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###### GUILDFORD PARK - ATHLETE’S HANDBOOK

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

***STUDENT NUMBER:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

***SPORT:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

**Athletic Director: Mr. K Strain**

Congratulations, your son/daughter has been selected to represent Guildford Park on one of our athletic teams. We would like to take this opportunity to inform you of the policies, procedures and expectations of the Guildford Park Athletic Program.

We realize that being a part of a school team requires a great deal of time and commitment. However, we want to stress that **students’ academic progress is of the highest priority.** Quite often, athletes miss class time due to tournaments or trips. It is very important that they make up all work missed. Athletes should let teachers know in advance of absences from classes. **Teachers who believe it is not in the best interest of the student to miss a class for an athletic event will have the support of the Athletic Department in upholding that recommendation.**

Funding of athletics is a difficult yet necessary issue in inter-school sports. We have limited funds to cover transportation (often our athletes are transported by bus, taxi and volunteer drivers), officials, uniforms, equipment, registration fees, tournament fees etc. It is for this reason that we must charge a **$60.00 Athletic Fee.** The student will pay this only once per year and be eligible to participate in as many sports as (s)he would like. As well, we must receive a **$100.00 uniform deposit** to ensure the return of our team uniforms. This deposit will be returned to the athlete upon return of the uniform.

Since all teams play a large number of away games and the cost of transportation is increasing while our funding is decreasing, we ask that **students find parent transportation whenever possible**. Please contact us if you can assist in transportation. We have a short Volunteer Driver form to fill out. Nevertheless, our athletes are often transported by taxis and buses.

We have a very exciting and diverse athletic program at Guildford Park and we encourage as much support and participation as we can. We welcome you to come out to games and cheer on our Sabres. Your attendance will help create an enthusiastic school spirit at Guildford Park and will show your support for the hard work of the athletes and coaches. Please call if you have any questions or concerns.

Yours truly,

Mr. K Strain

Athletic Director

Guildford Park Secondary School

**GUILDFORD PARK SECONDARY DEPARTMENT OF ATHLETICS CODE OF CONDUCT**

1. **RULES:** Although athletics are of great importance to our school, this by no means allows individual athletes to deviate from behaviour expected by any student at Guildford Park in a school situation. All Guildford Park Secondary school rules of conduct are applicable to members of our athletic teams at all times. Individual team rules will be discussed with the coach. In accepting the terms of team membership, players are expected to obey all reasonable directions from the coach and/or teacher sponsor.
2. **BEHAVIOUR:** 
   1. Since our student athletes are ambassadors of Guildford Park, the school itself is judged by their conduct and presence. Students should conduct themselves accordingly at all times
   2. Students are expected to be courteous and polite to everyone with whom they have contact at home games, at other schools or on the road.
   3. Students must treat the property of the other schools and their own with respect.
   4. Our student athletes are expected to be school leaders. They are to treat our facilities with respect, especially our gym and equipment, and lead by example. They are not to mistreat any of our property and are expected to discourage such behaviour they observe.
   5. Players will exemplify the true spirit of sportsmanship towards all officials, opponents, spectators, and team mates

***PLEASE NOTE:*** At any time during the school year, an individual team coach and/or the Athletic Director can discipline players for inappropriate behaviour displayed in or out of the classroom in a manner that they see fit. This discipline may be administered in terms of loss of athletic eligibility, loss of playing time, suspension of gym privileges, etc. Such discipline may be initiated upon advice from a classroom teacher, administrator, counsellor, or fellow coach.

1. **ATTENDANCE:** Student athletes are expected to attend their scheduled classes regularly. Failure to do so will not only affect their grades but may result in suspension from athletics. Being absent from school on game days will result in missing that game unless the absence is agreed to be unavoidable. If game or travel commitments cause students to miss class time, they are to discuss arrangements with their classroom teachers in advance.
2. **PRACTISES & GAMES:** Practise sessions and games involve a great deal of time commitment. Students must plan ahead to organize their time. Each team member is expected to attend all practises and games punctually unless the coach has been notified. **Any student athlete who has been selected to play on a team must fulfill the commitment to finish that team's season of play (ie attend and participate in all games and practices) with that team. Failure to do so may result in the student athlete being ineligible to participate on any other Guildford Park athletic team for a period of one calendar year from the date of the infraction.** (If you make a team, you are taking the spot of some other student that did not make the team and it is expected that you will fulfill your commitment of participating on that team)
3. **UNIFORMS:** Team uniforms are to be worn for game situations only. They are on loan to the athletes. Reasonable care and prompt return of uniforms is expected. **Players will be charged a $100 replacement fee for lost or damaged uniforms due to negligence**
4. **TRANSPORTATION:** Transportation to games is largely done by taxi or volunteer teachers. This, however, is often not adequate to cover all transportation needs. Parent help is very much appreciated. If you can help with transportation, please let your athlete’s coach know and they will get you to fill out a volunteer driver form. Please be advised that your son/daughter will be transported to and from games/events by teacher and parent volunteer drivers, taxis, and occasionally buses. Senior teams (grade 11 and 12) often play later in the evening. Coaches will inform their senior athletes when they are expected to arrive at evening games and athletes will be responsible for getting themselves to and from those games themselves. If a senior student cannot transport themselves to the game they will need to co-ordinate a ride with their coach.
5. **FEES:** Funding of inter-school athletics is a concern, with all of the government cut backs lately. To help meet the costs of such things as, uniforms, transportation, equipment, officials, athletic banquet, registration fees, tournament fees etc, there will be a one time **$60.00 athletic fee** charged. The athletic fee is due before the season starts, and multi sports athletes only need to pay once per school calendar year.
6. **PARENT INVOLVEMENT:** The Guildford Park Athletic Department would like to involve parents as supporters to a greater degree. There is no doubt that parental presence improves the level of performance of the students as well as helps parents be involved in this important stage of development.
7. **RISK:** Please be advised that the sports Guildford Park offers (i.e. wrestling and rugby) involve physical contact and high risk activity and may result in permanent injury and/or fatality.

***Please sign below to acknowledge that you have read, understand and agree to comply with the expectations of student athlete behaviour. Any inquires may be made directly to Mr. Strain 604-588-7601.***

***Athletic Activities are inherently dangerous. Accidents can happen and risks of serious injury do exist. Your signature below indicates that you have been advised that there is a risk of injury that can occur during any sports activity, and that, by signing this form, you give permission for your son/daughter to participate in sports activities facilitated by Guildford Park Secondary School.***

***I understand that the sports Guildford Park offers, (i.e. wrestling and rugby) involve physical contact and high risk activity and may result in permanent injury and/or fatality.***

***I give permission for my son/daughter to participate in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(name of sport) and be transported to and from games/events in teacher and volunteer driver vehicles, taxis, and buses.***

**Signature of Parent/Guardian\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signature of Student/Athlete\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Participant Information Form

I have read the letter to parents and give permission for my son / daughter to participate in all activities necessary to fulfill his/her commitment to the school athletic program.

Name of Student Athlete: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of Birth: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Student Number** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (this is very important as it aids in compiling team lists)

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Current Grade: \_\_\_\_\_\_\_ Phone # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Person to contact in case of emergency:

Phone # (day)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone # (night)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Alternate contact:

Phone # (day)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone # (night)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Family doctor: Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

BC Medical Card # : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Relevant Medical History:

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

Allergies:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Previous Injuries:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Does the participant carry and know how to administer his or her own medications?

Yes\_\_ No\_\_\_ N/A\_\_\_

Please return this form along with the

\_\_\_\_\_Surrey Secondary School Athletic Association (SSSAA) registration form

\_\_\_\_\_Athletic fee of $60.00

\_\_\_\_Uniform deposit cheque of $100.00

**SURREY SECONDARY SCHOOLS ATHLETIC ASSOCIATION**

**PLAYER PARTICIPATION REQUEST FORM**

PARENTS: In order to be eligible to participate as a representative of GUILDFORD PARK SECONDARY SCHOOL this form must be completed by the athlete and his/her parent/guardian for each athletic activity in which student participates.

GUILDFORD PARK SECONDARY SCHOOL is a member of Surrey Secondary Schools' Athletic Association (SSSAA),

Fraser Valley Secondary Schools' Athletic Association (FVSSAA) and BC School Sports (BCSS) and subscribes to Rules and Regulation of these Associations.

The athletic program offered by GUILDFORD PARK SECONDARY SCHOOL is a voluntary experience in which our students may or may not choose to participate. By selecting to participate in this program, however they must respect and abide by the set of standards. Violation of these standards may result in suspension and/or removal from inter-high school athletic program.

Because the student represents the entire school, they must conduct themselves on and off the field in a manner that will always reflect the high standards and ideals of our school and the community. Therefore, the following regulations pertain to students that represent GUILDFORD PARK SECONDARY SCHOOL and the Surrey School District in athletic programs.

**DISCIPLINE**

Notice of Rules and Re2ulations

1. It shall be the responsibility of sponsors and/or coaches to advise their competitors and their parent/guardian in writing at the beginning of each session of the rules and regulations, which govern their conduct while they are participating in activities under the jurisdiction of the SSSAA, FVSSAA and BC School Sports.

2. Competitors shall be advised by their sponsor and/or coach of possible penalties, which may result from contravention of said rules and regulations. This information will be given in writing.

3. Notwithstanding the requirements of (1) and (2) above, failure of the SSSAA, or coaches and/or sponsors to advise competitors of applicable rules, regulations, and penalties shall not be accepted as justification for any violation of said rules and regulations.

**JURISDlCTION**

Any time a grade 8,9, 10, 11 or 12 student represents a member school he or she is under the jurisdiction of the SSSAA and the FVSSAA with regard to registration, eligibility and discipline, whether playing another member of this Association or not.

1. SSSAA Jurisidiction -the SSSAA shall have jurisdiction in the following discipline matters for by any given competitor.

a. Incidents of improper conduct between competitors.

b. Incidents of improper conduct between competitors and spectators.

c. Incidents of improper conduct between competitors and game officials.

d. Incidents of improper conduct between competitors and adults in a position of authority;

e. Improper conduct by players of the SSSAA or players registered in SSSAA Leagues in the vicinity of the game venue but not during the game.

2. Improper conduct of players of different association either during play, or in the vicinity of the place of the game shall be dealt with jointly by the executives of the association involved.

3. Improper conduct by players while traveling to and from games or while away overnight shall be dealt with by the executive in conjunction with the administration of the school(s) involved.

**DISCIPLINE COMMITTE**

1. The executive of the SSSAA shall function as the discipline committee of this association.

2. The Committee shall meet at the call of the President and shall rule on disciplinary matters within its jurisdiction.

3. The President of the SSSAA shall have the authority, upon verbal communication with the other members of the executive to permit a competitor to participate in exhibition. league or playoff games prior to a Disciplinary Hearing involved the competitor.

**Disciplinary Action Penalties**

1. Competitors ejected from competition for the following reasons are subject to a suggested minimum penalty of one league, exhibition or playoff game suspension to a maximum penalty or suspension for the remainder of the competitor's current athletic season:

a. Violation of rules, d. Rough Play,

b. Spitting, e. Disrespect to a coach and/or an official,

c. Swearing, f. Unsportmanlike conduct that is not listed above.

2. Competitors ejected before, during, or after competition of the following reasons are subject to a suggested minimum penalty of suspension from competition and practices until the matter is dealt with as soon as possible and not longer than 14 days after the President of this Association has received the reports, to a maximum penalty of suspension from the remainder of the current athletic season and an additional calendar year (three more athletic seasons):

a. Fighting

b. Gross misconduct

c. Use of alcohol or drugs

**Reporting and Notice of Charges**

1. All incidents involving fighting, gross misconduct or the use of drugs or alcohol must be reported to the President of the SSSAA. This must take place within 72 hours of the incident. Failure to do so may result in disciplinary action against the coach, team or school.

2. Reports of incidents of misconduct must be sent by the game official, the competitor(s), and the competitor(s) coach and/or sponsor to the President of the SSSAA. These reports are to be submitted on the designated form and must be signed by the Principal of the competitor's school.

3. A competitor who has been disqualified from a game for disciplinary reasons shall not participate in any subsequent exhibition. league, or playoff games until the required reports have been received by, and dealt with by the Discipline Committee.

4. A competitor who has been involved in a disciplinary incident but not disqualified from the game, may participate in subsequent exhibition. leagues, or playoff games at the discretion of the SSSAA President. The SSSAA President should communicate with the Principal to ensure consistency of disciplinary action. This provision is intended to be an interim measure pending a decision by the Discipline Committee.

5. A copy of the Disciplinary Reports, together with a copy of the published rules and regulations, and possible penalties, and a notice of the hearing date shall be sent to the parents or legal guardians of the competitor involved.

**Disciplinary Hearing**

1. The Disciplinary Hearing shall be held as soon as possible after the required reports have been reviewed by the President of the SSSAA.

2. The competitor in question may, if he wishes, attend the Disciplinary hearing and may be accompanied by a parent, coach and/or advisor.

3. The competitor in question or he/her representatives shall advise the S SSAA President of his/her intention to attend the Disciplinary Hearing.

4. The competitor in question shall be given an opportunity to present his/her explanation of the disciplinary incident.

5. After the competitor in question or his/her representative(s) have appeared before the Executive, the members of the Executive shall meet to consider its decision.

6. The decision of the Executive shall be communicated tot he competitor and his coach, in writing, as soon as possible. The coach should be first notified of the decision by telephone.

**Appeals Committee**

1. The Jury of Appeal shall consist of:

a. The Superintendent or his/her designate who will act as chairperson:

b. One SSSAA member as appointed by the SSSAA Executive, but who is not an Executive member:

c. One Surrey Administrative Association delegate.

The decision of the Jury of Appeal shall be considered final, the chairperson will forward the decision in writing to the parties involved and the Executive within two weeks of the appeal being filed.

2. To appeal a disciplinary decision made by the SSSAA Executive, a competitor must submit a letter with the signature of his Principal to the President of the SSSAA.

**I have read and I understand the above discipline Rules and Regulations of the SSSAA.**

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

**Student Athlete Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Parent/Guardian Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

PLAYER CHECKLIST

START OF SEASON

\_\_\_\_\_\_\_ PLAYER REGISTRATION PACKAGE FILLED OUT AND SIGNED

\_\_\_\_\_\_\_ UNIFORM DEPOSIT CHEQUE OF $100.00 POST-DATED MAY 31 OF THAT SCHOOL YEAR

\_\_\_\_\_\_\_ ATHLETIC PARTICIPATION FEE OF $60.00 PAID

\_\_\_\_\_\_\_ VOLUNTEER DRIVER FORM (IFGUARDIAN IS VOLUNTEERING TO DRIVE TO AND FROM GAMES)

END OF SEASON

\_\_\_\_\_\_\_ RETURN YOUR UNIFORM TO YOUR COACH

\_\_\_\_\_\_\_ PICK UP POST-DATED UNIFORM DEPOSIT CHEQUE FROM YOUR COACH