

CALGARY ALTERNATIVE ATHLETIC ASSOCIATION CONSTITUTION

as adopted by the founding member schools:

Airdrie Koinonia Christian School

Brian Kaveline, Principal [Signature]
Name, Position Signature

Almadina Charter School

Taan Borhot, PE Teacher [Signature]
Name, Position Signature

Foundations for the Future Charter Academy

Kurtis Leinweber, Assoc. Principal [Signature]
Name, Position Signature

Prince of Peace Lutheran School

GARY A. Jacobson, Director of Athletics [Signature]
Name, Position Signature

Science Alberta Charter School

Peter Prost, Principal [Signature]
Name, Position Signature

on the sixth of June in the year two-thousand and one.

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ASSOCIATION BY-LAWS

BY - LAW I - MEMBERSHIP

1. A school's intention to participate in Association activities must be made to the Association Chairperson in writing on the "Request to join the Sports Association Form" by June 1st prior to the competitive year. Late applications will be considered on an individual basis by the executive. Schools wishing to remove themselves from the Association programs must also put their request in writing to the Association Chairperson prior to the annual June meeting. Member schools that leave the Association and then wish to return must re-apply to join by contacting the Association Chairperson, in writing, by June 1 prior to the competitive year.
2. All newly accepted applicants will be given a one-year probationary membership in the Association. At the next June meeting each probationary member's eligibility, to remain as a member of the Association, will be reviewed by the Association members present. A simple majority will allow the member in question to be given another one-year probationary membership OR be accepted as a full member.
3. Criteria for accepting or removing members from the Association are as follows:
 - a) Interest in being a part of the Association.
 - b) All fees have been paid in full for all Association and tournament play
 - c) Attendance of both an administrative representative AND an athletic representative at the Fall (September) and Summer (June) meetings of the Association.
 - d) Attendance of at least one representative at all others meetings of the Association.
 - e) Punctuality at meetings.
 - f) Honoring all commitments to the association including attendance and punctuality at Association games or tournaments.
 - g) Actions in accordance with all Association by-laws and policies.
 - h) Student, staff, coach and fan behavior.
 - i) Adequate student supervision at games or tournaments.
 - j) Other criteria that are acceptable to the membership present at the meeting where a school's membership in the Association is being considered.
4. Rights, Responsibilities and Privileges of Member Schools
 - a) Each member school has the right to participate in each sport as offered by the Association.
 - b) Each member school will have one vote at each meeting as defined in By-Law VI of the by-laws.
 - c) Each member school will have one vote per team at each coaches meeting.
 - d) Each school has the responsibility to follow the Association by-laws and policies as outlined.
5. Membership in the Association shall be open to any junior high school in the Calgary area that meets the above criteria and has paid its annual fee according to the following scale:

Initial Year Membership Fee for Junior High Schools	\$130.00
Annual Membership Maintenance Fee for Junior High Schools	\$30.00
6. Annual fees are due by the June meeting for the following year. A lack of payment could result in the school being dropped from the membership.
7. There shall be at least two (2) general meetings a year, the annual meeting in June and a September meeting.

BY - LAW II - ORGANIZATION AND GOVERNANCE**A. Roles and Responsibilities of the Stakeholder Groups and Association Executive Members****1. Introduction:**

All competitions must be conducted with a high standard of courtesy, fair play and sportsmanship. All those involved share this responsibility.

Administrators, teacher-coaches, advisors or an agent of the Board must assume responsibility for the implementation of this code. School administrators must be advised of breaches of desirable practice on the part of students, spectators or coaches. Commissioners should alert the Association Chair as to discipline problems associated with various stakeholder conduct at competitions.

Good sportsmanship cannot be legislated, it must be a goal toward which all Association schools and its members strive.

2. School Administrators - are the Principals, Assistant or Vice- Principals of each school within the Association. They will discuss issues and Notices of Motions with their school coaches. Each school will have one vote at each Association meeting. The Principals, or their respective delegates will enforce the constitution, by-laws and policies of the Association. They will rule on sport related issues and recommendations made by the coaches.

The Association recognizes that the school administration is responsible for all athletic programs and the conduct of all school representatives, whatever the level and location of the competition.

3. Association Chairperson - elected by the Association. The chairperson oversees all internal operations of the Association. The chair or appointed delegate shall have the official voice of the association in all matters external to the association. The chair shall lead all Association meetings.
4. Association Vice-Chairperson - elected by the Association. The vice-chairperson shall assist the chairperson in overseeing the internal operations of the Association. The Vice-Chair fulfills the duties of the chairperson in the chair's absence.
5. Association Secretary/Treasurer - elected by the Association; shall record and file all general and special meeting minutes. In addition the incumbent will file all correspondence, application requests, approvals, etc., all financial records and documentation that supports all financial and business matters. The secretary/treasurer will provide a financial report to all members at each general meeting.
6. Sport Commissioners - are certified teachers elected by the membership in June on the basis of one per sport in which there is Association competition. The commissioner will organize and oversee competition for both boys and girls. The incumbent will hold the position for one (1) year. The commissioners will advise the administrators on sport technical issues of his/her respective sport. This is a non-voting position at the Association meetings. The Sport Commissioner will perform duties outlined in the job description outlined in Appendix C.

- B. The seasons of play for the following sports are authorized by the Association and the school boards that make up the Association.

1. Cross -Country (May 1 - 3rd Saturday in October)
2. Volleyball (June 1 - November 30)
3. Basketball (November 1 - 3rd Saturday in March)
4. Badminton (January 3 - 1st Saturday in May)
5. Track and Field (March 1 - 2nd Saturday in June)

C. TEAM COMPETITION AND PLAYER PARTICIPATION

1. During competition, every school team must be accompanied by a teacher-coach, teacher-supervisor or an agent of the Board.
2. Competitors, coaches and teams guilty of misconduct either before, during or after a competition must be reported to the Association Chair and Sport Commissioner in charge of the particular sport. Misconduct includes the consumption of alcohol and non-medical use of drugs.
3. A female teacher or adult chaperon shall supervise a girls team and a male teacher or adult chaperon shall supervise a boys team where overnight accommodation is required.
4. All participants must be bona fide students of the school they represent and in the team activities of basketball, and volleyball, all members of a team must be bona fide students of the same school.
5. Teams participating in Junior High tournaments are required to wear standard uniforms. The tournament director and the Sport Commissioner have the final say as to the appropriate dress code.
6. In Association and Zone competition, a school may elect to enter a team in a given activity in the classification above its school classification while still retaining its right to enter teams in other activities in the proper classification of the school.
7. Association permission must be obtained prior to a member's team participating outside of association sponsored activities.

D. AWARDS

1. The Association will provide an annual trophy which is awarded to both boys and girls league champions in the team sports of volleyball and basketball. These trophies remain property of the association and are to be cycled through each seasons champions.
2. Individual awards may be presented for the following sports depending on the wishes of the association membership:
 - a) Badminton
 - b) Cross- Country
 - c) Track and Field

BY - LAW III – STANDARDS OF CONDUCT

1. Each Association sponsored activity shall be governed by a Code of Ethics and as stated in Policy I.
2. Administrators and Teachers: In addition to their generally recognized duties, administrators and teachers must demonstrate courtesy and good sportsmanship by their positive examples.

The principal of each school shall be responsible for the classification of competitors in any competition. Any school registering a false date of birth with the association or using ineligible players will be dealt with by the association membership.

3. Coaches: In addition to regular coaching duties the coaches must also demonstrate qualities of courtesy and good sportsmanship. These are evidenced by proper acceptance of officials' judgement, positive encouragement of player performance and bench behaviour. Each player and coach is encouraged to sign a team sport commitment form at the beginning of the sport season. Such a form would contain the association code of ethics that apply.
4. Athletes: The athletes must demonstrate qualities of courtesy and good sportsmanship by proper acceptance of officials' judgement, and by showing proper respect for opposing athletes as well as for team mates.
 - 4.1 No participant may compete in more than one classification, in the same sport, during one season.
 - 4.2 Only students under the age of seventeen (17) on November 1st of the school year shall be eligible to compete in activities under the jurisdiction of the association.
 - 4.3 Students shall be eligible for competition after registration in Grade 7, and for four consecutive years, while a bona fide student of an association school.
5. Spectators - The spectators, both student and adult, must demonstrate courtesy and good sportsmanship by positive cheers of encouragement for their team, not against their opponents. This is evidenced by the absence of booing and vulgarities. Spectators must also show proper acceptance of officials' judgement.

BY - LAW IV - MEETINGS

1. The Association holds meetings for Association representatives to establish or clarify parameters under which the Association and each sport will operate. These include, but are not limited to:
 - a) Four General Meetings during each school year:
 - Fall Meeting – June
 - Winter Meeting – December
 - Spring Meeting – March
 - Summer Meeting – June
 - b) Any additional sport-specific meetings for coaches, administrators, etc. as deemed necessary by the commissioners or the Association Executive. These may occur in conjunction with the general meetings.

2. Each member school must be represented by at least one administrator and one athletic representative at both the Fall (September) and Summer (June) meetings of the Association.
 - Failure to have representation at the appropriate meeting may result in that school being disqualified from participation in Association activities.
3. Individual sport coaches meetings may be held during the course of the school year to plan a program of activities within the established parameters set by the Association governing body.
 - a) Schools expecting to participate must have a representative at any meeting called by the Sport Commissioner. Failure to attend may result in their school being disqualified from participating in that activity.
 - b) Coaches wishing to change regulations and rules governing the sport must do so through the Sports Commissioner by a Notice of Motion. The Notice of Motion must be submitted to the Commissioner three weeks prior to the General Meeting.
 - c) Coaches are EXPECTED to discuss all notices of motions with their appropriate school Principal prior to attending the coaches meeting or a General Meeting.

BY - LAW V - QUORUM

1. For the purpose of general meetings of the Association, 50% plus one (1) member schools must be represented by at least one school representative to constitute a quorum.
2. For the purposes of coaches parameter meetings, 50% plus one (1) also applies.

BY - LAW VI - MOTIONS & VOTING

1. A coach, sport commissioner, school-based administrator or an executive member may move or second a motion for the consideration of those assembled at a properly called general meeting.
2. Each school within the Association shall be allowed one vote on issues presented at meetings of the Association. The school based administrator will vote for each association member (school) or affiliated school member at general meetings.
3. A majority vote will pass all motions. A tie vote will be considered a defeated motion.

BY - LAW VII - AMENDMENTS

1. Amendments to the Constitution must be made by the Association governing body and are subject to the approval in principle of each school board within the Association.
 - a) Intent to amend the Constitution (by-laws) must be made by a Notice of Motion.
 - b) Notices of Motion to amend the Constitution must be sent to the Association Chairman three (3) weeks in advance of a General Meeting. The Association Chairman must advise all Association members two (2) weeks before the meeting on any proposed amendments.

2. All items under by-laws may be amended by a majority vote of the quorum of the general membership providing the amendments have been circulated to member schools as Notices of Motion at least two (2) weeks prior to the general meeting.
3. Notices of Motion to amend may be waived where such an amendment is clearly of a housekeeping nature and does not change the intent of the by-law.
4. Amendments to specific sports procedures, guidelines and rules may be made as a recommendation from the coaches. These amendments are subject to ratification of the Association at a General Meeting.

ARTICE VIII - BY-LAWS

The activities of the Association shall be governed by the Association Constitution; that is these by-laws and policies.

BY - LAW IX - FINANCIAL MATTERS

1. The fiscal year shall be from September 1 to August 31 of the following year.
2. The intent is that all Association competitions be organized in such a manner as to be self sufficient while keeping cost to participating teams or individuals as minimal as possible.
3. An entry fee, subject to approval of the Association, may be charged to all schools participating in a particular sport to recover Association costs of operating the league such as that of centrally booked, carded officials.
4. An entry fee, subject to approval by the Sport Commissioner, may be charged by the host committee of playoff competitions to recover hosting costs such as that of carded officials or awards.
5. The finances of the Association will not be used to support competitors to zone (or provincial) competitions.
6. The Sport Commissioner may bill entry fees or expenses incurred, to any Association member school who fails to confirm their non-participation in a competition by the specified deadline date (This is three (3) weeks prior to league, tournament or meet competition unless stated otherwise).
7. The Association will not honor claims from member school employees or community coaches that do not fall within the by-laws or policies approved by the Association membership. The Association will not pay for claims of expenditures for activities not recognized in Association by-laws, policy or Association motions.
8. Tournaments or meets shall be self - supporting.
9. When schools are involved in interscholastic competition, it will be their responsibility to arrange and pay for if necessary appropriate transportation to and from the competitions.

BY - LAW X – FEES

1. All fees are set by the Association and intended solely to cover the operational cost of each sport.
2. Fees levied to schools for individual athletic or sport categories may be set by the commissioner and coaches and reported to a subsequent general meeting.
3. Member schools are responsible for charging their participating students a reasonable user fee to help defray the costs of the member school's sport program if they so desire.
4. Schools withdrawing from any program after they have sent in their commitment form may not be refunded any portion of their annual fee for Association membership. Commitment forms must be received by the Association Chairman on or before June 1st for the subsequent competitive year.
5. Any Association funds accumulated during the school year shall be retained by the Association and used in the next year to help offset the costs of the program.
6. Sports Commissioners must submit a financial report to the Association Chairperson and Secretary/Treasurer for membership review, two weeks after the sport is completed for that year. Records may be requested from a member school or Association official at any time.

BY - LAW XI – ELIGIBILITY

Refer to Policy II – Athletic Eligibility.

BY - LAW XII – NEW SPORTS

1. Proposed amendments to the list of sports approved by the Association (By - Law II – B) must be made at a General Meeting.
 - a) Intent to amend the list of approved sports of the Association must be made by a Notice of Motion.
 - b) These Notices of Motion must be sent to the Association Chairman three (3) weeks in advance of a General Meeting. The Association Chairman must advise all Association members two (2) weeks before the meeting on any proposed amendments.
 - c) Once approved for interim participation, individual schools must operate in the new sport for one (1) season on a probationary basis.
 - d) Costs incurred for the season would be the responsibility of the Association. ie. field maintenance, awards, ribbons, etc.

2. New sports, to be sponsored by the Association, shall be adopted according to the following procedures:
 - a) A Notice of Motion requesting the sport must come to the Association at the June meeting. To be approved for interim participation the sport activity must:
 - have four (4) schools interested and able to field a team, or have a minimum of 40 athletes in four (4) schools for individual sports.
 - have a Sport Governing Body with official rules, parameters and officials.
 - meet safety standards determined by the Association.
 - have a commissioner, appointed by the Association at a General Meeting.
 - b) After the completion of one pilot year, the Association will review the sport's status. If it is successful, it will be given Association status which would entitle the sport to exist as one of the sporting activities recognized by the Association as per Part A of the Constitution-By-laws – By - Law II – B.

BY - LAW XIII - RESOLVING ISSUES

1. Coaches and Principals should make every attempt to resolve all issues at the inter-school level before moving to the following procedures.
2. In the event that the issue cannot be resolved between the individuals and or the schools concerned, the following procedures will be followed:
 - a) The coach of the sport in question, in consultation with the Principal, will, in writing, present full details of the issue to the Sport Commissioner within two (2) school days of when the issue occurred. The Sport Commissioner will then make a decision on the request within two (2) school days.
 - b) The Sport Commissioner's decision may be appealed to a Neutral Committee of two (2) people appointed by the Association Chair by the coach and his/her Principal. The appeal procedure must be initiated within two (2) school days of the Sport Commissioner's decision. The appeal must be made in writing and faxed or e-mailed to the Association Chairperson who will strike the Neutral Committee.
 - c) Upon receiving the appeal letter, the Neutral Committee must make a decision on the appeal within five (5) school days. The Association Chairperson must be notified of the decision by the next school day who will then notify the party or parties concerned.
 - d) If the issue cannot be resolved by the Neutral Committee, the coach and his/her Principal may appeal to the Association through the Association Chair, within one (1) school day of receiving the Neutral Committee's decision. The Association will make a decision at a general or special general meeting of the membership. This will be the final decision regarding the issue.

ASSOCIATION POLICIES

POLICY I - CODE OF ETHICS

1. CODE OF ETHICS FOR PLAYERS AND SPECTATORS

Whether I am a player or a spectator at a school athletic function, I realize that I am under the school's jurisdiction. Because my actions reflect upon the school I represent, I recognize my responsibility to exemplify the highest standards of conduct.

I will:

- a) OFFER constructive support of my team, rather than criticize the opposition.
- b) SHOW appreciation of good plays by both teams.
- c) As a host, WELCOME the visitors as guests, offering all possible assistance.
- d) As a visitor, RESPECT the property of the host school and accept the host's regulations.
- e) RECOGNIZE the officials' integrity, realizing the difficulty of their decisions.
- f) ACCEPT the officials' decision as final.
- g) RESPECT the feelings of all participants and show empathy for an injured or disqualified player.
- h) LEARN the rules of the game.
- i) ACCEPT victory or defeat graciously, respecting the efforts displayed by all.
- j) EXPRESS thanks to those responsible for the opportunity to enjoy a school sports activity.
- k) Students who REPRESENT A SCHOOL in interscholastic activities must be creditable school citizens.

NOTE: It is recommended that students sign a copy of this code of ethics at the beginning of the "season" for each association approved sporting activity.

2. COACHES' CODE OF ETHICS

- a) The coach will, by word and deed, offer leadership to his students in the area of sportsmanship.
- b) The coach will establish sportsmanship above winning as a team goal, and will cooperate with the opposing coach's goals where possible.
- c) The coach is responsible for the actions of his/her students and is expected to supervise them at all times that they are under the school's jurisdiction.
- d) The coach, if unable to resolve the issue after discussion with the opposing coach may lodge a complaint, through the proper channels. (See By – Law XIII)
- e) The coach recognizes the authority of the Association and the school administration in all matters pertaining to extra-curricular sports.

- f) Adults who work with students in interscholastic activities should present a positive role model for them to emulate.

It is recommended that coaches who REPRESENT A SCHOOL in interscholastic activities must be creditable school citizens.

NOTE: It is suggested that coaches sign a copy of this code of ethics at the beginning of each season for each Association approved sporting activity.

POLICY II - ATHLETIC ELIGIBILITY

1. The Principal of each school shall be responsible for the eligibility of the school's competitors for any competition.
2. If schools have questions or concerns regarding a student's eligibility they are required to complete the Athletic Eligibility Review form and send it to the Association Chair.
3. Schools that require ineligible players to participate in order to field a team must submit a written request to a General Meeting as necessary.
4. The Junior High competitor must be under the age of seventeen (17) years on June 30th of the school year he/she is enrolled in.
5. It must be the opinion of the school Principal that it is in the best interest of the competitor, and of the Association as a whole, for him or her to participate.
6. No competitor may represent his school in more than one classification in the same sport, in junior high association competitions in one school year. All games will be defaulted if this occurs.
7. Athletic Eligibility Review Procedures
 - a) Each school wishing a non-resident or a student not residing with his/her parents to play on a sports team would be responsible to submit their rationale to the Sports Commissioner two weeks prior to the first association game or the date of the tournament. The Sports Commissioner will be responsible to respond with a decision within five (5) school days from the date of the request.
 - b) Anyone may request an eligibility review by completing the attached Athletic Eligibility Review Form prior to the start of that particular sports association. The Association Chair will not accept the request if the Principal of the school in question has not already been contacted.
 - c) The Association Chair will decide on the eligibility of students to participate in association sponsored sports programs. Based on Alberta Schools Athletic Association (ASAA) eligibility regulations, any student who is either a non-resident student or who is not residing with his/her parents within the school's attendance area will have their eligibility to play sports decided by a two person review committee or Neutral Committee.
 - d) Further concerns in regard to eligibility will be dealt with as per By – Law XIII, beginning with By – Law 2 (b).
8. Teams that play ineligible players will be suspended. Teams may forfeit all points and awards received while playing the ineligible athlete.

POLICY III: COACHES

1. The Principal is ultimately responsible for the proper organization and supervision of the extra-curricular activities, staff and community coaches of the Association member school.
 - A. Staff and community coaches should meet the following criteria:
 - a) be approved by the Principal of the school thereby becoming an "agent of the board".
 - b) complete a Police Record Check and have references reviewed.
 - B. Staff Team Sponsors should:
 - a) attend all games and tournaments.
 - b) ensure that the community coach follows the by-laws and policies set forth by the Association.
3. Where there is no team sponsor, the Principal must ensure that the community coach assumes the duties outlined in Policy II, Section A – Introduction and sub-section 8 of the By-laws and the Coaches Code of Ethics in Policy I of Association policies.
4. It shall be the responsibility of all coaches to conduct themselves within the guidelines of the Code of Ethics for Coaches and to distribute to his players and parents the Association Code of Ethics for Players and Spectators as per Policy I above. Any breach of the Code of Ethics may be subject to disciplinary action by the member school and the Association.

POLICY IV: SUPERVISION

1. The Principal of the host school is responsible for providing supervision at Association athletic events.
2. The Principal or coach will arrange for community volunteer supervision where available, or school staff supervision. Supervisors must be responsible for supervision of hallways, bathrooms and all other accessible areas.
3. It is recommended that coaches be responsible only for their team players.
5. All schools are responsible for supervising their own students.
6. Problems arising in regard to supervision and behavior should be initially dealt with between the Principals of the schools involved.
7. Lack of satisfaction on the part of a Principal, the host principal or the principal of the visiting school; the incident should be reported to the Association Chair, in writing within two days of the event.

POLICY V: HOSTING RESPONSIBILITIES

1. The term "Host" shall refer to home game or tournament host.

3. The Sport Commissioner will make every effort to ensure that hosting duties are rotated through the Association equally.
3. All schools shall follow the list of tournament hosting responsibilities listed in Policy IX -- (Tournament Responsibilities of the Host School) below.
4. When schools are scheduled to host at a school other than their own, the coach or school administration must contact that school to arrange for set up, equipment, supervision and security issues, etc.

In this case, schools must assist the host school with the set up and equipment, understanding that schools must work together, and often share facilities in order to have a viable association.

5. Any unreasonable cleaning and/or repair costs will be charged to the offending school.
6. The following persons have free entry to all events: players,, coaches, managers, trainers, cheerleaders, bus drivers, parent drivers, Association personnel.

POLICY VI: ATHLETIC COMMITMENT AND BEHAVIOR

1. Inherent in the submission of the Membership Request Form is understood that the school will do its best to meet all of its association and play-off obligations.
2. Should a team default a tournament or an association game, the opponents shall be awarded credit for a win, and the defaulting team shall be reported to the Association Chair.
3. A defaulting team shall be suspended immediately until the case is reviewed by the Association Executive. A decision shall be made within five (5) school days following the incident.
4. If during any game sanctioned by the Association, the referee(s) deems the general conduct of the players and/or the coaches, and/or the spectators to be unsatisfactory and uncontrollable through the regular process, he may stop the game and hold an immediate conference with the coaches and/or the captains involved. His efforts, through the coaches, to elevate the play to acceptable standards, must be upheld, failing which the referee may declare the game ended. The situation shall then be referred to the Sport Commissioner, in writing, by the referee or the concerned party.

POLICY VII: RESCHEDULING

A. League Schedules:

1. Coaches requesting a change to a league schedule must have their Principal's approval before contacting the Sport Commissioner.
2. Changes will only be made to a league schedule for extenuating circumstances.
3. League schedules will be sent to the schools, via the fax or e-mail, four (4) weeks prior to the beginning of the season. Any requests to modify or change a schedule must be made at least three (3) weeks prior to the listed start of the schedule.
4. The Sports Commissioner will send written confirmation to all parties affected by a change.

B. Tournament Schedule:

1. Coaches requesting a change to a tournament schedule must have their Principal's approval before contacting the Sport Commissioner.

2. Changes will only be made to a schedule for extenuating circumstances.
3. Tournament schedules will be sent to the schools, via the fax or e-mail, four (4) days prior to the event. Any requests to modify or change a schedule must be made at least three (3) days prior to the tournament.
4. The Sports Commissioner will send written confirmation to all parties affected by a change.

POLICY VIII: ZONE REPRESENTATION

1. Junior High Schools are eligible for membership in the South Central Zone. Membership must be applied for the South Central Zone in accordance with their policies and regulations.
2. Association members who are also members of the South Central Zone are eligible for South Central Zone competitions. The Association has no official role in the South Central Zone or its competitions.

In the case of track and field, schools situated in the City of Calgary must compete in the Bow-Cal run-off meet. Schools outside of Calgary will compete in the Rocky View School Division run-off track meet.

3. Extra-Curricular transportation is a member school responsibility and must have the approval of the Principal.
4. It is the responsibility of each school to provide for its own liability insurance.

POLICY IX: TOURNAMENT RESPONSIBILITIES OF THE HOST SCHOOL

1. Determine if there is any community school use of the school with the school administration. If you are a host at another school discuss the protocol for using their facility and equipment, concession, etc., again with their administration.
2. Arrange officials if necessary and confirm referees with the Sport Commissioner a day before the tournament.
3. Arrange scorekeepers and timers for all games
 - train them prior to tournament
4. Set up facility
 - place player's benches
 - place spectator chairs
 - sporting equipment (e.g. volleyball nets, basketball hoops) at correct height.
 - assign locker/change rooms for all teams with posted signs.
 - post enlarged schedules posted around for facility
 - results poster
5. The host school shall provide the game balls.
6. Provide School Supervision
 - communicate with the staff and the designated supervisors.
 - restricted areas may be blocked off
 - visiting teachers and coaches should supervise their own teams
7. Fax results of tournament to Sport Commissioner by the next school day at 4:30 pm.

8. If possible,
 - arrange to provide a food kiosk with posted concession prices
 - posters welcoming each team (optional)
 - Arrange coaches, referee, volunteer room with coffee and snacks (Highly Recommended)
9. Be the first to arrive and last to leave the school.

POLICY X -AMENDMENTS TO POLICY

1. All items under policy may be amended by a majority vote of the general membership providing the amendments have been circulated to member schools as Notices Of Motion at least two (2) weeks prior to the general meeting.
2. Notices of motion to amend policy may be waived where such an amendment is clearly of a housekeeping nature and does not change the intent of the policy.

APPENDIX A

REQUEST TO JOIN THE SPORTS ASSOCIATION FORM

A. School Name: _____
 Box or Street Address: _____
 City: _____ Postal Code: _____
 Telephone: (403) _____ Fax: (403) _____
 e-mail address: _____

B. Principal's Name: _____ Home Phone: _____
 Vice-Principal's Name: _____ Home Phone: _____
 Superintendent's Name: _____ Home Phone: _____

C. Our school wishes to enroll in the following sporting activities for the 200__ to 200__ school year.

SPORT	COACHES' NAMES
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____

D. I hereby certify that: (Please Check)

- _____ a) Those involved at our school, including myself as Principal, have read the Association Constitution and our school is prepared to honor the by-laws and policy requirements stated therein.
- _____ b) Our School Board has adopted the Association Constitution in principle.
- _____ c) The attached information is also relevant and is being forwarded along with our school's application to join.
- _____ d) The annual fee is attached/enclosed.

 PRINCIPAL DATE

 ASSOCIATION CHAIRPERSON

Approved on: _____
 DATE

APPENDIX B

REQUEST FOR ATHLETIC ELIGIBILITY REVIEW

(Please fill out a separate sheet for each player or team)

To be completed by the school requesting the review: FAX to the Association Chair at 287-7367

Date: _____ School: _____ Sport: _____

Principal Signature: _____ Coach Signature: _____

School in Question: _____ School Contacted: Yes _____ No _____

Student Being Questioned: _____

By-Law/Policy at Issue and/or Grounds for Exemption:

To be completed by the Review Committee: _____ Date: _____

Student's current address: _____

Student's birthday: _____ Current grade: _____ Year of entry into grade 7: _____

Parent/Legal Guardian Name: _____

Parent/Legal Guardian Address: _____

Previous School: _____ Date from: _____ to: _____

Letter of Consent from previous school received and attached: Yes _____ No _____

Reason for moving: _____

Notes for Review Committee: _____

Eligibility Approved: Yes _____ No _____ Letter sent to both schools: Yes _____ No _____

Signature of Review Committee Members: _____

APPENDIX C

ROLE OF THE SPORT COMMISSIONER

A. Conditions of Appointment

1. Appointments to the roster of sport commissioners shall be ratified by the general membership at a Association general meeting.
2. They shall be appointed from among the school staff members of the Association's member schools.
3. Commissioners shall serve for a period of one year.

B. Duties and Responsibilities

1. Coordination of the Association schedule and playoffs.
 - a) Assure which of the member schools are to be represented at league competition in the specified sport at least three weeks prior to the event.
 - b) Prepare the initial draw or schedule of games, where applicable, for league competition.
 - c) Obtain appropriate awards for playoff competitions and forward them to the tournament host.
 - d) Obtain each school's request to join the league or team sport commitment from each school, signed by the Principal, three weeks prior to the competition. Please refer to Association Policy- Policy I. There may be value in getting this commitment from each school each year.
2. Collect individual school registration forms, check for player eligibility and forward them to the Association Chairman.
3. Notify school of ineligible players.
4. Assimilate and return to each school a copy of each coach's registry by the start of league play or the tournament or meet.
5. Coordinate a coach's meeting once a year.
6. Review all policies regarding the sport and make recommendations for change to the Association general meeting.
7. Be familiar with new developments in rules, equipment, coaching techniques, etc.
8. Furthering the development of their sport through the use of newsletters, talks and other forms of publicity and promotion.
9. Ensuring that the records are recorded and yearly reports are written and forwarded to the next year's commissioner.

CALGARY ALTERNATIVE ATHLETIC ASSOCIATION

AMENDED CONSTITUTION

as adopted by the member schools:

Airdrie Koinonia Christian School	
_____ Name, Position	_____ Signature
Almadina Language Charter Academy	
_____ Name, Position	_____ Signature
Calgary Arts Academy	
_____ Name, Position	_____ Signature
Calgary Girls' School	
_____ Name, Position	_____ Signature
Calgary Science School	
_____ Name, Position	_____ Signature
Ecole Rose Sauvage	
_____ Name, Position	_____ Signature
Foundations for the Future Charter Academy – Andrew Davison	
_____ Name, Position	_____ Signature
Foundations for the Future Charter Academy – St. Clements	
_____ Name, Position	_____ Signature
Westmount Charter School	
_____ Name, Position	_____ Signature

on the sixteenth of September in the year two-thousand and nine.

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ASSOCIATION BY-LAWS

BY - LAW I – MEMBERSHIP

1. A school's intention to participate in Association activities must be made to the Association Chairperson in writing on the "Request to join the Sports Association Form" by June 1st prior to the competitive year. Late applications will be considered on an individual basis by the executive. Schools wishing to remove themselves from the Association programs must also put their request in writing to the Association Chairperson prior to the annual June meeting. Member schools that leave the Association and then wish to return must re-apply to join by contacting the Association Chairperson, in writing, by June 1 prior to the competitive year.
2. All newly accepted applicants will be given a one-year probationary member ship in the Association. At the next June meeting each probationary member's eligibility, to remain as a member of the Association, will be reviewed by the Association members present. A simple majority will allow the member in question to be given another one-year probationary membership OR be accepted as a full member.
3. Criteria for accepting or removing members from the Association are as follows:
 - a) Interest in being a part of the Association.
 - b) All fees have been paid in full for all Association and tournament play.
 - c) Attendance of both an administrative representative AND athletic representative at the Fall (September) and Summer (June) meetings of the Association.
 - d) Attendance of at least one representative at all other meetings of the Association.
 - e) Punctuality at meetings.
 - f) Honoring all commitments to the association including attendance and punctuality at Association games or tournaments.
 - g) Actions in accordance with all Association by-laws and policies.
 - h) Student, staff, coach and fan behavior.
 - i) Adequate student supervision at games or tournaments.
 - j) Other criteria that are acceptable to the membership present at the meeting where a school's membership in the Association is being considered.
4. Rights, Responsibilities and Privileges of Member Schools
 - a) Each member school has the right to participate in each sport as offered by the Association.
 - b) Each member school will have one vote at each meeting as defined in By-Law VI of the by-laws.
 - c) Each member school will have one vote per team at each coaches meeting.
 - d) Each school has the responsibility to follow the Association by-laws and policies as outlined.
5. Membership in the Association shall be open to any junior high school in the Calgary area that meets the above criteria and has paid its annual fee according to the following scale:

Annual Membership Fee for Junior High Schools	\$2000.00
---	-----------

6. Annual fees are due by the September meeting for the following year. A late fee payment of \$100 will be charged and lack of payment could result in the school being dropped from the membership.
7. There shall be a least two (2) general meetings a year, the annual meeting in June and a September meeting.

BY - LAW II – ORGANIZATION AND GOVERNANCE

A. Roles and Responsibilities of the Stakeholder Groups and Association Executive Members

1. Introduction:

All competitions must be conducted with a high standard of courtesy, fair play and sportsmanship. All those involved share this responsibility.

Administrators, teacher-coaches, advisors or an agent of the Board must assume responsibility for the implementation of this code. School administrators must be advised of breaches of desirable practice on the part of students, spectators or coaches. Commissioners should alert the Association Chair as to discipline problems associated with various stakeholder conduct at competitions.

Good sportsmanship cannot be legislated, it must be a goal toward which all Association schools and its members strive.

2. School Administrators - are the Principals, Assistant or Vice-Principals of each school within the Association. They will discuss issues and Notices of Motions with their school coaches. Each school will have one vote at each Association meeting. The Principals or their respective delegates will enforce the constitution, by-laws and policies of the Association. They will rule on sport related issues and recommendations made by the coaches.

The Association recognizes that the school administration is responsible for all athletic programs and the conduct of all school representatives, whatever the level and location of the competition.

3. Association Chairperson – elected by the Association. The chairperson oversees all internal operations of the Association. The chair or appointed delegate shall have the official voice of the Association in all matters external to the association. The chair shall lead all Association meetings.
4. Association Vice-Chairperson – elected by the Association. The vice-chairperson shall assist the chairperson in overseeing the internal operations of the Association. The Vice-Chair fulfills the duties of the chairperson in the chair's absence.
5. Association Secretary/Treasurer – elected by the Association; shall record and file all general and special meeting minutes. In addition the incumbent will file all correspondence, application requests, approvals, etc., all financial records and documentation that supports all financial and business matters. The secretary/treasurer will provide a financial report to all members at each general meeting.

6. Sport Commissioners – are certified teachers elected by the membership in June on the basis of one per sport in which there is Association competition. The commissioner will organize and oversee competition for both boys and girls. The incumbent will hold the position for one (1) year. The commissioners will advise the administrators on sport technical issues of his/her respective sport. This is a non-voting position at the Association meetings. The Sport Commissioner will perform duties outlined in the job description outlined in Appendix C.

7. League Coordinator – one person elected by the membership in June. The Coordinator will maintain communication with Sports Commissioners in regards to organization of league schedules, events and available funding. The incumbent will hold the position for one (1) year and will also deal with deadlines, schedules, standings, budget and financial transactions, record of motions, minutes and constitution and provide leadership in regards to policy and maintaining integrity and intent of constitution. A yearly honorarium of \$1000.00 paid to the League Coordinator is subject to an annual review at the June meeting.

- B. The seasons of play for the following sports are authorized by the Association and the school boards that make up the Association.

- | | |
|--------------------|---|
| 1. Cross-Country | August 15 th - 3 rd Saturday in October |
| 2. Volleyball | September 1 st - 2 nd week in December |
| 3. Wrestling | November 15 th - end of January |
| 4. Basketball | November 1 st - 1 st Saturday in March |
| 5. Badminton | March 1 st - last week of April |
| 6. Track and Field | April 15 - June 15 th |

C. TEAM COMPETITION AND PLAYER PARTICIPATION

1. During competition, every school team must be accompanied by a teacher-coach, teacher-supervisor, or an agent of the Board.
2. Competitors, coaches and teams guilty of misconduct either before, during or after a competition must be reported to the Association Chair and Sport Commissioner in charge of the particular sport. Misconduct includes the consumption of alcohol and non-medical use of drugs.
3. A female teacher or adult chaperon shall supervise a girls team and a male teacher of adult chaperone shall supervise a boys team where overnight accommodation is required.
4. All participants must be bona fide students of the school they represent and in the team activities of basketball and volleyball, all members of a team must be bona fide students of the same school.
5. Teams participating in Junior High tournaments are required to wear unified standard uniforms or gym strip. The tournament director and the Sport Commissioner have the final say as to the appropriate dress code.

6. In Association and Zone competition, a school may elect to enter a team in a given activity in the classification above its school classification while still retaining its right to enter teams in other activities in the proper classification of the school.
7. Association permission must be obtained prior to a member's team participating outside of association sponsored activities.

D. AWARDS

1. The Association will provide the following annual trophies:
 - a) CROSS-COUNTRY
Elementary, Junior High and Sportsmanship
 - b) VOLLEYBALL
Boys and Girls Aggregate and Sportsmanship
 - c) WRESTLING
Overall Aggregate (most points) and Sportsmanship
 - d) BASKETBALL
Boys and Girls Aggregate and Sportsmanship
 - e) BADMINTON Grade 7, 8, 9 Aggregate and Sportsmanship
 - f) TRACK & FIELD
Overall Aggregate and Sportsmanship

Individual awards may be presented depending on the wishes of the association membership.

BY - LAW III – STANDARDS OF CONDUCT

1. Each Association sponsored activity shall be governed by a Code of Ethics and as stated in Policy I.
2. Administrators and Teachers: In addition to their generally recognized duties, administrators and teachers must demonstrate courtesy and good sportsmanship by their positive examples.

The principal of each school shall be responsible for the classification of competitors in any competition. Any school registering a false date of birth with the association or using ineligible players will be dealt with by the association membership.

3. Coaches: In addition to regular coaching duties the coaches must also demonstrate qualities of courtesy and good sportsmanship. These are evidenced by proper acceptance of officials' judgment, positive encouragement of player performance and bench behavior. Each player and coach is encouraged to sign a team sport commitment form at the beginning of the sport season. Such a form would contain the association code of ethics that apply.
4. Athletes: The athletes must demonstrate qualities of courtesy and good sportsmanship by proper acceptance of officials' judgment and by showing proper respect for opposing athletes as well as for team mates.

- 4.1 No participant may compete in more than one classification, in the same sport during one season.
- 4.2 Only students under the age of seventeen (17) on November 1st of the school year shall be eligible to compete in activities under the jurisdiction of the association.
- 4.3 Students shall be eligible for competition after registration in Grade 6 and for five consecutive years, while a bona fide student of an association school.
- 5. Spectators – The spectators, both student and adult, must demonstrate courtesy and good sportsmanship by positive cheers of encouragement for their team, not against their opponents. This is evidenced by the absence of booing and vulgarities. Spectators must also show proper acceptance of officials' judgment.

BY - LAW IV – MEETINGS

- 1. The Association holds meetings for Association representatives to establish or clarify parameters under which the Association and each sport will operate. These include, but are not limited to:
 - a) Four General Meetings during each school year:
 - > Fall Meeting – September
 - > Winter Meeting – December
 - > Spring Meeting – March
 - > Summer Meeting – June
 - b) Any additional sport-specific meetings for coaches, administrator, etc. as deemed necessary by the commissioners or the Association Executive. These may occur in conjunction with the general meetings.
- 2. Each member school must be represented by at least one administrator and one athletic representative at both the Fall (September) and Summer (June) meetings of the Association.
 - > Failure to have representation at the appropriate meeting may result in that school being disqualified from participation in Association activities.
- 3. Individual sport coaches meetings may be held during the course of the school year to plan a program of activities within the established parameters set by the Association governing body.
 - a) Schools expecting to participate must have a representative at any meeting called by the Sport Commissioner. Failure to attend may result in their school being disqualified from participating in that activity.
 - b) Coaches wishing to change regulations and rules governing the sport must do so through the Sports Commissioner by a Notice of Motion. The Notice of Motion must be submitted to the Commissioner three weeks prior to the General Meeting.
 - c) Coaches are EXPECTED to discuss all notices of motions with their appropriate school Principal prior to attending the coaches meeting or a General Meeting.

BY - LAW V – QUORUM

1. For the purpose of general meetings of the Association, 50% plus one (1) member schools must be represented by at least one school representative to constitute a quorum.
2. For the purposes of coaches parameter meetings, 50% plus one (1) also applies.

BY - LAW VI – MOTIONS AND VOTING

1. A coach, sport commissioner, school-based administrator or an executive member may move or second a motion for the consideration of those assembled at a properly called general meeting.
2. Each school within the Association shall be allowed one vote on issues presented at meetings of the Association. The school based administrator will vote for each association member (school) or affiliated school member at general meetings.
3. A majority vote will pass all motions. A tie vote will be considered a defeated motion.

BY - LAW VII – AMENDMENTS

1. Amendments to the Constitution must be made by the Association governing body and are subject to the approval in principle of each school board within the Association.
 - a) Intent to amend the constitution (by-laws) must be made by a Notice of Motion.
 - b) Notices of Motion to amend the Constitution must be sent to the Association Chairman three (3) weeks in advance of a General Meeting. The Association Chairman must advise all Association members two (2) weeks before the meeting on any proposed amendments.
2. All items under by-laws may be amended by a majority vote of the quorum of the general membership providing the amendments have been circulated to member schools as Notices of Motion at least two (2) weeks prior to the general meeting.
3. Notices of Motion to amend may be waived where such an amendment is clearly of a housekeeping nature and does not change the intent of the by-law.
4. Amendments to specific sports procedures, guidelines and rules may be made as a recommendation from the coaches. These amendments are subject to ratification of the Association at a General Meeting.

ARTICE VIII – BY- LAWS

The activities of the Association shall be governed by the Association Constitution; that is these by-laws and policies.

BY – LAW IX – FINANCIAL MATTERS

1. The financial year shall be from September 1 – August 31 of the following year.
2. The intent is that all Association competitions be organized in such a manner as to be self sufficient while keeping cost to participating teams or individuals as minimal as possible.

3. An entry fee, subject to approval of the Association, may be charged to all schools participating in a particular sport to recover Association costs of operating the league such as that of centrally booked, carded officials.
4. An entry fee, subject to approval by the Sport Commissioner, may be charged by the host committee of playoff competitions to recover hosting costs such as that of carded officials or awards.
5. The finances of the Association will not be used to support competitors to zone (or provincial) competitions.
6. The Sport Commissioner may bill entry fees or expenses incurred, to any Association member school who fails to confirm their non-participation in a competition by the specified deadline date (This is three (3) weeks prior to league, tournament or meet competition unless stated otherwise.)
7. The Association will not honor claims from member school employees or community coaches that do not fall within the by-laws or policies approved by the Association membership. The Association will not pay for claims of expenditures for activities not recognized in Association by-laws, policy or Association motions.
8. Tournaments or meets shall be self-supporting.
9. When schools are involved in interscholastic competition, it will be their responsibility to arrange and pay for if necessary appropriate transportation to and from the competitions.

BY – LAW X – FEES

1. All fees are set by the Association and intended solely to cover the operational cost of each sport, awards and medals, website, referees, facility rentals and league sport coordinator.
2. Fees levied to schools for all sport categories are set for the subsequent sporting year and are subject to approval at the June meeting, payable at the September meeting.
3. Member schools are responsible for charging their participating students a reasonable user fee to help defray the costs of the member school's sport program if they so desire.
5. Any Association funds accumulated during the school year shall be retained by the Association and used in the next year to help offset the costs of the program.
6. Sports Commissioners must submit a financial report to the Association Chairperson and Secretary/Treasurer for membership review, two weeks after the sport is completed for that year. Records may be requested from a member school or Association official at any time.
7. It is the responsibility of the school that won a league trophy/plaque to have said trophy/plaque engraved at winning schools.

BY – LAW XI – ELIGIBILITY

Refer to Policy II – Athletic Eligibility.

BY – LAW XII – NEW SPORTS

1. Proposed amendments to the list of sports approved by the Association (By – Law II – B) must be made at a General Meeting.
 - a) Intent to amend the list of approved sports of the Association must be made by Notice of Motion.
 - b) These Notices of Motions must be sent to the Association Chairman three (3) weeks in advance of a General Meeting. The Association Chairman must advise all Association members two (2) weeks before the meeting on any proposed amendments.
 - c) Once approved for interim participation, individual schools must operate in the new sport for one (1) season on a probationary basis.
 - d) Costs incurred for the season would be the responsibility of the Association. ie. field maintenance, awards, ribbons, etc.
2. New sports, to be sponsored by the Association, shall be adopted according to the following procedures:
 - a) A Notice of Motion requesting the sport must come to the Association at the June meeting. To be approved for interim participation the sport activity must:
 - Have four (4) schools interested and able to field a team, or have a minimum of 40 athletes in four (4) schools for individual sports.
 - have a Sport Governing Body with official rules, parameters and officials
 - meet safety standards determined by the Association
 - have a commissioner, appointed by the Association at a General Meeting
 - b) After the completion of one pilot year, the Association will review the sport's status. If it is successful, it will be given Association status which would entitle the sport to exist as one of the sporting activities recognized by the Association as per Part A of the Constitution – By-laws – By – Law – B.

BY – LAW XIII RESOLVING ISSUES

1. Coaches and Principals should make every attempt to resolve all issues at the inter-school level before moving to the following procedures.
2. In the event that the issue cannot be resolved between the individuals and or the schools concerned, the following procedures will be followed:
 - a) The coach of the sport in question, in consultation with the Principal, will, in writing, present full details of the issue to the Sport Commissioner within two (2) school days of when the issue occurred. The Sport Commissioner will then make a decision on the request within two (2) school days.
 - b) The Sport Commissioner's decision may be appealed to a Neutral Committee of two (2) people appointed by the Association Chair by the coach and his/her Principal. The appeal procedure must be initiated within two (2) school days of the Sport Commissioner's decision. The appeal must be made in writing and faxed or e-mailed to the Association Chairperson. The appeal must

be made in writing and faxed or e-mailed to the Association Chairperson who will strike the Neutral Committee.

c) Upon receiving the appeal letter, the Neutral Committee must make a decision on the appeal within five (5) school days. The Association Chairperson must be notified of the decision by the next school day who will then notify the party or parties concerned.

d) If the issue cannot be resolved by the Neutral Committee, the coach and his/her Principal may appeal to the Association through the Association Chair, within one (1) school day of receiving the Neutral Committee's decision. The Association will make a decision at a general or special general meeting of the membership. This will be the final decision regarding the issue.

ASSOCIATION POLICIES

POLICY I: CODE OF ETHICS

1. CODE OF ETHICS FOR PLAYERS AND SPECTATORS

Whether I am a player, ~~parent, teacher, administrator~~ or a spectator at a school athletic function, I realize that I am under the school's jurisdiction. Because my actions reflect upon the school I represent, I recognize my responsibility to exemplify the highest standards of conduct.

I will

- a) OFFER constructive support of my team, rather than criticize the opposition.
- b) SHOW appreciation of good plays by both teams.
- c) As a host, WELCOME the visitors as guests, offering all possible assistance.
- d) As a visitor, RESPECT the property of the host school and accept the regulations
- e) RECOGNIZE the officials' integrity, realizing the difficulty of their decisions.
- f) ACCEPT the officials' decision as final.
- g) RESPECT the feelings of all participants and show empathy for an injured or disqualified player.
- h) LEARN the rules of the game.
- i) ACCEPT victory or defeat graciously, respecting the efforts displayed by all.
- j) EXPRESS thanks to those responsible for the opportunity to enjoy a school sports activity.
- k) Students who REPRESENT A SCHOOL in interscholastic activities must be creditable school citizens.

NOTE: It is recommended that students ~~at individual schools~~ sign a copy of this code of ethics at the beginning of the "season" for ~~all~~ association approved sporting ~~activities~~.

2. COACHES CODE OF ETHICS

- a) The coach will, by word and deed, offer leadership to his students in the area of sportsmanship.
- b) The coach will establish sportsmanship above winning as a team goal, and will cooperate with the opposing coach's goals where possible.
- c) The coach is responsible for the ~~behavior and word actions~~ of his/her students and is expected to supervise them at all times that they are under the school's jurisdiction.
- d) The coach, if unable to resolve the issue after discussion with the opposing coach may lodge a complaint, through the proper channels. (See By – Law XIII)
- e) The coach recognizes the authority of the Association and the school administration in all matters pertaining to extra-curricular sports.
- f) Adults who work with students in interscholastic activities should present a positive role model for them to emulate.

It is recommended that coaches who REPRESENT A SCHOOL in interscholastic activities must be creditable school citizens.

NOTE: It is suggested that coaches sign a copy of this code of ethics at the beginning of each season for each 'Association approved sporting activity.

POLICY II: ATHLETIC ELIGIBILITY

- 1. The Principal of each school shall be responsible for the eligibility of the school's competitors for any competition.
- 2. If schools have questions or concerns regarding a student's eligibility they are required to complete the Athletic Eligibility Review form and send it to the Association Chair.
- 3. Schools that require ineligible players to participate in order to field a team must submit a written request to a General Meeting as necessary.
- 4. The Junior High competitor must be under the age of seventeen (17) years on June 30th of the school year he/she is enrolled in.
- 5. It must be the opinion of the school Principal that it is in the best interest of the competitor, and of the Association as a whole, for him or her to participate.
- 6. No competitor may represent his school in more than one classification in the same sport, in junior high association competitions in one school year. All games will be defaulted if this occurs.
- 7. Athletic Eligibility Review Procedures
 - a) Each school wishing a non-resident or a student not residing with his/her parents to play on a sports team would be responsible to submit their rational to the Sports Commissioner two weeks prior to the first association game or the date of the tournament. The Sports Commissioner will be responsible to respond with a decision within five (5) days from the date of the request.

- b) Anyone may request an eligibility review by completing the attached Athletic Eligibility Review Form prior to the start of that particular sports association. The Association Chair will not accept the request if the Principal of the school in question has not already been contacted.
 - c) The Association Chair will decide on the eligibility of students to participate in association sponsored sports programs. Based on Alberta Schools Athletic Association (ASAA) eligibility regulations, any student who is either a non-resident student or who is not residing with his/her parents within the school's attendance area will have their eligibility to play sports decided by a two person review committee or Neutral Committee.
 - d) Further concerns in regard to eligibility will be dealt with as per By – Law XIII, beginning with By – Law 2 (b).
8. Teams that play ineligible players will be suspended. Teams may forfeit all points and awards received while playing the ineligible athlete.

POLICY III: COACHES

- 1. The Principal is ultimately responsible for the proper organization and supervision of the extra-curricular activities, staff and community coaches of the Association member school.
 - A. Staff and community coaches should meet the following criteria:
 - a) be approved by the Principal of the school thereby becoming an "agent of the board".
 - b) complete a Police Record Check and have references reviewed.
 - B. Staff Team Sponsors should:
 - a) attend all games and tournaments.
 - b) ensure that the community coach follows the by-laws and policies set forth by the Association.
- 3. Where there is no team sponsor, the Principal must ensure that the community coach assumes the duties outlined in Policy II, Section A – Introduction and sub-section 8 of the By-Laws and the Coaches Code of Ethics in Policy I of Association policies.
- 4. It shall be the responsibility of all coaches to conduct themselves within the guidelines of the Code of Ethics for Coaches and to distribute to his players and parents the Association Code of Ethics for players and Spectators as per Policy I above. Any breach of the Code of Ethics may be subject to disciplinary action by the member school and the Association.

POLICY IV: SUPERVISION

- 1. The Principal of the host school is responsible for providing supervision at Association athletic events.
- 2. The Principal or coach will arrange for community volunteer supervision where available, or school staff supervision. Supervisors must be responsible for supervision of hallways, change rooms, bathrooms and all other accessible areas.

3. It is recommended that coaches be responsible only for their team players, ~~fans and parents and anyone representing their school.~~
4. All schools are responsible for supervising their own students.
5. Problems arising in regard to supervision and behavior should be initially dealt with between the Principals of the schools involved, ~~coaches and league executives.~~
6. Lack of satisfaction on the part of a Principal, the host principal or the principal of the visiting school, the incident should be reported to the Association Chair, in writing within two days of the event.

POLICY V: HOSTING RESPONSIBILITIES

1. The term "Host" shall refer to home game or tournament host.
2. The Sport Commissioner will make every effort ensure that hosting duties are rotated through the Association equally.
3. All schools shall follow the list of tournament hosting responsibilities listed in Policy IX – (Tournament Responsibilities of the Host School) below.
4. When schools are scheduled to host at a school other than their own, the coach or school administration must contact that school to arrange for set up, equipment, supervision and security issues, etc.

In this case, schools must assist the host school with the set up and equipment, understanding that schools must work together, and often share facilities in order to have a viable association.
5. Any unreasonable cleaning and/or repair costs will be charged to the offending school.
6. The following persons have free entry to all events: players, coaches, managers, trainers, cheerleaders, bus drivers, parent drivers, Association personnel.

POLICY VI: ATHLETIC COMMITMENT AND BEHAVIOR

1. Inherent in the submission of the Membership Request Form is understood that the school will do its best to meet all of its association and play-off obligations.
2. Should a team default a tournament or an association game, the opponents shall be awarded credit for a win, and the defaulting team shall be reported to the Association Chair.
3. A defaulting team shall be suspended immediately until the case is reviewed by the Association Executive. A decision shall be made within five (5) school days following the incident.
4. If during any game sanctioned by the Association, the referee (s) deems the general conduct of the players and/or the coaches, and/or the spectators to be unsatisfactory and uncontrollable through the regular process, he may stop the game and hold an immediate conference with the coaches and/or the captains involved. His efforts, through the coaches, to elevate the play to acceptable standards, must be upheld, failing which the referee may declare the game ended. The situation shall then be referred to the Sport Commissioner, in writing, by the referee or the concerned party.

POLICY VII: RESCHEDULING

A. League Schedules

1. Coaches requesting a change to a league schedule must contact the opposing coach and the Sport Commissioner.
2. Changes will only be made to a league schedule for extenuating circumstances.
3. Each school must provide a calendar with available dates to play to each sports commissioner at the September meeting.

League schedules will be sent to the schools, via fax or e-mail, four (4) weeks prior to the beginning of the season. Any requests to modify or change a schedule must be made at least three (3) weeks prior to the listed start of the schedule.

4. The Sports Commissioner will send written confirmation to all parties affected by a change.

B. Tournament Schedule:

1. Changes will only be made to a schedule for extenuating circumstances.
2. Tournament schedules will be sent to the schools, via the fax or e-mail, four (4) days prior to the event. Any requests to modify or change a schedule must be made at least three (3) days prior to the tournament.
3. The Sports Commissioner will send written confirmation to all parties affected by a change.

POLICY VIII: ZONE REPRESENTATION

1. Junior High Schools are eligible for membership in the South Central Zone. Membership must be applied for the South Central Zone in accordance with their policies and regulations.
2. Association members who are also members of the South Central Zone are eligible for South Central Zone competitions. The Association has no official role in the South Central Zone or its competitions.

In the case of track and field, schools situated in the City of Calgary must compete in the South Central Zone Divisional meet. Schools outside of Calgary will compete in the Rocky View School Division Divisional track meet.

3. Extra-Curricular transportation is a member school responsibility and must have the approval of the Principal.
4. It is the responsibility of each school to provide for its own liability insurance.

POLICY IX: TOURNAMENT RESPONSIBILITIES OF THE HOST SCHOOL

1. Determine if there is any community school use of the school with the school administration. If you are a host at another school discuss the protocol for using their facility and equipment, concession, etc., again with their administration.

2. Arrange officials if necessary and confirm referees with the Sport Commissioner a day before the tournament.
3. Arrange scorekeepers and timers for all games.
 - Train them prior to tournament
4. Set up facility.
 - place player's bench
 - place spectator chairs
 - sporting equipment (e.g. volleyball nets, basketball hoop) at correct height
 - assign locker/change rooms for all teams with posted signs
 - post enlarged schedules posted around for facility
 - results poster
5. The host school shall provide the game balls.
6. Provide School Supervision.
 - communicate with the staff and the designated supervisors
 - restricted areas may be blocked off
 - visiting teachers and coaches should supervise their own teams
7. Fax or e-mail results of tournament to Sport Commissioner by the next school day at 4:30 pm.
8. If possible:
 - arrange to provide a food kiosk with posted concession prices
 - posters welcoming each team (optional)
 - arrange coaches, referee, volunteer room with coffee and snacks (highly recommended)
9. Be the first to arrive and last to leave the school.

POLICY X: AMENDMENTS TO POLICY

1. All items under policy may be amended by a majority vote of the general membership providing the amendments have been sent out to member schools as Notices of Motion at least two (2) weeks prior to the general meeting.
2. Notices of motion to amend policy may be waived where such an amendment is clearly of a housekeeping nature and does not change the intent of the policy.

APPENDIX A**REQUEST TO JOIN THE SPORTS ASSOCIATION FORM**

A. School Name: _____
 Box or Street Address _____
 City: _____ Postal Code: _____
 Telephone: (403) _____ Fax: (403) _____
 e-mail Address: _____

B. Principal's Name: _____ Home Phone: _____
 Vice-Principal's Name: _____ Home Phone: _____
 Superintendent's Name: _____ Home Phone: _____

C. Our school wishes to enroll in the following sporting activities for the 20 to 20 school year.

SPORT	COACHES' NAMES
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____

D. I hereby certify that: (Please Check)

- _____ a) Those involved at our school, including myself as Principal, have read the Association Constitution and our school is prepared to honor the by-laws and policy requirements stated therein.
- _____ b) Our School Board has adopted the Association Constitution in principle.
- _____ c) The attached information is also relevant and is being forwarded along with our school's application to join.
- _____ d) The annual fee is attached/enclosed.

PRINCIPAL

DATE

ASSOCIATION CHAIRPERSON

DATE

APPENDIX B

REQUEST FOR ATHLETIC ELIGIBILITY REVIEW

(Please fill out a separate sheet for each player or team)

To be completed by the school requesting the review.

FAX to the Association Chair.

Date: _____ School: _____ Sport: _____

Principal Signature: _____ Coach Signature: _____

School in Question: _____ School Contacted: Yes _____ No _____

Student Being Questioned: _____

By-Law/Policy at Issue and/or Grounds for Exemption:

To be completed by Review Committee:

Date: _____

Student's current address: _____

Student's birthday: _____ Current grade: _____ Year of entry into grade 7: _____

Parent/Legal Guardian Name: _____

Parent/Legal Guardian Address: _____

Previous School: _____ Date from: _____ to: _____

Letter of Consent from previous school received and attached: Yes _____ No _____

Reason for moving: _____

Notes for Review Committee: _____

Eligibility Approved: Yes _____ No _____ Letter sent to both schools: Yes _____ No _____

Signature of Review Committee Members: _____

APPENDIX C

ROLE OF THE SPORT COMMISSIONER

A. Conditions of Appointment

1. Appointments to the roster of sport commissioners shall be ratified by the general membership at a Association general meeting.
2. They shall be appointed from among the school staff members of the Association's member schools.
3. Commissioners shall serve for a period of one year.

B. Duties and Responsibilities

1. Coordination of the Association schedule and playoffs.
 - a) Assure which of the member schools are to be represented at league competitions in the specified sport at least three weeks prior to the event.
 - b) Prepare the initial draw or schedule of games, where applicable, for league competition.
 - c) Obtain appropriate awards for playoff competitions and forward them to the tournament host.
 - d) Obtain each school's request to join the league or team sport commitment from each school, signed by the Principal, three weeks prior to the competition. Please refer to Association Policy – Policy I. There may be value in getting this commitment from each school each year.
2. Collect individual school registration forms, check for player eligibility and forward them to the Association Chairman.
3. Notify school of ineligible players.
4. Assimilate and return to each school a copy of each coach's registry by the start of league play or the tournament or meet.
5. Coordinate a coach's meeting once a year.
6. Review all policies regarding the sport and make recommendations for change to the Association general meeting.
7. Be familiar with new developments in rules, equipment, coaching techniques, etc.
8. Furthering the development of their sport through the use of newsletters, talks and other forms of publicity and promotion.
9. Ensuring that the records are recorded and yearly reports are written and forwarded to the next year's commissioner.