



# Athletics Handbook For Coaches

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## 1. ATHLETIC DEPARTMENT PHILOSOPHY

The Mission, Vision, and Values of Brookwood Athletics are based on the Purpose, Vision, and Values created by the athletics working group of the Langley School District. We want to create athletes who embody the characteristics and values set forth by the Langley School District.

### 1.1 Vision Statement

To inspire all athletes to reach their full potential and to create a lasting Brookwood legacy.

### 1.2 Mission

Bobcat Athletics strives to be an inclusive, passionate, and inspiring community of athletic excellence. We believe that the opportunity for participation in a wide variety of student-selected activities is a vital part of a student's educational experiences. Such participation is a **privilege** that carries with it responsibilities to the school, the activity, fellow students, the community and to the athletes themselves. We also believe that lessons in sportsmanship, teamwork, competition and how to win and lose gracefully are integral parts of our athletic program.

### 1.3 Values

**Community:** *Athletics enriches community through leadership.*

- Community attributes: Teamwork, Culture, and Legacy.

**Courage:** *Athletics transforms belief.*

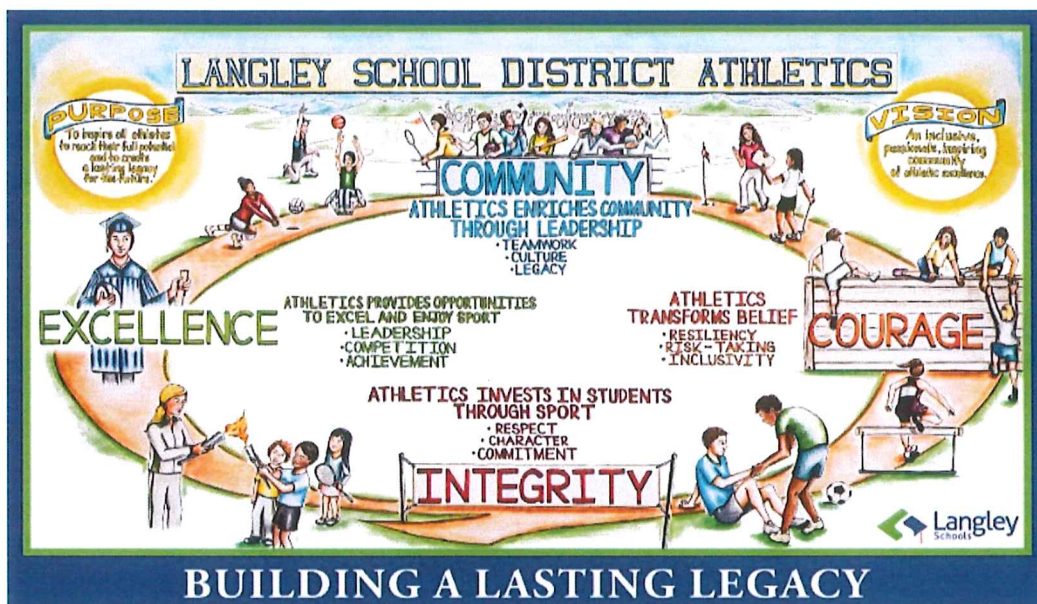
- Courage attributes: Resiliency, Risk-taking, and Inclusivity.

**Integrity:** *Athletics invests in students through sport.*

- Integrity attributes: Respect, Character, and Commitment.

**Excellence:** *Athletics provides opportunities to excel and enjoy sport.*

- Excellence attributes: Leadership, Competition, and Achievement.



## 2. ROLES AND RESPONSIBILITIES

Success in athletics comes from many people filling many roles and working together for student-athletes to achieve their full potential. Student-athletes, coaches, and parents/guardians each have a responsibility to ensure they fulfill their role to the best of their ability.

Overall, all stakeholders involved in Brookwood Athletics are expected to exhibit respect, humility, and grace, and to participate fully knowing that participation in athletics can bring joy and learning that is unique in the school experience.

(The following is communicated to parents and athletes in the Bobcats Athletic Handbook, and info will also be shared on the Brookwood School website)

It is important to understand that participation on an athletic team at Brookwood is a **privilege and not a right**. Being on and maintaining one's membership on the team means accepting all the responsibilities of an athlete. Athletes who are chosen for a team are committed to the entirety of the season and attend all practices and games unless there are extenuating circumstances.

While our ultimate goal is to promote the greatest athletic participation possible at Brookwood, it may be necessary for some teams to make cuts. We have had the largest % of student-athlete ratio in the district over the last 15 years. Every coach has the responsibility and authority for selecting his or her team. The criteria for selecting the team are developed by the coach and communicated with the Athletic Director(s). It is also important to remember that there are *no guarantees*. Players from the previous year's Junior team, for example, do not automatically make the Senior team the following year. Having been a member of a team during the previous year or being a senior does not ensure that an athlete will make the team. Parents should expect that every candidate is treated fairly and given every consideration. Coaches are sensitive to feelings of disappointment and will handle the task as positively as possible and be available to answer athletes' questions.

Once the team is chosen, coaches will work hard to ensure that all athletes receive fair playing time. Fair playing time does not mean equal playing time. All athletes will be given the equal opportunity to earn playing time however there may be situations where certain athletes play more than others.



Playing time policies are at the discretion of the coach and will be communicated to the athletes by the coach.

## 2.1 The Coaches' Role

Coaches have the potential to impress upon their student-athletes a strong and lasting influence. Coaches are expected to foster positive relationships with their student-athletes and provide developmentally appropriate sport-specific coaching. Coaches are mentors, role models, and as such, they support their student-athletes in their emotional, psychological, and physical preparedness for sport.

## 2.2 The Coaches' Responsibilities

Coaches are expected to:

- Determine how their team is run (select athletes, determine style of play, selecting athletes for positions, choosing a team captain, allocating playing time, etc.)
- Communicate their coaching philosophy, selection philosophy/process, playing time allocation, and schedule of training and matches to athletes/parents, via a parent meeting.
- Possibly attend league/district meetings for their sport and communicate any key information to the AD, if AD isn't able to.
- Submit a complete team roster to the AD for submission to BC School Sports immediately after tryouts are concluded. Roster for each athlete must include:
  - First name
  - Last name
  - Grade
  - Birthdate- Month/Day/Year
- Distribute, collect, and keep parent permission form, athlete medical form and concussion acknowledgement form.
- Complete the online concussion recognition and recovery protocol training as mandated by BC School Sports. This training is required to be completed by every coach every two years.
- Establish a developmentally appropriate schedule of training/practice.
- Prepare practice and season plans based on team goals, overall level of preparedness, experience, and skill, and where the team is in the season.
- Complete pre-season planning sheet and meet with Mr. Allingham prior to the start of the season.
- Communicate to all staff any absences of the team for away games, tournaments, etc. at least two school days in advance. When possible, we understand tournament game times are not always available this far in advance. (See staff sponsor)
- Confirm their gym/field time bookings for training/games with Mr. Allingham.
- Prepare (or delegate to their student-athletes) their playing area (benches, bleachers, score clock, floor coverings, etc. for the gym; painted lines, field flags, nets, pads for the field).
- Coaches and athletes are responsible for set up and clean up before and after each practice, game and event.
- In conjunction with the AD, distribute and collect uniforms.
- Ensure that injuries are communicated to parents, and that student athletes do not return to play until they are cleared by their parents to do so. In the case of concussion, athletes must provide a doctor's note clearing them to resume activity and return to play concussion protocol must be followed.
- Set the total fees for their team **at the beginning of the season** to cover the cost of any tournaments or out of town trips, as well as athletic fees and any other costs. The budget will be completed by the AD, once coaches' hand in all their information for their season.

- Set a positive, respectful example for their athletes and supporters in how they interact with the rest of the team, their opponents, and officials.
- Follow all Rules of Conduct as outlined in the Brookwood Coaches Code of Conduct
- Adhere to all BC School Sports (or other governing body), school district, and school policies, expectations, laws, rules, guidelines, etc.

***All coaches must sign the Coaches Code of Conduct (see Section 7.5) prior to the start of their season.***

### **2.3 The Staff-Sponsor Role**

Staff-sponsors play an important role in supporting our community coaches and ensuring that team philosophies continue align with our values around educational athletics.

### **2.4 The Staff-Sponsor Responsibilities**

Staff-sponsors are expected to:

- Communicate with staff about being away (See 2.2).
- Ensure the community coach has read and signed the Coaches Code of Conduct.
- Collect, keep a copy for yourself and submit to the Athletic Director the community coach's phone number(s) and email.
- Ensure a Criminal Record Check has been completed by the community coach and submitted to the AD.
- Be available for practices and games (How this looks will differ for each situation).
- Ensure that all the coach's responsibilities, as outlined in section 2.2 above are addressed.

*Note: The sponsor staff is responsible for all decisions made at the coach's level.*

### **2.5 The Student-Athletes' Role**

Student-athletes have the privilege of representing their school through sport. They benefit from the sacrifices of others and owe it to themselves and others to conduct themselves in a manner that shows respect for these sacrifices, as well as for themselves. They should commit fully to the team, put their team before themselves, and perform to their utmost ability for themselves, their team, and their pride in their school.

### **2.6 The Student-Athletes' Responsibilities**

Student-athletes are expected to:

- Understand they are a student **first**. School responsibilities must take priority over athletics.
- Be coachable.
- Put their team before themselves.
- Attend all training sessions and matches/games as set out by their coaches' schedules.
- Participate to the best of their ability and always put forth their best effort.
- Communicate directly with their coach about any lateness, absence, illness, or injury.
- Pay their athletic fees in full promptly.
- Treat all teammates, coaches, officials, staff, and spectators with respect.
- Take care of all equipment, uniforms, and facilities.
- Adhere to all BC School Sports (or other governing body), school district, and school policies, expectations, laws, rules, guidelines, etc.; see the Athletic Registration Package in Section 7 for Code of Conduct.
- Must attend PHE classes. If injured or absent, they should not be playing unless there is a sufficient excuse. Parents excuses athletes to be "fresh" for their game/event is not sufficient.

***All athletes are required to read and acknowledge the Athlete Code of Conduct as part of the Athlete Registration Package (see Section 7.1) prior to the start of the season.***

## **2.7 The Parent(s)/Guardian(s)' Role**

Parents have a significant influence on their child's ability to participate and thrive in athletics. By encouraging their child's participation without undue pressure or expectation, parents can help their children reap the benefits and learning that participation in athletics can bring. Encourage your child, help them prepare for training and matches, talk to them about their experiences and the effort they've put forth and the performance of the team as a whole.

## **2.8 The Parent's/Guardian's Responsibilities**

Parents/guardians are expected to:

- Encourage their child's full effort in participation.
- Be aware athletes must participate in PHE classes (see 2.6, athletics code)
- Know the team's schedule of matches and training and avoid scheduling conflicts. If a scheduling conflict is unavoidable, communicate this to the coach as far in advance as possible.
- Volunteer to help the team with transportation and other tasks as they are able. (Transportation is a responsibility of players and parents, not coaches)
- If attending matches, be positive and respectful in their support
- Communicate directly with the coach about any concerns.
  - Please wait 24 hours after a match or training session to bring up a concern to a coach. Immediately afterward can be an emotional time for everyone involved, and discussions of this nature at this time rarely lead to positive results. This concern should come from the athlete first and then the parent.
  - If the concern is not resolved after this conversation with the coach, please contact the athletic director and arrange a meeting between the parent, the coach, and the AD.
  - While there are certain things which can and should be discussed with your coach, there are other things that must be left to the discretion of the coach.

### ***Communication between coaches and parents cont'd...***

Appropriate Concerns to Discuss with Coaches	Issues Not Appropriate to Discuss with Coaches
<ul style="list-style-type: none"><li>➤ The treatment of your child, mentally and physically</li><li>➤ Ways to help your child improve</li><li>➤ Concerns about your child's behaviour or attendance</li></ul>	<ul style="list-style-type: none"><li>➤ Playing time</li><li>➤ Strategy</li><li>➤ Play calling</li><li>➤ Other student-athletes</li></ul>

- Adhere to all BC School Sports (or other governing body), school district, and school policies, expectations, laws, rules, guidelines, etc.

***All parents/guardians are required to read and acknowledge the Parent-Spectator Code of Conduct as part of the Athlete Registration Package (see Section 7.1) prior to the start of the season.***

## **2.9 The Athletic Director's Role & Responsibilities**

- The athletic director is responsible for the overall management of the Brookwood Athletics Program including but not limited to the following duties:

- Registration of all athletes, coaches and teams with the appropriate governing bodies such as BC School Sports and the Eastern Valley Athletics Association
- Management of finances and budgeting for the program including ensuring that all teams are operating within budget. There is no money from the school to run the athletics dept. and is run by the budget.
- Ensuring that teams have appropriate coaches and that all coaches have completed the necessary BC School Sports mandated concussion training protocol; ensure that coaches have the necessary resources needed to run their teams and that coaches are collecting all necessary athlete paperwork and funds
- Gym and field scheduling including ensuring equitable use of facilities
- Booking of officials for all home games
- Ensure first aid kits are stocked and provided to each coach at the beginning of the season
- Attend all necessary local association meetings or ensuring that a representative is sent
- Reviewing uniform and equipment each year and making any necessary purchases
- Coordination and promotion of the athletic program
- Hosting end-of-year awards ceremony including collection of block points and award winners from coaches

### **3. SEASON START-UP**

#### **3.1 Selection Policy**

Some sports have a limited number of spots on the roster, due to the requirements of the sport. Coaches will determine how many spots will be available for selection, as well as the best way to fill them based on positional, competition, and developmental needs.

Following a minimum of two tryout sessions (of which prospective athletes must attend at least one), coaches will select their roster. Out of respect for all prospective athletes, and for their development, coaches should post their list within two days of the final tryout on the gym doors.

Coaches are encouraged, where possible, to consider ways to keep as many students as possible involved such as offering red shirt/practice player positions or naming all students who express interest to a team roster then selecting a limited number of players who will dress each game. If either of these options are offered to players, coaches must clearly communicate the expectations of these roles to players and parents with regards to fees (if any), attendance at practices and playing time in games.

Coaches will then post the roster and submit a copy to the AD for entry with BCSS.

#### **3.2 Fees**

Bobcats Athletics receives no money from the district or school to run its programs. The athletics department at Brookwood, is responsible for all other costs, including uniforms, equipment, officiating, and significant upkeep of athletic infrastructure. In order to have our athletics program continue, it is absolutely critical that everyone pays their athletic fees promptly. We do our best to keep these fees reasonable, and we will always be fiscally prudent and responsible, but our programs cannot run without the funding from athletic fees. Our fees are based on costs for running the team, then divided by student athletes.



Any student-athlete who has not paid their fees and forms in full prior to the beginning of the season will not be issued a uniform and will not be permitted to take part in team activities.

For families experiencing financial hardship, they are encouraged to apply to KidSport for funding.

Once the coach has submitted their roster, their schedule and tournaments with fee costs, a budget will be created. Fee's will vary from team to team, as costs for some teams are higher than others. Please feel free to ask questions if needed. Payment of these fees will be added to students via their CashonLine account, and if they have cash/ cheque they can see Ms. Anne Power in the office to make payments.

### **3.3 Parent/Athlete Meeting**

It is strongly recommended that after roster selection and prior to the start of match play, coaches schedule a parent/athlete meeting. Here, coaches can communicate their coaching philosophy, the expectations of the student-athletes and of the parents, what expectations the parents and student-athletes can have of the coaches as well as distribute any necessary forms. This is also an opportune time to discuss schedules, playoffs (including provincials), tournaments (including travel) and fees. If unable to hold an in-person parent/athlete meeting, coaches are encouraged to communicate this information with families via a letter or email.

Ultimately, this is a chance to also build community between coaches and the families of their student-athletes. This is also a great opportunity to try and get a parent to co-ordinate rides, as this is a parent responsibility and coaches are not be responsible for this.

### **3.4 Forms**

Every participant must have their parent/guardian complete and submit the Athletics Registration Package prior to the start of the season. Student-athletes who do not have a complete registration package on file with their coach will not be permitted to participate in any team activities. The Athlete Registration Package must include the following items, all of which can be found at the end of this handbook (see Section 7):

- Letter to Parents/Guardians from the AD
- Athletic Code of Conduct
- Parent-Spectator Code of Conduct
- Permission Form\* (*includes acknowledgement of the Codes of Conduct*)
- Medical Form\*
- Concussion Awareness Information Sheets
- Concussion Awareness Acknowledgement Form\*

*\*These three forms must be signed and returned to the head coach prior to the start of the season.*

### **3.5 Uniform Distribution**

Coaches should arrange a time with the AD to distribute uniforms. Please do not take uniforms from their storage area. The uniform numbers will be written down in the uniform binder, which will be kept in the PE office. Again, uniforms will only be distributed to students who are in good standing regarding their athletic fees.

### **3.6 Student Eligibility**

Generally, all students at Brookwood are eligible to participate in athletics. Exceptions may include students who are older than, 18 years of age, during their season of play, students who have

transferred to Brookwood from another school, or other specific cases. The AD will work with coaches and student-athletes to determine eligibility if questions arise. If a player transfers, it is very important to inform AD as soon as possible. This will make sure eligibility questions are cleared up as soon as possible.

Eligibility may also be impacted by student-athletes not adhering to the Code of Conduct and/or violating the Athletics Discipline Policy (see appendices). The AD will work with administration and communicate to both the coach and the student-athlete when eligibility is impacted in these cases.

### 3.7 Seasons of Play

Athletes who want to play multiple sports should be encouraged to do so. While it is acknowledged that sports beginning their pre-season training may overlap with sports who are finishing the previous season of play, it is the responsibility of coaches and student-athletes to ensure that the **preceding season of play takes priority**.

#### Fall Sports

Volleyball  
Boys' Soccer  
Aquatics  
Cross-Country

#### Winter Sports

Wrestling  
Basketball  
Curling  
Lacrosse

#### Spring Sports

Rugby  
Girls' Soccer  
Golf  
Track & Field  
Hockey (Ice)  
Hockey (Ball)  
Badminton

### 3.8 Multi-Sport Athletes in the Same Season of Play

While student-athletes are encouraged to participate on various teams throughout the year, students are limited to **one team per season** of play. Focusing on one team will ensure that students are not splitting their time between teams and that they are fully committed to their chosen team, as well as it will reduce the chance for injuries related to overuse or exhaustion. Exceptions may be made for student-athletes who compete on a Junior team for the duration of the league and playoff season and are moved up to participate on a Senior team (of the same sport) for the senior playoffs, or in other limited circumstances. Requests for exceptions must be reviewed and approved by the Athletic Director.

## 4. EMERGENCIES

Prior to the first team activity (training or match) of the season, coaches must complete an emergency action plan (EAP) using the template found in Section 7.4. This plan should be immediately accessible at all training sessions or matches at Brookwood. For training and matches at other locations, coaches are responsible for confirming with a representative of their host venue that an emergency action plan is in place and accessible.

For teams that train out of a community facility, please ensure you have received a copy of the facility's EAP for your records.

It is the coach's responsibility to have a charged cell phone with them, or to know the location of a phone immediately nearby with which to call for help.

It is the AD's responsibility to order first aid supplies and stock first aid kits for each team. It is the coach's responsibility to have the fully stocked first aid kit with the team at every training session and match. If any supplies are used, the coach must communicate this to the AD so the kit can be restocked as needed.

## 4.1 Assessing Emergencies

Not every injury is an emergency, so it's important to assess when to put the EAP into action. Bumps and bruises are a part of sport—most situations will not warrant an emergency response.

### 1. Control the environment.

When a participant is injured, control the environment to prevent further harm. This includes:

- Stopping activity
- Sheltering the injured participant, if outdoors
- Wearing gloves to protect yourself if you suspect the participant, is bleeding.

### 2. Assess the situation!

The *charge person* should conduct an initial assessment of the injured participant. Activate your EAP if the participant:

- Isn't breathing.
- Doesn't have a pulse.
- Is bleeding excessively.
- Shows impaired consciousness (they're confused or disoriented, for example)
- Has injured their back, neck or head.
- Has visible, major trauma to a limb
- If the participant shows none of these signs, continue to step 3.

### 3. Gather the facts!

Gather more information by talking to the injured participant and anyone else, who saw what happened. Try to have someone write it down to keep a record. If possible, the participant should move themselves off the playing surface. Never attempt to move an injured participant yourself. Stay with the injured participant and help them stay calm.

### 4. Assess the injury!

Have someone with first-aid training complete an injury assessment and decide how to proceed. Activate your EAP if the assessor isn't sure how severe the injury is or there is nobody with first-aid training present.

If the assessor is sure, it's a minor injury, continue to step 5.

### 5. Control the return to activity!

The participant can return to activity after a minor injury if they show none of these symptoms:

- Swelling
- Deformity
- Continued bleeding
- Reduced range of motion or appearance of compensating for the injury
- Pain during activity
- Concussion-related symptoms

### 6. Document and communicate.

Coaches are required to fill out an injury/incident report form and tell the participant's parents/caregivers about the injury, as well as notify the AD and administration.

## **4.2 Injury/Incident Reports**

Any incident or injury serious enough to activate the emergency action plan should be followed up with administration, and an injury/incident report should be filed by accessing the form here:

<https://forms.office.com/r/knuE5eJyE0>

## **4.3 Concussion Awareness Training**

Like most other injuries, concussions are possible during participation in sport and can have a negative impact on athletes' physical and mental health. In order to quickly and effectively manage the outcomes and impacts of concussions, all coaches, including trainers and managers are required by BC School Sports to complete an online training course in concussion management. This training is good for two years and coaches must send proof of completion to the AD. Please see the AD for updated information on how to access and complete this training.

In addition, parents play an important role in managing the treatment and safe return of any athletes who have suffered a concussion. To aid in this, all parents are required to read the Concussion Awareness Information Sheets and Sign the Concussion Awareness Acknowledgement Form (see Section 7) indicating that they are aware and understand their role in helping to manage and properly treat a concussion.

# **5. TRAVELLING TO EVENTS**

## **5.1 District/School Busing**

The school district will pay for busing required for athletic events. Coaches should try to book their buses through the online booking system ([Bookabus.sd35.bc.ca](http://Bookabus.sd35.bc.ca)) as soon as they know their schedule. Further guidelines for booking buses can be found at the online booking system.

Be advised that district busing requires early departures, so as much notice to other staff as possible about students missing class is advised and appreciated. Many times, these are cancelled.

## **5.2 Parent Drivers**

All parent drivers must fill out the Volunteer Driver Form and submit it and all necessary documents to the office. The Volunteer Driver Form can be found in Section 7.3

## **5.3 Student Drivers**

It is strongly suggested that student-athletes don't drive themselves. If circumstances dictate that a student drive themselves, if they are going to please fill out the student driver form.

Student-athletes who will be driving must complete a Volunteer Driver Form, have a parent/guardian sign it, and submit it along with all necessary documents to the office.

## **5.4 TTOC Coverage**

The district has supported athletics by allowing one Teacher Coach per away event. If a coach will miss class time because of an away match, they should book a Teacher Coach as early as possible for the afternoon or day you'll be away, using the Athletics code (42). Please be aware most times there are no TTOC's available, we can't make people, it is what it is.



### 5.5 Athletes Missing Class

When scheduling tournaments and games, make every attempt to have as little impact on class time as possible. If student-athletes will be missing class, please communicate this with their teachers and the front office in advance (minimum 48 hours, when possible). Communication should be via Teacher Coach or Teacher Sponsor.

### 5.6 Out-of-Town Events

Out of town trips must be **cost recovery**. Students are responsible for covering total costs, this is separate from the Athletic fees. Students may be charged for costs associated with the coach (eg, hotel costs, transportation costs) but these costs must be provided up front and not hidden costs. It is important that teachers should be made aware far in advance of any missed school days and student/athletes should be guided by the coach to complete any missed work. An SD35 employee must accompany a team on any overnight trip, or on any trip outside British Columbia.

Before traveling, a coach must ensure that the following aspects are completed:

- Seek and obtain approval from Athletic Director
- Meet with Athletic Director prior to permission forms going to players. Costs to be covered by school and by team must be established first.
- Roster with emergency contact list must be provided to the front office prior to departure. This includes contact numbers for the coaches while on the trip.
- If classes will be missed, coach must ensure roster is communicated to teachers and that the athletes have gathered necessary homework assignments from their teachers.

## 6. END OF SEASON

It is important that coaches and AD's complete the end of season tasks as soon as possible to ensure that any supplies needed for the next season of play are located, and to avoid a backlog of work at the end of the year.

### 6.1 Uniform Collection

Coaches should collect all **washed** uniform pieces from their athletes immediately at the end of the season and return them to the AD, who will then sign them back in. Coaches are asked to follow up with each athlete and parents three times, then refer the collection of the uniform to the AD. We ask they hand in uniforms as a whole, not individually.

### 6.2 Team Awards

There is an Athletic Awards Event in May or June, Mr. Pawar and Mr., Allingham will let you know ahead of time. Every team is entitled to give two awards, based on the values of Bobcats Athletics and the Langley School District. While each coach may give two awards, they can choose to give fewer if their team has no candidate that represents a particular award.

#### The awards and their criteria are:

##### Community Award

Awarded to a team leader who upholds the values of the team and athletics, sets the example for their teammates, and meets the expectations placed upon them. They put their team above themselves and help build a positive culture within the team. They help to build not only their team but also Brookwood Athletics in general through their contributions, giving back and paying it forward.

These athletes recognize that teams are about more than just themselves but rather about the community that sport creates.

### **Courage Award**

Awarded to an athlete who has shown great determination and resiliency. They have overcome adverse circumstances (whether through an incredibly demanding schedule, injury, life in general, etc.) to be a positive contributor to the team. They are unafraid to take risks and make mistakes in order to learn and grow, increasing their skill and/or knowledge. Their perseverance through adversity sets an inspiring example for their coaches and teammates.

### **Integrity Award**

Awarded to a student-athlete who demonstrates the utmost of respect in all settings and interactions. They have depth and consistency of character, showing great pride in their team and school, and great sportsmanship to opponents; they win with humility and lose with grace. These qualities are evident in all areas of this student's academic career as they strive as just as hard in the classroom as they do in sport.

### **Excellence Award**

Awarded to an athlete who has played a significant role on the team. This athlete consistently competes to the best of their ability and has demonstrated a high-level of technical skill. They are dependable, committed and very important to the overall success of the team. They have high expectations of themselves and those around them, and they make their team mates better through their play and their conduct. They are difference-maker during the game and constantly look for ways to elevate both their own level of play and their teammates.

## **6.3 Major Awards**

There are also Major Awards given at the end of each school year. The criteria for these awards are as follows:

### **Athlete of the Year**

Awarded to one male and one female in each grade, the recipients of this award are the most committed student athletes. They typically play multiple sports and are significant contributors to athletics amongst their peers for their gender. These athletes are the ones that demonstrate qualities of leadership, teamwork, commitment and coachability; they put the team before themselves and are a role model for their peers and adhere to creating a positive Brookwood Athletics environment.

### **Ivan Adrian Award (New)**

This award is given to a senior student who has shown a strong commitment and displayed excellence while dedicating themselves to a single sport, often at the provincial and/or national level.

### **Taylor Connal Memorial Award**

Grade 11 or 12 Student, Any Gender, 2 Sport Athlete (Does Not Have to be Rugby/Basketball) Good Student, Leader within the School and Athletic Department. Hard working, reliable student athlete. Someone who other students look up to.

### **Jon Filer Memorial Award**

Service to the school's athletic program, usually coaching a team but could include other activities that help us run our athletic programs. Grade 12 student, not necessarily a decorated athlete.

#### **6.4 Athletics (Block) Points**

At Brookwood, there is a tradition of assigning points to each athlete at the end of a season. These points are based on the success of a team and an athlete's contribution to the team and are cumulative throughout an athlete's career at Brookwood. Coaches will be asked to help update these just before the Athletic Awards.

It would be both helpful and most accurate if coaches complete the awarding of these points immediately after the end of their season. Please send the completed spreadsheet to the AD.

### **7. FORMS AND APPENDICES**

#### **7.1 Athletics Registration Package**

Starting on the next page, please find the package that each athlete will need to submit in order to participate in any athletics program or team. Please use only this package; all other previous athletics permission forms or packages are not to be used.

Also find below the discipline policy for violations of the expectations for student-athletes. Coaches are encouraged to also include a personalized letter to the parents outlining their coaching philosophy, expectations, and pertinent season information such as additional costs for out-of-town tournaments or scheduling.

## 7.1 Athletics Registration Package:

### Brookwood Secondary Bobcats Athletics



Dear Parent(s)/Guardian(s):

Welcome back to another year of Brookwood Athletics and thank you for your continued support! It was an exciting year last year as we saw the return of school sports and it was amazing to see over 325 Brookwood students participate on a school team last year! It was an exciting year for many of our teams with dozens of athletes participating in Eastern Valley and Provincial Championships throughout the year. We had numerous teams participate in the EVAA finals in basketball, soccer, and volleyball, Our Sr Girls Volleyball, Jr Boys Basketball, Gymnastics teams make it to Provincials, and all had strong finishes and our Jr Girls Basketball team won a Provincial Championship! In our individual sports we had numerous athletes qualify for Aquatics, Cross Country, and Track and many of those students had Personal Bests.

Athletics in schools continue to be funded directly by the athletes who participate in them. The athletic fees paid by students pay for tournament registration fees, busing costs (if applicable), officials costs, facility rental fees and maintenance, equipment costs, first aid supplies, uniform replacement, costs related to participation in Provincial tournaments and other miscellaneous athletics costs.

We aim to keep the costs associated with athletics as reasonable as possible. However, if these fees present a barrier to your child's participation, please visit [www.kidsportcanada.ca](http://www.kidsportcanada.ca) to apply for funding. If this option is not successful, then please contact me to discuss the possibility of making other arrangements.

Please read the attached Athletic Code of Conduct & Parent-Spectator Code of Conduct. We have high expectations of our student athletes, as well as their families, and the values set out in the Codes of Conduct are meant to guide the choices and behavior of all stakeholders involved in Bobcats Athletics. As well, please read the information provided on concussions and return to play protocols for athletes. In an increased effort to ensure player safety we are asking all parents and athletes to educate themselves on identifying concussions and ensuring safe return to play for injured athletes. Please fill in, sign and return to your child's head coach the attached medical form, the Permission form and the Concussion Acknowledgement form.

I look forward to seeing you on the sidelines and in the stands, cheering on our Bobcats.

Sincerely,

Jyoti Pawar, Athletic Director  
[jpawar@sd35.bc.ca](mailto:jpawar@sd35.bc.ca)

Daniel Allingham  
[dallingham@sd35.bc.ca](mailto:dallingham@sd35.bc.ca)





## Athletic Code of Conduct

Brookswood Athletics is proud to represent the Langley School District's core values of Community, Courage, Integrity, and Excellence. We expect that all participants and stakeholders in our athletics program uphold these values and adhere to the Athletic Code of Conduct:

### **Community – Athletics enriches community through leadership.**

- Student-athletes are expected to demonstrate leadership qualities, whether in a sporting or scholastic context. This includes following rules, upholding values, meeting expectations, and adhering to policies.
- Student-athletes are expected to put their team above themselves.
- Coaches, student-athletes, and supporters are expected to contribute to a positive culture within their team and the athletics program.
- All stakeholders are expected to act in a way that leaves a positive environment and leaves a positive legacy for all student-athletes, coaches, and supporters.

### **Courage – Athletics transforms belief.**

- Student-athletes are expected to show resiliency; when things get hard, work harder.
- Coaches and student-athletes are expected to take smart risks in the pursuit of greater skill, knowledge, and excellence.
- All stakeholders are expected to be welcoming and inclusive of everyone involved in athletics. Where tryouts or roster decisions are necessary, coaches and student-athletes will conduct themselves with respect, compassion, and dignity.

### **Integrity – Athletics invests in the development and well-being of students through sport.**

- For all stakeholders, and in all interactions (whether in a sporting or scholastic setting), respect is our default: respect for ourselves, respect for everyone enabling us to compete (including parents, teachers, coaches, teammates, administrators, opponents, officials, volunteers, and spectators), and respect for the facilities and equipment that allow us to participate.
- Attendance and participation in all classes (including PHE) is mandatory for student athletes. Missed classes may result in student athletes having their playing privileges revoked.
- All stakeholders are expected to show upstanding character and represent themselves, their families, their team, our school, and our community with pride and dignity. We shall win with humility and lose with grace.
- Student-athletes are expected to honour their commitments to both their studies and their teams. We encourage multi-sport student-athletes, but school commitments must be met.

### **Excellence – Athletics provides opportunities to excel in and enjoy sport.**

- Coaches and student-athletes are expected to compete to the best of their ability for the duration of the season and playoffs, and in all tournaments and competitions entered.
- We will celebrate our achievements of all types, including setting and pursuing team and individual improvement goals.

***Brookswood Secondary School has a zero-tolerance policy for bullying, harassment and/or discrimination.***



## Parent-Spectator Code of Conduct

Brookwood is committed to ensuring that all athletes have the opportunity to participate in a safe and enjoyable environment that is encouraging to all, enabling athletes to achieve personal best performances, and promoting overall development of sport. We recognize that parents and families play an integral role in this development of athletes and as such, all parents and spectators are expected to conduct themselves in a manner which supports the values of our school program and encourages the development of all athletes on and off the competition area.

***Brookwood Secondary School has a zero-tolerance policy for bullying, harassment and/or discrimination.***

### DO:

- Remember that your child plays sport for his or her enjoyment, not for yours
- Cheer for **all** athletes in a positive manner, modeling good sportsmanship, and fair play
- Encourage your child to play by the rules and to resolve conflicts without resorting to hostility or violence
- Teach your child that doing one's best is as important as winning, so that your child will never feel defeated by the outcome of a game/event
- Focus on providing praise for competing fairly and trying hard, rather than emphasizing the outcome of the game/event
- Remember that children learn best by example. Applaud good plays/performances by both your child's team and their opponents and show respect and courtesy for all including but not limited to officials, volunteers, other spectators and opponent athletes and coaches.
- Support all efforts to remove verbal and physical abuse from youth sporting events
- Respect and show appreciation for volunteer coaches who give their time to provide sport activities for your child
- Thank officials after each event, and ensure your athlete does the same. A handshake goes a long way in the promotion of good sportsmanship.
- Share these expectations with any family and friends who will be spectators at your son/daughter's game. All spectators are expected to follow this code of conduct.

### DON'T:

- Demean, ridicule or yell at your child, or any other athlete, for making a mistake or losing a competition.
- Question the official or coach's judgement or honesty in public. Do not use bad language and do not harass athletes, coaches, officials, or other spectators.
- Have unrealistic expectations. Remember that child athletes are not miniature professionals and cannot be judged by professional standards.
- Coach from the sidelines. Leave the coaching to the designated coaches and respect the coaches and their authority during games. Do not question, discuss, or confront coaches at the game field; rather, take the time to speak calmly and reasonably with coaches after the game or at an agreed upon time and place.

### Communication of Concerns:

There may be situations that require conversations between parents and coaches. These conversations are important as they help all parties to understand each other's position however, to promote a positive resolution, please follow these guidelines:

- Parent/guardian makes an appointment to have a meeting with the coach at a later date – **do not attempt to confront a coach before or after a game or practice** as these are emotional times and often do not lead to positive resolutions. A good rule of thumb, and one that we insist on, is to **wait 24 hours** before reaching out to the coach to set up a meeting.
  - Athletes should attend this meeting as they are often central to the concerns being discussed.
- If the concern is not addressed during the parent-coach meeting, contact the Athletic Director to arrange a conference. A meeting will be arranged with the coach, athlete, parent and Athletic Director. At this meeting, the appropriate next step will be determined.

Thank you for your continued support of the student-athletes  
and Brookwood Athletics.



# Brookwood Secondary Bobcats Athletics



## Medical form

CONTACT INFORMATION						
Student name					Student grade	
Student address				Student birthdate	mm/dd/yyyy	
Parent 1 name			Parent 1 e-mail			
Parent 1 home phone		Parent 1 mobile		Parent 1 work phone		
Parent 2 name			Parent 2 e-mail			
Parent 2 home phone		Parent 2 mobile		Parent 2 work phone		
Emergency contact name						
Emerg. contact home phone		Emerg. contact mobile		Emerg. contact work phone		
Family doctor name				Family doctor phone		
Student Care Card number						

Please note any health problems, emotional difficulty, behaviour problem, or other factors which may impact participation in this program (use back of sheet if necessary):

\_\_\_\_\_

\_\_\_\_\_

Describe any previous injury which would require special first aid treatment should another injury occur:

\_\_\_\_\_

\_\_\_\_\_

Has the student been immunized for diptheria, pertussis & tetanus; polio; and measles, mumps & rubella? (circle)  
 Yes No If no, please explain:

\_\_\_\_\_



Contact Lenses: (circle) Yes No May the first aid person give Tylenol or ibuprofen if requested? (circle) Yes No

Child is subject to (check all that apply):

<input type="checkbox"/> asthma	<input type="checkbox"/> ear ache	<input type="checkbox"/> fainting	<input type="checkbox"/> tonsillitis	<input type="checkbox"/> eye infection	<input type="checkbox"/> seizures
<input type="checkbox"/> sensitive skin	<input type="checkbox"/> sinus problems	<input type="checkbox"/> nightmares	<input type="checkbox"/> bronchitis	<input type="checkbox"/> hypertension	<input type="checkbox"/> nosebleeds
<input type="checkbox"/> headache	<input type="checkbox"/> bed wetting	<input type="checkbox"/> kidney problems	<input type="checkbox"/> dizziness	<input type="checkbox"/> frequent colds	<input type="checkbox"/> dislocations
<input type="checkbox"/> motion sickness	<input type="checkbox"/> sprains	<input type="checkbox"/> pulled muscles	<input type="checkbox"/> sleep walking	<input type="checkbox"/> allergies: _____	
<input type="checkbox"/> other (describe): _____					

**Medications:** All medicines should be clearly labeled with the child's name and the information below. All medications must be controlled and in the possession of the first aider (except for allergies). Use back of form if additional space is needed to list medications.

Name of medicine: \_\_\_\_\_

Used for: \_\_\_\_\_

Given how: \_\_\_\_\_

Quantity & times: \_\_\_\_\_

In case of emergency, I hereby give permission to the physician selected by the supervisor(s) to provide necessary treatment for my child.

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# Brookwood Secondary Bobcats Athletics



## Permission Form

**(Please return ASAP to coach)**

Dear Coach and Mr. Pawar,

I have been informed about the (sport) \_\_\_\_\_ season. I request that my child \_\_\_\_\_ participate in the season of play, including away games, tournaments, and regional and/or provincial playoffs and championships.

I understand there is a \$ \_\_\_\_\_ cost for participating on the team. I also understand that there may be an additional cost (outside of the Athletic Fee) associated with any out-of-town tournaments, as well as uniform pieces/equipment of a personal nature.

I hereby give my permission to allow \_\_\_\_\_ to participate on the \_\_\_\_\_ team for this school season. The following statement must be signed by the parent/guardian for students participating in school athletics:

I understand my child will sometimes be outside the usual confines of the school and that all due care will be taken for the safety of my child. I also agree to the above code of conduct and will support the school in enforcing these policies, and all school and district policies. I understand that although every precaution will be taken to protect my child, certain hazards do prevail when participating in athletic competition.

Furthermore, I, the undersigned parent or guardian, and the undersigned student-athlete have read, understood, and agree to the Brookwood Athlete Code of Conduct and the Brookwood Parent-Spectator Code of Conduct found in this registration package. Also, both my son/daughter and I understand that the Langley School District Pupil Discipline Policy applies on all field trips, including athletic trips. The use of alcohol or drugs and/or inappropriate student conduct may result in suspension from school. Students engaging in these behaviours are liable to be sent home at their family's expense.

I further authorize and understand that my child will be transported by district bus or licensed carrier; SD35 staff drivers; and/or private parent drivers. Students driving other students to sporting events is not recommended and will only be considered on a case-by-case basis.

I am aware and understand that participation in Athletics involves certain inherent risks, dangers and hazards (included, but not limited to, COVID -19 and/or coronavirus) which may result in serious personal injury or death or other loss or damage to property. I am aware that the above-named activity can be dangerous and that in addition to the usual risks inherent in these activities certain additional dangers and risks including, but not limited to, varying weather,

encounters with wildlife, falls, exposure to the elements amongst other exist.

PARENT/GUARDIAN WAIVER OF LIABILITY: I agree that in consideration of School District No. 35 offering my child \_\_\_\_\_ an opportunity to participate in athletics, I waive any and all claims I may have, and release from all liability and agree not to sue the Board of Trustees of School District No. 35 and its officers, employees, agents, volunteers and representatives, for any personal injury, death, property damage, or loss as a result of or arising from my child's participation in athletics, arising out of any cause whatsoever, including negligence. I understand that this waives my right to sue on my own behalf, and the right for myself or a guardian and not sue on my child's behalf. I understand that during athletics, the student may incur additional unforeseen financial expenses required for reasons of safety and I agree to waive and reimburse for any and all claims against the Board, its employees and agents for any such expenses that are reasonably required. Both my son/daughter and I understand that the Langley School District, Pupil Discipline Policy applies during all athletics activities. The use of alcohol or drugs and/or inappropriate student conduct may result in suspension from school. Students engaging in these behaviours are liable to be sent home at their family's expense.

Parent/Guardian Name: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

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

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

Date: \_\_\_\_\_

# A FACT SHEET FOR High School Parents



This sheet has information to help protect your teens from concussion or other serious brain injury.

## What is a concussion?

A concussion is a type of traumatic brain injury—or TBI—caused by a bump, blow, or jolt to the head or by a hit to the body that causes the head and brain to move quickly back and forth. This fast movement can cause the brain to bounce around or twist in the skull, creating chemical changes in the brain and sometimes stretching and damaging the brain cells.

## How can I help keep my teens safe?

Sports are a great way for teens to stay healthy and can help them do well in school. To help lower your teens' chances of getting a concussion or other serious brain injury, you should:

- Help create a culture of safety for the team.
  - > Work with their coach to teach ways to lower the chances of getting a concussion.
  - > Emphasize the importance of reporting concussions and taking time to recover from one.
  - > Ensure that they follow their coach's rules for safety and the rules of the sport.
  - > Tell your teens that you expect them to practice good sportsmanship at all time.
- When appropriate for the sport or activity, teach your teens that they must wear a helmet to lower the chances of the most serious types of brain or head injury. There is no "concussion-proof" helmet. Even with a helmet, it is important for teens to avoid hits to the head.

### Talk with your teens about concussion.

Tell them to report their concussion symptoms to you and their coach right away.

## How can I spot a possible concussion?

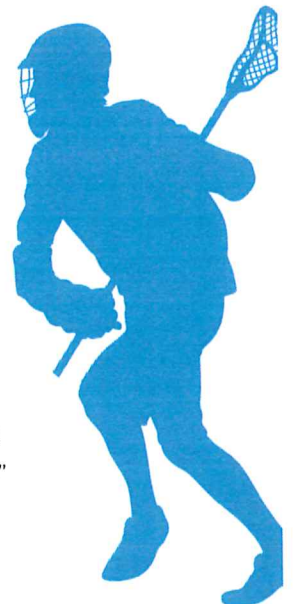
Teens who show or report one or more of the signs and symptoms listed below—or simply say they just "don't feel right" after a bump, blow, or jolt to the head or body—may have a concussion or other serious brain injury.

### Signs observed by parents

- Appears dazed or stunned
- Is confused about events
- Answers questions slowly
- Repeats questions
- Can't recall events *prior* to the hit, bump, or fall
- Can't recall events *after* the hit, bump, or fall
- Loses consciousness (even briefly)
- Shows behavior or personality changes
- Forgets an instruction or assignment

### Symptoms reported by teens

- Headache or "pressure" in head
- Nausea or vomiting
- Balance problems or dizziness
- Blurry or double vision
- Sensitivity to light or noise
- Feeling sluggish, hazy, foggy, or groggy
- Difficulty concentrating or remembering
- Just not "feeling right" or "feeling down"



[cdc.gov/HEADSUP](https://cdc.gov/HEADSUP)





## CONCUSSIONS AFFECT EACH TEEN DIFFERENTLY.

Although most teens with a concussion feel better within a couple of weeks, some will have symptoms for months or longer. Talk with your teens' healthcare provider if their concussion symptoms do not go away or if they get worse after they return to their regular activities. **Be sure to offer support during their recovery and allow them to stay connected with friends and others.**

### What are some more serious danger signs to look out for?

In rare cases, a dangerous collection of blood (hematoma) may form on the brain after a bump, blow, or jolt to the head or body, and can squeeze the brain against the skull. Call 9-1-1 or take your teen to the emergency department right away if after a bump, blow, or jolt to the head or body he or she has one or more of these danger signs:



- One pupil (the black part in the middle of the eye) larger than the other
- Drowsiness or cannot be awakened
- A headache that gets worse and does not go away
- Weakness, numbness, or decreased coordination
- Repeated vomiting or nausea
- Slurred speech
- Convulsions or seizures
- Difficulty recognizing people or places
- Increasing confusion, restlessness, or agitation
- Unusual behavior
- Loss of consciousness (even a brief loss of consciousness should be taken seriously)

### What should I do if my teen has a possible concussion?

As a parent, if you think your teen may have a concussion, you should:

1. Remove your teen from play.
2. Keep your teen out of play the day of the injury. Your teen should be seen by a healthcare provider and only return to play with permission from a healthcare provider who is experienced in evaluating for concussion.
3. Ask your teen's healthcare provider for written instructions on helping your teen return to school. You can give the instructions to your teen's school nurse and teacher(s) and return-to-play instructions to the coach and/or athletic trainer.

Do not try to judge the severity of the injury yourself. Only a healthcare provider should assess a teen for a possible concussion. You may not know how serious the concussion is at first, and some symptoms may not show up for hours or days. A teen's return to school and sports should be a gradual process that is carefully managed and monitored by a healthcare provider.

Teens who continue to play while having concussion symptoms or who return to play too soon—while the brain is still healing—have a greater chance of getting another concussion. A repeat concussion that occurs while the brain is still healing from the first injury can be very serious and can affect a teen for a lifetime. It can even be fatal.

Revised August 2019

To learn more,  
go to [cdc.gov/HEADSUP](https://cdc.gov/HEADSUP)





# 6-Step Return to Play Progression for Athletes

It is important for an athlete's parent(s) and coach(es) to watch for concussion symptoms after each day's return to play progression activity. It is important to monitor symptoms and cognitive function carefully during each increase of exertion. **Athletes should only progress to the next level of exertion if they are not experiencing symptoms at the current level.** If symptoms return at any step, an athlete should stop these activities as this may be a sign the athlete is pushing too hard.

Only after additional rest, when the athlete is once again not experiencing symptoms for a minimum of 24 hours, should he or she start again at the previous step during which symptoms were experienced.

## **Step 1: Back to regular activities (such as school)**

Athlete is back to their regular activities (such as school).

## **Step 2: Light aerobic activity**

Begin with light aerobic exercise only to increase an athlete's heart rate. This means about 5 to 10 minutes on an exercise bike, walking, or light jogging. No weight lifting at this point.

## **Step 3: Moderate activity**

Continue with activities to increase an athlete's heart rate with body or head movement. This includes moderate jogging, brief running, moderate-intensity stationary biking, moderate-intensity weightlifting (less time and/or less weight from their typical routine).

## **Step 4: Heavy, non-contact activity**

Add heavy non-contact physical activity, such as sprinting/running, high-intensity stationary biking, regular weightlifting routine, non-contact sport-specific drills (in 3 planes of movement).

## **Step 5: Practice & full contact**

Young athlete may return to practice and full contact (if appropriate for the sport) in controlled practice.

## **Step 6: Competition**

Young athlete may return to competition.

The Return to Play Progression process is best conducted through a team approach and by a health professional who knows the athlete's physical abilities and endurance. In some cases, the athlete may be able to work through one step in a single day, while in other cases it may take several days to work through an individual step. It may take several weeks to months to work through the entire 5-step progression.



# Brookwood Secondary Bobcats Athletics

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## Concussion Acknowledgement

I \_\_\_\_\_, the parent/guardian of \_\_\_\_\_ hereby acknowledge  
(Parent/guardian name) (student-athlete name)

that we have received and read the information in a registration packet provided by Brookwood Secondary School regarding the nature and risks of concussions and other head injuries, the risk of premature participation in athletic activities after receiving a concussion or other head injury, the importance of obtaining a medical evaluation of a suspected concussion or other head injury and the importance of receiving treatment when necessary. We further acknowledge that Brookwood Secondary reserves the right to make all final determinations on return to play after medical clearance is received.

Date: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_

Student-Athlete Signature: \_\_\_\_\_

Student-Athlete Name: \_\_\_\_\_

## **7.2 Athletics Discipline Violation Policy**

It is expected that all coaches, parents, volunteers, and student athletes follow all policies, rules, standards, and expectations set by the Langley School District, Brookwood Secondary, and the Brookwood Bobcats Athletic program. This is in addition to any applicable laws and bylaws of any location that Bobcats Athletics may be operating within.

These guidelines deal particularly with violations concerning alcohol, marijuana, and illicit substances on the part of student-athletes.

If student athletes are found to be in contravention of any of the above, Bobcats Athletics and all associated coaches will support the consequences applied by the school's administration or the appropriate authority. Bobcats Athletics will also endeavour to support the athlete in a positive return to activity and good citizenship.

Infractions will be dealt with on a case-by-case basis. Student-athletes are ambassadors of Brookwood Secondary School and if they chose to represent the school in a manner that isn't appropriate to our school values, there may be repercussions. Each individual and incident will be dealt with on a case-by-case basis. The Athletic Director's, Administration and possibly the coaches will be involved in the how the process will move forward.



### 7.3 Volunteer Driver Form



#### BROOKSWOOD SECONDARY VOLUNTEER DRIVER AUTHORIZATION

Dear Volunteer Driver:

Thank you for volunteering to drive students; your assistance is appreciated. To protect both you and our children, please complete the following form and have our office photocopy your driver's license and current Autoplan Insurance Policy for our files.

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Driver's Licence Number: \_\_\_\_\_

Class: \_\_\_\_\_ Expiry Date: \_\_\_\_\_ Years of Infraction-free Driving Experience: \_\_\_\_\_

Vehicle Make: \_\_\_\_\_ Model: \_\_\_\_\_ Year: \_\_\_\_\_

Seating Capacity, including driver: \_\_\_\_\_ Vehicle License Number: \_\_\_\_\_

*I affirm that I have never been convicted of impaired driving or any other criminal driving offense and acknowledge the requirement that all vehicle occupants must use seat belts and booster seats as required. I will not allow any child under the age of 12 to sit in the front seat of the vehicle if it is equipped with a passenger side airbag, unless the airbag can be legally deactivated. I will not use any hand-held wireless devices while driving.*

Driver's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Parent Permission for Student Driver: I, the undersigned parent or legal guardian of the above-named student, authorize my son/daughter to drive themselves to the following event/season of play and acknowledge that they will not be driving other athletes. This restriction does not apply to immediate family members (brother, sister, and including step and foster relationships).*

Event/season of play: \_\_\_\_\_

Date: \_\_\_\_\_ Location: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Parent/Legal Guardian Signature: \_\_\_\_\_

Principal's Approval (sign): \_\_\_\_\_ Date: \_\_\_\_\_

## 7.4 Emergency Action Plan Template

### EMERGENCY ACTION PLAN

EVENT: \_\_\_\_\_

LOCATION: Brookwood Secondary GYM or FIELD

CHARGE PERSON: \_\_\_\_\_

BACKUP #1: \_\_\_\_\_ BACKUP #2: \_\_\_\_\_

CALL PERSON: \_\_\_\_\_

BACKUP #1: \_\_\_\_\_ BACKUP #2: \_\_\_\_\_

### EMERGENCY CONTACTS

Ambulance, Police, Fire: 911

Lisa Ellis, Principal: 604-230-9422

Kendall Sewell, VP: 604-346-1018

Jyoti Pawar, AD: 604-762-2959

Jordan Howlett VP: 604-880-5664

Daniel Allingham, AD: 604-825-2752

### IMPORTANT ADDRESSES

**Brookwood Secondary School**  
20902 37A Ave, Langley, BC V3A 5N2

**Langley Memorial Hospital**  
22051 Fraser Hwy, Langley, BC V3A 4H4

### DIRECTIONS TO SITE/FACILITY

**Main gym:** access school through main front doors from 37A Avenue.

**Front field:** For soccer and rugby practices.

**Noel Booth (soccer field):** For soccer games only. Parking lot off of 36 Ave.

### CHARGE PERSON RESPONSIBILITIES

1. Conduct an initial assessment of the injury.
2. Designate someone to watch the other participants (stop all activities and ensure all participants are in a safe area if nobody is available to supervise).
3. Wait with the injured participant and help keep them calm until emergency medical services arrive and conduct their assessment of the injury.
4. Record the injury using their club's accident report form.

### CALL PERSON RESPONSIBILITIES

1. Call for emergency help.
2. Provide all necessary information to dispatch.
  - The facility location
  - The closest access door to the injured participant
  - The nature of the injury
  - A description of first aid that has been performed
  - Other medical information, such as allergies or medical conditions
3. Clear any traffic from the facility entrance or access road before the ambulance arrives.
4. Wait by the entrance to direct the ambulance.
5. Call the participant's emergency contact person.
6. Assist the charge person as needed.



## 7.5 Coaches Code of Conduct

### Brookwood Secondary Bobcats Athletics



### Coaches Code of Conduct

The following outlines the expectations for all coaches working within the BSS Athletics Program and is the same Code of Conduct outlined by BC School Sports. All coaches are required to read, sign and return this form to the Athletic Director prior to the start of the season.

The coach/student-athlete relationship is a privileged one. Coaches play a critical role in the personal and athletic development of their student athletes. Therefore, coaches are expected to model the fundamental positive aspects of school sport. Coaches, including community coaches:

- Shall recognize that school sport is an extension of the classroom, and shall conduct themselves accordingly when performing coaching duties
- Shall observe the Competitive Rules and Regulations of BCSS, and those of their local athletic associations and applicable sport organizations
- Shall observe the rules of the sport, the spirit of the rules of the sport, and shall encourage student-athletes to do the same
- Shall fulfill all competition, invitational, layoff and championship competitive and event obligations, in accordance with athletic association policy, sport commission policy and tournament-related agreements
- Shall treat all participants fairly and equitably, by refraining from discriminating against any student-athlete or fellow coach with respect to race, color, ancestry, place of origin, family status, physical or mental disability, sex or sexual orientation
- Shall respect the rulings of officials without gesture or argument, and shall require student-athletes to do the same
- Shall not use foul or profane, harassing or offensive language or gestures in the conduct of coaching duties
- Shall not use physical force of any kind in the conduct of coaching duties
- Shall not, under any circumstances, endorse, recommend, or suggest the use of performance-enhancing drugs or supplements by any student-athlete
- Shall abstain from the use of tobacco and/or vaping products and alcohol while in the presence of student-athletes, and shall discourage their use by student-athletes
- Shall not, under any circumstance, require or imply that a student-athlete must be involved in any summer program or club program as part of his/her responsibilities as a school team member
- Shall not, under any circumstances, require or imply that a student-athlete cannot or should not participate in any BCSS-approved sport in the season preceding or following the coach's season of play
- Shall not, under any circumstances, start pre-season tryouts or practices to the detriment of any in-season sport

By signing below, you acknowledge that you have read and agree to follow the expectations laid out above.

Coach Name: \_\_\_\_\_

Date: \_\_\_\_\_

Coach Signature: \_\_\_\_\_

Team: \_\_\_\_\_

## 7.6 Pre-Season Planning Sheet for Coaches



### Brookwood Athletics – Pre-Season Planning for Coaches

One important part of a successful season is taking the time at the beginning to consider your goals for the season ahead. While these ideas may start with the coaches, you are encouraged to include your athletes as a part of these discussions.

Prior to the start of your season, please take a moment to complete this pre-season planning sheet and review it with the Athletic Director. Then, use what you have brainstormed to generate conversations with your athletes about not only your plans for the season but also about their role in deciding on and meeting team goals.

***“Trophies carry dust, memories last forever!”***

-Mary Lou Retton, Olympic Gold medalist

**TEAM GOALS** – *What are your goals for your team this season? What steps will you take to reach these goals and how will you know you have achieved them?*

**COACHING GOALS** – *What are your goals as a coach/coaching team? What steps will you take to reach these goals and how will you know you have achieved them?*

**SUPPORT**– *How can I as the Athletic Director support you? What do you need from me to support you in your role as coach?*

*Have you read and signed the Coaches Code of Conduct?* ☐ YES ☐ NO

*Do you have any questions or concerns about the Code of Conduct and/or the responsibilities of the coach?*