

Skills n' Drills

Mastery Based Program | Jr. NBA Curriculum

Airdrie, Alberta

Policy Handbook

Welcome

Welcome to Skills n' Drills! We offer a skills-based mastery program that follows the JR. NBA curriculum. Athletes will receive a detailed progress report every November, February, and June. As they master the skills of Ball-Handling, Passing, Shooting, Footwork & Conditioning, Rebounding, Offense and Defense, they will receive a metal for completion of their current level. They will then progress to the next level in their mastery pathway; Rookie Level, Starter Level, All-Star Level and MVP Level.

General Policies and Expectations

General

- Athletes are to arrive for every practice in athletic shorts and t-shirt or jersey, with proper basketball shoes. No jewelry is to be worn and hair is to be tied back if applicable. Students are also expected to bring their own basketball to every practice. Please ensure it is labeled.
- Punctuality is important. Please be on time for class arrival and departure. Arrive 5 minutes prior to your start time. Students must be picked up right after practice is finished.
- All outdoor shoes must be removed, once inside the building and replaced with indoor basketball shoes.
- We ask that no food or drinks be brought inside the building, except water in water bottles.
- We are guests in the facilities that we operate in. As such it is expected that students and families do not wander in any part of the facility other than the front entrance, designated bathroom, and the gym.
- No smoking or pets are permitted on the property.
- Be kind, inclusive and respectful of everyone.

Discipline and Removal

Student athletes who disrupt class, will be given one warning –if the behavior continues, they will be asked to sit out and observe and parents/guardians will be notified. If this behavior continues for a second week, the potential expulsion from the program may occur. Skills n’ Drills reserves the right to expel any student or parent/guardian from the program if they are displaying physical or emotionally abusive or unsafe behavior to another student, staff or community member within the program.

Liability

As the legal parent or guardian of any student, you release and hold harmless Skills n’ Drills, it’s owners, operators, instructors, contractors and volunteers from any and all liability, claims, demands and causes of action whatsoever, arising out of or related to any loss, damage or injury that may be sustained by the participant and/or the undersigned, while in or upon the premises of Skills n’ Drills, it’s owners and operators or in route to or from said premise or to and from other locations related to the Skills n’ Drills program.

Snow Days

Cancellation of practice will be sent out via email by 2 pm the day of the cancellation. Snow days will be observed according to the local schools and makeup practices will not be rescheduled.

Fee Policies

Fees

Full payment of fees (current monthly fees are posted on the website) are required to be received from the parent/guardian on the 1st business day of the month. Student athletes whose fees are more than 1 week late will not be permitted to attend class and their space will be granted to a new applicant.

Registration Deposit

Parents/guardians understand that they are required to pay one full month’s fee upon registration in order to secure their spot in the program. Parents/guardians understand that this fee is non-refundable and that the full amount will be applied toward the fees due for their first month within the program.

Payment Options

Skills n’ Drills only accepts fees through automated credit card withdraws. Parents/ Guardians can sign up directly on the website and they can manage their registrations through the online portal.

Vacation or Absence

The parent/guardian agrees to pay the full monthly fees regardless of days missed for vacations, illness or any other reason. Fees are not refundable under any circumstance.

Withdraw Notice

One month's written notice is required prior to withdrawal. Failure to give sufficient notice will forfeit the next month's payment and then the remaining credit card payments will be stopped.

Late Pick Up

Late charges of \$20.00 will be charged to parents/guardians who are more than 10 minutes late to pick up their children. This fee must be paid directly to the staff **in cash** who are waiting for the parent/guardian. If a parent/guardian is unable to pay the staff when they arrive, they are to bring the amount owed to the next practice. The student athlete will not be permitted to attend until this fee has been paid. Future more failure to pay by the next student practice will result in the student athlete's space being granted to another applicant.

Abuse & Sexual Harassment Policy and Guidelines

Statement of Conduct for Working with young persons: Skills n' Drills is committed to creating and maintaining the safest possible environment for all participants. It is the duty of all staff, parents, students and any other volunteers to safeguard to the best of their ability the welfare of and to prevent the physical, sexual, or emotional abuse of children and young people with whom they come into contact.

Definitions:

- Volunteer. Any adult involved with program activities that has direct interactions (which will be supervised by an employee of the centre) with students. Volunteers may include, among others: students, parents (including siblings and other family members) and community visitors.
- Sexual abuse. Engaging in implicit or explicit sexual acts with a young person or forcing or encouraging a young person to engage in implicit or explicit sexual acts alone or with another person of any age, of the same or opposite sex. This includes non-touching offenses, such as indecent exposure or showing a young person sexual or pornographic material.
- Sexual harassment. Sexual advances, requests for sexual favors, or verbal or physical conduct of a sexual nature. In some cases, sexual harassment precedes sexual abuse and is used by sexual predators to desensitize or groom their victims. Some examples of sexual harassment include:
 - o Sexual epithets, jokes, written or spoken references to sexual conduct, talking about one's sex life in the presence of a young person, and comments about an individual's sexual activity, deficiencies, or prowess
 - o Verbal abuse of a sexual nature
 - o Display of sexually suggestive objects, pictures, or drawings
 - o Sexual leering or whistling, any inappropriate physical contact such as brushing or touching, obscene language or gestures, and suggestive or insulting comments

Employee, Contractor and Volunteer Selection and Screening: The program will maintain in perpetuity all records of criminal background checks, and screening for adults working with minors.

All volunteers, employees and contractors interested in participating in or working for the program must meet the following requirements:

- Undergo personal interviews.
- Provide a criminal record check including Vulnerability Sector which is less than three months old and renewed every 3 years.
- Sign off on and agree to all policies within the Skills n' Drills Policy Handbook.
- Our policy prohibits any volunteer, employee or contractor who has admitted to, been convicted of, or otherwise been found to have engaged in sexual abuse or harassment in any context. If an individual is accused of sexual abuse or harassment and the investigation into the claim is inconclusive, additional safeguards will be put in place to ensure the protection of any children with whom the individual may have future contact as well as for the protection of the accused.

Guidelines:

Supervision: for the safety of everyone, no staff, contractor, or volunteer will ever be alone with any student one on one. Should a one-to-one conversation need to take place with a student, the adult member can bring them aside within the gym where they remain in full view of the other students. However, if the conversation is delicate in nature and requires more privacy from the student's peers, then the supervising adult can take the student to the reception area where they remain in full view of the monitoring cameras which record both audio and visual.

Sexual Abuse and Harassment Allegation Reporting: The program is committed to protecting the safety and well-being of all children and will not tolerate any abuse or harassment. All allegations of abuse or harassment will be taken seriously and must be handled within the following guidelines. The safety and well-being of young people must always be the first priority.

- a. **Is It Abuse or Harassment?** Upon hearing allegations, adults should not determine whether the alleged conduct constitutes sexual abuse or sexual harassment. Instead, after ensuring the safety of the child, the adult should immediately report all allegations to appropriate child protection or law enforcement authorities. This reporting is required by law.
- b. **Allegation Reporting Guidelines:** Any adult to whom a child reports an allegation of sexual abuse or harassment must follow these reporting guidelines:
 1. Receive the report:
 - Listen to the child
 - Allow the child to tell what happened in his or her own words
 - Do not ask leading questions
 - Remain calm and neutral
 - Do not over-react, show horror or anger, or any other reaction that would lead the child to believe the abuse or neglect was his or her fault
 - Support and acknowledge the child's feelings
 - Reassure the child
 - Tell the child you believe what you have heard
 - Comfort the child by saying that it was a good thing for he or she to tell you

- Assure the child that you will do something to help
 - CALL THE CHILD ABUSE HOTLINE: 1-800-387-KIDS (5437) or contact their local Children and Youth Services Authority, Delegated First Nations Agency or police.
2. Avoid gossip and blame.
 - Don't tell anyone about the report other than those required by the guidelines.
 - Be careful to protect the rights of both the victim and the accused during the investigation.
 3. Do not challenge the alleged offender.
 - Don't contact the alleged offender.
 - In cases of abuse, interrogation must be left entirely to law enforcement authorities.

Follow-Through and Review Guidelines: The program takes all allegations of abuse or harassment seriously and will ensure that each allegation is investigated thoroughly. In the event that an allegation comes forward, the program will consult with their legal counsel and report the incident to insurance. The program will cooperate with all law enforcement agencies, child protective services, and legal investigations and will not interfere with other investigations when conducting its own independent reviews.

Emergency Evacuation Procedure

In the event of a fire or other incident that requires the evacuation of the building, the students will be removed in accordance with the below *Emergency Evacuation Procedure*. All parents will be notified and asked to pick up their children. The children will be supervised by staff until they are all picked up. Responses to any alarms will be IMMEDIATE.

In the event of an emergency evacuation, the following steps will be taken:

Coach(s)

- o Line up all students at primary or secondary exits as applicable.
- o While lining up, visually sweep the gym or area to ensure no students remain.
- o Collect first aid back packs that contains any medication and other first aid items.
- o Walk in an orderly fashion to the designated muster point.
- o Whiling walking out check the designated bathroom to ensure no student is presently inside.
- o Once at the applicable Muster Point, call 911 and then confirm if all the students are present.
- o Once emergency arrives, let them know if any student is unaccounted for.
- o Whiling waiting, continually monitor the physical safety and attendance of the students in the group. For example, utilize the emergency blanket found in their backpack if they feel a child may be cold, etc.

NOTES:

Everyone must remain outside, maintaining a safe distance from the building until an "all clear" is announced by the Fire Department.

Pending the weather, if the period of time waiting will be significant, then take the group to the neighboring building to wait and communicate this decision to the fire marshal.

Accident/Incident Reporting Policy

Accident/Incident/Illness Reports: All accidents and/or incidents for BOTH staff, volunteers and students will be documented on the *Accident/Incident Report Form*. This form will be filled out by the supervising adult present at the time of the accident or incident. It will include a detailed description of the occurrence; first aid administered (if necessary) and actions, recommendations, corrective actions and follow-up. This form will be signed by the supervisor before being given to the parent/guardian for review and a signature at pick up time. The original accident/incident report will be retained in the student's file and a copy will be provided to the parent(s) upon request.

First Aid and Medical Policy

The program will provide or allow for the provision of Health Care to a child upon registration when the written consent of the student's parents has been obtained or the health care provided is in the nature of first aid.

PROCEDURE FOR MINOR INJURY WHICH DOES NOT REQUIRE EMERGENCY CARE:

- A staff or volunteer with current childcare first aid will administer first aid to the injured student (band aid, ice pack, comfort)
- staff or volunteer will fill out an *Incident/Accident/Illness Form* in detail.

PROCEDURE FOR INJURY WHICH REQUIRES EMERGENCY CARE:

Staff or volunteer with current child care first aid will:

1. Ensure ensure the student's immediate needs have been met including providing first aid and comfort to the student.
2. Assess the situation and will decide if immediate emergency medical care is required. Depending on severity, the supervisor will decide whether to call 9-1-1 for an ambulance. If the injury is serious however, not in need of immediate medical attention and the parents are known to be within close proximity to the area (5-10 minute drive) then parents will be contacted first to deliberate on if they would like an ambulance called or would prefer to take their child themselves. If parents are not within close proximity, then the ambulance will be called first.
3. Contact the parent, and if unable to reach them, will call an emergency contact person.
4. If an ambulance arrives and the parents/guardians have not yet arrived then the student to the clinic or hospital.

5. The supervisor will ensure that the parents are informed of every detail, and that they read and sign the *Accident/Incident/Illness Report*.

Health Protocol

Families/students are expected to familiarize themselves with all program protocols and policies prior to entering the facility.

All families/students will be asked to self-screen prior to entrance and commencement of any activities within our facility. Anyone exhibiting contagious symptoms cannot enter the facility or participate.

Students are required to practice proper hand hygiene (wash or sanitize hands upon entering and exiting the facility and after touching any commonly touched surfaces) and practicing proper respiratory hygiene (sneeze or cough into elbow or tissue).

We request that students try to reduce the use of our bathroom. Please use the bathroom at home before and after class as much as possible. No changing into clothing in the washroom but rather arrive already changed and ready for practice.

Social Media Policy

The program requires that all parents/guardians and staff agree to the daycares *Social Media Policy* in order to ensure the privacy of all children and staff at the centre. No pictures or videos of children (other than the parent/guardian's own) or staff are to be posted online or on social media networks of any kind (such as Facebook, Instagram, Twitter, Snapchat, YouTube, etc.).

Administration Records

The program will keep the following up-to-date digital administrative records containing the following information:

- Evidence of each staff's first aid certificate, and
- Evidence of all staff and volunteers criminal record check, including vulnerable sector search, is required and updated every 3 years.

Student Records Policy

The program will keep the following digital information on each student in the program:

- Child's name and date of birth.
- Parent or guardian name and telephone number (home, cell, day and/or work),
- Name, and day telephone number of a person who can be contacted in case of an emergency, and

- Any other relevant health information about the children provided by the child's parent, including the child's allergies, if any.
- Telephone numbers of the local emergency response service and poison control centre.
- Record of the agreement that the parent/guardian made for the policies within the Policy Handbook.

Staff, Volunteer and Contractor Records Policy

The program will keep the following digital information on each staff, volunteer and contractor in the program:

Staff

- Legal name, date of birth, address, email, phone, SIN
- Emergency medical information
- Employment Contract
- Copy of current first aid
- Copy of criminal record check with vulnerability check, not less than 3 years old
- Hours worked and payroll documentation

Volunteer

- Legal name, date of birth, address, email, phone, SIN
- Emergency medical information
- Volunteer Agreement
- Copy of criminal record check with vulnerability check, not less than 3 years old

Subcontractor

- Legal name contractor or company
- Emergency medical information of any individuals working on site from the company
- Contract which indicates that the contractor is required to obtain their own liability insurance, WCB and provide their own equipment for use when performing their duties as outlined in the contract
- Copy of current first aid of any individuals working on site from the company
- Copy of criminal record check with vulnerability check, not less than 3 years old of any individuals working on site from the company

Waivers

Emergency Care Permission & Release Form

I/We give permission for **Skills n' Drills** and it's affiliates to provide emergency child first aid care to my child. In case of accident or illness or incident and agree to release **Skills n' Drills**, it's affiliates, and it's staff from liability and cost for any circumstances arising from providing emergency child first aid that is not due to gross negligence on the part of any staff member. I/We understand that I/we will be informed immediately and that I/we will receive a complete report regarding the incident.

Transportation & Medication at Clinic or Hospital Permission Form

I/We give permission for **Skills n' Drills and it's affiliates** to call an ambulance to transport my child to the nearest medical clinic or hospital for the treatment of and to receive medication for injury caused by accident or an incident or due to illness. I agree to release **Skills n' Drills**, it's affiliates and it's staff from liability and cost for any circumstance arising from the cost of transporting my child by ambulance. I/We understand that I/we will be immediately and that I/we will receive a complete report regarding the incident.

Activity Permission & Release Form

I/We give permission for to participate in and use all the gym equipment, as well as participate in all activities of the program and I agree to release **Skills n' Drills**, it's affiliates and it's staff from liability for any illness or accident occurring during this time which is not a result of gross negligence on their part.

Photo Use Consent

I/we give permission for photographs of our child to be taken and shared only through emailed newsletters to the parents within the program and other 'in house' use. Photos will not be used publicly (ie. Social media) unless individual permission is first obtained.