

Sydney Academy Athletic Handbook



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1a. Purpose

It is the purpose of this handbook to establish guidelines and policies and to provide information and aids to the coaches and athletes of Sydney Academy. The policies and guidelines are to provide a consistent and comprehensive avenue for the coaches and Principal to take in the many situations that may arise both on and off the court/field. Within the framework of such policies there must be room for some flexibility but to what degree is to be left to those governing the program.

1b. The Role of School Sport

Why do we offer athletic programs in high schools and junior high/middle schools?

One of the primary reasons is that sport can be a vehicle for personal

growth of students in ways which cannot be duplicated in a classroom. In addition to the obvious contribution to health and physical fitness, sport programs provide valuable lessons on many practical situations - teamwork, fair play, winning, losing, and hard work. Through participation, students learn self-discipline, build self-confidence and develop skills to handle both cooperative and competitive situations. These are qualities that one hopes and expects students will develop through their school experiences so that they will become responsible adults and productive citizens.

"When a person plays, he or she is not just satisfying a mere sentiment or a foolish desire for pleasure, but is fulfilling the deepest organic needs of his or her being. Moreover, relationships in athletics can teach us to respect another person for his or her strength, skill, and mastery of strategy. Through athletics, one can develop the art of friendship with all people regardless of race, colour, creed, gender or ability. Athletics can provide a living experience in which we discover that we do not live alone and that our richest opportunities for expanding our own outlook, and for fulfilling our individual role as a citizen lie in active, vital competition and also in cooperation with other people."

Preface, NSSAF Handbook

1c. What are the responsibilities/expectations for Student-Athletes?

- Make a strong commitment to academics performing to the best of their abilities.
 - Attend school regularly.
 - Make a commitment to self - improvement in both academic and athletic endeavours.
 - Play for the enjoyment and love of the game.
 - Demonstrate and promote fair play, friendly competition, and good sportsmanship in all athletic competitions.
 - Act with courtesy and proper decorum at all times.
 - Respect the integrity and judgment of all referees, judges, and other officials.
 - Respect and follow the rules and regulations of the sport and the NSSAF.
 - Be modest in victory and gracious in defeat.
 - Play hard and to the best of their ability.
 - Maintain a high level of physical fitness and game readiness by observing team and training rules conscientiously.
 - Abstain from the use of performance enhancing drugs.
 - Set a high standard of personal cleanliness and appearance.

- Demonstrate and promote respect for all participants regardless of race, culture, ethnicity, gender, ability, lifestyle, and religion.

1d. What Do We Look For In A Coach?

- A person who is 20 years of age or older.
- A person who is knowledgeable about and has experience with the activity.
 - A person who has some specific training or education related to coaching (e.g. NCCP or sports-specific).
 - A person who is interested in and demonstrates rapport with younger people and who derives satisfaction from working with them.
 - A person who understands and demonstrates his/her understanding of the appropriate role of the activity in the total educational experience of the student.
 - A person who is or will be a positive role model for the student athletes, your school, the sport and the NSSAF.
- A person who is prepared to work cooperatively and collaboratively with athletes, parents, school staff, school administration, and the NSSAF.
- A person who is willing and wants to accept the role and responsibilities.

Your coach must be someone who will always represent your school well and will reflect a positive image to the school, the community, student athletes, parents and other coaches, officials and athletes within the sport. Above all, your coach should be able to plan, coordinate and implement an enriching, enjoyable, and sound educational experience for all the student-athletes for whom he/she is responsible.

1e. Seasons of Play/Limits on Games

School sports must be balanced appropriately and reasonably with other aspects of the student-athlete's life - academic, emotional, social, family and community. This balance must also ensure that the student's physical and mental growth and development occurs in a sound and healthy manner with due regard to rest, nutrition and appropriate levels of physical activity and stress. The demands placed upon student-athletes should always reflect this balance and must be closely monitored and evaluated in terms of the overall objectives of education. To ensure this balance, the NSSAF has regulated the length of playing seasons for all sports and the amount of competitions/games that can take place during those seasons of play.

Why seasons of play / limits on games?

- To provide adequate time and scheduling for all NSSAF activities within the school year.
- To provide fair opportunities for all eligible students to participate in a number of sports and activities during the school year.
- To minimize the potential conflict(for athletes, facilities, time) between sports having similar seasons.
- To ensure students have adequate time and appropriate time to schedule academics, social pursuits, family and community life.
- To ensure student-athletes have adequate time for rest and recovery.
- To enable student-athletes to maintain good physical and emotional health throughout the school year.
- To provide appropriate balance between practice time and competition.
- To provide coaches with adequate time to properly plan and organize effective and sound practices based upon quality teaching practices.
- To ensure that reasonable financial expectations are placed upon schools, student-athletes, and their families.

2. Child Abuse Register - Request for a Search

Volunteers who are not employed by the Cape Breton-Victoria Regional School Board must complete a "Child Abuse Register - Request for a Search". These forms can be obtained from the office.

3. Finances

a.) Budgets- Teams are expected to provide budgets and generate money to cover their own costs. The school will provide \$1000.00 toward travel for qualifying or Provincial Championship tournaments outside of the Highland Region. Teams must use the team accounts set up through the main office for purchases and expenses

b.) Uniforms-

The school administration will provide funding for uniforms on a rotational basis.

SA Uniform Rotation

4 year expected life span

	<u>current age</u>	<u>renewal</u>
Baseball	2006-2007	2010-2011
D1 Girls B'Ball	2006-2007	2010-2011
D1 boys B'Ball	2007-2008	2011-2012
Girls Hockey	2004-2005	2008-2009
Boys D2 Soccer	2004-2005	2008-2009
Girls D2 Soccer	2004-2005	2008-2009

Rugby	2004-2005	2008-2009
D2 Girls B'Ball (Blue)	2005-2006	2009-2010
D2 Boys B'Ball (White)	2005-2006	2009-2010
Boys D1 Soccer	2005-2006	2009-2010
Girls D1 Soccer	2005-2006	2009-2010
Cheerleading	2005-2006	2009-2010
Boys Hockey	2007-2008	2011-2012
Volleyball	Yearly jersey	
X-country	Yearly t-shirt	
Track	2006-2007	2010-2011
Golf	Yearly hat	
Badminton	Yearly t-shirt	
Curling	Yearly Sweat Shirt/Jacket	

c.) Fundraising

Any fundraising activity that a team wishes to pursue on its own must receive approval from Sydney Academy Principal or the Athletic Director. This will enable the school to coordinate fundraisers.

d.) Athletic fees

Coaches are to collect athletic fees after their team has been selected. This money will be deducted from the team account once the team is active. The fees are \$25 / athlete.

This covers: uniforms, NSSAF fees, awards night

4. Reporting Injuries

All injuries must be reported. Complete the NSSBA Incident/Accident Report Form. These forms can be obtained from the school secretaries and completed forms are returned to them.

5. Transportation

a.) Methods of Transportation

- **Option A - Private Vehicles.** All drivers for trips must be 19 years of age or older, and a Form J (Appendix D) must be completed for each vehicle travelling. These forms must be completed each year and can be obtained from the school secretaries. Students must travel to and from events with the team in approved vehicles.
- **Option B - School Bus.** Complete a "Bus Request Form" and return to the school at least two weeks prior to the trip.

- **Option C-Renting Vehicles**

Teams may rent vehicles for transportation. The NSSAF has an agreement with Enterprise Car Rentals at reduced rates for schools. Only vehicles with a maximum of 7 passengers are permitted to be rented. A Form J must be completed for each vehicle/driver.

6. Travel Checklist

a.) Transportation

- ✓ Arrange transportation and accommodations
- ✓ Complete Form J (once a year) for each vehicle used.
- ✓ Complete Indemnity form.
- ✓ Complete Student Permission forms.

b.) Organization of Participants

- ✓ If leaving during the school day, provide the office with a list of students who will be absent. (Appendix F).
- ✓ Remind students that they are responsible to check with individual subject teachers before leaving to inform teachers of their absence and to find out what work they will be missing.
- ✓ Make arrangements for students to get drives home upon return to the school.

7. Eligibility

a.) Age

High School - Under 19 as of September 30th of the current school year.

b.) Senior High Eligibility

A student shall be eligible for three consecutive years beginning the first year of high school (Grade 10).

c.) School Suspensions-

First offense- student is ineligible to play or practice while serving a suspension from school.

Second offense- the student will receive a game suspension for each day suspended from school.

i.e. 3 day suspension includes a 3 game suspension.

Third offense- the student will be suspended from school sport for the remainder of the school year.

NOTE: A coach directed suspension couldn't exceed those stated above.

d.) Academics- Athletes must be passing at least 3 courses at each reporting period. Failure to do so will result in immediate suspension from all sports teams. Students passing 2 courses will be given a window of 4 weeks to regain good academic standing and potential return to their sports team(s).

e.) Attendance- Any student who is unexcused absent or excused sick is not permitted to play on the day of the absence. If a student does play in the above circumstance they will be ineligible to play during the next game.

8. Participation on More than One School Team

a.) Priority

Priority is always given to the team whose season (based on NSSAF provincial dates) will finish first. Student-athletes will honour all commitments to this team first and then make himself/herself available to another team.

b.) Cooperation / Communication

The intent of the athletic program at Sydney Academy is to afford students the opportunity to participate in as many activities as possible. Therefore, a coach may not limit an athletes' participation in another school sport for any reason.

c.) Commitment

Athletes are expected to recognize the consequences of their choices. They must make 100% commitment to each school sport in which they choose to participate. If this is not possible, they should limit the number of sports they are playing.

9. Publicizing Events and Results

a.) Announcements

School announcements are read each morning. Announcement sheets are available at the office. Once filled out, they are to be given to the school secretaries.

b.) Posters

Posters may be put up throughout the school. Please take them down once the event is over.

c.) Media

10. Conflict Resolution

a.) Protests and Appeals

From time to time, disputes may arise among member schools which require arbitration or member schools may believe that decisions made by the NSSAF have been incorrectly made or unfairly applied. All member schools have the right to protest or appeal any decision of an agent or representative of the NSSAF. However, it is important to note that judgments of game/sport officials are not considered grounds for protests or appeals.

b.) How Does My School Protest or Appeal a NSSAF Decision?

- All protests/appeals must be written and signed by the school Principal.
- Copies of protests/appeals must be forwarded to the appropriate NSSAF agent and all other schools involved.
- The agent/level to which the protest/appeal is to be directed should follow these steps:
 - a.) Level 1: League play - Executive of the League
 - b.) Level 2: District play - District Coordinator
 - c.) Level 3: Regional play - Regional Director
 - d.) Level 4: Inter-regional/Provincial play - Executive Director
- Should any school wish to appeal a decision rendered through the above process, it may do so by requesting the next level of the NSSAF to hear the protest or appeal.
- Decisions made by the Executive-Director may be appealed to the Appeals Committee of the Board of Governors via the Chair, Board of

Governors, NSSAF.

Important to Note: In order for a school to appeal a decision to the next level, it must:

- provide evidence that the rules of play or Regulations of the NSSAF have been misinterpreted or not applied in the original decision and/or
- provide information which was not available when the original decision was reached.

Sydney Academy
Team/Co/Extra Curricular Discipline Policy

May 09

SUBSTANCE USE VIOLATIONS

First offence . A two to five day suspension from school and a 30 school day suspension from school sports teams/co/extra curricular activities.

Second offence . A five day suspension from school and removal from all teams/co/extracurricular activities for the remainder of the school year. If the second offence occurs in the last two months of school (May or June) then the suspension from teams/co/extra curricular activities is for the remainder of the current school year and the first semester of the next school year.

Third offence . A five day suspension from school with possible recommendation to the School Board for a further suspension and termination from all teams/co/extracurricular activities for the remainder of the student.s school attendance with the Cape Breton-Victoria Regional School Board.

SCHOOL RELATED SUPENSIONS

First offence. Student is ineligible to play, practice, or participate in team/co/extracurricular activities while serving a suspension from school.

Second offence. Student will receive a game suspension for each day suspended from school (a three day suspension includes a three game suspension). Students will not be permitted to take part in co/extra curricular activities for five school days following their return to school from the suspension from school.

Third offence. Student is suspended from school sport/co/extra curricular activities for the remainder of the year.

LEAGUE RELATED SUSPENSIONS AND TOURNAMENT TRAVEL

A player who is suspended from league play and whose eligibility will not be reinstated during round robin play is ineligible to travel with the team to any tournament. If the tournament does not contain a play off round then the coach must check with the school administration to determine if the player will be eligible to travel with the team.

ATTENDANCE

Any student who is unexcused absent or excused sick is not permitted to take part on teams and/or co/extra curricular activities on the day of the absence. If a student does not inform the coach of their ineligibility and plays in the above circumstance they will be ineligible to play for the next two games. Students involved in other co/extracurricular activities will be ineligible to participate for the next five school days.

Students with 5 or more unexcused absences in any class at the midterm or ten (10) or more at the end of the semester report will be ineligible for participation on teams and/or co/extracurricular activities for two (2) weeks regardless of marks in that course. After the two weeks, the student may be reinstated if the administration is satisfied that the student's attendance pattern has improved.

ACADEMIC ELIGIBILITY

A student must pass at least three (3) courses at the mid-term and final reporting periods in each semester to be eligible to take part in sports. **If a student passes two courses they shall be removed from the team for four (4) weeks from the issuing of report cards. After this period they may be reinstated if satisfactory student progress has been achieved. If the student has less than two (2) passing grades they will be ineligible until the next official report.**

Athlete Signature _____ **Date** _____

Parent Signature _____ **Date** _____

SA TEAM ROSTER / ATH. FEE FORM

SPORT: _____

COACH(ES): _____

	NAME	HOMEROOM	PHONE NUMBER	ATH.FEE
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2				
3				
4				
5				
6				
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25				

SA TEAM UNIFORM LIST

SPORT: _____

COACH(ES): _____

	NAME	HOMEROOM	UNIFORM #	SHORTS #
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