



# Athletics Handbook



Rutland Middle School  
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S.D. #23 (Central Okanagan)

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Dear Parents/Guardians and Student-Athletes,

On behalf of the Rutland Athletic Department, welcome! At RMS, we strive to provide experiences that will help to develop students physically, mentally, socially, and emotionally. Young people learn a great deal from participation in interscholastic athletics. Lessons in sportsmanship, teamwork, competition, and how to win and lose gracefully are integral parts of our athletic program. Athletic competition also improves school spirit and helps students develop pride in their school. RMS athletics exist to ensure that students have an opportunity to enjoy a variety of sports during their middle school years. Please remember that the coaches and teachers are here to help student-athletes build confidence and do what is in their best interests and of their team.

I hope this Athletic Handbook will help you understand how Athletics operate at Rutland Middle School and we are happy to have you as a part of the Voodoo family. Please feel free to contact me should the need ever arise.

Go Voodoos!

*Shannon Ward*

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# Department Overview

## Mission Statement

Athletics are an important supplemental activity which must always be in conformity with the general objective of the school. They enrich and develop the well-being of the participant by encouraging positive self-image and personal growth. Athletics should strive to be fun and enjoyable while recognizing the continuum of competition and participation.

## Philosophy

Rutland Middle School's staff and administration recognize the value of curricular and extracurricular programs and their role in developing well-rounded, contributing individuals. All students are eligible and encouraged to participate in a variety of extracurricular activities throughout their attendance at Rutland Middle. Parents, family and community members are also encouraged to take an active part of our school to ensure students have the opportunity to excel in many areas of personal development, including academics and athletics. Any extracurricular program that is sponsored by the school will be organized by the school and must operate under the school's **Code of Conduct**.

At RMS every student will be given an opportunity to participate on a school team. At the Grade 6, 7 and 8 levels, a "no-cut" (based on athletic ability) policy exists whereby every student will receive as close to equal playing time in all exhibitions, league and playoff games.

## Common Athletic Values

**COMMITMENT** – All team members are expected to commit to their program which includes all practices and games within the season and may also include fund raising.

**GAME MODIFICATIONS** – To facilitate participation and skill development, extensive game modifications may apply in early grades with reductions in later years. As athletes move towards more elite programs, these modifications are reduced.

**PARTICIPATION** – It is expected that all players will receive playing time and will participate at all levels.

**SPORTSMANSHIP** – Winning or losing, sportsmanship must be present at all times by all team members.



# Roles

## Administration

The Administrator attends meetings and planning sessions to provide goals, directions and policy for the Athletic Department. They make decisions regarding policies, conflicts and coaching protocol guided by BC School Sports (BCSS) policy, the Okanagan Central Schools Athletic Association (OCSAA) constitution, and the Rutland Middle School Athletic Handbook. They attend Parent Advisory Council (PAC) Athletic Committee meetings as a staff liaison, administer the financial hardship fund for athletes in need of monetary support. They work with coaches, athletes, parents and the Athletic Director in disciplinary cases, and sits on the Disciplinary Committee. They have the final responsibility over the Athletic Department.

## Athletic Director

The Athletic Director is responsible for administering the Athletic Program at Rutland Middle School. Their duties include, but are not limited to the following:

- Conducting meetings and planning sessions to provide goals, directions, and policies for the athletic department.
- Making decisions regarding policy, conflict, and coaching protocol based on BCSS policy and the OCSAA constitution. They are responsible for the Recruitment of coaches and team sponsors
- Assisting coaches with scheduling, officials, scorekeepers, forms, equipment, fees, fundraising, budgeting, transportation, discipline and uniforms.
- Provide opportunities for the professional development of coaches and promote athletic opportunities for student-athletes outside of school sports.
- Establish a visible gym schedule for coaches/athletes/parents.
- Attend the local, regional and provincial athletic meetings and keep coaches informed of the happenings.
- Liaise with provincial and local bodies.
- The Athletic Director keeps the PAC informed and involved.
- Ensure that athletes and teams are registered with the OCSAA, Okanagan Valley
- Manage the athletics budget and administer the athletics account.
- Update athletic banners annually
- Organize the Athletics Recognition Evening, and arranges and manages athletic awards and events.
- Report to the administrator in charge of athletics Chairs the Disciplinary Committee.

## Disciplinary Committee

The Disciplinary Committee shall be composed of the Administrator in charge of athletics, the Athletic Director and a neutral third-party coach. The Athletic Director shall call a disciplinary hearing when deemed necessary.



## Coaches

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

### **Responsibility for Coaches**

- Know the Game, and Commit to Excellence (encourage at least Level 1 Certification in the sport).
- Attend scheduling meeting for upcoming season. Finalized game schedules posted online.
- Assess equipment and make needs known to Athletic Director.
- Arrange transportation to and from exhibition games. Check bussing schedule. Teachers must ride with the bus. If a parent or teacher is driving, make sure the appropriate forms are fill out at the office.
- Ensure appropriate transportation forms are completed as per SD 23 policy.
- Know rules and regulations.
- Attempt to develop positive contributory relationships between the athletes' parents and the coaching staff.
- Provide info to parents regarding the season and outline the budget.
- Inform the Athletic Director of plans for commitment to the sport for the upcoming season.
- Complete and deliver to the Athletic Director the proper final roster form.
- Distribute and collect the RMS Athletic Policies and Procedure From to each participating athlete.
- Academic success and attendance records of players may be monitored. Coaches and/or Administration may be asked to intervene when necessary.
- Community coaches must communicate with their Athletic Director, who acts as the legal agent of the school.
- Bring a first aid kit to games (first aid kit supplied by Athletic Director).

## Parents/Spectators

Parents/Spectators are encouraged and welcomed to attend school sporting activities. Attendance at these events entitles you to enjoy an exhibition of skills developed by athletes in an educational setting. Please be respectful and encouraging in your approach to all athletes, officials, coaches and fellow spectators.

## Student-Athletes

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 sports is a privilege, not a right and must act accordingly to Rutland Middle School's Code of Conduct and Athletic Policy. If a student athlete fails to conduct themselves in a manner that will bring honor and respect to our teams and school, they may be subject to suspension or dismissal from the team.



# Policies and Procedures

All policies MUST be followed in accordance with School District #23 Policies. A full list of policies and procedures can be found in the staff handbook.

## Code of Conducts

Athletes are expected to follow the School Code of Conduct as well as the Student-Athlete Code of Conduct. Please refer to the school athletics webpage regarding student-athlete code of conduct (athletic policy doc.).

All coaches and athletes are required to read their respective code of conduct.

### **Coaches shall:**

- Recognize that school sport is an extension of the classroom, with moral and legislative obligations required of the coach at all times.
- Uphold the rules and regulations of BC SCHOOL SPORTS, the local Athletic Association and applicable Sport Commission.
- Actively uphold the rules of the sport, the spirit of the rules of the sport, and encourage student-athletes to do the same.
- Treat all participants fairly and equitably.
- Respect the judgment and interpretation of officials without gesture or argument and require student-athletes to do the same.
- Refrain from using foul, profane, harassing or offensive language or gestures in the performance of coaching duties.
- Refrain from using physical force of any kind in the performance of coaching duties.
- Under no circumstances encourage a student, either directly or through the influence of another party, to attend a school other than the school designated by the place of residence of the student's parent(s) or legal guardian, for the purpose of participation in school sport.
- Under no circumstances endorse or condone either covertly or intentionally, the use of any performance-enhancing drugs by any student-athlete.
- Abstain from the use of tobacco products and alcohol while in the presence of student-athletes, and discourage their use by student-athletes.

Parents are expected to follow the BC School Sports Spectator Code of Conduct. The Spectator Code of Conduct according to the BCSS is explained below.

## **SPECTATOR CODE OF CONDUCT**

**Attendance at this event entitles you to enjoy an exhibition of skills developed by athletes in an educational setting.**

**Please be respectful and encouraging in your approach to ALL athletes, officials, coaches and fellow spectators.**



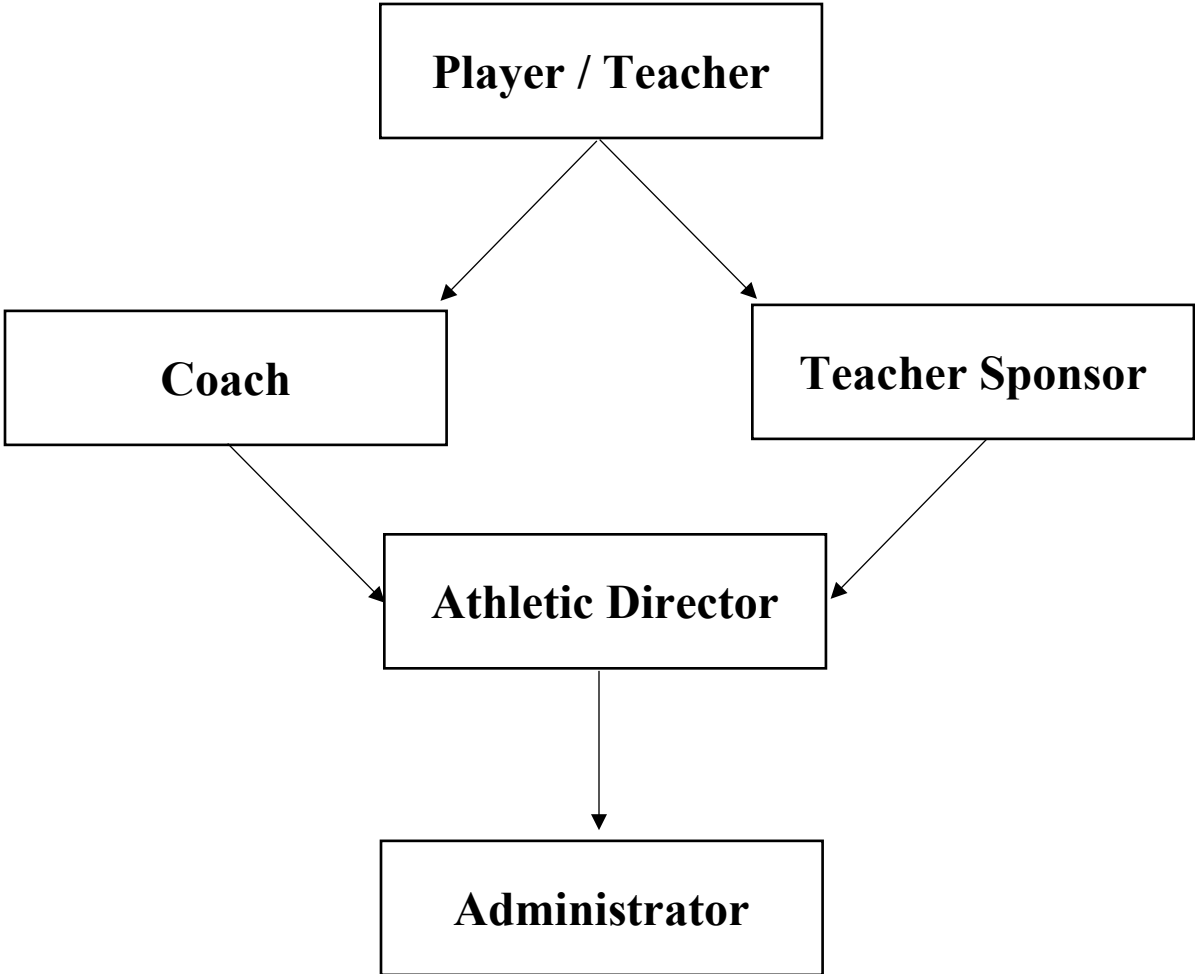
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# Protocol For Concerns In Athletics

Should there be any concerns that arise in any of our athletics programs, we ask that the proper line of communication is followed.



## Season of Play

Fall (Sept-Nov)	Winter (Nov-Jan)	Extended Winter (Feb-March)	Spring (April-May)
6/7/8 Cross Country	8 Basketball	6/7 Basketball	7/8 Badminton
6/7/8 Volleyball	7/8 Wrestling		7/8 Golf
7/8 Rugby	7/8/9 Archery		7 Field Hockey
8 Field Hockey			6/7/8 Track & Field



## Affiliations

Rutland Middle School participates in the Okanagan Central Schools Athletic Association (OCSAA) which is a member of the BC School Sports (BCSS).

## Equipment

Equipment for each sport in-season will be located in the PE or athletic storage areas. The athletic Director will be responsible for signing out equipment for the season, and collecting it at the end of the season. Keys will be issued by the Athletic Director for sports in season only, as per a coaches list.

**All coaches are responsible for putting equipment back in the appropriate storage area.**

## Funding Your Program

RMS has an athletic fee & individual sport fee for any student participating in school sports at RMS. Fees are used to help maintaining and keep sports running at RMS. The athletic fee is a one-time payment of \$40 that all student-athletes are required to pay per year to play any sports at RMS. This fee is necessary as it covers items such as equipment replacement/maintenance, bussing fees, uniforms, medical supplies, facility use, sport dues, student athletic BBQ, individual team wrap up social, etc. Please note that this is on top of any other fee that is required for a particular sport. The individual sport fee is dependent upon which sport the student-athlete is playing. The individual sport fee covers materials such as the cost associated with tournaments, higher referee costs, field lining, individualize clothing, etc. Furthermore, these fees do not include student's personal equipment such as kneepads, cleats, or mouthguards.

If there are circumstances in which payment is not possible online, please arrange payment at the RMS office. Student athletes seeking financial assistance to participate in a sport should see the Athletic Director or the office. No child shall be prevented from participation in sports due to financial hardship.

Coaches are encouraged to fund raise to cover any additional cost of running their program, such as tournaments or clothing.

## Uniforms

In sports where the school has purchased uniforms for the teams, coaches must submit a players list to the Athletic Director. Rutland Middle School athletic uniforms are to only be worn during competition (games/tournaments) and are not to be worn at practice. Student-athletes are responsible for all items issued. Any lost/damaged/stolen items must be paid for by the student-athlete. The cost is dependent on the item(s) needing to be replaced.

## Attendance and Early Dismissal

- Coaches should leave a finalized roster with the Central Office.
- Coaches should let teachers know one week ahead of time, if possible, that students will be missing class to participate in an athletic event. Use the student trip / activity form.
- Coaches should respect the right of a classroom subject teacher to disallow a student from leaving early or missing class if classroom work or behaviour is not satisfactory.



# Student-Athletes' Eligibility

## 1. Academic Responsibilities

Participants in extracurricular activities must be mindful of their school responsibilities and be aware that these come first and foremost. Although academic standing is not a criteria for inclusion/exclusion in extracurricular activities, students with failing grades or unsatisfactory work habits may be temporarily suspended from their team until the student's academic standing has improved.

## 2. Citizenship and Behaviour Expectations

Students who fail to live up expectations of the school as set out in the RMS Code of Conduct or the guidelines of their coach and/or teacher on or off site may face same consequences as if they had been in a normal school day. One of these consequences may lead to suspension from the school and/or team. Parents will be notified immediately. If the violation occurs off site, the offending student may be returned home (circumstances permitting) with the expenses charged to the parents. A follow-up by the coach and administration will then determine what further action needs to be taken.

## 3. Student Commitment and Responsibility

Team members are expected to act in such a way that will bring credit to their team and school in accordance with the RMS Code of Conduct.

Regular attendance at practices and games is expected for all athletes. If a practice or game is to be missed for an unavoidable reason, the student must inform the coach, in person, in advance. If a practice or game is missed without an acceptable reason, or without the coach being informed, the student may lose the privilege of playing the next game (coaches'/athletic director's discretion) or the privilege of being on the team.

A student joining a team is making a commitment to that team. If a student quits a team without the coaches/sponsor's consent after having chosen to participate, then he/she might **not** be allowed to participate in other school extracurricular activities.

If a student has an **unexcused** absence for any of his/her classes in a day, the student cannot participate in any athletic activities that day. The student may also miss the next game(s) depending on the severity of the offence (coaches'/athletic director's discretion)

When a student will be absent from one or more classes due to involvement in an extracurricular event, he/she will be required to have the necessary form filled out, signed by his/her teacher.

Students will be expected to pay a fair replacement cost for any uniform or equipment which is lost or damaged while in their care. Student may be expected to help with scoring, timing, helping, or officiating at competitions.



# Online Athletic Information

All athletic information will be posted on the Athletics page of the Rutland Middle School website at <http://www.rms.sd23.bc.ca/>

## Travel

If a student-athlete is not travelling by bus, they may travel with their parents/guardians or a school approved driver; coaches must be notified of alternate travel plans beforehand. Any overnight trip must be approved through a Field Trip Application. Hotel and transportation arrangements are made by the coach/Athletic Director. For travel over high mountain roads in the wintertime, coaches must monitor road conditions prior to departure on the Drive BC website. If there are any severe weather warnings or road closures on high mountain roads of a route that is to be taken by a team, travel will be prohibited. School rules are in effect when team travel occurs, and student athletes are required to follow the School Code of Conduct. Athletes are expected to be a positive representation of Rutland Middle School. It is the responsibility of the coach to complete the appropriate transportation forms as per SD 23 policy.

### **Field Trip Policy (Summary)**

#### LEVEL ONE (REGIONAL, LOW-RISK DAY TRIPS)

Examples: parks, concerts, plays, water slides etc.

- take place within the general Okanagan Valley Schools Athletic Association (OVSAA) region

#### LEVEL TWO (PROVINCIAL, OVERNIGHT TRIPS)

Examples: overnight sports tournaments or games, overnight field trips studies

- may be of more than one day in duration

#### LEVEL THREE (PROVINCIAL, MEDIUM-RISK TRIPS)

Examples: skating, cycling, skiing (downhill and cross-country)

- may be of more than one day in duration

#### LEVEL FOUR (PROVINCIAL, OUTDOOR ADVENTURE)

Examples: hiking, canoeing, orienteering, camping

- may be of more than one day in duration

#### LEVEL FIVE (OUT OF PROVINCE)

In most cases, School District 23 provides bussing to all away contests. Bussing schedules are available to coaches/parents/guardians on the School District 23 Athletics website. It is expected that student-athletes exhibit positive behavior during bus trips. Any negative behavior may prevent individuals from travelling to future contests.

