

**J.T. Foster School
Athletic Handbook
2024/25**



Principal: Jason MacDonald
Assistant Principal: Jillian Spencer
Athletic Director: Brent Gammie

Contents

Philosophy.....	2
Athletic Department.....	2
Programs.....	2
Seasons of Play.....	2
Participation Fees.....	3
Fundraising.....	3
Uniforms and Equipment.....	3
Transportation.....	4
Volunteer (Parent/Private) Vehicle.....	4
Practice and Game Times.....	5
Guidelines for Student Athletes.....	5
Eligibility.....	5
Conduct.....	7
Injury.....	8
Commitment.....	8
Athletic Code.....	8
Hazing.....	9
Guidelines for Coaches.....	9
Team Selection.....	10
Playing Time/Expectations.....	10
Communication.....	10
Sanctioned Absences and Early Dismissals.....	11
Budget.....	11
Coach Accommodation / Transportation.....	11
Guidelines for Parents.....	11

Awards.....	12
Activity Awards.....	12
Pictures.....	12

Philosophy

J. T. Foster School recognizes that extracurricular athletics promote sportsmanship, team building, good citizenship, high academic standards, and community responsibility. Extracurricular athletics provide an opportunity for students to explore their unique talents outside of the classroom setting. These activities demand a high level of commitment, excellence, and self-motivation, which will help prepare students for the challenges they will meet outside the school community.

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

Participation in extracurricular athletics is open to all students provided they meet the general requirements as outlined in this handbook, and any requirements specific to the activity of their choice.

Athletic Department

Athletic Director
School Administrators

Brent Gammie
Jason MacDonald /Jillian Spencer

Programs

Junior high students can participate at the Grade 7, 8 and 9 levels. Grade 9 players can also play on senior high teams, when as a school, we are 1A. However, Grade 9 players can only opt up to senior high for 40% of games while maintaining junior high status. Junior Badminton and Track and Field are split into U13, U14 and U16 categories based on age. Volleyball and basketball

players will be split into Junior A and Junior B teams. When a team composition has a grade 9 player(s) they will automatically play in the Junior A league.

Junior Varsity teams are open to students in Grades 9, 10, and Grade 11 when we are a 1A school. U16, U17, and U19 are terms associated with badminton, cross-country, and track and field only with eligibility determined by birth date.

Senior Varsity teams compete in the most competitive leagues and are comprised of the most accomplished players in Grades 9, 10, 11, and 12 when we are a 1A school.

J.T. Foster School will try to accommodate all athletic endeavors as determined by student interest, availability of coaches, and funding necessary for equipment, uniforms, transportation, and any additional costs.

Seasons of Play

The senior high seasons of play have been established to protect the student-athlete from being placed in a position of having sports seasons overlap. It is not desirable for a student-athlete to have to attend practices and games for two or more sports on the same days. Therefore,

- Each activity may hold practices according to the Alberta Schools' Athletic Association (ASAA) seasons of play.
- The preceding activity has priority for practice times and games.
- The trailing activity may hold practices according to the ASAA seasons of play.

Participation Fees

The athletic program must charge a participation fee for each activity that an athlete participates in. The following applies to participation fees:

- All participation fees will be determined by the Administration and Athletic Director. Fees are payable to J. T. Foster School and given to the office staff or paid via School Cash Online.
 - Fees will vary every year and are calculated based on that specific team's participation throughout the season. Participation fees may include but are not limited to number of participants, league fees, referees, scorekeepers, tournaments, zones, provincials, bussing, equipment, medical supplies, coach gifts, and fundraising.
- ***All players must clear any outstanding sports fees from the previous season before participating in any sport.***

Fundraising

J. T. Foster School athletic teams are encouraged to fundraise; however, no team shall participate in, or organize fundraising events without the consent of Administration and Athletic Director.

Uniforms and Equipment

Uniforms will be provided by J. T. Foster School

Uniforms will be distributed by the Athletic Director and signed out to each athlete.

A coach may distribute and collect uniforms after each event if they deem this the most practical method.

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

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

All uniforms are to be individually cold water washed and hang-dried. Uniforms must be washed before returning them at the end of the season.

Coaches collecting all athletes' uniforms after the last event and returning them to the Athletic Director is the easiest method for collecting uniforms in a timely manner.

Teams may be provided with equipment, specific to their activity. This equipment is owned by the school. The care and supervision of this equipment shall be the responsibility of the coach or their designate. This equipment is provided for team use, and not for use by the Physical Education department or public use. All equipment is to be returned to the Athletic Director at the end of the season.

Transportation

The transportation for league, invitational, zone, and/or provincial events may be handled in two fashions at the discretion of the coach. The preferred method of transportation is school buses. The Athletic Director will complete all bus requests, in collaboration with the office.

Volunteer (Parent/Private) Vehicle

If the school provides transportation to an off-site activity and a parent wishes to transport their own child, or have them transported by another parent, the parent must complete Transportation for Off-site School Sponsored Activities Form (Appendix A) stating:

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

- Volunteer drivers may be used to drive buses, but they must have all of the proper and required qualifications as specified by Livingstone Range School Division No. 68.
- **Students are not permitted to transport themselves, other students, or to act as “trip drivers”.**
- Volunteer drivers must be a minimum of 21 years of age.
- As much as possible, division-operated busses should be used for co-curricular and extra-curricular transportation.
- When a private vehicle is used for co-curricular and extra-curricular transportation, the Principal must annually approve the vehicle and driver, and have on file, prior to the trip taking place a properly completed form (Employee or Volunteer Driver Authorization Form) Appendix B, which attests to the fact that the vehicle owner has \$2,000,000.00 public liability insurance coverage.
- After the required coverage outlined in the above procedure, the Division’s liability insurance coverage will also become effective. In addition, Volunteer Driver Authorization Form 544.1 (which can be obtained and returned to the Athletic Director or the office staff) prior to transport of student-athletes.

Practice and Game Times

All gym usage will be scheduled through the Athletic Director.

League games and home tournaments have booking priority over practices.

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

There must be an approved coach or teacher present at all school athletic events.

Coaches may request specific practice times. While all efforts will be made to accommodate requests, it shall be the priority of the Athletic Director to provide a practice schedule which is equitable to all teams in accordance with priorities.

The Athletic Director will create a practice schedule on a monthly basis. In some instances where seasons overlap, it may be appropriate to develop a schedule on a weekly basis.

Coaches are encouraged to provide players and parents with individual copies of these schedules as they are available, and the Athletic Director shall place the Sports Calendar on the school web page. Keep in mind athletic scheduling is very dynamic and scheduling changes will occur.

A change, addition, or cancellation to a game or practice should be made with the athletic director with as much advance notice as possible. Such changes may affect player and parent commitments and may have an effect on other teams.

Coaches should do their utmost to adhere to the practice and game schedule. Any changes should go through the Athletic Director.

Only student athletes of each team should attend practices unless arrangements have been made with the coach in advance.

Guidelines for Student Athletes

Eligibility

To be eligible to participate, Grade 7, 8 and 9 student athletes must meet the following eligibility requirements as outlined by the SZJHAA;

SZJHAA classified activities shall be conducted under their respective classifications.

1J: schools with grade 7 and 8 students only (gr 6 students are eligible for VB and BB only) **2J:** **1 - 89** registered grade 7 to 9 students with **less than 30 grade 9's** (gr 6 students are eligible for VB and BB)

3J: 90 - 199 registered grade 7 to 9 students

4J: 200 or more registered grade 7 to 9 students

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

Section 1 - Membership in the SASAA shall be open to any South Alberta High School which receives Department of Education School Grants and **which has paid its annual fees to the SASAA executive prior to Oct 15th** and will

(a) comply with the Bylaws and Policies of the ASAA

(b) ensure that the eligibility of its players comply with the rules of the ASAA

*South Alberta High Schools shall mean rural and urban schools within the boundaries of the South Zone as established by the Alberta Schools Athletic Association (ASAA).

Section 2 - Applications from schools not receiving the Department of Education School Grant shall be considered by the General Assembly of the SASAA.

Section 3 - Application for membership in the SASAA shall be made directly to the Secretary Treasurer on or before September 30th of the current school year and must be signed by the applying school.

Section 4 - Any member school wishing to withdraw from membership may do so upon a notice in writing to the Executive Committee of the SASAA.

Section 5 - If any member is in arrears of annual fees for any year, such a member shall be automatically suspended and thereafter be entitled to no membership privileges until reinstated.

Section 6 - Any member school upon a 75% vote of all member schools of the Association in good standing may be expelled from membership for any cause which the Association may deem reasonable.

A. Student Eligibility

1. Subject to the provisions of the transfer policy found on pages 27-32 inclusive [of ASAA Official Handbook 2024-2025], in the case of transfer from one school to another the student shall become a bona fide student in the new school upon the date of their first attendance at classes following the acceptance of this transfer in by the principal, provided however that the principal's decision to accept the transfer-in shall not in any way affect or derogate from any decision that the ASAA may make relating to the eligibility of the student to participate in ASAA sponsored activities.
2. The student must register in a minimum of 800 instructional minutes (i.e. 10 credits or two full time courses) per week during the time of participation in that activity for which Alberta Education credits are granted. Distance education courses can be considered as regular instructional minutes.
3. A student who becomes 19 before September 1 shall be ineligible for high school competition. Note: A student who becomes 19 on or after September 1 shall remain eligible for the entire school year.
4. a) Subject to the provisions of the transfer policy found on page 31 inclusive, every student has the right to their choice of school for their grade 10 year. Students shall be eligible for three consecutive years after registering in grade 10. The first year in grade 10 is considered the first year of eligibility.
5. It must be the school principal's opinion that it is in the best interest of the student and of the school board as a whole for the student to participate.
6. Any student who is or has been registered and in attendance at a post-secondary institution shall not be eligible for high school competition. Exclusions to this policy will be granted to students registered at both a high school and a post-secondary institution under the Alberta Education Dual Credit Strategy. Such students cannot be a participant in any post-secondary competitive athletic teams.
7. Students who attend classes at more than one campus will be considered members of their home-base school as per Section IV - Eligibility, A.4.b and will be eligible to compete only for that school in ASAA activities.
8. All participants must be bona fide students of the school they represent with the only exceptions being those allowed for in the Joint School Teams policy (see below).

https://www.asaa.ca/sites/default/files/uploads/basic/attachments/asaa_2024-25_policy_handbook_web_final_0.pdf

(ASAA Policy Handbook 2024-25 p. 21-22)

All student athletes must have a Parental Acknowledgment of Risk Form (Appendix C) on file and fees paid to be eligible to participate.

An athlete under suspension from school is also suspended from participation in extracurricular activities, until such time as the student has been reinstated to classes.

Conduct

Student-athletes are representatives and ambassadors of J. T. Foster School, the community of Nanton and Livingstone Range School Division.

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

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

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

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

Injury

All student-athletes should carry some form of medical insurance. If an athlete is injured while participating on behalf of J. T. Foster School, the school will not cover medical costs (e.g. Ambulance costs). It is suggested that any student-athlete not having medical coverage, subscribe to the student insurance package which is offered at the beginning of each year.

All athletic injuries need to be reported to the athletic director and administration of J. T. Foster School. In addition, an accident report (Appendix D) form must be filled out and delivered to administration.

Commitment

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

- Attendance at all practices, games and team events.
- Personally providing the coach with advance notice of absences from practices or games, and an explanation of that absence.
- While it is acceptable for a student-athlete to have a job, it is not reasonable to expect the coach or team to accept working as a legitimate reason for frequently missing athletic events.

Athletic Code

As an athlete, I understand that it is my responsibility to:

- Place academic achievement as the highest priority. This includes attending all classes and arriving to class on time.
- Maintain a high level of safety awareness.
- Respect all equipment and use it safely and appropriately.
- Show respect for teammates, opponents, officials, and coaches.
- Refrain from the use of profanity, vulgarity, and other offensive language (racist/religious) and gestures.
- No athlete shall participate in the hazing of other athletes.
- Refrain from the use of alcohol, tobacco, illegal and non-prescriptive drugs, anabolic steroids, or any illegal substance for any reason.
- Respect the integrity and judgment of game officials.
- Adhere to the established rules and standards of the game to be played.
- Know and follow all ASAA, SWJHAA and school athletic rules and regulations as they pertain to eligibility and sports participation.
- Exhibit fair play, sportsmanship and proper conduct on and off the playing field. ● Win with character, lose with dignity.

Hazing

Hazing or negative initiation activities are prohibited by J.T Foster School. The planning, initiation of, or participation in such activities shall be dealt with on an individual basis and may lead to suspension or removal from a team and or school. The school will cooperate with any criminal investigation should the hazing of athletes take place.

Guidelines for Coaches

Coaches will complete the Volunteer Medical Form (Appendix E), Criminal Record Disclosure Request (Appendix F) and a Consent of Volunteer & Acknowledgement of Risk for Off-Site Activity (Appendix G) and return all forms to the office staff.

Coaches will ensure all athletes have completed the Acknowledgement of risk - Parental Consent (Appendix C). Coaches will leave a copy of Appendix F with the office staff and carry the team medical summary that the office staff has provided them to all events throughout the season.

One coach per senior team is required to have completed the free online concussion course - **Concussion in Sports - What You Need To Know** and **Bylaws & Policies** found at <https://thelocker.coach.ca/account/login?ReturnUrl=%2f>

The following guidelines are to be considered a code of conduct for J. T. Foster coaching staff.

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

- The Coach should be diligent in attention to routine details. This includes getting in all reports when due, keeping necessary records, phoning in results, and forwarding any receipts when required.
- The Coach should instill in the team an attitude of sportsmanship on and off the court, during the game and afterwards, in school and out.
- The Coach should use acceptable language at all times. Vulgarity and profanity have no place on the athletic field or court, in the gym or in the classroom.
- The Coach shall not use alcohol or non-prescription drugs in any form while with the team.
- The Coach should, when faced with unpredicted disciplinary situations, let the common law prevail. Situations are to be assessed on a rational basis.
- The Coach should be mindful of their position of guardianship entrusted by the athletes and their parents. While acting as a coach to the athletes, there must also be a necessary social separation, so that over-familiarity or impropriety does not occur or is not perceived to have occurred.
- The Coach should work to instill with their players respect for the officials, and establish that they alone shall discuss aspects of the game with the officials.
- The Coach will respect the rights and feelings of other coaches and will never use tactics that take unfair advantage of others. The coach should be friendly and courteous at all times and never argue with an opposing coach in front of the team or spectators.
- The Coach should teach the team to be respectful of and sportsmanlike towards opponents.

Team Selection

All activities are open to all students of J. T. Foster School who meet the requirements of grade, gender expression, and general eligibility.

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

Final selections should be based on attitude, coachability and skill.

Once the team has been selected, the coach must promptly submit a roster to the Athletic Director. Changes to the established roster must be promptly communicated.

The school office will provide medical information for the coach once the team roster is received.

Playing Time/Expectations

J. T. Foster participates in competitive leagues. All players will receive fair playing time, as safety, team commitment (attendance), and positive participation allow. In other words, fair playing time does not mean equal playing time. As such, there will be few, if any instances where playing time for each player on the team will be equal. The amount of playing time may vary from game to game or from week to week. Neither the player's age nor prior years of playing experience will necessarily be a factor in determining playing time. The coach ultimately will determine playing time-based on player readiness (physical skills, court awareness, leadership skills), player commitment (attendance and punctuality at practices), and player safety (illness, injury, attitude, and emotional state).

Communication

Clear communication between coach and player, player and parent, parent, and coach and between players is critical to avoid misunderstanding. This communication can be initiated and maintained in a number of ways:

- At the beginning of tryouts, Coaches should provide a written statement of their philosophy, team goals, fees, and player expectations.
- Coaches should outline the process for communication. This process applies to all parties and can be outlined for all in a letter. (Appendix H)
- Coaches can hold a pre-season meeting (Appendix I)
- There will be times when things do not go as your child wishes. **This is an opportunity for your child to talk with their respective coach and discuss the situation. When your child handles the problem, it becomes part of the learning and leadership process.**
- Parents/guardians should make appointments to speak privately to the coach to discuss concerns.
- If the concern is not resolved, they can then speak privately with the Athletic Director who will arrange a conference with the coach, administration and parent. Appropriate next steps will be outlined as determined by the nature of the situation.
- Please do not attempt to confront a coach before or after a game or practice. These can be emotional times for all stakeholders. Meeting of this nature do not promote resolutions. A good rule of thumb is to wait 48 hours before initiating conversations.

Sanctioned Absences and Early Dismissals

It is at times necessary for student-athletes to be absent from classes, or to be released from the last class of the day prior to the end of the class. In these instances, coaches are required to provide notice to all school staff.

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

The notice may take the form of a hard copy to be distributed to all staff members or an e-mail to all staff members. The notice should be provided as early as possible and must contain the following;

- A list of all students involved
- The date of the Sanctioned Absence
- Periods/Blocks involved
- When appropriate, time of departure
- The event

Budget

The team budget will be completed by the Athletic Director when the season events schedule has been confirmed and finalized. Coaches must express concern for travel and accommodation reimbursement prior to receiving the final budget.

Coach Accommodation / Transportation

Prior to the start of the season coaches will meet with the Athletic Director to determine appropriate transportation and accommodation coverage (the school will not reimburse coach expenses from school funds) if applicable. Coach reimbursement must come from player fees (Appendix C).

Guidelines for Parents

- Support the team, the players, and the coaches.
- Attend and cheer at games and tournaments not practices.
- Help your child to follow and uphold the J. T. Foster athletes' guidelines for participation.
- Support the goals of sportsmanship and help bring pride and respect to your child and J. T. Foster School.
- Accept all decisions by officials.
- In the event of concerns, follow the guidelines and procedures as outlined in Appendix A.

Awards

Each year in June, after the conclusion of all school-sponsored athletic activities there will be an "Annual Awards Evening". At this evening individual activity award recipients will be selected and presented by the coach. It is important to inform the office staff of the recipients at the end of the season of play of your award recipients.

Activity Awards Criteria

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

The activity awards to be presented are as follows for all school-sponsored sports, and will be submitted to the Athletic Director:

- Most Valuable Player (MVP)
- Most Improved Player (MIP)
- Most Sportsmanlike Player
- Most Dedicated Athlete
- Heart and Hustle
- Leadership

The team coach(es) will use the above criteria to choose which student-athletes are deserving of a given award. A maximum of 6 team awards may be awarded (one athlete per criteria). A coach may use discretion in who receives each award, but may not create criteria outside of the above-listed criteria, as per the direction of the Athletic Director and school administration.

Pictures

Coaches should submit a team picture to the Athletic Director prior to the end of the season. However, all team and individual pictures can be used to help promote athletics at J. T. Foster. Team pictures will take place annually and we encourage coaches to attend when possible.



Livingstone Range
SCHOOL DIVISION

Transportation for Off-site School Sponsored Activities

Activity	Student Name(s)	Date
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Dear Parents;

As per LRSD Administrative Procedure on transportation of students, it is the requirement of LRSD and Select School Name that students be transferred to and from extracurricular events by LRSD busses when possible and practical. Select School Name also endorses the use of busses as the safest means of transportation to and from events. In the occasion where extraneous circumstances arise and a student must ride with their parent to and/or from the event, the parents of that student must release LRSD from any liability. Under no circumstances are students allowed to transport each other to or from extra-curricular events.

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

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

Parent Signature	Date
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This form will apply for the current school year and will require notification to the supervisor of the school sponsored activity for each and every time it is applied.



CONSENT FORM

Transportation - Parent Provided

INFORMED CONSENT AND ASSUMPTION OF RISK AGREEMENT (to be executed by parents / guardians of Individual (Child) who is under the age of majority)

By signing this document, you will assume certain risks and responsibilities, please read carefully.

Individual (Child)'s Name: _____ School Name: _____

Location: _____ Start/Departure Time: _____

Grade/Class: _____ End/Return Time: _____

Teacher/Supervisor in Charge: _____ Date: _____

1. I am the Parent / Guardian of the Individual and have full legal responsibility for the decisions of the Individual.

Parent / Guardian's Name: _____

2. In consideration of the Livingstone Range School Division and JT Foster School allowing the Individual to participate in the Activities, the Parties agree:
 - A. Unless otherwise noted JT Foster School will not be providing transportation nor are they responsible for transportation to and from activities on Saturdays, and therefore will not be providing or supervising transportation to the Activities;
 - B. By granting permission for the Individual to participate in the Activities for which the Parties must arrange transportation, the Parent / Guardian accepts all responsibility and liability for such transportation and any and all actions of the Individual during transportation;
 - C. That in order for students to be eligible to participate in the activity away from their home school the student must be transported by an adult 21 years of age or older. In other words students cannot transport themselves or other students to the activities away from their home school.
 - D. That the Parties must arrange for transportation to and from the locations of the Activities;
 - E. That the Organization does not have any involvement, or supervision over transportation provided by parents/guardians, other adults, or anyone else transporting participants, nor does the Organization make any statements or assurances regarding such transportation;

Acknowledgement

3. The Parties acknowledge that they have read this Agreement and understand it, that they have executed this Agreement voluntarily, and that this Agreement is to be binding upon themselves, their heirs, their spouses, parents, guardians, next of kin, executors, administrators and legal or personal representatives.

_____	_____	_____
Name of Individual (print)	Signature of Individual	Date
	(For students 18 years of age or older)	
_____	_____	_____
Name of Parent / Guardian (print)	Signature of Parent / Guardian	Date
	(For students under 18 years old)	

The information collected on this form is being collected pursuant to the Education Act (Student Record Regulation), the Freedom of Information and Protection of Privacy (FOIP) Act, and Section 23 of the Canadian Charter of Rights and Freedoms. Information acquired through this form is kept secure and access is restricted. If you have any questions regarding the collection or use of this information, please contact your school principal or Parkland School Division's FOIP Coordinator, 780.963.8411



Livingstone Range School Division
Employee or Volunteer Driver Authorization

Revised: Oct 22, '20

SCHOOL NAME: _____ SCHOOL YEAR: _____
 DRIVER'S NAME: _____ PHONE NUMBER: _____
 DRIVER'S ADDRESS: _____

Applications shall be approved only when the driver possesses a valid, appropriate driver's license. The principal may authorize the use of private vehicles to transport students if the information provided below indicates that the driver has a sufficiently safe driving record.

DRIVER'S LICENSE NUMBER: _____ CLASS: _____ EXPIRY DATE: _____
Day / month / year
 Has your driver's license been suspended in the last three years? Yes No
 If Yes, please provide date of reinstatement: _____
 Have you been convicted of an offence under the Highway Traffic Act, the Motor Vehicle Administration Act, or for any motor vehicle-related offence under the Criminal Code of Canada during the last three years? Yes No If Yes, please identify the offence(s) here: _____
 Have you been involved in any accidents during the last three years? Yes No If Yes, please give details: _____

Insurance Related Considerations:

1. The Board requires that the vehicle owner maintain, at all times, insurance in an amount of not less than \$2,000,000 in respect of liability or injury or death of any students who are passengers in the vehicle the volunteer driver is operating.
2. In case of an insurance claim (i.e., third party damage and/or personal injury) the vehicle owner's automobile liability insurance applies before that of the school Board.
3. Additional automobile liability insurance protection is provided under the school Board's comprehensive general liability insurance policy for authorized drivers transporting students in privately-owned vehicles on an approved school activity or function. This insurance is only for an amount in excess of the limit of liability provided by the vehicle owner's liability insurance policy.
4. Damage to any vehicle, including the owner's, is the responsibility of the volunteer driver and not the Board.
5. The owner of the vehicle is expected to inform his/her insurance agent of the intention to use the vehicle and to act as a driver for Board activities, and to enquire whether a passenger endorsement is required to do this. As this driving is classified as occasional, most insurers do not require that a passenger endorsement be added to the policy or that additional premiums be paid.

VEHICLE: _____ OWNER'S NAME: _____
Make / Model / Capacity (including driver)
 OWNER'S ADDRESS: _____ OWNER'S PHONE: _____
 INSURANCE ON VEHICLE - COMPANY: _____ POLICY No.: _____
(OR COPY OF PINK SLIP ATTACHED)
 INSURANCE AGENT: _____ LIABILITY LIMIT: \$ _____

COMMITMENTS - By submitting this application to become an employee or volunteer driver for the Livingstone Range School Division:

- I undertake to ensure that the vehicle used to transport students is in safe operating condition.
- I agree to operate the automobile referred to herein in a safe manner, to abide by all applicable laws at all times while I am transporting students, to limit the number of passengers to the number of seat belts which are useable, to use appropriate child safety seats as required, and to follow Transport Canada guidelines that recommend that children under the age of 12 should be seated in the back. I also agree to refrain from smoking while a student is in the vehicle and to comply with the directions of teachers or agents of the Livingstone Range School Division.
- I undertake to report to the school principal all accidents and any suspension of my license or change in my insurance status which may occur after the date of this authorization while it remains in force (i.e., this school year). All student transportation will adhere to the Traffic Safety Act and Livingstone Range School Division Guidelines.
- I have advised the insurance company that I have applied to serve as an employee or volunteer driver and enquired whether a passenger endorsement is necessary. I undertake to maintain, at all times, personal liability and indemnity insurance equal to or greater than the Board minimal limit noted above.
- I am aware that my name may be made available to parents of the students who I am driving.
- I authorize Livingstone Range School Division to conduct a random driver's abstract check at their expense.

I accept the foregoing undertakings and certify that the information contained in this application is correct to the best of my knowledge:

Driver: _____ Vehicle Owner: _____

Volunteer Driver Signature (Must be 21 years of age): _____

FOR OFFICE USE ONLY

The above-named driver is authorized to assist the school during the current school year. The assistance is appreciated.

Signature of Principal/Designate: _____ Date: _____

The personal information contained on this form is collected under the authority of the School Act and the Freedom of Information and Protection of Privacy Act for the purpose of making a determination regarding the authorization of volunteer drivers. If you have any questions about this consent form, please contact your school principal.



Livingstone Range School Division
Off-Site Activity(ies) and "Acknowledgement of Risk"
Consent of Parent / Guardian Form

School Name: _____ Date: _____

To the Parent(s) / Guardians of: _____

Homeroom / Class: _____

Please read the contents of this Consent and Acknowledgement of Risk form. Clarify any questions or concerns with the Teacher / Coach / Leader **before** signing it.

If this form is not signed and returned to the school by _____, your child **will not be allowed to attend / participate**.

Program / Activity Information

Date of Field Trip: _____ Cost: _____

Field Trip / Activity Series: _____ OR

Series of Off-Site Activities (Specify Program): _____

Schedule Attached

Teacher / Coach / Leader-in-Charge: _____

Phone: _____ Email: _____

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 during all aspects of the program / activity.
- c) The location(s) used are appropriate and safe for the activity(ies) and group.
- d) A *Safety Plan* is in place to identify and manage known potential risks.
- e) An *Emergency Plan* is in place to deal with an injury or illness to any of the students.

Elements of Risk & Student Responsibilities

Potential elements of risk and student responsibilities (describe or attach):

Please note: Livingstone Range School Division provides for eligible permanent resident students to 19 years of age (foreign exchange and international students are not eligible) limited accidental death, disability, dismemberment or medical expenses insurance. **It is strongly recommended that you purchase additional student accident insurance if you do not already have your own private coverage.** Please be aware that insurance packages distributed through schools are available for additional coverage.

Consent & Acknowledgement of Risk

- Mode of Transportation: _____
by: _____
accept this mode of transportation for this activity: Yes No
- I acknowledge the *Elements of Risk* and *Student Responsibilities* provided as well as 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 the Board.
- I freely and voluntarily assume the risks / hazards inherent in the program / activity and understand and acknowledge that my child may suffer personal injury and potentially serious injury due to an unforeseeable event related to his / her participation.
- My child has been informed that he/she is to abide by the Rules and Regulations, including directions and instructions from the schools and/or service providers, administrators, instructors and supervisors over all phases of the program / activity.
- 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 may be contacted to have him/her picked up, unless I have specified other transport arrangements.
- I acknowledge that it is my duty to advise the school of any medical / health concerns of my child that may affect his/her participation.
- I acknowledge that the Board may choose to cancel the trip if travel conditions are for whatever reason deemed unsafe (e.g., weather, health advisory). I accept that the School or Board will not be liable for any costs associated with such a cancellation.
- I consent that the Board, through its' employees, agents and officers may secure such medical advice and services as they deem necessary for my child's health and safety, and that I shall be financially responsible for such advice and services.
- Based on my understanding, acknowledgement and consents as described herein, I agree that the following named student has my permission to participate in the field trip / program as named below.

Name of Student: _____

Name of Field Trip / Program: _____

Parent / Guardian (Please Print): _____

Signature: _____ Date: _____

Field Trip Emergency Medical Information *Please complete the following or attach a separate page if more space is required.*

Student Name: _____ Birth Date: _____

Student Accident Insurance: Yes No Policy #: _____

Allergies (e.g., Specific drugs, certain foods, insect stings, hay fever.) Please 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, chronic conditions, phobias, etc.). Please be specific:

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

Medication(s) required: Yes No

If Yes, *Request for School Assistance with Administration of Medication(s)* **must** be attached.

Other Health / Medical / Dietary concerns:

Emergency Contacts:

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



VOLUNTEER/CONTRACTOR/PUBLIC Incident Report

School Name:	Name of Individual Injured:
---------------------	------------------------------------

Injured Individual Personal Information

Home Mailing Address:	Home/Cell Phone:
City/Town:	Postal Code:

Date of incident:	Time of incident:
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Location of incident:

Description of Injury: Body Part(s) affected:
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Brief Account of Incident (attach additional page if required):

First Aid Administered:	Administered By:
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Other Treatments: (hospital/clinic/ambulance)	If yes, Time Family Contacted:
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Division Property Damage:	Personal Property Damage:	Motor Vehicle Accident:
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Name of Supervisor Contacted:	Time of Contact:
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Witness(es)	Name:	Phone:
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Witness(es)	Name:	Phone:
-------------	-------	--------

Reported Submitted by:	Signature:	Date Submitted:
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Date/Time Emailed/Faxed to Central Office:	Report #: <small>(internal use only)</small>
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Please keep original copy in school file. Email copy to Central Office: stockerL@lrsd.ab.ca or fax 403-553-0370



Livingstone Range School Division
Volunteer Medical Information

Health Information: Teacher / Coach / Leader in Charge will have a photocopy of this information during the Off-Site Activity(ies) to address health and medical needs including emergencies and may share this information with others as deemed necessary.

Please Complete the Following

Volunteer Name: _____

Birth Date: _____ AHC #: _____
(Required if trip is outside Alberta)

Allergies: _____

Medical Conditions:

Medications Taken (Name, Reason, Dosage):

Medical Treatment Restrictions (if any) e.g., Blood Transfusions:

Dietary Restrictions (if any):

Other Concerns:

Emergency Contacts:
Name: _____
Phone: _____ (H) _____ (W) _____ (C)

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

I understand and consent to the above as described herein:

Date: _____ Name (please print): _____

Signature: _____

The personal information contained on this form is collected under the authority of the Public Schools Acts, the Education Administration and the freedom and Protection of Privacy Act for the purposes of participating on school trips. If you have any questions about this form, please contact your school Principal.



Livingstone Range School Division

Consent of Volunteer & Acknowledgement of Risk for Off-Site Activity

Volunteer Name: _____
School: _____
Phone(s): _____ Email: _____

Please Read Carefully and Complete the Following

1) Select either (a) or (b)

a) [] I will be given the opportunity to participate in the following program or activity (please specify program):

- i) Name of the Service Provided (if applicable): _____
ii) Location: _____
iii) Date: _____
iv) Teacher / Coach / Leader in Charge: _____

b) [] I will be given the opportunity to participate in the following series of off-site activities for the following program:

See the attached list for activity(ies), date(s), location, service provider and teacher / coach / leader in charge.

2) Do you have a criminal record for which you have not received an official pardon?

[] Yes [] No

3) Expectations for Volunteers

Volunteers are part of the supervision of an off-site activity and are expected to:

- Review and comply with the requirement of Policy on Volunteers;
Have qualifications appropriate for the off-site activity;
Know the details of the off-site activity and their specific duties and authority prior to departure;
Exhibit positive behavior, participate as a school team member and be an acceptable role model;
Support and follow the school Code of Conduct;
Report any inappropriate conduct to the teacher / coach / leader in charge;
Adhere to the schedule or itinerary;
Dress appropriate for the off-site activity;
Fulfill their duties as supervisors for the duration of the off-site activity, including evening and weekends;
Notify the Principal of any new criminal charges at the time the charge is made, subsequent to 'Criminal Record' above;
Maintain confidentiality to ensure that the dignity and worth of students, parents, volunteers and school staff is honored;
Ensure that any information collected, used, generated and stored by LRSD including student, instructional, financial, or administrative information is strictly confidential and is to be used only in the performance of volunteer duties.

4) Consent and Acknowledgement of Risk

Potential hazards and risks of the off-site activity may include but are not limited to financial loss, illness, injury or death. I acknowledge the existence of known risks and potential unknown risks and I voluntarily assume the risks which may include but are not limited to:

5) The following means of transportation will be provided by:

6) I accept this mode of transportation for this activity Yes No **OR**
I will provide my own mode of transportation: Yes No **OR**
I consent to the use of my vehicle for the transportation of student(s) for this activity: Yes No **AND**
I have completed the *Volunteer Driver Application* and acknowledge my understanding and compliance with Livingstone Range Policies and Procedures. Yes No

- 7) I am satisfied that I have been informed of my right to obtain as much information about this program or activity as I feel necessary, including information beyond that provided to me by the School or Division to the extent that I require and am not, in any way relying solely upon information provided by the Livingstone Range School Division respecting the nature and extent of the risks and hazards associated with the program or activity.
- 8) I freely and voluntarily assume the risks and hazards inherent in the nature of the program or activity and understand and acknowledge that I, as a volunteer, may suffer personal and potentially serious injury due to an unforeseeable or fortuitous event.
- 9) If required, I will participate in any preparatory sessions associated with this activity or program.
- 10) I acknowledge that it is my responsibility to advise the Livingstone Range School Division of any medical or health concerns which may affect my participation in that stated program or activity.
- 11) I consent that the Livingstone Range School Division, through its employees, agents and officers at the school may secure such medical advice and services as those individuals, in their sole discretion, may deem necessary for my health and safety and that I shall be financially responsible for such advice and services.

Approval

By signing this volunteer registration form, I am agreeing to the conditions outlined above.

Name of Volunteer	Date	Signature
_____	_____	_____

Parent/Guardian signature (if volunteer is under 18 years of age)

Name of Parent/Guardian	Date	Signature
_____	_____	_____

The personal information contained on this form is collected under the authority of the Public Schools Acts, the Education Administration and the freedom and Protection of Privacy Act for the purposes of participating on school trips. If you have any questions about this form, please contact your school Principal.

Parent Coach Communication
Letter to Parents and Athletes

Both parenting and coaching are difficult vocations. By establishing an understanding of each position, we are better able to accept the actions of the other and provide greater benefits to students. It is also very important to remember that coaches are volunteers and they are giving their valuable time to work and help improve your child's leadership abilities, social skills, team cooperation, and responsibility. Here are some guidelines to help you as a parent supporter of the athletics programs at J. T. Foster School.

Communication coaches expect from student-athletes:

- Concerns expressed privately and directly to the coach
- Notification of any schedule conflicts well in advance
- Specific concerns in regard to a coach's expectations and/or philosophy

As your son or daughter becomes involved in the sports programs at J. T. Foster School he/she will experience some of the most rewarding moments in their school career. It is important to understand however that there will be times when things do not go the way you or your son/daughter wish. At these times, discussion with the coach is encouraged.

Communication coaches expect from parents:

- Concerns expressed privately and directly to the coach away from the court setting
- Notification of any scheduling conflicts well in advance
- Specific concerns in regard to a coach's philosophy and or expectations

Appropriate concerns to discuss with coaches:

- The treatment of your child mentally or physically
- Ways to help your child improve
- Concerns about your child's behavior
- Any influence that the activity is having on your child's academic performance

It is difficult to accept your child's not playing as much as you or they may hope. Coaches make judgment decisions based on what they believe to be the best for all students involved. While there are certain things that should be discussed with your child's coach, however, there are also certain things that should not be discussed. Those decisions will be left to the coach's discretion.

Issues Not Appropriate to Discuss with Coaches:

- Playing time
- Team strategy
- Play calling
-

Other student-athletes

There are situations that may require a conference between the coach and the parent. These are to be encouraged but the following procedures should be followed to help promote a resolution to the issue of concern:

- Call or email to set up an appointment with the coach
- Resolution, not confrontation is the best approach
- Please do not confront a coach before or after a game or practice - these can be emotional times for both the parent and coach, and our coaches are instructed to walk away from such situations.

The Next Step:

- Call and set up a meeting with the Athletic Director and or Administration to discuss the situation
- At this meeting if a resolution cannot be reached, the next step can be determined by the Administration

The coaches at J. T. Foster School recognize the importance of extracurricular activities. We provide a program that strives to provide your child with a positive and meaningful experience.

Sincerely,
J. T. Foster Coaching Staff

Coach's Guidelines for a Preseason Parent Meeting

All coaches are required to distribute copies and address the following - may be done either by a meeting or a letter:

- Reminder (especially for Junior High teams) that we are in a competitive league and playing time will vary.
- Team Rules and School Rules regarding athletics.
- Participation - amount of play time athletes can expect.
- Sportsmanship - expectations by players and parents.
- The procedure to deal with disagreements between coach and players or parents:
 - At no time are problems to be discussed in front of other players.
 - Ask parents to meet the following day with the athletic director
 - Ensure there is parent communication !!
- Fees and the breakdown of the costs.
- Team supervision - coaches and parents

Other topics you may want to address

- Your coaching philosophy
- How practice sessions are conducted
- Length of practice times
- Expectation of attending practices
- The consequences of missing practices
- Academic requirements for eligibility
 - Passing grades
 - Meeting ASAA registration requirements of a minimum of 2 full classes in Senior High
- Medical information in case of injury
- Question and Answer

Management of Sports-Related Concussions

Medical management of sports-related concussion continues to evolve. Recently, there has been a significant amount of new research regarding sports-related concussions in school athletes. J. T. Foster School has established this protocol to provide education about concussion for coaches, school personnel, parents, and athletes. This protocol outlines procedures for staff to follow in managing concussions, and outlines school policy as it pertains to return to play issues following a concussion.

J. T. FOSTER seeks to provide a safe return to activity for all athletes following any injury, but particularly after a concussion. In order to effectively and consistently manage these injuries, procedures have been developed to aid in insuring that concussed athletes are identified, treated and referred appropriately, receive appropriate follow-up medical care during the school day (including academic accommodations) and are fully recovered prior to returning to activity.

Recognition of Concussion

Common signs and symptoms of sports-related concussion

Signs (observed by others):

- Athlete appears dazed or stunned
- Confusion
- Forgets plays
- Unsure about game, score, opponent
- Moves clumsily (altered coordination)
- Balance problems
- Personality change
- Responds slowly to questions
- Forgets events prior to hit
- Forgets events after the hit
- Loss of consciousness (any duration)

Symptoms (reported by athlete):

- Headache
- Fatigue
- Nausea or vomiting
- Double vision, blurry vision
- Sensitive to light or noise
- Feels sluggish
- Feels “foggy”
- Problems concentrating
- Problems remembering

These signs and symptoms following a witnessed or suspected blow to the head or body are indicative of probable concussion. Any athlete who exhibits signs, symptoms, or behaviors consistent with a concussion (such as loss of consciousness, headache, dizziness, confusion, or balance problems) shall be immediately removed from the contest or practice and shall not return to play until cleared by an appropriate health care professional.

Management and Referral Guidelines

1. The following situations indicate a medical emergency and require activation of the Emergency Medical System:

- Any athlete with a witnessed loss of consciousness (LOC) of any duration should be spine boarded and transported immediately to nearest emergency department via emergency vehicle. • Any athlete who has symptoms of a concussion, and who is not stable (i.e., condition is worsening), is to be transported immediately to the nearest emergency department via emergency vehicle.
 - An athlete who exhibits any of the following symptoms should be transported immediately to the nearest emergency department, via emergency vehicle.
 - deterioration of neurological function
 - decreasing level of consciousness
 - decrease or irregularity in respirations
 - any signs or symptoms of associated injuries, spine or skull fracture, or bleeding
 - mental status changes: lethargy, difficulty maintaining arousal, confusion or agitation
 - seizure activity
2. An athlete who is symptomatic but stable, may be transported by his or her parents. The parents should be advised to contact the athlete's primary care provider, or seek care at the nearest emergency department, on the day of the injury.

Guidelines and Procedures for Coaches:

Recognize concussion

1. All coaches should become familiar with the signs and symptoms of concussion that are described above.
2. Annual training will occur for coaches of every sport.

Remove from activity

Any athlete who exhibits signs, symptoms, or behaviors consistent with a concussion (such as loss of consciousness, headache, dizziness, confusion, or balance problems) shall be immediately removed from the contest and shall not return to play until cleared by an appropriate health care professional.

When in doubt, sit 'em out

Refer the athlete for medical evaluation 1. The coach is responsible for notifying the athlete's parents of the injury.

- a. Contact the parents to inform them of the injury. Depending on the injury, either an emergency vehicle will transport or parents will pick the athlete up at the event for transport. (see Section II).
- b. A medical evaluation is required to begin the process of "Return to Play".

2. In the event that an athlete's parents cannot be reached, and the athlete is able to be sent home (rather than directly to MD):

- The coach should insure that the athlete will be with a responsible individual, who is capable of monitoring the athlete and understanding the home care instructions, before allowing the athlete to go home. • The coach should continue efforts to reach a parent.
- If there is any question about the status of the athlete, or if the athlete is not able to be monitored appropriately, the athlete should be referred to an Emergency Department for evaluation. A coach should accompany the athlete and remain with the athlete until a parent arrives.

Athletes with suspected head injuries should not be permitted to drive home.

3. Coaches should seek assistance from the host site certified athletic trainer (ATC) or team physician, if available at an away contest.

Return to Play (RTP) Procedures After Concussion

1. Return to activity and play is a medical decision. The athlete must meet all of the following criteria in order to progress to activity:

Asymptomatic at rest and with exertion (including mental exertion in school) AND have written clearance from their primary care provider or concussion specialist (athlete must be cleared for progression to activity by a physician other than an Emergency Room physician, if diagnosed with a concussion).

2. Once the above criteria are met, the athlete will be progressed back to full activity following the step-wise process detailed below. (This progression must be closely supervised by a Certified Athletic Trainer. If your school does not have an athletic trainer, then the coach must have a very specific plan to follow as directed by the athlete's physician).

3. Progression is individualized, and will be determined on a case by case basis. Factors that may affect the rate of progression include: previous history of concussion, duration and type of symptoms, age of the athlete, and sport/activity in which the athlete participates. An athlete with a prior history of concussion, one who has had an extended duration of symptoms, or one who is participating in a collision or contact sport may be progressed more slowly.

4. Stepwise progression as described below:

Step 1. Complete cognitive rest. This may include staying home from school or limiting school hours (and studying) for several days. Activities requiring concentration and attention may worsen symptoms and delay recovery.

Step 2. Return to school full-time.

Step 3. Light exercise. This step cannot begin until the athlete is no longer having concussion symptoms and is cleared by a physician for further activity. At this point the athlete may begin walking or riding an exercise bike. No weight-lifting.

Step 4. Running in the gym or on the field. No helmet or other equipment.

Step 5. Non-contact training drills in full equipment. Weight-training can begin.

Step 6. Full contact practice or training.

Step 7. Play in game. Must be cleared by physician before returning to play.

- The athlete should spend 1 to 2 days at each step before advancing to the next. If post concussion symptoms occur at any step, the athlete must stop the activity and the treating physician must be contacted. Depending upon the specific type and severity of the symptoms, the athlete may be told to rest for 24 hours and then resume activity at a level one step below where he or she was at when the symptoms occurred.

Potential Problem Areas

While current Oregon law designates that an athlete may be returned to play by "an appropriate health care provider" it is the prerogative of each school district to designate the credentials of the providers from whom they will accept clearance. This is a very important decision and should be made after careful consideration by the athletic director, principal, and superintendent. The school district's liability carrier may also be consulted. Serious consideration must also be given as to what the school will do in the case where an athlete is clearly still having concussion symptoms, yet given return to play clearance by a health care provider. A formal policy should be developed which designates a specific individual (preferably an expert in the field of concussion management- typically

a physician or neuropsychologist) who shall evaluate the athlete and make the final decision regarding return to play.

Developed and revised by:

Jennifer Adams, ATC

Jesuit High School

Portland, Oregon

Angie Webster, RN, MPH

Coos Bay School District

Coos Bay, Oregon

Michael C. Koester, MD, ATC

Slocum Center for Orthopedics and

Sports Medicine

Eugene, Oregon



Criminal Record Disclosure Request - Volunteer

A request for disclosure of criminal record is required for all new and/or potential Livingstone Range School Division volunteer.

_____ Will be an unpaid volunteer with Livingstone Range School Division. This volunteer will require a Criminal Record Check including the Vulnerable Sector Check prior to volunteering for our school division because the volunteer will be:

- Working closely with children (ages 4 up to 18) in situations where he/she will be alone with individual children and groups of children, without direct supervision or oversight from Livingstone Range's School Division staff; and
- In a natural position of trust and authority given the relationship between children and school staff

Agency: Livingstone Range School Division www.lrsd.ca
410 – 20 Street, P.O. Box 1810 403-625-3356
Fort Macleod, AB T0L 0Z0

Applicant's Name:

Surname

Given Names

Once completed by the RCMP, please return their disclosure record to Livingstone Range School Division

I hereby authorize the RCMP to conduct a check to determine if I have a criminal record including a Vulnerable Sector Check. The criminal record or the certification that no record exists will be forwarded back to me by the police and not to the school division. It will be my responsibility to provide this documentation to the Livingstone Range School Division in a timely manner, in order that the Livingstone Range School Division may proceed further with my application for volunteer services.

I understand that the existence of a criminal or driving record may be grounds for rejection of this application.

Signature: _____

Every student, every day.

W: www.lrsd.ca P: 403-625-3356 F: 403-553-0370 T: 800-310-6579
PO Box 1810, 410 20 Street Fort Macleod, AB T0L 0Z0