

**HAZELTON SECONDARY SCHOOL
SPARTAN ATHLETICS**



**PLAYER, PARENT, and COACH
HANDBOOK**

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INTRODUCTION

Congratulations! Your child is participating on a Hazelton Secondary Spartans Athletic team. We are proud of our sports program and appreciate the staff, students, and community members who make our teams possible. There are many physical, social, and emotional benefits associated with being part of a team. It is our hope that your child experiences all the positive aspects of growth and development that come with being on a school team.

This handbook is designed to be a guide for parents, athletes, and others in outlining the responsibilities of student athletes who are representing our school and community. **Please review this handbook with your child and sign the appropriate forms. They are to be returned to the coach, athletic director, or school administration prior to participating on the team.**

SCHOOL CONTACT INFORMATION

Hazelton Secondary School teams are the Spartans; school colours are maroon and white. We have a long history of athletics at our school, with athletes participating at the college, university, national, and international levels.

Athletic Director: Mr. Simon Dodd email: the_dodds@mac.com

Principal: Mr. Mark Newbery email: mark.newbery@cmsd.bc.ca

Vice-Principal: Ms. Jan Thorburn email: jan.thorburn@cmsd.bc.ca

School Phone: 250-842-5214 email/fax: hss@cmsd.bc.ca

OVERVIEW OF ATHLETICS DEPARTMENT

The Athletic Director, in consultation with school administration, oversees the athletic program at Hazelton Secondary. The Athletic Director coordinates details with regards to teams, tournaments/play days, and referees, and provides support to coaches and athletes. We strive to offer a range of sports and opportunities for our students and are dependent on the willingness of people to volunteer their time to make our athletics programs happen. All athletes and teams are considered equally important and are valued as representatives of our school.

Hazelton Secondary School is a member of the Northwest Zone Athletic Association (NWZAA) and BC School Sports (BCSS) and subscribes to the rules and regulations of these Associations. All of our teams compete in the Northwest Zone, which extends from Houston to Haida Gwaii. Teams compete in various communities throughout their season, and play in a Zone competition at the end of the season if they qualify. To participate in Zone playoffs, a team must have attended two play days and hosted one play day at home. Zone champions at the Senior level may compete at the Provincial Championship level.

(Note: Our PE/Athletics department also offers a range of intramural sports at lunch time throughout the year for those students who wish to play sports in a non-competitive, more informal manner. All students are eligible to play intramurals, which include indoor and outdoor soccer, floor hockey, softball, and volleyball.)

SPORTS TEAMS

The following sports are offered at Hazelton Secondary provided there is sufficient interest and commitment at the student level and a teacher or community coach available to take on the responsibility of running a team. Parents who wish to be involved are welcome. They can contribute in various ways: coaching, officiating, driving the mini-bus (Class 4 License and driver's abstract required), transporting students to and from games, organizing concessions or fundraisers as needed, washing uniforms, chaperoning trips out of town, etc. **All volunteers coaching, transporting, or chaperoning students must complete a criminal records check.**

In general, students in grade 8 will play in the Grade 8 division, students in grades 9 and 10 will play in the Junior division, and students in grades 11 and 12 will play in the Senior division. If no Grade 8 or Junior team is available, students are welcome to try out for the next level.

Fall Season (September to November)

Cross-Country (girls and boys, all grades)
Boys Soccer (senior – younger students may try out)
Girls Volleyball
Boys Volleyball

Winter Season (November/December to February/March)

Girls Basketball
Boys Basketball

Spring Season (March to May/June)

Girls Soccer (senior – younger students may try out)
Track and Field (girls and boys, all grades)

SKILLS AND DEVELOPMENT

Coaches will endeavor to follow the general guidelines of BC School Sports and Northwest Zone Athletic Association expectations.

In Grades 8 and 9, student athletes and teams focus on:

- Individual skill development
- Positive interactions with teammates, coaches, and opponents
- Development of teamwork and team related skills
- Self-discipline and responsible behaviour
- Appropriate, respectful behaviour towards coaches, officials, and spectators
- Fun and enjoyment

At the Grades 10, 11, and 12 levels, student athletes focus on:

- The same criteria as above, plus:
- Added emphasis on competition
- Individual playing time being determined at the coaches' discretion

Athletes “Playing Up”

In exceptional circumstances, an athlete may be permitted to play on a higher level team. The Athletic Director and the coaches of the teams involved must meet to discuss the following before any athlete is allowed to “play up”.

- Will the student athlete make a significant contribution to the higher level team in terms of actual playing time?
- Will the move benefit the athlete's skill level and development?
- Will the move adversely affect the lower level team in a way that is detrimental to the overall program?

If the coaches and Athletic Director agree the move is beneficial overall, the next step is to consult with the athlete's parent/guardian and get their permission, and then meet with the athlete to confirm the move.

RESPONSIBILITIES OF AND FOR STUDENT ATHLETES

Without teachers and community members **volunteering their time**, we would not have an athletic program. We are deeply appreciative of the time, commitment, and willingness of people to support our athletes in this manner. Coaches have a big responsibility in supervising and coaching our students; they are role models and representatives of Hazelton Secondary School. They play an important role in giving students an opportunity to participate in sports they love while contributing to their social, emotional, physical, and skills development. Coaches will ensure their team members understand the responsibility they have in representing the **team, school, and community** when they play as a Hazelton Secondary Spartan. Coaches will also have individual expectations for their teams, which will be provided to players and parents at the beginning of the season. **The following are expectations from the school and BC School Sports. Please review and reinforce these in support of your child.**

- Student athletes are **STUDENTS** first. They may not attend practices or games if they skip school or classes. They must also keep their grades up and work to the best of their ability in classes in order to be eligible to play.
- **Unexcused** absences at practice may mean students will not play in a game. Athletes must contact the coach or staff sponsor directly to advise them they will be missing a practice.
- **Late arrival at games** will impact students' playing time. Generally, coaches expect players to arrive **30 minutes before the first game!**
- Inappropriate conduct (including foul language and gestures) towards coaches, team members, official, spectators, or opponents is **NEVER** acceptable. Players will be removed from the game or practice.
- Possession or use of alcohol/drugs/tobacco while participating in any school-sanctioned event, game, or practice is **NEVER** acceptable. Students will face consequences as per the school code of conduct, which may include but is not limited to suspension and an inability to continue as a member of the team. A meeting with the coach, Athletic Director, administration, parents, and the player will be required to discuss the student's future as a Spartan athlete.
- Playing on a school team requires **a commitment of time and effort – from the player and their parents/guardians**. Players need to consider all of their school and personal commitments to determine what their priorities are and whether they can meet the expectations of their team.

- Student athletes must remember they represent our school and community wherever they are. Courtesy and respect to everyone the encounter when travelling is an absolute MUST.

Teams that have community coaches (as opposed to coaches who are employees of the school district) must have a **staff sponsor** (a school/district staff member) to support and assist the coach in dealing with school-related matters, paperwork, and issues related to students' academics or behaviour. The staff sponsor is expected to attend out-of-town games with the team. They may also act as a contact person at the school for parents and players.

BC SCHOOL SPORTS

BC School Sports is the governing body for school athletics in British Columbia. As a member school, we pay fees to them, are accountable to them for following the rules and regulations for members, and can be sanctioned by them for failure to abide by these rules and regulations. BC School Sports provides leadership to school sports by planning, coordinating, and assisting in interschool activities for BC. The following guidelines are pertinent to players and parents.

BC SCHOOL SPORTS: ATHLETE ELIGIBILITY

In order for a student to play on a school sports team, it is mandatory that the following BC School Sports eligibility requirements are met.

- The student athlete must be in full time attendance at school
- Graduation requirements have not yet been met
- Student athletes are only eligible to play on a school team for five consecutive school years. This five year time frame is based on when the student first enters Grade 8. This rule applies even if the student does not compete on a team in a particular year.
- Age requirements must be met. As of December 31st of the current school year:
 - Senior students must be under 19 years of age
 - Junior students must be under 17 years of age
 - Grade 9 students must be under 16 years of age
 - Grade 8 students must be under 15 years of age
- A transfer of schools after the start of the 1st year of eligibility may limit eligibility at the new school.

BC SCHOOL SPORTS: **STUDENT-ATHLETE CODE OF CONDUCT**

The actions of student athletes are a reflection of themselves, their team, their school, and their community. A student's involvement in school sports provides opportunities and experiences that are important to the development of a well-rounded student. **Student athletes must remember that their participation in school sports is a privilege, not a right;** they must be accountable for their actions and behaviours in any school context.

Student Athletes shall:

2.2.1 Treat Everyone with Respect

- a. treat teammates, coaches, opponents, event organizers, and spectators with respect
- b. respect and accept with dignity the decisions of officials
- c. be generous in winning and graceful in losing

2.2.2. Exercise Self-Control at all times

- a. remember that there is no place in sport for drugs or alcohol
- b. refrain from the use of foul or profane language
- c. refrain from the use of physical force outside the rules of the game

2.2.3. Play Fair

- a. play within the rules and the spirit of the rules of the game at all times

BC SCHOOL SPORTS: **SPECTATORS' CODE OF CONDUCT**

Spectators are encouraged and welcomed to attend school sporting activities.

Spectators shall:

2.3.1 Treat Everyone with Respect

- a. cheer in a positive manner for all competitors
- b. respect the decisions of officials
- c. not interfere with play or competition
- d. be courteous and respectful to other spectators, all competitors, coaches, event organizers, and officials.

- 2.3.1. Exercise Self-Control at all times
- a. respect the rules and regulations of the facility
 - b. refrain from the use of foul or profane language
 - c. refrain from the use of physical force of any kind

BC SCHOOL SPORTS: **COACHES' CODE OF CONDUCT**

The coach/athlete relationship is a privileged one. Coaches play a critical role in personal and athletic development of their student-athletes. Therefore, coaches are expected to model the fundamentally positive aspects of school sport.

B2.1 RULES OF CONDUCT

Coaches:

B2.1.1 shall recognize that school sport is an extension of the classroom, and shall conduct themselves accordingly when performing coaching duties

B2.1.2 shall observe the rules and regulations of BC School Sports and those of their local athletic association

B2.1.3 shall observe the rules of the sport, the spirit of the rules of the sport, and shall encourage student-athletes to do the same

B2.1.4 shall fulfill all competitive obligations

B2.1.5 shall treat all participants fairly and equitably, by refraining from discriminating against any student athlete with respect to race, colour, ancestry, place of origin, religion, family status, physical or mental disability, sex, or sexual orientation

B2.1.6 shall respect the rulings of officials without gesture or argument, and shall require student athletes to do the same

B2.1.7 shall not use foul, profane, harassing, or offensive language or gestures in the conduct of coaching duties

B2.1.8 shall not use physical force of any kind in the conduct of coaching duties

B2.1.9 shall not ever endorse, recommend, or suggest the use of performance-enhancing drugs or supplements by any student athlete

B2.1.10 shall abstain from the use of tobacco products and alcohol while in the presence of student athletes, and shall discourage their use by athletes

B2.1.11 shall not, under any circumstances, require or imply that a student athlete must be involved in any summer program or club program as part of his or her responsibility as a school team member

B2.1.12 shall not, under any circumstances, require or imply that a student athlete cannot participate in any BCSS-approved sport in the season preceding or following the coach's season of play

B2.1.13 shall not, under any circumstances, start preseason tryouts or practices to the detriment of any in-season sport

PARENTS' CODE OF CONDUCT

BC School Sports has Codes of Conduct for players, spectators, and coaches. It does not have set guidelines for parents/guardians. Hazelton Secondary does have expectations for parents in this athletic partnership. We know children are influenced by conduct of the adults around them, particularly parents, teachers, and coaches. Competition is an important part of any athletic program, but winning should never come at the expense of good sportsmanship and fair play, whether it is on the bench, the court or field, or in the stands. Along with the coaches and athletes, **parents and family members are also representative of the team, school, and community.** We encourage all parents and family members to attend and enjoy as many games as possible while considering the following.

Participation

- Coaches will make every effort to give all players playing time, but they must also make judgments related to opponent match-ups, game situations, playoffs, etc. This means not everyone will get the same amount of playing time and in fact, there may be games where certain players do not play at all. This is accepted practice and part of the team concept at this level of competition. Parents and players need to recognize this from the beginning; this is interscholastic competition and must be played as such.
- Encouraging all students to improve and excel in their individual and team goals is part of the process. Team spirit and morale is often boosted by the support of those players on the bench; everyone has a role, regardless of playing time.

Conduct in the Stands

- Your role as parents is to encourage and support your child and the team in a positive manner.
- Officials are there to officiate the game; coaches are the ones who need to address any concerns about officiating or scorekeeping.
- Do not speak negatively to officials, opposing players, or coaches.
- Respect the role of the officials. Whether they are adults or students, please remember that they must make many split-second decisions during a game. This is a daunting task, and heckling or loud comments do not make the job easier.

Concerns/Complaints

- Respect the game plan and decisions of the coach. This includes not approaching the coach during practice or a game, not coaching your child or other team members from the sidelines or stands, and not questioning your child's playing time. If you wish to discuss anything with the coach, please **schedule a mutually agreeable time and place** to meet.
 - To address any concerns, you must first speak with the coach directly (or the coach and staff sponsor of the team). Please remember to exercise respect and courtesy in the conversation.
 - If the matter is not resolved satisfactorily, it may then be referred to the Athletic Director and/or administration for further assistance.
 - **Remember, it is not appropriate to pursue a concern, nor is it likely to produce a positive outcome, if it is addressed during a game, in front of other players or spectators, or on a social media site (Facebook, etc).**

UNIFORMS

Uniforms are an important aspect of being a "team". They will be distributed by the coach and are generally collected at the end of a play day for someone on the team to wash. Uniforms are a very costly item for our school; they belong to the school and students are asked not to bring them home unless they are being washed. Responsible care of the uniforms is expected, and reimbursement of their cost may be required if a uniform is lost or damaged.

STUDENT ATHLETIC AWARDS

At the end of each year at the annual awards ceremony, awards are presented to the school's top athletes. The decisions about these awards are made by the coaches, staff sponsors, and Athletic Director. The decisions take into consideration an athlete's participation, skill, and attitude. The school recognizes the top male and female athletes at the Grade 8, Junior, and Senior levels. Accomplishments of the teams throughout the seasons are recognized during the year at various recognition assemblies.

TEAM TRANSPORTATION

Team transportation is an important and costly element of our athletic program. Our top priority is the safe transportation of our student athletes.

It is the parents' responsibility to ensure students have rides to and from practice and to and from games and tournaments. Teams do have access to the school mini-bus when it is available, but it is often in high demand. The mini-bus also requires a driver who has a Class 4 license, and who has submitted a driver's abstract and a criminal record check to the school.

To cover the ever-increasing cost of operating the mini-bus, all students who use it are required to pay \$10 per trip. The coach or staff sponsor will collect the fee. Students who travel with parent drivers other than their own parent are asked to give the driver \$10 as well, to assist in paying for gas. All parent drivers who are transporting students who are not their own children must complete a driver's abstracts and submit it to the school.

Students are not permitted to drive themselves to out-of-town school-sanctioned sporting events.

HAZELTON SECONDARY SPARTANS SCHOOL TEAM TRAVEL PERMISSION FORM

Dear Parent/Guardian:

Your son/daughter has been selected to play on a Hazelton Spartans team. Please read and complete the information below and return this form to your child's coach. This form must be completed before your child can participate in any out-of-town games.

Student athletes attending games or events out-of-town will require transportation. Generally it is the parents' responsibility to ensure your child gets to where they need to be. However, the school and coaches will endeavor to help with transportation when possible. **STUDENTS ARE NOT PERMITTED TO DRIVE THEMSELVES TO OUT-OF-TOWN SPORTING EVENTS.**

Please read the following and **initial all the ways** in which you give permission for your child to travel with his/her team. Be sure your child is aware of which methods of transportation you have or have not agreed to.

1. Athlete's own parent _____
 - Are you willing to take other students? Y/N
2. Another athlete's parent _____
3. Teacher or coach's car _____
4. Minibus _____

I grant permission for my son/daughter, _____, to be transported to out-of-town games in the ways initialed above if necessary or possible. Otherwise, I understand that I am responsible for ensuring my child has transportation. **Initial:** _____

PLEASE RETURN THIS FORM TO THE COACH. COACHES, PLEASE ENSURE THE OFFICE HAS A COPY OF THIS FORM.

Parent/Guardian Signature

Date

HAZELTON SECONDARY SPARTANS ATHLETIC PARTICIPATION AGREEMENT

I, _____, wish to participate in Hazelton Secondary School Athletics. In order to do so, I agree to abide by the following Code of Conduct.

Failure to abide by these rules may result in suspension from school as well as from sports teams. This will be determined in consultation with coaches, teachers, administration, and parents, and will depend on the severity of the situation.

ATHLETES' CODE OF CONDUCT

I agree to:

1. Make an honest effort and maintain passing grades in all my courses.
2. Follow the rules with respect to behaviour in classes and in school.
3. Display good citizenship while on school premises.
4. Display good citizenship while on school trips.
5. Attend practices regularly as per coaches' expectations.
6. Take care of the equipment, uniforms, and facilities that I am using.
7. Be committed to my team and to improving my skills.
8. Accept both winning and losing gracefully.
9. Treat officials, opponents, and spectators with respect.
10. Help fundraise as needed for our athletics program.
11. Pay for replacing a lost or damaged uniform.
12. Refrain from the use of drugs/alcohol on school trips. Failure to abide by this rule will automatically result in a ONE YEAR SUSPENSION from sports and extra-curricular activities.
13. Proudly wear the Spartan uniform and play to the best of my ability.
14. Remember that I represent my school and community when participating on a team.
15. Understand that the consequences of being involved in serious offenses at school (drugs/alcohol/fighting) that result in suspension will exclude me from participating in school sports or other extra-curricular activities for a specific period of time, to be determined by school administration as per the School Code of Conduct. If I wish to reduce the disciplinary sentence, I must provide documentation of at least 30 hours of community service and participate in appropriate counseling/mediation.

Student Signature

Parent Signature

Date

HAZELTON SECONDARY SPARTANS PARENT AGREEMENT

I/We, _____, permit my/our child, _____, to participate on a Hazelton Secondary sports team. I/We understand that supervision is provided by the school at games and practices. I/We understand that we are responsible for ensuring my/our child has transportation to and from practices and games.

I/We also agree to:

1. Support my/our child and his/her team in a positive manner.
2. Respect the officials of the game.
3. Refrain from heckling or speaking negatively to officials, opposing teams, coaches, and spectators.
4. Respect the game plan of the coaches, including decisions about playing time allotted to players.
5. Remember that parents also represent the team, school, and community when they are attending school sporting events.
6. Address any concerns to the coaches/staff sponsors at an appropriate time/place, in person and with respect, as outlined on page 10 in this handbook.
7. Volunteer, if I am available, to assist at games, fundraisers, washing uniforms, driving athletes, chaperoning trips, etc.

I/We understand that failure to abide by these guidelines may impact my/our child's ability to participate in school athletics and may impact the school's ability to find coaches for our teams.

Parent(s)/Guardian Signature(s)

Date

**HAZELTON SECONDARY SCHOOL
SPARTAN ATHLETICS**



**ADDITIONAL INFORMATION
FOR COACHES**

COACHES' TO-DO LIST

- **Get your team signed up:** At (or prior to) your first practice, get a list of team members, with birthdays and the year they started grade 8 so the team can be registered with BC School Sports. Submit the list to the Athletic Director.
- **For community coaches, be sure to have Criminal Records Checks (done at the RCMP) submitted to the office as well as Drivers' Abstracts if you will be transporting students at any time.**
- **Provide your contact information to the Athletic Director and office – name/phone numbers/email.**
- **Community coaches must have a school district employee as the staff sponsor of the team.**
- **Have a team meeting WITH PARENTS and the Athletic Director/administration present to review the Parent/Player handbook. Be sure to review your own expectations for your team, your coaching philosophy, etc. Provide parents with information about your practice times and a tentative game schedule. Hand out ALL forms that need to be signed – transportation, athletic code of conduct, parent agreement, etc. There is also a new Northwest Zone form to complete.**
- **Collect all forms and return them to the Athletic Director/administration.**
- **Once a month or so, please check with your players' teachers about their academic progress to ensure continuing eligibility or arrange for support as needed (forms attached).**

For Out-of-Town Trips

- Distribute game schedule to parents/players as soon as it is available.
- Discuss with parents/players transportation to and from games (refer to handbook for transportation info, costs, expectations, etc).
- Teacher coaches need to complete a leave of absence in SmartFind Express if they are absent from school during the week for a game, even if a sub is not needed.
- Submit a Trip Information form to the office at departure time of all players participating in the trip, as well as drivers/chaperones.
- For any overnight trips, be sure to consult with the Athletic Director and school administration about trip details, finances, accommodations, chaperones, etc. An extended field trip application form for the school district should be completed prior to departure.
- Always ensure all drivers/chaperones have appropriate paperwork completed.
- Ensure parents know when and where to pick up students upon return to Hazelton.

DRIVERS ABSTRACTS: Call ICBC at 1-800-950-1498, with your driver's license number. Have them send it to HSS @ 1-888-503-6959 OR to hss@cmsd.bc.ca .

**HAZELTON SECONDARY SPARTANS
Player Sign-Up Sheet**

Coaches, please return this form to the Athletic Director so that your team can be registered with BC School Sports.

Team: _____

Coach: _____

Coach's Contact Info:

Email: _____

Phone: _____

NAME (First and Last)	BIRTHDATE (d/m/y)	GRADE	YEAR ENTERED GRADE 8

**HAZELTON SECONDARY SPARTANS
TRIP INFORMATION SHEET**

To be complete for ALL team travel and filed with the principal/vice-principal BEFORE leaving.

TEAM: _____

COACH/STAFF SPONSOR: _____

ATHLETES PARTICIPATING IN TRIP:

DATE OF TRIP: _____

DESTINATION: _____

DEPARTURE TIME: _____

EXPECTED RETURN TIME: _____

CHAPERONES: _____

METHOD(S) OF TRANSPORTATION: _____

DRIVER(S): _____

HAZELTON SECONDARY SCHOOL

Extra-Curricular and Athletic Eligibility Form



“If you want to PLAY, you’ve got to WORK!”

Coaches/Club Sponsors: Please ensure these are completed monthly and that follow-up is done with teachers to ensure students are staying on track. Please keep the AD and VP informed of ongoing problems.

Students need to be working at a **SATISFACTORY** level in all of their classes in order to play with their team on weekends or participate in their group’s activities. If you get an **UNSATISFACTORY** report from a teacher, please meet with your coach/club sponsor and your teacher to make a plan to improve the situation right away.

Name	Team/Group	Coach	Date

COURSE	EFFORT (S/U)	ATTENDANCE (R/I)	COMMENTS	TEACHER INITIALS