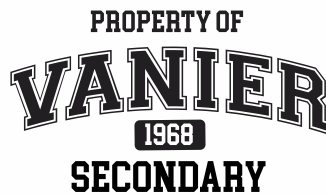


GP Vanier Athletic Policy

Revised March 2026



Athletics' Decision Making Process

The Athletic Director, in consultation with the Administration, oversees the athletic program at G.P. Vanier.

Associations

G.P. Vanier Secondary is a member in good standing with [B.C. School Sports](#), the [Vancouver Island Secondary Schools Athletic Association](#), the [North Vancouver Island Secondary Schools Athletic Association](#), and the North Zone of the North Island Association.

Athletic Review Committee

G.P. Vanier's Athletic Review Committee will be composed of one administrator, the current Athletic Director, and one current staff coach.

The role of the Committee is to meet at least once per sports season, and deal with any issues arising.

We encourage coaches try to settle any issues prior to bring the issue to the Athletic Review Committee. If the issue can not be resolved between them, then the issue goes to the Athletic Committee for discussion, and to the school's administration for final decisions.

School Vision Statement

CARE RESPECT SELF-CONTROL

At Georges P. Vanier Secondary School, we are proud of our students. We are a community that promotes CARE, RESPECT, and SELF-CONTROL as our guiding principles. We expect everyone to make choices that create a safe and positive school. Vanier strives to promote the development of each student's Moral Intelligence and Strong Character.

Vanier's Athletic Philosophy

We believe that the program of interscholastic athletics is an integral component of the total educational structure. While we will strive to make our teams as competitive as possible, our primary objective is to help our student-athletes acquire important skills that will help them to be successful in their adult lives. Our efforts as coaches will be focused on teaching our athletes the skills needed to win and not just on the result of winning. Through positive reinforcement, we will show our athletes how to succeed with humility and persevere through setbacks in a productive manner.

Our program places a high value on the power of participation. Within our educational setting, every effort will be made to provide athletic experiences for as many students as possible. We will strive to offer as many athletic teams as can be adequately coached, managed, and supported.

At the grade 8 level, there is a focus on fair play, player and team development and equal playing time. At the grade 9 - 12 levels, there is a continued focus on player and team development, and we will strive to ensure equal playing time, although playing time may be adjusted as need arises in competitive situations.

Our coaches will strive to be positive role models who display in-depth knowledge of their activity, an ability to teach, strong leadership, ethical behavior, and interest in holistic development of their athletes. Winning of championships should transpire as an outgrowth of ethical coaching and healthy competition - See **Coach or Team Sponsor Responsibilities**.

The desired outcome for participants in our athletic program is that they will attain the following traits:

Goal Setting	Self-confidence
Competitiveness	Accountability
Teamwork	Respect for self and others
Commitment	Leadership
Self-discipline	Ability to deal with adversity
Sportsmanship	Pride
Responsibility	Communication
Work ethic	Academic achievement
High self-esteem	Graciousness

We also hope that, during their high school athletic experience, our student-athletes will have fun and build fulfilling relationships. Our programs will strive to provide an opportunity for our students to release stress in a healthy manner and instill fitness for life as a core value. The product of our investment in athletics will be healthy adults who contribute to their community in a positive manner.

Duties of the Athletic Director

- Ensure all athletes, and teams are electronically registered with B.C. School Sports.
- Oversee athletic eligibility appeals to B.C. School Sports.
- Facilitate payment of fees to B.C. School Sports and Vancouver Island, North Island, North Zone, and other Associations linked to athletics with our school.
- Oversee coaching responsibilities and try to recruit coaches for teams that do not have available coaches.
- Prepare and distribute team packages, which include:
 - travel consent forms
 - athletic code of conduct forms
 - teacher notification of extra-curricular involvement
 - letter samples to parents re: travel fees, uniform deposits, and
 - athletics fees (recorded on Athletic Points form)
 - early dismissal forms, and player release forms
 - a coach's handbook (especially for new coaches)
- Update the Athletic Policy Book, which is given to coaches, administration, and adhered to by the athletic department

- Prepare all gym and field schedules – practice, game and tournaments
- Work with the administration and inform them of all meetings.
- Assist coaches with uniform purchases and organize a schedule for uniform purchases.
- Assist P.E. Department with the ordering of equipment for athletics.
- Inform coaches of all coaches' meetings held throughout the school year.
- Coordinate the athletic calendars posted in the Coaches Office.
- Submit a weekly athletic calendar to the attendance secretary and ensure coaches give the secretary team lists when leaving the school.
- Ensure that a fundraising plan is implemented, and a committee is set up for each school year.
- Attend athletic meetings:
 - Middle School meetings (for grade 9's)
 - Junior (North Zone, North Island and Island)
 - B.C.S.S. AGM, and associated meetings
- Coordinate keeping media informed. Provide media with schedules of games and major events. Coordinating team promotions by means of facilitating the Student Council Athletic Reps.
- Promote a good working relationship with feeder schools:
 - encourage coaches to offer clinics
 - encourage coaches to host a district tournament at Vanier
 - invite junior secondary school athletes to Vanier events
- Coordinate the selection of major athletic awards for presentation at the year end assemblies with the coaches
- Coordinate the major/minor block awards:
 - evaluation forms from coaches
 - update totals for each athlete
- Meet with all athletes at the beginning of each season to review the Athlete's Code of Conduct
- Ensure coaches provide, before departure, their team's itinerary plans including lodging, locations, team lists and phone numbers to the school office.
- Ensure coaches keep all parents informed of their child's activities by means of letters, schedules, parent meetings and reports.
- The Athletic Director handles all budget issues for athletics, in consultation with the school administration.
- Ensure that the Wall of Fame Committee submits their nominees for the year by the First of May.
- Coordinate all trophy cases pertaining to athletics.
- Inventory of all athletic equipment, and uniforms at year-end.
- Assist and liaison as a role model with Student Council Athletic Representatives, who help with the Promotions of Athletics at Vanier.
- The A.D. collects all schedules and rosters for each team at the beginning of their season, and informs the rest of the school of this information.
- The A.D. ensures that all coaches adhere to current budget issues involving T.O.C. costs, and the coverage of classes when on road trips.

Individual and Team Development Focus

To ensure smooth transitions for student athletes as they continue their play through their high school years it is important that coaches follow the general guidelines and philosophy listed below. (Adapted from the Vancouver Island Athletic Association, BC School Sports' and BC Rugby Union (BCRU))

Grade 8 teams

Partake in local league play usually within the Comox Valley, occasionally extending to Campbell River, Port Alberni or Powell River. The philosophy of grade 8 teams is to include all students who make the commitment to the team.

Coaches, student athletes and teams at the Grade 8 level focus on:

- individual skill development
- positive interactions with teammates and coaches
- development of teamwork and team related skills
- self-discipline and responsible behaviour
- all players receiving equal playing time
- appropriate and respectful behaviour towards coaches, officials and spectators
- participation, positive attitude, enjoyment

Grade 9 teams and Junior (gr. 9/10) teams

Participate in league play leading to a North Zone Championship, Island Championships, BC Provincial Championship. Players are selected for junior teams after a tryout process.

Coaches, student athletes and teams in Grade 9/10 (Junior) should focus on:

- individual skill development
- positive interactions with teammates and coaches
- development of teamwork and team related skills
- self-discipline and responsible behaviour
- appropriate and respectful behaviour towards coaches, officials and spectators
- participation, positive attitude, enjoyment

Senior teams (gr. 11/12)

Are involved in league play or exhibition tournaments leading to play-offs which culminate in a BC Provincial Championship. Generally senior teams have a stronger focus on competition. Players are selected for a senior team through a try-out process.

Coaches, student athletes and teams at the Senior (Grades 11/12) level focus on:

- individual skill development
- positive interactions with teammates and coaches
- development of teamwork and team related skills
- self-discipline and responsible behaviour
- appropriate and respectful behaviour towards coaches, officials and spectators
- participation, positive attitude, enjoyment
- striving to reach their potential as individuals and as a group

Coach or Team Sponsor Responsibilities

- Provide the Athletic Director with a FULL team roster.
- Provide the Athletic Director with a season's schedule as soon as possible. Notify the Athletic Director of all changes, additions and cancellations as soon as possible.
- Provide the Athletic Director with a written explanation of all fund-raising ventures.
- Organize the practice schedule, and coordinate with the Athletic Director. Develop a season schedule
- First aid kits must be on hand during games and practices
- Completed travel forms to be given to the main office travel secretary, 1 week prior to travel being approved.
- Distribute uniforms, keep records and make sure all are returned.
- Make each athlete aware of the school athletic fee (\$30 per athlete) to be paid through the office.
- Complete the Concussion Awareness Tool (CATT) Online Training. Please provide a copy of the Certificate of Completion to the Athletic Director.
- Notify the attendance secretary when students will be missing classes. Send all staff an email with roster and times you will be away 48 hours in advance
- For weekend tournaments hosted by Vanier, the facilities must be booked through the Athletic Director well in advance. The athletic director will book in the appropriate calendars in the main office. The team hosting will be responsible for custodial charges incurred on Saturday/Sunday tournaments. Ensure that OFFICIALS are booked for HOME games – minor and referees.
- Arrange accommodations for overnight trips. Use good advance notice. Contact information, including hotels, etc. must be provided to parents/guardians and office staff.
- **Keep track of your teams' finances.** COLLECT TRAVEL SURCHARGES and make sure your team's travel funding commitment is met. **PERIODICALLY CHECK YOUR ACCOUNT.**
- At the end of the season, collect uniforms, and where necessary return all uniforms and equipment to the Athletic Director. IT IS ADVISED THAT YOU COLLECT ALL YOUR UNIFORMS IMMEDIATELY AFTER THE LAST GAME and take them yourself to get cleaned. **MAKE SURE YOUR TRUST FUND IS IN GOOD ORDER.**
- Ensure that your team receives the recognition that it deserves.

- Ensure that all players and managers have completed the Athlete Code of conduct Forms, and that they attend the mandatory preseason meeting with the Athletic Director.
- Ensure that all players and managers have taken information letters home to their parents. **ALL TEAMS MUST HAVE A PRESEASON PARENT MEETING!!**
- At the end of the season, complete the form for the BLOCK AWARDS, and your final season ending roster. Also, include the season in review, and give them to the AD
- HAVE FUN, **BE A GOOD ROLE MODEL**, AND CONVEY TO YOUR ATHLETES THE IMPORTANCE OF BEING A RESPONSIBLE TOWHEE.

Attendance Expectations

- Student athletes must have attendance in good standing to remain athletically eligible. Attendance for each in-season team will be monitored bi-weekly.
- Warning notifications may be issued to give students an opportunity to meet the standard; consecutive warnings will not be granted.
- Sanctions for not meeting the attendance standard may be imposed. This may include not attending a tournament, in school suspension, missing league games or team suspension.

Tryout Process

- Coaches should report tryout procedures to AD prior to the start of the tryout period. Included should be # of days scheduled for tryouts, procedures regarding types of skills/drills used during the tryouts, and the criteria used to qualify athletes for elimination or placement on specific teams. Also, the number of athletes that will be kept on each squad and rationale for such. When students are cut or placed on practice rosters, coaches will meet with these students and discuss this decision. (Results will not just be posted.)

Student Athlete Conduct

Sportsmanship

Student athletes are expected to display superior sportsmanship & conduct at all times when representing G.P. Vanier Secondary School, while strictly following the [BC School Sports Handbook](#). Failure to do so may result in (1) a suspension from the team; (2) removal from the team or; (3) removal from the Athletics program entirely.

School Extension

School-sponsored sporting events are considered extensions of the school day. All school rules & regulations apply when representing the school outside school boundaries. This includes, but is not exclusive to: games, tournaments, travel, hotel, etc. Student athletes may lose athletic eligibility and/or be suspended from school for their personal conduct & behavior at such events.

School Suspensions

Upon review with AD and administration, students suspended from school may not have an opportunity to attend or participate in athletic events held on the day(s) of the suspension (weekends included). Student athletes whose personal conduct & behavior have been habitually disruptive at school will immediately forfeit their eligibility for extra-curricular activities.

Substance Use

Any violation of the School District 71 (Comox Valley) drug/alcohol abuse policy may result in the student athlete being ineligible for extra-curricular activities for a 12-month period. The suspension can only be reviewed through a written formal appeal to school administration and the AD.

Tobacco, Cannabis and Vapour

The District's policy of creating a healthy learning and working environment free from smoke and the use of tobacco, cannabis and vapour products by students, employees, and visitors also applies to athletics. Any violation of the School District 71 (Comox Valley) Tobacco, Cannabis and Vapour policy may result in the student athlete being ineligible for extra-curricular activities for a 12-month period. The suspension can only be reviewed through a written formal appeal to school administration and the AD.

Initiation/Hazing

Students must strictly avoid taking part in any conduct that can be interpreted as team/player hazing or initiation. Such an offence, may result in the suspension/termination of the coaching staff, student athletes or the sport from the athletic program. Student athletes in violation will be ineligible for all extra-curricular activities for a 12-month period. The suspension can only be reviewed through a written formal appeal to school administration and the athletic director after 6 months.

Suspension Appeal

If a student athlete is suspended from the G.P. Vanier Secondary Schools' athletic program, suspensions can be appealed through a written request to the Athletic Director & School Administration in accordance to the established review date. Following the appeal submission, an interview will be conducted with the student where the appeal will be granted or upheld. The decision of the appeal will be final.

Parent Code of Conduct

BC School Sports provides Codes of Conduct for players, spectators, and coaches but not for parents/guardians. At Vanier, we expect parents to model positive behavior, as children are influenced by the adults around them. While competition is important, sportsmanship and fair play should always come first—on the bench, the field, or in the stands. Parents and family members represent the team, school, and community, and we encourage their support while keeping these expectations in mind.

Participation

Coaches strive to give all players time on the court, but decisions are based on matchups, game situations, and playoffs. Beyond grade 8, playing time will not be equal, and some players may not play in certain games. This is a standard part of competitive team sports. Parents and players should understand that interscholastic competition operates at this level. Improvement and teamwork are key goals, and every player contributes, whether on the court or supporting from the bench. Team spirit and morale thrive when everyone embraces their role.

Conduct in the Stands

As parents, your role is to support your child and the team in a positive way. Officials are responsible for officiating, and any concerns about calls or scorekeeping should be handled by the coaches. Avoid negative comments toward officials, opposing players, or coaches. Whether officials are adults or students, they must make quick decisions throughout the game. Respect their role—heckling or loud remarks only make their job more challenging.

Concerns/Complaints

Respect the game plan and decisions of the coach. This includes not approaching the coach during practice or a game, not coaching your child or other team members from the sidelines or stands, and not questioning your child's playing time. If you wish to discuss anything with the coach, please schedule a mutually agreeable time and place to meet.

- o To address any concerns, you must first speak with the coach directly (or the coach and staff sponsor of the team). Please remember to exercise respect and courtesy in the conversation.
- o If the matter is not resolved satisfactorily, it may then be referred to the Athletic Director and/or administration for further assistance.
- o Remember, it is not appropriate to pursue a concern, nor is it likely to produce a positive outcome, if it is addressed during a game, in front of other players or spectators, or on a social media site (Facebook, Instagram, Twitter, etc.).

Athletic Fee's

A charge of \$30 per athlete per sport is payable to the office. This athletic fee helps cover the cost of awards, uniform replacement, and athletic administration.

Student Supervision

It is imperative that coaches take the responsibility for the supervision of our student athletes seriously. Coaches fulfill an important position in acting as a role model and representative of G.P. Vanier Secondary School. Just as importantly, they give our athletes the opportunity to participate in sports they enjoy and want to develop skills in. Without coaches, this would not be possible. Coaches are responsible for ensuring that individual players and the team understand the responsibility they have in representing the team, school, and community when they play as a Vanier Towhee in accordance with the school code of conduct. All coaches are expected to abide by the BC School Sports Code of Conduct, policies of Vanier and School District #71, and all aspects of municipal, provincial and federal law.

BCSS Appeal Process

Prior to any paperwork being filed with the BCSS, the athlete must provide a deposit for the charges that Vanier will occur if they were to lose the appeal. If the appeal is successful, then the athlete will be refunded the entire amount or the balance remaining after all fees are paid.

Seasons of Play

Seasons of play are set out by B.C. School of Sports each scholastic year. Seasons of play are aimed at balancing interschool sport activity through out the school year and fosters a balance for student athletes and other activities. B.C. School Sports Defines seasons of play as Fall, Winter and Spring.

2025-2026 Seasons of Play

Season	Start Date of Unrestricted and Restricted Competition	End Date	Sports
Fall	September 2, 2025	November 29, 2025	Aquatics, Field Hockey, Boys Soccer, Cross Country, Football, Volleyball
Winter	November 24, 2025	March 7, 2026	Basketball, Gymnastics, Snowboarding, Skiing, Curling, Wrestling
Spring	February 23, 2026	June 6, 2026	Badminton, Mountain Biking, Girls Soccer, Track and Field, Golf, Rugby, Tennis

Tryouts, practices and fundraising for Sr. school teams can start 4 weeks prior to the Season of Play set out by BCSS.

Tryouts, practices and fundraising for Jr. school teams can start 2 weeks prior to the Season of Play set out by BCSS.

Tryouts, practices and fundraising for Grade 8/9 school teams can start on the date to be determined by the Athletic Director and School Administration.

Each team at G.P. Vanier, with permission from school administration, may tour and or host a touring team outside of applicable season of play.

Maximum Days of Play

No team at G.P. Vanier should exceed the number of playing days within their season of play:

Team	Maximum #of Playing Days With in Season of Play
Basketball	32
Volleyball	26
Rugby	26
Soccer	26
Wrestling	26

Skiing	15
Snowboarding	15
Track and Field	15
Cross Country	15
Mountain Biking	26
Field Hockey	26
Golf	15

When setting up schedules for league, tournaments and practices no team should exceed:

Level	Maximum # of days per week for League, Practice and Tournaments
Sr. Level Teams	5
Jr. Level Teams	4
Grade 9 Teams	3
Grade 8 Teams	3

Please note this does not give permission to Sr. Teams to run 5 days a week every week. If you don't have a tournament in a week of play, please use judgement when scheduling extra practices.

Sport Season Overlap

Any time a Vanier team goes to the level of playoffs there may be a season overlap of games. The first team a student-athlete is participating with takes precedence over the next season's team. Coaches of the two teams can work out a compromise that best suits the athlete, and their team members. If not, the school administration will make the final decision.

When a season begins, and practices overlap with the other seasons' team games or practices, the first season takes precedence. All attempts will be made to schedule practices at different times so that the athlete can make a reasonable choice if he or she wants to participate with the second season's team. All attempts must be made not to burn out the athlete. New season coach needs to explicitly direct athlete not to attend new season or limited participation (1x week) until their previous commitment is over.

Community Coaches

Wherever possible school coaches should articulate with community coaches outside the G.P. Vanier Athletic Department when there are commitment issues that affect decisions athletes must make regarding teams in and out of the school.

Community coaches who coach G.P. Vanier teams are ultimately responsible to the Athletic Director and the school's administrative representatives to athletics.

All Community Coaches are required to have a CRIMINAL RECORD CHECK and complete the SD71 Volunteer Code of Conduct, this can be found online on our website and submitted directly to the school administration or A.D.

Athlete's "Playing Up"

In order for a student athlete to play on a higher-level team the following need to be considered and occur:

- the student athlete will be making a significant contribution to the higher level team in terms of actual game time or play on the court/field.
- Generally, a student would need to qualify as a "starter" (stand-out among higher team) on a team through the tryout process in order to "play up."
- Student athlete will benefit in his/her skill level and personal development.
- The two coaches involved consult on the student moving up.
- The coach consults with the parents and the student athlete.
- The Athletic Director makes the decision. Any appeals to the decision would be heard by the Administration of the school.

Communication

Coaches set the tone for interaction among all members of the team, their families and the school. The coach's personal expectations as well as those of the school and district need to be reviewed and reinforced with students and parents. This communication can take place through a meeting of students and/or parents, by written newsletter or through email. Parents are encouraged to communicate with coaches when they have questions or concerns.

Please consider and include the following in communications with your team:

- Students are expected to follow the school's "Code of Conduct". When transgressions occur the consequences may affect the student's status on a school team. Students who are suspended from school are not allowed to attend team activities, practices, games or tournaments. Students can be removed from school teams as a result of a breach of the "Code of Conduct".
- Students who choose to be involved in athletics must be prepared to make a commitment to the team. The commitment includes attending all practices, games, fundraisers and team activities. Players who are unable to make a full commitment must discuss the situation with the coach prior to team selection. Financial, travel and schedule arrangements are made on the basis of having each athlete available for every event. Accommodation is made for illness, family emergencies and unexpected events.
- Coaches must communicate their expectations regarding players missing practices and/or games. In general, unexcused absences at practices means the coach could make a decision about playing time in a game. Athletes should contact the coach directly and give as much notice as possible if they are unable to attend a practice and/or game.
- As a coach you must be present and supervise ALL practices, games, and tournaments (exhibition and league).
- If you are a coach under the age of 19, a teacher/adult sponsor must be present for all games.

- Communicate all activities taking place at Georges P. Vanier Secondary through the AD to ensure the office and PE Department are well informed
- Communication between coach and players should include parents and follow safe sport policy for communication. They should ensure all interactions are open, observable, and justifiable. A second, screened adult (coach, parent, or volunteer) should always be present, especially with minors. Avoid private one-on-one text messages or social media DMs. Use group chats, include parents/guardians, and limit electronic messages to non-personal, scheduling, or training-related matters.

Social Media Guidelines

Any student-athlete or coach utilizing public online social mediums (ex: Facebook, Twitter, Instagram, SnapChat, YouTube, TICTOK etc.) to threaten, intimidate, harass or entice students, coaches, officials or family members of any school, will be suspended from the athletics program until an investigation can be conducted. This includes posting images depicting the use of alcohol, drugs or suggestive behavior that is not deemed conducive to the image expected of a G.P. Vanier School student-athlete/coach. Depending on severity, the student athlete/coach may be removed immediately or permanently from the athletics program for an established duration of time as directed by school administration. If coaches utilize a team chat the athletic director should be included on the list, to limit liability of the coach. Contacting students individually utilizing social media is not allowed.

Criminal Records Checks

Whether you are a new or seasoned community coach, if you have never had a Criminal Records Check completed, you must do so before your practices and season begin. Please see the Athletic Director for the link to the forms. The completed form must be submitted online. Criminal Record checks need to be renewed yearly for coaches not employed by the School Board. Coaches must also submit a SD71 Volunteer Code of Conduct form.

Team Registration

After your team has been selected, please submit a list of all team members to the Athletics Director. This information is needed for BC School Sports registration and it is a requirement for students to participate. Please be sure to get it in before the deadlines or a \$50 fee is assessed by BCSS.

Uniform Distribution

The Athletic Director (or designate) will arrange for distribution of team uniforms. Uniforms form a very large portion of our athletic budget and ensuring that uniforms are cared for and returned at the end of the season is very important. A couple of missing uniforms can often require that a new set be purchased. In most cases it is not possible to get single uniforms replaced. Please record

who receives which uniforms to help in recovery.

Athletes who do not return their uniform to their coach will have their names submitted to the Athletic Director who will supervise their return and fees may be incurred if it is not returned.

Early Dismissal of Student Athletes

Coaches requiring athletes to be dismissed early need to inform the office about early dismissal time. The information will be added to the weekly calendar so that teachers are aware of the times. This is an important aspect of communication for all.

- Please keep time out of the classroom to a minimum when determining game times, tournaments and team trips.
- Teaching staff appreciate as much notice as possible when students are being dismissed from class early. Some teachers may prefer to reschedule class tests or presentations. Usually an email with roster, dates and times 48 hours prior is the preferred practice to follow.
- Remind students that playing on a school team and early dismissals are a privilege, not a right. They must keep up with their class work.
- Ensure that students are given enough time to prepare for travel, but not so much time that they are loitering in the hallways and disrupting classes that are in session.
- Early dismissal of students should occur only on AWAY game days. If teacher coaches need to be absent from school, they are to see the Administration to arrange for coverage.
- Home game start times should not conflict with classes

Transportation

Transportation of student athletes is an important and expensive part of athletics. To ensure that transportation is available when needed, it is important that coaches and players understand and comply with School Board Policies. An important part of the process is for all parent drivers to complete a drivers abstract and criminal records check. This abstract provides information on the drivers' history. A copy of the vehicles insurance must be on file in the office as well. Approved coaches and volunteer drivers are covered by the School District Insurance. If you drive students, please make certain that your vehicle is in sound mechanical condition and that you carry enough public liability insurance. (1 million liability)

Inclement Weather and School Closures

In addition to educating children, schools are expected to provide safe, supervised environments. Any cancellation, closure or delayed school opening has a significant impact on many of not all extracurricular activities at a school. When schools are closed for the day due to inclement weather or other reasons deemed by the Superintendent of Schools, the following will apply:

- Extracurricular activities, interscholastic contests, team practices, team travel in and out of district, field trips in schools and on school grounds are **canceled**.

In some cases, schools may announce a delayed opening time. The delayed opening time will be announced on the district website and through the media. The delay would be to allow more time to address potential issues such as a power outage or staff access to the school. If this occurs:

- Extracurricular activities, interscholastic contests, team practices, team travel in and out of district, field trips in schools and on school grounds **may be canceled**. However, at the discretion of Administration extracurricular activities may be allowed.

Any decision with regards to weather, student travel and facility closures will be made by School Administration and not the individual team coach or sponsor.

Overnight Trips, Tournaments and Permission Forms

Please ensure that all required Permission Forms are completed with parent consent prior to going to any away games or tournaments. Forms are available at the main office and ideally one form can be used for all travel consent; please contact the Athletics Director if you have questions about this. Note: one form can be used for all non-overnight travel, a new form is needed for each overnight trip. The School District has specific policies governing overnight trips at this link: https://www.comoxvalleyschools.ca/wp-content/uploads/2022/07/AP_260_zAppendix_B_Overnight_Travel_Within_British_Columbia-1.pdf

Out of Country Travel

Any athletic team that has a planned trip outside of the country will need to submit a well documented itinerary to the Superintendent of Schools for School District 71 (Comox Valley). The Superintendent of School will then present his or her recommendation to the Board of Education. All documentation will need to be in place 90 days prior to departure date.

Use of School Facilities

At G.P. Vanier we are very fortunate to have excellent facilities whether it be our gymnasium or our playing fields. Be sure to book your game and practice times with the Athletic Director at the beginning of the season. Time slots are limited and the gym often needs to be divided in two during peak times of the day. Teams that are in their season of play will have priority. League game schedules will also bump practice times. You will likely be bumped out of your schedule for a variety of reasons including school events, rescheduled league games, etc. It is important that everyone is understanding and flexible.

If you are hosting a tournament or using the facilities on the weekend you will need to complete a "Use of Facilities Form" which is available in the main office. Any custodian expenses are the responsibility of the team hosting the tournament.

Gym Schedule Priorities

1. Scheduled league games take precedence over practice times.
2. Exhibition games occur during your scheduled practice times or by making arrangements with another group's gym time.
3. When two scheduled league games occur on the same day the senior team takes precedence over the start time.
4. It is up to the coaches to communicate with each other to make these arrangements

First Aid

- Coaches should be aware of basic first aid procedures.
- First Aid kits are available in the main office or from the Athletics Director. Keep your kit with you at all times, especially when travelling, and ensure that it remains complete. The coach or manager should see the Athletic Director when supplies run low.
- There is also a first aid kit in the Coach's room
- Ensure you have medical information and the emergency contact for each team player. This information is available from the Player Permission form completed prior to the season starting. If a player is injured, do not hesitate to call 9-1-1.
- Return the first aid kit to the Athletic Director at the end of the season.
- In the event of a medical emergency contact the students parent/guardian immediately.
- All injuries, serious or minor, contact the Schools' Administration.

Team Tournament Participation

Throughout the season, a team may be invited to attend tournaments. The decision to attend tournaments is left up to the coach. The Athletic Director should be consulted when your season schedule is ready. Factors to consider when preparing your schedule include the amount of time away from school, travel distances and costs. Teams are encouraged to participate in tournaments that do not take students away from the classroom for more than 2 consecutive school days (Island and Provincial Tournaments excluded). Teams are encouraged to host a home tournament. This is a good opportunity to save travel costs and have your athletes showcased at home. District etiquette would expect that the other schools in our district would be invited to our tournament. Tournaments begin outside of the regular school day unless it has been approved by the Administration to start during the school day. Parent permission is required for teams to travel to games and tournaments.

Provincial Competition

Once a team has qualified for Provincial Championships they may qualify for additional funding from the School District. This amount varies and helps to offset costs for travel and fees. ***Any monies coming from the School District is subject to availability of funds.***

Coaching Development

- Coaches are encouraged to attain minimal Level One Certification in the National Coaching Certification Program (NCCP). Courses are held several times a year at various locations. Certification includes the following components: Theory (general), Technical (sport specific), and Practical.

- Coaches are encouraged to attend Coaching Clinics for Professional Development or certification.
- Teachers may obtain funding from Professional Development funds (see Pro D contact).

Fundraising

All teams are entitled to raise funds through numerous fundraising ventures, and these monies go into their trust fund. At the beginning of the year the Athletic Director will facilitate a meeting for any team(s) that wants to fundraise. All fundraising must be approved by the School Administration. The Athletic Director will coordinate with teams so that we don't have teams 'crossing paths' with similar fund raising events. It is suggested to have the Accounts Clerk attend this meeting.

Trust Accounts

All teams receive money from the school PAC, fundraising, individual athlete's fees and other sources. These monies go into their own school trust fund and is only used by that team. Trust accounts are the responsibility of the individual coach. All monies in and out of a Trust Account must be initiated and signed off by the coach in charge of the account.

PAC Funding

The School P.A.C. allocates Athletics a percentage of their yearly budget to offset the high costs associated with each sport and team. Monies are further divided up between all the teams that field rosters for any particular school year. This is done by the Athletic Director under the direction of the school administration.

If a school team fails to materialize, and funding was given them at the beginning of the school year, then those funds will be dispersed amongst other teams in the school athletic program.

Teacher on Call for Away Games

T.O.C. costs associated with a teacher having to leave G.P. Vanier to attend a competition have to be covered by the appropriate team involved. Funding has traditionally been given to help offset those costs, and teams have been allocated a certain number of T.O.C. days. Any team that uses more than the allocated amount of days must fund those costs themselves. In most cases, this is a user based additional fee to the students. Community coaches will be allotted weekend gym opening cost coverage instead of TOC time.

Uniform Purchasing Rotation

Uniforms are an important aspect of being a "team". It is also one of the most expensive aspects of a quality Athletic program. At Vanier, we strive to follow a rotation of uniform purchasing so that all teams can be treated fairly. A rotation has been established. The Athletic Director (in consultation with other staff and coaches) will consult with coaches on the condition of a teams' uniforms and if money is available new uniforms are purchased. If a teams' opportunity on the rotation occurs and uniforms are not purchased the team maintains its position in the rotation until the uniforms have been replaced.

Major and Individual Athletic Awards

ATHLETE OF THE YEAR – Gr 8/Gr 9/JUNIOR and SENIOR

Athlete(s) in grade 8,9,10, 11, and/or 12 who exhibits skills and accomplishments above and beyond their fellow athletes. It may only be excellence in one sport. They should also show good leadership qualities.

THE ALL ROUND ATHLETE AWARD – Gr 8/Gr 9/JUNIOR and SENIOR

Athlete(s) in grade 8,9,10, 11, and/or 12 who show excellence in more than one sport during the school year, and exhibit all the qualities necessary to be a good leader, citizen, student, and gifted athlete.

MOST IMPROVED ATHLETES – JUNIOR and SENIOR

Athlete(s) in grade 10, 11 or 12 who exhibit extensive improvement over the course of their years at Vanier in the areas of skill, maturity, and leadership. In most cases the athletes were not considered to be integral components of the team at the beginning of the season, but eventually became big reasons for the teams' or individuals' success.

MOST INSPIRATIONAL ATHLETES – JUNIOR and SENIOR

Athlete(s) who are an inspiration to their fellow student-athletes on and off the field of play. They lead by example, and have an exemplary work ethic. They also are very positive, and do their best to pull their team together. Any student is eligible, and there are Junior and Senior categories.

OUTSTANDING LEADERSHIP IN ATHLETICS –

Athlete(s) in grade 11 or 12 who have excellent leadership qualities, whether they are an athlete, a manager, or a student who is heavily involved with athletic activities. They are good students and leaders, positive, helpful and with good work ethic; and command respect from peers and coaches.

THE HOWARD ELLIS AWARD – SENIOR - Male

Male athlete(s) in grade 11 who exhibit skills and accomplishments above and beyond those of other grade 11 boys. They also show good leadership qualities. It may be only excellence in one sport.

THE JOAN LONGTIN AWARD – SENIOR – Female

Female athlete(s) in grade 11 who exhibit skills and accomplishments above and beyond those of other grade 11 girls. They also show good leadership qualities. It may be only excellence in one sport.

THE NORM HILL MEMORIAL AWARD

Athlete(s) in grade 11 and/or 12 who are considered the hardest working, most relentless competitors amongst their peers. This is traditionally regarded as the "Blood and Guts" award which goes to athletes who give 100 per cent every time they step on the field of play – practice and game. They are good sports, and lead by example.

HUGH MACKINNON AWARD FOR OUTSTANDING ATHLETIC SERVICE

Student(s) in grade 8, 9, 10, 11, and/or 12 whose dedication, reliability, and behind-the-scenes leadership have made a lasting impact on our athletic community. This student has generously volunteered countless hours supporting school sports through scorekeeping, officiating, and ensuring games and events run smoothly and successfully.

Coach's Award

The Coach's Award goes to a player who consistently demonstrated the values that define the heart of our team. Through unwavering effort, a positive attitude, and a commitment to both personal growth and team success, this athlete showed what it truly means to lead by example. Always coachable, dependable, and supportive of their teammates, they played an essential role in building a strong and united team culture. Their work ethic, sportsmanship, and dedication did not go unnoticed, and it is with great pride that we recognize them with this award.

BLOCK AWARDS:

Grade 8 and 9 receive Certificates of Recognition for their participation in G.P. Vanier Athletics and are not eligible for block awards.

Bronze

Goes to those student-athletes who compile 15 points to 24 points as issued by their coaches on teams while at G.P. Vanier in grades 10, 11, and 12 only

Silver

Goes to those student athletes who compile 25 to 49 points as issued by their coaches on teams while at G.P. Vanier. Grade 10's are not eligible.

Gold

Goes to those student athletes who compile 50 points or more as issued by their coaches on teams while at G.P. Vanier. Only Grade 12's are eligible.

Hall of Fame

To honor the rich athletic past of G.P. Vanier by permanently acknowledging significant athletic contributions made by former G.P. Vanier athletes, coaches, and builders. Two recipients per year until such time as the quality of nominations dictates a change be made.

The following may be considered for induction into the Hall of Fame:

1. Contribution to Vanier athletics as a coach, athlete, manager, organizer or builder.
2. Accomplishments after Vanier can also be considered, but in addition to the accomplishments achieved at Vanier.
3. Athletes should have been out of Vanier for five years.
4. The nominated individual can still be active within the school.
5. What the nominated individual has put back into their sport should also be considered.
6. Whole teams may be inducted into the Hall of Fame.
7. To be eligible as a coach: Did the coach develop a successful, quality program? Years of service may be taken into account

Nominations can be made within the committee and/or be solicited from the community and/or Alumni.

The committee will short list the candidates. Nominations will then be discussed and then each committee member will rank order them. ***All nominations should be in by March 31st*** of the inducted year, whereby the presentations will be made at the Spring Athletic Banquet in June.

Hall of Fame committee should include: Athletic Director, Administration, and Current Staff Member