



ATHLETIC DIRECTOR'S



HANDBOOK

Updated: March 6, 2019

We strongly encourage all new Athletic Directors to contact the Extra-Curricular Commissioner as often as needed. It is part of the Extra-Curricular Commissioner role to mentor Athletic Directors.

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1.0 PSSD Athletic Philosophy and Objectives

The Education Act, 1995 in section 179 states that “a Board of Education or a Conseil Scolaire may authorize the organization of cultural and athletic activities, youth travel, outdoor education and similar activities as features of the educational program of schools”. Therefore, the Division supports the belief that a total educational program involves curricular activities during regular school hours, and also extra-curricular activities that provide opportunity for participation by all students and staff.

The athletic programs offered in our schools are an extension of the classroom.

The goals and objectives of Prairie Spirit School Division athletic programs shall be in harmony with the constitution and bylaws set forth by the Saskatchewan High School Athletic Association (SHSAA) and with the goals of education set forth by the Saskatchewan Ministry of Education.

2.0 Extra-Curricular Athletic Policy

Every school within PSSD should have an Extra-Curricular Athletic Policy. You, as the Athletic Director, may be made responsible for the development of such a policy by your Principal. It should be developed with input from all shareholders, and then reviewed and updated yearly. It should be shared with, and known by, in-school administration, coaches, and all shareholders from parents to student-athletes. Below is an outline which could be used to develop a personalized policy for your school. Ultimately, it is important that the final edition clearly reflects the beliefs and values of YOUR school and those outlined in the Prairie Spirit School Division Policy 423: Extra-Curricular Activities.

2.1 Mission Statement

This is your school’s educational mission statement expanded to clearly state the purpose of the extra- curricular program within the school setting.

2.2 Policy Objectives

This topic should state why the time is being taken to put this policy in place and what purpose the policy would generally have. The inclusion of a statement regarding the importance of using common sense and sound educational principles, as much as these policies, should be considered.

2.3 Philosophy

These statements address the premises upon which the program is based. They should be comments that are core to your athletic program. Examples might be the following: value of extra-curricular athletics, focus on the individual, participation as a privilege, importance of positive values and fair play.

2.4 Objectives of the Extra-Curricular Program

These statements could be prefaced with the words ‘To help students’ as that is the goal of this policy. They should be specific as to how your program will develop your student-athletes.

2.5 Policies and Procedures

- 1 - Program Offerings
- 2 – Team Selection
- 3 – Participation
- 4 – Playing Time
- 5 – Uniforms
- 6 – Fees
- 7 – Forms
- 8 – Transportation
- 9 – Expectations of Shareholders – student-athletes, coaches, staff supervisors, parents
- 10 – Other – overall program vision, academic expectations, teams leaving early, practice and games on weather days, discipline crossing over seasons.

3.0 SHSAA Code of Ethics

CODE OF ETHICS

CODE OF ETHICS FOR PLAYERS

THE SCHOOL REQUIRES THE ATHLETES TO:

- *Conduct themselves at all times with honor and dignity.*
- *Treat visiting teams, spectators, and officials as honored guests*
- *Faithfully complete school work as practical evidence of their loyalty to school and team.*
- *Show that it is privilege to represent their schools.*
- *Remember that there is no place in school athletics before, during or after competition for the use of drugs, tobacco or alcohol of any kind.*

THE GAME REQUIRES THE ATHLETES TO

- *Maintain a high degree of physical fitness*
- *Be fair at all times, no matter what the cost.*
- *Believe in the honesty and integrity of opponents and officials.*
- *Play the game for the game's sake.*
- *Accept gracefully and without question the decision of the official.*

SPORTSMANSHIP DEMANDS THAT ATHLETES

- *Recognize and applaud honestly and whole-heartedly the efforts of their teams or opponents, regardless of color, creed or race.*
- *Give opponents full credit when they win and learn to correct their own faults through failures.*
- *Play hard and to the limit of their abilities regardless of discouragement. True athletes do not give up, nor do they quarrel, cheat, bet, or show off.*
- *Accept both victory and defeat with pride and compassion, being never boastful nor bitter.*

CODE OF ETHICS FOR COACHES

THE SCHOOL EXPECTS THE COACHES TO

- *Be an integral part of the school system and its educational contribution.*
- *Remember that the athletic area is a classroom with moral and education obligations required at all times*
- *Insist upon high scholarship and enforcement of all rules of eligibility.*

THE ATHLETES EXPECT THE COACH TO

- *Maintain a genuine and up-to-date knowledge of that which he/she proposes to teach.*
- *Maintain fair, unprejudiced relationships with all squad members.*
- *Pay careful attention to the physical condition of the players.*
- *Inspire a love of the game and desire to compete fairly.*

SPORTSMANSHIP DEMANDS THAT COACHES

- *Take a strong stand against profanity, unfair play and unsportsmanlike behavior of their teams.*
- *Maintain self-control at all times, accepting decisions of officials without outward appearance of vexation.*
- *Teach athletes to win by use of legitimate means only.*
- *Believe in the honesty and integrity of opponents and officials.*
- *Teach that to win is always desirable, but to win at any cost defeats the purpose of the game.*

CODE OF ETHICS FOR OFFICIALS

THE CONTEST EXPECTS THE OFFICIAL TO

- *Maintain a professional relationship toward the event, the players, the coaches, and spectators.*
- *Be thorough in his/her preparation.*
- *Be on time for duty and appear in appropriate uniform*
- *Be rested and alert.*

THE RULES EXPECT THE OFFICIAL TO

- *Adhere to right decisions despite disapproval of spectators, coaches, and players.*
- *Control his/her temper at all times in dealing with players, coaches and crowds.*
- *Respect and aid companion officials in making decisions.*
- *Make interpretations and announcements to clear to both teams.*

SPORTSMANSHIP DEMANDS THAT OFFICIALS

- *Maintain a pleasant, impartial attitude toward all players and coaches.*
- *Know and enforce SHSAA rules and regulations.*
- *Carry out their duties so as not to distract from the players or the game.*
- *Discourage any acts of poor sportsmanship.*

(2013. Saskatchewan High School Athletics Association Policies. Saskatchewan High School Athletic Association. Retrieved from

http://assets.ngin.com/attachments/document/0044/3003/POLICIES_2013_1_.pdf)

4.0 Athletic Program Roles and Responsibilities

The roles and responsibilities of the various individuals responsible for the athletic programs of Prairie Spirit School Division Schools include, but are not limited to or restricted by the following:

4.1 Athletic Director (AD)

- To oversee, in collaboration with the school-based administration, the athletic programs of the school to ensure that the philosophies and policies of the Saskatchewan High School Athletics Association (SHSAA), Central Valley Athletic Conference (CVAC), Prairie Spirit School Division (PSSD), and the school are observed and practiced by all teams, coaches, athletes and other individuals involved in the athletic program. The Athletic Director will also ensure that all individuals involved are aware of such guidelines.
- To assist school-based administrator(s) by ensuring that all teams are provided with appropriate, qualified, and trustworthy individuals to coach/facilitate each team. The athletic director is NOT expected to coach every team, but should help school-based administrators arrange coaches for each team.
- To work with school-based administration to obtain approval for community coaches at the school, division and provincial levels.
- To provide each coach/supervisor with the knowledge as to how to access the **constitution, bylaws, policies, and information** of the SHSAA and CVAC. These can be found at www.shsaa.ca and <https://portals.spiritsd.ca/cvac>. The Athletic Director should make sure all coaches have seen these websites and are able to access them. Having coaches go to the CVAC portal for information prior to contacting the Athletics commissioner for assistance is the best use of everyone's time.
- To support the in-school administrators in making coaches aware of PSSD [Policy 805 Severe Weather and Student Transportation](#) and [Policy 807 Transportation in Private Vehicles](#).
- To distribute new copies of the *SHSAA Handbook & Directory*. At the fall AD meeting, AD's should pick up one handbook for themselves, each high school coach, their administrator's, and their executive assistant.
- To provide the coach/supervisor with information in regard to areas such as rule changes, rules specific to the SHSAA, playoff dates and draws.
- To submit forms on behalf of the school to the SHSAA and CVAC, either electronically or by hard copy by the appropriate deadlines. A complete list of these forms can be found in this manual, the SHSAA Handbook or on the SHSAA website in the Forms section. NOTE: most SHSAA forms can be submitted electronically. The school's username and password are available from the school's principal and/or the SHSAA office.
- To attend CVAC Athletic Director meetings. These meetings will provide information necessary for the operation of the schools' athletic program during the year and will provide opportunities to offer feedback and direction to the CVAC executive.

- To continue to gather information in regards to Central Valley Activities throughout the year.
- To update official lists for each sporting activity and forward to the extra curricular coordinator and the sport specific referee-in-chief
- To organize and chair annual or seasonal coaches' meeting.
- To ensure coaches understand communication protocol: student athlete → coach →AD →Admin →Supt
- To assist coaches in completing CVAC and provincial activity reports after hosting a playoff.
- To update the school's coaching information on the CVAC portal as soon as possible after changes occur.
- To consult with staff and/or community and submit names of worthy candidates for CVAC and SHSAA awards.
- To educate coaches about expenses eligible for reimbursement and reimbursement levels, and to assist coaches submit claims for extra-curricular expenses to the division office.
- To inform coaches of coaching course requirements and options ie. SHSAA Symposium.
- To record coaches ID numbers from Respect In Sport and Concussion Courses, and submit the course tracking sheet to division office.
- To understand and follow the [SHSAA Transfer Policy](#) process.
- To assist in-school administration in coordinating school gym schedule amongst in-season coaches.
- To assist in-school administration and custodial staff in overseeing the use/storage of score clock equipment.
- To support in-school administration in monitoring of the school's uniform storage and ordering process.
- To ensure properly stocked First Aid kits are available for coaches.
- To order and maintain equipment needed to run the school's curricular and extra-curricular programs.
- To develop and maintain an accurate checklist of equipment and athletic items owned by the school.
- To annually complete an inventory check of equipment and athletic items in stock.

- To forward to the Division Communication Director any information and photos to be used in the production of The Score newsletter.

4.2 Coaches

- Review, and be knowledgeable about, the content of the PSSD Coaches' Handbook. It contains information specific to being a PSSD coach.
- To follow the guidelines of the SHSAA, CVAC, and Prairie Spirit School Division in relation to the facilitation of an athletic team.
- To provide the school's athletic director with the information necessary to register the team with the SHSAA. Some schools may have a coach register their team(s) with the SHSAA, but the athletic director is ultimately responsible for registrations being in on time.
- To insist on the values of academics for all athletes. They should be aware of their school's policies in regard to grade participation on teams. They should limit the loss of instructional time when planning the season.
- To inspire a love of the game for all participants.
- To maintain an up to date knowledge of the sport being coached to ensure the students are given every opportunity to succeed.
- To model behaviors deemed appropriate for student athletes. **See Code of Ethics in the SHSAA Handbook.**
- To develop a season plan that includes practices, games, tournaments, travel, officials and team fees, if applied. This information needs to be communicated to players and parents via a parent meeting or other method. This information should also be shared with the athletic director and school's administrative team.
- To ensure that the individual/team is a dedicated participant for section and district competition based on commitment to the sport.
- To make all team travel arrangements including the completion of all Prairie Spirit, and school documents (see checklist)
- To maintain and carry a current SHSAA Health Certificate/Parents' Permission form for each player at all times during the season. Some schools modify this form and will have it on file. Please check with your school's administrative team and/or athletic director.
- To complete [School Incident Report Form \(Marsh Canada\)](#) for injuries sustained while practicing or at competitions.
- To distribute and collect team uniforms according to the policies of your school.
- To actively promote the team through the school newsletter or local media.

- To send in seeding form to the school's Athletic Commissioner and/or the SHSAA.
- To complete the following at the end of the season if applicable: preparation of season end report for the athletic director; submission of individual points/awards to the school committee; record of information for next season re. schedules or tournaments that have been arranged.
- Coaches that wish to host SHSAA Provincial Championships should review [PSSD Administrative Policy 422 Hosting a Provincial Competition](#).

4.3 Community Coaches

- The Division understands that Community Coaches are integral to the school sport system and that they are necessary to ensure further athletic opportunities for students. When utilizing a community coach, in addition to the roles/responsibilities of the coach outlined above, the following guidelines shall also be followed.
- Current salaried and/or contracted employees of the Division should be given strong consideration before engaging a Community Coach. When authorizing Community Coaches, it is usually best to choose from those who are parents of students in the school and/or who have significant ties to the community (RCMP, nurse, clergy, etc.). Two Community Coaches working together is usually preferable to one.
- Community Coaches must complete the **Community Coach Application**, and for senior high school teams, the **SHSAA Declaration for Non-Faculty Coaches (Non-Teaching Staff) Form E-14** and submit copies to the Principal. This information will enable school administration to determine the qualifications and suitability of the prospective Community Coach to supervise and coach students. A **current Criminal Record Check** complete with a **Vulnerable Sector Search** must also be submitted with the application. A Community Coach will work with students only when the application process is completed and approved by the Superintendent responsible for Athletics.
- The Principal and/or Athletic Director will check at least two references for each Community Coach candidate. Reference checks shall include questions about previous conduct, suspensions or probationary penalties served; technical skill and ability; age group and gender previously coached; and the degree of commitment and interest of the prospective Community Coach. It is strongly recommended that the Community Coach has completed a minimum of the National Coach Certification Program Introduction to Competition Part A & B, or have significant documented coaching experience. For senior high school teams, this is an SHSAA requirement.
- All Community Coaches shall complete any required online coaching courses by the dates outlined by the SHSAA. All coaches must have their Respect in Sport certification. The Fundamentals of Coaching course offered by the SHSAA is required for E14 approval if not previously approved. It can be accessed at www.schoolcoach.ca/courses.aspx. Approximately taking 6 hours to complete, it may be started and stopped without losing position. It must be started by the E-5 due date and must be completed PRIOR to the first round of SHSAA playoffs. Its \$95 cost should be paid by the school engaging the coach.

- All Community Coaches must liaise annually with the school administration or their designate to ensure that the Community Coach's philosophy and expectations align with that of the school, Board and SHSAA. The liaison person will serve on an ongoing basis as the Community Coach's representative at school meetings, and will act as the school-based contact for students, parents/guardians, other teams and schools, and will carry out other duties relevant to the function of a school team.
- All Community Coaches, with the exception of former Prairie Spirit employees of good standing, should be mentored by a Prairie Spirit staff member who is accessible during team activities. Ideally, the accessible staff member will be on site, but, if necessary, they may be accessible by phone assuming they are able to come to the site in a reasonable amount of time, if needed.
- In exceptional cases, a Community Coach may be authorized by school administration to supervise a team unaccompanied by a staff member. In such cases, school administration must be extremely confident that the Community Coach possesses the skills and experience to appropriately handle all aspects of their supervisory responsibilities. If there is any doubt in this area, then a staff member shall accompany the team.
- A current staff member must accompany a team on any overnight trips. In exceptional cases, a Community Coach may be authorized by school administration to supervise a team on an overnight trip unaccompanied by a staff member. In such cases, the following conditions must be met:
 - ❖ The Community Coach has successfully completed a season of coaching in the Division in a previous school year.
 - ❖ The Community Coach is joined by at least one parent with their criminal record check in place who is acting as an official chaperone of the team.
 - ❖ An Emergency Response Plan is in place that involves the school administration.
 - ❖ Notification has been provided to parents of team members informing them that only the Community Coach and team chaperone, and that no Prairie Spirit employees, will be accompanying the team. Written permission must have been collected by the school administration from parents before students depart on the overnight trip.
 - ❖ The school administration must be extremely confident that the Community Coach possesses the skills and experience to appropriately handle all aspects of their supervisory responsibilities. If there is any doubt in this area, then a staff member shall accompany the team.
- The Principal and/or Athletic Director shall conduct periodic observations of the Community Coach at practice and in competition.
- Community Coach positions are approved by the Principal and Superintendent or Coordinator in charge of Athletics for a one-year term. The [SHSAA Declaration for Non-Faculty Coaches \(Form E-14\)](#) must also be filled out each year for senior high school teams, and submitted to the Principal.

- The Principal and Athletic Director shall meet with each Community Coach prior to the season to discuss school athletic policy and philosophy. Time constraints, fear of losing a coach, and assumptions that there will be no problems, are all tempting reasons to avoid this discussion. It is much better to discuss these issues in advance than to have to deal with issues after they arise. As a result, the Principal and Athletic Director shall ensure that the coach understands:
 - ❖ In school sport, the arena of competition becomes a classroom
 - ❖ Expectations for the supervision of students
 - ❖ The Emergency Response and Planned Preparedness Protocol within the school and the Division
 - ❖ Accountability for equipment, uniforms, finances
 - ❖ League schedules and deadlines
 - ❖ Honoring instructional time
 - ❖ Team selection expectations
 - ❖ Parent communication expectations
 - ❖ Modeling respect for officials
 - ❖ Practice times, restrictions, policies, and facility access
 - ❖ School and/or Division travel and trip policies and insurance requirements
 - ❖ The Saskatchewan High School Athletic Association Code of Ethics and Procedures
 - ❖ The Saskatchewan High School Athletic Association Eligibility Requirements and Procedures
 - ❖ The decision-making process and jurisdictional boundaries of the school, the Division, Central Valley Athletic Conference and the Saskatchewan High School Athletic Association
 - ❖ Required paperwork for team and player registration and entry into events
 - ❖ How and where to register for certification and other appropriate clinics

- Administration will provide the Superintendent (or designate) responsible for Athletics with an annual list of their Community Coaches. Administration will update this list, as necessary. They will also inform the Superintendent of **any** issues, suspensions or serious incidents involving a Community Coach.

5.0 Affiliated Schools

Prairie Spirit School Division is a member of Central Valley Athletic Conference (CVAC), one of 14 within the jurisdiction of the Saskatchewan High School Athletic Association (SHSAA). Within its boundaries are Prairie Spirits School Division and four independent schools: Rosthern Junior College (RJC) in Rosthern, Constable Robin Cameron Educational Complex (CRCEC) on Willow Cree Reserve, Ecole Providence in Vonda, and Chief Mistawasis on the Mistawasis Reserve. These four schools are considered to be 'affiliate schools' to PSSD.

PSSD is the engine that drives CVAC. It funds the organization and pays for the employment of an Extra-Curricular Commissioner. An affiliated school pays team district fees to PSSD which are used, together with the PSSD yearly grant, to fund the running of CVAC. These fees are to be paid by October 31st

Affiliated school fees are calculated by the E.C.C. yearly. Senior teams pay a team rate equal to the rate the SHSAA charges per team. Junior teams pay a rate calculated as the per team sport rate based upon the previous year's expenses. For example, if 40 teams enter junior volleyball this year and the expenses last year were \$1600, the affiliated schools would be charged \$40 per team for that sport.

Affiliated schools operate under the same expectations and privileges as PSSD schools.

5.1 Expectations

- They are expected to attend the three yearly organizational CVAC meetings.
- They are expected to punctually pay their fees to the SHSAA and CVAC.
- They are expected to follow the rules, regulations, and policies as established by the SHSAA and CVAC. This includes Respect in Sport and Concussion courses.
- They are expected to report breaches of the SHSAA rules and Codes of Ethics.
- They are expected to have in place a structure regarding the hiring and supervision of Community Coaches.

5.2 Privileges

- They may bid to host playoffs at the district, regional, and provincial level with expected-CVAC support.
- They may nominate individuals for positions on the SHSAA and CVAC Executives.
- They may nominate individuals as delegates to the SHSAA AGM.
- They may join, without additional expense, any league established by CVAC.
- They can expect CVAC to pay all officials' costs if hosting CVAC league playoffs.

5.3 Differences

- Travel costs to CVAC meetings are not covered by CVAC or PSSD.
- Travel to games or playoffs, at any level, is not covered by CVAC or PSSD.
- Sub days for athletics are not supplied by CVAC or PSSD.

6.0 Home Schooled Students

Students who are not enrolled in a high school operated by a Member of the Association (ie. school board) may participate in activities organized or sponsored by the Association or by Members of the Association provided:

- a) A Member of the Association agrees that such students may represent a high school operated by the Member; and
- b) The student otherwise meets all the eligibility requirements of the association

(SHSAA Handbook, pg. 29)

- Home schooled students must be registered in minimally grade nine equivalent programs of study to participate in SHSAA sponsored or sanctioned events.
- Home schooled students must participate on teams within their attendance area unless no such team exists.
- If a home schooled student participates on a school team, they must be included in the school's eligibility numbers registered with the province.
- Any home schooled student(s) wishing to participate in SHSAA playoffs, individual or team, must advance via the SHSAA and CVAC playoff structure.

7.0 Athletic Director's Annual Checklist

August

- Determine what extra-curricular programs will be offered and the coaches for each team
- Meet with all the school's coaches to review the school's philosophy of athletics
- Inform new coaches of required online SHSAA coaching courses
- Meet with the fall sport coaches and arrange team meeting dates
- Review the agenda for the fall A.D. meeting at the Division Office.

September

- Initiate eligibility procedures for any students who have transferred to your school
- Attend the CVAC A.D. meeting, bringing the E3b junior registration form with you
- File the E3 form with SHSAA by the early September deadline
- Forward a copy of the E3 Form to the Extra Curricular Coordinator
- File the E5 forms for fall activities with the SHSAA
- Promote and/or attend CVAC fall officials' clinics
- File the E1 reclassification form, if necessary, with the SHSAA
- Distribute the E7 health form to all student-athletes
- Make decisions regarding co-op agreements and initiate necessary paperwork
- Update your fall activities officials' list
- Update the school's Coaching Course Tracking form and submit to Erin Olexyn.

October

- File the E10 school enrolment registration form with the SHSAA
- Promote the SHSAA's High School Sport Week

November

- Meet with the winter sport coaches and arrange team meeting dates
- Promote the CVAC winter officials' clinics

December

- Attend the CVAC Athletic Directors' meeting
- Update the winter activities officials' list

January

- File the E5 forms for winter activities with the SHSAA

February

-

March

- Meet with the spring sport coaches and arrange team meeting dates
- Nominate individuals for the SHSAA awards
- Submit resolutions to either the Sports Advisory Group or CVAC for the SHSAA AGM

April

- File the E5 forms for the spring activities with the SHSAA
- Consider serving on the CVAC Executive or attending the SHSAA AGM
- Attend the CVAC Athletic Directors' meeting
- Consider applying to attend the SHSAA AGM

May

- Review resolutions and forward feedback to the CVAC Executive or AGM delegates
- Promote the SHSAA Symposium in August
- Check uniform and equipment needs for the upcoming year, ordering early.

June

- Recruit coaches and officials for the upcoming year
- Encourage coaches to get their tournament dates in place
- SHSAA A.G.M. in the third week

8.0 Saskatchewan High School Athletics Association (SHSAA) Awards Program

8.1 SHSAA Merit Award

The Merit Award honours people who have given outstanding leadership and service to the SHSAA and to the promotion of high school athletics in the Province of Saskatchewan. Nominees need not have been official representatives of the SHSAA.

A Merit Award nomination will be accepted for a person who has made outstanding contributions to the TOTAL PROGRAM of the SHSAA over a period of time.

Selection of Recipients of this award rests with the Awards Committee of the SHSAA, with final approval being the responsibility of the SHSAA Executive.

A Merit Award Form, Citation and photograph are to be completed in full and submitted to the SHSAA Awards Committee by April 30th.

If the candidate is not successful, the form needs to be updated and resubmitted by the district. (Forms will not be held by the committee for next year).

8.2 SHSAA Service Award

The Service Award honours people who have provided outstanding leadership and service and the promotion of high school athletics in the District.

A Service Award nomination will be accepted annually from each District Association, for a person who has made contributions to high school sports in a LIMITED area over a period of time.

A general guideline of a maximum of one service award per district in each year has been adopted by the SHSAA.

A Service Award Form (E-11) and a photograph are to be completed in full and submitted to the Awards Committee by April 30th.

8.3 SHSAA Outstanding Coach Award

The Outstanding Coach Award recognizes outstanding contributions of individuals in the coaching field. The award annually honours a female and male coach in each SHSAA District.

Conducting an outstanding program where student athletes learn a vast amount about the game and life.

Act as a proponent of good sportsmanship and instill these ideals through their coaching and interaction with athletes.

Attempt to involve their entire school in the total program.

Outstanding Coach Awards are to be presented by the district at an appropriate event within the district.

8.4 SHSAA Outstanding Official Award

The Outstanding Officials Award recognizes outstanding contributions of individuals in the officiating field. The award will annually honour a female or male official in each SHSAA District.

Contribute to the District by providing a valuable service to the activities offered by the District.

Act as a proponent of good sportsmanship by officiating with these ideals in mind whenever officiating.

Regularly attending clinics in the activity officiated to show an interest in improving and keeping up to date with the current trends in officiating.

9.0 CVAC Junior Playoff Competition

9.1 Postponement Guidelines

If a team is unable to attend a competition as a result of a school-based decision regarding weather or travel conditions as set out in AP 805 Closure – Severe Weather and Student Transportation, they are to notify the tournament host as soon as the decision is made.

As a competition host receives weather/travel condition cancellations from the participants, the following criteria will guide decisions:

In order for a competition to go ahead, more than half the teams must be able to attend. If fewer than 50% of the teams are able to attend, the tournament is postponed.

The tournament organizer/host must notify all teams if the tournament is postponed, as well as Grant Elke (grant.elke@spiritsd.ca).

If the tournament is postponed, it will be rescheduled to the next weekend if a weekend competition (based upon gym availability) **or** the next weather-wise day if a weekday competition. If a suitable facility is not available, the competition may be cancelled.

10.0 Policy for Interschool Sport (effective 2018-2019 school year)

	Earliest Start Date for Practices (actual date for 2018-2019 school year)	Maximum # of contests prior to playoffs	Minimum # of practices before first contest	Minimum time between per day limits	Limits per day	Rules Source	Time and Distance Limits
Badminton	Feb 11, 2019	40 matches		1 night	7 matches	BWF*	3 games = match
Basketball	Nov 19, 2018	32 games		1 night	96 minutes	FIBA*	10 min qtr.
Curling	Nov 5, 2018	30 games		1 night	32 ends	Curling Canada*	
Football	Aug 23, 2018	10 games	10 on-field hours	3 nights	1 game	Football Canada*	4 / 12 min qtr.
Golf	April 9, 2019	12 meets		1 night	1 match	Gold Canada*	18 holes
Soccer	Sept 4, 2018	16 games		1 night	180 minutes	IFAB*	
Track & Field	April 1, 2019	7 meets		3 night	4 events**	IAAF*	
Volleyball	Sept 4, 2018	60 matches		1 night	6 matches	Volleyball Canada*	3 games = match
Wrestling	Nov 19, 2018	40 bouts	7 practices	1 night	10 bouts	WCL*	
X-Country	June 4, 2019	6 meets		3 nights	1 event	SHSAA	

**See SHSAA Handbook for amendments*

*** SHSAA Rules allow for 4 events plus relays*

(2017-2018. Policy for Interschool Competition. Saskatchewan High Schools Athletic Association. Retrieved from) [http://assets.ngin.com/attachments/document/0130/6164/Policy for Interschool Sport 2017-18.pdf](http://assets.ngin.com/attachments/document/0130/6164/Policy_for_Interschool_Sport_2017-18.pdf)

11.0 CVAC Calendar of Activities for 2018-2019

Sport	Designation	Date	Location
Senior Golf-grass	Districts	September 12	Rosthern
	Provincials	September 21 & 22	North Battleford
Junior Golf	Districts	September 19	Perdue
Cross Country	Districts	October 3	Delisle
	Provincials	October 13	Delisle
Junior Soccer	TBD	Week of June 10	TBD
Senior Soccer	Regionals	October 19 & 20	Multiple sites within CVAC
	Provincials	October 26 & 27	1A g – Horizon Central; 1A b – South Central 2A g – Balgonie; 2A b – Battle West 3A g – PA Carlton; 3A b – Saskatoon
Senior Football	Quarter finals	October 27	Multiple sites
	Semi-finals	November 3	Multiple sites
	Finals	November 10	Multiple sites
Junior Volleyball	Conferences	Oct 29 & Nov 1-boys Oct 30 & Nov 1-girls	Multiple sites
	Finals	November 3 boys/girls	TBD
Senior Volleyball - Girls	Conferences	November 3	Multiple sites
	Districts	November 10	Multiple sites
	Provincials	November 16 & 17	1A – South West 2A – Battle West 3A – Carrot River 4A – Clavet 5A – Saskatoon
Senior Volleyball – Boys	Conferences	November 10	Multiple sites
	Regionals	November 17	Multiple sites
	Provincials	November 23 & 24	1A – TBD 2A – Kinistino 3A – Carnduff 4A – Melville 5A – Open
Junior Basketball	Conferences	February 4 & 6 – Girls February 5 & 7 – Boys	
	Finals	February 9	A league – TBD B league – TBD

Junior Curling	Conferences	March 8 & 9	Martensville
Senior Curling	Districts	February 8 & 9	Dalmeny
	Regionals	March 1 & 2	Boys – North West Girls - Mixed –
	Provincials	March 8 & 9	Boys – Girls – Mixed -

Senior Basketball	Conferences	March 9	Multiple sites
	Regionals	March 15 & 16	Multiple sites
	Provincials	March 21, 22 & 23	Saskatoon

Wrestling	Regionals	March 9	Weyburn
	Provincials	March 15 & 16	Regina

Junior Badminton	Pre-conferences	April 8	Multiple Sites
	Conferences	April 10	TBD
	Districts	April 12	Martensville

Senior Badminton	Conferences	April 11	Multiple sites
	Districts	April 13	Warman High
	Regionals	May 4	Lloydminster
	Provincials	May 11	Swift Current

Track and Field	Conferences – A	May 22	Saskatoon
	Conferences – B	May 23	Saskatoon
	Districts	May 31	Saskatoon
	Provincials	June 7 & 8	Moose Jaw

School/Statutory Holidays

September 3
October 8
November 12
December 24 - January 4
February 18-22
April 19-26
May 20

PD / Prep Days

August 28-31
October 5
November 9
January 29
March 11
May 17
June 27-28

Protected Mondays

September 10 & 24
October 1 & 15
November 5 & 19
December 3 & 17
January 7 & 21
February 4 & 25
March 4 & 18
April 1 & 15
May 6 & 27
June 3 & 17

ALT Days

September 11
October 9
November 6
December 11
January 15
February 5
March 12
April 16
June 11

12.0 SHSAA Changes and Clarifications for 2018-2019

12.1 Bylaws

All students, including out-of- province transfers, are ineligible to compete for their new school until the transfer-in form is accepted ie. in place with the school and the SHSAA.

Students transferring to a second (or subsequent) school is ineligible to compete in any SHSAA activities representing said school until they receive approval from the SHSAA. Regardless, they will not be eligible to compete in any SHSAA activities they competed in during the last school year.

Schools may apply for a renewal of a three-year joint sponsorship prior to the completion of the three year approval currently in place.

For only 2018-2019, in cross country and track, the classifications will be the following: 1A = 1 to 60, 2A = 61 to 200, 3A = 201 to 500, and 4A = 501 and greater. This is a combined gender eligibility number from grade 10 through 12.

Beginning in 2019-2020, the classification structure of the SHSAA will use the total number of eligible students in grades 10 through 12 regardless of gender identification. The details will be in the Handbook and will be coming out from the SHSAA as they come into force. Basically, there will be five categories by size and each sport's classification will have its own category, or categories, assigned to it.

Like alcohol, tobacco, and tobacco replacements, cannabis and cannabis products are now prohibited from use by students or coaches during any student-centred activity sponsored by the SHSAA.

Wrestling may charge up to a \$20 entry fee per wrestler for any SHSAA sanctioned tournament.

12.2 Policies

Athletes are not allowed to wear any listening devices during competition for entertainment or coaching unless medically prescribed.

A four year Hoopla rotation was approved between Saskatoon, Regina, Prince Albert, and Moose Jaw.

The officials' pay scale for basketball for SHSAA playoff games was changed to \$36.50 for SABO members and \$26.50 for non-SABO members.

The honourarium for regional curling was raised to \$175 per facility to match the honourarium for provincial curling.

Athletes expelled from a game will be assigned to a seat at the end of the bench IF supervision by approved school personnel is not available for said student away from the playing area. The athlete remains under the supervision of the coach and responsible to the team for subsequent violations and rulings. If the athlete continues to interrupt the contest, the team will forfeit the game so that the coach can remove the athlete and team from the competition area to provide adequate supervision of the student(s).

Although there will remain a CVAC school golf championship, the golf team representing CVAC at provincials will be a district, not school, team. It will be made up, in boys, of three members to a maximum of four and, in girls, of three members to a maximum of four. Only the host school for provincials may enter a school team into provincials.

In 11v11 soccer, if a team is playing more than one game in a day during a SHSAA playoff, the halves will be 40 minutes long with a 10 minute break.

In football, as a further clarification of 'prohibited contact against a player in a defenseless position', a player may no longer forcibly hit the defenseless player anywhere on the body without attempting to use the arms to make a tackle by encircling or grasping him. To make forcible contact below the neck area while attempting to tackle the defenseless player with the arms is NOT prohibited contact. Incidental contact by the mask or helmet is not prohibited contact. A standard of strict liability is to be applied.

Regarding wrestling, under the topic of Jury of Appeal, the 'challenge' process as outlined in the Wrestling Canada Rulebook will be used.

A revised selection process for choosing the 5A representatives to Hoopla was approved – for 2019. (:

Regarding basketball, any player that attempts to dunk or hang on the rim during pre-game warmup will be fined \$100 per attempt plus damages to be invoiced to the school the student is representing.

At provincial track, the 800m will still be run as two timed section finals. The 1500m, like the 3000m, will be run as a final in all divisions.

Each district must supply, in addition to two officials for each session at their assigned event, a non-athlete lap counter for the 1500m and 3000m races or be fined \$100 as a district. A newly revised form will be sent out from the SHSAA in spring.

Districts will be able to advance up to two entries into each of the four quadathlon events at SHSAA provincials.

13.0 Guidelines for Hosting Tournaments

If you are considering hosting a tournament, begin the planning well before the start of the season, possibly 6 months in advance. Find out which schools in your area are already hosting tournament and when they are hosting.

If your school does not have a 'set' weekend for hosting, choose one which gives you a good chance of attracting the teams you want and works for your school's non-players to help you out with the hosting responsibilities. You will need to decide on a few things, namely:

- One or two day tournament.
- Whether you want to, and can, host a tournament for boys, girls, or both genders.
- How many teams can comfortably be hosted at your facility within your timeframe?
- Whether competitiveness or time on court is the focus of your tournament.

Send out, especially the first year, invitations at least 3 months prior to your tournament. Invite more teams than you plan to host, making it a 'first contact, first in' invitation.

The following things need to be considered when you are hosting a tournament in your school:

- Officials – arrange these before the start of your season.
- Canteen – delegate this responsibility at the start of the season. Be sure they are aware of the CVAC 'minimal nutrition requirements' document options and prices should be shared with teams attending ahead of time.
- Teacher Supervisors – arrange these at the start of the season there should be, ideally, two present at all times.
- Team Rooms - designated at homeroom teacher's consent
- Key Chief for Host/Hostesses – they should have a master key to all change rooms keys should be obtained from the executive assistant.
- Team Host/Hostesses – arrange at the start of the season.
- Scorekeepers and/or Timers – these should be scheduled at least three weeks before.
- Floor Sweepers – scheduled for between games and/or during breaks.
- Gate Schedule – establish and advertise admission, if charged arrange workers at least three weeks ahead of time ideally delegate to an adult willing to be present most of the time
- Sound and Light Crew – arrange or delegate with expectations early in the season
- Pep Band / Team Mascot – if available, clearly state expectations and limitations
- Team posters in the gym – possible junior art class project
- Programs/Team Roster – available or posted for spectator's information needed at least a week before
- General Advertising - posters, announcements, SRC promotions.
- Emergency Action Plan/First Aid - emergency phone numbers
- Extra Seating/Bleachers for in the Gym - optional
- Door Prizes - optional
- Large Tournament Wall Schedule – showing on-going results
- Tournament Package for Coaches – optional, but a nice touch
- Clean-up Committee (Before-During-After) - put your players to work before and after
- Awards – be aware of the SHSAA limitations

14.0 Guidelines for Hosting Provincial Events

Prairie Spirit School Division encourages schools to host provincial extra-curricular and co-curricular events. We recognize that hosting provincial events demonstrates a significant commitment from staff, students and school community to organize and host a provincial event.

Schools participating in these events provide their school community an opportunity to showcase their school, and their students and staff an opportunity to demonstrate leadership at a provincial level.

Please see [Administrative Policy No. 422](#) for details of staff and student participation and the application process.

14.1 Provincial Event Hosting Application Process and Student/Staff Participation

14.1.1 Application Process

- Administrators shall communicate and consult with their school Superintendent before applying to host a provincial event.
- Following initial consultation with the school Superintendent, administrators will provide a letter of request
- Included in the letter of request will be an indication of classes from Grade 9-12 that schools may wish to have cancelled (sample letters attached)
- The decision to cancel classes will be made in consultation with the Director of Education via the school Superintendent.
- Application to host a provincial event shall not involve a financial obligation or cost to the school division.

14.1.2 Student and Staff Participation

- It is encouraged to have staff, student and community support of events.
- Schools are encouraged to maintain regular classes during the hosting of events.
- It is encouraged to have Grades 9-12 students involved in organizing, volunteering for, and supporting the event.
- Pre K-8 classes should continue as usual during the hosting of provincial event.

14.1.3 Communication

- Administrators should coordinate media relations with the school division's Communications Consultant.

- Schools are encouraged to inform their SCCs and Board Members regarding the provincial event.

14.2 Procedure for invitations by host sites

Each host site (or CVAC on their behalf) should send an invitation to the following 3 people to attend their opening ceremonies:

1. The local trustee;
2. The school's Superintendent;
3. The Director.

It is possible that all 3 would attend.

If the local trustee can attend, then they would be asked to speak in order to bring greetings on behalf of the school division. If a trustee is unable to attend, then the Superintendent would be the one to speak on behalf of Prairie Spirit School Division.

14.3 Examples of Invitations

Dear (Local Trustee),

Three of our schools are hosting SHSAA provincial volleyball championships this year in Colonsay, Hepburn, and Waldheim on November 22nd and 23rd. We would like to invite you to the opening ceremonies to bring greetings on behalf of PSSD at (Colonsay School) on Nov. 22 at 10:45 a.m. The Director and School Superintendent may also be in attendance.

Please let us know by Nov. 1 if you are able to attend. If you have any questions about the event, please contact us or Grant Elke (Extra-curricular Commissioner).

Thank you!

Dear (School Superintendent),

Three of our schools are hosting SHSAA provincial volleyball championships this year in Colonsay, Hepburn, and Waldheim on November 22nd and 23rd. We would like to invite you to attend the opening ceremonies as a representative of PSSD at (Colonsay School) on Nov. 22 at 10:45 a.m. The Director and local Trustee may also be in attendance. If the trustee is unable to attend, we would be requesting that you bring greetings on behalf of PSSD.

Please let us know by Nov.1 if you are able to attend. We will be able to confirm for you at this time if a trustee is able to attend. If you have any questions about the event, please contact us or Grant Elke (Extra-curricular Commissioner).

Thank you!

Dear (Director of Education)

Three of our schools are hosting SHSAA provincial volleyball championships this year in Colonsay, Hepburn, and Waldheim on November 22nd and 23rd. We would like to invite you to attend the opening ceremonies as a representative of PSSD at (Colonsay School) on Nov. 22 at 10:45 a.m. The local Trustee and School Superintendent may also be in attendance. In our invitation to the local trustee, we have asked them to bring greetings on behalf of PSSD.

Please let us know by Nov. 1 if you are able to attend. We will be able to confirm the other PSSD attendees for you at that time. If you have any questions about the event, please contact us or Grant Elke (Extra-curricular Commissioner).

Thank you!

15.0 Media Guide

Clark's Crossing Gazette - <http://www.ccgazette.ca/wp/>

Covers our entire school division with the exception of Duck Lake and Leask.

Email: ads@ccgazette.ca or reporter: Terry Pugh (tpugh@ccgazette.ca)

Valley News – www.saskvalley.com

Provides good coverage of the former Sask Valley school division, but without a focus on the eastern and southern side of the school division.

Reporter: Rod Andrews (valleynewsreporter@sasktel.net)

StarPhoenix – email citydesk@thestarphoenix.com

Prairie Spirit School Division Communications Consultant, Brenda Erickson, is happy to assist schools with any media relations questions or concerns. Her email address is brenda.erickson@spiritsd.ca

16.0 Prairie Spirit School Division Administrative Procedures and Forms www.spiritsd.ca

AP 423 EXTRA-CURRICULAR ACTIVITIES
AP 412 ACCESS TO SCHOOLS
AP 422 HOSTING PROVINCIAL EVENTS
AP 410 SAFETY
APPENDIX A - PROTOCOL FOR EXTRA-CURRICULAR TRAVEL IN PRIVATE VEHICLES
AP 807 TRANSPORTATION IN PRIVATE VEHICLES
AP 806 SPECIAL USE OF BUSES
AP 418 LEARNING ACTIVITIES OUTSIDE THE SCHOOL
AP 420 ADVERTISING AND CORPORATE SPONSORSHIP
Guidelines for Community Coaches
Community Coach Application Form
VOLUNTEER AUTOMOBILE DRIVER AUTHORIZATION FORM
Extra-Curricular Events Expenses
School Incident Report Form (Marsh Canada)

17.0 SHSAA Forms www.shsaa.ca

E1	Application for Reclassification
E2	Use of Grade 8 Students Form
E3	School Team Registration Form (must be done online)
E4	Canadian School Sport Federation Inter-Provincial Competition Sanction Form
E5	Activity Eligibility Form (must be done online)
E6	Activity Eligibility Form (Curling)
E7	Health Certificate and Parents' Permission Form
E8	Member School Special Report Form
E9	Official's Report – Special Report Form
E10	School Enrolment Declaration Form
E11	Service Award Nomination Form
E12	Merit Award Form
E13	Evaluation and Recommendation Form
E14	Declaration For Non-Faculty Coach
E15	Registry of Officials (must be done online)
E16	Basketball/Volleyball/Soccer Seeding Form
E17	Student Transfer Form

18.0 CVAC Forms (Submit to District Commissioner)

<https://portals.spiritsd.ca/cvac>

Junior Team Registration Form E3-B
Activity Report Form
Expense Voucher
CVAC Junior Athletics – Record of March Results
CVAC Convenor's report

Appendix A

Extra-Curricular Events Expenses

PSSD supports expenses incurred by coaches and/or supervisors, teams and programs engaged in extra-curricular activities. Dollars in the extra-curricular events fund are provided to support the following:

1. Provisions in the teachers LINC agreement and support staff agreements. This category is a **contractual obligation** of the school division and the fund is primarily designed to support this category first and foremost. Those provisions in the agreements provide for the following:
 - LINC 9.6 Any teacher serving as an extra-curricular coach, leader, or supervisor representing the school division for a competition beyond the school division leading to a provincial competition, may apply for reimbursement of expenses as per Board rate
 - LINC 9.7 Any teacher serving as an extra-curricular coach, leader, or supervisor of a non-athletic extra-curricular group that is representing the school division by special invitation or at a prestigious event may apply for the reimbursement of expenses as per Board rate.
 - CUPE 22.03(d) – Employees who provide extra-curricular supervision shall receive compensation in the same manner as afforded to our teachers in the LINC Agreement.
 - Non-Union 11(a) – Extracurricular supervision shall be defined as supervision of and planning for approved voluntary student activities provided outside of the regular instructional classroom program.

The [Travel Expense Claim form](#) is to be used to submit a claim for expenses by employees. Expenses include mileage, accommodation and meals beyond the division level. Claims should be accompanied by appropriate invoices.

The following expenses **may** be provided for:

2. Community coaches expenses in supporting extra-curricular activities. Claims for expenses beyond the division level can be submitted on the [Non-Employee Claim for Payment](#) form. Claims should be accompanied by appropriate invoices.
3. Band programs participating in competitions at a provincial or national level. Expenses can be submitted for one trip up to a maximum of \$1000, if the band group is made up of 10 or more students. Anything less than 10, PSSD will support up to a maximum of \$500. Claims can be submitted on the [Travel Expense Claim form](#). Claims should be accompanied by appropriate invoices. The following criteria is used to allocate dollars to band programs:

\$500	\$1000
Band (under 10 students attending) provincial or national competition	Band (over 10 students attending) Provincial or national competition

4. Team expenses in competition beyond the division level. Funding is dedicated to support costs incurred for travel and accommodation to regional and provincial competitions. Dollars provided to support teams and programs is dependent upon the amounts in the fund that are not accessed by coaches, primarily under category #1 and #2. Claims can be submitted on the [Travel Expense Claim form](#). Claims should be accompanied by appropriate invoices. The following criteria are utilized to allocate dollars to teams or programs:

2018-2019 Allocations

\$500	\$700	\$900
Golf	Track	Football
Cross-Country		Soccer
Curling		Volleyball
Badminton		Basketball
Wrestling		Drama
		Cheerleading

2018-2019 Dates

Activity	Provincials	Due Date for Claims
Golf	Sept 21/22	Please submit claims within 2 weeks of the Provincial Championship event.
Cross-Country	Oct. 13	
Soccer	Oct. 26/27	
Football	Nov. 10	
Volleyball	Nov 16-24	
Curling	Mar. 8/9	
Wrestling	March 15/16	
Basketball	March 21-23	
Badminton	May 11	
Track	June 7 & 8	
Cheerleading		
Drama		
Band		

Claims received after the deadline will not have any team expenses reimbursed until after June 15 and only if money remains.