

CATHOLIC INDEPENDENT SCHOOLS OF VANCOUVER ARCHDIOCESE  
ELEMENTARY ATHLETIC COMMISSION (CISVAEAC)

August 2010

**MANDATE:**

In order to facilitate an inter-school sports program in the Catholic Elementary Schools of the Vancouver Archdiocese, the Catholic Independent Schools of Vancouver Archdiocese Administrators' Association (CISVAAA) in cooperation with the Superintendent's Office will establish an elementary athletic commission which will function under the authority of the Board of Directors of the CISVA.

*The Elementary Athletic Commission (EAC) will be comprised of the Superintendent (or designate) and three principals elected from the CISVAAA. Principals will be elected for a two year term; the first two years to be staggered in order to have one member elected one year and two the next year. Principals so elected may serve a maximum of three (3) terms as members of the EAC. Elections will take place at the May meeting of the CISVAAA and term appointments will run from July 1 through June 30. The EAC will appoint a nominating chairperson at its March meeting who will make arrangements for the May election. Nominations must be made to the nominating chairperson seven days prior to the May meeting at which time nominations are closed (3pm). Names of Nominees will be published within 24 hours after nominations close. Only administrators belonging to CISVAAA of the current school year may vote. Administrators unable to attend the May meeting may receive an electronic ballot that can be downloaded and returned by courier or other means to the nominating chairperson.*

The EAC will establish a philosophy of sport to be followed by CISVA elementary schools. The EAC will oversee all sanctioned sports and appoint a director for each sport who is a CISVA employee. *In consultation with the EAC, it is recommended that each director select a co-director who is also an employee of CISVA and can work with the director for the good of the sport and to insure an orderly succession.* The director may also choose to form a sub-committee of up to three members.

The EAC will select a chairperson at its first meeting of each school year.

Only the Board of Directors of the CISVA upon the recommendation of the CISVAAA may amend the mandate and/or appendixes herein attached. Such recommendations must be passed by a 2/3 majority of votes cast at a general meeting of the CISVAAA provided such proposed amendments be plainly stated in the agenda for the meeting at which they are to be considered.

**OBJECTIVES AND PURPOSE:**

The EAC will take steps to ensure that:

- All elementary school sports provide opportunities for physical, social and emotional development while remaining purposeful, supportive and fun.
- Sportsmanship is fostered amongst member schools.

- Desirable best practices as set down by the CISVA are followed.
- A well organized, age appropriate, and competently administered program of instruction and play is provided.

## **PHILOSOPHY OF ATHLETICS**

Athletics provide learning situations that are difficult to duplicate in a classroom setting. Students have the opportunity to learn about and practice self-discipline, teamwork, fair play, loyalty, tolerance, humility and other positive characteristics in an open, life-like environment. In the Catholic school setting these opportunities must be permeated with those Christian values that are the foundation of our school communities.

The physical and psychological talents given to each athlete are a gift from God. As such they must be developed and shared. Athletic programs should challenge both the individual athlete and the team to strive for excellence and develop their talents to the highest potential, just as the individual student and class are academically challenged to excellence according to their talents. The challenge should, however, always be in the form of positive reinforcement and affirmation, and never in the form of belittling or undue pressure. The challenge to excellence is in striving to master the skills of the game and should lead to a respect for others who are striving for the same goal.

The modeling of the Coach is a major factor if the athletic program is to be successful in inculcating the Christian values of the school. It is the coach that must teach by example: a respect for the rules of the game, a respect for officials and opponents, self control, self-discipline, patience with those less talented, a willingness to put others forward, a tendency to affirm others, and a willingness to put the good of the team *and individual players* ahead of a *coach's* personal glory.

The word *competitive* is sometimes misused to describe all that can be wrong with athletics. It is important that the word is used correctly, athletics are competitive. It is not the competitive nature of sports and keeping score that creates problems. Problems are caused by some of the means that are used to achieve success. Striving to be the best within the letter and spirit of the rules and within the letter and spirit of the philosophy of the school will help students learn important lessons about life. However, when the need to win supersedes the rules and the good of individual student-athletes, more harm than good is done and it would be better not to participate.

Athletics at the elementary level should encourage participation. All students who are willing to meet the requirements of the team should be given the opportunity to play. At this level giving each player some playing time should be a higher goal than out scoring an opponent.

Competition creates the opportunity for students to learn about themselves and others. Integrity insures that what they learn make them better members of the Christian community. Only people with integrity should be allowed to coach in our athletic programs.

## **DUTIES OF THE ELEMENTARY ATHLETIC COMMISSION:**

1. To provide guiding principles common to all sanctioned athletic competitions.
2. To approve rules and to establish regulations for the current school year.
3. To have the director of each sport give a written report of proposed changes to rules and regulations to the EAC. *All proposed changes will be given to the CISVAAA members seven days prior to a meeting. This will then be presented, discussed and voted on at a CISVAAA meeting. Proposed changes must be approved the season prior to implementation*
4. To provide guidance or directives to the directors as deemed necessary.
5. To determine the sports appropriate for the elementary schools, the season of play and the regulations for sanctioned sports.
6. To approve the format of competition and league/tournament play for each sport and applicable awards.
7. To establish a budget *in accordance with acceptable accounting practices and in conformity with CISVA audit requirements. To require each director to submit a budget in accordance with CISVA audit requirements. To establish in consultation with the director a deadline for proposed budget for the sport.* To establish and collect annual fees in accordance with the budget. To establish duties of clerical personnel hired by the EAC.
8. *To resolve disputes presented to the EAC and to hear appeals and rule on them within the spirit of competition and fair play.*

## **APPENDIX 1: POLICIES**

### **1. Administration**

The Catholic school principal must insure that the school's sports programs are consistent with the philosophy of his/her school and the CISVAEAC Philosophy of Sport. It is imperative that the sports' programs complement the "Character and Mission of Catholic Schools".

The principal is responsible for communicating these philosophies to coaches, parents and students.

Due to the teaching aspect of sports in regard to planning, preparation, practice and evaluation, the principal must ensure that coaches are developing, monitoring and implementing long and short range goals within the sports' program.

The principal must monitor and evaluate the sports' program as he/she would any other area of the curriculum.

It is only through the principal's commitment to the positive aspects of the sports' program that we can challenge our coaches, players and parents to grow in their commitment to our faith community. The principal, therefore, must:

1. Define policies regarding participation in a sports' program and procedures pertaining to participation by taking an active role in the development of these same policies.
2. Communicate to all participants expectations regarding the kinds of behaviour expected of them.
3. Communicate his/her expectations to parents and coaches as well as players.
4. Support and encourage those aspects of the sports' program that are aimed at deepening the players' understanding of Sportsmanship.
5. Ensure that an authorized representative of the school other than the coach is on hand to supervise all competitors and all spectators at all times in the home field/court.
6. Ensure that every school team is coached or supervised by a *competent* staff member *approved by the Principal*. During competition, every school team must be accompanied by a teacher-coach or the teacher supervisor or a *competent staff member approved by the Principal*. *The teacher supervisor/competent staff member is to be present on the team bench during the game and must be supervising the team at all times.*
7. Ensure that when unfavourable conditions require postponement of a contest the team concerned will notify the other team as soon as possible. Other than acts of God, a coach may reschedule a game once without defaulting.
8. Ensure that all competitors are covered by an accident insurance policy. (refer to Education Committee Policy Reference book).
9. Ensure that the loss of instructional time due to competition in sports' programs will be kept to a minimum. (The principal must realize that due to circumstances beyond the control of athletic tournament organizers, some loss of instructional time may be necessary. (i.e. Track and Field).
10. Instruct the student body in its role as host and its responsibilities to opposing teams - polite and courteous behaviour.

## **2. Coach/Teacher Supervisor**

A coach/teacher/supervisor bears the greatest responsibility for the conduct of his/her players on and off the field/court of play.

The coach/teacher/supervisor's influence on players' attitudes and behaviour is

unequalled and extends to the student body and school community. It is essential that the coach subscribe to the value of sportsmanship and teach its principles through word and deed.

The coach/teacher supervisor must be aware that athletics is a part of Catholic education and as such must complement the "Character and Mission of the Catholic School".

The Coach/Teacher/Supervisor must:

1. Act in a manner consistent with Catholic faith values. He/she will treat his/her players and the opponents with respect.
2. Emphasize values of sportsmanship and fair play; he/she will inspire a love for the game.
3. Emphasize the need to conform to the spirit as well as the letter of the rules.
4. Teach his/her players their responsibilities concerning items 1, 2 and 3.
5. Actively supervise the players traveling to and from the game, on and off the field/court of play.
6. Take appropriate disciplinary measures when players display unwillingness to live up to their responsibilities.
7. Report to his/her principal any breach of desirable practices on the part of the students, coaches and/or spectators.
8. Be a host to visiting teams; they are guests and should be welcomed.
9. Provide for social interaction between coaches and players before and/or after contests. Competition is emphasized only on the field/court.
10. Provide competent official(s) who have displayed an ability to deal fairly with all aspects of competition, which have complete knowledge of the rules, and be sure they are aware of their responsibilities as stated in Appendix 1 No. 5.
11. Respect the official's judgment and interpretation of the rules. Seek clarification at appropriate moments in the contest or following the game. Remember public protests only lead to similar behaviour from players and spectators.
12. Publicly shake hands with the officials and opposing coach before and/or after a game.
13. Realize that *it* is imperative that the school endeavour to honour all commitments.
14. Ensure that the loss of instructional time is kept to a minimum.
15. Ensure that when unfavourable conditions require postponement of a contest, the team concerned will notify the other team as soon as possible.

### **3. Players**

Players are expected to follow the lead of their coaches and to act in a manner that is consistent with the highest principles of sportsmanship and our own Catholic faith values.

Players must come to know school sports as an integral part of their education but not view sports as the main focus of school. Sports are not to be used as an excuse for

poor academic performance. Rather it is expected that the athlete will use the lessons of commitment to challenge striving and learning in the classroom as well as on the field of play.

The role of the player in elementary school sports is as a student first and a player second. The goal is to become a student-athlete.

The player must:

1. Show respect and appreciation for a coach's time and effort.
2. Treat opponents with respect.
3. Shake hands with opponents before and/or after a game and wish them well.
4. Exercise self-control at all times; the player must abide by decisions made by coaches and officials at all times.
5. Respect the official's interpretation of rules and regulations.
6. Realize that only team captains should seek clarification from officials regarding infractions.
7. Accept both victory and defeat graciously.
8. Congratulate opponents in a sincere manner following a contest.
9. Accept seriously the responsibility of representing the school, realizing that it is a privilege not a right!

#### **4. Spectators**

Spectators include everyone watching a game.

Believing that sportsmanship is a by product of a spirit of tolerance and goodwill and the centering of attention on the good qualities of all involved, and ...

Believing that conduct is an important part in the school athletic program, a spectator must act in accordance with these policies.

**A spectator at a CISVA athletic event must:**

1. Exhibit exemplary behaviour at all times.
2. Maintain and exhibit poise, self-discipline, and restraint during and after the contest.
3. Conduct himself/herself in such a manner that attention is drawn not to himself, but to the participants playing the game.
4. Regulate actions at all times so as to be a credit to the team he supports, knowing the school receives the praise or blame for spectator conduct, since the spectator represents the school in much the same manner as the athlete.
5. Support all reasonable moves to improve good sportsmanship.
6. Treat the visiting teams and spectators with respect.
7. Avoid actions which will offend any individual athlete.
8. Accept the judgment of the coach.
9. Respect the property of the school.
10. Display good sportsmanship by acting graciously in victory and defeat.

11. Appreciate the good play of both teams.
12. Show sympathy for an injured player.
13. Regard the officials with respect.
14. Direct energy to encouraging the team rather than belittling the officials.
15. Believe that the officials are fair and accept their decisions as final.
16. Consider it a privilege and duty to encourage everyone to live up to the spirit of the rules of fair play and sportsmanship.
17. Realize that privileges are invariably associated with great responsibilities and those who are spectators have great responsibilities.

## 5. Officials

Competent officials are essential for a smooth functioning and fair contest. They will determine to a great extent the behavior of the spectators.

A competent official will:

1. Place the welfare of the players above all other considerations.
2. Accept his position in an unassuming manner. Theatrics and over-officiating is never acceptable.
3. Know the rules thoroughly and give informed interpretations to the players and coaches whenever acceptable.
4. Maintain confidence and poise, controlling the game from start to finish. Attending to spectator's comments detracts from an official's efficiency.
5. Publicly shake hands with the coaches of both teams before the contest.
6. Work cooperatively with fellow officials, scorers and timers for an efficient contest.
7. Never attempt to "even-up" or compensate for previous mistakes.
8. Never exhibit emotions or argue with a player or coach when enforcing the rules.
9. Move swiftly and decisively when reacting to a violation and be explicit in communicating the nature of the foul.

## APPENDIX 2: SPORTS APPROVED BY THE COMMISSION

1. Any sport that involves inter-Catholic school competition must be approved/sanctioned by the EAC. The EAC will approve inter-school competition, organize league play as indicated below and facilitate final tournament/meet/championships in the following sports:

Sport	Season of Play	Type of League	League Dates
Volleyball*	Sept- Nov.	div/zone tournaments Finals' tournament	Sept - Nov
Soccer*	Sept-Nov.	div/zone tournaments	Sept-Nov. (boys) April (girls)

		Finals' tournament	
Basketball *	Jan -March	league games Div by geography System playoffs Final tournament	Jan - March
Cross-country	October	zone/system meet	October
Badminton	March - April	zone play downs Final tournaments	March - April
Track & Field	April- June	final system meet	June

\* indicates league play

2. An overall schedule for the coming year should be completed by the newly elected commission and sent to all schools by June 15 so that schools can plan their year.

3. The Commission will ascertain through entry forms the number of teams/ participants each school will provide in any league so that leagues/tournaments etc. can be organized and scheduled well in advance.

4. To receive approval for a sport not on the list, two or more schools must submit in writing to the Commission, the proposed rules and regulations for the sport and potential names for a director.

5. Age - Eligibility (eligibility for all sports with the exception of Track and Field and Cross Country.)

Senior - 13 years and under as of December 31 of the current school year.

Junior - 11 years and under as of December 31 of the current school year.

Juvenile - 10 years and under as of December 31 of the current school year.

**TEAM SPORTS - STUDENTS WHO ARE OVER AGE BY ONE YEAR MAY PLAY EITHER WITH THEIR GRADE OR THE GRADE ABOVE. THEY MAY NOT PLAY AT BOTH LEVELS (CISVAAA, Dec. 9, 1993).**

(See Track and Field and Cross Country rules and regulations for age levels.)

6. Playoff structure will be set by the sport director in agreement with the EAC before the start of each season of league play.

home - gym/field advantage will be granted to the team finishing higher in the league standing.

Where two teams finish in equal positions teams may play in neutral location, or decide home by a coin toss.

### APPENDIX 3: BUDGET AND CLERICAL

1. A financial statement will be prepared by the EAC and circulated at the February meeting of the Administrators' Association. The budget for the coming year will be determined by the EAC and presented for a vote to the Administrators' Association. *The EAC budget must comply with CISVA audit requirements.*
2. Budget categories will be:
  - clerical remuneration
  - office expenses
  - awards
  - miscellaneous expenses
3. Schools will be charged an annual **per capita** entry fee based on the Kindergarten through 7 student enrollment in participating schools. Schools will also pay team registration for each sport leading to tournament/meet/championship finals in which they participate.
4. Signing officers for the Commission will be the Archbishop's Representative and one of two other commissioners who are available and who have signing authority.
5. Duties of the Clerical Assistant to EAC
  - To provide clerical support services to the EAC as follows:
    - xi. To set-up and organize an area to be used for the office.
    - xii. To secure telephone services, open bank account and obtain necessary equipment and supplies to maintain the office.
    - xiii. To set-up and maintain a bookkeeping system suitable for administering the budget.
    - xiv. To collect accounts receivable and pay invoices,
    - xv. To establish and maintain filing/record system which keeps track of correspondence, schedules, disputes, arrears, standings and so on.
  - The clerical assistant will be hired to alleviate the clerical and organizational burden of the directors. The director will, as outlined under

his/her responsibilities, make the decision required to organize the sports and instruct the clerical assistant to:

1. Prepare printed schedules for league play and play-offs.
2. Distribute information (schedules, guidelines, notices of meetings, appropriate league score sheets) to each school or team,
  - i. Type minutes of important sports meeting and distribute to the appropriate people.
  - ii. Keep track of league standings and inform appropriate teams of playoff opponents.
  - iii. Telephone for gym/field, where official tournaments/league games/meets take place.
  - iv. Type scheduled playoffs and phone for referees/officials/gym./field and inform participating schools.
  - v. Complete paperwork relating to final games, tournaments or meets.
  - vi. Contact schools that won perpetual trophies and awards from previous year.
  - vii. Order medals, participation ribbons, certificates or any other necessary award and make sure they are ready for presentation.
  - viii. When requested work at score table at Track Meet.
  - ix. Assist in organizing referees' clinics, coaches' clinics, and clinics for teachers helping with time-keeping and score-keeping.

#### **APPENDIX 4: PROCEDURES FOR DISPUTES**

1. All complaints must first be made to the coach and principal.
2. All unresolved complaints regarding infractions of rules and/or regulations of the CISVA EAC and disputes concerning referee decisions **must be submitted by the Principal in writing to the director of the sport** with a copy to the

- principal(s) of the other school(s) involved. (see Appendix 1 – Conflict of Interest Issues)
3. If serious abusive behaviour or serious breach of ethics occurs the complaint must be submitted in writing by the principal to the director and the other principal(s) of the school(s) involved within 2 working days. If circumstances make it impossible to hand deliver the letter within two working days, a phone call to the director will be considered acceptable pending receipt of letter. The director would then consult and advise the EAC who will decide upon forfeiture of game and advise the school involved through a letter of reprimand.
  4. The EAC shall have the power by a vote of 75% of those present to expel or suspend any school whose conduct after one warning has again been determined by the EAC to be improper, unbecoming or likely to endanger the interest or reputation of the CISVA or who willfully commits a breach of the policies or regulations as set out in the appendices of the CISVA EAC. No school shall be expelled or suspended without being notified of the charge or complaint against them or without first being given the opportunity to be heard by the EAC at a special meeting called for that purpose.

### ***Conflict of Interest Issues***

*If a dispute occurs wherein a member of the EAC is involved either as a complainant or a defendant in a complaint or that involves the member's school and any of the school's personnel either as complainant or defendant in a complaint, the EAC member shall remove himself or herself from the EAC upon receipt of the complaint and until the matter is adjudicated. The member will be permitted to carry on other duties as a member of the EAC that have no relationship to the complaint.*

*The member who has removed himself/herself from the EAC will be replaced by an independent administrator from a high school. This administrator will be appointed by the Superintendent's representative on the EAC. The appointed high school administrator along with the remaining EAC members will adjudicate the complaint(s). When a decision is reached and reported to all concerned the high school administrator will stand down from the EAC.*

*If a complaint is filed against a director the principal of the school involved with the complaint must submit in writing to the EAC the nature of the complaint and provide a copy to the director. The EAC will then adjudicate the complaint and provide a decision. If an EAC member is also a director and is involved in a complaint the member will remove himself/herself from the proceedings (see above paragraphs).*

### **APPENDIX 5:           ROLE OF THE SPORT DIRECTOR**

1.       The director of each sport will plan and chair the general meeting for that sport to which all coaches and principals will be invited. Rules for each sport will be given and any new regulations will be explained. Schedules will also be given at this time, when possible, or at least two weeks prior to the start of the season.

2. The director will act as a resource/liaison person for coaches, and when his/her schedule does not permit, he/she will find other coaches who are willing to help new coaches as resources/liaisons.
3. The director will oversee the following:
  - a) Setting up of schedules of teams in games/tournaments format using guidelines set out by the Commission for divisions and geographic zones.
  - b) Distributing of information (schedules, guidelines, notices of meetings, appropriate league score sheets to each school or team.)
  - c) Taking of minutes of important sports meetings and distributing to appropriate people.
  - d) Keeping track of league standings and informing appropriate teams of playoff opponents.
  - e) Arranging for gym/field where official tournaments, league games/meets take place.
  - f) Scheduling playoffs and arranging for referees/officials, gym/field and informing participating schools.
  - g) Ensuring that paperwork is completed in preparation for final games, tournaments or meets.
  - h) Contacting schools who won perpetual trophies and awards the previous year and ensuring that these awards are available at the finals or meets for presentation to the new winners.
  - i) Ordering medals, participation ribbons, certificates or any other necessary award and making sure they are ready for presentation.
  - j) Arranging for qualified neutral referees/officials to officiate at semi-final and final games of all league sports.
  - k) Ensuring that there are persons present to help award trophies and participation ribbons at finals.
4. Organizing referee clinics, coaches clinics and clinics for teachers helping with time-keeping and score-keeping.
  - 4a The director will receive in writing and act on complaints regarding infraction of rules and/or regulations of the CISVAEAC and disputes concerning referee decisions.
  - 4b If the director receives more than one written complaint on the competency of an official, he/she will be obliged to review the competency of that official.
  - 4c In the case of serious abusive behaviour or serious breach of ethics, the director will ensure that the written complaint be submitted to the commission.

5. The director of each sport will either award the winners at the finals or will arrange for this to be done.

6. Any changes or suggestions to be made for the coming year to rules or regulations would be compiled by the director and made in writing at the end of the season. The commission will discuss these recommendations and follow the appropriate procedure for amending any changes it deems appropriate at the next Administrators' Association meeting.

*7. The director will send out an evaluation to all participating schools within two weeks after the completion of the season.*