

# **PICS Athletics Department**

## **Coaches' Handbook**

**2025-2026**



**Thank you for volunteering your  
time to coach our students!**

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## SCHOOL PURPOSE



### **Mandate and Mission**

**(The school's motto is LIFE – Learning In Faith Everyday)**

#### **Mandate**

Parents are primarily responsible for the education of their children. In order for education to be most effective, there should be uniformity of purpose and direction between home, school, and church. To achieve this, parents belonging to Canadian Reformed Churches of Edmonton have established a school society and elected a parental board to operate and maintain Parkland Immanuel Christian School. It is the mandate of this board to hire suitable staff to carry out the daily instruction in the school in accordance with the directives of the society and subject to Holy Scriptures, as summarized in the Belgic Confession, Heidelberg Catechism, and Canons of Dort.

#### **Mission: To Glorify God through Reformed Christian Education.**

Parkland Immanuel Christian School (PICS) aims to meet the following 5 outcomes:

1. Provide biblical instruction that is faithful to the Word of God as summarized in the Reformed confessions.
2. Develop student growth academically, socially, and spiritually as responsible stewards of their God-given gifts and talents.
3. Ensure a joyful, safe, and engaging environment for students and staff to flourish.
4. Engage the Reformed church community to support Christian education.
5. Promote unity between home, church, and school.

#### **Hallmarks of Reformed Education**

Canadian Reformed Schools were established by a generation of parents who were convinced that their children had to be educated in schools that were distinct in character and purpose not only from the public schools, but also from other Christian schools. The Reformed School assists parents in providing education that is:

- Confessional in character
- Covenantal in character
- Antithetical in character
- Characterized by a unity of purpose that is shared by the Home, School and Church

The task of the school can be distinguished from that of the home and the church, but it shares in a common purpose with them to tell the next generation about the deeds of the Lord so that they, too, may set their hope in God (Psalm 78). When home, school, and church are united in this aim, the work of the one institution has life-giving consequences for the spiritual well-being of the others. The task of the school, therefore, is closely bound to the church's confession about the communion of saints (Lord's Day 21, Q&A 55, Heidelberg Catechism).

Educational staff must be in agreement with our school's mission, Hallmarks of Reformed Education, and Statement of Faith.

## **Vision Statement for PICS Athletics**

The Athletics Department is a visible part of the covenant community at Parkland Immanuel Christian School, and as such, will enjoy harmony and support from the parents, staff, students, and alumni, so that it forms a powerful voice glorifying God and demonstrating Christian character in a world which glorifies athletic achievement, often without recognizing our Lord and Saviour, Jesus Christ. The PICS Athletic Department will provide opportunities for physical, intellectual, social, emotional, and spiritual development, through the pursuit of athletic excellence.

### **Enthusiastic Learning**

The Athletics Department will seek to create an environment where academic success is a priority for the staff and students, who are then inspired and challenged to use their God-given athletic and team-related talents as they joyfully teach and learn about achievement from a reformed, Christian perspective. They will engage in competitions that foster a love for learning and developing skills.

### **Caring People**

The Athletics Department will attract, develop and retain coaches whose words and actions glorify God and model Christ's love and purpose in their own spiritual development. They will strive for excellence in leadership, and communication with student-athletes, parents, and the community.

### **Nurturing community**

The Athletics Department will be prayerfully supported by a community that is actively involved through volunteering, supporting, and participating in competitions. It will seek to build strong partnerships with all members of the Reformed community and promote a sense of belonging, ownership, and pride.

The school will build such an enthusiasm amongst the student-athletes that they will desire to remain active in sports after leaving PICS.

## What can coaches expect from the school?

- Decisions regarding athletics that are in line with the school vision
- A focus on academic success and excellence for PICS' student-athletes
- An inclusive atmosphere that invites all interested students to join
- Teams in a formalized league.
  - League website for Junior High sports: [www.edmontonschoolathletics.com](http://www.edmontonschoolathletics.com)
  - Senior High sports: [Metro Edmonton High School Athletics : Powered by TeamLinkt \(metroathletics.ca\)](http://MetroEdmontonHighSchoolAthletics.com)
- \$100 for character development purposes. You are encouraged to use this money on a team outing in which character development is a focal point, if not the sole purpose.
- Penguin Gear. The School Office runs the Igloo Store. Most items available can be found on the webpage, and all items for sale will be available at the office. Senior High coaches have an annual store credit of \$100, Junior High coaches, \$50.
- Reimbursement:
  - When you are travelling out of town for a tournament you will be covered for \$40 a day in food allowance. Please use your good judgment: (i.e. don't submit receipts from the Keg, and obviously, no alcohol whatsoever).
  - If you would like to take a course or attend a clinic, please request the AD for financial support.
    - To get reimbursed you need to keep the receipts, fill in the expense sheet and have it signed by the principal. The principal will submit it to the administrative assistants.
- For Senior High teams, a staff representative at all "away" events. For specifics on the teacher representative roles & responsibilities, please see appendix 8.

### Scheduling:

The Athletic Director will schedule all tryouts, practices, games (mostly done by leagues) and tournaments. Coaches may not schedule any team event (including tryouts, practices, games or tournaments) on their own or book the gym through anyone else.

**Team Gear:**

The school provides all team gear and administers the allocation and return of it. The school will make all decisions about the purchasing of additional gear for teams, which may include t-shirts, track suits, sweaters etc. Team merchandise initiatives can be recommended to the AD but may not be proposed directly to teams by students or parents.

**Out of town events:**

The school will arrange for accommodations for any team participating in an out of town event, including the necessary hotel rooms for coaches (this does not include spouses or children; if a coach wants to take his/her family along, he/she is responsible for arranging and paying for their accommodations). Any parent that is staying overnight with the team will need their vulnerable sector check completed. Please discuss with your parents one you have chosen your roster.

**Guidelines for student conduct:**

Each athlete, and one of the athlete's parents, must sign the "Athlete & Parent/Guardian Contract" (appendix 10) which outlines our school's vision in the Christian context of sports, the standard of academics which the athlete must maintain to remain on a team, the conduct that is expected on and off the court, and the need to show commitment to practices and game schedules.

**Guidelines for coaches:**

Each coach must sign and hand in to the office a "Coaches' Code of Conduct" (last two pages of this document) which outlines the 7 core values of a good coach: Trustworthiness, Respect, Responsibility, Fairness, Citizenship, Leadership and Caring. For coaches not employed by the school, the Athletic Director will attend at least one practice and one competition per season to observe the coaches.

## **What can coaches expect from parents?**

### **The Rule of Matthew 18:**

- To prevent the undermining of coaches, when parents disagree with a coach's conduct, athlete development methods, and team strategies or otherwise, the parent will contact the coach directly before speaking about it with student-athletes, parents, staff members or anyone else. If the parent is not happy with the discussion and/or result, the parent will contact the Athletic Director, who will then deal with the matter by involving both the parent and the coach, and will be responsible for making a final decision on how to resolve the matter.

### **The rule of 24/72:**

- If a parent has an issue with something that a coach has done, the coach will not be confronted about it by the parent for at least 24 hours. Any issue that a parent has with a coach should be brought to the coach within 72 hours, or else it will not be considered an issue.

Parents will arrange for transportation for the players to every team event and to and from all out of town team events (including provincials) for the players and coaches. If there is no teacher representative, parents are solely responsible for organizing transportation.

For any other information regarding expectation of parents, please consult the Parent Handbook.

## What does the school expect from coaches?

Adhering to the coaches' code of conduct (appendix 12):

- If coaches are found to be in violation of the code of conduct, the coach will need to attend a meeting scheduled by the Athletic Director. Depending on the severity of the violation, the AD may recommend to the principal that the coach be released from his/her duties. The principal will make the final decision on the matter.

### Tryouts

- We do not post lists. Athletes get a minimum of two tryouts before rosters are selected. Please make sure that you have a conversation with students who do not make the team; not making a roster is difficult for students and we need to honor that with a personal conversation. There is a form tryout letter (page 26 or 27) that must be handed out at the first tryout which explains to parents the expectations of our program.
- When determining their roster, coaches can red shirt players with the purpose behind a red shirt being that they are developing the player for future years. This means that grade 12 students cannot be red shirted. Senior high students who are red shirted will be considered a part of the team and will attend practices, games, and tournaments, but they do not have the same requirements surrounding meaningful playing time as other players. A coach may call up and put a red shirted player into play at any time. Coaches cannot red shirt junior high players. We want to encourage our junior high coaches to have larger teams that focus on athlete development. However, if the coach deems they have taken on as many players as he/she can then the coach may encourage students they want to develop to still attend practices, but those students would not attend games or tournaments.

Ensuring that your coaching practices are in conjunction with the vision of the Athletics Department

- Building Christian character (see appendix 1 – Character Development Resources, Roles & Responsibilities for Coaches)
- Helping (in any way that you can) to ensure that academic success is a priority for all students
- Dedicated teaching of the skills of the sport (technical and tactical)
- Teach mental and physical skills



Age-appropriate coaching that is in-line with the “Long Term Athlete Development Information for Parents” handbook put out by the National Coaching Certification Program. This can be found on the Athletics page of the PICS website.

The coach will endeavour to develop in student-athletes an understanding of why we train and how we train, with the focus being on development of skills. Especially in our Junior High JV teams we expect our coaches to focus on developing skills and taking on larger, but still manageable team sizes. As the teams progress up, there can be a more competitive focus. Coaches will choose captains who will act as team leaders on and off the court. Character must be considered over and above skill, popularity, blood (or other) relation or any other factor when making this decision.

Finding assistant coaches if possible (see assistant coach expectations – Appendix 4):

- Consider the factors outlined for captains when choosing your assistant coach(es).
- If you coach a team of the opposite gender, it is strongly recommended to find an assistant who is of the same gender as the team you are coaching.
- Proactively communicate with assistants by making them aware of practice plans and key teaching points.
- Include assistants when making decisions regarding player positions, playing time and any other important decisions.

Coaches will run game systems and apply team strategies that they feel are best for their team's success. They will also ensure that they practice and role model devotional resources at games and tournaments.

When issues happen with parents or athletes, please make the Athletic Director aware of the situation immediately. The chain of communication is vital to maintain a healthy program. Also, if there is an issue with an event, please go through the Athletic Director and do not contact the organizers directly.

Have a thorough understanding of the school's Emergency Action Plan (see page 30).

Create a consistent method of communicating directly with parents. Some suggestions are: an email group, TeamSnap or Reminder apps.

- Inform parents when your practices, games and tournaments will be and provide them with tournament schedules.
- The Athletic Director will communicate with you regarding practices, games and tournament schedules, but it is your responsibility to communicate these things to parents.

Provide input to the Athletic Director regarding the choice of "Athlete of the Year" based on the award description:

- These awards are given annually to the male and female student who demonstrated excellent athletic abilities and who contributed positively to the high school's athletics program in the form of Christian conduct, leadership and sportsmanship. The awards will be given at the discretion of the Athletic Director after consultation with the coaches, staff and administration.

Provide input to the Athletic Director regarding the choice of the "Penguin Award for Outstanding Character in Athletics" based on the award description:

- This award honors the student-athlete who may or may not be a top athletic performer, but who represents the ideals and values of Christian character while practicing and competing. The recipient will meet the following criteria (including, but not necessarily limited to): displays unwavering commitment to the team, consistently gives full effort, stands as a moral example to his or her teammates, and whose positive body language reflects a ceaseless determination to be successful. This award will be given at the discretion of the Athletic Director, after consultation with the coaches and staff.

The Athlete of the Year and Penguin Awards are given out to:

- One grade 7 or 8 middle school female
- One grade 7 or 8 middle school male
- One grade 9 female
- One grade 9 male
- One senior high female
- One senior high male

**Coaches are responsible for:**

- Attending the pre-season coaches meeting (volleyball, basketball, senior high soccer)
- Being able to discuss the purpose and structure of practices. Please inform athletes and parents of the fees to play in the sport at your parent meeting.
- Acquainting themselves with all the rules of the sport, and league/association that your team will be involved in
  - One coach from each senior high team must complete the "Alberta Coaches Information Course" course available at [www.schoolcoach.ca](http://www.schoolcoach.ca)
  - Taking a free, 20 minute, online concussion course available at: [www.schoolcoach.ca](http://www.schoolcoach.ca)
  - For senior high, every coach from each team must complete the concussion course. It is encouraged that your assistant coaches also complete this course.

- NEW: One coach on each team must have the Safe Sport Course (from [coach.ca](http://coach.ca)),
- Head coach and all assistant coaches must acquire a criminal record check from the EPS or RCMP.
  - The school has a form letter that will indicate that you are a volunteer coach at PICS; this letter will allow you to get the check without a fee
- Communicating scores to the appropriate person or program (Metro & SRS)
- Reviewing expectations for student participation with parents and athletes (i.e. Christian conduct, academic success, attendance, dress).
  - Be aware of the school's academic eligibility policy (page 24)
  - Hold a pre-season parent meeting before the first game
    - If there are try-outs, wait until try-outs have ended
- Dressing appropriately when representing the school (i.e. shoes, clean clothes etc. are mandatory, hats are not permitted for indoor sports). See point #6 on page 4.
- Enforcing the student code of conduct when representing the school at all games/events.
- Not allowing access to the gym equipment for anyone other than team members
- Not allowing any equipment from the PE storage room outside of the gym
- Not allowing any outside storage equipment inside the school
- Ensuring that the gym or facility is tidied after each practice and game and that all equipment is put in its rightful spot.
- Coaches will be asked to re-commit to coaching the next season by the following dates:
  - Cross Country and Junior High Soccer: March 30
  - Volleyball: April 30
  - Basketball: August 31
  - Track & Field and Senior High Soccer: December 31
    - After the above dates have passed, the Athletic Director will actively look to replace the head coach.

## Provincials

If your team attends provincials you will need to plan for the following:

- Consult with the teacher representative before finalizing anything. All decisions regarding what to do and when to do it are the ultimate responsibility of the school so you must consult with the teacher representative as much as possible.
- Going to the coaches' meeting to get all information on the tournament
- What your team will do during down time

- Ideally this should be something that has some value either educationally or in terms of physical activity or even team building if it doesn't negatively impact the athletes' performance on the court.
- Having clear expectations of what's permissible in 'free' time and setting clear expectations for "lights out", etc.
- Devotional time
- Clearly communicating itinerary with all parents.

Coaches should be familiar with the following, and focus on teaching them in practice and game situations:

#### **Mental Skills:**

- Concentration
- Visualization
- Relaxation
- Emotional Control
- Internal Focus
- External Focus

#### **Physical Skills:**

- Speed
- Speed-Endurance
- Aerobic Stamina
- Flexibility
- Coordination
- Balance
- Jumping
- Lateral movements

#### **Playing time for team members:**

Seasons of play for all team sports at PICS are broken down into three phases:

1. Preparation Phase (including preseason and exhibition games)
2. Regular Competition Phase
3. Major Competition Phase (including tournaments and playoffs)

During the preparation and regular competition phases, coaches will do their utmost to ensure that all student-athletes (deemed academically eligible to play) will be granted meaningful playing time, unless the coach decides to sit a player for disciplinary or conduct-related reasons.

It is up to the coach to decide what role each athlete will play, and how much playing time the student will have, within the guidelines above. Coaches are encouraged to

communicate clearly their expectations and methods of determining playing time at the beginning of the season, so that parents and athletes are all aware.

Playing time is dependent on many factors, such as:

- Attendance at practices
- Effort put forward at each practice and game
- Ability
- Conduct

Thank you for volunteering your time to the student-athletes at PICS. We look forward to helping you however we can throughout the season and trust that you will find the coaching experience to be exciting and rewarding.

Brittany Larson  
Athletic Director

Ken Leffers  
Principal

## Appendix 1: Character Development Resources, Roles & Responsibilities

Three core values that coaches should adopt are:

1. Focus on your Controllables
2. Don't be afraid to lead
3. Respect & Trust
  - a. Command & maintain it by establishing rules, roles, standards & expectations
  - b. Demonstrate it by empowering
  - c. Model it to achieve mutuality

Coaches must identify character traits (or a theme) that they value and communicate these to the students prior to tryouts; roster selections must be made taking these into consideration. Some ideas for character traits to be used can be found on page 31 of *Chop Wood, Carry Water*, by Joshua Medcalf (eg. courage, persistence) or page 85 & 90-91 of *Teaching Character Through Sport*, by Bruce Brown (eg. motivation, positive attitude), and some help on developing a theme or two can be found on page 74 of the latter.

After the team has been selected, the coach should host a parent meeting in order to introduce themselves and explain what is hoped to be accomplished in the season, including expectations for behaviour and character development. This will make parents part of the process and keeps them abreast as to what they should be reinforcing at home and while spectating. Coaches who have read *Teaching Character Through Sport* (Brown, 2003) can share chapter 12, "The Role of Parents in Athletics", with the parents.

Coaches are expected to intentionally integrate character development into their planning and executing of practices, games and events throughout the season. Coaches must, therefore, model character development and lead by example. Some examples would be: no open or private criticism of team members, officials, opponents (including coaches), parents, spectators, etc.; appropriate dress & deportment; proper use of language (including body language and gestures); etc. Coaches at PICS also need to be spiritual role models, which can include leading the team in devotions, and reinforcing that they need to use their talents to glorify God above all else.

All head coaches will receive a copy of the book, *Chop Wood, Carry Water*, by Joshua Medcalf and are expected to read it before or during their first season; senior high coaches will also be given a copy of the book to gift to their captain. Coaches who have been head coaches for two or more years will be given a copy of the book, *Teaching Character Through Sport*, by Bruce Brown, as a gift from the AD. Veteran

coaches (five years) will receive a copy of the book, *Wooden on Leadership*, by John Wooden. Experienced coaches will be held to a higher standard for the implementation of character development, due to their experience and due to the readings and other professional development opportunities that have been made available to them.

The following books are freely available for coaches to read: *Winning Every Day*, by Lou Holtz, *Wooden on Leadership*, by John Wooden, *Inside Out Coaching*, by John Ehrmann, and *The Mentor Leader*, by Tony Dungy. These books are available either at the school library or the Athletic Director's office/classroom.

Coaches are also encouraged to build relationships with coaches from other schools, invite coaches from other successful programs and teams to come to practices (and perhaps even lead them) and/or visit "expert" coaches' practices from other schools or colleges/universities to gain insight and wisdom. This, amongst other valuable aspects, shows players and parents that their coach is actively trying to improve their skills and that coaching is also a learning activity.

**Appendix 2. Guidelines for Coaches (Edmonton Public Schools)**

The Coach is foremost a teacher. The chief objectives of school athletics are to build leaders and to develop athletic skills. Winning games is secondary to these objectives. Coaches who do not make a positive contribution to the total educational process are not meeting their obligations.

The Coach should always be regular and prompt in meeting assignments – practices, games and meetings.

The Coach should be diligent in attention to routine details. This includes getting in all reports when due, keeping necessary records, phoning in results, and forwarding any receipts when required.

The Coach should instill in the team an attitude of sportsmanship on and off the court, during the game and afterwards, in school and out.

The Coach should use acceptable language at all times. Vulgar and profane have no place on the athletic field or court, in the gym or in the classroom. Furthermore, the Coach shall not use alcohol or non-prescription drugs in any form while with the team.

The Coach should accept the responsibility as a counselor to the athletes under her/his direction. The coach is in a unique position among all teaching staff in the relationship with the students. Many students complete their high school program because of, on part, of their interest in athletic participation and the influence of the coach. In this way, the coach can play a major role in the problems now confronting high schools in drop-out rates and related issues.

The Coach should be mindful of their position of guardianship entrusted by the athletes and their parents. While acting as a counselor to the athletes, there must also be a necessary social separation, so that over-familiarity or impropriety does not occur or is not perceived to have occurred.

The Coach should work to instill with their players respect for the officials, and establish that they alone shall discuss aspects of the game with the officials.

The Coach will respect the rights and feelings of other coaches and will never use tactics that take unfair advantage of others. The coach should be friendly and courteous at all times and never argue with an opposing coach in front of the team or spectators.

The Coach should teach the team to be respectful of and friendly towards opponents.



### **Appendix 3. Captains – 7 Ways to Lead Your Team**

- 1.) Be first to SERVE and the last to be served
  - a. Why is it a privilege to serve?
  - b. How can you Share Leadership?
  - c. How can you embrace teammates so all roles are important?
  - d. What are some differences between a Boss and a leader?
- 2.) Be the first to LEAD BY EXAMPLE and the last to violate team standards.
  - a. Be an example of Attitude
  - b. Be an example of Teachable Spirit
  - c. Be an example of Poise
  - d. Be an example of Work Ethic
  - e. Be an example of Excellence
  - f. Be an example of Accountability
  - g. Be an example of Initiative
- 3.) Be the first to be a LIFELINE OF COMMUNICATION between Coach and Team and be the last to withhold information.
  - a. Communication triangle
  - b. Communicate by being Truthful
  - c. Communicate by being Connected
  - d. Communicate by being clear, concise and simple
  - e. Communicate by being a better listener
- 4.) Be the first to PRAISE OTHERS and be the last to brag or draw attention to yourself
  - a. Lead with Humility
  - b. Be the first to spread the word of praise
  - c. Confidence vs. Arrogance
- 5.) Be the first to PROTECT AND DEFEND and be the last to criticize
  - a. Protect and Defend by being loyal to your coach and teammates
  - b. Loyalty to yourself first
  - c. Loyalty to teammates and coaches
  - d. Protect and defend by welcoming new people to your team
  - e. Protect and defend your team by being the first to admit you made a mistake

6.) Be the first to CONFRONT VIOLATIONS OF TEAM STANDARDS, and be the last to ignore problems

- a. First, you must determine your Core Covenants
- b. Confrontation requires that you are a person of integrity
- c. Confrontation requires courage
- d. Confrontation requires being a problem solver
- e. Choices you have when faced with a problem

7.) Be the first to ENCOURAGE and be the last to become discouraged

- a. Encourage by being someone who is mentally tough
- b. Encourage by being motivated yourself
- c. Encourage by sharing your passion
- d. Encourage by keeping things in perspective
- e. Encourage by being positive

Brown, Bruce E. Captains: 7 Ways to Lead Your Team . N.p.: ProActive Coaching, 2004. Print.

#### **Appendix 4: Assistant Coach Expectations/Responsibilities**

Be enthusiastic

Be familiar with the areas of focus that the head coach wants you to work on at the beginning of the season, and each practice and game

Be familiar with activities/drills at practices and the key teaching points

Allow the head coach to observe without participating as often as possible by taking the coaches' role in any activity during practice

Support the head coach and his/her decisions publicly (including around the team)

- be proactive in making big decisions together
- If there is a disagreement on something it will be done personally and in private
- Follow the rule of Matthew 18

Re-emphasize key teaching points during practices and in game play

Be firm when necessary

Discuss the roles & activities that the head coach wants you take on during games

Interact positively with players on the bench

- Firmly reinforce expectations to players when they are not being met

Share all observations with the head coach at appropriate times during practices and games

## **Appendix 5: Academic Eligibility Policy**

Students are considered ineligible to represent PICS at athletic competitions if: Their academic performance is suffering, and efforts by the school to address the issue through communication with the parents and student have failed. Students may rejoin the team, once the teachers, parents, and Athletic Director (AD) agree that the student's academic performance has sufficiently improved.

They have been assigned to the homework room for four days within two weeks in which the student has attended school. (Note: teacher(s) in charge of the homework room are responsible for passing on information to the AD once a student has reached three homework room entries over the 2 week span.) The students are eligible to rejoin the team once they have successfully avoided violation of the homework room policy for two weeks.

This consequence policy will carry over to the next season of play (i.e. volleyball to basketball) but will not carry over to the next academic year.

They did not attend school on the day of that competition. Any exception will be made by the AD; if possible this decision will be made after consultation with the principal and the parent/guardian.

They do not regularly attend class, without valid reason (in the opinion of the principal). As a result of disciplinary actions taken by the principal

A classroom teacher who has a concern about the student not keeping up with his/her work should contact the administration (including the Athletic Director) and parent(s), to ensure that corrective action is taken by the student.

## Appendix 6: Tryouts for PICS (insert level, gender and sport here)

Hello parents!

Thank you for sending your children to tryouts today! I feel privileged to have the opportunity to work with your child this year.

I want to make sure that everyone is clear about what to expect in regards to team selection and what happens afterwards.

The plan is to take (insert number and gender here) on the Varsity team. We will communicate who these players will be close to the end of second tryout session which is (insert date and time here).

The players who do not make the Varsity team have two options:

1. Join the Junior Varsity team (if not in grade 9/12)
2. No longer be part of the program

If your child does not make the Junior Varsity roster, they have three options:

3. No longer be part of the program
4. Continue to come to Junior Varsity practices only (no cost)
5. Come to all Junior Varsity practices & games (\$100 player fee and submission of necessary contracts). Provincials would be an extra cost along with all team members.

If option 4 or 5 is chosen, there may be a chance to play if there are injuries or suspensions. Players who choose option 5 would take precedence over girls who choose option 4 in those scenarios.

We will make the roster selections based on the following (in alphabetical order):

- Ability
- Attendance
- Conduct
- Effort

Optional: This year the team will be focusing on (insert number of) characteristics: (insert characteristics here). During tryouts, we will be assessing these characteristics as well.

### For your reference, fees are as follows

Cross Country: JH \$100 SH \$150

Junior High soccer: \$75

Junior High volleyball: \$100

Junior High basketball: \$150

Senior High volleyball \$200\*

Senior High basketball: \$ 250\*

Senior High soccer: \$75

Track and Field: JH \$30 SH \$40

## Appendix 7: Tryouts for PICS (insert level, gender and sport here)

Hello parents!

Thank you for sending your children to tryouts today! I feel privileged to have the opportunity to work with your child this year.

I want to make sure that everyone is clear about what to expect in regards to team selection and what happens afterwards.

The plan is to take (insert number and gender here) on the full time roster. We will communicate who these players will be close to the end of second tryout session which is (insert date and time here).

The players who do not make the roster have three options:

1. No longer be part of the program
2. Continue to come to practices only (no cost)
3. Come to all practices & games (\$200 player fee and submission of necessary contracts). Provincials would be an extra cost along with all team members.

If option 2 or 3 is chosen, there may be a chance to play if there are injuries or suspensions. Players who choose option 3 would take precedence over girls who choose option 2 in those scenarios.

We will make the roster selections based on the following (in alphabetical order):

- Ability
- Attendance
- Conduct
- Effort

Optional: This year the team will be focusing on (insert number of) characteristics: (insert characteristics here). During tryouts, we will be assessing these characteristics as well.

For your reference, fees are as follows

Cross Country: JH \$100 SH \$150

Junior High soccer: \$75

Junior High volleyball: \$100

Junior High basketball: \$150

Senior High volleyball \$200\*

Senior High basketball: \$ 250\*

Senior High soccer: \$75

## Appendix 8: Staff Representative Roles & Responsibilities

The staff representative is the school-assigned supervisor of the team and thereby takes responsibility for all supervision before, during, and after team events. Staff representatives must have complete first aid and are responsible for ensure any athlete that is injured during a game has received first aid care. At each event, the staff representative is responsible for ensuring there is an environment of sportsmanship and Christian conduct amongst the team and spectators and that all gymnasium rules are being upheld.

1. **Game Presence:** The staff representative needs to be present at every game and tournament. In the event that the teacher representative cannot make it to a game, it is his/her responsibility to find a replacement.
2. **Reimbursement:** When you are travelling for a tournament you will be covered for \$40 a day in food allowance. Please use your good judgment: (i.e. don't submit receipts from The Keg, and obviously no alcohol whatsoever). To get reimbursed you need to keep the receipts, fill in the expense sheet and have it signed by the principal. The principal will submit it all to the administrative assistants.
3. **Communication:** When issues happen with parents or athletes, ensure that you make the Athletic Director aware of the situation immediately. The chain of communication is vital to maintain a healthy program. Also, if there is an issue with the league or incident at a league game or event please go through the Athletic Director and do not email the league directly.
4. **Payments:** Bring along a cheque for the host school for all tournaments (the Athletic Director will ensure that a cheque has been written). Take along the school credit card for any hotel payments. Connect with the hotel reception to take care of payments and maintain a good relationship with the staff.
5. **Out of town events:** The Athletic Director and the office will book hotel rooms for players, coaches, necessary drivers and yourself. Work out a plan with the Athletic Director if there is bad weather. Make sure you also have a plan for dealing with serious injury to one of the players. Connect with the coaches about any issues and support them by giving reminders if necessary. Interact with coaches and drivers to make plans together for meeting times in the morning, schedule for the day, where to eat, time to leave hotel etc. Connect with host school to find out where team room is and maintain good relationships with all schools at the tournament. Be aware that the expectation is that the team will arrive back in Edmonton on Saturday night (or earlier if possible); however, special considerations can be made in the case of poor driving conditions or other exceptional circumstances.
6. **Provincials:** These events require the staff representative to be a teacher. Remember all things above. Make yourself very familiar with the tournament website and information package. Talk with the head coach at least one day before leaving to ensure you both are aware of your responsibilities throughout the weekend. The Athletic

Director will book a practice time prior to the tournament. Ensure the team is at the right place for identification tags and team photos. Go to the morning coaches' meeting to get all information about the tournament. Locate banquet hall. Collect and distribute banquet tickets. Ensure entertainment at banquet is appropriate. You may be asked to do opening prayer at the banquet.

#### Policies behind Staff Representatives:

### **ASAA Handbook (2022-2023)**

#### A SUPERVISION OF ATHLETES AND TEAMS

A. Team sports at ASAA zone and ASAA provincial championships.

I. Every school team must be coached or supervised by a teacher of the school jurisdiction to which that school belongs. Definition of a teacher: "A teacher of that school jurisdiction" may include certified teachers currently registered with that school board including full time, part time or substitute teachers.

II. School support staff cannot replace teachers as supervisors at ASAA provincials.

III. All teacher and non-teacher coaches are volunteers.

C. Supervision at all other competitions I. During all other competitions, individuals and/or teams shall be under the supervision of an agent of the school jurisdiction they represent. II. Definition of 'agent' of the school board they represent: The 'agent' does not have to be a teacher but can be any individual who has school board approval to coach student athletes. It is highly recommended that schools and boards complete the appropriate police checks and volunteer forms before any non-teachers are involved in coaching school students.

D. Same Sex Chaperones I. Students traveling to zone and/or provincial championships who require overnight accommodation must be supervised by a chaperone of the same sex approved by the school jurisdiction.

### **Metro Constitution Policies (2019)**

#### I. SUPERVISION OF TEAMS AND CONTESTS

1. Each school team will be sponsored by an employee of the school board approved by the Principal.

2. Principals are responsible for the development of guidelines for the coaching and conduct of their school teams, including practice sessions and competitions.

3. Principals are responsible for determining the criteria for, and the selection of, coaches/sponsors for their school teams. Staff sponsors must be provided for all "out-of-



school" coaches and sponsors must be in attendance at games. Staff sponsors must be employees of the respective School District. The staff sponsor must identify themselves to the opposing team prior to the game and remain on site (in the gym or on the field) for the duration of the game. In the event there is no staff sponsor on site, the game will be considered a default. In the event of extenuating circumstances, the default is subject to Appeal to the Executive Committee.

4. Principals are responsible for ensuring adequate supervision of all league contests held in their schools.

Note: At Provincial Competitions, teams must be coached and/or sponsored by a teacher from that school/zone. Participants who require overnight accommodation must be supervised by a chaperone of the same sex.

**Appendix 9:**

**Emergency Action Plan  
Parkland Immanuel Christian School**

5320 Edgemont Boulevard, NW Edmonton, Alberta T6M 2P6

**Emergency Phone Numbers:** 9-1-1

**Cell Phone Number of Athletic Director:** 780.284.4005 (Brittany Larson)

**Cell Phone Number of Administrator:** 780.297.8841 (Principal – Ken Leffers)

**Charge Person:** Coach or Team Official with highest level of First Aid

**Closest Landline:** Office  
780.444.6443  
Cell phone reception within the school is sometimes unavailable.

**AED Location:** Lobby area outside gym on east wall

**Call Person:** Assistant Coach

**Responsibilities:**

- Call for emergency help and provide all necessary information to dispatch (e.g. facility location, nature of injury, what, if any, first aid has been done, number you are calling from).
- If on a cell phone you may need to go outside of gym/building to get reception.
- Clear any traffic from the entrance/access road before ambulance arrives.
- Wait by the driveway entrance to the facility to direct the ambulance when it arrives.
- Call the emergency contact person listed on the injured person's medical profile.
- Coaches should have emergency contact information sheets (which include Alberta Health Care Numbers and medication/allergy information) for all athletes in their medical kits or coaches bag. All athletes participating on PICS teams have parental consent for school to obtain medical care deemed necessary in the event of an injury.

**Control Person:** Parent or Official/Referee

**Responsibilities:**

- Control bystanders.
- Allow charge person space to assess/treat injured party.
- Retrieve any equipment needed by charge person including AED.

**Emergency Access:**

EMS to enter through front doors of the school & head straight directly towards the gym.  
Alternate access available through emergency doors on north side of gym (no road access to these doors)

A person will always be waiting at school's main doors to direct EMS to necessary location

**Closest Emergency Rooms:**

Misericordia Community Hospital (11km)  
16940 87 Ave NW, Edmonton, AB T5R 4H5

Main line 780.735.2000

Stollery Children's Hospital (18.3km)  
8440 112 St NW, Edmonton, AB T6G 2B7

Main line 780.407.8822

**Closest Medical Clinic:**

Hampton Medical Clinic (4.8km)  
6274 199 Street NW, Edmonton, AB T5T 2K4  
Hours: Mon-Fri 9:00am-5:00pm

Main line 780.486.7370

**When to Activate Emergency Action Plan**

- If the participant:
- is not breathing
- does not have a pulse
- is bleeding profusely
- has impaired consciousness
- has injured the back, neck or head
- has visible major trauma to a limb
- cannot move his/her arm or legs or has lost feeling in them
- or if no one with first aid training is available

**During an emergency**

All players not directly assisting the charge person should remain at the team's bench.  
Team captains can assist in this organization as coaches and assistant coaches are likely involved with the injured athlete

## **Appendix 10:**

### **Athlete & Parent/Guardian Contract**

Parkland Immanuel Christian School offers an athletic program that seeks to create an environment where athletes are inspired and challenged to use their God given talents. Participation in this extra-curricular athletics program is a privilege. Students wishing to take advantage of the opportunities presented them by Parkland Immanuel Christian School must show a commitment to the athletic program by regular attendance at practices and contests, as well as conformity to the rules of the school and the coach. Failure to comply with school rules, and/or this contract will result in disciplinary action and/or dismissal from the team.

#### **Academics**

It is recognized that the primary function of the school is to provide each student with an education. Therefore, the principal reserves the right to remove a student from a team if that student is not performing academically as expected. This will only occur after consultation with the student, Athletic Director, coach, teachers, and parents. Signing this form also means that you understand fully the homework room policy as outlined in the Parent Handbook.

#### **Conduct**

Student/Athlete conduct is a reflection on our school. All athletes will strive to ensure their words and actions glorify God and model Christ's love and purpose in their conduct on and off the court or field.

In the academic area, an athlete must strive to become a successful student who is productive and responsible in the class. As an athlete, you must plan your schedule so that you give sufficient time and energy to your studies to ensure acceptable grades. In addition to maintaining good scholarship, an athlete should have a good attendance record, never cutting class or school.

In athletic competition, an athlete is always courteous, makes no excuses, and is respectful to teammates, opponents, officials, coaches and spectators.

The athlete will be held to the student code of conduct (from board handbook) when representing the school, even if the event is outside of school hours.

It is the responsibility of the Head Coach to decide what role each athlete will play, and the amount of playing time that the student will have. If athletes or parents have a question regarding this, they will be addressed directly to the Head Coach in a mutually acceptable timeframe and in an appropriate, professional manner. If this does not lead to a resolution, the parent can contact the Athletic Director to discuss the matter further.

#### **Attendance**

If a student is required to miss classes to attend a competition, it is his/her responsibility to contact the teachers of the classes being missed in advance.

If an athlete is absent from school s/he may not participate in any practice, or game on that day.

If an athlete cannot make it to a game or practice, it is their responsibility to contact the Head Coach well in advance of the practice or game.

If a student is suspended, he/she is not permitted to be involved or in any team activities throughout the duration of the suspension (i.e. not in attendance at practice, or with the team during games, events, tournaments).

### **Equipment**

All team uniforms will be supplied by the school. The uniform must be submitted promptly after the season ends, cleaned and in good condition.

### **Volunteering**

All student-athletes at PICS are required to participate in at least one fund-raising activity which will take up one day of their time, and all Senior High team members are required to help with officiating Junior High athletic events when possible. It is the athlete's job to find a replacement if they are unable to officiate/score keep on a date they have been assigned. Senior High athletes will also at times be required to score keep for Senior High games that PICS hosts when there are no scheduling conflicts.

### **Assumption of Risk**

Injury, including paralysis or death, is a risk that must be assumed when engaging in sports; accordingly, it is acknowledged that the athlete assumes the risk of such injury or death and in consideration of the school permitting participation in extra-curricular athletics, the student-athlete and his/her parents/guardian agree not to hold Parkland Immanuel Christian School liable for any such injury, including death.

### **Injuries**

If your child has suffered a concussion or a serious injury (broken bones, serious sprains, etc.) at any time while playing for the PICS penguins, the school requires that the athlete can only return to sports practices, games, and tournaments with the written approval of their health care provider. This includes any injuries that happen either at home or off campus, during practices, games, tournaments, or other activities. The player must inform their coach, who will inform the athletic director. The written approval from their health care provider must be given to the athletic director for our records.

I have read, fully understand and agree to fully abide by the terms of the Athlete/Parent Contract:

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Print Student Name

In addition to the above:

I fully understand that injuries can occur during an athletic participation. If I cannot be reached in the event of an emergency, I also give consent and authorize the school to obtain through a physician or hospital of its choice, such medical care as is reasonably necessary for the welfare of the student, if he/she is injured during school athletic activities. I agree that if illness or injury necessitates the expenditure of money for special travel arrangements or any other reason deemed necessary by the supervisors, I will be responsible for all those costs.

Signing this document also implies that you have read the PICS Athletics Parent Handbook.

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Print Parent/Guardian Name

## Appendix 11:

### STUDENT CODE OF CONDUCT

#### 1.0 INTRODUCTION & PURPOSE

In keeping with its mission/vision, current Alberta legislation, and its Safe and Caring Policy, Parkland Immanuel Christian School is committed to a safe, inclusive, equitable, and welcoming learning and teaching environment for all students and staff. Parkland Immanuel Christian School recognizes that all people are created in the image and likeness of God (Genesis 1:26-28, Genesis 5:1-2), and because of this, God requires that all people must be treated with dignity, respect and fairness (1 Corinthians 13:4-7). Furthermore, our Lord Jesus Christ commands us to love our neighbor as ourselves (Matthew 22:39), following His perfect example (John 15:12, 13). Therefore, Parkland Immanuel Christian School will not tolerate harassment, violence, bullying, prejudice or intimidation of students or staff under any circumstances.

#### 2.0 EXPECTED CONDUCT

Students of Parkland Immanuel Christian School are expected to present themselves in speech and conduct in a Christ-like fashion (Philippians 4:8; Galatians 5:22-23). Students are to demonstrate respect for and obedience towards the Word of God, including a willingness to be corrected by the Word of God (2 Timothy 3:16, 17). Each student is responsible for acting positively in support of a loving Christian environment by:

- 2.1 Demonstrating respect and obedience towards the Word of God and the Reformed Confessions;
- 2.2 Showing love and respect for oneself and one's neighbor (1 Peter 2:17);
- 2.3 Acting at all times in keeping with the vision and mission underlying the school;
- 2.4 Cooperating with school staff to help make the school a positive learning environment for all;
- 2.5 Knowing and following the rules of the school, including remaining in approved areas of the school or its property during school hours;
- 2.6 Demonstrating care and respect for school property and God's creation, including buildings, structures, landscape features, plants and animals;
- 2.7 Resolving conflicts and difficulties with others in a Christian manner (Matthew 18: 15-20; Galatians 6:1, 2);
- 2.8 Refraining from and refusing to tolerate bullying whether in or outside of the school or school hours or electronically (Philippians 2:3-11; Romans 15:7);
- 2.9 Informing a responsible, trusted and caring adult in a timely manner of incidents of bullying, harassment, intimidation or other unwelcoming or uncaring acts; and

2.10 Diligently and actively being prepared to learn, and actively pursuing learning (Colossians 3: 23, 24).

### 3.0 UNACCEPTABLE CONDUCT

When asked what the most important commandment is, Jesus said: "Love the LORD your God with all your heart and with all your soul and with all your mind and with all your strength. The second is this: 'Love your neighbor as yourself'" (Mark 12:30-31). Therefore, students are to avoid unacceptable behaviours that may negatively-affect a member of the Parkland Immanuel Christian School community or the school's learning environment, whether in or outside of the school or school hours or electronically. Unacceptable behaviours include, but are not limited to:

- 3.1 Physical Violence (Lord's Day 40, Heidelberg Catechism);
- 3.2 Acts of bullying, abuse, harassment or intimidation (Lord's Day 40, Heidelberg Catechism);
- 3.3 Acts of retribution against an individual who has intervened to prevent bullying or informed about bullying or other unacceptable behaviour (Luke 6:36; Proverbs 19:20);
- 3.4 Illegal activities, including those involving illegal or restricted substances, possession or use or threat of use of weapons, and theft or damage to property;
- 3.5 Smoking or using tobacco products, as well as using, possessing, or being under the influence of alcohol or illicit drugs, at school or on school related activities (Ephesians 5:18);
- 3.6 Inappropriate use of Internet services, either by accessing, uploading, downloading, or distributing material that the school has determined to be objectionable.
- 3.7 Inappropriate dancing, music, or other conduct that does not encourage holiness, purity and respect for one another;
- 3.8 Inappropriate physical contact, including contact of a sexual nature (Ephesians 5:3);
- 3.9 Blasphemy or coarse language (Exodus 20:7; Ephesians 5:4).

### 4.0 CONSEQUENCES

Students are expected to conduct themselves in a Christ-like manner in keeping with their responsibilities as students. The school will investigate each instance of unacceptable conduct and pursue disciplinary action in a manner consistent with the school's student discipline policy. In grave circumstances, when an individual is found to have engaged in unacceptable or illegal conduct may be subject to suspension or expulsion and/or contact with public authorities. Parents will be notified of the incident and work with the school to prevent such behaviour in the future.

## 5.0 REMEDIATION AND SUPPORT

In order to foster a positive Christian learning environment, Parkland Immanuel Christian School will engage in reasonable and caring efforts to achieve reconciliation and unity, in the spirit of Matthew 18: 15-19. Students and staff will be encouraged to seek reconciliation with one another, and if required, seek mediation through a third party.

Supportive actions may include, but are not limited to:

- 5.1 Mentoring of individual students by staff members and/or older students;
- 5.2 Regular meetings involving parents, teachers, and individual students;
- 5.3 Facilitation of student peer support groups (as described in the school's Safe and Caring Policy document);
- 5.4 Professional Services (e.g. Christian Counselling);
- 5.5 Pastoral services through a Canadian Reformed or United Reformed Church;
- 5.6 Restorative justice processes.

Board Adopted:

March 22, 2016

Board Revision:

December 8, 2016

Combined with old policy 501.2, which was removed.



## Appendix 12:

### Sports Injury Policies

#### Athletic Injury

Any injury sustained while playing a PICS sanctioned sport **MUST** be reported to the school as soon as possible. The coach, teacher, supervisor, or parent who witnessed the injury must fill out an **incident report** file which can be found in the school's office. The incident report lists date and time of accident, nature of injuries, a brief description of the circumstances of the accident and procedures followed by staff. Minor injuries are not recorded, and individual teachers/coaches use their own discretion. Relevant medical information on all student-athletes is obtained at time of school enrollment. Parents are asked to list allergies and other medical conditions their child may have. It is the responsibility of parents to inform the school if this information changes during the course of their child's time in the school.

If an injury occurs while at an away game, Student-Athletes may be initially evaluated by the coach who will be expected to call the parents as soon as possible and the coach must inform the school and fill in an **incident report** within 24-72 hours of the incident occurring.

If a Student-Athlete is injured outside of a PICS sanctioned sport (ex: travel, leisure activities, etc.), he/she must inform the school of any serious injury. Serious injuries include head impact, concussions, broken bones, major sprains, serious wounds, etc.

If a Student-Athlete will miss school because of an injury, he/she must inform the school, who will pass the information on to the team's coach.

#### Physician Visits

Any student-athlete that is seen by a physician for a serious injury must submit a clearance note to the school and athletic director. This note must include a return to play/clearance date and be signed by the physician. The note must also include an injury diagnosis and therapeutic recommendations if he/she is undergoing rehab.

Acceptable physician notes for injuries include: the "physician referral form" provided by the school, **OR** a note on the physician's letterhead or prescription pad with the previously listed information.

In cases where the injury is a concussion, the **ONLY** acceptable physician note will be the "physician referral form" provided by the school. The school also reserves the right to refer the student-athlete to get medical clearance from a concussion specialist. Please find a more detailed Return to Play procedure in the section "What happens if a Student-Athlete receives a concussion?"

If a Student-Athlete sees a physician for a serious injury, he/she **WILL NOT** be allowed to return to practices or games until a clearance note is received, **NO EXCEPTIONS**. This clearance note will be added to the student's file and shared with the school's athletic director.

## Emergency Transport/ Emergency Room Treatment

Any Student-Athlete with an injury or illness that requires transport to or treatment in an emergency department must make follow-up appointments with their family doctor or appropriate specialist, and be cleared, in writing, by that physician. Student-Athletes WILL NOT be allowed to return to practice or games until a clearance note is received, **NO EXCEPTIONS. Emergency Department discharge papers will NOT be accepted for return to play.** This clearance note will be added to the student's file and shared with the school's athletic director.

## Return to Play

Return to play is an individualized decision as each person will heal at different rates. Depending upon injury severity, student-athletes may be restricted in return to play by the school.

**Student-Athletes who were seen by a physician as a result of a serious injury must have appropriate clearance, in writing, from that physician before they will be allowed to return to play. The school will keep a record of serious injuries and related documentation of official clearance from physicians.**

### What happens if a Student Athlete receives a concussion?

- If a concussion is suspected, the Student Athlete will be removed from play and will not be permitted to return that day.
- A symptom checklist will be conducted daily (see below).
- The Student Athlete will be required to follow up with a doctor.

Any high school or junior high school student who receives a concussion must be cleared by a medical professional.

## Return to Play

A concussion is a serious event, but you can recover fully from such an injury if the brain is given enough time to rest and recuperate. Returning to normal activities, including sport participation, is a stepwise process that requires patience, attention, and caution.

### Step 1: No activity, only complete rest.

Limit school, work and tasks requiring concentration. Refrain from physical activity until the symptoms are gone. Once symptoms are gone, a physician must be consulted before beginning a step wise return to play process.

### Step 2: Light aerobic exercise.

Activities such as walking or stationary cycling. The player should be supervised by someone who can help monitor for symptoms and signs. No resistance training or weightlifting. The duration and intensity of the aerobic exercise can be gradually increased over time if no symptoms or signs return during the exercise or the next day.

**Symptoms?** Return to rest until symptoms have resolved. If symptoms persist, consult a physician.

Symptoms of Concussion:

- Headache
- Hearing problems/tinnitus
- Nausea and vomiting
- Memory problems
- Disorientation
- Visual problems
- Problems with balance and dizziness
- Fatigue and drowsiness
- Sensitivity to light and noise
- Numbness or tingling sensation
- Feeling slowed down or mentally foggy
- Slow to follow instructions/answer questions
- Impaired balance & poor hand-eye coordination
- Vacant stare
- Unsteady and shaky mobility
- Loss of sight
- Loss of consciousness
- Seizures or convulsions
- Sleeping difficulties
- Problems with waking up
- Appearing confused and disorientated
- Weakness or numbness in a part of the body
- Inappropriate emotions, such as irritability or crying

**No symptoms?** Proceed to **Step 3** the next day.

**Step 3: Sport specific activities.**

Activities such as skating, or throwing can begin at step 3. There should be no body contact or other jarring motions such as high-speed stops or hitting a baseball with a bat.

**Symptoms?** Return to rest until symptoms have resolved. If symptoms persist, consult a physician.

**No symptoms?** Proceed to **Step 4** the next day.

**Step 4: BEGIN Drills without body contact.**

**Symptoms?** Return to rest until symptoms have resolved. If symptoms persist, consult a physician.

**No symptoms?** The time needed to progress from non-contact exercise will vary with the severity of the concussion and with the player. Proceed to **Step 5** only after medical clearance.

**Step 5: Begin drills with body contact.**

**Symptoms?** Return to rest until symptoms have resolved. If symptoms persist, consult a physician.

**No symptoms?** Proceed to **Step 6** the next day.

**Step 6: Game play**

## **Appendix 13:**

### **Parkland Immanuel Christian School**

### **Coaches' Code of Conduct**

Those who coach student-athletes are teachers of athletics who have a duty to ensure that their sports programs impart important life skills and promote character development. Parkland Immanuel Christian School's vision states that those involved in the school "will have such harmony and support from its parents, staff and students that it forms a powerful voice glorifying God and demonstrating hope in a broken world." Coaches for PICS sports teams must also work out of this vision. Honoring the spirit of this code of conduct will fulfill the vision while enhancing the program quality and the well-being of our student-athletes.

*Outlined below are key facets of seven core values:*

#### **Trustworthiness**

*Trustworthiness* - Be worthy of trust in all you do. By demonstrating repeated patterns of expected behaviors, the coach helps set the tone for the importance of integrity, honesty, reliability, and loyalty. Do not engage in or permit dishonest or unsportsmanlike conduct.

*Integrity* - Model high ideals of ethics and sportsmanship. Always pursue victory with honor. Teach, enforce, advocate, and model (T.E.A.M.) the importance of honor and good character by doing the "right thing" even when it's unpopular or personally costly.

*Primacy of Educational Goals* - Always place the academic, emotional, physical, and spiritual well-being of student-athletes above desires and pressures to win.

#### **Respect**

*Respect* - Consistently treat all people with respect and require the same of student-athletes.

*Taunting* - Don't engage in or allow "trash talking", taunting, boastful celebrations, or other actions that demean individuals or the sport. Assure that student-athletes conduct themselves in an appropriate manner.

*Respect of Parents/Guardians* - Treat the parents/guardians of student-athletes with respect. Communicate your expectations, goals, and policies on a regular basis and maintain open lines of communication. Provide reasonable opportunities for parent/guardian input and listen to their concerns.

*Professional Relationships* - Maintain appropriate professional relationships with student-athletes and respect proper coach-student boundaries.

## **Responsibility**

*Positive Environment* - Strive to provide a challenging, safe, enjoyable, and successful experience for athletes by maintaining a sports environment that is physically and emotionally safe. Failure is going to occur in athletics. Find the positive in each experience, regardless of the significance of the situation.

*Privilege to Compete* - Ensure that student-athletes understand that participation in extramural sports programs is a privilege, not a right. Student-athletes are expected to represent their school, team, and teammates with honor, both on and off the field.

*Self-Control* - Control your ego and emotions. Avoid displays of anger and frustration. Coaches will never retaliate.

*Protecting Athletes* - Put the well-being of student athletes above all. Be aware of situations that could jeopardize the safety of student-athletes. Take proper steps to protect them from inappropriate conduct.

## **Fairness**

*Fairness and Openness* - Be fair in competitive situations, discipline, and all other matters. Be open-minded and willing to listen and learn.

*Effort and Teamwork* - Encourage student-athletes to pursue victory with passion, as well as to think and play as a team. Student-athletes must give their best and continually improve through personal effort and discipline.

## **Caring**

*Caring Environments* - Consistently demonstrate concern for student-athletes as individuals. Encourage them to care for each other, as well as think and act as a team. Be alert to situations where peer/team pressure could make an athlete uncomfortable. Hazing of a team or individuals will not be tolerated.

*Positive Coaching* - Use positive coaching methods to make the experience enjoyable. These methods will increase self-esteem, as well as foster a love and appreciation for the sport. Refrain from physical or psychological intimidation, verbal abuse, and conduct that are demeaning to the student-athlete.

## **Citizenship**

*Promoting Sportsmanship* - Promote sportsmanship on a consistent basis. Regularly practice pre-game and post-game rituals and traditions that reinforce the principles of sportsmanship. Positively acknowledge acts of good sportsmanship in your athletic arena.

*Class* - Class is "grace under pressure". Be a good sport. Teach and model class. Be gracious in victory and accept defeat with dignity

*Respect of the Game* - Treat the game, officials, and all coaches with respect. Good faith disputes with officials need to be handled in a respectful way. Model professional behavior.

*Personal Conduct* - Refrain from profanity, disrespectful conduct, and the use of alcohol, tobacco, or any illegal substance in the presence of or while in any supervisory situation with student-athletes.

*Verbal Abuse/Bullying* - Verbal abuse or bullying of student-athletes or others will not be tolerated. This includes, but is not limited to: name-calling, put-downs and insults, ridiculing, swearing, humiliation, blaming, intimidating, or threatening a student-athlete.

## **Leadership**

*Role Modeling* - Be a worthy role model. Always be mindful of the high visibility and great influence you have as a coach. Consistently conduct yourself in a manner that represents this code.

The Parkland Immanuel Christian School Code of Conduct for coaches serves to provide a guideline for coaches to follow. By honoring the code, coaches will assist in creating a positive environment for both coaches and student-athletes. Parkland Immanuel Christian School is committed to the continued growth of our student-athletes.

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

Athletic Director: \_\_\_\_\_

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

Length of Season: \_\_\_\_\_

Reporting Structure:

The head coach reports directly to the Athletic Director. The coach may select assistant coaches (as needed) who will report to the coach and not to the Athletic Director. The coach must communicate the following to the Athletic Director: transportation requests, eligibility and roster issues, disciplinary problems, and any sponsorship or fundraising plans. The coach must respond promptly to requests from the athletic director on other matters.

#### Job Description:

The tasks to be performed by the coach include: maintaining the team equipment; conducting regular practices; teaching skills (including mental and physical); attending games and tournaments; promoting character development; and instilling an interest and appreciation for the sport. The position includes a responsibility component for supervision during practices, events or tournaments, and trips. Assistant coaches may be appointed to help, but the use of assistant coaches does not release the head coach from performing the tasks required by the position.

#### Expected Standards:

All head coaches must submit a criminal record check. All senior high coaches are required to take a concussion course (head coach only for junior high) and senior high head coaches must complete the ASAA Bylaws & Policies Course. All coaching shall be done in line with the PICS Vision. All coaches must adhere to the coaches' code of conduct. Coaches shall select their teams and award playing time fairly and without individual bias. Coaches must also adhere to the school's academic eligibility policy and playing time policy. Coaches shall demonstrate sportsmanship and model positive behaviour when interacting with students, parents, officials, and other coaches.

I have read this document in its entirety and agree to abide by its contents.

Signed and Dated:

_____ (Coach)	_____ (Date)
_____ (Athletic Director)	_____ (Date)

## **Appendix 14:**

### **Noon Hour Learning Room Policy**

#### **1.0 INTRODUCTION**

In an effort to assist students in achieving the School's Vision statement of creating "an environment where staff and students are inspired and challenged to use their God given talents" the School has instituted a 'noon hour learning room', or 'NHL'. The intent of this room is to improve student learning and to hold students more accountable for their work. As teachers we need to assess the degree to which students understand the curriculum. In order to do this well, we need to see all of a student's work. As well, in order for students to expand their understanding they need to regularly interact with the course material both in and outside of class. Finally the hope is that this process will motivate students to live up to the expectations that God clearly puts forward in Colossians 3:23: "Whatever you do, work at it with all your heart, as working for the Lord, not for men".

#### **2.0 Guidelines**

The NHL room will generally function as follows:

- 2.1 Students who don't complete their homework in any of the blocks prior to lunch are assigned to the NHL room for that day's lunch hour. Students may also be required to write assessments in the NHL room as a result of being absent from school.
- 2.2 Students who don't complete their homework for any of the blocks after lunch have until before the next school day to show their completed work to the teacher to avoid being assigned to the NHL room.
- 2.3 Each time a student is assigned to the NHL room their parents will be contacted via email.
- 2.4 Student NHL room appearances will be tracked by staff. Students who frequently appear in the NHL room may lose privileges (e.g. club activities, extra-curriculars, free time, etc.). Appropriate consequences ensure that students understand the emphasis on academic responsibility at PICS, and to ensure they have the necessary time to focus on their schoolwork.
- 2.5 Administration will communicate to parents the specifics of the NHL room (division, threshold, tracking procedure).



## Appendix 15: Athletic Expenses Overview

Participation in school athletics is an important opportunity for student growth, character development, and community engagement. To sustain quality programs, each sport is supported by participation fees and additional funding sources, which collectively cover a wide range of costs.

### Scope of Athletic Expenses

Athletic revenue and participation fees help support:

- **Apparel & Uniforms**
- **League Registration Fees**
- **Tournaments & Camps**
- **Sports Equipment**
- **Travel & Transportation**
- **Hotel Lodging for Events**
- **Facility Use & Operations**

These costs are evaluated annually to ensure programs remain both high quality and financially sustainable.

### Sources of Revenue

Funding for athletics is drawn from three primary sources:

- **Participation Fees paid by families**
- **Allocations from the School Board**
- **Annual Bottle Drives**, which account for approximately **25%** of athletic revenue

This blended model helps keep participation costs lower for families while still supporting a wide range of activities and sports.

### Participation Fees by Sport (2025–2026)

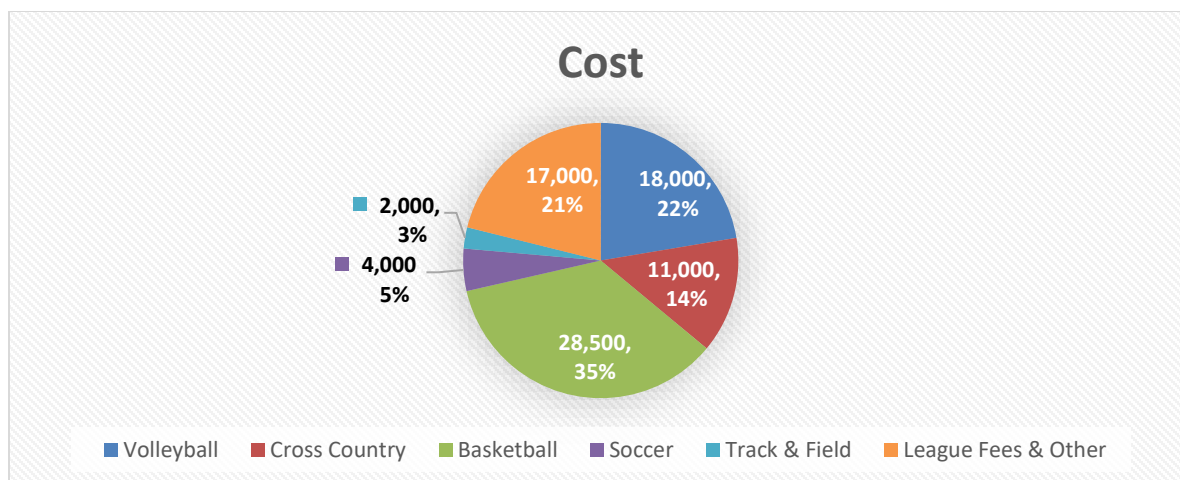
<b>Sport</b>	<b>Junior High (JH)</b>	<b>Senior High (SH)</b>
Cross Country	\$100	\$150*
Soccer	\$75	\$75
Volleyball	\$100	\$200*
Basketball	\$150	\$250*
Track & Field	\$30	\$40
Badminton	\$50	TBD*

\*additional fees if they make provincials

### Cost Distribution Overview

The chart below provides a visual representation of how athletic expenses are allocated across different sports and categories.

- **Basketball:** 35% of all athletic expenses, due to the extended season, high equipment and travel needs, and multiple teams.
- **Volleyball:** 22%
- **League Fees & Other:** 21%, which includes administrative costs, facility expenses, and general athletic programming needs.
- **Cross Country:** 14%, with higher SH costs in alternating years (either a regional camp or a trip to Kalispell, Montana).
- **Soccer:** 5%
- **Track & Field:** 3%



#### Ongoing Adjustments

- **Cross Country:** The Senior High fee reflects a new rotational expense model—one year includes a team camp for all, the following year includes travel to a major out-of-state meet.
- **JH Soccer:** Slight fee increase due to rising costs in league fees, transportation, and equipment.
- **Basketball:** Given its large financial footprint (35%), participation fees were increased to better reflect actual program costs.

#### Financial Stewardship and Support

We are committed to balancing quality athletics with financial transparency and accountability. If your family needs assistance, flexible payment plans and financial aid options may be available through the Athletic Department. For more information, please contact the Athletic Director.