



Athletic Policy

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West Kings District High School - Athletic Policy

• West Kings District High School - Athletic Program

The administration of the West Kings Athletic Program will be handled by the Athletic Council consisting of:

- I. Members of the Executive Council and;
- II. One representative of each member team

Section A - Athletic Council

ATHLETIC COUNCIL - includes one representative of each approved team under the West Kings District High School athletic program.

1. PURPOSE: the purpose of the Athletic Council will be to review and set policy for the governing of school athletics at West Kings District High School. All policies must be compatible with existing NSSAF regulations.
2. MEETINGS:
 - I. ANNUAL GENERAL MEETING: A Regular Meeting of the Athletic Council shall be held within the month of September unless otherwise ordered by the Executive Council.
 - II. This regular meeting will be known as the Annual General Meeting and shall serve the purpose of electing/appointing the Executive Council, reporting any changes in constitutional matters, reading of reports, and for any other new business that may arise.
 - III. YEAR-END MEETING: The final meeting of the year shall be known as the Year-End Meeting and shall be for the purpose of introducing resolutions to the West Kings Athletic Policy and voting in amendments to the athletic policy.
 - IV. SPECIAL MEETINGS: can be called by the Athletic Council and shall be called upon the written request of 5 or more members of the Athletic Council. The purpose of the meeting shall be stated in the call. Except in the cases of emergency, at least one week notice shall be given.
 - V. VOTING POWER OF THE ATHLETIC COUNCIL:
 - i. Each Member Team - One Vote
 - ii. Each member of the Executive Council - One Vote
3. Athletic council members present at these meetings shall constitute a quorum.

Section B - Executive Council

EXECUTIVE COUNCIL - shall have general supervision of the affairs of the West Kings Athletic Program between the Annual General meeting and Year-End Meeting and vote on recommendations made by the Athletic Director.

1. THE EXECUTIVE COUNCIL SHALL CONSIST OF THE:

- I. Athletic Director (appointed by the principal)
 - II. Physical Education Representative (appointed by Athletic Director)
 - III. Two coaching representatives (elected at AGM, 2 year term)
- a) Semester One Sport Representative (Sport in operation from September - January)
 - b) Semester Two Sport Representative (Sport in operation from February - June)
- IV. One West Kings Staff Member (appointed by Athletic Director)

2. CURRENT MEMBERS OF THE WEST KINGS ATHLETIC EXECUTIVE COUNCIL:

Athletic Director	Ryan Harris
Physical Education Department Representative	Bill Walsh
Semester One Representative	Candice Davis (2nd Year)
Semester Two Representative	
West Kings Staff Representative	Chad Leblanc

3. MEETINGS:

- I. REGULAR MEETINGS: Regular meetings of the Executive Council shall be held: (1) Prior to the Annual General Meeting; (2) Following the completion of the first semester; (3) Year-End Meeting prior to the athletic banquet.
- II. SPECIAL MEETINGS: can be called by the Executive council and shall be called, upon the written request of three or more members of the Council. The purpose of the meeting shall be stated in the call. Except in the cases of emergency at least three days notice shall be given.
- III. VOTING POWER OF THE EXECUTIVE COUNCIL:
 - a) Each member of the Executive Council - One Vote
 - b) Two-thirds of the voting power of the Executive Council shall constitute quorum.
 - c) If a quorum is not met, the meeting will be rescheduled because a quorum was not present at a regularly scheduled meeting, those present at the follow up meeting shall constitute a quorum.

Section C - Athletic Director

DUTIES OF THE ATHLETIC DIRECTOR:

- I. Carry out the day-to-day operations for the Athletic Policy.
- II. Chair meetings of the Executive & Athletic Councils.
- III. Call meetings and set agendas for the Executive & Athletic Councils.
- IV. Arbitrate disputes, which might arise during the day to day running of the Athletic Program.
- V. Act as official coordinator between the school and the NSSAF.
- VI. Schedule gym/field practice times for all school & community teams.
- VII. Monitor & enforce athlete eligibility & inform teams of athlete status.
- VIII. With administration, approve of and/or interview all athletic program head coaching positions prior to the start of team entering operation.

Section D - Parliamentary Authority

- The rules contained in the current edition of Roberts Rules of Order Newly Revised shall govern the Athletic Council in all cases to which they are applicable.

Section E - Amendment of Constitution

- This constitution can be amended only at the Year End Meeting of the Athletic Council by majority vote, provided that the amendment has been submitted in writing to the Athletic Director two weeks prior to the Year End Meeting.
- I. CALL TO ORDER: Occurs at the beginning of the meeting, once quorum has been attained. Quorum shall represent those in attendance.
 - II. PROCEDURE: All motions submitted in advance and must be seconded by another voting member during the meeting. Motions are then debated and voted upon.
 - III. MINUTES: Minutes will be recorded at the meeting and the Athletic Director will serve as speaker. A member must raise his/her hand, no member may speak more than once to any motion, a speaker's list is kept acknowledging individuals in the order in which they have raised their hands.
 - IV. MOTIONS: Motions to Amend, Table, Refer, Call to Question, Reconsider & Adjourn must be seconded by another voting member.
 - V. VOTING: Voting on motions requires a simple majority; 50%+1. Voting is normally done by a show of hands. Anyone eligible to vote has the right to demand a vote by roll call. Voting by ballot normally occurs only when an election to fill a position is required, and the assembly does not desire to conduct the election by a show of hands.

Section F - Grievances

- A. Grievances resulting from decisions by the Executive Council regarding protest or disciplinary action must be submitted in writing to the Athletic Director within 24 hours of notification of the decision.
- B. Upon receipt of the grievance a meeting must be called within seven days, during which the Athletic Director and School Administration will meet with the grieving parties to discuss the matter.

Section G - General

- I. APPROVED SPORTS: Selection of activities for each school year will be determined in June for the upcoming year by the Executive Council as requested by the NSSAF.
- II. NSSAF APPROVAL/FUNDING: Teams can gain permission to organize and participate in competition with NSSAF approval even though teams were not approved and identified by the Athletic Council in June of the previous year. However these teams will not receive funding from the school athletic budget.
- III. COACH SELECTION: Selection of all coaches and members of the coaching staff must be made by the Athletic Director/School Administration. Letters of interest/intent and coaching resumes must be submitted to the school in advance of the season start date. If multiple candidates express interest in the position, an interview process will be completed to make the coaching selection. The school reserves the right to review and replace coaches on a year-by-year basis.
- IV. NSSAF CODE OF ETHICS: All coaches and athletes are bound by the Nova Scotia School Athletic Federation (NSSAF) Code of Ethics.
- V. SEASON START/END DATES: West Kings athletic teams starting dates must comply with the NSSAF starting dates and will depend on availability of facilities. Priority will always be given to the first sport in season. Once an NSSAF Champion has been declared all school sponsored teams in that sport shall be terminated.
- VI. GRADE 9's & VARSITY TEAMS: Grade 9 students are permitted to play on a senior high teams regardless of whether there is a junior team established, given the fact that the student athlete is successful in making the senior team. Grade 9 students can play on both a senior team and a junior/JV team, but are subject to all NSSAF rules & regulations regarding games played and eligibility.
- VII. ATHLETE EXTENDED INSURANCE FORMS: Extended athlete insurance forms are available at the school office and is highly recommended for all athletes.
- VIII. SCHOOL INSURANCE PROGRAM FORM: SIP forms are to be completed online at the school office. Any injury obtained (regardless of severity) by a student athlete or coaching staff member, must have an SIP form completed documenting the injury.
- IX. PHYSICAL EDUCATION EQUIPMENT: Teams are not permitted to use Phys. ed. Department equipment. Access & keys to PE storage is not permitted.

Section H - Student Athlete Responsibilities

- I. STUDENT FEES: Student athletes must pay their yearly student fee in order to be eligible to participate in the West Kings athletics program. Fees can be paid at the main office.
- II. TEAM FEES: Student athletes must pay their pre-approved athletic/team fee for each sport they have been selected for to be eligible to compete with the team. Fees can be paid at the main office or submitted directly to the coaching staff or team manager.
- III. ACADEMIC ENROLMENT: Students athletes must be full-time students and officially enrolled at West Kings District High School. Full-time status means the student is enrolled in three or more full credit courses in the semesters the team is operational. (NSSAF Policy) There may be circumstances where scheduling conflicts do not allow for a three course enrolment; these incidents will be reviewed and approved by school administration.
- IV. ELIGIBILITY: (1) Student athletes have three years of athletic eligibility starting on the academic year they enter Grade 10. This means years of opportunity to participate in athletics, not years of service. (2) The age limit for all student-athletes is under 19 years of age as of September 30th of the current school year.
- V. ATTENDANCE EXPECTATIONS:
 - a) Practice/Game Days - Student athletes must be in attendance for every enrolled class on practice and/or competition dates. Failure to do so will result in the student athlete not being permitted to participate in the practice/competition. Excused absences (ex: dentist) must be accompanied by a signed medical note. Parental phone calls/notes are not considered excused absences.
 - b) Attendance Standard - Student athletes must maintain an 85% overall school attendance record in their currently enrolled courses. Attendance for each in-season team will be monitored weekly. Warning notifications may be issued to give students an opportunity to meet the standard; consecutive warnings will not be granted. Failure to meet the 85% standard will result in the student being declared ineligible for 20 consecutive school days (4+ weeks). If the attendance standard is achieved during the completed suspension, the student will gain back their eligibility following the suspension.
 - c) Notifications - Students athletes are expected to attend all practices & competitions. Students are expected to inform their coach if they are unable to attend. Failure attend or inform the coaching staff on multiple occasions may result in the player being suspended or removed from the team.

VI. ACADEMIC EXPECTATIONS:

- a) Academic Standard - Student athletes must be passing 60% of their course load at all times to remain athletically eligible. Attendance for each in-season team will be monitored bi-weekly. Warning notifications may be issued to give students an opportunity to meet the standard; consecutive warnings will not be granted. Failure to meet the 60% academic standard will result in the student being declared ineligible for 20 consecutive school days (4+ weeks). If the academic standard is achieved during the completed suspension, the student will gain back their eligibility following the suspension.
- b) Reporting Periods - Academics will also be reviewed at the four academic reporting periods. Athletes declared ineligible will remain so until the next reporting period or upon a written suspension review following the completion of their 20 school day suspension.
- c) Suspension Review - Student athletes may request the Athletic Director in writing, a review of academic standing once the 20 school day suspension has passed. At this time, a student athletes academic status will be assessed. If their status meets the standard, they will be permitted to resume their eligibility with the athletics program.

VII. STUDENT ATHLETE CONDUCT:

- a) Sportsmanship: Student athletes are expected to display superior sportsmanship & conduct at all times when representing West Kings District High School, while strictly following the NSSAF Code of Ethics (See NSSAF Handbook). Failure to do so may result in (1) a suspension from the team; (2) removal from the team or; (3) removal from the Athletics program entirely.
- b) School Extension: School-sponsored sporting events are considered extensions of the school day. All school rules & regulations apply when representing the school outside school boundaries. This includes, but is not exclusive to: games, tournaments, travel, hotel, etc. Student athletes may lose athletic eligibility and/or be suspended from school for their personal conduct & behavior at such events.
- c) School Suspensions: Students suspended from school may not attend or participate in athletic events held on the day(s) of the suspension (weekends included). Student athletes whose personal conduct & behavior have been habitually disruptive at school will immediately forfeit their eligibility for extra-curricular activities for THREE consecutive academic months. Habitually disruptive includes: 2+ Internal Suspensions; +1 External Suspensions during the current academic school year. Depending on the severity/reason of the suspension(s), students may lose eligibility immediately or for an extended period of time. The immediate suspensions will be determined by school administration in consultation with the Athletic Director.

- d) Substance Use/RCH Incident: any violation of the AVRSB drug/alcohol abuse and/or race, culture & heritage policy will result in the student athlete being ineligible for extra-curricular activities for a 12-month period. The suspension can only be reviewed through a written formal appeal to school administration and the athletic director after 6 months.
- e) Initiation/Hazing: Students must strictly avoid taking part in any conduct that can be interpreted as team/player hazing or initiation. Such an offence, may result in the suspension/termination of the coaching staff, student athletes or the sport from the athletic program. Student athletes in violation will be ineligible for all extra-curricular activities for a 12-month period. The suspension can only be reviewed through a written formal appeal to school administration and the athletic director after 6 months.
- f) Suspension Appeal: If a student athlete is suspended from the West Kings athletic program, suspensions can be appealed through a written request to the Athletic Director & School Administration in accordance to the established review date. Following the appeal submission, an interview will be conducted with the student where the appeal will be granted or upheld. The decision of the appeal will be final.

VIII. TRANSPORTATION EXPECTATIONS:

- a) Travel Arrangements: if travel arrangements are arranged by the coach, team manager, school liaison, etc., the student athlete must travel with the designated and approved adult driver (volunteer, criminal records, child abuse & AVRSB 'J' Forms signed/submitted). Students are permitted to drive themselves (and only themselves) once permission has been granted by the (1) parent/guardian; (2) approved by school administration; and (3) is acceptable to the coaching staff.
- b) Students Driving Students: Under no circumstance can a student drive another student to or from any school/team event. This includes practices, games, tournaments, socials, etc. Students are only permitted to drive themselves and no other student/student athlete to these events. Such an infraction may result in a suspension of the student athlete from the team, the athletic program or suspension of the program from NSSAF competition.

- IX. QUITTING A TEAM: a student athlete who quits or chooses to leave a school team will forfeit their right to compete with other school based teams for 12 consecutive months from the date of the incident. Athletes will not be permitted to attend the athletic banquet or receive any athletic awards for the year the incident occurred. Quitting or leaving a team is considered a 'dishonorable' release. An 'honorable' release is permitted but has to be a mutual agreement between the student athlete and the coaching staff of the team the athlete is leaving.

- X. INELIGIBLE ATHLETES: an ineligible athlete is permitted to participate in all try out sessions for a sport that begins before they gain back their eligibility. Ineligible athletes are permitted to be selected for the team, however, they still remain ineligible for practices, games, and all team functions until they gain back eligibility.
- XI. MULTIPLE SPORT ATHLETES: a student athlete who is a member of 2 or more school teams operating at the same time, must honour the commitments to the sport that was in season first according to NSSAF Guidelines. Multi-sport athletes must inform each coaching staff at the start of the season so conflicts can be discussed. Sports starting at the same time will follow the rule of playoff games over practice, exhibition, or league games/tournaments. If NSSAF playoffs are on the same weekends, the student must select which team they will participate with at the start of the season if multiple teams are competing on the same weekend. (ex: Track & Field, Softball, Rugby conflict in June)
- XII. NSSAF STANDARDS: All athletes must meet the NSSAF Eligibility Standards (See NSSAF Handbook - Regulation IV - Student Eligibility)



<http://nssaf.ednet.ns.ca/handbook>

Section I - Social Media

- I. SOCIAL MEDIA GUIDELINES: any student-athlete or coach utilizing public online social mediums (ex: Facebook, Twitter, Instagram, SnapChat, YouTube, etc.) to threaten, intimidate, harass or entice students, coaches, officials or family members of any school, will be suspended from the athletics program until an investigation can be conducted. This includes posting images depicting the use of alcohol, drugs or suggestive behavior that is not deemed conducive to the image expected of a West Kings District High School student-athlete/coach. Depending on severity, the student athlete/coach may be removed immediately or permanently from the athletics program for an established duration of time as directed by school administration.

Section J - Coach Responsibilities

- I. COACHING STAFF APPROVAL: each member of the approved coaching staff must have (1) a West Kings/AVRSB Volunteer Form; which includes (2) an *RCMP Criminal Records Check*; (3) a *Child Abuse Registry Check* completed, returned and on file at West Kings District High School & with the Annapolis Valley Regional School Board (AVRSB). Both documents are considered active for 3 consecutive years upon the date received by the AVRSB. See the school secretarial staff to have your status checked, obtain forms and submit documents.
- II. NSSAF 'KSISS' CERTIFICATION: each member of the coaching staff must complete the NSSAF 'Keeping the School in School Sport Workshop' presented annually or within the Annapolis Valley Regional School Board. Coaches need to only take this training once in their NSSAF coaching career for that school.
- III. COACHING QUALIFICATIONS: coaches are required to have specific qualifications as prescribed by the sport or by the NSSAF (ex: Rugby Ready Course). It is recommended that all coaches coaching West Kings athletic teams have completed or are in the process of achieving their NCCP Level 1 coaching certification.
- IV. SCHOOL TRADEMARKS & LOGOS: all programs sponsored by the West Kings Athletic Council must support the use of the West Kings District High School (WKDHS) name and the 'Wolverine' team name, school mascot, approved logos and school colors (Red, White & Black).
- V. EQUIPMENT: coaches are to keep accurate inventories of all team equipment and uniforms. Uniforms and equipment are the property of West Kings District High School. Each item must be accounted for and stored at the school following the duration of the season and over the summer break. An updated inventory list must be provided to the Athletic Director at the start and end of the season.
- VI. UNIFORM & EQUIPMENT PURCHASES: all uniform & equipment purchases must be approved by the Athletic Director & School Administration before being acquired. A purchase order must be generated through the school secretarial staff. Coaches/team managers can only be reimbursed for their expenses if the purchase has been pre-approved.
- VII. START DATES & GAME LIMITS: coaches are to follow the NSSAF starting dates. (See NSSAF Website) and count all games or days of competition prior to NSSAF Regional play downs. (NOTE: Tournament play involving 3 or more schools shall be counted as one game for each day of competition to a maximum of 3)
- VIII. TRYOUTS: coaches must advertise tryouts within the school and establish a tryout schedule consisting of a minimum of 3 and a maximum of 5 tryouts. Every effort must be made to entertain tryouts for those athletes involved in other school based activities.

- IX. TEAM SELECTION/ANNOUNCEMENT: team selection is to be announced within 3 days following the final tryout date. Coaches are asked to notify those selected separately from those not selected. The preferred method of notification is through email. Email addresses should be obtained from each student athlete at each of the tryout sessions. Once student athletes have been notified, team lists are to be submitted to administration and the athletic director. Any student from grade 9-12 is permitted to play on any of our athletic teams.
- X. RECRUITING: coaches shall strictly follow the NSSAF policy on recruiting. (See NSSAF Handbook - Code of Ethics)
- XI. ROSTER ADDITIONS: student athletes can be added to team rosters following tryouts but must have the pre-approval of the Athletic Director.
- XII. SEASON SCHEDULE: the coaching staff must establish a season schedule including all practices, games and tournaments prior to the competitive season commencing. The schedule must be provided to the following: Each Student Athlete, Parent/Guardians, Athletic Director, & School Administration.
- XIII. ATHLETE CONDUCT: coaches are responsible to ensure their student athletes maintain a high standard of personal conduct and behaviour to, from, and during all practices, games & competitions. Failure to do so may result in the suspension/termination of the student athlete, coaching staff, or the sport from the athletic program.
- XIV. COACHING STAFF CONDUCT: coaching staff members are expected to model and present a professional standard of conduct at all times when coaching West Kings student athletes. This includes but is not exclusive to: the student athletes, parents/guardians, officials, competitors, community members, etc. Coaching staff members must be in attendance at all practices, games, and competitions.
- XV. ATHLETE ELIGIBILITY: it is the coaching staff responsibility to inform and ensure that each student athlete is aware of what is expected of them as directed by the West Kings Athletic Policy. This includes all academic, attendance, transportation, and personal conduct guidelines outlined in Section I - Student Athlete Responsibilities.
- XVI. ATHLETE SUSPENSIONS: student athletes gaining back athletic eligibility from an athletic suspension, will only return to the team with the final approval of the coaching staff. Coaches do not have to accept student athletes back if they do not feel it will be beneficial to the team moving forward in their season.
- XVII. TEAM FEES: team fees are to be established for each team and collected from every student athlete selected for the team. The suggested team fee is a minimum of \$50.00. This fee can be higher given the expenses of the sport, length of season, number of athletes, official costs, facility rentals, etc. Coaches must ensure the total of the fees collected will at minimum cover the referee/official costs for the season. See 'Section K - Finances' for details regarding team fee usage.

- XVIII. MONEY COLLECTION: team fees/payments can be submitted to the office by the student athlete directly or can be collected by the coach/manager. If coaches/managers collect money, it must be submitted to the school office within 3 days of collecting the funds.
- XIX. MONEY SUBMISSION: receipts will be written for all money submitted and received by the school. Secretarial staff must be provided with the following information: (1) student athlete name; (2) amount paid per athlete; (3) reason why money was collected. Lump sum payments will not be accepted unless each dollar can be accounted for using the above information.
- XX. TRANSPORTATION "J" FORMS: coaches are responsible to provide each of their adult drivers an AVRSB Transportation 'J' Form which must be completed and submitted to the office prior to leaving the school for competition. Once a driver has completed a transportation form, they do not have to fill out another for the duration of that school year unless their vehicle information changes. Forms can be picked up at the main office.
- XXI. APPROVED DRIVERS: if a coaching staff is formally organizing transportation to and from a training session or competition, only approved drivers are permitted to be used. An approved driver is an adult (25 years or older) who has a completed Criminal Records Check & Child Abuse Registry on file with the school and the AVRSB. Non-approved drivers can provide transportation, but cannot do so under the direction of anyone associated with the school or coaching staff.
- XXII. STUDENTS DRIVING STUDENTS: coaches must explain and ensure that students do not drive other students to or from any school/team event. This includes practices, games, tournaments, socials, etc. Students are only permitted to drive themselves and no other student/student athlete to these events. If a coach knowingly is found to allow such a practice, it could result in the player, coach or program being suspended from competition.
- XXIII. TRAVEL PROCEDURES (DURING SCHOOL): when teams are traveling during school hours, the coaching staff is required to submit names of the student athletes who will be absent from their classes to school administration 1 day prior to the event. Coaches must also indicate the time students are permitted to leave class/school property.
- XXIV. TRAVEL PROCEDURES (OVERNIGHT): for overnight trips, approval must be sought from School Administration. If the trip is out of province, NSSAF Sanction Forms must be obtained from the Athletic Director and submitted to the NSSAF for approval 2 weeks prior to the event. The following information must be provided:
- a. Destination & Purpose
 - b. Departure & Return Time
 - c. Complete Itinerary for time away
 - d. Transportation Arrangements
 - e. Accommodations Arrangements

- XXV. BOOKING ACCOMMODATIONS: all hotel bookings must be done in cooperation with the school office. Coaches and/or team managers are free to make & hold bookings with their personal credit card, but are not permitted to process the payment. Hotel costs must be communicated with the school office staff who will then generate a certified cheque that coaches/managers can present upon arrival at the accommodation. Receipt of payment is required and must be submitted to the school office upon returning from the event.
- XXVI. HOSTING OUT OF PROVINCE SCHOOLS: if teams are hosting competitions against schools from outside the province of Nova Scotia, NSSAF Sanction Forms must be completed 2 weeks prior to the event. See the Athletic Director or the NSSAF website for the proper paperwork.
- XXVII. MULTI-SPORT ATHLETES: coaches must not knowingly allow a student to leave one school team to take part on another school team when that athlete is a member of two or more teams operating at the same time. The athlete must always honour their commitment to the first team. (Regular season & playoff schedule)
- XXVIII. ATHLETE WITHDRAWS: when an athlete quits or leaves a team without consent, the coach must inform the Athletic Director outlining the details of the withdraw.
- XXIX. REMOVING ATHLETES FROM ROSTERS: coaches, at their appropriate discretion, may release a player at any point during the season, as long as there is just cause. This release may be an 'Honourable or Dishonourable' release. An 'Honourable' release is a mutually agreed upon departure from the team between player & coach which does not prevent the player from participating in other West Kings athletics programs. In the case of a 'Dishonourable' release, it is the coach's responsibility to inform the athletic director in writing of the release and reasons for this release in case further action is required. This player will be ineligible from all other school athletic programs for the duration of the school year.
- XXX. TEAM INITIATIONS/HAZING: coaches must ensure that athletes do not engage in any conduct that can be interpreted as team/player hazing or initiation by the general public. Such an offence, may result in the suspension/termination of the coaching staff, student athletes or the sport from the athletic program.
- XXXI. ACCOUNT BALANCE & EQUIPMENT RETURNS: coaches/managers are responsible for and must submit the names of any student athlete still owing money, equipment or team uniforms to the Athletic Director and School Administration following the duration of the season.
- XXXII. COACHING STAFF RETENTION: West Kings District High School reserves the right to review the makeup of coaching staffs before, during and following the season based on conduct and performance. Coaches should expect to have their positions reviewed following the season. Coaching decisions for the next season will be made prior to the NSSAF training season for the sport in question.
- XXXIII. NSSAF HANDBOOK: coaches are encouraged to become familiar with the Nova Scotia School Athletic Federation (NSSAF) Handbook/Website.

Section K - Finances

- I. FINANCIAL DECISIONS: all financial decisions regarding the West Kings Athletics budget will be made in coordination with the Athletic Executive, the Athletic Director and School Administration.
- II. ATHLETIC BUDGET: an annual athletic budget will be prepared by the Athletic Director in consultation with Student's Council, School Administration & the Executive Council. Students council presents the executive council with a budget that is divided equitably amongst the teams making up the school athletic program by the Athletic Director. Funds are divided by considering: number of participants, equipment costs, officials cost, length of season, other funding options, etc.
- III. TEAM ACCOUNTS: each athletic team/program has an account established through the school office. Monies needed for team expenses (registration fees, referee costs, travel costs, equipment, etc.) must be requested through office staff using a cheque request form. This must be done a minimum of 3 business days prior to the date required. In accordance with AVRSB policy, teams are not permitted to operate their own bank accounts.

Team Budgets Are Only Permitted To Cover The Following Expenses:

- a) Referee/Official Costs
 - b) Tournament/Game Fees
 - c) NSSAF/League Fees
 - d) Transportation (ex: Gas Reimbursement, Bus/Car Rentals, etc.)
 - e) Hotel Accommodations
 - f) Team Equipment Expenses
- Team budgets are not to be used for: banquet awards, team socials, gifts, meals, individual player equipment, donations, etc.
- IV. DEPOSITING MONEY: all monies collected (fundraising, team fees, canteen, athlete payments, etc.) must be deposited at the school office within 3 days of being collected. Secretarial staff must be provided with the following information: (1) student athlete name; (2) amount paid per athlete; (3) reason why money was collected. Lump sum payments will not be accepted unless each dollar can be accounted for using the above information. Official receipts will be generated for all money deposited.
 - V. FUNDRAISING: fundraising opportunities must be presented to and approved by the Athletic Director and school administration prior to initiating the fundraiser. Monies generated through fundraising, sponsorship, canteens, etc. must be deposited into the established school account within 3 days of being generated.
 - VI. SPONSORSHIP: business sponsorships must be discussed & presented in writing to the Athletic Director & School Administration for approval prior to accepting.

Section L - Transportation

- I. BUSING: Coaches may use AVRSB approved busing to transport teams. Bus request forms may be obtained and submitted to the office at least 1 week in advance.
- II. TRAVEL ARRANGEMENTS: if arranged by the coach, team manager, school liaison, etc., the student athlete must travel with the designated and approved adult driver (volunteer, criminal records, child abuse & AVRSB 'J' Forms signed/submitted). Students are permitted to drive themselves (and only themselves) once permission has been granted by the (1) parent/guardian; (2) approved by school administration; and (3) is acceptable to the coaching staff.
- III. STUDENTS DRIVING STUDENTS: Under no circumstance can a student drive another student to or from any school/team event. This includes practices, games, tournaments, socials, etc. Students are only permitted to drive themselves and no other student/student athlete to these events. Such an infraction may result in a suspension of the student athlete from the team, the athletic program or suspension of the program from NSSAF competition.
- IV. APPROVED DRIVERS: if a coaching staff is formally organizing transportation to and from a training session or competition, only approved drivers are permitted to be used. An approved driver is an adult (25 years or older) who has a completed Criminal Records Check & Child Abuse Registry on file with the school and the AVRSB. Non-approved drivers can provide transportation, but cannot do so under the direction of anyone associated with the school or coaching staff.
- V. TRAVEL PROCEDURES (DURING SCHOOL): when teams are traveling during school hours, the coaching staff is required to submit names of the student athletes who will be absent from their classes to school administration 1 day prior to the event. Coaches must also indicate the time students are permitted to leave class/school property.
- VI. TRAVEL PROCEDURES (OVERNIGHT): for overnight trips, approval must be sought from School Administration. If the trip is out of province, NSSAF Sanction Forms must be obtained from the Athletic Director and submitted to the NSSAF for approval 2 weeks prior to the event. The following information must be provided:
 - a. Destination & Purpose
 - b. Departure & Return Time
 - c. Complete Itinerary for time away
 - d. Transportation Arrangements
 - e. Accommodations Arrangements

Section M - Athletic Banquet

- I. DATE: Each spring (end of May or early June) the annual West Kings Athletic Banquet will be held to award outstanding performances by individual athletes/coaches & teams.
- II. ATHLETE OF THE YEAR NOMINATIONS: Coaches will be asked to nominate individuals for Senior (11-12) Male & Female Athlete of the Year and Intermediate (9-10) Male & Female Athlete of the Year. Nominations will be requested by the athletic executive and be submitted 2+ weeks prior to the banquet. All nominations will be reviewed and selections will be made through a meeting of the Executive Council.
- III. TEAM AWARDS: Each team will be provided with two coaches awards by the Athletic Council. The athletic director will request the following information: (1) the name of the award; (2) the name of the recipient. Award information must be submitted 2+ weeks prior to the banquet. Coaches are free to provide more awards than the 2 provided, but these are coach expenses & not team expenses. Also, it is expected that each member of the coaching staff will attend the Athletics Banquet to present their awards.
- IV. INELIGIBLE ATHLETES: If an athlete is removed from a team, quits a team, or a team is disbanded for disciplinary reasons then they are not permitted to attend the athletic banquet.

