

KELOWNA SECONDARY
2021 – 2022
ATHLETIC HANDBOOK



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RESPONSIBILITIES FOR COACHES

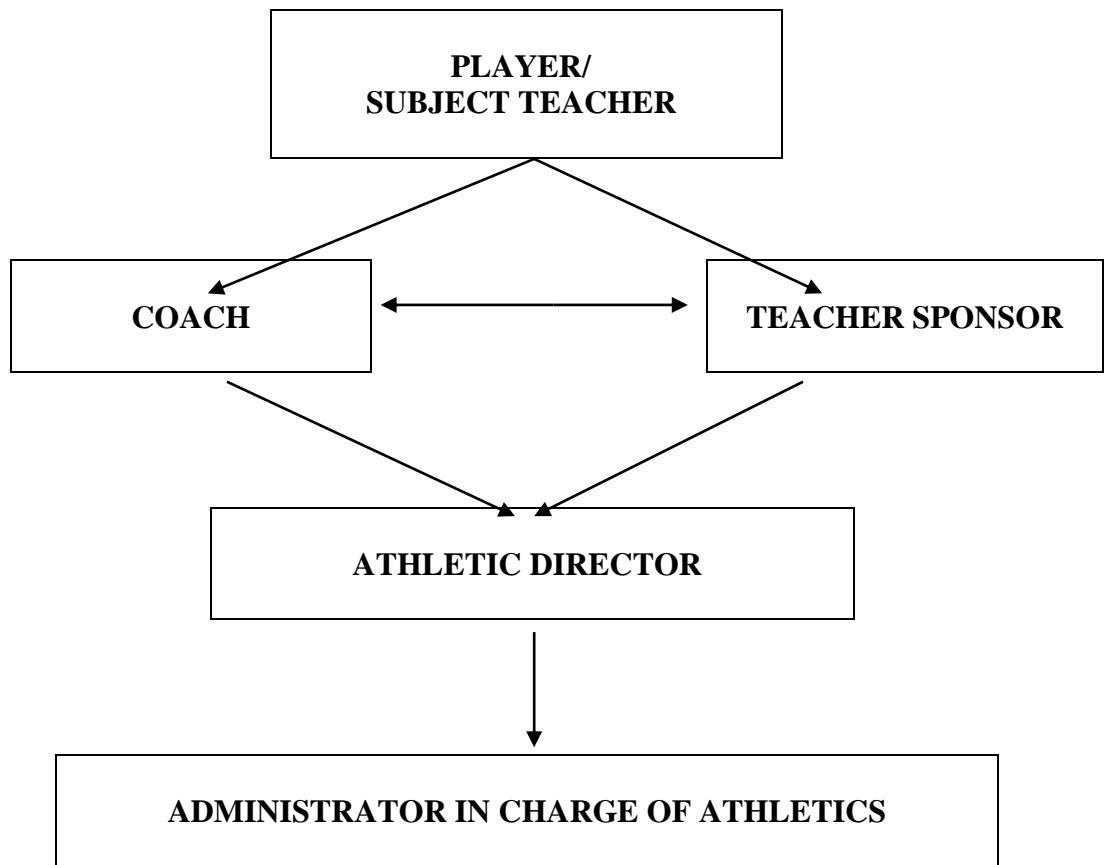
1. Know the Game, and Commit to Excellence (encourage at least Level 1 Certification in the sport).
2. Attend scheduling meeting for upcoming season.
3. Assess equipment and make needs known to Athletic Director.
4. Arrange transportation to and from exhibition games.
5. Ensure appropriate transportation forms are completed as per S. D. 23 policy.
6. Know rules and regulations.
7. Try to attend at least one coaching clinic per year in their sport.
8. Manage the money that is allotted to their team.
9. (i) Make fund raising a part of the athletes' commitment to the team if necessary.
(ii) Prepare a budget prior to each season.
10. Attempt to develop positive contributory relationships between the athletes' parents and the coaching staff.
11. **Conduct preseason meeting with parents and athletes to give info regarding tournaments and to outline the budget for the feat.**
12. Inform the Athletic Director of plans for commitment to the sport for the upcoming season, e.g. booking of gym, big international trips, etc.
13. Complete and deliver to the Athletic Director the proper BCSS Player Registration form.
14. Complete season end report and return to Athletic Director.
15. Monitor academic success of players and intervene when necessary.
16. Restrictions to team size will apply as outlined. Limits subject to appeal to the Athletic Director.
17. Monitor all student athletes' attendance records and intervene when necessary.
18. Community coaches must communicate with their staff sponsor who acts as the legal agent of the school.

19. Ensure that the following guidelines are upheld regarding try-outs
- a) Athletes previously committed to other school sporting teams shall have special considerations subject to agreement between the two coaches.
 - b) Try-outs will take place for no longer than 10 school days.
 - c) Students not selected shall be personally informed within a maximum of eleven school days after tryouts begin.
 - d) Academic records are to be reviewed to ensure that no team members are in a failing position. For extraordinary situations, appeals can be launched to the Athletic Director.
 - e) Attendance records are reviewed to ensure that no team members are in violation of the school's attendance policy.

DISCIPLINARY COMMITTEE

The “In School” Disciplinary Committee shall be composed of the Administrator in charge of athletics, the Athletic Director and a neutral third-party coach. It will meet on an ad hoc basis. The Athletic Director shall call a disciplinary hearing when deemed necessary.

PROTOCOL FOR CONCERNS IN ATHLETICS



**Should anyone in Athletics have a concern,
we ask that they follow the chain of authority
as seen in the flow chart.**

1. CODES OF CONDUCT

i) ADMINISTRATOR'S CODE OF CONDUCT

The administrator sets the tone for school activities. He or she must be seen to be fair, informed, authoritative and approachable to coaches, athletes and parents. The administrator is responsible for coaches and student athletes.

Remember that you set an example. Your behaviour and comments should be positive and supportive.

Ensure that everyone involved in school athletics emphasizes fair play.

Help coaches and officials reinforce appropriate behaviour and skill development.

ii) COACHES' CODE OF CONDUCT

The coach/student-athlete relationship is a privileged one. Coaches play a critical role in the personal and athletic development of their students. Therefore, coaches are expected to model the fundamentally positive aspects of school sport. Coaches are responsible for their own behaviour as well as their student-athletes.

Coaches shall:

- a) Recognize that school sport is an extension of the classroom, with moral and legislative obligations required of the coach at all times.
- b) Uphold the rules and regulations of BC SCHOOL SPORTS, the local Athletic Association and applicable Sport Commission.
- c) Actively uphold the rules of the sport, the spirit of the rules of the sport, and encourage student-athletes to do the same.
- d) Treat all participants fairly and equitably.
- e) Respect the judgment and interpretation of officials without gesture or argument and require student-athletes to do the same.
- f) Refrain from using foul, profane, harassing or offensive language or gestures in the conduct of coaching duties.
- g) Refrain from using physical force of any kind in the conduct of coaching duties.
- h) Under no circumstances encourage a student, either directly or through the influence of another party, to attend a school other than the school designated by the place of residence of the student's parent(s) or legal guardian, for the purpose of participation in school sport.
- i) Under no circumstances endorse or condone either covertly or intentionally, the use of any performance-enhancing drugs by any student-athlete.
- j) Abstain from the use of tobacco products and alcohol while in the presence of student-athletes, and discourage their use by student-athletes.

iii) **STUDENT-ATHLETE'S CODE OF CONDUCT**

The actions of a student-athlete reflect themselves, their team, their school and their community. A student's involvement in school sport provides opportunities and experiences that are important to the development of a well-rounded student. However, student-athletes must remember that their participation in school sports is a privilege, not a right.

iv) **STUDENT-ATHLETE**

- a) bear the responsibility of maintaining a passing grade with no "n's (needs improvement) in all classes
- b) attend all classes on time
- c) treat teammates, coaches, opponents, event organizers and spectators with respect
- d) respect and accept with dignity the decisions of officials
- e) be generous in winning and graceful in losing

Exercise Self-Control at all times

- a) remember that there is no place in sport for drugs or alcohol
- b) refrain from the use of foul or profane language
- c) refrain from the use of physical force outside of the rules of the game

Play Fair

- a) play within the rules and the spirit of the rules of the game at all times

iv) **PARENT-SPECTATOR**

Spectators are encouraged and welcomed to attend secondary school sport activities.

Spectators should:

Treat everyone with Respect

- a) cheer in a positive manner for all competitors
- b) respect the decisions of all officials
- c) not interfere with the play or competition
- d) be courteous and respectful to other spectators, all competitors, coaches, event organizers and officials.

2. PLAYER REGULATIONS & EXPECTATIONS

Player eligibility as per BCSS policy

Coaches should read these Athletic regulations to their teams during tryout and after team selection.

i) ATHLETIC FEE

A fee will be levied on all players to cover cost of uniforms. Additional fees will be levied as required. The athletic fee is administered by the Athletic Director. All athletes must pay these fees; however, students with financial problems should make application to the Administrative Officer in charge of Athletics. No athlete shall represent the school in competition until the fee has been paid.

ii) ATTENDANCE AT PRACTICES AND GAMES

- a) Team members are expected to attend all practices and games unless absent due to illness or excused by the coach.
- b) Appointments should be arranged so that they do not conflict with practices and games.

iii) ATTENDANCE IN CLASSES

Early dismissals are for the purpose of allowing students to get to games on time with a minimum of lost class time. Students should be aware that being dismissed early is a privilege that may be withheld if the subject teacher is dissatisfied with a student's academic efforts. Students must be at school attending classes, or be legitimately excused on game days, and must maintain a satisfactory attendance record in order to be eligible for early dismissals.

- a) Students must obtain written permission from their teachers to miss class in order to attend games.
- b) Students must attend classes on the day of the game to be eligible to play in that game unless they have pre-approved absence.
- c) Students are responsible for ensuring that they obtain the work missed as a result of missing class or leaving class early.

iv) ACADEMIC EXPECTATIONS

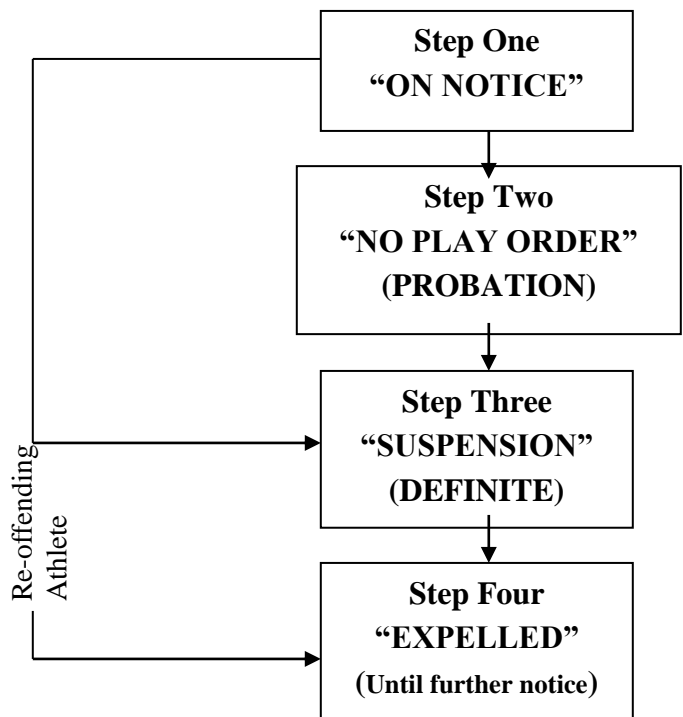
- a) A team member is expected to maintain passing grades in all course work and to achieve academic standards to the best of his/her ability.
- b) The athlete is expected to maintain an effort level of at least an "s" (satisfactory) in all courses.
- c) Students with a failing grade in any subject due to lack of effort and/or non-completion of assignments may be subject to athletic suspension.
- d) Students are expected to do homework on all overnight trips.
- e) Students missing school due to athletics are expected to make up all missed work. A discussion resulting in arrangements prior to the trip is desired.
- f) At the beginning of the season, all team members are expected to have passing grades before they play in any game, match, meet or tournament. These players will be assumed to be on "Probation".

v) **PROCEDURE FOR ATHLETIC DISCIPLINE FOR ACADEMIC REASONS**

The athletic discipline process shall involve a series of steps between the subject teacher, the coach or teacher sponsor, the parents and the Athletic Director:

- a) Contact should occur between the subject teacher, the coach or sponsor, the parent and the Athletic Director stating that the athlete is “on notice” for failing grades or poor work habits resulting from an interim report or a report card. This shall be deemed an “on notice” period and shall be not longer than one week in duration. Notice shall be given in writing to all parties.
- b) Should the academic concern still exist at the conclusion of the “on notice” period, and then the administrator in charge of athletics should be involved. A “no play” order shall be issued by the Athletic Director. A hearing may be held or a decision may be made which results in a probationary period. “Probation” usually requires a weekly progress check sheet, due each Wednesday to be handed into the administrator in charge of Athletics. If the athlete’s progress meets the acceptable pre-arranged criteria, the player is given an opportunity to play for a 7-day period. Failure to meet the desired criteria extends the “no play order”. The “Probation” period may be lifted if a player demonstrates a marked improvement as approved by his coach, the AD, the Administrator, and the subject teacher.
- c) Failure to hand in “check sheets” or show positive gains shall result in athletic suspension. A player upon return from suspension shall be on athletic probation.
- d) Should the academic concern still exist, the student shall be expelled from athletic participation until further notice.
- e) Students who re-offend may move immediately from “on notice” to suspension.
- f) “On notice”, “probation” and “suspension” carry over all seasons of play throughout the year or following years.

vi) **PROGRESSIVE DISCIPLINE MODEL**



vii) PROCEDURE FOR ALL OTHER ATHLETIC DISCIPLINE

- a) A probationary period may be issued at the discretion of the Athletic Director.
- b) Parents must be informed of all probationary periods or athletic suspension by the Athletic Director.
- c) An athletic suspension issued by the Athletic Director or the Administrator in charge of athletics may involve a hearing.
- d) An athletic suspension issued by the Athletic Director or the Administrator in charge of athletics may or may not involve a probationary period.

viii) GUIDELINES FOR ATHLETIC SUSPENSION/PROBATIONARY PERIODS: NO PLAY ORDER

- a) Reasonable amount of time – not less than one game/match shall serve as an athletic suspension.
- b) With the Athletic Director's/Administrative Officer-in-charge-of-Athletics' approval, a student may be eligible for practices as determined by his/her coach during a probationary period "no play order". This student can attend practice, can sit on the bench and is still on the team. However, he/she cannot play or wear a uniform or equipment.
- c) With the Athletic Director's/Administrative Officer-in-charge-of-Athletics' approval, an athlete, under suspension, may be eligible to attend games but not wear a uniform, wear equipment, sit with or be near the team area. The athlete cannot participate in practice or in games.

ix) TEAM SUSPENSION BY A COACH/SPONSOR

- a) Each coach/sponsor shall determine rules and policies of their team.
- b) Each coach/sponsor shall determine the terms of their team probationary periods and of team suspensions.
- c) Parents should always be informed as soon as possible of any major disciplinary concerns or actions by the coach/sponsor.
- d) The Athletic Director must be informed of all team suspensions.

x) REINSTATEMENT

Students must show the Administrative Officer proof of improvement in academic achievement and work habits. The Administrative Officer will give written permission to resume athletics. The athlete may be put on probation as part of the terms of reinstatement.

xi) SCHOOL SUSPENSION

A suspended student is ineligible for athletics including both home and away games and all practices. Resumption of athletic play is at discretion of team coach and Athletic Director. Reinstatement is by the coach, Athletic Director and Administrative Officer in charge of Athletics.

xii) WITHDRAWAL FROM A TEAM

- a) Prior to the team being selected, a student may withdraw from a team without the coach's approval.
- b) Once the team has been selected, a player is committed to that team for the season.
- c) Players who withdraw, or are asked to withdraw, from a team **may** be ineligible for one, two or three seasons of play following the season in which the withdrawal took place. The Athletic Director shall determine the length of this noneligibility period. Notice shall be given in writing of such action by the Athletic Director. The decision is subject to appeal. (See appeal process.)
- d) Players who violate the school alcohol and drug policy **may** be withdrawn from the team and **may** be ineligible for one, two or three seasons of play following the season in which the withdrawal took place. The Athletic Director shall determine

the length of this non-eligibility period. Notice shall be given in writing of such action by the Athletic Director. The decision is subject to appeal. (See appeal process.)

xiii) CITIZENSHIP

Team members are expected to maintain a high standard of behaviour and attitude at all times. Athlete's citizenship and behavior is a reflection on their coach, teammates, school and family.

xiv) SERVICE

Participating athletes are expected to give service to the athletic program and to their team through refereeing, timing, scoring, managing, etc., where needed and/or requested by the coach or by the Athletic Director.

xv) ATHLETIC FUND RAISING

- a) Students, who quit a team after the roster has been set, forfeit all money they have fund raised in their name. The money will stay with the team.
- b) Students playing on an athletic team are required to help with the annual athletic fundraiser if there is one.

xvi) APPEAL PROCESS - All decisions made by the Athletic Director concerning player regulations; expectations are subject to appeal. Notice shall be given to the administrator in charge of athletics. This administrator shall select two neutral coaches to form the appeal committee. The Athletic Director and the appellants shall present their case at an appeal hearing. The committee shall deliberate and announce their decision in writing within two school days of the hearing.

3. TEAM SELECTION

i) PLAYING UP

- a) Student Athletes shall play at their own grade level. However, there may be cases or situations where circumstances make sense that an athlete may want to apply for special exemption. The higher-level coach shall not approach the athlete directly but shall approach the lower level coach. If both the coaches agree, then the Athletic Director shall be informed and shall involve the athlete's parents. Younger athletes arriving at the higher-level tryout should not participate until approved by the Athletic Director. Younger athletes playing up shall be in a position to be a starter or near starter as the season begins. Failing this, the younger athlete should not be considered to play up. Parents and athletes must be informed that there are no guarantees as to the future playing times and that moving back down is usually not an option under our rules.
- b) Movements of student athletes from teams which have completed their seasons of play shall be considered to be playing up.
- c) Playing up rules pertaining to BCSS should be considered in the process.

d) Students at the feeder Middle School may play up to Kelowna Secondary with the following understanding:

- As per BCSS policy only the sports of Football and Rugby allows for this to happen

ii) TEAM SELECTION

a) At times it may make sense to offer two teams at the same level. Junior teams will be designated Jr. 'A' and if warranted, Jr. 'B'. Senior teams will be designated 3A or 4A and if warranted, Sr. 3A/4A 'B'. The Athletic Director will determine the quality numbers which determine the number of teams.

b) All teams of the same gender and sport should coordinate tryouts together or in such a way that a player cut from the 'A' team has a fair opportunity to tryout for the 'B' team.

c) Tryouts must be reasonably advertised so that all tryouts are common knowledge among the student body.

d) Tryouts should not be completed before three weeks prior to the first game/match/or meet. Special arrangements can be made with permission of the Athletic Director for unique situations.

e) Athletes previously committed to another school team shall have special considerations subject to agreement between the two coaches.

f) Try-outs will take place no longer than 10 days

g) Students not selected shall be personally informed by the coach, within a maximum of eleven school days after tryouts begin.

h) Academic record is to be reviewed to ensure that no team member are in a failing position. For extraordinary situations, appeals can be launched to the Athletic Director.

i) Attendance records are reviewed to ensure that no team members are in violation of the school's attendance policy.

j) Team size restrictions will be honored.

iv) OFFICIAL SCHOOL SPORTS

1) All school sports offered at Kelowna Secondary School must make application and receive approval from:

- the school administration
- the athletic director
- the coach's council (coaches from all sports)
- the appropriate sports governing body (OCSAA, OVSAA, BCSS)

2) All official school sports operate under the policies, rules, and regulations of Kelowna Secondary Athletics and the School Code of Conduct, and of the regulatory bodies of OCSAA, OVSAA, and BCSS.

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3) The official School Sports include:

BADMINTON	CURLING	RUGBY	VOLLEYBALL
AAA Boys'	AAA Boys'	Junior Boys'	Jr. A Girls'
AAA Girls'	AAA Girls'	AAA Boys'	Jr. B Girls'
		AAA Girls'	Jr. A Boys'
BASKETBALL	FIELDHOCKEY		Jr. B Boys'
Junior A Girls'	3A B Girls'	SOCCER	4A B Girls'
Junior B Girls'	3A A Girls'	AAA Girls'	4A A Girls'
4A B Girls'		AAA Boys'	3A B Boys'
4 A A Girls'			3A A Boys'
Junior A Boys'		TENNIS	
Junior B Boys'	FOOTBALL	Sr. Boys'	WRESTLING
4A B Boys'	AAA Football	Sr. Girls'	Sr. Boys'
4A A Boys'	Jr. Football		Sr. Girls'
CROSS-COUNTRY	GOLF	TRACK & FIELD	ULTIMATE
Jr. Girls'	Sr. Boys'	Jr. Girls'	3A Co-Ed
Sr. Girls'	Sr. Girls'	Jr. Boys'	
Jr. Boys'		Sr. Girls'	
Sr. Girls'		Sr. Boys'	

4. UNIFORMS

Students must be made aware of the replacement value of the uniform at the time of issue. Uniforms are to be worn only in athletic competition or related activities (not P.E. classes) when they represent Kelowna Secondary School. The uniform must be returned by the publicized due date. Lost or overdue uniforms will result in the billing for the full replacement costs and the right to participate in other sports is withdrawn until the uniform or replacement cost has been handed in. Coaches will be requested to help locate students not turning in uniforms. Students will be responsible for damaged uniforms and will be billed for replacement costs or repairs. Students may not represent the school in any further competition until all outstanding uniforms are returned.

The school shall own all school uniforms, unless arranged by the Athletic Director. Student athletes may be asked to purchase personal items such as mouth guards or other protection equipment, practice clothing or non-competition wear. These items shall be their personal property.

Uniform Colors are black, gold and white.

5. ATTENDANCE AND EARLY DISMISSALS

- i) Coaches should leave a finalized roster and schedule with the Central Office.
- ii) Coaches should let teachers know one week ahead of time, if possible, that students will be missing class to participate in an athletic event. Use the student field trip form.
- iii) Coaches should give a list of players missing class to the Central Office.

- iv) Coaches should respect the right of a classroom subject teacher to disallow a student from leaving early or missing class if classroom work or behavior is not satisfactory.

6.HOSTING TOURNAMENTS

- i) Find a sponsor to cover expenses for awards whenever possible. Awards and prizes are the individual team's responsibilities.
- ii) Officials are to be paid out of the gate and entry fees charged during the event. If a team wishes to apply for extra funding to help cover costs they must produce a budget. Funding in this manner is **not guaranteed**.
- iii) The coach is responsible for all officials and facility setup. See the Athletic Director for assistance if needed.
- iv) All Home and Away tournaments must be approved by the Athletic Director.
- v) Please put in work orders a week prior to your event to make sure that you have heat/AC for your tournament.

7. GAME OFFICIALS

It is the coach's responsibility to secure and pay game officials for their non-league play.

8. FACILITY SCHEDULING

The Athletic Director/designate is responsible for all scheduling of the gymnasium and fields for athletic events. It is the responsibility of the individual coaches to book any outside facilities required such as the Badminton Club or Curling Club.

9. INTERNATIONAL TOURNAMENTS/GAMES/TRAVEL

A team must follow the following sequential steps to travel outside of B.C. and Alberta and/or International Travel. A package must be submitted for approval to the following personnel:

- i) Athletic Director
- ii) School Administration (Mark Steen)
- iii) School District #23
- iv) Parents
- v) B.C. School Sports (see Sanctioning Form)

This package must include details of the tour, dates, cost, names and numbers of tour participants, chaperones, etc. Approval must be obtained 6 months prior to travel.

10. EQUIPMENT

Equipment for each sport in-season will be located in the P.E. or athletic storage areas. The Athletic Director will be responsible for signing out equipment for the season, and collecting it at the end of the season. Keys will be issued by the head custodian for sports in season only, as per a coaches list.

All coaches are responsible for putting equipment back in the appropriate storage area.

Any lost or damaged equipment is the responsibility of the coach and team that uses it.

11. GUIDELINES FOR USING THE GYMNASIUM AND P.E. EQUIPMENT AND WEIGHT ROOM

- i) **All gym equipment brought to the gym must be returned to its proper storage place immediately after use. The P.E. Department is not responsible for lost or damaged equipment. PLEASE RETURN EQUIPMENT TO ITS POINT OF ORIGIN. LOCK IT UP PROPERLY!!**
- ii) Any instructor, coach, teacher or administrator issuing equipment must supervise the activity unless other arrangements have been made with administration or custodial staff.
- iii) Monitor changing rooms and report damage immediately. Coaches are responsible for their team's behaviour. Damage incurred during tournaments may be passed on to the tournament organizers.
- iv) Hoop and wall keys must be returned to their correct place immediately after use.
- v) After using the gym, make certain that it is locked up and secure. All outside exit doors must be properly closed, the main entrance doors locked and security procedures followed.
- vi) All athletic groups, camps, and clinics must obtain permission to use Kelowna Secondary School equipment. Arrangements must be made with the Athletic Director and principal/designate.
- vii) Athletic wear, including running shoes is required in the gym.
- viii) The weight room is only to be used when appropriately supervised by Kelowna Secondary School staff.
- ix) The weight room must be cleaned up and equipment returned to its proper place after use. The weight room is out of bounds unless students are directly supervised.
- x) No equipment is to be stored on the weight room floor at any time. The area must be kept clear.

1. ATHLETIC ACCOUNTS

i) Team Account:

Each team must set up a team account with the accounting office to keep track of that team's fund raising and expenses; the coach is the signing officer. Coaches are expected to keep track of their account's running balance. Coaches are responsible for keeping their accounts balanced! **Any purchases which will cause that account to be in deficit position must be cleared by the Administrative Officer in charge of athletics before ordering.** Purchase orders are available from the school accountant. Funds raised by a team belong to the team and do not travel with the coach if the coach changes assignments.

ii) General Athletic Account

The general athletics account will be the responsibility of the Athletic Director.

iii) Athletic Fee \$100.00

The Athletic Fee is to be accumulated for each team prior to the start of the season. The athletic fee is broken down as follows:

A) Uniform replacement fee \$50.00 per sport.

* Badminton, Golf, Tennis, & Curling are self-supportive – school uniforms are purchased individually. Each team will have an individual account.

B) District Transportation fee – \$5.00 per sport

Monies from this account will be transferred to the principal at year-end and then passed onto S. D. 23

C) Athletic Banquet fee – \$15.00 per person. Only to be collected once per year.

D) Medical Kit fee - \$15.00 per person

E) Officials fee - \$15.00 per person.

F) \$100.00 post-dated cheque for uniform deposit.

No student may participate on any team without paying for or deciding to pay for the above noted fee. This fee is non-refundable, even if the player quits part way through a season. Students with a genuine financial need may be exempt, although service to the school in lieu of payment should be considered.

2. BUDGET

The team budget is up to the coach but it must be presented in written form to the parents at a pre-season meeting and **submitted to the Athletic Director prior to the season.** Please see the school accountant prior to setting your budget.

3. REVENUE CANADA RECEIPT

The coach must give the parents a Revenue Canada Receipt at the parent meeting when the parents give the coach a cheque for the cost of the season.

4. EXPENSES

- i) A per diem is to be allowed for coaches and teacher-sponsors (if required). This will cover the cost of meals and is estimated at \$65.00/day in 2021/22. In addition, hotel room, travel expenses, and teacher-on-call expenses will be paid by the team. For a coach's protection, a paper trail should be found concerning all moneys collected/deposited and all moneys spent/withdrawn (by receipt submitted to the office).

- ii) Coach's Personal Vehicle:
Each coach is entitled to \$0.59/km for expenses incurred in the use of their personal vehicle for the purpose of transporting students to and from athletic competitions.
- iii) Travel outside the Okanagan Valley.... flat rate applies

Fraser Valley	\$275.00
Vancouver and Lower Mainland	\$325.00
Vancouver Island	\$420.00

5. **PROVINCIAL CHAMPIONSHIPS**

Teams may apply for funding towards their travel expenses to attend a Provincial Championship. Funding is calculated at \$0.05 per km per player to a maximum of \$750. These funds are available as a direct result of the Western Canada Basketball Tournament. Teams applying for funding should expect to actively participate in the tournament under the direction of the tournament committee. Team Sports that are not BCSS approved are responsible for the financial expenditure that it takes to cover costs for coaches' subs, meals, hotel, etc. and team transport while at a Provincial Championship, but may still apply for a Western Canada Basketball Tournament grant to help cover their expenses! Coaches of teams that make a provincial championship can apply to the Principal for subsidy to cover the cost of the TOC.

6. **FUNDING YOUR PROGRAM**

All programs must be self-supporting. Teams may fundraise or levy fees to cover the cost of their schedule. General athletics will attempt to cover the following areas in accordance with athletic policy:

- i) athletic association fees (OCSAA-OVSAA, BCSS B.C. School Reports)
- ii) partial regular league officials
- iii) partial medical supplies
- iv) coach's registration for professional development

Coaches are encouraged to fund raise to cover the remaining cost of running their programs.

No fund raising is permitted that is in contravention of the PAC's gaming license.

7. **ATHLETIC BANQUET**

Contact: Fane Triggs

1. **TRANSPORTATION FUND**

The District Transportation Fund, as per School District #23 policy, on extracurricular transportation will be based on a primary, secondary, tertiary need basis. The primary sports which have first access to the fund are Volleyball, Basketball and Track and Field, the secondary sports are Soccer, Badminton, Wrestling and Gymnastics, the tertiary sports are Cross-country, Swimming, Golf and Tennis, etc.

- a) The District Transportation Fund will attempt to cover the cost of transporting athletes to all league games and all championship play leading to the final tournament (BC Championships in most sports).
- b) All tournament or exhibition play will be the responsibility of the team.
- c) All athletes must pay a District Transportation Fee of \$5.00 per sport.

2. TRANSPORTATION METHODS

There are various ways to transport athletes to your games. There are however, different forms needed depending on the method you choose. Refer to the **NEW** SD23 Field Trip Policy, checklist, and forms.

- a) KSS bus – 50¢ per km
- b) Private Vehicle – own/rented vehicle, parent driver (class 4 license needed for van drivers). (Non-coaching parents may drive team members in a 7-passenger van.) Use Extracurricular Travel form and Parent Driver Application form. Must have \$2M in insurance.
- c) School District bus.

KSS Bus

If using the KSS Sports Bus:

- a) Booking is done through the **Mr. Walker** (minimum 7 days in advance)
- b) Billing is handled by the **Mr Walker**.
 - 50¢ per km – KSS buses
- c) Bus must be safely inspected prior to each use (complete applicable form)
- d) Travel log must be daily and up-to-date.
- e) Bus must be thoroughly cleaned and refueled after each use.
- f) Any damage and graffiti will not be tolerated. Subsequent drivers are expected to report violations. The offending team will be fined between \$50 and \$100 depending on the offense.
- g) All Bus drivers are to provide the accounting office with a “Driver Abstract” available through ICBC at no charge.