



ATHLETIC DIRECTOR'S



HANDBOOK

Updated: November 3, 2020

We strongly encourage all new Athletic Directors to contact the Extra-Curricular Facilitator as often as needed. It is part of the Extra-Curricular Facilitator 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 **all** 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 five independent schools: Rosthern Junior College (RJC) in Rosthern, Constable Robin Cameron Educational Complex (CRCEC) on Willow Cree Reserve, Ecole Providence in Vonda, Mistawasis Nehiyasak and Chief Mistawasis on the Mistawasis Reserve. These five 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 Facilitator
- 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 Shauna Bergen.

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 Myles Loeffler (myles.loeffler@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 2020-2021 school year)

	Earliest Start Date for Practices (actual date for 2020-2021 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. 1, 2021	40 matches		1 night	7 matches	BWF*	3 games = match
Basketball	Dec. 7, 2020	32 games		1 night	96 minutes	FIBA*	10 min qtr.
Curling	Nov. 30, 2020	30 games		1 night	32 ends	Curling Canada*	
Football	Sept. 28, 2020	10 games	10 on-field hours	3 nights	1 game	Football Canada*	4 / 12 min qtr.
Golf	Sept. 28, 2020	12 meets		1 night	1 match	Golf Canada*	18 holes
Soccer	Sept. 28, 2020	16 games		1 night	180 minutes	IFAB*	
Track & Field	Mar. 29, 2021	7 meets		1 night	4 events**	IAAF*	
Volleyball	Oct. 13, 2020	60 matches		1 night	6 matches	Volleyball Canada*	3 games = match
Wrestling	Nov. 30, 2020	40 bouts	7 practices	1 night	10 bouts	WCL*	
X-Country	Sept. 28, 2020	6 meets		3 nights	1 event	SHSAA	

*See SHSAA Handbook for amendments

** SHSAA Rules allow for 4 events plus relays

(Adapted Version of 2020-2021. Policy for Interschool Competition. Saskatchewan High Schools Athletic Association. Retrieved from https://cdn2.sportngin.com/attachments/document/24e6-2239023/Policy_for_Inter-School_Sport.pdf#_ga=2.105266179.1054744534.1603306730-24384435.1571684177)

11.0 CVAC Calendar of Activities for 2020-2021

Sport	Competition	Date	Location
Senior Golf-grass	Districts	CANCELLED	Rosthern
	Provincials	CANCELLED	Kenosee Lake
Junior Golf	Districts	CANCELLED	Perdue

Cross Country	Districts	CANCELLED	Martensville
	Provincials	October 17	VIRTUAL

Senior Soccer	Regionals	CANCELLED	Multiple sites within CVAC
	Provincials	CANCELLED	3A g – Stobart, Duck Lake 3A b – Maymont 4A g – Martensville 4A b – Yorkton 5A g – Lloydminster 5A b-Swift Current

Senior Football	Quarter finals	CANCELLED	Multiple sites
	Semi-finals	CANCELLED	Multiple sites
	Finals	CANCELLED	Multiple sites

Junior Volleyball	Conferences	CANCELLED	Multiple sites
	Finals	CANCELLED	

Senior Volleyball - Girls	Conferences	CANCELLED	Multiple sites
	Regionals	CANCELLED	Multiple sites
	Provincials	CANCELLED	1A – Loreburn 2A –Naicam 3A – Shellbrook 4A – Moosomin 5A – Swift Current

Senior Volleyball –Boys	Conferences	CANCELLED	Multiple sites
	Regionals	CANCELLED	Multiple sites
	Provincials	CANCELLED	1A – Fox Valley 2A – St. Walburg 3A – Briercrest 4A – MJ Vanier 5A – Warman

Junior Basketball	Conferences	February 2 & 4 – Boys February 1 & 3 – Girls	TBD TBD
	Finals	February 6	A league – TBD B league - TBD

Senior Basketball	Conferences	March 12 & 13	Multiple sites
	Regionals	March 19 & 20	Multiple sites
	Provincials	March 25, 26 & 27	Regina

Junior Curling	Conferences	March 5 & 6	Aberdeen
Senior Curling	Districts	February 5 & 6	Dalmeny
	Regionals	February 26 & 27	Boys – Shellbrook Girls – PA Mixed – PA
	Provincials	March 5 & 6	Boys – Swift Current Girls – Gull Lake Mixed – Swift Current

Wrestling	Regionals	February 27	LaRonge
	Provincials	March 5 & 6	Saskatoon

Junior Badminton	Pre-conferences	April 13	Multiple Sites
	Conferences	April 16	Warman High and MAP
	Districts	April 19	Warman High

Senior Badminton	Conferences	April 20 or 21	Multiple sites
	Districts	April 23	VCA
	Regionals	May 1	PA Carlton
	Provincials	May 8	Melville

Track and Field	Conference A	May 19	Saskatoon
	Conference B	May 20	Saskatoon
	Districts	May 28	Saskatoon
	Provincials	June 4 & 5	Regina

Junior Soccer	District	June 9	TBD
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<u>School/Statutory Holidays</u>	<u>PD / Prep Days</u>	<u>Protected Mondays</u>	<u>ALT Meetings via TEAMS</u>
September 7	August 24-31	September 14 & 28	September 22
October 12	October 26	October 5 & 19	October 20
November 9-11	January 29	November 2, 16 & 30	November 24
December 21 - January 1	March 8	December 14	December 8
February 15-19	May 7	January 4 & 18	January TBD
April 2-9	June 7 & 29	February 1 & 22	February TBD
May 24		March 15 & 29	March TBD
		April 19	April TBD
		May 3, 17 & 31	May TBD June TBD

12.0 SHSAA Changes and Clarifications for 2020-2021

All documents from the AGM (presentations, resolution results, activity report with calendars, financial statements, etc.) can be accessed at <http://www.shsaa.ca/page/show/1010523-agm-info-and-resolutions>.

A quick review of resolution results is as follows:

- Central Valley has changed their competition colors for track & field and cross country.
- Clarification was made to student eligibility outlining that students must represent the school at which they are enrolled.
- The remuneration for volleyball officials working SHSAA playoffs was increased.
- Clarification for basketball undergarments to provide more consistency to what is allowed.
- The youngest age group in Track & Field and Cross Country will now be called Intermediate.
- The mixed category in SHSAA Curling will now be known as Open Mixed Curling allowing for gender ratios of 3:1 and 2:2 i. Many changes were made to the activity policy section on curling to account for those situations where the gender ratio is 3:1.
- Awarding of Last Rock, Practice Time, and Rock Color was clarified based on the recommendation of the Sport Advisory Group.
- The Football notification date for changes in classification was moved from April 15 to May 31.
- Soccer playoffs in all categories will continue to be conducted as in the past rather than adopting the move to only 4 team provincial championships in 3A and 4A classifications as first proposed at the 2019 AGM.
- The Volleyball Canada warm-up protocol must be implemented at all SHSAA sanctioned volleyball events.
- Wrestling attire was more clearly defined to include additional options for competitors.
- An open weight classification for both boys and girls wrestling is now included in the SHSAA
 - i. Boys greater than 130kg ii. Girls greater than 105kg
- A reminder that team registration fees assessed to schools and District membership dues were both increased at the 2019 AGM effective the 2020-21 school year.
- Team fees will increase to \$42.50 while District dues increase to \$1,750.00 in addition to the per capita fee that is charged.

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 Myles Loeffler (Extra-curricular Facilitator).

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 Myles Loeffler (Extra-curricular Facilitator).

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 Myles Loeffler (Extra-curricular Facilitator).

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)

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 Facilitator)

<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. **Team travel plans will comply with all aspects of the [PSSD Transportation Administrative Procedures](#) and will be based on a reasonable number of designated and approved team drivers.** 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:

2020-2021 Allocations

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

2020-2021 Dates

Activity	Provincials		Due Date for Claims
Golf	Sept. 25/26 (CANCELLED)		Please submit claims within 2 weeks of the Provincial Championship event.
Cross-Country	Oct. 17 (CANCELLED)		
Soccer	Oct. 30/31 (CANCELLED)		
Football	Nov. 14 (CANCELLED)		
Volleyball	Nov. 28 (CANCELLED)		
Curling	Mar. 5/6		
Wrestling	Mar. 5/6		
Basketball	March 25-27		
Badminton	May 8		
Track	June 4/5		
Cheerleading			
Drama			
Band			

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

- Please clearly indicate whether each claim is for a coach, parent or student expense.
- Please clearly indicate which sport the claim is for and whether it is a senior boys', senior girls', or a mixed team.