



Nanaimo Christian School

NCS ATHLETICS HANDBOOK

2024-25



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Philosophy

Nanaimo Christian School believes in sportsmanship that can be achieved through a **Respect All, Fear None** outlook. The character of our coaches and students comes first. The simplest definition of character for coaches is being a positive role model for the student. Within that definition are six key behaviors:

1. Support the student's academic development first.
2. Present yourself to the athlete as someone who lives a healthy life.
3. Maintain emotional and mental self-control at all times.
4. Speak positively about all coaches/students/parents, and officials and abstain from the use of profanity, demeaning or intimidating language or behavior.
5. Coach the student without negative criticism and maintain a safe and healthy environment.
6. Model and demand sportsmanship from all coaches, team supporters and athletes.

We believe that God has given us all many talents and we can use them to glorify him. We believe God is our source of strength (Philippians 4:13). We believe in competitive greatness. We believe in equity. We understand the value of comparable programs for boys and girls and we will model that kind of support to the students and community at all times.

Code of Ethics

For Spectators

- Understands that being a spectator of NCS athletics is a privilege and not a right.
- Attempts to understand, be informed of, and implement the playing rules.
- Appreciates a good play no matter who makes it.
- Shows compassion for an injured player; applauds positive performance; does not heckle, jeer or distract players; and avoids use of profane and obnoxious language and behaviour.
- Respects the judgment and strategy of the coach, and does not criticize players or coaches for loss of game.
- Respects property of others and authority of those who administer the competition.
- Respects officials and accepts their decisions without gesture or argument.
- Follows the posted Spectator Code of Conduct and realizes if it is not followed, spectator privileges will be revoked.
- If any issues arise, spectators are expected to report these to the game or tournament director as soon as possible. If a league game without a game director, the coach will assume this responsibility and pass along relevant information to the athletic director.

For Student / Athletes

- Remember that academic performance is your primary responsibility. Failure to keep up with school work will result in suspensions from games and/or practices
- Read, familiarize yourself and comply with policies outlined in the Athletic Handbook AND your coach's specific set of team policies.
- Treat officials, teammates, coaches and opponents with respect.
- Respect officials and accept their decision *without* argument or gesture.
- Exercise self control at all times, setting an example for others to follow.
- Win without boasting, lose without excuse and never quit.
- Always remember that you represent Nanaimo Christian School and the community, and it is a privilege.
- Return any equipment; uniforms issued must be returned in the same condition at the end of the season. Equipment that is lost, damaged or stolen is the responsibility of the participant, and it is the responsibility of the participant to make restitution to the school.
- Report any injury to the coach no matter how slight the injury may appear. If the injury requires a physician's care, the participant must have written permission from the doctor before returning to the activity.
- Attend classes the day of, and after, a competition. Failure to attend classes will result in a game suspension.
- Resolve conflicts by having conversations with those involved. If conflicts are not being resolved, report any issues to the coach as soon as possible.

For Coaches / Staff Sponsors

- Understand the authority that comes with your position and make decisions that are in the best interest of all participants.
- Maintain the athlete-centered approach to coaching so that every participant's well being is a priority.
- Be a positive role model.
- Maintain confidentiality and privacy of participants' personal information.
- Establish a respectful and inclusive sport environment where all participants can raise questions or concerns and respond to any in a timely manner.
- Be open, transparent and accountable for your actions; maintain objectivity when interacting with all participants.
- Keep parents informed of practice and game schedules.
- Report any concerns to the athletic director as soon as possible.

Athlete Expectations (Athletes in Good Standing)

Athletes at NCS play an important role in the school community. A student's involvement in school sports provides opportunities and experiences that are important to the development of a well rounded student. As athletes, they develop and practice important skills like leadership, teamwork, persistence and dedication. They also are uniquely positioned to apply these skills within the school community to impact culture as well as in the community at large. The actions of a student-athlete are a reflection of themselves, their team, their school, and their community.

As athletes represent the school both in our school community and in the community, it is imperative that they remain in good standing. An athlete in good standing is a student whose conduct falls within the guidelines of the [student code of conduct](#), and who faithfully attends to their athletic and academic responsibilities in the following areas.

1) Responsible Behaviour

- a) Athletes will engage in positive leadership within the school community
 - i) Demonstrate leadership in their behaviour and engagement
 - ii) Lead by example
 - iii) Add positively into school culture
- b) Athletes are responsible to represent the school both while at school and in the community. This means that they make choices that reflect the school positively.
- c) Athletes understand and demonstrate respect in and out of school. This includes
 - i) Respecting Others
 - (1) Athletes will demonstrate respect for other students, teachers, teammates, coaches and officials. Demonstrating respect means speaking positively to and about others, treating with kindness, following instructions, being appreciative, and demonstrating self-control.

- ii) Respecting God
 - (1) Athletes will choose language that honours God and keeps his name holy. Athletes will speak of God and the Christian faith respectfully.
- iii) Respect for property and equipment
 - (1) Athletes will demonstrate respect for NCS and other school property and equipment. This includes care of facilities and sports equipment. Athletes demonstrate care in stewardship of these resources.

2) Academic Competence

- a) Athletes must recognize that they are students first, and their educational programming is of primary importance. They must take responsibility for their learning in the following ways
 - i) Completing Assignments - Athletes must take initiative to complete all of their assignments to the best of their ability, and to catch up on learning that they have missed. If athletes have three or more missing, incomplete, or overdue assignments, this is a sign that they are struggling to balance academic and athletic responsibilities, and will need access to support.
 - ii) Seeking Support - Athletes pursue opportunities for support from teachers or educational assistants when needed to ensure that they can demonstrate the required understanding in each subject.
 - iii) Engaging in learning - Athletes will create beautiful work that reflects their best efforts and God-given talents, and will engage in class activities. Athletes will not distract others from their learning.

3) Consistent Attendance

- a) It is expected that athletes attend school and practice regularly. Any known upcoming absences should be reported to the coach in advance.
- b) Athletes must recognize that athletic responsibility includes attending and participating in the following areas, unless their attendance is excused or alternate plans are put in place through parents, coaches and/or administration in advance.
 - i) Attending class - Athletes are required to be present and on time for class unless alternate arrangements are made through parents, teachers or administration for extenuating circumstances. If Athletes have an unexcused absence on game days, they will not be allowed to play that day.
 - ii) Attending school events - Athletes are required to be present and on time for school day events like retreat, service days, and adulting conference.
 - iii) Attending practice - Athletes are required to be present, on time, and dressed ready for all practices, recognizing their responsibility to their team.
- c) Nanaimo Christian School Athletes are expected to maintain a minimum of **80%** attendance in all courses at NCS as well as a minimum of 3 courses per semester to remain an eligible athlete under BC School Sports guidelines.
- d) An athlete must be at school for the entirety of the school day (including field trips and service days) to be eligible for practice or games on that day unless an appointment or other valid reason has been discussed with the coach prior.

- e) Players chosen for a team are responsible to stay on that team to the end of the season of play. Under extenuating circumstances, resignation from a team will be determined after discussion with the Athletic Director.

Should an athlete demonstrate an inability to remain within the Athlete in Good Standing guidelines above, the Athletic Director will engage the athlete and parents in a fair process to determine necessary support and/or consequences. A fair process includes engagement, explanation and expectations.

Behaviour and School Leadership Violations

Behavior violations to the Athlete in Good Standing guidelines will be handled in accordance with the student code of conduct and the School Discipline Process.

Level 1 - Minor violation of Student Code of Conduct

- Teacher / Staff Sponsor will communicate with the athlete and parents and inform the Athletic Director. Teacher will outline expectations moving forward.
- Behaviour could result in student reflections, apologies, relocation within class, loss of privileges like off campus, or restorative conversations.
- Examples of minor violations include (but are not limited to) off-task or disruptive behaviour, being ill-prepared for class, using inappropriate language, dress code violations.

Level 2 - Mid-level violation of Student Code of Conduct

- Teacher or staff sponsor will inform the Athletic Director who will communicate with the athlete and parent and will inform administration.
- Behaviour could result in student reflections, restorative conversations, parent / education team meetings, behavior contracts, or a reduction in playing time.
- Athletic or school suspension could be issued at the discretion of administration.
- Examples of mid-level violations include (but are not limited to) repetitive level 1 behaviour, skipping class, cheating or plagiarism, fighting, abusive language or vandalism.

Level 3 - Major violations of Student Code of Conduct

- Administration will communicate with athlete and parent.
- Behaviour could result in parent / education team meeting, behavior contract, in-school or out of school suspension, suspension or removal from a team.
- Examples of major violations include (but are not limited to) escalated or repeated level 1/2 behaviours, violence, threats, sexual harassment or illegal activity.

Academic Competence

We recognize that athletics and academics are both important endeavors, and that both represent a significant responsibility and commitment for students. It is our hope that participation in athletics does not hinder a student's ability to be successful in their academic pursuits. To that end, should a student athlete find themselves unable to adhere to the academic expectations outlined above, the following interventions will be implemented.

Level 1 - Academic Support

- Teacher will inform the athlete and parents regarding the academic expectations via email and advise the Athletic Director.
 - Students will be asked to seek support from their teacher or EA to discuss a plan for fixing the situation.
 - This could include accessing teachers or EAs during lunch, office hours, or the Athletic Support Block
 - Students will be expected to complete missing assignments in order to ensure they are not moved to academic intervention.

Level 2 - Academic Intervention

- Teacher will inform the athlete, parent and the Athletic Director regarding continued need for further academic support.
 - Students are required to seek support from teacher or EA during lunch, office hours, or the Athletic Support Block.
 - Parent meeting will be held to discuss a plan for student success which could include
 - Educational support or resources
 - Time management or organizational support
 - Excused absences for practices and/or games
 - Student contract may be put in place to ensure clarity regarding supports and expectations
 - Students may be excused from team responsibilities at the discretion of administration in order to allow for student to attend to their academic programming.

Consistent Attendance

- Tardiness to class or practice will be handled at the discretion of the teacher or coach.
- If athletes have an unexcused absence on the day of a game or practice, they will not be able to participate in school sports that day.
- If a trend emerges regarding lack of punctuality or attendance at school, the teacher / School Administrative Assistant will notify the Athletic Director / School Administrator.
 - Athletic Director will meet with student and parents to discuss the attendance concern and create a plan for improved attendance.
 - If attendance does not improve, the athlete may be suspended or removed from the team at the discretion of administration.

Please note:

- Any fees or material costs associated with participating in athletics will not be refunded if the athlete is unable to meet standards outlined above, with the exception of injuries which will be discussed with the athletic director.
- Athletes that decide to quit a team during a season of play must talk with the coach and Athletic Director. If the reason for quitting is unacceptable that student will not be permitted to participate on any other NCS team in that given year.

Sports Offered at NCS

Months of play set by NETPEA (Nanaimo Elementary Sports League) and BCSS (BC High School Sports League)

	NETPEA League	Start of BCSS	Juniors		Seniors	
	Grade 7	Grade 8	Grade 9	Grade 10	Grade 11	Grade 12
Touch Football	Sept-Oct					
Cross Country	Sept-Oct	Sept-Oct (co-ed)				
Soccer		Boys: Sept - Nov		Girls: March - May		
Volleyball	Nov - Jan	Sept-Oct	Sept - Oct		Sept - Nov	
Basketball	Feb - April	Nov - Feb	Nov - Feb		Nov - March	
Skiing		Dec - February (co-ed)				
Badminton		March - May (co-ed)				
Track and Field	In PE class	March - June (co-ed)				
Golf		March - June (co-ed)				
Other		Individual sports offered upon request. Ex: swimming, mountain biking Team sport offered with enough interest: Ultimate				

Team Fees

Team fees are set based on league fees (referee costs, number of tournaments and league games, etc). If there are any overnight tournaments for a team, the accommodation will be a separate amount due based on the

number of nights needed to stay in a hotel and the location of the tournament, as well as if a ferry is needed. Tournament entry fees are not part of the athlete's cost and are paid by NCS. The jersey deposit (cheque **only**) and team fees (cash or cheque preferable but direct payment to the school can be set up) are due at the beginning of the season and the deposit will be returned at when the washed jersey is received by the school in an acceptable condition.

Players must pay fees in full, or make arrangements with the Coach/ Athletic Director, before they will be permitted to participate in league games or tournaments. FEES ARE NON REFUNDABLE unless extenuating circumstances require individual consideration.

Sport	Team Fees	League Fees	Tournaments	Jersey Deposit
Grade 6/7 Volleyball	\$0	N/A	N/A	\$20
Grade 6/7 Basketball	\$0	N/A	N/A	\$20
Grade 8 -12 Soccer, Cross Country & Track	\$40	N/A	✓	\$50
Grade 8-12 Golf, Ski	Pay Per Event			N/A
Grade 8-12 Badminton	\$30	N/A	N/A	\$50
Grade 8 Volleyball	\$75	✓	✓	\$100
Junior Girls Volleyball	\$125	✓	✓	\$100
Junior Boys Volleyball	\$125	✓	✓	\$100
Senior Girls Volleyball	\$175	✓	✓	\$100
Senior Boys Volleyball	\$175	✓	✓	\$100
Grade 8 Basketball	\$75	✓	✓	\$250
Junior Girls Basketball	\$125	✓	✓	\$250
Junior Boys Basketball	\$125	✓	✓	\$250
Senior Girls Basketball	\$175	✓	✓	\$250
Senior Boys Basketball	\$175	✓	✓	\$250
Accommodation is an extra fee if a hotel is needed for an overnight trip				
There will be a \$50 reduction (head coach) and \$30 reduction (assistant coach) in sport fees for any parent coaching their child's team				

Tournaments

Each junior and senior team may have the opportunity to attend the BC Christian Schools Tournaments in their season (usually hosted in the lower mainland). Other tournament opportunities exist for grade 8-12 teams with

grade 8 and junior teams having district, north island and island championship opportunities and senior teams having north island, island and provincial opportunities. Not including playoffs (districts, north islands, islands and provincials) the average number of tournaments are as follows:

Grade 8 Volleyball / Basketball: 1 tournament

Jr Volleyball / Basketball: 1-2 tournaments

Sr Volleyball / Basketball: 2-3 tournaments

- Note that Sr Girls volleyball do not currently have a league so all pre-playoff competition is tournament play which usually includes 4-5 tournaments with one hosted at NCS and one at VIU.

All overnight tournaments will require cell phones to be handed in to the same gender chaperone at 9:30pm. This allows for better night sleep, team bonding and gives athletes enough time to give parents their room number. This also helps to align with new school policies around cell phone use. Phones will be able to be charged in the chaperone's room overnight and the waiver will include the coaches phone number to have as a point of contact if needed.

Playing Time

Nanaimo Christian School participates in competitive leagues through NETPEA for grades 7 and SD 68 / BCSS for grades 8-12. We strive for equal playing time in the NETPEA league (it is also a league requirement) which is all grade 7 sports. For grade 8 to 12 the amount of playing time may vary from game to game, or from week to week. Neither the player's grades, nor their prior years of playing experience with Nanaimo Christian School teams will be a factor in determining playing time.

During the regular season, coaches will abide by the following recommendations for minimum playing time for athletes.

Grade 8: All players who have attended practices and put effort in the week before the game and are academically eligible should have approximately 25% playing time with a guarantee they will get 10% playing time.

Junior: All players who have attended practices and put effort in the week before the game and are academically eligible will have guaranteed playing time of one full set out of 2 matches (volleyball) and once per game (soccer and basketball).

Senior: All players who have attended practices and put effort in the week before the game and are academically eligible **may** have playing time as determined by the coach(es) but playing time is not guaranteed. Coaches will strive to ensure every player knows they have a role on the team.

For league, zone, and provincial playoffs there are no recommendations; it is up to coach discretion based on practices, in game play and attitude through the season. Playing time expectations will be clearly communicated to players and parents BEFORE the start of playoffs.

Team Selections

We will always strive to allow the highest number of athletes who would like to participate to play on sports teams at NCS. Unless low numbers require it, we will not put younger athletes on a more senior team, this allows for all athletes to have the most opportunities for age-level development and removes the possibility of losing court/field time for all athletes. For the grade 7-10 teams we can usually make two teams for league play when the number of players is enough to make this happen, if there is another coach willing to take on the team. If we have to make team selections (for splitting teams into two different teams or for selecting players to be on the one active roster) this will always be done in consultation with the athletic director. The goal of team selection is to allow each player to be on the team that will best support their development as an athlete.

If only one team is allowed to be made (at the senior level), or there are too many athletes to make two teams with reasonable numbers (from grades 8-10), we may move athletes onto a “redshirt” list. A redshirt player is anyone not on the active roster who can still practice with the team to develop their skills and possibly replace any other player with a season-ending injury or at a time when the team is short players. If it is decided that a player will be added as a redshirt, clear communication will be made in advance with the athlete and parents, in consultation with the athletic director after fair tryouts have occurred.

Team Sports will have a recommended number of players for the active roster which will allow teams the ability to give adequate playing time to those on the team. The recommended number of athletes for volleyball should be no more than 12, basketball should be no more than 13 and soccer cannot be more than 20 but this can be left to the coaches discretion.

Any team decisions must be first discussed with the coach and if the player / parent does not feel there was an adequate explanation they can then request to speak with the athletic director but the chain of command must be followed.

If a homeschooled student would like to participate in a sport on a team, they can only do so if there is room on the team without taking away an opportunity from a current NCS student.

Volunteer Expectations

It is expected that all school parent volunteer hours for parents and guardians of NCS athletes are done within the athletics program. This can be done through:

- Coaching
- Scorekeeping
- Refereeing

Parents, guardians and athletes who are not sure what to do can volunteer as a scorekeeper and training will be provided to make sure they know what to do and are comfortable in their role.

It is also expected that athletes will give time to help scorekeep and referee other teams within the NCS athletics program as other athletes will be doing this for their team. Grade 8s (1 game minimum), Juniors (2 games minimum), Seniors (3 games minimum).

Return to Play

Return to play refers to the point in recovery from an injury when a person is able to go back to playing sports or participate in an activity at a pre-injury level. An injury can be minor and not require you to stop competing or major and require a long rehabilitation training program.

When an injury happens, you can be forced to leave your sport and focus on your recovery. It is up to the athlete to check in with their coach about the expectations for them during their injury; this will probably include sitting in on practices to watch drills and strategies, attending games to help cheer on teammates or to watch game strategy videos. This is a great opportunity to fine tune your mental drills and skills to prepare you for your return. It can be a frustrating time but it can also be a chance to improve in your sport without actually doing it.

Here are some general goals to consider for returning to play:

- Normal range of motion (ROM). Compare if you can to your uninjured side.
- Decrease in acute pain and swelling to near zero
- Strength of the affected part at 80 - 100% of the opposing body part
- 80 - 100% return of balance and coordination
- The ability to run without a limp (lower body) or able to throw with proper mechanics (upper body)

Injury Requiring Ending Practice or a Game Early (no doctor)

Parents are asked to watch the injured area and when they believe their student is ready to return to play, inform the coach.

Injury Requiring Doctor or Hospital Visit

Any injury requiring the athlete to seek medical advice from a hospital or doctor will require a note from the doctor to return to sport.

Concussion

All NCS head coaches are required by BCSS to complete the CATT (Concussion Awareness and Training Tool) Concussion Protocol training. We follow the CATT post concussion return to sport guidelines as follows:

Return to Sport

This tool is a guideline for managing an individual's return to sport following a concussion and does not replace medical advice. Timelines and activities may vary by direction of a health care professional.

STAGE 1:	STAGE 2:	STAGE 3:	STAGE 4:	STAGE 5:	STAGE 6:
No sporting activity Physical and cognitive rest until symptoms start to improve OR after resting for 2 days max.	Light aerobic exercise Walking, swimming, stationary cycling. No resistance training. The pace of these activities should be at the point where you are still able to have a conversation.	Sport-specific exercise Skating drills (ice hockey), running drills (soccer). No head-impact activities.	Non-contact drills Progress to complex training drills (e.g. passing drills). May start resistance training.	Full-contact practice Following medical clearance participate in normal training activities.	Back in the game Normal game play
Recovery	Increase heart rate	Add movement	Exercise, coordination, cognitive load	Restore confidence; assess functional skills	
Symptoms improve or 2 days rest max? Yes: Move to stage 2 No: Continue resting Time & Date completed: _____	No new or worsening symptoms for 24 hours? Yes: Move to stage 3 No: Return to stage 1 Time & Date completed: _____	No new or worsening symptoms for 24 hours? Yes: Move to stage 4 No: Return to stage 2 Time & Date completed: _____	Symptom-free for 24 hours? Yes: Move to stage 5 No: Return to stage 3 Time & Date completed: _____	Symptom-free for 24 hours? Yes: Move to stage 6 No: Return to stage 4 Time & Date completed: _____	Note: Premature return to contact sports (full practice and game play) may cause a significant setback in recovery.

If new or worsening symptoms are experienced at any stage, go back to the previous stage for at least 24 hours. You may need to move back a stage more than once during the recovery process.

Medical clearance required before moving to stage 5

Parent Behavior

The parent will not engage in any disrespectful conduct of any sort, including profanity, gestures, offensive remarks of sexual or racial nature, trash-talking, taunting and other actions that demean individuals, the school or the sport at any time. The parent will expect their child to do the same.

Please understand that we expect that parents will not coach from the sidelines. Parents need to exercise self-control and not publicly question an official or referee's judgment or integrity.

Please support every member of the team as if they were your own child both on and off the court/field. Parents are expected to reinforce the school's drug and alcohol policies.

Spectator Code of Conduct

- Attendance at this event entitles you to enjoy an exhibition of skills developed by athletes in an educational setting.
- Please be respectful and encouraging in your approach to ALL athletes, officials and fellow spectators.
- Please make sure all children are being supervised and the gym rules are being followed.
- Cheer FOR not against

If the Code of Conduct is not followed, you will be asked to leave.

*adapted from the BCSS Spectator Code of Conduct

Conflict Resolution

24 Hour Rule

Briefly, this means that parents/guardians are not allowed to confront a coach, team or league official to discuss any “negative” game or practice situation with the coaching and management staff until at least 24 hours has passed from the completion of the game or practice. A confrontation shall consist of any conversation, which is elevated from a normal speaking tone and demeanor to one which involves yelling, profanity or derogatory comments toward said coach, team or league official. After 24 hours have elapsed, the parent/guardian may address their concern with the coach, team or league official however the following protocol must be followed at all times:

1. The parent/guardian will contact the coach and report their issue or concerns to be addressed
2. The coach shall respond to the parent/guardian, and if possible discuss the situation in person or over the phone instead of through email.
3. If the parent/guardian feels the issue of concern remains and has not been appropriately addressed, the parent/guardian may schedule a meeting with the Athletic Director.

Please respect the significance of the 24 Hour Rule Policy. If we all honor this concept, concerns will be moved away from an audience with our children, a possible ill timed discussion, and issues will be viewed in the proper perspective.

The Chain of Command

The chain of command is an important communication tool for parents. Parents must communicate through their children and children to their parents because of the day to day nature of athletics. Coaches and staff sponsors must give notice of all games and tournaments at the beginning of the season. The majority of communication will be done through the NCS website and by the coach through email. All uniform costs, team fees, and travel costs must be requested in writing to the athletes and parents. The staff sponsor is ultimately responsible for communication with the home and collecting all the fees when a community coach is involved. The coach and staff sponsor must dialogue with the athletic director on a regular basis. Any problems, changes to the schedule, or academic ineligibility should be communicated to the athletic director. The athletic director is responsible for communication to administration

Communicating Concerns and Grievances

STEP 1: The first step in the chain of command is for parents to communicate with the coach/staff sponsor. In the case of a grievance parents should present their concerns to the coach at a pre-arranged meeting. It is not appropriate to communicate concerns on the phone or email.

STEP 2: The second step in the chain of command is for parents to meet with the athletic director. The athletic director will follow up with the coach and the staff sponsor and, if necessary, inform the administration.

STEP 3: If the parent is not satisfied with the actions of the athletic director the final step is to set-up a meeting with the school's administration.

Discussion between Coaches and Parents / Guardians

There are situations that may require a conference between the coach, the athlete, and the parent. These are encouraged. When these conferences are necessary, the following procedure should be followed to help resolve the concern.

1. When appropriate the athlete should first talk with the coach about the concern.
2. If the coach/athlete meeting does not clear the situation then the parent(s) should call and set up an appointment with the coach. The student-athlete must be present with the parent during the parent-coach meeting.
3. If the parent(s) need further discussion on the issue, the Athletic Director is the next contact.
4. If a satisfactory resolution cannot be reached with the Athletic Director, the Principal is the next person a parent should contact.

Times to be avoided:

- Please do not approach a coach before or after a game. This can be an emotional time for both the parent and the coach. Meeting at these times generally does not work well for any of the parties involved.
- During an active practice session
- During a time when other students are present or when the discussion is readily visible by others
- When it is apparent that there is not sufficient time to allow for a complete discussion

The following are appropriate concerns to discuss with coaches:

- Advanced notice of schedule conflicts.
- The treatment of your son / daughter.
- Ways to help your son / daughter improve.
- Concerns about your son / daughters behavior.

The following matters should be left to the discretion of the coaches:

- Playing time.
- Decisions regarding which athletes make or do not make the team.
- Team strategy and play calling.
- Other student athletes' conflict issues.

Please understand that participation in the athletic program is a privilege, not a right. We expect parents to support the concept of "being a student first", to represent the school, coaching staff and team with honor, and to set a good example for your child.

Transportation

Parent Driver

In order to use parent, guardian and/or staff drivers for out of town trips, all drivers (coaches, staff, and parents) must first:

- Fill out and sign the waiver form
- Provide proof (facsimile) of \$2,000,000 liability coverage, and
- Provide a current driver's abstract and a copy of the driver's license.

As a coach or teacher, you cannot transport students without first doing the above guidelines.

Volunteer (Parent/Private) Vehicle

- Players may transport themselves to local events with permission from parents.
- Family members may transport other immediate family members to events.
- Players may be transported to events by registered Volunteer Drivers.
- 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.

School Bus

In some cases the coach of the team may have their class 4 driver's license which enables them to drive the NCS school bus. When possible, the coach may decide to take the team to their competition in the school bus. Traveling by bus allows the coach to make sure there is room for everyone, the team is arriving together, and allows for team bonding during travel time. When the coach decides to use the bus it will be to their discretion if players are allowed to travel separately or if they will be required to travel with the team on the bus. Any parent concerns about this can be taken directly to the coach to have a conversation.

Inclement Weather

- If bad weather causes schools to close early or schools are closed, all extracurricular activities will be canceled. The principal can make the only exceptions to this rule.
- In hot and humid weather, coaches and the athletic director will closely monitor the conditions and determine when to modify or cancel practices and games.
- At the first sight of lightning, all outdoor practices and/or games will stop. All players and coaches will remain in a safe place until weather permits.

Emergency Action Plan

Emergency Situations:

Given that there is an element of risk in all athletic activities we need to be prepared for any occurrence.

1. During any and all major injuries- KEEP CALM, DO NOT MOVE the injured person & contact/call our Athletic Director immediately - Breanne Quist (250-816-9273)
2. The closest certified first aid person will administer all immediate first aid and care until local ambulance crew or other essential medical help arrives, if deemed necessary.
3. In the case of a medical emergency and EMS must be activated the following procedures should be followed:
 - a. ASSIGNMENTS:
 - i. Coach or Athletic Director stays with injured athlete
 - ii. Assistant Coach - CALL 911, wait for ambulance and directs EMS to injured athlete upon arrival

INFO FOR CALLING 911

1. Tell operator your name
 2. Tell the operator the location on campus where the injured athlete is.
 3. Tell the operator the situation:
 - a. Who is injured
 - b. How many are injured
 - c. Age/sex of athlete
 - d. What the body part is
 - e. What is currently being done for the athlete
 - f. Any other info the operator asks for
 - g. Give the operator the # you are calling from
 - h. LET THE OPERATOR HANG UP FIRST
 - iii. Assistant Coach/teacher sponsor - crowd control & be sure all gates involves are unlocked
 - iv. Other coaches/teacher sponsors - stand by for any additional instructions or help that may be needed
4. In case of an away contest or if medical personnel is not immediately available- only administer care you have been properly trained to do.
 5. Report all injuries and illnesses to the Athletic Director

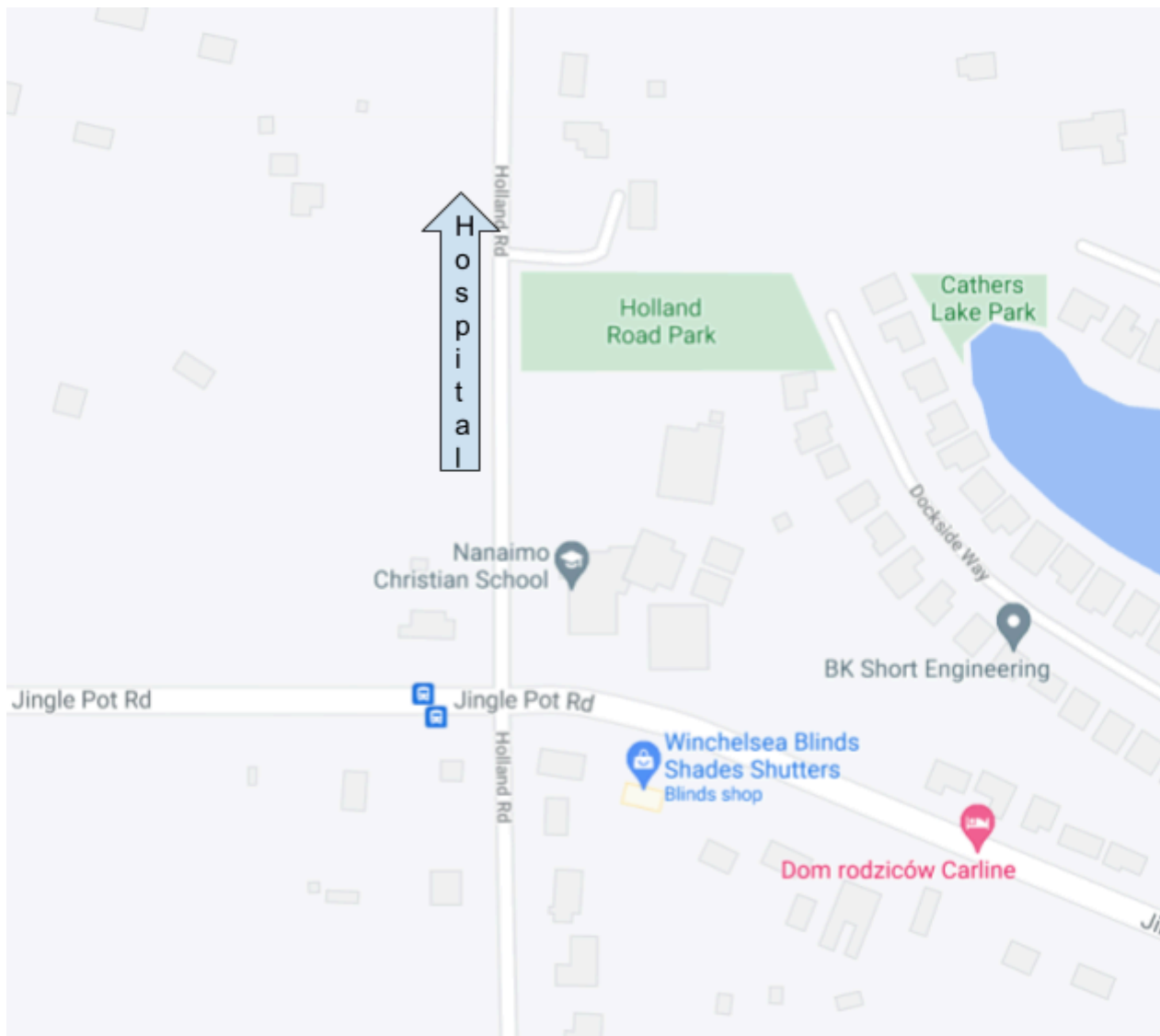
Critical Response Plan when in the school gym after hours or weekends:

1. The staff member sponsoring the event is to take charge enlist the help of other staff or parents
2. Attempt to have people congregate in the parking lot
3. Have all adults/coaches verify that their people are accounted for
4. Liaise with emergency personal or designate someone to do so
5. Contact Breanne Quist - 250-816-9273
6. Document the incident and file a copy with the office and Breanne Quist

Critical Response plan when traveling or an offsite activity:

1. The staff member sponsoring the event is to take charge.
2. The personnel with the highest level of first aid will administer the care needed until other help arrives. The other coach / teacher sponsor will relay any information that is important from the Emergency Medical Information sheet then contact parents.
3. Enlist the help of any bystanders, other staff or students
4. Have the person in charge verify that their people are accounted for.
5. Contact emergency personnel if needed
6. Contact the parents of the injured athlete and explain the situation.
7. The secondary vehicle (if the bus was taken) or a coach's vehicle is to stay with the injured athlete and accompany them to the hospital (if taken) until parents come. The coach who accompanies the injured athlete will also explain to the parents what occurred.

Map of EMS Travel from Gymnasium to Hospital:



Sports Medicine Equipment

1. AED location: In the foyer leading into the gym (next to the gym lights)
2. Ice: An ice machine is located in the weight room. This has NOT been properly cleaned to provide drinking water ice. It is for injuries ONLY.
3. Water: Teams are responsible for filling up water during practices the fountain is located outside of the gymnasium doors in the lobby
4. First Aid Kits (including slings, tape, etc): Located in the athletic director's office. This MUST be brought with the coach to all games. Each team will be assigned a first aid kit to bring to all games (home and away). It is the team's responsibility to return the kit to the athletic director's office after the game.