

Matthew Halton High School



Halton Athletics

**Positive, Sportsmanship, Grit,
Ownership**

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Athletic Handbook 2023-2024

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Halton Athletics Mission Statement:

Enriching student-athletes through athletics to achieve their goals and pursue their dreams.

Halton Athletics Vision Statement:

Develop a competitive program in both academics and athletics through: Integrity, Hard work, Cooperation, Respect, Excellence, Positive attitude, Communication, Resiliency, Dedication and Sportsmanship.

Philosophy

Matthew Halton High School recognizes that extracurricular athletics promotes sportsmanship, team building, good citizenship, high academic standards, leadership and community responsibility. Extracurricular athletics provide an opportunity for students to explore their unique talents outside of the classroom setting. 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.

It is a privilege for students to participate in extracurricular athletics. Participation is voluntary and is not a requirement, nor an entitlement. Therefore, extra time and effort are required of those who participate. Since the reputation of the school is often judged by its extra-curricular programs, high standards must be maintained. Those who earn the privilege of representing Matthew Halton High School 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.

Athletic Department

☐ Whitehead	Athletic DirectorRandy
☐ Burns, Bonnie Whitford	School AdministratorsBryan
☐ Dyer (School Admin Assistant)	TreasurerLindsay

Programs

Junior B teams are open to students in Grades 7 and 8.

Junior A teams are open to students in Grades 7 to 9.

U13, U14 and U16 are terms associated with junior badminton, cross-country and track and field, and eligibility is determined by birthday.

Junior Varsity teams are open to students in Grade 10 and Grade 11 (possible Grade 9 students).

U16, U17 and U19 are terms associated with senior badminton, cross-country, and track and field only, and eligibility is determined by birth date.

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

Matthew Halton High School sponsors the following athletic activities:

Junior High Activities:

Cross Country, Volleyball, Basketball, Badminton, Rugby (girls), and Track & Field

Senior High Activities:

Cross Country, Golf (if interest), Volleyball, Basketball, Badminton, Curling, Rugby (girls), Baseball, Football and Track & Field

* Based on numbers, neighbouring schools may join teams. Example: Halton and Livingstone Boys Basketball teams are both short players so they form 1 team. With this, one school will take the lead and be the "host school". More information will be available in this circumstance*

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.

☐ 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.

*These activities are dependent on the number of students each year.

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 Director.
- ☑ An effort will be made to keep the fees consistent from one activity to the next, respective of the level of the team.
- ☑ Fees are paid to the Office or online.
- ☑ Players must pay fees in full, or agree to the payment plan (set at the start of each sport) before they will be permitted to participate in league games and/or tournaments.
- ☑ The following chart shows what the fees cover. On occasion there may be additional fees for the following: accommodations, Zone T-shirt and banquet tickets. It is our intention to do our best to keep fees similar from year to year.

Activity	Fees	League Fees	Tournament Fees	Travel	Officials	Equipment	Other
Jr Cross Country			-	-			-
B girls Volleyball		-	-	-	-	-	
A girls Volleyball		-	-	-	-	-	
B girls basketball		-	-	-	-	-	
A Girls basketball		-	-	-	-	-	
B boys basketball		-	-	-	-	-	
A boys basketball		-	-	-	-	-	
Jr Badminton			-	-			
Jr Rugby		-	-	-		-	
Jr Track & Field			-	-			-
Sr Cross Country			-	-			-
Sr Girls Volleyball		-	-	-		-	
Sr Girls Basketball		-	-	-		-	
Sr Boys basketball		-	-	-		-	
Curling			-	-			-
Sr Badminton			-	-			
Sr Rugby		-	-	-		-	
Baseball		-	-	-	-	-	
Sr Track & Field			-	-			-

* See the Transportation section for details.** If teams qualify for provincial competitions there maybe additional costs associated with it

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Commented [4R2]: @burnsb@lrsd.ab.ca Makes sense.

Fundraising

If a team would like to do a fundraiser please talk with the Athletic Director first before proceeding. Our Booster Club is a great supporter of Athletics and can be utilized for fundraising licenses.

Uniforms and Equipment

All uniforms will be disturbed through Matthew Halton High School.

Uniforms will be distributed by the Athletic Director.

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

Players will be responsible for the cost of replacement of any uniform damaged or lost while in their possession.

Please follow care instructions when washing uniforms.

Teams will be provided equipment and a medical kit, specific to their activity. The care and supervision of this equipment shall be the responsibility of the coach(es) and players. The team equipment will be used for warm ups, during practices or home events, school supplies can be used.

Transportation

The transportation for league, invitational, zone, and/or provincial events will be handled in two fashions. The preferred method of transportation during the week is the LRSD buses. On Saturdays, the division has begun using volunteer vehicles (see below). All teams will use volunteer drivers for 1 day weekend events. Overnight tournaments will use buses. * Note- LRSD is experiencing a shortage of drivers for extracurricular events. This may have an impact on sporting events with short notice provided*

School Bus

☐ The school buses will be booked by the Athletic Director or Teacher supervisor

Volunteer (Parent/Private) Vehicle

☐ Some Saturdays transportation will be up to the families to arrange for your child to attend the activities.

☐ Main requirements: form must be signed, driver must be at least 21 years of age and Student-athletes cannot drive themselves.

A form will be provided for students to be driven.

In the case of inclement weather([see LRSD Admin Procedure 567](#)), school admin, the LRSD transportation coordinator and bus drivers will decide if teams will travel. We always act in the best interest of all with safety as our priority.

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 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 equitable to all teams in accordance with priorities (ie. Jr A teams shall be guaranteed 2 practices a week, and when possible this shall be in the 3:45 or 5:30 time slot).

The Athletic Director within 2 weeks of season starting will have a whole season schedule for each team. In some instances where seasons overlap, it may be appropriate to develop a schedule on a weekly basis. The schedules will be provided for teams, posted on the school website and in the school.

Coaches/ Managers are encouraged to provide players and parents with individual copies of these schedules as they are available. The Athletic Director shall have copies at the school also.

Guidelines for Student Athletes

Eligibility

To be eligible to participate, Grade 7 to 9 student-athletes must meet eligibility requirements as outlined by the Junior High South Zone (SZJHAA) Athletics Association.

To be eligible to participate, Grade 10, 11, and 12 students must meet eligibility requirements as set out by the ASAA.

Students must be in attendance at school for the day of a practice or game in order to participate in that practice or game. Legitimate reasons for an absence, which would allow a student to participate on the same day as the absence, are:

☐ School Sanctioned Activities

- ☒ Appointments with health professionals
- ☒ Emergency Situations
- ☒ Planned absence for personal or educational purposes that have been approved by the school administration.

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

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.

Please note that the school admin or the athletic director will notify the coach about any students unable to play.

Conduct

Student athletes are representatives and ambassadors of Matthew Halton High School, the community of Pincher Creek and Livingstone Range School Division.

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 Matthew Halton 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, drugs, alcohol and vaping is prohibited and shall be strictly enforced.

If a student athlete does not conduct themselves in a manner that reflects favorably on the school, the privilege of participation may be suspended or revoked by the Athletic Director and Administration . Coaches are encouraged to communicate in writing to school administration and the Athletic Director any instances in which students are not conducting themselves in an appropriate way.

A summary of student participation in athletics being in jeopardy can be classified by the three A's.

Academics- A student is in good standing academically.

Attitude- A student is meeting the school code of conduct

Attendance- A student is attending school consistently

Injury

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

Coaches are to complete the free concussion course (Making Head Way in Sports) within the first month of the season. The course is free and can be found at [Concussion website link](#).

Commitment From Athletes

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.

For Home Games

☐ Teams will sweep the court, check the bleachers for garbage and throw it out, check the change rooms to make sure they are in an acceptable condition/ throw out any garbage. This is to be done after each game. Teams may choose to divide these tasks and can create a rotation schedule on duties. However the coach decides.

For Away Games

Teams will sweep the bus and pick up any garbage that is on it before getting off. Teams will also be respectful of other schools and ensure they are not leaving any garbage or items behind.

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.

Hazing

Hazing or negative initiation activities are prohibited by Matthew Halton High School. The planning, initiation of, or participation in such activities shall be dealt with under the Code of Conduct of Matthew Halton High School and may lead to suspension or removal from a team and or school. School Administration

will have the final say on how issues are handled. Coaches are to report any information to school administration or the athletic director.

Guidelines for Coaches

The following guidelines are to be considered a code of conduct for Matthew Halton coaching staff (see appendix E).

The Coach is foremost a teacher. The chief objectives of school athletics are to build leaders and to develop athletic skills and life skills (character traits). 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.

“When our goal is to try to do our best, when our focus is on preparation and sacrifice and effort – instead of numbers on the scoreboard – we will never lose.”
Coach – Mike Krzyzewski

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.

The coach should, when faced with unpredicted disciplinary situations, let the common law prevail. Situations are to be assessed on a rational basis. **Please contact school administration as soon as an event happens.**

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 high school program because of, on 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 high schools in 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 they 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.

Coaching Documentation Requirements- [See LRSD Admin Procedure 440-Volunteers](#)

- a) Prior to engaging in a volunteer activity, each volunteer shall submit a Police Information Check with a Vulnerable Sector Check.
- b) The original Police Information Check with Vulnerable Sector Check must be presented to the school administration. A photocopy will then be made for school records and the original returned to the owner.
- c) If a volunteer, specified in the above, fails to submit the documentation prior to engaging in a volunteer activity, the volunteer shall not assume any responsibilities where he/she may be alone with students. The volunteer may, at the discretion of the principal, assume responsibilities with another staff member when documentation has been submitted but is not yet processed.

In closing, the coach is to abide by all aspects of the Matthew Halton High School code of conduct and is to act as a role model for students. If a coach demonstrates conduct that is a poor reflection of Matthew Halton High School they may be removed from their position.

Team Selection

All activities are open to all students of Matthew Halton High School 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 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 for final approval.

We will always do our best to have enough teams, but often the amount of teams is dependent on available coaches/ volunteers.

Practices

All practices will be scheduled by the Athletic Director.

Coaches/ Managers 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 shall be as follows:

Team	Practices	League Play	Tournaments
JR Volleyball	2 to 3 per week	1 or 2 per week	3 to 4 per season
Sr.Volleyball	3 to 4 per week	1 per week 2 when required	3 to 6 per season
Jr B Basketball	2 per week 3 when scheduling permits	1 per week 2 when required	2 to 3 per season
Jr A Basketball	2 per week 3 when scheduling permits	1 or 2 per week	max 4 per season
Sr Basketball	3 to 5 per week	1 per week 2 when required	5-6 per season
Jr/Sr Badminton	2 to 3 per week	League championship	1 per season
Jr/Sr Cross Country	3 to 4 per week	League championship	2-3 per season
Jr/Sr Rugby	3 - 4 per week	1 per week	2-3 per season
Baseball	3 per week	1 - 2 per week	1-2 per season
Jr/Sr Track	3 per week	League championship	Zones/Provincials

Playing Time/Expectations

During the regular season, coaches are encouraged to strongly consider the following amounts for minimum playing time for athletes, but ultimately decisions regarding playing time shall be at the discretion of the coach. Coaches who are moving away from the amounts shall communicate with the Athletic Director in advance as to why.

Junior High	approximately 40-50%
Junior Varsity.	approximately 40%
Senior Varsity.	approximately 20%

The above playing times are for tournaments, league and zone play. For championship games and provincial playoffs there are no recommendations.

When a player is sat (not played) for a particular reason (poor behaviours, missing practice, etc), the coach will communicate that with the player and

parents in advance of doing so. Outlining the reason and length of time will be done by the coach so the player and family are aware. Any decisions to sit a player because of academics or school behaviour will be at the discretion of the school staff. They will also communicate in the same method as mentioned above.

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 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)
- ☐ Coaches will participate in a pre-season meeting to go over expectations, meet one another and work together on best practice
- ☐ Parents will also attend a pre season meeting where forms will be filled out, roles established and questions answered.

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. 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 Athletic Director of the dates and times, and the Athletic Director shall be responsible to execute this task.

The notice may take the form of a hard copy to be distributed to all staff members or an e-mail 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.

Professional Development

Commented [5]: @clarkjo@lrsd.ab.ca

Hey Jonathan,

We have updated the handbook. Can you add this copy to the website please.

Thanks

Assigned to clarkjo@lrsd.ab.ca

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

Guidelines for Parents

Support the team, the players, and the coaches.

Help your child to follow and uphold the Matthew Halton athletes' guidelines for participation.

Support the goals of sportsmanship and help bring pride and respect to your child and Matthew Halton High School.

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.

Parents must attend the preseason meeting for your child to participate in certain sports. Parents are encouraged to sign up for volunteer positions, assist with tournaments (concession, score table, etc).

Awards

Each year in June, after the conclusion of all school sponsored athletic activities the Athletic Department will reward the following awards during Matthew Halton's Award ceremony. The awards that will be presented are: Jr and Sr Male and Female Athlete of the Year and Junior and Senior Outstanding Leadership & Character Award. In addition to these awards, after the conclusion of each sport/activity and during a school assembly, student-athletes will receive a participation award along with the teams' individual awards and HAWK Awards will be awarded. At this night, coaches and volunteers will also be honoured.

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:

- Heart and Hustle
- Character Award
- Leadership Award

Athlete of the Year – Male and Female Jr and Sr

Criteria:

Participation	Points
Major Sport (Volleyball, Basketball, Rugby, Rodeo)	
(1 st year)	5
(2 nd year)	6
(3 rd year)	7
Minor Sport (Badminton, Cross, T&F, Baseball, Football, Curling, Golf)	
(1 st year)	2
(2 nd year)	3
(3 rd year)	4
Team Awards	
Major Sport	
Character	5
Leadership	3
Heart & Hustle	3
Minor Sport	
Character	3
Leadership	2
Heart & Hustle	2
League Awards	
League MVP	7
League All-star	5
Individual Sport	
Qualify Zones	1
Qualify Provincials	3
Gold Provincials	5
Silver Provincials	3
Bronze Provincials	1

H.A.W.K Awards: (Hustle, Attitude, Work, Kindness)

Appendix A

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 Matthew Halton High School.

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 son or daughter becomes involved in the sports programs at Matthew Halton High School 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, discussion with the coach is encouraged.

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 regard to a coach's philosophy and or expectations

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, 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:

- ☒ Playing time
- ☒ 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 Matthew Halton High School recognize the importance of extra-curricular activities. We provide a program that strives to provide your child with a positive and meaningful experience.

Sincerely,

Athletic Director

Appendix B

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 meeting or by a letter:

☐ Team rules and school rules regarding athletics. School expectations can be found in the [Matthew Halton School Code of Conduct](#) and within this document

☐ 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 are set by the Athletic Director

☐ 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

- registered in minimum of 2 full classes in Senior High

☐ Medical information in case of injury

☐ Travel permission forms

☐ Question and Answer

Best form of communication with you.

Appendix C

Jr High Student-athletes' expectations

With the privilege of belonging to clubs and teams at Matthew Halton High School go certain responsibilities. Students who have not been participating in class in an appropriate manner and/or have excessive absences and/or have incomplete work (including tests which have not been written) should NOT expect to receive permission to attend extra-curricular activities. The expectations of students who are to represent MHHS in any extracurricular activity are as follows:

1. Students must adhere to individual classroom rules and expectations.
2. Students must participate in class appropriately.
3. Students are expected to be in regular attendance for all classes.
4. Students who are absent from class because of club or team activities are expected to complete all missed work.
5. Students must adhere to the code of conduct as outlined in the student agenda. Students who violate the drug/alcohol policy may be suspended from that extracurricular activity for the remainder of the season and may also be suspended from other extracurricular activities. Any fees paid may not be returned.
6. Students will be in good academic standing in all their classes as determined by the principal in consultation with teachers.
7. Students who have absenteeism due to illness or unexcused absence(s) on the day of the event/activity will not be permitted to participate.
8. All outstanding fees (where applicable) are required to be paid to participate in the activity.

While students are on school trips or hosting activities/events:

1. It is expected that all participants on all trips during and enroute to and from their destinations will demonstrate good behaviour. Extreme misbehaviour will result in the offender being returned home at the expense of their parent or guardian with further disciplinary action to follow.
2. If medical attention is required it will be administered and parents will be notified. Special medical needs should be identified to the trip supervisor prior to the trip.
3. Students are responsible for their own possessions.
4. Students are to adhere to the expectations of the buildings in which they are housed.
5. **For Home Games**

Teams will sweep the court, check the bleachers for garbage and throw it out, check the change rooms to make sure they are in an acceptable condition/ throw out any garbage. This is to be done after each game. Teams may choose to divide these tasks and can create a rotation schedule on duties. However the coach decides.

For Away Games

Teams will sweep the bus and pick up any garbage that is on it before getting off. Teams will also be respectful of other schools and ensure they are not leaving any garbage or items behind.

Appendix D – Sr High Players contract

**MHHS ATHLETIC CONTRACT
2023-2024**

1. I understand that as a member of any MHHS athletic team, I will be expected to make ACADEMICS and ATHLETICS a priority in my life.
2. I will not be satisfied with less than my best effort on the court/field or in the classroom.
3. I understand that if I do not remain in good standing at the school I may be removed from the team.
4. I will attend all my classes, I will arrive on time for class and practice, and I will turn all my assignments in on time.
5. I will attend all practices, games, and team functions. In the event that I cannot attend due to personal emergency I will let the coaching staff know immediately.
6. I understand if I miss any practices, without clearing it with the coaching staff, it may affect my playing time.
7. I will treat my coaches, teachers, and teammates with courtesy and respect even when I am down or in a bad mood.
8. I understand that I will receive playing time throughout the year, but that does not mean everyone on the team will receive the same amount.
9. I understand that for my personal success, and the success of the program, I must follow these guidelines and, furthermore, encourage my teammates to do the same.
10. I understand that if I have an unexcused school absence I will NOT be eligible to participate in athletics that day.
11. I understand that I have to have my fees paid or payment plan agreement before I can play in any games.

12. As a member of the team I will assist in the following for games and practices. **For Home Games**

Teams will sweep the court, check the bleachers for garbage and throw it out, check the change rooms to make sure they are in an acceptable condition/ throw out any garbage. This is to be done after each game. Teams may choose to divide these tasks and can create a rotation schedule on duties. However the coach decides.

For Away Games

Teams will sweep the bus and pick up any garbage that is on it before getting off. Teams will also be respectful of other schools and ensure they are not leaving any garbage or items behind.

I have read and agreed to the above guidelines. I understand that failure to meet the requirements of the contract may result in loss of opportunities to continue as a member of the MHHS ATHLETIC TEAMS.

PLAYER SIGNED

PARENT SIGNED

DATED:

Halton Athletics

Positive, Sportsmanship, Grit, Ownership

Appendix F: Travel Permission form

Matthew Halton High School

P.O. Box 1090, Pincher Creek, Alberta T0K 1W0

Main Office: 645 Davidson Ave.

PH (403) 627-4414

FAX (403) 627-4444

Principal: Mr. Bryan Burns
Assistant Principal:
Mrs. Bonnie Whitford

Extra-Curricular Transportation for off-site school sponsored activities

Dear Parents/Guardians;

As per LRSD Administrative Procedure on transportation of students, it is the requirement of LRSD and MHHS that students be transferred to and from extracurricular events by bus when possible and practical. In the occasion where extraneous circumstances arise and a student must ride with their parent, the parents of that student must release LRSD from any liability. Under no circumstances are students allowed to transport each other to or from extra-curricular events.

If the school provides transportation to an off-site activity, and a parent wishes to transport their child to/from the school sponsored activity, the student and their parent must sign to acknowledge:

- a) That the student was offered school provided transportation and that _____
it was declined: Int. _____
- b) That the parent accepts responsibility for the student's _____
transportation to/from the school sponsored offsite activity; Int. _____
- c) That the parent does not or will not hold the School Board liable _____
for any accident or injury that may occur during the transportation Int. _____
to/from the off-site school sponsored activity;
- d) That the parent understands that the School Board's Student _____
Accident Insurance does not apply during the transportation portions Int. _____
of the trip, and that the student is only covered from their arrival at the school
sponsored offsite activity, until the student leaves the off-site activity.

Parent/Guardian Signature

Date

Parent/Guardian Signature

Date

Student Signature (if 16 or older)

Date

This form will apply for the current school year and will require notification to the supervisor of the school sponsored activity for each and every time it is applied.
Appendix G: ASAA Student/Guardian Agreement form



SOUTH ZONE
1063 17th Street NW, Medicine Hat, AB
Ph:403-527-5360 FAX:403-580-2999
E-MAIL: mderb@shaw.ca

ACKNOWLEDGMENT AND AGREEMENT (Student /Guardian) Sept 2023-June 2024

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 Matthew Halton High School is one of more than 370 member high schools which together ultimately determine the policy of the ASAA through representation on the Board of Governors of the ASAA;

AND WHEREAS Matthew Halton High School is also a member of SOUTH Zone (SASAA) which also has Bylaws, Rules and Policies which govern the participation of Matthew Halton High School in athletic activities

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>
2. We will accept the outcome of any appeal process available through the ASAA or SASAA regarding any matter concerning me or any other athlete registered as a student at Matthew Halton High School as final and binding on us.
3. We acknowledge that any application for a review of 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 Matthew Halton High School and not by us.
4. Matthew Halton High School's Membership in the ASAA and SASAA is a privilege and not a right.
5. We, authorize Matthew Halton High 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