

Warburg School



Athletic Handbook

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Philosophy and Objectives

We believe that our Panthers athletics are programs of excellence. Our expectation is that both coaches and athletes will represent our school with great sportsmanship, respect and dignity. It is important to remember that our athletes are students first. Warburg's extracurricular program emphasizes the relationship between academics and activities that promote excellence. This opportunity will allow for academic success enhanced and enriched by athletic programs that foster the development of teamwork, cooperation, social skills and responsibility. These activities demand a high level of commitment, excellence, and self-motivation, which will help prepare students for the challenges they will meet outside the school community.

Our programs focus on training students in fundamental skills and strategies enabling participants to realize a degree of individual and team success and gratification. In addition, we strive to teach positive values, pride of accomplishments, acceptable social behaviours like sportsmanship and respect, camaraderie, self-discipline and self-confidence. It is our goal to provide a lifetime experience for every young person involved in Panthers athletics.

It is a privilege for students to participate in extracurricular athletics. Participation is voluntary and not a requirement, nor is it an entitlement. Therefore, extra time and effort are required of those who participate. Since the reputation of the school is often judged by its extracurricular programs, high standards must be maintained. Those who earn the privilege of representing Warburg School in extracurricular athletics are expected to be positive school citizens.

Participation in extracurricular athletics is open to all students provided they meet the general requirements outlined in this handbook, and any requirement specific to the activity of their choice.

Panthers Core Values

Warburg School believes in promoting lifelong learning. We strive to provide our diverse student population this opportunity by offering academic, **athletic**, and social programs within a safe and caring environment. We also encourage students to strengthen their commitment to prosocial values such as compassion, respect and personal responsibilities.

All students and adult team members will embody the following:

- Positive ambassadors of Warburg School and Blackgold Schools,
- Sportsmanship conduct at all times
- Continuous improvement leading to excellence
- Commitment (to the coach, team, and sport)

Code of Ethics

The Coach, Athletic Director, and the Principal are in charge of making sure the following expectations are upheld by the athletes, parents, and coaches.

If any of the expectations are not upheld, then the Coach, Athletic Director, and the Principal will deal with the issue as they see fit.

Consequences for not following expectations will vary depending on the severity of the action.

Athlete Expectations and Eligibility -

Respect will be shown to everyone including but not limited to coaches, staff members, referees, parents, and opposition.

Athletes at Warburg School are students first and must maintain academic discipline throughout the entirety of the year.

Students are responsible for any work missed during this time away from school.

High school athletes must be enrolled in 10 credits worth of classes (ASAA Rule) in order to be eligible to play.

If a student is doing poorly in a class or misbehaving in class, the Athletic Director, the Coach, the Teacher, or the Principal have the right to keep the student from participating in athletics.

Any student serving a suspension during practice, game, or tournament time will not participate until the suspension is completed. Suspensions in school could result in the removal of the player from the team.

If a student is sick or has an “unexcused absence” during the day of a game, tournament, or practice, they will not be able to participate in the event.

If a student is late over 3 times in a week to any given class, the Athletic Director, the Coach, the Teacher, or the Principal have the right to keep the student from participating in athletics.

All students will attend practice regularly. If a student is unable to attend practice, they are required to contact the coach. Failure to inform the coach before practice may result in lost playing time. If a student continues to miss practice, they may be suspended or removed from the team without a refund of any fees.

Student athletes must maintain a high level of sportsmanship at all times; this aspect goes back to the “respect will be shown to everyone” section. All students shall act in a safe and sportsmanlike

manner at all times. Students not conducting themselves in this fashion may be removed from a team without a refund of any fees.

Coach Expectations -

Respect will be shown to everyone, including but not limited to other coaches, staff members, athletes, referees, parents, and opposition.

Coaches must maintain a high level of sportsmanship at all times; this aspect goes back to the “respect will be shown to everyone” section.

Coaches must conduct themselves with dignity and professionalism at all times because they are representing Warburg School and are considered role models of our school.

Coaches (or the Warburg School Staff representative) are responsible for periodically checking in with the student’s teachers for any academic and/or behavior concerns. This will be done prior to any league game and tournament to determine the student’s eligibility to play. The roster must also be sent to the administration and the administration team (for attendance purposes and fee payment) for their final approval of eligibility to play.

Coaches shall inform other teachers and administration when students will be missing class time well in advance of the time away.

Coaches/Managers must maintain communication with parents in order to share game times, location, and transportation requirements throughout the league season. School Messenger alerts, email, texts, or TeamSnap can be used to inform parents.

Coaches have the right to determine playing time for players, as well as the ability to remove players from the team.

Parent Expectations -

Respect will be shown to everyone including but not limited to coaches, staff members, athletes, referees, parents, and opposition.

In the event of an injury, parents should allow the staff members, including coaches, to ask for assistance if needed.

Parents are at sporting events as a supportive presence to their child, the team, and Warburg School.

Structure of School Sport

Sports Schedule -

Sport	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Golf										
X-Country										
Curling										
Volleyball										
Basketball										
Rugby										
Badminton										
Track										

Practice times -

A coach or teacher must be present at all practices.

After school practices will begin at 3:15 and will be no longer than 2 hours in length, unless the coach has given advance notice to their team.

Lunch practices will begin immediately after the lunch bell has rung (if the coach has scheduled this with their team).

Coaches may offer to host more practices if the gym/field is available.

Fees -

Students are responsible for paying their sports fees on time. If they have not paid they are not allowed to play; however, the school can accommodate by arranging a payment plan with parents if needed. If you wish to pay through a payment plan please see the financial secretary.

Student athletes are allowed to fundraise to help pay for their fees but it is up to the individual athletes or the team to do this on their own. All fundraising must be cleared through the office prior

to commencing the fundraising project. Any fundraising done by teams to offset the costs of fees for players requires the permission of the school administration. Fundraising approval is requested using Form 520-1.

Maximum fees for each extracurricular sport can be found under the "Financials" section of the Warburg School website.

Students will be charged a fee if they damage or lose a uniform or piece of equipment.

Fees may be returned if an injury results at the beginning of the season with none to a few games being played. Quitting or being removed from the team does not mean the fees will be refunded to the student. Injuries that occur at the end of the season may result in a portion of the fees being refunded at the discretion of the Coach, Principal, and Athletic Director.

Students with unpaid fees from previous school years shall not play until fees in arrears are cleared up. School administration will determine the best way to collect unpaid fees.

If a parent would like to discuss fee breakdowns please see the Athletic Director.

Coach Expectations

Squad selection policy -

Coaches have the right to pick which athletes are on their final roster.

The selection process will be based on athletes' skill set, attitude, and/or effort level. For example, if an athlete is the most proficient player trying out for a team but their attitude is poor, the coach can choose not to select them.

Coaches must give a list of the selected players to the Athletic Director prior to talking with the students.

When selecting a roster, coaches or the Athletic Director will send out the final roster selection list to all parents if cuts had to be made. A team roster will be shared with all teaching and office staff.

Sometimes players will be asked to red shirt for the year. Being a red shirt on a team allows the student athlete to continue to practice and work on their skills, but they will not play in games unless the coach needs them and asks them to play.

Forms -

All school teams will either be coached or managed by a member of the Warburg School staff. Any person not on school staff but volunteering as part of a team must complete Form 490-1 - Volunteer Registration and Confidentiality. Coaches or managers not on staff must complete a current (within 12 months) Vulnerable Sector Check and Intervention Record Check. If a coach is not a member of Warburg School Staff, then a designated member of the Warburg School Staff must attend ALL games, tournaments, etc with the team.

A member of Black Gold Schools must be present at all sporting events. This is critical for volunteers that attend with students on a regular basis and/or who accompany any overnight excursion. In addition, all coaching and managerial staff are responsible for becoming familiar with school board policies and procedures surrounding concussion protocols. This is found in AP 319.

Once coaching staff and school personnel have been determined, Form 260-1 - Approval in Principle and Final Approval must be completed and shared with the school admin. Following this, the online field trip permission form must be completed. This allows online permission forms to be created and posted to each students' online profile. All students must have permission forms filled in by parents/guardians in order to participate.

Teacher coaches or teacher representatives are responsible for creating and distributing all forms to their athletes.

Students must have all of their forms completed and submitted to the office before being eligible to play.

Students playing on ANY team and their parents must read and sign the Parent/Athlete Participation Form in order to participate. This also includes the ASAA Form for SR High student-athletes.

Forms must be collected and given to the Athletic Director.

Uniform policy -

Once a student has been selected to a roster they will be given their uniform(s).

The student is responsible for the apparel for the entirety of the season.

Players will be responsible for reimbursing the school for any lost/damaged uniforms.

The coach or teacher representative is responsible for handing out the uniform(s) at the beginning of the season and keeping a record of where the apparel is.

The coach is also responsible for collecting the uniform(s) from the athletes at the end of the season.

Playing time policy -

Junior High

Fair play during the regular season. During the postseason, it is up to the discretion of the coach.

****If an athlete is not working hard at practice or is not showing up they will not get as much playing time****

Senior High

Competitive fair play during regular season and group play in tournaments. During playoffs, zones, and provincials, playing time is up to the coach's discretion.

****If an athlete is not working hard at practice or is not showing up they will not get as much playing time****

Dealing with officials -

The coach is the ONLY one responsible for speaking with the referee throughout the game. Whenever a coach is communicating with a referee, they need to approach them with respect.

If an athlete or parent is being disrespectful to a referee it is the coach's duty to speak with the athlete as soon as possible. Parents yelling at the referee will be asked to leave by the coach.

Overnight trips -

Warburg School will do their best not to book any overnight trips unless they will be staying at the school of the opposing team or tournament host. If a tournament is booked that is deemed too far to travel then the coach/athletic director will work with the parents to arrange hotel bookings.

The only exception to the above rule is that if zones or provincials are held too far away to not stay overnight.

It is mandatory to have a same gendered supervisor while on overnight trips. For example, if a coach is of the opposite gender to the student athletes the coach must find a same gendered supervisor to accompany them. The second supervisor can be a colleague or a parent volunteer with the proper paperwork filled out. This is only the case if the students are staying in a hotel with the team.

If parents wish to stay overnight during a tournament weekend they are allowed to book their own hotel rooms as they please.

If a student athlete uses alcohol and/or illicit drugs while on an overnight trip they will be benched for the remainder of the games during the trip and will be suspended from the team indefinitely and face disciplinary actions upon their return to school which may include but are not limited to suspension or expulsion from school.

Facility expectations and responsibilities -

No food or beverages are permitted in the gym, with the exception of water.

Athletes are to change in rooms provided to them. If there are any problems or concerns about the rooms provided please contact the Coach or Athletic Director.

Students and athletes must not enter the storage room unless given permission by a staff member or Coach.

Coaches and athletes are responsible for putting equipment away properly after using the gymnasium.

Coaches are in charge of the area that they are coaching in. If anything is unsafe they need to speak with the Athletic Director immediately to have it dealt with.

Coaches should always inspect the activity surfaces and areas prior to holding practices or contests.

Coaches cannot leave the student athletes on their own.

Addressing parent concerns -

The Parent/Athlete Participation Form must be signed in order for student athletes to play in their sport. They must sign this for each and every sport.

If an athlete has a concern, they must speak with the coach prior to a parent speaking with the coach about a concern.

When a concern is brought up and a meeting needs to be arranged, make sure to meet with both the parent and the student at the same time.

Coaches and teacher supervisors have the right to wait at least 24 hours after a contest or practice to hold a parent meeting.

Coach Education -

Coaches (staff or parent volunteers) must also ensure they have completed the appropriate programs and courses outlined by the ASAA. Completion of the courses must be recorded and documented by the Athletic Director and inputted into the ASAA site.

Coaches at Warburg School need to take the following courses in order to be eligible to coach:

- Making Headway in Sport - Concussion course
- Bylaws and Policies - Course is currently being created
- Safe Sport Training - Direct Athlete Contact

Athletic Directors or one person at the school needs the following course:

- Coaching School Sport: Redefining Winning

Athlete Eligibility

JR High Age Groups and Eligibility -

Any athlete who has had his/her 16th birthday on or before September 1st of that school year is not eligible for any inter school athletic team.

Any student who has had his/her 15th birthday on or before September 1st of that school year is not eligible to play on a junior team (grade 7-8 team).

Track and Field:

Junior – under 13 before September 1st of that school year.

Intermediate- under 14 before September 1st of that school year.

Senior- under 16 before September 1st of that school year.

SR High Eligibility -

A student who becomes nineteen before September 1st shall be ineligible for high school competition (Note: A student who becomes nineteen on or after September 1st shall remain eligible for the entire school year.)

Students may participate for three (3 consecutive years from the date of registering for grade 10).

Transportation

Coaches shall inform parents if they are responsible for transporting their children to and from games. All parent drivers shall complete appropriate paperwork, and provide proof of necessary insurance if driving other students besides their own.

For all sporting events, students are responsible to find their own rides to and from the event. It is not the responsibility of the coach or any staff member.

Students must have all field trip forms, including transportation forms, signed and submitted to the office in order to be allowed to go off campus for any sporting event.

Student athletes can drive themselves (NOT other student athletes) if they have provided the office with their insurance information and their insurance information is up to date and proper.

Student athletes can be driven to and from sporting events by a staff member or volunteer if the staff member or volunteer has provided their insurance information to the office and the driver must have the proper insurance. The student athlete must also have their proper field trip documents handed into the office

If the Principal or Athletic Director decides the weather is too dangerous for travel they have the right to forfeit a game or drop out of a tournament.

Spectator Management

Spectators must remove or clean dirty footwear before entering the gymnasium.

No food or drink in the gymnasium, with the exception of water.

Warburg spectators must conduct themselves in a respectful manner during sporting events. If a spectator from Warburg is being disrespectful, violent, or obscene they may be asked to leave the building or playing area. This may result in being banned indefinitely from the Warburg gymnasium.

Warburg spectators must allow the coach or teacher representative to do the coaching during practices and contests. Please do not try and coach from the sidelines.

In the event of an injury occurring during the course of a sporting event spectators must allow the coach or teacher representative to be the first person to make contact with the athlete. Once the coach or teacher representative has had a chance to assess the injury they may choose to invite a parent/ guardian to assist with the injured student athlete.

Spectator Expectations -

Sportsmanship and respect are expectations!

Let the players play.

Let the coaches coach.

Let the officials officiate.

You are a role model. Be supportive, be loud, be proud, but always be positive.

Remember, these student-athletes are kids and we want them to have a fun and positive experience.

Financials

Please see the fee schedule on the Warburg School website.

Each student is required to pay the fee to cover the cost of play for the season. All fees must be paid prior to an athlete participating in any extracurricular sport at Warburg.

The only exception to the above rule is if a parent contacts the Principal or Athletic Director to discuss payment options.

If a student or team proceeds to the Zone and/or Provincial Championships, there may be further fees.

Any fundraising done by teams to offset the costs of fees for players requires the permission of the school administration. Fundraising approval is requested using Form 520-1.

Parent Meetings

Coaches can choose to hold a parent meeting at the start of each sport season if they wish. If a coach does not have a parent meeting, they should make contact with the parents to give them information regarding the season.

Coaches can make the parent meeting mandatory in order for the student athlete to be eligible to play.

Parents and athletes must sign the Parent/Athlete Participation Form prior to being eligible to play at the high school level.

Affiliations

ASAA

[- Website -](#)

The ASAA is the governing body for all high school sports across Alberta. All of the rules governing every Alberta high school sport can be found on the website.

NCASAA

[- Website -](#)

The NCASAA is the governing body for all North Central high school athletics. Warburg is in the North Central Zone of the ASAA. The NCASAA governs with the same rules as the ASAA.

LDAA

The LDAA is the governing body for junior high sports in our region. All sports that Warburg athletes are involved in are overseen by the LDAA.

Emergency Response and Critical Action Plan

Important people to call -

Wendy Maltais (Principal) - 780-848-2822

Katelyn Denschikoff (Athletic Director) - 780-848-2822

Injuries -

Before starting the season the coach and teacher rep need to determine their roles and the roles of others for when an injury occurs.

Each team needs to have a charge person and a call person. If a team has two coaches or a coach and teacher rep they can determine who will be the charge person and who will be the call person. If there is only one coach then he/she should speak with a parent or another volunteer to be the call person for their team's practices and games.

The charge person is the person who is the first person to touch base with the athlete, they must stay with the athlete until the situation is cleared up, and they determine what the next steps are. The charge person should be the head coach unless an assistant coach or the teacher rep has a higher level of education in first aid or medical services.

The call person should be determined ahead of time. The call person is in charge of making the call to 911 or medical services if the injury requires that action. The charge person will signal to the call person to make the call if they believe that the injury requires medical services.

If the athlete's parent(s) is/are in the audience the coach can release the athlete into their care after doing the initial assessment of the injury.

If the athlete's parents are not in attendance the coach or supervising teacher should make sure that medical attention is given prior to making contact with the parents. The coach or staff member should be the person contacting the parents unless unable to do so.

If the injury occurs when the team is traveling to play the parents must be contacted for any injuries incurred by an athlete.

If an athlete is injured on an away trip and they need medical attention a coach or supervising teacher needs to accompany the student to the medical center, unless given permission by the parents of the athlete to release the student athlete into the care of another parent.

Concussions -

Concussions are major head injuries and need to be treated as such.

Concussions are not always easy to spot but it is the duty of the coach to understand his/her athletes. If they notice anything unusual in an athlete's behaviour they need to speak with the athlete to see how they are feeling.

If a coach believes an athlete has gotten a concussion due to signs or symptoms, it is the coach's duty to keep them from participating until the athlete has seen a medical doctor and received a letter allowing them to participate in play again.

If an athlete has completed all of the 'Return to Play' steps of the concussion protocol and has received a letter from their doctor then the athlete is eligible to play again. However; if an athlete shows signs or symptoms of a concussion, then the coach must keep them from participating until they go back to the medical doctor again.

All coaches, assistant coaches, or managers of a senior high sports team need to take the 'Making Headway' course from the Coaching Association of Canada website.

Appendices

Warburg School: Student-Athlete Agreement



As a student-athlete of Warburg School, I, _____
(print student name) agree to the following rules and regulations outlined by my coach and the school:

- Athletes are students first. Failing courses or being on academic probation will result in ineligibility to play in games or on a sports team. Students will remain ineligible to play or participate until they are FULLY meeting the academic requirements.
- Students must be in a minimum of two classes or courses (or 10 credits) in order to be eligible to play on SR High teams. This is a rule set in place by the Alberta School Athletic Association. Students in less than two classes will not be allowed to play.
- Students not attending classes for any reason may not be allowed to participate in games. Unexcused absences will result in missing the next game for a first offense. Continued unexcused absences will result in further missed games or removal from the team.
- Student athletes are expected to attend practices, unless they have notified the coach prior to practice. Not attending practices will result in not playing in games. Telling another team member to tell the coach they are missing is not sufficient notification for the coach.
- Student behaviour is also a factor in a student-athlete's participation in games. Teachers will be contacted to ensure that students are attending, passing, and behaving appropriately inside and outside the classroom.
- Students being removed from the classroom, suspended, etc will result in missing games and may result in removal from the team.
- Student athletes must pay their fees and complete all permission forms **before** they are allowed to play in games (unless a plan has been put in place with the coach and finance secretary).
 - These permission forms include all of the driving forms
 - Forms may be completed on PowerSchool
- Students who choose to quit a sports team for personal reasons may not be eligible for having their fees returned to them. Students who experience an injury may, upon the discretion of the athletic director and principal, be eligible for a prorated portion of their fees to be returned.

Once you have read and understood this document, please return it signed and dated back to your coach.

(student name)

(parent/guardian name)

(date of completion)

SR High Athletes ONLY:

- ☐ Student Athlete Agreement Form
- ☐ ASAA Participation Form

Athletic Awards

Since coaches are the ones who spend the most time with the student athletes at Warburg School, it will be them who help keep track of which athletes are deserving of Individual Athletic Awards, as well as helping the Athletic Director (AD) with picking Major Award winners. The AD will be the one to make sure that the students selected for awards are in good academic standing.

Major Awards

Most Sportsmanlike Player

- Encourages teammates to try their hardest
 - They also practice and play their hardest - leading by example
- Offers to help other teammates
- Offers to help the coach
- Positive self-talk to self and others
 - Including coaches and the other team
- Positive attitude on and off the court
- Never “gets down” when the score or call does not go their way
- Takes on a leadership role at practices and games

Most Improved Player

- Puts in the hard work to improve their skills - goes above and beyond regular practice
 - Works on and off the court
- Does not “get down” on themselves or others if other players are better or become better quicker than them
- Listens to more experienced players for help and feedback
- Listens to the coach(es) for help and feedback
- Consistently working hard at every practice

Most Valuable Player

- Demonstrates dedication to the sport on and off the court
- Consistently works hard at every practice and game
- Demonstrates leadership skills on and off the court
 - Becomes involved outside of their team to show these skills
- Understands the importance of working as a team and encouraging teammates to practice and play their best
 - Does not have academic or behavioural issues
- Displays a positive and hardworking attitude for the coach at every practice and game
- Teammates and the coach(es) can rely on them for more than just their athletic ability
 - In individual sports, this player does well at their event (highest ranking in their category)

Athlete of the Year

- Participation in multiple sports within the school

- Demonstrates the ability to be a student first and an athlete second
 - Able to maintain excellence on and off the court
- Consistently working hard at every practice and game
 - Sets a leadership standard for their teammates
- *Demonstrates such athletic and leadership ability, that they could be recipients of the previous awards*
- Performance in team and individual events will be taken into consideration

The Athlete of the Year does NOT have to be in Grade 9 or 12 for each category in order to be a suitable candidate

If there are multiple candidates for this award, then this point system could be applied to determine a recipient for the award

Cross-Country - 1 point

Golf - 1 point

Volleyball - 2 points

Basketball - 2 points

Curling - 1 point

Rugby - 2 points

Badminton - 1 point

Track and Field - 0.5/event

Suspension or inappropriate behavior makes you ineligible for awards - this may occur before or after your participation in various sports seasons