

## **Expectations and Procedures for School Trips**

School trips are a school activity, and as such, the expectations for behavior and conduct during trips are the same as what is required at school. **Remember you are an ambassador for your school** and should conduct yourself as a positive example to others. To clarify further, please be aware that:

1. Students over 18, and adult supervisors should respect regulations regarding smoking areas.
2. Use of alcohol or any illegal drug is strictly forbidden for all trip participants. Violation of this expectation has resulted in students losing the privilege to participate in off-campus activities.
3. Students on medication should inform their supervising teacher, who may keep their medication secure for the duration of the trip.
4. Male and female students **will be** assigned separate rooms. Male and female students **shall not** visit each other in their rooms. Students may visit in a designated, **supervised** common room.
5. On over night trips, which have a mix of male and female students, attempts must be made to also have a mix of male and female supervisors.
6. Students are expected to follow hotel rules in particular they should walk in the hallways, and keep noise to a minimum.
7. Students may not use the hotel room telephones.
8. Pay for view movies will be suspended in students' rooms unless pre-approved by the teacher.
9. Dress neatly and appropriately at all times.
10. Students **must** stay with their group and adult supervisor at all times, unless given permission to do otherwise by their coach or adult supervisor. Students and supervisors are responsible for the safety of everyone in your group. Do not leave anyone behind. (Junior high students will generally be with an adult supervisor at all times.)
11. All overnight trips will have a **stated curfew**. (A set time when students are in their assigned rooms, and a time for lights out and TV off.)
12. Participation in school trips is a privilege which may be withheld if a student is not in good standing (marks, attendance and behavior).
13. A detailed itinerary will be provided to the adult supervisors and will be included in the parent information/consent package.
14. When trips involve a number of adult supervisors a meeting of the supervisor(s) shall occur and address:
  - a discussion of the expectations of the supervisors
  - review the itinerary and room list
  - review expectations for student conduct
  - make supervisors aware of procedures to address severe medical conditions that participants may have
  - answer any questions or concerns so that all supervisors and can act in a consistent manner
- 16) Students shall follow the directions of their teacher/supervisors. Students who fail to follow the above expectations may, during the field trip, be denied specific activities or even be sent home with additional consequences to follow. It is understood that expenses incurred to address a student's misbehavior (e.g. transportation home, unused hotel fees, prepaid admission fees, etc.) will be the responsibility of the student's family.

**Signing this page indicates that you are aware of and support the expectations outlined above.**

Please use the back of this page to provide information regarding **medical concerns** or conditions that your child's teacher/coach/supervisor should be aware of. Thank you.

Student Name \_\_\_\_\_ Student Signature \_\_\_\_\_  
(Please print)

Parent/Guardian Name \_\_\_\_\_ Parent Signature \_\_\_\_\_  
(Please print)



**Golden Secondary**

**School**



**"The Freedom To Soar"**

# Golden Secondary School

Box 1350

1500 9<sup>th</sup> St. South

Golden, BC V0A 1H0

Phone: (250) 344-2201 Fax (250) 344-7116

## GSS Extra-Curricular Parent information, consent and fee

Your son/daughter has expressed an interest in being a member of a GSS extra-curricular team activity.

\_\_\_\_\_ (activity)

Please review the following information, sign the parent consent form and return to the school office along with a fee payment. Thank you.

### Planned activities:

Dates	Destination	Competition Title

BC School Sports Season of Play : \_\_\_\_\_

### Fees:

Please be aware that the school has allocated \$\_\_\_\_\_ to subsidize the planned activities. Costs beyond the school allocation are the responsibility of the team members. Team expenses include tournament entry fees, referees, transportation, (bus driver wages, meals, hotel), fuel (bus, van, private vehicles), coach's expenses (meals, accommodation). The anticipated total cost of the planned activities is budgeted at \$\_\_\_\_\_.

The costs exceeding the school allocation:

\$\_\_\_\_\_ are divided between \_\_\_\_\_ team members, equals the team member's fee \$\_\_\_\_\_.

**Please note that a team member must pay this fee prior to being issued a uniform and competing with the team.**

### Refunds:

In the event that a team member is unable to participate in all activities (e.g. Team activities conflict with student/family schedules) a refund will not be issued. If a student becomes injured and is unable to complete their season, a refund will be considered on a case by case basis.



# Golden Secondary School

Box 1350  
 1500 9<sup>th</sup> St. South  
 Golden, BC V0A 1H0  
 Phone: (250) 344-2201 Fax (250) 344-7116

**STUDENT NAME:** \_\_\_\_\_

**Team/Group and Sponsor/Coach:** \_\_\_\_\_/\_\_\_\_\_

Date(s) of Absence(s): \_\_\_\_\_ Departure Time from GSS: \_\_\_\_\_

**Students:** You are expected to complete this form and have it signed by your teachers prior to departure. *This form is to be handed in to your coach/activity sponsor at least one week prior to your departure.*

**Teachers:** You are asked to indicate any concerns about the above student's progress in your class. **If the student is not in good standing, please contact an administrator who will arrange for a meeting to address the concerns.**

<i>Block</i>	<i>Course</i>	<i>Teacher Initials</i>	<i>Homework (to be filled in by student)</i>	<i>Comments/Concerns (to be completed by teacher)</i>
A				
E				
B				
F				
C				
G				
D				
H				

**Student Signature:** \_\_\_\_\_

(I understand that I am responsible for making up missed classroom work. Failure to do so may result in my privilege to travel being revoked.)

GOLDEN SECONDARY SCHOOL  
STUDENT TRAVEL CONSENT FORM

Dear Parent/Guardian:

Your son/daughter wishes to participate in a school event which will require travel away from the school.

Date of Trip: \_\_\_\_\_ Activity: \_\_\_\_\_

Destination: \_\_\_\_\_

Departure Time: \_\_\_\_\_ am pm      Expected Return Time: \_\_\_\_\_ am pm

Supervisor/Teacher: \_\_\_\_\_ Cell #: \_\_\_\_\_

Name/Phone Number of Hotel: \_\_\_\_\_  
If Applicable

Mode of Transportation:  School Bus    Board Van    Public Transportation    Private Vehicle

The time spent on the trip will be treated as an extension of school hours; therefore, all school rules and expectations will apply.

If the time of return is much different than indicated above, the supervisor will contact the travel contact who will telephone each student's home. As well, you may telephone the travel contact for specific information.

Please indicate your consent by signing below.

Thank you.

***Please detach and keep the upper section.***

-----  
***Please return this bottom section to the coach/teacher sponsor.***

Date of Trip: \_\_\_\_\_ Destination \_\_\_\_\_

Student Name: \_\_\_\_\_ Activity: \_\_\_\_\_

Parent Cell Phone Number (if any): \_\_\_\_\_

Medical Concerns (if any): \_\_\_\_\_  
\_\_\_\_\_

Parent Signature: \_\_\_\_\_

List of Team/Group Members

Golden Secondary

For: 2009/2010

Run Date: 25 Mar 2010 09:41 AM

Team: 308 Name: Senior Girls Soccer Coach: Ron Ainslie

Pupil No.	Student Name	Gender	Ethnicity	Birthdate	Age	Grade	Phone
874725	Beishenkulova, Aidai	F	N/A	15-Mar-1993	17	11	(250)348-2370
416187	Binning, Sukhpreet	F	N/A	25-Jun-1993	16	11	(250)344-5649
480253	Bunnell, Gillian	F	N/A	28-Mar-1994	15	10	(250)344-7120
273917	Desrochers, Laurenn	F	N/A	12-May-1992	17	12	(250)344-3077
416366	Durning, Meghan	F	N/A	11-Feb-1993	17	11	(250)344-2499
285421	LaRoy, Jena	F	N/A	08-Sep-1991	18	12	(250)344-3912
484816	Lloyd, Carly	F	N/A	21-Jul-1990	19	10	(250)344-7113
302969	McDonald, Jeneh	F	N/A	03-Mar-1991	18	12	(250)344-5987
3037	McDonald, C.J.	F	N/A	04-Mar-1992	18	12	(250)344-4938
3043	McDonald, Suz	F	N/A	12-Jul-1994	15	10	(250)344-4577
3045	McDonald, Amanda	F	N/A	11-Jun-1992	17	12	(250)344-2112
303063	Steward, Charisse	F	N/A	14-Dec-1992	17	12	(250)344-5010
481288	de Boer, Claire	F	N/A	29-Jan-1995	15	10	(250)344-6741
446670	de Boer, Kay	F	N/A	02-May-1992	17	12	(250)344-6741
<b>Male :</b>		<b>Female : 14</b>		<b>Total : 14</b>			

\* End of report \*

Administrator Signature: \_\_\_\_\_

Date of Trip: \_\_\_\_\_

Destination: \_\_\_\_\_

Departure Time: \_\_\_\_\_

Expected Return Time: \_\_\_\_\_

Coaches/Chaperones: \_\_\_\_\_

Cell Number Travelling with group: \_\_\_\_\_

Name & Number of Hotel (if applicable): \_\_\_\_\_



# GSS Athletics Schedule

## Spring Schedule 2010

Mondays	Tuesdays	Wednesdays	Thursdays	Fridays
Jr. Girls Soccer 330-5	Track & Field 330-5	Jr. Girls Soccer 330-5	Track & Field 330-5	
Sr. Girls Soccer 530-7	Club Volleyball 530-730	Sr. Girls Soccer 530-7	Club Volleyball 530-730	Sunday – Climbing Wall
	GM SOCCER  7-830		GMS  7-830	

# Golden Secondary School Athletics



## Mission Statement

To foster personal development and to provide an opportunity for students to contribute to a positive school culture through participation in high quality athletic experiences.

## Vision

Athletes at Golden Secondary School will demonstrate high levels of:

- Athletic skill and competitiveness
- Fair play and sportsmanship
- Personal character and integrity
- Responsibility and accountability to the school and community
- Leadership and positive role modeling

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## ***Introduction***

**Thank-you for your dedication towards making extra-curricular athletics a success at Golden Secondary School.** We hope it will be a rewarding experience for your student athletes and yourself as the coach or manager of the team. This package contains information that we hope you will find useful as you deal with the many administrative details associated with coaching and managing a school team. If you should have any questions or suggestions regarding this package or your role as a coach/manager please feel free to contact the Athletic Director for assistance.

If a significant incident should occur during the school day or after-hours, coaches should feel free to contact the athletic director or school administration to consult and determine how best to proceed.

GSS School Phone #	344-2201		
Barry Johnson	344-5619(home)	Cell	344 0611
Iris Trask	344-2556(home)	Cell	344-1048
Clint Dolgopol	439-1899(home)	Cell	344-0100

GSS Athletic Director			
Clint Dolgopol	344-2188(home)	Cell	344-0100

Have a great season !



## ***Planning / Scheduling***

All team schedules must be approved by the Athletic Director. Please discuss your team's plans at your earliest convenience. **Please note: Team activities should not be schedule during exam weeks that occur at the end of Semester One and Two.**

## ***Season of Play***

Teams that are active within their defined season of play will be guaranteed two 90 minute practice slots per week. Bantams will be scheduled one practice per week when they will have the exclusive use of the gym. The second Bantam practice may involve sharing the gym with the other bantam team. Teams wishing to be active outside of their defined season of play may begin at the ½ way point in the previous season (the start of the 7<sup>th</sup> week of school in the fall, and for winter sports after the 3<sup>rd</sup> week in February). Out-of-season practice times must be determined so as to not to interfere with the in-season sport.

Some students may attempt to be active on both an in-season team and a team that is active out-of-season. Consideration for these students should be in place so that the students' academic standing does not suffer because they are attempting to meet the time/practise requirements of two teams/coaches.

Once each team concludes their East Kootenay Championships, gym time will be allocated to the teams of next season of play.

## **Home Games / Tournaments**

Please see the athletic director with your preference of times/dates for gym availability before set plans are established.

The following is a guideline (see attached District Guidelines for Season of Play):  
Bantams and junior teams generally schedule 4 -6 trips and Seniors 5 to 8 engagements.

## **Phones Calls / Fax**

Community coaches are permitted to make calls at GSS on behalf of their team in order to plan their competitive schedule. The phone in the school's main office is available until 4:00 pm each school day.

Phone calls/Faxes in- The athletic director will place all copies of faxes that relate to your team in the Coaches mail files in the staffroom. Check your team folder often to be kept up to date.

Cell phones: There are two cell phones available to traveling teams. These may be signed out from the PE department.

## **Gym schedule**

Practice times for your team will be arranged with all the coaches and posted by the athletic director in the gym bulletin board and photocopy room. Generally, the Bantams practice the early time slots in order to allow them to walk home in as much daylight as possible and for parents to pick up after work.

Occasionally the gym must be booked for activities such as dances/performances. Coaches will have as much advance notice as possible, if this affects their practice schedule.

## **Equipment**

Equipment will be placed in areas where coaches can get access with their key. Combination locks (for Basketball balls, etc.) will be given to the coach. The equipment room must be closely monitored for theft and should be left locked when there is "traffic" through the gym. All equipment should be accounted for (i.e.: volleyballs and basketballs) and put away properly after practice has concluded. It is up to the coach to make sure the equipment room is locked after practice (see custodians if no P.E. staff are available). Athletes must be supervised by their coach. Due to liability reasons, please do not leave out equipment for unsupervised students in the next practice group.

## ***Procedure for Criminal Records Check***

District policy requires that anyone working with students must have a Criminal Record Check completed and on file with the local School Board. To submit a Criminal Record Check, please complete the following:

1. Complete and deliver, in person, the School District #6 Consent for Criminal Record Check form to the RCMP. Copies of the SD#6 form are available from the school office.
2. Take picture ID with you to the RCMP detachment.
3. Pick up the original from the RCMP detachment once it is processed and deliver it to the Golden Board Office. (address: 812-14<sup>th</sup> Street south)
4. Please pick up your criminal record check and drop off at the school office.
5. Please note: The RCMP cannot forward the completed Criminal Record check to the school directly as this violates the protection of privacy legislation.

## ***Child Abuse Reporting Protocol***

It is expected that all employees, contractors, or volunteers in the Rocky Mountain School District will know the protocol and supporting documents in the case of suspected child abuse or neglect. Prior to your season of play please see the athletic director to receive training.

## ***Uniforms and First Aid Kits***

It is up to the coach/manager to make sure that all uniforms are returned washed at the end of the season to the PE dept. A list of uniform numbers and sizes will be kept by the athletic director. It is POLICY that uniforms be collected by the coach at the end of each tournament and be distributed before the next set of games.

To insure the tracking of uniforms, record the player and shirt #. Collect all uniforms at the conclusion of each tournament. A proven method for having the uniforms for all players when you need them is to have the coach or manager hold on to them in between competitions. Replacing lost uniforms is almost impossible as companies change color dyes and styles constantly.

## ***Team Fee***

Your “budget planner” document should be approved by the athletic director prior to your season of play.

### **Frequently Asked Questions Regarding Extra-curricular Team Fees.**

1. If my team does not use all the money collected, will the “extra money” be kept and used next year?

*If the expenses for the team do not exceed the money collected, a refund will be issued to the team members if the individual amounts exceed \$10.*

2. If an individual player travels less than another player will individual refunds be issued to individual players?

*No. Tracking individual student travel and their associated expenses is beyond what the office is prepared to do. Only the expenses of individual teams will be tracked.*

3. Is the money collected from students used to pay for coacher/manager expenses or the salaries of substitute teachers who assume the teaching duties of teacher/coaches who are travelling with a team?

*Community coach/manager expenses are submitted to the office on expense claim forms with receipts attached. These expenses are paid for with money collect from students and the money allocated by the school. Substitute teacher expenses are paid for by School District #6.*

4. Is the school subsidizing some of the cost associated with extra-curricular activities?

*Yes. The School allocates substantial money for extra-curricular activities and costs related to substitute-teachers who are involved with extra curricular activities.*

5. What happens if the spending of a team exceeds the money collected (student team fees and school allocated amount)?

*Additional fees will have to be collected from the team members to address the team's expenses.*

6. Will the collection of team fees add to the paper work that coaches are already addressing?

*The collection of fees, issuing receipts to students and tracking expenses will be handled by the school office. GSS school secretary, Roberta Kohalyk, can support coaches/managers with tracking team expenses. She can be contacted at 344-2201 ext. 222.*

7. What if a player's family cannot afford to pay the team fee?

*Individual student team fees must be paid before a student travels with a team. If financial circumstances prevent payment the family should contact the school Principal to arrange an alternate payment schedule.*

## **Transportation Costs:**

### **Van:**

Fuel only – receipts required

### **Bus:**

The actual cost to operate a bus includes the driver's salary, fuel, service, insurance, depreciation - - an amount close to \$1.20 /Km. Teams are not charged this full amount; instead teams will only be required to cover the cost of the driver's wages/expenses and fuel.

Bus Driver - \$25/hr. (driving) – \$12.50/hr. ( waiting time - the driver does not have to be at a location for two or more hours), \$25/hr. (standby time – when the driver is required to be available or to stay with the bus).

In addition: Driving time exceeds 8hours (time and one half is applied)  
Driver's hotel  
Driver's meals (\$50/day)

Bus Fuel-up when required to return to Golden (eg. Trips beyond Invermere)

### **Private Vehicles:**

Fuel only – receipts required

Private vehicles applying for reimbursement of fuel expenses should be seated at or near capacity with multiple team members

## ***Trips / Transportation***

Student travel involves the following forms and process:

1. Ensure all players have paid their team fee to the school office
2. Book your transportation by submitting the following to **Barry Johnson**
  - A. To request a district van complete a ***Van Request Form*** (for trips that involve 15 passenger or less, including the driver)
  - B. To request a school bus, complete a ***Transportation Request/Time Sheet*** (for trips that involve bussing more than 15 passengers) (Two week notice is preferred)
  - C. To use **private vehicles** to transport students:
    - Complete ***Authorization for Student Travel Approval Form*** and submit to Barry Johnson at least 24 hours prior to your trip date.
    - Complete a ***School District No.6 (Rocky Mountain) Driver Information Form.***
    - ***Driver's Abstract*** This is accomplished by phoning Evergreen Insurance and requesting that they fax your driver's abstract to the school. (Driver's abstracts must be updated annually)

- Note: SD#6 policy does not permit students to drive/transport themselves or other students to school activities.
  - ***Criminal Records Check*** is completed for adult volunteers.
3. Obtain parent signature/permission with ***Golden Secondary School Student Travel Consent Form*** for each trip. Parents will retain the top section for their records and the bottom section is return to the coach. In addition, at the beginning of each season, please provide parents with:
    4. ***GSS Extra-Curricular Parent Information, Consent and Fee***
    5. ***Expectations and Procedures for School Trips.***
  6. Prior to each trip, students must sign out of their classes with ***Golden Secondary School - Classroom Sign-out Sheet.*** These sheets are retained by the student. This form is used to inform teachers that the player is planning to be absent from their class. Teachers use this sheet to provide the student with the homework instructions for the missed class. Note: players may lose their eligibility to fully participate in extra-curricular activities if they are not in good academic standing.
  7. For District van or bus trips – please fax your passenger list(created by Becky) to Bryan Moyer at least 24 hours prior to your trip. (Fax # 344-6052)
  8. **For all trips:** Just before you depart, your updated passenger list on the “Student Travel Bulletin Board” in the office. If your departure time occurs when the school is closed, please call the school and leave a message with the changes to your passenger list (School 250 344-2201 Clint’s cell 344-0100).

### **Information for Van Drivers:**

Individuals who wish to acquire their Class 4 licence (required for drivers of the District van), please submit receipts to the school office for reimbursement of expenses (e.g. driver’s medical).

It is not permitted for an individual to drive the school district van once their working day and driving time (together) has exceeded 15 hours. Driving time cannot exceed 13 hours.

The Agreement the School District made with CUPE regarding Transportation is stated as follows;

#### **Section 10 - Bus Trips (other than regular routes)**

10.1 CUPE drivers shall be used for all trips where more that fourteen (14) students are involved, whether the trip be curricular or extra curricular, with the following exceptions:

- a) If the trip is within the zone or in the case of Kimberley zone to the City of Cranbrook.
- b) If two (2) or more school teams (more than fourteen (14) students in total) are traveling to the same destination but the tournament schedule is such that it makes sense to make transportation arrangements separately for each team.
- c) For trips in excess of five hundred (500) km. one way, a charter bus may be considered.

All new drivers must meet with the Transportation Coordinator prior to using the van. Each year the Transportation Coordinator will review the Handbook for Vans with van drivers. It is an ICBC requirement that we file paperwork from all trips in our Transportation Offices. Therefore we require that all paperwork to be left in the van at the end of the trip. Transportation requires the pre & post trip form and the log book completed and signed, copies of hotel and gas receipts are also required to be filed. Please wash the van and clean out all garbage from the van prior to returning it so it can be ready for the next group who wishes to use it. If a van is dropped off not washed or garbage not removed unfortunately Operations Department will have to charge the school for the clean up

All Van Drivers should have a copy of the "Handbook for Vans". Please contact Cathy Traverse at Operations at either 344-5241 or 342 if you need a copy.

### ***Expenses***

Coaches, manager and drivers are required to complete individual SD#6 Expense Claim form - accompanied by receipts.

Meals – Team funds may be used to cover meal expenses of the coach/manger and private drivers when they are engaged in away activities that extend beyond an eight hour day.

General guidelines for meal expenses are found below:

Breakfast - \$8.00 Lunch - \$12.00 Supper - \$18.00

Maximum allowance per individual, over a 24 hour period is \$38.00 (receipts required).

Accommodation - Funds may be used pay for one motel room per night of travel (receipts required). It is expected that adults of the same gender will share accommodation. If the driver, manager or coach is of opposite gender then an additional room may be purchased with team funds.

Note: Many motels will provide a room for the team driver at no cost or reduced rate.

FUNDING FOR SANUATIONED PROVINCIAL CHAMPIONSHIPS may be subsidized with school funds. Exceptional costs cannot be covered (e.g. souvenir shirts, dinner/ dances, gifts for the tournament).

### ***Team Registration Fees***

Requests by the coach for payment of tournament registration fees must be submitted to the Athletic Director at least 2 weeks prior to the event. The cheque can be picked up at the office prior to leaving on the trip. Coaches must return with a receipt (from tournament director) for all tournament fees or simply ask the tournament director to sign the cheque stub. Please turn in tournament fee receipts or signed cheque stub to the school accounts secretary (Roberta). Thank you.

## ***Hosting Tournaments***

Entry fees collected by the host team should cover costs of officials, rentals, awards. Please confirm your entry fee with the athletic director prior to hosting a tournament.

## ***Team Fund Raising***

All fundraising associated with Golden Secondary School activities is subject to School District #6 (Rocky Mountain) policy and requires approval of the school administration. Applications to Fundraise forms may be obtained from the school office. Any funds raised must be submitted to the school office. Cash flow related to all school activities must occur through the school accounts.

Fund raising is generally permitted under the following conditions:

- 1) “Low pressure” fund raisers (i.e.: car washes) in which townspeople can freely avoid or participate in are preferred. House to house fund raising (pop cans, etc.) may occur once per competitive season (fall/winter/spring). If there are multiple teams who wish to raise funds in this manner, please plan to canvas the town together.
- 2) Businesses in town should not be asked directly for sponsorship. Businesses may volunteer their assistance or donate money. Donations will be managed through the school office accounts. Very large donations may be directed to the designated sport rather than to any particular team.

## ***Ideas for reducing costs for students***

The following are ideas that have been provide to the school from parents who have been concerned about the increasing costs of player participation in school sports. Please consider the following:

1. Encourage team members to bring a bag lunch during the first day.
2. If GSS team clothing is purchased, consider a design that is generic for all sports, rather that specific to a single sport. This could permit students who participate in multiple sports to purchase a single clothing set that could be worn all year.

## ***Conduct of Coaches***

(See BCSS rules) Please read the attached form and turn into the Athletic Director who will forward a copy to the EK President, upon request.

## ***Disciplinary Measures***

As representatives of GSS, it is expected that athletes demonstrate appropriate behaviour as outlined in the GSS student agenda book. If problems do arise and it cannot be resolved, it should be referred to the Athletic Director. Depending on the severity of the concern, the matter may be referred to the school administration. Significant misbehaviour must be reported to school administration. Please refer to this manual's introduction for contact phone numbers of school administration and athletic director.

## ***Playing Up***

“Playing-up” is an exception to general practise. The decision to have a student play up should occur only after a process of careful consideration and consultation. The decision to move a junior player up to the senior team must be in the best interest of the student and be consistent with the Mission and Vision of Golden Secondary School Athletics. When a junior player is being considered for playing up, the following process applies:

A meeting will occur and a written record made using the attached form. The following persons must be present:

1. Student
2. Parent
3. Junior Coach
4. Senior Coach
5. Athletic Director
6. Vice Principal responsible for Athletics

If all of the persons at this first meeting agree, then the junior player shall play up.

*Note: If the senior team roster is already full, the decision to move a junior player up to the senior team may necessitate that a senior player is released from the senior team. A junior player who is moved up shall be a full member of the senior team and fill a starter position on the team.*

If a consensus cannot be reached at the first meeting, then the decision is referred to a second meeting to render a decision with a majority vote. The committee members at the second meeting shall consist of:

Athletic Director  
Physical Education Teacher  
Representative from GSS Parent Advisory Council  
Vice principal responsible for Athletics

By majority vote, this committee will determine if the junior player will move to the senior team.

*Note: #1 In all cases the decision to move a junior player to the senior team must be supported by the junior player's parent.*

*#2 Appeals of the committee's decision should be directed to the Principal of Golden Secondary School. The Principal's decision in such an appeal shall be final.*

## **Appendix**

GSS Coaches Checklist for Season and Trips  
Criminal Records Check  
Community Coach Application Form  
Coach Code of Conduct  
District Guidelines for Season of Play  
Student Travel Consent Form  
GSS Extra-Curricular Parent Information / Consent and Fee  
(Van/Bus/Private Vehicle) Passenger List/Attendance Form  
Van Request Form  
(Bus) Transportation Request/Time Sheet  
Classroom Sign-out Sheet  
SD#6 Driver information Form  
Expectations and Procedures for School Trips  
Expense Claim Form  
Playing Up – Record of Meeting  
East / West Kootenay Contact information  
Athlete of the Year  
ROCKS  
Fundraising Application  
Budget Planner/Transportation costs  
Report of Suspected Child Abuse or Neglect  
Sports Probation Form  
Yearbook Write-up