

# **St. Dominic**



## **Athletics & Extracurricular POLICY & PROCEDURES HANDBOOK**

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# Coaches Creed

## **As a coach my behavior exhibits:**

- integrity which recognizes the dignity and value of everyone with whom I come in contact
- respect and honor for our Catholic and Professional traditions
- commitment to sound educational principles
- enthusiasm towards the diverse values of individuals and communities

## **I am held accountable in all leadership settings to:**

- maintain the highest standards of personal conduct and professional competence in accordance to our Principles of Practice
- advance the welfare of those who ask for help
- *hold in esteem the players, officials, administrators, spectators, media and others with whom I come in contact*

**I dedicate myself honestly to these principles and to the application of them to all persons with whom I associate.**

## **RESPONSIBILITY OF THE COACH**

1. Coaches must be familiar with policies referring to the extracurricular activities as outlined in this book. These guidelines and any additional rules and regulations established by the coach must be explained to the players prior to the season.
2. Coaches must be familiar with the policies of the Red Deer Catholic Regional Division, St. Dominic School, Alberta Schools Athletic Association and Central West Junior High Athletic Association.
3. It is encouraged for coaches before the commencement of a game or practice to have TEAM PRAYER. Certified-teachers who are supervisors for community coaches will lead Prayer.
4. The School Board and coaches assume legal responsibility for those students participating on their teams. Coaches must be aware that you are responsible for the actions and the whereabouts of those students at practices, games, and on all road trips. Coaches can be held liable if negligence can be proven. Coaches are asked to become familiar with School policies and procedures. Some of which are contained as an appendix in this document.
5. When overnight stays are necessary, parents and administration must be made aware of these trips in advance. Senior teams are permitted to miss up to 3 days (not consecutively) of school and Junior teams 1 day of school (excluding provincials and zones).
6. Teams must submit league and tournament schedules to the Athletic Director prior to the beginning of the season, or as soon as possible, thereafter. This will be forwarded to the administration and the Superintendent for approval. (Note: a female supervisor must accompany a girl's team and a male supervisor must accompany a boy's team on any overnight trip.
7. Use of alcohol on these trips must be disallowed even if players are of legal age. In addition, the use of any illegal drugs or other substances is prohibited.
8. Coaches should use the school buses rather than cars whenever possible. Coaches are required to confirm bookings with St. Matthew School office. If any problems arise please see the Athletic Director.
9. Good sportsmanship is to be demonstrated by coaches. Coaches are responsible for the discipline and actions of their players. Derogatory language and actions reflect negatively on our school and our athletic program.
10. Coaches admitting students to the school following trips must wait and see that the students clear the school before leaving. For Community Coaches, the

- certified teacher supporting the community coach will ensure that proper security measures are employed.
11. Coaches are to go over the Athletic Code with their players prior to the team's first game.
  12. Coaches are to check academic standing of all students trying out for school team. Use last year's grades or those of the last semester as is outlined under eligibility guidelines. Athletes **must have passing grades (50%) in all previous courses in their last semester and current semester of the same school calendar year.** Athletes should maintain a minimum (60% average) in their previous courses in their last semester and current semester of the same school calendar year.
  13. It is necessary that all coaches send a copy of their league & practice schedule as well as tournament dates home to parents sometime before the first game.
  14. **Coaches will** arrange a parent meeting just prior to or just after the start of your playing season. (A good time would be before or after a game). Making parents and athletes are aware of the expectations, goals, and policies at the start of the season will facilitate collaboration and cooperation throughout the season.
  15. Trainer kits will be provided for each team. Coaches/trainers are responsible for those kits and must make requests for additional items well in advance of them actually being required. Please assist by having trainers who are reliable and dependable where possible.
  16. The use of the cell phones is encouraged when traveling. Coaches must sign them out from the office.
  17. Coaches are responsible for set up and take down for gymnasium area. They need to communicate with coaches who are playing before them to find out if proper set up is taking place. Team players should be instructed on **PROPER** procedures and supervised to see that this is happening.
  18. Selection of teams should be handled professionally. Each student athlete should be aware of the selection criteria. This is based on a coaches preferences for their given team.

### **For Volleyball**

1. Nets and poles returned to equipment room
2. Balls returned to the equipment room
3. Score clocks returned to Phys. Ed office shelves.

4. Bleachers put back into the locked position unless cleaning is required.

### **For Basketball**

1. Same as Volleyball except for nets—hoops can stay in same position as required for game situation.
2. Score sheets are to be photocopied and handed to visiting coaches immediately after their game.

### **For Badminton**

1. Nets returned to proper compartment
2. Return poles

<b>BUDGET / FEES</b>
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1. Sr. Teams are entitled to participate in 6 tournaments and Jr. teams 2 tournaments. This does not include provincial or regional championships. If you are planning on more than three tournaments as a Senior team and 2 tournaments as a Junior. team outside our zone, it must first be cleared with Administration as per Field Trip Policy – Part B. **If you are going over your budget allocation, you will have to fundraise or have your team pay for the excess themselves.**

The school will pay accommodations, transportation and banquet costs for all athletes going to a Provincial Competition.

#### ***2. REGISTRATION FEES***

**Senior Volleyball and Basketball** athletes will be required to pay a maximum of **\$300.00**. Members of the junior varsity teams pay a maximum of **\$150.00** and grade 9 athletes will pay a maximum of \$75.00 as a registration fee. \*Note – Fees are at the discretion of the coaches and the nature of their budgets – **Budgets must be balanced.** \***NOTE** – Athletes pay for each sport they take part in. This fee will cover such expenses as tournaments, league fees and a team pride wear item. **In order to avoid problems regarding collection of fees please put a fee payment deadline in place.**

**Golf, CC Running, Badminton, and Track and Field** are **\$50.00**. This fee includes the cost of travel, and registration for division and zone events. \*Note – Fees are at the discretion of the coaches and the nature of their budgets.

3. It is imperative that coaches hand out and collect the registration (permission) forms from each student. These forms can be used to mark down all uniform information, as well as Alberta Health Care numbers. These registration forms must be completed prior to the first contest. One copy is to be kept by the coach another copy is to be handed in to the Athletic Director. The Athletic Director will furnish

the Administration with a copy for all participants. (Blank copies may be run off as required)

5. When selecting teams, and Grade 10 students are being considered for a place on the senior team. Grade 10 students will benefit more from the increased playing time received on a junior team. (If they are not a starter, they should be considered for playing for the junior team.) That is if a junior team is available to participate on.
7. The Athletic Director is responsible for supplying uniforms to all teams. To obtain the uniforms for your team, contact the Athletic Director before your season begins. Each coach is responsible for the return of all uniforms at the conclusion of your season. Please ensure that this is done within a reasonable period of time. The replacement of a uniform not returned would be the responsibility of the individual who failed to return it. Team uniforms are to be used for competition only, hence they are not to be worn outside of competition. (They may be worn for pep rallies or on game days within the school.)
8. If your team as a group decides to buy sweatshirts, sweatpants, etc. (not supported by athletics), it is up to the coach of the team to make sure players and parents are informed and do not feel pressured into buying something they can't afford. NOTE: Clothing supplied by the school, as part of the uniform is all that must be worn by the team during "team" activities.
9. **Fees -- Coaches collect all fees before the deadline and submit them to the office for deposit. The student and coach must meet to make arrangements for extenuating circumstances.**

<b>COACHES CODE</b>
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### **Coaches Creed**

All Coaches will be provided with a copy of the St. Dominic Catholic School Athletic Handbook and asked to read it. In addition to this code of conduct, Coaches of the St. Dominic Huskies are expected to adhere to the following creed:

- A. Exemplify the highest moral character, behavior, and leadership.
- B. Respect the integrity and personality of the individual athlete.
- C. Abide by the rules of the game in letter and in spirit.
- D. Respect the integrity and judgment of sports officials.
- E. Demonstrate a mastery of a continuing interest in coaching principles and techniques through professional improvement.
- F. Encourage a respect for all athletics and their values.
- G. Display modesty in victory and graciousness in defeat.
- H. Promote ethical relationships among coaches.
- I. Fulfill responsibilities to provide health services and an environment free of safety hazards.
- J. Encourage the highest standard of conduct and scholastic achievement

among all athletics.

- K. Strive to develop in each athlete the qualities of leadership, initiative, good judgment, and sportsmanship.

Athletes participating on St. Dominic teams are expected to display a high degree of conduct and citizenship within the school and on school sponsored trips. Sportsmanship and self-discipline are expected of all athletes and coaches.

## ATHLETIC CODE

### General Regulations to cover all Extra Curricular Activities

1. Academic and scholastic standards must be maintained. Refer to Eligibility Regulations.
2. Attendance: Students may be required to miss a limited number of classes due to team commitments, therefore, students should not have any other unexcused absences. Any athlete who is caught *skipping* a class on the day of a competition will result in them being *benched* that day. Playing time for the event will be determined by the coach and Administration involved if the event in question is a tournament (1 game benching or tournament). If an Athlete is away from school for any invalid reason they will not be eligible to participate in a contest or practice on that day. Coaches with the support of school administration must clear any exceptions to this. Students will not miss or refuse to participate in a class in order to prepare for an extra curricular event. Those students with a valid excused absence (doctor's appt, dentist appt, death in the family etc.) will be permitted to play.
3. Disrespect or insubordination towards staff or students will not be tolerated. This behavior will be dealt with similarly to #2 above.
4. Abusive language or profanity is prohibited. If there is a penalty given for abusive language during a contest this will result in the athlete being withdrawn from further competition, for a length determined by the coach. It will be up to the coach to reinstate the athlete if there are extenuating circumstances. ( i.e. the words uttered were not what the referee heard.)
5. Participants are expected to display good sportsmanship in all situations. Self-control is very important. Fighting will result in automatic suspension for the remainder of that game plus the next game and possibly the season. This will be determined upon consultation between the coaching staff and administration.
6. Avoid disputes and arguments with officials. The captain is the only team member to enter into discussions with officials. Ask only for an interpretation of a call.



7. Team members must travel with the coaches to and from away games unless **PARENTAL CONSENT** has been given to the coach.
8. Use of alcohol and drugs during any athletic activity will result in suspension from the team. The matter will then be referred to School administration for further action.
9. Athletes are to attend all team practices and games. If a player is unable to attend he should speak directly with the coach in advance. Failing this, a player may be dropped from the team. The policy for absenteeism from games and practices is based on the discretion of the coach.
10. Players are financially responsible for all equipment checked out to his/her name. Keep equipment clean and in good repair at all times. In most cases, players are responsible for hotel accommodations and meal money. Players are also responsible for their own equipment. St. Dominic will not reimburse athletes for lost or stolen personal property.
11. Equally important will be the establishment of a dress code for all St. Dominic Athletes. The regulations will have girls wearing dress slacks and blouses or dresses. Boys will wear cords or dress pants with dress shirts and ties to all home, away games and during school, on the day of the event. In some cases, the coaches may elect to have players dress in required apparel the day of the competition. (i.e their uniform tops)

Coaches and players will establish training rules for their sport. Once thoroughly described at the beginning of the season, all athletes are required to follow them.

Infractions of any of the above may result in one or more of the following:

1. Removal from the contest.
2. Suspension from the team.
3. Removal from a team
4. Suspension/or removal from school

Serious disciplinary measures must be discussed with the administration and Coach(es).

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## ATHLETIC ELIGIBILITY POLICY

Guidelines for the athletic eligibility for St. Dominic High School:

1. A student **must** maintain a passing (50%) mark in his/her courses to be eligible for an athletic team. This is taken from their previous semester history.

**However, each case must be considered on an individual basis** through consultation with the classroom Teacher, Parent, Counseling department, Coach and Administration, where necessary.

2. Students currently in a course and are achieving a mark below 50% should be investigated and closely monitored by the Classroom teacher. These cases are to be dealt with as per school guidelines and policies.
3. All team rosters will be circulated to the entire teaching staff of St. Dominic High School. Those Athletes with persistent failing grades will be brought to the attention of the Coach and Administration. If all other efforts have failed and the teacher feels there is need for concern, the coach should be contacted immediately and the student may be placed on placed on probation with that team.

The probation period is 3 weeks and improvement will be on assignments and tests given during that time (i.e. extra time, extra assignments) demanded by the teacher. In an attempt to keep the situation a positive one, during the probation period the student, together with the coach and teacher, is responsible for determining the strategy for improvement that will be used. For example, a study hall may be used rather than eliminating the student from practicing or playing. If the teacher is satisfied with the student's progress during the probation period, the student will maintain their eligibility for that team. If sufficient progress is not shown, the student will be suspended from the team.

4. Where there is no agreement, final decision shall be made in consultation with Administration, Coach and Teacher involved.
5. A student is eligible for competition for three consecutive years after registration in grade 10. To be eligible to compete in Provincial High School Athletics (ASAA) the student must be registered in two five credit courses during the Semester. It must be the principal's decision that it is in the best interests of the competitor and the school as a whole for him/her to participate. A student who becomes 19 before September 1<sup>st</sup> shall be ineligible for high school competition at St. Dominic's. A student who becomes 19 on or after September 1<sup>st</sup> shall be eligible for high school competition at St. Dominic's.
6. The student must be a bona fide student of an ASAA member school. A student becomes a bona fide student of the school on the first day of classes beginning the term or semester in the school in which he/she is registered. In case of transfer from

one school to another the student shall become a bona fide student in the new school upon the date of their first attendance at classes following the acceptance of this transfer-in by the Principal.

7. CWAJHAA Eligibility, in accordance to Bylaw 1, there shall be no allowance for Grade 9 students to participate on High School teams. If such occurs, that student forfeits their eligibility for CWAJHAA. A student, if 16 as of September 1 of the school year, he or she shall become ineligible from any further competitions in activities sanctioned by CWAJHAA.

**\*These guidelines shall apply to extra curricular activities only  
The Administrator is responsible to meet with coaches prior to team selections to ensure the policy is being followed.**

<b>ST. DOMINIC CLOTHING/ GENERAL PURCHASES</b>
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Basic Philosophy for St. Dominic clothing purchases.

**Needs:**

- A. St. Dominic needs to be able to purchase clothing and souvenir goods as inexpensive as possible.
- B. We need to adopt an overall direction that will give us:
  1. Identity
  2. Unification
  3. Consistency yet Flexibility
  4. Affordability
  5. Quality- wearability

**Process:** Two main areas of concern

- A. General population purchase – Retail sale
- B. Extra-curricular purchase
  1. Consumable – every year – Student purchase
  2. Capital – uniforms – School Inventory

**General purchase items** should be made by the general purchasing agent (person in charge) with the expectation of re-selling for a profit. Items will have to be ordered that reflect the needs and desires of the market. It is suggested that a minimal amount of inventory be maintained so as to assure a maximum profit. Bearing in mind our

marketing standards, items could be screened in unique as well as traditional manner to accommodate the market. Input from students, parents, teachers, fans as well as suppliers should be encouraged.

**Consumables** that are an on-going purchase or that can be identified in May and June of the previous year should be booked by the general purchasing agent with input from coaches and/or the leaders of the particular areas.

A tendering process for this major purchase will be followed.

Each Athletic Department will decide on a logo package for their area. This logo will include the central theme of the school (Huskie) as well as a predetermined style or font that says St. Dominic and whatever else has been put in place for that department.

Consumables relating to the athletic teams require the consistency for ordering be established in May and June and booked so maximum value can be maintained. The following cresting restrictions should apply to their clothing:

**CRESTING PROCEDURES FOR ATHLETICS:**

**(School colors are Navy blue/ White with Red).**

(away)

(home)

✓ **It is imperative that we as a school are recognizable and distinct as a Catholic School. Therefore, all clothing and uniforms SHOULD illustrate our Catholic identity.**

- A. On orders that are to be part of the official team uniform and paid for by the school.
  - 1. St. Dominic plus the Huskie/Cross must be written on the front of garments where numbers are necessary or required by rule.
  - 2. St. Dominic must be written on the front of garments plus the St. Dominic Huskie crest must appear where numbers are not required.
  
- B. On orders that are to be a part of the teams off court uniform that every member of the team is expected to purchase.
  - 1. St. Dominic Huskies must be written on the front or back of garments plus the St. Dominic Huskie crest must appear where numbers are not required. The particular team may be added if so desired. ie Track etc.
  
- C. On orders that are not to be a part of the teams' off court uniform and every member of the team is not expected to purchase and it is to be worn on an informal basis.
  - 1. All orders of this type are to be done as per policy

The purchasing agent should be the person in charge who will have input from the extra-curricular coordinators and the administration on process for determining how purchases will be made.

**Before the end of May** each year there should be an Extra-curricular meeting called by the Athletic director to determine what the need for the consumables will be for the following year. These needs should be based on the minimal standards for the sport and should fall in the line with the previous years requirements. The amount of money being spent must reflect a decision that a concerned parent would make. A list of **capital purchases** for uniforms should be developed each year and submitted to the staff for the final approval. The prioritized list will be forwarded to School Council for their consideration for funding. This could be accomplished during this same meeting. Things to be considered in developing priorities are:

1. Overall need
2. Last request
3. Funding availability
4. Total overall attain matching dollars
5. Ability to attain matching dollars

The profits from team/club consumables could be kept to a bare minimum but if a profit is to be made it should be returned to each group as a dividend. In other words those groups using it the most would receive the largest benefits.

## GENERAL GUIDELINES

### **A. Required team apparel-Clubs and Athletic teams**

We need to be cognizant of the fact that some parents may have two or more children participating as members of a number of teams. Our parents cannot be expected to purchase clothing for each sport. Athletes will be supplied with team uniforms that are returned to the school and may also be asked to purchase basic warm up apparel. If the apparel is part of the team package, the cost will be included as part of their sport registration fees.

If an athlete has already purchased the item as a member of a team, he/she will have the registration fee reduced by the amount of the purchase. It is important that all coaches inform our parents that the only required apparel cost of participating as a member of a sport team is the apparel purchased as part of the registration fee.

### **B. Non-Compulsory Club and Team apparel**

It is recognized that athletes may wish to purchase items outside of the required team apparel. For example, a team may wish to purchase shooting jerseys for basketball. Such purchases are allowed. Teams will be allowed to crest the item specific to their team. **Coaches are asked to inform team members and parents that the purchase of these**

**items are not compulsory and are not required to participate as a member of the team.  
Such apparel must be approved and agreed upon by the coach and administration.**

### **C. Use of the St. Dominic Huskie logo**

The use of our logo is by permission only. St. Dominic has purchased the artwork for our logo and retailers must receive permission to use our logo. Private individuals must also have approval before our logo is placed on any item. The School Administration and staff of St. Dominic's must approve of the use of the logo.

### **D. Track Suit**

St. Dominic will have the opportunity to purchase tracksuit apparel. The Stormtech racksuit, MEE, and/or an approved Russell type track bottom. The purchase of track suits for an athletic team is optional. (Other companies are optional )

### **E. Tender Process**

Deadlines: General retail sales: Purchase list developed by May 15- List approved by Administration and tender prepared by June 15.

**Consumables:** Athletic Director calls meeting of all clubs and teams by May 15.  
Consumable list submitted to Administration by June 1

**Capital purchases:** Requests submitted Administration by May 1.  
List prioritized through survey by May 15.  
Prioritize list sent to School council for May Meeting.

## **TOURNAMENT CHECKLIST**

1. Review budget of previous year – prepare budget for tournament outlining anticipated expenses and suggested entry fee. Arrange for necessary gymnasiums.
2. Send invitation including:
  - a) date
  - b) entry deadline
  - c) entry fees
  - d) tournament organizer's name
  - e) type of competition
  - f) number of teams invited
3. Contact officials association – inform them of the date, times, and type of competition for the tournament.

4. Publicize:
  - a) school
  - b) Local media
  - c) Alumni
  - d) Presentation of awards
  - e) In the St. Dominic Calender
  
5. Draw up schedule after entries are received. Prepare tournament information sheet including:
  - a) Entry fee
  - b) Tournament rules and procedures such as warm-ups, preceding matches, registration, awards presentation
  - c) Gymnasium to be used and rules (i.e.: food in gymnasium area and balls in the hallway)
  - d) Concession, availability and hours of operation
  - e) General conduct (school rules relating to behavior – smoking)
  - f) Admissions charged
  
6. Send information on tournament and schedule to all entered teams.
  
7. Send schedule to officials association and confirm their participation one full month prior to tournament.
  
8. Order awards to be given out.
  
9. Arrange for minor officials – scorekeepers, timers, statisticians,
  
10. Notify principal and staff of tournament (supervisors will be needed from the staff in order to keep the tournament costs to a minimum) and arrange for janitorial services for the earliest possible time following the end of the tournament.
  
11. Week of the tournament:
  - Check facilities and equipment (in good condition and ready for the tournament)
  - Prepare result sheets
  - Prepare team tournament package
  - tournament information and schedules
  - program
  - local information
  
12. Day of the tournament
  - set up equipment – nets, balls, score sheets, pencils, etc.
  - post results sheets and schedules

- set up coaches room
- take registration and entry fee
- ensure smooth operation
- minor officials ready during warm ups
- check facility and doors (locked)
- Area cleaned up or custodian booked to clean area

13. St. Dominic High School Classrooms, Physical Education Office and Physical Education Storage Rooms are **NOT PERMITTED for use by Sports Teams**.
14. Prepare tournament summary and financial statement. Hand in one copy to to Business manager. All money is to be handed into Business manager as soon as possible.
15. Send tournament summary to all participating teams. (optional)
16. Send out Thank you letters to sponsors etc.

<h2 style="margin: 0;">GENERAL TRANSPORTATION GUIDELINES</h2>
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1. If parents are allowed to drive, to be sure they have adequate insurance, and a criminal check and administration **MUST** be consulted. Parent **MUST** have a drivers abstract submitted to administration.
2. The bus must be checked out through the Main Office.
3. You must have a Class 4 license and have received instruction from Division Transportation Head on proper use of the bus.
4. There is one set of keys to the bus. The Business Manager houses the keys and logbook in his office.
5. There shall be **NO SMOKING** while representing St. Dominic's at any athletic event.
6. Students must remain seated at all times with seatbelts on and done up. The seating capacity of the bus is 17 plus the driver.
7. Food or drink is permitted in the vans however the coach takes on the responsibility for cleanliness and appearance of the bus.
8. Students must ensure that luggage is not blocking the aisle and appropriately stored under the seat.
9. A teacher, approved supervisor or parent must be in the vehicle with students at all times.



10. Any student that does not use school provided transportation must have a written release signed by the parent and principal before departure. This rule applies to return transportation as well.
11. In case of breakdown, do not undertake major repairs without consulting the principal. Please refer to district transportation policy.
12. Any signs of malfunction, vandalism, or ill repair should be reported to Administration immediately.

**The bus must be fueled upon return from ANY out-of-town weekend tournaments or whenever the gas gauge registers 3/4 or less. The bus uses Diesel fuel.**

**Out of town purchases should be put on the personal credit card and receipts turned into the office the following day.**

13. The bus must be fully secured (doors locked and windows shut tight) whenever it is parked. This is especially important at night when it is left out for the evening.
14. Whenever the night temperature is near freezing or below zero, the bus should be plugged in. Remember to unplug them when departing.

#### 15. Bus Cleanliness

Bus cleaning can become a problem. Please follow the following procedure when using the vans:

1. Check the bus when you get on – be picky – if it doesn't meet your standards (e.g. garbage on the floor) inform Administration as soon as possible.
2. Check the bus when you leave to make sure it meets your standards (no garbage on the floor).
3. When garbage is found, have teams clean up.
4. The athletic department (your team) will be charged for any clean up costs that incurred because the vehicles were not properly cleaned (\$15 per incident). This is if the problem persists and is incurred by the same coach and team.

#### 16. **Vandalism**

When boarding the bus, check for vandalism, especially the seats. Report any vandalism immediately to Administration. Also when leaving the bus check for vandalism. This will ensure that the guilty party is identified and the individuals found to be responsible will be charged and/or requested to make restitution.

Changing the oil – this will be done by Maintenance Department on a regular basis but must be checked on an individual basis when filling up with diesel.

When checking the transmission oil the motor should be running.

**Drivers are asked to record the kilometers in and out and calculate and record the kilometers traveled. Record the nature of the use, whether it was curricular or athletic team use.**

## EMERGENCY/ SECURITY

### General Information

1. The health and safety of passengers must always be the primary consideration. In all emergency situations the Principal must be contacted. The RCMP may be the best source of support in any emergency. ***Do not make any statement to the news media.*** Please refer to Emergency procedures policy. (page 22)

### Medical

1. See to appropriate medical care and transportation of the patient as required. *If in doubt, use ambulance service.*
2. If a student is seriously hurt or ill a chaperone must remain with the student.
3. In all emergency situations the Principal and parents should be notified as soon as possible.
4. Teachers must have all pertinent students information in their possession. *E.g. list of students, medical numbers, medical requirements/allergies, and contact number of parents/guardians.*

## TREATMENT FOR CONCUSSIONS

When it is suspected that a player has received a concussion or a head injury that player must immediately be removed from that activity and their parents are to be phoned. It is strongly suggested that that player receive proper medical attention (hospital). The player will not be able to participate in any further school-based activities without a written clearance from a medical doctor.

### Mechanical

1. Under no circumstances continue to operate a vehicle if there is a risk to students or equipment.

2. If the bus is no longer operating, contact the Maintenance Department for transportation back-up and possible towing of the van.
3. If unable to contact the administrator, contact the nearest source for transporting your students (RCMP can provide this information).

### **Accident**

***Immediately notify the following by phone:***

- a) RCMP
- b) Principal (they will contact Alberta Transportation and Secretary Treasurer RDCSD if necessary).

**Provide details relating to the accident.  
Do not make admission of fault.**

### **EMERGENCY PROCEDURES**

1. In the case of a minor breakdown, e.g. flat tire or stalling, the driver and/or the supervisor will make the necessary repairs on the spot.
2. If the driver is unable to complete a minor repair, the transportation supervisor should be contacted as soon as possible. If the vehicle is outside Rocky Mountain House, the teacher or supervisor is authorized to have the repair performed at the nearest possible repair site. The teacher or supervisor will be reimbursed by the district for any costs incurred.
3. Provisions should be made for the supervision of students during repairs.
4. If the breakdown is of a more serious nature, the teacher or supervisor will arrange to have the vehicle towed to the nearest garage. The District bus supervisor, in consultation with the Secretary-Treasurer, will arrange for alternate transportation. The principal will be given the names and telephone numbers of all passengers. The principal will telephone the parents.
5. In the case of an accident: the driver and or supervisor will take appropriate action. The following procedures are recommended:
  - a. Remove all passengers from the vehicle and keep them together.
  - b. Attend to the injured. Call ambulance if necessary.
  - c. Use the safety flares provided to warn approaching traffic.
  - d. If damage is minor (less than five hundred dollars) and no injuries are incurred, police do not have to be notified, but the drivers should exchange pertinent information such as insurance companies, drivers license numbers, and vehicle registration forms.
  - e. In case of physical injury or damage over five hundred dollars, police must be called.
  - f. Arrange for alternate transportation (if necessary) and follow the procedure for calling the principal (see number three above)

- g. An accident report must be submitted to the district office.
6. Any damage to the vehicle, however minor, whether inside or outside, should be reported to the Administration and district office.

<b>MAINTENANCE</b>
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1. Routine maintenance of the vehicle shall be the responsibility of the bus supervisor.
2. A record of maintenance procedures and costs of operation for each vehicle shall be kept.
3. Prior to each trip, the driver using the vehicle is responsible for having diesel and oil checked.
4. When diesel and or oil is required for a long trip, the driver will either pay cash or use his/her credit card. Upon return the driver will submit the receipt to the administration office for recording and reimbursement.

## **St. Dominic's Athletics**

Athletes participating on St. Dominic Huskies teams are expected to display a high degree of conduct and citizenship within the school and on school-sponsored trips. Sportsmanship and self-discipline are expected of all athletes, coaches and parents.

### **General Regulations**

1. Academic and scholastic standards must be maintained. Passing required courses (50%) and maintain a (60%) average.
2. Attendance: Athletes may be required to miss a limited number of classes due to team commitments in accordance with Athletic and Extracurricular Policy Handbook; therefore, students should not have any other unexcused absences. An athlete may not play for a team if a class is missed the day of a game without a legitimate reason.
3. Disrespect or insubordination toward staff or students will not be tolerated.
4. Athletes, coaches, and parents are expected to display good sportsmanship in all situations. Self-control is very important. Abusive language or profanity is prohibited.
5. Avoid disputes and arguments with officials. The coach and captains are the only team members to enter into discussions with officials.
6. Team members must travel with the arranged transportation. Athletes will not be permitted to drive to any matches.
7. Use of alcohol and drugs during any school activity, will result in suspension from school and removal from co-curricular activities.
8. There shall be no smoking while representing St. Dominic's at any athletic event.
9. Athletes are to attend all team practices and games. If an athlete is unable to attend he/she should speak directly with the coach in advance. Failure to do so will result in loss of playing time.
10. Athletes are responsible to pay the team fees prior to the first league match, unless prior arrangements have been made with the coach.
11. Financially, athletes are responsible for all meal money, and in some cases accommodations.
12. Athletes coming to games should be neatly dressed as they are representing St. Dominic Catholic High School

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Athlete Signature

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Date

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Parent/Guardian Signature

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Date



### ATHLETIC'S CONSENT FORM

Dear Parent Date: \_\_\_\_\_

Your prior consent must be given in order that your son/daughter can participate in athletics.

Your signature will

- Authorize your son/daughter's participation in athletics.
- Indicate that you have been fully informed about the Code of Conduct, schedule and fees for athletics and do not require any further information.
- Accept responsibility for payment of any costs involved with athletics.

**PLEASE RETURN TO YOUR COACH(ES)**

TO: \_\_\_\_\_

RE: \_\_\_\_\_

(name of student)

**I acknowledge the participation of my son/daughter in ATHLETICS at St. Dominic Catholic High School**

On (date) \_\_\_\_\_

Alberta Health Care Number: \_\_\_\_\_

Required Medications: \_\_\_\_\_

Medical Alert (please be aware of the following):  
\_\_\_\_\_

Doctor's Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Emergency Contact: Parent:

**Father:** Home phone: \_\_\_\_\_ Business phone: \_\_\_\_\_

**Mother:** Home phone: \_\_\_\_\_ Business phone: \_\_\_\_\_

Other phone: \_\_\_\_\_

\_\_\_\_\_  
Signature of Parent