Those arguments will probably continue for years as well. The following position paper may help you make well informed decisions about what to eat and drink.

The following position stand was published in the *Canadian Journal of Dietetic Practice and Research* in the Winter of 2000.

Nutrition and Athletic Performance: Position of Dietitians of Canada, the American Dietetic Association, and the American College of Sports Medicine.

It is the position of Dietitians of Canada, the American Dietetic Association, and the American College of Sports Medicine that physical activity, athletic performance, and recovery from exercise are enhanced by optimal nutrition.

These organizations recommend appropriate selection of food and fluids, timing of intake, and supplement choices for optimal health and exercise performance. This position paper reviews the current scientific data related to athletes' energy needs, assessment of body composition, strategies for weight change, athletes' nutrient and fluid needs, special nutrient needs during training, the use of supplements and nutritional ergogenic aids, and nutrition recommendations for vegetarian athletes.

During times of high physical activity, energy and macronutrient needs - especially **carbohydrate and protein intake** - must be met in order to maintain body weight, replenish glycogen stores, and provide adequate protein for building and repairing tissue.

Fat intake should be adequate to provide essential fatty acids and fat-soluble vitamins, as well as to help provide adequate energy for weight maintenance. Overall, diets should provide moderate amounts of energy from fat (20-25% of energy), there appears to be no health or performance benefit to consuming a diet containing less than 15% of energy from fat.

Body weight and composition can affect exercise performance, but should not be used as the sole criterion for sports performance; daily weigh-ins are discouraged. Consuming adequate food and fluid before, during, and after exercise can help maintain blood glucose levels during exercise, maximize exercise performance, and improve recovery time.

Athletes should be **well hydrated** before beginning exercise; they should also drink enough fluid during and after exercise to balance fluid losses. Consumption of sport drinks containing carbohydrates and electrolytes during exercise will provide fuel for the muscles, help maintain blood glucose levels and the thirst mechanism, and decrease the risk of dehydration or hyponatremia.

Athletes will not need **vitamin-and-mineral supplements** if adequate energy to maintain body weight is consumed from a variety of foods. However, supplements may be required by athletes who restrict energy intake, have severe weight-loss practices, eliminate one or more food groups from their diet, or consume high-carbohydrate diets with low micronutrient density.

Nutritional ergogenic aids should be used with caution, and only after careful evaluation of the product for safety, for efficacy, for potency, and to determine whether or not it is a banned or illegal substance.

Nutrition advice, by a qualified nutrition expert, should be provided only after the athlete's health, diet, supplement and drug use, and energy requirements have been carefully reviewed.

References Position of Dietitians of Canada, the American Dietetic Association, and the American College of Sports Medicine: Nutrition and Athletic Performance.

Canadian Journal of Dietetic Practice and Research

2000 Winter, 61(4):176-192



Coach Self Evaluation Tool

The purpose of this tool is to assist you in identifying the areas of coaching that you need improve upon. Give yourself an honest rating under each category. Once you have completed the evaluation, total your score and see how you measure up on the CABC Coach Meter below.

(1) Strongly Disagree (2) Disagree (3) Agree (4) Strongly Agree

Organizational Skills

I arrive on time	1	2	3	4
I dress appropriately	1	2	3	4
I always prepare a practice/training session plan with logical progressions	1	2	3	4
I challenge all athletes	1	2	3	4
I show concern for the health and safety of all of my athletes during practice and competition	1	2	3	4
I set clear boundaries for athletes	1	2	3	4
I have the ability to treat minor injuries and exhibit reasonable conduct when handling accidents or emergencies	1	2	3	4

Instructional Skills

I introduce skills clearly and accurately	1	2	3	4
I demonstrate skills properly and uses correct techniques	1	2	3	4
I ensure that the activity is suitable for the age, experience, ability and fitness level of each athlete	1	2	3	4
I encourage questions and creates a non-threatening practice environment	1	2	3	4
I explain the reason for doing the activity/drill	1	2	3	4
I assist in the development of short and long term goals, for each athlete and for the team	1	2	3	4

I have the ability to analyze player's strengths and weaknesses 1 2 3 4

Communication and Interpersonal Skills

I am enthusiastic and positive 1 2 3 4

I am dedicated to the sport and the team 1 2 3 4

I demonstrate a sense of fair play and promotes sportsmanship 1 2 3 4

I am patient and tolerant 1 2 3 4

I am honest and fair 1 2 3 4

I am a good role model and sets a positive example at all times 1 2 3 4

I have a sense of humor 1 2 3 4

I treat all players equally and enforce team rules consistently 1 2 3 4

I use appropriate verbal and non-verbal communication 1 2 3 4

I find a way to make all the athletes feel good about themselves 1 2 3 4

I know when to use discipline and when not to 1 2 3 4

_____ **Total**

CABC Coach Meter:

75 – 100 **Excellent**, you are a well organized coach and have great communication skills. Keep up the good work and continue your coaching development through further training, education and certification!

50 – 75 **Good**, you have mastered some of the necessary skills but need to improve certain areas of your coaching expertise. Contact CABC and your PSO to find some resources available for your specific needs.

25 – 50 **Needs Improvement**, you could use some help in some areas of your coaching and would benefit from more interaction with other coaches in your sport and from exploring and accessing the considerable resources at CABC.

1 – 25 Please contact the CABC about signing up for the NCCP program to develop your coaching skills and to make you more comfortable and effective in fulfilling your coaching responsibilities. You have what it takes to become a great coach one day!

STUDY SHOWS STUDENT-ATHLETES BENEFIT EDUCATIONALLY, SOCIALLY FROM ATHLETIC PARTICIPATION

Friday, May, 31, 2013

A recent study polled students, coaches and parents in Ontario to determine the benefits students gain by participating in school sport. The study was completed by Rob Williamson, a Masters of Arts in Human Kinetics student at the University of Ottawa, and among other things it showed that school sport is an important contributor to Ontario's education system. The study also concluded that student-athletes scored higher in specific developmental areas than those students who do not participate in athletics.

Detailed below are some of the findings of the study:

Student-athletes scored higher on 40 of 41 developmental assets compared to students who do not participate in school sport. On 21 of the 40, the difference was statistically significant, meaning there were true differences between the two.

Parents who participated in high school sport themselves believe the experience helped them develop important life skills.

Coaches feel student-athletes are developing skills such as leadership, communication, goal setting, perseverance, teamwork, responsibility, and respect.

Student-athletes appear to be more engaged and enjoy school more as a result of participating in high school sport.

Sport is not the most important aspect of a student-athlete's life, meaning that high school sport seems to be developing a balanced individual.

For coaches, the dual role of teacher and coach increases job satisfaction and contributes to building positive relationships with students.

To view the study and its findings in their entirety, please click here.
(<http://issuu.com/ofsaadocs/ofsaapresentation1>)

OFSAA is a federation of 18 regional school athletic associations throughout the province and is comprised of student-athletes, teacher-coaches, principals and sport administrators all committed to the philosophy of Education through School Sport. OFSAA provides provincial championships for student-athletes, as well as programming which enhances education in Ontario. For more information visit www.ofsaa.on.ca (<http://www.ofsaa.on.ca>) <<http://www.ofsaa.on.ca>/ (<http://www.ofsaa.on.ca>)> .

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