

# Coaldale Prairie Winds Secondary Athletic Handbook

Last Edited August 2025



## Contents

<b>Philosophy.....</b>	<b>3</b>
<b>Athletic Department.....</b>	<b>4</b>
<b>Programs.....</b>	<b>5</b>
<b>Seasons of Play.....</b>	<b>6</b>
<b>Participation Fees.....</b>	<b>7</b>
<b>Fundraising.....</b>	<b>8</b>
<b>Uniforms and Equipment.....</b>	<b>8</b>
<b>Transportation.....</b>	<b>9</b>
<b>School Bus.....</b>	<b>9</b>
<b>Guidelines for Student Athletes.....</b>	<b>9</b>
<b>Conduct.....</b>	<b>10</b>
<b>Academic Guidelines.....</b>	<b>11</b>
<b>Game Day/Practice Eligibility.....</b>	<b>11</b>
<b>Injury.....</b>	<b>12</b>
<b>Hazing.....</b>	<b>12</b>
<b>Social Media.....</b>	<b>12</b>
<b>Guidelines for Coaches.....</b>	<b>12</b>
<b>Team Selection.....</b>	<b>13</b>
<b>Practices.....</b>	<b>13</b>
<b>Playing Time/Expectations.....</b>	<b>13</b>
<b>Communication.....</b>	<b>14</b>
<b>Sanctioned Absences and Early Dismissals.....</b>	<b>14</b>
<b>Budget.....</b>	<b>15</b>
<b>Per Diem and Accommodation.....</b>	<b>15</b>
<b>Professional Development.....</b>	<b>15</b>
<b>Guidelines for Parents.....</b>	<b>16</b>
<b>Awards.....</b>	<b>18</b>
<b>Selection Process of Major Awards.....</b>	<b>19</b>
<b>Major Awards</b>	
<b>Athlete of the Year – Male and Female (Junior &amp; Senior High).....</b>	<b>20</b>
<b>Principal’s Award .....</b>	<b>20</b>
<b>Career Athlete – Male and Female (Senior High).....</b>	<b>21</b>
<b>Heart of the Wild – Male and Female (Junior &amp; Senior High).....</b>	<b>21</b>
<b>Multi-Sport Athletes.....</b>	<b>22</b>
<b>Appendix A - Parent, Coach, Player Communication.....</b>	<b>23</b>
<b>Appendix B - Sponsorship Letter/Tiers.....</b>	<b>26</b>
<b>Appendix C - Pre-Season Meeting.....</b>	<b>27</b>
<b>Appendix D - Budget.....</b>	<b>28</b>
<b>Appendix E - Coach Per Diem.....</b>	<b>29</b>
<b>Coach’s Volunteer Forms (Completed Digitally).....</b>	<b>30 - 38</b>
<b>Code of Conduct for Players &amp; Parents.....</b>	<b>39</b>

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## ***Philosophy***

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### **OUR ATHLETES ARE:**

**W**holehearted  
**I**ntentional  
**L**imitless  
**D**edicated

P R A I R I E   W I N D S   S E C O N D A R Y



## **At Coaldale Prairie Winds Secondary**

We want them to be:

### **Wholehearted**

- completely and sincerely devoted, determined, and enthusiastic

### **Intentional**

- purposeful in our actions, goals, and commitment

### **Limitless**

- a limitless person means to be someone without end, limit, or boundary. In a sense, it is realizing and embracing our own inner superhero and we all have one.

### **Dedicated**

- Going beyond mere desire. It is an athlete's commitment to following through with behaviors and actions that will lead to the accomplishment of goals

Prairie Winds considers the interscholastic athletic program to be an integral part of the total educational experience. The development of the athlete as a person is a primary goal, and PW values the significant contribution of recreation, intramural and interschool athletics to the development of students.

Prairie Winds Secondary recognizes that extracurricular athletics promotes sportsmanship, team building, good citizenship, high academic standards, and community responsibility. As extracurricular athletics provide an opportunity for students to explore their unique talents outside of the classroom setting, build lasting friendships, resiliency, and teamwork. These activities demand a high level of commitment, excellence and self-motivation, which will help prepare students for the challenges they will meet outside the school community.

We remind students that it is a privilege to participate in extracurricular athletics. Participation is voluntary and is not a requirement, nor an entitlement. Therefore, extra time and effort is 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 Prairie Winds Secondary 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.

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## ***Athletic Department***

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Senior High Athletic Director  
Junior High Athletic Director  
Lead School Administrator  
Principal

Joel Barfuss  
Adrienne Kabi  
Megan Leusink  
Chad Jensen

## **Programs**

### **Junior High (Grade 7-9)**

Students can participate at the tier 1, tier 2, or tier 3 level in volleyball and basketball. U13, U14 & U16 age categories apply to cross country, badminton and track & field.

#### **Tier 3** - League - Country of Lethbridge Athletics Association (COLJAA)

This tier is for development players in grade 7 or 8. Grade 9s are not eligible to play in this league according to COLJAA regulations.

#### **Tier 2** - League - Lethbridge Schools Athletics Association

This tier is for emerging development players in grades 7 or 8. The league is designed as a grade 8 league, however there are no restrictions for grade 7s.

#### **Tier 1** - League - Lethbridge Schools Athletic Association

This tier is for enhanced development players. Students in grade 7, 8, or 9 are eligible.

### **Senior High (Grade 10-12)**

Students can participate at the Junior Varsity (JV) and/or Senior Varsity (SV) level in football, volleyball, basketball, baseball and slo-pitch. U16, U17 and U19 age categories apply to cross country, badminton and track and field.

**Junior Varsity** teams are open to students in grade 10 and 11 depending on the sport and league.

\* Grade 9's may compete on JV teams when deemed necessary by athletic administration.

**Senior Varsity** teams compete in the most competitive leagues, and are composed of the most accomplished players in Grades 10, 11, and 12.

\*Exceptions to this rule are softball, baseball and curling. Grade 9 students may compete on SV teams in these sports.

### **Junior high athletes may compete in the following athletic activities:**

Sport	Boys			Girls		
	Tier 1	Tier 2	Tier 3	Tier 1	Tier 2	Tier 3
Volleyball	⊗	⊗	⊗	⊗	⊗	⊗
Basketball	⊗	⊗	⊗	⊗	⊗	⊗

Sport	Boys			Girls			Mixed		
	U13	U14	U16	U13	U14	U16	U13	U14	U16
Cross Country	⊗	⊗	⊗	⊗	⊗	⊗			

Badminton	⊗	⊗	⊗	⊗	⊗	⊗	⊗	⊗	⊗
Track & Field	⊗	⊗	⊗	⊗	⊗	⊗			

### High school athletes may compete in the following athletic activities:

Sport	Boys		Girls		Mixed	
	Junior Varsity	Senior Varsity	Junior Varsity	Senior Varsity	Junior Varsity	Senior Varsity
Golf		⊗		⊗		⊗
Volleyball	⊗	⊗	⊗	⊗		
Football						⊗
Curling*		⊗		⊗		⊗
Basketball	⊗	⊗	⊗	⊗		
Softball			⊗	⊗		
Baseball		⊗				

Sport	Boys			Girls			Mixed		
	U16	U17	U19	U16	U17	U19	U16	U17	U19
Cross Country	⊗	⊗	⊗	⊗	⊗	⊗			
Badminton	⊗	⊗	⊗	⊗	⊗	⊗	⊗	⊗	⊗
Track & Field	⊗	⊗	⊗	⊗	⊗	⊗			

\* Grade 9 students are eligible to participate on the curling, softball, and football team depending on ability and number of senior high athletes.

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## ***Seasons of Play***

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

Each activity may hold practices according to the Alberta Schools Athletic Association (ASAA) seasons of play. The preceding activity has priority for practice times and games. The trailing activity may hold open gyms according to the ASAA seasons of play, however the final selection of the team cannot occur until the completion of the preceding season.

## ***Participation Fees***

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

All participation fees will be determined by the Athletic Directors.

Fees are paid via school cash-online.

Players must pay fees in full, or make arrangements with the Athletic Director, before they will be permitted to participate in league games or tournaments.

The following chart shows the participation fee for each activity and specifies what benefits are anticipated to be covered by the participation fee. **It is crucial to attend parent meetings prior to the activity beginning in order to receive accurate up to date information.**

Activity	Approx. Fees	League Play		Cities		Zones		Invitationals	
		L e a g u e  F e e s	T r a n s p o r t a t i o n	E n t r y  F e e s	T r a n s p o r t a t i o n	E n t r y  F e e s	T r a n s p o r t a t i o n	E n t r y  F e e s	T r a n s p o r t a t i o n
Cross Country	\$30.00		⊗	⊗	⊗	⊗	⊗	1	
Football	\$500.00	⊗				⊗			
Golf	\$90.00					⊗			
Tier 3 Volleyball	\$125.00	⊗		⊗		⊗		2	
Tier 2 Volleyball	\$150.00	⊗		⊗		⊗		3	
Tier 1 Volleyball	\$175.00	⊗		⊗		⊗		3	
JV Volleyball	\$300.00	⊗		⊗		⊗		4	
SV Volleyball	\$500.00	⊗		⊗		⊗		7	
Tier 3 Basketball	\$125.00	⊗		⊗		⊗		2	
Tier 2 Basketball	\$150.00	⊗		⊗		⊗		3	
Tier 1 Basketball	\$200.00	⊗		⊗		⊗		3	
JV Basketball	\$300.00	⊗		⊗		⊗		4	
SV Basketball	\$500.00	⊗		⊗		⊗		6	
Badminton	\$100.00			⊗		⊗		3	
Curling	\$50.00			⊗		⊗		1	
Baseball	\$375.00	⊗						1	
Softball	\$175.00	⊗						2	
Track and Field	\$30.00		⊗	⊗	⊗	⊗	⊗		

\*Costs are estimated and are subject to change depending on number of athletes, league play, tournament play and transportation.

\*\* Majority of transportation will be parent drivers, exceptions will be made when number of athletes participating in said activity justify bussing or when game times are during school hours.

\*\*\* Provincials may require extra funding/payment from participating athletes for items such as transportation, food etc.

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## ***Fundraising***

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Prairie Winds Secondary annually conducts fundraising projects. All student athletes who participate in Athletics are expected to participate where possible. Money raised through general fundraising allows us to maintain lower participation fees. Fundraised money is also used for the following but not limited to: New uniforms/jerseys, new equipment, supplemental training aids, additional coaching support, coach development, streaming and statistics services, provincial tournament support etc.

**No team/activity shall participate in, or organize any other fundraising event without the consent of the Athletic Department.**

See Appendix B for Prairie Winds sponsorship letter and tiers.

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## ***Uniforms and Equipment***

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All uniforms will be provided by Prairie Winds Secondary.

Uniforms will be distributed by the coach or Athletic Director, whichever is the most practical.

**Junior High** - Uniforms will be collected after each game. A parent will be selected to be responsible for washing the uniforms.

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

All players will be responsible for the cost of replacement of any uniform damaged or lost while in their possession. Uniforms are **not** to be worn outside of games. This includes: practices, gym classes, or after school.

All uniforms are to be cold water washed and hang dried.

### **Equipment**

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



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## ***Transportation***

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The transportation for league, invitational, zone, and/or provincial events may be handled in two fashions at the discretion of the Athletic Directors. The preferred method of transportation is parent drivers. This is due to the high cost of school buses as well as bus availability. Families are responsible for arranging transportation. Prairie Winds coaches and staff duty of care begins when student athletes arrive at the prescribed location.

### ***School Bus***

School buses must be booked through the athletic department. The cost of using buses for transportation is as follows. Events will be billed to the activity at a rate of \$1.50 per km (round trip) and \$20.00/hr paid to the driver (Min 3 hrs). A Class 2 license with S endorsement is required prior to driving these buses. See the Athletic Director or Athletics Administrator for more information if required.

League games and home tournaments have booking priority over practices.

Any activity under way shall have priority over the following season of play (ie. Basketball over baseball/softball)

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

Coaches may request specific practice times. While all efforts will be made to accommodate requests, it shall be the priority of the Athletic Director to provide a practice schedule which is as equitable as possible to all teams in accordance with priorities.

In some instances where seasons overlap it may be appropriate to develop a schedule on a weekly basis. Coaches are expected to update TeamSnap to provide players and parents with team specific information including tournament schedules as they become available.

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## ***Guidelines for Student Athletes***

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### ***Conduct***

Student athletes are representatives and ambassadors of Coaldale Prairie Winds Secondary, the community of Coaldale, and Palliser Regional Schools. With this representation comes additional responsibilities. This includes, but is not limited to:

- Fulfilling commitments to the team and school. Athletes are expected to attend all games and practices. Appointments or other commitments should be scheduled outside of your practice/game schedule (if at all possible). If for any reason you cannot attend a practice/game you must communicate with your coach before your absence. Missing practices and/or games may result in reduction or loss of playing time.
- Attending school; If you miss class during the day you are not allowed to participate in practices or games. Exceptions can be discussed with

coaches and athletic directors. Repeat offenses will be dealt with on a case to case basis.

- Being loyal to your school and team by putting the team above self.
- Treating all people inside and outside of school with respect. This includes game officials, opponents and coaches.
- Being gracious in victory and accepting defeat with dignity.
- Being respectful; do not engage in disrespectful conduct of any sort including profanity, obscene gestures, offensive remarks, trash talking, taunting, boastful celebrations, or other actions that demean individuals or the sport.
- Being a student first, knowing that the primary responsibility of a student-athlete is academic achievement.
- Remembering that participation in sports is a privilege, not a right.
- Consistently exhibiting good character and conducting yourself as a positive role model on and off the field/court/course.
- Being a positive role model; do not use any illegal or unhealthy substances, alcohol, tobacco, drugs, or performance-enhancing drugs.
- Exercising self-control. No fighting or showing excessive displays of anger or frustration.
- Honoring, observing and enforcing the spirit and the letter of rules and regulations.
- Maintaining academic eligibility and attending classes

## Academic Guidelines

**1.** To participate in athletics, students must be in good standing in school and display good sportsmanship at all athletic contests.

a) To be eligible to participate in athletics, a student must meet the requirements set forth by the ASAA, or by the South Zone Junior High Zone. Questions of eligibility should be addressed to the Athletic Director and school administration.

b) Any senior high student participating on a school sanctioned team must be registered in a minimum of 10 credits for the semester.

c) Any student wishing to participate in sports must meet acceptable school academic standards, as determined by PWS staff. Students who allow their academic averages to slip below an acceptable level will be suspended from the team, regardless of their athletic ability, due to poor academic performance.

**2.** If a student is not meeting academic expectations, (missing assignments, skipping classes, behavior in classes is undesirable, etc) the teacher involved may approach the athletics administrator or the athletic director indicating that assignments are to be completed and/or obligations met. The student shall meet with the athletic director or athletic administrator to develop a plan. This may result in the athlete becoming ineligible to participate in any school sport until the issues are resolved. The student and coach of the team shall be given notice before any suspension from play is initiated.

3. Parents will be notified if their student is denied the privilege of participating.

### *Game Day/Practice Eligibility*

Students must be in attendance for the day of a practice or game in order to participate in that practice or game. The School Administrator and/or the Athletic Director can review individual situations.

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

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

### *Injury*

In the case of injury during extra-curricular activity, minor or major cases must be reported to the Athletic Director. Required paperwork set-forth by Palliser will be completed and the appropriate follow-up will occur with player, coach, parents and administration.

All concussion guidelines set forth by ASAA will be adhered to by coaches with consultation from the athletic department and the appropriate medical staff.

It is expected student athletes continue to communicate with their coaches in respect to their return to play and if applicable, continue to attend practices.

### *Hazing*

Hazing or negative initiation activities are prohibited by Prairie Winds Secondary. The planning, initiation of, or participation in such activities shall be dealt with under the behavioral expectation of WILD athletics, and may lead to suspension or removal from a team and/or school.

### *Social Media*

Facebook, Twitter, TikTok, Snapchat and other social media sites are used by the majority of student athletes at Coaldale Prairie Winds Secondary, in one form or another. Student-athletes should be aware that third parties, including the media, faculty, future employers, universities and coaches, could easily access your profiles and view all personal information. This includes all pictures, videos, comments and posts. Inappropriate material found by third parties affects the perception of the student-athlete, our athletic program and Coaldale Prairie Winds Secondary. This can also be detrimental to a student-athlete's future college and employment options.

Examples of inappropriate and offensive behaviors concerning participation in online communities may include depictions or presentations of the following:

- Photos, videos, comments or posters showing the personal use of alcohol, drugs and tobacco e.g., no holding cups, cans, shot glasses etc.
- Photos, videos, and comments that are of a sexual nature.
- Pictures, videos, comments or posters that condone drug-related activity.
- Content online that is unsportsmanlike, derogatory, demeaning or threatening toward any other individual or entity (examples: derogatory comments regarding another school; taunting comments aimed at a student-athlete, coach or team at another school and derogatory comments against race and/or gender).
- No posts should depict or encourage unacceptable, violent or illegal activities (examples: hazing, sexual harassment/assault, gambling, discrimination, fighting, vandalism, academic dishonesty, underage drinking, illegal drug use).
- Content online that would constitute a violation of SZJHAA or ASAA rules.
- Information that is sensitive or personal in nature or is proprietary to the athletic program or Coaldale Prairie Winds Secondary, which is not public information (examples: tentative or future team schedules, student athlete injuries and eligibility status, travel plans/itineraries or information).

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## ***Guidelines for Coaches***

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The following guidelines are to be considered a code of conduct for Coaldale Prairie Winds Secondary coaching staff. School coaches, and their relationship with the students, play a significant role in the life of a student athlete. Many students complete their high school program because of, in part, of their interest in athletic participation and the influence of the coach.

The coach's role is as follows:

- foremost a teacher. The chief objectives of school athletics are to build leaders and to develop athletic skills. Winning games is secondary. Coaches who do not make a positive contribution to the total educational process are not meeting their obligations.
- always be regular and prompt in meeting assignments – practices, games and meetings.
- be diligent in attention to routine details. This includes getting in all reports when due, keeping necessary records, communicating results, and forwarding any receipts when required.
- supply the appropriate Athletic Director with a list of all players in order to track fees, apparel and forms.
- instill an attitude of sportsmanship on and off the court, during the game and afterwards, in school and out. Demonstrating respect to opponents and referees.
- use acceptable language at all times. Vulgarity and profanity have no place on the athletic field or court, in the gym or in the classroom.
- shall not use alcohol or non-prescription drugs in any form while with the team.

- when faced with unpredicted disciplinary situations, let the common law prevail. Situations are to be assessed on a rational basis. Should a situation such as this occur, contact the athletic director.
- be mindful of your position of guardianship entrusted by the athletes and their families. There must be social separation between coach and athlete, so that over-familiarity or impropriety does not occur or is not perceived to have occurred.
- work to instill with their players respect for the officials and establish that they alone shall discuss aspects of the game with the officials.
- respect the rights and feelings of other coaches and will never use tactics that take unfair advantage of others. The coach should be friendly and courteous at all times and never argue with an opposing coach in front of the team or spectators.
- hold a pre-season meeting to discuss the season and all components relevant to players, parents and coaching staff. See Appendix B for a template agenda.

### Team Selection

All activities are open to all students of Prairie Winds Secondary, who meet the requirements of grade, gender, and general eligibility.

Coaches must conduct a tryout period, consisting of a minimum of 2 time slots.

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

Coaches and athletic directors will meet to discuss team selection and determine the roster. Athletes will be informed if they are successful in making the team through one of the following methods:

- face to face conferences
- email notification

It is recommended that players communicate with coaches during/following tryouts as to how they could improve their performance, attitude, and skillset.

### Practices

All practices will be scheduled by the Athletic Director. 1 to 4 practices per week depending on level of team, league/tournament schedule and available gym time.

Coaches should distribute a practice schedule to players and parents and do their utmost to adhere to the practice and game schedule. Any changes should go through the Athletic Director.

A change, addition, or cancellation to a game or practice should be made with as much advance notice as possible. Such changes may affect player and parent commitments and may have an effect on other teams.

## Playing Time/Expectations

### **Junior High**

At the junior high level, students become accustomed to the interscholastic practice and play. For many, it is their first introduction to competitive sports, different from recreation in its demands and philosophy. At the same time, for some, this is their third or fourth year of playing competitive sport. It takes a tremendous amount of patience and understanding on the part of the coach, player, and parent to work through this, as sometimes there are large gaps in player experience on a team.

Gaining experience through training and play should be paramount, not the win/loss record. At this level of play, the focus is on learning athletic skills and game rules, fundamentals of team play, social-emotional growth, physiologically appropriate demands on the adolescent body, and healthy competition.

All players will receive **FAIR** playing time, as far as safety, team commitment, and positive participation in practice allow. In other words, **fair playing time does not mean equal playing time**. While coaches will make every effort to give all athletes enough time on the court to develop as players, coaches must take many factors into consideration when determining playing time:

- Player **readiness** (physical skills, court awareness, leadership and followership skills)
- Player **commitment** (attendance, effort and punctuality at practices)
- Player **safety** (illness, injury, attitude, and emotional state)

### **Senior High**

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

Ultimately, decisions regarding playing time shall be at the discretion of the coach. Coaches are encouraged to speak individually with players throughout the season to best ensure that players are informed and understand expectations.

## Communication

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

- At the beginning of the season Coaches should explain their philosophy, team goals and player expectations in their relationship to the school's philosophies.
- Coaches should outline the process for communication. Coaches will hold a pre-season meeting (suggested agenda – Appendix B)
- Coaches should hold coach-player meetings to connect with athletes individually throughout the season and to communicate clearly about strengths, necessary improvements, and playing time.

### *Sanctioned Absences and Early Dismissals*

It is at times necessary for student athletes to be absent from classes, or to be released from the last class of the day prior to the end of the class. The Athletic Directors will notify all staff via email weekly.

The notice should be provided as early as possible, and must contain the following;

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

### *Budget*

The Athletic Director will create a budget prior to the beginning of the season of play based on team needs. This will establish the player fee for the season. If coaches desire, meetings can be arranged with ADs, to discuss proposed costs prior to seasons of play.

Appendix C is the template spreadsheet used to budget for all Athletics at Prairie Winds.

### *Per Diem and Accommodation*

Following the season, the coach will meet with the Athletic Director, who will determine appropriate mileage and per diem. Accommodations will be paid for by Prairie Winds at the time of stay. In general, the following rates will apply to invitational overnight tournaments.

Breakfast	.....	\$10.00
Lunch	.....	\$15.00
Supper	.....	\$25.00
Mileage exceeding round trip of 100km.....		\$0.25/km
(Based on single vehicle transportation)		
Accommodation	.....	Two hotel rooms will be booked per team for coaching staff. If only 1 is required, please notify the Athletic Director.

### *Professional Development*

It is in the best interests of the student athletes to have coaches who are well trained. In support of this, coaches will be reimbursed for registration in approved professional development activities that are directly related to their coaching assignment. Approval will be made by the Athletic Director, and must be supported by receipts.

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## ***Guidelines for Parents***

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Support the team, the players, and the coaches.

Help your child to follow and uphold athletes' guidelines for participation. Parents should do their best to attend the pre-season meeting in order to understand expectations of all of those involved.

Support the goals of sportsmanship and help bring pride and respect to your child and Prairie Winds Secondary.

Support your child's role on the team, even if you don't understand his/her position on the depth chart.

Please realize that our coaches are volunteers and will do their best to support all those involved in Prairie Winds athletics. When addressing coaches, we ask you to do so in a positive and constructive manner.

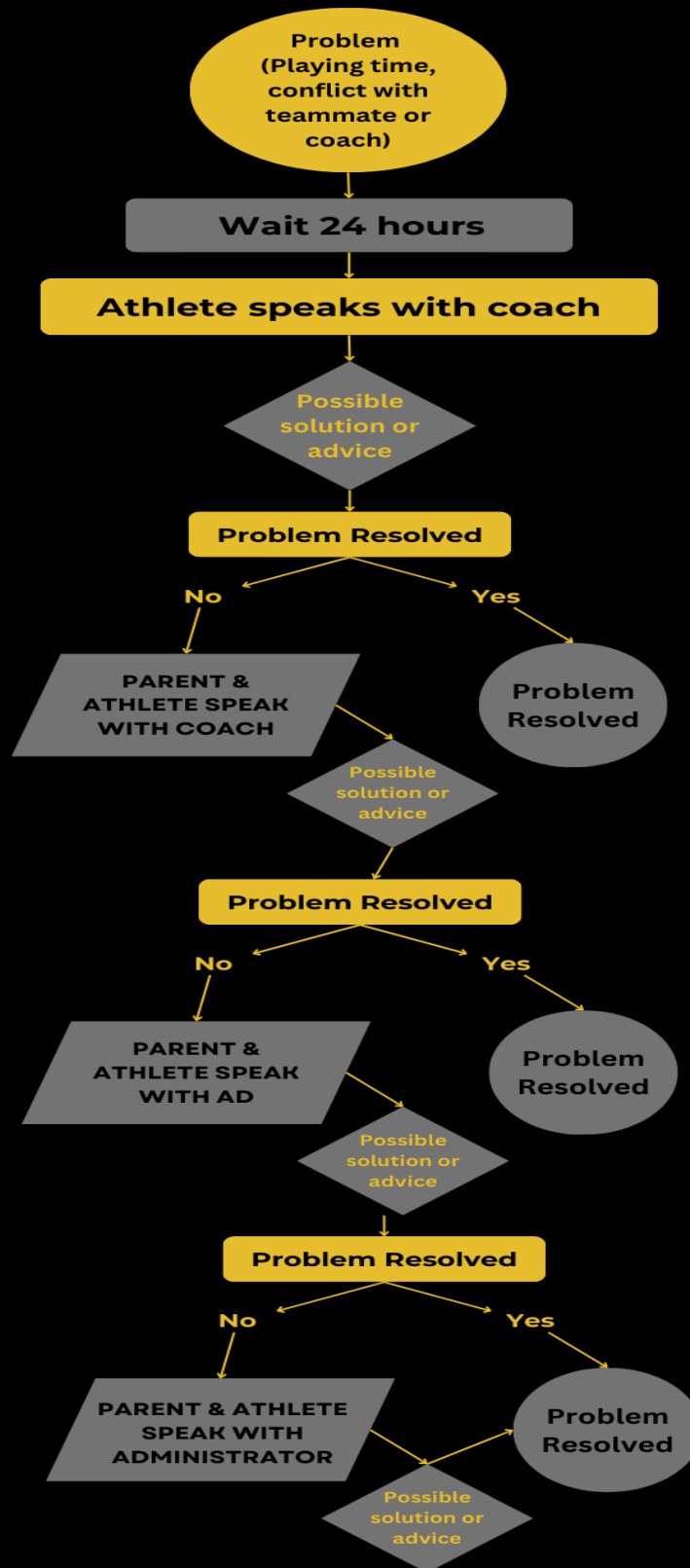
During all athletic seasons, parents will abide by a 24 hour policy. This policy states that if there is a concern or problem, no discussion or conversations can occur until 24 hours after the game or practice. The goal of this policy is to solve the problem while heads are clear, so that all those involved can move on with their season.

Parents who choose to not follow this policy will be required to meet with administration before they are able to attend future Prairie Winds athletic events.

In the event of concerns, follow the guidelines and procedures as outlined in the flowchart below. Detailed information is provided in appendix A.



# Troubleshooting Guide



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## **Awards**

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Two athletic awards ceremonies will be hosted at Prairie Winds following the conclusion of school sponsored activities, one for Junior High and one for High School. These events will be sponsored by Prairie Winds Athletics and celebrate individual and team accomplishments. Athlete of the year, Heart of the Wild, and Principal's Award will be awarded at both ceremonies, while Career Athlete will be awarded to a graduating student athlete. A Google form will be sent to all coaches at the conclusion of their season to complete their award selections.

Coaches must choose awards for their team based on the following categories:

- Junior High basketball and volleyball teams may choose up to two awards. Junior High Cross Country, Badminton, and Track and Field may choose up to 5 awards. Junior High awards must be selected from category 2 and 3.
- Senior High JV team coaches may choose up to two awards. SV team coaches may choose up to three awards. Senior High Cross Country, Badminton, Football & Track and Field may choose up to 5 awards. Curling and Golf may choose up to 2 awards. High School awards can be selected from all 3 categories.

Category 3 should be a priority when handing out awards in Junior High.

### **Category 1 - Excellence**

- Most Valuable Player
- Rookie of the Year

### **Category 2 - Position Based**

- Offensive Player of the Year
- Defensive Player of the Year
- Track Athlete of the Year
- Field Athlete of the Year

### **Category 3 - Character**

- Most Improved
- Most Dedicated
- Tremendous Teammate
- Heart and Hustle
- Sportsmanship Award

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## ***Selection Process of Athletes to Receive Major Awards***

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A google form will require coaches to rank their top 5 athletes on their team. This data will be available to the selection committee in June. Composition of the selection committee shall be as follows, with each person on the committee having one vote (no individual can receive more than one vote by virtue of filling more than one position on the selection committee):

- Athletic Directors
- Principal
- Vice-Principal
- Physical Education Teachers
- The on staff coaches/supervisors of each of the activities listed in Criteria #2

### Selection Process:

1. Each coach/supervisor will identify the top candidates for the selected award.
2. An athletic director will compile and distribute the top students athletes (from #1 above) to all coaches/supervisors, so that they are aware of individuals who meet the necessary criteria for the award (criteria for each award established below).
3. The committee shall eliminate candidates who do not best meet the criteria of the specific award.
4. Using the information and whatever other sources available, the committee should narrow the list of nominees down to two or three candidates. (This would be done only if more than three candidates were nominated. Otherwise, go on to #4 below)
5. From the final list of candidates for the award, a vote will be held to determine the successful candidate.

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## **Major Awards**

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### **Athlete of the Year – Male and Female (Junior & Senior High)**

Criteria:

1. Grade 7, 8 or 9 for JH and Grade 10, 11 or 12 for SH
2. Participated in a minimum of one extra-curricular activity, at the tier 1 or varsity level, listed below:
  - Golf
  - Football
  - Cross Country
  - Volleyball
  - Basketball
  - Curling
  - Track and Field
  - Badminton
  - Softball
  - Baseball
3. The athlete should have demonstrated an above average degree of athletic ability in all activities he or she participated in.
4. The athlete should have “excelled” in one or more of those activities he or she participated in.
5. The athlete should have demonstrated leadership abilities on and off the court, field, course, or rink which has made him or her a respected individual in the eyes of the staff, fellow athletes, and the student body in general.
6. The athlete should have demonstrated athletic, personal, and sportsmanship abilities and qualities that have brought the pride and respect to himself/herself and PWS in the view of the community, opponents, and others (others referring to other schools, communities, administrators, and coaches).
7. The athlete should demonstrate to all a desire to better him/herself through athletics at PWS.
8. Above all, the athlete should be an example, or epitomize the type of athlete and individual who PWS strives to develop through the sponsorship of extra-curricular athletics.

### **Principal’s Award – (Junior & Senior High)**

This award takes into consideration the time and dedication that athletes put into their sport(s) as well as their academics.

Criteria:

1. Grade 7, 8 or 9 for JH and Grade 10, 11 or 12 for SH
2. Students considered are those who are able to maintain an 80% or higher average (classes listed below) while excelling at their sport or sports.
  - a. Math, Social, Science, Language Arts/English
  - b. For senior high nominees, preference is given to students enrolled in the dash one stream.
3. Participated in a minimum of one, preferably two or more extra-curricular activity, at the tier 1 or varsity level, listed below:

- Golf
- Football
- Cross Country
- Volleyball

- Basketball
- Curling
- Track and Field
- Badminton
- Softball
- Baseball

9. The athlete should have demonstrated an above average degree of athletic ability in all activities he or she participated in, with preference given to an athlete who has excelled in their sport.
10. The athlete should have “excelled” in one or more of those activities he or she participated in.

### Career Athlete – Male and Female (Senior High)

Criteria:

1. Awarded to grade 12 students only, based on their entire body of work through high school sports.
2. Participated in a minimum of one extra-curricular activities, at the varsity level, listed below:

- Golf
- Football
- Cross Country
- Volleyball
- Basketball
- Curling
- Track and Field
- Badminton
- Softball
- Baseball

3. The athlete should have demonstrated an above average degree of athletic ability in all activities he or she participated in.
4. The athlete should have “excelled” in one or more of those activities he or she participated in.
5. The athlete should have demonstrated leadership abilities on and off the court, field, course, or rink which has made him or her a respected individual in the eyes of the staff, fellow athletes, and the student body in general.
6. The athlete should have demonstrated athletic, personal, and sportsmanship abilities and qualities that have brought the pride and respect to himself/herself and PWS in the view of the community, opponents, and others (others referring to other schools, communities, administrators, and coaches).
7. The athlete should demonstrate to all a desire to better him/herself through athletics at PWS.
8. Above all, the athlete should be an example, or epitomize the type of athlete and individual who PWS strives to develop through the sponsorship of extra-curricular athletics.

### Heart of the Wild – Male and Female (Junior & Senior High)

Criteria:

1. Grade 7, 8 or 9 and Grade 10, 11 or 12.
2. Participated in a minimum of two extra-curricular activities, at any level, listed below:

- Golf
- Football
- Cross Country
- Volleyball
- Basketball
- Curling
- Track and Field
- Badminton

3. The athlete should have demonstrated an above average degree of character, leadership, and excellence in sportsmanship.
4. The athlete should have demonstrated leadership abilities on and off the court, field, course, or rink which has made him or her a respected individual in the eyes of the staff, fellow athletes, and the student body in general.
5. The athlete should have demonstrated exceptional sportsmanship and exhibited team before self. They demonstrate abilities and qualities that have brought pride and respect to himself/herself and PWS in the view of the community, opponents, and others.
6. The athlete should demonstrate to all a desire to better him/herself and the team/culture through athletics at PWS.
7. Above all, the athlete should be an example, or epitomize the type of athlete and individual who PWS strives to develop through the sponsorship of extra-curricular athletics.

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### ***Multi-Sport Athletes***

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Multi-sport athletes are encouraged, and celebrated at Prairie Winds Secondary. All multi-sport athletes in Grades 7 through 12 will be recognized at our Athletics Awards Ceremonies. These athletes will receive a small token of appreciation.

Senior Varsity athletes in grade 12 are a vital part of Wild Athletic's culture, and we want to celebrate them during our Athletics Awards Ceremonies as well. Each Senior Varsity Athlete that has participated in at least one sport at Prairie Winds during all their eligible years, will receive a token of appreciation.

Families are NOT notified of award winners, and all athletes are encouraged and expected to attend Athletics Awards Ceremonies in June.

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## ***Appendix A - Parent, Coach, Player Communication***

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### Parent Coach Communication Letter to Parents and Athletes

Both parenting and coaching are difficult vocations. By establishing an understanding of each position, we are better able to accept the actions of the other and provide greater benefits to students. It is also very important to remember that coaches are volunteers and they are giving their valuable time to work and help improve your child's leadership abilities, social skills, team cooperation and responsibility. Here are some guidelines to help you as a parent supporter of the athletics programs at Prairie Winds Secondary.

Communication Coaches expect from student athletes:

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

As your child becomes involved in the sports programs at Prairie Winds Secondary he/she will experience some of the most rewarding moments in their high school career. It is important to understand however that there will be times when things do not go the way you or your son/daughter wish. At these times, your son or daughter should speak privately and directly with the coach.

Communication Coaches expect from Parents:

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

Appropriate Concerns to Discuss with Coaches:

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

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

### Issues Not Appropriate to Discuss with Coaches:

- Team strategy
- Play calling
- Other student athletes

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

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

### The Next Step:

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

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

Sincerely,  
WILD Coaching Staff



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## ***Appendix B - Sponsorship Letter/Tiers***

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### **Prairie Winds Secondary - Request for Sponsorship**

Dear Prospective Sponsor,

Prairie Winds Secondary Athletic Program is a participating member of the Alberta Athletic School Association. Our extracurricular programs exist to promote our students' well-being and improve their overall experience in high school, as well as to explore and enhance skills and attitudes outside of the classroom. These activities demand a high level of commitment, excellence, and self-motivation, which will help prepare students for the challenges they will meet outside the school community. Participation in extracurricular athletics is open to all students at Prairie Winds Secondary in a variety of different programs for 2024/25 that include; Golf, Cross Country, Football, Volleyball, Basketball, Curling, Badminton, Baseball, Softball, and Track and Field. Teams and individuals from Prairie Winds travel across the province representing both our school and the community of Coaldale.

Your sponsorship will greatly benefit our student-athletes, and by association, it will also benefit our entire school community. Currently our programs are in need of new and updated equipment, including jerseys and sport-specific training equipment such as balls and volleyball nets. Student-athlete fees are often in the \$300-\$500 range which include league fees, jersey rental, team apparel, tournament registrations, and accommodations. These fees could also be minimized with sponsorship assistance.

**There is no minimum sponsorship expected. Regardless of your gift size, your donation will make a difference, and will contribute to the success of our Athletic Programs at Prairie Winds.**

Prairie Winds works hard to allocate funds fairly and effectively. Your sponsorship will be openly recognized on our various social media platforms. We will ensure that your sponsorship is acknowledged and celebrated at all opportunities. Prairie Winds Secondary is happy to accept gift-in-kind sponsorships as well.

***For more information on how to become a sponsor, or should you have any questions or concerns regarding potential sponsorship, please contact our Athletic Director via the following email: Clayton.Ressler@pallisersd.ab.ca***

We thank you for taking the time to consider sponsoring our Student Athletes at Prairie Winds Secondary.

Best regards,

Prairie Winds Secondary Athletics Program

## Sponsorship Tiers

Sponsorship is divided into three tiers at Prairie Winds Secondary; Diamond, Platinum and Gold. Although we have 3 general tiers, exclusivity is available and sponsorships can be tailored specifically as needed.

### Diamond - \$2000+

- Recognition of your sponsorship on all our growing social media platforms (Facebook & Instagram)
- Recognition at all Prairie Winds tournaments, and special evenings (ie, seniors night, awards banquet, fan appreciation etc.)
- Brand/logo placement on custom Prairie Winds apparel appropriate to sponsorship
- 2 golfers green fee + cart for annual Prairie Winds Golf Tournament + Diamond sponsorship signage posted at the Clubhouse and course for our annual PWS fundraiser golf tournament.

### Platinum - \$1000+

- Recognition of your sponsorship on all our growing social media platforms (Facebook & Instagram)
- Recognition at all Prairie Winds tournaments, and special evenings (ie, seniors night, awards banquet, fan appreciation etc.)
- Brand/logo placement on custom Prairie Winds apparel appropriate to sponsorship
- 2 golfers green fee + cart for annual Prairie Winds Golf Tournament + Platinum sponsorship signage posted at the Clubhouse and course for our annual PWS fundraiser golf tournament.

### Gold - \$500+

- Recognition of your sponsorship on all our growing social media platforms (Facebook & Instagram)
- Recognition at all Prairie Winds tournaments, and special evenings (ie, seniors night, awards banquet, fan appreciation etc.)
- Brand/logo placement on custom Prairie Winds apparel appropriate to sponsorship
- Gold sponsorship signage posted at Clubhouse and course for our annual PWS fundraiser golf tournament.

Sponsors of Prairie Winds Secondary athletic programs must align with our code of conduct outlined by the athletic handbook. Sponsorships are renewed on a yearly basis.

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## ***Appendix C - Pre-Season Meeting***

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### Coach's Guidelines for a Preseason Parent's Meeting

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

Team Rules and School Rules regarding athletics.

Participation - amount of play time athletes can expect.

Sportsmanship - expectations by players and parents.

The procedure to deal with disagreements between coach and players or parents:

- At no time are problems to be discussed in front of other players.
- Ask parents to meet the following day with the athletic director
- Make sure there is parent communication!

Fees and the breakdown of the costs.

Team supervision - coaches and parents

Other topics you may want to address

Your coaching philosophy

How practice sessions are conducted

Length of practice times

Expectation of attending practices

The consequences of missing practices

Academic requirements for eligibility

- Passing grades
- Be registered in a minimum of 2 full classes in Senior High during the season of sport.

Medical information in case of injury

Parent Volunteer Roles:

- ✓ Uniform care
- ✓ Telephone contacts
- ✓ Home Tournament Coordinator (Hospitality/Clean-up, etc.)
- ✓ Drivers, supervisors
- ✓ Photo-journal for keepsake and web-site
- ✓ Game Film

Question and Answer

## Appendix D - Budget

Sport -	Year -	Date		
<b>Expenses</b>				
1. Capital and Supplies for the upcoming season				
	Apparel	\$	-	
	Equipment	\$	-	
	Supplies	\$	-	
	Other (Prov fund)	\$	-	
	<b>Total</b>	\$	-	
2. League Fees				
		\$	-	
3. Zone Fees				
		\$	-	
4. Tournament Costs				
	@	\$	-	
5. Transportation				
	<u>KM</u>	<u>Rate</u>		
	Palliser Bus	\$	-	\$ -
	Volunteer Driver			\$ -
	Paid Bus Driver- hours			\$ -
	Paid Bus Driver Mileage			\$ -
	<b>Total</b>	\$	-	
6. Accommodation				
	<u>#</u>	<u>Rate</u>		
	Number of Room Nights	170	\$	-
7. Other Costs				
	Officials			\$ -
	Scorekeepers	0	20	\$ -
	Field Rental			\$ -
8. Coach Costs				
	Per Diem (food)	0	50	\$ -
	<u>Km's</u>	<u>Rate</u>		
	Mileage	0	\$ 0.25	\$ -
<b>Total Expenses</b>				<b>\$ -</b>
<b>Revenue</b>				
1. User Fees				
	# players	@	\$ -	\$ -
	Previous Yr Fees			
3. Fundraising				
				\$ -
4. Other- hosting, donations, sponsors				
				\$ -
<b>Total Revenue</b>				<b>\$ -</b>
Coach Signature _____				
AD Signature _____				

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## ***Appendix E - Coach Per Diem***

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<b>Prairie Winds Athletics - Per Diem Request - Completed by Coach</b>
--

Activity: \_\_\_\_\_

Request By: \_\_\_\_\_

Email for Etransfer: \_\_\_\_\_

Request Date: \_\_\_\_\_

Event: \_\_\_\_\_

Date(s) of Event: \_\_\_\_\_

### Meals

Breakfast     \$10.00 X \_\_\_\_\_ = \_\_\_\_\_

Lunch         \$15.00 X \_\_\_\_\_ = \_\_\_\_\_

Supper        \$25.00 X \_\_\_\_\_ = \_\_\_\_\_

### Mileage

Destination: \_\_\_\_\_

Mileage: \_\_\_\_\_ km (round trip) X \$0.25 = \_\_\_\_\_

Request Total: \_\_\_\_\_

\_\_\_\_\_  
Disbursement Signature

*(Signature of individual receiving per diem)*

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To be filled in by secretary

Cheque No. if necessary: \_\_\_\_\_

Date: \_\_\_\_\_



## VOLUNTEER COACH/SUPERVISOR AGENT of the Board REGISTRATION

### APPROVAL FOR CURRENT SCHOOL YEAR ONLY; RE-SUBMIT ANNUALLY

Name (print): \_\_\_\_\_ Date (M/D/Y): \_\_\_\_\_

Volunteer Role: \_\_\_\_\_ School: \_\_\_\_\_

#### FORMS

- ☐ Criminal Record Check (with Vulnerable Sector)  
-obtain from local police detachment; must be dated within last 5 yrs
- ☐ AP 470: Volunteer Consent/Risk Acknowledgement Form
- ☐ AP 470: Volunteer Reference Check Form
- ☐ AP 470: Volunteer Registration Form
- ☐ AP 470: Volunteer Confidentiality Form
- ☐ AP 470: Volunteer Automobile Driver Authorization Form (if applicable)

#### EXPECTATIONS

In your role as an ambassador for the Palliser School Division you must understand and model the following procedures and expectations:

- ☐ Supervision expectations
- ☐ School Code of Conduct (discipline and referral procedures)
- ☐ School Philosophy regarding: selection, behaviour, playing time etc.
- ☐ Safety requirements specified within *Safety Guidelines in Alberta Schools (myspheres.ca)*
- ☐ Communication with parents
- ☐ ASAA Coaching Code of Ethics
- ☐ ASAA Course requirements:
  - ☐ Making Headway - concussion course
  - ☐ Safe Sport training
  - ☐ Making ethical decision
- ☐ NCCP# shared with the principal or delegate
- ☐ Finances and fundraising
- ☐ Professional development opportunities
- ☐ Use of facilities and equipment
- ☐ Understanding of relevant APs:
  - ☐ 260 Student Off-Site Activities, Field Trips, Excursions and Tours
  - ☐ 315 Accidents Involving Students, 316 Student Supervision, 340 Student Code of Conduct, 356 Prohibited Substances, 366 Concussions
  - ☐ 470 Volunteers-Requirements for Volunteer Classroom Supports and Supervisors
  - ☐ 554 Volunteer Drivers, 559 Transportation in Private Vehicles (Field & Extracurricular Trips)

#### ACKNOWLEDGEMENT (Please Print)

I, \_\_\_\_\_, attest I have had the opportunity to review with the Principal the above information related to being a volunteer/coach/supervisor for \_\_\_\_\_ at the school for the \_\_\_\_\_ school year. By signing, I signify I understand the school's/Division's positions regarding the above expectations, and agree to adhere to them through my involvement with students involved in the activity.

Agent of the Board Signature: \_\_\_\_\_ Date (M/D/Y): \_\_\_\_\_

Principal Signature: \_\_\_\_\_ Date (M/D/Y): \_\_\_\_\_



**Palliser Regional Schools  
Classroom Volunteer, Coaches and  
Supervisors Registration Form**

**SCHOOL YEAR:** \_\_\_\_\_

Mr./Mrs./Ms.: \_\_\_\_\_ Surname: \_\_\_\_\_ Given Names: \_\_\_\_\_

**SCHOOL NAME:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_ **Postal Code:** \_\_\_\_\_

**Telephone Numbers:** Home: \_\_\_\_\_ Work: \_\_\_\_\_

**Email Address:** \_\_\_\_\_

Please list any children or grandchildren registered in the above school?

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

**A. VOLUNTEER SECURITY DISCLOSURE:**

Have you ever been charged or convicted of an offence under the *Criminal Code*, *Narcotic Control Act*, *Food and Drug Act*, or *Firearms Act* of Canada, or the criminals laws of any other country? ☐ Yes ☐ No

**(Individual who have been granted pardons are not required to respond "Yes" to this question).**

Have you ever been the subject of an investigation or order under the *Child Welfare Act* of Alberta or equivalent legislation in any other province or country? (If you answer "Yes" to this question, you must submit a current Child Welfare Statement along with this form). ☐ Yes ☐ No

Are there any conditions which might cause concern regarding your suitability as a volunteer? ☐ Yes ☐ No

If the answer to any of the above questions is "Yes" provide details including dates, depositions, and any other pertinent information:

**NOTE:** "Yes" to any one of the above questions will not automatically exclude an applicant from becoming a volunteer within Palliser Regional Schools.

As a volunteer, we would like to advise you of the following conditions:

1. That confidentiality is of the utmost importance in the school setting in order to ensure that the dignity and worth of students, parents, volunteers and staff is honored.
2. That any information collected, used, generated and stored by Palliser Regional Schools including student, instructional, financial or administrative information is strictly confidential and is to be used only in the performance of volunteer duties.

3. That you may not disclose, communicate, publish, take, alter, copy, interfere with or destroy any information unless you are specifically authorized to do so by the teacher or principal.
4. That you must notify the principal of any new criminal charges at the time the charge is made or any other situation that calls into question your suitability as a volunteer.
5. That the teaching and administration staffs are responsible for student learning and discipline.
6. That as a volunteer you can assist in enhancing the learning environment by working cooperatively with the school team.
7. That you as a volunteer you are responsible to the Principal or teacher for all actions relating to students. You shall NOT:
  - a) diagnose educational needs of students;
  - b) prescribe remediation;
  - c) evaluate the results of instruction;
  - d) carry out any instructional responsibilities unless under the direct supervision of a teacher;
  - e) disclose information about a student(s) or staff member(s) except through appropriate channels.
8. Failure to comply with these conditions or Palliser Regional Schools policies may result in termination of your position as a volunteer.

By signing this volunteer registration form I am agreeing to the conditions outlined above, as well as verifying that all information provided is accurate.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**B. COMPLETE THE FOLLOWING ONLY IF YOUR VOLUNTEER POSITION PUTS YOU IN A POSITION TO BE ALONE WITH STUDENTS:**

1. Please list at least two references with whom the school may check:

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

2. I have submitted a Police Information Check including a Vulnerable Sector Screening Check ☐ Yes ☐ No





## Palliser Regional Schools Volunteer Consent/Risk Acknowledgement Form

VOLUNTEER NAME: \_\_\_\_\_ SCHOOL\_ Vulcan Prairieview Elementary

### 1. Select either (i) or (ii)

- (i) ☐ I will be given the opportunity to participate in the following program or activity (please specify program):

- a) Name of the Service Provider (If Applicable): \_\_\_\_\_  
b) Location: \_\_\_\_\_  
c) Date: \_\_\_\_\_  
d) Teacher/Coach/Leader in Charge: \_\_\_\_\_

- (ii) ☐ I will be given the opportunity to participate in the following series of off-site activities for the following program (please specify program):

**SEE THE ATTACHED LIST FOR ACTIVITY(IES), DATE(S), LOCATION, SERVICE PROVIDER  
AND TEACHER/COACH/LEADER IN CHARGE**

### 2. Expectations for Volunteers

Volunteers are part of the supervision of off-site activities and are expected to:

- Review and comply with the requirement of Administrative Procedure 470 - Volunteers
- Have qualifications appropriate for the off-site activity;
- Know the details of the off-site activity and their specific duties and authority prior to departure;
- Exhibit positive behaviour, participate as a school team member and be an acceptable role model;
- Support and follow the school code of conduct;
- Report any inappropriate conduct to the teacher/coach/leader in charge;
- Adhere to the schedule or itinerary;
- Dress appropriately for the off-site activity;
- Fulfill their duties as supervisors for the duration of the off-site activity, including evening and weekends;
- Notify the principal of any new criminal charges at the time the charge is made, subsequent to #2 above;
- Maintain confidentiality to ensure that the dignity and worth of students, parents, volunteers and school staff is honored;
- Ensure that any information collected, used, generated and stored by Palliser Regional Schools including student, instructional, financial, or administrative information is strictly confidential and not used beyond volunteer duties.

### Consent and Acknowledgement of Risk

Potential hazards and risks of the off-site activity may include but are not limited to financial loss, illness, injury or death. I acknowledge the existence of known risks and potential unknown risks and I voluntarily assume the risks which may include but are not limited to:

- ☐ I am satisfied that I have been informed of my right to obtain as much information about this program or activity as I feel necessary, including information beyond that provided to me by the School or Board to the extent that I require and am not, in any way relying solely upon information provided by Palliser Regional Schools respecting the nature and extent of the risks and hazards associated with the program or activity.
- ☐ I freely and voluntarily assume the risks and hazards inherent in the nature of the program or activity and understand and acknowledge that I, as a volunteer, may suffer personal and potentially serious injury due to an unforeseeable or fortuitous event.
- ☐ If required, I will participate in any preparatory sessions associated with this activity or program.
- ☐ I acknowledge that it is my responsibility to advise Palliser Regional Schools of any medical or health concerns which may affect my participation in that stated program or activity.
- ☐ I consent that Palliser Regional Schools, through its employees, agents and officers at the school may secure such medical advice and services as those individuals, in their sole discretion, may deem necessary for my health and safety and that I shall be financially responsible for such advice and services.

**By signing this volunteer registration form, I am agreeing to the conditions outlined above.**

**Name (Please Print)** \_\_\_\_\_

**Signature** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Parent/Guarding signature [if volunteer is under 18 years of age]:**

**Name (Please Print)** \_\_\_\_\_

**Signature** \_\_\_\_\_ **Date:** \_\_\_\_\_

The personal information contained on this form is collected under the authority of the Education Act, the Education Administration and the Freedom of Information and Protection of Privacy Act for the purpose of participating on school trips. If you have any questions about this form, please contact your school principal.



## PALLISER SCHOOL DIVISION VOLUNTEER CONFIDENTIALITY FORM

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Adopted August 29, 2023

**Name of Volunteer:** \_\_\_\_\_

**School:** \_\_\_\_\_

### DECLARATION OF CONFIDENTIALITY

I promise that I will maintain confidentiality with respect to information regarding all students or employees of Palliser School Division. I understand that disclosure on my part of any such privileged information may be cause for the removal of my status as an approved volunteer in Palliser School Division.

IN WITNESS WHEREOF this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, I hereby acknowledge that I have read, understand and accept the above responsibility as a Palliser School Division volunteer.

**Signature:** \_\_\_\_\_

### WITNESS:

**Name:** \_\_\_\_\_ (please print)

**Signature:** \_\_\_\_\_

## ALBERTA SCHOOLS' ATHLETIC ASSOCIATION

Completion required by student and parent/guardian  
in order to access ASAA competition



Retain Form at school for submission to SASAA and the ASAA if requested

### ACKNOWLEDGMENT AND AGREEMENT (Student /Guardian) School Year: \_\_\_\_\_

WHEREAS the Alberta Schools' Athletic Association ("ASAA") is a voluntary, non-profit organization that has been established to coordinate a program of worthwhile athletic activities for the young people of Alberta in an educational setting;

AND WHEREAS \_\_\_\_\_ [NAME OF SCHOOL] is one of more than 400 member high schools which together ultimately determine the policy of the ASAA through representation on the Board of Governors of the ASAA;

AND WHEREAS \_\_\_\_\_ [NAME OF SCHOOL] is also a member of the South Alberta Schools' Athletic Association ("SASAA") which also has Bylaws, Rules and Policies which govern the participation of \_\_\_\_\_ [NAME OF SCHOOL] in athletic activities and which [NAME OF SCHOOL] can influence with Notices of Motion and voting rights at the AGM of SASAA;

AND WHEREAS it is not in the best interests of any of the student athletes who are served by the work of the ASAA and SASAA for them to spend resources responding to court applications brought by individual student athletes, their parents or guardians;

We, [Student and guardian], acknowledge and agree as follows:

1. We have had an opportunity to review the Bylaws and Policies of the ASAA and SASAA which are available for our review at:  
-- <http://www.asaa.ca>  
-- <http://www.southzone.org/index.html>  
And in particular have read and understand the obligation of full and honest disclosure set out at page 27-28 of the policy handbook.
2. We will accept the outcome of any appeal process available through the ASAA or SASAA or any decision by, them regarding any matter concerning me or any other athlete registered as a student at \_\_\_\_\_ [NAME OF SCHOOL] or any coach of a \_\_\_\_\_ [NAME OF SCHOOL] team as final and binding on us.
3. We acknowledge that any application for a review of any decision of, or an outcome of an appeal process of, the ASAA or SASAA by a Judge in a court of law must be brought by the administration of \_\_\_\_\_ [NAME OF SCHOOL] and not by us.
4. \_\_\_\_\_ [NAME OF SCHOOL]'s Membership in the ASAA and SASAA is a privilege and not a right.
5. We, authorize \_\_\_\_\_ [NAME OF SCHOOL] to provide a copy of this document to the ASAA and SASAA to use or publish in any manner they see fit.

\_\_\_\_\_  
Student Name (print)

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Guardian Name (print)

\_\_\_\_\_  
Guardian Signature

\_\_\_\_\_  
Date

## **Medical Waiver and Information Sheet**

Dear Parents & Guardians,

The PWS Administration urges all students involved in competitive extramural athletic programs to undergo an annual medical examination.

If you consent to the participation of your son / daughter in the PWS Athletic Program but do not see the need for a medical examination at this time, please sign the permission form, fill in the appropriate information, and return to the appropriate coach.

Thanks,

PW Senior High Athletic Director

PW Junior High Athletic Director

I, \_\_\_\_\_ (Parent/Guardian) give full approval for my son/daughter  
\_\_\_\_\_ to participate in PWS sponsored activities.

\_\_\_\_\_  
(Parent/Guardian Signature)

\_\_\_\_\_  
(Date)

### CONTACT INFO

Home Phone Number \_\_\_\_\_ Family Email \_\_\_\_\_

Parent's Name \_\_\_\_\_ Cell \_\_\_\_\_ Work \_\_\_\_\_

Parent's Name \_\_\_\_\_ Cell \_\_\_\_\_ Work \_\_\_\_\_

Alberta Health Care Number \_\_\_\_\_

Emergency Contact Name \_\_\_\_\_ Phone \_\_\_\_\_

Please Note: THIS FORM WILL BE COPIED AND CARRIED BY EACH TEAM in a duotang.

In the space below, list any medical information that you feel should be shared with the coaching staff.  
Examples of this would be allergies, past injuries, etc.

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## **PALLISER REGIONAL DIVISION NO. 26 VOLUNTEER DRIVER PARENT CONSENT FORM**

Palliser Regional Schools permits the use of properly licensed volunteer drivers, as approved by the principal, to convey students to and from off-campus activities. Students travelling to work experience, Green Certificate or RAP (Registered Apprenticeship Program) are viewed as volunteer drivers.

Palliser requires that parental consent be obtained for a student to be a passenger in a vehicle driven by a volunteer for school sponsored off-campus activities.

A District employee is considered to be a volunteer driver if using his/her vehicle to transport students (other than employees contracted to transport students). All volunteers must complete a "Volunteer Automobile Driver Authorization" form.

***Parental approval may be give once to cover the full academic year.***

**Part 1: To be completed for ALL students:**

I, \_\_\_\_\_, agree that my son/daughter \_\_\_\_\_ may, for this academic year, travel to off-campus activities in a private vehicle with another parent, supervisor or District employee.

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**Part 2: To be completed for High School students only:**

I, \_\_\_\_\_, agree that my son/daughter \_\_\_\_\_ may, for this academic year,

Drive my/our vehicle to and from work experience, Green Certificate or RAP (Registered Apprenticeship Program)

☐ Yes

☐ No

\_\_\_\_\_  
Signature of Parent/Guardian/Independent Student

\_\_\_\_\_  
Date

***Expiration Date: End of Current Academic Year***

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## ***Code of Conduct for Players & Parents***

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### **Prairie Winds Secondary**

#### **Code of Conduct for Participation in Extracurricular Sport**



#### **Academic Guidelines:**

1. To participate in athletics, students must be in good standing in school and display good sportsmanship at all athletic contests.
  - a) To be eligible to participate in athletics, a student must meet the requirements set forth by the ASAA, or by the South Zone Junior High Zone. Questions of eligibility should be addressed to the Athletic Director and school administration.
  - b) Any senior high student participating on a school sanctioned team must be registered in a minimum of 10 credits for the semester.
  - c) Any student wishing to participate in sports must meet acceptable school academic standards, as determined by PWS staff. Students who allow their academic averages to slip below an acceptable level will be suspended from the team, regardless of their athletic ability, due to poor academic performance.
2. If a student is not meeting academic expectations, (missing assignments, skipping classes, behavior in classes is undesirable, etc) the teacher involved may approach the Athletic Director indicating that until such time that assignments are completed and/or obligations met, the student shall meet with the athletic director to develop a plan. This may result in the athlete becoming ineligible to participate in any school sport until the issues are resolved. The student and coach of the team shall be given notice before any suspension from play is initiated.
3. Parents will be notified if their student is denied the privilege of participating.

**Attendance:** It is a privilege and a responsibility to attend both practices and games as a member of a PWS team.

- Any unexcused absence (1/2 or full-day) will result in the student not being able to participate in that day's co-curricular activities.
- The School Administrator and/or the Athletic Director can review individual situations.

#### **Code of Conduct - Players**

1. I will play sports because I want to play sports not because others want me to.
2. I will play hard, but within the rules of the sport and in the spirit of the game.
3. I will do my best to be a true team player.
4. As a participant of PWS athletics I will conduct myself in a sportsmanlike manner at all times.
5. I will not engage in any activity or behavior that interferes with a competition or with any athlete's preparation for a competition, or endanger the safety of others in any way.
6. I will treat teammates, coaches, opponents, event's organizers, officials and spectators with respect.
7. I will refrain from the use of verbal or physical intimidation of an individual outside of the rules and spirit of the game.
8. Coaches and officials are there to help me. I will accept their decisions and abide by them without argument.
9. I will control my temper – fighting, "mouthing off" or "trash talk" can spoil the activity for everyone.
10. I will be gracious in winning and courteous in defeat.
11. I will acknowledge all good plays and performances – those of my team and of my opponents.
12. I will never use alcohol, performance enhancers or drugs while a participant of PWS Athletics.

13. I will remember that coaches maintain discipline on the team and their team rules and guidelines are to be followed.
14. I will remember that participation in practices is a must and failure to attend may result in loss of playing time. Direct contact with the coach is necessary for me to be excused from practice due to extenuating circumstances.
15. Players who may be slightly injured are expected at practice to visually see any new items being introduced. They are not expected to directly take part, only to watch so they are ready to play when the injury is healed.
16. I will remember that playing on a team is dependent on a number of considerations (academics, financial, employment etc.) If I am unable to manage all of these aspects, then I will not sign up for a team. Once my participation in a sport is confirmed, I will complete the season to the best of my ability.
17. I accept that all Palliser Board and PWS policies regarding conduct of students shall be followed.

**Sportsmanship Pledge..... For PARENTS**

1. I will not force my child to participate in any sport.
  2. I will remember that my child plays sports for his or her enjoyment, not mine.
  3. I will encourage my child to play by the rules and to resolve conflict without resorting to hostility or violence.
  4. I will teach my child that doing one's best is as important as winning so that my child will never feel defeated by the outcome of a game.
  5. I will make my child feel like a winner every time by offering praise for competing fairly and trying hard.
  6. I will never ridicule or yell at my child for making a mistake or losing a game.
  7. I will remember that children learn best by example. I will applaud good plays and performances by both my child's team and their opponents.
  8. I will never question the official's; judgment or honesty in public.
  9. I will show respect and show appreciation for the volunteer coaches who give their time to coach my child.
  10. I accept that all Palliser Board and PWS policies regarding conduct of students shall be followed.
  11. I understand and accept the associated risks of sport and related activities at Prairie Winds .
  12. Playing sports involves commitment. It is expected that all players will attend practices, games and tournaments. I will make every effort to facilitate my child's attendance
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Return Date: Prior to first competition date. This will be relayed to you by your manager/coach

**Student Declaration 2025/26**

I, \_\_\_\_\_, a student representing Prairie Winds Secondary in the sport(s) agree to abide by Code of Conduct and the School's policies for participation. I agree to work cooperatively with my coaches, PWS athletics and/or the school. I have read and understand the policies listed above. I have also seen and understand the handouts defining sport specific policy.

\_\_\_\_\_  
Participant

\_\_\_\_\_  
Date

**Parent Declaration 2025/26**

I, \_\_\_\_\_, being a representative of Prairie Winds Secondary sport agree to abide by this Sportsmanship Pledge. I agree to let my child participate for the 2024/25 season. I agree to support my child's coaches and may have to volunteer time during the season.

\_\_\_\_\_  
Parent/Guardian

\_\_\_\_\_  
Date