



**MEDUXNEKEAG
CONSOLIDATED SCHOOL:
ATHLETICS/EXTRACURRICULAR
HANDBOOK**



2025-2026



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Our Vision

MCS wants to provide a caring, understanding, and compassionate atmosphere in which students can participate in extra-curricular activities and feel connected to a school culture that is accepting of all students, regardless of their socio-economic background, race, sexual orientation, or ability. We want to provide opportunities for students outside the school day that enhances their learning and provides activities for growth; either athletically, socially, or emotionally.

Each coach, leader, club/team member, and parent are expected to review this handbook and conduct themselves according to the expectations therein and for athletes, to the NBIAA Sportsmanship Expectations and the MCS Code of Conduct.

Note: The Athletics SPR and the school administration reserve the right to make decisions when faced with decisions that might impact the best interests of individual student athletes and/or the overall extracurricular programs.

Expectations for Coaches/Leaders

The administration at MCS would like to support all coaches in obtaining the necessary coaching certification levels that they need to be successful. Coaches may consist of teachers, who are members of the MCS Athletics Committee and/or volunteers in the community. Coaches will be selected by the Athletics SPR in collaboration with the MCS Athletics Committee. A coaches application form is included in the appendix.

Coaches will communicate directly with the MCS Athletics SPR, who will then communicate with the principal.

- All coaches/leaders must be certified in 701 as well as provide a Criminal Record Check. In addition, coaches must adhere and comply with the volunteer package set out by the district. All paperwork needs to be given to the MCS Athletics SPR who will hand it to the principal.
- Coaches/leaders must hold a minimum of two advertised tryouts before any cuts are made. If a coach/leader decides to post a list of players/participants who were successful in making the team/club, that will be posted on the bulletin board outside of the gymnasium or on the middle school board.

- Scheduling of practices/events are done by the coaches/leaders and games/events are scheduled by the MCS Athletics SPR or event lead. All MCS facilities need to be booked by the MCS Athletic SPR/event lead using the on-line booking system.
- There are to be no practices/games/events if school is cancelled, on or off campus. Participants and parents will enter and exit the school using the side door (after hours) entrance. Participants and parents are not to access the main school building during their practice/game/event.
- The MCS Athletics SPR or club leader will submit team/participant lists to the SAA to set up fee collection in *SchoolCashOnline*.
- The MCS Athletics SPR/leader is responsible for submitting a list to the principal that indicates the players/participants and their jersey number. This will be done prior to the first game/event, in the office. The SAA will provide the names put into *SchoolCashOnline* to collect player fees.
- Coaches must provide their contact information to the MCS Athletic SPR, so they can be reached at any time in case of emergency or cancellation.
- Coaches/leaders are responsible for cancelling any events in plenty of time for necessary changes in travel plans for all involved. With that being said, the administration determines if the facility (MCS) is open or closed. If the building is closed, events are automatically cancelled. If MCS teams or clubs are travelling over the weekend, it is up to the discretion of the coach/leader after communication with the MCS Athletic SPR and the school administration whether the team/club can travel home.
- The coach/leader (and Athletics SPR) will handle all minor disciplinary matters regarding participant conduct but will forward more serious offences to the principal.
- Coaches/leaders are required to always have parent contact information available. A parent contact list is to be submitted to the MCS Athletic SPR or principal before the first away game/event.
- Coaches are to be aware of and follow the Concussion Protocol (see Appendix).

- Coaches/leaders are to have an MCS First Aid kit provided to the team/club and have that with them at all events/practices, home, and away games.
- All Team/Club Fees are laid out in this Handbook. Fees for all teams/clubs must be paid before any participant is given a uniform and can participate. Fees can be collected here at the school using *SchoolCashOnline* and/or paid in cash to the coach/leader, who will submit the money and form to the MCS Athletic SPR or principal, who will submit the deposit to the office following the school raised funds policy.
- If there are both boys' and girls' teams in any of the sports being offered at MCS, students will be required to tryout for the team of the gender that they identify with. If the sport is not being offered at MCS in both boys and girls, then students are permitted to tryout with the opposite gender team.
- Any player/participant who wants to tryout or practice for a MCS team/club must be a student at Meduxnekeag.
- Playing Time
 - Volleyball – Must follow the “Fair Play” Rules set out by VNB.
 - Basketball
 - NW League Play all players play a minimum of 8 mins/game.
 - All other games, all players play a minimum of 4 mins/game.
 - Soccer – All Players must play a minimum of 10 minutes a game.
- No coach shall recruit any student to move or attend a school to play sports or have knowledge of any student or parent doing so. No coach shall enlist other individuals to recruit students on their behalf.
- As role models for student athletes/participants, coaches/leaders must conduct themselves in a manner that will facilitate teaching desired outcomes to student participants.
- The coach/leaders will strive to set an example of the highest ethical and moral conduct with the student athlete, officials, athletic directors (SPRs), school administrators, the media, and the public.
- The coach/leader will respect and support contest officials by avoiding conduct which will incite players or spectators against the officials.
- The coach/leader will promote good sportsmanship of team members.

Expectations for Athletes/Participants

Students involved in extra-curricular activities must:

- Agree to pay the fee for the activity involved.
- Commit to attend practices and games/events.
- Be respectful to teammates, coaches, referees, and opponents.
- Avoid inappropriate language, gestures, and attitudes.
- Attend school the day of a practice/game/event to participate.
- Be a student in “good standing” as per the MCS Student Handbook.
- Secure travel to games and inform the coach/leader.
- Inform the coach/leader of any medical concerns.
- Be responsible for uniforms/materials/equipment and return at the end of the season.
- Complete and return appropriate forms.

*If a player/participant violates any of the above, then they are subject to removal from the team/club. The concern will be brought to committee, who will determine how to proceed, in collaboration with the principal.

Finances

Prior to the season beginning, the coach/leader will meet with the MCS Athletic SPR/Principal to discuss the team/club budget for the year. Coaches/leaders will be made aware that all team/club funding will come out of their individual team budget. A set fee will be established and identified in the following pages of this handbook. All finances (tournament fees, apparel purchases, referee invoices) will be submitted to the MCS Athletics SPR to submit to the MCS Principal. The MCS Athletics SPR will be the contact person for the MCS Administration.

No financial commitments made by coaches/leaders without prior approval of the MCS Administration will not be honoured.

Prior to a tournament/event, coaches/leaders must work with the MCS Athletic SPR or principal to submit a fundraising form to grant them permission to have a canteen and other fund-raising options as well as obtain custodial services for the duration of the event. Any monies raised must be submitted with a deposit form after being counted by two individuals. All monies must not leave the building and must be given to the MCS Athletic SPR/Principal. Tournament fee payment will be done by completing a cheque requisition form to the MCS Athletic SPR.

Note: All Athletic/Club monies are considered school-raised funds and will be reviewed by the MCS Parent School Support Committee.

Expenses for Reimbursement

Coaches/Leaders will be reimbursed for their expenses based on the information below for their team budget as follows:

- Coach/Leader expenses will be covered:
 - Non-Parent
 - Mileage to destinations over 50 kms at 25 cents/km
 - Motel room for away tournaments will be reimbursed with submission of receipt.
 -
 - Parent
 - Mileage to destinations over 50 kms at 25 cents/km

Individual Team Budgets

Any money remaining in accounts at the end of the season will contribute to the development of future athletics programs and placed in a General Athletics account.

Additional Costs: If the players fee does not cover the cost for the team to play, the coach must request additional funds from parents to cover those costs. (such as additional tournaments or team attire)

Team Fundraising

Any team/club fundraising will need permission from the principal. The MCS Athletics SPR/club leader will complete a fundraiser permission form, collect all monies, complete a deposit slip and submit to the office.

General Budget

Funds in the General Athletics account will be used for teams as needed and as approved by the members on the committee and the principal before spending any funds. General funds are not to be used for covering foreseeable operational fees.

Player/Team Fees

Example of budget:

Costs	Player fee	Referee fee	Miscellaneous equipment	Uniform replenish fee	Equip refresh fee	Travel reimbursement fee (coach)	Team Awards	Coach Awards	Total Projected Cost
Track & Field	\$30	NA	\$50	\$50	\$50	\$50	\$60	\$50	\$310
Soccer (15 Players)	\$45	\$40/game =\$200	\$120 (paint) \$45 (game ball)	\$100	\$50	\$100	\$60	\$50	\$725
Volleyball (9 Players) (Tier 1)	\$110	\$24/game + \$15 admin fee + \$50 Playoffs = \$ 137	\$450 Tournament fee \$80 (game ball)	\$100	\$50	\$100	\$60	\$50	\$1012
Volleyball (9 Players) (Tier 2)	\$ 82	\$24/game + \$15 admin fee + \$50 Playoffs = \$ 137	\$250 Tournament fee \$40 (game ball)	\$100	\$50	\$100	\$60	\$50	\$787
Basketball	\$260	\$60/game =\$600	\$100 (score keeper) \$1000 Tournament fee \$60 (game ball)	\$100	\$50	\$300	\$60	\$50	\$2320
Badminton (24 Players)	\$30	NA	\$100 (shuttles) \$100 (rackets)	\$100	\$50	\$100	\$180	\$150	\$780
Cross Country	\$20	NA	\$50	\$100	\$50	\$100	\$60	\$50	\$410

Athlete's Consent & Information Form

Name of child:	
Birthdate:	
Medicare #:	
Medical Concerns:	
Homerom Teacher:	
Parent/Guardian:	
Address:	
Phone Number (s):	
Email:	

I have read the MCS Athletics Handbook and give consent for _____ (child's name) to participate in _____ (team) at Meduxnekeag Consolidated School.

Parent's signature: _____

Player's signature: _____

Please Note:

- *Payments can be made directly online at <http://anglophonewest.schoolcashonline.com/>
- *Player fees must be paid prior to the player receiving their uniform and/or attending the first game. It is possible that additional fees may be incurred throughout the seasons.
- *It is the responsibility of the parent to schedule and arrange rides to games and inform the coach.
- *Parents are expected to always conduct themselves appropriately.

APPENDIX

- Coaches Application Form
- Reimbursement Form for Coaches
- Concussion Protocols
- Athletics SPR Checklist
- Coaches Checklist

Application process for coaches

Name _____

Address _____

Phone _____

Email _____

School _____

Team _____

1. Please describe your previous coaching experience in this sport? Include number of years you have coached, age range of players and competitive nature.

2. Describe current certifications or qualifications that you feel relevant to coaching.

3. Does your coaching philosophy include principles of fair play?

4. What would be some standards and expectations for the players that you coach?

5 Please list one reference associated with your previous coaching experience.

Name _____ Position _____

Signature of applicant _____

Date _____

Principal's signature _____

Athletic Director's signature _____

If multiple candidates are interested in coaching then a decision will be made by the principal and the athletic director.

Reimbursement form for coaches

Name _____ Team: _____

Date: _____ Travelling to: _____

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Tournament Expenses

Date _____ Motel _____ Total cost _____

Attach receipts

If a supply is need that expense is to be deducted from the team's budget as well.

Appendix C-3 Documentation of Medical Examination

This form to be provided to all athletes suspected of having a concussion. For more information see <Appendix C-1 – Concussion Management Procedures: Return to Learn and Return to Physical Activity>.

_____ (athlete name) sustained a suspected concussion on _____ (date).

As a result, this athlete must be seen by a medical doctor or nurse practitioner. Prior to returning to school, the parent/guardian must inform the school principal of the results of the medical examination by completing the following:

Results of Medical Examination

- My child/ward has been examined and no concussion has been diagnosed and therefore may resume full participation in learning and physical activity with no restrictions.
- My child/ward has been examined and a concussion has been diagnosed and therefore must begin a medically supervised, individualized and gradual Return to Learn/Return to Physical Activity Plan.

Parent/Guardian Signature: _____

Date: _____

Comments:



Appendix J Athletes' Responsibilities

Athletes are to conduct themselves in ways that show respect for the safety and well-being of both themselves and others.

TrueSport Principles

GO FOR IT - Always strive for excellence and rise to the challenge, but never at the expense of others. Discover how good you can be.

PLAY FAIR - Play honestly and obey the rules, in letter and spirit. Winning is only meaningful when competition is fair.

RESPECT OTHERS - Show respect for everyone involved in creating a sporting experience, both on the field and off. Win with dignity and lose with grace.

KEEP IT FUN - Find the joy of sport and have a good time.

STAY HEALTHY - Place physical and mental health above all other considerations and avoid unsafe activities.

INCLUDE EVERYONE - Share sport with others, regardless of creed, ethnicity, gender, sexual orientation or ability.

GIVE BACK - Find ways to show your appreciation and help others get the most out of sport.

* <http://www.truesport.org.ca/en/tools-47-true-sport-principles>

Foolhardy behaviour, the use of alcohol, and the non-medical use of drugs, including performance enhancing drugs, must be viewed as safety hazards and must be strictly forbidden at all times.

Athletes must understand how to follow safety procedures and why they should do so.

Athletes must be informed of the importance of contributing to their own safety.

The standards of safety are affected by the athlete's skill and understanding.

See Policy 703- *Positive Learning Environment and the School's Code of Conduct*

Appendix L Sample Management of Asthma Protocol

Coaches should be familiar with their School District's and school's asthma policy/protocol.

Asthma: Definition, Symptoms

Asthma is a chronic inflammatory disease of the airways in the lungs. Inflammation in the airways makes the lungs more sensitive to substances in the environment called "asthma triggers." When people with asthma are exposed to their triggers, they may experience a narrowing of the airways (resulting from the contraction [squeezing] of the airway muscles), increased airway inflammation, and extra mucus production, making breathing more difficult. Narrowing of the airways causes people to experience asthma symptoms.

Asthma symptoms include:

- difficulty breathing;
- coughing;
- wheezing (whistle sound);
- chest tightness; and
- shortness of breath.

Not all people with asthma have the same triggers. Triggers can bring on an asthma attack, which can be life-threatening if left untreated. Physical activity is a common asthma trigger in children and youth. Exposure to other common asthma triggers can occur during physical activity and steps should be taken to reduce exposure to:

- extremes in weather (cold and hot);
- poor air quality;
- dusty gym mats;
- pollen (trees, grasses, flowers, weeds);
- mould (found in decaying leaves, water-damaged areas, areas around swimming pools and skating rinks); and
- cleaning products.

Exercise-induced Asthma (EIA)

Vigorous activity is a common asthma trigger, resulting from the cooling and drying of the airways caused by breathing through the mouth (versus the nose) at a rapid rate. For athletes with asthma, this fast-paced breathing triggers airway narrowing and the experience of asthma symptoms. Exercise-induced asthma symptoms (coughing, wheezing, trouble breathing) can start several minutes into the activity and up to 30 minutes after completion of the activity. Asthma symptoms from exercise are often due to poorly managed asthma, and a visit to a health care provider may be required. Exercise-induced asthma is more commonly experienced when physical activity is performed:

- in cold environments;
- in conjunction with an upper respiratory infection (cold);
- with sustained running;
- during high pollen count days; or

Circle any that apply and provide relevant details:

Asthma	Epilepsy	Type I Diabetes	Type II Diabetes
Heart Disorders	Allergies	Deafness	Other

5. Physical Ailments:

Circle any that apply and provide relevant details:

Arthritis or rheumatism	Spinal conditions	Orthopedic conditions
Chronic nosebleeds	Fainting	Trick or lock knee
Dizziness	Headaches	Hernia
Swollen, hyper-mobile or painful joints		

Head or back conditions or injuries, including any diagnosed concussions (in the past two years):

Please indicate any other medical condition that will limit participation:

If your son/daughter/ward is presently diagnosed with a concussion by a medical doctor/nurse practitioner, that was sustained outside of school physical activity, the Appendix C-3 - Documentation of Medical Examination must be completed before the student returns to physical education classes, intramural activities and interschool practices and competitions. Request the form from the school administrator.

Appendix B Return to Physical Activity – Non-Concussion Medical Illnesses/Injuries

This form is to be completed by parent/guardians and returned to the principal/designate for any athlete who has missed a practice or game due to an injury or illness requiring professional medical attention (e.g. medical doctor, nurse practitioner, chiropractor, physiotherapist).

Name of Athlete: _____
Coach: _____
As a result of my child's/ward's injury/illness (_____), medical attention by a (check one):

- medical doctor
- nurse practitioner
- other medical specialist: _____

has been accessed with the following results (check appropriate box(es)):

Results of Medical Examination

- No limiting features of the injury/illness have been observed and therefore he/she may resume full participation in physical activity with no restrictions.
- Some features of the injury/illness remain which limit the ability to participate without restrictions. My child/ward may participate in physical activity following the accommodations to his/her physical activities listed below. (Accommodations must be provided prior to any physical activity taking place.)
- A diagnosis that the injury/illness will prevent my son/daughter from participating in physical activity until further notice was received.
- Refer to comments below and/or attached information.

Parent/Guardian signature: _____ Date: _____

Comments :



CHECKLIST FOR ALL ATHLETIC TEAMS AND EXTRA-CURRICULAR GROUPS

BEFORE TRYOUTS:

- Coach/Leader Selection.
- Name submitted to Principal, along with completed volunteer package.
- Review of MCS Athletics/Extracurricular Handbook with Coach/Leader. Provide coach a copy.
- Team/Club Budget created as per designated criterion. (See MCS Athletics/Extracurricular Handbook)
- Budget for Team/Club submitted to Principal.
- Fundraising slips are submitted to Principal.
- Custodian for weekends booked.
- Space booked for tryouts/events in school booking system.

TRYOUTS:

- SPR/Leader reviews good standing for selection process.

TEAM/Club SELECTION:

- Player/Participant names submitted to Principal.
- Parent meeting to review MCS Athletic Extracurricular Handbook and team schedule and budget. Parents provided a copy.
- Fee collection through school-cash on-line.
- Jersey provided to paid players before first game, IN THE OFFICE.
- Good standing of players/participants monitored by office, leader, and SPR. Office communicates with parents, SPR with coaches.

THROUGHOUT SEASON:

- Team/Club schedule submitted to Principal.
- Participant/player list and schedule is posted in the office area.
- Space booked for all events, practices and games in school booking system.
- SPR communicates bad weather concerns and travel information to Principal.

END OF SEASON

- Jerseys/materials collected from all players/participants by coach/leader and SPR.
- Budget reviewed by SPR/leader and Principal.

Coach/Leader Checklist

- Fill out required Volunteer Packet.
- Read through the MCS Athletics Extracurricular Handbook.
- Provide contact information to Athletics SPR/Principal.
- Hold a minimum of 2 tryouts before team is selected.
- Gives dates of tryouts to Athletics SPR.
- Provide a team roster to the Athletics SPR to be posted on the bulletin board outside the gymnasium.
- Give practice dates to Athletics SPR.
- Go over the team budget with the Athletics SPR.
- Follow all expectations for fundraising and fee use/budget limitations.
- Hold a parent meeting to go over budget, team/club information, and expectations.
- Get parent contact information for each player/participant (keep a copy and give a copy to the Athletics SPR/Office).
- Take a First Aid kit to each event/practice/game.
- Keep the Athletics SPR/Principal informed of any player(participant)/parent concerns throughout the season.
- Collect jerseys/materials at the end of each season.
- Obtain necessary coaching certifications as required.

