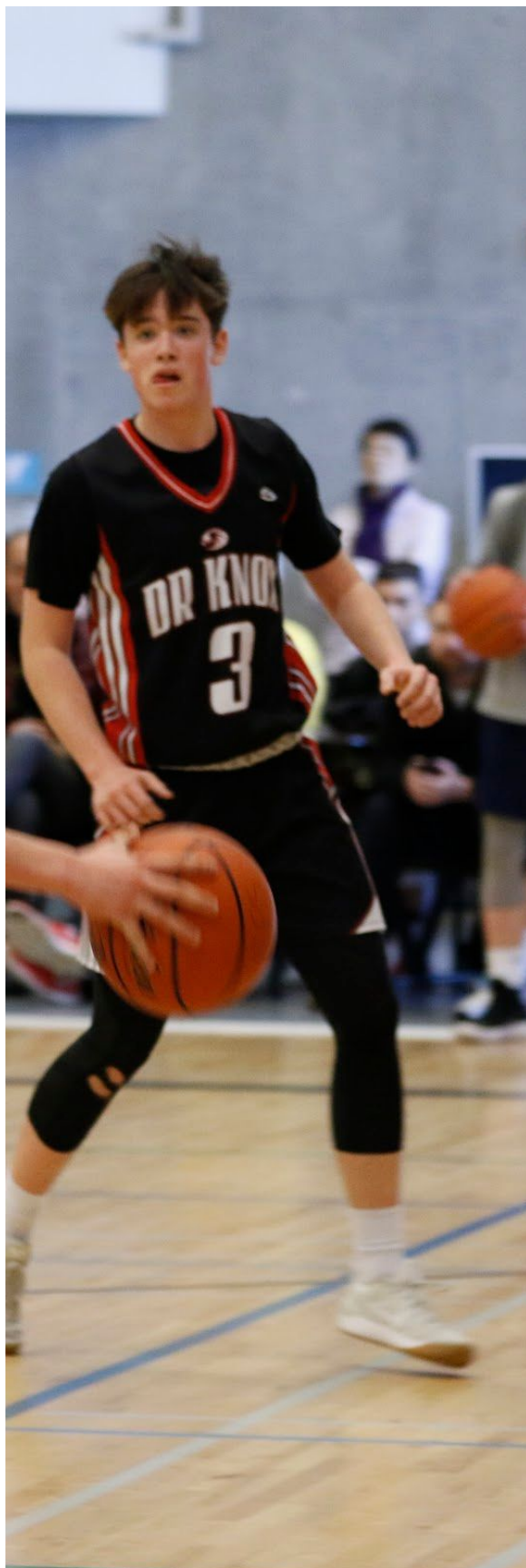




École Dr Knox Middle School
Athletic Handbook

2018 - 2019





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Dear Parents/Guardians and Student-Athletes,

I would like to welcome you to the École Dr Knox Middle School Athletic Program! At Dr. Knox, we strive to provide our students with a sense of belonging and connectedness; I personally feel that engaging in athletics plays an integral part in achieving that school goal.

Through participation in sport, our student-athletes will learn fundamental movement skills while developing their self-confidence in an environment that is both fun and competitive. Life skills like teamwork, leadership, and sportsmanship are values that we encourage and will strive to uphold. It is our pledge to maintain a program that is sound in purpose and will further each individual's physical, social and emotional growth.

Knox Athletics exists to ensure that students have an opportunity to partake in and enjoy a variety of sports during their middle school years. As an athletic department, we can assure you that students and the teams they participate on are the guiding force in the decisions that we make. Our focus and primary objective will be to do what is in the best interest of the student and their team.

Thank you for taking the time to read this athletic handbook. I hope it helps you to become familiar with our policies and procedures. Should you have any questions or concerns, please feel free to contact myself.

Go Falcons!

Matthew Heyworth
Athletic Director
matthew.heyworth@sd23.bc.ca
(250) 870-5000 (ext. 7336)



DEPARTMENT OVERVIEW

“Working together to create a sense of belonging and connectedness for the success of all.”

The Athletics Department at École Dr Knox Middle School provides an opportunity to enrich and develop the wellbeing of our students. Athletic participation helps our students grow, learn and have fun while developing their athletic, intellectual and social skills.



PHILOSOPHY

The Athletic Department seeks to provide interested students with the opportunity to participate in its program of interscholastic athletics and is committed to the following:

- ★ To offer a well-balanced and varied program of interscholastic athletics that fosters participation and inclusion
- ★ To teach the value of commitment, teamwork and cooperation
- ★ To encourage the development of a strong work ethic and self-discipline
- ★ To build character, good judgement and leadership
- ★ To teach the values of sportsmanship and fair play
- ★ To build pride in self, school and community
- ★ To introduce competition and its value



GRADE LEVEL PROGRESSIONS

GRADES 7 & 8

- Introduction to activity and basic skill development
- Emphasis on participation in a competitive environment.
- Full and equal playing time required in all athletic events.
- Everyone is encouraged to participate. No tryouts or cuts.
- Where numbers/coaches permit, multiple teams can be declared; the composition of the teams should attempt to balance skill levels.



GRADE 9

Specialized skill development.

- Introduction to try-out process/training camp.
- Team size restrictions may apply.
- Balance between participation and competition.
- Playing time is determined by the coach.
- Where numbers/coaches permit, multiple teams can be declared; the composition of the teams does not need to balance skill levels.



ROLES

Administration

The Administrator attends meetings and planning sessions to provide goals, directions and policy for the Athletic Department. They make decisions regarding policies, conflicts and coaching protocol guided by BC School Sports (BCSS) policy, the Okanagan Central Schools Athletic Association (OCSAA) constitution, and the École Dr Knox Middle School Athletic Handbook. They attend Parent Advisory Council (PAC) Athletic Committee meetings as a staff liaison, administer the financial hardship fund for athletes in need of monetary support. They work with coaches, athletes, parents and the Athletic Director in disciplinary cases, and sits on the Disciplinary Committee. They have the final responsibility over the Athletic Department.

Athletic Director

The Athletic Director is responsible for administering the Athletic Program at École Dr Knox Middle School. Their duties include, but are not limited to the following:

- Conducting meetings and planning sessions to provide goals, directions, and policies for the athletic department.
- Making decisions regarding policy, conflict, and coaching protocol based on BCSS policy and the OCSAA constitution. They are responsible for the
- Recruitment of coaches and team sponsors
- Assisting coaches with scheduling, officials, scorekeepers, forms, equipment, fees, fundraising, budgeting, transportation, discipline and uniforms.
- Provide opportunities for the professional development of coaches and promote athletic opportunities for student-athletes outside of school sports.
- Establish a visible gym schedule for coaches/athletes/parents.
- Attend the local, regional and provincial athletic meetings and keep coaches informed of the happenings.
- Liaise with provincial and local bodies.
- The Athletic Director keeps the PAC informed and involved.
- Ensure that athletes and teams are registered with the OCSAA, Okanagan Valley Schools Athletic Association (OVSA) and BCSS (for grade 8 and up).
- Manage the athletics budget and administer the athletics account.
- Update athletic banners annually
- Organize the Athletics Recognition Evening, and arranges and manages athletic awards and events.
- Report to the administrator in charge of athletics
- Chairs the Disciplinary Committee.



Disciplinary Committee

The Disciplinary Committee shall be composed of the Administrator in charge of athletics, the Athletic Director and a neutral third party coach. It will meet on an ad hoc basis. The Athletic Director shall call a disciplinary hearing when deemed necessary.

Coaches

The coach is responsible for creating a fun, safe and challenging environment where student-athletes receive a high level of instruction and competition. The coach must also ensure that student-athletes are exhibiting good behavior at all times.

The coach is expected to be a positive representative of École Dr Knox Middle School and the Athletic Department. This includes ensuring that the coach conducts themselves in a manner that represents our school with respect and good character. They are expected to make decisions based on the collective interest of the team while developing each individual athlete to their fullest potential. The coach must be clear in expectations and be a strong communicator to both student-athletes and parent/guardians. They are expected to maintain high personal standards, motivate players and promote sportsmanship at all times.

Student Athletes

The student athlete is expected to be a positive representative of École Dr Knox Middle School on and off the court/field and are expected to conduct themselves in a manner that will reflect positively on our program, school and community.

Student athletes are expected to be respectful and exhibit good behavior in class, in practice, during games and tournaments, and in the community. If a student athlete fails to conduct themselves in a manner that will bring honor and respect to our teams and school, they may be subject to suspension or dismissal from the team.

Parents/Spectators

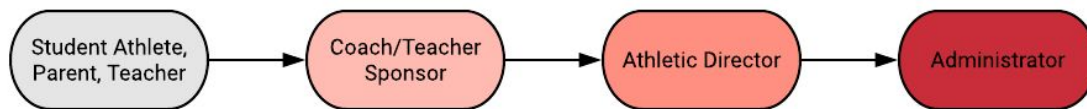
Parents/Spectators are encouraged and welcomed to attend school sporting activities. Attendance at these events entitles you to enjoy an exhibition of skills developed by athletes in an educational setting. Please be respectful and encouraging in your approach to all athletes, officials, coaches and fellow spectators.



PROTOCOL FOR CONCERNS IN ATHLETICS

Should there be any concerns that arise in any of our athletics programs, we ask that the proper line of communication is followed.

Athletes, parents/guardians and teachers should communicate their concerns with the coach or teacher sponsor first. If there is no resolution to the issue, the Athletic Director should be contacted. If the issue still remains unresolved, or the Athletic Director feels the issue is outside of their scope, they will bring the concern forward to the administrator.



ATHLETIC OPPORTUNITIES

Seasons of Play			
Fall (Sept - Nov)	Winter (Nov - Jan)	Extended Winter (Feb - March)	Spring (April - May)
7/8/9 Cross Country	8 Basketball	7 Basketball	7/8/9 Badminton
7 Volleyball	9 Basketball	8 Volleyball	7/8/9 Golf
9 Volleyball	7/8/9 Wrestling		7 Field Hockey
7/8 Rugby	7/8/9 Archery		7/8/9 Track & Field
8/9 Field Hockey			



All official school sports offered at Dr. Knox Middle School operate under the policies, rules and regulations of Dr. Knox Athletics, the School Code of Conduct, and the regulatory bodies of OCSAA, OVSAA and BCSS.

VOLUNTEER REQUIREMENTS

All parent/community volunteers must complete a Criminal Record Check in the front office. There is no cost to complete this, and it is valid for three years. All parent drivers must complete a Driver's Declaration and have a Criminal Record Check completed before transporting students to school athletics events. Driver's Declarations expire at the end of each school year.

All coaching volunteers must be approved by the Athletic Director and have their criminal record check completed before attending any team activities (practices, games, tournaments).



CONTACT INFORMATION

École Dr Knox Middle School
121 Drysdale Blvd Kelowna, BC V1V 2X9
(250) 870-5130 (office)
drk@sd23.bc.ca

Trent Dolgopol - Principal
trent.dolgopol@sd23.bc.ca

Athletic Department
Matthew Heyworth - Athletic Director
matthew.heyworth@sd23.bc.ca
(250) 870-5000 ext 7336

Leeann Yapps - Vice Principal
leeann.yapps@sd23.bc.ca



COACHES/STAFF CONTACTS

FALL	Head Coach	Assistant Coaches	Staff Sponsor	Staff Contact (email)
9 Boys Volleyball	Francis Braam, Brad Farrell		Matt Heyworth	matthew.heyworth@sd23.bc.ca
9 Girls Volleyball	Jason Friesen	Darren Hennessey	Tanya Groetchen	tanya.groetchen@sd23.bc.ca
7 Boys Volleyball	Jeff Davies	Matt Heyworth	Jeff Davies	jeff.davies@sd23.bc.ca
7 Girls Volleyball	Chelan Hansen, Christina Hidalgo		Chelan Hansen	chelan.hansen@sd23.bc.ca
7/8 Rugby	Nick Batt	Randy Ellis, Kristi Langlois	Kristi Langlois	kristi.langlois@sd23.bc.ca
8/9 Girls Field Hockey	Brian Demug		Brian Demug	brian.demug@sd23.bc.ca
7/8/9 Cross Country	Aaron Stariha		Aaron Stariha	aaron.stariha@sd23.bc.ca
WINTER				
9 Boys Basketball	Matt Heyworth	Dave Roberts, Francis Braam, Parm Saini	Matt Heyworth	matthew.heyworth@sd23.bc.ca
9 Girls Basketball	Mady Antwi	Lisa Nickle	Shelley Foley	shelley.foley@sd23.bc.ca
8 Boys Basketball	Dave Roberts	Trevor Lutes	Dave Roberts	david.roberts@sd23.bc.ca
8 Girls Basketball	Lisa Nickle	Jaci Guignard	Lisa Nickle	lisa.nickle@sd23.bc.ca
7/8/9 Wrestling	Al McAvena		Matt Heyworth	matthew.heyworth@sd23.bc.ca
7/8/9 Archery	Jeff Davies	Kelly Andrews	Jeff Davies	jeff.davies@sd23.bc.ca
EXTENDED WINTER				
8 Boys Volleyball	Tanner Kozak	Jeff Davies	Jeff Davies	jeff.davies@sd23.bc.ca
8 Girls Volleyball	Sylvain Guignard	Jaci Guignard	Sylvain Guignard	sylvain.guignard@sd23.bc.ca
7 Boys Basketball	Matt Heyworth	Jon Williams, Adrian Gerber	Matt Heyworth	matthew.heyworth@sd23.bc.ca
7 Girls Basketball	Brent Fitzgerald, Jamie Ihaksi		Brent Fitzgerald	brent.fitzgerald@sd23.bc.ca
SPRING				
Golf	Dave Roberts		Dave Roberts	david.roberts@sd23.bc.ca
7 Girls Field Hockey	Brian Demug		Brian Demug	brian.demug@sd23.bc.ca
7/8/9 Track & Field	Randy Ellis		Randy Ellis	randy.ellis@sd23.bc.ca



POLICIES & PROCEDURES

CODES OF CONDUCT

All coaches and athletes are required to read and sign their respective code of conduct. Parents are expected to follow the BC School Sports Spectator Code of Conduct. Athletes are expected to follow the School Code of Conduct.

Please refer to the following codes of conduct available on the school athletics webpage:

- Coaches Code of Conduct
- Athletes Code of Conduct
- Spectator Code of Conduct

ATHLETIC FEES

There will be a fee levied for each sport that an athlete participates in during the school year that will go towards uniform and equipment maintenance. Coaches are expected to provide parents with a budget that has been approved by the Athletic Director. Fees will vary by sport and grade level, but expected costs are:

- Athletics fee (\$10 - uniform/equipment maintenance)
- Officials (varies by sport/grade)
- Tournament entry fees
- Travel (away tournaments - gas, hotels, TOC costs)
- Apparel

All athletes must pay their athletic fees prior to representing the school in competition or before receiving team apparel. Families in need of financial assistance should make an appointment to see a school administrator.

ELIGIBILITY/AFFILIATIONS

École Dr Knox Middle School participates in the Okanagan Central Schools Athletic Association (OCSAA) which is a member of the Okanagan Valley Schools Athletic Association (OVSAA) zone.



As a member school of BC School Sports, all school teams and student-athletes competing in BC School Sports (BCSS) approved sports (grades 8 - 12) must be registered on a team in accordance with the BCSS Rules and Regulations prior to competing in all competition.

BC School Sports Individual student-athletes must meet the applicable eligibility requirements of BCSS and any applicable sport commission gender-based equity rule to participate in BCSS competition, and be listed on the appropriate roster on the STudent-Athlete Registration System (STARS) to be eligible for competition.

PRACTICE TIMES

It is important that athletes attend practices regularly and on time. If you will be missing a practice, please make sure you contact your coach beforehand. Irregular attendance at practice may affect playing time in games.

Athletes and parents should remain outside of the gym until their practice time starts, and when their practice ends, they should immediately exit the gym area. This is to extend all our athletes and coaches respect and courtesy when it is their practice time and space.

Practice slots typically run from:

7:00AM - 8:30AM

3:00PM - 4:30PM

4:30PM - 6:00PM

6:00PM - 7:30PM

Practice schedules will be posted on the [Dr. Knox Athletics Website](#) calendar.

LEAGUE/TOURNAMENT SCHEDULES

Schedules for league play are available on the [SD23 Athletics Website](#) and are organized by seasons of play. The Athletics gym schedule will also display this schedule.

Tournament schedules will be distributed by coaches when they are made available by the organizer.

ILLNESS & INJURY

All injuries should be reported to the coach and/or athletic director at the time they occur so further injury can be avoided. If you are injured, remember the following:



1. Tell the coach that you are injured before leaving the court/floor.
2. No matter how small the injury, get treatment.
3. Any athlete with a suspected concussion should be immediately removed from play, and should not be returned to activity until they are assessed medically. Athletes with a suspected concussion should not be left alone.
4. In case of illness, please notify the coach in advance if you are ill. If you become sick, nauseated, dizzy and/or very hot you should notify the coach immediately.

ACADEMICS

Student-athletes are expected to maintain a good academic standing in their classes. The Athletic Director will communicate with teachers to monitor all athlete's academics over the season. If any students are not maintaining their academic expectations, they may be held out of competition/practice until they are caught up.

On the occasion when a student-athlete must miss class to participate in scheduled athletic events, they are responsible for the work that is missed. It is expected that the coach will notify staff of upcoming absences, and the athlete will speak to each teacher individually to get their missed class work.

PRACTICE GEAR

Student athletes are expected to have appropriate indoor/outdoor footwear depending on their sport. The coach will determine what is acceptable practice gear, but all game safety equipment must be worn during practices and games. This is a shared responsibility of the coach and student-athlete.

UNIFORMS

École Dr Knox Middle School athletic uniforms and/or warm-ups are to only be worn during competition (games/tournaments) and are not to be worn at practice. Please refer to the document *Uniform Care* on the school website.

Student-athletes are responsible for all items issued. Any lost/damaged/stolen items must be paid for by the student-athlete. The cost is dependent on the item(s) needing to be replaced.

TRAVEL

In most cases, School District 23 provides bussing to all away contests. Bussing schedules are available to coaches/parents/guardians on the [School District 23 Athletics website](#). It is expected that student-athletes exhibit positive behavior during bus trips. Any negative behavior may prevent individuals from travelling to future contests.



If a student-athlete is not travelling by bus, they may travel with their parents/guardians or a school approved driver; coaches must be notified of alternate travel plans beforehand.

Any overnight trip must be approved through a Field Trip Application. Hotel and transportation arrangements are made by the coach/Athletic Director.

For travel over high mountain roads in the wintertime, coaches must monitor road conditions prior to departure on the [Drive BC website](#). If there are any severe weather warnings or road closures on high mountain roads of a route that is to be taken by a team, travel will be prohibited.

School rules are in effect when team travel occurs, and student athletes are required to follow the School Code of Conduct. Athletes are expected to be a positive representation of Dr. Knox.

ATHLETICS RECOGNITION EVENING

All athletes, coaches and parents/guardians are invited to the Athletics Recognition Evening held in June annually. Please check the school calendar for the exact date. Athletes will be recognized with a certificate of excellence. Coaches are encouraged to speak about their team(s) and recognize success and growth over the season.

In order to align with the middle school model, there will no longer be major athletic awards or individual team awards presented at an awards night.





PARENT-COACH COMMUNICATION

PARENT MEETING

The coaches for each sport during the four sports seasons (Fall, Winter, Extended Winter, Spring) will hold a parent meeting prior to the first game in each sport. Parents are encouraged to be in attendance. The meeting will allow parents to meet the coach for their child's sport, ask questions, and receive all pertinent information for the season.

COMMUNICATION TOOLS

Coaches will communicate regularly with parents and student-athletes in person, via email or by phone. The coach will provide a contact number for parents and student-athletes to use in case of emergency.

CONCERNS OR ISSUES

1. Athletes are encouraged to speak with their coach directly
2. If a coach and student athlete are unable to resolve the issue together, then parents should contact the coach directly.
3. If the discussion with the coach does not resolve the issue, parents and coaches may contact the Athletic Director to discuss the situation.
4. If the Athletic Director is unable to provide a satisfactory resolution, the parent may contact a school administrator.

ATHLETIC WEBSITE

All athletic information will be posted on the Athletics page of the École Dr Knox Middle School website at <http://www.drk.sd23.bc.ca/ProgramsServices/Athletics/Pages/default.aspx>. The information found on the website will include:

- Gym/Field schedules
- École Dr Knox Middle School Athletics forms
- Coaches information
- Coaching Application
- Athlete/Coach resources



BC SCHOOL SPORTS

COACHES CODE OF CONDUCT



25.0.0 COACHES CODE OF CONDUCT

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

25.2.0 RULES OF CONDUCT

25.2.1 Shall recognize that school sport is an extension of the classroom, and shall conduct themselves accordingly when performing coaching duties;

25.2.2 Shall observe the Competitive Rules and Regulations of BCSS, and those of their local athletic association and applicable sport commission;

25.2.3 Shall observe the rules of the sport, the spirit of the rules of the sport, and shall encourage student-athletes to do the same;

25.2.4 Shall fulfil all competition, invitational, playoff and championship competitive and event obligations, in accordance with athletic association policy, sport commission policy and tournament-related agreements;

25.2.5 Shall treat all participants fairly and equitably, by refraining from discriminating against any student-athlete with respect to race, color, ancestry, place of origin, religion, family status, physical or mental disability, sex or sexual orientation;

25.2.6 Shall respect the rulings of officials without gesture or argument, and shall require student-athletes to do the same;

25.2.7 Shall not use foul, profane, harassing or offensive language or gestures in the conduct of



coaching duties;

25.2.8 Shall not use physical force of any kind in the conduct of coaching duties;

25.2.9 Shall not, under any circumstances, endorse, recommend, or suggest the use of performance-enhancing drugs or supplements by any student-athlete;

25.2.10 Shall abstain from the use of tobacco products and alcohol while in the presence of student-athletes, and shall discourage their use by student-athletes;

25.2.11 Shall not, under any circumstances, require or imply that a student-athlete must be involved in any summer program or club program as part of his/her responsibilities as a school team member;

25.2.12 Shall not, under any circumstances, require or imply that a student-athlete cannot or should not participate in any BCSS-approved sport in the season preceding or following the coach's season of play; and

25.2.13 Shall not, under any circumstances, start pre-season tryouts or practices to the detriment of any in-season sport.



I, _____, agree that by signing the *Coaches Code of Conduct*, I accept its rules as expectations for my behavior as a coach for École Dr. Knox Middle School. Failure to follow the above expectations will result in disciplinary action as determined by a Disciplinary Committee.

Name (please print clearly)

Date (Day/Month/Year)

Signature



ATHLETES CODE OF CONDUCT

École Dr Knox Middle School



The actions of a student-athlete are a reflection of themselves, their team, their school and their community. A student's involvement in school sport provides opportunities and experiences that are important to the development of a well-rounded student. However, student-athletes must remember that their participation in school sports is a privilege, not a right. This form must be signed by both the student and parent prior to the student participating in any Dr. Knox school sport.

Academic Expectations

- A team member is expected to maintain passing grades in all course work and to achieve academic standards to the best of his/her ability. Failure to do so will place the player on "Probation".
- The athlete is expected to maintain an effort level of at least an "S" (satisfactory) in all courses.
- Students with a failing grade in any subject due to lack of effort and/or non-completion of assignments may be subject to athletic suspension.
- Students may be expected to do homework on all overnight trips.
- Students missing school due to athletics are expected to make up all missed work. A discussion resulting in arrangements prior to the trip is desired.
- Attend all classes on time.
- Students will not be eligible to participate in a sporting event if they are not in attendance at school the day of the event.

I Will:

- Represent myself, my team, my family and my school with class and respect.
- Demonstrate respect toward all student athletes, spectators, coaches, parents and officials at all times, including when using social media.
- Express thanks to those responsible for the opportunity to enjoy a school sports activity.
- Offer constructive support of all participants
- Welcome visitors as a host school and as a visitor, respect the property and regulations of a host school
- Exercise self-control
 - School student code of conduct rules are in effect at all times



- Refrain from the use of foul or profane language
- Refrain from the use of physical force outside of the rules of the game
- Remember that there is no place in sports for drugs or alcohol
- Play Fair
 - Learn, respect and play within the rules and the spirit of the rules of the game at all times
 - Accept with dignity and respect the decisions of officials
 - Be generous in winning and graceful in losing

I have read this Code of Conduct and understand that if I do not comply in any way with the above content, sanctions may be applied which could include removal from my school team and subsequent disciplinary actions at the school level.

Athlete Name (please print clearly)

Date (Day/Month/Year)

Signature



STUDENT-ATHLETE/PARENT CONTRACT FOR PARTICIPATION

We have read and agree to fully abide by the terms of the École Dr Knox Middle School Athletics Handbook. Failure to comply with the policies set forth in the handbook may result in my suspension/dismissal from a sports team and potentially my dismissal from all athletics programs for the school year.

I understand that I must sign this document and turn it into the Athletic Director or Head Coach prior to being issued a uniform and be included on a team roster.

Athlete Name (please print clearly)

Date (Day/Month/Year)

Athlete Signature

Parent/Guardian Name (please print clearly)

Date (Day/Month/Year)

Parent/Guardian Signature

SPECTATOR CODE OF CONDUCT

Attendance at this event entitles you to enjoy an exhibition of skills developed by athletes in an educational setting.

Please be respectful and encouraging in your approach to ALL athletes, officials, coaches and fellow spectators.



BE LOUD BE PROUD BE POSITIVE