

Athletics



Handbook

ATHLETIC DIRECTOR

Lee Ellis

(lee.ellis@sd35.bc.ca)

ADMINISTRATOR IN CHARGE OF ATHLETICS

Principal

Jonathan Harris

(Jharris@sd35.bc.ca)

DW Poppy Secondary School
23752 52nd Avenue
Langley, British Columbia, V2Z 2P3
604-530-2151
dwps.sd35.bc.ca

TABLE OF CONTENTS

1. ATHLETICS DEPARTMENT PHILOSOPHY

- 1.1 Vision Statement
- 1.2 Mission
- 1.3 Values

2. ROLES AND RESPONSIBILITIES

- 2.1 The Coaches' Role
- 2.2 The Coaches' Responsibilities
- 2.3 The Staff-Sponsor Role
- 2.4 The Staff-Sponsor Responsibilities
- 2.5 The Student-Athletes' Role
- 2.6 The Student-Athletes' Responsibilities
- 2.7 The Parent(s)/Guardian(s)' Role
- 2.8 The Parent(s)/Guardian(s)' Responsibilities
- 2.9 The Athletic Director's Role & Responsibilities

3. SEASON START-UP

- 3.1 Selection Policy
- 3.2 Parent/Athlete Meeting
- 3.3 Forms and Fees
- 3.4 Uniform Distribution
- 3.5 Student Eligibility
- 3.6 Seasons of Play
- 3.7 Multi-Sport Athletes

4. EMERGENCIES

- 4.1 Assessing Emergencies
- 4.2 Injury/Incident Reports

5. TRAVELLING TO EVENTS

- 5.1 District/School Busing
- 5.2 Parent Drivers
- 5.3 Student Drivers
- 5.4 Athlete Missing Class
- 5.5 Out-of-Town Events

6. END OF SEASON

- 6.1 Uniform Collection
- 6.2 Awards
- 6.3 Athletics Points
- 6.4 Scholarships

7. FORMS AND APPENDICES

- 7.1 Athletics Codes of Conduct
- 7.2 Parent-Spectator Codes of Conduct
- 7.3 Athletics Discipline Violation Policy
- 7.4 Volunteer Driver Form
- 7.5 Concussion Awareness Information Sheets
- 7.6 Concussion Awareness Acknowledgement Form

1. ATHLETIC DEPARTMENT PHILOSOPHY

The Mission, Vision, and Values of DW Poppy Redhawks Athletics are based on the Purpose, Vision, and Values created by the athletics working group of the Langley School District.

1.1 Vision Statement

To inspire all athletes to reach their full potential and to create a lasting legacy for the future.

1.2 Mission

DW Poppy Secondary Redhawks 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

RESPONSIBILITIES

AND

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 DW Poppy 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.

It is important to understand that participation on an athletic team at DW Poppy 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 DW Poppy, it may be necessary for some teams to make cuts. 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. 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. Play time policies are at the discretion of the coach and will be communicated to the athletes by the coach at the beginning of the season.

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 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.

2.3 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.

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.

2.4 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.

2.5 The Parent's/Guardian's Responsibilities

Parents/guardians are expected to:

- Encourage their child's full effort in participation.
- 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.
- 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.
 - 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"> ➤ The treatment of your child, mentally and physically ➤ Ways to help your child improve ➤ Concerns about your child's behaviour or attendance 	<ul style="list-style-type: none"> ➤ Playing time ➤ Strategy ➤ Playcalling ➤ Other student-athletes

- 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) prior to the start of the season.

2.6 The Athletic Director's Role & Responsibilities

- The athletic director is responsible for the overall management of the DW Poppy Redhawks Athletics Program

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 contact individuals who were not selected to inform them of their status, and to tell them why they weren't selected and how they can continue their development.

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

3.2 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.

3.3 Forms and Fees

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.*

DW Poppy Athletics receives no money from the district or school to run its programs. While the district subsidizes some of the team registration fees and some transportation, we are responsible for all other costs, including transportation, uniforms, equipment, officiating, bus maintenance, 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.

The base cost of participating in any one sport at DW Poppy is \$125, with the exception of track & field, cross-country, and badminton, which are \$75 each. Every participant will also be assessed a \$10 uniform fee per sport, making the overall fee \$135/\$85.

Individual teams may decide to enter tournaments, travel to overnight competitions, purchase team apparel, etc. These extra costs must be borne by the team members and will be budgeted for by the coach at the beginning of the season; parent/guardians will be notified in advance of the season of any additional costs that will be a part of the team's fee for the season.

Any student-athlete who has not paid their fees 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.

3.4 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.

3.5 Student Eligibility

Generally, all students of DW Poppy are eligible to participate in athletics. Exceptions may include students who are older than 18 during their season of play, students who have transferred to DW Poppy from another school, or other specific cases. The AD will work with coaches and student-athletes to determine eligibility if questions arise.

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.

3.6 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
Swimming
Cross-Country

Winter Sports

Wrestling
Basketball
Curling

Spring Sports

Rugby
Girls' Soccer
Golf
Track & Field
Badminton
Hockey

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

4.1 Dealing with Emergencies

In the event of an emergency during a team training session or game, coaches will assess the situation and provide any necessary care for injured athletes. It is imperative that accurate contact information is included on the athlete's medical form to ensure that communication can be made with parents/guardians in a timely manner.

If your son/daughter's injury requires a doctor or hospital visit, please make sure to follow-up with the coach to ensure an appropriate and safe return to play plan can be designed using any necessary information from the medical health professional. Coaches may be required to complete an injury report form regarding the incident and may contact you for follow-up information.

4.2 Concussion Awareness

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 are required to complete a training course in concussion management. In addition, 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

When possible, coaches will utilize district transportation, including the Poppy bus to games, otherwise, parent drivers will be needed.

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

5.3 Student Drivers

It is strongly suggested that student-athletes do not drive themselves to school events. They are not permitted to drive other student-athletes unless they are immediate family. For safety and liability reasons, we strongly recommend student-athletes take advantage of the school-based transportation offered instead. If circumstances dictate that a student drive themselves, the coach should communicate with the parent about this, to ensure that the students-athlete understands that they are traveling to a school event and all school, athletics, and district expectations apply.

Student-athletes who will be driving themselves also 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 Athletes Missing Class

When scheduling tournaments and games, coaches will make every attempt to miss as little class time as possible. If student-athlete are missing class, they are responsible for communicating with

their teachers to find out what work will be missed and to complete said homework on time. Athletes must be in all classes and participate in PHE class activities on the day of a team practice or game in order to be eligible to participate. Excused absences on practices and game days should be minimal.

5.5 Out-of-Town Events

Out of town trips must be cost-recovery. Students are responsible for covering all costs except tournament entry fees. Student may be charged for costs associated with coach (eg, hotel costs, transportation costs) but these costs must be provided up front and not hidden costs. If class time is being missed, student-athletes are required to speak with their teachers and complete any missed work.

6. END OF SEASON

6.1 Uniform Collection

When returning uniforms, please ensure they are washed and returned directly to the coach, not dropped off at the front office or in the PE office. Athletes are responsible for returning all pieces of the uniform that were signed out to them and will be charged for any lost or damaged pieces.

6.2 Awards

There is an athletic awards ceremony at the end of every year. Every team is entitled to give four awards, based on the values of Redhawks Athletics and the Langley School District. While each coach may give four 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 Poppy 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.

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, earn the most athletic points, and are the most 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.

Matt Watkins

This award recognizes the top Senior Male athlete and is awarded in memory of a former DWP student. While he was a student athlete at DW Poppy, Matt Watkins was not the necessarily the best athlete on the team. He was however, a tireless worker, an outstanding teammate and absolutely committed to the athletics community at the school. Matt tragically lost his life at a young age. We give this award to a student who embodies the same characteristics in honour of Matt.

Tracey Basham

Tracey Basham was a former student who also lost her life at a young age; this award is given in her name and recognizes a top Senior female athlete. Tracey demonstrated numerous qualities that set her apart including spirit, commitment and dedication to sport.

Athletic Director Award

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.

6.3 Athletics (Block) Points

At DW Poppy, 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 DW Poppy. Coaches will be supplied with an Excel spreadsheet template to use when assigning points, which will include the criteria upon which decisions about how many points to assign can be made.

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.

6.4 Scholarships

There are several scholarships available related to athletics. These include scholarships that are funded and available through:

- DW Poppy Secondary (the Greg Leino Scholarship)
- The Langley School District (District Authority Scholarships)
- Various school sports commissions (rugby, basketball)
- BC School Sports
- Various community-based sports clubs and organizations

Graduating student-athletes are strongly encouraged to apply for these awards. Coaches, please mention these to your student-athletes and direct them to the AD for help.

7. 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.

D.W. Poppy Secondary Redhawks Athletics



Dear Parent(s)/Guardian(s):

Welcome back to another year of DW Poppy 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 225 Poppy 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.

Athletics in schools continue to be funded directly by the athletes who participate in them. While registration fees are funded in part by the Langley School District, the athletic fees paid by students pay for tournament registration fees, busing costs, referee 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. Athletic fees for the upcoming 2024/2025 school year are as follows:

Cross-Country, Track & Field, and Badminton:	\$75 per participant/per team
All Other Sports:	\$125 per participant/per team
Uniform Fee:	\$10 per participant/per team

All student-athletes are also required to purchase a Redhawks Athletics game-day t-shirt which must be worn by all team members on game day. This shirt will be the same shirt for all teams and as such, multi-sport athletes will only need to purchase the shirt once. The cost of the shirt will be \$25. This shirt will be same as last year, so returning athletes will not need be required to purchase another shirt, if the one they have is in good condition. Individual teams/programs may require additional fees for uniform pieces, out-of-town travel for tournaments, equipment of a personal nature, etc. Your child's coach will communicate with you about any additional costs required.

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 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 behaviour of all stakeholders involved in Redhawks 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 Redhawks.

Sincerely,

A handwritten signature in cursive script, appearing to read "Lee Ellis".

Lee Ellis, Athletic Director
lee.ellis@sd35.bc.ca



Athletic Code of Conduct

DW Poppy 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.

D.W. Poppy Secondary School has a zero-tolerance policy for bullying, harassment and/or discrimination.



Parent-Spectator Code of Conduct

DW Poppy 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.

D.W. Poppy 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/performance 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 DW Poppy Athletics.



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, DW Poppy Secondary, and the DW Poppy Redhawks Athletic program. This is in addition to any applicable laws and bylaws of any location that Redhawks 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, Redhawks Athletics and all associated coaches will support the consequences applied by the school's administration or the appropriate authority. Redhawks Athletics will also endeavour to support the athlete in a positive return to activity and good citizenship.

On a first offence, the student athlete's suspension from all athletic activities (including, but not limited to, practices, scrimmages, exhibition games, league games, tournaments, fundraisers, team social events, etc.) will match the duration of the suspension from school given by the school's administration.

On a second offence, the student athlete's suspension from all athletic activities will be one calendar week. At the end of this week, the student athlete will be permitted to attend practices on a probationary basis during regularly scheduled school days only, for a period of time totalling two weeks. This two week period is to be counted only during regularly scheduled instructional days (if a coach elects to practice on weekends, on non-instructional days, or on holidays, the student athlete in question will not be permitted to practice on these days and these days will not count toward the two week total). This suspension period will allow the student athlete to demonstrate their commitment to upholding the policies, rules, standards, expectations, laws, and bylaws expected of them. During this two week period, the student athlete will **only** be allowed to practice; playing in games/matches/tournaments etc. will not be permitted.

At the end of this two week period, the student athlete will meet with an administrator to assess their progress toward upholding the school's and athletic program's codes of conduct, and if satisfactory progress has been made, the student athlete will be allowed to fully re-join their team(s).

A second offence will also prompt the administrators and athletic directors to evaluate any student athlete's participation in team trips.

On a third offence, student athletes will no longer be permitted the privilege of representing DW Poppy Secondary and Redhawks Athletics as a student athlete. They will be removed from any athletic teams they are members of and will not be allowed to join any new athletics teams for the remainder of that academic year. Should a student athlete want to re-join the athletics program in the academic year following their suspension, a meeting between the student athlete, their parent(s)/guardian(s), administration, and athletic director will take place to assess the student athlete's eligibility prior to their inclusion on any team.

If an offence is committed out of season (e.g. a student athlete who plays a spring sport offends in the preceding fall), then the period of time between the offence and the beginning of that sport's training will serve as a probationary period. If a student athlete demonstrates good behaviour and citizenship during this probationary period, they will be allowed full membership on the team in question. If their behaviour is not up to standard/expectations, they will not be allowed to join the team until their behaviour is corrected, and then may join the team on a practice-only, probationary basis for a two week period, as per the second offence criteria described above. At the end of this two week period, if the athlete has demonstrated positive behaviour and demonstrated their commitment to upholding the policies, rules, standards, expectations, laws, and bylaws expected of them, they will be allowed to join the team fully. If they have not demonstrated acceptable behaviour, they will not be allowed to join the team for that season of play.



DW POPPY 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: _____

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



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**



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.





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 DW Poppy 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 DW Poppy 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: _____