

## **ARTICLE I - NAME**

The name of this organization shall be known as the Private Schools' Athletic Association, hereafter called the PSAA.

## **ARTICLE II - MISSION STATEMENT**

To provide a variety of quality interschool athletic competitions which are based in the spirit of fair play, cooperation, and inclusiveness.

## **ARTICLE III - AIMS AND OBJECTIVES**

### **SECTION I - AIMS**

The aim of the PSAA shall be to sponsor and host well organized interschool athletic activities for Association Member students. Member schools [Full and Associate] have a duty to ensure a safe sporting environment for all programs and the PSAA is committed to doing everything reasonable to provide a safe and secure environment for all participants in PSAA activities. Member schools attending PSAA events will need to be committed to screening staff and volunteers of which a police reference check [PRC] should be part of that screening process. It is the responsibility of each school to ensure that all PRCs and related documents are maintained in a secure fashion and with the strictest confidence. PSAA events are to be properly supervised, and coaches should be well versed in the rules and techniques of the sport being played, as well as having first aid qualifications. Schools are encouraged to follow the OPHEA Safety Guidelines for Schools.

### **SECTION II - OBJECTIVES**

- A) To promote, organize and administer athletic competition among member schools of the PSAA
- B) To provide opportunities for the development of physical skills and physical fitness.
- C) To provide students with the opportunity to participate in interschool athletic activities, according to their interests, as an extension of the Member School's Physical Education program.
- D) To promote and encourage ideas of sportsmanship and fair play among all participating students.
- E) To develop positive relationships with peers and to encourage interest in participating beyond the interschool level in outside groups or clubs in the community.

## ARTICLE IV - MEMBERSHIP

### SECTION I: GENERAL

The PSAA shall consist of a group of private or independent schools in the Oakville, Burlington, Mississauga, and Etobicoke regions, with students in the elementary panel who are willing to work together in a cooperative manner to host athletic events, hereinafter referred to as Full Member or Associate Member Schools.

In order to remain in good standing, Full Member and Associate Member schools:

- A] must send a representative to each general meeting [usually two per school year - one at the beginning of the school year and one at the end of the school year];
- B] must have proof of insurance for \$5 million liability insurance;
- C] must have all league and event fees paid;
- D] must take part in convening [Associate Member schools to co-convene] and running at least one event/tournament per school year;
- E] must follow the rules and regulations regarding entering, withdrawing, attending and participating in tournaments;
- F] must act in a manner that supports the effective running of the PSAA;
- G] must have a validated police check for all coaches, managers, parent volunteers, and supervising staff.

### SECTION II: CLASSIFICATION

Full Member schools will have voting privileges. Full Member schools will have one vote each.

Associate Member Schools will not have voting privileges. Associate Member schools are generally schools that are new to the PSAA and will use the first two years as a transition period. In the first year, Associate Member schools are eligible to enter any of the “individual Meets” such as cross-country, swimming, and track and field. Athletic Directors are welcome to arrange exhibition matches with any of the PSAA schools in any of the “team sports” such as soccer, Ultimate, touch football, volleyball, basketball, floor hockey, and 3-pitch softball. In the second year, Associate Member schools are eligible to enter any of the individual Meets and team Tournaments, as well as organize and arrange exhibition matches with any of the PSAA member schools. Each Associate Member school, whether entering any of the Meets or Tournaments must co-convene at least one PSAA event in the first year and either convene or co-convene in the second year. To become a Full Member school, Associate Member schools will need to be prepared to convene an event independently.

**Although some private/independent schools may have multiple campuses, each campus will need to apply for Association membership, as schools will not be permitted to draw from another campus for the purpose of fielding a team.**

### SECTION III: APPLICATION

Any private or independent school seeking membership to the PSAA must forward the PSAA Application Form to the President of the PSAA by the end of March, which shall be brought forward to the Executive Council for review. Upon consideration of the application the Executive Council may recommend presenting the request at the PSAA's Annual Year-end Meeting [held in May or June], for acceptance into the following school year's competitive structure. Such application must indicate that the applicant school is willing to abide by the By-Laws, Playing Regulations, Policies, Procedures and Standing Rules of this Constitution and Association.

Schools applying for membership will be joining at the Associate Member level for a transition period of no less than two years, which will allow these schools to participate in the individual activities such as cross-country, swimming, and track and field Meets in year one and expand to the team Tournaments hosted by the PSAA in year two. Athletic Directors are welcome to arrange exhibition matches in the various team sports with any PSAA member school. Associate Member schools must convene or co-convene at least one PSAA event per year for two years. In some instances, this may mean helping with an event at which the school is not competing. Athletic Directors will use this experience to develop the skills to convene independently once Full Membership status is assumed.

Associate Member schools will be granted Full Membership status for year three if the Associate Member School has remained in good standing [see Article IV section 1].

### SECTION IV: ACCEPTANCE

Once the Executive Council has reviewed the application, the applicant's request for admission into the Association will be brought forward for a vote by the Full Member schools at the Annual Year-end General Meeting.. The Association will have the right to limit the rate of new members so that the Association does not become over burdened in its ability to provide a variety of quality interschool athletic competitions.

### SECTION V: STATUS

The PSAA may use a tiered system with some or all of its tournaments to help with competitive balance and as an aid toward expansion of the Association.

The Executive Council shall have the power to suspend or expel a school that has not remained in good standing.

## **ARTICLE V: OFFICERS**

### **SECTION I: Executive Council**

The Executive Council shall consist of the following officers and representatives:

- President
- Vice-President
- Secretary
- Treasurer 1
- Treasurer 2

### **SECTION II: CHIEF EXECUTIVE OFFICER**

The Chief Executive Officer and official spokesperson of the PSAA shall be the President of the PSAA. The President shall preside over the meetings of the Executive Council and the General Membership Meetings [pre-school commencement and end of school year – May/June].

### **SECTION III: ELECTION AND TERM**

Election for the position of President shall be held every three [3] years, and the positions of Vice-President, Secretary and Treasurers 1 and 2 shall be held every two (2) years at the Annual General Meeting in June. The term of office for the position of President is three [3] years and Vice-President, Secretary and Treasurer 1 and 2 shall be for two (2) years. In the event that a member of the Executive Council is unable to complete a term of office, a replacement may be appointed by the Executive Council to serve the balance of the term. Should more than one (1) individual be nominated for any single office or position, an election by secret ballot shall be held. The Secretary shall be responsible for administering an election process with all Member Schools eligible to cast one (1) vote for a candidate of his/her choice.

### **SECTION IV: DUTIES OF OFFICERS AND REPRESENTATIVES**

#### **PRESIDENT:**

- The President shall be the Chief Executive Officer of the PSAA.
- The President shall act as the official spokesperson for the PSAA.
- The President shall preside over Executive Council and General and Annual General Meetings.
- The President shall have the authority to inquire into any matter pertaining to the affairs of the PSAA.
- The President shall have the authority to request information concerning any issue or incident or request any individuals attend any meeting.

#### VICE-PRESIDENT:

- The Vice-President shall act whenever the President is unable to act or prefers not to act in matters of conflict of interest.
- The Vice-President shall be the coordinating contact regarding all protests.
- The Vice-President shall perform other duties and functions as directed by the Executive Council.
- The Vice-President shall review and update this Association's constitution annually.

#### SECRETARY:

- The PSAA Secretary shall keep an accurate record of all proceedings of the PSAA at Executive Council, General and Annual General Meetings.
- The Secretary shall distribute a copy of minutes from all start-up and year-end meetings to all member schools.
- The Secretary shall take roll call at each meeting.
- The Secretary shall maintain and distribute an updated PSAA membership list with school contact numbers, school contacts, and email addresses.

#### TREASURER 1 and 2:

- The Treasurers shall keep an accurate record of all money received and disbursed on behalf of the PSAA
- The Treasurers shall maintain a Bank Account in the name of the PSAA and shall keep an accurate record of all bank transactions.
- The Treasurers shall prepare and submit a proposed budget to the Executive Council at the August Meeting, for the upcoming school year.
- The Treasurers shall maintain and report financial statements at the annual year-end meeting of each school year.
- The Treasurers shall ensure fees to be paid by all member schools.
- The Treasurers are authorized to purchase, repossess and distribute the property of the PSAA.
- The Treasurers shall keep a record of all event results each season and make recommendations to update our trophy/award needs.
- The Treasurers shall order all awards needed for PSAA events and assure the distribution of awards and championship trophies to the sport convener of each event.

#### Executive Council:

- The Executive Council shall also act as the Sanctions Committee, who shall make rulings on all matters not covered by the playing regulations. It will consider each violation and determine the appropriate sanction.

- Any member of the Sanctions Committee who is directly involved with the issue in question or cannot attend, will attempt to appoint an impartial proxy from a neutral school.
- In order for a meeting of the Sanctions Committee to proceed with business, a quorum of 60% of voting members must be present.

#### SANCTIONS COMMITTEE DEFINITIONS:

MINOR VIOLATION – is an action whereby a party unknowingly or for the first time violates a general rule, by-law. For example: not complying to commitment time lines.

MAJOR VIOLATION – is an action whereby the party knowingly or repeatedly violates a general rule, by-law. For example: disregard of the Safety Guidelines, ejection from a game, lack of attendance at meetings,

ABUSE – (relates to the Code of Conduct) where actions of a party are severe and intentional e.g. ejection from a game, unsportsmanlike behaviour that may include threats, violence, harassment, alcohol or drug use, cheating, inappropriate behaviour off the venue of play, complete disregard for the PSAA Constitution inclusive of by-laws and playing regulations.

#### FINES –

Missing a general meeting will result in the school being assessed a \$100 fine. If miss any of the next three [3] meetings may be placed to Associate Member status or suspended. Leaving a tournament early [not staying to complete scheduled games] will result in the school being assessed a \$75 fine.

Not having numbered jersey for team sports or having duplicate numbers will result in the school being assessed a \$50 fine.

#### SECTION V: QUORUM

A quorum for the transaction of business at an Executive Council Meeting or General Meeting shall be a majority of expected members.

#### SECTION VI: VOTING

All members of the Executive Council shall have voting privileges at Executive Council Meetings and each Full Member school has one vote at the General Meetings, subject to any conflict of interest.

## Appendix A:

Our association will attempt to provide competition in athletics for our students while fostering the development of friendly relationships between member schools. We are all responsible to ensure that all athletic activities remain equitable and safe for all participants.

No advantages are to be sought over others, except that of superior skill. Officials and opponents must be regarded and treated as honest in intention. It is our responsibility to learn and understand the rules of play and impress upon our student athletes not to evade or break the spirit of these rules of play. To win is desirable, but not at any cost.

### Conduct for Coaches:

Need to be a good teacher/instructor. Should be supportive and encouraging.

Need to be a good opponent. Important to speak respectfully of opposing players, coaches, officials and referees to team members. Need to treat the facilities with respect and care and ensure that athletes do the same.

Need to be a good colleague. We need to exhibit, monitor, and enforce the appropriate code of conduct at our events. Should a breach of conduct be serious enough to warrant attention, convener and league chair should be notified. Through mutual consent, the convener and PSAA chair may choose to report the incident, after consultation with the parties involved, to the director/principal of the school[s] involved.

### Conduct of Players:

Need to be a good teammate. Should be supportive and encouraging. Without teammates there would be no team.

Need to be a good opponent. Should be respectful and appreciative of the effort made by opposing players. No baiting or “trash talking”, nor should any attempt be made to show-up and embarrass a player or team.

Need to be a good player. Should learn, follow, and respect the rules of play and decisions made by officials, referees, and coaches. Just as an athlete will not always play the perfect game, officials, referees, and coaches will also make occasional mistakes.

Remember, most of our referees are volunteering their time and are still learning the nuances of our games. It is important to remember that our Association members need to communicate clearly to our student athletes, parents, and coaches the philosophy our Association. We are not about winning at all costs, nor developing rivalries based on a dislike for the other school. We are about providing opportunities for students from various school environments coming together to play competitive matches. We keep score of games, have playoff matches, and award championships. Every school is trying to win, but not at the expense of fair play and integrity. As coaches, we will be supportive of officials – which means we can assist the officials by keeping the games under control by substituting players when necessary to talk calmly to our athletes who may feel that the official is making poor decisions. We can also make certain that we do not take advantage of the inexperience of an official by speaking to our own players about making certain they play in a sporting and fair manner – which means we make

certain the correct equipment is being used in the proper manner and that all of our rules

of play are being followed. It should not be considered good coaching or gaining a tactical advantage to encourage players to circumvent our rules of play because the infraction is not being called by the game official. If we notice our players are obstructing/interfering/holding or playing out of control we should be proactive in speaking to our own athletes, and not feel that since the official did not make the call it is alright to continue in that manner.

#### Conduct of Parents:

Just as we ask our players to be a good teammate we need parents to be a good teammate. This means being supportive and encouraging to their child, to the coaches, and to the officials. We are asking parents to be respectful and appreciative of the effort made by opposing players and respect the rules of play and decisions made by officials, referees, and coaches. Just as an athlete will not always play the perfect game, officials, referees, and coaches will also make occasional mistakes.

The spokesperson for the school at our tournaments is to be the coach. This is the person who has been selected by the school to be its ambassador. This should be the only person who is in discussion with officials.

[see appendix B for hand-out]

#### Other specifics.

1] ages are based on the child's age by Dec. 31 of 2012 for the 12/13 season. There should not be any change to this in Cross-Country and Track and Field.

*However, we do not wish to exclude players - so if a student is in grade 8 but his age is greater than U14, that student could still compete in the U-14 category.*

*Schools that also have high school students are not to take a student who is in gr. 9 and have that athlete compete in U14 PSAA events even though they are of age.*

Regarding team sports: *if a student is in grade 6 but his age would make him play the team sport outside of his regular homeroom/classmate circle, that student could still play in the U-12 category.*

2] for soccer we play 7 vs 7 with no off-side and no slide tackles.

3] distances for cross country are U-10 @ 1.5 km; U-11 and U-12 @ 2 km; U-13 and U-14 @ 2.5 km.

4] touch football is 7 vs 7 – one hand touch.

5] ultimate is 7 vs 7 and co-ed [minimum of 2 girls on field of play].

6] U-12 girls basketball use a size 5 basketball. U-12 boys and U-14 girls use size 6. U-14 boys use size 7. Rims to remain at standard 10' height.

7] floor hockey - 4 out plus goalie. Use only plastic shafted sticks and blades.

Puck is a felt and leather puck. All players must wear eye protection and soccer shin pads. Goaltenders must have a full facemask. No double shifting of players.

8] Track and Field: no competitor may participate in more than 3 individual events. That means relay is not counted against the student's event total. No more than 2 competitors per event - excluding the 800 and 1500 where you can enter 4 students.

9] 3-pitch softball - Offensive pitcher must wear face mask and helmet. Catcher needs to wear face mask. U12 to use 11" ball and U14 the 12" ball.

It is strongly suggested that coaches, or another member of the supervising personnel, have emergency first aid qualifications – ideally standard first aid and sports injuries related knowledge. Each school should have a first aid pack with their team and cell phone.

Tournament times:

Tournaments are to be scheduled to begin no earlier than 10:00 a.m. and run no later than 5:00 p.m. We want to avoid having parents get their children to school early and then have to arrange for alternate transportation after school – therefore, the 10:00 start time. We want to avoid ending tournaments in the 3:30 – 4:00 time slot due to the high demand of busses.

Uniforms:

All schools are to have appropriate varsity jerseys for each team sport. This will mean that the jerseys will be uniform and numbered. **All new jerseys** should have a numbered front and back. **All basketball jerseys must have** a numbered front and back. ***Exceptions to this would be the X-C and Track and Field.***

Divisions:

We have the Open and Girls divisions. Girls have an option of playing in either the girls or the open division in an age category, but not both. Boys may only play in the open division.

Although we do not wish to promote the idea of playing elite U12 player[s] in the U14 age group, a player may move up into the next division. This should only be done in order to fill out a roster so that you are able to field a team, rather than take a less talented U14 roster spot.

Although Ultimate is a co-ed program [minimum 2 girls on the field] and all girls' team may compete so as to not exclude SML and HNMCS.

Conveners:

Are responsible for the scheduling of tournaments – using the outline of 30 – 40 minute time slots and attempting to fit the tournament into the 10:00 a.m. to 5:00 p.m. time slot – securing facilities – organizing officials – making certain the rules are up to date – data collection – resolving concerns [Coaches may seek clarification of rules from the convener. Any change to rules needs to be addressed to the convener who will present the suggestion to the membership for possible change for the next year.]

**SAFETY IS EVERYONES CONCERN!**



## CODE OF BEHAVIOUR FOR SPECTATORS

*Cheer in a positive manner.*

*Respect decisions made by the Official.*

*Do not interfere with the competition.*

*Keep off the playing area.*

*Be courteous and respectful.*

*Remember:*

*Let the players play.*

*Let the coaches coach.*

*Let the officials call the game.*

Note:

As an association we ask our players to be a good teammate, so too do we ask the parents and friends of our athletes to be a good teammate. This means being supportive and encouraging to the athletes, coaches, and officials. We are asking parents and friends to be respectful and appreciative of the effort made by opposing players and to accept the decisions made by officials, referees, and coaches. The spokesperson for your school at our tournaments is to be the coach, who is your ambassador.

