



# AP-I-901.1 Inter-school Competitive Athletics Administrative Procedures

March 11, 2014

## BACKGROUND

Inter-school Competitive Athletics is a part of the co-curricular program at the FFCA Middle and High School Campuses. The Inter-school Competitive Athletics program is designed to meet the needs of students seeking a competitive environment and provide unique opportunities for the development and demonstration of moral and performance character. It is not a recreational or intramural activity with an emphasis on participation. We operate our athletics program with a belief that while all players are equal people, all people are not equal players. As such playing time in competitions will reflect a number of factors including skill, previous practice or game performance, team attendance and punctuality, preparedness for practices, academic or behavioural concerns in school, attitude and effort.

Due to the increased risk that competitive athletics can involve relative to typical physical education activities, this AP document outlines the procedures to be used to maximize the success of competitive athletic experiences while managing risk.

## PROCEDURES

### 1. General Requirements

#### 1.1 Athletics Finances & Fees

Instructional grant funds are not to be used to support the costs of operating the athletics program at FFCA with three exceptions:

- purchase of equipment which can be used for both athletics and educational programs including first aid supplies
- professional development of teacher-coaches that deal with issues of certification and safety
- substitute coverage to provide required release time of teacher-coaches or teacher-supervisors.

All other costs of the athletics program including association memberships, league and competition fees, officiating, transportation, accommodations and coach/supervisor meals during road trips will be covered by participant fees and/or fundraising.

Students who are on a school-fee waiver may be considered for reduced or waived fees.

#### 1.2 Transportation

Charter bus service is the preferred mode of transportation to be used for field trips (15 passenger vans are prohibited). The use of private vehicles is allowed, when necessary, if the proper documentation has been completed as per:

- AP-E-101.1.1 Volunteer Driver Form
- AP-E-101.1.2 Athletics Transportation Consent Form (FOR HS STUDENTS ONLY)

### 1.3 Supervision

Campus administration is responsible for ensuring adequate supervision is in place for all athletics events and that there is a designated teacher-in-charge with overall authority and responsibility for the athletes. Administration will pay particular attention to the following:

- students never left alone – always in pairs
- parent supervisors take direction from the teacher-in-charge and must be suitably qualified (nature and demands of the activity)
- parent supervisors (including drivers) must have criminal record-check on file with the school
- student/volunteer ratio
  - at least two children per volunteer at all times (unless it is the guardian of a child)
  - at least two volunteers per group of children except while driving
- supervisors are responsible to ensure the welfare and safety of the students from the initiation to the completion of the athletics events
- gender balance (for situations that require a change of attire, one staff member must present to supervise. E.g. female staff member in female change rooms and male staff member in male change rooms)
- students are responsible to their supervisor for conduct and behavior
- student medication (ensure the supervisor is aware of the medical condition and is provided with written procedures)
- someone with current first aid and CPR training as well as training in concussion protocol
- adequate first aid supplies are onsite and immediately accessible if needed
- the teacher-in-charge, in consultation with the principal, may shorten, cancel or terminate an off-site activity at any time if activity cannot proceed or be completed in a safe or satisfactory manner
- discipline procedures

### 1.4 Communications

At least one coach/supervisor will have a cell phone on their person at all times during an athletics event and that number will be left with campus administration.

## 2. Authorized Athletic Activities

The following activities, deemed moderate/low risk, are authorized as part of the competitive athletics program at FFCA:

- cross-country running
- golf
- volleyball
- basketball
- badminton
- soccer
- track & field

The following activities, deemed high risk, are authorized as part of the competitive athletics program at FFCA:

- wrestling
- rugby

- cheerleading

### 3. **Informed Consent – All Athletics Competition**

In developing school-based procedures which govern athletic sports competition, principals should be attentive to the following:

- 3.1 A *Schedule A: Athletics Try-out Consent Form* is required for all participants prior to their participation in any try-out, practice or competitive events. This may occur as part of the online registration process.
- 3.2 A *Schedule B: Authorization for Athletics Trip* should be completed and approved for all competitions off-site.
- 3.3 A detailed schedule (including all tournaments) should be prepared and distributed to all participants and parents prior to the start of the competitive season.
- 3.4 A *Schedule C: Informed Consent Form* is required for all participants (could be a blanket form for all scheduled trips/tournaments) prior to the event prior to their participating in any competitive events.
- 3.5 A *Schedule D: Competitive Athletics Medical Information Form* is required for all participants prior to the event prior to their participating in any competitive events.
- 3.6 A *Schedule E: Student-Athlete Code of Ethics, Conduct and Commitment Form* is required for all participants prior to the event prior to their participating in any competitive events
- 3.7 If the schedule includes activities designated high-risk, Section 4 must be adhered to.
- 3.8 If the schedule includes overnight trips, Section 5 must be adhered to.

### 4. **Informed Consent – High Risk Athletics Competition**

In developing school-based procedures which govern athletic sports competition in activities designated high-risk, principals should be attentive to the following:

- 4.1 A *Schedule A: Athletics Try-out Informed Consent Form* is required for all participants prior to their participation in any try-out, practice or competitive events. This may occur as part of the online registration process.
- 4.2 The try-outs for high risk athletic sports are to be conducted in a modified fashion such that high-risk activities (e.g. full speed contact) are avoided. If this is not possible, than Section 4.4 must be followed prior to the student participation in the high risk activities.
- 4.3 A *Schedule B: Authorization for Athletics Trip* should be completed and approved for all competitions off-site.
- 4.4 A mandatory participant and parent meeting must be held at which:
  - 4.4.1 A detailed schedule (including all tournaments) should be prepared and distributed to all participants and parents prior to the start of the competitive season.
  - 4.4.2 The specific risks inherent in the activity are reviewed and explanation of how skills are taught to reduce, but not remove, risk (e.g. form tackling progressions prior to contact practice prior to competitive play in rugby)

- 4.4.3 First Aid and Concussion Protocols are explained.
- 4.4.4 A *Schedule C: Informed Consent Form* is required for all participants (could be a blanket form for all scheduled trips/tournaments) prior to the event prior to their participating in any competitive events.
- 4.4.5 A *Schedule D: Competitive Athletics Medical Information Form* is required for all participants prior to the event prior to their participating in any competitive events.
- 4.4.6 A *Schedule E: Student-Athlete Code of Ethics, Conduct and Commitment Form* is required for all participants prior to the event prior to their participating in any competitive events.
- 4.5 A written copy of the agenda and a list of attendees will be kept on file in the campus office.
- 4.6 If the schedule includes overnight trips, Section 5 must be adhered to.

## 5. **Informed Consent – Overnight Competition Within Alberta**

In addition to Sections 4 & 5:

- 5.1 *Schedule F: Athletics Overnight Trip Required Questionnaire* for the proposed trip must be submitted to the Superintendent or designate for review prior to any commitment being made to students, parents, airlines, travel agencies, etc. This form must be submitted a minimum of 3 weeks prior to the trip date.
- 5.2 The Superintendent or designate shall advise the School's insurers of details of the trip, including dates, destination, and the name(s) of supervisor(s), and, will request approval in principle with respect to insurance coverage.
- 5.3 Criminal checks must be done for all non-staff volunteers for any field trip that extends overnight. Criminal Checks can now be completed online; please visit <http://www.backcheck.net/> to submit a criminal check for a volunteer.
- 5.4 For overnight or longer trips, the teacher-in-charge, in consultation with the principal, will prepare a written set of expectations for student conduct and behavior and the consequences for their violation.
- 5.5 A mandatory participant and parent meeting must be held at which:
  - 5.5.1 A detailed itinerary of the overnight trip will be reviewed
  - 5.5.2 A written set of expectations for student conduct and behavior and consequences for their violation will be distributed and reviewed with the parent.

## 6. **Informed Consent – Overnight Competition Outside of Alberta**

In addition to Sections 4 & 5:

- 6.1 *Schedule F: Athletics Overnight Trip Required Questionnaire* for the proposed trip must be submitted to the Superintendent or designate for review prior to any commitment being made to students, parents, airlines, travel agencies, etc. This form must be submitted a minimum of 6 months prior to the trip date.
- 6.2 The Superintendent or designate shall advise the School's insurers of details of the trip, including dates, destination, and the name(s) of supervisor(s), and, will request approval in principle with respect to insurance coverage.

- 6.3 Once approval in principle with respect to insurance is received from the School's insurers, the trip request shall be reviewed by the Superintendent and, if approved, the school will then be authorized to proceed with planning. As part of the planning process, the school will ensure that:
- i) the experience is limited to students at the Middle/High School levels;
  - ii) parental consent, including an acknowledgement of all the risks involved in the trip, has been obtained in writing using the *Schedule C: Informed Consent Form*;
  - iii) adequate supervision is provided;
  - v) parental involvement is provided for in the planning, including at least one meeting with all parents of students involved in the trip;
  - vii) maximum use is made of weekends and regular school holidays;
  - viii) the cost of substitutes required is calculated into the fee charged for the field trip;
  - ix) default protection insurance for the carrier and hotels is provided for all students (on an individual or group basis.) The travel agency serving the students in national or international tour projects must be a member of a certified professional travel association.
- 6.4 The Board assumes no responsibility for any financial loss incurred as a result of cancellation of any athletics field trip or excursion program.
- 6.5 The Superintendent shall notify the Board of all trips approved pursuant to this section of the policy.