



Tofield School Athletic Handbook (2021-22)



Table of Contents

WELCOME TO TOFIELD AND TO OUR ATHLETICS PROGRAM	2
THE PHILOSOPHY OF BEING A TITAN	3
PURSUING VICTORY WITH HONOUR	5
BASIC PHILOSOPHY	5
THE DEFINITION OF SPORTSMANSHIP	6
COACHES' QUICK TIPS	7
TITANS - COACHING GUIDELINES	9
TOFIELD ATHLETICS	9
REGULATIONS FOR COACHES	10
Fundamentals of Sportsmanship	11
BEHAVIOUR EXPECTATIONS	12
BEHAVIOUR EXPECTATIONS OF THE COACH	13
BEHAVIOUR EXPECTATIONS OF STUDENT-ATHLETES	14

BEHAVIOUR EXPECTATIONS OF STUDENT GROUPS	15
BEHAVIOUR EXPECTATIONS OF SPECTATORS	15
BEHAVIOUR EXPECTATIONS:	
OFFICIALS AND SCHOOL ADMINISTRATORS	16
PROMOTING GOOD SPORTSMANSHIP	17
HAZING	18
GAMBLING & BLOGGING GAMBLING	19
BLOGGING	19
WARNING ABOUT THE INHERENT DANGERS OF ATHLETIC PARTICIPATION	20
PARENT / COACH RELATIONSHIPS	20-21
Tofield School Athletic Policy School Policy	22
1: Competition and Participation	22
School Policy 2: Captain & Assistant Captain	22
School Policy 3: Attendance & Marks	22
School Policy 4: Practices & Playing Time	23
School Policy 5: Transportation	23
School Policy 6: Team Budget	24
School Policy 7: Blanket Waiver Form	24
School Policy 8: Teacher/ Parent Permission Forms	24
School Policy 9: FOIP Forms	24
SECTION 1 - CODE OF ETHICS	25
FAIR PLAY AND SPORTSMANSHIP	25
DRUGS AND ALCOHOL	25
MISCONDUCT	26
MISCONDUCT PROTOCOL	26
SUPERVISION OF ATHLETES AND TEAMS	26
PERFORMANCE BONDS	27
SECTION 2 - ELIGIBILITY COMMITTEE	29
SENIOR HIGH ELIGIBILITY	30
JUNIOR HIGH ELIGIBILITY	30
STRUCTURE OF LEAGUE	30
ASAA CODE OF ETHICS	30-33

WELCOME TO TOFIELD SCHOOL'S ATHLETICS PROGRAM

THE PURPOSE OF THIS ATHLETICS HANDBOOK IS TO PROVIDE COACHES, PARENTS, GUARDIANS, STUDENTS, ATHLETES/ TEACHERS, ADMINISTRATORS. BUS DRIVERS AND ALL MEMBERS OF OUR SCHOOL COMMUNITY, THE INFORMATION THAT THEY NEED TO UNDERSTAND THE PROGRAM.

OVER THE COURSE OF THE PAST FEW YEARS WE HAVE TRIED TO DEVELOP A PROGRAM THAT INCORPORATES GREAT SPORTSMANSHIP, PARTICIPATION AND SUCCESS. OUR SCHOOL HAS BECOME KNOWN NOW FOR THOSE AFOREMENTIONED TRAITS, AND IT MAKES US PROUD TO SAY THAT WE ARE TRUE REPRESENTATIVES OF BEING A TITAN.

THE HANDBOOK WILL PROVIDE INFORMATION ABOUT OUR LOCAL SPORTING ASSOCIATIONS, RULES AND REGULATIONS, CODES OF CONDUCT, AND THE EVERYDAY LIFE OF BEING A COACH AND ATHLETE HERE AT THE SCHOOL. IT IS OUR HOPE THAT THIS BOOKLET CAN HELP IN MANY SITUATIONS, AND MAKE THINGS EASIER FOR EVERYONE WITHIN THE PROGRAM.

WE WOULD LIKE TO EXPRESS MY GRATITUDE TO EVERYONE THAT MAKES THE PROGRAM RUN. WE HAVE HAD MANY SUCCESSES IN THE PAST, AND WITH THE HELP OF EVERYONE WITHIN OUR COMMUNITY I AM CONFIDENT THAT WE WILL SEE MORE. WE ARE GRATEFUL TO THE HARD WORK AND DEDICATION THAT IS SHOWN HERE IN THE SCHOOL AND COMMUNITY, AND WE ARE LOOKING FORWARD TO ANOTHER SUCCESSFUL YEAR.

SHOULD YOU HAVE ANY QUESTIONS OR FEEDBACK REGARDING THIS HANDBOOK, PLEASE FEEL FREE TO DROP BY MY OFFICE IN THE GYM.

YOURS IN SPORTSMANSHIP,

ATHLETIC DIRECTOR

MARCEL FLASHA

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[Cite your source here.]

Junior High Athletics:

Tofield School is a member of the: Battle River Junior High Athletics Association (BRJHAA)

BRJHAA is divided into 3 Divisions: Division 1, Division 2, Division 3. These divisions are constructed on placement of schools within the Battle River School Division.

Tofield School is a part of Division 2.

The highest level of competition in Junior High is the Regional meet or tournament.

In some sports athletes move straight to the Regional competition. In other sports they need to qualify for Regionals by advancing through different competitions, (e.g. School competitions, League play, Division tournament/meets).

Sports offered at Tofield School: Golf, Cross-Country Running, Volleyball, Basketball, Badminton and Track and Field

BRJHAA website: BRJHAA.ab.ca

Senior High Athletics:

Tofield School is a member of the: (CASAA) Central Alberta Schools Athletic Association (Zone) and (ASAA) Alberta Schools Athletic Association (Provincial).

CASAA is divided into 4 Areas: Area 1, Area 2, Area 3, Area 4. These divisions are constructed on placement of schools within the Central Zone.

Tofield School is classified as a: 2A School (because the number of students from grades 10-12). As of May 5/20. (100-299 students).

The highest level of competition in Senior High is the Provincial meet or tournament.

In some sports athletes move straight to the Zone competition. In other sports they need to qualify for Provincials by advancing through different competitions, (e.g. School competitions, League play, County of Beaver, Area, Central Zone tournament/meets).

Sports offered at Tofield School: Golf, Cross-Country Running, Volleyball, Basketball, Badminton and Track and Field.

CASAA website: CASAAathletics.ca

ASAA website: ASAA.ca

THE PHILOSOPHY OF BEING A TITAN

Success must be built on some sound philosophical principles. These principles, which will become the fabric of the Titans, may be summarized as follows:

1. Positive Attitude

As a Titan, you are responsible for projecting a mature positive attitude toward the game, its officials, your opponents, teammates, coaching staff and administrators of the program, as well as the public. At all times, (at Tofield School on the school bus and at other schools) your behavior and conduct should reflect positively on yourself, your team, and your school.

2. Team before Self

Most sports are individual and team games and although it is proper and even necessary to have personal goals and objectives, it is paramount that each member of a Titan team possesses an unselfish attitude where team objectives are primary.

3. Privileges and Responsibility

Being a member of any school team is a privilege, which one must earn. That privilege should not be confused with license to behave publicly in a manner which may reflect negatively on TOFIELD School, its athletic program, your teammates, or most importantly, on yourself. TOFIELD School athletes must understand the importance of making sure that any facility: school, athletic field, hotel or restaurant is cleaner after they leave than before they arrived!

4. Attributes for Success

Through your participation in sport, you have the opportunity to develop aspects of your life that contribute to your maturation, knowledge and development as a human being. To that end, you should work toward personal growth in the following areas:

a) Academic Discipline

- A positive, active commitment to your studies, and maintenance of an achievable, realistic level of academic performance.
- Attendance at ALL scheduled classes and school events (e.g. Terry Fox Run, Remembrance Day Ceremonies, TSU activities, etc...). Failure to attend all classes and participation in school events, will exclude the student from playing on a game day.
- Continual absences will result in expulsion from the team.

b) Maturity

- Be responsible to yourself and your team.
- Ability to build a 'game day' routine and seek ways to make a contribution to the team (e. g. Score keeping, uniform collection and the set up and take down of necessary equipment before and after games or tournaments.
- Be unselfish in terms of playing time, individual statistics and public recognition.
- Accept responsibility for your own behavior. Act in a rational and thoughtful manner.

c) Leadership

- Every player can be a leader in his own way. Identify the manner in which you will lead your team.
- Set a good example by knowing whatever you do reflects on the team.
- Length of service with the team has a marginal but also limited impact when it comes to leadership.
- Rookies and Second year players must lead as well as veterans.

d) Commitment to Excellence

- Dedicate yourself to self-improvement as a means to better team performance.
- Establish consistency in both practices and games.

e) Awareness/ Alertness

- Physical discipline does not occur without mental discipline.
- Strive to improve your awareness and understanding of how you control your body and program yourself for success through mental rehearsal.
- Do not allow any external factor (Ref or coaches calls and decisions) that you cannot control to upset you or disturb your concentration and positive attitude toward your team.
- All game situations, such as score and opponents strengths must be recognized.
- Analysis of your errors must be rational rather than emotional.
- Concentration is critical; rule out distracting and negative thoughts.
- Confidence must be a REAL quality at all times; believe in yourself, the system, and the team.

f) Hustle/ Desire

- be enthusiastic in practice as well as games.
- have an inner excitement about the game.
- PRIDE: in the team and its traditions, in practices, in performance, in your teammates, and friends.

g) Improvement of Previous Performance

- balance your individual performance as compared to team performance.
- strive for excellence.
- develop a willingness to learn from the teammates on both sides of the activity.
- accept positive criticism.
- engage in critical self-evaluation.
- be willing to change your approach, as is necessary.

PURSUING VICTORY WITH HONOUR

BASIC PHILOSOPHY

WINNING IS IMPORTANT

Winning is important and trying to win is the end goal. Without the passionate pursuit of victory much of the enjoyment, as well as the educational and spiritual value, of sports will be lost. The importance of Sport/s has many related factors to winning: Having fun, Learning, Being part of a team, Working towards individual or group goals, Improving skills, Building relationships, etc...

HONOR IS MORE IMPORTANT

Sports programs should not trivialize winning or the desire to win. To dismiss victory by saying, "it's only a game" can be disrespectful to athletes and coaches who devote their time to being the best they can be in the pursuit of individual victories, records, championships, and medals. But the greatest value of sports is its ability to enhance and uplift the character of participants and spectators.

ETHICS IS ESSENTIAL TO TRUE WINNING

The best strategy to improve sports is not to de-emphasize winning but to more vigorously emphasize that adherence to ethical standards and sportsmanship in the honorable pursuit of victory is essential to winning in its true sense. It is one thing to be declared the winner, it is quite another to really win.

THERE IS NO TRUE VICTORY WITHOUT HONOUR

Cheating and bad sportsmanship are not options. They rob victory of meaning and replace the high ideals of sport with the petty values of a dog-eat-dog marketplace. Victories attained in dishonorable ways are hollow and degrade the concept of sport.

ETHICS AND SPORTSMANSHIP ARE GROUND RULES

Programs that adopt Pursuing Victory with Honour are expected to take whatever steps are necessary to assure that coaches are committed to principles of ethics and sportsmanship as ground rules governing the pursuit of victory. Their responsibilities to demonstrate and develop character must never be subordinate to the desire to win. It is never proper to act unethically in order to win.

BENEFITS OF SPORTS COME FROM THE COMPETITION, NOT THE OUTCOME

Quality amateur sports programs are based on the belief that vital lessons and great value of sports are learned from the honorable pursuit of victory, from the competition itself rather than the outcome.

THE DEFINITION OF SPORTSMANSHIP

Sportsmanship is character displayed through athletic competition. People of character live by the “Six Pillars of Character”, universal values that can be used to define a good person:

Trustworthiness, respect, responsibility, fairness, caring and citizenship.

This code applies to the parents of all student-athletes involved in extracurricular sports.

TRUSTWORTHINESS

- Always pursue victory with honor.
- Demonstrate and demand scrupulous integrity.
- Observe and enforce the spirit and letter of the rules.
- Don't compromise education and character-development goals.
- Don't engage in or tolerate dishonesty, cheating or dishonorable conduct.

RESPECT

- Treat the traditions of the sport and other participants with respect.
- Don't engage in or tolerate disrespectful conduct including verbal abuse of opponents and officials, profane or belligerent “trash talking”, taunting and unseemly celebrations.
- Win with grace and lose with dignity.

RESPONSIBILITY

- Be a positive role model and require the same of your student-athletes.
- Further the mental, social and moral development of athletes and teach life skills that enhance personal success and social responsibility.

FAIRNESS

- Adhere to high standards of fair play.
- Never take unfair advantage.
- Be open-minded.

CARING

- Assure that the academic, emotional, physical and moral well-being of athletics is always placed above desires and pressures to win.

CITIZENSHIP

- Promote sportsmanship by honoring the rules and goals of the sport.
- Establish codes of conduct for coaches, athletes, parents and spectators.
- Safeguard the health of athletes and the integrity of the sport prohibiting the use of alcohol and tobacco.
- Demand compliance with all laws and regulations, including those relating to gambling and the use of drugs

COACH RECRUITMENT AND SELECTION

- Prior to the commencement of Tofield School Sports, (preferably in late June or the start of the current school year) the administrators and athletic director will invite requests or try to find coaches for coaching positions at all levels in our Athletics Program for the coming season/s.
- All coaches will be required to produce an RCMP and Intervention Record check.
- The administrators and athletic director will consider coaching candidates (if there are a number of interested individuals) and summarize coach credentials using the following criteria:
 - Coaching training;
 - Coaching experience;
 - Coaching success;
 - Interview results (if needed). They will consider coach evaluations conducted in seasons past (if available).
- All requests, interview results and coach assessments are confidential and will be retained on file.

COACHES' QUICK TIPS

As coaches, we share a common purpose—to provide for our student-athletes, an experience to develop as a student, an athlete, and as a citizen of the Titans community. Always keep in mind that the total development of the student-athlete is our mandate, and let this truth be our guiding principle when making choices for the team which we are responsible for.

Some reminders:

1. Be diligent about the management/payment of fees, expenses and deposits.
2. Be diligent about the management of uniforms and equipment.
3. Provide as much information to colleagues and parents with respect to schedules and commitment as possible.
4. Parents have a unique perspective on their son or daughter – respect that perspective and their right to protect it. Communicate with them!
5. Do not leave athletes unsupervised in practice, games or tournaments. You are liable for their safety.
6. Do not allow athletes access to the physical education office area unless the athletes are supervised. This includes access to the telephones in the office area.
7. Clean up after yourself! We must all work together to maintain an organized work environment. This includes seeing that students put equipment back in the proper place and manner, and that doors are adequately shut and locked. If the gym was used please put away all equipment and chairs. Make sure the gym floor has been dry mopped and garbage/recycling items disposed of properly.



8. Report scores to the proper authorities as soon as possible so they are able to do their jobs as well.
9. Have fun, and thank-you for your involvement!

Titans - COACHING GUIDELINES

1. As staff members, when we find ourselves in a situation we are uncomfortable with we will not hesitate to discuss it with the individuals involved.
2. Never contradict another coach in practice or team meetings. Respectful discussion of alternatives is acceptable. When in doubt, suggest “we can discuss this at a later date.”
3. After a presentation to the team, other coaches ask, “Do you have anything to add?” Do not ask, “What do you think about that?”
4. When general grievances are brought to coaches by players or parents or guardians, we will hear them out, clarify their position through questioning, if necessary ask them to leave while coaches discuss it privately, and then inform them of the decisions, and discuss them as necessary. We have a 24hr rule, when dealing with some situations.
5. Punctuality for all team functions is imperative. Coaches should be present before practice time.
6. Coach - Player Relations
 - a) Discuss game played:
 - Coaching decisions are not discussed except from a positive point of view
 - b) Discussion of coaches:
 - Can be done with players on the basis of factors involved and difficulties in making selections in the form of explanation or talking things out.
 - We as a staff accept the responsibility for all decisions.
 - We should refrain from discussing a fellow coach.
 - c) Socializing with players in season:
7. In unpredictable discipline situations, the common law prevails. That is, we do not try to anticipate every problem and frame a rule for it, situations are assessed on a common sense basis.
8. We will strive to never put our players in a position where they are less prepared than their opponents.
9. We must reflect a TRUE, REAL, and SINCERE respect for our opponents at all times.
 - in practices and preparation material.
10. We should make use of the word PRIDE in practices as well as games: reinforce it often. Are we letting the “teachable moments” slip by?
11. Emphasize that special practices are PRACTICES in every sense. (ie. Evening/ morning practices)

12. Meet with Team Captains regarding Dressing Room decorum and equipment checklist.
13. Meet with Managers regarding equipment checklist and travel checklist.
14. Coaches must observe and respect all of the rules the players observe.
15. Coaches are responsible for reporting all results to the proper authority.
16. Coaches are responsible for the management of their league and tournament schedule and the timely notification to those parties concerned where a change has occurred. Changes to games and tournaments can happen very quickly and with very short notice.
17. Coaches will not schedule practices or games during key examination periods. If it is deemed necessary by the coach, he/she must get prior approval from the athletic director and administration prior to scheduling such events.
18. Venues for practice/s may be used or booked by other community groups and they may be set-up for presentations (e.g. Remembrance Day Ceremonies, Grad functions, etc... Also maintenance to the venue may have to be completed (e.g. waxing of the gym floor).

“Be PROUD of what you’re doing”



TOFIELD ATHLETICS

REGULATIONS FOR COACHES

1. THE COACH should consider her/himself as a teacher. His/her chief objective is to build leaders, develop athletic skills and all else is secondary to this. Unless he/she makes a worthwhile contribution to the total educational process he/she is not fulfilling his/her obligations.
2. THE COACH should remember that first impressions are lasting and that a good example speaks louder than words. Hence, he/she should ask: "what do I look like: how do I carry myself?" By both actions and words, he/she should encourage their athletes to give attention to their personal appearance as well.
3. THE COACH should always be regular and prompt in meeting his/her assignments –at practice sessions, at games, at meetings. He/she should expect--- and demand this same response from his/her team.
4. THE COACH should be diligent in his attention to the routine details of his position. This means getting in all reports when due, keeping all necessary records and following up promptly on all requests made.
5. THE COACH should accept his/her responsibility as a counselor to the athletes under his/her relationship with the students. The coach should make it his/her concern for attendance, department, scholastic achievement, and personal problems of the athletes. Many students complete the school program because of their interest in athletic participation and the influence of the coach. In this way the coach can play a major role in the problems now confronting schools and other related issues.
6. THE COACH should set an example for respect for law and order. They should become the kind of person who accepts the decisions of the officials without any display, either by word or act, as to their disagreement with those decisions.
7. THE COACH should, in fact, develop the attitude that whatever the official calls is right regardless of whether he/she might agree with the decision or not; in short, it is right because that is what the official called. It would be considered good procedure for a coach to get the attention of an official and ask for information or an interpretation, but it would be bad practice for the coach ever to go on the field or court and argue with him/her.
8. THE COACH will respect the right and feelings of opposing coaches, and will never use tactics that take unfair advantage of him/her. He/she will be friendly and courteous at all times and never argue with 'their' opponent before the team or the spectators.'
9. THE COACH should teach their team that their attitude toward the opposing athletes must be one of respect and friendship. Any display of temper against an opponent should result in the immediate removal from the game of the members guilty of such action.

10. THE COACH should instill in their team the attitude that they must be polite and be good citizens both on and off the field or court, during the game or activity and afterwards, in school and out.

11. THE COACH should use language that demonstrates that he/she is a responsible adult and a teacher. Vulgarity and profanity have no place on the athletic field, in the gym, or in the classroom. He/she should likewise, never tolerate such language by the students at any time.

12. THE COACH should refrain from the use of tobacco in any form while with his team on the field or in the gym. It is further accepted that no coach would allow any athlete to use tobacco while he/she is taking part in any athletic activity, whether at a practice or a game.

13. THE COACH should teach the students that participation in school athletics is a privilege extended to those who meet and continue to meet the standards of eligibility established by: Battle River School Division and the Alberta Schools Athletic Association and their school. He/she should make it completely clear that no one has a right to participate nor that the school owes him/her anything for such participation.

14. THE COACH who accepts all of these responsibilities for himself/herself and in turn requires this same acceptance and adherence from their team will never teach or allow any athlete under their direction to use any tactics that attempt to circumvent the spirit as well as the letter of the rules.

In doing these things, the coach is making a real contribution to the total education of their students, players and athletes and helping to instill in them proper attitudes toward right and clean living.

Fundamentals of Sportsmanship

LEARN THE RULES

It is the essential to be well informed of the rules of the sport. The spirit of good sportsmanship depends on conformance to a rule's intent and to the letter of the given rule. Learn and abide by game rules at all times.

EXERCISE RESPONSIBLE BEHAVIOUR AT ALL TIMES

In order to ensure the true value of extracurricular competition, one must understand their own personal prejudices that may affect judgment and be sure that personal actions are beneficial to the educational values of the activity. Your behaviour influences others whether you are aware of it or not.

RESPECT TEAMMATES AND YOURSELF

The foundation of proper sportsmanship begins with your ability to recognize and appreciate the efforts of your teammates as well as yourself. Avoid any activities that could be classified as hazing toward teammates and respect yourself by choosing not to take performance enhancing drugs.

POSITIVELY INTERACT WITH FANS

Regardless of team affiliations, an important aspect of good sportsmanship is the positive interaction participants, coaches, officials and others have with fans attending a contest. Through positive interaction, a level of decency and compassion is illustrated to

<p><u>RECOGNIZE AND APPRECIATE SKILLED PERFORMANCES REGARDLESS OF AFFILIATION</u></p> <p>Applaud the good efforts made by an opponent as well as your team. Applause is a sign of compassion, recognition of good performance, reflects a true awareness of the game and should be practiced regularly.</p> <p><u>RESPECT OFFICIALS</u></p> <p>Officials are present at a contest to ensure participants, coaches and spectators follow the intent of the rules. Their impartial judgment should not be called into question and blame should never be placed on officials before, during or after a competition. The rule of good sportsmanship is to accept and abide by decisions made by officials in order to teach this valuable lesson to student's for application later in life.</p>	<p>individuals attending the sporting event and continued attendance is desired.</p> <p><u>DISPLAY REPRESENTATIVE BEHAVIOUR AT ATHLETIC EVENTS</u></p> <p>As a representative of your school, never allow poor judgment to interfere with the responsibility you have to positively reflect on your program. Regardless of your stature as a student, player, coach, parent or spectator, it is paramount that you show proper sportsmanship and by doing so show that you value the benefits of TOFIELD athletics.</p>
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BEHAVIOUR EXPECTATIONS

It takes everyone in the school community to ensure that proper sportsmanship is carried out at all times. From players, coaches and school officials to spectators and media personnel, sportsmanship is the responsibility of all.

OVERALL ACCEPTABLE BEHAVIOUR

- Applaud all participants during team introductions, regardless of team affiliation.
- Show respect to officials and accept their judgments as part of the contest.
- Cheerleaders should lead fans in positive cheers that promote sportsmanship and fair competition.
- Participants should shake hands before and after each contest, regardless of outcome.
- Treat competition as a game, keeping the value of education paramount.
- Coaches/players search out opposing participants to recognize them for outstanding performance or coaching.
- Applause at the end of a contest for performances of all participants.
- Everyone show concern for an injured player, regardless of team affiliation.

OVERALL UNACCEPTABLE BEHAVIOUR

- Attempts to distract opponent during contests such as yelling or waving arms during opponent's free throw attempt, serve, etc.
- Antagonizing, disrespectful or derogatory yells, chants, songs or gestures.
- Booing or heckling an official's decision.
- Criticizing officials in any way; displays of temper with an official's call.
- Refusing to shake hands or give recognition for good performances following a game.
- Blaming loss of game on officials, coaches or participants.
- Laughing or name-calling to distract an opponent.
- Use of profanity or displays of anger that draw attention away from the game. Not cheering unless it's for your

BEHAVIOUR EXPECTATIONS OF THE COACH

Always support your team and the efforts of all participants involved.

Do not intimidate or ridicule a player, coach or official before, during or after a contest.

Always praise athletes for their actions during a game; never degrade a participant for their efforts. Athletics are a learning experience for students, and mistakes will be made.

Remember that being at an athletic event is a privilege to observe the contest, not a license to verbally assault others or be generally obnoxious.

Learn the rules of the game so that you may understand and appreciate why certain situations take place.

Always respect the integrity and judgment of officials. They are present to regulate the flow and enforce the rules of the game.

Show respect for the opposing players, coaches, spectators and support groups. Treat them as guests to your school.

Use only cheers that support and uplift the teams involved.

Recognize and show appreciation for an outstanding play by either team.

BEHAVIOUR EXPECTATIONS OF STUDENT-ATHLETES

Accept and understand the seriousness of your responsibility, and the privilege of representing your school and community. Make good sportsmanship a top priority for you and your teammates.

Live up to the standards of sportsmanship established by the school administration, athletic director and the coaching staff.

Learn the rules of the game thoroughly and discuss them with parents, fans and fellow students. This will assist others as well as you in the achievement of a better understanding and appreciation of the game.

Treat your opponents with respect and integrity. All participants work very hard to prepare for competition, and it is paramount that you as an athlete show the proper respect that is earned through hard work and determination.

Wish opponents good luck before the game and congratulate them in a courteous manner following the contest, no matter the outcome.

Respect the integrity and judgment of game officials. The officials are doing their best to help promote you and your sport. Treating them with respect, even if you disagree with their judgment will help to make a positive impression of you and your team in the eyes of the officials and everyone at the event.

Do not say, write or post any derogatory comments about opponents, teammates, coaches, officials or spectators

BEHAVIOUR EXPECTATIONS OF STUDENT GROUPS

Always provide positive support for your team. Never ridicule or degrade the opposing team or players.

Conduct yourself in an exemplary manner. Remember that you represent your school both at home and away.

Treat opposing players, coaches, spectators and support groups with respect and enthusiasm. Applaud good performances on both teams. Doing this will show that you understand and can recognize athletic achievement, regardless of team affiliation.

Always display proper sportsmanship toward officials and value their contributions to the game. Respect the judgments made during a contest. All calls are impartial and should be accepted by all parties.

BEHAVIOUR EXPECTATIONS OF SPECTATORS

Treat opponents and officials with respect and hospitality when hosting an event. This includes having proper dressing areas and any pertinent information that could be useful such as game schedule and post-game procedures.

Be sure to adhere to the game time schedule. Doing this will help the officials keep the contests running smoothly and reduce the amount of time in between contests.

Display modesty in victory and graciousness in defeat in public and in talking with the media. Confine remarks to game statistics and the performance of your team. Never degrade the performance of any participant, coach or official.

Hold a pre-season meeting to discuss proper sportsmanship with your athletes and parents. It is your responsibility to help ensure that positive sportsmanship is displayed at sporting events.

Develop a program that acknowledges participants and spectators for displaying proper sportsmanship and enforces consequences on those who do not abide by sportsmanship standards.

Be no party to the use of profanity, obscene language or improper actions, which include the verbal or physical abuse of participants, coaches, officials or spectators.

Exemplify the highest moral character, behavior and leadership, adhering to strong ethical and integrity standards. As coach, it is your responsibility to act in a positive manner to show your athletes the proper way to conduct themselves in competitive situations.

Respect the integrity and personality of the individual athlete.

Do not ask an athlete to do anything that will put their integrity in question. Abide by and teach the rules of the game in letter and in spirit.

Set a good example for players and spectators to follow.

Refrain from arguments with officials or other coaches in front of players and spectators.

Shake hands with the officials and opposing coaches before and after the contest. This shows mutual respect between two school officials and also illustrates good sportsmanship to spectators of the game.

Respect the integrity and judgment of game officials. Do not call their integrity into question. By showing respect for officials, you are not only promoting good sportsmanship but also showing others the proper way to handle situations.

BEHAVIOUR EXPECTATIONS:

OFFICIALS AND SCHOOL ADMINISTRATORS

BEHAVIOUR EXPECTATIONS OF OFFICIALS

- Know the rules of the game thoroughly.
- Accept your role in an unassuming manner and take pride in your work.
- Maintain confidence and poise, controlling the contest from start to finish.
- Work with the host school to stay on game schedule as best you can to allow the contest to run smoothly and reduce the amount of time between contests.
- Publicly shake hands with coaches of both teams before the contest.
- Never exhibit emotions or argue with participants or coaches when enforcing rules.
- Never let your judgment be swayed by the negative actions of participants, coaches or spectators.
- When watching a game as a spectator, give the officials, participants and coaches the same respect you would wish to receive when working a contest.

BEHAVIOUR EXPECTATIONS OF SCHOOL ADMINISTRATION AND ATHLETIC DIRECTOR

- Develop and implement a program for teaching and promoting the ideals and fundamentals of good sportsmanship within the school district and community.
- Have proper sportsmanship rules and penalties in place before the athletic season begins and enforce them throughout the year.
- Support participants, coaches and fans that teach and display good sportsmanship.
- Attend events whenever possible and function as a model of good sportsmanship.
- Communicate with spectators what is acceptable and unacceptable behaviour during an event.
- Respect the integrity and judgment of game officials. Recognizing their presence is instrumental to the game and that they do their best to professionally administer the rules of the game.
- Recognize exemplary behavior and actively discourage undesirable conduct by participants, coaches and fans.

PROMOTING GOOD SPORTSMANSHIP

- Develop and adhere to a code of conduct for good sportsmanship.
- Hold pre-season meetings and inform School Community before contests to encourage students to exhibit proper conduct.
- Work with local newspaper to create public service announcements on sportsmanship.
- Display messages of good sportsmanship throughout school hallways, in gymnasiums and around the community.
- Make visitors feel welcome when they attend a contest at your school.
- Ensure that school personnel are helpful and polite to spectators.
- Make frequent public address announcements at athletic events concerning the importance and use of proper sportsmanship

HAZING

Good sportsmanship is not only limited to the playing court. It is also showing compassion and respect toward your own teammates and other students. Hazing is a very serious matter in junior high and senior high schools. Due to the developmental stages of adolescence, many students feel a strong need to belong to a certain group or organization. As a result, many students find themselves in a vulnerable position and will satisfy the demands of someone else in order to feel as though they belong.

Hazing should not occur and TOFIELD School takes a very strong stance in the prevention of such practices. Hazing has been defined as “any activity expected of someone joining a group (or to maintain full status in a group) that humiliates, degrades or risks emotional and or physical harm, regardless of the person’s willingness to participate.

” An important part of showing good sportsmanship is not allowing hazing to occur in school athletics. Players, coaches, administrators and others can help to make sure that hazing does not transpire within

Forms of Hazing:

- Physical abuse
- Verbal abuse
- Threats or implied threats
- Personal servitude
- Insulting new members of a group
- Name calling
- Being forced to wear embarrassing or humiliating attire in public

It

your program. If you see an act that you believe is a form of hazing, it is your responsibility to tell someone and help to stop the act. Allowing hazing to occur is the same as conducting the act itself. If everyone works together in an effort to stop hazing in your program, you can build closer teams and foster individual relationships, which are healthy to the educational process.

WAYS TO HELP IDENTIFY HAZING AND PUT A STOP TO IT:		
<ul style="list-style-type: none"> · Draw attention to hazing and help others interpret hazing as a problem. · Help build awareness about hazing by talking to your friends, family and others. 	<ul style="list-style-type: none"> · Become a role model by talking with youth about hazing and its potential problems · Provide assurance for those individuals who do report hazing. 	<ul style="list-style-type: none"> · Establish consequences for participating in or allowing hazing. · Develop incentives for the implementation of non-hazing group initiatives and activities.

GAMBLING & BLOGGING GAMBLING

Extra-curricular athletics is an important part of education. It teaches students about responsibility, building character, instilling strong ethics, creating positive experiences and showing how to handle adverse situations. In order to keep extracurricular athletics a positive educational experience, it is vital that such practices as gambling not be allowed to infiltrate the boundaries of the sports arena. When gambling is allowed in junior high or senior high school athletics, the purity and educational basis is removed from the sport.

Professional as well as intercollegiate sports have experienced a high level of gambling. It is the responsibility of all involved parties to make sure that gambling does not filter down into TOFIELD athletics. For anyone associated with extracurricular athletics to gamble or bet on outcomes and predictions at the junior high or high school level would be highly unethical and goes against the meaning of educational competition.

With the influx of sports gambling websites, it is easier than ever to place a wager on athletic events and contests. Professional and intercollegiate sports are taking steps to control gambling, and with the help of school personnel, we can help to keep gambling out of TOFIELD athletics.

BLOGGING

The Internet allows people to communicate with each other in ways that were not available in the past. With up-to-date news and entertainment, the Internet is quickly becoming the most popular mode of communication. With the introduction of web sites like Facebook, Snapchat, and Instagram, people are able to have constant interaction with each other through virtually 24-hour contact. You must be careful of the information that you choose to share on such web sites and through various messaging services like Yahoo, Messenger, Twitter, Facebook. A wide audience can see the information that you post and choose to share and anything found on your pages and messages reflect upon yourself, your family and your athletic program.

As a representative of your school, it is always important to remember that your actions can and will affect others. Being a student-athlete is a big responsibility and people within the community look at you as a reflection of your program. Good sportsmanship extends well beyond the playing or practice field/court. You must be conscientious of what you say about your athletic program, school and others.

Under no circumstances is it okay to write or post anything on your page that could be interpreted as negative or derogatory towards a coach, teammate, official, opponent or any other individual. Many schools do not allow student-athletes to visit such sites on school premises. Student-athletes can help monitor blogging by being careful of what they choose to post or write on their personal messaging pages.

WARNING ABOUT THE INHERENT DANGERS OF ATHLETIC PARTICIPATION

Student-athletes and parents should be aware that any athletic participation will always have inherent dangers. Although rare, death or catastrophic injury can result from participation in sports, and care should be taken by all concerned to minimize such dangers through the use of appropriate equipment, proper training methods and common sense.

We encourage student-athletes in all sports, and their parents, to discuss risks and risk minimization with coaches and school administrators. Athlete "Medical Alerts" should be shared with: Administration, Athletic Director, Coach/s and all members of the team.

PARENT-COACH COMMUNICATION

Both parenting and coaching are very difficult vocations. By establishing an understanding between coaches and parents, both are better able to accept the actions of the other and provide a more positive experience for everyone. Parents have the right to know, and understand, the expectations placed on them and their children. Coaches have the right to know that if parents have a concern, they will discuss it with the coach at the appropriate time and place (24 hour rule if needed).

Communication parents should expect from their child's coach:

- 1) Coach's philosophy.
- 2) Expectations the coach has for your son or daughter, as well as other players on the team.
- 3) Locations and times of practices and games/tournaments/events.
- 4) Team requirements, i.e., fees, special equipment needed, school & team rules, off-season expectations.
- 5) Procedures that will be followed if your child becomes injured during participation.

Communication coaches should expect from parents:

- 1) Concerns regarding their son or daughter expressed directly to the coach at the appropriate time and place. (24 hour rule-not at the game/practice, not immediately after the game)
- 2) Specific concerns in regard to the coach's philosophy and/or expectations.
- 3) Notification of any schedule conflicts well in advance.

As your child becomes involved in extracurricular athletics, they will experience some of the most rewarding moments of their lives. It is important to understand there may be times when things do not go the way you or your child wishes. These are the times discussion with the coach is encouraged.

Appropriate concerns to discuss with a coach:

- 1) The mental and physical treatment of your child.
- 2) What your child needs to do to improve.
- 3) Concerns about your child's behaviour.



It is very difficult to accept that your child is not playing as much as you may hope. Coaches' make decisions based on what they believe is in the best interests of all students participating and the team goals. As you can see from the list above, certain things can and should be discussed with your child's coach. Other things, such as those listed next, must be left to the discretion of the coach.

Issues NOT appropriate for discussion with your child's coach:

- 1) How much playing time each athlete is getting.
- 2) Team strategy.
- 3) Play calling.
- 4) Any situation that deals with other student-athletes.

There are situations that may require a conference between the coach and parent. These are not discouraged, as it is important for each party to have a clear understanding of the others' position. When these conferences are necessary, the following procedure is suggested to help promote resolution to the issue.

If a parent has a concern to discuss with the coach, the following procedure should be followed:

- 1) Call the coach to set up an appointment.
- 2) If the coach cannot be reached, call the athletic director and ask them to set up a meeting with the coach for you.
- 3) Think about what you expect to accomplish as a result of the meeting.
- 4) Stick to discussing the facts, as you understand them.
- 5) Do not confront the coach before, during or after a practice or contest.

These can be emotional times for both the parent and coach. Meetings of this nature do not promote resolution of the situation, but often escalate it.

What should a parent do if the meeting with the coach did not provide satisfactory resolution?

- 1) Call the school administration to set up a meeting with the coach and parent present.
- 2) At this meeting, an appropriate next step can be determined, if necessary.

Tofield School Athletics Policy

1: Competition and Participation

- Tofield School partakes in athletics to compete at a high level. Our goal is to practice and play hard. Our teams are out to play their best, which will hopefully result in game and tournament positive results as well as: League, Division, Regional, County, Area, Zone and Provincial Success.
- We will offer to our student body both Junior High and Senior High teams. One goal of our Senior High teams is to be competitive and our Junior High teams while also concentrating on being competitive focus on developing our Senior High program. A secondary result of our Junior High and Grade 5 and 6 teams is that they allow more participation in school sports.
- We will try to offer both teams the best coaching available to us as well as game and tournament exposure.
- The athletic director will try to ensure that all teams have fair access to practice time and transportation resources.
- Coaches will not always “make cuts”. Ultimately it is our goal to allow everyone the opportunity to play on a sports team. Coaches may dismiss players for other reasons. Including conduct, academic reasons, attendance reasons, etc. Please note: The Coach is in charge of their team and they ultimately decide who they take on their team. Some coaches may make and need to make “cuts” for many reasons (e.g. gym space, wait time in drills, fair playing time in games and tournaments, injuries, number of uniforms, etc...). If there are extra coaches and gym availability there may be the opportunity for a “Junior or B team”.

School Policy 2: Captain & Assistant Captain

- The coach may decide who their captain should be. One may want to include the team in this decision.
- A captain and assistant captain should be someone who represents the school well, who is trusted by their teammates, and someone who can work with the coaches.

ROLE OF MANAGERS (If available)

A team manager plays an important role with an organization. He/she must be reliable, dependable, and have respect from the team members.

During practices, the manager:

1. Takes care of the equipment.
2. Knows where the first aid kits are located.
3. Helps out with drills, etc...

During a game, whether in or out of town:

1. Care for the equipment.
2. Keep scores and statistics on games.

School Policy 3: Attendance & Assessment

If there is a problem with school and class attendance with an athlete on the team, coaches will refer athletes to TOFIELD School's policy on attendance. Coaches may refer the problem to the Athletic Director

who in turn will contact the school's administration to commence the process. Athletes at this time may lose their privileges to compete for TOFIELD School. If there is a problem with an athlete's academic performance, conversations will be made with that student to get them on track, so that they can continue to play. It is the expectation that every athlete will perform to the best of their ability in the classroom.

School Policy 4: Practices & Playing Time

- Coaches will make the decisions about playing time for their athletes.
- TOFIELD School encourages their coaches to reward athletes who attend practices regularly and who are involved in team activities with playing time.
- Coaches have the right to cut players from the team as long as the athlete is aware of the situation and the athlete has been given the opportunity to change their behavior.
- TOFIELD School has the right to remove a player from the team.

SUPERVISION

- A. Coaches are responsible for athletes on their teams at all times, both on and off school property during competitions. A coach is an adult designated by the school.
- B. The coach must be at all practices and games involving the team or have made arrangements for some other experienced adult to cover for them.
- C. The coach is responsible for supervising the locker areas before and after practices and competitions.
- D. The coach must ensure players are supervised and accounted for on road trips.
- E. The coach is responsible for enforcing that all "school rules" apply on road trips.
- F. Coaches must ensure that their athletes represent what is best about TOFIELD School on and off the area of play.
- G. The coach is responsible for communicating information about rules, policies, scheduling and team philosophy on a continuous basis.

EQUIPMENT

Equipment is to be picked up and returned to the assigned place. All equipment should be put away and locked up after each practice. If equipment is loaned out, the coach must sign-out the equipment on the athlete's behalf, with the Athletic Director. The coach is then responsible for the equipment and for signing-in such equipment. The Director should be notified immediately of missing equipment. The equipment room should be locked at all times. The gymnasium should be locked and secured after use.

UNIFORMS

- A. Coaches will be responsible for issuing uniforms to the team and in turn receiving them back. In the event of a lost uniform, a reimbursement/replacement cost is due from the team member. It is the coaches' responsibility to see that this money is collected.

- B. All uniforms must be cleaned and back in the uniform closet of the Physical Education equipment room after the last competition.

FIRST AID

At the beginning of each season, the Athletic Director, or designate, will ensure that team medical kits are complete and stocked with the necessary equipment. Please check with the Athletic Director or designate, for replenishing supplies. The team's medical kit must be completed before leaving on a road trip.

All injuries must be reported to the office. An accident form must be completed upon your return. Particular attention must be paid to BRSD's Concussion Protocol.

School Policy 5: Transportation

- It is the coach's or teacher representative's responsibility to take due care of the students.
- Students must ride with the team transportation to and from the events. Students may not transport themselves to events!
- Parents may transport their own child as long as the coach has been notified. Coaches may request that athletes travel with the team to an event and the athlete may travel home with the parents, for example.
- Athletes other than the child of a parent or guardian may travel with another parent as long as the specific Battle River Transportation Forms have been filled out and are up to date. These forms have to be filled out every school year.
- No athlete may leave the due care of the teacher without the teacher visually seeing the athlete's parent or guardian.
- Coaches must make sure that they or the bus driver has their own cell phone before leaving the school.
- Parent drivers must supply a photocopy of their driver's license and insurance before transporting other players in their own vehicle. A 2,000,000.00 liability is a minimum requirement. They must have the specific Battle River Transportation Forms filled out and up to date.

TRANSPORTATION

- A. A team member must travel on the bus to and from the competition unless other arrangements have been made with the Administration, Athletic Director or Coach. The school is designated as the point of departure and return for all trips, unless his/ her parents are driving. Students shall not take their own vehicles to games. Teams may use parent drivers, but only if the proper paperwork is completed. Permission forms, driver insurance and license information.
- B. Battle River Transportation forms are to be completed and signed by the parent or guardian prior to a trip. Permission forms are to be returned to the Athletic Director of the school before leaving on the trip. The form may state the accommodations out of town, the school where the event is taking place, and the phone numbers for contact in the event of an emergency.

School Policy 6: Team Budget

TEAM BUDGETS (FUND RAISING)

The budgets for teams are set by the: Administration, Financial Secretary, School Division and Athletic Director based on the average of money spent and collecting in fees during previous years. Coaches are expected to stay within the boundaries of the budget that is set and collected for your sport. Communication with the Administrative Assistant/Financial Secretary in charge of budgets is key to a season's success. Families who are unable to pay fees can seek assistance from [Kidsport](#).

- Please confirm any fundraising activities with the Athletic Director and Administrative Assistant.

TOURNAMENT FEES

All tournament entry fees are drawn out of the Athletic Account of that Team. A cheque will be given to the coaches before they leave for their tournament. If forgotten, the Athletic Director will ensure payment to the school. It is courteous to give the Administrative Assistant as many days notice as possible for writing cheques.

School Policy 7: Blanket Waiver Form

- Coaches must ensure that both the athletes and parents are well informed about practice and competition dates.
- Coaches must have their athletes and parents sign a blanket form with all the scheduled events: (games, tournaments, fundraisers, etc.) These dates may change as the season progresses, but both the athletes and parents will be notified as soon as possible.

School Policy 8: Teacher/ Parent Permission Forms

- ASAA, player and parent conduct, and coach permission forms must be signed for an athlete to compete in Senior High school sports.
- If a student will miss school due to a sporting event, they must ensure that they stay on top of their academic performance. Teachers can communicate concerns and recommendations when academic performance or behaviours are not in alignment with Tofield Schools standards for participation in sports.

School Policy 9: FOIP Forms

- Students must sign a FOIP form to allow pictures to be taken during sporting events and later displayed at the school or possibly on a school website.
- If a student cannot sign these forms, please make sure the coach is aware of the situation!

SECTION 1 - CODE OF ETHICS

Adults who work with students in interscholastic activities should present a positive role model for them to emulate. Students who represent a school in interscholastic activities must be credible school citizens.

Tofield School recognizes the responsibility for all athletic programs and the conduct of all school representatives, whatever the level and location of the competition. In recognition of this authority and responsibility Tofield School presents the following general guidelines.

FAIR PLAY AND SPORTSMANSHIP

All competitions must be conducted with a high standard of courtesy, fair play and sportsmanship. All those involved share a responsibility.

- A. Coaches - The coaches must demonstrate qualities of sportsmanship. These are evidenced by proper acceptance of officials' judgement, positive encouragement of player performance and bench behaviour.
- B. Athletes - Athletes must demonstrate qualities of courtesy and good sportsmanship by proper acceptance of officials' judgement, and by showing proper respect for opposing athletes as well as for teammates.
- C. Spectators - The spectators, both students and adults, demonstrate courtesy and good sportsmanship by positive cheers of encouragement to their team, not against the opponents. This is evidenced by the absence of booing and vulgarities. Spectators must also show proper acceptance of officials' judgement.
- D. Administrators and Teachers - Administrators and teachers must demonstrate courtesy and good sportsmanship by their positive examples.

DRUGS AND ALCOHOL

- A. Tofield School is unequivocally opposed to the use by athletes of any banned substance (as identified by Sport Canada). It is equally opposed to the use of such substances by individuals in a position of leadership in school sport (i.e.: coaches, trainers, managers, administrators, etc.). In addition, Tofield School is opposed to any illegal and / or unethical physiological manipulation (i.e.: blood doping, hormones, etc.) employed for the purpose of performance enhancement.
- B. Tofield School prohibits the use by athletes of any alcoholic beverage while involved in sporting activities. It is equally opposed to the use of such substances by individuals in a position of leadership in school sport (i.e.: coaches, trainers, managers, administrators, etc.) while involved in League activities.

MISCONDUCT

- A. Competitors, coaches and teams guilty of misconduct either before, during or after a competition must be reported to the Tofield School Administration and Athletic Director. Misconduct includes the consumption of alcohol and non-medical use of drugs.

**MISCONDUCT PROTOCOL
PROTOCOL SANCTION SCALE**

ACT of MISCONDUCT	ACTION TAKEN	PERSONNEL CONTACTED
<ol style="list-style-type: none"> 1. Verbal Abuse 2. Taunts 3. Slurs 4. Threats 	<ul style="list-style-type: none"> ● In-person contact (where applicable and reasonable) ● Telephone follow-up ● Written summary of events and issues to be dealt with 	<ol style="list-style-type: none"> 1. School representative from perpetrating school 2. Event/venue coordinator/supervisor or his/her designate 3. Sport commissioner or his/her designate 4. Administrator of the schools involved, including the perpetrating school and the school on receiving end of misconduct 5. League Executive Committee
<ol style="list-style-type: none"> 1. Physical Aggression 2. Physical Action contrary to League constitutional OBJECTIVES and/or CODE OF ETHICS directed to, or interpreted to be directed towards representatives of the league. member school during a scheduled interscholastic event 	<ul style="list-style-type: none"> ● In-person contact (where applicable and reasonable) ● Telephone follow-up ● Written summary of events and issues to be dealt with 	<p>NOTE: Any Misconduct at this level MUST be presented to, and adjudicated by the Executive Committee regardless of resolution by the parties involved in misconduct involving member school of S.P.A.A.</p> <ol style="list-style-type: none"> 1. School representative from perpetrating school 2. Event/venue coordinator/supervisor or his/her designate 3. Sport commissioner or his/her designate 4. Administrator of the schools involved, including the perpetrating school and the school on receiving end of misconduct 5. League Executive Committee
<p>Any act that violate any</p> <ol style="list-style-type: none"> 1. public, 2. municipal, 3. provincial, 4. federal legislation punishable by law <ul style="list-style-type: none"> ● that may or may not influence representatives or endanger others from League’s member schools 	<ul style="list-style-type: none"> · In-person contact (where applicable and reasonable) · Telephone follow-up · Written summary of events in detail for legal and accountability purposes 	<p>NOTE: Appropriate authority figures (municipal/federal security forces) must be contacted in cases as soon as reasonably possible if required in these cases.</p> <ol style="list-style-type: none"> 1. School representative from perpetrating school 2. Event/venue coordinator/supervisor or his/her designate 3. Sport commissioner or his/her designate 4. Administrator of the schools involved, including the perpetrating school and the school on receiving end of misconduct 5. League. Executive Committee

SUPERVISION OF ATHLETES AND TEAMS

- A. Every school team must be coached or supervised by an adult designated by the school jurisdiction.
- B. During competition every school must be accompanied by a teacher-coach or teacher-supervisor at each venue where competition may occur.
- C. Participants travelling who require overnight accommodation must be supervised by a chaperon of the same sex approved by the school jurisdiction.
- D. Composite zone teams in individual and dual sports shall appoint team supervisors from teachers of zone member schools. Teachers of both sexes must accompany co-educational teams that are staying overnight.

Administrators, teacher-coaches and advisors must assume responsibility for the implementation of this code. School administrators must be advised of breaches of desirable practices on the part of students or coaches.

SECTION 2 - ELIGIBILITY COMMITTEE

SENIOR HIGH ELIGIBILITY

- A. The following rules regarding eligibility will apply to a Senior High sponsored activity. In situations where the school administrator and athletic director and involved coach(es) feel there is reason to request an exception, transfer, etc... such requests shall be submitted to the ASAA
- B. -The competitor must be a bona fide student of an ASAA member school. A student becomes a bona fide student of a school on the first day of classes beginning the term or semester in the school in which he/she is registered. In case of transfer from one school to another the student/s shall become bona fide students in the new school upon the date of his/her first attendance at classes following the acceptance of his/her transfer-in by the ASAA.

-The competitor must register in a minimum of 800 instructional minutes per week for which credits are granted.

- The competitor must be under the age of nineteen (19) years on September 1st of the current school year.

- Any student who is or has been registered and in attendance at a post-secondary institution shall not be eligible for high school competition.

- C. Students shall be eligible for competition for three (3) consecutive years after registering in grade ten (10). The first year in grade 10 is considered the first year of eligibility.
- D. In "2A" classified schools, grade nine (9) students are ineligible to play or practice.
- E. The Principal and Athletic Director of each school shall be responsible for the eligibility of the school's competitors for any competition.

The ASAA has the authority to allow special exceptions to the eligibility rules upon request. Each request will be investigated and ruled upon and may concern any items on Eligibility with the exception of age - the age policy must be met and will not be considered as an exception. This would apply to both individual and team sport

competition. Application for exceptions must be made in writing to the ASAA during or before the season of play. Such players remain ineligible until approval has been granted by the Eligibility Committee.

NOTE: The educational and athletic needs of an individual student may be considered on the basis of specific requests where appropriate documentation is provided well in advance of the particular competitive season. For an exemption to be considered the request must have the support of the school Administration and Athletic Director and must be felt to be in the best interest of the student, his/her peers and the school.

- F. ASAA Athlete registration forms shall be completed for all sports. Registration forms can be picked up from the Athletic Director.

JUNIOR HIGH ELIGIBILITY

- A. The following rules regarding eligibility will apply to all Junior High sponsored activities. In situations where the school administrators and involved coach(es) feel there is reason to request an exception, such requests shall be submitted to BRJHAA.
- B. In a 2A school (Tofield School as of April 29/2020). No student may compete in both Senior High and Junior High league competition as well as tournament competition within the same sport.
- C. BRJHAA has the authority to allow special exceptions to the eligibility rules upon request. Each request will be investigated and ruled upon independently and may concern any items on Eligibility. This would apply to both individual and team sport competition. Application for exceptions must be made in writing to the President of BRJHAA during or before the season of play. Such players remain ineligible until approval has been granted by the BRJHAA.

NOTE: The educational and athletic needs of an individual student may be considered on the basis of specific requests where appropriate documentation is provided well in advance of the particular competitive season. For an exemption to be considered the request must have the support of the school administration and must be felt to be in the best interest of the student, his/her peers and the school.

STRUCTURE OF HIGH SCHOOL ATHLETICS IN ALBERTA

There are provincial competitions in the following sports: badminton, basketball, cheerleading, curling, cross country running, football, golf, track and field, volleyball and wrestling. There are 9 zones, (Calgary, Central, Edmonton Metro, Edmonton Public, North Central, North East, North West, South and South Central) and three Areas in the Central Zone of the province. Depending on the sport, each zone may send one or two teams/competitors to the Provincial Competition. (Note: During some years there is an additional Wild Card bith).

Provincial and Zone representatives are chosen through: League, County, Area, and Zone competitions.

Senior High School Classifications (Grades 10-12) :

School Enrolment Note: Your school is ASAA classified by the number of students in your High School (only).

800+ (4A)

300 - 799 (3A)

100 – 299 (2A) Tofield School as of: April 3/2020 (Central Zone)

1 - 99 (1A)

For the complete rules and regulations that govern your sport at the ASAA and Zone level, consult the ASAA Handbook or visit the A.S.A.A website www.asaa.ca or C.A.S.A.A. website <https://www.casaaathletics.com>. Membership in the ASAA is open to any Alberta Senior High School which is accredited by Alberta Learning.

ALBERTA SCHOOLS' ATHLETIC ASSOCIATION CODE OF ETHICS

Adults who work with students in interscholastic activities should present a positive role model for them to emulate. Students who represent a school in interscholastic activities must be creditable school citizens.

The ASAA recognizes that the school administration is responsible for all athletic programs and the conduct of all school representatives, whatever the level and location of the competition. In recognition of this authority and responsibility, the ASAA presents the following general guidelines.

- A. All competitions must be conducted with a high standard of courtesy, fair play and sportsmanship. All those involved share a responsibility.
 1. Coaches: The coaches must demonstrate qualities of courtesy and good sportsmanship. These are evidenced by proper acceptance of officials' judgement, positive encouragement of player performance and bench behavior.
 2. Athletes: Athletes must demonstrate qualities of courtesy and good sportsmanship by proper acceptance of officials' judgement, and by showing proper respect of opposing athletes, as well as for teammates.
 3. Spectators: The spectators, both student and adult, demonstrate courtesy and good sportsmanship by positive cheers of encouragement for their team, not against their opponents. Spectators must also show proper acceptance of official's judgements. Artificial noisemakers are not permitted during provincial championship tournaments/ events. These noisemakers include but not limited: air horns, cowbells, plastic tube horns, garbage can lids, etc. The provincial championship host will have the authority to eject from the competition facility individuals who, following a warning, refuse to comply with this requirement.
 4. Administrators and Teachers: Administrators and teachers must demonstrate courtesy and good sportsmanship by their positive examples.
 5. The ASAA. is unequivocally opposed to the use by athletes of any banned substance (as identified by Sport Canada). It is equally opposed to the use of such substances by individuals in a position of leadership in school sport (i.e.: coaches, trainers, managers, administrators, etc). In addition, the ASAA is opposed to any illegal and/or unethical physiological manipulation (i.e.: blood doping, hormones) employed for the purpose of performance enhancement.
- B. The ASAA prohibits the use by athletes of any alcoholic beverage while involved in ASAA. It is equally opposed to the use of such substances by individuals in a position of leadership in school sport (i.e.: coaches, trainers, managers, administrators, etc.) while involved in ASAA activities.

6. General Statements on Discipline

1. The head coach, as a representative of the school, is responsible for the conduct of all personnel composing the school's team (players, assistant coaches, and other bench personnel).
 2. For a coach to address, or permit anyone on his/her bench to address uncomplimentary remarks to any official during the progress of a provincial championship, or to indulge in conduct which might incite players or spectators against the officials, is a violation of the rules of the game and must likewise be considered conduct unworthy of a coach.
 3. Behaviour by any member of a team, including all bench personnel, deemed objectionable conduct as defined in the rule book for a sport shall be immediately subject to the penalty prescribed in the rule book for such an offense. In this situation during a game, the head official for the game shall be empowered to see that the penalty is carried out (including ejection of team personnel from the game site) to allow the game to continue, or, if necessary, to halt further play and award the game to the non offending team. If an ejection results in a teacher coach / teacher supervisor no longer present with the team, the game will be forfeited.
 4. Fighting in any sport will not be tolerated and further judgement of the offense and consequences to follow will be determined by the school Administration, Athletic Director and Coaching Staff.
- B. Any conduct, including, but not limited to, ejections, fighting, and drugs and alcohol use, that results in dishonor to the athlete, the team, the school, or the ASAA will not be tolerated. Team personnel guilty of misconduct during or immediately after a championship tournament game or activity shall be reported to the ASAA Office in writing and by telephone by the Tournament Chairperson as soon as possible after the misconduct occurs.
- C. Upon receiving a discipline report from the tournament/event committee, the Executive Director will conduct an investigation and the ASAA may schedule a hearing of the Executive Committee involving:
1. The offending party;
 2. School administration;
 3. Tournament host;
 4. Officials or officials association if applicable (may be represented by written submission);
 5. Other parties deemed to have relevance in the matter under investigation. After the hearing, further action may or may not be taken by the Executive Committee. A written decision on potential further action will be submitted to the school principal and other relevant parties within 10 clear days of the decision.
- ## 8. Every School Team
- A. Every school team must be coached or supervised by a teacher of that school jurisdiction.
 - B. During competition every school team must be accompanied by a teacher-coach or teacher-supervisor.
 - C. Participants travelling who require overnight accommodation must be accompanied by a chaperone of the same sex approved by the school jurisdiction. Composite zone teams in individual and dual sports shall appoint team supervisors from teachers of zone member schools. Teachers of either sexes (or teacher and parent) must accompany co-educational teams that are staying overnight.

D. Athletic Recruitment and Undue Influence to maintain the proper relationship between the academic purposes of school and their athletic activities, all member schools of the ASAA and anyone directly connected to the school (including alumni associations, booster clubs and parents groups) must refrain from recruitment, inducement or other forms of undue influence which would encourage a student to enroll in or transfer to a school primarily for athletic purposes.

1. The possible existence of undue information or recruitment shall be decided on a case by case basis.
2. Undue influence or recruitment may include:
 - A. Any offer of monetary or transportation assistance to a student, parent or guardian (including fees, intuition, bus passes or other allowances or waivers).
 - B. The offer or acceptance of school privileges or considerations not normally granted to other students
 - C. Any inducement to get parents, guardians or students to change their location of residence for athletic reasons.
 - D. The contacting of a student (or parent or guardian of a student) who attends another school and attempting to persuade that student, **primarily for athletic purposes**, to attend the inductor's school.
 - E. The attempt to persuade or induce a student, **primarily for athletic purposes**, to remain in the inductor's school, when the student had otherwise decided to transfer to another school.
3. If a person has knowledge or recruitment or undue influence, **primarily for athletic reasons**, by any other person connected with an ASAA member school he or she shall identify the alleged offense in writing to the accused, the principals of the schools involved, the Secretary of the respective ASAA Zone, and the Executive Director (Edmonton).
4. The Executive of the appropriate ASAA zone shall investigate the alleged offense in proper consultation with the involved school representative's and the accuser(s); a course of action shall be recommended to the ASAA Executive for decision by the Zone Executive. Action taken by the Executive shall be reported by the Executive Director along with a written report.
5. The outcome of each case brought to a Zone Executive shall be represented at the next general meeting of the ASAA.

Administrators, teachers-coaches and advisors must assume responsibility for the implementation of this code. School administrators must be advised of breaches of desirable practices on the part of students or coaches. Tournament chairman should alert the Association Executive to discipline problems associated with the conduct of provincial competitions. ***Good sportsmanship cannot be legislated, it must be a goal towards which the ASAA and its members strive.***

TOFIELD SCHOOL ATHLETIC PHILOSOPHY AND GUIDELINES - CODES OF CONDUCT

The following codes of conduct apply to all extracurricular athletic activities within Tofield School. All athletes and parents must review and sign the following statement in order to participate in extracurricular athletic activities at Tofield School.

Parent/Guardian Code of Conduct

Parents/Guardians are expected to:

1. Support the program, encourage good character, and be a positive role model to the players.
2. Attend to important dates, deadlines, forms and fees at the beginning and during the season. Fees are due within 30 days of the beginning of the season or within 30 days of when posted to the online payment system. Failure to pay fees within 30 days of posting may result in the athlete being unable to participate. If you are unable to pay fees due to circumstances, contact school administration. Families who are unable to pay fees can seek assistance from [Kidsport](#).
3. Adopt and pursue a “team-before-self” and “school-before-team” attitude. Although individual goals and objectives are positive and advisable, all individuals must recognize that the interests of the team are above that of the individual player.
4. Demonstrate respect and be considerate when accepting the judgment of officials, coaches and that of school policies.
5. Complete and hand in all forms and documents: driving and transportation forms, permission forms, etc...
6. Support the concept of “student first” and that academics are of first priority
7. Follow the Spectator Code of Conduct outlined on page 16 of the Tofield School Athletics Handbook.
8. Read and adhere to the Parent-Coach Communication section on pages 21-22 of the Tofield School Athletics Handbook. The line of communication for concerns or issues is: *Athlete/Parent - Coach - Athletic Director - School Administration*

Athletes Code of Conduct: Remember it is a privilege and not a right to participate on a Tofield Titan team.

Tofield School Athletes are expected to:

1. Fulfill commitments to the team (be on time, attend practices, be aware of dates and important information).
2. Treat uniforms, equipment and facilities with care and respect. This applies to all situations inside and outside of Tofield School.
3. Regular classroom attendance and appropriate behaviour both inside and outside of the classroom is a priority. Failure to follow these responsibilities may result in temporary or permanent removal from the team.

4. Consistently exhibit good character and uphold the Tofield School's Code of Conduct, including drug/alcohol use, digital use, bullying, hazing or derogatory comments of a sexual or demeaning manner.
5. Demonstrate the qualities of appropriate conduct and good sportsmanship at all times. Do not engage in trash talking, taunting, boastful celebrations or other actions that demean individuals or the sport.
6. Demonstrate a positive attitude and a willingness to cooperate and learn with all coaching and teaching staff, students, opponents, game officials, spectators, parents, and teammates.
7. Adhere to the Tofield School Athletics policies as outlined in the Tofield School Athletics Handbook.

We acknowledge that we understand and agree to the Tofield School Athletics Codes of Conduct.

Player Signature: _____ Parent/Guardian Signature: _____ Date: _____