

FERNIE SECONDARY SCHOOL

ATHLETICS HANDBOOK

2023/24





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Fernie Falcon Values

As coaches at Fernie Secondary School we share a common purpose:
the full development of the individual as a student, citizen, and athlete.

When making decisions for the athletic program at Fernie Secondary School, our guiding principles are:

- Making sport accessible to all Fernie Secondary School students.
- Providing a safe and welcoming environment for students to develop the love of sport.
- Modelling exemplary sport conduct.
- Developing athletic skill and resilience through physical and mental perseverance.

A coach assists student athletes in developing to their full potential. They are responsible for training students in a **sport** by providing encouragement, analyzing their performance, and instructing in relevant skills. Coaches play an invaluable role in the lives of youth, fostering a space of trust, guidance, and support.

Fernie Falcon Program

- We organize and support a diverse athletics program of over 30 teams.
- We value the time and effort of all volunteers who make it possible for these teams to exist.
- We depend on the volunteers' energy and support and without them our athletic program could not function.

FSS Contact Information - 2023/24 School Year

Athletic Director

Rachel Romero

Email: rachel.romero@sd5.bc.ca

Vice Principal

Rachel Romero

Email: rachel.romero@sd5.bc.ca

Principal

Nicole Neufeld

Email: nicole.neufeld@sd5.bc.ca

Hyperlinks to relevant resources:

[Administrative Procedure 490-1: Orientation Manual for Volunteers in SD5](#)

[Administrative Procedure 260: Curricular Field Studies & Extracurricular School Trips](#)



BC SCHOOL SPORTS:

Provincially sets the OPERATING POLICIES AND PROCEDURES COMPETITIVE RULES AND REGULATIONS CONSTITUTION AND BYLAWS for BC Sports Teams.

All teams, grades 8-12, at Fernie Secondary are part of the BC School Sports Athletic program and must abide by the rules and regulations set out by BC School Sports to participate in inter-school competition.

Responsibility of BC School Sport Member Schools

BC School Sports recognizes that the Principal of each school is held responsible in all matters in his/her school, which concern inter-scholastic athletic contests. The expectation of the association is that Principals will ensure that BCSS policies established for Member Schools inter-school athletics will be followed by his/her staff.

BC School Sports Seasons of Play

Reference: 2023/24 BCSS Handbook, pg. 75-76

1. All sports have a defined season, and no sport shall operate to the detriment of any other sport.
2. In season sports shall have precedence over out of season sports.
3. Students should have the opportunity to try out for the appropriate sport in the season if available.
4. Co-operation and communication should exist between coaches to reduce conflicts for students.
5. **The support of the Athletic Director and school Principal is critical to the management of the Seasons of Play policy.**

BC School Sports Seasons of Play 2023/24		
Season	Start Date	End Date
Fall	Sept 5, 2023	Dec 2, 2023
Winter	Nov 27, 2023	Mar 9, 2024
Spring	Feb 26, 2024	Jun 8, 2024

BC School Sports Currently Offered at Fernie Secondary School	
Season	Sports
Fall	Aquatics, Boys Soccer, Cross Country Running, Rugby & Volleyball
Winter	Basketball, Skiing & Snowboarding, Curling
Spring	Badminton, Girls Soccer, Rugby, Track & Field, Golf <i>*Tentative – Mountain Biking</i>

Hyperlinks to relevant resources:

[BC School Sports 2023/24 Calendar](#)

[BC School Sports 2023/24 Handbook](#)



Sport Fees

Sport fees cover costs such as officials, tournament fees, bus transportation and hotel costs. The fee for each team is calculated by using the ‘Falcons Athletics Tournament Budget Form’ (see Appendix H). If a team spends less than what was budgeted, families will be reimbursed at the end of the season.

***All sports fees must be approved by the Athletic Director and Administration.**

Season	Sport	Level	Fee
Fall	Aquatics	Bantam, Junior, Senior	Determined by calculating the cost to attend all tournaments and/or events planned for the season.
	Cross Country Running	Bantam, Junior, Senior	
	Boys Soccer	Junior	
		Senior	
	Rugby	Bantam, Junior, Senior	
	Volleyball	Grade 7	
		Bantam	
Junior			
Senior			
Winter	Basketball	Grade 7	The cost for tournaments will be evenly split between all players on the travel roster.
		Bantam	
		Junior	
		Senior	
	Ski & Snowboard	Bantam, Junior, Senior	
Curling	Bantam, Junior, Senior		
Spring	Badminton	Bantam, Junior, Senior	See ‘Appendix H’ for the Falcons Athletics Travel Budget Form.
	Girls Soccer	Junior	
		Senior	
	Rugby	Bantam, Junior, Senior	
	Track & Field	Grade 7, Bantam, Junior, Senior	
	Mountain Biking	Bantam, Junior, Senior	
Golf	Junior, Senior		

Sport Fee Payment Process: All sports fees and costs are paid on [SchoolCash Online](#).

- Coaches are asked to remind students to pay the sport fee.
- Coaches are to consult with the office to track payment of sport fees.
- Students must pay sport fees prior to the start of the competition season.

Additional Costs: Any cost in addition to the sport fee.

- Cost for apparel and/or special events must be approved by Administration.
- Additional costs are the responsibility of the team; fundraising is encouraged.

Financial Support: There are times when financial support to participate in school sport is needed.

- Families are to contact the Athletic Director/Administration to receive financial support.



Transportation

Busing

- School busses are the preferred method of transportation for extra-curricular events.
- Students transported to an activity by school bus must return on the bus unless:
 - Their own parent/guardian is driving the student home.
 - Written permission granted from the parent/guardian for alternate plans.

Coach Responsibilities for Bus Trips

- Coaches are required to notify the Athletic Director of travel dates and the requested departure and return times a minimum of two weeks before the event.
 - Please communicate travel date/time changes to the Athletic Director.
 - Coaches will be cc'd when the transportation request is submitted to School District 5 transportation.
- Coaches must submit a **passenger list** to the driver upon boarding the bus.
 - The passenger list must include all students, coaches, and parents.
 - Email the passenger list to the Athletic Director a minimum of 2 days before the trip.
 - Please inform the Athletic Director if the list changes the day of travel.
- At least one coach or parent chaperone must be on the bus for the duration of the trip to monitor student behaviour and to help in the event of an emergency.
 - Students are required to follow the instructions given by the bus driver.

Private Vehicles

- Private vehicles driven by parent volunteers may be used in the following circumstances:
 - A bus and/or bus driver is not available.
 - Seasonal road conditions are deemed safe for private vehicles driven by parent drivers.
 - Using a school bus is cost prohibitive.
- The process for using private vehicles is new for the 2023/24 school year.
 - See Appendix G for form 260-5.
 - By using this form, the liability for the use of personal vehicles is assumed by the parents/guardians.
 - Each player is required to hand-in a signed form for each trip that a school bus is not provided.
 - Each family is responsible for organizing the transportation for their child to get to the sport event.
 - The school/team will not cover the cost of travel or accommodation for the drivers of private vehicles.

Hyperlink to relevant resource:

[Curricular Field Studies and Extra-Curricular School Trips](#)



Fernie Secondary Athletics Protocols

Concussion Training

BC School Sports has mandated that all coaches that work with youth in school sport complete the Concussion Awareness Training using the [Concussion Awareness Training Tool \(CATT\)](#). This training is free and must be completed at least once. Fernie Secondary School encourages coaches to complete this training every 3 years.

Coach Communication with Families & Students

- To meet the requirements of School District 5 privacy protocols, coaches are to communicate with families and students using **Email**.
- Apps that share student and/or family personal contact information are not permitted.
- Coaches are to include the Athletic Director on all team communication.

Team Selection & Development Players

In the event that more students attend the first practice than can have a place on the competitive team, coaches are asked to adhere to the following process:

- Communicate to students and families the number of players that will be selected for the competitive team.
- Have at least 2 coaches from other teams attend the try-out sessions to participate in the selection of players for the competitive team.
- If a coach is the parent of one or more athletes that are attending the try-out sessions, that coach will not participate in the evaluation of the athletes (i.e. scoring).
- For students that are not selected for the competitive team, provide opportunity and options for them to develop skills and fitness for the sport.

Playing Time

It is recognized that sports are competitive, however, it is important that coaches consider the commitment that their athletes make and the financial cost to participate.

- Coaches are to inform players of the expectations for playing time, keeping in mind the level and purpose of the age group that they are coaching.
- Coaches are to develop all players by providing valuable experiences of competition.
- Players and families are to speak with the coach(es) if they have a question about playing time.

Athletes Playing Up to a More Senior Team

- FSS requires athletes to play within their appropriate age level.
- Moving athletes up creates issues regarding fairness to those of the higher age group and to the team impacted by the loss of one of their most skilled players.
- Athletes will be permitted to play up if a senior team is short players and the coaches of both teams, the Athletic Director, Administration, and parents/guardians agree.



Fundraising

Fundraising plans **must** be approved by the Athletic Director and Administration.

Concession

To use the concession as a fundraiser, the following criteria must be met:

- At least one person working the concession has Food Safe training.
- Adheres to the [Guidelines for Food & Beverage Sales in BC Schools](#).

Provincial Championships

- Teams are encouraged to fundraise to attend provincial championships.
- All funds raised on behalf of a Fernie Secondary team must be deposited into the teams' provincial travel account by FSS Clerical Staff.
- Unused funds will remain in the provincial travel account for the use of future teams.

Tournaments

- Falcon Athletics tournaments require:
 - Approval to attend from Administration.
 - Approval to attend from students and families.
- Sanctioned Events - [BC School Sports Sanctioning Forms](#)
 - As a member of BC School Sports, Fernie Secondary must compete in BC School Sport Sanctioned events.
 - [BC/Alberta Border Schools – Blanket Sanctioning Policy](#)

Use of Fernie Secondary Gym Facilities

PE Office

- The FSS PE office is the workspace of the PE department. Students are not permitted in the PE Office. Please lock the PE office when not occupied.

Gym / Equipment Room / Weight Room

- For safety and liability reasons, an adult must be present when an activity is taking place. Students are required to be in gym strip when participating in activities.
- Students must be supervised in the equipment room, and it should be locked after all practices. Please remember that the gym is a classroom and should be left tidy.

First Aid Kits / Team Balls

- Traveling teams may pick up first aid kits and team balls from the PE Office.
- Please use the sign out/return sheet when using first aid kits and team balls.



Coach Responsibilities Checklist: PRE-SEASON

- Attend 'Coaches Orientation Meeting'.
- Complete [Concussion Awareness Training Tool \(CATT\)](#) and submit certificate (every 3 years).
- Complete and submit required forms:
 - Coach Information & Acknowledgment of Responsibility Form (new coaches only)
 - FSS Volunteer Criminal Record Check Letter (submit to local detachment – every 3 years).
- Consult with the Athletic Director about scheduling, budget, and tournaments.
- Prepare student athlete forms to hand out at the first practice:
 - Fernie Secondary School Athletics - CODES OF ETHICS.
 - Permission form.

Coach Responsibilities Checklist: DURING SEASON

- Hand out and collect codes of ethics forms and permission forms.
 - Ensure forms are collected before the start of the competition season.
 - Bring permission forms to all games and tournaments (contains student emergency information).
- Remind students to pay sport fee and consult with the office to track payments.
- Submit team roster to the Athletic Director.
- Submit the 'Student Athlete Checklist' before the start of the competition season to the Athletic Director.
- Distribute and sign out uniforms.
- Include the Athletic Director on all team communication.

Away sport events:

- Organize accommodation at the start of the season.
- Request event entry fee cheque a minimum of 1 week before the trip.
- Submit trip roster 1 week before the trip.
- Bring equipment and first aid supplies.
- Supervise students at all times.

Home sport events:

- Work with the Athletic Director to confirm the competition schedule.
- Plan to have a coach at the event site for the duration of the event.
 - Help with set up and clean up.
 - Supervise students at all times.
- Work with Athletic Director to organize food for coaches/volunteers.

Coach Responsibilities Checklist: END OF SEASON

- Hand in uniforms to the Athletic Director.
- Hand in permission forms and codes of ethics forms to the Athletic Director for record keeping.
- Nominate athletes for athletic awards.
 - Two awards per team.



Appendix A

Coach Information & Acknowledgment of Responsibility Form

Name: _____

Phone: _____

Email: _____

NCCP #: _____

Coaching Experience:

Coaching Philosophy:

Sport(s) Requesting to Coach (include level if applicable):

I, _____, have received and read the Fernie Secondary Athletics Handbook and understand and accept the responsibilities of coaching Fernie Secondary School Students.

Signature: _____

Date: _____



Appendix B

Volunteer Criminal Record Check Letter

**Fernie Secondary School
Office of the Principal**

102 Fairway Drive (Box 370) Fernie, B.C. V0B 1M0 Phone: 250-423-4471 Fax: 250-423-4004

Vice Principal Email: rachel.romero@sd5.bc.ca

Date: _____

NCO/IC
Elk Valley Detachment
RCMP

Re: _____

The above named person has indicated that they would like to volunteer at Fernie Secondary School. As a Criminal Record Check is required for this position, we request that fees for such be waived as this participation is strictly of a volunteer nature and is not compensated.

If any further information is required, please do not hesitate to contact me.

Sincerely,

Nicole Neufeld
Principal



Appendix C

TEAM ROSTER & PASSENGER LIST

	TEAM: _____	Passenger List *Check if present Date: _____
	Student Name:	
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		
13.		
14.		
15.		
16.		
17.		
18.		
19.		
20.		
21.		
22.		
23.		
24.		

Coach(es):		
Manager:		
Chaperone:		



Appendix D

Permission Form

School District No. 5 - FERNIE SECONDARY
OFF-SITE ACTIVITY CONSENT OF PARENT/GUARDIAN
AND ACKNOWLEDGEMENT OF RISK

To the Parent(s)/Guardian(s) of: _____ Grade _____
Please read the contents of this Consent and Acknowledgement of Risk form. Clarify any questions or concerns with the teacher BEFORE signing it.
If this form is not signed and returned to the school by: _____, your child WILL NOT BE ALLOWED TO ATTEND.

PROGRAM/ACTIVITY INFORMATION

DESTINATION/ACTIVITY: _____ DATE(S): _____

DESCRIPTION OF ACTIVITIES (Specify activity and location): _____

PURPOSE OR EDUCATIONAL GOAL(S): Extracurricular Sport

ITINERARY/ACTIVITIES: _____

METHOD OF TRANSPORTATION: _____

TEACHER(S): _____ TOTAL NO. OF SUPERVISORS PLANNED: _____

SUPERVISORY ARRANGEMENTS: _____

COST TO THE STUDENT: _____ (please pay on SchoolCash Online)
**please contact administration if you require financial assistance for your child to participate in this activity*

WHAT TO BRING: _____

OTHER CONSIDERATIONS: _____

BOARD RESPONSIBILITIES

- The board will make every reasonable effort to ensure or ascertain that:
- a. The staff, volunteers and/or service providers involved are suitably trained and qualified.
 - b. The students are adequately supervised over all aspects of the program/activity.
 - c. The location(s) used are appropriate and safe for the activity(ies) and group.
 - d. Equipment used has been inspected and deemed appropriate and safe.
 - e. A Safety Plan is in place to identify and manage known potential risks.
 - f. An Emergency Plan is in place to deal with an injury or illness to any of the students.

POTENTIAL KNOWN RISKS

- Becoming lost or separated from the group or the group becoming split up;
- Injuries related to trips and falls;
 - Foot injuries (e.g., blisters, sprains) or leg/knee injuries;
 - Allergic reactions to natural substances (e.g., bee or wasp stings); and
 - Other risks normally associated with participation in the activity and environment.

Additional comments/requirements:
Parents / Guardians: Please keep Page 1 of this form for your information and return Page 2 to _____ by: _____

Personal information contained on this form is collected under the authority of the Schools Act, for the purpose of participating in school trips. If you have any questions about this form, please contact your school administrator, Ms. Nicole Neufeld @ (250) 423-4471.



CONSENT AND ACKNOWLEDGEMENT OF RISK

Destination/Activity/Program: _____ Date(s): _____

1. I accept the mode of transportation for this activity.
2. I acknowledge my right to obtain as much information as I require about this program or activity and associated risks and hazards, including information beyond that provided to me by the school or board.
3. I freely and voluntarily assume the risks/hazards inherent in the program/activity and understand and acknowledge that my child may suffer personal and potentially serious injury arising from his/her participation.
4. My child has been informed that he/she is to abide by the rules and regulations, including directions and instructions from the school's and/or service providers administrators, instructors, and supervisors over all phases of the program/activity.
5. In the event my child fails to abide by these rules and regulations, disciplinary action may require his/her exclusion from further participation, or that I be contacted to have him/her picked up, unless I have specified other transport arrangements and I will be responsible for any costs associated.
6. I acknowledge that it is my duty to advise the teacher of any medical/health concerns of my child that may affect his/her participation.
7. I acknowledge that the board may choose to cancel the trip if travel conditions are deemed unsafe (e.g., weather, health advisory). I accept that the board will not be liable for any costs associated with such a cancellation.
8. I acknowledge that the trip supervisors may secure transport to emergency medical services as they deem necessary for my child's immediate health and safety, and that I shall be financially responsible for such services.
9. Based on my understanding, acknowledgement, and consents as described herein, I agree that

(Name of Student): _____ (Date of Birth): _____ has my permission to participate.

Date: _____ Name (Please print): _____ Signature: _____

OFF-SITE EXPERIENCE EMERGENCY MEDICAL INFORMATION

Complete the following information each time for higher risk and overnight trips and **once per school year** for lower risk field trips. (Information will be kept on file by the school. Parents / guardians are expected to update the information as changes occur.) (Attach a separate page if more space is needed)

Student Name: _____ Birth Date: _____

BC Medical Services Plan Personal Health No.: _____ Student School Accident Insurance: Yes No

Allergies (e.g., specific drugs, certain foods, insect stings, hay fever) Specify:

Reaction(s) to above? _____

Carries Epi pen? Yes No Carries Ana Kit? Yes No

Medical/physical conditions that may affect participation in the stated program/activity (e.g., recent illness or injury, recent hospitalization or surgery, chronic conditions, phobias, etc.). Be specific:

Specify the condition(s) and requirements for program modification or specific activities your child should not participate in:

Medication(s) taken at this time (name, reason, dosage, storage, potential side effects/treatment of such):

Other Health/Medical/Dietary Concerns:

Emergency Contacts:

1) _____ Phone: (H) _____ (W) _____ (C) _____

2) _____ Phone: (H) _____ (W) _____ (C) _____

Name of Physician: _____ Phone: _____

Parent or Guardian that is filling out and signing this form:

Name (please print): _____ Signature: _____

Personal information contained on this form is collected under the authority of the Schools Act, for the purpose of participating in school trips. If you have any questions about this form, please contact your school administrator, Ms. Nicole Neufeld @ (250) 423-4471.



Appendix E

Fernie Secondary School Athletics - CODES OF ETHICS

FSS, as a member of BC School Sports, implements the Codes of Ethics for athletes, coaches, and spectators, as established and enforced by BC School Sports.

Reference: 2022-23 BCSS Handbook, pg.56-57.

411.0 ATHLETE CODE OF ETHICS

BC School Sports, school districts and your school consider it to be a privilege to represent your school in an athletic competition. Therefore, certain behavioural expectations come with this selection.

Student-athletes are expected to uphold the following standards:

- 411.1 Treat all participants fairly regardless of gender, race, sexual orientation, religion, physical or mental abilities, political belief or economic status.
- 411.2 Embrace the highest ideals of sportsmanship, ethical conduct and fair play. Be modest in victory and gracious in defeat.
- 411.3 Show respect and give courtesy to opponents, officials, volunteers, teammates, spectators, and coaches at all times.
- 411.4 Uphold the rules of the sport, spirit of such rules and encourage other athletes to do the same.
- 411.5 Represent yourself, your parents, your school, and your community with proper conduct at all times on or off the playing field.
- 411.6 Respect other athletes' dignity and acknowledge that verbal or physical behaviour that constitutes harassment or abuse is unacceptable.
- 411.7 Participate in a manner that ensures the safety of fans, athletes, coaches, and officials.
- 411.8 Accept decisions of officials without dispute.
- 411.9 Shall not use the media, social media, or networking forums to criticize or threaten other student-athletes, coaches, officials, school teams, spectators or BCSS.
- 411.10 Demonstrate that it is a privilege to represent your school.

412.0 COACHES CODE OF ETHICS

The coach/student-athlete relationship is a privileged one. Coaches play a critical role in the personal and athletic development of student-athletes. Therefore, coaches are expected to model the fundamentally positive aspects of school sports. Coaches, including community coaches, are expected to uphold the following standards.

- 412.1 Recognize the school sport is an extension of the classroom, and shall conduct themselves accordingly when performing coaching duties.
- 412.2 Observe the Bylaws and Policies of BCSS and those of their local athletic association.
- 412.3 Observe the rules of the sport, the spirit of the rules of the sport, and shall encourage student-athletes to do the same.
- 412.4 Fulfill all competition, invitation, playoff and championship competitive and event obligations.
- 412.5 Treat all participants fairly regardless of gender, race, sexual orientation, religion, physical or mental abilities, political belief or economic status.



- 412.6 Respect the rulings of officials without gesture or argument, and shall require student-athletes to do the same.
- 412.7 Shall not use foul, profane, harassing or offensive language or gesture in the conduct of coaching duties.
- 412.8 Shall not use the media, social media, or networking forums to criticize or threaten student-athletes, coaches, officials, school teams, spectators, or BCSS.
- 412.9 Shall not use physical force of any kind in the conduct of coaching duties.
- 412.10 Shall not, under any circumstances, endorse, recommend, or suggest the use of performing enhancing drugs or supplement by any student-athlete.
- 412.11 Shall not use tobacco products and alcohol while in the presence of student-athletes, and shall discourage their use by student-athletes.
- 412.12 Shall not, under any circumstances, require, suggest, or imply that a student-athlete must be involved in any summer program or club program as part of their responsibilities as a school team member.
- 412.13 Shall not, under any circumstances, require, suggest or imply that a student-athlete cannot or should not participate in any BCSS-approved sport in the season preceding or following the coach's season of play.
- 412.14 Shall not, under any circumstances, start pre-season tryouts or practices to the detriment of any in-season sport.

413.0 SPECTATORS CODE OF ETHICS

BC School Sports is committed to ensuring that all student-athletes, coaches and other individuals involved in BCSS activities have the opportunity to participate in a safe and enjoyable environment. Attendance at any BCSS event entitles you to enjoy an exhibition of skills developed by athletes in an educational setting. Spectators are expected to conduct themselves in a manner which support the values of BC School Sports, and encourages the development of all student-athletes. Spectators are expected to uphold the following standards:

- 413.1 Show respect to all individuals including, student-athletes, coaches, officials, volunteers, and fellow spectators.
- 413.2 Shall not use foul, profane, harassing, or offensive language or gestures while in attendance at any BCSS event.
- 413.3 Abstain from consuming any unlicensed alcohol or illegal substances during any BCSS events.
- 413.4 Remain in designated spectators zones at event locations.
- 413.5 Shall not use the media, social media, or networking forums to criticize or threaten student-athletes, coaches, officials, school teams, other spectators or BCSS.

414.0 PROCEDURE FOR COMPLAINTS REGARDING CODE OF ETHICS

- 414.1 Anyone may submit a Code of Ethics must be submitted to BCSS within 90 days of the incident occurring.
- 414.2 All complaints alleging a violation of the Code of Ethics must be submitted in written form via the Code of Ethics Complaint form found on the BCSS website.
- 414.3 As per section 415.0, all complaints alleging a violation of the Code of Ethics by a coach, athlete, or spectators shall be submitted to BCSS.



- 414.4 If the alleged violation has occurred in any event prior to Zone Championships, the complaint will be entrusted to the local association for any necessary investigation or action.
- 414.5 At any point during the process if a local association does not have the resource to appropriately deal with the matter, they may request BCSS to assist or take over the investigation.
- 414.6 If the alleged violation has occurred in any event during Zone or Provincial Championships, the complaint will be processed by BCSS.
- 414.7 There is no appeal of a decision of a local athletic association or BCSS.
- 414.8 Both BCSS and the respective local association are required to report any findings and rulings to one another after the investigation is concluded.
- 414.9 BCSS reserves the right to disclose Code of Ethics disciplines to any respective provincial sport organization.

ACKNOWLEDGEMENT OF RESPONSIBILITIES

Role	Name(s)	Signature(s)
Student		
Coach(es)		
Parent(s)/ Guardian(s)		



Appendix F

Student Athlete Checklist

Team: _____

Name	Permission Form	Codes of Ethics	Sport Fee	Uniform

Completed by: _____

Date submitted to Athletic Director: _____



Appendix G

Form 260-5



Confirmation of Student Travel to Extra Curricular Event

Student Name:

Student Grade:

Student Age:

School My Child Attends:

School Event My Child is Travelling To:

Location of School Event:

Date of School Event:

Time of School Event:

Confirmation of Travel Arrangements (complete as applicable):

I will be transporting my child from School to the School Event.

- OR -

I have arranged for my child to travel independently from School to the School Event.

- OR -

I have arranged for my child to be driven from School to the School Event by _____ (the "Driver") and I have confirmed the Driver is an adult who possesses a valid drivers licence and vehicle insurance applicable to this trip.

Acknowledgement and Waiver

I understand that during the time my child is travelling from School to the School Event they will not be in the custody of the School District and will not be supervised by the School District. I also understand that transporting my child from the School Event after it has concluded is my responsibility.

I hereby agree that my child's guardians will not make any claim or take any proceeding against the School District, or other persons acting for or on its behalf, with respect to my child's transportation from the School to the School Event.

Guardian Signature

Guardian Name

Date

School Office Use Only:

Guardian completing this form is on record as Student's Guardian:

yes no

Form 260-5
August 23, 2023



Appendix H

Falcon Athletics Tournament Budget Form

This form must be completed **at the start of the season for all TOURNAMENTS.**

Team: _____

Coach: _____ 2nd Adult: _____

Trip Destination: _____ Trip Date: _____

Overnight: Yes _____ No _____

Bus Required: Yes No Shared

Alternate method of transportation: _____

Expenses

TOC @ \$400.00 per day (If SD5 staff)	\$ _____
Tournament Fee	\$ _____
Coach accommodation (up to \$150 per night)	\$ _____
Coach meal per diem @ \$60.00 per day	\$ _____
2 nd Adult accommodation (up to \$150 per night)	\$ _____
2 nd Adult meal per diem @ \$60.00 per day	\$ _____
Student accommodation	\$ _____
Student food	\$ _____
Total expenses	\$ _____

Transportation

Bus Travel

Total Number of hours (driving and waiting) @ \$31/hour	\$ _____
Calculate 25% of travel costs for benefits	\$ _____
Mileage = 70 cents/km	\$ _____
If overnight, driver accommodation	\$ _____
Food allowance for driver @ \$60.00 per day	\$ _____
Total bus transportation	\$ _____

Flights (total flight cost for 2 adults and all students) \$ _____

Total Trip Cost: (expenses) + (transportation) \$ _____

Cost per player: _____ (total cost) / _____ = \$ _____



Appendix I

Fernie Secondary School – Volunteer Expense Claim Form

Email to: FSS.mailing@sd5.bc.ca

Volunteer Information	
Submitted by:	
Address: (mail cheque to)	
Event:	
Date(s):	

Travel Information	
Travel from: (community)	
Travel to: (community)	
Method(s) of transportation:	

Cost Summary		
Reimbursement Type	Calculation	Reimbursement Subtotals
Mileage:	Total km = _____ x \$0.25/km	
Taxi: (provide receipts)	Trip amount(s) = _____ _____	
Air Fare: (provide receipts)	Departure amount: _____ Return amount: _____	
Ferry: (provide receipts)	Departure amount: _____ Return amount: _____	
Accommodation: (provide receipts)	Amount/night: _____ # of nights: _____	
Volunteer Meals: (provide receipts)	Meal cost = # of days _____ x \$60	
Student Meals: (provide receipts)	Purchase amount(s) = _____ _____	
TOTAL EXPENSE CLAIM =		

Signature: _____ Date: _____
**By signing, I certify that the information I provided is accurate and true*

ACCOUNTING USE ONLY

Accounting Review: _____ Date: _____