

***STEVESTON – LONDON  
ATHLETICS***



***Athlete Package  
2024-2025***



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## INSTRUCTIONS

1. Parent/Guardians and Student Athletes, please Read the entire Athletics Package thoroughly.
2. Do not print off the entire Athletics Package.
3. There are only 3 pages that need to be printed.
4. By signing these pages, you acknowledge that you have read the Athletic Package thoroughly and agree to all of the requirements for participating on a school sports team.
5. Please fill out all information.
6. Please sign in the correct spots.
7. Please return these forms to Mr. Stoddard in Room 301 or the PE Office.



# Steveston-London Secondary School

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Tel: 604-668-6668 Fax: 604-668-6672  
Website: <http://slss.sd38.bc.ca>



September 5, 2024

To all Shark Student-Athletes, Parents and Guardians,

Welcome to another exciting year of Shark Athletics. Steveston-London is extremely excited to be working with all of you to provide an experience that is second to none. Please take the time to read the entirety of this Athletic Package as there have been a number of changes at both the district and school level. All the revised forms and documentation can be found on our website [slss.sd38.bc.ca/extracurricular/sharks-athletics](http://slss.sd38.bc.ca/extracurricular/sharks-athletics).

The New Athletic Package contains 8 important documents that every student, parent/guardian, coach and teacher sponsor must read and agree to follow. These include the following:

- Potential Hazards of Sports and Games
- Potential Hazards of Sports Event/Outing
- RSSAA Player Participation Consent Form
- BCSS School Sports Student-Athlete's Code of Conduct
- Steveston-London Philosophy and Policies
- Notice of Athletic Fees
- Uniform Care Policy
- Concussion Awareness, Response and Management Protocol

Fortunately, students and parents are only required to print off one double sided page acknowledging that you have read and agree to the terms of the Athletic Package. You must print the **Participation on a Secondary School Athletic Team Consent Form**, fill out the necessary information and return to the Team Coach or Athletic Director before being allowed to participate. That's it, one form. Please take the time to sit down with each other and go over these documents.

Additionally, we will not be collecting Uniform Deposits for the Fall Season. By signing the consent form, you acknowledge that the student's school account will be charged a fee for loss or damage to the player's uniform. All students must pay this fee before continuing to participate in the school's athletics program.

We have also made it easier to pay your Team Fees by adding these to the school's online payment system. Cash and Cheques (payable to Steveston-London Secondary) will still be accepted by the Athletic Director, however, it is our hope that Parents/Guardians will use the online option if you have the ability to do so.

Lastly, many of our sporting events require Volunteer Drivers. The Driver Authorization form must be filled out if you will be driving students to the game. This provides an extra level of protection for all driver's and students in the event of an accident on the way to or home from games.

Thank you in advance for your time and patience with dealing with these new policies. It is our intention to make it easier for all parties; students, coaches, sponsors and especially parent/guardians. We wish all participants in Shark Athletics a happy, healthy and safe experience this year.

Go Sharks!

Jamie Stoddard  
Steveston-London Secondary Athletic Director  
[jstoddard@sd38.bc.ca](mailto:jstoddard@sd38.bc.ca)

**PARTICIPATION ON A SECONDARY SCHOOL ATHLETIC TEAM**

The purpose of this letter is to inform you that your child has joined a school athletic team for the **2024/2025** season. Your signature on the attached Consent Form confirms that you 1) are aware of the information provided in this letter, 2) acknowledge the inherent risks, and 3) give consent for your child to participate on athletic teams at **Steveston-London** during this athletic season.

Athletic teams at this school participate in the Richmond Secondary Schools' Athletic Association league and South Fraser Athletic Association. Competition includes league, exhibition, and tournaments within BC that do not require overnight travel/accomodations.

Below is the information for this athletic season. Your child has been selected for: \_\_\_\_\_

<b>FALL SPORTS (September to November)</b>	<b>WINTER SPORTS (November to March)</b>	<b>SPRING SPORTS (March to June)</b>
Grade 8 Girls Volleyball Grade 9 Girls Volleyball Grade 10 Girls Volleyball Senior Girls Volleyball Grade 10 Boys Volleyball Senior Boys Volleyball Aquatics (Co-ed / All Grades) Cross Country (Co-ed / All Grades) Boys Soccer (All Grades)	Grade 8 Girls Basketball Grade 9 Girls Basketball Grade 10 Girls Basketball Senior Girls Basketball Grade 8 Boys Basketball Grade 9 Boys Basketball Grade 10 Boys Basketball Senior Boys Basketball Table Tennis (Co-ed / All Grades) Curling (All Grades)	Grade 8 Boys Volleyball Grade 9 Boys Volleyball Girls Soccer (All Grades) Golf (Co-ed / All Grades) Grade 8 Badminton (Co-ed) Junior Badminton (Co-ed / Gr 9/10) Senior Badminton (Co-ed) Tennis (Co-ed / All grades) Junior Ultimate (Co-ed/Gr 8-10) Senior Ultimate (Co-ed)

All teams are supervised by a school employee or a community coach. This information, along with practice, game dates, times and location, can be found **by contacting the school athletic director**. Please note that your child may not be directly supervised by an adult at all times while on this school athletic team. Please note that accidents can be the results of the nature of the activity and can occur with or without any fault on either the part of the student, or the school board or its employees or agents, or the facility where the activity is taking place. By allowing your child to participate on this athletic team, you are acknowledging these risks and give consent to your child to participate on school athletic teams.

We ask that you keep this letter at home and have your child return the completed and signed Consent Form to the coach no later than **one week prior to your child's first game**.

We require parent volunteer drivers to transport Student-Athletes to/from our away games and competitions. All parent volunteer drivers need to complete the SA-61 Driver Authorization Form for Volunteer and Staff; this Form is available from your coach/teacher sponsor or at the school office or the School District website [www.sd38.bc.ca/parents](http://www.sd38.bc.ca/parents). Thus, if you would like to be a parent volunteer driver, please complete the Form and return it to the office, to get Principal approval, at least one week before the first game.

At the Grades 8-9 level, transportation to/from games and competitions is organized by the coach and/or teacher sponsor with the cooperation of parent volunteer drivers. Occasionally, teachers or coaches are able to drive Student Athletes. Some Student Athletes prefer to make their own transportation arrangements home at the end of games and competitions; if you accept this method of transportation, then please indicate this on the Consent Form.

If you have any questions about your child's participation on this school athletic team, please contact me at [jstoddard@sd38.bc.ca](mailto:jstoddard@sd38.bc.ca)  
Thank you for your support!

Sincerely,

Jamie Stoddard

Athletic Director

Please Keep this form at home for your records.

## **SPORTS AND GAMES**

### **POTENTIAL HAZARDS/RISKS**

- Injuries related to motor vehicle crashes en route to and from activity area
- Becoming lost or separated from the group or the group becoming split up
- Injuries related to slips, trips, and falls in the program area or en route to/from it
- Injuries related to colliding with another person or with a fixed object
- Injuries related to the physical demands of the activity and/or lack of activity skill
- Foot, knee or other leg injuries (e.g., blisters, sprains, strains)
- Overuse injuries/conditions
- Injury related to equipment (e.g., improper fit, improper adjustment, malfunction, improper use);
- Weather changes creating adverse conditions
- Hypothermia due to insufficient clothing
- Loss of manual dexterity in hands during cold and wet weather;
- Hyperthermia (e.g., heat exhaustion, heat stroke) due to insufficient hydration, overdressing, and/or overexertion in a hot environment
- Allergic reactions to natural substances (e.g., bee or wasp stings)
- Psychological injury due to anxiety or embarrassment (e.g., re: body size or shape, lack of fitness or skill)
- Illness related to poor hygiene, Covid-19; and
- Other risks normally associated with the activity and environment.

### **MITIGATION STRATEGIES/PROCEDURES**

#### **Teacher/Leader Readiness**

- The teacher/ leader/coach must be competent to organize the sport or game activity; to demonstrate, instruct and supervise it, and to effect rescue and emergency procedures as necessary.
- Assistant teachers/leaders/coaches should have adequate knowledge, skill, fitness and related experience to support the group.

#### **Location/Equipment**

- The Lead Teacher/Coach must be familiar with the facility/area used; e.g., inherent hazards, direction of activity, spacing of students, emergency support.
- Protective equipment (e.g., helmets, padding) must be required while engaging in sports where the inherent risks of the activity suggest it is necessary and where such equipment use is the norm. Consider the age/grade, speeds involved and potential for impacts with the ground or other fixed objects or with other students participating or equipment involved. See Helmets in Special Considerations for detailed information.

#### **Instruction and Coaching**

- Support students and others involved in understanding the rules of play.
- Encourage use of Codes of Conduct for students, instructors/coaches and parent/guardians for competitive leagues and fair play codes for recreational settings.
- For competitive sport above initiation levels, support adequate physical training and conditioning of students for the demands of the activity. In developing training programs, consider all of the physical parameters involved; e.g., strength, endurance, balance, flexibility, aerobic conditioning, skill development.

- Encourage and support development of psychological aspects of training and competition as appropriate; e.g., decision making, risk taking, ethics, stress management etc.).
- Learn to recognize and encourage athletes to learn the early signs and symptoms of overuse injuries (e.g., pain on movement, loss of strength, loss of range of motion).
- When a student or athlete is injured during sport training or competition, encourage the parent(s)/guardian(s) to seek early diagnosis and rehabilitation of the youth by a doctor.

## **SPORTS EVENT/OUTING**

### **POTENTIAL HAZARDS/RISKS**

- Injuries related to motor vehicle incidents en route to and from the activity area
- Becoming lost or separated from the group or the group becoming split up
- Injuries related to slips, trips, and falls in the program area or en route to/from it
- Injuries related to colliding with a moving object (e.g., another participant) or with a fixed object (e.g., a post, a wall)
- Injuries related to ill-fitting equipment, equipment malfunction, or failure to use the equipment properly
- Injuries related to the physical demands of the activity and/or lack of activity skill
- If outdoors, sub-optimal weather or weather changes creating adverse conditions students are not properly dressed for; e.g.,:
  - Hypothermia due to insufficient clothing
  - Loss of manual dexterity in hands during cold and wet weather
  - Hyperthermia (e.g., heat exhaustion, heat stroke) due to insufficient hydration, overdressing, and/or overexertion in a hot environment
- If outdoors, allergic reactions to natural substances (e.g., bee or wasp stings)
- If outdoors, injuries related to interactions with animals and plants in the environment
- Psychological injury due to anxiety or embarrassment (e.g., re: body size or shape, lack of fitness and/or skill)
- Illness related to poor hygiene, and
- Other risks normally associated with the activity and environment. If not covered above, the specific unique risks associated with the sport must be identified and addressed.

### **MITIGATION STRATEGIES/PROCEDURES**

#### **Teacher/Leader Readiness**

- The teacher/leader must be competent to organize the activity; to demonstrate, instruct and supervise it, and to effect rescue and emergency procedures as necessary.
- The teacher/leader must be familiar with the area and/or route.
- Assistant teachers/leaders should have adequate capacity to support the group.

#### **Location/Venue**

- Guidelines related to travel by bus or walking to/from a site are covered in Travel to/from Off-site Destinations in the General Considerations. If travelling by a means other than bus or walking, see Transportation in Special Considerations.
- The Team Manager, if one is available, handles travel logistics as much as possible so the coach can focus on coaching.
- Identify a safe, allowable way to transport equipment considering the safety of the students and minimal potential for damage to the equipment. (e.g., some large items such as big instruments, background sets, props, etc. may not be permitted in the cabin of a school bus and need to be transported in a lower luggage hold - which not all buses have). Address any such issues when booking.
- Determine what school and personal equipment will be provided and what will need to be brought. For larger equipment consider the possibility of borrowing or renting rather than transporting to avoid potential loss or damage.
- Label each baggage item with the school's and/or individual's name, school address and phone number.
- Identify and assess venue and activity related risks as these are evident and manage (e.g., by notifying the appropriate officials, warning one's athletes or taking other appropriate action)



- Be informed, and as appropriate, inform one's athletes of:
  - the layout of the venue and where key personnel are stationed,
  - how any transportation within or between venues is being handled,
  - the location of emergency equipment and first aid (equipment and personnel),
  - safe areas to warm up or cool down without interfering with ongoing competition,
  - the rules and regulations governing the sport and the particular event, and the consequences of failing to follow them, and
  - other information, warnings, etc. of relevance to the athletes participating safely and allowing other athletes to do the same.

### **Equipment**

- The weather forecast, duration of the walk to/from or outdoor planned activities will determine what, if any, extra clothing and equipment is needed. Generally, students should carry their own daypacks (e.g., water bottles, snacks, extra clothing and/or other items).
- An appropriate first aid kit should be carried or accessible within five (5) minutes;
- A charged cell phone or other appropriate telecommunications device should be carried.

### **Instruction**

- Instruct students in what to do if they get lost/separated from the group (e.g., stay put, find a venue staff, go to a particular door or gate or other pre-determined re-uniting location, phone the school who can then call the teacher).
- Instruct the students regarding safe participation in the sport or activity, including:
- Common risks related to the activity and hazards in the environment.
- The need to follow all rules and regulations related to the sport or activity.
- The need to remain within the established boundaries of play.
- The need to wear any safety gear required to participate.
- The need to use equipment as intended and to work to prevent unnecessary breakage of equipment.
- The expectation that if a student notes anything they believe is unsafe with respect to the activity area or equipment, they will promptly notify their coach or an official.
- The expectation to play fair.

**RICHMOND SECONDARY SCHOOLS' ATHLETIC ASSOCIATION – PLAYER PARTICIPATION CONSENT FORM (Revised 2012.09.02)**

**PARENTS:** In order to be eligible to participate as a representative of Steveston-London Secondary this form must be completed by the athlete and their parent/legal guardian for this athletic activity.

Steveston-London Secondary is a member of Richmond Secondary Schools' Athletic Association (RSSAA), Vancouver and District Inter-High School Athletic Association (V&DIHSAA), and BC SCHOOL SPORTS (BCSS) and subscribes to Rules and Regulations of these Associations.

The athletic program offered by Steveston-London Secondary is a voluntary experience in which students may or may not choose to participate. Accidents may occur while participating in this activity. These accidents may cause injury. Accidents can be the result of the nature of the activity and can occur without any fault on either the part of the student, or the school board or its employees or agents or the facility where the activity is taking place. By allowing your child to participate in this activity you are accepting the risk of an accident occurring. If you have any questions or concerns about this activity, please contact the Athletic Director.

By selecting to participate in this program, however, the student must respect and abide by these sets of standards. Violation of these standards may result in suspension and/or removal from the inter-high school athletic program. Because the student represents the entire school, the student must demonstrate appropriate conduct on and off the field in a manner that will always reflect the high standards and ideals of our school and the community. Therefore, the following regulations pertain to a student who represents Steveston-London Secondary and the Richmond School District in this athletic program.

**DISCIPLINE NOTICE OF RULES AND REGULATIONS**

1. It shall be the responsibility of sponsors and/or coaches to advise their competitors their parent's/legal guardian in writing at the beginning of each season of the rules and regulations which govern their conduct while they are participating in activities under the jurisdiction of the RSSAA, the V&DIHSAA and/or BC School Sports.
2. Competitors shall be advised by their sponsor and/or coach of possible penalties which may result from contravention of said rules and regulations. This information may be given in writing.
3. Notwithstanding the requirements of (a) and (b) above, failure of the RSSAA, V&DIHSAA, or coaches and/or sponsors to advise competitors of applicable rules, regulations, and penalties shall not be accepted as justification for any violation of said rules and regulations.

**JURISDICTION**

Any time a student represents a member school, the student is under the jurisdiction of the RSSAA with regard to discipline, whether playing another member of this Association or not.

**1. BC SCHOOL SPORTS (BCSS):**

- 1.1. BC SCHOOL SPORTS (BCSS), as the governing body for secondary school sport in British Columbia, its recognized Athletic Associations (Bylaw XIII) and its Sports Commissions (Bylaw 11.1.5 and Operating Policy 5.1) have jurisdiction over Disciplinary Policies and Procedures as stated in the BCSS Competitive Policies - Section 8 and the BCSS Harassment Policies (Operating Policies 6.2).
- 1.2. Any disciplinary action taken by a Member School, a recognized Athletic Association or a Sport Commission against a participant will be recognized by all Member Schools, Athletic Associations and Sport Commissions. This includes membership-wide adherence to any disciplinary action taken involving a probationary period, a suspension or a warning.
- 1.3. The disciplinary jurisdiction of BCSS, its recognized Athletic Associations and its Sport Commissions is limited to a disciplined participant's current, continued or future participation in activities, programs or projects of BCSS, its recognized Athletic Associations and its Sport Commissions.
- 1.4. Disciplinary action taken by a Member School against its students, school coaches, volunteers and/or any other participant, including spectators, that is over and above any participatory disciplinary action taken by BCSS, its recognized Athletic Associations or its Sport Commissions will be recognized by BCSS, its recognized Athletic Associations and its recognized BCSS Sports Commissions.
- 1.5. During provincial championships, sports commissions shall form a Disciplinary Committee to deal with any gross violations of behaviour or conduct by a student-athlete and considered to be unacceptable by the Committee.
  - 1.5.1. Students: While discipline might include banning an athlete from further participation in a tournament, the coach of the player must still assume responsibility for the supervision of the athlete and deal with further disciplinary action in accordance with school or district regulations.

**2. VANCOUVER AND DISTRICT INTER-HIGH SCHOOL ATHLETIC ASSOCIATION (V&DIHSAA):**

The V&D Association shall have jurisdiction in the following situations and the information regarding the incident will be forwarded by the RSSAA to the Secretary-Treasurer of the V&DIHSAA.

- 2.1. Incidents of improper conduct occurring in V&D Championship competitions that involve players of different Local Associations (zones) of the V&DIHSAA.
- 2.2. Incidents of improper conduct by players of different Associations of the V&DIHSAA in the vicinity of a V&D Championship game but not during the game.

**3. RICHMOND SECONDARY SCHOOLS' ATHLETIC ASSOCIATION (RSSAA):** The RSSAA shall have jurisdiction in the following instances for a first occurrence involving any given competitor. It is the responsibility of the teacher/coach, or teacher/sponsor to report **in writing** the below incident(s) to the RSSAA Vice-President.

- 3.1. Incidents of improper conduct between competitors.
- 3.2. Incidents of improper conduct between competitors and spectators.
- 3.3. Incidents of improper conduct between competitors and game officials.
- 3.4. Incidents of improper conduct between competitors and adults in a position of authority; and
- 3.5. Improper conduct (e.g. violations of the BC SCHOOL SPORTS Student-Athlete Code of Conduct clause 2.2.2 or participating in an activity prohibited by law) by a player of the RSSAA or a player registered in a RSSAA League in the vicinity of the game venue but not during the game, that are not under the jurisdiction of a BC SCHOOL SPORTS Commission and that are not part of an overnight trip to an area outside of the Lower Mainland and while under the supervision of an authorized school board employee.
- 3.6. **BC SCHOOL SPORTS Student Athlete Code of Conduct 2.2.2**
  - 2.2.2. Exercise Self-Control at all times
    - i) remember that there is no place in sport for drugs or alcohol
    - ii) refrain from the use of foul or profane language
    - iii) refrain from the use of physical force outside of the rules of the game
- 3.7. Improper conduct (e.g. violation of the BC SCHOOL SPORTS Student-Athlete's Code of Conduct clause 2.2.2 or participating in an activity prohibited by law) by, and as a player while traveling to and from their home school, while under the supervision of an authorized school board employee and it is not an overnight trip.

**4. SCHOOL ATHLETIC DISCIPLINE COMMITTEE**

Instead of the RSSAA Discipline Committee, a School Athletic Discipline Committee shall hear the case for a competitor who has been ejected by a game official for the first time (an exception is the 5th personal foul in Basketball) and the incident is not a violation of the BC SCHOOL SPORTS Student-Athlete's Code of Conduct Clause 2.2.2.

## **SCHOOL ADMINISTRATION**

The School Administration has the sole jurisdiction for an incident of improper conduct when a student is on an overnight trip away from the Lower Mainland, the incident did not take place during the competition and it was not in the vicinity of the competition venue, subject to the exception of competition under the jurisdiction of a BC SCHOOL SPORTS Commission (BCSS Competition Policy F10.1 & RSSAA Policy L2.5 in the Discipline Section).

The jurisdiction of a BC SCHOOL SPORTS Commission, the V&D, and the RSSAA are limited to sanctions related to athletic participation of a student. School Administrators have jurisdiction for school rules and their sanctions are not limited to athletic participation.

## **RSSAA DISCIPLINE COMMITTEES**

1. The RSSAA Discipline Committee shall consist of the RSSAA Vice-President, the RSSAA League Convenor for that specific sport, and an Administrative Representative from the RSSAA Board of Directors.
2. In the event of a potential conflict between the school, or an individual in question and a committee member, the RSSAA President shall designate an alternate.
3. The School Athletic Discipline Committee shall consist of the School Athletic Director, a School Administrator, and a teacher who does not currently coach the sport that the athlete plays.

## **DISCIPLINARY ACTION PENALTIES**

1. A competitor ejected by a game official from the competition for an incident that is not a violation of the BC SCHOOL SPORTS Student-Athlete's Code of Conduct Clause 2.2.2 is subject to a minimum penalty of a suspension for one restricted or unrestricted competition to a maximum penalty of a suspension for the remainder of the competitor's current athletic season and one more complete athletic season.
2. A competitor ejected by a game official from the competition for an incident that is a violation of the BC SCHOOL SPORTS Student-Athlete's Code of Conduct Clause 2.2.2 is subject to a **minimum penalty** of a suspension from competitions and practices until the decision of a RSSAA Discipline Committee Hearing is rendered. The Discipline Committee shall deal with the case as soon as possible and not longer than 10 working days after the RSSAA Vice-President has received the required reports. The **maximum penalty** is the suspension from all athletic practices and competitions for the remainder of the current athletic season and an additional calendar year (three more athletic seasons).
3. For an incident of improper conduct (e.g. violations of the BC SCHOOL SPORTS Student-Athlete's Code of Conduct Clause 2.2.2 or participating in an activity prohibited by law) by a player that is not game related but while under the supervision of an authorized school board employee is subject to a minimum penalty of a suspension from competitions and practices until the decision of the RSSAA Discipline Committee Hearing is rendered. The Discipline Committee shall deal with the case as soon as possible and not longer than 10 working days after the RSSAA Vice-President has received the required reports. The maximum penalty is the suspension from all the athletic practices and competitions for the remainder of the current athletic season and an additional calendar year (three more athletic seasons) subject to the exception of an incident that occurs under the jurisdiction of Discipline Policy 2.5. (School Administration)
4. For Discipline Cases convened by a School Athletic Discipline Committee, the student athlete will remain suspended until a completed School Discipline Report Form has been received by the RSSAA Vice-President and the Vice-President communicates to the school that the suspension of the student athlete can cease.
5. An appeal of the decision of the School Athletic Discipline Committee or the RSSAA Discipline Committee are the jurisdiction of the RSSAA Jury of Appeal.

## **REPORTING AND NOTICE OF CHARGES**

1. Reports of incidents of misconduct must be sent by the game official, the competitor(s), and the competitor(s) coach and/or sponsor, to the School Athletic Director or the RSSAA Vice-President depending on the jurisdiction of the incident. If the incident is under the jurisdiction of the RSSAA Discipline Committee, the Discipline Report is to be submitted on the designated form and must be signed by the Principal of the competitor's school.
2. A competitor who has been disqualified from a game for disciplinary reasons shall not participate in any subsequent exhibition, league, or playoff games until the required reports have been received by, and dealt with by the appropriate Discipline Committee.
3. A competitor who has been involved in a disciplinary incident but not disqualified from a game, may participate in subsequent exhibition, league, or playoff games at the discretion of the RSSAA Vice-President. The RSSAA Vice-President should communicate with the Principal to ensure consistency of disciplinary action. This provision is intended to be an interim measure pending a decision by the appropriate body.
4. A copy of the Disciplinary Reports, together with a copy of the published rules and regulations, and possible penalties, and a notice of the hearing date shall be sent to the parents or legal guardian of the competitor involved.

## **DISCIPLINARY HEARING**

1. The Disciplinary Hearing shall be held as soon as possible after the required reports have been received by the School Athletic Director or the RSSAA Vice-President for incidents under the jurisdiction of the RSSAA.
2. The competitor in question may, shall attend the Disciplinary Hearing and may be accompanied by a parent, coach, and/or advisor.
3. The competitor in question or his/her representatives shall advise the Athletic Director for School Athletic Discipline Committee Hearings or the RSSAA Vice-President for RSSAA Discipline Committee Hearings of his/her intention to attend the Disciplinary Hearing.
4. The competitor in question shall be given an opportunity to present his/her explanation of the disciplinary incident.
5. After the competitor in question and his/her representative(s) have appeared before the School Athletic Discipline Committee, the RSSAA Discipline Committee, or the RSSAA Jury of Appeal, the Discipline Committee shall meet to render a decision.
6. The decision of the Discipline Committee shall be communicated to the School Athletic Director, in writing, as soon as possible. If it is a decision from the RSSAA, the School Athletic Director, or teacher/sponsor should be first notified of the decision by telephone.

## **JURY OF APPEAL**

1. The RSSAA Jury of Appeal shall serve as Disciplinary Appeals Committee for all decisions made by a School Athletic Discipline Committee or a RSSAA Discipline Committee.
2. To appeal a disciplinary decision made by the School Athletic Discipline Committee or the RSSAA Discipline Committee, a competitor must submit a letter with the signature of his/her Principal to the RSSAA President.

**BC SCHOOL SPORTS  
STUDENT-ATHLETE'S CODE OF CONDUCT**

The actions of a Student-Athlete are a reflection of 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 sport is a privilege, not a right.

**Student-Athletes shall:**

Treat Everyone with Respect

- Treat team-mates, coaches, opponents, event organizers and spectators with respect
- Respect and accept with dignity the decisions of officials
- Be generous in winning and graceful in losing

Exercise Self-Control at all times

- Remember that there is no place in sport for drugs or alcohol
- Refrain from the use of foul or profane language
- Refrain from the use of physical force outside of the rules of the game

Demonstrate Fair Play

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

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**BC SCHOOL SPORTS/SPECTATOR'S CODE OF CONDUCT**

**Spectators are encouraged and welcomed to attend secondary school sporting activities. Spectators should:**

Treat Everyone with Respect

- Cheer in a positive manner for all competitors
- Respect the decisions of officials
- Not interfere with the play or competition
- Be courteous and respectful to other spectators, all competitors, coaches, event organizers and officials

Exercise Self-Control at all times

- Respect the rules and regulations of the facility
- Refrain from the use of foul or profane language
- Refrain from the use of physical force
- Refrain from the use of physical force of any kind

**PHILOSOPHY AND POLICIES**  
**TEAM = ATHLETE + COACH + PARENT**

This form is intended to give a brief overview of our athletic policy and philosophy at this School and also the expectations of each individual on the teams that represent our school.

**PHILOSOPHY**

- Teams in all divisions are to compete at the highest level possible
- Encourage full participation and dedication from our student athletes
- Improve knowledge and teaching methods of our coaches through training and mentorship
- Encourage participation and full commitment from parents, administration, and teachers in the Athletic Program
- Promote the idea that having fun in athletics comes from hard work and commitment, which, in turn will lead to success.

**POLICIES**

1. Any student who participates in an extra-curricular activity shall adhere to all the rules and regulations as set out by the Richmond Secondary Schools Athletics' Association (RSSAA), which is the governing body of all extra-curricular athletic activities in Richmond.
2. Any athlete observed by the coaching staff or teacher sponsor to be under the influence of alcohol or drugs while involved in a school---sponsored event will be:
  - a. Sent home immediately with parental notification at the athlete's expense
  - b. Reported to the Principal or Principal Designate with possible police involvement and suspension from school.
  - c. Suspended from athletic competition for that year.
3. In accepting the terms of team sportsmanship, players are subject to obey all reasonable directions of the coach and teacher sponsor. Failure to do so can result in suspension from the team.
4. Athletes will exemplify the true spirit of sportsmanship towards officials, opponents, spectators and fellow team members.
5. Athletes are to be prompt for every practice, game and meeting. Prior to an activity, coaches must be notified by the athlete of an upcoming absence.
6. Students who are issued a uniform at the beginning of the season are required to maintain it, keep it in good condition and return it at the end of the season, clean and in good condition. A charge will be issued for any damaged or unreturned uniforms. Uniforms that have been damaged, destroyed or lost are the responsibility of the student who is issued the uniform.
7. In all environments (home, away, trips) athletes are expected to be polite and courteous to everyone with whom they are in contact. Any complaint of a serious nature may result in being sent home immediately and suspension from the team.
8. On all school---sponsored functions, athletes should dress neatly and appropriately as representatives of our school.
9. It is the athlete's responsibility to let subject teachers know in advance of absences from class so that work will not be missed. Early dismissals are at the discretion of the classroom teacher. Teachers are asked to communicate to the Athletic Director if there are issues.
10. A student participating in one activity or sport may not participate in another until his/her commitment to the first activity has been fulfilled.
11. Once selected to a school team, a student is expected to maintain a level of academic achievement, effort and behaviour consistent with the expectations of the school and consistent with the ability of the student.
12. Once a student and parent have signed this form they are committed to that sport for the season. If a student decides to quit a team before the season is over, the player should be aware that they may not be allowed to take part in any other school team for the remainder of the school year, due to a lack of commitment on their part.

13. A student who has an unexcused absence from school on the day of an inter---school competition which their team is competing in, will not be permitted to compete.
14. A student must meet the eligibility requirements of the RSSAA and B.C. School Sports.
15. A student may be suspended from the team if behaviours do not conform to the above policies.
16. Transportation – For many events, parents/guardians/students will be required to act as drivers to transport students to and from school games or tournaments. All volunteer drivers must complete a district Driver Authorization for Volunteer and Staff - Registration and Approval (SA61) and have this signed by the Principal or Principal Designate before transporting any students on a school sponsored field activity.
17. Parent involvement is crucial to the success of the Athletic Program. Therefore, the Athletic Department expects parents to respect the athletes, officials, and coaches at all sporting events. If you have any concern during the season, talk to your child first, and if you are not satisfied please follow the complaint process: athlete – coach – athletic director – Principal or Principal Designate.

**ATHLETIC FEES**

Dear Parents/Guardians,

This letter indicates the extra-curricular participation athletic fee your child may have spoken with you about. We are asking each player to pay a participation fee to subsidize the cost of uniforms, officiating, league registration and transportation. A specific list of the allocation of athletic fees can be found below. **All Fees are Subject to Change.**

**Athletic Fees:**

Fall		Winter		Spring	
Senior Volleyball	\$150.00	Senior Basketball	\$250.00	Bantam Badminton.	\$40.00
Junior Volleyball	\$100.00	Junior Basketball	\$165.00	Jr./Sr. Badminton.	\$70.00/100.00
Juvenile Girls Volleyball	\$80.00	Juvenile Basketball	\$120.00	Tennis.	\$50.00
Bantam Girls Volleyball	\$80.00	Bantam Basketball	\$120.00	8/9 Boys Volleyball	\$60.00
Cross Country.	\$30.00	Table Tennis	\$40.00	Sr. Girls Soccer	\$60.00
Sr. Boys Soccer	\$60.00			Track & Field	\$40.00
Aquatics.	\$50.00			Jr./Sr. Ultimate.	\$100.00
				Golf	\$50.00

**Please note that additional team fees may apply.**

Allocation of Athletic Fees:

The Student Athletic Fees Help Pay for the Following:

- Team Uniforms
- First Aid Training Equipment
- Registration Fees
- B.C.S.S. Fees
- RSSAA Fees
- 2 Tournament Fees
- South Fraser SFAA Fees
- Major Officials (Referees)
- Minor Officials (Scorekeepers)
- Minor Repair Costs for Equipment
- Coaching Materials
- Administrative Equipment
- Perpetual Plaque Engraving
- Awards
- Sport Specific Equipment
- TTOC Costs for Replacement Employees

Team Specific Fees May Help Pay For Some Of The Following:

- Extra Tournament Fees
- Transportation Costs
- Team Equipment Costs
- Team Clothing Costs
- Other Miscellaneous Costs
- Provincial Championship Participation

Each player must submit his or her athletic fee prior to participating. If the fee is not submitted the player will not play. If there are any questions or concerns, please contact Mr. Stoddard at the school.

Sincerely,

Mr. J. Stoddard  
Steveston-London Athletic Director

August 2019

## **UNIFORM CARE**

Athletes are given the privilege of wearing school uniforms when they participate on an athletic team. We presently have a routine of lending these uniforms to athletes during this season and then collecting them once the team is finished with its season.

If the uniform is damaged or not returned at the end of the season, the athlete will be **charged \$50 for Track and Field and Cross Country, \$80 for Ultimate and Volleyball and \$100 for Basketball and Soccer**. This is the fee it costs the school to replace the uniform.

It is the athlete's responsibility, therefore, to keep the uniforms in the same condition as it was received. Proper care of the uniforms requires following these guidelines:

1. **DO NOT**, under any circumstances, bleach the uniform
2. Wash uniforms in cold water (to hold colour) and wash with items that are the same colour
3. **DO NOT** put the uniform in the dryer; please hang it to dry.

Following the above guidelines will help ensure that we may continue to use these uniforms to their full potential, thus reducing the funding necessary for uniforms in the future.

**I have read the above information and agree to follow the guidelines for uniform care. If I lose or damage my uniform, then I understand that I am responsible for its replacement.**



# HOW WE LEARN AND WORK TOGETHER

The Board of Education recognizes its obligation to provide all members of our school district community with a positive climate and a safe, healthy environment.

**As we learn and work together, we will...**

- 1** Show respect for the diversity of the members of our school and district community.
- 2** Behave in a safe, considerate and courteous manner.
- 3** Not threaten, harass, intimidate or assault, in any way, any person within our school district community, through physical violence, print or electronic media.
- 4** Not be in possession of weapons, dangerous articles, alcohol or illegal drugs while in school or work.
- 5** Show respect and pride in our school district buildings and equipment through care and appropriate use of school district property.
- 6** Respect the non smoking environment of our schools and school district facilities.

Our expectations for how we learn and work together shall apply to everyone in our schools and at school functions.

The complete code of conduct  
is available online at:  
[sd38.bc.ca/codeofconduct](http://sd38.bc.ca/codeofconduct)

 **RICHMOND**  
SCHOOL DISTRICT NO. 38



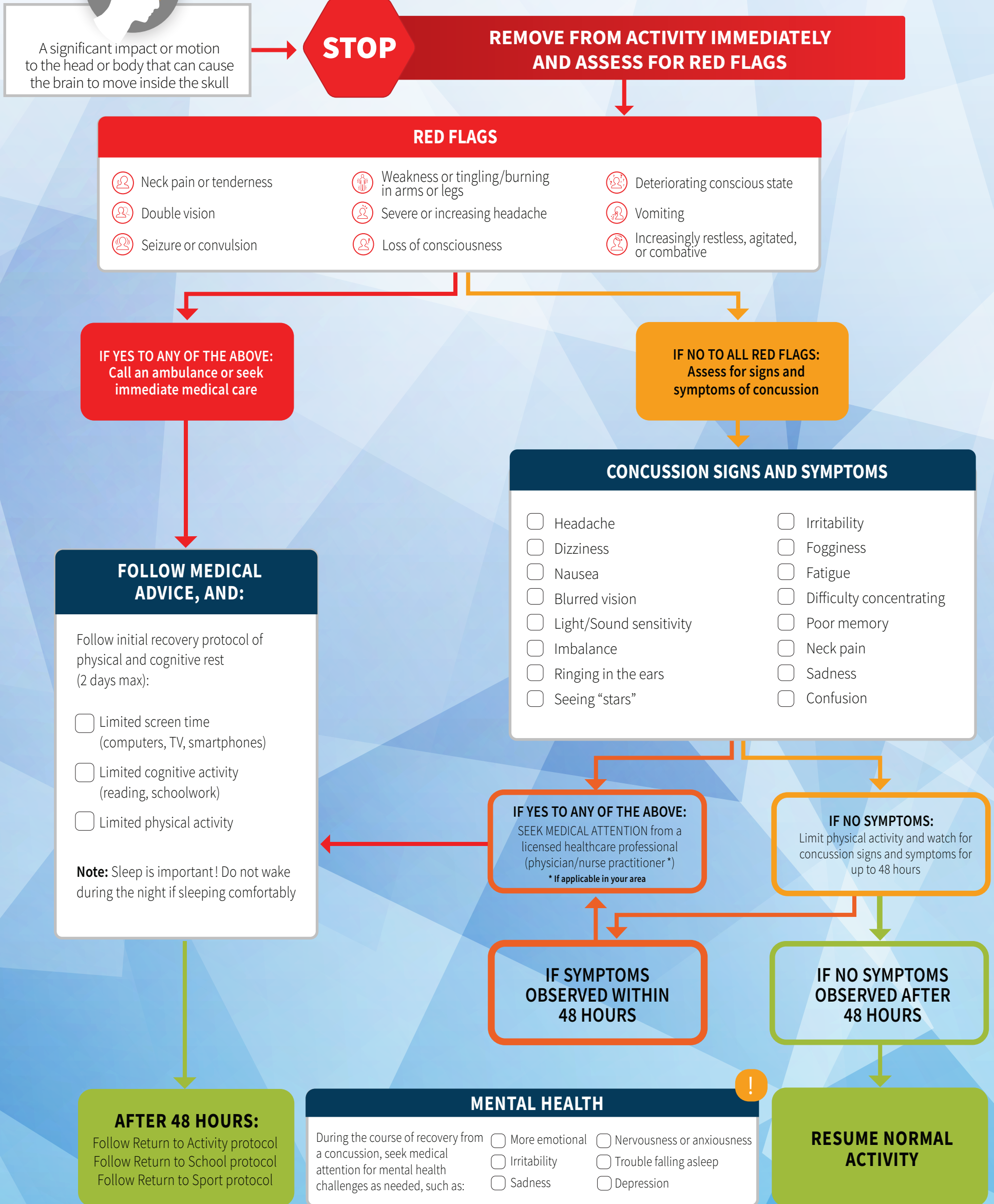
# Concussion Awareness, Response, and Management

A concussion is a brain injury and should be taken seriously.

If you suspect a concussion, please report it to the principal and child's parent/guardian.



CONCUSSION AWARENESS TRAINING TOOL



For more information on concussions, visit [cattonline.com](http://cattonline.com).



# GRANT APPLICATION GUIDELINES

## KidSport Richmond

KidSport provides funding for kids from families that need financial support to help cover the cost of sport registration fees #SoALLKidsCanPlay! Max grant: up to \$700 per child per calendar year.

### HOW TO APPLY

1

REGISTER YOUR CHILD IN A SPORT

- Sport must be affiliated with the member sport organizations of Sport BC (see [sportbc.com/members](http://sportbc.com/members))
- Programs should be a min. of 6 weeks with at least one session per week

2

SUBMIT A GRANT APPLICATION

- Applications can be submitted online or using our paper form, ideally prior to the start of the sport program
- Online applications require your Notice of Assessment showing line 15000 from the most recent tax year\* for all income earners in the household, OR
- If you're applying using the paper form you must submit one of:
  - Your most recent Notice of Assessment for all income earners in the household
  - Proof of foster parent status, income assistance or disability assistance
  - OR have a trusted professional endorse your application to verify your financial need
- Completed paper applications can be submitted by email, mail or fax.

3

IF APPROVED, FUNDS ARE SENT TO THE SPORT CLUB

- Please allow up to 60 days for notification of application status
- The KidSport chapter must be notified if the athlete withdraws from the sport activity

### WHO IS ELIGIBLE?

- ✓ Kids 18 years old and younger
- ✓ Facing financial hardships\*
- ✓ Registered in an eligible sport program
- ✗ Camps, dance, travel, fundraising, equipment, and championships **do not qualify**

\*KidSport considers social and economic barriers facing the athlete's family when determining eligibility for funding. Statistics Canada's Low Income Guidelines (LICO) are used as a guideline to determine financial eligibility. If your income is higher, extenuating circumstances can also be taken into account.

### CONTACT US

KidSport Richmond  
PO Box 162  
185-9040 Blundell Road  
Richmond, BC V6Y 1K3

[kidsportrichmond@gmail.com](mailto:kidsportrichmond@gmail.com)

Tel: 778-803-7115

[kidsport.ca/british-columbia](http://kidsport.ca/british-columbia)

#### Privacy and Confidentiality

KidSport™ respects your privacy. We never sell, trade or loan your information to any other organization. Information provided in this application is being collected for the purpose of administering KidSport grants. This information will only be disclosed to KidSport personnel who need the information to carry out the responsibilities of their job, and to other organizations who may need to be contacted to process the application. Statistics are reported at the regional, provincial, and national level. Individuals are not personally identified. By completing this application form you agree to have all collected information stored in our online database system.





# KidSport™ Grant Application Form

## SECTION 1: ATHLETE/CHILD INFORMATION

First Name:	Last name:
City:	Age (18 and under):
Gender:	Birth Date (YYYY-MM-DD):
Please select if you are one of the following populations:      Indigenous      Athlete with a disability      New Canadian (resided in Canada for less than 10 years)	
Has this child received KidSport™ funding before?      Yes      No	

## SECTION 2: PARENT OR GUARDIAN

First Name:	Last Name:
Mailing Address:	
City:	Postal Code:
Phone:	Email:
Single Parent/Guardian      Dual Parent/Guardian	Number of children in home:    1    2    3    4    5    6    7+
How did you find out about KidSport:    Sport Organization    Recreation Centre    Website    School    Other	

**Please complete the following section. All boxes must be checked, and application must be signed for application to be processed:**  
 The information presented in this application is true and complete to the best of my knowledge.  
 I have read and agree to the privacy policy (see guidelines).  
 I give KidSport permission to contact me.  
 I agree to and understand that while KidSport is providing funding to cover the fees associated with my child's activity/sport, I will not hold KidSport responsible, nor will I take legal action under any circumstance (i.e. injury, etc.).

<b>Signature of parent/guardian:</b>	<b>Date:</b>
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## SECTION 3: SPORT ORGANIZATION

Sport:	Club/League/School Name:
Sport Start Date: (MM/DD/YYYY)	Sport End Date: (MM/DD/YYYY)
Mailing Address:	
City:	Postal Code:
Telephone:	Email:

<b>Total Registration Cost:</b>	<b>Grant Request: (max \$700)</b>
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## SECTION 4: FINANCIAL OR ENDORSER INFORMATION (provide one of A or B below)

- A) **Financial Information - Please attach a copy of ONE of the following for ALL income earners in the household:**
- Notice of Assessment (line 15000) from most recent tax year
  - Proof of Foster Parent Status
  - Proof of Income Assistance or Disability Assistance
- B) **Endorser Information - To be completed by a professional who is familiar with the family's social/economic barriers (i.e., social worker, religious leader, counsellor, physician, principal, etc.) The endorser cannot be associated with the benefiting organization.**

Name:	Position and Organization:
Mailing address:	City and Postal Code:
Email Address:	Phone Number:

I have thoroughly read and understand the guidelines of KidSport™ and agree this applicant meets the guidelines. I believe the family of this applicant has financial need and a grant from KidSport™ is essential to the child's participation in a season of sport. I agree to participate in a brief telephone follow-up if required.

<b>Endorser Signature:</b>	<b>Date:</b>
----------------------------	--------------



At this point both Parent/Guardians and Student Athletes, have Read the entire Athletics Package thoroughly.

Please print off the following 3 pages.

Do not print off the entire Athletics Package.

Please fill out all information.

Please sign in the correct spots.

Please return these forms to Mr. Stoddard in Room 301 or the PE Office.

**PARTICIPATION ON A SCHOOL ATHLETIC TEAM CONSENT FORM**  
**ATHLETIC SEASON: \_\_\_\_\_**

**Child's Name:** \_\_\_\_\_ **Grade:** \_\_\_\_\_ **Student #:** \_\_\_\_\_  
(Secondary Students Only)

**Athletic Team:** \_\_\_\_\_

**Athletic Season:**       Fall                       Winter                       Spring                       All 3 Seasons

**Parent's/Guardian's Consent and Acknowledgement of Risk**

My signature at the bottom of this form indicates my consent and acknowledgement of risk as well as my permission for my child to participate on this school athletic team.

- I accept responsibility for my child in Grades 8 and 9 to make transportation arrangements to away games and home at the end of away games and competitions. This may include transportation by volunteer drivers (including "N" status drivers), transportation by foot, or public transportation. All transportation arrangements will be checked by team coach or sponsor.
- I accept responsibility for my child in Grades 10-12 to make transportation arrangement to/from games and competitions. I will take responsibility to communicate and confirm with my child this method of transportation to/from games and competitions. This may include transportation by volunteer drivers (including "N" status drivers), transportation by foot or public transportation.
- I accept the risks/hazards inherent in the program/activity(ies) and understand and acknowledge that my child may be involved in an accident and may suffer personal and potentially serious injury arising from my child's participation on this athletic team.
- My child will abide by the District Code of Conduct ([www.sd38.bc.ca/parents](http://www.sd38.bc.ca/parents)) as a member of this athletic team. This includes expectations, directions and instructions from the staff, administrators, and coaches. In the event my child fails to abide by these expectations, disciplinary action may include my child being excluded from further participation or that I be contacted to pick up my child (unless I have specified other transport arrangements); I will be responsible for any costs associated to send my child home.
- I acknowledge that it is my responsibility to inform the Athletic Director, Coach and Teacher Sponsor of any medical/health concerns that may affect my child's participation.
- I am aware that the School District provides optional student accident insurance coverage through the Kids Plus™ Accident Insurance program [kidsplus.ca](http://kidsplus.ca) where parents will be able to purchase coverage, access claims forms and obtain full plan information online.
- I consent that the Board, through its employees, agents and officers, may secure such emergency medical services and advice as they deem necessary for my child's immediate health and safety, and that I shall be financially responsible for such services and advice.

**Student Commitment to Safety, District Code of Conduct, Acknowledgement of Risk**

- My signature at the bottom of this form indicates that I will commit to behaving safely and abide by the District Code of Conduct while I am on this school athletic team.
- I will participate on all athletic teams to the best of my abilities.
- I will behave safely and will wear appropriate clothing and use appropriate equipment while I am a member of this athletic team.
- I have been briefed by my Coach and/or Sponsor Teacher on the elements of risk and dangers involved and the precautions that are to be taken.
- I agree to the expectations set out by the Coach and/or Sponsor Teacher and supervisors and will abide by the District Code of Conduct and School rules as a member of the school's athletic team.
- I will report any safety, medical or health issue or injury to the Athletic Director, Coach, and Sponsor Teacher.

**Richmond Secondary Schools' Athletic Association – Player Participation**

I have read and understand that activities of this type expose the students participating to elements of risk and I have read and understand the above Discipline Rules and Regulations of the RSSAA, V&DIHSAA, and BCSS.

**Athletic Department Policies**

I have read, understand, and agree to the expectations set out in the following \_\_\_\_\_ documents: a) Richmond Secondary Schools' Athletic Association – Player Participation Consent For, b) BC School Sports Form: Student-Athlete Code of Conduct and Spectator's Code of Conduct, c) Philosophy and Policies, d) Athletic Fees, e) Uniform Care, f) Concussion Awareness, Response, and Management Protocol, g) Passenger List Form

**Please Note: It is not necessary to return this form if you have consented online.**

_____ <b>Student's Name</b> <i>(please print)</i>	_____ <b>Student Signature</b>	_____ <b>Date</b> <i>(year/month/day)</i>
_____ <b>Parent's/Guardian's Name</b> <i>(please print)</i>	_____ <b>Signature</b>	_____ <b>Date</b> <i>(year/month/day)</i>
	_____ <b>Cell #</b>	_____ <b>Email</b>
_____ <b>Emergency Contact</b> <i>(please print)</i>	_____ <b>Cell #</b>	_____ <b>Relationship to child</b>
<b>Medical/physical conditions</b> that may affect my child's participation on the field trip (allergies, recent illness or injury, recent hospitalization or surgery, chronic conditions, phobias, etc.) include (be specific):		

SCHOOL: \_\_\_\_\_

OWNER'S NAME: \_\_\_\_\_

OWNER'S ADDRESS: \_\_\_\_\_

OWNER'S EMAIL: \_\_\_\_\_ PHONE: (H) \_\_\_\_\_ (W) \_\_\_\_\_ (C) \_\_\_\_\_

DRIVER'S NAME (If different from owner): \_\_\_\_\_

DRIVER'S CHILD/(REN)'S NAME(S): \_\_\_\_\_ GRADE/HR: \_\_\_\_\_

DRIVER'S ADDRESS: \_\_\_\_\_

DRIVER'S EMAIL: \_\_\_\_\_ PHONE: (H) \_\_\_\_\_ (W) \_\_\_\_\_ (C) \_\_\_\_\_

DRIVER (please check all that apply):  STAFF  PARENT  STUDENT  N' DRIVER  OTHER (specify) \_\_\_\_\_

VEHICLE MAKE: \_\_\_\_\_ MODEL: \_\_\_\_\_ YEAR \_\_\_\_\_ PLATE #: \_\_\_\_\_

SEATING CAPACITY/ # OF SEATBELTS: \_\_\_\_\_ DRIVER'S LICENCE #: \_\_\_\_\_ EXPIRY DATE: \_\_\_\_\_

**As a Volunteer Driver:**

- I certify that I have: had no impaired driving charges, not been responsible for any automobile accidents, and no criminal charges relating to a motor vehicle, in the past 24 months. If holding an Intermediate Stage License (display an "N" sign), I have not had any moving violations in the past 24 months.
- I certify that I have a valid Class 4 or Class 5 BC Drivers' License or equivalent (or, I have an Intermediate Stage License, and display an "N" sign).
- I certify that the vehicle has Third Party Liability Insurance for a minimum of \$1,000,000 for a vehicle.
- I certify that the vehicle is maintained and in a safe operating condition and is equipped with tires appropriate for winter driving conditions.
- I agree to wear a seat belt, ensure that all passengers wear seat belts, and have approved booster seat or child restraint seats as required by the BC Motor Vehicle Act. The vehicle has operating seat belts.
- I agree that I will not permit a Child 12-years and younger to ride in the front passenger seat if a side airbag exists, as stated by Transport Canada.
- I agree to operate the vehicle in a safe and legal manner.
- I have read and agree to abide by the District Code of Conduct ([www.sd38.bc.ca/parents](http://www.sd38.bc.ca/parents)) and to maintain confidentiality.
- I will complete a Police Information Check-Vulnerable Sector (PIC-VS, formally Criminal Records Check) in accordance with Board Policy as required.

\_\_\_\_\_  
DRIVER'S NAME DRIVER'S SIGNATURE DATE (year/month/day)

**As a Student Driver:**

For a student driver to be a volunteer driver for the school, the student agrees to the above conditions and the driver's parents/guardians give their permission for the student to drive other students. 'N' drivers may only transport 1 non-family passenger.

\_\_\_\_\_  
STUDENT DRIVER'S NAME STUDENT DRIVER'S SIGNATURE DATE (year/month/day)

\_\_\_\_\_  
PARENT'S/GUARDIAN'S NAME PARENT'S/GUARDIAN'S SIGNATURE DATE (year/month/day)

**If vehicle is to be operated by a person other than the owner, the following statement must be completed:**

I consent to the above described driver operating the vehicle and transporting passengers in connection with school activities. I confirm that the information given above, relating to the vehicle is correct.

\_\_\_\_\_  
OWNER'S NAME OWNER'S SIGNATURE DATE (year/month/day)

**OFFICE USE**

Approval for the use of the above described vehicle driven by \_\_\_\_\_  
to assist the school in connection with school activities, is granted until June 30, \_\_\_\_\_. This approval process occurs annually.

\_\_\_\_\_  
PRINCIPAL'S OR DESIGNATE'S NAME PRINCIPAL'S OR DESIGNATE'S SIGNATURE DATE (year/month/day)

Notes: 1) Excess liability coverage is provided and is effective only for the vehicle as above noted, while the insurance on that vehicle is valid and there is no breach of the regulations made pursuant to the Insurance (Motor Vehicle) Act and while the vehicle is used to assist the school in connection with school activities. The additional coverage is effective only when the school is coordinating the transportation and the transportation is to and from the approved School/District event. 2) A copy of the driver's insurance certificate (vehicle make, model, year, plate # and third part liability insurance may be requested and kept on file. 3) The signed original of this Form is to be kept at the main office and a copy of this signed Form is returned to the driver for safekeeping.