



SWAN VALLEY REGIONAL SECONDARY SCHOOL



COACHES HANDBOOK

WHAT DOES IT MEAN TO BE A COACH

It means volunteering, giving of yourself and your time; it means working without monetary gain; in fact, it often means spending rather than earning. It means practice, getting up early or staying late to make sure that lights are out, that showers are off and that everyone has a way home - even driving someone to Cowan, if necessary. It means warmed-up suppers, day after day, week after week. It means routine, consistent practice and more practice. It means building a team, recruiting, selecting, cutting, conditioning, teaching, and learning, striving for collectivity yet not being oblivious to individuality, putting team ahead of self, and trying to set a good example yourself.

Coaching means competition - games, matches, meets, bonspiels, tournaments, playoffs, championships. It means winning and losing - trying to accept each with equal grace. It means officiating - sometimes - good officiating and sometimes not so good officiating, trying to do your best in either situation. It means trying to keep your cool when you could just as easily have lost your temper. It means taking a turn at officiating yourself.

It means hosting and visiting - trips, weekends trips, coming home late, kids already asleep, wife disappointed, still having to prepare lessons for the next day, or making tests or marking tests. It means having to go on weekend tournaments when maybe someone was expecting you to take down the storm windows, cut grass, or just spend some time at home for a change. Sometimes it means birthdays or anniversaries with you not there again. Whistles all day, hearing whistles on the way home, and still hearing them when you lie down at night.

Coaching sometimes means dashed hopes and shattered dreams of achievements that might have been. Sometimes it means disappointment - not of losses or of what might have been, but of indifference, apathy, broken curfews, broken rules, broken faith; rationalizing, "Why did they go wrong?" Then you begin to wonder, "Is it worth all this? Why do I coach? Why does anyone coach?" You reflect and say that it must be to win - to excel/ over opponents, and certainly not lose, and then you think of the losses and realize that winning must be only a very small part of it or you would have quit long ago. What is it then? Perhaps it's feeling a part of something, a belonging, a comradeship, team spirit, esprit de corps, Gemeinschaft. Maybe we coach because we can not resist a challenge. Maybe it's the competitive spirit of man, the essence of survival - bodies being pushed to the limit. Maybe we're drawn by the crack of a bat, the rippling of a net, the roar of a crowd, the laughter of youth. Maybe it is because we realize we are aging, and that by working with young people we are getting a tighter clasp on that elusive youthfulness. Or maybe it's the sheer joy of watching a team grow.

You see individuality yielding to collectivity; everyone contributing in part to the whole; team above self; every member indispensable; maturity replacing immaturity; an aggressive, boisterous, impudent youth finding his place and accepting responsibility; a shy, withdrawn youth emerging from anonymity and obscurity and achieving a sense of personal worth; a boy step closer to manhood; a tomboy become a lady.

Or maybe it is just taking your turn coaching because someone once coached you. Maybe it's the blessing that comes from giving of yourself genuinely and unselfishly; maybe it's because, by coaching, you can build a better relationship with a youth that otherwise may have gone through life unnoticed, a youth with a blind father, an alcoholic mother, or an impoverished home. And maybe it's being able to understand, and care, and sometimes reach out and help.

Or maybe it's because empty fields and dark gyms make us feel dark and empty also, Whatever the reasons for coaching we will continue to coach, and to try to do it well. And if you, the athlete, and we, the coaches, can go through life better people for our experience, then it has been worthwhile. We thank you for your part and know you also are grateful. We hope you remember each other, us as coaches, and our association together. We will remember you.

- Henry Barkowski



SWAN VALLEY TIGER ATHLETICS

INTEGRITY • RESPONSIBILITY • RESPECT

SVRSS COACHES GUIDE

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SVRSS

Coaches Guide



PHILOSOPHY

Swan Valley Regional Secondary School (SVRSS) recognizes that extracurricular athletics promotes sportsmanship, team building, good citizenship, 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.

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 Swan Valley Regional Secondary School in extracurricular athletics are expected to accept greater responsibilities as school citizens.

The SVRSS extra-curricular program follows all SVSD policies and procedures in regards to extracurricular athletic programs. Ultimately, all final decisions in regards to sports reside with the SVSD.

PROGRAMS

The following athletic programs are offered at Swan Valley Regional Secondary School. These programs are offered on the basis that a teacher-coach or community coach is available to operate the program, and sufficient number of committed students are also interested to participate in the particular program. Junior Varsity programs include grade 9 & 10 student/athletes exclusively, while Varsity programs may include student/athletes from grade 9-12.

Junior & Varsity Football
Varsity Soccer
Varsity Golf
Junior & Varsity Cross Country Running
Junior & Varsity Volleyball
Varsity Curling
Varsity Hockey
Junior & Varsity Basketball
Junior & Varsity Badminton
Varsity Rugby
Junior & Varsity Track & Field
Varsity Fast Pitch
Varsity Baseball

The MHSAA & SVRSS endeavors to provide equal opportunities for students. Girls may try out for and play on a boys' team. They may not play on both the boys and girls team for the same sport in the same season. Once they have declared a team they cannot switch to the other gendered team during the season. If a school has both a boys and girls team, they are encouraged to play for their respective gender.

MANITOBA HIGH SCHOOLS ATHLETIC ASSOCIATION REGISTRATION/TOURNAMENTS

Please refer to the Manitoba High Schools Athletic Association (MHSAA) website for information regarding MHSAA policy and procedures.

<https://www.mhsaa.ca/about/overview/>

The MHSAA website is also used for player registration:

LOGIN

HOME PAGE | ACCOUNT | LOGIN

LOGIN TO MHSAA

Email * REQUIRED

Password * REQUIRED

[Forgot Your Password?](#)

LOGIN

RETRIEVE YOUR ACCOUNT

Email * REQUIRED

RESET YOUR PASSWORD

ATHLETIC DIRECTORS

Your account should already be linked to your school. If not [contact MHSAA](#) to resolve the issue. Once logged in, you can do the following:

- Edit school properties including logo, school photo, team colors, contact information
- Add new coaches, remove old coaches
- Add new teams, edit existing teams

COACHES

Your school's Athletic Director must add you to the school and to your teams. Once logged in, you can :

- Edit Your Team
- Manage Your Roster
- Join Leagues
- Opt-Up Classifications

The MHSAA website also lists tournament schedules and registration:

TOURNAMENTS

HOME PAGE | TOURNAMENTS

TOURNAMENT COMMITMENT FORM

SEARCH

SCHOOL YEAR: 2021/2022

SPORT: ALL SPORTS

GENDER: ALL GENDERS

AGE CATEGORY: ALL AGES

PROVINCIALS: ALL

1 44 TOURNAMENTS

TITLE	SPORT	GENDER	AGE	PROVINCIALS	DATES
Dairy Farmers of Manitoba Provincial Track & Field Championships	Track & Field	Co-Ed			Jun 9-11, 2022
Provincial Fast Pitch Championships	Fast Pitch	Girls			Jun 3-4, 2022
Provincial AAAA Girls Soccer Championships	Soccer	Girls			Jun 3-4, 2022
Provincial AAAA Boys Soccer Championships	Soccer	Boys			Jun 3-4, 2022

SVRSS STUDENT ATHLETE ELIGIBILITY

Participation in extracurricular athletics is open to all students provided they maintain academic and behavior standards consistent with their ability. It is understood by all that academic responsibility includes attendance, punctuality, cooperation, general behavior, respect for teacher and fellow students and a genuine effort on all homework assignments, tests, projects, examinations and general course work. In addition, those individuals struggling in a subject should seek extra help. Student athletes must also meet the eligibility requirements set out by the MHSAA. It is also imperative that the student athlete returns the completed "Student Athletic Teacher Feedback" form (Appendix 1) to their coach.

MHSAA STUDENT ATHLETE ELIGIBILITY

Student athlete eligibility is described in detail in the MHSAA Handbook. This document can be found online at <https://www.mhsaa.ca/about/eligibility/>

STUDENT ATHLETE CODE OF CONDUCT

The actions of a student-athlete are a reflection of themselves, their team, their school and their community. A student's involvement in school sport provides opportunities and experiences that are important to the development of a well-rounded student. However, student-athletes must remember that their participation in school sport is a privilege, not a right. The athlete code of conduct includes the following:

1. Maintaining an acceptable standing, behavior, and attendance in all subject areas.
2. Being suspended from class/school automatically carries with it a player suspension.
3. Attending school for the full day to be eligible for practice or game that same day.
4. Attending practice to be eligible to play.
5. Informing teachers of sport dates before classes are missed.
6. Making arrangements to cover all work missed in classes due to sport dates.
7. Students/Athletes & parents need to be aware of the school's "Code of Conduct"

https://www.svsd.ca/Repository/SBAttachments/25d1058e-8b07-4253-976c-4fff343b008f_CodeofConduct.pdf

It is recommended that coaches ask student athletes and parents to sign off on the Athlete Code of Conduct form and the Parental Consent: Athletic Participate Form as a proactive approach to both academic and athletic expectations (Appendix 2).

SVRSS CODE OF CONDUCT

FOR A SAFE AND CARING SCHOOL

All staff, students, supervisors and chaperones must behave in a respectful manner and comply with the Code of Conduct.

The Code of Conduct serves to establish the behaviors necessary to support a safe learning environment. The Code of Conduct applies at school and all school related activities such as field trips and sporting events. Staff, students, parents and community share the responsibility for creating and maintaining the safe learning environment.

UNACCEPTABLE BEHAVIOUR	DESCRIPTION OF UNACCEPTABLE BEHAVIOUR Unacceptable behaviour is any behaviour which interferes with learning
ABUSE	<ul style="list-style-type: none"> Abuse is any action that causes intentional harm or injures another person, including students, staff and visitors to our building. Abuse may be physical, sexual, psychological, verbal, in writing, or with social media. Abuse is unacceptable and may lead to criminal charges.
POSSESSION OR DISTRIBUTION OF ALCOHOL, DRUGS, OR VAPE PRODUCTS	<ul style="list-style-type: none"> Alcohol and Drug possession is unacceptable and illegal. Distribution/Selling of alcohol and drug is unacceptable and illegal and SVRSS will coordinate with local RCMP.
SMOKING/TOBACCO/VAPING PRODUCTS	<ul style="list-style-type: none"> Smoking and the use of all tobacco products, including electronic devices is prohibited on all school property including off campus school activities. Refer to SVRSS Vaping Policy Smoking and the use of all tobacco products is unacceptable and illegal for minors.
CONSUMPTION OF ALCOHOL OR DRUGS	<ul style="list-style-type: none"> Alcohol and Drug use hinders learning. Students must be fit for learning. Intoxication and impairment by alcohol or drugs interfere with learning. Alcohol and Drug use is unacceptable and illegal.
BULLYING CYBERBULLYING HARRASSMENT	<ul style="list-style-type: none"> Bullying is behavior that causes fear, intimidation, humiliation, distress or other forms of harm to another person's feelings, self- esteem, body or reputation and creates a negative school and work environment for another person. Bullying may be direct (face to face) or indirect (through others) and it may take place through any form of expression – including written, verbal, physical or electronic Cyberbullying is bullying by means of any form of electronic communication, including social media, text messaging, instant messaging, websites, e-mail, etc. Hazing is bullying. All forms of bullying, whether by students, parents or staff in or out of school at any time is unacceptable and may lead to criminal charges.
COMPROMISING THE SAFETY OF THE SCHOOL	<ul style="list-style-type: none"> Compromising the safety of the school occurs when students wander, loiter, leave school without permission, fail to sign out or in, skip school or class or fail to take direction from a person in authority. Compromising the safety of the school environment is unacceptable.
DISCRIMINATION	<ul style="list-style-type: none"> Discrimination is treating someone differently on the basis of a protected characteristic such as age, ethnic origin, ancestry, culture, socio-economic status, gender identity, sexual orientation, religion, family status, mental and physical ability. Discrimination may include failure to make reasonable accommodations for the special needs of any individual or group. Discrimination violates the Human Rights Code and is unacceptable.
INAPPROPRIATE DRESS	<ul style="list-style-type: none"> Inappropriate dress is the wearing clothing that interferes with learning by not meeting safety requirements nor the decorum and dress of the learning and working environment. Inappropriate dress is unacceptable.

INAPPROPRIATE USE OF TECHNOLOGY & INAPPROPRIATE USE OF SVSD NETWORK	<ul style="list-style-type: none"> • Inappropriate use of technology is accessing, uploading, downloading, sharing or distributing information or material that is objectionable or not in keeping with the maintenance of a positive school learning environment. • Inappropriate use of the internet includes social media, text messaging, instant messaging, websites, email and emerging communication technologies, digital cameras, cell phones or any other electronic or personal communication devices. • Taking and distributing a person's photo or video image without permission is unacceptable. • Taking/Distributing nude or partially nude photos is illegal and prohibited and can result in criminal charges of creating and possessing pornography. • Inappropriate use of technology or SVSD Network is unacceptable
THREAT OF VIOLENCE	<ul style="list-style-type: none"> • Threat of violence is any threat of harm uttered, written or communicated electronically. • The risk of the threat is assessed by a team consisting of principal, superintendent, psychologist, mental health, RCMP and any other agency with whom the student is involved. • Threat of violence is unacceptable and may lead to criminal charges.
TRESPASSING	<ul style="list-style-type: none"> • Only students and staff have the right to enter upon school property. Other persons wishing to enter upon school property require permission or invitation. Anyone entering without invitation or permission is trespassing. Trespassing is unacceptable and may lead to charges.
PHYSICAL AGGRESSION FIGHTING BYSTANDERS	<ul style="list-style-type: none"> • Physical aggression is the use of force against one or more person and includes fighting and assault. • Physical aggression is unacceptable and is illegal. • Students who actively watch (bystanders), encourage, record, promote, or participate in fighting are subject to consequences. • Any recording or distribution of recordings are prohibited. Students are encouraged to report any shared recordings to SVRSS Staff. • It is expected that students who are aware of possible fights will exercise maturity and report (anonymously, if need be) the potential conflict / assault.
THEFT/DAMAGE	<ul style="list-style-type: none"> • Theft and damage to school division property including busses or to the property of any person is unacceptable. • Students and staff whose personal property is damaged or stolen may bring action under The Parental Responsibility Act
GANG INVOLVEMENT	<ul style="list-style-type: none"> • Gang involvement includes association, affiliation, wearing colours or symbols, tagging, initiation, recruitment or any related gang activity. • Gang involvement is unacceptable and illegal.
POSSESSION OF WEAPON	<ul style="list-style-type: none"> • Weapon means any thing used, designed to be used or intended for use: • in causing death or injury to any person • for the purpose of threatening or intimidating any person • Replicas of weapons are considered weapons • Possession of weapons or replicas of weapons is unacceptable and illegal.

COACHING STAFF CODE OF CONDUCT

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

1. Recognize that school sport is an extension of the classroom, and shall conduct themselves accordingly when performing coaching duties.
2. Observe the competitive rules and regulations of MHSAA, and those of Zone 8: Parkland Regional Athletic Association and applicable sport associations.
3. Observe the rules of the sport, the spirit of the rules of the sport, and shall encourage student-athletes to do the same.
4. Treat all participants fairly and equitably, by refraining from discriminating against any student-athlete with respect to race, color, ancestry, place of origin, religion, family status, physical or mental disability, sex or sexual orientation.
5. Refrain from using foul, profane, harassing or offensive language or gestures in the conduct of coaching duties.

ATHLETIC FEES

All sports require fees to help offset costs in providing an “athletic experience” for the student-athlete. Fees are due the first week after team selection in order to participate. If this is a concern, arrangements can be made with the team’s coach and administrator. All player fees will be determined by the coach with consultation with the principal. Every effort will be made to keep fees as low as possible while attempting to help offset the costs of running a season. The following shows how player fees contribute to the costs of running a sport season:

1. Travel
2. Tournament Entry Fees
3. Hotel Rooms
4. Officiating Fees
5. Uniforms
6. Other miscellaneous items, facility rental, equipment, etc.

A refund of sport fees (full or partly) may be considered on an individual basis in conjunction with coaches and SVRSS administration.

ATHLETIC AWARDS

At the conclusion of the season, coaches from their staff should review the following athletic awards and nominate athletes from their team only. Nominees should be forwarded to the SVRSS Physical Education Department. Awards will be presented at year end.

JD Orchard Coaches Award

Presented annually to an SVRSS student-athlete who radiates outstanding dedication, athletic ability, perseverance, and leadership qualities in the field of athletics

Spirit of Sport Award

A memorial award in memory of Jackie Knudson, a SVRSS volleyball player. Presented annually to an SVRSS Female student athlete who participates “for the love of sport”

The Joel Campbell Award

A memorial award in memory of Joel Campbell, a SVRSS multisport athlete. Presented annually to a SVRSS Male student athlete who participates “for the love of sport”

The “Curtis” Sport Award

A memorial award in memory of Curtis Griffith, a SVRSS Soccer player. Presented annually to an SVRSS athlete who participated in their chosen sport with commitment and passion

Junior Varsity Athlete of the Year (2)

Presented annually to an SVRSS student-athlete in Grade 10 who demonstrates leadership, dedication and athletic ability in the field of athletics.

Quick-Look Season Checklist

Pre-Season:

- Book tournaments on MHSAA
- Book facilities (gym, classrooms, fields) – Facility Rental Permit Form
- New Coaching Staff – application completed
- Submit Request for Leave(s)
- Check uniforms
- Stock medical bag
- Meet with potential players
- Travel Requisitions
- Driver's Licences and Vehicle Registrations
- Criminal Record Check & Child Abuse Registry – coaching staff; parent drivers
- Plan budget – establish fee amount and fundraising needs
- Book Hotels
- Season Plan submitted to Principal
- Review information on www.mpass.school
- Respect in School completed

In-Season:

- Parent Meeting – collect signed forms
- Email team list to staff
- Register team on MHSAA
- Medical/Contact Information List for players
- Review MHSAA information for Zone 8 and Provincials
- Collect Player fees; complete KidSport/JumpStart applications
- Distribute uniforms
- Optional Apparel order
- Record Finances

Away Tournaments:

- Send Rooming Lists to hotels
- Distribute Tournament Information Sheets
- Request Cheques for tournament fees and hotel rooms (1 week prior to event)
- Check that medical bag is always present when playing
- Contact Bus Garage ASAP if travel plans are cancelled
- Contact Administration if circumstances change the approved trip plan (injury, weather, etc)
- Send travel manifest to Bus Garage and Office
- Obtain written permission from parent/guardian if player's travel plans change
- Obtain Out-of-Province travel insurance, if necessary

Home Tournaments:

- Tournament is registered and sanctioned with MHSAA
- Send MHSAA Tournament Commitment to Participate Form to participating teams
- Obtain rosters and names of supervisors/coaches of visiting teams
- Organize officials and scorekeepers
- Collect Tournament Fees
- Set up facility
- Coordinate with Custodial staff if teams are staying overnight in the school

Post-Season:

- Season Summary submitted to Principal
- Collect, clean, store uniforms
- Pay outstanding bills
- Submit names for Awards
- Meet with Principal to evaluate season

For more elaborate and specific details of duties throughout the sport season, see the SVRSS Coaches Guide in the Coaches Handbook.

PRE-SEASON PLANNING:

- Book tournaments <http://www.mhsaa.ca/tournaments/>. Tournaments fill quickly, usually 6 months before the event.
- Book gym/facilities for practices and home tournament dates. Coordinate with all coaches using the same facility during your season. Gail has the **Facility Rental Permit Form (Appendix 3)**, check off overnights/sleep over if teams plan to stay in the school
- Review Jr. High Athletic Programming and Dates when received in May; check for conflicts so that practice times and or games won't be scheduled during these times
- Check the Gym Booking Calendar in the office for any other potential conflicts
- Complete **Volunteer/Presenter Declaration/Disclosure** for any new coaching staff (**Appendix 4**) as well as the **Application Form** in the following link. (<https://www.mpass.school/tools-resources/suggested-criteria-non-teachervolunteer-coaches>) and (<https://www.mpass.school/tools-resources/sample-non-teachervolunteer-coaching-application-form>)
- Submit a Request for Leave – Teacher form (pink) for each teaching day that you will miss for a tournament/game
- Assess uniform needs for the season; uniforms must adhere to the colours of Red, White and Blue in any type of combination
- Stock the medical bag and make ready for use
- Arrange a pre-season meeting with interested students and share the try-out dates and relevant information about the season

- Travel Requisitions** - book vehicles for tournaments/games
 - bus, 15 passenger van, 7 passenger vans, private vehicles; link on SVSD website (**Appendix 5**)
 - all drivers - driver's license/vehicle registration registered with Gail in the office
 - parent drivers - Criminal Record Check, Child Abuse Registry and Volunteer/Presenter Declaration/Disclosure form if driving other players
 - private vehicles -All Purpose designation and minimum of \$2 000 000 3rd party liability
 - trip specific **Parent Permission Form (Appendix 6)** must be signed authorizing the student to be transported by private vehicle
 - Billing – Student Accounts
 - You will be emailed a copy of the booked vehicle at the time of booking and again when it is Approved. Keep a copy of the Approved email.
 - Hours of Service for bus drivers: no more than 13 hours of driving; no more than 14 hours on duty; must have 10 hours off duty and 8 of those must be consecutive, remainder in blocks of 30 min or more.
- Plan the Budget:**
 - Book hotel rooms for tournaments - 4 players to a room, female and male coaches in separate rooms; call hotel and book with the group booking representative
 - SVRSS/SVSD** covers some travel expenses through separate accounts
 - Tournament Fees** – when hosting a tournament, deposit tournament fees into this account. When travelling to a tournament, charge up to a maximum of 3 tournament fees to this account. If you do not contribute to the account, you can not use the account.
 - Coaches** – meal and hotel expenses for 2 coaches for 3 tournaments
 - Officiating** – referee costs for tournaments/games
 - Mileage** – up to a maximum # of kms which is different for each sport. Calculate mileage \$ by using the bus rate (\$1.28/km*subject to change) multiplied by the # of Km allotted
 - Provincials** - \$500 maximum provided to offset travel/mileage costs; does not cover Wild Card application fee

-Team Account

-Revenue:

-player fees; SET UP PAYMENT FOR PLAYER FEES THROUGH KEV WITH REBECCA

-fundraising – use School Funds Deposit Form (**Appendix 7**). All cheques are payable to SVRSS School Funds.

-Expenses:

-coaches' meals and hotel expenses above 2 coaches, 3 tournaments;

-mileage above the maximum \$ value;

-tournament entry fees over 3 tournaments;

-player hotel rooms;

-miscellaneous expenses;

-provincial costs above \$500 for mileage (player and coaches hotel rooms; coaches meals)

-once the estimated expenses for the team (excluding expenses paid by SVRSS/SVSD) have been determined, use the amount of expenses and money in the account from previous year to determine the amount of **fundraising needed** and the amount of **player fees**. If in doubt regarding the amount of the fees, ask the principal.

-Create Season Plan to submit to the Principal. Include the following:

-Season Plan sheet (**Appendix 8**); include all coaches/supervisors names

-Season Schedule (dates of practices, games and tournaments)

-School Sponsored Athletic and Out of School Student Experiences forms for all tournaments; include Travel Requisition number (**Appendix 9**)

-copies of driver's license and vehicle registrations for driver's and private vehicles

-Travel Requisition Approved email(s)

-Parent Travel Permission for a Season (**Appendix 10**)

-projected budget (**Appendix 11**)

-Fundraiser form for each fundraising event – explains what the fundraiser is and what the funds will be used for (**Appendix 12**)

-Review and implement Interschool Sport & Activity Guidelines for the specific sport you coach/manage

(<https://www.mpass.school/safety-plans?module=9-12>), the weather requirements for outdoor events

(<https://www.mpass.school/tools-resources/air-quality-health-index>, <https://www.mpass.school/tools-resources/temperatures>) and concussion information for Parents with Return to Learn & Return to Sport guidelines

and medical clearance ([https://parachute.ca/wp-content/uploads/2019/06/Concussion-Guide-for-Parents-and-](https://parachute.ca/wp-content/uploads/2019/06/Concussion-Guide-for-Parents-and-Caregivers.pdf)

Caregivers.pdf) and (<https://parachute.ca/wp-content/uploads/2019/06/Return-to-School-Strategy.pdf>)

-Complete Respect in Sport (good for 5 years and Gail will keep track of this)

IN-SEASON PLANNING:

-Organize Parent Informational Meeting

- happens very early in the season; usually before the first practice
- introduce coaches and philosophy
- outline important dates and information on playing, including fees and playing time
- outline expectation for behaviour of players, parents, coaches (Code of Conduct)
- discuss media release information and ensure student registration package was returned
- provide info on accident insurance (recommended for all student athletes; Old Republic: MSBA insurance documents are provided at the beginning of the school year), concussion information (if applicable), KidSport and JumpStart funding, fundraising expectations (including Ferster's Fruit drives in Fall and Spring)
- record which parents don't attend the meeting and give to Principal
- any need for parent supports, i.e. driver's
- parents sign all necessary forms, if not already completed

-email team list to All Staff and register the team on MHSAA

- names entered on MHSAA must be the legal name, ensure accuracy. New students need a transfer appeal immediately.
- obtain the Medical list/Contact information and URIS plans for all players (See Kayla in office), include name, age, DOB, phone number, parent contact, medical numbers, medical issues and uniform number
- know the Zone 8 eligibility, code of conduct, requirements & competition dates for Zone 8 and Provincial Championships (<https://www.mhsaa.ca/provincials/>)

-Collect Player Fees –

- KidSport/Jump Start applications (**Appendix 13**)
KidSport - max \$500 per player per year; apply online; may need letter from the Principal confirming financial need
- Manitoba Metis Federation, Wuskwi Sipihk and Sapotaweyak will pay for fees on behalf of players belonging to their groups
- JumpStart - for students who have used the KidSport amount in full for the Calendar Year

-Uniforms -distribute; record numbers and sizes

-Optional apparel – students pay additional cost

- can't exceed \$100
- place order through Tiger's Den
- use school colours of red, white, blue

-Athletic Injury - complete a Student Accident Incident Report at time of incident (**Appendix 14**)

- enter all information on the HUB INTERNATIONAL WEBSITE (**Appendix 15**)
- forward email from HUB to Rebecca
- doctor's note may be required to return to play (depends on severity of injury)

-Finances

- record on the spreadsheet
- submit deposits - record where the money comes from on back of form; for selling tickets the receipt should be made out to the player who turns in the money
- cheque requests - use SVRSS School Funds Expense (**Appendix 16**)

-Unexpected Games/Tournaments - out of school experience form

- parent permission form
- travel requisition
- submit all to the Principal

-SVRSS staff to be on or near the player bench during games

-log all hours spent with student athletes using the log sheet from the office (brown)

-Away Tournaments

- send rooming list to hotel before the date they have requested it be sent by
- distribute Tournament information sheet (**Appendix 17**) including dates, times, all transportation and accommodation information as well as the tournament draw schedule
- request cheques from Rebecca a week prior to the event for Tournament fees (attach email with fee amount on it) and Hotel costs (attach bill from hotel), include mailing addresses, but indicate if you want them mailed or given to you
- ensure the medical bag is with the team
- if an injury or something else occurs that requires changes to the approved trip plan, immediately contact the Principal, Administration or Superintendent by email and/or phone
- if the tournament is cancelled due to weather or for any other reason, contact Brad Klekta (1601) or Cindy Jersak (1600) at the bus garage ASAP...phone and email to ensure the bus driver gets cancelled otherwise we pay a 3 hour call in rate.
- if in need of a bus, book a hotel room for the driver and the hotel room gets paid by the team account, but reimbursed by the School division
- provide a travel manifest for all people in each vehicle travelling to the tournament to Office (Gail) and Bus Garage (Cindy). Players must stay in the same vehicle for the ride home. If changes occur, these need to be communicated to Gail and Cindy at the time of the change. If travelling by bus, the bus driver will also need a list of people on the bus.
- if attending an exhibition game in Dauphin/The Pas, etc. you may not leave before 2:30pm
- if attending a game/tournament outside of Manitoba, mandatory insurance is to be purchased for athletes and coaches/managers for each trip (~\$13 per person). This is time sensitive where it takes a few days to process (MBSBASchool@hubinternational.com); if it is a location just over the boarder, contact the company as the insurance requirement may be waived.
- written instructions required from parent/guardian if the player is not returning with the team or is to be picked up from an alternate location than SVRSS.

-Home Tournaments

- tournaments must be registered and sanctioned by MHSAA on the MHSAA website; game results must be recorded as the tournament proceeds
- tournaments can't begin before 2:00pm at SVRSS; may need to also book ESRSS
- a few weeks before a home tournament, send out MHSAA Tournament Commitment to Participate form to each team that is attending and have them return it along with a player roster and coaches/supervisors names and contact information
- organize officials, post schedule for officials, all changes must be done on that schedule and the schedule must be submitted when requesting a cheque for payment to each referee
- organize score keepers
- keep score sheets for Convenor for games hosted at home
- collect tournament fees and team rosters (with coaches names and contact info) from participating teams at home tournaments
- set up gym/facility for tournament
- coordinate with physical education staff when using the gym during the school day
- start of season, coordinate with custodial staff if teams are staying overnight in the school; make sure this is indicated on the facility rental form, as well

POST SEASON SUMMARY:

- create Season Summary (**Appendix 18**) with attached spreadsheet of finances and submit to the Principal; include season date, player fees, list of athletes with outstanding fees
- collect, clean and store uniforms and bags; replace any damaged uniforms
- pay outstanding bills
- know the awards program and be prepared to submit names to awards chairpersons
- evaluate your season and note areas of concern in a meeting with the principal

SVRSS SPORT FUNDING 2022 -2023

Field Trips 4800 km

SVRSS PE trips 500 km

Sport travel allotments as follows based on the last couple of years of travel for various sports:

Golf	320 kms
X Country	320 kms
Football Jr. & Sr.	2 700 kms
Soccer Boys & Girls	1 700 kms
Volleyball Boys & Girls (JV & SV)	1 700 kms
Basketball Boys & Girls (JV & SV)	2 600 kms
Curling (Boys & Girls)	320 kms
Badminton (JV & SV)	1 000 kms
Rugby (Boys & Girls)	2 700 kms
Fastball/Baseball	700 kms
Track	1 300 kms

Any other sports related activities charged to the SVRSS field trip allotment which totals 4 800 kms.

SVSD 2022/2023 supports for athletics/programs

- a. **\$20 700 over and above subs and subsidized travel**
- b. **Guidelines for support**
 - i. **2 coaches per sport**
 - ii. **3 tournaments per sport**
- c. **Tournaments/Officiating/Provincials support = \$11 000 total**
- d. **\$10 000 covers coaches expenses – will reconcile in June, if needed**
- e. **Over and above – needs to be offset by individual team/program through fundraisers or student fees**

No travel kms allotted for wildcard play. However, if a team qualifies, the SVSD provincial grant would help to offset student costs.

Provincial Championship Support – Each team will receive \$500 if they qualify for provincials to help offset expenses.

COACHING RESOURCES

Manitoba High School Athletic Association
Swan Valley School Division Policy Manual

www.mhsaa.ca
www.svsd.ca/Division/policiesnum/Pages/default.aspx

School Coach Canada
School Sport Canada

www.schoolcoach.ca
www.schoolsport.ca

Coaching Manitoba
Golf Manitoba
Manitoba Soccer Association
Football Manitoba
Volleyball Manitoba
Basketball Manitoba
Curl Manitoba
Manitoba Badminton Association
Rugby Manitoba
Athletics Manitoba
Baseball Manitoba
Softball Manitoba

www.sportmanitoba.ca/coaching
www.golfmb.ca
www.manitobasoccer.ca
www.footballmanitoba.com
www.volleyballmanitoba.ca
www.basketballmanitoba.ca
www.curlmanitoba.org
www.badminton.mb.ca
www.rugbymb.ca
www.athleticsmanitoba.com
www.baseballmanitoba.ca
www.softball.mb.ca

Sports Medicine & Science Council of Manitoba
Manitoba Athletic Therapists Association
Concussion Resource
Complete Concussion Management

www.sportmed.mb.ca
www.mata.mb.ca
www.parachutecanada.org
www.completeconcussions.com

Coaches Association of Canada
Positive Coaching Alliance
Champions of Character
Proactive Coaching
National Alliance for Youth Sports
Character Education Partnership
Josephson Institute - Character Counts

www.coach.ca
www.positivecoach.org
www.championsofcharacter.org
www.proactivecoaching.info
www.nays.org
www.character.org
www.charactercounts.org

HANDBOOK AND PRINCIPLED COACHING PRACTICES FOR EXTRACURRICULAR ATHLETIC PROGRAMS



HANDBOOK FOR EXTRACURRICULAR ATHLETIC PROGRAMS

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INTRODUCTION

The ***Handbook for Extracurricular Athletic Programs*** was developed to assist staff and volunteers with the development of a safe and positive extracurricular experience for their students. This handbook reviews the roles and responsibilities for school staff, coaches, and school administrators as they pertain to the interschool athletic program. Some additional forms are included to assist the volunteer coach with their team planning and preparation.

The Phys. Ed council in partnership with principals and the division were responsible for creating this document as requested by the Swan Valley School Board.

The guiding principles underlying this document are the Vision, Mission and Values of Swan Valley School Division.

Our Vision

Ready to Succeed

Our Mission

The Swan Valley School Division will work with communities to:

“The mission of Swan Valley School Division is to create an inspiring, learning community where all belong, contribute and succeed”

Acknowledgements

These guidelines and procedures were developed using the following resources:

- National Coaching Certification Program (NCCP) - Level 1 & 2 Theory Manuals
- Fair Play; Resource Manual for Coaches
- St. James-Assiniboia Athletic Conference (SJAAC) - Bylaws
- Assiniboine South Junior High Athletic Association (ASJHAA) - Program Guidelines
- Manitoba High Schools Athletic Association (MHSAA)
- Freedom of Information and Protection of Privacy Act (FIPPA)
- Personal Health Information Act (PHIA)
- Pembina Trails School Division *Handbook for Extracurricular Athletic Programs and Principled Coaching Practises.*
- Swan Valley School Division *Handbook for Extracurricular Athletic Programs*

FAIR PLAY CODES FOR SCHOOL ATHLETICS

Players Code

1. Play for the “fun of it”.
2. Play by the rules.
3. Respect the official’s decision.
4. Respect your opponents.
5. Work equally hard to improve your own skills as well as your teams.
6. Control your temper.
7. Cooperate with your coach, teammates, and opponents.

Coach’s Code

1. Be reasonable in your demands on your players’ time.
2. Providing all participants with playing time
3. Teach players to play by the rules.
4. Respect your opponents, as well as the judgment of the officials.
5. Never ridicule or yell at the players for making mistakes or losing.
6. Check the equipment and facilities for safety.
7. Length of practices should be based on the maturity level of the players.
8. Be a good role model and be generous with your praise when it is deserved.
9. Keep informed on sound coaching principles and the growth and development of children.

Parent’s Code

1. Do not force an unwilling child to participate in sports.
2. Children are involved in organized sports for their enjoyment not yours.
3. Encourage your child to always play by the rules.
4. Teach your child that honest effort is as important as victory, and to accept the outcome of a game without undue disappointment.
5. Help your child work towards skill improvement and good sportsmanship. Never ridicule or yell at your child for making mistakes or losing.
6. Applaud good play by all.
7. Respect the judgment of the officials.
8. Support all efforts to remove verbal and physical abuse from children’s sporting activities.
9. Recognize the importance and value of volunteer coaches.

HANDBOOK FOR EXTRACURRICULAR ATHLETIC PROGRAMS

A. PROGRAM VALUES

School athletic programs in our division support the pursuit of excellence in an organized setting that is appropriate to the general developmental nature of the students involved. School athletic programs are considered a valuable part of the total school program and are supported by the Division.

All coaches and certified teachers assume a tremendous responsibility when they volunteer to become a part of the extracurricular program of a school. Every coach/certified teacher is responsible for the management of their own behaviour and the team's behaviour in all events when representing their school. Positive attitudes and behaviours, fair play ideals, and game skills need to be developed and reinforced to foster the competitive spirit that demonstrates good sportsmanship (*see Fair Play Codes for School Athletics on the previous page*).

The Division believes that for:

Grade 4, 5, and 6

- The emphasis needs to be on fair play, sportsmanship, and character building.
- The programs need to foster the development of positive attitudes.
- All participants play a similar amount of time.

Grade 7 and 8

- The fundamental belief at this developmental stage is that all students should be given the opportunity to play a reasonable amount of time.
- It is important to provide students with a transition to higher levels of skill development.
- It is important to promote and encourage the enthusiasm to play sports and to be physically active as a way of life.
- Students are still developing their skills and need to be given the opportunity to demonstrate the acquisition and application of these skills.

Junior Varsity

- It is important to increase the quality of the coaching while maintaining a high level of participation.
- Every effort should be made to allow students to participate in junior varsity athletics; however due to restrictions on team size some players may not get the opportunity to participate. In selecting players, coaches should not only evaluate the skill or potential skill development, but also the player's attitude, reliability, work ethic, academic achievement and coachability.
- Every member of the team should have the opportunity to play. The amount of playing time is at the discretion of the coach with the understanding that playing time may be adjusted due to extenuating circumstances (e.g. behaviour, attendance, etc.).
- Coaches must make players aware of the circumstances that may affect their playing time.
- Students are still developing their skills and need to be given the opportunity to demonstrate the acquisition and application of these skills.

Varsity

- It is important to increase the quality of the coaching while maintaining a high level of participation.
- The emphasis should be on team development, individual development and effort; not wins and losses
- Every effort should be made to allow students to participate in varsity athletics; however due to restrictions on team size some players may not get the opportunity to participate. In selecting players, coaches should not only evaluate the skill or potential skill development, but also the player's attitude, reliability, work ethic, academic achievement and coachability.
- Every member of the team should have an opportunity to play. The amount of playing time is at the discretion of the coach with the understanding that playing time may be adjusted due to extenuating circumstances (e.g. behaviour, attendance, etc.).

B. ROLES AND RESPONSIBILITIES

1. Principal

- 1.1 A certified teacher should coach extracurricular athletic teams wherever possible and feasible. Where this is not possible, and depending on the nature of the activity, number of students involved, time of day, etc., qualified volunteers may coach. A designated certified school teacher must be assigned to the team to act as a supervisor.
- 1.2 Meet with the outside coach and welcome him/her to the school.
- 1.3 Distributes the Handbook to all coaches and school supervisors and to ensure that they receive an orientation prior to the beginning of the season. The orientation of the coach should include: expectations, guidelines, pertinent policy (ies) of the Division vis-a-vis extracurricular activities, pupil safety, pupil conduct, coach's conduct, and procedures to be followed in an emergency.
- 1.4 Provides coaches with practice schedules, league schedules, tournament information and planning, team progress, and Association Bylaws and Guidelines at each level.
- 1.5 Review personal safety and appropriate behaviour practices with coaches. This will include common practices such as: not having discussions with individual students behind closed doors; not entering opposite gender change rooms unless they are assigned; not allowing players to change tops at the bench; not transporting individual students. Other practices may be discussed as deemed necessary.
- 1.6 Encourage coaches to participate in the Respect in Sports training.

2. Coach

- 2.1 Ensure that the team composition is based upon the school division's guiding principles and appropriate to grade level. Please discuss procedures with the principal.
- 2.2 Conduct a parent meeting or provide parents with team and league information/guidelines prior to the first competition.
- 2.3 Become familiar with all relevant divisional policies and guidelines. (e.g. confidentiality, transportation)
- 2.4 Review with the school administration and/or physical education staff the emergency action plan.
- 2.5 Maintain accurate player information (e.g. name, age, date of birth, phone number, and uniform number). Coaches should have this information available to them at all times, as well as copies of the Student Accident Incident Report form.
- 2.6 Promote and practice safety during practice and play.
- 2.7 Be a good role model and instill in participants the values of sportsmanship and fair play with respect to the following five fair play points:
 - Respect the rules of the game
 - Respect the officials and their decisions
 - Respect the opponent
 - Providing all participants with playing time
 - Maintain your self-control at all times
- 2.8 Respect and follow good personal safety and appropriate behaviour practices for the benefit of the athletes and one's own integrity.
- 2.9 Remain with his/her athletes and/or students until they are out of that school or until appropriate supervision is obtained. The coach and/or team supervisor would also be responsible for staying with all students until picked up after away games or tournaments ensuring no students are waiting alone.

3. Team Supervisor

- 3.1 Ensure that the team composition is based upon the school division's guiding principles and appropriate to grade level. Please discuss procedures with the principal.
- 3.2 Know and coordinate with the physical education staff/principal the league schedule and team/school expectations.
- 3.3 Establish a reporting/consulting mechanism with the coach.
- 3.4 Be informed of all supervision and transportation policies of the Division as well as emergency procedures.
- 3.5 Maintain accurate records of registration forms (name, age, date of birth, phone number, medical numbers, uniforms, practice plans, accident report forms) are at all practices and games. (Reminder: Some player information is confidential and protected under FIPPA and PHIA Guidelines.)
- 3.6 Practice and promote general and personal safety at all times.
- 3.7 Support the coach in acting appropriately with all officials.
- 3.8 Support the coach in promoting the values of sportsmanship and fair play.
- 3.9 Supervise by sitting on the bench during games.
- 3.10 Remain with his/her athletes and/or students until they are out of that school or until appropriate supervision is obtained.
- 3.11 Acts as a liaison with the school administration as required.

C. QUALIFICATIONS AND BELIEFS OF COACHES

1. Believes in the fair play code for school athletics.
2. Has a good knowledge of the sport and training methods. It is desirable but not an expectation that coaches have a minimum of Level 1 NCCP in that sport or equivalent and basic first aid knowledge.
3. Understands the place and purpose of extracurricular athletics in the educational system.
4. **Child Abuse Registry (form available at SVSD Office)** and **Criminal Record (Local RCMP Detachment)** checks are required by all adult volunteer coaches. The cost is paid for by the Division.

D. SAFETY/EMERGENCY PROCEDURE

1. Be aware of existing medical information for each player and respect the confidentiality of this information. (FIPPA and PHIA Guidelines; Pledge of Confidentiality)
2. Where a student becomes ill or injured, use first aid measures immediately and contact the parent or guardian at the earliest possible opportunity.
3. Have phone numbers and medical numbers with you in case of emergency.
4. Always have first aid supplies readily available. When traveling to another school the team will take a first aid kit.
5. Report the injury to the principal and follow policy on accidents for students.
6. Follow up with a parent when a student is injured.

ETHICAL BENCHMARKS

INTRODUCTION

This document is intended to be used as an educational resource for school leaders and coaches to help foster and promote coaching practices based on high ethical standards. Coaches are expected to conduct themselves in accordance with these standards. The standards found in this document reflect the Mission, Vision, and Values of the Swan Valley School Division.

Our Vision

Ready to Succeed

Our Mission

The Swan Valley School Division will work with communities to:

“The mission of Swan Valley School Division is to create an inspiring, learning community where all belong, contribute and succeed”

Our Aims

What we believe we need to be doing:

- Offer programs which provide relevant and meaningful education to all students, emphasizing those communication skills and basic mathematical and scientific concepts necessary to the development of critical thought and awareness of responsible citizens.
- Foster excellence in the delivery of our education services through regular review and monitoring of programs, thereby assuring accountability and ongoing improvement.
- Promote tolerance, mutual respect and responsible behavior as the means of preserving and enhancing opportunities for all students in the Division and, more generally, as the key elements in a pluralistic democracy.
- Utilize technology in a manner which enhances educational programming by promoting and developing students' access to information and their ability to understand and use it productively.
- Focus on lifelong learning in our program planning and delivery, in the disposal of our resources, in our relations with and expectations of staff and our engagement with the community.
- Foster such a cooperative partnership and level of communication between school and community that the needs of all learners will be recognized and met.

COACHING ETHICS

Every coach will face ethical dilemmas that present themselves in sport. Knowing what is right and what is wrong and acting morally defines the boundaries of ethics. Coaches need to ground themselves on a solid foundation for making ethical decisions which begins with developing the five factors for ethical behaviour and moral obligations. The five moral obligations are:

1. To One's Self - to preserve personal integrity and be a positive role model.
2. To the Athlete - to honor their position on the team and to act in the athlete's best interest.
3. To the School/Division - to adhere to organizational goals, values and policies.
4. To the Sport - to uphold the standards of coaching and the moral and ethical standards of sport.
5. To the Public - to act in a way that supports the community's expectations and values.

Coaches are role models and should strive to produce positive images for the sake of the sport, their athletes, the school, and the community. School teams are in the public eye and the public demands the highest standards of behaviour from its coaches.

Positive coaching practices should be based on basic principles and ethical benchmarks. The principles speak largely to character development, not the accumulation of victories. Four principles have been identified by the Coaching Association of Canada that sustain the inherent and traditional values of sports and reinforce the "merits" of the experience.

- | | | | |
|----------|-------------------|------------|--------------|
| 1. Honor | 2. Responsibility | 3. Respect | 4. Integrity |
|----------|-------------------|------------|--------------|

Making ethical decisions requires the moral courage to adhere to one's values in difficult times. Pressure to win influences ethical decision-making, risking the loss of important "teachable moments" which make sport the educational tool it can be. The opportunity to develop positive values and sound character that support the ideals of sport is lost when winning becomes the primary goal and unethical behaviours are employed.

Principled Coaching Practices are a set of ethical benchmarks that help guide coaching behaviours and practice in the Swan Valley School Division. These benchmarks exist to support responsible and respectful actions and interactions and protect all stakeholders from unfair, harmful, and discriminatory practices.

Principled Coaching Practices not only involves dealing with athletes, but other groups as well; coach's family, school staff, parents, officials, other coaches, news media. A coach must recognize that while a decision can be made alone, the effects of the decision may be far-reaching and can reflect on their own integrity and on the organization, they represent. The coach could ask themselves the following questions to maintain an ethically principle-centered perspective in a decision-making process:

- Do I have all the information I need to act?
- Do I need to speak to someone else to get more information, approval or advice?
- What are my options?
- Do they violate any school/divisional policy or standard?
- Are they legal?
- Do the options support my values and personal ethics?
- Can I justify them in the light of my own values and ethics or the expressed ethics of this document? If not, the option probably is not ethical.
- What are the short-term / long-term consequences of my actions?
- Who or what could each option benefit/harm?
- Am I comfortable with my actions?
- How will they be perceived by others?
- How could they affect those involved?

The school principal will discuss the Principled Coaching Practices with a coach prior to their involvement with student-athletes to establish the ethical tone for the organization. Even though the Division and School cannot completely protect themselves or their programs from the unethical behaviour of coaches, players, parents, and others, they can build into their programs an ethical foundation and practice that supports positive sport experiences for all.

COACHING WITH HONOUR

According to the Coaching Association of Canada, coaching with honor means to "recognize, act on, and promote the value of sport for individuals, teams and for society in general".

Numerous ethical dilemmas arise during athletic contests that create valuable teaching opportunities for a coach. A coach's personal beliefs, which are based upon individual values, affect the response to these dilemmas and consequently the lesson taught. These values are shaped by experiences and the modeling of significant others (e.g. parents, teachers, coaches, and friends). Our approach to participation in sport will be influenced positively if we value the achievement of personal excellence, the demonstration of sportsmanship, and honor above winning.

Honoring sport means that coaches act on and promote the positive values related to sport. A coach should advocate and model the fundamentally positive aspects of sport (e.g., sporting and human excellence, fair play, honest competition and effort, self-discipline, integrity, personal growth and development, respect for the body, challenge and achievement, the joy of movement, etc.). Encouraging and modeling honorable intentions and actions is the cornerstone of player development. A coach has significant influence on overall player development which includes both skills and attitudes. Players will imitate a coach's behaviour and adopt their views, not only on competition, but on anything else that is taught to them. For this reason, a coach's actions should mirror their words.

Sport involvement evokes a wide range of emotions in coaches, players, officials, parents, and spectators. The overt expression of emotions can have a positive or negative affect on the entire sporting experience. The coach of a team should therefore keep his/her emotions in check. As a role model for the team and school it is the coach's responsibility to express emotions in a way that will enhance and positively impact the event. A coach should strive to make positive comments, encourage good play, and support a high standard of sporting behaviour for both teams regardless of the outcome of the game. The following statements suggest ways for a coach to provide a positive experience for everyone.

1. Act with an enthusiastic and genuine appreciation for sports.
2. Support initiatives that encourage the spirit and positive values of sport.
3. Encourage participants to honor sport on a lifelong basis.

RESPONSIBLE COACHING

The principle of responsible coaching has the expectation that the behaviours and activities of coaches will benefit the Division, school, and in particular participants and will not harm anyone. These expectations represent obligations and duties as defined by the Division and other organizations. They also represent the actions taken to improve both personal and athlete competence, and to act in the best interests of all stakeholders with special focus on the athlete.

All coaches must manage their programs according to the established policies, regulations, and procedures of the Swan Valley School Division and the organizing body. Divisional policies guide procedures related to: transportation, field trips (out of town tournaments), risk management, sexual harassment, supervision, and many more. The school principal can assist in the interpretation and proper procedures to follow related to policy.

Each level of sport organization has its own set of bylaws governing play in a given sport. Every coach should review, support and abide by all rules, regulations and standards set out by the respective organizing body.

It is critical that a coach maintain effective communication with school administration, the athletic department, and teachers in the school. Clear and open communication with the school about athletes, team organization, and proposed plans is critical to a successful season. A coach should develop, maintain, implement and evaluate sound program goals, training plans, practice plans, and procedures.

Responsible coaching means that a coach:

1. Follows all rules and regulations;
2. Strives for personal improvement and competence as a coach;
3. Is aware of how their personal values affect their practice as a coach;
4. Acts in the best interest of the athlete's development as a player and person;
5. Recognizes the power they he/she has as a coach and uses that power to benefit others;
6. Works cooperatively and collaboratively with school personnel, parents, and other coaches to ensure a quality sporting experience for the athletes.

The principle of responsible coaching includes the following ethical benchmarks:

KEY WORD	ETHICAL BENCHMARK	ADDITIONAL INFORMATION/EXPLANATION
PROCEDURES	<p>Every volunteer coach or supervisor is required to complete a Child Abuse Registry and Criminal Records Check</p> <p>A coach must know the eligibility requirements for their sport and league and ensure all players are eligible to participate.</p> <p>Notify other coaches when working with those coaches' athletes.</p>	<p>Costs associated with the Criminal Records check are covered by the Division. Ask your school contact for the forms.</p> <p>If you are unsure about eligibility requirements please contact your school principal.</p> <p>Refer to the MHSAA recruiting guidelines.</p>
PLAYER SELECTION	<p>Coaches should meet with athletes who do not make the team to provide feedback on areas he/she might improve upon. The coach (es) should evaluate not only skill but also potential for development, attitude, reliability, work ethic, academic achievement, coachability, and any other relevant qualities before making a decision on the team roster.</p>	<p>This practice provides athletes and parents with a better understanding regarding player selection and gives athletes specific feedback on what they can do to improve the next time they try- out.</p>
CONFIDENTIALITY	<p>Clarify and implement measures to protect confidential information (e.g., restricting access to confidential records). Exercise discretion in recording and communicating information to avoid disclosure and to prevent this information from being interpreted or used to the detriment of others.</p> <p>Once the season is completed, all student information that was collected should be returned to the school for appropriate processing.</p>	<p>Every effort needs to be made to safeguard personal student information under PHIA (Personal Health Information Act) and FIPPA (Freedom of Information and Protection of Privacy Act). Always get consent from the athlete prior to sharing their information with others. Casual conversations with peers or other coaches about athletes should never include confidential information.</p>
PERSONAL STANDARDS	<p>Strive to achieve higher levels of coaching competence through proper training. Keep current with relevant sport information including (rules, skill development, teaching and coaching strategies, etc.)</p> <p>Be willing to exchange knowledge and experiences with colleagues, athletes and students by being a participant, course facilitator or course conductor.</p>	<p>See your school contact person to discuss opportunities to attend coaching clinics or workshops. Ask permission to attend other coach's practices. Look for online coaching resources.</p> <p>Part of your role as a coach is to collaborate with others, learn from others and give back to the sport by teaching and positively influencing inexperienced coaches.</p>

SELF	<p>Know and accept the limits of personal knowledge and abilities; assume only those responsibilities that you are prepared for.</p> <p>Recognize and address harmful behaviours (e.g., drug and alcohol addiction, physical and mental abuse, misuse of power/authority) by engaging in self-care activities that help to avoid conditions (e.g., burnout, addictions) that could result in impaired judgment.</p> <p>Support the efforts of officials and minor officials. They are necessary for the game.</p>	<p>When issues arise that may be affected by school or divisional policy/practice it is best to seek advice from a school principal.</p> <p>Project an image that reflects positive health and professionalism.</p> <p>Take the time to thank them for their contribution to the contest.</p>
ATHLETE'S INTEREST (COMMUNICATION)	<p>Coach in a way that consistently benefits and supports athletes. Some coaching behaviours and actions that produce benefits for athletes are also capable of being harmful.</p> <p>Be aware of significant pressures in athletes' lives that could affect participation (e.g., school, family and financial pressures) and coach in a manner that fosters positive life experiences.</p> <p>Consider an athlete's future health and well-being as foremost when making decisions about an injured athlete's ability to continue play or return to play after an injury.</p> <p>Health practitioners are the people qualified to diagnose, recommend treatment and manage an athlete's injuries. Complete and submit to the school office the required injury report (i.e. student accident report)</p> <p>A coach must not condone or promote the use of alcohol, tobacco, or performance enhancing substances for any reason and actively support athletes' efforts to be drug-free.</p>	<p>A coach should consider their players' future health and well-being a priority. All actions should support the health (i.e. physical, mental, emotional and social) and welfare of the athlete.</p> <p>Take the time to meet with players individually throughout the season to see how things are going, and to find ways of improving their situations.</p> <p>It is the responsibility of the coach to provide first aid assistance and/or direct the athlete to seek additional health care as required. Coaches are not equipped to make medical diagnoses. Injured athletes should not return to play without medical clearance unless the injury is obviously minor. It is also appropriate for coaches to contact the family to inquire about the athlete's injury status.</p> <p>If you suspect use, follow school policy and notify the school administration.</p>
SEXUAL	<p>Coaching relationships have inherent power that can be misused. Avoid sexual contact of any kind with athletes. Avoid situations that could place you or the athlete in a vulnerable or compromising position (e.g., talking with an athlete alone and behind closed doors, giving an athlete a ride home).</p> <p>A coach must abstain from the engagement in sexually oriented comments, anecdotes, gestures or touching, and refuse to tolerate it in others. A disclosure of such abuse must be reported to school authorities.</p> <p>A coach must abstain from the use of power or authority in an attempt to force an athlete to engage in or tolerate sexual activity, and refuse to tolerate in others. A disclosure of such abuse must be reported to school authorities.</p>	<p>Sexual harassment consists of unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature and can occur separately or be a part of abuse.</p> <p>Romantic and/or sexual relationships between coaches and athletes are regarded as an abuse of professional ethics, status and power and will never be tolerated.</p> <p>Discovery of any sexual harassment or exploitation by a coach will result in an immediate and severe response (e.g., dismissal, legal action).</p>
ATHLETE'S INTEREST (ENVIRONMENT)	<p>It is the coach's responsibility to ensure that athletes train and perform in safe settings and provide safe equipment for the participants before each practice or game.</p> <p>Refrain from practicing or competing in unsafe or inappropriate situations that compromise the health and safety of athletes.</p>	<p>The playing area should be clean and free of any loose objects. Padding placed in areas where collisions could occur. Damaged equipment should be removed from use.</p> <p>Some examples include but are not limited to: inadequate lighting, extreme weather or temperature, hostile/violent spectators.</p>
ATHLETE'S INTEREST (PLAYING TIME)	<p>Make a conscious effort to play all team members for as much time as is practical. There are many factors that may affect playing time. These factors should be identified and clearly communicated to the athletes and parents at the outset. At all levels, the coach shall make every effort to give every player playing time.</p> <p>Coaches should be available for questions from athletes or parents about playing time. Parents should be encouraged to refrain from speaking to a coach about concerns for at least 24 hours after a game.</p>	<p>Athletes try out for teams to improve as players and to be a part of a team. Having a significant opportunity to play fulfills these desires. When a player's playing time is affected, all efforts need to be made to make the athlete and parents aware of the reasons and include ways to improve the circumstances.</p> <p>On-going feedback regarding a player's development and a willingness to discuss issues and concerns are important to maintaining open lines of communication.</p>
PLAYER DEVELOPMENT	<p>Physical activity for fun and fitness is an important goal of sport involvement and should never be used as a punishment.</p> <p>Prepare athletes systematically and progressively for competition. Ensure that activities (e.g., drills, exercises, timelines, and practice schedules) are suitable for the age, experience, physical ability, and emotional state of the athlete.</p> <p>Encourage and facilitate players' abilities to be responsible for their own behaviour, performance, and decisions.</p>	<p>It is appropriate to provide opportunities for proper training and conditioning but should never be perceived as punishment.</p> <p>A coach should monitor the physical and emotional states of the athletes and address any irregularities. Refrain from using training methods or techniques that may harm athletes and monitor innovative approaches with care. The use of some advanced drills or training methods may not be suitable for younger athletes.</p> <p>Make athletes aware of their responsibilities to the safety of self and others while participating in sports.</p>

RESPECT IN COACHING

The principle of respect in coaching addresses the manner in which a coach interacts with all participants in sport. The Swan Valley School Division believes that everyone has value and is therefore worthy of respect.

Respect is the way one chooses to respond to individuals or situations. It is similar to The Golden Rule, which is treating other people the same way you would like to be treated. Respectful coaches demonstrate respect for themselves, for their fellow coaches, for their athletes, for officials and for their sport. They are courteous and conduct themselves with dignity.

A coach should encourage a climate of dignity, respect, and mutual support among all participants in sports. A coach should promote and encourage his/her athletes to respect one another and to expect respect for their worth as individuals. One way to accomplish this is to use language that conveys respect for the dignity of others (e.g., gender-neutral terms) in written and verbal communications and avoid language that is demeaning or derogatory, even if it is not intended to be that way.

An atmosphere of respect builds self-confidence. It makes athletes feel better, so when they play, avoid making negative comments about them, other athletes, the officials, or even yourself.

Respect in coaching means that a coach:

1. Treats everyone involved respectfully regardless of gender, race, athletic potential, sexual orientation, religion, socioeconomic status, or any other conditions;
2. Values and promotes the rights of all participants. This includes but is not limited to the right to privacy; the right to informed participation; shared decision-making in matters that directly affect them; and the right to just treatment;
3. Interacts with others in a way that maintains everyone's dignity; and
4. Creates a climate that is mutually supportive of fellow coaches, officials, athletes and their family members.

The principle of respect in coaching adheres to the following ethical benchmarks:

KEY WORD	ETHICAL BENCHMARK	ADDITIONAL INFORMATION/EXPLANATION
SELF	Accept both the letter and the spirit of the rules that define and govern sports. It is unacceptable for any coach to bend or break the rules of the game to gain an advantage.	A coach has a significant influence on overall player development which includes both skills and attitudes. Encourage and model honourable intentions.
	Do not engage publicly in put-downs (e.g., statements, conversations, jokes, media reports) of others in sport.	Avoid ridiculing or making derogatory remarks about others.
COACHES/OFFICIALS	All coaches must demonstrate respect for school staff and programs through cooperation, communication and encouragement of multi- sport athletes.	All school activities and programs are considered valuable opportunities and should be supported by all.
	Respect the areas of expertise, experience and insights of others in sport by considering carefully their opinions.	Avoid actions or words that may cause opponents or officials humiliation or embarrassment (e.g., run up the score, verbally abuse/assault another coach or team). This includes derogatory remarks when talking with others.
	Act toward other coaches/officials in a manner characterized by courtesy, good faith and respect.	It is never acceptable for a coach to yell at or berate another coach or game official. Concerns or issues should be calmly addressed with the individual first with a follow-up communication to the appropriate authority or organization. This is often best handled through your school administrator.
	Use discretion when resolving conflicts (i.e., deal with differences of opinion constructively on a personal basis and refer more serious disputes to appropriate bodies).	
	A coach should develop a positive rapport with the coaches and officials, before, during and after the contest. Winning or losing should not alter a coach's demeanor or attitude towards others.	It is better to request an explanation for a call rather than arguing the call. There is always a reason for the referee making the call.
	Accept the role of officials in ensuring that competitions are conducted fairly and according to established rules. Respect the official's judgment. DO NOT question any decision by words or actions.	

PLAYERS	<p>Coaches should model, promote, and encourage good sportsmanship and fair play. They should also act appropriately on demonstrations of poor sportsmanship.</p> <p>Demonstrate respect for the other team and officials by participating in the post game congratulations with both the opposition and officials.</p> <p>Act to prevent or correct practices that are unjust and discriminatory. Contribute to equity through appropriate modeling of words or actions. All participants must be treated equally.</p> <p>Provide feedback to athletes and other participants in a caring and sensitive manner (i.e., focus criticism on the performance rather than on the athlete). Comments to players during games and practices should focus on identifying errors and providing ways of correcting them.</p> <p>Actively encourage athletes and other participants to uphold the rules of the sport and the spirit of such rules. Encourage other coaches, when appropriate, to coach responsibly.</p> <p>Respect athletes as autonomous individuals and refrain from intervening inappropriately in personal affairs that are outside the generally accepted jurisdiction of a coach.</p> <p>Give athletes the opportunity to discuss, contribute to and agree with proposals for training and for performance standards.</p> <p>Overly aggressive play and violent behaviour outside the rules of play or spirit of the game requires an immediate response to protect athletes, officials and coaches.</p>	<p>Privately address issues of inappropriate and unsportsmanlike athlete behaviours firmly but respectfully. Do not subject an athlete to a public reprimand.</p> <p>All players must be encouraged to participate in post game rituals (e.g., handshake) that support the spirit of competition.</p> <p>Keep informed on current issues related to equity (e.g., gender equity). Refrain from practicing, condoning, ignoring, facilitating or collaborating with any form of unjust discrimination.</p> <p>Avoid making gestures or demonstrating behaviours that exemplify anger or frustration (e.g., throwing things, hands in the air). Remain calm, controlled and positive when coaching players. Your voice should convey support and enthusiasm not anger or condemnation.</p> <p>Athletes involved in team goal setting and decision-making have a greater ownership for the season's results.</p> <p>A coach must ensure that athletes are not trying to injure or "take out" opposing players and that they understand that this is cheating and not part of the game. These actions undermine the purpose of sport.</p>
PARTICIPANTS	<p>A coach must deal with all forms of verbal abuse directed at participants (e.g., swearing at players, fans, referees, etc). Verbal abuse must also be reported to the appropriate school personnel.</p>	<p>The Division is committed to working towards the provision of a safe learning community, and will always respond to situations that threaten or violate the physical and emotional safety of those in its care.</p>

INTEGRITY IN COACHING

Integrity in coaching simply means to unwaveringly adhere to a moral and ethical code. Acting with integrity requires conscious knowledge of one's own character, feelings, motives and desires, and how they influence the interactions with others. A coach should maintain the highest standards of personal conduct and project a favorable image of the sport and of coaching. In other words, integrity is a character trait that is a positive reflection of oneself.

A coach who is self-aware is able to evaluate how personal experiences, attitudes, beliefs, values, socioeconomic status, sexual orientation, individual differences and stresses influence their actions. A coach should integrate this awareness into all efforts to be neutral and unbiased and act in ways that benefit and do not harm others.

The mark of coaches who have high integrity is that they always do the highest quality of work that is done with the best intentions. People with high integrity realize that everything they do is a statement about who they are as a person.

Integrity is manifested in the courage to adhere to universal values (i.e., trustworthiness, respect, responsibility, fairness, caring, citizenship). Coaching with integrity means "standing your ground" and staying true to yourself and your beliefs. A person with integrity has the courage to choose what is right and stand by that choice, regardless of the potential outcome.

In applying the principle of integrity in coaching, coaches would adhere to the following ethical standards:

KEY WORD	ETHICAL BENCHMARK	ADDITIONAL INFORMATION/EXPLANATION
PERSONAL CONDUCT	<p>When in the role of coach, strive to be fully present, physically and mentally, in the performance of coaching duties.</p> <p>Encourage athletes and other participants to develop and maintain integrity in their relationships with others.</p> <p>All verbal and written promises and commitments should be honored.</p> <p>Be discreet in conversations about athletes, coaches or other participants in sport.</p> <p>Do not exploit any relationship established as a coach to further personal interests at the expense of the best interests of your athletes or other participants.</p>	<p>When coaching your focus should be entirely on the players and what they are doing. Your duty and obligation at this time is to improve individual and team play.</p> <p>Gaining trust is grounded in following through with any promises or commitments being offered to the athletes.</p> <p>Keep your comments and opinions about others above reproach.</p> <p>If concerned, please discuss with the school administration.</p>
PHILOSOPHY	<p>All coaches will integrate personal philosophies with those of the Swan Valley School Division vision of extracurricular athletics.</p> <p>Coaching emphasis should be on the quality of the effort and not the outcome of the game. The focus for any sport season should be on individual and team development and not on having a "winning season" even though winning may take on greater meaning at higher levels (i.e. varsity).</p>	<p>Winning is an outcome resulting from hard work and proper preparation. If the focus is on improving the ability to apply skills and strategies, winning will then take care of itself.</p>



Pledge of Confidentiality for Coaches/Non Staff Members

Under Section 7 of the Personal Health Information Regulation

I understand that as an agent with the Swan Valley School Division, all personal health information I may have access to be private and confidential.

I understand that:

1. "Personal health information" has the meaning set out in The Personal Health Information Act (definition attached); and
2. I am bound by The Personal Health Information Act (the "Act"), the Personal Health Information Regulation under the Act and any other applicable regulations (as amended or replaced from time to time) and by the policies and procedures of the Department respecting the collection, use, disclosure, protection, retention, and destruction of any personal health information I may collect or have access to during the course of my employment or agency.

I agree not to collect, use, disclose or destroy personal health information except in accordance with the Act and any applicable regulations, policies and procedures.

I acknowledge that failure to comply with the Act or any applicable regulation, policy or procedure may result in disciplinary or other action, and may also result in prosecution under The Personal Health Information Act.

Date

Signature

Statutory Definition of Personal Health Information

"Personal health information" means recorded information about an identifiable individual that relates to:

- a) the individual's health, or health care history, including genetic information about the individual,
- b) the provision of health care to the individual, or
- c) payment for health care provided to the individual,

And includes:

- d) the PHIN and any other identifying number, symbol or particular assigned to an individual, and
- e) Any identifying information about the individual that is collected in the course of, and is incidental to, the provision of health care or payment for health care.

"Health care" means any care, service or procedure:

- a) provided to diagnose, treat or maintain an individual's physical or mental condition,
- b) provided to prevent disease or injury or promote health, or
- c) that affects the structure or a function of the body,

And includes the sale or dispensing of a drug, device, equipment or other item pursuant to a prescription.

"PHIN" means the personal health identification number assigned to an individual by the minister to uniquely identify the individual for health care purposes.

SVRSS School Identifier: Consent to Participate and Medical Information Form

CONFIDENTIALITY

This information is strictly confidential and is intended for use in the case of an emergency. This information will be returned to the school following the season for proper disposal. No Copies shall be kept.

Part 1: General Information

I, _____, give my child _____
(parent/guardian name) (participant's name)
permission to participate in the <sport> activities for the _____ season.
(school year)

Age: _____ Birth date: _____
(day/month/year)

Address: _____

Home Phone: _____

Alternate Phone: _____

Alternate Contact: _____

Phone Number: _____

Part 2: Medical Information

Manitoba Medical #: _____
(9 digit) (6 digit)

Allergies: _____

Medication: _____

Medical Conditions: _____

Previous Injuries to be concerned about: (i.e. head injury)

(Parent/Guardian Signature)

(Date)

SVSD

Administrative

Procedure Policy

Manual for

Sports

SCHOOL VOLUNTEERS

The Swan Valley School Division recognizes that volunteers make a valued and necessary contribution to the Division's commitment to providing and extending safe educational opportunities for students. The participation of parents and community members in school related activities shall be administered and supervised by the principal in accordance with board policy.

This administrative procedure is prepared with the understanding that volunteers present themselves to provide a valuable service, accepted and continued at the discretion of the principal. The volunteer-school relationship is similar to that between the school and a member of the public.

Supervision of Volunteers

The school principal shall supervise the involvement of volunteers. These supervisory responsibilities shall include:

- assessing the needs of the school and identifying responsibilities where volunteer assistance is required;
- selecting volunteers whose skills and experience are appropriate for the tasks to be assigned.
- providing volunteers with orientation sessions to familiarize them with the operation and expectations of the school and
- ensuring that the volunteers are provided with appropriate and sufficient staff supervision.

Standards/Requirements for Volunteer Involvement

The following sections describe standards/requirements for volunteer involvement.

Child Abuse and Criminal Record Checks

A principal shall require a child abuse registry and criminal record check for all volunteers who will:

- have direct contact with students without regular and frequent staff supervision.
- serve as a chaperone for a school sponsored athletic or out-of-school activity.
- Child Abuse and Criminal Reference checks are to be completed at the time an individual begins to serve as an SVSD volunteer and are to be renewed every three years following.
- a central registry of completed Child Abuse and Criminal Reference checks for SVSD volunteers will be kept.

Orientation

The school principal (or designate) shall plan and direct school orientation sessions at the commencement of each school year or at any other time during the school year that the new volunteers begin working in the school.

The purpose of the orientation sessions shall be to:

- familiarize the volunteers with the operation of the school.
- define, for the volunteers, the expectations the school has of them while they are assuming their responsibilities including confidentiality.

The orientation shall include but not be limited to:

- school and board policy on volunteer involvement.
- the location and accessibility to school facilities.
- relevant administrative details.
- interaction with students who are family members.
- the use, provision and/or purchase of instructional materials.
- protocol for addressing concerns.

Confidentiality

Volunteers should understand that confidentiality is of the utmost importance. Discussion of student and staff matters outside of school is not appropriate. Volunteers are not to discuss student performance or other school situations with anyone other than the staff with whom they are working.

Discipline

Disciplining students is not the role of the volunteer. If a student's behaviour is inappropriate, the matter should be brought to the attention of the student's teacher. Volunteers must not intervene in any physical manner to discipline students.

Volunteers must at all times maintain the necessary decorum to have the respect of the students with whom they are working.

Supervision of Students

If, during the supervision of students, immediate intervention is required to protect the safety of children, the principles of loco parentis (acting as a just and prudent parent) shall apply in that the volunteer will be supported in his/her actions provided such actions were with good intentions.

Disclosure

Volunteers should be made aware that if a disclosure is made to them regarding any form of abuse, it is required by law that this information be reported to the authorities. In most cases, the first step would be reporting the information to the principal.

Hygienic Procedures

Volunteers should be advised of the procedures to be used when caring for all individuals, whether they may or may not be affected with a communicable disease.

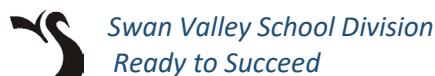
Concerns

Volunteers are advised that should they have a concern they have access to the Division's process for handling concerns.

Acknowledging Volunteer Contributions

The principal shall maintain a list of volunteers with completed Child Abuse and Criminal Record Checks in each school year and forward this list to the Division Office annually. Schools are encouraged to acknowledge the contribution made by volunteers.

SVSD ADMINISTRATIVE PROCEDURE POLICY 102: COACHES



COACHES

In the area of school sanctioned organized sports activities, the head coach will be a member of staff. The Principal will approve all coach selection and is responsible to ensure Divisional expectations with regards to coaches are communicated and then realized.

Expectations of coaches in charge or assisting school sanctioned sports shall include:

1. Observing the Division Code of Conduct expectations of students representing their schools. Coaches should be familiar with school expectations in that regard. Principals are expected to meet with coaches prior to the season and review expectations.

Note: At SVRSS, each coach will receive a copy of the SVRSS Coaches' Manual.

2. Observing aims and code of ethics prescribed by MHSAA governance regulations if a MHSAA sanctioned sport.
3. All coaches will be asked to provide evidence of a criminal record and child abuse registry checks. Division staff will have undergone that process at the time of hiring and will not be required to repeat the process unless circumstances reveal a necessity to do so.

SVSD ADMINISTRATIVE PROCEDURE POLICY 107: FUNDRAISING



FUNDRAISING

Participation in any fundraising activity shall be voluntary for pupils and staff. In Grades K - 6, all fundraising activities shall be restricted to school or student related projects, such as field trips, sports equipment, etc. Activities whose primary objective is to raise funds for charitable purposes will not be permitted in Grades K - 6. Fundraising for charity may be permitted on a restricted basis in Grades 7 - 12.

An exception for fund raising projects, K-8, can be considered when such projects involve recycling efforts in schools.

The principal should consider the following guidelines when approving, and in the administration of, any fundraising activities:

1. A record should be available for the inspection by the Superintendent (of all approved fund raising activities).
2. Procedures should be established and implemented for the safekeeping and accounting of any monies.
3. Fund raising activities should not infringe upon the educational program of the school.
4. The community should not be over-canvassed for school enterprises. Planning should take into consideration that other community projects may be occurring.
5. Pupils shall not be dismissed from regular school hours to take part in fund raising projects.
6. All fundraising activities must conform to applicable town, municipal and provincial regulations.

SCHOOL TRIPS

The Board of Trustees believes that the pursuit of meaningful learning experiences sometimes makes it advantageous to take students out of the school classroom environment. The Board approves athletic and out-of-school educational experiences that are conducted in accordance with the guidelines set out in this Policy. All athletic and out-of-school experiences must be approved as indicated in the administrative procedures here outlined. School sponsored activities are those student experiences planned and supervised by Swan Valley School Division Staff. In support of this administrative procedure, an electronic **SVSD School Trips Tool Kit** is available at www.svsd.ca.

Approval of field trips is dependent upon the learning benefits afforded students. Enhanced learning opportunities derived through participation in specific athletic and out-of-school experiences must be of sufficient educational value to warrant taking students away from scheduled classroom instruction. In the absence of a Principal or Superintendent, the respective administrative designate acts in his or her place.

The Principal and/or Superintendent has the authority to request any additional information or to request that additional trip conditions be met prior to athletic or out-of-school experiences request approval. An application for an athletic or out-of-school experience, in and of itself, does not lead to approval of the request.

1.0 GENERAL POLICY GUIDELINES

1.1 Day Trips & Overnight Trips:

Day Trips and Overnight Trips are approved programs and activities that take place beyond the school grounds and supplement the normal school or classroom education program. Such activities include interscholastic sports or athletic events, recreational activities and a variety of curriculum related, instructive and cultural experiences. These athletic and out-of-school experiences may take place in the local community, in other Manitoba and Canadian locations or in other countries.

The Swan Valley School Division Board of Trustees recognizes the educational value of well-planned and supervised athletic trips and excursions. The Board is supportive of such athletic activities and believes that sport plays an integral role in a student's education, providing an opportunity to build and demonstrate physical competency and character. Likewise, the Board recognizes that out-of-school curriculum related, instructive and cultural experiences can assist School Sponsored Athletic and Out-of-School Student Experiences in providing rich and broad educational experiences, thus enabling students to better assume a contributing role in society. Swan Valley School Division athletic and out-of-school experiences are offered to students who are enrolled and in attendance with the School Division at the time of the trip.

1.2 Definitions:

There are two categories of SVSD athletic and out-of-school experiences.

1) Day Trips:

- A trip which occurs off school grounds and occurs within regular school hours.
- A trip which occurs off school grounds and is completed in one day or less.
- A trip which occurs off school grounds and is completed in one day or less and involves travelling out of Manitoba into Saskatchewan.

2) Overnight Trips:

- These trips include all athletic and out-of-school activities where students are away from home overnight. Often students are travelling outside the local region. Overnight excursions may include travel within Manitoba, as well as inter-provincial and international excursions.

1.3 Planning:

The Division recognizes the need to provide guidelines and procedures to assist staff with planning for athletic and out-of-school experiences. School personnel must refer to the following approved resource documents when planning and conducting excursions:

- Safety Guidelines for Physical Activity in Manitoba Schools
- YouthSafe Outdoors
- YouthSafe Manitoba School Field Trip Resources
- Planning Ski & Snowboarding Education Programs
 - *A Reference Guide for Schools – MSBA, updated 2015*
- *Hours of Service – Manitoba Infrastructure and Transportation*

All trips must comply with this administrative procedure and any other relevant SVSD Policy.

In addition, staff must be aware of certain basic expectations when planning any student athletic and out-of-school educational experiences.

Activities must be:

- Appropriate to the age, developmental level and needs of the students.
- Reasonable in terms of the overall school schedule and activities.
- Supportive of students not participating in the activity.
- Considerate of major school activities such as tests, examinations and report cards.
- Well-planned and effectively implemented.
- Based upon the informed consent of parents or guardians.
- Reasonable in terms of costs for students and families.
- Planned and conducted with the safety of students and staff always in mind.
- Before any trip is undertaken staff must be aware of the definitions and planning requirements of this Policy. Any SVSD staff involved in planning athletic and/or out-of-school experience activities should be aware of the Manitoba Schools Insurance (MSI) coverage for Manitoba Public School Boards and the potential need for supplementary accident insurance for staff, student and volunteer participants. Transportation plans must comply with hours of service regulations as outlined in *Hours of Service – Manitoba Infrastructure and Transportation*.

1.4 Approval Process and Procedures:

Staff planning for athletic and out-of-school experiences are reminded that predicted educational benefits from the specific outing must be of sufficient value so as to warrant taking students away from regularly scheduled classroom instruction. The ***SVSD Athletic and Out-of-school Educational Experiences Checklist*** and the electronic ***SVSD Athletic and Out-of-School Experiences Tool Kit*** are to be referenced when planning and conducting excursions.

1.5 Approval of the School Principal:

- Walking field trip experiences require approval by the school principal. ***Requests must be received two weeks prior to the activity.***
- The Swan Valley School Division recognizes that valuable learning can take place outside the school building and off the school grounds but within walking distance of the school and, therefore, encourages teachers to make use of the total resources within a community to enhance the curriculum or co-curricular activities. Schools will advise parents of any planned walking field trips and parent permission will be sought on a term by term, season by season or semester by semester basis.

1.6 Approval of the School Principal and Superintendent:

Trips which require bus or alternate transportation, and/or are of higher risk require approval by the School Principal and Superintendent. ***Requests must be received three weeks prior to the activity.***

- A parent/guardian must consent, in writing, to participation of the student. Such consent does not, in any way, amount to a waiver of claim or relieve anyone of any legal liability. It does, however, give the parent/guardian an opportunity to draw to the attention of the supervising teacher any individual limitations a child may possess, of which the teacher might not otherwise be aware. The Swan Valley School Division consent and waiver form will be used for this purpose.
- Examples of trips requiring approval of the Principal and Superintendent may include but are not limited to: low risk overnight athletic and out-of-school trip experiences, out of province to Saskatchewan overnight athletic and out-of-school excursions, cultural activities or school presentation/assemblies, or higher risk local excursions such as a trip to the local swimming pool.
- If dates and times of similar events are known, one permission form may be used for that activity.
- Downhill skiing/snowboarding will require a separate registration/consent form for each trip (*Planning Ski & Snowboarding Education Programs – A Reference Guide for Schools – MSBA, updated 2015*).
- Where an activity is viewed as somewhat out of the ordinary, a parent/guardian must be advised of the general nature of the activity and some indication given of the foreseeable risks. An example of this type of situation would be where Grade 4 children were being considering as participants in an overnight experience or an intermediate camping trip. This advisement can best be achieved through an informative meeting with student households involved in the program. The teacher in charge, as well as school administration should discuss if there is a need for a meeting and/or information to be shared. The *SVSD Athletic and Out-of-school Educational Experiences Checklist* is helpful in making these decisions.

1.7 Approval of Principal, Superintendent, and Board of Trustees:

- Activities which involve travel to Provinces other than Saskatchewan
- all international travel, and
- all elevated risk activities regardless of their location require approval from the Principal, Superintendent and the Board of Trustees.
- Refer to the following resource documents when determining inherent risk:
 - *Safety Guidelines for Physical Activity in Manitoba Schools YouthSafe Outdoors*
 - *Youth Safe Manitoba School Field Trip Resources*
 - *Planning Ski & Snowboarding Education Programs, A Reference Guide for Schools – MSBA, updated 2015*
- Travel and elevated risk activities in this category include but are not limited to, an exchange trip to Quebec, a school band performance tour in the United States, or an overnight science expedition to study geomorphology in a relatively remote wilderness area, a three-day cross-country ski tour in a provincial park area, or overnight camping excursions involving canoe or kayaking activities.

2.0 GUIDELINES FOR CHAPERONES

In addition to SVSD staff supervisors, athletic and out-of-school experience activities may require the assistance of volunteer chaperones. The Swan Valley School Division acknowledges the positive and necessary role that chaperones play.

The following guidelines are intended to clarify the general duties and responsibilities of chaperones.

- The supervisor of the activity is an SVSD staff person, generally a teacher. Chaperones are expected to provide assistance by carrying out assignments and following directions provided by this supervisor.
- Chaperons are expected to abide by all SVSD School and Division Policies.
- Volunteer participation is governed by SVSD Administrative Procedure on Volunteers.
- During any athletic or out-of-school student experience, the supervisor and the chaperones are on call at all times and must be prepared to respond appropriately to whatever situation may arise.
- Supervisors and chaperones shall ensure the safety of students by providing a standard of care consistent with that of a reasonable parent and appropriate to the student's age and nature of the activity.

- Chaperones must provide confirmation of clear child abuse and criminal record checks prior to serving.
- Chaperones may be required to have appropriate training for an activity. An example might be first aid training for some outdoor wilderness activities.
- All non-division employee volunteer coaches are also required to provide police and vulnerable sector, child abuse checks to the appropriate School Principal.
- Chaperones are expected to be available to supervise students from point of departure (at the school) to point of return (at the school or pre-approved drop-off location).
- Because staff supervisors and chaperones are expected to supervise the students on the trip and to be on call at all times, no additional children or guests connected to the supervisors or chaperones are allowed unless specifically approved by the School Principal for a particular activity.
- Staff supervisors and chaperones will not normally share hotel rooms with any travelling students. Supervisors and chaperones are able to share accommodations such as hostels, dormitories and school gyms should it be required and appropriate for supervision.

3:0 VEHICLE TRAVEL

3.1 Recommended Mode of Student Transport, SVSD School Bus:

- A divisional school bus is recommended for all field trips requiring transportation where student participation numbers warrant.
- Rosters of students traveling on buses must be prepared and used for attendance purposes.
- A list of students traveling on each bus must be filed with the school office and bus garage.
- Where more than one bus is used, students must travel on the same bus at all times during the excursion.
- Operation of the bus must comply with *Hours of Service – Manitoba Infrastructure and Transportation*.

3.2 SVSD 15 Passenger Van:

- The fifteen passenger van is available for school sponsored student athletic and out-of-school experiences.
- A Class 4, 3, 2 or 1 Manitoba Driver's License is required to operate the fifteen passenger van.
- Rosters of students traveling must be prepared and used for attendance purposes.
- A list of students traveling must be filed with the school office prior to departure.
- Operation of the SVSD Fifteen Passenger Van must comply with *Hours of Service – Manitoba Infrastructure and Transportation*.

3.3 SVSD 7 Passenger Van:

- The seven passenger van is available for school sponsored student athletic and out-of-school experiences.
- Rosters of students traveling must be prepared and used for attendance purposes.
- A list of students traveling in each van must be filed with the school office.
- Where more than one van is used, students must travel in the van designated to them by the trip supervisor at all times during the excursion.
- Operation of the SVSD Seven Passenger Van must comply with *Hours of Service – Manitoba Infrastructure and Transportation*.

3.4 Use of Private Vehicles to Transport Students:

- Where a private vehicle is the chosen method of transportation, the school office must be provided with a list of students and adults traveling.
- This is to be done on a trip-by-trip basis.
- Vehicles used must be properly licensed and insured with a copy of the driver's license and registration filed with the school office.
- Details of the trip and the itinerary must be filed in the school office prior to departure.
- A volunteer adult or staff will be authorized to drive.
- The driver must have \$2,000,000 liability insurance and "all purpose" insurance.
- Trip specific parental/guardian written and signed permission authorizing a student to be transported by private vehicle must be obtained prior to departure.

- With trip specific written and signed parental/guardian permission, students may transport themselves using a private vehicle to and from school sponsored athletic and out-of-school activities.
- Students are not to transport passengers.
- Operation of private vehicles must comply with *Hours of Service – Manitoba Infrastructure and Transportation*.

3.5 Releasing Students from Trip Participation:

- At the conclusion of an athletic or out-of-school excursion:
- Students will be dropped off at the predetermined end of activity location and released from the supervision of the activity as outlined in the completed parent/guardian permission communication.
- In extenuating circumstances, students may be dropped off and released from supervision at an alternative predetermined location if the parent or guardian has provided written instructions to the supervisor listing the alternative location and the person to whom the student is to be released. These instructions may be delivered to the trip supervisor electronically.
- In the event that the receiving adult as outlined in the special written instructions is not present at the identified alternative drop off location, the student will be transported to the predetermined end of activity location as outlined in the completed parent/guardian athletic or out-of-school experience permission communication. Further parental/guardian communication will be necessary prior to releasing the student.

4:0 PARENT/GUARDIAN PERMISSION/INFORMATION FOR ATHLETICS

4.1 Signed Consent:

- Signed parent/guardian consent must be obtained prior to the start of the athletic season.

4.2 Informed Consent:

- A letter of informed consent must be signed for all athletic trips which require bus or alternate transportation and/or of higher risk.
- In the case of trips with repeated visits or repeated activities one permission form and informed consent may be received prior to departure provided all details regarding the out-of-school activities are included in the communication to parents/guardians. For example, a sport season, a middle year's basketball tournament, a high school soccer season.

4.3 Relevant Information:

- All relevant information is to be included with the permission form including but not limited to information related to the needs of participating students with life-threatening allergies, the potential cancellation of a trip, risk management procedures and all applicable liabilities.

4.4 Electronic Communication of Consent:

- If circumstances dictate, signed parent/guardianship permission may be obtained by the supervisor electronically.

5:0 PARENT/GUARDIAN PERMISSION/INFORMATION FOR OUT-OF-SCHOOL EXPERIENCES

5.1 Signed Consent:

- A parent/guardian must consent, in writing, to participation of the student.

5.2 Informed Consent:

- A letter of informed consent must be signed for all out-of-school experiences which require bus or alternate transportation and/or of higher risk.
- In the case of trips with repeated visits or repeated activities one permission form and informed consent may be received prior to departure provided all details regarding the out-of-school activities are included in the communication to parents/guardians.

5.3 Relevant Information:

- All relevant information is to be included with the permission form including but not limited to information related to the needs of participating students with life-threatening allergies, the potential cancellation of a trip, risk management procedures and all applicable liabilities.

5.4 Electronic Communication of Consent:

- If circumstances dictate, signed parent/guardianship permission may be obtained by the supervisor electronically.

6.0 SUPERVISION AND SAFETY

6.1 Reference Documents:

- Safety Guidelines for Physical Activity in Manitoba Schools
- YouthSafe Outdoors
- YouthSafe Manitoba School Field Trip Resources
- Planning Ski & Snowboarding Education Programs
 - *A Reference Guide for Schools – MSBA, updated 2015*

6.2 Supervision of Participating Students:

- The student/adult ratio is to be determined based on the age of the students and the nature of the activity. See recommendations from the “Safety Guidelines for MB Schools” document (Aquatics and Outdoor Education activities refer to *Youthsafe* document).
- Ratios for specialized trips are as per the attached “Activities of Higher Risk” guidelines which are based on the *YouthSafe* Supervision Ratio Calculation Tool.
- School administration and supervising teachers may choose to provide additional supervision based on the composition of the group going on the trip.
- A spouse of a supervising teacher may become a volunteer member of the supervisory team provided all requirements for becoming a volunteer chaperone are met.
- Children belonging to the members of the supervisory team may not attend unless they are bona fide members of the sponsoring school or unless specifically approved by the School Principal for a particular activity.
- The supervising teacher is responsible for informing members of the supervisory team of their duties and reviewing standards of conduct with students.
- Any athletic or out-of-school experience trip must include enough supervision to allow a supervisor to attend with a student or students should they require emergency assistance or be in need of returning home prior to the completion of the activity.
- Where the gender of the supervising teacher differs from the gender of the group members, at least one additional supervisor will be required matching the gender of the group. Mixed groups going on overnight trips require both male and female chaperones.
- Staff supervisors and chaperones will not normally share hotel rooms with any travelling students. Supervisors and chaperones are able to share accommodations such as hostels, dormitories and school gyms should it be required and appropriate for supervision.
- All field trips require a first aid kit. Parents and Teachers must ensure that special equipment if required by children with allergies (i.e. auto injectors, inhalers, etc.) is taken on the trip. (Please reference Policies 10.38 & 10.39 of the Swan Valley School Division Policy manual.) URIS plans should be taken by the teacher/supervisor.
- Students are not allowed to leave the field trip unless prior written arrangements have been made between the parents/guardians and the trip supervisor.

7.0 NON-PARTICIPANT STUDENTS

- Students not participating in athletic and/or out-of-school experience trips are expected to attend school. Meaningful educational experiences shall be provided for remaining students.

8.0 ATHLETIC AND OUT-OF-SCHOOL TRIP CONTINUUM AND RELATED STUDENT INVOLVEMENT

- All students are permitted to participate in appropriately planned and implemented athletic and out-of-school experiences only as outlined in this Policy.
- Junior-Kindergarten to Grade 4 students will be permitted to participate in day trips only.
- Middle years pupils, Grades 5 through 8 will be allowed to participate in Provincial and regional Saskatchewan excursions.
- Grades 9 to 12 trips are unrestricted when planned and approved within these guidelines.
- When circumstances are exceptional an athletic or out-of-school experience trip application can be made through the School Principal to the superintendent.

9.0 OVERNIGHT TRIPS FOR OUT-OF-SCHOOL EXPERIENCES

9.1 Notice of Intent for Overnight Out-of-School Experiences (non-athletic):

- Notice of Intent forms (see attached) signed by both the principal and staff coordinator must be submitted to the Superintendent – program as follows:
- International trips (1 years notice – trip approved in principle);
- Provincial or national travel (recommended three months' notice), however, timelines may be adjusted under exceptional circumstances.

9.2 Content of Notice of Intent for Overnight Trips:

- The plan to include:
 - i. Nature of trip
 - ii. Educational justification including plans for preparation and follow-up
 - iii. Location/Itinerary
 - iv. Attendees (number and grade level)
 - v. Dates
 - vi. List of high-risk activities
 - vii. Transportation plans
 - viii. Financial plans
 - ix. Level of supervision (ratio)
 - x. Parental involvement and consent

9.3 Overnight Out-of-School Experiences Final Plans:

- Final plans for the Overnight Trip are to be submitted to the Superintendent ***six weeks prior to departure.***
- The plan to include:
 - i. Purpose/Objectives
 - ii. Schedule of activities
 - iii. Departure and arrival date and times
 - iv. Final number of students and participation roster
 - v. Number, qualifications and names of adult supervisors and staff members
 - vi. Parental involvement
 - vii. Risk management plan
 - viii. Medical information about students
 - ix. Medical insurance information
 - x. Detailed financial information

9.4 Cancellation Guidelines

- All plans to travel must be with the full endorsement of parents/legal guardians of the students involved.
- Cancellation by the Division would be a possibility in situations where travel is deemed unsafe by the Division or legal authority.
- All international overnight trips require the purchase of insurance to cover the possibility of an emergency return.

- These guidelines should be carefully considered by staff and thoroughly reviewed with parents/guardians.
- Parents/Guardians and students must sign a “Letter of Informed Consent” prior to departure on an extended excursion. This includes parents/guardians of students who are 18 years and older.
- In the event of the need to cancel the trip, the Division would not be held liable.

It is the responsibility of the administration and staff involved with the extended field trip to ensure that parents are fully informed of these provisions.

10.0 CODE OF CONDUCT

10.1 Communication:

- Schools will provide students, parents/guardians with copies of their **Code of Conduct** prior to a trip or at the start of season.
- The **Code of Conduct** serves to establish the behaviors necessary to support a safe learning experience.
- All students, staff and chaperons must behave in a respectful manner and comply with the school’s **Code of Conduct**.
- The **Code of Conduct** applies at school and throughout all athletic and out-of-school experiences.
- Students and parents/guardians will be required to either sign a conduct agreement that explains **Unacceptable Behaviours** or attend a parent meeting that explains the schools’ **Code of Conduct**.

10.2 Disciplinary Action:

- In the event that student dismissal, for disciplinary reasons, are necessary from a trip the teacher must work with the principal to develop what actions are necessary and taken.
- In the event that an early return is necessary for a particular student these arrangements will be made at the expense of the parent/guardian.
- A written report must be filed with the Superintendent outlining the details of the event/s and cause of dismissal.
- Student dismissal from a trip is not a preferred course of action and will only be used in exceptional cases.

11.0 RISK MANAGEMENT

11.1 Extended Health Coverage:

- For travel within Province, medical insurance is recommended.
- Medical insurance is required for interprovincial and international travel. Contact MSBA for details related to medical and liability insurance coverage.
- In the event of illness/injury while away, a supervising teacher or a chaperone designated by the teacher, will seek medical attention for the student and the student will remain in constant supervision by the teacher.
- Student trip participation fees need to include the costs associated with the possible return of a supervisor in the case of an illness or injury.
- A written advisement for volunteers as to limited coverage and the possible need to purchase additional insurance coverage for out of Manitoba travel.

11.2 Limited and Extended Activities:

- Special guidelines are outlined for activities of higher risk. See “Activities of Higher Risk Guidelines for Day & Overnight Trips”, which include but are not limited to downhill skiing, snowboarding and swimming, *YouthSafe Manitoba School Field Trip Resources*.
- Parents/Guardians and students must sign an activity-specific “Letter of Informed Consent” prior to participating in activities of higher risk.
- During a higher risk activity at least one supervisor must hold current First Aid and CPR training qualifications.

12.0 FUNDRAISING

- Wherever possible, no student is denied the opportunity to participate in athletic and out-of-school experiences because of the inability to pay any fees assessed.
- Fundraising is conducted in accordance with SVSD Policy.
- The Board requires that when fundraising for athletic activities and out-of-school experiences, it be duly recorded, records be maintained and a financial statement be submitted to the Principal after the trip. Records should be such that they can be subject to audit. Records must show all disbursements and receipts.

13.0 SUMMARY OF TIMELINES

13.1 Day Trips:

- All Day trip requests must be to administration at least **two weeks before** the planned event.
- All Day trip requests must be to administration and superintendent at least **three weeks before** the planned event.

13.2 Provincial/National Travel Outside of Manitoba and Saskatchewan:

- All provincial travel to destinations other than Saskatchewan and all national travel requests must be to administration **three months prior** to the planned date of the event.
- A school wishing to undertake planning for an extended athletic trip/excursion involving provincial or national travel must complete an "Out of School Activity" form. This form must be forwarded to the Superintendent's Department NOT LESS THAN THREE MONTHS PRIOR TO THE PLANNED DATE OF THE EVENT. Such "Notice of Intent" must be co-signed by the Principal and the supervising teacher. The Superintendent's Department prior to any further planning by the school will review the "Notice of Intent".

13.3 International Travel:

- All international travel requests must be to administration **twelve months prior** to the planned date of the event.
- A school wishing to undertake planning for an extended educational trip/excursion involving international travel must complete an "Out of School Activity" form. This form must be forwarded to the Superintendent's Department NOT LESS THAN ONE YEAR PRIOR TO THE PLANNED DATE OF THE EVENT. Such "Notice of Intent" must be co-signed by the Principal and the supervising teacher. The Superintendent's Department prior to any further planning by the school will review the "Notice of Intent" and may grant approval of the trip in principle.

13.4 Exceptions to Above Timelines:

- From time to time, a day trip or overnight trip may be permitted without conforming to the administrative procedures contained herein. Generally, such exceptions will be related to:
- An invitation which may be extended to a school group, organization, class or team and which has not been extended within the time frame set forth.
- A sponsoring group announcing a program-related activity at a date

13.5 Completion of the Excursion:

- A **complete statement of revenues and disbursements** related to an excursion must be available upon request within **ninety days of the completion of the excursion**.

SVSD Athletics and Out-of-School Experiences Checklist

- Administrative process respected (e.g., proposal submitted to appropriate administrator in time to be considered)
- Field trip accessibility/eligibility policy addressed (e.g., equal access; voluntary participation, if appropriate; alternative activity for non-participants)
- Educational value of the trip is evident (e.g., goals, student learning outcomes, curricular connections)
- Trip is appropriate for the students (e.g., age/grade, preparation and follow-up)
- Duration of the trip is appropriate and can be accommodated in the school calendar
- Destination or route adequately assessed (though pre-visit or other data collection) and appears appropriate
- Itinerary and activities are outlined and fit the objectives
- The group appears adequately prepared for trip (e.g., knowledge, skills, attitudes, fitness, clothing, equipment)
- Communication with parents/guardians in planned and prepared
- Information to be given to parents/guardians is appropriate for the type/duration of trip
- Parent/Guardian information meeting date is planned, if holding one is appropriate for the trip (e.g., overnight trip). The decision regarding appropriateness of a parent/guardian meeting rests with the School Principal and consultation with the supervising teacher/staff.
- Parent/Guardian consents to be collected (e.g., consent to attend, consent to secure medical treatment)
- Relevant student health and medical information to be secured from parents
- Additional insurance needs addressed, if relevant (e.g., out-of-province medical, hospital care) (*contact MSBA*)
- Budget and financial arrangements appropriate
- Transportation arrangements acceptable (type of vehicle and type of driver) and parental consent secured
- Special needs issues are addressed
- Number and gender(s) of supervisors and supervision plan are appropriate for group, activities and sites/areas
- Plan to ensure all participants are clear re: behavioural expectations and consequences
- If over-night, accommodations arrangements are acceptable (e.g., hygiene, security)
- Leadership is competent to instruct/lead the particular group in the identified activity/ies and environment/s
- Plan in place to brief supervisors re: trip purpose, logistics, roles/responsibilities, safety plan, emergency plan, etc.
- Safety plan is appropriate (e.g., procedures for managing the key inherent risks for the activities, environments and participants.
- Emergency plan is in place to deal with injured/ill/lost/stranded participant/s (e.g., training, kits, communication equipment, EMS access, backup transportation)
- Confirmation of the presence of appropriate alternative contingency plan/s if the trip/part of the trip can't happen
- Destination contact and phone number (e.g., outdoor centre, camp, local authorities)
- List of documents teacher will carry (e.g., trip plan, permits, passenger manifestos, medical conditions and emergency contacts of participants)
- Office to receive copy of finalized trip plan, signed consent forms, passenger manifestos and names of no-shows
- Transportation Department receives needed information, including passenger manifestos
- Is there an appropriate plan in place to evaluate the trip (e.g., criteria for success, process to evaluate)
- Check SVSD School Sponsored Athletic and Out-of-School Student Experiences Toolkit
- Other relevant information unique to the particular trip

Specify: _____



[HOME PAGE](#) | [ABOUT](#) | [TRANSGENDER POLICY](#)

INTRODUCTION

The Manitoba High Schools Athletic Association prohibits discrimination on the basis of gender identity or any other characteristic protected under the Manitoba Human Rights Code. In order to comply with this policy and to uphold the principles of equity and inclusion, MHSAA maintains the following policy to facilitate and encourage the participation of transgender students, staff, coaches, managers, trainers and any other persons associated with high school sport. This policy covers participation at Zone, Wildcard, Inter-Zone and Provincial competitions and activities.

The MHSAA recognizes that all situations will be unique and that the implementation of this policy will require the collaboration of all partners involved. We will therefore continue to provide the necessary supports to accommodate transgender and gender non-conforming persons and to help raise awareness about gender related issues.

The association believes that all students, regardless of gender identity, should have the opportunity to participate in interscholastic athletic activities in a safe, respectful, inclusive and non-judgmental environment.

MHSAA TRANSGENDER POLICY

Any transgender student athlete may participate fully and safely in gender separated sport activities in accordance with their gender identity.

ACKNOWLEDGEMENTS

In designing this policy, several organizations were consulted, and many documents reviewed, including the 2010 report *On the Team: Equal Opportunity for Transgender Student Athletes*, written by Pat Griffin and Helen J. Carroll. Consultations were held with the Rainbow Resource Center in Winnipeg, the 591 Church Street Community Centre in Toronto, and feedback was solicited from Manitoba Human Rights Commission, Manitoba Education and Training and individual transgender athletes.



KIDSPORT MANITOBA

KidSport Manitoba raises funds through corporate donations, foundation grants, planned giving, and special events. Funds raised help offset the cost of participant registration fees for community-based sport programs. Funding is administered by Sport Manitoba's Regional Offices.

Applications are accepted for children 18 and under, who are lacking the financial resources to participate in sport.

Grants provide financial support for:

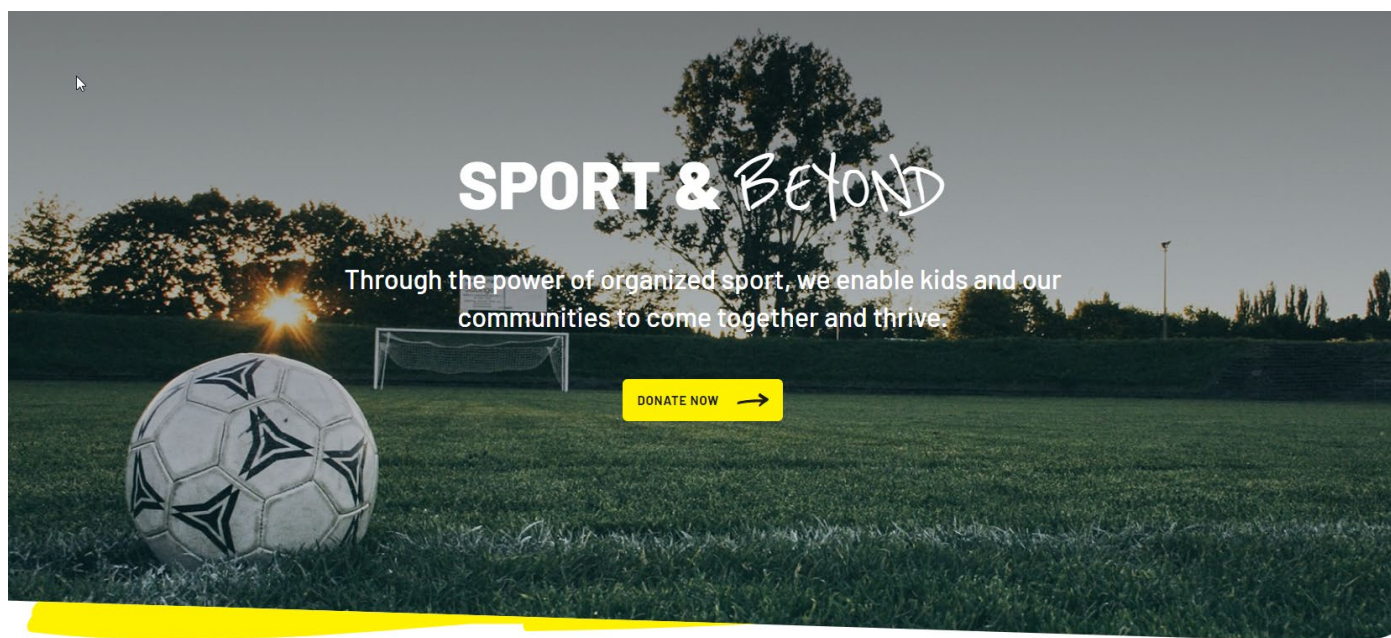
- community programs
- registration or membership fees, and/or
- necessary equipment.

Application deadlines

The application deadline for all regions is the 15th of every month. Applications must be complete, including all required financial information and confirmation by a sport organization, to be considered for funding.

If you are applying online, KidSport must receive email confirmation of registration from the sport organization on or before the 15th. Please factor in the additional time required for confirmation when submitting your application.

For examples of the KidSport Application form see Appendix 13.



APPENDIXES

Forms necessary for the administration of an athletic season can be found in the Appendix.

Appendix 1	Student Athlete Teacher Feedback
Appendix 2	Student-Athlete Code of Conduct & Parent Consent: Athletic Participation
Appendix 3	Facility Rental Permit Form
Appendix 4	SVSD Volunteer/Presenter Declaration/Disclosure
Appendix 5	Travel Requisition Form
Appendix 6	Parent Travel Consent - 1 Day
Appendix 7	School Funds Deposit Summary
Appendix 8	Pre-Season Plan Form
Appendix 9	School Sponsored Athletic & Out of School Experience Request Form
Appendix 10	Parent Travel Consent – Season
Appendix 11	Projected Budget – Sample
Appendix 12	Fundraiser Request Form
Appendix 13	MB KidSport Application
Appendix 14	Student Accident Incident Report
Appendix 15	Student, Non-Student & Employee Accident Incident Report
Appendix 16	School Funds Expense Form
Appendix 17	Tournament Information Sheet - Sample
Appendix 18	Season Summary
Appendix 19	SVRSS School Volunteer Checklist
Appendix 20	SVRSS School Volunteer Letter
Appendix 21	MB Child Abuse Registry Check Online
Appendix 22	MB Child Abuse Registry Check Mail
Appendix 23	MHSAA Awards & Scholarships
Appendix 24	MHSAA Transfer Policy Amendment for the 2021-22 School Year

APPENDIX 1: STUDENT ATHLETE TEACHER FEEDBACK (available in digital form)



SVRSS TIGER ATHLETICS STUDENT ATHLETE TEACHER FEEDBACK

Student/Athletes Name: _____

Team: _____

Coach/School Contact: _____

The named student-athlete is in the process of trying out for this year's team. Please indicate any concerns that you might have regarding his/her/their participation. It is the responsibility of the student-athlete to return this form completed to their coach.

Please take a moment to look at the SVRSS Student Athlete Eligibility guidelines:

Participation in extracurricular athletics is open to all students provided they maintain academic and behavior standards consistent with their ability. It is understood by all that academic responsibility includes attendance, punctuality, cooperation, general behavior, respect for teacher and fellow students and a genuine effort on all homework assignments, tests, projects, examinations and general course work. In addition, those individuals struggling in a subject should seek extra help. (SVRSS Coaches Handbook 2017-18)

Subject/Teacher Checklist:

Comments – Teachers please feel free to elaborate here:

Block 1 _____

☐ No Concerns at this time

☐ Some Concerns, I've spoken to them

☐ Significant Concerns, participation is in question

Block 2 _____

☐ No Concerns at this time

☐ Some Concerns, I've spoken to them

☐ Significant Concerns, participation is in question

Block 3 _____

☐ No Concerns at this time

☐ Some Concerns, I've spoken to them

☐ Significant Concerns, participation is in question

Block 4 _____

☐ No Concerns at this time

☐ Some Concerns, I've spoken to them

☐ Significant Concerns, participation is in question

TAG/RTI _____

☐ No Concerns at this time

☐ Some Concerns, I've spoken to them

☐ Significant Concerns, participation is in question

Block 5 _____

☐ No Concerns at this time

☐ Some Concerns, I've spoken to them

☐ Significant Concerns, participation is in question

APPENDIX 2: STUDENT ATHLETE CODE OF CONDUCT (available in digital form)



SVRSS TIGER ATHLETICS ATHLETE CODE OF CONDUCT

TEAM:

COACHES:

The Student/Athlete Responsibilities Contract must be read by both the student/athlete and parent/guardian. The form is required to be returned signed prior to the first game of the season or during the first week of practice. In order to participate in athletics and remain part of the team, the following rules must be followed.

1. I must maintain a satisfactory standing and attendance in all my subject areas. I must remember that academics are a priority.
2. If my classroom behaviour is not acceptable, I may be deemed ineligible to play. My teachers, administration and coaches will consult to determine possible consequences.
3. Being suspended from class/school automatically carries with it a player suspension.
4. I must attend school for the full day to be eligible for practice or game that same day.
5. I must attend practice to be eligible to play. Missed practices may result in decreased game time. The amount of lost playing time will be dependent upon the circumstances surrounding the absence(s).
6. It is my responsibility to inform my teachers of sport dates before classes are missed.
7. It is my responsibility to make arrangements to cover all work missed in classes due to sport dates.
8. I recognize the athletic program has a Zero Drug Tolerance Policy, and that any use during the season would lead to my suspension from the team.
9. I realize it is an honour and a privilege to represent my team, my school, my community and the Swan Valley School Division. I will conduct myself at all times in a manner of respect to myself, my school, my community and the Swan Valley School Division.

Acknowledgement I have read the above, and discussed with my child/ward the expectations and responsibilities that are required as a member of this year's team.

Parent/Guardian Name: _____ Student Name: _____

Parent/Guardian Signature: _____ Student Signature: _____

Date: _____

APPENDIX 2: PARENTAL CONSENT: ATHLETIC PARTICIPATION (available in digital form)



SVRSS TIGER ATHLETICS PARENT CONSENT: Athletic Participation

To Parents/Guardians:

Your child/ward has indicated a wish to participate on the Varsity Girls Basketball team.

This form is to be completed during the first week of practice and is intended to seek your support and your permission for your child to try out, and if successful, participate as a team member. It is important that your child participate safely and comfortably in the school athletics program. In your child's best interests, we recommend the following:

- a) Review the Sudden Cardiac Arrest Risk Assessment form at: www.gov.mb.ca/healthyschools/topics/safety.html.
- b) Inform the coach of any concussion history.
- c) Update any changes regarding medical and/or contact information with the school.
- d) Bring emergency medication, e.g., asthma inhalers, to all practices & games.
- e) Have appropriate clothing and footwear for physical activity.
- f) Jewelry should be removed, with the exception of Medical Alert items.
- g) All players should have medical insurance in case of injury. If you do not have an insurance plan already, insurance can be purchased through www.manitobastudentinsurance.ca.

Medical Information

All medical information will be taken from the school database.

Please update the box below if there have been any changes in this information.

Should your child/ward sustain an injury or contract an illness requiring medical attention during the semester, please notify the teacher and update this medical information with the school.

PLEASE FILL IN MEDICAL & CONTACT INFORMATION <u>ONLY</u> IF THERE HAVE BEEN CHANGES		
Recent Injury/Illness: _____ Medication(s): _____		
MB HEALTH: 6 digit # _____ 9 digit #: _____		
Family Doctor Name: _____ Phone: _____		
Home Phone: _____ Work Phone: _____ Cell Phone: _____		
Emergency Contact Name: _____ Phone: _____		

Parental Permission

I/we hereby acknowledge and accept the risk of injury inherent in the Athletics Program. I/we further acknowledge and consent our child/ward, _____, to participate in the Athletics Program. I/we will make every attempt to update the Medical Contact information if changes occur.

Parent/Guardian Name: _____ Signature: _____

Date: _____

Previous injuries to be concerned about (i.e. head injury): _____

APPENDIX 3: FACILITY RENTAL PERMIT FORM (available in the office)



6049

INTRODUCTION:

This application is to manage and reduce the risk of injury to persons using the school facilities. The Swan Valley School Division (SVSD) acknowledges that school facilities are an integral part of the community. It is to the benefit of the individual/group wishing to use school property to take all reasonable steps to reduce the risk of such injury. The SVSD therefore requires that you (applicant) demonstrate to the satisfaction of the SVSD that there will be sufficient controls in place to follow the conditions of the permit and to prevent foreseeable harm or property damage related to activities at the event.

Even small groups holding low-risk functions (e.g. birthday parties, meetings, hall-walkers or similar functions) may be vulnerable to lawsuits for injuries that arise out of their activities. User groups and their organizers are not covered under the school board's liability insurance, and should therefore obtain liability insurance for their activities, or confirm with their insurance broker that they are covered under their homeowners insurance policy.

Individuals/groups running organized or higher risk activities such as using the gym for sports, sponsoring an event/function where tickets are sold, or where attendance exceeds 150 persons, face greater risk and should therefore ensure they have liability insurance coverage to protect themselves from lawsuits for injuries (minimum \$2,000,000 coverage recommended).

Various outside groups may have access to liability insurance from their parent organizations and should confirm for themselves whether such insurance exists for them. Local Recreation Commissions may have insurance that would cover the proposed activity. Alternate sources of available liability insurance are provided on the reverse of this form.

Applicants will not be permitted use of facilities unless they accept the conditions printed on the reverse of this form. Applicant/permit holder hereby agrees to indemnify and save the SVSD harmless from all claims arising from the event/function/usage of SVSD facilities.

ALL SCHOOL ACTIVITIES TAKE PRECEDENCE OVER RENTALS. Booked rentals will be bumped by school activities and those affected will be notified immediately. Rental fee is DUE UPON APPLICATION, otherwise the facility is not booked

APPLICATION FOR USE OF SCHOOL FACILITIES: (PLEASE PRINT)

BUILDING REQUIRED: _____

APPLICANT: _____ Name of Contact Person: _____

Address & Postal Code: _____ Telephone: _____

Date of rental: _____ Time required: From: _____ To: _____

Particulars of activity: _____ No. of participants expected: _____

Name of Supervisor(s): _____ Phone number(s): _____

REQUIREMENTS: (Facilities/equipment)

☐ Gym ☐ Cafeteria ☐ Multi-Purpose Room ☐ School Grounds ☐ Sleep Over ☐ PA System
☐ Classroom ☐ Band Room ☐ Conference Room ☐ Piano ☐ TV/VCR
☐ Chairs (#) _____ ☐ Tables (#) _____ ☐ Sports Equipment (specify) _____

FEES:

1. Use of Facilities \$ _____
 2. Use of Equipment \$ _____
 3. Liability Insurance Prem. (from chart at right) \$ _____
 4. Other \$ _____
 (not on insurance) GST \$ _____
 PST \$ _____
 5. TOTAL \$ _____

Outside User Liability Insurance Rate - \$2,000,000 Commercial General Liability				
SPORTS	Number of Participants	Premium		
		One Day	Two Days	Seasonal
Low risk, i.e., Badminton, Tennis	1 - 25	\$25	\$50	\$75
	26 - 100	\$50	\$100	\$150
Higher risk, i.e., Floor Hockey, Handball, Basketball, Volleyball	1 - 25	\$50	\$75	\$150
	26 - 100	\$100	\$150	\$300
MEETINGS & OTHER EVENTS	Number of Participants	Premium		
		One Day	Two Days	Seasonal
i.e., Arts & Crafts, Church Meetings, Classes, Birthday parties, Meetings	1 - 25	\$25	\$50	\$75
	26 - 100	\$50	\$100	\$150
Participants over 100 or Activities Not Listed - Contact L. Baker at HED Insurance Phone 1-800-465-0360 Ext. 7220				

Make cheques payable to:
SWAN VALLEY SCHOOL DIVISION

*If insurance is applied for, fax this form to HED Insurance 204-957-0678, Attention: L. Baker

This is to certify that I/(My organization), while occupying said facilities, will provide and be responsible for adequate adult supervision and the security of school property and will abide by all rules and regulations as established by the school and/or the School Division. I (we) agree to pay for any damages incurred to property and/or equipment and to pay rental fees as outlined. The permit holder (user group) will protect, indemnify and hold harmless the School Division and its agents from all claims for damages that may arise out of the use of buildings or grounds by the permit holder, and agrees to obtain their own liability insurance for this event.

Signature of Applicant/Permit Holder: _____ Date signed: _____

Permit approved by: _____ Date issued: _____
School Designate

Notified Relevant Staff: _____ Custodian _____ Teacher _____

(Copies - White - Division Office; Green - Renter; Blue - Principal; Pink - Custodian)

Receipt Number _____ Entered on Calendar _____

APPENDIX 4: SVSD VOLUNTEER/PRESENTER DECLARATION/DISCLOSURE

(available in the office)

ask JMA

APPENDIX 5: TRAVEL REQUISITION (available online)


Go to the SVSD website and follow the prompts for Travel Requisitions





New Travel Requisition





EDIT


 Save


 Cancel

 Paste

 Cut

 Copy

 Attach File

 Spelling

Commit

Clipboard

Actions

Spelling

Event Title *

NOTE: A separate requisition is required for each trip

Vehicle *

NOTE: The driver of a 15 passenger van must hold a Class 4 License, and if they are not an employee there must be a Division Employee in the van

Driver

NOTE: Insurance requires that we know who is driving this vehicle. Please attach a copy of the designated driver's license certificate for vans, as well as, the vehicle registration for private vehicles.

School *

Purpose *

☒

☐ Specify your own value:

APPENDIX 6: PARENT TRAVEL CONSENT – 1 DAY (available in the office)

SVSD PARENT PERMISSION FORM

_____ would like your consent for your son / daughter to participate in the following activity(ies):

Type of Out of School Experience ☐ Day Trip ☐ Overnight Trip

Date(s) of Trip:			
Destination:			
Transportation:			
Reason for Trip:			
Accommodations:			
Departure Time:		Return Time:	
<input checked="" type="checkbox"/> Additional Trip Information Attached (cover letter, trip details, itinerary)			

Transportation ordinarily will be by Division bus(es). However, occasionally it is necessary to arrange transportation by division van or parent vehicles when buses are not available. (RS.36.1)

It is understood that your son/daughter is to obey all school rules and that disciplinary action will be taken if deemed necessary.

Elements of Risk: Educational activity programs, such as the above activity, involve certain elements of risk. Injuries may occur while participating in these activities. The risk of sustaining injuries results from the nature of the activity and may occur without fault of either the student or the School Board, its employees, or the facility where the activity is taking place. By choosing to take part in this activity, you are accepting the risk that you/your child may be injured. The chance of an injury occurring can be reduced by carefully following instructions at all times while engaged in the activity. It is recommended that your son/daughter have a recent medical examination to ensure fitness to participate in this school program.

Signature of Trip Supervisor

Date

THIS FORM MUST BE READ AND SIGNED BY A PARENT OR GUARDIAN OF A PARTICIPATING STUDENT. ALL STUDENT MEDICAL & CONTACT INFORMATION FOR THIS TRIP WILL BE TAKEN FROM THE SCHOOL DATABASE AS OF SEPTEMBER OF THE CURRENT SCHOOL YEAR.

PLEASE FILL IN MEDICAL & CONTACT INFORMATION ONLY IF THERE HAVE BEEN CHANGES SINCE THIS TIME.			
Recent Injury / Illness:	_____	Medication:	_____
MB Health: 6-Digit #	_____	MB Health: 9-Digit #	_____
Family Doctor Name:	_____	Phone Number:	_____
Home Phone:	_____	Work Phone:	_____
Emergency Contact:	_____	Cell Phone:	_____
		Phone Number:	_____

ACKNOWLEDGEMENT:

I, _____ understand and accept the above, and hereby give permission for
(Parent / Guardian's Name)

_____ to participate in this activity.
(Student's Name)

I HAVE READ THE ABOVE INFORMATION AND DO HEREBY GIVE MY CONSENT.

Signature of Parent / Guardian

Date

APPENDIX 7: SCHOOL FUNDS DEPOSIT SUMMARY (available in the office)

SVRSS SCHOOL FUNDS DEPOSIT SUMMARY

Account: _____

Amount: _____

Details: _____

Date: _____

Prepared By: _____



For Office Use Only

Date of Deposit: _____

Deposit #: _____

Receipt #: _____

Cheque Total = _____

CASH

_____ x \$5.00 = _____

_____ x \$10.00 = _____

_____ x \$20.00 = _____

_____ x \$50.00 = _____

_____ x \$100.00 = _____

Cash Subtotal = _____

COINS

_____ x \$0.05 = _____

_____ x \$0.10 = _____

_____ x \$0.25 = _____

_____ x \$1.00 = _____

_____ x \$2.00 = _____

Coin Subtotal = _____

****PLEASE ADD ALL INFO FOR CHEQUES
AND CASH ON REVERSE SIDE INCLUDING STUDENTS
AND PARENTS NAMES**

AAA	INFORMATION TECHNOLOGY
ART	LAW
BADMINTON	LIFEGUARDING
BADMINTON PROVINCIALS	MARKETING INITIATIVE
BASEBALL	MHSAA HOCKEY
BASEBALL PROVINCIALS	MUSIC
BASKETBALL PROVINCIALS	OFFICIATING FEES
BASKETBALL JV GIRLS	RUGBY
BASKETBALL JV BOYS	RUGBY PROVINCIALS
BASKETBALL SV BOYS	SKIING
BASKETBALL SV GIRLS	SKILLS MANITOBA
BUS DRIVERS	SOCCER
COACHES	SOCCER PROVINCIALS
CURLING	SOCIAL JUSTICE
CURLING PROVINCIALS	SPORT TRAVEL
DRAMA	STUDENT COUNCIL
ELECTRICAL	STUDENT COUNCIL-PROM
EMA	STUDENT COUNCIL-TADD
ENVIROTHON	SVRSS ATHLETIC AUXILIARY
EXPERIENCES CANADA	TIGER'S DEN CASH MACHINE
FASTBALL	TOURNAMENT FEES
FASTBALL PROVINCIALS	TERRY FOX
FOOTBALL	TRACK AND FIELD
FOOTBALL PROVINCIALS	TRACK AND FIELD PROVINCIALS
FRENCH	VOLLEYBALL JV BOYS
GENERAL	VOLLEYBALL JV GIRLS
GEOGRAPHY CLUB	VOLLEYBALL SV BOYS
GOLF	VOLLEYBALL SV GIRLS
GOLF PROVINCIALS	VOLLEYBALL PROVINCIALS
GRAD-GENERAL	X-COUNTRY RUNNING
GRAD-CEREMONY	X-COUNTRY RUNNING PROVINCIALS
HEALTHY SCHOOLS	YEARBOOK
HOCKEY	

TOTAL CASH = _____

TOTAL COIN = _____

TOTAL CHEQUES = _____

TOTAL DEPOSIT = _____

APPENDIX 7: SCHOOL FUNDS DEPOSIT FORM – RECEIPT REQUEST

[illegible]

APPENDIX 8: PRE-SEASON PLAN (available in digital form)



SVRSS TIGER ATHLETICS SEASON PLAN

Head coaches are asked to complete and submit to school administration prior to their respective season starting.

SPORT:

HEAD COACH:

TEACHER SUPERVISOR:

ASSISTANT COACHES: _____ ASSISTANT COACHES: _____

ASSISTANT COACHES: _____ ASSISTANT COACHES: _____

ASSISTANT COACHES: _____ ASSISTANT COACHES: _____

ANTICIPATED NUMBER OF ATHLETES: _____

	PLANNED	ACTUAL
NUMBER OF LEAGUE/EXHIBITION GAMES (travelling)	_____	_____
NUMBER OF LEAGUE/EXHIBITION GAMES (hosting)	_____	_____
NUMBER OF TOURNAMENTS (travelling)	_____	_____
NUMBER OF TOURNAMENTS (hosting)	_____	_____
NUMBER OF DAYS MISSED FOR THE SEASON	_____	_____
NUMBER OF DAYS MISSED FOR PLAY-OFFS/PROVINCIALS	_____	_____
PLANNED NUMBER OF OVERNIGHTS FOR THE SEASON	_____	_____
ANTICIPATED NUMBER OF OVERNIGHTS FOR PROVINCIALS	_____	_____
MILEAGE FOR THE SEASON	_____	_____

ATHLETE/PLAYER FEES: _____

UNIFORM PURCHASES: YES NO (please circle one) If YES, anticipated cost _____

FUND RAISING ACTIVITIES (IF ANY):

HEAD COACH Signature: _____ DATE: _____

PRINCIPALS NOTES:

APPENDIX 9: SCHOOL SPONSORED ATHLETIC & OUT OF SCHOOL EXPERIENCES FORM (available in digital form)



School Sponsored Athletic and Out-of-School Student Experiences Request Form

ACTIVITY	LEVEL OF APPROVAL
<input type="checkbox"/> Out of School Experience	<input type="checkbox"/> Principal
<input type="checkbox"/> Athletic	<input type="checkbox"/> Principal & Superintendent
<input type="checkbox"/> Work Experience	<input type="checkbox"/> Principal, Superintendent & Board

Name of School	Phone		Fax					
Destination								
Event / Competition								
Departure Date	Departure Time							
Return Date	Return Time							
Grade Levels	JK <input type="checkbox"/>	SK <input type="checkbox"/>	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>	# of Students
	6 <input type="checkbox"/>	7 <input type="checkbox"/>	8 <input type="checkbox"/>	9 <input type="checkbox"/>	10 <input type="checkbox"/>	11 <input type="checkbox"/>	12 <input type="checkbox"/>	1

Accommodations	Phone Number	
Host Facility Name	Phone Number	
Other Contact Name	Phone Number	

Name of Supervisor(s)	Gender	Teacher	Chaperone
	M <input type="checkbox"/>	F <input type="checkbox"/>	<input type="checkbox"/>
	M <input type="checkbox"/>	F <input type="checkbox"/>	<input type="checkbox"/>
	M <input type="checkbox"/>	F <input type="checkbox"/>	<input type="checkbox"/>
	M <input type="checkbox"/>	F <input type="checkbox"/>	<input type="checkbox"/>

Method Transportation (as per SVSD policy)
<input type="checkbox"/> SVSD School Bus – Req #
<input type="checkbox"/> Volunteer Driver (Adult)
<input type="checkbox"/> Student Volunteer Driver (In Division)
<input type="checkbox"/> No transportation provided by school
<input type="checkbox"/> Commercial Airline
<input type="checkbox"/> Walking
<input type="checkbox"/> Other –

Source of Funding

Checklist		
Principal	Principal/Superintendent	Principal/Superintendent/School Board
<input type="checkbox"/> Acknowledgement of Risk Form	<input type="checkbox"/> Acknowledgement of Risk Form	<input type="checkbox"/> Acknowledgement of Risk Form
<input type="checkbox"/> Travel & Health Insurance - if needed	<input type="checkbox"/> Travel & Health Insurance - if needed	<input type="checkbox"/> Travel & Health Insurance - if needed
<input type="checkbox"/> Itinerary / Schedule Attached	<input type="checkbox"/> Itinerary / Schedule Attached	<input type="checkbox"/> Itinerary / Schedule Attached
<input type="checkbox"/> Parent Correspondence Attached	<input type="checkbox"/> Parent Correspondence Attached	<input type="checkbox"/> Parent Correspondence Attached
<input type="checkbox"/> Supervision Plan Attached	<input type="checkbox"/> Supervision Plan Attached	<input type="checkbox"/> Supervision Plan Attached
	<input type="checkbox"/> Parent Info Checklist Reviewed	<input type="checkbox"/> Parent Info Checklist Reviewed
	<input type="checkbox"/> Parent Meeting - Principal Discretion	<input type="checkbox"/> Parent Meeting - Principal Discretion
		<input type="checkbox"/> Country Travel & Advisory Checked (www.travel.gc.ca)

The personal information contained on this form is collected under the authority of the Public Schools Act, the Education Administration Act and the Freedom of Information and Protection of Privacy Act for the purpose of participating on school trips. If you have any questions about this form, please contact your school principal.

APPENDIX 10: PARENT TRAVEL CONSENT - SEASON (available in digital form)



SVRSS TIGER ATHLETICS

PARENT CONSENT: School Team Name Here

TRAVEL DATES

DATE	LOCATION	MODE of TRAVEL	DEPARTURE TIME	ACCOMODATIONS
DATE	LOCATION	MODE of TRAVEL	DEPARTURE TIME	ACCOMODATIONS
DATE	LOCATION	MODE of TRAVEL	DEPARTURE TIME	ACCOMODATIONS
DATE	LOCATION	MODE of TRAVEL	DEPARTURE TIME	ACCOMODATIONS
DATE	LOCATION	MODE of TRAVEL	DEPARTURE TIME	ACCOMODATIONS

Additional travel & tournament information will be available the week prior to leaving.

Transportation ordinarily will be by Division bus(es). However, occasionally it is necessary to arrange transportation by division van or parent vehicles when buses are not available. (R5.36.1) It is understood that your child/ward is to obey all school rules and that disciplinary action will be taken if deemed necessary.

Elements of Risk: Educational activity programs, such as the above activity, involve certain elements of risk. Injuries may occur while participating in these activities. The risk of sustaining results from the nature of the activity and may occur without fault of either the student or the school board, its employees, or the facility where the activity is taking place. By choosing to take place in this activity, you are accepting the risk that your child may be injured. The chances of an injury can be reduced by carefully following instructions at all times while engaged in the activity. It is recommended that your child/ward have a recent medical examination to ensure fitness to participate in this program.

PLEASE FILL IN MEDICAL & CONTACT INFORMATION ONLY IF THERE HAVE BEEN CHANGES

Recent Injury/Illness: _____ Medication(s): _____

MB HEALTH: 6 digit # _____ 9 digit #: _____

Family Doctor Name: _____ Phone: _____

Home Phone: _____ Work Phone: _____ Cell Phone: _____

Emergency Contact Name: _____ Phone: _____

ACKNOWLEDGEMENT

I, _____ understand and accept the above, and hereby give permission for _____ to participate/travel in these activities.

I HAVE READ THE ABOVE AND DO HEREBY GIVE MY CONSENT

Signature: _____

Date: _____

APPENDIX 11: PROJECTED BUDGET – SAMPLE (available in digital form)

SVRSS Varsity Girls Basketball						Mileage Charges:		Meal Charges:			
Projected Budget 2022-23						15 passenger: \$0.20/km 7 passenger: \$0.12/km bus: \$1.28/km		Breakfast: \$7.85 Lunch: \$9.85 Dinner: \$16.70			
Head Coach: Shayne Yaschyshyn											
Assistant Coaches: David Houston and Decorbea Fleury (only one will travel)											
Manager: Lynda Malkoske											
Female Staff Representative on trips: Shirley Yaschyshyn (when L. Malkoske isn't travelling)											
Players: 12											
Account	Description	Account	Event	Event	Event	Event	Event	Event	Event	Event	Event
EXPENSES		Total	Crocus Plains Dec. 9/10, 2023	Nelson McIntyre Jan 6/7, 2023	Pizza Place Jan 20/21, 2023	Sanford Feb 2-4, 2023	Co-op Feb 10/11, 2023	Stonewall Feb 17/18, 2023	Zone Game ?	Qualifier Tour ?	Provincials-Thompson March 15-19, 2023
Tournament Fees (3 allowed)	Paid Out	\$1,050.00	\$300.00	\$300.00		\$450.00					
Coaches (2 coaches, 3 tournaments)	Hotels	\$1,124.00	\$275.10	\$323.62		\$525.28					
Coaches (2 coaches, 3 tournaments)	Meals	\$371.70	\$106.20	\$106.20		\$159.30					
Officiating Fees (\$40/ref; 2 refs/game)	Paid Out	\$2,880.00			\$960.00		\$1,920.00				
Provincials	\$500 maximum	\$0.00									
Mileage (650km @ \$1.28/km = \$832)	\$832 maximum total	\$832.00	\$160.00	\$220.00		\$300.00		\$152.00			
Basketball - SV Girls	Mileage over \$832	\$772.00						\$68.00	\$512.00	\$192.00	
Basketball - SV Girls	Tournament Entry Fees >	\$300.00						\$300.00			
Basketball - SV Girls	Meals - 3rd Coach, >3 tou	\$554.55	\$53.10	\$53.10		\$79.65		\$159.30	\$50.10	\$159.30	
Basketball - SV Girls	Hotels - Coach >3 tourn	\$596.72						\$276.72		\$320.00	
Basketball - SV Girls	Hotels - Players	\$2,581.08	\$412.65	\$485.43		\$787.92		\$415.08		\$480.00	
Basketball - SV Girls	Miscellaneous	\$200.00			\$100.00		\$100.00				
		Row Total:									
SVRSS Total:		\$5,425.70	\$681.30	\$729.82	\$960.00	\$1,134.58	\$1,920.00	\$0.00	\$0.00	\$0.00	\$0.00
SVSD Total:		\$832.00	\$160.00	\$220.00	\$0.00	\$300.00	\$0.00	\$152.00	\$0.00	\$0.00	\$0.00
Basketball - SV Girls Total:		\$5,004.35	\$465.75	\$538.53	\$100.00	\$867.57	\$100.00	\$1,219.10	\$562.10	\$1,151.30	\$0.00

SVRSS Varsity Girls Basketball						Mileage Charges:			Meal Charges:								
Projected Budget 2022-23						15 passenger: \$0.20/km			Breakfast: \$7.85								
						7 passenger: \$0.12/km			Lunch: \$9.85								
Head Coach: Shayne Yaschyshyn						bus: \$1.28/km			Dinner: \$16.70								
Assistant Coaches: David Houston and Decorbea Fleury (only one will travel)																	
Manager: Lynda Malkoske																	
Female Staff Representative on trips: Shirley Yaschyshyn (when L. Malkoske isn't travelling)																	
Players: 12																	
Account	Description	Account	Player	Player	Player	Player	Player	Player	Player	Player	Player	Player	Player	Player	Pizza Pl	Co-op	
REVENUE		Total															
Tournament Fees	Collected	\$3,000.00													\$900.00	\$2,100.00	
Basketball - SV Girls	Player Fees	\$3,600.00	\$300.00	\$300.00	\$300.00	\$300.00	\$300.00	\$300.00	\$300.00	\$300.00	\$300.00	\$300.00	\$300.00	\$300.00			
Basketball - SV Girls	Fundraising - 50/50 tickets	\$600.00	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00			
Basketball - SV Girls	Fundraising - Adopt a Tiger	\$600.00	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00			
Basketball - SV Girls	Corporate Sponsorship	\$750.00													\$250.00	\$500.00	
		Row Total:															
	SVRSS Total:	\$3,000.00													\$900.00	\$2,100.00	
	Basketball - SV Girls Total:	\$5,550.00	\$400.00	\$400.00	\$400.00	\$400.00	\$400.00	\$400.00	\$400.00	\$400.00	\$400.00	\$400.00	\$400.00	\$400.00	\$250.00	\$500.00	
Estimated Expenses: ~\$5500.00																	
Corporate Sponsorship reduction: \$5500.00 - 750.00 = \$4750																	
Cost per player: \$4750/12 = \$400.00 *based on 12 players on the team. Player fees will be adjusted if player number is different																	
Fees: \$300 + \$100 Adopt a tiger and/or 50/50 tickets																	
or \$350 + \$50 Adopt a tiger and/or 50/50 tickets																	
*Provincials will be an extra cost based on travel and accommodation cost (~\$100)																	
Summary: Revenue-Expense																	
SVRSS	~\$2,425.70																
SVSD	-\$832.00																
Basketball - SV Girls	\$545.65																

APPENDIX 12: FUNDRAISER REQUEST FORM (available in digital form)

APPENDIX 13: MB KIDSPORT APPLICATION (available online)



2021 Application for Financial Assistance

ABOUT THE GRANT

- Financial assistance is designed to help children ages **18 and under** who would not play a sport without KidSport™. Preference is given to children being introduced to a sport.
- Costs relating to camps, travel, championships, uniforms, equipment, etc. do not qualify.
- Financial assistance is disbursed up to a maximum of \$300 per calendar year per athlete. **Eligible applicants may not necessarily receive their full funding request.**
- Sport activities must be affiliated with organizations recognized by Sport Manitoba, to find a list of sports eligible, please visit sportmanitoba.ca/partners

FUNDING POLICIES

- A) Deadlines are the 15th of each month (or the last working day prior to the 15th) at 4:30pm. Please allow a minimum of 3 weeks after deadline for processing. Both the Parent/Guardian and Sport Organization/Club will receive a letter indicating the outcome of the application.
- B) Funding cheques are sent directly to Sport Organizations. **Cheques cannot be issued to applicants.**
- C) We ask that you to register for your program before submitting your application and recommend submitting the deadline prior to the program starting. Funding can't be provided for programs that have already been completed.
- D) **The Sport Information section must have an original signature** from a Sport Organization representative.
- E) Official proof of total income must be provided for **all adults/guardians** living in the home. **Income is based on total income, not taxable income. Applications will not be processed without proof of income.** Please provide a copy of your Canada Customs and Revenue Agency Notice of Assessment showing Line 150 – Total Gross Income. Additional proof of income, such as pay stubs, T4 slips, insurance such as EI or disability, or educational income assistance. To obtain your most recent Canada Customs and Revenue Agency Notice of Assessment, contact Revenue Canada at 1-800-959-8281 or log into your CRA Account online.
- F) If you are a Foster Parent of the applicant or if you are on Social Assistance, please provide proof of Foster Parent Status, Social Assistance Status, or letter from a case worker. Foster parents are not required to submit their financial information when applying for their foster children; however, a copy of your current foster license is required.
- G) **NEW:** If your family's financial situation has been impacted due to COVID-19, please submit your most recent Notice of Assessment as well as verification that you have applied to, and received any of the following: Canada Emergency Response Benefit, EI Benefits, Income Assistance or Indigenous Social Assistance, Temporary Wage Top-Up, Canada Emergency Student Benefit.

Where do I Submit my Application?

145 Pacific Ave
Winnipeg, MB R3B 2Z6

Fax: (204) 809-4659
Phone: (204) 925-5911

KidSportMB@sportmanitoba.ca

If you need assistance completing this form or have questions, please contact.

Low Income Cut-Off Guidelines

Family Size	Maximum Annual Gross Income
2	\$ 33,141
3	\$ 40,743
4	\$ 49,467
5	\$ 56,105
6	\$ 63,276
7	\$ 70,449
+\$6,893 for each additional person	

ALL INFORMATION PROVIDED IN THIS APPLICATION WILL BE RETAINED BY KIDSPORT AND SHALL NOT BE RELEASED TO ANY OTHER PARTY WITHOUT THE EXPRESS WRITTEN CONSENT OF THE APPLICANT.

APPENDIX 13: MB KIDSPORT APPLICATION

STEP 1 CHILD INFORMATION

Child's Last Name: _____ First Name: _____

☐ Male ☐ Female Age _____ Date of Birth: Year _____ Month _____ Day _____

Sport applying for: _____ Years in Sport: _____ **Total Funding Request: \$ _____ (Max: \$300)**

Mailing Address: _____

City: _____ Postal Code: _____ Number of Dependent(s) (18 & under) in Family: _____

Has this Child Ever Received KidSport™ Funding Assistance Before? ☐ Yes ☐ No If YES when? _____

OPTIONAL: Is the child applying identified as:

☐ Indigenous ☐ New Immigrant ☐ Para Sport Athlete ☐ Other _____

I authorize KidSport and the Sport Organization to discuss the status of this application.

Parent/Guardian Signature _____ Date _____

STEP 2 PARENT / GUARDIAN INFORMATION

The parent/guardian will act as contact person for the child & will receive all correspondence.

Last Name: _____ First Name: _____ Telephone: _____

E-mail: _____ Relationship to Child: _____

Please check one: ☐ Single Parent ☐ Married ☐ Common-Law

If Married or Common-Law, please include both partner's income when indicating total household annual income.

Do any of the following apply to your family? ☐ Social Assistance ☐ Foster Parent

If Yes, Proof of Status must accompany application – See Funding Policy E

STEP 3 SPORT INFORMATION (must be completed by the Sport Organization/Club)

Sport Organization/Club: _____

Mailing Address: _____ City: _____ Postal Code: _____

Contact: _____ Position: _____ Email: _____

Sport Organization Signature: _____ Telephone: _____

Sport Registration Fee: \$ _____ (**not** including fundraising, pictures, uniforms, membership etc.)

Program Dates: (Start) _____ (End) _____

STEP 4 FINANCIAL INFORMATION

Official proof of total income must be provided for all partners as indicated above living in the home.

I have provided one of the following supporting documents: (*please check all boxes that apply*)

☐ Canada Customs and Revenue Agency Notice of Assessment (NOA) (*See Funding Policy 'E'*)

☐ COVID-19 Relief: _____ **Must include NOA** (*See Funding Policy 'G'*)

☐ Proof of Social Assistance Status (*See Funding Policy 'E'*)

☐ Proof of Foster Parent Status (*See Funding Policy 'E'*)

☐ Other Income: _____ (*See Funding Policy 'F'*)

HOUSEHOLD ANNUAL INCOME: PARTNER #1: \$ _____ +

PARTNER #2: \$ _____ = TOTAL HOUSEHOLD INCOME \$ _____

APPENDIX 14: STUDENT ACCIDENT INCIDENT REPORT (available in digital form)

Student Accident Incident Report

-enter all information by going to:

<https://www.hubinternational.com/en-CA/programs-associations/manitoba-school-boards-association/>

Also submit conformation report from Jotform to rdelaurier@svsd.ca - these will be kept on file.

Student Name: _____ Date of Birth: _____

Date of Accident: _____ Time of Accident: _____

Where did the accident occur: Choose Other – Basketball Tournament/Practice/Game

Describe in Detail how accident occurred:

Injury classification:

- ☐ Minor – such as scratch, bruise, scrape, minor cut, minor sprain
- ☐ Moderate – such as serious cut, more severe sprain, broken finger
- ☐ Severe – such as injury to eye, head, face, back, broken arm/leg

Exact Nature and Type of Injury:

Was the injury treated: Y N Not known If Y, by whom? _____

If Y, type of treatment: _____

Was a teacher/supervisor present or providing supervision: Y N Not known

If Y, name of teacher/supervisor: _____

Was pupil: sent home taken to hospital Number of school days missed: ____

Was parent notified: Y N If yes, by whom: _____



Has there been subsequent contact with the parent: Y N

Is student covered by student accident protection plan: Y N Not known

APPENDIX 15: STUDENT, NON STUDENT & EMPLOYEE ACCIDENT INCIDENT REPORT

(available online)

Incident Reports MUST be submitted electronically to [MSBA - Incident Report Form \(jotform.com\)](https://jotform.com)



MSBA: Incident Report Form


Please Select Your School Division

Phone Number * -
Area Code Phone Number

Please select the type of incident to report: *

☐ Student Accident Incident Report
☐ Non-Student Accident Incident Report
☐ Employee Accident Incident Report

Next



Student Accident Incident Report

First name of Injured Person *

 This field is required.

Last name of Injured Person *

Date of Birth of Injured Person *

mm-dd-yyyy

Date

Address *

Street Address

Street Address Line 2

City


State / Province

Postal / Zip Code

Injured Person Phone Number *

-
Area Code Phone Number

Date of accident *

mm-dd-yyyy 
Date

Time of Accident *

: AM
Hour Minutes

Where did the accident occur? *

Describe in detail how the accident occurred *

Please ensure you include what was occurring BEFORE, DURING and AFTER the accident. Please ensure you provide as much context as possible.

APPENDIX 16: SCHOOL FUNDS EXPENSE FORM (available in the office)



SVRSS SCHOOL FUNDS EXPENSE

DATE: _____

AMOUNT: _____

REASON: _____

REQUESTED BY: _____

CHEQUE TO BE ISSUED TO: _____
(Address must be included)

CHARGE TO ACCOUNT: _____

PRINCIPAL SIGNATURE: _____

*****Please be sure that invoices and registration forms are attached with the form at time of submission. Cheques will not be issued without valid information. Cheques will not be issued 2 months after activity/season.***

Meals	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Date							
Breakfast							
Lunch							
Dinner							

Meal allowance will be the following: Breakfast \$7.85, Lunch \$9.85 and Dinner \$16.70.

PLEASE CHECK ALL THAT APPLY

- ☐ TRAVEL EXPENSES
- ☐ PROVINCIALS
- ☐ COACHES EXPENSES
- ☐ STUDENT HOTELS
- ☐ TOURNAMENT FEES
- ☐ OFFICIATING COSTS
- ☐ **OTHER (SEE REVERSE SIDE)**

OFFICE USE ONLY

Cheque Issued By: _____

Cheque #: _____

Amount: _____

Date: _____

APPENDIX 16: SCHOOL FUNDS EXPENSE FORM – PROGRAM DESIGNATION

<u>ACCOUNT</u>	<u>CHECK</u>	<u>ACCOUNT</u>	<u>CHECK</u>
AAA		INFORMATION TECHNOLOGY	
ART		LAW	
BADMINTON		LIFEGUARDING	
BADMINTON PROVINCIALS		MARKETING INITIATIVE	
BASEBALL		MHSAA HOCKEY	
BASEBALL PROVINCIALS		MUSIC	
BASKETBALL PROVINCIALS		OFFICIATING FEES	
BASKETBALL JV GIRLS		RUGBY	
BASKETBALL JV BOYS		RUGBY PROVINCIALS	
BASKETBALL SV BOYS		SKIING	
BASKETBALL SV GIRLS		SKILLS MANITOBA	
BUS DRIVERS		SOCCER	
COACHES		SOCCER PROVINCIALS	
CURLING		SOCIAL JUSTICE	
CURLING PROVINCIALS		SPORT TRAVEL	
DRAMA		STUDENT COUNCIL-GENERAL	
ELECTRICAL		STUDENT COUNCIL-PROM	
EMA		STUDENT COUNCIL-TADD	
ENVIROTHON		SVRSS ATHLETIC AUXILIARY	
EXPERIENCES CANADA		SVSD BUS DRIVE TRAVEL EXP	
FASTBALL		TIGER'S DEN CASH MACHINE	
FOOTBALL		TERRY FOX	
FOOTBALL PROVINCIALS		TRACK AND FIELD	
FRENCH		TRACK AND FIELD PROVINCIALS	
GENERAL		TOURNAMENT FEES	
GEOGRAPHY CLUB		VOLLEYBALL JV BOYS	
GOLF		VOLLEYBALL JV GIRLS	
GOLF PROVINCIALS		VOLLEYBALL SV BOYS	
GRAD-GENERAL		VOLLEYBALL SV GIRLS	
GRAD-CEREMONY		VOLLEYBALL PROVINCIALS	
GRANTS-HEALTHY SCHOOLS		X-COUNTRY RUNNING	
HOCKEY		X-COUNTRY RUNNING PROVINCIALS	
HOCKEY		YEARBOOK-GENERAL	

APPENDIX 17: TOURNAMENT INFORMATION SHEET – SAMPLE (available in digital form)



SVRSS TIGER ATHLETICS

Tournament Information: Varsity Girls Basketball

TOURNAMENT NAME
TOURNAMENT LOCATION
TOURNAMENT DATE

Transportation:

Coaches:

Teacher Supervisor:

Departure Date/Time:

Returning Date/Time:

Accommodations:

Costs: Players will require meal money for the weekend, breakfast is/is not included at this hotel.

Other: I would encourage players to always travel with additional snacks and water.

The Schedule is attached/on the reverse of this sheet.

APPENDIX 18: SEASON SUMMARY (available in digital form)



SVRSS TIGER ATHLETICS SEASON SUMMARY

Head Coaches are asked to complete and submit to school administration at the conclusion of their respective season

SPORT: _____

HEAD COACH:

ASSISTANT COACH:

COACH/MANAGER:

NUMBER OF STUDENT/ATHLETES:	\$	
HOME TOURNAMENT FEES:	\$	
ATHLETE/PLAYER FEES COLLECTED:	\$	
HOME TOURNAMENT FEES:	\$	
FUND RAISING ACTIVITIES	\$	
(canteen, adopt-a-tiger, 50/50		
King of hearts 50/50)		
Corporate Sponsors	\$	
SVSD Contribution (Provincials)	\$	
Player fees not collected	\$	
(Outstanding amount and player name to JMA)		
TOTAL REVENUE	\$	0

2019 – 2020 PROGRAM COSTS

TRAVEL MILEAGE for season: (7301 km)	\$	
OFFICIATING:	\$	
TOURNAMENT FEES:	\$	
UNIFORMS:	\$	
FUNDRAISING (includes payout for 50 \$	\$	
MISCELLANEOUS:	\$	
COACHES MEALS:	\$	
ATHLETES HOTEL ROOM:	\$	
COACHES HOTEL ROOMS (season)	\$	
Total Expenses	\$	0
Profit/Loss		0

COACHES NOTES:

Number of tournaments attended

Anticipated Costs for Next Season (ie: uniform replacements, unexpected costs)

APPENDIX 19: SVRSS SCHOOL VOLUNTEER CHECKLIST (available in the office)



**SWAN VALLEY
REGIONAL SECONDARY
SCHOOL**

Jacque Mydynski-Arp B.Ed., M.A., G.D.Ed.
Cam Mateika B.Ed., P.B.Ed., M.Sc., Ph.D.
Kirsten Glen B.Ed.

Principal
Vice-Principal
Vice-Principal

Box 5000, Swan River, MB R0L 1Z0 Tel. (204) 734-4511 Fax (204) 734-3855 www.svsvd.ca/svrss

The Swan Valley School Division protocol of standards are requirements for volunteer involvement at the Swan Valley Regional Secondary School include:

1. Letter of Acknowledgement from school principal indicating volunteer involvement.
2. Take Letter of Acknowledgement along with two pieces of identification to the office of the Royal Canadian Mounted Police to process your Criminal Record and Vulnerable Sector checks.

Two pieces of government issued ID which includes:

- a) ID must have full legal name (ie. Birth Certificate, MHSC, Band and Status Cards)
 - b) ONE piece of ID must include a photo (ie. Driver's Licence, Passport)
3. Complete an application for Child Abuse Registry Check
 - Return to school principal
 - Principal forwards to Superintendent
 - Superintendent signs and sends application to Manitoba Child Abuse Registry

APPENDIX 20: SVRSS SCHOOL VOLUNTEER LETTER (available in the office)



**SWAN VALLEY
REGIONAL SECONDARY
SCHOOL**

Jacquie Mydynski-Arp B.Ed., M.A., G.D.Ed.
Cam Mateika B.Ed., P.B.Ed., M.Sc., Ph.D.
Kirsten Glen B.Ed.

Principal
Vice-Principal
Vice-Principal

Box 5000, Swan River, MB R0L 1Z0 Tel. (204) 734-4511 Fax (204) 734-3855 www.svsd.ca/svrss

Date: _____

To Whom it May Concern:

This is to advise you that _____ is acting as a volunteer chaperone for a school trip, with no remuneration beyond expenses incurred during the trip (room, meals).

We would request that any fees normally charged for the required Criminal Record and Vulnerable Sector checks be waived because of their volunteer status.

Thank you,

Jacquie Mydynski- Arp
Principal

APPENDIX 21: MB CHILD ABUSE REGISTRY CHECK ONLINE (available online)

Province of Manitoba | Families | Adult and Child Abuse Registry (gov.mb.ca)

Adult and Child Abuse Registry

manitoba.ca > Families > Adult and Child Abuse Registry

Welcome to the Adult and Child Abuse Registry Online Application Form

IMPORTANT: To submit your application using the online service, you must meet mandatory identification requirements. Applicants will need to choose one of the following options:

1. Pick up at the Adult and Child Abuse Registry Office:

1st Floor - 777 Portage Avenue
Winnipeg, MB R3G 0N3

Office Hours: Monday-Friday 8:30am to 4:30pm

Note: Our office is closed during all holidays.

To pick up the results, you must present two pieces of mandatory identification (see below for a list of identification options).

Note: Applications cannot be picked-up by a third party (i.e. someone other than the applicant).

2. Mail-out. To have application results mailed out, the applicant must upload a scanned photocopy showing two pieces of mandatory identification. The documents must be verified by a witness ([see example](#)).

Both pieces of identification must appear on a single document; uploads are limited to one page.

The following file formats will be accepted: *.gif; *.jpeg; *.jpg; *.pdf; *.png

File size is limited to a maximum of 5MB

Note: If you are applying for an unpaid position working with children or specified adults (ex: as a volunteer, student trainee or work placement), please contact the organization to determine if they have an employer application form.

Notice of Mandatory Identification Requirements

Applicants must provide two valid pieces of government-issued identification (ID), one of which must include the applicant's name, date of birth, signature, photo and an expiry date.

Primary identification must include a photo and be one of the following:

- driver's licence
- passport
- Aboriginal status card
- identification card from a motor vehicle registry
- FAST card from Canada Border Services Agency
- permanent resident card
- other photo id

Secondary identification can be one of the following:

- birth certificate
- social insurance number
- Manitoba health card
- citizenship card
- firearms licence
- immigration papers
- Department of National Defence card
- NEXUS card
- other secondary id

If you are unable to meet the mandatory ID requirements, please contact the registry office.

We reserve the right to require further identification in order to confirm identity.

A valid credit card is required for online payment. Interac, PayPal and similar options are not supported.

[Start my application](#)

APPENDIX 22: MB CHILD ABUSE REGISTRY CHECK MAIL (available online)



Information for Individuals Applying for a Self-Check Mail Child Abuse Registry Check

Checklist

Please note: Failure to complete your application in full will result in your form being rejected and returned to you via mail for correction

Have you completed the following?

- ☐ I have completed all three (3) pages of the application.
- ☐ I have dated and signed Part 1 and Part 2 within the past six (6) months.
- ☐ My witness has dated and signed Part 1 within the past six (6) months.
 - For more information regarding witness eligibility, please see the Information about the Witness section of the information package
- ☐ I have completed Part 2 of the application including my full name (section B-1) with no initials or omissions and I have indicated any previous or other names in the spaces provided.
- ☐ I have provided a photocopy of two (2) pieces of valid government-issued identification, one of which includes my name, date of birth, signature, photo and an expiry date.
 - For more information regarding identification requirements, please see the Notice of Mandatory Identification Requirements section of the information package.
- ☐ My witness has verified the photocopied identification page and provided his or her contact information including a daytime phone number where they can be reached.
 - **Important:** For more information regarding the photocopy verification process, please see the Information About the Witness and the Photocopied Identification section of the information package.
- ☐ I have indicated the number of applications required and identified my method of payment on Part 3 of the application.

APPENDIX 22: MB CHILD ABUSE REGISTRY CHECK MAIL



Information for Individuals Applying for a Self-Check Mail Child Abuse Registry Check

Notice of Mandatory Identification Requirements

Applicants must provide two valid pieces of government-issued identification (ID), one of which must include the applicant's name, date of birth, signature, photo and an expiry date.

Primary identification must include a photo and be one of the following:

- driver's licence
- passport
- Aboriginal status card
- identification card from a motor vehicle registry
- FAST card from Canada Border Services Agency
- permanent resident card
- other photo ID

Secondary identification can be one of the following:

- birth certificate
- social insurance number
- Manitoba health card
- citizenship card
- firearms licence
- immigration papers
- Department of National Defence card
- NEXUS card
- other secondary ID

If you are unable to meet the mandatory ID requirements, please contact the registry office. We reserve the right to require further identification in order to confirm identity.

Information About the Witness and the Photocopied Identification Page

To have your application accepted it must be accompanied by a photocopy of two (2) pieces of identification that have been verified by a witness.

Your witness can be anyone over the age of 18 who is not a member of your family by blood, marriage, common-law relationship, adoption or guardianship. This includes your:

- Immediate family: parent, child, sibling and their spouse or partner.
- Extended family: grandparent, aunt, uncle, nephew, niece, cousins and their spouse or partner
- Your spouse's immediate or extended family and their spouse or partner

In order to verify your identification, the witness must:

1. Examine the original identification.
2. Ensure the original identification matches the photocopy.
3. Sign and date the photocopy page.
4. Provide his or her contact information (please print) including:
 - name
 - a daytime telephone number
 - relationship to the subject and
 - number of years known (personal witness) or
 - place of employment and job title (professional witness)

EXAMPLE



Child Abuse Registry
2nd Floor – 777 Portage Avenue, Winnipeg MB R3G 0N3, CANADA
Telephone: (204) 945-6967 Fax: (204) 948-2222

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APPENDIX 22: MB CHILD ABUSE REGISTRY CHECK MAIL



Application for a Child Abuse Registry Self-Check (Mail)

Application pursuant to Section 19.3(4) of *The Child and Family Services Act* for access to the Child Abuse Registry

Part 1 Consent to Collection & Disclosure of Information and Results

RESET

I understand that the Director of Child and Family Services (the Director) is obtaining my personal information (including, if necessary for identification purposes, my Manitoba Health Reg. No.) described in Part 2 B so that the Director can conduct a Child Abuse Registry check on me. I understand that my personal information is being collected under the authority of subsection 37(1) of *The Freedom of Information and Protection of Privacy Act* and that my personal health information, **if any**, is being collected under the authority of subsection 14(1) of *The Personal Health Information Act*.

I understand that the Director will also use this information to update the Manitoba Child and Family Services Information System (CFSIS) and the Intake Module (IM) (collectively known as CFSA).

I understand that the results of the Child Abuse Registry check will disclose whether my name is listed on the Registry and that the Director will disclose the results described in Part 2 C to me.

I understand that the disclosure of the results of the check to me is authorized under Section 19 of *The Child and Family Services Act*.

I understand that the Director will release no other information without my written consent unless the Director is authorized or required to do so by law.

I understand that I may revoke this consent to the collection and disclosure of information and results by written statement at any time prior to the information being released under this consent.

I acknowledge that a photocopy of this signed consent is sufficient to allow for the disclosure of the information requested.

Consent below is limited to this application only and becomes effective on the date signed. This consent expires six months from the effective date.

I hereby consent to the collection of information in Part 2 B by the Director and the disclosure of the results of the check, described in Part 2 C, by the Director to me.

If you have any questions about the collection and disclosure of your personal information, you should contact the Child Abuse Registry at (204) 945-6967

DATE: _____ SUBJECT'S SIGNATURE: _____

DATE: _____ WITNESS'S SIGNATURE: _____

Note: Please see the application instructions for information regarding witness eligibility and identification verification.

APPENDIX 22: MB CHILD ABUSE REGISTRY CHECK MAIL



Application for a Child Abuse Registry Self-Check (Mail)

Application pursuant to Section 19.3(4) of *The Child and Family Services Act* for access to the Child Abuse Registry

Part 2 Information and Results

SECTION A – Access for SELF-CHECK

A-1 Subject's Mailing Label. Please print all information clearly.

Name		
Address	Apt. No.	
City	Province	Postal Code

Please note: Applications cannot be mailed to a third party (no exceptions)

SECTION B – SUBJECT'S INFORMATION (to be completed by the person being checked) (PLEASE PRINT CLEARLY)

B-1 Name: _____
Last Name First Name Middle Name (no initials)

Previous and Other Names:

a) Maiden Name: _____ b) Legal Name Change: _____

c) Also Known As: _____ d) Other Names Known by: _____

B-2 Birth Date: Month _____ Day _____ Year _____ B-3 Male ☐ Female ☐ Other ☐

B-4 Current Address: _____ Telephone: (_____) _____

City/Province: _____ Postal Code: _____ Email (optional): _____

B-5 Historical address(es). Apart from your current address, list any addresses where you have lived in the past five years:

B-6 **IDENTIFICATION:** To process your application, we require two valid pieces of government-issued identification. At least one must include your name, date of birth, signature, photo and an expiry date. A verified photocopy of the identification must be attached to this application.

Primary (photo) identification: _____ Secondary identification: _____

Type: _____ Type: _____

Identification Number: _____ Identification Number: _____

B-7 I hereby authorize the Director of Child and Family Services to search the Manitoba Child Abuse Registry to determine if my name is listed on the Registry. I hereby give my consent to the Director to release this information to me, in writing, upon completion of Section C below.

DATE: _____ SUBJECT'S SIGNATURE: _____

SECTION C – MANITOBA CHILD ABUSE REGISTRY RESULTS (to be completed by the Director of Child and Family Services) Office Use Only

This is to certify that as of the date indicated in this section, the subject:

IS NOT listed on the Manitoba Child Abuse Registry ☐

DATE: _____

IS LISTED on the Manitoba Child Abuse Registry ☐

Director of Child and Family Services or Designate

Note: The name of a young offender (under 18) may not appear on the Child Abuse Registry due to the non-disclosure provisions of *The Young Offenders Act* or *The Youth Criminal Justice Act*.

CHILD ABUSE REGISTRY
2nd Floor – 777 Portage Avenue, Winnipeg MB R3G 0N3, CANADA
Telephone: (204) 945-6967 Fax: (204) 948-2222

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APPENDIX 22: MB CHILD ABUSE REGISTRY CHECK MAIL



Application for a Child Abuse Registry Self-Check (Mail)

Application pursuant to Section 19.3(4) of *The Child and Family Services Act* for access to the Child Abuse Registry

Part 3 Fee Payment

Subject's Name _____

Application Fees (All fees are non-refundable)

There is a \$20.00 fee for your initial application.
Each additional application is \$5.00 when requested at the time of submission

Initial Application	1	@	\$20.00	<u>\$ 20.00</u>
Additional Applications	_____	@	\$5.00	<u>\$ _____</u>

NOTICE: If you are applying for an unpaid position (ex: as a volunteer, student trainee or work placement), please contact the organization to determine if they have an employer application form as a fee exemption may apply.

Method of Payment (Please check one box only and print all information clearly)

I authorize the Child Abuse Registry to charge my credit card: \$ _____ (CAD)

<input type="checkbox"/>	VISA	_____	_____	_____	_____	_____	_____
<input type="checkbox"/>	MASTERCARD	Credit Card Number				Expiry Date	

Cardholder Name (print)

Cardholder Signature

<input type="checkbox"/>	CHEQUE	} Payable to the Minister of Finance
<input type="checkbox"/>	CERTIFIED CHEQUE	
<input type="checkbox"/>	MONEY ORDER	

Note: Post-dated cheques will not be accepted.
A \$20.00 service fee will be charged on all returned cheques (NSF)

☐ **CASH** (We do not recommend sending cash through the mail)

☐ Check this box if a receipt is required

All three parts of this Application must be forwarded to the Child Abuse Registry for a check to be completed.

APPENDIX 23: MHSAA AWARDS & SCHOLARSHIPS

Student/athletes may be eligible for MHSAA awards & scholarships if they meet the eligibility criteria. Visit the MHSAA website for award & scholarship information at: <https://www.mhsaa.ca/awards/>

Check the website frequently as not all deadlines are in the Spring.

Download the application form from the website, take note of the deadline for the application.

Submit to SVRSS Student Services - Mrs Simpson.

Completed applications must be submitted 7 days before the stated deadline on the application.

Only completed applications will be considered.

Student Services/SVRSS PED Dept will be responsible for forwarding nominations to MHSAA.



AWARDS & SCHOLARSHIPS 2021-2022

ANY SPORT(S)	Credit Union Scholar Athlete
ANY SPORT(S)	Athlete of the Year
ANY SPORT(S)	McDonalds Leadership Award
BASKETBALL	Garett Lee Sidor Memorial Basketball Scholarship
HOCKEY	Alexander Josephson Memorial Hockey Scholarship
HOCKEY	Ken "Friar" Nicolson Award
HOCKEY	Sami-Jo Small Award
HOCKEY	Fred Stevenson Award
HOCKEY	Winnipeg Jets Alumni & Friends Scholarship
VOLLEYBALL	Dr Dale Iwanoczko Memorial Scholarship

Visit the MHSAA website for award & scholarship information at: <https://www.mhsaa.ca/awards/>

APPENDIX 24: TRANSFER POLICY AMENDMENT FOR THE 2021-2022 SCHOOL YEAR



Transfer Policy Amendment for the 2021-2022 School Year

Preamble:

The MHSAA received numerous inquiries as to the effect the COVID-19 pandemic has on the Association's transfer policy, and questions surrounding transfers happening now or moving into next school year.

At the request of the MHSAA Board of Directors, a survey of all 15 member Zones was conducted by the MHSAA's Executive Director regarding this topic. Responses were received from all Zones Presidents and the results clearly indicated a desire by our member schools to see a temporary amendment to the transfer policy in response to the COVID-19 pandemic.

A core element of the MHSAA transfer policy, as established by our member schools, is that student-athletes that transfer schools are ineligible for 12 months, in any sport they have participated in during the preceding 12 months. This is a common concept in school sport across Canada. We know that at times in the past, individuals or schools make efforts to get around the rule, but generally the rule acts as a deterrent for athletically motivated transfers, something our membership has steadfastly believed is contrary to the goals and values of school sport.

The issue created by the COVID-19 pandemic is that we have had no interschool competition since mid-March 2020, and it appears unlikely we will see any meaningful competition for the remainder of this school year. This results in every student-athlete in Manitoba no longer being tied to their school for athletic purposes. Creating, for all intents and purposes, 35,000+ free agents who under current MHSAA policy, would be able to move schools primarily for athletic purposes, and participate immediately. There has been concern raised that without a change to policy in response to the situation created by the COVID-19 pandemic, there would be an unprecedented number of transfers motivated by sport that would have a significant effect on the competitive balance of school sport in Manitoba for years to come.

Any student-athlete requiring a transfer for one of the other approved reasons in the MHSAA transfer policy (change of principal residence, etc.) would still be able to have their new school submit a standard transfer appeal submission. The desired effect would be to achieve a consistent application of the existing MHSAA transfer rules, allowing those transfers that have traditionally been allowed, while closing the opportunity created by the COVID-19 pandemic for a potential high number of athletically motivated transfers.

The Association is cognizant that student-athletes and their families are currently planning for the Fall 2021 academic year, and we want to provide our member schools with the proper guidance so they can inform any inquiring students and their families appropriately.

APPENDIX 24: TRANSFER POLICY AMENDMENT FOR THE 2021-2022 SCHOOL YEAR

Transfer Policy Amendment:

Not competing in interschool competition in the COVID-19 affected seasons of play would not meet the requirement to transfer without a period of athletic ineligibility, therefore ensuring student-athletes are subject to the normal and existing MHSAA transfer policy.

The MHSAA Board of Directors has approved the following amendment to the MHSAA's Transfer Policy:

Point 1. of the MHSAA Transfer Policy for the 2021-2022 school year will read:

The student did not participate in a particular sport at the interschool level for twenty-four (24) months prior to the date of transfer. Written confirmation from the Principal or Vice Principal at the previous school is required. OR The student accepts his/her ineligibility under the Transfer Policy, but requests eligibility for the sports he/she did not participate in at the interschool level for the twenty-four (24) months prior to the date of transfer. Written confirmation from the Principal or Vice Principal at the previous school is required.

Students who transferred schools before October 1, 2020, are exempt from the twenty-four (24) months amendment.

Timeline:

The amendment will be in place for the 2021-2022 school year only. This amendment will be automatically removed following the 2021-2022 school year.

Intent and Rationale:

The intent is to state that missing a season of play due to COVID-19 cancellations, does NOT allow a student to transfer schools without restriction.

The October 1, 2020 date is to recognize that students may have transferred prior to the 2020-2021 school year and were expecting to either go through the process to obtain eligibility due to a valid transfer, or to sit out a year already. The MHSAA is aware that most student movement that occurs in the first few weeks of the year is normally done by the October 1 date.