

F.P. Walshe School



Coaches and Advisors Handbook of Operations 2019-2020

Contents	
Philosophy	3
Athletic Administration	3
<i>Coaches Overview</i>	3
<i>Role of the Coach</i>	4
Programs	7
Seasons of Play	7
Participation Fees	8
Fundraising	9
Uniforms and Equipment	9
Transportation	9
<i>School Bus</i>	9
<i>Volunteer (Parent/Private) Vehicle</i>	Error! Bookmark not defined.
Practice and Game Times	10
Guidelines for Student Athletes	11
<i>Eligibility</i>	11
<i>Conduct</i>	12
<i>Injury</i>	12
<i>Commitment</i>	13
<i>Hazing</i>	13
Guidelines for Coaches	13
<i>Team Selection</i>	14
<i>Practices</i>	14
<i>Playing Time/Expectations</i>	15
<i>Communication</i>	15
<i>Sanctioned Absences and Early Dismissals</i>	15
<i>Budget</i>	16
<i>Per Diem and Accommodation</i>	16
<i>Professional Development</i>	16
<i>Awards</i>	18
<i>Guidelines for Parents</i>	25
Code of Conduct	25
Appendix A	26
Appendix B	28
Appendix C	29
Appendix D	30

Philosophy

F.P. Walshe School recognizes that extracurricular athletics promotes sportsmanship, team building, good citizenship, high academic standards, and community responsibility. Extracurricular athletics provide an opportunity for students to explore their unique talents outside of the classroom setting. 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.

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

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

Athletic Administration

Sport Executive Council

School Principal.....	Sterling Paiha
Assistant Principal	Randy Bohnet
Athletic Director	Aimee Sandham, Chris Baxter

Sport Fundraising Council

Sports Council Treasure.....
Parent Representative.....
Parent Representative.....
Sr. High Student Rep.....
Sr. High Student Rep.....
Jr. High Student Rep.....
Jr. High Student Rep.....
Student Council Rep.....

The Executive Council organizes and makes decisions on all issues pertaining to extra-curricular activities. The Fundraising Council works primarily with the Executive Council on fundraising activities. It may also act in an advisory role on appropriate extra-curricular issues.

Coaches

- Section 1: F.P. Walshe Athletic Philosophy – Junior High and Junior Varsity teams will encourage participation and development over winning. Senior Varsity teams, while still stressing player development, will be more competitive and strive for team success.
- Section 2: All athletic coaches are required to hold a parent meeting where there will be an exchange of coaching philosophy, organizational information, and the needed RISK and insurance forms will be filled out.
- Section 3: Hiring/Evaluation of coaching staff – Staff of F.P. Walshe will be encouraged to participate in coaching positions and will be given priority over community coaches. Community Coaches are assigned based on interest shown by submitting a letter or resume, with references, to the athletic director. Returning coaches will be given priority for coaching assignments the following season based on satisfactory performance.
- If there is more than one candidate for an open position, the Executive Committee of Sports Council will review and select the candidate that best fits school philosophy and team needs.
- Section 4: It is recommended by the Sports Council that all teams should be in attendance for school tournaments when and where possible.
- Section 5: Sports Council recommends that only under special certain circumstances (i.e. Zone Tournaments) or with Administration’s consultation, Jr. High teams should not attend tournaments that requires an overnight stay. If teams desire to attend a tournament that requires an overnight stay a written request must be submitted to the athletic director prior to any plans being made.

Role of the Coach

To ensure the effective functioning of all teams, where possible a staff member/volunteer act in an advisory capacity. The coach & advisor must take into consideration the goals and objectives of the school and team.

At all times, the team and its members must present F.P. Walshe School in a favourable light and ensure that the basic integrity and positive reputation of the school is enhanced. To assist, the coach and advisor must assume the role of a concerned, kind and responsible parent. The expectation placed upon coaches, advisors and students in all of our school activities shall be no less than the expectation required in a school setting. It is a responsibility placed upon the coach/advisor to ensure that proper and acceptable conduct is maintained at all times.

Whether school based or travel is involved, coaches/advisors must ensure participants follow the Student Expectations and Responsibilities Policy.

Other policies/conditions affecting organizations are as follows:

1. For each activity, the coach/advisor must have "Consent of Parent or Guardian to Participate in an Outside Program or Activity, and Acknowledgment of Risk" form filled out and signed by each parent/guardian for all participating students. (see appendix 3) Appendix 4 must be used if the coach/advisor is not a teacher at F. P. Walshe School.
2. List of Students: The advisor of any group travelling during the regular school day shall e-mail or fax at least 24 hour in advance of the activity, a list of those students who will be associated with this activity. Please include the date of the absence, depart and return times, and supervisors that are on the trip.
3. Bus Policy: Those organizations requiring buses will channel all requests through the Athletic Director at the earliest opportunity, at least two weeks in advance, to make certain of the availability of drivers and buses.
4. Instructional Time Missed: All extracurricular or in house activities must have prior administration approval if such an activity requires students to miss instructional time.
5. Accountability of Organization Funds: Each organization involved in the raising/spending of monies must submit an accounting of those funds to the office by August 31st. These reports are then forwarded to the school division office.
6. Sports Council: Sports Council is the primary organizational and funding vehicle for extracurricular sports. The council will set participation fees in return for which the individual/team (exception golf & curling) will be registered in leagues, ASAA registration, invitational tournaments, league tournaments, zone competition plus various other support functions. Teams may participate in one fundraiser/tournament of which 10% of the funds raised above the costs will go to sports council general fund. Any team or organization can apply to the sports council for authorization to run a fundraiser.
7. Equipment: Coaches must return equipment, score clocks etc. to their storage

location at completion of games, tournaments and practices.

8. Inclement Weather & Travel: Coaches/Advisors should use extreme caution and not travel during inclement weather when participants may be exposed to risk keeping in mind bus drivers also make decisions regarding safe travel. Coaches are encouraged to contact the Athletic Director or School Administrator to consult on matters of travelling during inclement weather.
9. Supervision: Coaches are responsible for providing for adequate supervision at all times during games and tournaments at all locations. A Ratio of 15:1 is advisable. In the case of a home game/tournament, the school will not be left unattended.
10. Purchasing Policy: The staff of F.P. Walshe School is committed to purchasing locally where feasible.

Guidelines:

- a. *F.P. Walshe School will consider purchasing within the Town of Fort Macleod and the local area where the price is competitive, the quality comparable and the school receives equality in service.*
- b. *Having access to sample products is essential.*
- c. *Local business must accept its responsibility of advertising and promoting their products within the school and community and to those responsible for purchasing.*
- d. *Typically, Any group wishing to run a concession must consult with the Sport Council Fundraising reps prior to running the event. Each team that plans on running any concession must elect or appoint a parent rep that will be responsible for organizing the concession.*

Regulations:

- a. *When ordering, consideration will be given to local businesses who have contacted the school with potential product information.*
 - b. *F.P. Walshe School will advertise in the Macleod Gazette once a year requesting information from local product suppliers.*
11. Evaluation of Coaches: Sports council executive will review the coach's performance each season and make recommendations for next season.
 12. Team/Parent Meeting: All athletic coaches are required to hold a parent meeting with a parent representative from Sports Council present. In this meeting there will be an exchange of coaching philosophy, organizational

information will be given, and the needed risk and insurance forms will be distributed

Programs

Students can participate at the Grade 7, 8, 9, Junior Varsity (Gr. 10 & 11), intermediate levels and Senior Varsity (Gr. 10, 11 & 12) levels.

Grade 7 or “B” Teams are open to students in the 7th or 8th grades.

Grade 8 teams are open to students in the 8th grade.

Grade 9 or “A” teams are open to students in the 7th, 8th or 9th Grade.

Junior Varsity teams are open to students in Grade 10 and Grade 11.

Intermediate is a term associated with badminton, x-country, and track and field only, and eligibility is determined by birth date

Senior Varsity teams compete in the most competitive leagues, and are comprised of the most accomplished players in Grade 10, 11, and 12.

See chart below:

F.P. Walshe Jr. & Sr. High School sponsors the following athletic activities:

Sports	Gr. 7	Gr. 8	Gr. 9	Jr. V.	Inter.	Sr. V.
Golf						•
Volleyball	•	•	•	•		•
Cross Country	•	•	•		•	•
Basketball	•	•	•	•		•
Curling	•	•	•			•
Badminton	•	•	•	•	•	•
Rugby	•	•	•	•		•
Baseball	•	•	•	•		•
Track & Field	•	•	•	•	•	•

Seasons of Play

The seasons of play have been established to protect the student athlete from being placed in a position of having sports seasons overlap. It is not desirable for a student athlete to have to attend practices and games for two or more sports on the same days. Therefore,

Each activity may hold practices according to the Alberta Schools’ Athletic Association (ASAA) seasons of play.

The preceding activity has priority for practice times and games.

The trailing activity may hold practices according to the ASAA seasons of play; however, these practices are not to include players of the preceding activity.

Final cuts for the trailing activity occurs (minimum) 2 practices after the completion of the preceding activity.

Participation Fees: Fees will vary from team to team

It is necessary for the athletic program to charge a participation fee for each activity that an athlete participates in. The following applies to participation fees;

All participation fees will be determined by the Athletic Director on a cost recovery basis.

An effort will be made to keep the fees consistent from one activity to the next, respective of the level of the team.

Fees are paid to the coach, the Athletic Director, or Coordinating Sports Council Treasurer.

Players must pay fees in full, or make arrangements with the Athletic Director, before they will be permitted to participate in league games or tournaments. Students must pay all fees from previous seasons before they will be permitted to play in the current season.

The following chart shows the participation fee for each activity and specified what costs are covered by the participation fee.

Activity	Fees	League Play		City Championships		Zones		Provincials			Invitational Tournaments		Other
		League Fees	Transportation*	Entry Fees	Transportation*	Entry Fees	Transportation*	Entry Fees	Transportation	Entry Fees	Transportation*		
Rugby				

Jr. High Cross Country										T-Shirt
Sr. High Cross Country										T-Shirt
Golf									
Jr. High Volleyball						3	.	
Junior Varsity Volleyball		.	.									3	.	
Senior Varsity Volleyball			6	.	
Jr. High Basketball						3	.	
Junior Varsity Basketball		.	.									2	.	
Senior Varsity Basketball			4		
Jr. High Badminton				.	.									T-shirt
Sr. High Badminton									
Curling		.						.	.			3	.	
Baseball		.	.									1	.	
Track and Field									T-Shirt

* See the Transportation section for details.

Fundraising

All fundraising activities will be passed through the Athletic Administration. The role of the Sport Council will be to advise, organize, formulate ideas, participate in and recruit others to participate in fundraising activities. The Principal with advice from Sport Council will approve all activities including how monies will be spent. Fundraising activities will involve raising funds that will be shared among extra-curricular clubs.

No team/activity shall participate in, or organize any other fundraising event without the consent of School Administration.

The Sports Council accepts and appreciates any donations received from individuals and/or corporate sponsors. Appreciation to donators will be recognized.

Uniforms and Equipment

Uniforms will be provided by F.P. Walshe School.

Uniforms will be distributed through the library or coach, whichever is the most practical.

Players will be responsible for the care and maintenance of uniforms while they are in their possession.

Players will be charged a \$100 deposit fee and be responsible for the cost of replacement of any uniform damaged or lost while in their possession.

All uniforms are to be cold water washed and hang dried. The exception shall be rugby uniforms which shall be distributed before, and collected after each game. Washing and maintenance shall be the responsibility of the coach, athletic department or designate.

Teams may be provided equipment, specific to their activity. This equipment is owned by the school. The care and supervision of this equipment shall be the responsibility of the coach or their designate. This equipment is provided for team use, and not for use by the Physical Education department or public use.

Transportation: Provided by the Livingstone Range School Division.

The transportation for league, invitational, zone, and/or provincial events is provided by the Livingstone Range School Division.

School Bus

The booking of all athletic activities that require busing will be done through the athletic director in consultation with the school administration.

Coaches are requested to sign any appropriate divisional transportation forms as provided by the assigned bus driver.

Coaches are responsible for appropriate bus supervision at all times.

All students are required to ride the bus to and from games where bussing is provided. Any arrangements other than bussing must be approved by School Administration.

An Extra-Curricular release of responsibility form must be signed if a parent is going to transport their child to or from games. ONLY the students parent or legal guardian are covered under this form.

If arrangements are to be made to drive with someone else it must be done in writing 24 hours in advance.

Practice and Game Times

All gym usage shall be booked through the Athletic Director who will have final discretion on all bookings.

League games and home tournaments have booking priority over practices.

Any activity under way shall have priority over the following season of play (e.g. volleyball over basketball).

All Jr. High games in the SWJHAA are scheduled to begin at 4:30 unless other arrangements are made.

All Sr. High Games in both the Westwinds Volleyball Association and the Chinook Basketball League begin at 6:00 p.m. with Jr. Varsity play and the Sr. Varsity game beginning 20 minutes after the conclusion of the JV. Game. Any other scheduled home games will vary from sport to sport and league to league.

There must be a coach or teacher present at all practices and games.

Coaches may request specific practice times. While all efforts will be made to accommodate requests, it shall be the priority of the Athletic Director to provide a practice schedule which is equitable to all teams in accordance with priorities (i.e. Grade 7, 8 or 9 teams shall be guaranteed only one practice a week, and when possible this shall be in the 3:45 or 5:30 time slot at F.P. Walshe or G.R. Davis [times will vary at GRD]).

The Athletic Director will create a practice schedule on a seasonal or monthly basis. In some instances where seasons overlap it may be appropriate to develop a schedule on a weekly basis.

Coaches are encouraged to provide players and parents with individual copies of these schedules as they are available, and the Athletic Director shall place copies on practice and game schedules outside their offices.

The Chinook Basketball League requires administrative designate at all home games to monitor the gym. The school administration in consultation with the athletic director will determine the schedule of supervision of all Deep South home games.

Coaches are encouraged whenever possible to have a school staff member present whenever they are hosting a tournament or hosting any other home fixture. The athletic administrator will work with each coach to try and accomplish this supervision responsibility.

The following chart is a guideline for coaches: League and tournament play may vary from year to year.

Team	Practices	League Play	Tournaments
Golf	2 per week	none	zone & provincial play
Gr. 7 or "B" Volleyball	1 - 3 per week	1 - 2 per week	2 - 3 invitationals
Gr. 8 or 9 "A" Volleyball	1 - 3 per week	1 - 2 per week	2 -4 invitational & zones
Sr. & Jr. Varsity Volleyball	3 - 4 per week	1 - 2 per week	6-8 per season

Cross Country	3 per week	Bullhorn Run	district, zone & provincials
Gr. 7 or "B" Basketball	1 - 3 per week	1 - 2 per week	2 - 3 invitationals
Gr. 8 or 9 "A" Basketball	1 - 3 per week	1 - 2 per week	2-4 invitationals & zones
Sr. & Jr. Varsity Basketball	3 - 4 per week	1 - 2 per week	4 - 6 per season
Curling	2 - 3 per week	1 per week	district, zone & provincials
Jr. & Sr. Badminton	2 - 3 per week		district, zone & provincials
Baseball	3 - 4 per week	1- 4 per week	2 - 4 per season
Rugby	3 - 4 per week	1 - 2 per week	2 - 4 per season
Jr. Track & Field	2 -3 per week		district, zone & provincials
Sr. Track & Field	2 - 3 per week		district, zone & provincials

Guidelines for Student Athletes

Eligibility

To be eligible to participate, Grade 7, 8 & 9 student athletes must meet eligibility requirements as outlined by the South Zone Jr. High ASAA.

To be eligible to participate, Grade 10, 11, and 12 students must meet eligibility requirements as set out by the ASAA.

Students **must be in attendance for the day of a practice or game** in order to participate in that practice or game. Legitimate reasons, which must be communicated in advance and accompanied by documentation, for an absence which would allow a student to participate on the same day as the absence, are;

- Appointments with health professionals
- Emergency Situations
- Significant family events (eg. funeral, hospital visit)
- Planned absence for personal or educational purposes that have been approved by the school administration.
- School sanctioned activities

Students who are absent from classes for a portion of the day due to illness are not eligible to participate by simply making it to the remaining portion of their classes. It may be considered unethical for a coach to practice or play an athlete who was ill earlier in the day. The effects of that illness may linger and present

a potential health risk to the athlete, their teammates, and their opponents if the athlete practices or plays that same day.

Students must be in good academic standing to be eligible to play as determined by School Administration. Chronic unexcused lates may affect a students ability to participate. The same expectations should be upheld by an athlete when not in the season of play for their activity.

An athlete under suspension from school is also suspended from participation in extracurricular activities, until such time as the student has been reinstated to classes.

Conduct

Student athletes are representatives and ambassadors of F.P. Walshe School, the community of Fort Macleod and the Livingstone Range School Division. Student athletes are expected to provide strong examples of leadership and citizenship both on and off the court/field of play, and both in and out of the classroom as well as on social media.

Team Before Self - Most sports are team games and although it is proper and even necessary to have personal objectives, it is paramount that each member of the F.P. Walshe Jr. & Sr. High team possesses an unselfish attitude where team objectives are primary.

Regardless of when or where an athletic event occurs, it is a school sponsored activity. The use of tobacco, drugs, or alcohol is prohibited and shall be strictly enforced.

If a student athlete does not conduct himself or herself in a manner that reflects favorably on the school, the privilege of participation may be suspended or revoked by a coach/supervisor, the Athletic Director, or Principal.

Students removed from play for disciplinary reasons are not entitled to a refund of fees.

Injury

All student athletes should carry some form of medical insurance. If an athlete is injured while participating on behalf of F.P. Walshe School, it is suggested that any student athlete not having medical coverage, subscribe to the student insurance package which is offered at the beginning of each year.

Any student injured on or off the field of play, and requiring medical attention, must present a note from a physician before being eligible to practice or play again. Coaches are responsible for reporting such injuries to school administration.

Please check with the Livingstone Range School Division office for clarification regarding all medical coverage while participating in school athletics at F.P. Walshe School.

Commitment

Being a member of any school team is a privilege, which each athlete must earn. A key to earning that privilege is commitment to the team. Team success can only be achieved if all participants are committed. This type of commitment includes;

Attendance at all practices, games and team events.
Providing the coach with advance notice of absences from practices or games, and an explanation of that absence.

While it is acceptable for a student athlete to have a job, it is not reasonable to expect the coach to accept working as a legitimate reason for missing practice or a game.

Hazing

Hazing or negative initiation activities will be considered to be bullying behavior and are prohibited at F.P. Walshe. The planning, initiation or participation in such activities shall be dealt with under the procedures outlined in the anti-bullying and discipline sections of F.P. Walshe's code of conduct (see Student-Parent Handbook), and may lead to suspension or removal from a team along with other appropriate disciplinary measures at the school level.

Guidelines for Coaches

The following guidelines are to be considered a code of conduct for F.P. Walshe coaching staff(s).

The Coach is foremost a teacher. The chief objectives of school athletics are to build leaders and to develop athletic skills. Winning games is secondary to these objectives. Coaches who do not make a positive contribution to the total educational process are not meeting their obligations.

The Coach should always be regular and prompt in meeting assignments – practices, games and meetings.

The Coach should be diligent in attention to routine details. This includes getting in all reports when due, keeping necessary records, phoning in results, and forwarding any receipts when required.

The Coach should instill in the team an attitude of sportsmanship on and off the court, during the game and afterwards, in school and out.

The Coach should use acceptable language at all times. Vulgarity and profanity have no place on the athletic field or court, in the gym or in the classroom.

The Coach shall not use alcohol or non-prescription drugs in any form while with the team.

The Coach should, when faced with unpredicted disciplinary situations, let the common law prevail. Situations are to be assessed on a rational basis.

The Coach should accept the responsibility as a counselor to the athletes under her/his direction. The coach is in a unique position among all teaching staff in the relationship with the students. Many students complete their high school program because of, on part, 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 high schools in drop-out rates and related issues.

The Coach should be mindful of their position of guardianship entrusted by the athletes and their parents. While acting as a counselor to the athletes, there must also be a necessary social separation, so that over-familiarity or impropriety does not occur or is not perceived to have occurred.

The Coach should work to instill with their players respect for the officials, and establish that they alone shall discuss aspects of the game with the officials.

The Coach will respect the rights and feelings of other coaches and will never use tactics that take unfair advantage of others. The coach should be friendly and courteous at all times and never argue with an opposing coach in front of the team or spectators.

The Coach should teach the team to be respectful of and friendly towards opponents.

In 2012 - 2013 all F.P. Walshe coaches are required to take the on-line Fundamentals of Coaching & Concussions course through the ASAA. Coaches will up to one year to complete this course. Sport Council will fund each course. The Athletic Director will inform all coaches when they can begin this online course.

Team Selection

All activities are open to all students of F.P. Walshe School who meet the requirements of grade, gender, and general eligibility.

Coaches must conduct an open and fair tryout. Final selections should be based on attitude, effort, coachability, and skill.

The Athletic Director will consult with coaches regarding the makeup of teams. Once the team has been selected, the coach must promptly submit a roster to the Athletic Director.

Coaches need to inform all students that attend open try-outs about the nature of the try-out and that no athlete is guaranteed any position on a team regardless of the number of students trying out for the team. Coaches will make every attempt to talk to those students that do not successfully make their teams.

Practices

All practices will be scheduled by the Athletic Director.

Coaches should distribute a practice schedule to players and parents.

Coaches should do their utmost to adhere to the practice and game schedule, and any changes should go through the Athletic Director.

A change, addition, or cancellation to a game or practice should be made with as much advance notice as possible. Such changes may affect player and parent commitments and may have an effect on other teams.

The general guidelines for scheduling shall be as follows:

Playing Time/Expectations

F.P. Walshe participates in competitive leagues. As such, there will be few, if any instances where playing time for each player on the team will be equal. The amount of playing time may vary from game to game, or from week to week. Neither the player's grade nor prior years of playing experience with F.P. Walshe teams will be a factor in determining playing time. We do understand though, that the ultimate purpose of Jr. High Athletics is to develop the student athlete.

During the regular season, coaches are encouraged to consider the following recommendations for minimum playing time for athletes, but ultimately decisions regarding playing time shall be at the discretion of the coach.

Grade 7	approximately 50%
Grade 8.....	approximately 40%
Grade 9	approximately 40%
Junior Varsity.	approximately 30%
Senior Varsity.	approximately 20%

For league, zone, and provincial playoffs there are no recommendations and leave this at the coaches' discretion.

Communication

Clear communication between coach and player, player and parent, parent and coach and between players is critical to avoid misunderstanding. This communication can be initiated and maintained in a number of ways:

At the beginning of tryouts Coaches should provide a written statement of their philosophy, team goals, fees, and player expectations.

Coaches should outline the process for communication. This process to apply to all parties, and can be outlined for all in a letter. (See Appendix A)

Coaches can hold a pre-season meeting (suggested agenda – Appendix B)

Sanctioned Absences and Early Dismissals

It is at times necessary for student athletes to be absent from classes, or to be released from the last class of the day prior to the end of the class. In these instances coaches are required to provide notice to the athletic director who will in turn inform all school staff.

Teacher-coaches or teacher-liaisons may do so at their own initiative, or request the Athletic Director to execute this task. Community based coaches shall inform the Athletic Director of the dates and times, and the Athletic Director shall be responsible to execute this task.

The notice may take the form of a hard copy to be distributed to all staff members or an e-mail to all staff members. The notice should be provided as early as possible, and must contain the following;

A list of all students involved
The date of the Sanctioned Absence
Periods involved
When appropriate, time of departure
The event.

Budget

The Athletic Director in consultation with the coaches will discuss and set their budgets prior to the beginning of the season of play.

Professional Development

It is in the best interests of the student athletes to have coaches who are well trained. In support of this, coaches will be reimbursed for registration in approved professional

development activities that are directly related to their coaching assignment. Approval will be made by the Athletic Director, and must be supported by receipts.

Academic Standards Policy

- a) To encourage and maintain academic standards while participating in extracurricular activities at F.P. Walshe School.
- b) To promote a positive academic attitude in the school.
- c) To promote a greater sense of achievement, both academically and athletically.

Standards to be met - Will govern ALL extracurricular activities
i.e. any activity organized outside of the classroom.

1. Grade 10, 11 and 12 students MUST maintain a 50% overall average, with no more than one failing course.
2. Grade 7, 8 and 9 students MUST maintain a 50% overall average, with no more than one course below 50%.
3. Coach/advisor responsibility - The entire team/club will be suspended from further play/ activity until such time as the coach/advisor registers the team/club with the Academic Standards Chairperson.

**** STUDENTS NOT ACHIEVING THE MINIMUM REQUIREMENTS WILL BECOME A NON-PARTICIPANT/MEMBER OF ORGANIZED ACTIVITIES.**

i.e. The student will not be allowed to participate in any games, tournaments or competitions. However, they may be allowed to practice. The student will forego ALL responsibilities of his/her position within any club, committee, or group organization representing the school.

4. The standard criteria is based on individual reporting periods for High School students only and is based on month-end reports/averages for Junior High School students.
5. As well as academic performance ALL students must meet attendance and behaviour standards set forth in the school handbook.
6. Individuals under school suspension and not fulfilling regular attendance and behaviour standards may be removed from any extracurricular activity.

Academic Standards Policy – Appeal Process

Any individual affected by these standards is given the right to appeal his/her status. This appeal is student initiated and cannot be requested until a minimum of two weeks time from the date of suspension has elapsed. The appeal can be directed through the office to the committee.

**** Coaches and Staff Advisors are responsible for informing all team, club, or committee members of the above criteria. As well, the student will be informed of the above through the handbook and the first report card package.*

Awards (needs complete updating)

Each year in June, after the conclusion of all school sponsored athletic and extracurricular activities the F.P. Walshe Sports Council & Student's Council will sponsor and host the Annual Blue & White Awards Night. At this evening individual activity awards as determined by the Sports Council & Student's Council, and selected by the respective coaching or advising staffs, shall be presented. In addition, the number of Memorial Awards will be presented.

Activity Awards

Participant at Walshe

(Junior or Senior High)

Awarded to:

- All participants of a sport, club or activity that have contributed in a positive way to the success of the program.

Certificate of Walshe

******Grade Seven Certificates:***

Awarded to:

- A grade seven participant in a sport, club or activity that has been involved for the first time at F.P. Walshe School and has been instrumental in their first year of participation through their outstanding play/contributions, leadership & dedication to the sport or activity.
- A participant who has attended the majority of practices, meetings, games or functions.

Grade Eight Certificates:

Awarded to:

- A grade eight participant in a sport, club or activity that has been involved for the first or second time at F.P. Walshe School and has been instrumental in their first or second year of participation through their outstanding play/contributions, leadership & dedication to the sport or activity.
- A participant who has attended the majority of practices, meetings, games or functions.

Grade Nine Certificates:

Awarded to:

- A grade nine participant in a sport, club or activity that has been involved for their first, second or third year at F.P. Walshe School and has been instrumental throughout the activity by their outstanding play/contributions, leadership & dedication to the sport or activity.
- A participant who has attended the majority of practices, meetings, games or functions.

High School Certificates:

Awarded to:

- A participant in a sport, club or activity that has been involved for one or two years at F.P. Walshe School and has been instrumental throughout the activity by their outstanding play/contributions, leadership & dedication to the sport or activity.
- A participant who has attended the majority of practices, meetings, games or functions.
- A participant that contributed more to the team or organization than just merely participating.

Order of Walshe

Senior High Only

Awarded to:

- A participant that meets all the criteria of the Certificate of Walshe
- A participant of a sport, club or activity that has provided outstanding leadership for a minimum of two years, preferably three. Consideration will be given to grade 12 students in their first year.
- Must be a solid contributor to the program and vital to its success.
- Must be a grade 12 student or an outstanding grade 11 that has received outside recognition such as all-star, provincial team **selection, Rotary Awards, or other outside of school recognition.**

Rookie-of-the-Year:

Each Junior High Organization or Team and each Sr. High Organization or Team will select one Rookie-of-the-Year

Awarded to:

- The most outstanding first year player or participant for a particular sport, team, club, council or school organization.

Most Congenial or Sportsmanlike Participant or Player Award:

Each Junior High Organization or Team and each Sr. High Organization or Team will select one Most Congenial or Sportsmanlike Participant or Player.

Awarded to:

- A player or participant who demonstrates good sportsmanship, a positive attitude towards their team, self, coach/advisor and officials and or adjudicators.

Most Improved Award:

Each Junior High Organization or Team and each Sr. High Organization or Team will select one Most Congenial or Sportsmanlike

Awarded to:

- A player or participant that showed the most growth throughout the year or season in their personal or skill development.

Most Valuable Participant/Player

Junior High or Senior High

Awarded to:

- A participant that meets all the criteria of the Order of Walshe (Senior High Only).
- Is the Single individual who was most instrumental in the success of the team or program.
- Usually will be one of your Certificate Recipients (Jr. High) or Order of Walshe Recipients (Sr. High)
- If one individual cannot be chosen this award should not be handed out.
- Consideration is given to multiple award recipients.

NOTE TO ALL COACHES AND OR ADVISORS:

IF INDIVIDUALS DO NOT MEET THE CRITERIA FOR ANY OF THE ABOVE AWARDS, THE AWARD DOES NOT NEED TO BE PRESENTED.

Danny Van Wyck Memorial Award

(Senior High Only)

Preamble:

The students of F.P. Walshe School established the Danny Van Wyck Memorial Award in the spring of 1975 to promote outstanding student citizenship and fellowship.

Selection Process:

- Nominees should be submitted by ballot from any coaches, advisors or school staff to the Sports Council Advisors prior to

the June staff meeting (second Wednesday in June). Ballots will be made available prior to the staff meeting in May.

- The nominations will be presented to the F.P. Walshe Staff who will choose the recipients of the award based on the criteria below.

Awarded to:

- The Most Outstanding Male & Female student at F.P. Walshe School;
- An all-round individual with a pleasant personality and outstanding moral character – an “involved” student of F.P. Walshe School;
- An individual who is genuinely concerned about his/her fellow students;
- A person of positive character;
- A person involved in the life of the school through extracurricular sports, clubs, and councils or associated activities.

Note: Professional ethics should be considered if personal conflict of interest occurs during the selection process.

The Danny Paskal Memorial Athletic Award

(Senior High Only)

The Danny Paskal Memorial Athletic Award is present each year to a student or students who best exemplifies the spirit of Danny Paskal.

Each recipient has a true love of sports; shows a deep desire to improve, learn new skills and strive to reach the highest level of competency possible. This year's recipient is dedicated to a number of sports in and outside of school. The Danny Paskal Memorial Athletic Award recipient's also demonstrates a healthy lifestyle, befitting an athlete.

They have been recognized by outside sources for high achievement such as all-stars, representative, university or college teams, provincial teams or national team programs.

Coaches of F.P. Walshe Teams and/or F.P. Walshe School Staff with an active interest in athletics can nominate worthy candidates for this award.

Nominations should be submitted with their individual team nominations form or before the Monday before the Blue & White Banquet.

The Steven J. Tolley Memorial Rugby Award:

(Only given to a player on the Boys Team)

Awarded to a student who has spent a minimum two years playing Senior Rugby for the Flyers Boys Team. The Sport of rugby was Steven's true passion. He developed a love for the game and the spirit in which it is played. Steven was dedicated to the game and the recipient should mirror this dedication. Steven was the type of player that gave his all whether it was in practices or games and tried his best whenever he stepped on the field. The recipient of this award should emulate Steven's drive and determination. Steven was a very coachable player and expected the same from the athletes that he coached. Steven was a team player and the recipient of this award should be well liked and respected by both coaches and teammates.

- **Not to be given is there is not a worthy recipient**

Dawn & Larry Lauder Athletic Scholarship:

- This scholarship is awarded to a graduating student from F.P. Walshe School who will be attending a Post Secondary Institution after graduation and is a confirmed member of a sports team at that Post Secondary Institution.
- High School marks, athletic achievements, financial need and a written coach's recommendation will be considered for this scholarship.
- The members of the Sports Council Executive in consultation with a member of the Lauder Family will peruse nominations and make the final selection.
- This scholarship may be awarded to either a boy or a girl. This award does not necessarily need to be award every year. It will only be awarded in years where there is a worthy candidate.
- The scholarship will only be awarded upon written confirmation to the F.P. Walshe Sports Council that the recipient is attending a Post Secondary Institution and they are confirmed on the school's team.

Guidelines for Parents

Support the team, the players, and the coaches.

Help your child to follow and uphold the F.P. Walshe athletes' guidelines for participation.

Support the goals of sportsmanship and help bring pride and respect to your child and F.P. Walshe School.

Support your child's role on the team, even if you don't understand his/her position on the depth chart. In the event of concerns, follow the guidelines and procedures as outlined in Appendix A.

All parents must sign the Agreement to Code of Conduct to be a spectator at an FP Walshe sporting event.

Code of conduct:

CODE OF CONDUCT LIVINGSTONE RANGE SCHOOL DIVISION

Players must:

- recognize and accept that they are student athlete representatives, ambassadors and positive role models within our schools and communities.
- demonstrate courtesy and good sportsmanship by accepting the judgment of officials.
- show respect to teammates as well as opposing athletes, coaches and spectators.

Coaches must:

- lead by example and demonstrate qualities of courtesy, good sportsmanship and fair play.
- provide for the well-being of their players.
- place the emotional and physical well-being of their players ahead of their personal desire to win.
- model proper acceptance of the judgments made by officials.

Spectators must:

- present a positive role model for students.
- demonstrate courtesy and good sportsmanship by cheering *for* their team and not against the opposing team.
- show proper acceptance of the judgment by coaches and officials.
- follow the regulations set by the school division for use of its facilities.

Competition is a natural part of sports activities, but having fun is also important.

**Agreement to
Code of conduct:**

**CODE OF CONDUCT LIVINGSTONE RANGE SCHOOL
DIVISION**

Players must:

- recognize and accept that they are student athlete representatives, ambassadors and positive role models within our schools and communities.
- demonstrate courtesy and good sportsmanship by accepting the judgment of officials.
- show respect to teammates as well as opposing athletes, coaches and spectators.

Spectators must:

- present a positive role model for students.
- demonstrate courtesy and good sportsmanship by cheering *for* their team and not against the opposing team.
- show proper acceptance of the judgment by coaches and officials.
- follow the regulations set by the school division for use of its facilities.

All players and parents must read and agree to adhere to the expectations of this Code of Conduct to participate in or be a spectator at a FP Walshe sporting event.

I have read and agree to adhere to the LRSD Code of Conduct:

Student Signature: _____

Parent(s)/Guardian(s) Signature: _____

Competition is a natural part of sports activities, but having fun is also important.

Appendix A

Parent Coach Communication Letter to Parents and Athletes

Both parenting and coaching are difficult vocations. By establishing an understanding of each position, we are better able to accept the actions of the other and provide greater benefits to students. It is also very important to remember that coaches are volunteers and they are giving their valuable time to work and help improve your child's leadership abilities, social skills, team cooperation and responsibility. Here are some guidelines to help you as a parent supporter of the athletics programs at F.P. Walshe Jr. & Sr. High School High School.

Communication Coaches expect from student athletes:

- concerns expressed privately and directly to the coach
- notification of any schedule conflicts well in advance
- specific concerns in regards to a coach's expectations and/or philosophy

As your son or daughter becomes involved in the sports programs at F.P. Walshe School he/she will experience some of the most rewarding moments in their high school career. It is important to understand however that there will be times when things do not go the way you or your son/daughter wish. At these times, discussion with the coach is encouraged.

Communication Coaches expect from Parents:

- concerns expressed privately and directly to the coach away from the court setting
- notification of any scheduling conflicts well in advance
- specific concerns in regard to a coach's philosophy and or expectations

Appropriate Concerns to Discuss with Coaches:

- the treatment of your child mentally or physically
- ways to help your child improve
- concerns about your child's behavior
- any influence that the activity is having on your child's academic performance

It is difficult to accept your child's not playing as much as you or they may hope. Coaches make judgment decisions based on what they believe to be the best for all students involved. While here are certain things that should be discussed with your

child's coach, however there are also certain things that should not be discussed. Those decisions will be left to the coach's discretion.

Issues Not Appropriate to Discuss with Coaches:

- Playing time
- Team strategy
- Play calling
- Other student athletes

There are situations that may require a conference between the coach and the parent. These are to be encouraged but the following procedures should be followed to help promote a resolution to the issue of concern:

- call and set up an appointment with the coach
- resolution, not confrontation is the best approach
- please do not confront a coach before or after a game or practice - these can be emotional times for both the parent and coach, and our coaches are instructed to walk away from such situations.

The Next Step:

- call and set up a meeting with the any parent representative of the Sports Council.
- call and set up a meeting with the Athletic Director and or Principal to discuss the situation
- at this meeting if a resolution cannot be reached, the next step can be determined

The coaches at F.P. Walshe School recognize the importance of extra-curricular activities. We provide a program that strives to provide your child with a positive and meaningful experience.

Sincerely,
F.P. Walshe Coaching Staff

Appendix B

Coach's Guidelines for a Preseason Parent's Meeting

All coaches are required to distribute copies and address the following - may be done either by a meeting or by a letter:

Team Rules and School Rules regarding athletics.

Participation - amount of play time athletes can expect.

Sportsmanship - expectations by players and parents.

The procedure to deal with disagreements between coach and players or parents:

- at no time are problems to be discussed in front of other players.
- ask parents to meet the following day with the athletic director
- make sure there is parent communication !!

Fees and the breakdown of the costs.

Team supervision - coaches and parents

Other topics you may want to address

Your coaching philosophy

How practice sessions are conducted

Length of practice times

Expectation of attending practices

The consequences of missing practices

Academic requirements for eligibility

- Passing grades
- B registered in minimum of 2 full classes in Senior High

Medical information in case of injury

Question and Answer

Appendix C

F.P. Walshe Athletics - Activity Budget
--

Activity: _____

Head Coach: _____

Submission Date: _____

Income

Participation Fees: _____ X _____ = _____

Total: _____

Expenses

League Fees (includes all league games & tournaments) _____

Invitational Entry Fees (check hand book for limits) _____

Invitational Transportation (see transportation for guidelines) _____

Total: _____

Balance: _____

Listing of Invitational Tournaments				
Date	Tournament	Entry Fee	Mileage	Accommodations

--	--	--	--	--

Appendix D - Under Consideration

F.P. Walshe Athletics - Per Diem Request

Activity: -----

Request By: -----

Request Date: -----

Event: -----

Date(s) of Event: -----

Request Total: -----

Disbursement Signature
(Signature of individual receiving per diem)

Cheque No.: -----

Date: -----

F.P. Walshe Athletics:

“A Tradition of Excellence”

