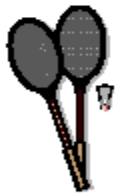


Administrative Procedure 260 – Appendix A



**Extracurricular
Code of Conduct
Guidelines**



August 2006

AP 260 Appendix A: NWSD SPECIAL EVENTS/ EXTRACURRICULAR**Mission Statement**

NWSD promotes/supports extracurricular programming as an avenue to personal development, excellence, and social well-being.

Beliefs:

- 1) Involved students perform better academically and feel a stronger sense of belonging to the school.
- 2) Involved students develop leadership, commitment, sportsmanship, teamwork, and self-esteem.
- 3) Extracurricular activities provide students a range of experiences found only in competition and personal challenges.
- 4) All stakeholders experience an increased sense of school community.
- 5) Extracurricular activities are essential to school and community culture.

Extracurricular Activities Code of Conduct for Parents

1. I will recognize that my child's participation in a school activity is a privilege. Participation in an extracurricular activity allows my child to grow and to develop lifelong skills, and to represent our school and community in a variety of circumstances and competitions.
2. I will remember that positive behaviour and attitudes begin with me. I will respect all officials, coaches/advisors, participants, and other parents.
3. I will respect the coach's/advisor's knowledge of the activity and the dedication he/she shows by volunteering time to coach my child. All decisions regarding participation and strategies rest with the coach/advisor.
4. I will support the school's decisions regarding issues which might arise in such areas as discipline, travel, attendance at practices, and expectations of parents' support.
5. I will support my child's involvement in extracurricular programs by volunteering where needed.
6. Understanding that teamwork and good citizenship is critical to my child's participation, I will praise my child for demonstrating good effort and positive attitude, and encourage my child to think about what is best for the group rather than focusing on self interest.
7. I will appreciate the important role and difficult job of officials. I will model respectful acceptance of their decisions as a natural part of competition.

Extracurricular Activities Code of Conduct for Students

1. I understand that it is a privilege to participate and an honour to represent my school and community.
2. I will play by the rules and participate for the love of the game or activity.
3. I will respect all officials, coaches, advisors, team members, facilities and spectators.
4. I will remember that winning isn't everything. Having fun, improving my skills, making friends and doing my best are also important.
5. I will respectfully acknowledge all great plays/performances by my team and opponents.
6. I will commit to my team and do my best to attend all practices, games and performances.
7. I will accept both victory and defeat with good sportsmanship.
8. I understand that participation in a school activity has an inherent responsibility for me to be a role model and to promote the activity.
9. I will abide by all school rules when involved in extracurricular activities.
10. I understand that involvement in extracurricular programs is not to interfere with academic performance. I am a student first athlete second.

Extracurricular Activities Code of Conduct for Coaches/Advisors

The function of a coach/advisor is to educate students through participation in interscholastic competition. The extracurricular programs are extensions of the classroom with moral and educational obligations required at all times. Coaches/advisors are teachers first and foremost.

1. I will model leadership, integrity, responsibility, self-control, knowledge of sports/program rules and regulations, honesty and sportsmanship at all times.
2. I will require that school expectations must be followed at all times as we represent the school, the community, the Division and the province.
3. I will appreciate the important role and difficult job of officials. I will model respectful acceptance of their decisions as a natural part of the game/ activity.
4. I will teach my participants to act fairly and respect the rules, officials, opposing coaches, spectators and opponents in victory or defeat.
5. I will promote the entire interscholastic program of the school and be reasonable when scheduling games and practices, working with other extracurricular activities and remembering that youth have other obligations at school and in the community.
6. I will maintain fair, unprejudiced relationships with all team members, treating each participant as an individual and remembering the large range in emotional and physical development.
7. I will communicate expectations to participants and parents at the beginning of the season.
8. I will provide a physically and emotionally safe environment for practice and competition.
9. I will continue to upgrade my coaching skills.
10. I will ensure the following when hosting a tournament/competition:
 - 10.1 That SHSAA or other provincial guidelines are followed
 - 10.2 That the rules and expectations are clearly communicated to coaches and teams prior to the event
 - 10.3 That any complaints/conflicts are handled by the competition organizer or organizing committee
 - 10.4 That I have trained officials and minor officials whenever possible

Appendix A - **Parent/Staff Communication**

Positive involvement in sports requires commitment from students, parents, coaches, and advisors. To be successful, all involved must work to ensure effective communication. The following guidelines are intended to aid parents and staff in their interactions.

Communication parents can expect from coaches:

1. Location and time of practices and contests.
2. Description of coach's philosophy.
3. Coach's expectations for all the players on the squad as well as the individual student athlete.
4. Team requirements, i.e. fees, special equipment, off season conditioning.
5. Notification when a student athlete is injured during participation.
6. Notification of disciplinary action resulting in removal of student athlete from participation.
7. Request for support towards the commitment of the program. For example, coaches may ask a parent's help in ensuring that a student athlete is at practice on time or imposing a reasonable curfew.

What are appropriate concerns for parents to discuss with coaches?

1. The treatment of their child, both mentally and physically.
2. Skill improvement and development.
3. Concerns about their child's behavior.

What things are not appropriate for parents to discuss with coaches?

1. Playing time
2. Team strategy
3. Play calling
4. Other student athletes

Communication coaches can expect from parents:

1. Individual concerns expressed directly to the coach.
2. Advance notification of any schedule conflicts.
3. Support towards the commitment of the program. For example, coaches may ask a parent's help in ensuring that a student athlete is at practice on time or imposing a reasonable curfew, or help out with such areas as travel, tournament organization, etc.

If a parent has a concern to discuss with a coach, what procedure is to be followed?

1. Make an appointment with the coach.
2. If the coach cannot be reached, call the Principal to set up a meeting.
3. Please do not attempt to confront a coach before, during, or after a contest or practice. These are emotional times for both the parent and the coach and this period does not promote objective analysis of the situation.

What can a parent do if the meeting with the coach did not provide a satisfactory resolution?

1. Call and set up an appointment with the Principal to discuss the situation further.
2. At this meeting the appropriate next step can be determined.

We are continually attempting to improve communication with the student athletes and parents. For our program to be truly successful, it is necessary that everyone involved understand the direction the program is headed and to avoid unnecessary miscommunications. Positive and effective communication can only strengthen our program.

Appendix B - **Fundraising ideas, guidelines**

1. Fundraising is to be coordinated with staff and Principal.
2. Fees are to be set only after Principal's approval.

Appendix C - **Pre-Season Issues**

Pre-season meetings are to cover these issues:

1. Determine sports and other extracurricular activities to be covered this year.
Timing sports and activities so that students are not forced to make unreasonable choices.
2. Set standards for who has priority over facilities use.
3. Fund Raising Dollars – expectations are to be discussed.
4. Set standards for players on participation. Will students be restricted from participation due to attendance, academic level, and or behavioral issues?
5. Travel procedures for activities away from school.
 - 5.1 Cost per trip for student/team.
 - 5.2 Parent drivers – who covers fuel cost?
 - 5.3 Legal issues over drivers.
 - 5.4 Time out of class – notification to staff who will be away.
6. Code of Conduct for all levels.