

JOHN OLIVER SECONDARY SCHOOL
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ATHLETIC PROGRAM

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



COACHES'/SPONSORS'



HANDBOOK

[instagram.com/jokersathletics/](https://www.instagram.com/jokersathletics/)

(rev.Sept2023)



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Please read/complete all items in RED!

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*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](https://www.bcschoolsports.ca/resources/calendar-handbook)
<https://www.bcschoolsports.ca/resources/calendar-handbook>



*Vancouver Sea to Sky Zone information:

<https://tinyurl.com/VanSea2Sky>



*VSSAA information can be found at:

VANCOUVER SECONDARY SCHOOLS ATHLETIC ASSOCIATION
<https://tinyurl.com/VSSAA-website>



2023-24 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 meant 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.

Each school team must have a JO staff coach OR a JO staff sponsor (VSB 2022) in the case of **Community coaches (non-JO staff)**. Community Coaches include alumni, parents, or any adults not recognized as JO staff and must complete the form on p.41 (*this applies to ALL adult persons working with the team*). In extenuating circumstances, community coaches operating a team without a staff-sponsor may occur provided that the coach has **Coaching Certification (minimum MakingEthicalDecisions), completed a Criminal Records Check, is 19+ and is approved by the JO Athletic Board and school administration**. 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 or Director. 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. Also as per BCSS (June 2020) ALL team personnel must complete the **Concussion Awareness Training Tool (CATT)**.

At the beginning of your season, each coach/sponsor must take the time with their student-athletes to go over the **student forms package**, which includes VSB forms as well as the **JO Commitment Form** and **JO Athletic Code**, ensuring an understanding of the commitments and responsibilities that come with participation in the school's athletics program. **The commitment and medical forms 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; med forms should be with the team at all times in case of any medical event. All coaches/sponsors are expected to uphold JO/VSSAA/BCSS policies and the JO Athletic Code, acting as appropriate role-models and mentors. Violations of conduct by any participant/member should be recorded and reported to the Athletic Director.

It is necessary to convey the importance of athletic fees (see p.4). **Fees should be paid before students are to compete 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. **Official registration required for competition cannot occur without the submission of required forms.** Some sports may involve additional fees relative to their scheduling and/or competitive requirements. 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 associated with league play. Uniforms/equipment not returned or not kept in good condition may be charged **full** replacement costs, and payment may be required before any further participation is permitted in the athletic program. Any student/family 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.44) 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 to teams as required; 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 and facilities secure in order maintain safety and to reduce loss of equipment.** Scheduling requests for facilities and practice times are to be submitted in advance as much as possible; **priority will be given to younger grades for earlier practice times.** Student officials will be organized in conjunction with the JO Officials Club. **Purchases and other matters relating to sport specific finances as well as any rescheduling matters must be done through the Athletic Director.** Proper supervision by the coach/sponsor is required for any/all student participation in any organized athletics activity.

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); I wish you all the best in your upcoming seasons!



JOHN OLIVER ATHLETICS – SCHEDULE OF FEES *(rev. June, 2023)*

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: sports listed are based on most recent years offered in competition under the VSSAA and BCSS.*

TIER I SPORTS - \$95	
Senior Girls Basketball (winter)	Senior Boys Basketball(winter)
Junior Girls Basketball (winter)	Junior Boys Basketball(winter)
TIER II SPORTS - \$85	
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)	Btm/Juv Boys Volleyball(spring)
Junior Girls Soccer(spring)	Senior/Junior Boys Rugby (spring)
Girls Softball(spring)	Bantam/Juvenile Boys Rugby (fall)
TIER III SPORTS - \$60	
<i>these sports do not have professionally assigned officials except for playoffs if applicable</i>	
Juvenile Girls Volleyball(fall)	Ultimate(spring)
Bantam Girls Volleyball(fall)	Senior & Junior Badminton(spring)
Juvenile Girls Basketball(winter)	Bantam/Juvenile Boys Soccer(fall)
Bantam Girls Basketball(winter)	Juvenile Boys Basketball(winter)
Juvenile Girls Soccer(spring)	Bantam Boys Basketball(winter)
Bantam Girls Soccer(spring)	Track & Field(spring)
TIER IV SPORTS - \$30	
<i>*these sports have additional competition-specific fees applied at the events</i>	
Aquatics (fall)	Wrestling (winter)
Cross Country (fall)	Golf (spring)

Red = Girls; Blue = Boys; Orange = CoEd

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

JO Fitness Centre: once an athlete is registered, their athletic fees will include access to the JO Fitness Centre for the duration of the school year (October to May) during supervised times; non-registered JO students pay \$40 for the same year-long access, or \$20 per semester. Athletes who are not registered as part of the fall season but subsequently compete in the winter or spring season may seek a refund of their paid Fitness Centre fee. Team use of fitness centre must be arranged through sign-up with the Athletic Director as part of facilities scheduling.

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 ATTENTION.

SECTION 1: INFORMATION



JOHN OLIVER SECONDARY
ATHLETIC BOARD
2023-2024

ATHLETIC DIRECTOR:	Pat Lee	115
SECRETARY & OFFICIALS:	Jason Murthi	Main Gym
BOYS' SPORTS REPRESENTATIVE:	Cameron Phillips	210
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	Main Gym
SCHOOL ADMINISTRATION REP: Office	Jason Mark	Main
STUDENTS COUNCIL REPRESENTATIVE: TBD Fall 2023		
JO BLOCK CLUB REPRESENTATIVE:	Jaime Wiley (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.26 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, 2009)**

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.

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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 distribution of minutes of meetings.

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

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

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.

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

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.

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.

Revenue

There will be an ongoing accounting of revenue dedicated to the delivery of the Athletic Program during the school year.

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) no longer in effect~~
 - ix. Allocated grant/disbursement from Students Council
 - x. School PAC Grants
 - xi. VSSAA grants
 - xii. Provincial government travel grants
 - xiii. Jokers Corner School Varsity Store ⁽²⁰⁰⁹⁾
- 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 team budget request 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 – BC Gaming 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 may 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 use.
 - 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/Fitness Centre

- A. The J.O. weight room/fitness centre 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.
 - ix. User is in good standing as a registered student at JOSS.

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 competitive 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 for that season of play.

- 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 Staff 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. Consequences may be issued for situations that are deemed showing a lack of commitment, or a displaying of disrespectful conduct towards others in the participation of athletics and high school sports. Consequences may include service to the school and/or other duties related to restorative citizenship and making a positive impact in light of the violation; extenuating circumstances may include a review of eligibility for school recognition/awards and possible forwarding to school administration, the VSSAA and BCSS.
- 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 Athletic Board discipline is limited to athletics extra-curricular activities and the JO Athletic Code, with the intent to provide opportunity for student ownership and redress for continuation and/or future reinstatement in the Athletics Program; further action may be subject to school administration in circumstances governed by school or district rules.
- 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, traditionally held near the end of the school year. Athletes and teams who have won championships and/or otherwise distinguished themselves exceptionally in inter-school competition are recognized 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 JO 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 (<i>Pat Spencer Trophy</i>) |
| V. | Sportsmanship – | Junior Team (<i>Harold Braverman Trophy</i>) |
- VIII. Any change in time, venue or format of the Awards ceremony shall be determined at the June Annual General Meeting of Coaches & Sponsors for the next year.
- IX. Team-specific recognition for athletes may also be done in conjunction with the team coach/sponsor and the Athletic Director.
- 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.
 - H. Chair the Awards ceremony.
 - I. May also be combined with the school's academic awards.
9. **Block Club**
- I. The Block Club is an organization of students who have earned a minimum Athletics Small Block; Block Club assists 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 school spirit leader. Activities are organized by the Club President(s) 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 may 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 in conjunction with the Block Club.
- 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/SPONSOR RESPONSIBILITIES

Coaches, sponsors, athletes and all other team members are ambassadors of John Oliver Secondary. As such, there are standards of conduct that are expected and proper examples to be set, in addition to procedures.

- I. Pre-Season:
 - a. Coaches and Sponsors should familiarize themselves with the JO Coaches'/Sponsors' Handbook, VSSAA Policies, and BCSS Rules and Regulations; in particular:
 - i. Distribution and collection of uniforms, equipment
 - ii. Submitting team information for purposes of registration and eligibility
 - iii. The JO Athletic Code and Commitment Forms
 - iv. Policies regarding disputes during competition
 - v. Policies regarding discipline matters
 - vi. VSB Code of Conduct <https://tinyurl.com/VSB-Code>
 - b. In conjunction with the Athletic Director, call an organizational team meeting prior to the VSSAA sports declaration meetings to determine if there are sufficient numbers to enter a team as per VSB/VSSAA policies.
 - c. Attend the VSSAA sport organizational meetings to become familiar with any sport/league-specific policies and changes.
 - d. Have ALL student members (athletes, managers) read and complete the Athletic Code/Commitment and Medical Forms, Parent Consent Forms and any other necessary VSB Forms prior to competition.
 - i. Medical forms should be kept by coach and be available at all times (practices/games) in case they are needed in the vent of a medical issue.
 - ii. Commitment and all other forms should be kept by Sponsor on file.
 - e. Notify students of tryouts and practice times/places.
 - f. Arrange for necessary equipment and/or uniforms with Athletic Director.
 - g. Submit completed Team Registration information (minimum: student legal name, DOB) to Athletic Director as soon as possible.
 - h. Notify Athletic Director of preferred practice times and any supplemental fees charged beyond the basic JO Athletic Fee that is to be charged to participants; all fees must be approved by the Athletic Director in advance of administering the fees.
 - i. Distribute Third-Party liability driver forms to anyone who might be transporting students.
 - j. Ensure all student members understand the expectations of the JO Athletic Program regarding:
 - i. Commitment to practices and games
 - ii. Early dismissals are a privilege that if abused/misused will result in administrative consequences
 - iii. Positive sportsmanship and conduct of play
 - iv. Student responsibilities in attendance, effort and positive citizenship
 - k. submit a copy of league or any amended schedule to Athletic Director

- II. In Season:
- a. Arrange practice times, ensuring safety and proper supervision at all times
 - b. Arrange/verify game officials
 - c. (Sponsor) administer early dismissals for away games.
 - d. Report scores.
 - e. Ensure that league and school policies are adhered to, including:
 - i. Punctuality for all games and practices
 - ii. Respectful language and conduct towards others (this includes officials, referees, opponents, spectators)
 - f. Notify the Athletic Director immediately regarding any disciplinary issues
 - g. Arrange for team and candid photographs
 - h. If/when coaching opposite gender,
 - i. A second player, coach, or sponsor should be present during any individual or isolated coaching or meeting.
 - ii. Any physical contact/advance is not condoned and must be reported
 - iii. A second adult of the opposite gender should wherever possible accompany the team (this is required for any overnight excursion and must meet all the requirements of VSB policies regarding overnight events).
 - i. Practices
 - i. All members are expected to attend practices. Appointments and other commitments should be made around the team's practice and games schedules wherever possible.
 - ii. Any absence must involve communication (in advance wherever possible) by the team member to the coach and sponsor; multiple/repeated absences that are deemed unexcusable may result in consequences decided upon by the coach and sponsor.
 - iii. All community coaches (non-VSB staff) must have the team's staff sponsor (or staff designate) ON-SITE and immediately reachable.
 - j. Competitions/Games
 - i. All team members must be in attendance for their classes the day of competition.
 - ii. Any misconduct penalty assessed during competition (technical foul, yellow/red card) must result in the immediate removal of the athlete from the competition for the time stated as per league policies, or if there is no set policy, for an appropriate length of time at the discretion of the coach to allow the offending member to regain proper composure and mindset for any possible return to action; any such incidents must be reported to the Athletic Director as soon as possible.
 - iii. As per the traditions of each VSSAA sport, team members at the conclusion of competition will acknowledge their opponents in a sportsman-like manner (ie. traditional handshake or high-five) as well as thank game officials.
 - iv. Athletes from a younger-level team of that same sport should only be used in competition at a higher level in cases of emergency (ie. injuries/illness to the older level roster) or in consultation/agreement with all coaches involved and the notification of the Athletic Director; all eligibility

requirements MUST be adhered to or risk penalties from BCSS and/or VSSAA if any violations occur.

- v. All players who successfully make a team's roster should have an opportunity to compete relative to their ability in competition at some point during the season of play; this does not serve as a guarantee of playing time in every game but rather when appropriate (ie. exhibition or certain times within a game) as deemed by the coach.
 - vi. It is considered unethical and contrary to the principles of John Oliver Athletics as well as the VSSAA to "run up" a score on an opponent; this can be open to interpretation somewhat but it is generally understood that where there is a significant difference in the abilities of the two competing teams, every effort should be made to adjust game play and/or to provide playing opportunities for more members of the team.
 - vii. Coaches and Sponsors are expected to remain at any away site until it is clear that all members of the team are on their way to departing the site.
- k. Early Dismissals
- i. All students must be aware that Early Dismissals are a privilege that can be revoked.
 - ii. Students are to respectfully remind their classroom teachers at the beginning of class of their early dismissal, and are expected to be responsible to make arrangements for any missed work due to the early dismissal.
 - iii. Students are to leave the premises promptly and be on their way to their opponent's site/school for the competition.
 - iv. Early Dismissal times can be adjusted accordingly depending on modes of transportation being used.
 - v. Only a STAFF Coach or STAFF Sponsor can issue early dismissals; it is strongly recommended to issues/post these to staff with as much advance notice as possible. In the event the staff member attached to the team cannot issue an early dismissal, the assistance of the Athletic Director should be sought.
- l. Uniforms
- i. All student athletes competing are expected to wear a uniform representing the school (as per VSSAA Rules and Regulations). A student athlete may be prevented from competing if they are not in a proper uniform.
 - ii. The use of a school uniform is provided as part of a student's athletic fees for that sport (financial assistance is granted for any student in need). The cost of replacing damaged or lost uniforms will be charged directly to the student.
- m. Conduct of Play and Sportsmanship
- i. Positive sportsmanship is expected from all team members (athletes, managers, coaches, sponsors) in any and all competition.
 - ii. Any unacceptable conduct must be reported to the Athletic Director as soon as possible.

III. Post Season

- a. Ensure that the following is submitted:
 - i. Block Club credit points
 - ii. Nominations for top athlete as well as top sportsmanship
 - iii. A brief write up on the season
 - iv. Any outstanding financial issues or budget requests for next year
- b. Return equipment, keys, first aid kits to the Athletic Director promptly
- c. Gather all uniforms and once complete, return to Athletic Director
- d. Out-of-Season training:
 - i. Tryouts or any exclusive setting of rosters – whether formal or informal – is strictly forbidden and violates BCSS bylaws.
 - ii. Tryouts and roster declarations can only occur IN-SEASON
 - iii. Any out-of-season training must meet the criteria of that sport's governing body and BCSS bylaws (consult with Athletic Director)
- e. Postseason meetings
 - i. There may be league or school meetings that should be attended

VSSAA
INFORMATION
&
CONSTITUTION

VSSAA Background & Principles

The Vancouver Secondary Schools Athletic Association (VSSAA) is the local sport organizing body responsible for governing all secondary school extra-curricular leagues and activities for the 18 VSB secondary schools. Its responsibilities include competition scheduling, championship coordination, policy and rules governance for all activities conducted at the local secondary school level. It also provides support and leadership for zone qualifications and for provincial championships governed by BC School Sports (BCSS). BCSS is the provincial body which is responsible for the governance of secondary school sport in British Columbia. Our 18 VSB secondary schools are members of BCSS and must adhere to all BCSS policies and guidelines.

The VSSAA has an elected Executive Board comprised of teachers employed by the VSB. The Board of Governors for the organization are the principals of the 18 member schools. The VSSAA coordinates all extra-curricular athletic activities on behalf of the Vancouver School Board and therefore is subject to policies and rules set forth by VSB's senior management.

PRINCIPLES OF THE VSSAA

Since the VSSAA came into being in 1969, this Association has an extensive historical background. It views high school athletics as an educational enterprise and recommends that programs continue to be based upon policies and principles such as the following:

1. Emphasis should be on the activity and not the result. Competition should be in the spirit of friendly rivalry.
2. To flourish, competition must be equitable. Hence, the Rules and Regulations must be adhered to strictly by all schools, teams and coaches.
3. Principals should take an active interest in the athletic program, viewing it as an essential part of the total educational process for many pupils.
4. Coaches should report to their principal any breach of desirable conduct or practice on the part of students or coaches.
5. Schools must honour all their commitments.
6. Adequate safety precautions should be undertaken at all times for both practices and games.
7. Coaches should not place unreasonable time demands on students. In high school athletics, the student athlete should be a student first. Loss of instructional time should be kept to a minimum.

The success of the VSSAA program is due to the efforts of dedicated teachers, administrators and community coaches. Our original programs were founded in order to maximize participation and to promote fair play. This philosophy must continue to be the keystone of the VSSAA philosophy.

VSSAA Rules and Regulations

RULES AND REGULATIONS

VANCOUVER SECONDARY SCHOOLS ATHLETIC ASSOCIATION

ARTICLE A. STRUCTURE

Sport carried out under the auspices of the VSSAA shall be organized by leagues, and/or championship tournaments.

ARTICLE B. LEAGUE CONVENERS

1. VSSAA League Conveners shall be elected by the voting members at the League Organizational or Wind-up Meetings. The VSSAA Board of Directors shall appoint a League Convener if one is not elected at a League meeting.
2. It shall be the duty of each league convener to ensure that the VSSAA rules and regulations are enforced.
3. The convener shall be responsible for:
 - (a) calling, preparing an agenda for, and chairing all organizational and wind-up meetings;
 - (b) arranging for scheduling committee to draw up the various leagues, playoffs, venues and dates;
 - (c) acting as the liaison person with the Officials' Association for their sport;
 - (d) administering playoffs, including notification of referees and presentation of trophies at finals; and confirming with the VSSAA executive that all trophies and presenters are arranged for;
 - (e) furnishing a statement of receipts and disbursements, as well as any cash balance, where admissions are charged;
 - (f) serving as a member of the VSSAA Discipline and Protest Committee for issues involving their sport;
 - (g) preparing a report on league problems, and resolutions for the wind-up meeting;
 - (h) acting as a liaison to the directors with regards to any problems in his/her sport;
 - (i) communicating to the schools any rule or interpretation changes that occur in their sport.
4. League conveners are entitled to receive honoraria as decided annually by the directors.

ARTICLE C. LEAGUE AND COMMITTEE MEETINGS

League conveners shall appoint a recording secretary and that person shall be responsible for preparing minutes of proceedings of all meetings of leagues or committees.

ARTICLE D. FINANCING

1. The VSSAA District Funds shall receive gate receipts from single game championship play.
2. Where championships are held requiring more than one game, the receipts shall be forwarded to the VSSAA. The VSSAA directors and the Tournament Committee shall decide the disbursement of funds.
3. Admission prices shall be established by the league convener in consultation with the directors.
4. At the Sr. Girls' and Sr. Boys' Basketball levels, the host school has the option to either keep the gate or to take the discretionary fund and follow the above guidelines #1 – #3.
5. The VSSAA District Funds shall pay for all perpetual team trophies, engraving, certificates and ribbons for VSSAA championships, providing funds are available.
6. The VSSAA District Funds shall pay reasonable miscellaneous costs as approved by the VSSAA Directors, providing funds are available.
7. The VSSAA District Funds shall pay officiating costs for the championship game, providing funds are available.
8. The VSSAA shall pay honoraria to league conveners as approved by the directors, providing funds are available.
9. A Discretionary Fund will be allocated to each VSSAA sanctioned sport. The League Convener is responsible for the Fund's disbursement and coordinates this allocation with the District Athletics' Coordinator. The League Convener must file a completed financial statement to the VSSAA Executive within 2 weeks of the end of the season.
10. The directors must approve all other expenses.
11. All normal expenses for league finals will be financed by the VSSAA District Funds. It will be at the discretion of the League Convener to disperse in accordance with the guidelines developed by the VSSAA.
12. The directors of the association shall determine what is considered "normal expenses" if the need arises.
13. Where feasible, admission may be charged at playoff games. Teachers in member schools shall not be charged admission to any competition sponsored by the VSSAA.
14. It is the duty of the Tournament Coordinator to forward a financial statement to the Sport Convener in order to be reimbursed from the VSSAA District Funds.
15. Rental costs of a facility for Championships will only be paid by VSSAA District Funds if a suitable facility is not available in the city, e.g. Swangard for Track & Field, or if it is necessary for the sport, e.g. Green fees for Golf.

ARTICLE E. B.C. CHAMPIONSHIPS

Section I Travel to B.C. Championships

- a) The VSSAA will continue to request funding from the VSB to pay for E.O.C. costs for coaches travelling to BC Championships.
- b) The VSSAA District Funds will pay for the team registration fee – this would cover only basic tournament costs such as facility and referee fees.
- c) If funds are available at the end of the school year, the VSSAA District Funds will pay up to an amount of 25% of costs (accommodation and transportation) for a team travelling to a B.C. Championship.
- d) The V.S.B. will pay employee-on-call costs for a B.C. School Sports' Sport Commissioner who needs to travel to a B.C. Championship.
- e) Liability, Insurance, Transportation, Permission and Consent Forms, and Supervision issues should follow the Vancouver School Board's Field Trips Policy.
- f) Funding assistance is restricted to teams that participate in a VSSAA league.

Any school team that qualifies for and participates in a BC Championships that requires the team to be away for an overnight or longer must adhere to the VSB overnight field study policy. Before an overnight field study experience is finalized, the following approvals must be obtained:

- a) approval of the principal;
- b) approval of the Director of Instruction in advance of the proposed field study;
- c) parental or guardian consent;
- d) medical consent and information (when required due to specific medical conditions).

Planning for field studies should include attention to adequate supervision and to legal concerns.

Financing

It is the policy of the Board that no student shall be denied attendance on an educational field study for financial reasons. The policy applies not only to those students whose families are in receipt of social assistance but also to those students who, in the opinion of the principal, come from families who would find it extremely difficult to meet the financial costs incurred in such field studies. Funds exist to provide financial assistance to students who cannot meet the costs involved in field studies.

Principals should contact their associate superintendent for student financial assistance. The desirability of having students involved in extensive fund-raising activities to subsidize the cost of overnight field studies is questionable.

Liability

The best protection against such liability is careful planning, the acceptance and use of proven procedures and standards, and the presence of well qualified leaders. When a student is injured while participating in school activities, either inside or outside the school premises, the student has no claim for damages against the School Board or the teacher unless negligence on the part of the School Board or the teacher is proven to have resulted in

the injury. Liability for injury resulting from poor supervision can be established when the following four conditions exist:

- (a) the standard of care which a court of law would likely use as a criterion in negligence action is that which would be exercised by a careful parent of a large family. It is the duty and obligation of a teacher to use a standard of care for the protection of others against unreasonable risk of injury;
- (b) failure to conform to the above standard;
- (c) a reasonably close connection between the conduct of the person in charge and the resulting injury;
- (d) actual loss or damage to the injured person.

Insurance Coverage

Teachers, in order to feel comfortable and secure when involved in out-of-classroom activities, should be aware of their legal rights and protection as a Vancouver School Board employee.

Under the terms of the policy, parents are considered as volunteer workers, and as such the policy protects the Board and the volunteers for liability imposed by law, as a result of possible negligence by one of these volunteer workers.

If the supervisors of the group are negligent in the care and custody of the students, both the Board and the supervisor are protected.

The Board, teachers and volunteers are protected on a 24-hour basis during the field study. The coverage is in effect so long as teachers and volunteers are acting within the scope of their employment. For example, a teacher would not be covered if a student was taken on an unauthorized venture for personal reasons during the field study. Similarly, the teacher might also not be covered if a field study was organized without getting the permission of the principal. If the Board were held liable by the courts as a result of such unauthorized activity, it would be covered under its policy, but the insurers may have the right to recover from the teacher any payment which it is obliged to make on behalf of the Board.

Transportation

Refer to the VSB policies in regards to transportation when travelling to competition.

Permission and Consent Forms

Before taking students on residential or day field studies, all necessary permission must be obtained. Medical information about each participant on the field study should also be obtained.

Supervision

The teacher is responsible for adequate supervision of students at all times, although the teacher in charge may be assisted by secondary and university students, parents, other competent adults, and camp staff. For all overnight co-educational excursions, supervision must include both male and female adults.

Please refer to VSB policy for supervision ratios based on the number of students participating in the overnight activity.

Section II Hosting B.C. Championships:

- a) The VSSAA or host school will make a request to the VSB to cover employee-on-call costs for the tournament coordinator and one (1) teacher coach or teacher sponsor.
- b) Vancouver coaches volunteering to host a provincial championship must get prior approval from the VSSAA before committing Vancouver to host.
- c) V.S.B. District Funds will pay for Vancouver teams' tournament registration fees, covering only basic tournament costs.
- d) Hospitality suites for coaches will not be provided for through the funds from the VSSAA.

ARTICLE F. LEAGUES

Section I Activities

1. Leagues are organized in activities requested by schools.
2. Organization meetings for the various leagues shall be called by the league convener.
3. A League Organization Meeting for newly approved activities will be arranged upon written request by four member schools to the VSSAA Executive. Requests must be received at least 30 days prior to the proposed season of play. The season of play will be determined by the VSSAA Executive. Request for sanction can be made at the end of a two-year trial period, and subsequent ratification to take place at the AGM.
4. Present activities include:

Girls	Boys	Co-ed	Open
Basketball	Basketball	Badminton (mixed doubles)	Competitive Golf
Volleyball	Volleyball	Tennis (mixed doubles)	
Badminton	Badminton	Ultimate	
Track & Field	Track & Field		
Gymnastics	Gymnastics		
Table Tennis	Table Tennis		
Soccer	Soccer		
Wrestling	Wrestling		
Softball	Rugby		
Ice Hockey			
Field Hockey			
Recreational			
Golf			

Section II Voting at League Meetings

1. Each member school is entitled to designate one representative per league division to vote at league meetings. A person must be present to vote.
2. League policy may be changed by a simple 51% majority.
3. Policy may be changed at either the league organizational or wind-up meetings but is subject to approval by the VSSAA Athletic Directors and Executive.
4. Each school must send a representative to the Organizational Meeting to register the team(s) from their school.
5. If a school fails to send a representative to the Organizational Meeting, the school may not be eligible to compete in league play, at the discretion of the League Convener.

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 the Boys' Basketball 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.
4. Only one team from a school is permitted to advance to the association playoffs.
5. Teams from other associations entering a VSSAA league will be required to travel to Vancouver for their games (unless otherwise agreed to by the Vancouver schools).
6. Public school teams from other associations may apply for eligibility for league play in the VSSAA. Requests to join the VSSAA must be submitted, in writing, to the VSSAA Executive for review. Upon approval from the VSSAA Executive, all teams are subject to VSSAA policies as outlined in this handbook, and are subject to an admission fee of \$1000 per entry.
7. If a VSSAA league offers multiple tiers, Non-VSSAA schools must enter the highest tier (tier 1) in order to be eligible to participate in S2S zone tournaments and/or BCSS provincial tournaments. Non-VSSAA Schools are not permitted to participate in the VSSAA playoffs.

8. Alternate school programs and teams fall under the jurisdiction of the VSSAA and the sponsoring secondary school, when they are involved in VSSAA 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.
11. Teams that are added to the league after the organizational meeting, if not already approved by the league convener will be subject to the following penalties:
 - a) Prior to the schedule being finalized – \$75.00
 - b) After the league schedule is finalized but prior to the start of league play – \$250.00

Section III Organization of Scheduled Playoffs

1. Organization of association schedules and playoffs is a mutually co-operative effort between the VSSAA Executive, Athletic Directors and the VSSAA Championship Standards Committee.

Section IV Game Rules

1. All VSSAA 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 pending approval of the VSSAA Athletic Directors and VSSAA Executive.
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 VSSAA 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.

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 VSSAA Directors.

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 home team must enter the score after each league and playoff game on the VSSAA website. 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 may be accompanied by a community coach as long as all of the criteria listed below are met. If the community coach does not meet these guidelines then 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 or retired VSB employee 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 Principles 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.

Community Coach Guidelines

Preamble: VSSAA understands that Community Coaches can be an important partner in the school sport system in providing opportunities for student athletes.

VSSAA respects the autonomy of each of our secondary and middle schools. VSSAA also recognizes that schools may have a differing perspectives or philosophies with respect to the use of non VSB employees to coaching their teams. There should not be any pressure or implied obligation for schools to field teams in all sports or leagues – that decision should be left to the school principal and athletic director to determine.

The VSSAA Executive recommends the following guidelines be strictly enforced to ensure that the philosophy, objectives and values of the VSSAA system are maintained. (If a prospective coach does not fulfill all of the criteria listed below then current VSSAA policy requiring a VSB employee to be present at all games would be in effect).

Guidelines:

1. Community Coaches should complete the Community Coaches' Application Form and submit copies to both the Athletic Director and School Principal. The form will enable School Representatives to start to determine the qualifications and suitability of the prospective Community Coach to supervise and coach students of school age, and to receive from the prospective Community Coach authorization to conduct a Criminal Records check (*looking for convictions under the Criminal Code of Canada, the Narcotics Control Act or the Food & Drugs Act*).

1.1 The community coach must complete his/her criminal record check through the VPD or RCMP.

1.2 The School Principal and/or Athletic Director should request and check at least two references for each Community Coach candidate. Reference checks should include questions about previous conduct, suspensions or probationary penalties served, technical skill and ability, age group and/or gender previously coached and degree of commitment and interest.

2. The Community Coach must be at a minimum of 19 years of age in order to be granted full privileges.

2.1 Current secondary school students and recent graduates (less than two years previous) will not receive full coaching privileges (they must have a VSB sponsor at all games).

3. The Community Coach must have completed at minimum NCCP's Make Ethical Decisions Training Course including the online evaluation component. Anything less means that a VSB employee must be present at all games in accordance with association policies.

4. The School Principal and Athletic Director should meet with each prospective Community Coach to discuss school athletic policy and school sport philosophy, ensuring that the coach understands:
 - 4.1 the expectations for the supervision of students
 - 4.2 VSB and school emergency protocol within the school
 - 4.3 accountability for equipment, uniforms, finances
 - 4.4 league schedules and deadlines
 - 4.5 practice times, restrictions, policies and access
 - 4.6 school and/or District travel policies and insurance requirements.
 - 4.6.1 Overnight trips must have a school based sponsor and must comply with the VSB field trip policy.
 - 4.7 the BCSS Coach's Code of Conduct and procedures
 - 4.8 the BCSS Eligibility Policies and procedures
 - 4.9 the decision-making process and jurisdictional boundaries of the School, School District, VSSAA, Sport Commission and BCSS.
 - 4.10 required paperwork for team and player registration and entry into events
 - 4.11 how and where to register for NCCP clinics
5. Schools must have a school based adult to assist with the team organization/administration:
 - 5.1 Collect player information and provide to Athletic Director in timely fashion
 - 5.2 Distribute (collect following season) team uniforms
 - 5.3 Coordinate early dismissal forms
 - 5.4 Liaise between the community coach and athletic director and/or principal
 - 5.5 Player discipline issues
6. School Principal will be responsible for ensuring that an administrator or a VSB designated employee will be in the school during all home games.

***Note:** It is strongly recommended that periodic observations of the Community Coach at practice and in competition be conducted by the Athletic Director and/or Principal.*
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.

8. Communication: Schools wanting to change game times, game dates, game locations or to postpone games must communicate with the opposing school contact, league convener, statistician and District Athletics Coordinator in writing (in the form of an email). These changes will not be considered in effect until a reply confirmation is sent out by the league convener. (Arrangements for any changes would still be the responsibility of the school).

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

1. All VSSAA sports and leagues will use the BC School Sports Seasons of Play calendar for exhibition games, league and playoffs.
2. There will be no date restrictions on coaching and practicing 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 VSSAA 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.*

4. Spring practice and/or exhibition play (for fall sports only) is permitted for a maximum of 10 school days after the VSSAA Track 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 Athletic Director 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 VSSAA 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 VSTA AGMs 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 minimum \$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 VSSAA playoffs.

- a) Prior to the league schedule being finalized – \$50.00
- b) After the schedule has been finalized but prior to the league commencement – \$150.00
- c) Once the league schedule has commenced – \$250.00

If a team is to be withdrawn from a league, formal notification must be sent to the President of the VSSAA. 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 VSSAA.

5. For the purpose of this Section, the VSSAA 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 Athletic Director of his/her school and submit in writing within 1 school day of the competition, the protest to the opposition coach and Athletic Director, 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 Athletic Director, 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 VSSAA 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/sponsors should notify officials of the above procedure as the need arises.

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. 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 may represent his/her school in any VSSAA sanctioned sport during a season. Schools have the autonomy to place restrictions on students participating in more than one sport per season.

Fall Season: Field Hockey (girls), Rugby (bantam & juvenile), Soccer (boys), Volleyball (girls, junior & senior boys)

Winter Season: Basketball (boys & girls), Gymnastics (boys & girls), Ice Hockey (girls), Table Tennis (boys & girls), Wrestling

Spring Season: Badminton (co-ed), Golf (open), Rugby (jr & sr boys), Soccer (girls), Softball (girls), Track & Field,

Tennis (co-ed), Ultimate (co-ed), Volleyball (bantam & juvenile boys)

2. A player must be legally registered with a team and dress in two (2) league games to be eligible for VSSAA playoffs at any level with that team.

3. Grade Seven (7) students are not permitted to participate in VSSAA leagues or playoffs.

4. Students must be a member of a VSSAA school in order to be eligible to participate in VSSAA activities. Students are only eligible to represent the school that they are currently registered to and they meet all other eligibilities BC School Sports policies.

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 the BC School Sports' Handbook under the Student Athlete Eligibility Section.

All Eligibility appeals must be filed with the VSSAA president for consideration in accordance with the BCSS Rules and Regulations.

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 are not registered on BCSS STARS system). These forms should be sent to the VSSAA (Athletics Coordinator), not BC School Sports. However, BCSS registration deadlines do apply.

Section XII Guidelines for Interscholar 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.
 - 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 VSSAA, whether playing another member of this Association or not. The VSSAA 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:

1. Minimum Discipline Guidelines for Student Ejection

The following procedures will be followed if a player is ejected for any action which is contrary to the letter and spirit of the game. This includes unfair play, misconduct, dangerous play, unsporting behaviour, retaliation, repeated infringements, disrespect, foul or abusive language and incidents of a racial nature.

- (a) The sponsor/coach of the offending player(s) is responsible for NOTIFYING HIS/ HER PRINCIPAL AS SOON AS POSSIBLE. The opposing teacher, sponsor/coach, referee or any staff member viewing a given game is also encouraged to contact the principal.
- (b) The principal or his/her appointee will initiate a meeting of the school discipline committee to process the case. The composition of the discipline committee is determined by each school.
- (c) Any ejection is followed by an immediate suspension, with a minimum of one league or playoff game, without reinstatement until the athletic board meets.
- (d) The athletic director will send the results to the VSSAA on the discipline decision form. The student's suspension shall be in effect until this report has been received by the VSSAA discipline chair. A written confirmation of receipt of the report will be sent by the Discipline Chair.
- (e) The discipline decision form will be filed with the VSSAA and upon receipt of the second offence by a given student, the VSSAA directors will be notified.

2. Appeal of Minimum Standards

If the school discipline committee believes that a student should be exempt from the minimum penalties because of the circumstances of the case, the athletic director should contact the VSSAA president. The case will be discussed by the VSSAA Discipline Committee.

Section II Discipline Committee

The incidents listed below must be referred to the VSSAA DISCIPLINE COMMITTEE which shall consist of the First Vice-President, League Convener of the sport concerned and administrative representative. (*In the event of a potential conflict between the school, or individual in question and a committee member, the president shall designate an alternate.)

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 VSSAA 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 VSSAA 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 VSSAA 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 VSSAA.

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.
- 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.

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 VSSAA Executive. Coaches wishing to appeal a disciplinary decision must make written submission (3 copies) within 24 hours of the decision to the VSSAA president. Statements must be detailed. The Discipline Appeal Committee may refer appeals to the VSSAA 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 & Regulations (Article H. Discipline).
- b) Players that were disciplined by the VSSAA Discipline Committee in accordance with the VSSAA Rules & Regulations (Article H. Discipline).
- 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 VSSAA Constitution and/or Rules and Regulations by a school or one of its representatives, the VSSAA Executive may suspend the offending player, team coach, sponsor or school from participation in VSSAA 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 & SPONSORS

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

Sports Team and Athlete FAQs

Some quick FAQs to help navigate the world of secondary school sports.

Q: What is the VSSAA?

A: The Vancouver Secondary Schools Athletic Association (VSSAA) is the local sport organizing body responsible for governing all secondary school extra-curricular leagues and activities for the 18 VSB secondary schools. Its responsibilities include competition scheduling, championship coordination, policy and rules governance for all activities conducted at the local secondary school level.

Q: What is BC School Sports?

A: BC School Sports (BCSS) is the provincial body which is responsible for governance of secondary school sport in British Columbia. Our 18 VSB secondary schools are members of BCSS and must adhere to all BCSS policies and guidelines.

All Member School teams and student-athletes competing in BCSS and VSSAA approved sports must be registered on a team in accordance with the BCSS Rules and Regulations prior to competing in all competition.

Q: How does my child find out about tryouts or practices for a school team?

A: Most schools will have daily announcements with information on when team tryouts/practices will take place. Often there will also be informational flyers posted around the school.

Q: Who does my child speak to about participating on a school team or if they have a question?

A: Each VSB secondary school has an Athletic Director that oversees all sports teams at the school. There is a list of athletic directors on this website under the VSSAA Contacts heading.

Q: Are schools allowed to 'cut' players from school teams?

A: Every school wants to have as many students participating on its school teams as possible however there are many constraints that may limit the number of students chosen to represent the school on a team.

Schools will often provide additional opportunities for students to participate in sports clubs, intramurals and open gyms which are not affiliated with the school teams.

Q: Are there any athletic options for students that don't like team sports?

A: The VSSAA coordinates school meets for cross country running (fall sport), wrestling (winter sport) & track and field (spring sport). These sports do not have a minimum or maximum number of athletes required to be part of the school team roster.

Occasionally, a school may not have school-based coach or sponsor for a sport (for example for the sport of wrestling) but there are students interested in that sport. For these sports, athletes are permitted to train with another secondary school, but they would represent their home school at meets, zone championships and provincial championships.

Q: When do the various sports take place at our school?

A: The intra-school sports competitions are broken up into three different seasons of play. All school teams must strictly adhere to these timelines. The VSSAA coordinates a very comprehensive list of sports throughout the school year.

Fall Season: Aquatics* (boys & girls), Cross country running (boys & girls) Field Hockey (girls), Rugby – boys (bantam & juvenile), Soccer (boys), Volleyball (all girls levels, junior & senior boys)

Winter Season: Basketball (boys & girls), Curling* (boys & girls), Gymnastics* (boys & girls), Ice Hockey (girls), Skiing and Snowboard (boys & girls), Table Tennis (boys & girls), Wrestling (boys & girls)

Spring Season: Badminton (co-ed), Golf (open), Rugby (junior & senior boys), Soccer (girls), Softball (girls), Track & Field, Tennis (boys & girls), Ultimate (co-ed), Volleyball (bantam & juvenile boys)

** VSSAA does not run leagues or meets for these sports (often the students will train with a community club), but schools do enter teams into the zone and provincial championships.*

Q: Why is there an athletic fee for playing on secondary school teams (we were not charged to play at our elementary school).

A: There are many costs associated with running sports teams at the secondary school which are different than the elementary school. The schools will set their athletic fees based on historic data to recapture these associated fees. Some of the fees include: a membership fee paid to BCSS, officiating and scorekeeper fees, uniform replacement, athletic banquet and awards, tournament or meet fees, etc.

All school teams are coached by volunteer coaches and the costs to participate on school teams are substantially lower than community club teams.

Q: Can my child play on more than one team during a season of play?

A: A student may represent their school in any VSSAA sanctioned sport during a season of play. However, schools have the autonomy to place restrictions on students participating in more than one sport per season. For information on your school's policies, please contact the school athletic director.

Q: Can parents volunteer to coach teams?

A: Yes, we welcome the participation of parent and community coaches to volunteer with our school teams. Each school has differing perspectives or philosophies with respect to the use of non VSB employees to coach their teams. The decision is made by the school principal and athletic director.

A community or parent coach will be paired with a school based sponsor unless the following items are followed:

- Complete a criminal record check through the VPD or RCMP.
- Provide at least two references to the athletic director or school principal.
- Be at a minimum of 19 years of age.
- **Have completed at minimum NCCP's Make Ethical Decisions Training Course including the online evaluation component.**

All community coaches regardless of whether they are working independently or with a school sponsor should meet with the school principal and the athletic director to discuss their school sport policies and philosophy.

Q: Can high school students coach teams?

A: Yes, but they must have a school-based sponsor on the sideline or the bench with them for all games.

Q: My school doesn't have a team for a sport. Can I play at another school that has that team?

A: A student-athlete may only participate in BCSS activities for the member school at which they are registered.

Q: When schools don't have enough players to form a team can they combine forces with another school?

A: There is an option for two or more member schools to make an application for a Joint Team. The initial step would be for the member schools to get approval from the league convener and the VSSAA prior to the application being submitted to the BCSS. None of the schools involved with the joint team would be eligible for post season play (league playoffs, zone championships or provincial championships where applicable)

Q: Can a student who is a distributed learning or alternate school student participate in BCSS?

A: Yes, students are able to participate as long as the school they attend is a member and the distributed learning form has been filled out and approved.

Q: What is considered a principal residence?

A: A residence where the family lives the majority of the time and you can only have one.

Q: Can grade 7s play up for their catchment secondary school team?

A: No, the VSSAA does not allow grade sevens to participate or play with any VSB secondary school team.

Q: Can my school team play a club team?

A: No, member schools can only play in competitions against other member school teams not club teams.

For a complete copy of BCSS Eligibility Regulations please visit the BCSS website – [BCSS Handbook](#)

6 General Rules - Eligibility

BC School Sports (BCSS) is the provincial body which is responsible for governance of secondary school sport in British Columbia. Our 18 VSB secondary schools are members of BCSS and must adhere to all BCSS policies and guidelines.

All Member School teams and student-athletes competing in BCSS and VSSAA approved sports must be registered on a team in accordance with the BCSS Rules and Regulations prior to competing in all competition. For a complete copy of BCSS Eligibility Regulations please visit the BCSS website – [BCSS Handbook](#)

There are 6 general rules* for student athletic eligibility:

Rule 1: Student-athletes can only compete for the school at which they are registered.

- A student-athlete can only play for the member school at which they are registered. Student-athletes must be in grades eight (8) to twelve (12) at a BCSS member school in order to compete in any BCSS or VSSAA competition.

Rule 2: There is a maximum age allowed for each level of competition.

- **Grade 8 Competition** – Student-athletes must be under 15 years of age as of December 31st of the current school year and be in their first year of eligibility.
- **Grade 9 Competition** – Student-athletes must be under 16 years of age as of December 31st of the current school year and be in their second year of eligibility.
- **Junior Competition** – Student-athletes must be under 17 years of age as of December 31st of the current school year and be in their third year of eligibility.
- **Senior Competition** – Student-athletes must be under 19 years of age as of December 31st of the current school year and be in no more than their fifth year of eligibility.

Rule 3: Student-athletes are athletically eligible for five years, from entry into Grade 8.

- Student-athletes have five (5) consecutive years of BCSS competition eligibility, starting on the entry date into grade eight (8). A year is considered to be the twelve (12) month period between September of one (1) school year and September of the next school year.
- The eligibility calendar continues to run regardless of a student-athlete's actual participation on a team. If a student-athlete does not try out for a team, does not make the team, withdraws from school, is asked to leave school, or the school does not offer a particular sport during a time period that school year or portion still counts toward the student-athlete's five-year period of eligibility.

Rule 4: Student-athletes cannot have graduated from secondary school.

- Student-athletes who complete graduation requirements during the current school year and continue to take courses, will remain eligible, should they continue to meet all other eligibility requirements.

Rule 5: Student-athletes must be full-time.

A student athlete must be enrolled in and attending a minimum of a sixty-two and a half percent (62.5%) course load. A one hundred percent (100%) course load is defined as thirty two (32) credits or eight (8) standard courses.

LINEAR SCHOOL SYSTEM (VSB normally operates under this system) – Student-athletes must be enrolled in and attending a minimum of five (5) full time courses (20 credits) within the school year to be considered eligible.

Rule 6: Student-Athletes Must Fulfill One of the Following Residency Requirements

- Reside with parent(s) in BC;
- Reside with a legal guardian in BC. Guardianship must have been in place for twelve (12) months prior to the period for which eligibility is sought.
- 520.1.3 Must be a 'Ward of the Province of BC' and assigned to an individual or family by the Ministry of Children and Family Development.
- Must be attending a BCSS member school as an international student or exchange student and be recognized by the District Board or Independent School office as such – student-athletes must reside in BC and attend the member school for a period of five (5) months of be eligible to participate in BCSS competition.

** One or more of the general rules may have exemptions for extraordinary circumstances. For those rare cases please consult with your school athletic director to discuss the prescribed course of action required for eligibility.*

VS2S Zone Information

The Vancouver Sea to Sky Zone (VS2S) is one of 9 geographic regional zones under the governance of BC School Sports.

The members of the Vancouver Sea to Sky Zone are the middle schools, and secondary schools of the LMISSAA, NSSSAA and VSSAA.

- **LMISSAA** is comprised of members of the athletic association of independent schools that are geographically in the city of Vancouver.
- **NSSSAA** is comprised of member schools within its athletic association.
- **VSSAA** is comprised of members schools within SD#39.
- **Unassociated schools** – schools that are not official members of the LMISSAA, VSSAA or NSSSAA but are:
 - Registered members of BCSS,
 - An independent school in the city of Vancouver,
 - In school district#93, SD#44, SD#45, SD#46, SD#48 are also considered a part of the Vancouver Sea to Sky Zone.

The VS2S organizes zone championship tournaments which are considered the qualification tournaments to all BCSS sanctioned sport Provincial Championship Tournaments. All teams/athletes qualify for BCSS Provincial Championships for all sports in all tiers through a VS2S Zone Championship tournament/event.

The VS2S zone is governed by a **Zone Executive** body made up of 9 members representing the VSSAA, NSSSAA and LMISSAA. The individual Executive board members include three people from each athletic association. They include: the Athletic Association President, the District Athletic Coordinator (or designated representative) and, an Administration Representative.

Each sport is managed by a designated **Sport Committee**. Each Sport Committee is made up of 3–6 volunteers who represent each of the three athletic associations. A maximum of 2 members from each athletic association. Each athletic association has 1 vote for decisions made in Sport Committees or Executive Committee.

With the exception of junior girls basketball and junior cross country (boys & girls), all VS2S championships are designated as senior aged championships. For more information on the VS2S, please visit their website – [VS2S](#).

BCSS Provincials

BC School Sports (BCSS) is the provincial body which is responsible for governance of secondary school sport in British Columbia. Our 18 VSB secondary schools are members of BCSS and must adhere to all BCSS policies and guidelines.

BC School Sports has on average about 450 member schools each year throughout the province, with more than 90 000 student-athletes participating in 62 provincial championships organized by 19 active sport commissions.

BCSS runs championships in the following sports:

Team Sports

Badminton
Basketball
Curling Field Hockey
Football Golf
Rugby Soccer
Tennis Ultimate
Volleyball

Individual Sports

Aquatics (swimming)
Cross Country Running
Gymnastics (no longer as of Fall 2023)
Mountain Biking
Ski & Snowboard
Track & Field
Wrestling

The sports are broken down into tiers based on the size of the school's population (grade 11 and 12 students). For example, girls' basketball has 4 tiers (A, AA, AAA & AAAA) with AAAA being the largest schools. Sir Winston Churchill would compete in the AAAA tier for girls' basketball while Britannia would compete in the AA tier.

There are three different seasons of play for the various sports (Fall, Winter and Spring). Competition for school sport is restricted during those seasons of play. For example, a basketball team cannot start exhibition or league play until the end of November and provincial championships must be finished by spring break (13 weeks of competition). A school basketball team would not be permitted to play in game or tournament in April.

For more information on BCSS, please visit their website – [BCSS](#).

CONSTITUTION

VANCOUVER SECONDARY SCHOOLS ATHLETIC ASSOCIATION

INTRODUCTION

1. The name of the society is the Vancouver Secondary Schools Athletic Association.
2. The purposes of the society are:
 - (a) to encourage participation in organized sports activity by as many students as possible;
 - (b) to encourage a high quality of sportsmanship among player and coach participants;
 - (c) to emphasize the value that participation in athletic endeavours plays in the development of lifetime physical fitness attitudes;
 - (d) To provide opportunity for athletic excellence.
 - (e) to plan, supervise and administer the inter-school athletic activities of middle and secondary schools within the Vancouver Board of Education.
 - (f) to develop and apply rules and regulations governing the programs of the society and its participants to enable the society to maintain equality of competition;
 - (g) to operate without purpose of gain or profit to its members and any profits or other accretions to the society shall be used in promoting its objects and this provision shall be unalterable.

BYLAWS

Vancouver Secondary Schools Athletic Association

Part 1 – Definitions and Interpretation

1.1 In these Bylaws:

“**Act**” means the *Societies Act* of British Columbia as amended from time to time;

“**Bylaws**” means these Bylaws as altered from time to time.

“**Executive Board**” means the directors of the Society;

“**Board of Governors**” means the principal of each member of the society.

“**VBE**” means the Vancouver Board of Education.

“**Ex Officio**” means holding a position on the Executive Board not by election or appointment but rather their position held with the VBE.

1.2 The definitions in the Act apply to these Bylaws.

1.3 If there is a conflict between these Bylaws and the Act or the regulations under the Act, the Act or the regulations, as the case may be, prevail.

Part 2 – Members

2.1 The members of the society are the middle schools and the secondary schools of the VBE.

2.2 No member of this society at the time these Bylaws comes into effect shall be a member or be affiliated with any other school athletics association other than BC School Sports.

2.3 Every member must uphold the constitution of the Society and must comply with these Bylaws.

2.4 The amount of the annual membership dues, if any, must be determined by the Executive Board.

2.5 A member is not in good standing if the member fails to pay the member's annual membership dues, if any, and the member is not in good standing for so long as those dues remain unpaid.

2.6 A voting member who is not in good standing,

(a) may not vote at a general meeting, and

(b) is deemed not to be a voting member for the purpose of consenting to a resolution of the voting members.

2.7 The Executive Board shall have the power, by majority resolution of those present, to suspend any member of the society, where there is deemed to have been conduct which is considered improper, unbecoming, or likely to endanger the interest or the reputation of the society, or where there has been

willful breach of the constitution, Bylaws or rules and regulations of the society, and such suspension may be on such terms and upon such conditions as the Executive Board shall deem fit and shall remain in force until discontinued by a majority resolution of the Executive Board or by a general meeting of the society.

2.8 A member is entitled to and the society shall give without charge a copy of the constitution, Bylaws and rules and regulations of the society currently in force.

Part 3 – General Meetings of Members

3.1 A general meeting must be held at the time and place the Executive Board determines.

3.2 Every general meeting, other than the annual general meeting, is an extraordinary general meeting.

3.3 At the annual general meeting, the following business is ordinary business:

- (a) adoption of Roberts rules of order;
- (b) consideration of any financial statements of the Society presented to the meeting;
- (c) consideration of the reports, if any, of the directors or auditor;
- (d) election or appointment of directors;
- (e) appointment of an auditor, if any;
- (f) business arising out of a report of the directors not requiring the passing of a special resolution.

3.4 The Executive Board may at any time, convene an extraordinary general meeting. The Executive Board must send:

- (a) a notice of the general meeting stating the nature of any business, other than ordinary business, to be transacted at the meeting in sufficient detail to permit a member receiving the notice to form a reasoned judgment concerning that business; and
- (b) the notice shall be sent to members via electronic communication and or via inter VBE courier (blue bag).

3.5 An annual general meeting shall be held as determined by the Executive Board.

3.6 The following individual is entitled to preside as the chair of a general meeting:

- (a) the individual, if any, appointed by the Executive Board to preside as the chair;
- (b) if the Executive Board has not appointed an individual to preside as the chair or the individual appointed by the Executive Board is unable to preside as the chair,
 - (i) the president,
 - (ii) the vice-president, if the president is unable to preside as the chair, or

(iii) one of the other directors present at the meeting, if both the president and vice-president are unable to preside as the chair.

3.7 If there is no individual entitled under these Bylaws who is able to preside as the chair of a general meeting within 15 minutes from the time set for holding the meeting, the voting members who are present must elect an individual present at the meeting to preside as the chair.

3.8 Business, other than the election of the chair of the meeting and the adjournment or termination of the meeting, must not be transacted at a general meeting unless a quorum of voting members is present.

3.9 The quorum for the transaction of business at a general meeting is 50% of the voting members who have at least one designated member at the general meeting. If there is no quorum,

(a) no business, other than the election of a chairperson and the adjournment or termination of the meeting, shall be conducted at a general meeting at a time when a quorum is not present; and

(b) if at any time during a general meeting there ceases to be a quorum present, business then in progress shall be suspended until there is a quorum present or until the meeting is adjourned or terminated.

3.10 If, within 30 minutes from the time set for holding a general meeting, a quorum of voting members is not present,

(a) in the case of a meeting convened on the requisition of members, the meeting is terminated; and

(b) in any other case, the meeting stands adjourned to the next day, at the same time and place, and if, at the continuation of the adjourned meeting, a quorum is not present within 30 minutes from the time set for holding the continuation of the adjourned meeting, the voting members who are present constitute a quorum for that meeting.

3.11 The chair of a general meeting may, or, if so directed by the voting members at the meeting, must, adjourn the meeting from time to time and from place to place, but no business may be transacted at the continuation of the adjourned meeting other than business left unfinished at the adjourned meeting.

3.12 It is not necessary to give notice of a continuation of an adjourned general meeting or of the business to be transacted at a continuation of an adjourned general meeting except that, when a general meeting is adjourned for 30 days or more, notice of the continuation of the adjourned meeting must be given.

3.13 The order of business at a general meeting is as follows:

(a) elect an individual to chair the meeting, if necessary;

(b) determine that there is a quorum;

(c) approve the agenda;

(d) approve the minutes from the last general meeting;

- (e) deal with unfinished business from the last general meeting;
- (f) if the meeting is an annual general meeting the following items will be performed:
 - (i) receive the directors' report on the financial statements of the Society for the previous financial year, and the auditor's report, if any, on those statements,
 - (ii) receive any other reports of directors' activities and decisions since the previous annual general meeting,
 - (iii) elect or appoint directors, and
 - (iv) appoint an auditor, if any;
- (g) deal with new business, including any matters about which notice has been given to the members in the notice of meeting;
- (h) terminate the meeting.

3.14 At a general meeting, voting must be by a show of hands, an oral vote or another method that adequately discloses the intention of the voting members, except that if, before or after such a vote, 2 or more voting members request a secret ballot or a secret ballot is directed by the chair of the meeting, voting must be by a secret ballot. Voting at general meetings shall be by designated delegates only, each being entitled to one vote. Each member is allowed up to two designated delegates to vote at the general meetings. Voting will be done by only those present at the meeting by show of hands. The following are the limits to pass to adopt the agenda, make changes to the agenda and pass special resolutions:

- (i) adoption of the agenda: a simple 51% majority;
- (ii) change to the agenda: 67% majority (after agenda has been adopted);
- (iii) special resolution: 67% majority to change constitution or Bylaws.

3.15 The chair of a general meeting must announce the outcome of each vote and that outcome must be recorded in the minutes of the meeting.

3.16 Voting by proxy is not permitted.

3.17 A matter to be decided at a general meeting must be decided by ordinary resolution unless the matter is required by the Act or these Bylaws to be decided by special resolution or by another resolution having a higher voting threshold than the threshold for an ordinary resolution.

3.18 No resolution proposed at a meeting need be seconded and the chairperson of a meeting may move or propose a resolution when,

- (a) a resolution is brought forward from the floor. Then, 75% of the voting delegates must approve the resolution for discussion and voting; and
- (b) in case of an equality of votes, the chairperson shall not have a casting or second vote in addition to the vote to which he may be entitled as a member and the proposed resolution shall not pass.

Part 4 – Board of Governors and Directors

4.1 There shall be a Board of Governors, consisting of the Principal of each Member. The Board of Governors shall act in an advisory capacity with the chairperson of the Board of Governors being the Principal of the member from which the President of the Society represents.

4.2 There shall be an Executive Board of Directors who shall interpret the constitution and bylaws and may exercise all such powers as authorized by the society's bylaws.

The powers of the directors shall include the authority to make such rules and regulations as they deem necessary to facilitate the functioning of the society and the promotion of its objectives.

4.3 The Society's Executive Board must have no fewer than 5 and no more than 15 directors and will be comprised of:

(a) the president, past president, first vice-president, second vice-president, two Administrators' Association representatives, one Physical Education Department Heads' representative, one Athletic Directors representative, one classroom representative, and the District Athletics Coordinator shall be the directors of the society; and

(b) the District Athletics Coordinator is an ex officio position of the Executive Board to support and advise the Executive Board. The ex officio position will not have voting privileges; and

(c) to be a director of the society, the person must be a teacher at a member school or an employee of the Vancouver Board of Education; and

(d) no director shall be entitled to vote at a general meeting of the society unless designated by a member of the society as specified herein for the purposes of that meeting.

4.4 At each annual general meeting, the voting members entitled to vote for the election or appointment of directors must elect or appoint the Executive Board:

(a) the president, first vice-president, second vice-president and the classroom representative shall be elected at the annual general meeting and shall hold office for a period of two years;

(b) the Athletic Directors' representative shall be elected at the Annual General Meeting on an annual basis;

(c) the Physical Education Department representative shall be elected at the Annual General Meeting on an annual basis;

(d) two administrative representatives shall be appointed by the Board of Governors;

(e) the District Athletics Coordinator or another director shall be an appointed secretary-treasurer;

(f) the past president shall automatically be the person who last served as president.

4.5 The Executive Board may, at any time, appoint a member as a director to fill a vacancy that arises on the Executive Board as a result of the resignation, death or incapacity of a director during the director's term of office.

4.6 A director appointed by the Executive Board to fill a vacancy ceases to be a director at the end of the unexpired portion of the term of office of the individual whose departure from office created the vacancy.

4.7 No director shall be remunerated for being or acting as a director but a director may be reimbursed for all expenses necessarily and reasonably incurred by him while engaged in the affairs of the society.

Part 5 – Executive Board Meetings

5.1 An Executive Board meeting may be called by the president or by any 2 other directors.

5.2 At least 2 days' notice of an Executive Board meeting must be given unless all the directors agree to a shorter notice period.

5.3 The accidental omission to give notice of an Executive Board meeting to a director, or the non-receipt of a notice by a director, does not invalidate proceedings at the meeting.

5.4 The directors may regulate their meetings and proceedings as they think fit.

5.5 The quorum for the transaction of business at an Executive Board meeting is a majority of the directors.

Part 6 – Executive Board Positions

6.1 Directors must be elected or appointed to the following Executive Board positions, and a director, other than the president, may hold more than one position:

- (a) president;
- (b) vice-presidents;
- (c) secretary-treasurer
- (d) physical education department head rep;
- (e) athletic directors rep;
- (f) classroom rep;
- (g) administrators reps;

6.2 Directors who are elected or appointed to positions on the Executive Board in addition to the positions described in these Bylaws are elected or appointed as directors at large.

6.3 The president is the chair of the Executive Board and is responsible for supervising the other directors in the execution of their duties. The president's duties are:

- (a) be the presiding officer of the society at all meetings of the members and of the directors;
- (b) be a member, ex officio, of all committees appointed by the directors or by the society;
- (c) be the society's representative to BC School Sports;
- (d) liaise with all members to effectively communicate the on goings of the society;
- (e) to endeavour to expand the role of the society in the best interests of its members (e.g., media, etc.); and
- (f) be the Chairperson of the Eligibility Appeal Committee.

6.4 The immediate past president shall:

- (a) assist the president and vice-president in their duties and shall provide advice and counsel to the directors;
- (b) be chairperson of the Constitution Committee;
- (c) be chairperson of the Nominations Committee;
- (d) be a member of the Eligibility Committee.

6.5 The first vice-president shall:

- (a) perform the duties of the president of the society in his or her absence; and
- (b) be Chairperson of the Discipline and Protest Committees.
- (c) be one of the society's delegates to the BC School Sports' A.G.M.

6.6 The second vice-president shall:

- (a) perform the duties of the first vice-president in his or her absence; and
- (b) be Chairperson of the Eligibility Committee.

6.7 The secretary-treasurer shall:

- (a) conduct the correspondence of the society;
- (b) issue notices of meetings of the society and Executive Board;
- (c) keep minutes of all meetings of the society and Executive Board;
- (d) prepare and present reports at general meetings;
- (e) have custody of all records and documents of the society except those required to be kept by the treasurer;

(f) have custody of the common seal of the society;

(g) maintain the Register of Members;

(h) keep such financial records, including books of account, as are necessary to comply with the Societies Act; and

(i) render financial statements to the directors, members and others when required.

6.8 In the absence of the secretary from a meeting, the Executive Board must appoint another individual to act as secretary at the meeting.

6.9 The Physical Education Department Heads' representative shall represent the point of view of the physical education teachers.

6.10 The Athletic Directors' representative shall represent the point of view of the Athletic Directors.

6.11 The classroom teacher representative shall:

(a) represent the point of view of teachers not involved in the teaching of physical education;

(b) be Chairperson of the Recognition of Coaches' Committee.

6.12 The administrative representatives shall:

(a) represent the point of view of the Administrators' Association;

(b) select two committees each on which they are to serve and shall not interchange through the year.

Part 7 – Remuneration of Directors and Signing Authority

7.1 These Bylaws do not permit the Society to pay to a director remuneration for being a director, but the Society may, subject to the Act, pay remuneration to a director for services provided by the director to the Society in another capacity.

7.2 A contract or other record to be signed by the Society must be signed on behalf of the Society by:

(a) the president, together with one other director;

(b) if the president is unable to provide a signature, by the vice-president together with one other director;

(c) if the president and vice-president are both unable to provide signatures, by any 2 other directors; or

(d) in any case, by one or more individuals authorized by the Executive Board to sign the record on behalf of the Society.

PART 8 – BORROWING

8.1 The society shall be empowered to borrow monies and for this purpose to execute and deliver notes, bills of exchange, and to give security upon any of its assets, provided however that such borrowing powers shall be exercised only by a special resolution at an extraordinary general meeting of the association called for this purpose and such special resolution shall limit the amount of the funds to be borrowed and the terms thereof.

PART 9 – DISSOLUTION

9.1 On the winding up or dissolution of the society, the assets of the society shall not be distributed among the members, or any of them, unless such recipient member or members are charitable institutions in existence solely for charitable purposes. After all debts have been paid, the assets remaining shall be paid, transferred and delivered to one or more charitable institutions in existence solely for charitable purposes, which shall be chosen by resolution of the members of the society, or failing such resolution, by resolution of the directors of the society.

These Bylaws shall not be altered or added to except by special resolution by which they must be passed by a 67% majority and in accordance with the provisions of the Societies Act.

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.

JOHN OLIVER ATHLETICS
COMMUNITY COACH APPLICATION/REGISTRATION FORM

Additional information and references may accompany this form as a separate attachment
(REVISED AUG/2022)

NAME: _____ DATE OF BIRTH: _____ EMAIL: _____

ADDRESS: _____ POSTAL CODE: _____ PHONE: _____

COACHING CERTIFICATIONS (please list sports coaching certifications/training – ie. NCCP, MED, etc. – and include level/sport where applicable)

PREVIOUS COACHING EXPERIENCE

SCHOOL: _____ DATES: _____
COMMUNITY/OTHER: _____ DATES: _____

COACHING PHILOSOPHY: _____

***C.R.C. COMPLETED:** (____/____/____)
*Criminal Record Check day/month/year

VSSAA requires every year

***M.E.D. COMPLETED:** (____/____/____)
*Making Ethical Decisions day/month/year

***C.A.T.T. COMPLETED:** (____/____/____)
*Concussion Awareness Training Tool day/month/year

SPORT/TEAM YOU WISH TO COACH?

SPORT/TEAM: _____ LEVEL: BANTAM JUVENILE JUNIOR SENIOR

HISTORY

Are you currently or have you been previously on probation or suspension from coaching duties within any school or community program? yes no

*if yes, provide details: _____

MEDICAL

Do you know of any medical condition that may hamper or adversely affect your abilities to carry out any coaching activities? yes no

*If yes please provide details: _____

REFERENCES

Please provide names and contact information of TWO (2) references (at least one must be recent)

Name: _____ Relationship: _____ Phone: _____

Name: _____ Relationship: _____ Phone: _____

I understand and accept that items denoted by () may be a pre-requisite to commencing activity with the school's athletics program. 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

GUIDELINES FOR VOLUNTEER COACHES

Background

It is recognized that volunteer coaches play an important role in athletics programs in our school district and that the expertise and skill provided is of great benefit to our students.

Procedures:

1.0 Coaching Requirements Elementary Schools:

1.1 Each team must be under the supervision of a teacher or other staff member approved by the principal from the school.

1.2 A parent/guardian and/or volunteer from the school may coach, but a school staff representative approved by the principal must be present (in the area) at all times.

1.3 The staff sponsor is ultimately responsible for the conduct of the players, coaches and spectators associated with their team.

1.4 Sponsor Teachers and Principals should review and formally agree upon the details and terms of "in-the-area" supervision within the specific context of the school or area being used.

2.0 Community Coaching Requirements Secondary Schools:

2.1 A community coach is defined as any individual who is not a school district employee who coaches a school team. This applies to a head coach(es) or assistant coach(es) of a school team either with or without a school district employee sponsor.

2.2 Community coaches must be determined by the administration (in collaboration with the Athletic Director) to have the necessary ability to work with people, and the appropriate level of training required for the sport, and age level in question, especially in high-risk sports such as gymnastics, rugby and wrestling. Community coaches must also undergo an annual criminal records check.

2.3 Community Coaches must complete the Community Coaches Application Form and criminal records check annually and submit copies to both the Athletic Director and administrator. The form will enable school representatives to determine the qualifications and suitability of the prospective community coach to supervise and coach students of school age and receive from the prospective community coach references and authorization to verify personal information and a criminal records check.

2.4 Community Coaches working with secondary age (Grades 8-12) students may work with students without the presence of a school district employee under certain conditions.

2.4.1 Community coaches must complete the Community Coaches' Application Form* and submit copies to both the Athletic Director and the school Principal.

2.4.2 The community coach must obtain and share the results of a Police Information Check through the Vancouver Police Department or RCMP. (see VSB Police Records Check form) with the school Principal. Please note that the Ministry of Justice Criminal Records Check is not sufficient for Volunteer Coaches.

2.4.3 The community coach must be a minimum of 19 years of age in order to be granted full coaching and supervision privileges.

2.4.4 The community coach must complete Make Ethical Decisions, of the National Coaching Certification Program.

3. Community Coach and Staff Sponsors:

3.1 Where community coaches are in place, a VSB staff sponsor, a teaching staff member or an administrator, will report to the principal on a regular basis about the program and schedules of the team.

3.2 Staff sponsors, where a community coach is in place, are expected to be in the building during games or should arrange for a designated staff contact for those games when the sponsor is not present. Staff sponsors must be present at and visible to the organizers of all games, tournaments and travel events of that team.

3.2.1 In a secondary school, the administrator may choose to take responsibility for waiving this requirement with some community coaches at their discretion for games, tournaments and travel events not involving overnight travel.

3.2.1.1 Parents should be advised of all travel and supervision arrangements.

3.2.2 A Safety Plan must be in place and provided by the administrator to the community coach that includes contact information in the event of an emergency.

3.3 Student coaches and coaches under nineteen years of age must be under the direct supervision of a teacher sponsor at all times.

3.4 Student teachers operate, as in all other aspects of their placement, under the supervision of their sponsor teacher.

3.5 All community coaches must have documentation provided by the school that certifies them as a volunteer community coach. The volunteer community coach must have this documentation with them at all athletic events.

4.0 School Responsibilities:

4.1 The school Principal and/or Athletic Director should request and check at least two references for each Community Coach candidate. Reference checks should include questions about previous conduct, suspensions or probationary penalties served, technical skill and ability, age group and/or gender previously coached and degree of commitment and interest.

4.2 The school Principal and/or Athletic Director are required to meet with each prospective community coach to discuss school athletic policy and sport philosophy and to ensure that the coach understands.

4.2.1 the expectations for the supervision of students.

4.2.2 VSB and school emergency protocol within the school.

4.2.3 accountability for equipment, uniforms, finances.

4.2.4 league schedules and deadlines.

4.2.5 practice times, restrictions, policies and access.

4.2.6 school and/or District travel policies and insurance requirements

4.2.7 that overnight trips must have a school-based sponsor and must comply with the VSB field trip policy.

4.2.8 the BCSS Coach's Code of Conduct and procedures.

4.2.9 the BCSS Eligibility Policies and procedures.

4.2.10 the decision-making process and jurisdictional boundaries of the School, School District, VSSAA, Sport Commission and BCSS.

4.2.11 required paperwork for team and player registration and entry into events.

4.2.12 how and where to register for NCCP clinics.

4.3 Schools are required to provide a school based VSB employee who will sponsor the team and will assist with team organization and administration, including:

4.3.1 Schedules of games and practices.

- 4.3.2 Communication with parents/guardians and other teams.
- 4.3.3 Transportation arrangements for away games.
- 4.3.4 Supervision at away games (note that a teacher or administrator must attend any overnight trips).
- 4.3.4 Collecting player information forms (early dismissal or field trip forms) and player fees.
- 4.3.5 Organization of all logistics pertaining to tournaments.
- 4.3.6 Incident reports as needed, including reporting to the Athletic Director and Office First Aid Assistant, and working with these employees to file an online School Protection Plan (SPP) Report.
- 4.3.7 Responding to and reporting injuries, including informing administrators and working with administrators to inform parents/guardians, and follow up afterwards as appropriate.
- 4.3.8 Planning of overnight tournaments and field trips as per Administrative Procedure 260.
- 4.3.9 Player discipline issues

4.4 The school Principal will be responsible for ensuring that an administrator or a VSB designated employee with sufficient authority (such as a sponsor teacher) will be in the school during all home games and off site games, unless waived under 3.2, and that a school or district employee is present during all overnight events.

4.5 Principals and/or VSB team sponsors should be aware of, and incorporate, the following three categories of supervision:

- 4.5.1 Constant visual: The supervisor is physically present, watching a single activity.
- 4.5.2 Onsite: The supervisor is present, but not necessarily constantly viewing a single activity.
- 4.5.3 In-the-area: The supervisor may be in one area while activity is taking place in another area nearby.
- 4.5.4 Supervisors and Principals should review and formally agree upon the details and terms of "in-the-area" supervision within the specific context of the school or area being used.

5.0 It is strongly recommended that periodic observations of the Community Coach at practice and in competition be conducted by the Athletic Director and/or Principal.

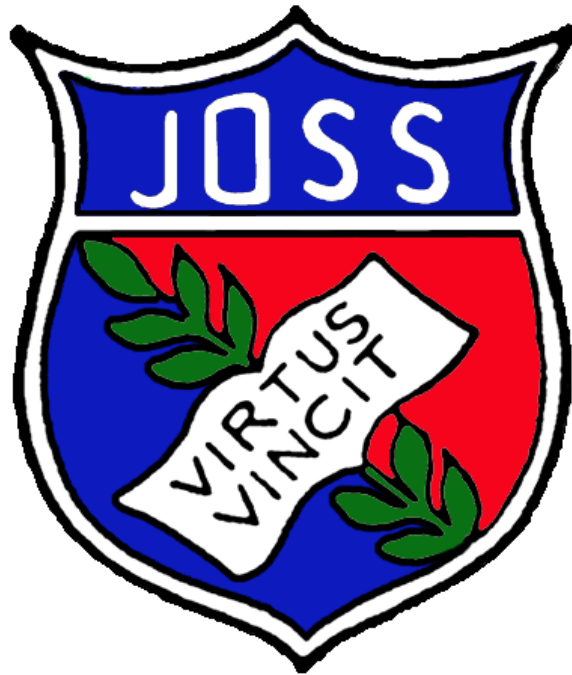
Reference:

Section 7.1, 17, 20, 22, 26.1, 65, 85 School Act
 Freedom of Information and Protection of Privacy Act
 Vancouver School Board
 Administrative Procedures Manual
 Article G – Rules of Competition and Practice from the Vancouver Secondary
 School Athletic Association Handbook.

Adopted: April 10, 2019

Revised: September 12, 2022

SECTION 2: FORMS & REFERENCE



RECEIPT



Payment Date: _____

Receipt #: _____

Received from: _____ //

Received by: _____

cash cheque online
(print out may be required for online)

Description	Quantity	Unit Price	Total

Comments: _____

Total Due: _____

Amount Paid: _____





(REV. 08/22)

As a member of the **John Oliver** Athletic Program, student participants 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 expected to uphold its provisions to the best of their ability. Violations of the school's Athletic Code may result in disciplinary action and a review of student participation by the school's Athletic Board; consequences may include suspension from the program and/or loss of eligibility towards program privileges and recognition; reviews may be forwarded to school Administration for further action. Review and disciplinary action may occur at the discretion of the coach/sponsor level, or in extenuating circumstances by the school's Athletic Board and/or the school Administration if necessary.

1. Each student-participant 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 absence 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 once rosters have been declared; withdrawal after team membership is declared without this approval is deemed unfair to the team overall as well as to other student-participants, especially in situations where a minimum number is required in order to compete as a team. A withdrawal is viewed as an extremely serious matter.
- C. Every team member is expected to maintain positive **academics and attendance** to the best of their 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, they must be in **attendance in that day's classes**.
- D. **Athletic fees** for the season in which the sport is played need to be paid before students may participate on a team and issued uniforms. These fees go toward the running of the specific team and the overall Athletics program and include equipment, uniforms, competition fees, supplies, officials, facilities, etc. Specific adjustments according to personal circumstances should be done through the school Athletic Director. Financial assistance may be applied for on an individual basis through the school Athletic Director; **no student is to be denied opportunity based on financial difficulties**.
Failure to address fees or return uniforms/equipment will result in full replacement costs charged to the student, possible loss of eligibility from further participation in the athletic program and administrative involvement.

2. Each student-participant is 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 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 the act or encouraging of: stating or posting belittling, derogatory and/or malicious comments, harassment, vandalism, and violence. Serious violations may also be subject to further discipline.
- B. **Proper attendance** in **curricular** as well as **extra-curricular commitments** is expected; students are encouraged to be involved and engaged in the school community, with an appropriate balance so that commitments are able to be met without one needing to be compromised 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 by.

3. Each student-participant is expected to practice good Sportsmanship

- A. All participants are expected to show **respect and courtesy** to all coaches, sponsors, teammates, opponents, officials and spectators. Violations will/should be addressed initially by the coach/sponsor; further action by the school Athletic Board and Administration may be taken if necessary.



JOHN OLIVER SECONDARY SCHOOL ATHLETIC COMMITMENT & CONSENT



(REV. 08/22)

In order for the school to fulfill 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 training and competition with other secondary schools. Participation in the school’s athletic program is considered a *privilege*, with responsibilities and expectations that need to be met in order for that privilege to continue. These activities do require a **student athletic fee** to be paid in order to meet some of the costs associated with the activities provided; costs include sport membership fees, facilities, equipment, uniform usage, recognition, referees and officials. Financial assistance can be applied for through the school’s athletic board; *no student shall be denied the opportunity to participate based on financial challenges*. It should also be understood that school athletics is dependent on the volunteerism of staff, community coaches, and student officials, 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 the school’s [John Oliver 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 the John Oliver Athletic Program, both the student AND parent/guardian must complete the following portion below and return it along with the requisite athletic fee (or financial assistance application form) and the 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.P. Lee, Athletic Director

.....

By signing below, I give consent to (name of student) _____ to participate in the **John Oliver** Athletic Program as a member of the (name of team) _____.

I have read the above information and the **Athletic Code**, and **I understand and agree to the commitments involved**.

I also understand and accept that there are inherent risks involved in particular sports/activities, 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 rules and regulations governing participation in the sport/activity, traveling to, competing in, and returning from a competition, practice or team function.

By signing below, I believe my child named above, to be physically fit to take part in this sport/activity, and I give permission for them to do so, as well as to release the student’s information to BC School Sports on-line and VSSAA registration purposes. I agree and give permission for **John Oliver** Athletics to the recording and/or photographing of my child in the participation of the sport/activity for usage in skill and game analysis, as well as for promotion of the school athletics program; any personal identification or further information beyond the digital imaging will require additional parental/guardian consent; and that a separate letter will need to be submitted expressing non-consent to such media recording for purposes listed.

Parent/Guardian’s Signature & Date
(please print name as well)

Student’s Signature & Date



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



(REV. 09/21)

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 (sprains, breaks, concussions, etc.):

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

ARE YOU CURRENTLY INVOLVED WITH A COMMUNITY SPORT/ACTIVITY?

_____ Yes If yes, please provide which sport(s)/activity and organization(s):

_____ No _____

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: _____

CONSENT AND PARTICIPATION AGREEMENT

The Vancouver Board of Education SD#39 is pleased to be reopening youth and children's sports programs for the fall of 2021. This Consent and Participation Agreement provides information about student participation in these Sports Programs, the measures we have put in place to mitigate risks to students, and our expectations of students and parents. Once you have reviewed this form, please ensure that you, as the parent/guardian, and your student sign the appropriate forms and return it to the School.

Your Responsibilities

It is the responsibility of students and their parents and guardians to (1) ensure students are physically and medically fit and able to participate in the Sports Program(s) and to seek medical advice where appropriate; (2) to identify to school authorities activities in which students are unable to safely participate; (3) refrain from any activities or conduct that may place other participants at risk; and (4) comply with Sports Program rules and the directions of teachers and coaches. In the event of any non-compliance with these conditions, students may not be permitted to participate until the non-compliance issues are resolved.

COVID-19 and School Sports

COVID-19 is an infectious disease and managing community transmission of this disease is important. The risk of infection increases when individuals gather together or are in close contact. Infection with COVID-19 may cause serious illness and potentially fatal health consequences.

The School District cannot guarantee that a person (of any age) will not contract COVID-19 while participating in the Sports Program(s), but we have taken steps to develop and implement COVID-19 safety protocols which are intended to reduce risk. These protocols are available for your review at <https://www.vsb.bc.ca/COVID-19/updates/Pages/default.aspx>.

It is important that all students and their parents/guardians understand and agree to the following conditions of participation.

- Parents/guardians and students must read and comply with the Safety Policies.
- It is vital that no person who feels sick in any way participates in the Sports Program(s) or enters school facilities, including where they: (a) have experienced cold or flu-like symptoms within the last 14 days; (b) been in close contact with anyone else who has had these symptoms in the last 14 days; or (c) been in close contact with anyone who has travelled outside of Canada in the last 14 days.
- While hygiene will be emphasized, physical distancing amongst the students who participate in the Sports Program(s) may not be possible to achieve or effectively enforce.



Student-Athlete and Participant Agreement (2021)



All participants of VSSAA athletic programs agree to abide by the following requirements when entering facilities and/or participating in school sport activities under the COVID-19 Response Plan and Return to Sport Protocol:

1. I agree to and I am responsible for completing a health screening self-check prior to every team activity and will inform my coach immediately if I have experienced any COVID-19 symptoms in the last 14 days.
2. I agree to stay home if feeling sick or if experiencing COVID-19 symptoms.
3. I agree to wear a mask in high traffic areas such as buses and in common areas such as hallways, or outside whenever physical distancing cannot be maintained.
4. I agree to sanitize my hands upon entering and exiting the facility, with soap or sanitizer.
5. I agree to practice correct Respiratory Etiquette when coughing or sneezing at all times.
6. I agree to follow social distancing and masking protocols where possible.
7. I agree to minimize physical contact with others unless when engaging in the sport activity and to follow my coaches sport specific directions in this regard.
8. I agree to follow masking protocols when not directly engaged in the sport activity (such as breaks, sidelines, on bench, team discussions, etc.).
9. I agree to follow all equipment and facilities procedures communicated by my coach.
10. I agree to not share water bottles and personal equipment with others.
11. I agree to abide by all COVID-19 procedures and guidelines indicated for my participation in classes or on my team.
12. I understand that if I do not abide by the aforementioned procedures/guidelines, that I may lose the privilege to participate on the school team.

Parent/Guardian & Student Athlete - Informed Consent & Acknowledgment of Risk

I acknowledge that there are risks associated with participating in Athletic Activities, and that the measures taken by the schools and participants, including those set out in the Vancouver Board of Education SD#39 COVID-19 Safety Plan and the BC School Sports Return to Sport Plan, will not entirely eliminate those risks.

Participant Name: _____

Participant Signature: _____

Signature of Parent or Guardian: _____

Date: (DD/MM/YYYY) _____



COVID-19 Daily Health Check

All parents, guardians, and/or caregivers have the responsibility to conduct a Daily Health Check of your child(ren) each day before sending them to school. Similarly, all VSB staff must complete a Daily Health Check.

Keep a copy of this Daily Health Check in a handy area at home and incorporate this Daily Health Check into your morning routine, before leaving for school or work.

Daily Health Check			
1. COVID-19 Symptoms		Do you have any of the following symptoms?	
Fever (over 38°C)		YES	NO
Chills		YES	NO
Cough or worsening of chronic cough		YES	NO
Difficulty breathing		YES	NO
Loss of sense of smell or taste		YES	NO
Sore throat		YES	NO
Loss of appetite		YES	NO
Extreme fatigue or tiredness		YES	NO
Headache		YES	NO
Body aches		YES	NO
Nausea and vomiting		YES	NO
Diarrhea		YES	NO
2. International Travel	Have you returned from travel outside Canada in the last 14 days AND told to quarantine by Canada Border Services Agency?	YES	NO
3. Close Contact	Have you been advised by Public Health you are a close contact of a person with COVID-19 AND told to isolate?	YES	NO

WHAT TO DO NEXT

If you answered "No" to all of the above (1-3), the student or staff member is welcome to attend school or work.

1. If you answered "Yes" to any of the above symptoms, follow the instructions below:

SYMPTOMS		WHAT TO DO
Fever (above 38°C) Chills Cough	Loss of sense of smell or taste Difficulty breathing	1 or more of these symptoms: Get tested and stay home.
Sore throat Loss of appetite Headache Body aches	Extreme fatigue or tiredness Nausea or vomiting Diarrhea	
		If you have 1 symptom: Stay home until you feel better. If you have 2 or more of these symptoms: Stay home and wait 24 hours to see if you feel better. Get tested if not better after 24 hours.

2. If you answered "Yes" to travelling internationally within the last 14 days **AND** told to quarantine by Canada Border Services Agency, follow Canada Border Services Agency's guidance and do not return to school/work until Canada Border Services Agency says it is safe to do so.

3. If you answered "Yes" to being told to isolate by Public Health, self-isolate at home as directed by Public Health. If you also have any symptoms, or develop any, get tested for COVID-19.

If you have any questions, or the symptoms get worse, contact your healthcare provider, or call 8-1-1. For more information on COVID-19, please go to www.bccdc.ca. If you develop severe symptoms, such as difficulty breathing (e.g., struggling to breathe or speaking in single words) or chest pain, call 9-1-1 or go to the nearest Emergency Department.



JOHN OLIVER SECONDARY SCHOOL
ATHLETICS STUDENT FINANCIAL ASSISTANCE
APPLICATION FORM



(REV. 09/23)

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**. Additional grants may be explored in addition to this direct application to the school in order to mitigate financial impact, such as KidSport and Jumpstart (2019).

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: _____

NAME & SIGNATURE OF SCHOOL COUNSELLOR/ADMINISTRATOR VERIFYING
 ELIGIBILITY FOR FINANCIAL ASSISTANCE: _____

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 completed by May 31 of the same school year*)
- _____ **Service in lieu of payment** (*lesser amount or complete waiving of fee and form of service 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 specific 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 associated provisions for assistance may result in administrative action pertaining to matters involving fees-owing.

 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

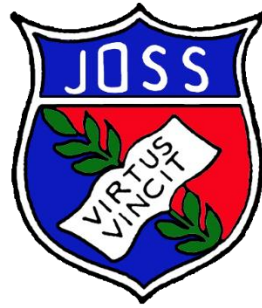
DETAILS OF CONCERN: _____

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/performance – 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/performance 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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