

Footprints for Learning Charter
Academy
Athletic Handbook

Table of Contents

<i>Programs</i>	3
<i>Seasons of Play</i>	3
<i>Participation Fees</i>	4
<i>Fundraising</i>	4
<i>Uniforms and Equipment</i>	4
<i>Transportation</i>	5
<i>School Bus or Van</i>	5
<i>Arranged Parent Volunteer Drivers</i>	5
<i>Rental Vehicle</i>	6
<i>Practice and Game Times</i>	6
<i>Guidelines for Student Athletes</i>	6
<i>Eligibility</i>	6
<i>Conduct</i>	7
<i>Injury</i>	7
<i>Commitment</i>	8
<i>Hazing</i>	8
<i>Guidelines for Coaches</i>	8
<i>Team Selection</i>	9
<i>Practices</i>	10
<i>Playing Time/Expectations</i>	10
<i>Communication</i>	11
<i>Sanctioned Absences and Early Dismissals</i>	11
<i>Budget</i>	11
<i>Guidelines for Parents</i>	11
<i>Awards</i>	12
<i>Activity Awards</i>	12
<i>Athlete of the Year – Male and Female</i>	14

Programs

Students can participate at our Jr. High (Grades 6-9), Junior Varsity (Grade 9/10), and Senior Varsity (Grade 10/11/12) levels.

Senior Varsity teams compete in the most competitive leagues, and are comprised of the most accomplished players in Grade 10, 11, and 12.

FLCA's Jr. and Sr. Varsity athletic programs are offered through ASAA's South Central Zone and their Jr. High athletic programs are offered through the CAAA.

For our Varsity program, certain sports are offered directly from FLCA and others are offered in partnership with Bert Church High School.

Junior High Athletics available (pending student demand each year):

Golf
Cross Country
Curling
Badminton
Track & Field
Soccer
Basketball
Volleyball

Jr./Sr. Varsity Athletics available through FLCA's Program:

Golf
Cross Country
Curling
Badminton
Track & Field

Jr./Sr. Varsity Sports available through Bert Church High School's Program:

Basketball
Volleyball
Football

Seasons of Play

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. Therefore,

Each activity may hold practices according to the Alberta Schools' Athletic Association (ASAA) seasons of play. (Refer to ASAA Handbook)

- ☐ The preceding activity has priority for practice times and games.
- ☐ The trailing activity may hold practices according to the ASAA seasons of play; however, these practices are not to include players of the preceding activity.
- ☐ Final cuts for the trailing activity occur (minimum) 2 practices after the completion of the preceding activity.

Participation Fees

It is necessary for the athletic program to charge a participation fee for each activity. The following applies to participation fees:

- ☐ All participation fees will be determined by the coach and reviewed by the Athletic Director. Fees will cover things like entry fees for games and tournaments, uniforms, transportation etc.
- ☐ An effort will be made to keep the fees consistent from one activity to the next, respective of the level of the team.
- ☐ Fees may be paid by e-transfer to finance@footprintsforlearning.com
- ☐ Players must pay fees in full, or make arrangements with the coach, before they will be permitted to participate in league games or tournaments. If the coach is experiencing problems in collecting fees, the Athletic Director may be approached to provide assistance.

Fundraising

Footprints for Learning Charter Academy does not conduct a school wide fundraising project. Individual teams may choose to fundraise on their own. Money raised through general fundraising allows helps maintain lower participation fees. All money raised, must be submitted to the school's financial secretary for proper record keeping.

No team/activity shall participate in, or organize any fundraising events without the consent of the Athletic Department or Principal. **The coach/school sponsor must be present at all fundraising activities.**

Uniforms and Equipment

All uniforms will be provided by Footprints for Learning Charter Academy.

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

Coaches will be responsible for the care and maintenance of uniforms while they are in their possession. **Under no circumstance** should a player take home their uniform.

All uniforms are to be **cold water washed** and **hung to dry**. Washing and maintenance shall be the responsibility of the coach or team designate.

Players or the team will be responsible for the cost of replacement of any uniform damaged or lost while in their possession. Also, each player will be required to pay a \$25 non-refundable uniform replacement fee. This cost must be added to all player fees for each season of play.

Teams may be provided equipment, specific to their activity. This equipment is owned by the school, and a deposit may be required. 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.

Transportation

The transportation for league, invitational, zone, and/or provincial events will be handled as follows:

- ☐ If travel is arranged by either the school, or the coach, then all parties involved must travel using the designated arrangements. Such travel arrangements may include use of the school van, rental vehicles, bus, or parent driver volunteers. Anyone who is not accessing the arranged transportation must provide written parental consent for alternative arrangements.
 - Please note that if Parent Driver Volunteers are being used, that those parents driving have completed the **Volunteer Driver Application Form**. If the form is not completed, they are unable to transport athletes other than their own child(ren).
- ☐ If travel is not coordinated by the school or coach, it is the responsibility of the athlete's family to make necessary arrangements to get the athlete to and from the designated venue.

School Bus or Van

- ☐ The school bus/van must be booked through your Principal. These vehicles are owned by Magic Mountain Daycare and their use will depend on their availability.
- ☐ The cost of using the van for transportation to events will be billed to the activity at a rate determined by the school.
- ☐ When using the van, drivers must file a usage report. Usage reports are available in the van binder at the office.
- ☐ Vans should be returned with a full tank of gas. All garbage is to be removed from the van.

Arranged Parent Volunteer Drivers

- ☐ Players may be transported to events by registered Volunteer Drivers.
- ☐ To become a registered Volunteer Driver, drivers must complete Rocky View's Volunteer Driver Form and meet all requirements as stated on the form. These forms are to be kept by the Athletic Director.
- ☐ Volunteer Driver forms are available from the Coach or Athletic Director.

☒ Volunteer vehicles, used for transportation, will not be eligible for financial compensation from the school.

Rental Vehicle

☒ Enterprise (Airdrie location).

☒ If problems arise, refer problem to the Athletic Director for further assistance.

Practice and Game Times

All gym usage shall be booked through the Athletic Director.

League games and home tournaments have booking priority over practices.

Any activity under way shall have priority over the following season of play (e.g. volleyball over basketball)

There must be a coach or teacher sponsor 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 that is equitable to all teams in accordance with priorities.

The Athletic Director will create a practice schedule on a monthly basis. In some instances where seasons overlap it may be appropriate to develop a schedule on a weekly basis. A shared Google Calendar will be utilized to coordinate all athletic activities. Parents can visit the school webpage to get access to the Athletics Calendar, which must show the following:

- ☒ all practice dates and times
- ☒ league game dates, locations and times
- ☒ divisional dates, locations and times
- ☒ zone location and dates
- ☒ provincial location and dates

Guidelines for Student Athletes

Eligibility

To be eligible to participate, students must meet eligibility requirements as set out by the ASAA.

Students must be in attendance 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 full day or for a portion of the day, regardless if ill or otherwise, are not eligible to participate. Exceptions to this may be considered, such as scheduled appointments. 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.

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. Participation in the sport may also require a meeting with the coach to review team expectations.

Conduct

Student athletes are representatives and ambassadors of Footprints for Learning Academy and the community of Airdrie.

Student athletes are expected to provide strong examples of leadership and citizenship both on and off the court/field of play, and both in and out of the classroom.

Team Before Self - Most sports are team games and although it is proper and even necessary to have personal objectives, it is paramount that each member of the Footprints for Learning Academy team possesses an unselfish attitude where team objectives are primary.

Regardless of when or where an athletic event occurs, it is a school sponsored activity. The use of tobacco, vapes, drugs, or alcohol is prohibited and shall be strictly enforced.

If a student athlete does not conduct himself/herself in a manner that reflects favorably on the school, the privilege of participation may be suspended or revoked by a coach/supervisor, the Athletic Director, or Principal.

Injury

All student athletes should carry some form of medical insurance. If an athlete is injured while participating on behalf of Footprints for Learning Academy, FLCA will cover medical costs of the Ambulance.

Any student injured on or off the field of play, and requiring medical attention, must present a note from a physician before being eligible to practice or play again.

Each player must complete the FLCA Athletics Participant Information form prior to the start of the regular season of play. Coaches must have these forms easily accessible at all times in case of an emergency.

Commitment

Being a member of any school team is a privilege, which each athlete must earn. A key to earning that privilege is commitment to the team. Team success can only be achieved if all participants are committed. This type of commitment includes:

- ☐ Attendance at all practices, games and team events.
- ☐ Providing the coach with advance notice of absences from practices or games, and an explanation of that absence.
- ☐ Punctuality to all practices, games and team events.

While it is acceptable for a student athlete to have a job, it is not reasonable to expect the coach to accept working as a legitimate reason for missing practice or a game.

Coaches have the right to suspend players, at his/her discretion, from practices or games if the athlete does not adhere to such commitment. The Athletic Director may provide assistance in dealing with this matter as required.

Hazing

Hazing or negative initiation activities are prohibited by Footprints for Learning Academy. The planning, initiation of, or participation in such activities shall be dealt with under the behavioral expectation of Footprints for Learning Academy athletics, and may lead to suspension or removal from a team and or school.

Guidelines for Coaches

The following guidelines are to be considered a code of conduct for Footprints for Learning Academy coaching staff.

The Coach is foremost a teacher. The chief objectives of school athletics are to build leaders and to develop athletic skills. Winning games is secondary to these objectives. Coaches who do not make a positive contribution to the total educational process are not meeting their obligations.

The Coach should always be regular and prompt in meeting assignments – practices, games and meetings.

The Coach should be diligent in attention to routine details. This includes getting in all reports when due, keeping necessary records, phoning in results, and forwarding any receipts when required.

The Coach should instill in the team an attitude of sportsmanship on and off the court, during the game and afterwards, in school and out.

The Coach should 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.

The Coach shall not use alcohol or non-prescription drugs in any form while with the team. This includes tournament play.

The Coach should, when faced with unpredicted disciplinary situations, let the common law prevail. Situations are to be assessed on a rational basis.

The Coach should accept the responsibility as a counselor to the athletes under her/his direction. The coach is in a unique position among all teaching staff in the relationship with the students. Many students complete their school program because of, or in part, of their interest in athletic participation, and the influence of the coach. In this way, the coach can play a major role in the problems now confronting school students with reference to drop-out rates and related issues.

The Coach should be mindful of their position of guardianship entrusted by the athletes and their parents. While acting as a counselor to the athletes, there must also be a necessary social separation, so that over-familiarity or impropriety does not occur or is not perceived to have occurred.

The Coach should work to instill with their players respect for the officials, and establish that he/she alone shall discuss aspects of the game with the officials.

The Coach will 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.

The Coach should teach the team to be respectful of and friendly towards opponents.

Team Selection

All activities are open to all students of Footprints for Learning Charter Academy who meet the requirements of grade, gender, and general eligibility.

Coaches must conduct an open tryout, and may not make final cuts until after the second scheduled practice.

Final selections should be based on attitude, "coachability", and skill. Once the team has been selected, the coach must promptly submit a roster to the Athletic Director.

Note that tryouts for the high school sports of Volleyball, Football and Basketball will be posted on our website however they will be hosted directly at Bert Church. Bert Church is working in partnership with FLCA to offer these larger team sports to our students. It is very important that our students and

parents conduct themselves with extra respect and should they but cut from a team, that they except the decision of Bert Church gracefully.

Practices

All practices will be scheduled by the Athletic Director.

Coaches should distribute a practice schedule to players and parents.

Coaches should do their utmost to adhere to the practice and game schedule, and 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.

The general guidelines for scheduling (followed by both FLCA and Bert Church) shall be as follows:

Team	Practices	League Play	Tournaments
Football	Daily (max. 4 per week)	1 game per week	N/A
Jr. Volleyball	2-3 per week	1 per week 2 when required	3-5 per season
Sr. Volleyball	2-3 per week	1 per week 2 when required	6 per season
Jr. Basketball	3 per week 4 when scheduling permits	1 per week 2 when required	4-6 per season
Sr. Basketball	3 per week 4 when scheduling permits	1 per week 2 when required	4-7 per season
Badminton	2 per week 3 when scheduling permits	N/A	1-2 per season
Track & Field	Daily (max. 4 per week)	N/A	1-2 per season
Curling	3 per week 4 when scheduling permits	N/A	1-2 per season
Soccer	2 per week 3 when scheduling permits	1 per week 2 when required	1-2 per season

Playing Time/Expectations

Footprints for Learning Charter Academy 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, particularly at the high school level. The amount of playing time may vary from game to game, or from week to week. Neither the player’s grades, nor their prior years of playing experience with Footprints for Learning Academy teams will be a factor in determining playing time.

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 tryouts Coaches should provide a written, or oral, statement of their philosophy, team goals, fees, and player expectations.
- ☐ Coaches should outline the process for communication. This process to apply to all parties, and can be outlined for all in a letter. (See Appendix A)
- ☐ Coaches can hold a pre-season meeting (suggested agenda – Appendix B)

Sanctioned Absences and Early Dismissals

It is, at times, necessary for student athletes to be absent from classes for the day, or to be released early from classes on a specific day. In these instances, coaches are required to provide notice to all school staff.

Teacher-coaches or teacher-liaisons may do so at their own initiative, or request the Athletic Director to execute this task. Community based coaches shall inform the teacher sponsor or Athletic Director of the dates and times, and the teacher sponsor or Athletic Director shall be responsible to execute this task.

The notice may take the form of an email to all staff members. 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

Each coach shall complete the budget template and submit it to the Athletic Director prior to the beginning of the season of play.

Guidelines for Parents

Support the team, the players, and the coaches.

Help your child to follow and uphold the Footprints for Learning Academy athletes' guidelines for participation.

Support the goals of sportsmanship and help bring pride and respect to your child and Footprints for Learning Academy.

Support your child's' role on the team, even if you don't understand his/her position on the depth chart. In the event of concerns, follow the guidelines and procedures as outlined in Appendix A. Each parent should receive a copy of this at the parent's meeting.

Awards

Each year in June, at the conclusion of all school sponsored athletic activities the Athletic Department will sponsor and host an "Annual Extra-Curricular Evening". Activity awards as determined by the athletic department, and selected by the respective coaching staffs, shall be presented. In addition, the Athletes of the Year, as selected by a designated committee shall be presented.

Activity Awards

Respective coaches shall be responsible to submit to, the Athletic Director, the names of the award recipients for the following awards, as well as making the Athletic Director aware of any team or individual accomplishments which deserve recognition. Coaches may present only those awards listed, and may not present co-winners without the approval of the Athletic Director.

The activity awards to be presented are as follows:

Golf

- Recognition of League Medalists and Champions
- Recognition of Zone Medalists and Champions
- Recognition of Provincial Medalists and Champions
- Most Valuable Player

Cross Country

- Recognition of League Medalists and Champions
- Recognition of Zone Medalists and Champions
- Recognition of Provincial Medalists and Champions
- Most Valuable Player

Football (through Bert Church)

- Recognition of League Medalists and Champions
- Recognition of Zone Medalists and Champions
- Recognition of Provincial Medalists and Champions
- Rookie of the Year
- Most Valuable Player- Defense
- Most Valuable Player- Offense
- Most Valuable Player

Soccer

- Recognition of League Medalists and Champions

- Recognition of Zone Medalists and Champions
- Recognition of Provincial Medalists and Champions
- Most Valuable Player
- Rookie of the Year

Junior Volleyball

- Recognition of League Medalists and Champions
- Recognition of Zone Medalists and Champions
- Most Improved Player
- Most Valuable Player

Senior Volleyball **(through Bert Church)**

- Recognition of League Medalists and Champions
- Recognition of Zone Medalists and Champions
- Recognition of Provincial Medalists and Champions
- Rookie of the Year
- Most Valuable Player

Junior Basketball

- Recognition of League Medalists and Champions
- Recognition of Zone Medalists and Champions
- Most Improved Player
- Most Valuable Player

Senior Basketball **(through Bert Church)**

- Recognition of League Medalists and Champions
- Recognition of Zone Medalists and Champions
- Recognition of Provincial Medalists and Champions
- Rookie of the Year
- Most Valuable Player

Badminton

- Recognition of League Medalists and Champions
- Recognition of Zone Medalists and Champions
- Recognition of Provincial Medalists and Champions
- Top Male Athlete
- Top Female Athlete

Curling

- Recognition of League Medalists and Champions
- Recognition of Zone Medalists and Champions
- Recognition of Provincial Medalists and Champions
- Male Curler of the Year
- Female Curler of the Year

Track and Field

- Recognition of League Medalists and Champions
- Recognition of Zone Medalists and Champions
- Recognition of Provincial Medalists and Champions
- Rookie of the Year
- Top Male Athlete
- Top Female Athlete

Athlete of the Year – Male and Female

Criteria:

1. There will be awarded a Athlete of the Year Award for our high school, for both Male and Female and also one for grade 7-9, both Female and Male.
2. Participated in a minimum of **two** extra-curricular athletic activities;
 - Golf
 - Cross Country
 - Volleyball
 - Basketball
 - Curling
 - Track and Field
 - Football
 - Soccer
 - Badminton
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 two 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 that 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 demonstrate to all a desire to better him/herself through athletics at Footprints for Learning Academy.
7. Above all, the athlete exemplifies athletic, personal, and sportsmanship abilities and qualities that have brought the pride and respect to himself/herself and Footprints for Learning Academy in the view of the community, opponents, and others (others referring to other schools, communities, administrators, and coaches).