



**Athletic Association  
West  
Constitution  
2018-19**

## Mission Statement

### ATHLETIC ASSOCIATION - WEST

**Our Athletic Association embraces its responsibility for the development of confidence, game skills and fitness of students at a higher level of competitiveness. We strive to reflect Christian values and attitudes by providing opportunities for developing sportsmanship, co-operation and fair play among teammates, opponents, coaches and officials.**

**Association For 2005 - 2006**

<b>Position</b>	<b>Members</b>
<b>Past chair</b>	<b>James Durkin (Filling in For Sarah Malone)</b>
<b>Chair</b>	<b>Casey Wells (Interim 2017-18)</b>
<b>Members</b>	<b>1- Jim Gauthier (2017/18-2018/19)</b> <b>2- Nicholas D'Amico (2018/19-2019/20)</b> <b>3- David Mayer (2017/18-2018/19)</b> <b>4- Elizabeth McGarvey (2018/19)</b> <b>5- Derek Cox (2017/18-2019/20)</b>
<b>Principal Rep.</b>	<b>Brad Reitzel (Sacred Heart, Batawa)</b>

**School Sports Rep. - West "A"**

**Schools**

St Mary's, Trenton  
 St. Michael's, Belleville  
 St. Peter's, Trenton  
 St. Joseph's, Belleville  
 Georges Vanier, Belleville  
 St. Gregory's, Picton

**School Sports Rep. – West "B" schools**

**Our Lady of Fatima**  
**Holy Rosary**  
**Sacred Heart, Batawa**  
**St. Mary's, Read**  
**Holy Name of Mary**  
**St. Gregory's**  
**Sacred Heart, Marmora**  
**St. Carthagh's**  
**Our Lady of Mercy**

# Athletic Association Constitution

## 1.0 Executive Structure and Composition

Position	Length of Term
Past Chair	Until current chair steps down
Chair	3 yrs optional 4th
Members (5)	4 yrs staggered terms
Principal Rep	Determined by principal's assoc.
School Sports Rep. (all Elementary)	Name forwarded each year by principal

### Selection Guidelines/Criteria For Association Positions

#### Chair

##### **In order to be chair:**

- A candidate must have at least one year of experience on the Athletic Association Executive as a member
- Voting for the position of chair is done by the members of the Athletic Association Executive
- If no Athletic Association member wishes to apply for the chair position the Association Executive may ask for open applications.
- Applications will be considered and then voted upon by remaining Executive Members
- Principal Rep will vote, however vote will count only in the event of a tie break. Principal rep will be responsible for counting the vote.

#### Members

##### **In order to become a member of the Athletic Association West members must meet the following requirements:**

- Have served as a school sports rep and/or convenor of a tournament.
- Have involvement in coaching of various sports at the school level.
- Ideally both male/female representation in members will expected.
- Ideally the Executive will consist of representation from both A & B schools.
- Applicants from the same school may not be granted standing on the Executive in the interest of providing fair representation of both school groups.
- Selection of new members will be voted on by the Athletic Association Reps at the Annual AGM.
- Applicants from the same school may not be granted standing on the Executive, at the discretion of the Executive, in the interest of providing fair representation of both school groups.
- Candidates wishing to run for a position will be granted an opportunity to address the Association prior to the vote being conducted.

### **Principal Rep**

-Decided upon by the principals.

### **School Sports Rep.**

- Principal shall make a request at the beginning of each year to staff and then forward name of School Sports Rep. to Association Chair, prior to September 15<sup>th</sup>.

## **2.0 Outline of Duties**

### **Duties of Chair**

- To call and preside over all association meetings and be free to call a special meeting whenever required.
- To look after the files and oversee the website of the Athletic Association - West. Either do this themselves, or delegate the responsibility to a member and ensure it is happening.
- To ensure that the various tasks of the Association are assigned and carried out as directed.
- To oversee the organization and running of all athletic tournaments.
- To communicate with schools through the School Sports Rep./Principal Rep. where necessary.
- Forward a copy of finalized yearly tournament schedule to Superintendent supervising Athletics.
- In conjunction with committee, develop a tentative budget for the season.
- Ensure that all receipts are gathered, necessary payments made and finances accounted for.
- Compile a final report/summary of the year prior to the AGM for distribution at the AGM

### **Duties of Past Chair**

- To assist the new chair with the transition to oversee the Association.
- To turn over files and related material to new chair.
- To attend meetings called by chair.
- To assist in the various tasks of the Association.
- In the absence of the Chair, fill in until such time that the Chair can resume their responsibilities. (In the event that the Chair experiences an absence/leave, He / She shall be entitled to another year on their term to make up this time.)

### **Duties of Association as a Body**

- To approve and enforce firmly and fairly the rules and guidelines of the Athletic Association - West.
- To render decisions, in consultation with the Superintendent of School Effectiveness, regarding inappropriate conduct of any teacher, coach, player, official, parent or spectator.

- To oversee the Responsibilities of the Association.
- Organize School Sports Reps

### **Duties of Body continued...**

- Arrange registration for each tournament and set schedules.
- Book facilities
- Arrange Convenors for tournaments.
- Set rules for tournaments.
- Book officials.
- Book food services.
- Order medallions/ribbons/banners

### **Duties of Members**

- To attend meetings called by chair.
- To assist in the various tasks of the Association as delegated/discussed by chair and committee
- To take on responsibility for one of the portfolio's associated with the Athletic Association West (ex. Scheduling, website, referees, etc...)

### **Duties of Principal Rep.**

- To communicate information between the Athletic Association and the Principals Association as directed by either group.
- To provide input or suggestions as directed by Principals.
- To help gain support of Principals which is vital to the function of the Athletic Association.
- To act as a liaison between Superintendent with Elementary Sports Portfolio; Principal working with Athletics East and co-terminus School Boards where necessary
- Assist with Budgetary Approval's
- Support decisions around discipline where necessary.

### **Duties of School Sports Rep.**

- Attend any **Rep's. Meetings and Annual AGM** (If attendance is not possible, find an acceptable delegate to replace, including the school Principal if necessary)
- Present concerns and questions of your school or coaches to the Association.
- Download or copy and distribute information, schedules and rules to coaches.
- Collect and send in registration.
- Establish and oversee a system at your school for distributing and collecting athletic material.
- Vote on behalf of your school on any matters before the body. (membership votes, rule changes).

### **3.0 Association Meetings Format**

- Regular Meetings** throughout the year will be attended by the past chair, chair, the 5 members and Principal Rep
- School Sports reps will not attend **Regular Meetings** but they may forward any concerns to the chair to be presented at the **Regular Meetings**.

### **4.0 Changes in Tournament or Playing Rules**

- Any request is to be submitted in writing to the School Sports rep and/or the Principal rep and then forwarded to the chair. Any changes may be discussed /made at **the AGM** Final decisions will be the responsibility of the Athletic Association.
- If a School Sports Rep can not attend, but is available by SKYPE for the AGM (Bancroft/Whitney only), they will have the opportunity to make their case and vote on the proposals.

### **5.0 Changes in the Constitution**

- Changes to the constitution will only be made at the Annual General Meeting, and only provided that a notice of motion in writing shall have been received, through the School Sports Rep by June 15<sup>th</sup> of each School Year.
- Motions for changes in the constitution may be presented to the School Sports Rep by staff or Principals, however only the Rep or designate from that school may vote.
- The person who makes the motion for the change in the constitution must attend the Annual General meeting to field any questions regarding the motion.
- A two-thirds majority of those present (inclusive of executive, exclusive of Principal Rep) shall be necessary to change the Constitution.
- Voting will take place by show of hands and be counted.
- The Principal Rep will abstain from voting and act in an advisory role during discussions and voting procedures.

### **6.0 Voting Privileges**

- Each School Sports Rep attending will have one vote, with only one vote per school being counted.
- Executive membership does not count towards a school's allotment of votes.

## 7.0 Membership

- When a vacancy in membership of the Athletic Association is known to, the executive, for the upcoming year, a request for applications form will be sent out to schools by May 1<sup>st</sup>, and applications will be accepted up until May 31<sup>st</sup> of that year. Those interested must return the form by the due date.
- Applications should be forwarded to the attention of the Chair of the Athletic Association West
- The selection of a new member will be voted on by the Athletic Association Sports Reps and Executive Members and the successful K-8 applicant will be notified by the Chair.
- A Member who's term has completed may put their name forward to return for another term via election.
- An Association member who is taking leave from teaching duties will also be considered on leave from his/her term with the Association. The Association will choose someone to fill this position and the remainder of the member's term will be fulfilled when they return to duties.

## 8.0 Rules Regarding Tournament Participation

- Each school may enter only one team in each tournament.
- A senior student may not participate in a junior tournament, but a junior student may participate in a senior tournament.
- Boys may not participate on girl's teams (unless it is coed designated).
- Girls may play on boys' teams if there are not enough girls to enter a girls team.
- For all tournaments, players should wear matching school sweaters or matching pinnies.
- Tournaments will start at 9:30am, and finish at 2:30pm. All teams must be respectful of this start and end time, and Principal's must make accommodations to ensure their team is present during this time frame. Late start schools must make arrangements to have students come to school early; early start schools must make arrangements to have students stay later.**
- Schedules will not be adjusted for teams who come late, or have to leave early. Teams who do not complete their games because of forfeit, will be ineligible to play in the Championship night.**

## Attachments

- Code of Conduct
- Responsibilities of Association
- Tournament Rationale
- Expectation of Coaches
- Convenor's Manual



**Responsibilities  
of  
Athletic  
Association - West**

## Outline of Responsibilities for Association Tasks

### 1- Organize School Sports Reps Would like to see us divide into proper roles– Member overseeing booking; scheduling; website/communication; convenors/rules

- Contact each school principal in September and have them select a School Sports Rep. and then forward the name to the Association chair.
- Prepare a list of School Sports reps. And send out or post on web site.
- Provide an updated School Sports Rep list to Athletic Association Executive in September of each year.

### 2- Registration and Schedules

- Meet in June with high school contact and any other necessary contacts to coordinate and finalize dates for next years tournaments. Reconfirm these dates in September
- Be sure to cross check dates with **Board Yearly Calendar** before setting and finalizing.
  - Using the agreed upon registration format to gather the names of participating teams for each sport.
- Have person overseeing scheduling for each sport meet with all convenors of that sport and set up schedules, review tie breaking procedures and discuss relevant information.

### 3- Booking Facilities

- Contact and arrange facilities for each sport
  - Quinte West- Grade 3/4 soccer
  - X-Country- Zwick's Park, Belleville
  - Track and Field, Mary Ann Sills Park, Belleville
  - Junior and Senior Soccer- Thurlow Township
  - Elementary & High
  - Trenton Schools "A Volleyball"; Belleville High Schools "B" Volleyball
  - Trenton Schools "A" Basketball; Belleville High Schools "B" Basketball
- Reconfirm these 4 weeks prior to tournament and let convenor know all is set.

### 4- Arranging Tournament Convenors

- Determine tournaments that need convenors and send out a request for convenors form to all School Sports Reps to be pass around to staff.
- Collect forms and place convenors.
- Contact convenors and confirm their selection.
- Send out list of convenors or post on web site.

**5- Approve Rules For Tournaments**

- Approve rules for yearly tournaments.
- Any rule changes will follow constitutional guidelines.

**6- Booking Officials and Scorekeepers**

- Contact high schools or elementary schools to arrange for officials and scorekeepers for each tournament. This should be done 4 -5 weeks prior to each tournament or at some other suit time.
- Scorekeepers and officials may come from elementary schools depending on the level and type of tournament.
- Inform convenor that all is set for tournament.

**7- Arrange Food Services**

( One or a combination of the following options may be used )

- Book Papa's pizza Contact person \_\_\_\_\_ phone # \_\_\_\_\_ -  
Arrange for canteen by hosting school/facility.
- Use high school cafeteria.
- **Inform schools** to bring own lunch if unable to arrange a food service.

**8- Order Medallions / Ribbons**

- Prepare a list of the number of medallion or ribbon needed for each sport and how the should be engraved or printed
- Assign ordering responsibility to someone
- Provide the person ordering with ordering information

Person Ordering : \_\_\_\_\_ Phone # \_\_\_\_\_

- Ordering can be done at start of year or 3 weeks prior to each tournament.
- Distribute medallions or ribbon to convenors for that sport 1 - 2 weeks prior to tournament.

**Algonquin & Lakeshore  
Athletic Association - West**

**Tournament Rationale**

- 1. School teams allow for the development of athletic skills far beyond classroom expectations. This could be considered an enrichment program for talented and deserving athletes.**
- 2. Tournaments provide a forum in which students who excel in athletics are able to compete at a higher level. Tournaments are not intended to be a replacement for intra-murals but an extension thereof. It is hoped that physical education curriculum and intramural programs are not neglected as a result of tournament preparation.**
- 3. Tournaments provide a setting for excellent social interaction for students from all areas of the board. Promotes rapport.**
- 4. Good athletes of each school are better able to compare and appreciate their own skills and the skills of others**
- 5. Students learn that a winning attitude, coupled with fair play and sportsmanlike manner (win or lose ) is socially acceptable and desirable. It is not win at all cost, but development of fair play.**
- 6. Participation in tournaments promotes continued interest in athletics in future years ( both competitive and non-competitive ).**
- 7. Some school teams will become ambassadors of their school and the board by participating in tournaments hosted by our board and other boards.**
- 8. Coaches are able to instill self-discipline in a non-academic setting by insisting on good team play, proper conduct on and off the court and a respect for rules and the decisions of the officials.**
- 9. School teams foster school spirit. Athletes take pride in making the team and representing the school.**



**Athletic Association  
West**

**Convenor's Manual**

## Convening a Tournament Checklist

### Responsibilities of Athletic Association

Arrange registration for each tournament and set schedules (tournament dates)  
Book facilities  
Arrange convenors for tournaments  
Set rules for tournaments  
Book officials and scorekeepers  
Book food services if needed  
Order medallions

### Responsibilities of Convenor

## Prior To Tournament

### A) Registration

Send out and collect registrations, done on web site

### B) Schedules

Meet with scheduling committee to set up tournament schedule  
( this gets posted on the web site by Chairperson)

### C) Material Preparation

Prepare Material for tournament day  
( this will vary depending on the type of tournament and the level )

- make large copy of record sheet (bristle board) for each pool and for preliminary and play-off rounds
- make some extra copies of schedules and rules ( refs-scorekeepers-coaches )
- gather needed materials or ensure that they can be got on site
- pens, markers
- tape, garbage bags
- whistles, stop watches, score charts , electronic times
- tables, desks, benches and chairs for scorekeepers and teams

**D) Rechecking**

**Recheck the following prior to tournament**

- facilities
- food services
- officials and scorekeepers
- schedules
- transfer bus if being used
- medallion or ribbon orders

**\*\* These can be checked by contacting the person responsible for the bookings.**

**Day of Tournament**

**E) Cancellation of Tournament**

**Check weather conditions and confer with the Chairperson to determine if tournament needs to be cancelled.**

- make the necessary contacts as outlined on the cancellation procedure sheet if tournament is cancelled

**F) Bring the needed materials and set up each site**

- score table
- post schedules and rules
- benches for teams
- set up score charts and times ( electronic or table top )
- nets, pylons etc. as needed

**G) Organize refs and score keepers**

- have refs and score keepers sign-in on sheet and check out whistles  
refs their location ( be firm they are to follow your instructions not do the please or change your directions)
- explain the rules and remind refs to try to keep thing running on time
- explain the scorekeeping procedures and how to record results
- ask refs to speak to you about any difficulties with coaches or parents
- remind refs to sign out and check the whistles back in
- tell as

**\*\* If tournament is between more than one facility then arrange ahead of time for a helper at the other sites to organize the refs and score keepers ( this will probably be someone coaching at that site).**

H) **Beginning of Day**

- ensure teams check in as they arrive ( get student to help with this)
- make sure they 1st game gets going on time at your site ( remind other site helpers to do the same ) or rearrange schedule if required

**Throughout Day**

- collect and record results at each site ( this may be done by you, a helper or a score keeper)
- monitor they games and refs ( may want to put stronger refs on "A" finals)
- deal with any situations that arise
- after preliminary round determine and post positions for playoffs ( use tie breaking procedure as needed)
- leave medallions at location of each championship game ( as helper to distribute if you are not at that site)
- be sure to get the final results of games and winners of each championship

**End of Day**

- be sure to get the final results of games and winners of each championship
- collect refs sign in sheet and whistles
- gather materials you brought and clean up the facility

I) **Post Tournament**

- prepare a list of winners and send to chairperson within 3 days
- make notes on any tournament problems or suggestions and forward to the chairperson

<b>Convenor's Manual Table of Contents</b>	
Convening A Tournament Checklist	1 - 3
Convenor's Outline Soccer	4
Convenor's Outline Basketball	5

Cancellation Procedure	6
School Sports Reps Sheet	7
Team Signup Checklist	8
Expectations of Coaches	9
Officials - Scorekeepers Guidelines Sheet	10
Officials - Scorekeepers Check In Sheet	11
Team List Sheet	12
Soccer Scorecard	13
Volleyball Score sheet	14
Individual Team Record Sheet	15

**Athletic Association - West**

**Expectations of Coaches at Tournaments**

- Report in to score table or convenor upon arrival.

- Ensure that team is ready to play all scheduled games on time.
- Hand in team lists or make scratches as needed.
- Ensure that team members behave in an appropriate and respectful manner.
- Make sure that team is properly supervised.
- Ensure that the area that your team uses is clean when your team moves location or leaves for the day.
- Refs and score keepers are student volunteers treat them with respect Remind players to do the same.
- Any concerns regarding refs or score keepers should be brought to the convenor's attention as they occur.

# **Code of Conduct to be**

**inserted here  
when received**