Picture Butte High School



EXTRACURRICULAR HANDBOOK

The Picture Butte High School Extracurricular Handbook contains policy of the athletic department and school. The purpose of this handbook is to inform, educate and answer questions regarding the extracurricular program at PBHS.

Contents

[*Introduction* 3](#_Toc198110677)

[*Athletic Department* 3-4](#_Toc198110678)

[*Programs* 4](#_Toc198110680)

[*Appointment of Head Coaches* 4](#_Toc198110680)

[*Seasons of Play* 5](#_Toc198110680)

[*Tournament*](#_Toc198110681) Restrictions 5

Budget Items 5-6

[*Participation Fees* 7](#_Toc198110683)

[*Uniforms and Equipment* 7](#_Toc198110684)

[*Transportation* 8](#_Toc198110687)

[*Practice & Game Times, Sportsmanship* 9](#_Toc198110687)

[*Athletic Awards* 10-11](#_Toc198110687)

[*Guidelines for Student Athletes* 11](#_Toc198110688)

[*Resonsibility of athletes* 12](#_Toc198110689)

[*Conduct* 12](#_Toc198110690)

[*Expected behaviours* 12](#_Toc198110691)

[*Attendance/Eligibility* 13](#_Toc198110692)

[*Academic Performance Expectations* 14](#_Toc198110692)

[*Safety* 14](#_Toc198110692)

[*Participation on an Athletic Team* 14](#_Toc198110692)

[*Hazing* 14](#_Toc198110693)

[*Guidelines for Coaches* 15](#_Toc198110694)

[*Team selection, practice times* 16](#_Toc198110695)

[*Playing Time/Expectations* 17](#_Toc198110697)

[*Communication* 18](#_Toc198110698)

[*Sanctioned Absences and Early Dismissals* 17](#_Toc198110699)

[*Professional Development* 17](#_Toc198110702)

[*Guidelines for Parents/Guardians* 18](#_Toc198110703)

[*Guidelines for Spectators, Announcers & Minor Officials* 18-19](#_Toc198110703)

[*Appendix A* 20-21](#_Toc198110708)

[*Appendix B* 22](#_Toc198110709)

[*Appendix C* 23](#_Toc198110710)

[*Appendix D* 24](#_Toc198110710)

[*Appendix E* 25](#_Toc198110710)

[*Appendix F* 26](#_Toc198110710)

*Introduction*

Picture Butte High School recognizes that extracurricular athletics promotes sportsmanship, team building, good citizenship, high academic standards, and community responsibility. Extracurricular athletics provide an opportunity for students to explore their unique talents outside of the classroom setting. These activities demand a high level of commitment, excellence, and self motivation, which will help prepare students for the challenges they will meet outside the school community.

It is a privilege for students to participate in extracurricular athletics. Participation is voluntary and is not a requirement, nor an entitlement. Therefore, extra time and effort are required of those who participate. Since the reputation of the school is often judged by its extra-curricular programs, high standards must be maintained. Those who earn the privilege of representing Picture Butte High School in extracurricular athletics are expected to accept greater responsibilities as school citizens.

Participation in extracurricular athletics is open to all students provided they meet the general requirements as outlined in this handbook, and any requirements specific to the activity of their choice.

The purpose of this handbook is to provide an overview of the extracurricular program and to explain the procedures to be followed by those involved in extracurricular activities. The extracurricular program at PBHS is planned and administered by the staff and administration in cooperation with the many stakeholders. It is the goal of PBHS to provide the best extracurricular program that it can.

# ***Athletic Department***

* Athletic Director.Jon VandeGriend
* Sr. High Athletics admin…………………...Hans Schrempf
* Vice Principal……………………………....Hans Schrempf
* Jr. High Athletics admin…………………...Mark Lowe
* Principal…………………………………….Mark Lowe

# ***Programs***

Students can participate at the Grade 7, 8, 9, Junior Varsity (Jr), Intermediate (Int), and Senior Varsity (Sr) levels.

Junior High teams are open to students in the 7th, 8th and 9th Grade.

Junior Varsity teams are open to students in Grade 10 and Grade 11.

Intermediate is a term associated with badminton, x-country, and track and field only, and eligibility is determined by birth date.

Senior Varsity teams compete in the most competitive leagues, and are comprised of the most accomplished players in Grade 10, 11, and 12.

Picture Butte High School sponsors the following athletic activities:

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Sport | Boys | | | | Girls | | | | Mixed | | | |
| Gr 7-9 | Jr | Int | Sr | Gr  7-9 | Jr | Int | Sr | Gr  7-9 | Jr | Int | Sr |
| Golf |  |  |  | • |  |  |  | • |  |  |  |  |
| Cross Country | • | • | • | • | • | • | • | • |  |  |  |  |
| Volleyball | • | • |  | • | • | • |  | • |  |  |  |  |
| Basketball | • | • |  | • | • | • |  | • |  |  |  |  |
| Curling |  |  |  | • |  |  |  | • |  |  |  | • |
| Badminton | • | • | • | • | • | • | • | • | • | • | • | • |
| Baseball |  |  |  | • |  |  |  |  |  |  |  |  |
| Track & Field | • | • | • | • | • | • | • | • | • | • | • | • |

# ***Appointment of Head Coaches***

All coaches of PBHS strongly believe their primary purpose is to assist the students in the development of their athletic ability. To this end the coaches endorse the following statements:

1. Coaches will encourage harmony and cooperation between JV and varsity programs.
2. We whole-heartedly support the use of assistant coaches.

All coaching assignments will be reviewed annually with selection being the responsibility of the administration and athletic director. Selection will be made with the following beliefs in mind.

1. Availability of coaching positions as determined by the administration and athletic director.
2. Years of successful coaching experience
3. Availability of personnel as determined by the teacher/support staff availability.
4. Background of interested personnel.

Procedures

1. All interested persons will apply to the athletic director or administration if they are interested in a coaching position. Administration may solicit individuals if no applications have been received.
2. Volunteer coaches will be required to provide a Criminal Record Check, which will be kept at the school site.
3. At the high school level, High School coaches will complete a concussion course as mandated by the ASAA
4. If more than one individual wished to fill the vacant coaching position, the decision shall be arrived by the administration.
5. The administration has the responsibility to release, remove, and replace all coaches.

# ***Seasons of Play***

The seasons of play have been established to protect the student athlete from being placed in a position of having sports seasons overlap. It is not desirable for a student athlete to have to attend practices and games for two or more sports on the same days. Therefore,

* Each activity may hold practices according to the Alberta Schools Athletic Association (ASAA) seasons of play.
* The preceding activity has priority for practice times and games.
* The trailing activity may hold practices according to the ASAA seasons of play; however, these practices are not to include players of the preceding activity.
* Final cuts for the trailing activity occurs 2 practices after the completion of the preceding activity when time permits.

# ***Tournament Restrictions***

Because of financial constraints and educational concerns all athletic teams at PBHS are restricted in the number of tournaments that they can participate in during any given sports season.

Junior high

* JV teams allowed a maximum of 2 tournaments during the season (excluding league tournament)
* SR teams are allowed a maximum of 3 tournaments during the season (excluding league tournament)

Senior High

* JV teams allowed a maximum of 3 tournaments during the season (excluding the league tournament)
* SV teams allowed a maximum of 7 tournaments during the season in keeping with ASAA regulations regarding number of games.
* Teams are also prohibited from participating in any 3-day/weekend tournaments (unless close to home and do not require an overnight stay)

All High School teams must also abide with any ASAA regulations.

# ***Budget Items***

Travel & Accommodations

Travel and overnight accommodation costs are the responsibility of the student, not the athletic department. As a rule, junior high teams usually do not make any overnight trips. At the high school level, overnight trips are allowed. However, the cost of hotels and meals are the responsibility of individual students and their parents. The school (winter weather conditions, provincial tournaments) may cover some high school travel costs; this is left to the discretion of administration.

The following reimbursements will be made for parents accompanying their child to provincials (over-night):

## **Accommodations for Coaches and Supervisors**

The coach’s hotel room will be paid for. For all overnight invitational tournaments including provincials the room will be covered through each team’s individual account. The expectation is for all assistant coaches to room with the head coach whenever possible. When a supervisor is required as in the case of provincials, their room will also be reimbursed through the school. If a chaperone/supervisor is required of the opposite gender, and a separate room is required, their room shall also be reimbursed.

Provincials

Rooms and transportation for provincial tournaments will be covered by the students. Depending on the length of trip, a bus may/may not be arranged. The school will cover all other mandatory costs including tournament registration fees and banquet fees.

The following reimbursements will be made for parents accompanying their child to provincials. There reimbursements only apply to overnight trips for an ASAA provincial tournament.

Golf, Cross Country, Track and Field, Curling

$200 split evenly among each gender’s parent group who attends. (i.e. If only one parent attends provincials, they will be reimbursed $200. If one parent of each gender attends, $200 will still be given to each parent. If 2 Parents attend from each gender $100 will be reimbursed to each parent.

Basketball, Volleyball

$1000 reimbursed to each parent group who attends provincials with their son/daughter. (ie. If a girls team attend provincials, $1000 will be split evenly amongst the parent group who attends. Therefore if 5 parents attended, each would be reimbursed $200.)

Baseball

No reimbursement needed as provincials do not require overnight accommodation.

If a parent is acting as a school representative at any provincial event, their hotel accommodations will be reimbursed as well as any reimbursement previously stated.

Bill Payment

Expenditure of funds must be authorized by administration. All bills associated with fundraised money will be accounted for and cheques issued by the school.

# ***Personal Team Items***

Any personal items (i.e.: team sweat shirts, zone t-shirts etc.) must be approved by the administration. Any person ordering these types of materials without prior approval will not receive any financial remuneration from the school.

Warm-ups and Practice Jerseys will be ordered for Sr. High Basketball. Warm-ups only will be purchased for the Sr High Volleyball Programs. All student gear is paid for by the students.

# ***Participation Fees***

It is necessary for the athletic program to charge a participation fee for each activity that an athlete participates in. The following applies to participation fees;

* All participation fees will be determined by the administration.
* An effort will be made to keep the fees consistent from one activity to the next, respective of the level of the team.
* Fees are paid to the school treasurer.
* Players must pay fees in full, or make arrangements with the Athletic Director, before they will be permitted to participate in league games or tournaments.
* The following chart shows the participation fee for each activity and specified what costs are covered by the participation fee.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | JUNIOR HIGH | | | SENIOR HIGH | | |
|  | JV | JV/SV | SV | JV | JV/SV | SV |
| Volleyball | $40 | $50 | $60 | $125 | $175 | $200 |
| Basketball | $40 | $50 | $60 | $125 | $175 | $200 |
| Baseball | $200 | | | | | |
| Badminton | No Cost | | | No Cost | | |
| Golf | X | | | Zone Round ($50-$60) | | |
| Curling | X | | | No Cost | | |
| Cross Country | No Cost | | | No Cost | | |
| Track and Field | No Cost | | | No Cost | | |

*Tournament play and provincials may require additional fees for travel and hotels.*

# ***Uniforms and Equipment***

All uniforms will be provided by Picture Butte High School.

Uniforms will be distributed by the coach or Athletic Director, whichever is the most practical.

Players will be responsible for the care and maintenance of uniforms while they are in their possession.

Players will be responsible for the cost of replacement of any uniform damaged or lost while in their possession.

All uniforms are to be cold water washed and hang dried.

Uniforms must be returned within 2 weeks of the completion of the season.

If a uniform is not returned or is damaged, parents will be responsible for any replacement cost associated with the uniform

# ***Transportation***

Volunteer vehicles are the primary source of transportation for extracurricular sporting activities; In cases of inclement weather. All volunteer drivers must sign a driver form before beign permitted to drive other students outside of your family. A Criminal Record Check is also required for those parents who wish to drive other children In the cases of inclement weather or tournaments of great distance the administration will use their discretion in determining the appropriate method of transportation.

## *Volunteer (Parent/Private) Vehicle*

* Family members may transport other immediate family members to events.
* Players may be transported to events by registered Volunteer Drivers.
* To become a registered Volunteer Driver, drivers must complete Palliser’s Volunteer Driver Form and meet all requirements as stated on the form.
* Volunteer Driver forms are available from the school office or Athletic Director.
* Volunteer vehicles used for league transportation will not be eligible for financial compensation from the school.
* Volunteer vehicles used for transportation are not insured or covered by Palliser Regional Schools.

## *School Bus*

* The school owned buses must be booked through the Vice Principal.
* The cost of using buses will be covered out of general operating funds provided through Palliser Regional Schools.
* A Class 4 license is required prior to driving these buses.
* When using the buses, drivers must file a usage report. Usage reports are available from the vice-principal.

# ***Practice and Game Times***

All gym usage shall be booked through the administration. (Athletic Director)

League games and home tournaments have booking priority over practices.

Any activity under way shall have priority over the following season of play (i.e.

Volleyball over Basketball)

There must be a coach or teacher present at all practices and games.

Coaches may request specific practice times. While all efforts will be made to accommodate requests, it shall be the priority of the Athletic Director to provide a practice schedule which is equitable to all teams in accordance with priorities (i.e. junior high teams shall be guaranteed practice time from 3:30 – 5:00 pm daily).

The Athletic Director and/or coach shall distribute schedules to parents either electronically via the web page or on paper. Tournament draws will be linked into the web page to keep parents informed and/or handed out to studetns.

# ***Sportsmanship***

Inappropriate behavior or unsportsmanlike conduct by ANY of it’s’ participants, including spectators, parents, coaches, athletes or students will not be tolerated. If a spectator, parent or student is observed acting inappropriately, the administration expects it to be stopped. If it is not stopped, that spectator may be asked to leave by an official, school personnel, administrator or police officer.

If an athlete acts inappropriately, (see guidelines presented in the Athlete’s Code of Conduct; Appendix C), the coach is expected to take appropriate action. This may include suspension for the remainder of the game or longer. Consequences for such behavior should be outlined in team rules and expectations and discussed prior to competitive season. Coach’s should be in discussion with the administration and the Athletic Director if such instances occur.

If a coach acts inappropriately (see guidelines presented in the Coaches Code of Conduct; Appendix D), the coach actions will be addressed by a school Administrator. Consequences may range from verbal reprimand, to written reprimand, to suspension, to dismissal. Coaches are expected to set strong examples and should model expected behavior at all times.

If a spectator/parent acts inappropriately (see guidelines presented in the Spectator/parent Code of Conduct; Appendix E), the spectator/parent may be asked to leave by an official, school personnel, administrator or police officer. Following the incident the spectator/parent will meet with a school Administrator. Further consequences may include meeting with the district Superintendent, cease & desist letters or that spectator may forfeit his/her privilege of attending future contests – either home or away and be issued a no trespass notice.

The Fundamentals of Sportsmanship

1. Gain appreciation and understanding of the rules of the sports.
2. Exercise exemplary conduct at all times.
3. Recognize and appreciate skilled performance regardless of affiliation.
4. Exhibit respect for contest officials.
5. Display pride in your actions.

*SAIAC/ASAA Citizenship Code*

“Good Sports Make Good Decisions on and off the court.”

* Treat all opponents as guests.
* Maintain self-control at all times.
* Understand and appreciate the rules.
* Be considerate and courteous to all.
* Show respect for the officials.
* Cheer for their team.
* Applaud all outstanding performances.

Rally around good sportsmanship

# ***Athletic Awards***

The purpose of the awards is to recognize students who have represented PBHS in a manner that is a credit to their school and their sport.

* To recognize performances by PBHS students worthy of distinction.
* To show the appreciation of the school to individuals whose service has been instrumental in the success of the PBHS athletic program.
* To acknowledge dedicated performance by individuals over their high school career.

Criteria for Athletic Awards

1. Participation - individual must be a member of the school team and must complete the school terms/he is being recognized for.
2. Ability - the student should exhibit a high level of athletic ability.
3. Attitude - the student should exhibit an attitude towards the team, school, and sport, which results in benefits for all three.
4. Deportment - the student should exhibit behavior on and off the field of play, which makes them a credit to the school and community.

Team Awards

1. Medallions - presented to participants who display skills and deportment beneficial to the success of the team. A maximum of 2 awarded in junior high for each team (Most Valuable Player(s). Senior high award numbers (outstanding players) have tended to correspond with the team success and are left up to the discretion of the coach.
2. MVP - plaques (high school only) to the "most valuable player" in each of the volleyball, basketball and baseball teams.

Service

The award is given to students who are outstanding in the non-playing part of the program (i.e.: managers, statisticians, coaching and assistant coaching staff). Also individuals from the community who contribute to the athletic program of the school.

Athlete of the Year

Individuals (1 male and 1 female) whose performance during the school year is exceptional be honored with this special recognition. To qualify for this distinction the student must EXCEL in ALL the criteria for recognition.

Career Athletes

Awarded to grade 12 students (male and female) only. For students who have, throughout their PBHS career, displayed uncommon ability and citizenship.

The selection committee procedures for "Athlete of the Year" (Male and Female) and "School Career Athlete" (male and female) be as follows:

1. Selection Committee
2. Coach of each recognized high school athletic team in the school.
3. Athletic Director
4. The principal of PBHS
5. Vice-Principal and/or Principal of PBHS
6. Voting
7. No person shall have more than one vote.
8. Voting will be by secret ballot and returned to the Athletic Director within 1 week of the ballots being sent out.
9. Special Awards - Nominees must meet the selection criterion before being considered. A recipient does not have to be named annually.
10. Athletes can win multiple awards (ie. Athlete of the Year and Doug Dudley Memorial Award)

Karri Sucher Memorial

Awarded to a graduating female athlete of PBHS who is planning to further her education within the semester immediately following her high school graduation. The recipient must demonstrate academic proficiency, participate in a variety of sports, must illustrate positive character traits (i.e.: dedication, leadership). Further recognition may be given to those who participate in extracurricular activities that may be of a cultural or athletic nature independent of the school. A recipient does not have to be declared annually.

Doug Dudley Memorial Award

Awarded to a graduating male athlete of PBHS who is planning to further his education within the semester immediately following his high school graduation. The recipient must demonstrate academic proficiency, participate in a variety of sports, must illustrate positive character traits (i.e. dedication, leadership). Further recognition may be given to those who participate in extracurricular activities that may be of a cultural or athletic nature independent of the school. A recipient does not have to be declared annually.

A meeting may be held before the awards are selected to clarify the selections made and

Confirm the choices.

# ***Guidelines for Student Athletes***

## ***Responsibilities of an Athlete***

## **Coaches would expect an athlete to adhere to the following guidelines;**

* The team’s goals, welfare and success must come before any individual.
* An athlete needs to attend practice sessions. (including when the athlete is injured or unable to play)
* Players must be receptive to coaching.
* Team members are responsible for all issued uniforms and equipment.
* Must agree to and follow team rules.
* Remember that athletes represent themselves, the coaching staff and the school.
* Must call or text if they are going to miss a practice or game.

*Athlete Code of Conduct, Expectant Behaviour, Attendance/Eligibility, Academic Performance Expectations*

*Code of Conduct*

1. All members of school teams automatically assume the role of "School Ambassadors" and as such are expected to represent the school, both inside and outside, in an exemplar manner.
2. It is the responsibility of the coach and ultimately the responsibility of the administration, to instill in his/her players the highest standards of conduct both on and off the playing surface.
3. A highly competitive team is a desirable characteristic, but a team, which exhibits good sportsmanship, a co-operative spirit, and a tidy appearance, is more important when working with the early adolescent.
4. The coaches determine playing time. How ever, it is expected that junior high and JV high school teams emphasize player development and greater equity in playing time. Varsity high school teams focus more on success and athletic competition.
5. In order to ensure that people exhibiting the aforementioned qualities always represent PBHS, the coaches of each team will review the following "expected behaviors" with his/her team at the initial team meeting.

*Expected Behavior*

1. Team members will exhibit the highest standards of sportsmanship.
2. Team members will present themselves at each game in a neat and tidy fashion.
3. Team members will refrain from consuming any illegal drug or alcohol at any school related function.
4. Team members will refrain from performing any acts of willful damage regardless of the venue or circumstances.
5. While under the supervision of a coach during the course of a game, practice, and tournament or as a spectator, team members will refrain from showing any disrespect for their fellow players, opposition coaches, opposition players, fans, referees or supervisors.
6. All high school athletes are also responsible to the code of conduct and eligibility rules of the ASAA.

A violation of any of the "expected behavior" will result in an immediate suspension of the team member(s) involved (suspension from the immediate activity). The violation will then be reported to administration and both the coach and administration will design a suitable sanction. Possible sanctions include:

1. Suspension from the team for a prescribed amount of time - be it days or the entire season.
2. Suspension from school - depending on the infraction.
3. Suspension from all school related co-curricular activities.
4. *Attendance and Eligibility*
5. 1. Student must be in attendance at school on a regular basis.

* Student must maintain a high degree of punctuality at school.
* A student who is absent for the entire day of an event/game due to illness will not be allowed to participate on that day.
* If an absence is excused by the administration and a player is in attendance during the remainder they will be permitted to attend the evening’s game and/or practice.
* Students who miss Fridays as an excuse absence will not be allowed to play the following day (Saturday).
* A student who is deemed to be truant by school administration shall not participate in any game or tournament play for a period of two calendar days immediately following the truancy.
* Student must meet the ASAA requirement of 800 instructional minutes a week.

For the purpose of this policy truancy will be defined as an unexcused absence in the opinion of the administration. Therefore, a parental note excusing the student may not be accepted by school administration and a student may not be allowed to participate.

In order for a student to be eligible for participation in any co-curricular activity, he/she must:

1. Be a bonafide student of PBHS or an accepted player according to the ASAA regulation and meet the 800 instructional minutes per week according to the ASAA
2. Adhere to all rules and regulations established by the coach, school, league and ASAA.
3. Make the commitment to the team; attend all practices and games.

Note: The administration may suspend a student from participation in any or all extra-curricular activities if the offense is deemed severe or of a gross nature.

Teachers will notify administration of any students who have not maintained appropriate grades, assignments and behaviors.

Administration will place students on probation until the problem (appropriate grades, assignments and behaviors) has been resolved. If the problem is not resolved after a two-week period, the student may be dismissed from the team.

*Student/Athlete Academic Performance Expectations*

Although we recognize the importance of athletics in the life of a student, we consider participation in school athletics to be secondary to success in the classroom. As a result, students who are not performing up to expectations in their classes will be required to improve their academic standing through the following procedure.

1. Teachers will notify administration of any student/athletes who have not maintained appropriate grades, assignments and behaviors.
2. Administration will construct a plan with appropriate timelines for student improvement.
3. Student/athletes will remain on athletic eligibility probation until the problem (appropriate grades, assignments and behaviors) has been resolved.

*Risks of Athletic Participation (safety)*

In spite of protective equipment, and the supervision and sound instruction by our coaches, there are some risks associated when someone participates in athletics. Injuries in some of our activities can and do occur. In extremely rare cases, death could also result. All athletes and their parents need to be aware and understand this possibility. At PBHS, we will do all that we can to ensure a safe and healthy environment for our athletes. Each coach shall do everything necessary to ensure the safety of participants at all times. In addition to the normal school safety procedures, each coach should also:

1. Provide supervision for all organized practices, games, trips, etc. and should ensure that all facilities are secure following the completion of an activity.
2. Suggest to all students that they receive a medical prior to participation in extramural athletics.
3. Take a medical kit to all organized activities and other activities required.
4. Report all accidents in writing as soon as possible on the accident report form.

*PARTICIPACTION ON AN ATHLETIC TEAM*

It is important to understand that participation on an athletic team at a school is a privilege and not a right. Being on and maintaining one’s membership on the team means accepting all the responsibilities of an athlete. However, unlike some other organizations, equal or guaranteed playing time does not exist. A coach will use players best suited to the conditions or demands of the contest at that time.

While our ultimate goal is to promote the greatest athletic participation possible at Picture Butte High School, it may be necessary in some sports to cut a player. This may occur due to limitations of our facilities, regulations specific to some sports, travel restrictions, and other factors.

Every coach has the responsibility and authority for selecting his or her team. The criteria for selecting the team are developed by the coach.

It is also important to remember that there are no guarantees. Players from the previous year’s Junior Varsity, for example, do not automatically make either the Junior Varsity or Varsity squad the following year. Having been a member of a team during the previous year or even being a senior does not ensure that an athlete will make the squad.

Parents should expect that every candidate is treated fairly and given every consideration. Coaches are sensitive to feelings of disappointment, will handle the task as positively as possible, and be available to answer athletes questions.

While we understand that being cut is disappointing for many athletes and even for their parents, we unfortunately cannot keep everyone. Anyone cut from a team is welcome to try out again next season or try another sport. When parents and athletes understand and support the coach’s decision, this difficult process becomes a less painful experience for all.

## *Hazing*

Hazing or negative initiation activities are prohibited by Picture Butte High School. The planning, initiation of, or participation in such activities shall be dealt with under the behavioral expectation of PBHS athletics, and may lead to suspension or removal from a team and or school.

# ***Guidelines for Coaches***

## *Responsibilities of a Coach*

## A coach has the responsibility for the following;

* Selection of the squad.
* The determination of the style of play.
* The teaching and instruction at practice sessions.
* The determination of when and how long an athlete plays in a contest.
* The decision of who plays what position.
* The establishing of team rules.
* The selection of team captains.

The following guidelines are to be considered a code of conduct for Picture Butte coaching staff.

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, emailing or faxing 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. Vulgarity and profanity have no place on the athletic field or court, in the gym or in the classroom.

The Coach shall not use alcohol or non-prescription drugs in any form while with the team.

The Coach should, when faced with unpredicted disciplinary situations, let the common law prevail. Situations are to be assessed on a rational basis.

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.

## *Team Selection*

All activities are open to all students of Picture Butte High School who meet the requirements of grade, gender, and general eligibility.

Coaches must conduct an open tryout, and may not make final cuts until after the second practice.

Final selections should be based on attitude, coachability, and skill.

All cuts must be submitted to the Athletic Director and Administration.

Once the team has been selected, the coach must promptly submit a roster to the Athletic Director.

## *Practices*

All practices will be scheduled by the Athletic Director.

Coaches should distribute a practice schedule to players and parents.

Coaches should do their utmost to adhere to the practice and game schedule, and any changes should go through the Athletic Director.

A change, addition, or cancellation to a game or practice should be made with as much advance notice as possible. Such changes may affect player and parent commitments and may have an effect on other teams. The general guidelines for scheduling shall be as follows:

|  |  |  |  |
| --- | --- | --- | --- |
| Team | Practices | League Play | Tournaments |
| Jr. High Volleyball | 1 per week  2 when scheduling permits | 1 or 2 per week | Jv. 2 per season  Sr. 3 per season |
| Jv. Volleyball | 2 per week  3 when scheduling permits | 1 per week  2 when required | 5 Jv/Sr combined per season |
| Sv. Volleyball | 2 per week  3 when scheduling permits | 1 per week  2 when required | 5 Jv/Sr combined per season |
| Jr. High Basketball | 1 per week  2 when scheduling permits | 1 or 2 per week | Jv. 2 per season  Sr. 3 per season |
| Jv. Basketball | 2 per week  3 when scheduling permits | 1 per week  2 when required | 5 Jv/Sr combined per season |
| Sv. Basketball | 2 per week  3 when scheduling permits | 1 per week  2 when required | 5 Jv/Sr combined per season |
| Jr. high Badminton | 2 per week | County Tournament | 1 per season |
| Baseball | 2 per week | 2 per week  3 when required | 3 per season |

## 

## *Playing Time/Expectations*

1. Picture Butte participates in competitive leagues. As such, there will be few, if any instances where playing time for each player on the team will be equal. The amount of playing time may vary from game to game, or from week to week. Neither the player’s grade nor prior years of playing experience with Picture Butte teams will be a factor in determining playing time. This will be up to the coach of the team based on his/her understanding that PBHS emphasizes competitiveness as well as the development of the athlete and team. However, it is expected that junior high and JV high school teams emphasize player development and greater equity in playing time. In the case of tournaments including the league tournament, less equity may be seen in these teams playing time. (with the exception of the JV programs) Varsity high school teams focus more on success and athletic competition.

## *Communication*

Clear communication between coach and player, player and parent, parent and coach and between players is critical to avoid misunderstanding. This communication can be initiated and maintained in a number of ways:

* At the beginning of tryouts Coaches should provide a written statement of their philosophy, team goals, fees, and player expectations.
* Coaches should outline the process for communication. This process to apply to all parties, and can be outlined for all in a letter. (See Appendix A)
* Coaches will hold a pre-season meeting (suggested agenda – Appendix B)

## *Sanctioned Absences and Early Dismissals*

It is at times necessary for student athletes to be absent from classes, or to be released from the last class of the day prior to the end of the class. In these instances coaches are required to provide notice to all school staff.

Teacher-coaches or teacher-liaisons may do so at their own initiative, or request the Athletic Director or Administration to execute this task. Community based coaches shall inform the Athletic Director of the dates and times, and the Athletic Director or Administration shall be responsible to execute this task. All early dismissals and absences must ultimately be approved by the Principal or Vice Principal.

The notice may take the form of a hard copy to be distributed to all staff members or an e-mail to all staff members. Rosters of each team will be made available to teaches so they know who may be missing.

## 

## *Professional Development*

It is in the best interests of the student athletes to have coaches who are well trained. In support of this, coaches will be reimbursed for registration in approved professional development activities that are directly related to their coaching assignment. Approval will be made by the Administration, and must be supported by receipts.

# ***Guidelines for Parents/Guardians***

## *Responsibilities of a Parent/Guardians*

## Demonstrating good sportsmanship involves a commitment to fair play, ethical behavior, and integrity. This means;

* There must be no vulgar language or inappropriate language.
* No taunting or “trash talking” of our opponents or their cheerleaders or fans.
* Spectators cannot leave the bleachers or enter onto the court, field during a contest.
* Cheering should be done for our team and not against our opponent.

Support the team, the players, and the coaches.

Help your child to follow and uphold the PBHS athletes’ guidelines for participation.

Support the goals of sportsmanship and help bring pride and respect to your child and Picture Butte High School.

Support your child’s role on the team, even if you don’t understand his/her position on the depth chart. In the event of concerns, follow the guidelines and procedures as outlined in Appendix A

# ***Guidelines for Spectators, Announcers & Minor Officials***

*RESPONSIBILITES OF SPECTATORS*

1. Realize that admission is a privilege to observe a contest and to support.

This is not a license to verbally assault others or be generally obnoxious. Do not taut, jeer, or attempt to distract the members of the opposing team.

2. Remember that PBHS Athletics is a learning experience for students, and also that mistakes are sometimes made. Praise student-athletes in their attempt to improve themselves as students and athletes.

3. Be an exemplary rule model by positively supporting the team in every manner possible. Enjoy the skill and competition.

4. Recognize an outstanding play by either team. Show respect for the opposing players, coaches, spectators, and supporting groups.

5. Avoid the use of profanity and derogatory or disrespectful yells, chants, songs, or gestures. Refrain from offensive or unruly behavior, which reflects poorly on the school you are supporting.

6. Respect the integrity and judgment of game officials. Accept their decisions without public protest. Do not confront a game official at halftime or after the game.

7. Do not publicly criticize the coaches or athletes for the loss of a contest.

8. Show concern for an injured athlete regardless of team affiliation.

9. Respect school property and the authority of school officials. Remember that you are a guest of the host school.

10. Stand attentively during the playing or singing of the national anthem.

*RESPONSIBLITIES OF THE ANNOUNCER*

1. Announce as well as possible in a non-biased manner.
2. Do not entice the spectators into inappropriate behavior.
3. Encourage and praise good sportsmanship
4. Be an ambassador for the school.
5. Never confront officials.

*RESPONSIBLITIES OF THE MINOR OFFICIALS*

1. Rule on the game in a non-partial way.
2. Do not allow your fan tendencies to get in the way of doing your job as an official.
3. Do not confront any officials.
4. Do not get into any confrontations with fans.
5. Consult with the regular officials in a respectful manner.

# ***Appendix A***

Parent Coach Communication

Both parenting and coaching are difficult vocations. By establishing an understanding of each position, we are better able to accept the actions of the other and provide greater benefits to students. It is also very important to remember that coaches are volunteers and they are giving their valuable time to work and help improve your child’s leadership abilities, social skills, team cooperation and responsibility. Here are some guidelines to help you as a parent supporter of the athletics programs at Picture Butte High School.

Communication Coaches expect from student athletes:

* concerns expressed privately and directly to the coach
* notification of any schedule conflicts well in advance
* specific concerns in regards to a coach’s expectations and/or philosophy

As your son or daughter becomes involved in the sports programs at Picture Butte High School he/she will experience some of the most rewarding moments in their high school career. It is important to understand however that there will be times when things do not go the way you or your son/daughter wish. At these times, discussion with the coach is encouraged.

Communication Coaches expect from Parents:

* concerns expressed privately and directly to the coach away from the court setting
* notification of any scheduling conflicts well in advance
* specific concerns in regard to a coach’s philosophy and or expectations

Appropriate Concerns to Discuss with Coaches:

* the treatment of your child mentally or physically
* ways to help your child improve
* concerns about your child's behavior
* any influence that the activity is having on your child’s academic performance

It is difficult to accept your child’s not playing as much as you or they may hope. Coaches make judgment decisions based on what they believe to be the best for all students involved. While there are certain things that should be discussed with your child’s coach, however there are also certain things that should not be discussed. Those decisions will be left to the coach’s discretion.

Issues Not Appropriate to Discuss with Coaches:

* Playing time
* Team strategy
* Play calling
* Other student athletes

There are situations that may require a conference between the coach and the parent. These are to be encouraged but the following procedures should be followed to help promote a resolution to the issue of concern:

* call and set up an appointment with the coach
* resolution, not confrontation is the best approach
* please do not confront a coach before or after a game or practice - these can be emotional times for both the parent and coach, and our coaches are instructed to walk away from such situations.

The Next Step:

* call and set up a meeting with the Athletic Administration. This meeting will consist of the parent/guardian, coach, athletic director, and athletic administrator.
* if no resolution is made call and set up a meeting with the Principal to discuss the situation
* at this meeting if a resolution cannot be reached, the next step will be determined

The coaches at Picture Butte High School recognize the importance of extra-curricular activities. We provide a program that strives to provide your child with a positive and meaningful experience.

# ***Appendix B***

Guidelines for a Preseason Parent’s Meeting

All coaches are required to distribute copies and address the following - may be done either by a meeting or by a letter:

* Team Rules and School Rules regarding athletics.
* Participation - amount of play time athletes can expect.
* Sportsmanship - expectations by players and parents.
* The procedure to deal with disagreements between coach and players or parents:
* at no time are problems to be discussed in front of other players.
* Parents are asked to speak to the coach regarding concerns.
* call and set up a meeting with the Athletic Administration. This meeting will consist of the parent/guardian, coach, athletic director, and athletic administrator.
* if no resolution is made call and set up a meeting with the Principal to discuss the situation
* at this meeting if a resolution cannot be reached, the next step will be determined
* make sure there is parent communication!
* Fees and the breakdown of the costs.

Other topics you may want to address

* Your coaching philosophy
* How practice sessions are conducted
* Length of practice times
* Expectation of attending practices
* The consequences of missing practices
* Academic requirements for eligibility
* Passing grades
* Be registered in minimum of 2 full classes in Senior High
* Medical information in case of injury
* Question and Answer

# **A*ppendix C***

*Athlete’s Code of Conduct*

As a student/athlete representing Palliser Regional Schools and Picture Butte High School, and more specifically, within said district, you carry a huge responsibility to act in a way that will bring pride to your school, the District, your team and your family. In as such, the following are guidelines of expected behavior. By signing at the bottom, after reading, you agree to abide by these standards of behavior set forth by the District.

1. I agree to respect and care for the equipment I am issued and agree to do the best I can to return it at the end of the season in good condition.
2. I agree to respect those in authority, including coaches, administrator, custodians, teachers, and adult officials from other schools.
3. I agree to practice good sportsmanship before, during and after contests, recognizing the talents and efforts of my opponents and the game officials.
   * I agree to congratulate my opponent on her/his effort
   * I agree to not argue with calls made by officials
   * I agree to practice self control at all times, including no fighting or taunting or other negative behavior-which would bring disrespect to my team and school.
4. I agree to leave the facility I am visiting in as good if not better condition than when I arrived. This means not damaging or vandalizing school property, stealing, or leaving trash behind whether in the halls or in the locker rooms.
5. I agree to represent my team with respect by following the agreed upon dress code on game days – at school and to/from contests.
6. I agree to represent my team and my school with class when visiting a restaurant or place of lodging with the team.
7. I agree to encourage and remind my teammates of expected behavior and to correct it when necessary. He/she is representing Picture Butte High School and we should be proud of our programs.
8. I agree to attempt to resolve conflicts or concerns with my coaches before asking my parents to get involved. I understand that part of the lesson I am learning though participation in sports is that I have responsibility for my actions and for learning how to handle adverse situations.

# ***Appendix D***

*Coach’s Code of Conduct*

As a parent of a student/athlete representing PBHS, it is expected that you role model behavior conducive to good sportsmanship and behavior that will not embarrass the school, your student, or yourself. By signing below, after reading, you agree to abide by these standards of behavior set forth by Picture Butte High School.

1. I agree to be a positive role model for our athletes.
2. I agree to be regular and prompt in meeting assignments – practices, games and meetings.
3. I agree to submit all reports when due, keeping necessary records, emailing or faxing in results, and forwarding any receipts when required.
4. I agree to instill in the team an attitude of sportsmanship on and off the court, during the game and afterwards, in school and out.
5. I agree to use acceptable language at all times. Vulgarity and profanity have no place on the athletic field or court, in the gym or classroom.
6. I agree to not use alcohol or non-prescription drugs in any form while with the team.
7. I agree to 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.
8. I agree to work to instill with my players respect for the officials, and that I alone will discuss aspects of the game with the officials.
9. I agree to 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.
10. I agree to teach the teams to respectful of and friendly towards opponents.

# ***Appendix E***

*Parent/Legal Guardian’s Code of Conduct*

As a parent of a student/athlete representing PBHS, it is expected that you role model behavior conducive to good sportsmanship and behavior that will not embarrass the school, your student, or yourself. By signing below, after reading, you agree to abide by these standards of behavior set forth by Picture Butte High School.

1. I agree to applaud the effort of ALL players on both teams.
2. I agree to cheer FOR our team, not AGAINST another team.
3. I agree that officiating is a difficult, thankless task, and that officials are doing the best they can to be fair to both teams and accept their decisions.
4. I agree not to taunt players, officials, or fans before, during, or following a competition.
5. I agree to help control unacceptable behavior of other spectators by reminding them that it is ok to cheer for our own team but inappropriate to cheer against another.
6. I agree to support the goals of sportsmanship and help bring pride and respect to my son/daughter and the school they are representing.
7. I agree to support my son’s/daughter’s role on the team, even if I don’t understand his/her position on the depth chart. If I (or my student) have concerns, I will direct my son/daughter to approach the coach at an appropriate time to discuss our concerns. If I feel it is necessary to meet with the coach, I will set up an appointment with the coach, but will not harass or verbally assault the coach when I am emotionally responding to an issue.

I have read the statements of expected behavior and do agree to follow these

# ***Appendix F***

EXTRA CURRICULAR TRANSPORTATION POLICY

*EXTRA - CURRICULAR ACTIVITY TRANSPORTATION POLICY*

1. Parents are responsible for arranging transportation for their own son/daughter to each athletic event
2. In the event of an accident the volunteer driver's insurance is primary and the School Board's insurance is secondary.
3. In the event of an accident the volunteer must:
4. Report the incident immediately to his/her insurance company
5. Report the incident to the Principal, Superintendent, Trustee, or other such designated person
6. The volunteer must NEVER admit any liability or tell someone that his/her or the Board's insurance company will pay or be "liable" for the incident or damage. Such statements could prejudice insurance company investigation and in some instances render the insurance NULL and VOID.
7. If for any reason, enough parents are not available to drive other arrangements may be made through the school. Please make sure enough notice is given to enable us to make these arrangements. Also some trips may be deemed more appropriate for bussing than using volunteer drivers. Monies for these situations will be taken from the school's decentralized budget or from fund raising activities organized through the school (this could include corporate sponsors).

Administrative Procedure 554

The Board recognizes various types of transportation arrangements that can maximize the delivery of programs within the limited resources available to schools and, therefore, supports the concept of volunteer drivers and vehicles in providing co-curricular/extra-curricular transportation, provided that such arrangements conform to the laws and regulations of the province and are in accordance with the specific guidelines and procedures established by the Board of Trustees.

GUIDELINES

1. A volunteer driver is classified a volunteer because the service is occasional and there is no compensation.

2. The Board establishes, in conjunction with the applicable laws and regulations of the province, the following requirements for specific types of volunteer transportation arrangements:

Volunteer Owned and Operated Vehicles

1. The volunteer driver must be at least 21 years of age and not over 65 years of age.

2. The volunteer driver must be the owner and operator of the motor vehicle and be in possession of a valid Class 5 Alberta drivers’ license.

3. The volunteer driver must notify their insurance company of their intention to use their automobile and act as a volunteer driver for the Palliser Regional Division No. 26 school activity. A minimum of $2,000 000 public liability and property damage coverage must be in force on the automobile insurance before the vehicle can be used to transport students.

4. The volunteer driver shall complete the Volunteer Automobile Driver

authorization form as shown in the appendix and file it with the school.

1. The principal of the school shall be the approving authority for this type of transportation arrangement.

Other Types of Transportation Arrangements

1. Rental company-owned vehicle operated by a volunteer:

a. License requirements - Class 5. The rental company may establish other conditions.

b. Arrangements made through the school principal or designate.

2. Rental company-owned vehicle operated by a volunteer:

a. License requirements - Class 4 for 23 passengers or less, Class 2 for 24 or more passengers. Other conditions may apply from the rental company.

3. Service club-owned vehicle operated by a volunteer:

a. License requirements - Class 4 for 23 passengers or less, Class 2 for 24 or more passengers. Other conditions may apply from the service club or their insurer.

4. Board-owned vehicle operated by a volunteer:

a. License requirements - Class 4 for 23 passengers or less, Class 2 for 24 or more passengers. Require "S" Endorsement and/or be on the approved school vehicle drivers' list maintained by the Transportation Supervisor.

b. Arrangements made through the Transportation Supervisor.

# ***Appendix G***

To All Parents/Guardians,

Palliser Regional Schools and Picture Butte High School recognizes various types of transportation arrangements that can maximize the delivery of extra-curricular programs within limited resources available to schools and therefore, supports the concept of volunteer drivers and vehicles in providing extra-curricular transportation. However, arrangements must conform to the laws and regulations of the province and are in accordance with the specific guidelines and procedures established by the Board of Education for Palliser Regional Schools.

To this end, Palliser Regional Schools Administration Policy 554 declares that:

*1. Volunteer Owned and Operated Vehicles*

1. The volunteer driver must be at least twenty-five (25) years of age.
2. The volunteer driver must be the owner and operator of the motor vehicle and be in possession of a valid Class 5 Alberta driver’s license.
3. The volunteer driver must notify their insurance company of their intention to use their automobile and act as a volunteer driver for the Palliser Regional Schools activity. A minimum of two million dollars ($2,000,000) public liability and property damage coverage must be in force on the automobile insurance before the vehicle can be used to transport students.
4. The volunteer driver shall complete the Volunteer Automobile Driver Authorization Form available from the school.
5. Teachers and staff driving their personal vehicles to transport students to school activities shall complete the Volunteer Automobile Driver Authorization Form.
6. Teachers and staff driving their personal vehicles to transport students to school activities shall complete the Volunteer Automobile Driver Authorization Form.
7. The principal shall be the approving authority for this type of transportation arrangement.
8. Students are not permitted to transport other students or to act as “trip drivers.”

In keeping with Palliser policy, Picture Butte High School’s extra-curricular Transportation Policy state that:

1. A volunteer driver must be parent or guardian or a student enrolled in the school
2. Students cannot be volunteer drivers or drive a vehicle to extra-curricular events away from the school

A violation of the above policy will result in immediate suspension of the team member(s) involved (suspension from the immediate activity – the game). The violation will then be reported to school administration who will design a suitable sanction. Possible sanctions include:

1. The student-athlete being placed on a program of monitored compliance.
2. Suspension from the team for a prescribed amount of time (e.g. a certain number of games, the rest of the season).
3. Suspension from all school related activities.

Please contact school administration if you have any concerns regarding this policy.

To confirm your understanding and compliance with this policy, please sign below and return to your child’s coach.

Student Name: Parent/Guardian Signature:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

VOLUNTEER AUTOMOBILE DRIVER AUTHORIZATION Policy #408

Volunteer drivers must inform their insurance company of their intention to use their automobile and to act as a volunteer driver for Palliser Regional School #26 school activities. Most insurance companies do not require an additional premium charge (or more than a nominal charge) because this action is classified as occasional and is not done for compensation.

Liability insurance protection for individual drivers, beyond that provided under the driver’s own automobile insurance, is provided by the Board of Education while the volunteer drivers are transporting students in their own automobiles on a school sponsored activity or function. A minimum of $2,000,000.00 public liability and property damage coverage should be in force on the automobile insurance before a volunteer driver may use his vehicle to transport students.

SCHOOL: PICTURE BUTTE HIGH SCHOOL

STUDENT VOLUNTEER NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ADDRESS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ POSTAL CODE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DRIVER’S LICENCE #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ CLASS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

EXPIRY DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

REGISTERED OWNER OF VEHICLE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

NAME OF INSURANCE COMPANY: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

INSURANCE POLICY #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

INSURANCE AGENT: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

AMOUNT OF P.L. AND P.D. COVERAGE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DATE SIGNATURE OF VOLUNTEER DRIVER

EXPIRATION DATE:

END OF THE CURRENT ACADEMIC YEAR

APPROVAL BY SCHOOL PRINCIPAL:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DATE SIGNATURE OF PRINCIPAL

PERMISSION TO RIDE WITH

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I acknowledge and give permission for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to travel

(Student's Name)

With the Driver (s) I have listed below to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ on

(Event)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

(Date)

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
5. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
6. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
7. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
8. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
9. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
10. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Parent/Guardian Signature) (Date)

Medical Waver Form

Dear Parents:

The PBHS Administration urges all students involved in competitive extramural athletic programs to undergo an annual medical examination.

If you consent to the participation of your son/daughter in the PBHS Athletic Program but do not see the need for a medical examination at this time, please sign the permission form below and return to the appropriate coach.

Thank You.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Coach's Signature

\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Parent/ Guardian) give full approval for my son/daughter

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to participate in PBHS sponsored athletic activities.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/Guardian's Signature Date