

Athletic Policy Manual

Meadowridge School

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1. PHILOSOPHY

Interscholastic sports are an integral part of Meadowridge's educational program and they support the school's mission and vision. The athletic program fosters student participation in multiple sporting events and promotes opportunities and experiences for all students.

In addition to improving skill development, the athletic program at Meadowridge helps students to develop positive attitudes and behaviors that reflect the values of the school. These values include citizenship, sportsmanship, self-discipline, and respect for self, the sport, opponents, and referees. A well-organized, goal-oriented program, conducted by competent and dedicated adult leaders, ensures that our student athletes serve as excellent role models.

2. BELIEFS

- Active regular participation is an integral part of maintaining a healthy body and mind.
- Knowledge and skill developed within the athletic program and IB program will enable students to continue living a balance lifestyle upon graduation.
- Opportunities need to be available for students to engage at the appropriate developmental level, to be included on organized teams, and to have fun.
- For teams to reach their potential, the athletic program must have a balance between ***Fitness, Skill Development, and Sport***.
- Physical education supports the school's athletic program.
- Qualified and experienced coaches are best for team development within the athletic program.
- Sports teams can benefit from the utilization of community organizations and coaches.
- Progression of athletic skills and team play will come from maximizing the use of available resources and facilities.
- The development of athletic skills and team play works along a spectrum, year to year, and can begin as early as Junior Kindergarten.
- The beliefs and goals of the athletic program fits within the school's mission and IB framework.

3. GOALS

- To create an athletic program that has a balance between Fitness, Skill Development, and Sport.
- To identify the facilities and resources required to achieve the identified goals.
- To ensure opportunities for students from Gr. 1 and up to participate in organized sports (i.e. sports development clubs, intramurals, recreational teams, and competitivemrep teams) that are appropriate to their skill and developmental level.
- To provide support and education for student-athletes to help them develop transferable skills such as communication, time management, leadership, teamwork, resiliency and hard work.
- To optimize the use of the school's facilities and resources for development and training purposes through timetabling and scheduling.
- To utilize the expertise and support of community athletic organizations for coaching and additional development/training.
- To romote professional development opportunities for our teachers/staff members who would like to coach.
- To formalize transportation guidelines for our teams visiting other schools or off campus locations.
- To have our athletic teams qualify for playoffs and be in contention to win championship titles within their respective leagues.

4. ELIGIBILITY

A. Students are generally eligible to participate only on teams that have been designated for their specific age or grade. Exceptions are possible where required with the consent of coaches and parents. Students playing up are to be made aware of BC School Sport regulations that may not allow them to play 'down' at a later date or impact their eligibility for another age category.

B. Meadowridge adheres to BCSS guidelines and rules on eligibility for Gr. 8-12 sports.

C. Students may be declared ineligible by the Headmaster for issues such as academic reasons.

D. Players may be removed from a team by the coach or Athletic Director for behavioral issues.

5. STUDENT CONDUCT & RESPONSIBILITIES

A. Student athletes are expected to model and demonstrate the values of Meadowridge at all times when representing the school. These values include sportsmanship; honesty; integrity; and respect for self, teammates, officials, fans and opponents***. Learning to live well, with others and for others, in a just community.***

B. Students can be removed from a team, at the discretion of the coach and Athletic Director, for any of the following reasons:
   a. disruptive and/or disrespectful behavior
   b. unsportsmanlike behavior
   c. lack of effort
   d. irregular attendance (See 5.C.)
   e. academic issues

C. Students who miss three or more practices in a season without notifying the coach ahead of time, either in person or in writing, can be removed from the team. There are several reasons which may be generally accepted for missing a practice, including:
   a. an injury (students should still attend practices and games to support their team)
   b. an illness
   c. a teacher-sponsored tutorial or study session
   d. a sanctioned school event
   e. some outside practices or other commitments

D. Students who participate in the Meadowridge School athletic program must:
   a. Provide a note written by a doctor or teacher explaining the reason(s) for their absence from a game or practice if appropriate (see 5.C.)
   b. Students in Gr.6-10 will have access to an 'Excused Absence Homework' form.
   c. Keep all uniforms and equipment in excellent condition.
   d. Return all uniforms and equipment within one week of the end of the season.
   e. Inform parents of practice, game, and transportation schedules, including estimated time of arrival home from away games, and any changes in these schedules. Most, if not all, of this info is on the weekly athletic schedule or form that goes home at the start of the season.
   f. Provide parents with any contact information (email or phone number) should the parents wish to contact the coach or teacher liaison.

g. Respect all coaches and officials' decisions that are made with the best intentions.
h. In the event a student would like to discuss a situation with a coach it should be done in a respectful manner, at a time where emotions are in control. Generally, the sidelines, game days, or when others around are around is not an appropriate time. Conversations regarding playing time or player responsibilities should not be done immediately following a game. Players are encouraged to schedule a time and appropriate location for such conversations.
i. Attend practices and games wearing the appropriate school attire, generally this will be the uniform for the team and a Meadowridge track suit for additional warmth if needed.
j. Students will depart from the school in proper Meadowridge athletic dress and maintain this throughout the event and departure from the site. Team warm up tops are available as well.
k. Be on time for warmups, departures, pickups, team meetings, etc.
l. Support the broader Gryphons Athletics program through volunteer scorekeeping and minor officiating. Each team member is asked to scorekeep a minimum of one game throughout their respective season.
m. Encouraging and reinforcing Meadowridge values in teammates and those associated with the team.

6. COACHES' CONDUCT & RESPONSIBILITIES

A. Coaches are expected to model and demonstrate the values of Meadowridge at all times when representing the school. These values include sportsmanship; honesty; integrity; and respect for self, teammates, officials, and opponents. ***Learning to live well, with others and for others, in a just community.***

B. Coaches of Meadowridge teams must:
   a. Ensure staff and parents are aware that students will be away from class a minimum of 48 hours before any competition.
   b. Have the medical abstracts of their student athletes available at all practices and games. Please print these out from Blackbaud or see the Athletic Director if you need assistance accessing these.
   c. Have a first aid kit available at all practices and games. These are located in the coaches room.
   d. Document any injuries/accidents by submitting an "Accident/Injury Report" form to the school office and keeping a copy for your own records.
   e. Keep an attendance record of student participation.
   f. Offer students school transportation to games by working with the Athletic Department in advance to confirm bus availability. Sometimes parent driver's may be an option offered by the school if parents have completed the proper paperwork (CRC, Driving Abstract and $3 million 3rd party liability verified).
   g. Ensure students are picked up from all games.
   h. Submit a completed "Student Activity List" form to the office for all games and tournaments where students are absent from class. Include a contact number in the case of an emergency.
   i. Inform the Athletic Director and/or administrator as quickly as possible if a situation occurs that may involve the school. An example of this would include, but not limited to, a sanction, complaint, ejection or red/yellow card being issued against a Meadowridge player, parent, staff member or other Meadowridge representative. An injury requiring a hospital visit, or likely follow up should also be reported.
   j. Assist in preparing equipment prior to practices or games and the cleanup

following the games. This may include the bleachers, chairs, benches, score clocks, shot clocks, goals, tables, corner flags, balls, etc. The Athletic Director would be happy to coordinate a session with each team at the start of the season on what is required.

k. Pass on accurate results to the Athletic Director within 24 hours of a game.
l. Inform the Athletic Director before switching or canceling any games or practices.
m. Inform the Athletic Director if any cuts are being considered or if any player is in danger of having disciplinary actions taken against them. Do this in advance of the action occurring.
n. Ensure responsible athlete supervision during scheduled practices, games and tournaments.
o. Communicate regularly with student athletes in a meaningful and productive way on manners such as general expectations, distribution of playing time and skill development. Coaches need to recognize that communicating possible scenarios in advance with individuals will likely reduce conflict.

7. PARENTS' CONDUCT & RESPONSIBILITIES

A. Ensure your son or daughter attends all practices and games that are possible, and when not possible, the coach is informed in a timely manner. Enforce the importance of the team and working with the coaches and others to raise not only their own level, but that of the program.

B. Communicate first with your son or daughter in getting game schedules or finding out how they can be accessed online. At the start of most seasons, a preliminary schedule will be sent home which will have all games that are known at that time. Usually specific details related to tournaments and playoffs will be unknown at that time. It is not uncommon for changes to occur once the schedules are released due to teams dropping out, teams joining in, or other various conflicts coming to light.

C. Encourage your son or daughter to train away from the school to improve their ability. There are a variety of camps, outside leagues, and drop in opportunities available to students that will give them more confidence and help them get more from the game they are playing.

D. Promote values that Meadowridge fosters in all aspects of the school experience and are highlighted in this document. Meadowridge athletics believes in multisport athletes.

E. Be aware of the athletic policies related to playing time, particularly at the Gr. 8-12 level and the competitiveness of the leagues we play in. In Gr. 8-12 playing time is not guaranteed.

F. If parents have concerns regarding playing time or player responsibilities, they should speak with their son or daughter first. After this conversation, parents can speak with the coach at an appropriate time. It is recommended that a parent not speak to a coach immediately after a game or emotional situation as this often is not best for the player, parent or coach. Parents should wait at least 24 hours then contact the coach to set up a meeting at an appropriate time and location. If a coach does not respond in a timely manner or with a response that is considered reasonable, a meeting with the Athletic Director can be arranged.

G. Assist with athletics when possible. This may include minor officiating duties (at the score table), driving (ICBC abstract must first be completed and approved annually, a copy of insurance showing $3 million in 3rd party liability annually, plus a Criminal Record Check every five years), set up or take down of equipment, assisting with minor duties in the running of tournaments, or other areas where assistance is possible.

8. ATHLETIC DIRECTOR CONDUCT & RESPONSIBILITIES

A. The A.D. will send out the most up to date schedule to the staff early when provided by the league coordindators.

B. The A.D. will ensure uniforms will be made available to players at least two days prior to the first game. Coaches will be given a spare uniform, or two, if extras allow it.

C. Coaches will be given a coaches file that includes a copy of the athletic manual, the team schedule, samples of other commonly required documents (i.e. class absence forms, travel form, travel expense form, notes specific to the league, websites related to the league, school addresses, etc.).

D. Submit scores to league websites or league coordinators for standings.

E. Register players with BC School Sports and ensure coaches are aware of any eligibility issues. Send official STARS roster to coaches.

F. Coordinate referees, sideline and minor officials, and ensure facilities/fields are booked as required through the Athletic Department.

G. Coordinate the booking of games and practices for the teams through the Athletic Department.

H. Assist with transportation where possible, given reasonable advanced requests by coaches.

9. ATHLETIC UNIFORMS

A. For travelling to and from games, including home games, student-athletes must have a Meadowridge-branded track suit.

B. During practices, all students must wear Meadowridge branded athletic wear (shirt and shorts or pants. This can include alternate approved Meadowridge branded t-shirts, for example: 30 Day Challenge, 'Gryphon Crew', House and Student Council shirts. This policy does not apply to athletic practices before 8:00am.

C. For athletic competition, students must appear in uniform and wear the proper athletic uniforms.

D. Athletes wearing sport tights, generally associated with volleyball or track and field, must wear shorts or pants over them if in the hallways or areas outside the gym when not competing. This includes travelling to and from events, whether travelling by bus or car.

E. Once the season has ended, it is expected that students will return the entire uniform in good condition, within one week, or parents will be billed for the replacement cost of any damaged or missing pieces.

10. COSTS ASSOCIATED WITH ATHLETICS

A. Meadowridge will pay the entrance fees for all major school team competitions and tournaments in the Lower Mainland that make up the scope of the season.

B. Meadowridge will pay the entrance fees for up to two tournaments for each school team. Teams that enter more than two tournaments may be required to collect the entrance fees from the players for those additional events.

C. Students are expected to pay for personal items such as shoes, socks, mouth guards, braces, swimsuits and caps, and any incidentals.

D. For overnight tournaments that require travel outside the Lower Mainland, students will bear the cost of all transportation, meals, accommodations, and T.O.C. costs associated with the event.

11. TRANSPORTATION

A. Student athletes may be transported to games and tournaments within the Lower Mainland region by one of the following methods:

   a. School bus driven by a staff member or other qualified driver with a Class 4 driver's license.

   b. Parent or staff drivers - all parent drivers must have a driver's abstract submitted to the school from ICBC and approved before students will be allowed to be transported in their vehicle, as well as proof of $3 million in 3rd party liability.

B. Meadowridge School does not use students to transport other students to and from school sponsored events. Meadowridge offers transportation to school sponsored events, including buses, teacher-drivers and or other vetted drivers. Volunteer drivers are required to submit abstracts and proof of insurance to establish their suitability before being used.

C. We do not offer transport for all events. For example, the school does not organize transport for weekend tournaments or early morning practices. Families are required to transport their students themselves. In some cases, students with a driver's license may transport themselves. The school does not monitor, nor accept responsibility for the transport decisions of parents regarding their children.

D. In cases where students/families opt not to use school-sponsored transport, they will be responsible for their own travel arrangements. We recognize that not all families will require or want school support to attend events, even if it is offered. If parents are organizing their own child's transport, please notify the coach that you will be meeting them at the venue. This allows us to plan appropriately. Coaches typically canvas their players a week before events to establish needs. Sometimes the school-offered transportation will be cancelled because players and their families prefer to address their own transport.

12. DUAL SPORT PARTICIPATION

A. Dual sport participation is defined as participating in two or more school team sports whose seasons run concurrently or overlap.

B. Out of concern for the health of student athletes and the time involved, students may only participate in one school sport at a time. Individual exceptions to this rule are left up to the Headmaster.

C. Athletes who quit a team may not practice with another team until the original sports regular season is completed.

13. INJURIES

A. Student athletes must disclose all injuries to their coaches.

B. Coaches will take appropriate care and demonstrate due diligence in treating injuries. Consideration will be taken from any medical reports provided from professionals and the direction of parents.

C. Coaches will file a medical injury report on any injury of note that occurs. One copy will go to the office and a copy will be kept by the coach

D. Meadowridge School follows BC School Sports policy requiring coaches on a team to complete CATT concussion training which will guide their decisions regarding potential head injuries with athletes. It is strongly recommended that any suspected head injury (ie. concussion) be checked by a certified medical professional before returning to play.

14. PRACTICE & GAME SCHEDULES

A. Practices will be held on a weekly basis, usually during lunch hours, after school between the hours of 3:30 pm – 5:30 pm, as well as morning practices.

B. Secondary school teams will be given priority over elementary school teams however, a reasonable amount of practice time will be allotted to both, and solutions will be sought out to try and appease both levels.

C. Evening, early morning, and weekend practices may be scheduled at the discretion of the coach and Athletic Director.

15. SPORTS LEAGUES

A. Meadowridge School has a wide variety of athletic teams competing in various leagues. We are also a member of BCSS (BC School Sports), which ultimately drives many policies for our teams and leagues, particularly Grade 8-12's.

B. Our elementary Gryphon teams, including our Grade 6 & 7 teams, participate in one or both of the School District 42 league and/or the ISEA (Independent School Elementary Association) league.

C. Our High School Gryphon teams participate in some ISA (Independent School Association) championship tournaments, GVISAA (Greater Vancouver Independent School Athletic Association) and/or MRPMSSAA (Maple Ridge Pitt Meadows Secondary School Athletic Association), Fraser North Championships and Provincials at the senior level when we qualify via the Fraser North league.

16. LIST OF SPORT & TEAM OFFERINGS

D. Meadowridge School currently offers the following teams if the number of participants allows us to field them:

Fall Season (September-November)

Gr. 5 Boys' Soccer
Gr. 6/7 Boys' Soccer
Gr. 8-10 Junior Boys' Soccer
Gr. 11-12 Senior Boys' Soccer

Gr. 5 Girls' Volleyball
Gr. 6/7 Girls' Volleyball
Gr. 8-10 Junior Girls' Volleyball*
Gr. 11-12 Senior Girls' Volleyball

Gr. 1-7 Co-ed Cross Country
Gr. 8-12 Co-ed Cross Country – *dependent on student interest*
Gr. 8-12 Co-ed Swimming – *dependent on student interest; students train with their own clubs*

*Configuration of Bantam (Gr. 8) and Junior (Gr. 9/10) teams will be based on student interest. Where possible, we will seek to run separate teams however some teams may be combined to ensure viability.

Winter Season (November-March)

Gr. 5 Boys' Basketball
Gr. 6/7 Boys' Basketball
Gr. 8-10 Junior Boys' Basketball*
Gr. 11-12 Boys' Basketball

Gr. 5 Girls' Basketball
Gr. 6/7 Girls' Basketball
Gr. 8-10 Junior Girls' Basketball*
Gr. 11-12 Girls' Basketball

Gr. 3-7 Swimming (co-ed) – students train with their own clubs

*Configuration of Bantam (Gr. 8) and Junior (Gr. 9/10) teams will be based on student interest. Where possible, we will seek to run separate teams however some teams may be combined to ensure viability.

Spring Season (March-June)

Gr. 1-7 Co-ed Cross Country
Gr. 4-7 Co-ed Track & Field
Gr. 8-12 Co-ed Track & Field
Gr. 8-12 Co-ed Badminton
Gr. 8-12 Co-ed Golf

Year Round

Gr. 4-12 Co-ed Fencing Club (Exhibition and tournament options)

E. If a teacher, parent, or group of students is interested in participating in a sport currently not sponsored by the school, the following procedures will apply:

   a. The potential coach must write a letter briefly describing the sport, provide a list of the interested students, number of practice times needed, potential coach(s) and the name of the league. The letter will be given to the Athletic Director.

   b. The Athletic Director will then meet with Administration and discuss the proposal.

   c. Once a decision has been issued, the Athletic Director will meet with the potential coach or interested party and discuss the decision.

17. REFEREES

Volleyball, Soccer and Basketball

A. All referees assigned to the Bantam, Junior, and Senior games should be qualified and paid by the school. The rates are published each year by Volleyball BC, the local soccer association and the basketball allocators. If a qualified referee is not available, then the most competent person available will be found. Linesmen and scorekeepers will generally not be paid; however, they may receive a meal and 'Gryphon Crew' shirt for staying into the evening after the late bus departs. Students that are qualified referees can be paid or receive volunteer hours. If during school hours, then they cannot be paid. Students cannot both be paid and receive volunteer hours.

B. Student referees, linesmen, and scorekeepers must provide Meadowridge with a copy of their Social Insurance number if they are to be paid for their services by Meadowridge and will earn over $500 in a calendar year.

C. Games may be refereed by staff and they may be paid by the league at the same rate an outside referee would be compensated.

18. PLAYING TIME, CUTS POLICY & MOVING PLAYERS UP

A. A no-cut policy is defined as not cutting students based on their skill level. Students can, however, be removed from a team for a variety of reasons other than skill level (See 5.B. and C.)

B. There will be a no cut policy up to and including Gr. 7. Students may cut themselves by not attending practice, not communicating absences to their coach in a timely manner, not demonstrating a team philosophy or not behaving as a Meadowridge Gryphon athlete is expected to conduct themselves (see Section 5A through 5D)

C. In order to foster a competitive program at the Bantam, Junior and Senior levels, the basketball and volleyball teams will generally only carry a maximum of 12 players for games, possibly even less for road games. A larger roster can be maintained for practices. Coaches in volleyball and basketball may limit practice rosters to 12 players, no less, and cut a minimum of three players. This means there are at least fifteen players trying out. No cuts of less than three players will be permitted. Coaches are of course welcome to keep a larger roster if they believe they have the resources and ability to make it work for their team. Prior to cuts being made or announced, the coach must speak with the Athletic Director and receive approval for this to go ahead.

D. The decision for cuts to be made will consider a number of factors including: the number of players trying out, the number of coaches and assistants, the amount of potential practice time, the competitiveness of the team and the focus of the players. The Coach and Athletic Director will consider if there is the option of having a 'B' squad with some exhibition games scheduled.

E. A coach must inform the Athletic Director prior to cutting a player from a team. The Athletic Director needs to be aware of the reason(s) for the cut.

F. Playing time is not guaranteed for Gr. 8-12 students. There are a number of factors that will impact decisions around playing time including but not limited to attendance at practices, attitude and skill level. It is recognized that some competitive game situations may not allow a coach to get all players into a game.

G. At the elementary level, different associations have varying policies regarding playing time. In general, committed players should receive relatively equal playing time during league play however some leagues are considered competitive and equal playing minutes are not guaranteed. It is essential that the students have an opportunity to develop their skills and coordination so rec teams and exhibition games will be sought out to allow this to occur.

H. Due to the competitive nature of sports, the coaches may allot more playing time to the more skilled and harder working athletes during playoff games.

I. Coaches are encouraged to manage playing time by substituting more inexperienced players in when the opportunity presents itself. Coaches should consider the opponent's skill level when substituting players in.

J. Moving Players Up – Meadowridge will try to offer students the opportunity to play team athletics from Gr. 5 through to Gr. 12. We will try to ensure we are able to offer a team at the senior level by having Junior (Gr. 8-10) and Senior coaches work together to ensure the Senior team has enough players. As a general policy we will move Junior players up to the Senior team in order for the team to be viable. If a Senior team has enough committed players to run competitively, we will only move players up if a player will be a significant contributor (a starter) and developmentally appropriate for the athlete in question. Generally, a player will not be moved up to a Senior team full-time during a season if they are not a starter and there are already enough players on the higher age team. Junior players may be called upon periodically throughout the season to support a Senior team due to absences, injury or illess. In these circumstances, Junior players would still be eligible for competition on their respective team. Junior players may also be moved up to the Senior team for playoffs, only after completion of their own season. It is essential coaches are in conversation with other coaches and the Athletic Director when considering moving players up to ensure such moves do not lead to rifts in teams or players moving up.

19. STAFF, COMMUNITY & PARENT COACHES

A. Meadowridge welcomes the contributions of community and parent volunteer coaches. Parents should speak with the Athletic Director if they are interested in assisting.

B. All volunteer coaches must give permission to allow the school to conduct a criminal records search. A community coach may also be asked to provide a list of references and previous coaching experiences.

C. A school team may hire an advisor to direct a single, or a series of practices that are designed to improve certain skills. The school may pay the fees for a coaching advisor if the Athletic Director and other coaches deem the session to be beneficial for the advancement of their respective teams. In all other instances, the team members and coach will pay the fees.

D. Coaches on staff, as well as community and parent coaches, may be provided opportunities to upgrade their knowledge within their sport at workshops and clinics. The school will cover the costs as the athletic budget allows. The Athletic Director must be informed in advance, or initiate the registration, if the cost will be covered through the athletics budget.

Please contact us to discuss any policies, concerns, clarifications or just to tour the faciliaties and chat.

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