



Northlands Parkway Collegiate
Nighthawks

Athletic Handbook
2018-2019

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Philosophy

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

It is a privilege for students to participate in extracurricular athletics. Participation is voluntary and is not a requirement, nor an entitlement. Therefore, extra time and effort are required of those who participate. A higher than normal standard of behavior must be maintained since the reputation of a school is often judged through its extra-curricular programs. Those who earn the privilege of representing Northlands Parkway Collegiate in extracurricular athletics are expected to accept greater responsibilities as school citizens.

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

Athletic Department

- ❑ Athletic Director..... Patrick Alexander
- ❑ School Administrators Tammy MacDonald (Principal)
..... Jeff Osinski (Vice Principal)

Programs

Students can participate at the Junior Varsity (Jr) and Senior Varsity (Sr) levels and when available at a grade 9 level as well.

Junior Varsity teams are open to students in Grade 9 and Grade 10.

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

All student athletes must meet Manitoba High School Athletics Association's eligibility requirements (ie. age requirements; years of activity; etc). For more information on this please contact your Athletic Director.

Northlands Parkway Collegiate supports the following athletic activities:

Sport	Boys			Girls			Mixed	
	Gr 9	Jr	Sr	Gr 9	Jr	Sr	Jr	Sr
Golf			•			•		
Cross Country		•	•		•	•		
Soccer			•			•		
Volleyball	•	•	•	•	•	•		
Hockey			•					
Basketball	•	•	•	•	•	•		
Curling			•			•		
Badminton		•	•		•	•	•	•
Baseball			•					
Fastpitch						•		
Track & Field		•	•		•	•		

Seasons of Play

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

- ❑ The preceding activity has priority for practice times and games.
- ❑ The trailing activity practices are not to include players of the preceding activity unless approved by the coach of said preceding activity.
- ❑ Final cuts for the trailing activity occurs a minimum of 2 practices after the completion of the preceding activity.

Participation Fees

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

- ❑ All participation fees will be determined by the school Administration and in consultation with the school's Athletic Director and covers costs related to referees; entry fees; awards; coaches gear; et cetra.
- ❑ An effort will be made to keep the fees consistent from one activity to the next, respective of the level of the team.
- ❑ Fees are paid to **Northlands Parkway Collegiate Student Council**.
- ❑ Players must pay fees in full, or arrangements for payment must be made with the Athletic Director, before they will be permitted to participate in league games or tournaments.

- The following chart shows the participation fee for each activity:

Soccer	\$35.00
Cross Country	\$25.00
Golf (Fall)	\$10.00 + green fees
Golf (Spring)	\$20.00 + green fees
Grade 9 Volleyball	\$80.00
Jr Girls Volleyball*	\$140.00
Jr Boys Volleyball*	\$140.00
Sr Girls Volleyball *	\$180.00
Sr Boys Volleyball*	\$180.00
Hockey *	\$400.00 + Hockey Manitoba Fee
Grade 9 Basketball	\$110.00
Jr. Girls Basketball*	\$190.00
Jr Boys Basketball*	\$190.00
Sr Girls Basketball*	\$220.00
Sr Boys Basketball*	\$220.00
Badminton	\$25.00
Curling	\$60.00
Baseball	\$90.00
Fastpitch	\$90.00
Track and Field	\$30.00

- *These Sports have a higher fee than others due to cost of tournaments, officials, added transportation, etc.*

Uniforms

All uniforms will be provided to the athletes on behalf of Northlands Parkway Collegiate (with the exception of the second uniform for the hockey team).

The uniforms will be distributed to the team members by the coach or Athletic Director - whichever is the most practical.

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

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

All uniforms are to be cold water washed and hung to dry.

Teams may be provided equipment, specific to their activity - this equipment is owned by the school. The care and supervision of this equipment shall be the responsibility of the coach or their designate. This equipment is provided for team use, and not for public use.

Transportation

The transportation for league, invitational, and/or provincial events may be handled in two fashions at the discretion of the coach. **The preferred method of transportation is school buses.**

School Bus

- ❑ The school buses must be booked through the athletic director.
- ❑ These bookings must take place a minimum of 7 days prior to the requested date of need (where possible).

Volunteer (Parent/Private) Vehicle

- ❑ Players may NOT transport themselves to games/tournaments/exhibition play.
- ❑ Family members may transport other immediate family members to events.
- ❑ Players may be transported to events by registered Volunteer Drivers (i.e. in the instance of a parent driving a van to a tournament).
- ❑ To become a registered Volunteer Driver, drivers must complete a Volunteer Driver Form and meet all requirements as stated on the form. See Appendix C.
- ❑ If volunteer vehicles are used for invitational events compensation will occur as per G.V.S.D. policy.

Practice and Game Times

All gym usage shall be booked through the Athletic Director.

League games and home tournaments have booking priority over practices.

Any activity underway shall have priority over the following season of play (e.g. volleyball over basketball).

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

Coaches may request specific practice times. While all efforts will be made to accommodate requests, it shall be the priority of the Athletic Director to provide a practice schedule that is equitable to all teams in accordance with priorities. The Athletic Director will create a practice schedule on a monthly basis. In some instances where seasons overlap it may be appropriate to develop a schedule on a weekly basis.

Coaches are encouraged to provide players and parents with individual copies of these schedules as they are available, and the Athletic Director will attempt to make them available on-line. Coaches should do their utmost to adhere to the practice and game schedule, and any changes should go through the Athletic Director. A change, addition, or cancellation to a game or practice should be made with as much advance notice as possible.

Guidelines for Student Athletes

Eligibility

To be eligible to participate in school extra-curricular activities, all student athletes must meet eligibility requirements as set out by the M.H.S.A.A.. Please note that any student who transfers schools after their grade 9 year will not be eligible to compete in any sport that they have participated in at their previous school for a period of 1 year. This may be appealed to M.H.S.A.A. in specific situations.

Students must be in attendance for the day of a practice or game in order to participate in that practice or game. Legitimate reasons for an absence, which would allow a student to participate on the same day as the absence, are;

- School Sanctioned Activities
- Appointments with health professionals
- Emergency Situations
- Planned absence for personal or educational purposes that have been approved by the school administration.

Students who are absent from classes for a portion of the day due to illness are not eligible to participate by simply making it to the remaining portion of their classes. It may be considered unethical for a coach to practice or play an athlete who was ill earlier in the day. The effects of that illness may linger and present a potential health risk to the athlete, their teammates, and their opponents if the athlete practices or plays that same day.

An athlete under suspension from school is also suspended from participation in extracurricular activities, until such time as the student has been reinstated to classes.

Conduct

Student athletes are representatives and ambassadors of Northlands Parkway Collegiate, Garden Valley School Division, and the community of Winkler.

Student athletes are expected to provide strong examples of leadership and citizenship both on and off the court/field of play, and both in and out of the classroom. Student athletes must also adhere to the school/division policy regarding all forms of social media (see student handbook under Policies and Procedures.)

Team Before Self - Most sports are team games and although it is proper and even necessary to have personal objectives, it is paramount that each member of an N.P.C. Nighthawks team possesses an unselfish attitude where team objectives are primary.

Regardless of when or where an athletic event occurs, it is considered a school-sponsored activity. The use of tobacco, drugs, or alcohol is prohibited and shall be strictly enforced.

If a student athlete does not conduct himself or herself in a manner that reflects favorably on the school, the privilege of participation may be suspended or revoked by a coach/supervisor, the Athletic Director, or Principal.

Injury

All student athletes should carry some form of medical insurance. It is suggested that any student athlete not having medical coverage, subscribe to the student insurance package that is offered at the beginning of each year.

Any student injured on or off the field of play, and requiring medical attention, must present a note from a physician before being eligible to practice or play again.

Commitment

Being a member of any school team is a privilege, which each athlete must earn. A key to earning that privilege is commitment to the team. Team success can only be achieved if all participants are committed. This type of commitment includes;

- Attendance at all practices, games and team events.
- Providing the coach with advance notice of absences from practices or games, and an explanation of that absence.

While it is acceptable for a student athlete to have a job, it is not reasonable to expect the coach to accept working as a legitimate reason for missing a practice or a game.

Zone and/or Provincial Fines/Performance Bonds

Any team or athlete that defaults in scheduled league or play-off games will cause the school to lose its Zone Performance Bond or be assessed a fine (as per Zone Competition Regulations). If the default is the responsibility of the school for whatever reason, the school will pay the fine/bond. If the default is the responsibility of the athlete(s), the athlete(s) involved must pay for the fine/bond and will not be eligible for further Zone competition in any sport at NPC until said fine/bond is paid.

Hazing

Hazing or negative initiation activities are prohibited at Northlands Parkway Collegiate. The planning, initiation of, or participation in such activities shall be dealt with under the behavioral expectation of NPC Nighthawks athletics, and may lead to suspension or removal from a team and/or school.

Guidelines for Coaches

The following guidelines are to be considered a code of conduct for the coaching staff of Northlands Parkway Collegiate.

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

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

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

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

The Coach should use acceptable language at all times. Vulgarity and profanity have no place on the athletic field or court, in the gym or in the classroom.

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

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

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

The Coach should be mindful of their position of guardianship entrusted by the athletes and their parents.

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

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

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

Team Selection

All activities are open to all students of Northlands Parkway Collegiate who meet the requirements of grade, gender, and general eligibility.

Coaches must conduct an open tryout, and may not make final cuts until after an appropriate time period to allow for proper evaluation of the student athlete.

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

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

Playing Time/Expectations

Northlands Parkway Collegiate participates in competitive leagues. As such, there will be few, if any instances where playing time for each player on the team will be equal. The amount of playing time may vary from game to game, or from week to week. Neither the player's grade nor prior years of playing experience with any team, will be a factor in determining playing time.

During the regular season, coaches are encouraged to consider the following recommendations for minimum playing time for athletes, but ultimately decisions regarding playing time shall be at the discretion of the coach.

Junior Varsity. approximately 30%
Senior Varsity. approximately 20%

For league/zone and provincial playoffs there are no recommendations.

Communication

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

- ❑ At the beginning of tryouts Coaches should provide a written statement of their philosophy, team goals, fees, and player expectations.
- ❑ Coaches should outline the process for communication. This process is explained in Appendix A.
- ❑ Coaches will hold a parent information meeting to outline expectations, schedules, appropriate methods of communication, etc. The Athletic Director and/or Principal/Vice Principal will be present to run the meeting (suggested agenda - Appendix B).

Sanctioned Absences and Early Dismissals

It is at times necessary for student athletes to be absent from classes, or to be released from the last class of the day prior to the end of the class. In these instances coaches are required to provide notice to all school staff. (For non-school coaches this should be done by the teacher-supervisor)

The notice may take the form of a hard copy to be distributed to all staff members or an e-mail to all staff members. The notice should be provided as early as possible, and must contain the following;

- A list of all students involved
- The date of the Sanctioned Absence
- Periods involved
- When appropriate, time of departure
- The event.

Guidelines for Parents

Support the team, the players, and the coaches.

Help your child to follow and uphold Northlands Parkway Collegiate athletes' guidelines for participation.

Support the goals of sportsmanship and help bring pride and respect to your child and Northlands Parkway Collegiate.

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

The Nest (canteen at NPC) may be open during home tournaments and other big events run by the various teams at NPC. Parents may be asked to help work at The Nest during those events. All proceeds will go towards the development of the fields in the back of the school (plans are to develop the area for a large walking path; outdoor rink for hockey/beach volleyball; etc) and other extracurricular costs such as transportation and uniforms.

Appendix A Parent/Coach Communication

Both parenting and coaching are difficult vocations. By establishing an understanding of each position, we are better able to accept the actions of the

other and provide greater benefits to students. It is also very important to remember that coaches are volunteers and they are giving their valuable time to work and help improve your child's leadership abilities, social skills, team cooperation and responsibility. Here are some guidelines to help you as a parent supporter of the athletics programs at Northlands Parkway Collegiate.

Communication Coaches expect from student athletes:

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

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

Communication Coaches expect from Parents:

- 24 hour rule prevails: please wait that period of time before choosing to contact a coach with a concern
- concerns expressed privately and directly to the coach away from the field of play
- notification of any scheduling conflicts well in advance
- specific concerns in regard to a coach's philosophy and or expectations

Appropriate Concerns to Discuss with Coaches:

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

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

Issues Not Appropriate to Discuss with Coaches:

- Playing time
- Team strategy
- Play calling

- ❑ Other student athletes

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

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

The Next Step:

- ❑ call and set up a meeting with the Athletic Director and/or Principal to discuss the situation
- ❑ at this meeting if a resolution cannot be reached, the next step can be determined

The coaches at Northlands Parkway Collegiate recognize the importance of extra-curricular activities. We provide a program that strives to provide your child with a positive and meaningful experience.

Appendix B Pre-season Meeting Discussion Points

Coach's Guidelines for a Preseason Parent's Meeting

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

- Team Rules and School Rules regarding athletics.
- Participation - amount of playing time athletes can expect.
- Sportsmanship - expectations by players and parents.
- The procedure to deal with disagreements between coach and players or parents:
 - at no time are problems to be discussed in front of other players.
 - ask parents to meet the following day with the athletic director
 - make sure there is parent communication!!
- Fees and the breakdown of the costs.
- Team supervision - coaches and parents

Other topics you may want to address

- Your coaching philosophy
- How practice sessions are conducted
- Length of practice times
- Expectation of attending practices
- The consequences of missing practices
- Medical information in case of injury
- Question and Answer

Appendix C – Volunteer Driver Form



GVSD VOLUNTEER DRIVER AUTHORIZATION APPLICATION

To be completed when volunteer drivers are used

Driver's Name: _____	Phone Number: _____	Cell # _____
Address: _____	E-mail: _____	
Driver's License Number: _____	Class: _____	Expiry Date: _____

Applications may be approved only when the driver possesses a valid, appropriate driver's license.

Vehicle(s): _____ / _____ / _____ / _____
Make / Model / License Plate No. / Seating Capacity (Including Driver)
_____ / _____ / _____ / _____
Make / Model / License Plate No. / Seating Capacity (Including Driver)

COMMITMENTS

By submitting this application to become a volunteer driver for the school board:

1. I undertake to ensure that the vehicle used to transport students is in safe operating condition.
2. I agree
 - a) to operate the automobile referred to herein in a safe manner
 - b) to abide by all applicable laws at all times while I am transporting students
 - c) to limit the number of passengers to the number of useable seat belts
 - d) to require proper use of occupant restraint systems (i.e., seatbelts, head restraints, airbags, seat position), and
 - e) to comply with the directions of teachers or agents of the school board.
3. I undertake to report to the school principal any suspension of my license or change in my insurance status which may occur after the date of this authorization while it remains in force.
4. I undertake to maintain, at all times, appropriate personal liability and indemnity insurance.
5. I understand that the board requires that the vehicle owner maintain, at all times, valid automobile **Third Party Liability Insurance** as required under Manitoba legislation in respect of liability for injury or death of any students who are passengers in the vehicle the volunteer driver is operating.
6. I understand that in case of an insurance claim (i.e., third party damage and/or personal injury) the vehicle owner's automobile liability insurance applies **before** that of the school board.
7. I understand that additional automobile liability insurance protection is provided under the school board's comprehensive general liability insurance policy for authorized drivers transporting students in privately-owned vehicles on an approved school activity. This insurance is **only** for an amount in excess of the limit of liability provided by the vehicle owner's liability insurance policy.
8. I accept the foregoing undertakings and certify that the information contained in this application is correct to the best of my knowledge:

Signature of Driver: _____

FOR OFFICE USE ONLY

The above-named driver is authorized to assist the school board during the current school year. The assistance is appreciated.

Signature of Principal/Designate: _____ Date: _____

Appendix D – Parent Consent Acknowledgement Form



GVSD OFF-SITE ACTIVITY(IES) CONSENT OF PARENT/GUARDIAN AND ACKNOWLEDGEMENT OF RISK

To be completed for: a) Day Field Trips – as determined by Administration; b) All Detailed Field Trips (Overnight or Longer)

Please read **both sides** of this Consent and Acknowledgement of Risk form. Clarify any questions or concerns with the teacher/leader BEFORE signing it.
If this form is not signed and returned to the school by _____, your child WILL NOT BE ALLOWED TO ATTEND.

PROGRAM/ACTIVITY INFORMATION – Specifics to be attached (ie. Team schedule)

ACTIVITY(S): NPC Nighthawks Sports Program
DATE(S): September 2018-June 2019
IN-CHARGE PHONE: (204) 325-8200

SCHOOL RESPONSIBILITIES

The school will make every reasonable effort to ensure or ascertain that:

- a. The staff, volunteers and/or service providers involved are suitably trained and qualified.
- b. The students are adequately supervised over all aspects of the program/activity.
- c. The location(s) used are appropriate and safe for the activity(ies) and group.
- d. Equipment used has been inspected and deemed appropriate and safe.
- e. A Safety Plan is in place to identify and manage known potential risks.
- f. An Emergency Plan is in place to deal with an injury or illness to one of the students.

POTENTIAL KNOWN RISKS

Potential risk of associated sport injuries and/or transportation risks

CONSENT AND ACKNOWLEDGEMENT OF RISK

1. Mode of Transportation: School Authorized Vehicles By: Division Authorized Drivers
2. I acknowledge my right to obtain as much information as I require about this program or activity and associated risks and hazards, including information beyond that provided to me by the school or board.
3. I freely and voluntarily assume the risks/hazards inherent in the program/activity and understand and acknowledge that my child may suffer personal and potentially serious injury due to an unforeseen event related to his/her participation.
4. My child has been informed that he/she is to abide by the rules and regulations, including directions and instructions from the school's and/or service providers administrators, instructors, and supervisors over all phases of the program/activity.
5. In the event my child fails to abide by these rules and regulations, disciplinary action may require his/her exclusion from further participation, or that I be contacted to have him/her transported home at my expense.
6. I acknowledge that it is my duty to advise the school of any medical/health concerns of my child that may affect his/her participation.
7. I acknowledge that the school may choose to cancel the trip for justified reasons (e.g., weather, health advisory, group behavior). I accept that the school will not be liable for any costs associated with such a cancellation.
8. I consent that the school and/or activity supervisors may secure such medical advice and services as they deem necessary for my child's health and safety, and that I shall be financially responsible for such advice and services.
9. Based on my understanding, acknowledgement, and consents as described herein, I agree that
 (Name of Student) _____ has my permission to participate in the Nighthawk Sport Program/ Activity.

Date: _____ Name (Please print): _____ Signature: _____

FIELD TRIP EMERGENCY MEDICAL INFORMATION (Write below or attach a separate page if more space is needed)

Student Name: _____ Birth Date: _____

Manitoba Health Registration No. (6-digits): _____ Manitoba PHIN (9-digits): _____

Student School Accident Insurance: Yes No

Allergies (e.g., specific drugs, certain foods, insect stings, hay fever) Specify:

Reaction(s) to above? _____

Carries Epi pen? Yes No Carries Ana Kit? Yes No

Medical/physical conditions that may affect participation in the stated program/activity (e.g., recent illness or injury, chronic conditions, phobias, etc.). Be specific:

Medication(s) taken (name, reason, dosage, storage, potential side effects/treatment of such):

Other Health/Medical/Dietary Concerns:

Emergency Contacts:
1) _____ Phone: (H) _____ (W) _____ (C)
2) _____ Phone: (H) _____ (W) _____ (C)