

# Sundre High School



## Athletic Handbook

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## ***Philosophy***

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Sundre High School's philosophy for High School athletics is to create lifelong learners while gaining the skills necessary to compete at sport, and transfer those skills to life outside of school, successfully. We encourage our athletes to look at the process vs. the outcome, so as to not focus on the results but the things athletes gained during the journey. At Sundre High school our athletes are given the opportunity for our best players to play the best players from other schools. Our purpose is to build the best teams possible through hard work, dedication, teamwork, and maturity. Athletes are required to commit and strive at all times to meet the team expectations and carry oneself with dignity and respect. Playing time is something to be earned, and although may not be equal amongst athletes, each athlete will be given the opportunity to play a valuable role on the team. Respect for teammates, opponents, refs and coaching staff is highly valued on all Sundre High School athletic teams.

~To Dream - To Discover - To Persevere ~

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## ***Athletic Department***

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Athletic Director Ashley Bellamy [abellamy@cesd73.ca](mailto:abellamy@cesd73.ca) (403)993-4378  
School Principal Scott Saunders [ssaunders@cesd73.ca](mailto:ssaunders@cesd73.ca) (403)638-4545

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## ***Programs***

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Students can participate at the Junior (Jr.), Junior Varsity (JV), and Senior Varsity (Sr.) levels.

Junior teams are open to ONLY Grade 9 students.

Junior Varsity teams are open to students in Grade 9,10, and 11

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

Sundre High School participates in the following athletic activities:

Sport	Boys			Girls			Mixed			Special	
	Jr.	JV	Sr.	Jr.	JV	Sr.	Jr.	JV	Sr.	Para	Unified
Golf			.			.					
Cross Country	.	.	.	.	.	.				.	
Volleyball	.	.	.	.	.	.					
Basketball	.	.	.	.	.	.					
Curling			.			.			.		
Badminton	.	.	.	.	.	.	.	.	.		
Track & Field	.	.	.	.	.	.				.	.

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## ***Seasons of Play***

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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.

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## ***Participation Fees***

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It is necessary for the athletic program to charge a participation fee for each activity. The following applies to participation fees:

- All participation fees will be determined by the Athletic Director.
- An effort will be made to keep the fees consistent from one year to the next, however the more tournaments a team enters, the higher the fees will be. Also depending on where zones are hosted, and if bussing is needed, fees may increase.
- Fees will be added to school fees and payable on powerschool.
  - If issues arrive, please contact Terri Thompson at the office.
- Players must pay fees in full by the end of the season. If fees are unable to be paid, a plan may be put forward through a meeting with administration.
- The following chart shows the League Fee for each activity for the past 5 years per athlete.

Activity	2017	2018	2019	2020 *	2021*	2022
Cross Country	\$10	\$5	\$5	\$10	N/A	\$25
Golf	\$65	\$65	\$65	\$65	N/A	\$80
Jr. Girls Volleyball	N/A	N/A	N/A	N/A	N/A	\$84.20
Jr. Boys Volleyball	N/A	N/A	N/A	N/A	N/A	N/A
JV Girls Volleyball	\$65	\$85	N/A	\$96.42	N/A	\$72
JV Boys Volleyball	N/A	N/A	N/A	\$56.50	\$90	N/A
Sr. Girls Volleyball	\$130	\$92	\$60	\$105	N/A	\$125
Sr. Boys Volleyball	\$118	\$76.25	\$60	\$105	N/A	\$105
Jr. Girls Basketball	N/A	N/A	N/A	N/A	N/A	N/A
Jr. Boys Basketball	N/A	N/A	N/A	N/A	N/A	N/A
JV Girls Basketball	\$45	\$53.30	\$73	N/A	N/A	\$92.50
JV Boys Basketball	\$45	\$65	\$73	\$89	N/A	\$76
Sr. Girls Basketball	\$115	\$68	\$57	\$60	N/A	\$110
Sr. Boys Basketball	\$190	\$215	\$137	\$240	N/A	\$139
Badminton	\$10	\$20	\$5	N/A	N/A	\$30
Curling	\$20	\$20	N/A	N/A	N/A	\$20
Track and Field	\$20	\$20	\$20	N/A	N/A	\$20

\* Covid Year.

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## **Fundraising**

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Sundre High School does not conduct any school wide fundraising projects specific to athletics. Sundre High participates in a whole school fundraising program called “May Queen” which has been held for the past 53 years. From the funds raised, 22% goes towards the athletic program. In 2022, the entire school raised \$29,736.00 allotting \$6541.80 to be divided amongst all athletic programs.

No team/activity shall participate in, or organize any fundraising events without the consent of the Athletic Department or Principal

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## ***Uniforms and Equipment***

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All uniforms will be provided by Sundre High School.

Uniforms will be distributed to the coach by the Athletic Director, it is then the coaches responsibility to hand them out to the athletes.

**Coaches** will be responsible for the care and maintenance of uniforms while they are in their possession. Under no circumstances should a player take home their uniform. To make this easier on the coach a jersey parent can be designated. Washing and maintenance shall be the responsibility of the coach or team designate.

Players will be responsible for the cost of replacement of any uniform damaged or lost while in their possession. Also, each player will be required to pay a **\$30** non-refundable uniform replacement fee. This cost must be added to all player fees for each season of play.

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.

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## ***Transportation***

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Transportation for league, zone, and/or provincial events should be carried out in the following ways:

### ***Volunteer (Parent/Private) Vehicle***

- Players may be transported to events by registered Volunteer Drivers.
- To become a registered Volunteer Driver, drivers must complete Chinooks Edge Volunteer Driver Form and meet all requirements as stated on the form.
- All parent drivers must supply the office with proof and copy of their insurance which has at least the \$1,000,000 liability. These forms are to be kept by the school office.
- Volunteer Driver forms are available from the school office or Athletic Director. A form can also be found in the appendix of this handbook.
- Volunteer vehicles used for transportation will not be eligible for financial compensation from the school.

## Student Vehicle

- Players may transport **only** themselves to events.
- Family members may not transport other immediate family members to events.
  - No exceptions will be made.

## Bus Rental

- Buses may be rented through Chinooks Edge to attend Cross Country Divisionals and Zones as well as Track and Field Divisionals and Zones. The athletic director will coordinate this if you provide them with the form in Appendix D.

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## ***Practice and Game Times***

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All gym use shall be booked through the Athletic Director.

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)

There must be a coach and teacher liaison 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 that is equitable to all teams in accordance with priorities.

The Athletic Director will create a practice schedule that will stay the same for the remainder of the season. If there needs to be changes, the coaches must speak to the athletic director.

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## ***Guidelines for Student Athletes***

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### Eligibility

To be eligible to participate in Grade 9, student athletes must meet eligibility requirements as outlined by the South Central Zone Athletics Association.

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

Students must attend school the day of a game in order to participate in that game. Legitimate reasons for an absence, which would allow a student to participate on the same day as the absence, are;

- School Sanctioned Activities
- Appointments with health professionals

- Emergency Situations
- Planned absence for personal or educational purposes that have been approved by the school administration.

Students who are absent from classes for a full day or for a portion of the day, regardless if ill or otherwise, are not eligible to participate. Exceptions to this may be considered, such as scheduled appointments. 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.

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. Participation in the sport may also require a meeting with the coach to review team expectations.

### Conduct

Student athletes are representatives and ambassadors of Sundre High School, the community of Sundre, and Chinook's Edge 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.

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 Sundre High School 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/herself in a manner that reflects favorably on the school, the privilege of participation may be suspended or revoked by a coach/teacher liaison, the Athletic Director, and/or Principal.

### Injury

All parent/guardian(s) of student athletes will be required to fill out medical information forms that will be attached to the initial consent forms.

Chinooks Edge School Division carries insurance for all student athletes that will help cover costs of injuries that happen during practice and or games.

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.



## *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.
- Punctuality to all practices, games and team events.

If athletes are choosing not to attend practices, without a legitimate reason, the athlete shall not be expected to play during the next game. This is at the discretion of the coach/teacher liaison and athletic director.

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 a game.

Coaches have the right to suspend players, at his/her discretion, from practices or games if the athlete does not adhere to such commitment. The Athletic Director may provide assistance in dealing with this matter as required.

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## ***Guidelines for Coaches***

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The following guidelines are to be considered a code of conduct for Sundre High School coaching staff.

The Coach is foremost a teacher. The 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 at practices, games and meetings. It is expected that the coach comes to these practices with a learning objective plan to which the athletes will carry out.

The Coach should be diligent in attention to routine details. This includes completing all ASAA coaching required courses prior to the season beginning, having a Criminal Record check completed, emailing the athletic director with results, and forwarding any receipts when required to the office.

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. This includes tournament play.

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 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 opponents. It is the coaches duty to establish to the team that he/she alone shall discuss aspects of the game with the officials and or coaches.

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.

### Team Selection

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

Coaches must conduct an open tryout, and may not make final cuts until after the second practice.

Final selections should be based on attitude, “coachability”, and skill. Once the team has been selected, the coach must promptly submit a roster to the Athletic Director. The Athletic Director will then assist the coach in a conversation with each athlete as to why or why not they did or did not make the team.

### 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.

Due to our changing weather patterns, it is common to have games and practices cancelled on days that the school has a ‘red’ or ‘yellow’ day. Therefore, if the roads are too bad and buses are cancelled, practices and games will be rescheduled through the athletic director.

The general guidelines for scheduling shall be as follows:

Team	Practices	League Play	Tournaments
Jr. Volleyball	2 per week	1 per week (usually Thursdays) Girls @ 5:30 Boys @ 7:00	1-2 per season
JV Volleyball	2 per week	1 per week (Usually Tuesday evenings.) Girls @ 5:30 Boys @ 7:00	2-3 per season
Sr. Volleyball	2 per week	1 per week (usually Wednesdays) Girls @ 5:30 Boys @ 7:00	3-4 per season
Jr. Basketball	2 per week	1 per week (usually Thursdays) Girls @ 5:00 Boys @ 7:00	1-2 per season
JV Basketball	2 per week	1 per week (usually Tuesdays) Girls @ 5:00 Boys @ 7:00	2-3 per season
Sr. Basketball	2 per week	1 per week (usually Monday or Wednesdays) Girls @ 5:00 Boys @ 7:00	3-4 per season
Badminton	2 per week 3 when scheduling permits	N/A	1-2 per season
Track & Field	Daily (max. 4 per week)	N/A	1-2 per season
Curling	2-3 per week dependant on coach and facility availability	N/A	Regionals Zones Provincials

### *Playing Time/Expectations*

Sundre High School 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 grades, nor their prior years of playing experience with Sundre High School teams will be a factor in determining playing time.

During the regular season, athletes that are putting in the effort to attend practices will be considered for more playing time during games.

### *Communication*

Clear communication between athletic director and coach, 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, and player expectations.
- Coaches can hold a pre-season meeting in which the Athletic Director can attend.
- The Athletic Director will send out permission forms which include budget and fees, along with medical information.
- Sundre High School has a 24 hour rule in effect. This rule implies that parents must wait 24 hours before addressing any issues from a previous game and or practice to the coach and or Athletic Director.

### *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 the athletic director will inform all school staff.

The Athletic Director will register the teams for tournaments which will allow them access to the schedule, which they will then pass onto coaching staff.

The notice may take the form of an email to all staff members. The notice should be provided as early as possible, and must contain the following;

- A list of all students involved (No last names to be stated in emails, only the first name followed by the first initial of the last name).
- The date
- Time of departure
- Team clarification (ex) Sr. Girls Volleyball

### *Budget*

The athletic director will put the budget together and pass it along to the schools accountant who will then submit fee's online for parents to access and pay.

The athletic director will include this budget in the information package that is handed out to the athletes at their first practice.

### *Hotel and Gas Reimbursement for Coaches*

Sundre High school athletics understands the costs that come out of pocket for coach volunteers. Therefore, we ask that you submit your fuel receipt, from **tournaments only**, into the office which you will then be reimbursed for. If there is money in the budget, one tournament hotel cost may also be reimbursed.

Under **no** circumstances will alcohol consumption be reimbursed.

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## ***Gymnasium Expectations - Practices***

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Coaches and teacher liaisons are required to keep the gymnasium in proper shape. This means that all equipment must be put away and locked up in the cages before the coach leaves.

Coaches and teacher liaisons are asked to remain present in the school until the last athlete has left whether that be picked up by a parent or driven home themselves.

After the last athlete has left, the change rooms must be checked for any damage and reported to the athletic director.

It is the coach/athlete/teacher liaison(s) that are responsible for setting up and taking down any equipment needed for practices.

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## ***Gymnasium Expectations - Games/Tournaments***

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Coaches are asked to arrive at least 40 minutes prior to an event to make sure that all equipment is ready and set up accordingly.

Equipment that needs to be set up is the following:

- Scoreboard desk, clock and score sheets
- Mats that are located in the equipment room to place chairs for players and coaches on
- At least 10 chairs on the home and away team sides
- Volleyball:
  - Nets
  - Line poles
  - Lines person flags
  - Mats around poles
  - All basketball hoops must be up against the wall, and the hoop on the west side of the gym must be raised
- Basketball:
  - Hoop on west end of the gym must be lowered
- Badminton:
  - Nets
  - All basketball hoops must be up against the wall, and the hoop on the west side of the gym must be raised

During a game, it is the coaches responsibility to make sure that any situation is dealt with accordingly and professionally. It is the teacher liaison's responsibility to deal with any issues that may arise with parents.

After the event has occurred, both the coach and teacher liaison must ask the athletes to put all equipment away, as well as sweep or mop up any spills that may have occurred on the playing surface.

All athletes, parents and spectators must have vacated the building before the coach and teacher liaison may leave. It is also required that the teacher liaison lets the custodial staff know that they are finished and that everyone has left. This includes checking the changerooms.

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## ***Guidelines for Parents***

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Support the team, the players, and the coaches.

Help your child to follow and uphold the Sundre High School athletes' guidelines for participation.

Support the goals of sportsmanship and help bring pride and respect to your child and Sundre High School.

Support your child's role on the team, even if you don't understand his/her position. In the event of concerns, please contact the athletic director with any issues you may have. A meeting can be set up with the athlete, parent, coach and athletic director if needed.

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## ***Scheduled Competitions***

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Sundre High hosts the following competitions every year:

- CESD Fun Run
- CESD Divisional Cross Country Run
- Sr. Girls Volleyball Regionals

Chinooks Edge Divisional Rotation years that Sundre High Hosts:

- Track and Field - 2022, 2025, 2028

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## ***Awards***

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Each year in June, after the conclusion of all school athletic activities the Athletic Department will host "Athletic Awards Night". During this evening, individual activity awards as determined by the athletic department, and selected by the respective coaching staffs, shall be presented. In addition, the 'Athletes of the Year' and 'Coaches Award', as selected by a designated committee shall be presented.

### ***Athletic Awards***

Respective coaches shall be responsible to submit to the Athletic Director, a filled out google form which states the coaches nomination for Jr/Sr. Athlete of the Year and Jr./Sr. Coaches Award. Also in this google form, the coach will be able to declare who they deem as athletes to receive two other medals. The coach will determine the category they would like to award these medals for.

Some of these categories could be as follows: MVP, Heart and Hustle, Best Defenseman, etc.

The following is a list of medal allotment each coach is allowed to award at their discretion.

#### Golf

- 2 medals per category (mixed, male, female)

#### Cross Country

- 2 medals for Jr. Cross Country
- 6 medals for Sr. Cross Country

#### Junior Volleyball

- 2 medal per category (male, female)

#### Junior Varsity Volleyball

- 2 medals per category (male, female)

#### Senior Varsity Volleyball

- 2 medals per category

#### Junior Basketball

2 medals per category

#### Junior Varsity Basketball

- 2 medals per category

#### Senior Varsity Basketball

- 2 medals per category

#### Badminton

- 2 medals for Jr. Badminton
- 6 medals for Sr. Badminton

#### Curling

- 2 medals per category (mixed, male, female)

#### Track and Field

- 2 medals for Jr. Track and Field
- 2 medals for Sr. Track and Field

### *Athlete of the Year – Male and Female*

#### Criteria:

A Jr. (Grade 9) Athlete of the Year Award as well as a Sr. (Grade 10-12) Athlete of the Year Award for both Male and Female athletes will be awarded. A maximum of 6 athletes per gender will remain in the running to win this award. Athletes will be nominated by their coaches for this award.

- When choosing our “Athletes of the Year” we are looking for student athletes that:
  - Display strong team and individual leadership on and off the field of play
  - Cooperate with coaches and show dedication to their sport
  - Display good sportsmanship and a positive attitude, and
  - A high level of skill and ability often displayed by the accomplishments of the athlete.
  - Competed on a minimum of 2 sanctioned school athletic teams

### *Coaches Award – Male and Female*

A Jr. (Grade 9) Coaches Award as well as a Sr. (Grade 10-12) Coaches Award for both male and female athletes will be awarded. A maximum of 6 athletes per gender will remain in the running to win this award.

- When choosing our “Coaches Award” we are looking for student athletes that:
  - Demonstrate a willingness to compete on a team in any capacity
  - Prioritize their team while displaying a selfless attitude
  - Are very coachable, exhibit enthusiasm and helpfulness
  - Have a supportive attitude regardless of individual success
  - Are a good role model to his or her teammates and is dedicated to the team

### Selection Committee:

During the last week of May, a meeting will be organized by the Athletic Director inviting all coaches to cast their vote. At this time, each coach will speak about each student athlete stating why they think their nomination is worthy of the award. After each coach has had a chance to speak, all coaches present will vote. The athletic director will tally the votes after the voting process.



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# Appendix A

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## Sundre High School Athletics – Coach/Liaison/Athletic Director Duty Brochure

\* Please note, this is in brochure format, you can request a printed version

### Scorpion Athletics

#### Other things to Consider:

Due to a large number of emails, please do not contact other athletic directors and coaches from other schools regarding the season schedule. If you need something dealt with, please take it to Ashley who will then contact the Athletic Director from that school.

*To Dream – To Discover – To Persevere”*

#### Responsibilities of the Athletic Director, Coach, and Teacher Liaison.



Sundre High School  
(403)638-4545

#### Responsibilities of the Coach:

First of all, thank you for volunteering your time to Sundre High Athletics. Here are some of the jobs you will be held accountable for:

- Provide parents and athletes with your coaching philosophy
- Provide athletes with a season schedule (Ashley will get this to you).
- Making sure athletes are prepared for games and tournaments
- Providing athletes with the best knowledge, fair play and competitive nature for their sport.
- Holding athletes accountable for their actions
- Provide the teacher liaison and athletic director a list of dates that will not work for your schedule
- Make sure gym is always back to working order after team games and practices
- Return equipment and uniforms at the end of the season
- Get a team picture and write up done at the end of the season for the yearbook

#### Responsibilities of the Teacher Liaison:

As the teacher liaison it is your duty to assist the community coaches. Here are some of the things you will need to complete:

- Host a parent meeting with the coach. At this meeting you will provide the philosophy, driver insurance forms, consent forms and any other vital information.
- Fill out the field trip request forms (for each tournament) and hand them in to the office.
- Complete the team roster and provide a copy to the Athletic Director and Office
- Provide team and coach with a budget and collect money to be handed into the Business Manager (Terri)
- Provide the athletic director with a list of equipment you need ordered
- Collect all equipment and jerseys at the end of the season
- Along with the coach, provide a write up to go into the yearbook
- Determine individual awards for Athletic Awards
- Make sure gym is back in order after team games and practices

#### Responsibilities of the Athletic Director:

Ashley Bellamy is Sundre High School's athletic director. If you have any questions please feel free to contact her at [abellamy@ccsd73.ca](mailto:abellamy@ccsd73.ca)

#### Ashley's Responsibilities:

- Provide coaches with all equipment and uniforms
- Register athletes into the ASAA website
- Maintain equipment
- Order new equipment at the coaches request
- Provide coaches and teacher liaisons with the season schedule
- Communicate with other schools athletic directors regarding season schedule changes
- Make the practice schedule
- Provide coach and teacher liaison with athletic awards nomination forms
- Provide coach and teacher liaison with athlete of the month nomination form

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## **Appendix B**

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<b>Sundre High School Athletics – Parent Meeting Ideas</b>
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Coach's Guidelines for a Pre-season Parent's Meeting

1. Team Rules and School Rules regarding athletics.
2. Participation - amount of play time athletes can expect.
3. Sportsmanship - expectations by players and parents.
4. 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
5. Fees and the breakdown of the costs.
6. Team supervision - coaches and parents

Other topics you may want to address

1. Your coaching philosophy
  2. How practice sessions are conducted
  3. Length of practice times
  4. Expectation of attending practices
  5. The consequences of missing practices
  6. Medical information in case of injury
  7. Tournament Dates
  8. Question and Answer
-

## Appendix C

### Sundre High School Athletics – Criminal Record Check



RCMP - Alberta

Re: Criminal Record Check For Volunteering

\_\_\_\_\_  
(Name – please print)

Will be an unpaid volunteer with Chinook's Edge School Division No. 73. This volunteer will require a Criminal Record Check including the Vulnerable Sector Check prior to volunteering for our school division because the volunteer will be:

- Working closely with children in situations where he/she will be alone with individual children and groups of children, without direct supervision or oversight from Chinook's Edge School Division staff; and
- In a natural position of trust and authority given the relationship between children and school volunteers.

If you require further information, please do not hesitate to call me at (403) 227-7070.

Thank you,

A handwritten signature in black ink that reads "R. Hoppins".

Ray Hoppins  
Associate Superintendent - People Services

4904 50 Street  
Innisfail, AB T4G 1W4  
Telephone: (403) 227-7070 Fax: (403) 227-0174

# Appendix D

## Sundre High School Athletics - Bus Booking Form



CHINOOK'S EDGE SCHOOL DIVISION NO. 73  
TRANSPORTATION SERVICES



# \_\_\_\_\_

### CHARTER BOOKING/BILLING FORM

NAME OF SCHOOL/ORGANIZATION \_\_\_\_\_ TOWN \_\_\_\_\_

DATE ORDERED \_\_\_\_\_ ORDERED BY \_\_\_\_\_

DATE OF TRIP \_\_\_\_\_ DESTINATION \_\_\_\_\_

PHYSICAL ADDRESS \_\_\_\_\_ TOWN /CITY \_\_\_\_\_

No. of passengers under Gr. 6 \_\_\_\_\_ No. of passengers Gr. 6 & over (includes adults)\* \_\_\_\_\_

TOTAL NUMBER OF PASSENGERS: \_\_\_\_\_ (NOTE: \*Gr 6 & up including adults count as 1.5 seats OR, 2 TO A SEAT)

REPORT TIME (15 min. prior to departure): \_\_\_\_\_ AM/PM DEPARTURE TIME REQUESTED: \_\_\_\_\_ AM/PM

RETURN TIME TO PLACE OF ORIGIN: \_\_\_\_\_ AM/PM MAP ATTACHED

SPECIAL INSTRUCTIONS:

RECURRING TRIPS (EG. SWIM CHARTERS) - LIST BELOW - GIVE DATES AND TIMES FOR ONE MONTH ONLY - TO BE COMPLETED BY THE SCHOOL:

DATE	TO	START TIME	FINISH TIME	DRIVER NAME	KMS

**BILLING INFORMATION**

GL CODE (SCHOOLS ONLY): \_\_\_\_\_

INVOICE TO (INCLUDE MAILING ADDRESS): \_\_\_\_\_

APPROVAL (SCHOOL PRINCIPAL/DESIGNATE) \_\_\_\_\_

NOTE: If using more than one bus and driver, please make a copy of this document for each driver.

**DRIVER/COORDINATOR USE ONLY (NOTE: ALL FIELDS MUST BE COMPLETED)**

DRIVER NAME: \_\_\_\_\_ BUS # \_\_\_\_\_

ODOMETER FINISH : \_\_\_\_\_  
 ODOMETER START: \_\_\_\_\_  
 TOTAL KMS: \_\_\_\_\_  
 BILLED KMS: \_\_\_\_\_

REPORT TIME (as above): \_\_\_\_\_ AM/PM

RETURN TIME TO PLACE OF ORIGIN: \_\_\_\_\_ AM/PM

PLUS ½ HR. (IF OVER 3 HOURS): \_\_\_\_\_

TOTAL PAID HOURS: \_\_\_\_\_

MEAL COST (IF OVER 5 HOURS) \$ \_\_\_\_\_ (Attach receipts to yellow Expense Claim Form)

**DRIVER - MUST BE SUBMITTED WITH TIMESHEET! PHOTOCOPY AS NECESSARY.**

# Appendix E

## Sundre High School Athletics - Driver Insurance Form



Chinook's Edge School Division No. 73 - Administrative Procedures

AP 5 - 06 Exhibit I - Driver Registration

### Exhibit I

### DRIVER REGISTRATION

School: \_\_\_\_\_

Driver's Name: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Alberta Driver's Licence Number.: \_\_\_\_\_ Class: \_\_\_\_\_

Expiry Date: \_\_\_\_\_

1. Has your driver's licence been suspended, or have you been convicted of any criminal offence under the *Highway Traffic Act* during the last three years?

Yes: \_\_\_\_\_ No: \_\_\_\_\_

2. Name of company you are insured with:

Company: \_\_\_\_\_

Policy Number: \_\_\_\_\_ Agent: \_\_\_\_\_

Expiry Date: \_\_\_\_\_

3. Are you endorsed by your insurance company to carry passengers?

4. Copy of Criminal Record Check

Yes: \_\_\_\_\_ No: \_\_\_\_\_

Copy of Child Intervention Check

Yes: \_\_\_\_\_ No: \_\_\_\_\_

I agree to abide by the requirements of all provincial and other statutes and regulations governing the operation of motor vehicles and the traffic by-laws of any municipality while acting as a volunteer driver for school functions. I undertake to report to the principal all accidents or suspension of license which occurs after the date of this authorization and during the period it remains in force.

\_\_\_\_\_  
Signature of Volunteer Driver

\_\_\_\_\_  
Date

### OFFICE USE ONLY - Attachment

\_\_\_\_\_  
Certificate of Insurance, indicating \$1,000,000 Third Party Auto Liability

*\*Note - It is recommended that each private vehicle carry \$2,000,000 Third Party Auto Liability*

**Sundre High School Athletics - Incident Documentation Form**

Sundre High School & Learning Centre  
**Documentation Form**



*General Information:*

_____	_____	_____
<b>Date</b>	<b>Name of Staff Member</b>	<b>Name of Student</b>

*Description of Incident:*

	<i>or</i>	
_____		_____
<b>Student Signature</b>		<b>Staff Members Signature</b>

*Action(s) Taken:*

<input type="checkbox"/> Met with Student	<input type="checkbox"/> Reviewed School / Division Policies	<input type="checkbox"/> Contacted Parents	<input type="checkbox"/> Assigned Detention Time
<input type="checkbox"/> Referred to Family School Wellness	<input type="checkbox"/> Other: _____		

*Acceptance of Consequences:*

I fully accept the consequences for my actions. I will commit to serving the detention time during the session(s) outlined above. I am aware that this consequence may be doubled if I do not attend these session(s).

_____	_____
<b>Student Signature</b>	<b>Administrators Signature</b>

## **Sundre High School**

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### **Player Expectations:**

1. Show up with a positive attitude and a lot of enthusiasm.
2. Be committed to your team – leave your personal baggage behind.
3. Stay focused at school: get your homework done, stay out of trouble, and obtain good academic standings as outlined in the school handbook.
4. Be a positive representative of SHS. Everything you do reflects on the school, your teammates, your coach, and of course on you as an individual. Carry yourself with dignity and respect.
5. Be prepared to work. The team demands dedication and sacrifice – if you cannot commit or deliver, then please make your decision now.
6. **You will be expected to attend every practice and every game** (including tournaments). Late is unacceptable – practices START @ 3:30 or 5:00; you must commit to being on time. Health or family issues are the only exception but must be communicated. Injured players are still expected to attend practices and games to support the team. If you cannot make this commitment please do not take another player's place on the roster. NOTE: 1 UNEXCUSED MISSED GAME = ½ BENCHED GAME, AN UNEXCUSED MISSED PRACTICE = ¼ BENCHED.
7. Practice = Intensity! Come prepared, come on time, come excited to play and improve. Show up with a great attitude ready to work hard and have fun.
8. NEVER pollute our team with negativity or a bad attitude! Foul language is prohibited. Smoking and illegal drugs are prohibited. Arguing with referees is prohibited. Complaining on the bench or undermining your teammates in public is unacceptable. Carry yourself like a champion.
9. Don't argue with your coach, be respectful; Speak to me if you have concerns but do it at an appropriate time and in an appropriate manner.