

# Balfour Collegiate Athletic Handbook



# **Balfour Collegiate Athletic Handbook**

## **Statement of Philosophy**

Athletics plays an important part in the life of Balfour Collegiate. 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 participation plays an important role in helping students develop a healthy self-concept as well as a healthy body. The character of our coaches and students comes first. Athletic competition improves school spirit, helps students develop connections and feel a sense of belonging within our school.

We believe in actively supporting the ethics, rules, and regulations governing high school athletics as outlined by the Regina Public School Division #4, the Regina High School Athletic Association (RHSA) and the Saskatchewan High School Athletic Association (SHSAA). In that capacity, we realize that we are “goodwill” ambassadors for all organizations and will conduct ourselves as such.

Our programs focus on training students in fundamental skills and strategies enabling participants to realize a degree of individual and team success and gratification. In addition, we strive to teach positive values, sense of accomplishment, acceptable social behaviours, camaraderie, self-discipline and self-confidence. It is our goal to provide a positive, memorable lifetime experience for every young person involved in Balfour Athletics.

It is a privilege for students to participate in extracurricular athletics. Participation is voluntary and is not a requirement, nor is it an entitlement. Therefore, extra time and effort are required of those who participate. Since the reputation of the school is often judged by its extra-curricular programs, high standards must be maintained. Those who earn the privilege of representing Balfour 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. The implementation of this policy will be the direct responsibility of the school administration and athletic director.

## **Code of Ethics for Coaches**

### **Responsibilities of the Coach:**

Quality coaching, more than any other factor, will determine the caliber of the school's athletic program.

### **A coach is defined as:**

**School Coach** – being a person who coaches and is employed by the school board and has the Sask. Sport Respect in Sport and Concussion Protocol training completed before attending the first practice.

**Outside Head Coach** – someone who is coaching at the school but is not employed by the school board, not supervised by a school board employee. Is required to have The Fundamentals of Coaching, Sask. Sport Respect in Sport and Concussion Protocol training completed before attending the first practice. Must be a minimum of 4 years out of high school and submit a Criminal Record Check.

**Balfour Assistant Coaches** are to be at least 19 years of age and have at least some previous coaching experience, and will be required to have Sask. Sport Respect in Sport and Concussion Protocol training as well as submit a Criminal Record Check.

Within that definition are six key behaviours:

1. Support the student's academic development first.
2. Present yourself to the athlete as someone who lives a healthy life.
3. Maintain emotional and mental self-control at all times.
4. Speak positively about all coaches/students/parents, and officials and abstain from the use of profanity, sexual innuendo, demeaning or intimidating language or behaviour.
5. Coach the student without negative criticism and maintain a safe and healthy environment.
6. Model and demand sportspersonship from staff and athletes.

### **The Coaches and Staff Advisor at Balfour Collegiate are also expected to:**

1. The coach will act as an exemplary role model to all athletes. The coach will respect the school's philosophy, rules and regulations; recognize that academics come first, and that the Athletic Program is but one aspect of a student's education.
2. All coaches and assistant coaches are selected at the discretion of the school administration and must provide a PIC (Police Information Check).
3. Each outside coach (team) will have a school staff member as a liaison.
4. The coaches are responsible for the supervision and risk management of the facilities which they are using. When competing at a venue other than Balfour, the coach is responsible for the safe conduct of the athletes.

5. The coach is responsible for enforcing and abiding by all rules and regulations as outlined by the Balfour Athletic Handbook and will be held responsible for the enforcement and implementation of its by-laws and regulations, particularly in regard to matters of eligibility and conduct.
6. Team selection should be carried out in a fair and equitable fashion. Criteria for becoming a team member should be outlined before tryouts commence and the coach should be able to explain to the athletes the choices that are made. The coach will be available to meet with each athlete that does not make the team and explain the choices made.
7. An atmosphere of cooperation and understanding must exist between coaches so that athletes who are involved in multiple sports are to be given some consideration into when they will miss practice.
8. At the beginning of the season, coaches must receive permission to enter tournaments from the principal and the principal and athletic director will sign off on the document. The number of contests allowed in each sport is regulated by the RHSAA.
9. All gym time will be set at the discretion of all coaches involved in the particular sport in season. Priority will be given to the sport in season and/or those heading into playoffs.
10. The coach shall take a strong stand against the use of profanity, abusive or sexist language, or any other unsportsmanlike conduct. They will not tolerate any hazing of team members. No team member is to be subjected to humiliation or degradation even if permission has been granted or implied by the athlete.
11. Any use of drugs including all tobacco/nicotine products or alcohol is to be reported immediately to the school administration.
12. All teams will report their results on the Daily Announcements. As well, if the team wins the coach will report the winning score to the RHSAA as per the coaches' document.
13. The coach should carry a copy of all team members' medical information with him/her and make sure all injuries are cared for appropriately; an incident report form may also be filled out for insurance purposes. Forms can be found in the office.
15. The coach must make sure all student-athletes have met financial obligations to the school prior to becoming an active member of the team. The Athletic Director should be made aware, if possible, of students in financial difficulty. In order to play on the team a student-athlete is to have paid their fees (or made special arrangements) prior to the athlete getting their uniform.
16. The coach or staff advisor is to keep a full account of all funds turned in, including a balanced budget showing where all funds are spent.
17. The coach will have a parents' meeting to communicate all aspects of the school and coach's expectations for their child's involvement on a team within one week after team selection has been made and prior to any games.

## **Balfour Collegiate**

### **Athletic Handbook -Student Athletes**

#### **Responsibilities of the School and Students:**

1. All participants in extracurricular activities must have paid all registration fees and have a valid Student ID.
2. Each team will be given financial support from the school for travel for their regular season. Team funding can come from different sources: Student Council, Kids Sport, Fundraising, Sask Sport and community clubs.
3. All funds are to be set up with the school for school fees online and are to be deposited directly by the school. Any student-athlete turning in money should do so with the office and not the coach, where they will be issued a receipt. No separate accounts outside the school are to be kept.

#### **BALFOUR ATHLETIC AND EXTRACURRICULAR ELIGIBILITY**

- ❖ A student must be under 19 years of age as of August 30th to be eligible to play High School sports.
- ❖ A student is eligible for three consecutive years beginning with the first year of high school (Grade 10)
- ❖ All athletic fees and uniform fees are to be paid before the student athlete receives their uniform and plays their first game or if necessary have a payment schedule setup in advance of the first game. Fees will not be refunded after the first game played. Fees will be set by the RHSAA, Coach and Principal, and are based on team requirements.
- ❖ Attendance at school is an important part of learning and the success of the student. The student participant is expected to be in class in order to be successful in their courses.
- ❖ Student participants who are NOT in school on the day of an event or game without a note from a parent/guardian or doctor are NOT eligible to participate that day.
- ❖ Student participants who are absent from classes without an excuse at any time during the week may also be removed from participation.
- ❖ Students who are missing from classes a number of times without an excuse may be removed from participation for a time period as deemed by the Administration.
- ❖ Student participants are reminded that all school rules apply at all school sponsored activities. This includes events, competitions, practices, tournaments, etc., both at the school and away from the school.
- ❖ All uniforms and equipment belong to the school and are to be returned to the school in the same condition as they were given out. Failure to do so will result in the student being billed for the cost of the equipment or uniform.
- ❖ Uniforms are NOT to be worn to school as general clothing; they are designated specifically for the sporting activity and are only to be worn for games.
- ❖ Students who are suspended from school are not eligible to participate in events, competitions, practices or meetings while suspended. If there is a weekend in the middle of the suspension the student cannot participate until they return to school.

- ❖ For each suspension the Athlete will be discussed at an Athletic Review.
- ❖ A student receiving a second school suspension, or if their first is for 5 days, they may be removed from participation and deemed ineligible to participate for the remainder of the year on any further teams or in extracurricular opportunities.

**Student athletes should:**

1. Play hard and respect the other team, officials, and coaches.
2. Maintain a high degree of physical fitness.
3. Abstain from performance enhancing drugs along with illegal substances.  
Tobacco products including chewing tobacco and any nicotine products are not permitted at school activities.
4. Demonstrate respect for the diversity among participants as it relates to race relations, cross-cultural understanding, and human rights.
5. Play for the love of the game.

**Athlete Expectations:**

Each team will have this as their expectations for their athletes as a general Guideline:

1. **Attendance:** 80% or higher
  - a. If an athlete has an unexcused absence in a class or is late 3 times in a week, the teacher should notify the coach and tell the athlete.
  - b. If a student has an unexcused absence in a class on the day of a game or practice, the athlete will not be allowed to participate.
  - c. If a student is absent more than 20% of the time, the teacher should notify the coach and tell the athlete.
2. **Academics:**
  - a) If an athlete has outstanding assessments in a class, the teacher should notify the coach and tell the athlete.
  - b) If an athlete is failing to meet expectations of effort and/or behaviour in the classroom, the teacher should notify the coach and tell the athlete.

Students must be in attendance at school 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.

The Student Activity Review Committee exists to review any problems that come to its attention. The committee ensures that the above standards are followed so that staff, coaches, and students are supported in their extracurricular activities through a consultation process. After all aspects of a situation have been examined, the Committee, consisting of Administrator, Athletic Director, and at least two other support members (such as Advisory teacher and coach), will make a decision as to monitoring and consequences.

*Coaches / liaison* will be expected to monitor their athletes' classes to help them meet expectations. The office will assist each coach/staff liaison, so they can view attendance and academic requirements prior to any practices and games.

### ***Monitoring and Consequences***

*The Review Committee will discuss the following in terms of monitoring and consequences:*

Extra-curricular probation:

- Step 1 –Talk to the athlete, provide the athlete with 2 days to meet requirements.
- Step 2 –If, at the end of the 2 days, expectations are not met then, the athlete will be suspended from intra-mural sport practices and activities until such time as they can prove that they are meeting requirements and therefore eligible to return.
- Step 3 –Return to play is strictly on a probationary period if the matter is resolved and the athlete maintains eligibility requirements then they stay on the team, if they are reported a second time they will be removed from the team.

Every extra-curricular probation will be recorded. If a student is placed on extra-curricular probation twice in the same school year they will be referred to the Review Committee.



# Balfour Athletics

## Media Release Consent Form



The Balfour Bears Athletic Program celebrates student successes and accomplishments with our communities in a variety of ways.

The Balfour Athletics Program is planning to celebrate and honour our coaches and student athletes throughout the entire school year. In order to do so, *the Local Authority of Freedom of Information and Protection of Privacy Act* (LAFOIP) must be followed when images and names of students are shared with the public, whether through school division publications, media coverage, video footage, livestream or on websites and awards programs. It is important for us to know your preferences for media coverage and sharing. The Athletics Program requires informed consent to share photos and names for each athlete. You may withdraw your consent at any time by providing written notice to the Balfour Athletics Director.

### **Media Coverage**

Balfour would like to prepare social media posts that may include names, photos and/or video in which the athlete's face is clearly identifiable. These photos and videos will be shared on Balfour's website and social media platforms. It can be presumed that parts or all of these photos and videos will become public domain so your personal information contained in the photos/videos could become public information.

Your signature on the team consent paperwork means that you agree and give permission to the staff/coaches at Balfour Collegiate to use and disclose the following information about you in celebration and promotion of Balfour Athletics.

*If you do not sign on the line or it is unclear if you consent, Balfour will not use and/or post your image and/or name as part of the sports teams that you are playing on.*

### **Unauthorized Media Sharing**

I understand that media including my image and name may appear in electronic form on the Internet in a manner that is outside of Balfour's control including, but not limited to, personal accounts for Instagram, Twitter, Facebook, Snap Chat, and other similar social media platforms. I do not hold Balfour or its School Division responsible for such unauthorized media sharing.



## **Balfour Athletics Social Media Policy**

Social media can be a useful tool to communicate with teammates, fans, friends, coaches and more. Social media can also be dangerous if you are not careful. Every picture, link, quote, tweet, status, or post that you or your friends put online is forever part of your digital footprint. You never know when that will come back to hurt or help your reputation during the recruiting process, a new job, or other important areas of your life.

Recognizing the above:

- \_\_\_\_\_ I will only use social media in appropriate situations (i.e. Never in the team locker room, on the sidelines during a game, or during practices).
- \_\_\_\_\_ I will refrain from making a post when I am angry, upset or my judgment is impaired.
- \_\_\_\_\_ I take responsibility for my online profile, including my posts and any photos, videos or other recordings posted by others in which I appear.
- \_\_\_\_\_ I will NOT degrade my opponents at any time.
- \_\_\_\_\_ I will post only positive things about my teammates, coaches, opponents, and officials.
- \_\_\_\_\_ I will use social media to purposefully promote achievements, abilities, team, school, community, and social values.
- \_\_\_\_\_ I will consider “Is this the me I want you to see?” before I post anything online.
- \_\_\_\_\_ I will ignore any negative comments about me and will not retaliate.
- \_\_\_\_\_ If I see someone post something potentially negative online, I will have a polite conversation with that person. If I do not feel comfortable doing so, I will talk to the coach, teacher advisor or athletic director.
- \_\_\_\_\_ I am aware that I represent my sport(s), school, team, family, and community at all times, and will do so in a positive manner.

**As a Balfour student, I have reviewed and carefully read, with my parent(s)/legal guardian, the Social Media Policy and I agree to abide by all provisions contained within. Furthermore, I understand that a violation of said rules may result in disciplinary action, loss of athletic privileges and/or suspension from participation.**



## Balfour Collegiate Athletics Program

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### Concussion Policy

Balfour Collegiate is committed to protecting the health of and providing a safe environment for each of its student-athletes. As a member of the Saskatchewan High School Athletic Association, Balfour Collegiate will actively support the ethics, rules, and regulations governing high school athletes as outlined by the Saskatchewan High School Athletic Association (SHSAA). The Balfour Concussion Policy follows the SHSAA Concussion Protocol and Policy Statement.

#### **Introduction**

Education and providing information about Concussions in sport continues to be an area of emphasis for all groups that are involved in delivering sport to today's youth. Balfour Collegiate is committed to providing a concussion policy for all athletes who are involved in sports at Balfour.

Concussions can happen to anyone and can occur in virtually any activity. A study at McGill University indicated that one of the key factors behind serious and/or repeated concussions was a lack of awareness about brain injury.

#### **Facts about Concussions**

- You don't need to be knocked out to suffer a concussion.
- Less than 5% of athletes lose consciousness with a concussion.
- It occurs when the brain moves within the skull as a result of a blow to the head or body.
- What may appear to be only a mild jolt or blow can result in a concussion.
- A concussion is a type of traumatic brain injury that impairs normal function of the brain.
- Concussions can have serious consequences, particularly if they are not identified.
- Every four minutes, a concussion occurs in Canada –nearly 144,000/year.
- There are approximately 6,000 concussions in Saskatchewan every year.
- The average age for a first-time concussion is 10 years old.
- A person is four times as likely to suffer a second concussion after having the first one and the effects may be more serious with each subsequent injury.

- Signs/symptoms can show up immediately or may not be noticeable for hours or days.
- Concussion symptoms differ with each person.
- One in five sport related injuries is a head injury.
- If you think you have a concussion, YOU SHOULD NOT RETURN TO PLAY. See your health care professional for diagnosis, treatment and follow the Balfour Collegiate 'Return-to-Learn' and 'Return-to-Sport' Strategies.

### **Objectives of the Balfour Collegiate Concussion Policy**

The goal of this policy and its protocols are to provide tools to help prevent, recognize and properly manage concussion in our school sports' programs. The protocol has been developed to ensure that all head injuries and concussions are taken seriously and that the proper guidelines are strictly followed for safe concussion management.

**WHEN IN DOUBT, SIT THEM OUT!**

### **CONCUSSION MANAGEMENT GUIDELINES**

The Consensus Statement on Concussion in Sport, which resulted from the 5th international conference on concussion in sport, defines sport-related concussion as follows:

Sport-related concussion (SRC) is a traumatic brain injury induced by biomechanical forces. Several common features that may be utilized to clinically define the nature of a concussion head injury include:

- SRC may be caused either by a direct blow to the head, face, neck or elsewhere on the body with an impulsive force transmitted to the head.
- SRC typically results in the rapid onset of short-lived impairment of neurological function that resolves spontaneously. However, in some cases, signs and symptoms evolve over a number of minutes to hours.
- SRC may result in neuropathological changes, but the acute clinical signs and symptoms largely reflect a functional disturbance rather than a structural injury and, as such, no abnormality is seen on standard structural neuroimaging studies.
- SRC results in a range of clinical signs and symptoms that may or may not involve loss of consciousness. Resolution of the clinical and cognitive features typically follows a sequential course. However, in some cases symptoms may be prolonged.
- The clinical signs and symptoms cannot be explained by drug, alcohol or medication use, other injuries (such as cervical injuries, peripheral vestibular dysfunction, etc.) or other comorbidities (e.g., psychological factors or coexisting medical conditions).

## **PREVENTION**

Prevention is the first objective in concussion management. The goal is to create an environment that will minimize concussion incidence and complications.

### **Pre-Season Education**

All Balfour Collegiate student-athletes will be provided and allowed an opportunity to discuss educational material (Pre-Season Concussion Education Contract) and will be required to sign an acknowledgement, on an annual basis and prior to participation, that they have been provided, reviewed and understood the concussion policy.

Additional Resources for student education could include the following:

On-line training at <http://nfhslearn.com/courses?searchText=Concussion>  
<https://parachute.ca/wp-content/uploads/2019/06/Concussion-Guide-for-Athletes.pdf>  
<https://www.youtube.com/watch?v=zCCD52Pty4A>  
[https://www.youtube.com/watch?v=\\_55YmblG9YM](https://www.youtube.com/watch?v=_55YmblG9YM)

All coaches at Balfour Collegiate are required to completed the Concussion Protocol Training, will be asked to provide their training certificate and sign an acknowledgement, on an annual basis, indicating that they have reviewed and understood the concussion education material.

Balfour Collegiate will provide each coach with the “Pre-Season Concussion Education Sheet”, the “Concussion Recognition Tool 5” and the “Concussion Guidelines for the Coaches & Trainers”. These documents will be kept on their person when coaching.

### **Online Resources:**

Concussion Guide for Athletes

<https://parachute.ca/wp-content/uploads/2019/06/Concussion-Guide-for-Athletes.pdf>

Concussion Recognition Tool 5

<https://bjism.bmj.com/content/bjsports/51/11/872.full.pdf>

Concussion Guidelines for the Coaches & Trainers

<http://www.parachutecanada.org/downloads/resources/Concussion-Coaches.pdf>

### **Parents**

Education for parents is strongly recommended as the parents should know what a concussion is and recognize it in their child. This education will allow parents to know what to expect if their child is diagnosed with a concussion. Education for parents will be provided at pre-season parent meetings. Copies of the Balfour Concussion Policy and management protocols will be provided and signatures will be required.

## **Protective Equipment**

Balfour Collegiate will follow the Safety Precautions and Recommendations for each sport as described in the SHSAA handbook

## **IDENTIFICATION -Initial Suspected Concussion Evaluation**

Identification is the second objective in concussion management. The goal is to optimize the early identification of possible or presumed concussions.

A concussion is suspected when it is recognized that an individual appears to have either experienced an injury or impact that may result in concussion, or is exhibiting unusual behavior that may be the result of a concussion. A concussion is diagnosed by a medical doctor.

The following stakeholders can identify a possible concussion: Athletes, including teammates and self-reporting, Coaches, Parents, School staff, Officials, Health care professionals.

**All suspected concussions will be documented from identification of concussion to return to learn and play.** If a concussion is suspected to have occurred during a Balfour sports event, the coaching staff and or medical personnel will fill out the “**Balfour Collegiate Athletics Concussion Incident Report.**”

## **MANAGEMENT**

Management is the third objective in concussion management. The goal is to optimize the management and obtain the best outcome for the concussed athletes.

### **Emergency Action Plan**

Any athlete with a suspected head/spinal injury will be assessed using the Emergency Action Plan utilized at the host venue and not moved until deemed safe to do so.

### **Concussion Action Plan**

An athlete suspected of suffering a concussion must be removed from play immediately and not return to activity on the same day. The athlete will be continually monitored for the presence of any “Red Flags” which if present will result in an urgent 911 call. Athletes suspected of a concussion and their parents/caregivers can refer to the following documents provided at the pre-season parent meeting.

These documents discuss concussion and identify the “Red Flags” to be monitored.  
Concussion Guideline for Athletes

<https://parachute.ca/wp-content/uploads/2019/06/Concussion-Guide-for-Athletes.pdf>

Concussion Guidelines for Parents & Caregivers

<https://parachute.ca/wp-content/uploads/2019/06/Concussion-Guide-for-Parents-and-Caregivers.pdf>

Athletes must be assessed by a medical doctor. Once a concussion diagnosis has been assessed the athlete will progress through a guided concussion management rehabilitation program by a health care practitioner. This will include a progressive guided return-to-learn process lead by a health care professional. Once the athlete has returned to full time school without symptoms, he/she can progress through the return-to-sport guidelines under the management of a health care professional with specific training and experience in the assessment and management of sports-related concussions. This will be documented as the final step on the recording tool.

**Please refer to additional documents as they must be signed and dated by the Athlete/Parent and a medical professional before a Balfour Athlete will be allowed to Return-to-Sport.**

**Return-to-Learn –date and sign all stages.**

**Return-to-Sport – date and sign all stages.**

**Medical Clearance Letter – Signed and dated by a medical doctor and athlete/parent.**

## **Balfour Collegiate Athletic Handbook - Parents/Guardians**

### **Code of Ethics for Parents:**

1. Support the team, the players, the coaches and all referees/officials at all times.
2. Help your child to follow and uphold the Balfour Collegiate athletes' guidelines for participation.
3. Support the goals of sportsmanship and help bring pride and respect to your child and Balfour Collegiate. As you enjoy this exhibition of student skills, remember that you are part of an educational setting. Be respectful and encouraging in your approach to our competitors, officials and team members. Positive comments only.
4. Support the team regardless of your child's role. In the event of concerns, follow the guidelines and procedures as outlined in this document . Each parent can view the Balfour Athletic Handbook on the Balfour Website at any time.

### Suggested Positive Behaviour:

- Applaud during introduction of players, coaches and officials.
- Politely accept all decisions by officials.
- Promote handshakes between participants and coaches at end of contest, regardless of outcome.
- Treat competition as a game, and learning environment, not a war.
- Search out opposing participants to recognize them for outstanding performance or coaching.
- Applaud at the end of the contest for performances of all participants.
- Demonstrate concern for an injured player, regardless of school.
- Encourage/support people to display only sportsperson like conduct.
- Cheer using positive comments only

### Unacceptable Behaviour:

- Yelling, taunting, trash talk, negative chanting or gestures toward opponents/officials.
- Booing or heckling an official's decision.
- Criticizing officials in any way; displays of temper with an official's call.
- Refusing to shake hands or to give recognition for good performances.
- Blaming loss of game on officials, coaches or participants.
- Laughing or name-calling to distract an opponent.
- Using profanity or displays of anger that draw attention away from the game.
- Use of artificial noisemakers of ANY kind in school gymnasiums.
- Coaching from the stands

### **Parent/Coach/Teacher Supervisor Communication:**

Both parenting and coaching are extremely difficult vocations. By establishing an understanding of each position, everyone is better able to accept the actions of the other and provide greater benefit to students. As parents, when your student becomes involved in a program, you have the right to understand what expectations are placed on your student. This begins with clear communication from the coach of your student's program. Coaches and parents are expected to encourage and praise students in their attempt to improve themselves as students, athletes, and citizens. Parents can facilitate this by gaining an understanding and appreciation of all aspects of the sport/activity and the expectations placed on your student.

### Communication Coaches/Sponsors Expect From Parents:

- Concerns expressed directly to the coach/sponsor.
- Notification of any schedule conflicts well in advance.
- Specific concern in regard to a coach's/sponsor's philosophy and/or expectations.

### Communication You Should Expect From Your Student's Coach/Sponsor:

- Philosophy of the coach/sponsor.
- Expectations the coach has for your student as well as all the players on the squad.
- Location and times of all practices and contests.
- Team requirements, i.e., fees, special equipment, off-season conditioning, and individual and team goals.
- Procedure should your student be injured during participation.
- Discipline that results in the denial of your student's participation.
- A fair and unbiased process when student athletes are not selected to teams.

As your child becomes involved in the sports program at Balfour Collegiate, they will experience some of the most rewarding moments of their lives. It is important to understand that there also may be times when things do not go the way your child wishes. This is the opportunity for your child to talk with their respective coach and discuss the situation. When your child handles the problem, it becomes part of the learning and maturation process. There may also be situations that require a conversation between the coach and the parent. These are encouraged. It's important that both parties have a clear understanding of the other's position.

To help promote a resolution, please use the following guidelines:

- Parent/guardian makes an appointment to speak directly to the coach to discuss the concern.
- If the coach cannot be reached, call the athletic director and he/she will make arrangements for the coach to meet with you.
- If the concern is not resolved, call the Athletic Director to arrange a conference. A meeting will be arranged with the coach, parent and Athletic Director. At this meeting, the appropriate next step can be determined.
- Please do not attempt to confront a coach before or after a contest or practice (24 hour rule). These can be emotional times for both the parent and coach. Meetings of this nature do not promote resolutions. It is very difficult to accept that your child is not playing as much as you may hope. Coaches are volunteers and they make judgement decisions based on what they believe to be best for all of the students involved. While there are certain things, which can and should be discussed with your child's coach, there are other things, which must be left to the discretion of the coach.

Appropriate concerns to discuss with coaches:

- The treatment of your child, mentally and physically
- Ways to help your child improve
- Concerns about your child's behaviour

Issues not appropriate to discuss with coaches:

- Playing time, Strategy, -Other student-athletes, Play calling



## **Balfour Collegiate Athletics Program**

### **Return-to-Sport Strategy After a Concussion**

\*RETURN-TO-LEARN MUST BE FULLY COMPLETED BEFORE STARTING STAGE 5 AND 6 OF RETURN-TO-SPORT.

Stage 1:	Stage 2:	Stage 3:	Stage 4:	Stage 5:	Stage 6:
<b>No sporting activity</b>	<b>Light aerobic exercise</b>	<b>Sport-specific light exercise</b>	<b>Non-contact drills</b>	<b>Full-contact practice</b>	<b>Back in the game</b>
Physical and cognitive rest until symptoms start to improve OR after resting for 2 days max.	Walking, swimming, stationary cycling. No resistance training. The pace of these activities should be at the point where you are still able to have a conversation. Try at home first, then school.	Skating drills (ice hockey), jogging drills (soccer). No head-impact activities or exertion.	Progress to complex training drills (e.g. passing drills). May start resistance training. *Min. 6 days after concussion, and after Stage 4a of Return-to-Learn.	Following medical clearance participate in normal training activities.	Normal game play.
<b>Recovery</b>	<b>Increase heart rate</b>	<b>Add movement</b>	<b>Exercise, Coordination, Cognitive load</b>	<b>Restore confidence; Assess functional skills</b>	
<b>Symptoms improve or 2 days rest max?</b>	<b>No new or worsening symptoms for 48 hours?</b>	<b>No new or worsening symptoms for 48 hours?</b>	<b>Symptom-free for 24 hours?</b>	<b>Symptom-free for 24 hours?</b>	<b>Note: Returning to contact sports (full practice and game play) too soon may cause a significant setback in recovery.</b>
<b>Yes:</b> Move to stage 2 <b>No:</b> Continue resting	<b>Yes:</b> Move to stage 3 <b>No:</b> Return to stage 1	<b>Yes:</b> Move to stage 4 <b>No:</b> Return to stage 2	<b>Yes:</b> Move to stage 5 <b>No:</b> Return to stage 3	<b>Yes:</b> Move to stage 6 <b>No:</b> Return to stage 4	
<b>Date &amp; Signature:</b> _____ _____	<b>Date &amp; Signature:</b> _____ _____	<b>Date &amp; Signature:</b> _____ _____	<b>Date &amp; Signature:</b> _____ _____	<b>Date &amp; Signature:</b> _____ _____	

If new or worsening symptoms are experienced at any stage, go back to the previous stage for at least 24 hours. You may need to repeat a stage more than once to recover. **Medical clearance is required before moving to stage 5. Please use the Medical Clearance Letter Provided.**

# **Balfour Collegiate Athletics Program**

## **Concussion Medical Clearance Letter**

Date: \_\_\_\_\_ Athlete's Name: \_\_\_\_\_

To whom it may concern,

Athletes who are diagnosed with a concussion should be managed according to the Canadian Guideline on Concussion in Sport including the Return-to-Learn and Return-to-Sport Strategies. Accordingly, the above athlete has been medically cleared to participate in the following activities as tolerated effective the date stated above (please check all that apply):

- Symptom-limiting activity -cognitive and physical activities that don't provoke symptoms**
- Light aerobic activity -walking/stationary cycling at slow to medium pace.**  
**No resistance training**
- Sport-specific exercise -running or skating drills. No head impact activities.**
- Non-contact practice -harder training drills, e.g. passing drills. May start progressive resistance training. Including gym class activities without a risk of contact, e.g. tennis, running, swimming)**
- Full-contact practice -including gym class activities with risk of contact and head impact, e.g. soccer, dodgeball, basketball)**
- Full game play**

**What if symptoms recur?** Any athlete who has been cleared for physical activities, gym class or non-contact practice, and who has a recurrence of symptoms, should immediately remove himself or herself from the activity and inform the teacher or coach. If the symptoms subside, the athlete may continue to participate in these activities as tolerated.

Athletes who have been cleared for full contact practice or game play must be able to participate in full-time school (or normal cognitive activity) as well as high intensity resistance and endurance exercise (including non-contact practice) without symptom recurrence. Any athlete who has been cleared for full-contact practice or full game play and has a recurrence of symptoms, should immediately remove himself or herself from play, inform their teacher or coach, and undergo medical assessment by a medical doctor or nurse practitioner before returning to full-contact practice or games. Any athlete who returns to practices or games and sustains a new suspected concussion should be managed according to the Canadian Guideline on Concussion in Sport.

Comments:

\_\_\_\_\_  
\_\_\_\_\_

Medical Doctor's  
Signature/Print \_\_\_\_\_

Athlete/Parent  
Signature \_\_\_\_\_

**We recommend that this document be provided to the athlete without charge.**

## **Balfour Collegiate Athletics Program**

### **Return-to-Learn Strategy After a Concussion**

\*Each stage is at least 24 hours. Move to the next stage only when activities are tolerated without new or worsening symptoms.

\*If symptoms re-appear, return to the previous stage for at least 24 hours.

\*If symptoms don't improve, but continue to get worse, contact your doctor or get medical help immediately.

<b>Cognitive &amp; Physical Rest 24-48 hours</b>	<b>Stage 1</b> Light Cognitive Activity	<b>Stage 2</b> School-type work/ Light Physical Activity	<b>Stage 3a</b> Part-time school Light load	<b>Stage 3b</b> Part-time school Moderate Load	<b>Stage 4a</b> Nearly normal Workload	<b>Stage 4b</b> Full time
<b>At Home</b>	<b>At Home</b>	<b>At Home</b>	<b>At School</b>	<b>At School</b>	<b>At School</b>	<b>At School</b>
<b>OK if tolerated:</b> -Short board games -Short phone calls -Camera Photos -Crafts -Limited TV -Limited computers -Limited cell phone usage. -Limited reading	<b>OK if tolerated:</b> -Easy reading -Limited TV -Drawing/LEGO/ Board games -Some peer contact -Limited computer and cell phone use.	<b>OK if tolerated:</b> -School-type work in 30 min chunks -Light physical activity -Some peer contact	<b>OK if tolerated:</b> -Up to 120 min. of Cognitive activity in chunks. -Half-days at school, 1-2 times a week -Some light physical activity	<b>OK if tolerated:</b> -Limited testing -School work for 4-5 hours/day in Chunks. -Homework up to 30 minutes/day -3-5 days of school per week. -decrease learning accommodations	<b>OK if tolerated:</b> -Nearly normal cognitive activities. -Routine school work as tolerated. -Homework up to 60 mins./day -Minimal learning accommodations.	<b>OK if tolerated:</b> -Normal cognitive activities -Routine school Work -Full curriculum Load -No learning accommodations.
<b>NOT OK</b> -School -Physical exertion -Stair climbing -Organized sports	<b>NOT OK</b> -School/Work -Physical exertion -Stair climbing -Organized sports	<b>NOT OK</b> -School attendance -Work -Physical exertion -Stair climbing -Organized sports	<b>NOT OK</b> -Music/PE class -Tests/exams -Homework -Heavy physical loads (backpack) -Organized Sports	<b>NOT OK</b> -PE class/ physical exertion -Standardized tests/exams -Organized sports	<b>NOT OK</b> -PE class/ physical exertion -Standardized tests/exams -Full participation in organized sports	<b>NOT OK</b> <b>-Full participation in sport until medically cleared.</b> (See Return-to-Sport Strategy.
<b>Ready for Next Stage?</b> *If symptoms start to improve OR after resting for 48 hours max.	<b>Ready for Next Stage?</b> *If you can tolerate 30 min. of cognitive activity at home.	<b>Ready for Next Stage?</b> *If you can tolerate up to 60 min. of cognitive activity in 2-3 chunks.	<b>Ready for Next Stage?</b> *If you can tolerate school work up to 120 min. a day 1-2 days/week.	<b>Ready for Next Stage?</b> *If you can tolerate school work 4-5 hours/day in chunks For 2-4 days/week.	<b>Ready for Next Stage?</b> *If you can tolerate full-time academic load without worsening symptoms.	<b>Ready for Next Stage?</b> *Get Medical Clearance, then you may begin Stage 5-6 of the Return-to-Sport Strategy.
<b>Date &amp; Signature:</b>	<b>Date &amp; Signature:</b>	<b>Date &amp; Signature:</b>	<b>Date &amp; Signature:</b>	<b>Date &amp; Signature:</b>	<b>Date &amp; Signature:</b>	<b>Date &amp; Signature:</b>