

JKCS Sport Policy

A. Background of current model:

John Knox Christian School (JKCS) currently subscribes to a three-level approach to sports:

1. Physical Education program that is mandatory for all students at all grade levels; it is a program that instructs for healthy and active living through fitness, games and sports. Skill development and team play are key areas of the curriculum.
2. Intramural program that is voluntary for any student who wishes to compete against other students within the school at a recreational level. The intramural program consists of various sports throughout the school season, played at specific age levels -primary, junior and intermediate.
3. Athletic program that selects members of its teams through a process. The process is typically a team tryout through specific skills and evaluations for a particular sport. Or, there is competition such as timed races or taking the top placement as the case in track and field.

As of September 2011, the Athletic Program at JKCS consists of the following sports:

Sport	Teams	Time of year	Christian School Tournament Dates	Private School Athletic Association Tournament Dates
Soccer	Senior Girls Senior Boys	September	Last week of September	Last week of September
Cross Country Running	Junior Girls Junior Boys Senior Girls Senior Boys	September - October	Third week of October	Third week of October
Volleyball	Senior Girls Senior Boys	October – November	Third week of November	Last week of November
Basketball	Junior Girl Junior Boys	January – February		Last week of February
	Senior Girls Senior Boys		Third week of February	
Floor Hockey	Junior Girls Junior Boys Senior Girls Senior Boys	February – March	n/a	Last week of March; First week of April
Badminton	Senior Girls Senior Boys	March – April	Last week of April	n/a
Track and Field	Junior Girls Junior Boys Senior Girls Senior Boys	May – June	First week of June	n/a

B. Mandate:

The mandate of this policy is to provide a framework for the athletic program in which all participants may operate. Participants include athletic director, athletic council, staff-coaches, parent-coaches, parents and all students who try out and/or compete on any JKCS athletic team.

C. Objective:

Given that all JKCS students within the current model have access to the Physical Education program and the Intramural program, the Athletic program is identified as a competitive level. As such, members are carefully selected to participate on a team for three main reasons:

1. To develop specific athletic and team skills,
2. To compete as a Christian athlete within a team setting
3. To represent JKCS Oakville in a competition.

The objective of the athletic program is to field the strongest possible team within a given category - Junior or Senior - in order to be competitive. It is essential that the selection process reflects this value. As such, all participants know the expectations prior to trying out for any team.

D. Establishment of Athletic Council and Athletic Director:

The Athletic Director is responsible for JKCS athletic activities. He/she assumes the role of organizing all JKCS teams and addressing any inquiries or concerns that arise. The Athletic Director is selected by the administrator.

The role of the Athletic Council is one that provides input to the Athletic Director. Only in extreme cases, the Athletic Director calls a meeting to solicit advice regarding a difficult or exceptional situation. The Athletic Council may be helpful in cases such as coach selection, team member selection, and/or special concerns. The Athletic Council consists of four people: the Athletic Director, one teacher coach/representative, one administrator (principal or vice-principal), and one Board member. All four members agree at the beginning of the school year to serve in this capacity until a change is deemed necessary.

E. Coach Selection Process:

Selecting a coach for all JKCS teams is at the discretion of the Athletic Director. The process is as follows:

1. First opportunity to coach any given team is presented to all JKCS staff members at the end of June in preparation for the following school year. If there is no staff member who wishes to coach, but only a staff representative for a team, then the opportunity is presented to the JKCS membership (i.e. individuals who are current members of JKCS). *Note: All coaches must meet volunteer expectations.
2. If a coach from the previous year would like to return to the same position, he or she is typically given priority.

3. At this time, the GIFTS (Get Involved For The Students) Coordinator advertises for individuals in the JKCS membership who have a talent and willingness to participate as the coach. All the names collected are then given to the Athletic Director who then considers and invites coaches to participate. The Athletic Director has the input of the Athletic Council when difficult choices need to be made. The Athletic Director will communicate with the GIFTS Coordinator who was selected as coaches and thereby should receive the GIFTS hours as part of the program.

F. Team Selection Process:

1. Announce date(s) of tryout for the team.
2. Set clear objective(s) and expectations of participating on the team.
3. Communicate try-out dates to all students and parents.
4. When deciding on members of the team, ask a second opinion from JKCS staff member
5. Ensure that there are no behavioural issues with any potential member of the team that would cause difficult issues during the season. At least one other staff member is required to see names before players are posted.
6. The list of players is approved by their teachers before the list is posted. Taking into account effort, behaviour and academic requirements, the players' teachers can approve or disapprove the players' participation on the team. If there is disapproval, the teacher(s) will speak with the coach and/or the staff representative to discuss the matter.
7. Post the team, listing players in alphabetical order, for all participants to see at the same time.
8. Provide opportunity for any questions the participants might have for the coach. The coach is available to give clarity as to why a student was or was not selected for the team and is able and willing to provide teaching points if the student desires to improve for the next tryout session. In some circumstances, the coach may be able to provide opportunities to these participants during team practices if space is available.

G. Criteria of Team Members:

Since the objective is for the school to field the strongest and most competitive team possible, then the criteria of the members of the team are as listed below. Discretion lies with the coach and/or staff representative. Where there is a concern or discrepancy, the coach and/or staff representative can bring the issue to the Athletic Director. Where necessary, the Athletic Director can bring the issue to the Athletic Council.

Junior Teams:

Students trying out for the Junior Team are in Grades 4, 5 or 6. It is imperative that the invitation to all Grade 4 students is evident to all participants at the beginning of the school year. This is a consistent

practice from one sport to the next, whenever events are offered for Junior Teams. By including Grade 4 students as part of the Junior Team, it provides another year of individual and team development before considering participation on the Senior Team.

Senior Team:

Students trying out for the team are in Grade 7 or 8. In extreme cases, at the coach's discretion, he/she may decide to pull up a student from Grade 6 in addition to the set number of players selected for the team. This is a rare occurrence, one that requires the approval of the Athletic Council. In addition, if a player is a member of the Junior Team, this same player cannot participate on the Senior Team, unless with the approval of the Athletic Council. Therefore, there will not be a player displaced from the team (e.g. If a team of 12 players for the volleyball team has been selected from the pool of Grade 7 and 8 students, yet there is a very talented player in Grade 6 who can contribute to the level of play, then the coach may select 13 players in total.)

A Student Athlete Consent Form (**Appendix A**) and A Student Athlete Code of Conduct (**Appendix B**) be signed by both the selected team member and his/her parent to indicate their commitment in the following three areas:

1. Attitude:
 - Demonstrates respect for all others - coach, players, opponents, officials, spectators.
 - Demonstrates cooperation – he/she is a team player, looking to the interest of the team as a whole.
 - Demonstrates commitment – he/she attends and shows full effort at practices, games and tournaments.
 - Demonstrates a willingness to listen to coach's suggestions in order to improve as a player and develop as a team
2. Skill:
 - Demonstrates specific sport skills
 - Demonstrates physical fitness
 - Fulfills a role or position on the team
3. School Responsibility:
 - Strives to achieve appropriate level of effort at the discretion of the student's teachers.
 - Strives to achieve the appropriate behavioural expectations at the discretion of the student's teachers.
 - Strives to achieve the appropriate academic requirements at the discretion of the student's teachers.

If the player's attitude, skill and/or school responsibility slips significantly based on either the coach's or the teacher's perspective, the players' privilege of participating on a school team can be revoked at any time during the season.

H. Playing Time:

All players can expect to play at a sporting event. The coach has a responsibility to make every effort to play all players at appropriate times of a game and/or tournament. However, not all players will play equal time to each other. Playing time needs to be communicated by the coach to the players. Playing time is at the coach's discretion.

I. Responsibilities of the Staff Coach/Representative (see Appendix C for detailed list)

1. Meet with the Athletic Director to discuss roles and responsibilities, schedules and gym availability.
2. Announce try-out dates to the school on several occasions.
3. Hold try-outs for the team. Select players discerningly.
4. Draft a list of players for the team. Review with another coach. Provide list to all teachers before it is posted to the students.
5. Post the list in alphabetical order at a time when all students can view it at the same time. Allow for conversations to speak with any student who wishes to understand how they can further develop his/her skills.
6. Communicate expectations, practices and tournament date(s) to parents and players in advance, where possible. **(See Appendices D and E for examples)**. Also, send a student contract home to be signed by all players and their parent(s). Coach will also pass on information regarding what they will be needing (shin guards, lunch, sunscreen...etc) for the competition.
7. Hold practices to develop individual and team skills so that all members are prepared for the day of competition.
Conduct oneself with Christian values in this leadership role.
8. Arrange transportation for all players in advance. Collect necessary forms from drivers (see section under "Carpooling").
9. On the day of the tournament, give the list of players who will be absent from classes to the following people:
 - Office Administrator
 - Players' homeroom and rotary teachers

10. On the day of the tournament, be responsible for:

- all members of the team
- jerseys/uniform – keep record of who has which uniform on Uniform Sheet in Gym Office
- first aid kit
- equipment
- transportation and necessary forms/insurance for drivers (see note under, “Carpooling.”)

11. Remind all players that they are required to demonstrate who they are as Christian athletes. They represent our Christian values and JKCS on and off the playing field, therefore good sportsmanship is essential.

J. Carpooling

Parents who are willing to take players to a sporting event are asked to fill out and submit a form, accompanied by a photocopy of their license and insurance prior to their departure. Staff coach/representative is responsible to hand out and collect these items (**see Appendix F or JKCS website for downloadable documents**).

APPENDIX A**JKCS Student Athlete Consent Form**

It is a privilege to belong to a competitive team at John Knox. Along with this privilege come responsibilities. Student athletes will understand that belonging to a team requires an extra commitment level in three key areas:

4. Attitude:

- Demonstrates respect for all others - coach, players, opponents, officials, spectators.
- Demonstrates cooperation – he/she is a team player, looking to the interest of the team as a whole.
- Demonstrates commitment – he/she attends and shows full effort at practices, games and tournaments.
- Demonstrates a willingness to listen to coach's suggestions in order to improve as a player and develop as a team

5. Skill:

- Demonstrates specific sport skills
- Demonstrates physical fitness
- Fulfills a role or position on the team

6. School Responsibility:

- Strives to achieve appropriate level of effort at the discretion of the student's teachers.
- Strives to achieve the appropriate behavioural expectations at the discretion of the student's teachers.
- Strives to achieve the appropriate academic requirements at the discretion of the student's teachers.

If the player's attitude, skill and/or school responsibility slips significantly based on either the coach's or the teacher's perspective, the players' privilege of participating on a school team can be revoked at any time during the season.

If a student-athlete fails to meet the requirements above, the Athletic Director and/or Athletic Council at John Knox will be consulted to determine if disciplinary action is required. Any student-athlete who does not embrace and make every attempt to adhere to the responsibilities as outlined above, may forfeit the opportunity to join other John Knox competitive teams.

Student-athletes are asked to agree, sign and return the following to the school:

√ I agree to demonstrate a respectful attitude of cooperation and willingness and I commit to attending and giving full effort at practices, games and tournaments

√ I agree to work hard at improving my skill, maintain good physical condition and learn and fulfil my role on the team

√ I agree to meet all school requirements, including completing any school work missed, due to games and/or tournaments

Student's Name (Print) Student Signature Date

Parent's Name (Print) Parent /Guardian Signature Date

APPENDIX B

Toronto District Athletic Association

Student Athlete Code of Conduct

The actions of a student-athlete are a reflection of themselves, their team, their school, and their Christian community. A student's involvement in school sport provides opportunities and experiences that are important to the development of a well-rounded student. Participation in athletics is an opportunity to praise God with the talents that He has given you. Student-athletes must also remember that their participation in school sport is a privilege, not a right.

Student-athletes commit to:

1. Treating team-mates, coaches, opponents, event organizers and spectators with respect.
2. Respecting and accepting with dignity the decisions of officials.
3. Being generous in winning and graceful in losing. We do this by showing good sportsmanship, congratulating opponents, and by celebrating in a respectful manner.
4. Playing within the rules and the spirit of the rules of the game at all times.

√ I will be respectful to teammates, coaches, referees, teachers, opposing teams'

players and coaches, and parents in the stands. I will abide by the decisions of the referees or officials.

√ I agree that by my actions I am an ambassador for Christ. My behaviour will reflect this regardless of how anyone else tries to influence me.

Student Signature	Date

Parent /Guardian Signature	Date

Parent/Guardian Signature	Date

*** We request the signature of both parents/guardians, if possible.

APPENDIX C**Coach/Staff Representative Checklist****SELECTING THE TEAM**

- Arrange Gym Use with Athletic Director
- Communicate Try-out dates
 - Parent Update
 - School Announcements
 - Have sign up sheet on bulletin board outside the gym doors
- Hold try-outs
 - Open with prayer
 - Take attendance by asking students to put their names down on a sheet of paper, include last name and grade.
 - Have list of expectations ready and make known to players.
 - Try-outs should review fitness, individual skills and team play.
 - Tell students how many players will be taken on the team.
 - Tell students when the next try-outs will be and when they can expect the team list (or first cut, second cut..) to be posted on the bulletin board outside the gym doors.
- Review final selections with another staff-coach and with teachers
- Post Roster in alphabetical order
- Announce time/meet with athletes who were not selected
- Hold practices
 - Develop God-given attitude, skills and responsibilities as Christian athletes.
 - Develop individual talent and team play for day(s) of competition by including drills and scrimmages.

COMMUNICATIONS

- Distribute "Student Athlete Consent Form" (Appendix A) and collect with players' and parents' signature. Give all forms to Athletic Director for filing.
- Provide Parent Update information to Communication Director (deadline Wednesday afternoon at 5:00)
 - Weekly practice dates
 - Exhibition game dates/location
 - Tournament dates/location

- Distribute “Letter of Congratulations” (eg., Appendix D)
- Distribute “Pre-tournament Letter” (eg., Appendix E)
 - Venue & date
 - Tournament schedule
 - Car-pooling
 - Equipment/lunch requirements
 - Pick-up arrangements
- Distribute “Student Athlete Code of Conduct” (Appendix B)

GAME AND/OR TOURNAMENT DETAILS

- Arrange car-pooling
- Provide teachers with a list of athletes attending tournament
- Provide office with names/cell phone #/license plate of parent drivers
- Collect signed Athlete Code of Conduct forms & discuss with athletes
- Distribute Jerseys & record number (on day of tournament)
- Arrange/bring equipment (eg., tents, balls, sticks, goggles, etc.)
- Return Jerseys & equipment to school

APPENDIX D

[Date here]

Dear Parents:

Congratulations to your **[daughter/son]** for being part of the John Knox **[team]**. Our season is well underway and your child is working hard to improve **[his/her]** skills. The **[team]** program at JKCS will end with **[tournament date(s)]**, held at **[tournament location]**. You will receive a follow-up letter closer to the date with further details for the tournament.

On **[exhibition game date here]**, our team is playing in an exhibition game at **[location here]**, from **[time here]**. We will be competing against **[school team]**. This will be an excellent opportunity to put into practice the skills the **[boys/girls]** have been learning. Please feel free to join as a spectator, but if you are unable to be there, arrange for your **[son/daughter]** to be picked up from **[location and time here]**. Thanks!

We will continue to hold regular practices on **[practice days and times]**. Please make arrangements for your child to be picked up after practice.

If you have any questions and would like to contact me, I can be reached at **[email here]** or at **[phone number here]**.

In His Service,

Coach **[name here]**

Teacher Representative **[name here]**

6-080E

APPENDIX E

[date here]

Dear Parents:

The tournament your [son/daughter] has been working so hard for is coming up this [date here]. It will be a full day event, held at [location]. Please be sure your [son/daughter] brings [his/her] water bottle, a healthy lunch and proper [gym, basketball, soccer] shoes. Comfortable sport clothes are recommended (uniforms are not necessary). Thank you to all the parent drivers who have already agreed to drive. We could use [# of drivers needed] if anyone is interested.

The game times are listed below. Our first game is scheduled for [time]. Students should meet in the gym at John Knox and be ready to go immediately following morning announcements.

[schedule example]

Game start time	Gym 1	Gym 2
10 :00	SMLS v OCS	Mac v Sherwood
10:30	FHB v Rotherglen	Glenburnie v JKCS
11:00	SMLS v Mac	OCS v Sherwood
11:30	FHB v Glenburnie	Rotherglen v JKCS
12:00	SMLS v Sherwood	OCS v Mac
12:30	FHB v JKCS	Rotherglen v Glenburnie
1:15	A1 v B4 {1}	B1 v A4 {2}
1:45	A2 v B3 {3}	B2 v A3 {4}
2:15	L1 v L2 Friendly	L3 v L4 Friendly
2:45	W1 v W4 {5}	W2 v W3 {6}
3:30	W5 v W6	L5 v L6

It is very important that you are prepared to be flexible for pick-up time after the tournament. The final game is scheduled for [**time here**] and depending on how well we do, we may not arrive back to the school until [**time here**]. We will keep the office posted as we hear our final game times, so feel free to call for updates. All students will be brought back to John Knox, unless an alternative ride has been made.

In His Service,

Coach [**name here**]

Staff Representative [**name here**]



APPENDIX F

Dear Parent/Volunteer drivers,

Thank you so much for your willingness to drive some of our students to their various events. Your actions are a tremendous help to our school. Part of our responsibility as a school is to ensure that we communicate clearly the insurance rules regarding responsibility for liability.

Below is the information that you need to know regarding the insurance rules and regulations. It is quoted directly from the insurance company's information sheet that was sent to us.

"If a parent driving children to school or school events is involved in an accident where there is injury or death of either the children in her/his care or to those in other vehicles involved in the accident, the parent may be sued. The parent's own Insurance policy will provide them with *Liability Insurance Protection*, to the limit they carry on their insurance policy. If the school is sued as well, for vicarious liability because the vehicle was being used on its behalf, the school's *Non Owned Automobile Liability Coverage* provides **protection for the School entity**, up to the limit of coverage stated in the policy. *Non Owned Automobile Liability Insurance* is not excess coverage and **will never protect the owner of the vehicle** involved in the accident against a lawsuit or for damages to their vehicles, and they must carry their own insurance for protection. Parents who occasionally drive on field trips and / or carry children to and from school do not violate their own insurance in any way, even if they are reimbursed a mileage expense. It is recommended that all volunteers carrying school children should protect themselves and carry limits of insurance that meet the exposure and \$2,000,000.00 is the recommended minimum amount."

Feel free to contact the school should you need clarification of the rules and regulations at (905) 829-8048 x0 or office@jkcs-oakville.org. We will be pleased to help you.

Again, thanks very much for helping us. The group that you are transporting is being aided by your generous offer to drive. We appreciate you!

I have read and understood the information listed above.

Name: _____ (Please Print)

Signed: _____

Date: _____

The personal information on this form is collected by John Knox Christian School and will be used for educational purposes. This information will be protected under the Freedom of Information and Protection of Privacy Act. This information will be provided to the insurer for John Knox Christian School in the event of a claim. Questions about the collection and use of this information should be directed to the Mr. Steve Cruickshank, Transportation Co-Ordinator, John Knox Christian School,

VOLUNTEER DRIVER INFORMATION FORM

The purpose of this form is to reduce the liability of the school and our volunteer drivers by being proactive in our selection and approval of parent drivers who assist with transportation for field trips, athletic events and other off-site activities.

THIS FORM IS TO BE COMPLETED ONCE PER ACADEMIC SCHOOL YEAR BY ALL VOLUNTEER AND PARENT DRIVERS.

Driver's Name: _____ **Driver's License #:** _____

Vehicle Description: Make: _____ **Model:** _____
Year: _____

	YES	NO
I am 21 years of age or older.		
The vehicle I will be driving is in good mechanical condition and safe working order.		
I agree to wear a seat belt and require all passengers to wear an individual working seatbelt. No double-belted will be permitted.		
I agree that I will not permit a child under 13 years of age to occupy the front passenger seat of a vehicle equipped with a passenger-side air bag.		
The vehicle I will be driving carries the minimum liability insurance required by law.		
I will abide by all traffic safety laws and requirements, including all posted speed limits.		
My driver's license is valid.		
I have provided a Police Check to John Knox Christian School in accordance with school policies and procedures and agree to notify John Knox Christian School in writing should I be charged with a criminal offence since completing the Police Check process.		
I understand that smoking is prohibited in a private vehicle used to transport students while students are in or around the vehicle.		
For students under the age of 9, weighing less than 80 pounds and shorter than 4'9", I will ensure that a child safety seat is used when I am transporting students. I confirm that the provision of the child safety and/or booster seat is the responsibility of the child's parent or guardian.		

The information given on this form is true and accurate to the best of my knowledge.

DATED AT THE TOWN OF OAKVILLE, THIS DAY OF , _____.

**SIGNATURE (DRIVER OF VEHICLE)
OWNER)**

SIGNATURE (VEHICLE

PRINT NAME: _____

PRINT NAME:

PLEASE ATTACH A PHOTOCOPY of your: 1) DRIVER'S LICENCE; and 2) AUTO INSURANCE, to this signed document and leave on file with the JKCS office.