



**SUN WEST**  
**SCHOOL DIVISION**

*Success for all*

**Athletic Directors' and Coaches'  
Handbook**



# Extra Curricular Athletics Program

## Table of Contents

Philosophy and Objectives .....	5
Athletic Program Roles and Responsibilities .....	6
Athletic Director .....	6
Coaches .....	7
Community Coaches.....	8
Athletic Directors' Checklist .....	9
Coaches' Checklist .....	10
A Code of Ethics.....	11
SHSAA Forms.....	12
West Central Forms .....	12
Sun West Division Bus Booking Procedures.....	13
Sample Athlete Contract .....	14
Guidelines for Practices and Competition .....	15
Suggested Tournament Guidelines .....	18
Tournament Checklist.....	19
SHSAA and West Central Awards Program .....	20
West Central Athletic Director and Contact Info.....	22

## Appendices

A. SHSAA Code of Ethics.....	29
B. West Central District Constitution .....	33
C. West Central District Bylaws.....	47
D. West Central District Forms.....	65
E. SHSAA Forms .....	71
F. Sun West Forms.....	95
G. Sun West Sport/Physical Activity Handbook.....	97
H. Sun West Provincial Hosting Guidelines for SHSAA Sports .....	183





**SUN WEST**  
SCHOOL DIVISION  
*Success for all*

**Vision**

Success for all

**Mission**

Learning together

**Principles**

**Accountability**

- ☼ We value individual and organizational accountability.
- ☼ We champion responsibility toward each other as individuals, as governing bodies, schools and communities.

**Respect**

- ☼ We value a culture of mutual respect, trust and understanding.
- ☼ We champion the creation of safe, positive, caring environments.

**Cooperation**

- ☼ We value cooperative and collaborative relationships which promote responsible citizenship and the appreciation of rural culture.
- ☼ We strive to be approachable, active listeners who openly share information, express our ideas and attempt to understand the ideas of others.

**Lifelong Learning**

- ☼ We value teaching the whole child in learning environments that develop the student's potential.
- ☼ We strive to provide meaningful, creative, and innovative learning opportunities.

**Leadership**

- ☼ We value responsible leadership which is committed to creating and maintaining a positive, productive and unified school division.
- ☼ We strive for excellence in teamwork and shared effective leadership in our school division.

## Extra Curricular Athletics Programs

### Philosophy and Objectives

The Sun West School Division believes that athletic programs are an important part of the students overall educational experience. The athletic program offered in our schools are an extension of the classroom and require that the moral and educational obligations of sport be fulfilled.

The goals and objectives of the Sun West School Division athletic programs shall be in complete harmony with the constitution and bylaws set forth by the SHSAA and with the goals of education set forth by Saskatchewan Learning.

The Sun West School Division recognizes and encourages the volunteer led athletic programs within its boundaries. The athletic programs will promote active healthy lifestyles. The Sun West School Division is opposed to the use of tobacco, alcohol and drugs by the players, coaches, supervisors, officials and other connected with the athletic competition.

## Athletic Program Roles and Responsibilities

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

### Athletic Director (identified by school)

- To oversee, in collaboration with the in-school administration, the athletic programs of the school to ensure that the philosophies and policies of the SHSAA, WCHSAA, the Sun West School Division and the school are observed and practiced by all teams, coaches, athletes and other individuals involved in the athletic program. The athletic director will also ensure that all individuals involved are aware of such guidelines.
- To assist in-school administrator(s) by ensuring that all teams are provided with appropriate, qualified, and trustworthy individuals to coach/facilitate each team. The athletic director is NOT expected to coach every team, but should help find coaches for each team.
- To work with in-school administration to obtain approval for community coaches at the school, division and provincial levels. Annual approval(Criminal Record Check and Vulnerable Sector Check ) required fro community coaches
- To ensure the participating individuals/teams at the district level are legitimate competitors (season/practice involvement) based on commitment to the sport.
- To provide each coach/supervisor with the knowledge as to how to access the constitution and bylaws of the SHSAA and the WCHSAA. These can be found at [www.shsaa.ca](http://www.shsaa.ca) and [www.shsaa.ca/wc/index.php](http://www.shsaa.ca/wc/index.php)
- To provide coach/supervisor with information in regards to rule changes, rules specific to the SHSAA, playoff dates and draws.
- To submit forms on behalf of the school, to the SHSAA and WCHSAA either electronically or by hard copy by the appropriate deadlines. A complete list of these forms can be found in this manual and/or in the SHSAA handbook or on the SHSAA website in Forms section. NOTE: most SHSAA forms can be submitted electronically. The school's username and password are available from the school's principal and/or the SHSAA office.
- To attend the annual general meeting of the WCHSAA which is held in September. The meeting will provide information necessary for the operation of the schools athletic program for the upcoming year.
- To continue to gather information in regards to West Central Activities throughout the year.
- To register officials for each sporting activity via the SHSAA website.
- To assist coaches in completing WCHSAA and provincial activity reports after hosting a playoff.
- To update the WCHSAA Recognition List (years of service) each year and forward it to the district president.
- To consult with staff and/or community and submit names of worthy candidates for WCHSAA and SHSAA awards. The awards available are: SHSAA Merit, SHSAA Service, WCHSHAA Service, Coach of the Year and Official of the Year. See the SHSAA and WCHSHAA handbooks for more details.

## Coaches

- To follow the guidelines of the SHSAA, WCHSAA, and Sun West School Division in relation to the facilitation of an athletic team.
- To provide the school's athletic director with the information necessary to register the team with the SHSAA.
- To insist on the values of academics for all athletes. Be aware of school policies in relation to grade and participation on teams. Limit the loss of instructional time when planning the season.
- To inspire a love of the game for all participants.
- To maintain an up to date knowledge of the sport being coached to ensure the students are given every opportunity to succeed.
- To model behaviors deemed appropriate for student athletes. **See Code of Ethics ( p.9)**
- To develop a season plan that includes: practices, games, tournaments, travel, officials and possibly a budget. This information needs to be communicated to players and parents via a parent meeting or other method.
- To ensure that the individual/team is a legitimate participant for section and district competition based on commitment to the sport.
- To make all team travel arrangements including the completion of all Sun West and school documents (see checklist)
- To maintain and carry a current SHSAA Health Certificate/Parents' Permission form for each player at all times during the season. Some schools modify this form and will have it on file. Please check with your schools athletic director.
- To complete a school accident report form for injuries sustained while practicing or at competitions.
- To distribute and collect team uniforms while following the policies of your individual school.
- To promote the team through the school newsletter or local media.
- To complete the following at the end of the season if applicable: preparation of season end report for the athletic director; submission of individual points/awards to the school committee; record of information for next season regarding schedules or tournaments that have been arranged.
- Coaches that wish to host SHSAA Provincial Championships should review the Sun West Provincial Hosting Guidelines in the appendix of this document.
- See Coaches Checklist in the appendix of this document.

## Suggestions for coaches to help ensure a successful season/team/program

- Participate in a goal-setting session with your team
  - i. Do you want to be a "competitive" or "recreational" team?
  - ii. What short-term and long-term goals do you want to achieve?
  - iii. What do you, as a team and individual, need to do to achieve these goals?
- Have a Parent meeting to communicate the team's goals, your expectations of players, parents, etc., the philosophies of the school, school division, and coach(es), etc. This is often a very good way of avoiding "conflict" later in the season. Make your expectations clear at the beginning of the year!
- Prepare team or individual contracts for your players and/or parents that show support of the team/program. See the enclosed Sample in this document.

- Set up a driving schedule for parents at the beginning of the year; therefore, they know when they are expected to drive, and they can make arrangements to do so, or to trade. If traveling by bus; see Bus Booking Procedures in this manual.
- Host a tournament in your home school.
- Have an individual meeting with your players at some point in the season to communicate and discuss the player's role on the team, your expectations of the player, what the player can do to improve, what the player is doing well already, etc.
- Participate in "Team Building" activities with your team such as:
  - i. team meals/ "get-togethers"
  - ii. team meetings
  - iii. various team building "games"
  - iv. goal setting
  - v. decision making as a team
  - vi. other
- Make a gym schedule that outlines when practices will be held.
- Make a tournament schedule that outlines tournaments for the season. This can be distributed at the beginning of the season or earlier when possible.
- Make up a monthly schedule of events to communicate to your players and their parents.
- Attend a *National Coaching Certification Program* THEORY clinic or SHSAA Coaching Symposium. These clinics provide many more useful ideas.

## Community Coaches

In addition to the roles/responsibilities of the coach outlined above, a community coach shall:

- Complete a Criminal Records Check/Vulnerable Sector Check as required by the Sun West School Division. Must be completed yearly.
- Request for Division approval will be made by the in-school administrator to the Sun West School Division. High School coaches need SHSAA approval as well. Use SHSAA Form E14.
- Be aware of and comply with all Sun West School Division policies which apply to employees/volunteers. (Check with Athletic Director or school administration)
- Become aware of and comfortable with the guidelines of the sport as outlined by the SHSAA (website: [www.shsaa.ca](http://www.shsaa.ca)), the WCHSAA (website: [www.shsaa.ca/wc](http://www.shsaa.ca/wc)).
- **Consult the school's athletic director and/or school administrator regarding questions related to high school athletics. It is very important that community coaches be aware that many principles of high school athletics differ from those of community/club athletic programs.**

## Athletic Directors Annual Checklist

<b>August</b>	
	1. Review extracurricular assignments
	2. Meet with Fall coaches
	3. Prepare for West Central AGM. See website for details
<b>September</b>	
	1. Initiate procedures for any students who have transferred to your school
	2. Attend West Central AGM
	3. File E3 SHSAA Form(School Team Registration Form) Send cheque to SHSAA Office
	4. File E5 SHSAA Fall Activity Eligibility Forms (online)
	5. Promote and attend West Central officials' clinics
	6. File E10 SHSAA Form (School Enrolment Registration Form).(online)
	7. File E1 if needed
	8. File West Central Junior Team Registration Form. Send cheque to West Central President
	9. Make decisions regarding coop agreements and initiate paperwork if necessary.
	10. File West Central Junior Eligibility Forms for Fall Sports
	11. File Sun West Form 608-2 (Physical Education High Risk Activity Permission) on behalf of your school program
<b>October</b>	
	1. File officials in Officials Registry (online)
	2. Promote High School Sport Week
	3. Check site locations for Fall sport layoffs
<b>November</b>	
	1. Wrap up fall activities
	2. Meet with winter activities coaches
	3. Check for date of basketball officials clinic
<b>December</b>	
	1. West Central Executive Meeting
	2. File Winter Officials in Officials Registry
	3. File E5 SHSAA Eligibility Forms
<b>January</b>	
	1. Check playoff dates and location
<b>March</b>	
	1. Wrap up winter activities
	2. Meet with spring activities coaches
	3. Nominate coaches, officials for West Central and SHSAA awards
	4. Submit resolutions for West Central and SHSAA AGM

<b>April</b>	
	1. West Central Executive Meeting
	2. Recruitment for workers for District Track and Field
	3. File E5 SHSAA Badminton eligibility
<b>May</b>	
	1. Recruit coaches and officials for upcoming year and develop list
	2. Promote SHSAA Coaches Symposium
	3. Preview and/or submit resolutions and options to West Central Executive
	4. Check uniforms and equipment needs for upcoming year and order early
<b>June</b>	
	1. Spring activity wrap up
	1. SHSAA AGM
	2. Plan for next year's activities

### Coaches' Checklist

#### General

	Minimize loss of classroom instructional time and encourage strong academics.
	Be familiar with the SHSAA and West Central District constitution, bylaws, policies and competition dates
	Submit equipment requests through Athletic Director
	Plan on attending SHSAA coaching symposium or other coaching development opportunity. (funding is available through District)
	Familiarize yourself with your school's policies regarding uniforms, gym scheduling and equipment use
	Develop season schedule as early as possible. Tournaments are often booked a year in advance.

#### Pre-Season

	Arrange a pre-season players skills clinic.
	Open announcement of first practice and/or tryout dates
	Indicate preferred practice times and home tournament dates to Athletic Director.
	Submit a season schedule to Athletic Director, Principal and School Office.
	Know your schools policies regarding budget for your team.
	Seek approval for all travel during season using the information provided in Sun West Form 418 (Educational Trips Procedure)

#### In-Season

	Arrange a parents informational meeting. Outline expectations and philosophies.
	Submit team list to Athletic Director.
	Carry a up to date SHSAA E-7 Medical Form for each team member.
	Make travel arrangements for your season. See bus booking procedures in this manual. Private vehicles require Driver Authorization (see your Principal for list)
	Seek parent approval for travel using Sun West Form 418.2b-1 (Day/Overnight Educational Trip).
	Arrange for officials and know setup procedures for home games and tournaments.

	See your school's Athletic Director for details.
	Record officials for each home game. Be familiar with your school's payment of officials procedure.
	Have a properly stocked first aid kit with you. See your school's Athletic Director.
	Complete and submit seeding forms to SHSAA (High School teams only)
	Promote your team through your school's newsletter or town newspaper or other local media.
	Know your school's procedures for the arrangement of yearbook photos.

### **Post-Season**

	Know your school's awards program and be prepared to submit names to awards committee/chairperson
	Submit a season summary to Yearbook Editor and Athletic Director.
	Know your school's procedures for applying for out of pocket expenses.
	Evaluate your season and note areas for improvement for next year.

## **A CODE OF ETHICS FOR SUN WEST SCHOOL DIVISION COACHES**

### **Sun West Expects the Coaches to:**

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

### **The Student/Athletes expect the Coach to:**

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

### **Sportmanship demands that Coaches:**

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

**(Also see Appendix A- SHSAA Handbook-Policies- Code of Ethics)**

**SHSAA Forms see [www.shsaa.ca](http://www.shsaa.ca)**

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

**West Central Forms- submit to District President**

- Junior Team Registration Form
- West Central District Service Award Nomination Form
- Activity Report Form (must be done online at West Central website)
- Junior Eligibility Form
- Expense Voucher

**Sun West Forms (most common forms needed for Athletics Program) see [www.sunwestsd.ca](http://www.sunwestsd.ca)**

Procedures 608-1	Physical Education Procedures
Form 410.1d-1	Student/Staff/Visitor Accident Reports and Procedures
Procedures 418	Education Trips Procedures
Form 418.1a-1	Education Trips
Form 418.1a-2	Education Trip Manifest
Form 418.1a-4	Provincial Competition Expense Claim
Template 418.2b-1	Day/Overnight Education Trip Parent/Guardian Consent Letter
Form 608-2	Physical Education High Risk Activity Permission
Form 807.1a-1	Private Vehicle Report-Special Events/Extra Curricular Transportation
Form 806.3-1	Bus Driver Report – Special Events/Extra Curricular Transportation
Form 807.1b-1	Driver Authorization Application

**Sun West Procedures (most common procedures needed for Athletics Program)**

Procedures 418.1a-1	Provincial Competition Hosting Procedures
Procedures 418.2	Certificate of Insurance Procedures
Procedures 418	Educational Trips Procedures

- NOTE:** Officials are expected to share costs whenever possible
- NOTE:** Officials meals should be supplied to the official if you are hosting a tournament

## **Sun West School Division Bus Booking Procedures**

1. Phone the Supervisor of Transportation with your request for a bus. You should be prepared to provide the number of students being transported, destination and possible driver.
  
2. The day of the trip you need to have the following documents prepared:
  - a. Educational Trip Manifest (Form 418.1a-2)  
Copies of the Trip Manifest should be distributed to the following:
    - i. Bus Driver
    - ii. School Office
    - iii. Supervisor of Transportation
  
  - b. Bus Driver Report (Form 806.3-1)  
This form to be completed by the bus driver. It requires the signature of the Bus Driver, Principal and Teacher Supervisor.

# Sample

Insert school logo/letterhead

## Athlete Contract Suggestions

In order to participate in athletics and remain part of a team, the following rules must be upheld

1. I must maintain a satisfactory standing and attendance in all my subject areas. I must remember that academics are a priority.
2. I must attend school for the full day to be eligible for practice or a game that evening. If I must be absent, the reason must be acceptable by the office. If I am going to be absent, it is my responsibility to inform the office.
3. I must not be absent for classes the day after a game for recuperation except in the case of injury where a doctor's note is presented or the coach is informed of the details.
4. I must attend practice to be eligible to play. Missed practices may result in decreased game time. The amount of lost playing time will be dependent upon the circumstances surrounding the absence(s).
5. If my classroom behaviour is not acceptable, I may be deemed ineligible to play. The administration and coaches will consult to determine possible consequences.
6. Being suspended from class automatically carries with it a player suspension.
7. I realize it is an honour and a privilege to represent my school, my team, my community and the Sun West School Division. I will conduct myself at all times in a manner which brings admiration and respect to myself, my family, my school, my community and the Sun West School Division.

Student \_\_\_\_\_ Parent \_\_\_\_\_

Date \_\_\_\_\_ Activity \_\_\_\_\_

## Guidelines for Practices and Competition

Each team may have a different level of commitment but the following are possible guidelines:

### Cross Country

Season                    September to October ( 8 weeks)  
Practices                4-5 hours/week ( Meets- 3)

### Football

Season                    August to November ( 12 weeks)  
                                 Spring Camp (optional)  
Practices                4-8 hours/week  
Games                    1 match/week

### Junior Boys Volleyball

Season                    September to November ( 12-14 weeks)  
Practices                3-6 hours/week  
Games                    1 match/week  
Tournaments          3-6 season

### Junior Girls Volleyball

Season                    September to November ( 12-14 weeks)  
Practices                3-6 hours/week  
Games                    1 match/week  
Tournaments          3-6 season

### Senior Boys Volleyball

Season                    September to November ( 14 weeks)  
Practices                3-6 hours/week  
Games                    1-2 matches/week  
Tournaments          4-8 season

### Senior Girls Volleyball

Season                    September to November ( 14 weeks)  
Practices                3-6 hours/week  
Games                    1-2 matches/week  
Tournaments          4-8 season

### **Junior Boys Basketball**

Season	December to March
Practices	3-6 hours/week
Games	1 game/week
Tournaments	2-6 season

### **Junior Girls Basketball**

Season	December to March
Practices	3-6 hours/week
Games	1 game/week
Tournaments	2-6 season

### **Senior Boys Basketball**

Season	November to March ( 14 weeks)
Practices	3-6 hours/week-
Games	1-2 games/week
Tournaments	3-6 season

### **Senior Girls Basketball**

Season	November to March ( 14 weeks)
Practices	3-6 hours/week-
Games	1-2 games/week
Tournaments	3-6 season

### **Junior Curling**

Season	November to March ( 14 weeks)
Practices	3-5 hours/week-
Games	1-2 games/week
Bonspiels	2-3 season

### **Senior Curling**

Season	November to March ( 14 weeks)
Practices	3-5 hours/week-
Games	1-2 games/week
Bonspiels	2-3 season

### **Junior Badminton**

Season	March to May ( 12 weeks)
Practices	3-5 hours/week-
Tournaments	1-3 season

## **Senior Badminton**

Season	March to May ( 12 weeks)
Practices	3-5 hours/week-
Tournaments	1-3 season

## **Track and Field**

Season	Nov-June ( indoor- Nov to March)
Practices	3-5 hours/week-
Meets	6 meets

## SUGGESTED TOURNAMENT GUIDELINES

Teacher Supervisors

Team Host/Hostesses

Team rooms (designated at Homeroom teacher's consent)

Officials

Floor Sweepers (between games and/or during breaks)

Pep Band

Team Mascot

Sound (effect and/or music) and Light Crew

Scorekeepers and/or Timers (SCHEDULE)

Canteen

Participating team's posters in the gym (could have them bring one)

Gate Schedule

Emergency Action Plan/First Aid (emergency phone numbers)

Team roster available/posted for spectators

General Advertising (posters, announcements, etc.) (SRC promotions)

Key Chief (for Host/Hostesses)

Extra seating/bleachers for in the gym

Door prizes

Tournament competitions during breaks (post results)

Large tourney wall schedule with on-going results

Tournament package for coaches

Clean-up Committee (Before-During-After)

Awards

Oranges/Beverages for team members during half-time or breaks

\*\*\* SRC Sports Reps should be able to assist the coaches in preparation of tournaments.

## TOURNAMENT CHECKLIST

Tournament		Date	
Plaques/ribbons ordered on	Date		
Food booth organizer			
Door workers	9:00 – 11:00		
	11:00-1:00		
	1:00-3:00		
Cashboxes/float			
Booth Key			
Draw Sent			
Gym Setup			
Gym Clean up			
Officials		# of Games	
		# of Games	
		# of Games	
		# of Games	
		# of Games	
		# of Games	
<b>Teams competing</b>			
<b>School</b>	<b>Coach</b>	<b>Phone</b>	<b>Fax</b>

## **SHSAA and West Central Awards Program**

"MERIT AWARD" to honour people who have given outstanding leadership and service to the SHSAA and to the promotion of high school athletics in the Province of Saskatchewan. Nominees need not have been official representatives of the SHSAA.

"SERVICE AWARD" to honour people who have provided outstanding leadership and service and the promotion of high school athletics in the District.

"OUTSTANDING COACH AWARD" to recognize outstanding contributions of individuals in the coaching field. The award will honour a female and male coach in each SHSAA District.

"OUTSTANDING OFFICIALS AWARD" to recognize outstanding contributions of individuals in the officiating field. The award will honour a female or male official in each SHSAA District.

### **Merit Award Criteria**

- a. A Merit Award nomination will be accepted for a person who has made outstanding contributions to the TOTAL PROGRAM of the SHSAA over a period of time.
- b. Selection of Recipients of this award rests with the Awards Committee of the SHSAA, with final approval being the responsibility of the SHSAA Executive.
- c. A Merit Award Form, Citation and photograph are to be completed in full and submitted to the Awards Committee BY APRIL 30th.
- d. If the candidate is not successful, the form needs to be updated and resubmitted by the district (forms will not be held by the committee for next year).

### **Service Award Criteria**

- a. A Service Award nomination will be accepted from each District Association, for a person who has made contributions to high school sports in a LIMITED area over a period of time.
- b. A general guideline of a maximum of one service award per district in each year has been adopted by the SHSAA
- c. A Service Award Form (E-11) and a photograph are to be completed in full and submitted to the Awards Committee BY APRIL 30th.

### **Outstanding Coach Award Criteria**

- a. Conducting an outstanding program where student athletes learn a vast amount about the game and life.
- b. Act as a proponent of good sportsmanship and instill these ideals through their coaching and interaction with athletes.
- c. Attempt to involve their entire school in the total program.
- d. Outstanding Coach Awards are to be presented by the district at an appropriate event within the district.

### **Outstanding Official Award Criteria**

- a. Contribute to the District by providing a valuable service to the activities offered by the District.
- b. Act as a proponent of good sportsmanship by officiating with these ideals in mind whenever officiating.
- c. Regularly attending clinics in the activity officiated to show an interest in improving and keeping up to date with the current trends in officiating.

### **West Central Service Award**

#### Guidelines

- Should have been involved and contributing for a reasonable length of time
- Should not only have served with the West Central District but have visibly supported the ideals and philosophies of the Association.
- Should be acknowledged leaders in their specific fields, schools, district and communities
- Indicate years of service under each category

## West Central Athletic Director's Contact Information

### Beechy School

Box 310  
BEECHY, SK S0L 0C0  
**Phone:** 306-859-2170  
**Fax:** 306-859-2286  
**Email:** [kathy.redmond@sunwestsd.ca](mailto:kathy.redmond@sunwestsd.ca)

**Principal**  
**Athletic Director**  
**School Division**  
**SHSAA District**  
**Team Name**  
**Team Colours**

Brenda Park  
Sun West  
West Central  
Blazers  
Green/Black/White

### Biggar Central School 2000

Box 1148  
BIGGAR, SK S0K0M0  
**Phone:** 306-948-2117  
**Fax:** 306-948-2591  
**Email:** [terry.braman@sunwestsd.ca](mailto:terry.braman@sunwestsd.ca)

**Principal**  
**Athletic Director**  
**School Division**  
**SHSAA District**  
**Team Name**  
**Team Colours**

Elwood Torgunrud  
Terry Braman  
Sun West  
West Central  
Blazers  
Green and Gold

### Davidson High School

Box 699  
DAVIDSON, SK S0G1A0  
**Phone:** 306-567-3216  
**Fax:** 306-567-5481  
**Email:** [michelle.bublish@sunwestsd.ca](mailto:michelle.bublish@sunwestsd.ca)  
School Web Site:  
[www.sunwestsd.ca/davidsonhigh/](http://www.sunwestsd.ca/davidsonhigh/)

**Principal:**  
**Athletic Director:**  
**School Division:**  
**SHSAA District:**  
**Team Name:**  
**Team Colours:**

Shari Martin  
Jason Low  
Sun West  
West Central  
Raiders  
Blue/White

### Dinsmore Composite School

Bag #1  
DINSMORE, SK S0L 0T0  
**Phone:** 306-846-2188  
**Fax:** 306-967-2580  
**Email:** [kitty.paslawski@sunwestsd.ca](mailto:kitty.paslawski@sunwestsd.ca)  
**School Web Site:** [www.sunwestsd.ca](http://www.sunwestsd.ca)

**Principal:**  
**Athletic Director:**  
**School Division:**  
**SHSAA District:**  
**Team Name:**  
**Team Colours:**

Deborah de Caux  
Terry Orban  
Sun West  
West Central  
Wildcats  
Royal Blue/White

### Eaton School

Box 190  
EATONIA, SK S0L 0Y0  
**Phone:** 306-967-2536  
**Fax:** 306-967-2580  
**Email:** [clint.hayes@sunwestsd.ca](mailto:clint.hayes@sunwestsd.ca)  
**School Web Site:** [www.sunwestsd.ca/eaton](http://www.sunwestsd.ca/eaton)

**Principal:**  
**Athletic Director:**  
**School Division:**  
**SHSAA District:**  
**Team Name:**  
**Team Colours:**

Craig Vanthuyne  
Clint Hayes  
Sun West  
West Central  
Spartans  
Red/Black

### Elrose Composite School

Box 400  
ELROSE, SK S0L 0Z0  
**Phone:** 306-378-2505  
**Fax:** 306-378-2338  
**Email:** [ron.bailey@sunwestsd.ca](mailto:ron.bailey@sunwestsd.ca)

**Principal:**  
**Athletic Director:**  
**School Division:**  
**SHSAA District:**  
**Team Name:**

Vicki Moore  
Ron Bailey  
Sun West  
West Central  
Eagles

**Harris-Tessier Central School**  
Box 249  
HARRIS SK S0L 1K0  
**Phone:** 306-656-2166  
**Fax:** 306-656-4432  
**Email:** linda.varty@sunwestsd.ca

**Kenaston School**  
Box 99  
KENASTON SK S0G 2N0  
**Phone:** 306-252-2182  
**Fax:** 306-252-2262  
**Email:** carol.lewis@sunwestsd.ca

**Kindersley Composite School**  
Box 1450  
KINDERSLEY SK S0L 1S0  
**Phone:** 306-463-3771  
**Fax:** 306-463-6775  
**Email:** murray.ferguson@sunwestsd.ca

**Kyle Composite School**  
Box 40  
KYLE SK S0L 1T0  
**Phone:** 306-375-2521  
**Fax:** 306-375-2520  
**Email:** erin.trytten@sunwestsd.ca

**Landis School**  
Box 327  
LANDIS SK S0K 2K0  
**Phone:** 306-658-2033  
**Fax:** 306-658-4443  
**Email:** amanda.anderson@sunwestsd.ca

**Loreburn Central School**  
Box 220  
LOREBURN SK S0H 2S0  
**Phone:** 306-644-2135  
**Fax:** 306-644-2176  
**Email:** arlene.norrish@sunwestsd.ca

**Lucky Lake High School**  
Box 219  
LUCKY LAKE SK S0L 1Z0  
**Phone:** 306-858-2052  
**Fax:** 306-858-2213  
**Email:** [trevor.drury@sunwestsd.ca](mailto:trevor.drury@sunwestsd.ca)

**Principal:** Linda Varty  
**Athletic Director:** Linda Varty  
**School Division:** Sun West  
**SHSAA District:** West Central  
**Team Name:** Striders  
**Team Colours:** Green/White

**Principal:** Darren Gasper  
**Athletic Director:** Darren Gasper  
**School Division:** Sun West  
**SHSAA District:** West Central  
**Team Name:** Kodiaks  
**Team Colours:** Green/White

**Principal:** Murray Ferguson  
**Athletic Director:** Angie Johnson  
**School Division:** Sun West  
**SHSAA District:** West Central  
**Team Name:** Kobras  
**Team Colours:** Black/Gold

**Principal:** Marlene Gillanders  
**Athletic Director:** Erin Trytten  
**School Division:** Sun West  
**SHSAA District:** West Central  
**Team Name:** Comets  
**Team Colours:** Black/Gold

**Principal:** Crystal Klassen  
**Athletic Director:** Amanda Anderson  
**School Division:** Sun West  
**SHSAA District:** West Central  
**Team Name:** Wildcats  
**Team Colours:** Blue/White

**Principal:** Judy Brown  
**Athletic Director:** Lloyd Tulp  
**School Division:** Sun West  
**SHSAA District:** West Central  
**Team Name:** Aztecs  
**Team Colours:** Red/White/Black

**Principal:** Trevor Drury  
**Athletic Director:** Trevor Drury  
**School Division:** Sun West  
**SHSAA District:** West Central  
**Team Name:** A's  
**Team Colours:** Blue/Red/White

**Lutheran Collegiate Bible Institute**

Box 459  
 OUTLOOK SK S0L 2N0  
**Phone:** 306-867-8971  
**Fax:** 306-867-9947  
**Email:** office@lcbi.sk.ca  
**Web Site:** www.lcbi.sk.ca

**Principal:** Phil Guebert  
**Athletic Director:** Cliff Adelman  
**School Division:** Sun West  
**SHSAA District:** West Central  
**Team Name:** Bisons/Lady Bisons  
**Team Colours:** Maroon/Gold

**North West Central High School**

Box 40  
 PLENTY SK S0L 2R0  
**Phone:** 306-932-2222  
**Fax:** 306-932-2229  
**Email:** leahanne.srigley@sunwestsd.ca

**Principal:** Cindy Thomson  
**Athletic Director:** Leah Anne Srigley  
**School Division:** Sun West  
**SHSAA District:** West Central  
**Team Name:** Wildcats  
**Team Colours:** Blue/White

**Outlook High School**

Box 1720  
 OUTLOOK SK S0L 2N0  
**Phone:** 306-867-8697  
**Fax:** 306-867-1831  
**Email:** lance.morrison@sunwestsd.ca

**Principal:** Greg McJannet  
**Athletic Director:** Lance Morrison  
**School Division:** Sun West  
**SHSAA District:** West Central  
**Team Name:** Blues  
**Team Colours:** Blue/White

**Rosetown Central High School**

Box 910  
 ROSETOWN SK S0L 2V0  
**Phone:** 306-882-2655  
**Fax:** 306-882-3889  
**Email:** miles.bennett@sunwestsd.ca

**Principal:** Norm Cline  
**Athletic Director:** Miles Bennett  
**School Division:** Sun West  
**SHSAA District:** West Central  
**Team Name:** Royals  
**Team Colours:** Black/White/Red

**St. Gabriel School**

Box 1177  
 BIGGAR SK S0K 0M0  
**Phone:** 306-882-2655  
**Fax:** 306-882-3889  
**Email:** rgarchinski@scs.sk.ca  
 School Web Site:  
 www.saskschools.ca/~gabriel

**Principal:** Rick Garchinski  
**Athletic Director:** Rick Garchinski  
**School Division:** Great Saskatoon Catholic  
**SHSAA District:** West Central  
**Team Name:** Saints  
**Team Colours:** Black/Grey/White

**Westcliffe Composite School**

Box 65  
 MARENGO SK S0L 2K0  
**Phone:** 306-968-2939  
**Fax:** 306-968-2212  
**Email:** karen.jeffries@sunwestsd.ca

**Principal:** Karen Jeffries  
**Athletic Director:** Karen Jeffries  
**School Division:** Sun West  
**SHSAA District:** West Central  
**Team Name:** Warriors  
**Team Colours:** Blue/White/Black

## APPENDICES

A. SHSAA Code of Ethics ( <a href="http://www.shsaa.ca">www.shsaa.ca</a> )
B. West Central District Constitution
C. West Central District Bylaws
D. West Central District Forms (check website for current year forms)
E. SHSAA Forms (Check website for current year forms)
F. Sun West Forms ( Updated annually, check website for current form)
G. Sun West Sport/Physical Activity Handbook
H. Sun West Provincial Hosting Guidelines
I. Sample Draw Formats



## **Appendix A**

### **SHSAA Code of Ethics** ( [www.shsaa.ca](http://www.shsaa.ca) )



## **CODE OF ETHICS FOR PLAYERS**

### **The School Requires The Athletes To**

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

### **The Game Requires The Athletes To**

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

### **Sportsmanship Demands That Athletes**

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

## **CODE OF ETHICS FOR COACHES**

### **The School Expect The Coaches To**

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

### **The Athlete Expect The Coaches To**

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

## **Sportsmanship Demands That Athletes**

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

## **CODE OF ETHICS FOR OFFICIALS**

### **The Contest Expects The Officials To**

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

### **The Rules Expect The Officials To**

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

### **Sportsmanship Demands That Officials**

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

## **Appendix B**

### **West Central District Constitution**



## **CONSTITUTION OF THE WCHSAA Amended September, 2009**

### **GUIDING PRINCIPLES**

Recognizing the need for a co-operative agency to plan, supervise and administer the inter-school activities of this district, it is recommended that the following principles be used as a guide to the association established for this purpose:

1. The aims and objectives of this association shall be in complete harmony with the constitution and by-laws as set forth by the SASKATCHEWAN HIGH SCHOOLS ATHLETIC ASSOCIATION and with the goals of education as set forth by the DEPARTMENT OF LEARNING.
2. Participation in the activities of this association should be encouraged because they are an integral part of the total education process.
3. All students should have the opportunity to realize the physical, social and emotional values that can be derived from inter-school competition.
4. The WEST CENTRAL HIGH SCHOOLS ATHLETIC ASSOCIATION is opposed to the use of alcohol and drugs by players, coaches, supervisors, officials and others connected with athletic competition. The WCHSAA asks members of its association to help in restricting their use. Any abuse of this principle should be reported to the executive so that action may be taken.

Good sportsmanship and complete participation cannot be legislated but must, through education, become the ultimate goals of the WCHSAA.

### **ARTICLE I NAME**

The name of this association shall be the WEST CENTRAL HIGH SCHOOL ATHLETIC ASSOCIATION (WCHSAA) and it shall be a district council of the SASKATCHEWAN HIGH SCHOOLS ATHLETIC ASSOCIATION (SHSAA)

### **ARTICLE II ORGANIZATION**

- District - The WCHSAA boundaries shall be as determined by the bylaws of the Association. The District shall be comprised of all schools that fall within the boundaries of the current Sun West School Division regardless if said schools belong to the Sun West School Division.

Schools that belong to the West Central High School Athletic Association are the following:

Beechy School, Biggar Central School 2000, Davidson High School, Dinsmore Composite School, Eaton School, Elrose Composite School, Eston Composite School, Harris-Tessier School, Kenaston School, Kindersley Composite School, Kyle Composite School, Landis School, Loreburn Central School, Lucky Lake School, Lutheran Collegiate Bible Institute, Outlook High School, North West Central School, Rosetown Central High School, St. Gabriel Junior High, Westcliffe Composite School.

### **ARTICLE III    OBJECTIVES**

- a. To encourage participation of both junior and senior high school students in activities through inter-scholastic and inter-divisional play and to provide representative teams and individual athletes from this district to further participation in provincial competitions.
- b. To plan, supervise and administer the inter-scholastic activities of the Members of the association.
- c. To place more emphasis on the skills learned and the appreciation developed through competition.
- d. To provide training and upgrading of coaches and officials through clinics.
- e. To ensure that neither the funds nor the property of the association be used for the personal profit of any individual or group of individuals.
- f. To ensure the association be organized and maintained in a democratic manner as outlined in this constitution and subsequent amendments.
- g. To encourage athletes and coaches at the junior level to stress a broad base of participation and the development of good sportsmanship.
- h. The association also encourages the following goals:
  - to develop a level of fitness relative to the sport the student is involved in.
  - to develop team sport skills.
  - to develop individual sport skills.
  - to develop interpersonal skills.
  - to promote fun and enjoyment through participation in the pursuit of excellence.
  - to recognize that athletics is an important part of the school life of students
  - to develop an understanding in the community that coaching is a voluntary activity and that coaches give large amounts of their time.
  - -to develop positive attitudes and commitment.
  - -to develop, maintain and improve the quality of coaching.
  - -to develop, maintain and improve the quality of officiating.

## **ARTICLE IV MEETINGS**

### **Section 1: Membership and Representation**

- a. Membership in this association shall be open to all Boards of Education and Conseil Scolaire with students enrolled in grades 7 to 12 within the district boundaries; any independent school registered with Saskatchewan Learning and which is a body corporate or association and which operates a junior or high school; and any Indian Band which operates a junior or high school or on whose lands a high school is operated within the province of Saskatchewan.
- b. Each school shall have one designate (appointed by the Principal) who is responsible for all matters pertaining to interschool athletics. Each Member (school) shall provide the district president with notification of its school designate at the beginning of each school year.
- c. Every school representative is entitled to a voice and a vote at any of the regular meetings and to attendance and a voice but not a vote at an executive meeting. Representative shall be defined as a director of education or designate, trustee, principal or teacher associated with any school within the WCHSAA boundaries. Other people may become representatives by motion at any regular meeting or executive meeting.

### **Section 2: Meetings**

- a. An annual general meeting of the District shall be held each school year before September 15.
- b. Written notice shall be given to each of member schools at least two weeks in advance.
- c. Special meetings of the association or executive may be held at such time as the executive or President may determine providing at least two weeks written notice has been given.
- d. At the annual meeting each Member shall be allowed a vote for each agenda item.
- e. Any two members or greater than half of the executive members may request a special meeting of the district association
- f. All voting delegates attending the SHSAA AGM must be declared at the WCHSAA AGM. Observers to be declared by the Spring Executive Meeting.

### **Section 3: Rules of Order**

- a. The rules of order for the conduct of all WCHSAA meetings will in general follow the Roberts Rules of Order, and will be as summarized below:

All votes are calculated on the basis of present voting members. With the right to vote goes the right to abstain from the voting. The chair will not call for abstentions, nor do the voters have a right to announce that they abstained. Abstentions have no effect on the calculation of votes.

A majority is more than half of the votes cast. Note also that a majority is not necessarily one more than fifty (50) percent. In the case of a two-thirds majority vote there must be at least sixty six (66) percent of present voting members in the affirmative for adoption.

- b. Voting by members shall be by secret ballot in the case of election of officers, and by show of hands in all other cases, except where a secret ballot is requested by at least three (3) members.

## **ARTICLE V EXECUTIVE OFFICERS**

### **Section 1 Executive Members**

The executive of the WCHSAA shall consist of the following

- President
- Vice-President / Past President (depending on the year)
- 6 Section Representatives
- 3 members at large (one of which is a member of the opposite gender and one of which must be an in-school administrator.
- Officials commissioner
- Secretary/Treasurer
- Trustee
- LEADS representative

### **Section 2: Executive Member Terms**

- a. The President shall be elected at the annual meeting and serve a two year term. Past-President and Vice-President shall serve one (1) year terms.
- b. The Past President shall be in place during the President's first year term and the Vice-President shall be in place during the President's second year term.
- c. A Secretary/Treasurer or Secretary and Treasurer shall be appointed by the President and approved by the executive.
- d. All other executive members shall be appointed or elected at the annual meeting and serve a one year term.

### **Section 3: Eligibility for Executive**

- a. Any teacher, trustee or school designate within the district boundaries may be any executive officer.
- b. Elections shall take place annually at the Fall annual general meeting. Should a vacancy occur during the year the executive officers shall elect another school designate to complete the term.

### **Section 4: Executive Powers**

- a. The executive is empowered to request the resignation of any elected or appointed officer who misses two (2) consecutive meetings in a year, or who is negligent in the performance of the officer's duties.
- b. The executive is empowered to rule on such cases that are not covered by the constitution or by-laws. These decisions are not to be considered as precedents, and each must be reported to the next regular meeting, together with an explanation and a recommendation for possible legislative action.
- c. The executive is empowered to strike such committees, as they shall see fit, who may, but need not be, members of the executive. The duties of such committees shall be those designated by the executive.

### **Section 5: Executive Meetings**

- a. The executive may meet, adjourn and otherwise regulate their meetings as they may determine. Questions arising at a meeting shall be decided by a majority of votes, but in the case of a tie the president shall decide the question.
- b. A quorum of the executive shall be a majority of the elected executive.
- c. The executive shall have at least two meetings a year with one in the fall and one in the spring.

## **ARTICLE VI DUTIES OF OFFICERS**

### **Section 1: President**

- a. Shall preside at all meetings and shall act as chief executive officer of the district.
- b. Shall be an ex-officio member of all committees.
- c. Shall call all regular meetings and have the power to call special meetings as necessary.
- d. Shall sign all cheques and documents binding on the association

- e. Shall give direction to all district activity play down commissioners in carrying out their duties.
- f. May appoint one person to audit the books prior to the annual meeting.
- g. Shall perform such duties as the executive may determine.
- h. Shall represent the district at the SHSAA President's meeting and Annual meeting.
- i. Shall appoint association designates on a yearly basis to review the constitution and by-laws.
- j. May appoint executive members to recommend and review nominations for district service awards.
- k. Shall act as liaison between the SHSAA and the district.
- l. Shall receive play off schedules and follow up reports from the commissioners.
- m. Shall coordinate team entries with the SHSAA
- n. Shall update the district handbook annually.
- o. Shall chair the discipline committee or appoint an executive member to do so.
- p. Ensure that delegates to the SHSAA annual general meeting are appointed and make arrangements for their attendance.
- q. Shall inform district activity play down commissioners of any suspensions of a Member or individual participant.
- r. Shall approve MAP grant forms.
- s. Shall keep all reports of commissioners on file and up to date.
- t. Shall perform any other such duties as are normally expected of the President of such an organization.
- u. Update website

**Section 2: Vice-President/ Past-President/Awards Coordinator**

- a. During the absence of the President or his\her inability to perform such duties, the Vice-President shall carry out all duties of the President.
- b. Shall perform such duties as the executive may determine.
- c. Shall give advice and assistance to the executive when called upon to do so.

- d. Shall perform such duties as the executive may determine
- e. Shall sit on the awards committee set up at the fall executive meeting
- f. Shall order all awards for the District in consultation with the President.
- g. Shall coordinate and keep accurate records of the recognition award program and service award program.

### **Section 3: Secretary-Treasurer**

- a. Shall keep the minutes of all executive, general and annual meetings.
- b. Shall copy and e-mail such minutes to those members present at the meeting as soon as possible after each meeting.
- c. Shall collect/coordinate all fees with the SHSAA office and/or from the members.
- d. Shall co-sign all cheques.
- e. Shall deposit all funds in the account of WCHSAA and shall prepare a financial statement for all meetings of the association.
- f. Shall order awards for the district.
- g. Shall prepare a proposed budget for the ensuing year to be presented at the annual meeting.
- h. Shall perform such duties as the executive may determine.

### **Section 4: Officials' Commissioner**

- a. Shall, if asked, designate officials available for competitions.
- b. Shall organize clinics to upgrade officiating.
- c. Shall have complete control over all game official organizational responsibilities.
- d. Shall attend the SHSAA Officials' commissioners meeting.

### **Section 5: Commissioners Duties**

- a. Must check with the President to obtain a list of teams entered in the competition.
- b. Is responsible for the booking of the facility and arranging for any equipment, etc. that may be required.

- c. Should have personal contact, either through phone or letter, with each team.
- d. Schedule and distribute information regarding the schedule to all schools.
- e. Co-ordinate the officials for his playoff. PLEASE CONTACT THE OFFICIALS' COMMISSIONER FOR ASSISTANCE.
- f. Collect the awards for his sport and see that they are distributed at the scheduled event.
- g. Arrange for staffing and supervision of the scheduled event.
- h. Arrange for collection of gate receipts at the event.
- i. Keep and submit an accurate record of expenses.
- j. Publicize results and names of the winners to the media.
- k. **Complete the Commissioner's Report** - immediately following the competition complete the **on – line activity report on the West Central Web Site AND SUBMIT RESULTS TO THE SHSAA**. Include in your report - activity, commissioner, location, date, names of teams/competitors, complete results, financial report, and comments.

## **ARTICLE VII DISCIPLINE COMMITTEE**

- a. The executive may appoint any of the following members as a district discipline committee:
  - i. President (Chairman)
  - ii. Past-President
  - iii. Officials' Commissioner
  - iv. Members at large
  - v. Principal
  - vi. Trustee
  - vii. Director or Superintendent
- b. The discipline committee, working with both the WCHSAA and SHSAA constitutions and by-laws shall expeditiously hear all evidence on the incident and shall render a written decision. The discipline committee will consider each case presented and take appropriate action based on the severity of the misconduct. These actions include but are not limited to the following:
  - i. dismissal of the complaint
  - ii. letter of concern
  - iii. letter of reprimand
  - iv. period of probation
  - v. forfeiture of game
  - vi. forfeiture of championship
  - vii. maximum period of one year probation or suspension
  - viii. issue a fine

- c. In any case the Member involved may appeal the decision of the discipline committee by making a formal written or oral presentation to the chair of the discipline committee who shall take the necessary action to consider the appeal properly in light of the presented information. This would mean the striking of an appeal committee which would be made up of a Director, Administrator and Trustee from three different school divisions other than the appealing division. Such appeal also requires a fifty (50) dollar deposit to be presented. If the appeal is upheld then the deposit will be returned. Further:
  - i. All parties shall have advance notice of the appeal hearing date.
  - ii. Parties shall have the right to have counsel present.
  - iii. Parties may make written/oral presentations.
  - iv. All evidence is considered by the board.
  - v. Appeal board can confirm or reverse the discipline committee's findings, but may not amend the penalty.

## ARTICLE VIII FINANCES

### Section 1: Self Sufficiency

- a. The organization must maintain its own solvency at all times.

### Section 2: Annual Fees

- a. The Sun West School Division shall pay an annual levy of \$5000.00 and all other schools shall pay **\$2.00** for each student enrolled in grades 6-12.
- b. Each school shall be required to pay an annual West Central fee of **twenty-five (25) dollars** for the registration of each of said school's **Senior** teams per sport. This is done through the SHSAA.
- c. Schools that do not have a district championship team may submit a request to the WCHSAA for a refund of district fees.
- d. An amount of ten (10) dollars per team sport registered shall be forwarded to the officials commission.
- e. Each school shall be required to pay an annual West Central fee of twenty-five (25) dollars for the registration of each of said school's Junior teams per sport.
- f. Golfers shall pay all green fees for all categories.

### Section 3: Financial Details

- a. An honorarium shall be paid to the following positions on an annual basis
  - i. President \$300.00
  - ii. Officials Commissioner \$300.00
  - iii. Secretary \$100.00
  - iv. Treasurer \$100.00
  - v. Vice-President/Past President \$100.00
  - vi. Track Computer Coordinator \$100.00
  - vii. Track and Field Commissioner ..... \$150.00
- b. Executive and other individuals shall be paid for expenses in organizing district activities and for carrying out any business sanctioned by the executive. See Bylaws - Article two (2) for rates.
- c. The fiscal year for the association shall end June 30.

### Section 4: Financial Penalties

- a. Any Member of the WCHSAA may be charged a fifty (50) dollar performance bond for a breach of the withdrawal from competition, rules as stated below. This bond or part of this bond may be charged in the event that a team, coach, official of any other individual representing said Member in SHSAA sanctioned competition fails to

comply with district regulations concerning withdrawal from a competition without proper notice, which is written notice two weeks prior to the event in question. Any breach of the section will be dealt with by the discipline committee.

- b. Junior Eligibility Forms must be sent to the District President one month prior to the District championship. There is a \$25.00 fine for late filing of forms for the sports of volleyball, basketball and curling only.
- c. All fines must be paid prior to the next District activity for a school to be eligible to compete.

## **ARTICLE IX AMENDMENTS TO THE CONSTITUTION AND BY-LAWS**

- a. Amendments to the constitution may be made by any member and require a two thirds majority vote at the district annual meeting.
- b. Amendments to the bylaws may be made by any member and require a simple majority vote at the district annual meeting.
- c. The West Central Executive may pass temporary amendments to the bylaws. The temporary amendment must be brought to the next West Central Annual Meeting for discussion and vote.

## **ARTICLE X - ORDER OF BUSINESS**

- a. The order of business at meetings shall be as follows:
  - i. call to order
  - ii. roll call
  - iii. adoption of agenda
  - iv. approval of minutes
  - v. old or unfinished minutes
  - vi. correspondence
  - vii. reports
  - viii. new business
  - ix. adjournment

## **ARTICLE XI - BIDS TO HOST**

- a. Bids by schools to be the WCHSAA host for provincial events must be presented in writing and voted on at the district annual general meeting in the fall for events that will take place in subsequent years.
- b. In special circumstances the executive may determine the host.



## **Appendix C**

### **West Central District Bylaws**



**BYLAWS OF THE WCHSAA  
Amended September 2010**

**ARTICLE I     ELIGIBILITY**

- a. All WCHSAA activities shall be carried on in accordance with SHSAA regulations, policies and instructions.
- b. Coaches are responsible for presenting necessary eligibility forms to each district commissioner prior to participation in a district playoff.
- c. For junior district activity play downs (except track and field & cross country) competitors must be in Grade nine (9) or lower **and** under sixteen (16) as of August 31 of that school year.
- d. Definitions:
  - i. West Central District: includes all schools within the boundaries of the Sun West School Division regardless if said schools belong to the Sun West School Division.
  - ii. Sections: is the grouping of schools for the purpose of athletics.

**ARTICLE II     FINANCES**

- a. District fees collected from a school will only be refunded if the school has not participated in any competition in the activity, and submits a written request to the district president and SHSAA Office on or before the activity's E-5 deadline.
- b. Mileage, per diem, and accommodations will be paid out at a rate set at the Annual General Meeting. This is to be reviewed annually.
  - i. Meals                      Breakfast    Lunch        Supper  
    (\$25.00 per day)    \$5.00       \$7.00,       \$13.00
  - ii. Hotels - total cost covered with receipts
  - iii. Mileage - \$0.35/km
- c. Schools hosting district competitions (except cross country and golf) are expected to charge a daily gate admission of three (3) dollars for adults, one (1) dollar for students grades 7 – 12.
  - i. For sports where paid officials are used; after the officials' fees are recovered by the host school, the net profits will be divided on a 50/50 basis.
  - ii. The District will cover the extra .5 fee cost, mileage, and meals for all officials.
  - iii. For Curling, schools are responsible for the cost of the facility. All profits will be shared on a 50/50 basis once the cost of the facility is covered. In the case of a financial loss the district will reimburse to a maximum of \$300.00 for senior curling and \$100.00 for junior curling

- iv. If a gate is not charged the host will be responsible for all costs associated with the event

## **ARTICLE III SPONSORED ACTIVITIES**

### **Section 1: Awards**

- a. Activities for which the association shall provide medallions are:
  - i. Golf - Boys and Girls (18)
  - ii. Cross Country - Boys and Girls (8), ribbons 2<sup>nd</sup> – 10<sup>th</sup>
  - iii. Volleyball - senior and junior - Boys and Girls (15/tm)
  - iv. Curling - senior and junior - Boys, Girls, Mixed (19x2)
  - v. Basketball - senior and junior - Boys and Girls (15/tm)
  - vi. Badminton - senior and junior - Boys, Girls, Mixed (8x2)
  - vii. Track and Field - Boys & Girls - 8 aggregate medals, ribbons 1<sup>st</sup> – 6<sup>th</sup>
  - viii. Soccer – Boys and Girls (21/tm)
- b. Medallions will be awarded only when a competition is held or contested by two or more teams
- c. Additional medals may be purchased from WCHSAA for \$5 each. Contact the Vice President or Past President if you wish to purchase.

### **Section 2: Playoff Hosting**

- a. The rotation for activities will be:
  - i. Section 1 (Kindersley, Marengo, Eatonia, Eston)
  - ii. Section 2 ( Landis, Plenty, BCS 2000, St. Gabriel)
  - iii. Section 3 ( Kenaston, Davidson, Loreburn)
  - iv. Section 4 ( Rosetown, Dinsmore)
  - v. Section 5 (Elrose, Kyle, Beechy)
  - vi. Section 6 (Outlook, Lucky Lake, LCBI, Harris)
- b. This rotation shall be picked up at the appropriate place in the rotation based on the Section that hosted in the previous year.
- c. Sections will be skipped if the activity does not apply to that Section

- d. In special circumstances Sections may exchange position in the rotation for an activity. The President will be authorized to make these changes if necessary and will notify Executive members as soon as possible.
- e. If a Section passes its host responsibilities for district play downs, they may not enter athletes/teams in that play down at the discretion of the executive.

## **ARTICLE IV    ACTIVITY PLAY DOWN DIRECTION**

### **Section 1:    Guidelines**

- a. Whenever feasible, district play downs should be held in the evening and/or Saturday (with the exclusion of cross country, golf, track and field and curling), in order to reduce the loss of classroom instructional time.
- b. The district activity play down commissioner shall be responsible for organizing the tournament subject to the WCHSAA and SHSAA guidelines in each sport.
- c. All district activity play downs must be held on or before the weekend immediately preceding the provincial championship or regional championship in that activity.
- d. Officials for all district championships must be coordinated through the District Officials Commissioner and from within the WCHSAA boundaries whenever possible and practical.
- e. See SHSAA web site for further details regarding host responsibilities.
- f. Joint Sponsorship: members may make an application at the West Central AGM or to the Executive Council for the Fall Executive Meeting to allow two or more schools to sponsor a joint team which will involve the participation of students from more than one school for West Central sponsored junior sports.
  - i. Each application must be made for volleyball and basketball only.
  - ii. Each application must be for only a period of one year.
  - iii. Each application must be made by schools that are located with close geographical proximity.
  - iv. Each application must have the signatures of each school's athletic director and principal.
  - v. Each application will only apply to schools that are situated in different communities. Communities with feeder schools will determine locally if they wish to use elementary students in their junior programs.
  - vi. Improving the quality of team shall not be a criterion in deciding whether approval will be granted. The goal of allowing joint teams is to increase the number of students that participate in activities by making activities available for students that would not otherwise be available if joint teams were not accepted.
- g. An eligibility form is required for each team intending to participate in Junior District Playoffs. The form must be submitted to the West Central president one month prior to the district championship. A fine of \$25.00 will be applied to the school for late submission. This would apply to the sports of volleyball, basketball and curling.

## Section 2: Uniforms

- a. The association shall provide uniforms for track and field and cross-country. Any such uniforms that are not returned by the specified date will be fined \$25.00 and will be paid for by the school under whose jurisdiction the offending student falls.

Track and Field – June 30

Cross Country – October 30

## Section 3: Cross Country

- a. Up to 10 competitors per age class per school will be eligible to compete.
- b. The meet will be held 10 days prior to the Provincial Meet.
- c. The meet will start at 2:30 with the course walk through to be held at 1:30.
- d. The West Central District supplies ribbons for the second to tenth place finisher for each classification. (The president shall order each year)
- e. After the meet is over the Commissioner must fax the results to SHSAA as soon as possible.
- f. The Cross Country Commissioner is responsible for collecting the West Central District uniforms after the Provincial Cross Country meet and forwarding the uniforms to the Uniform Commissioner by Oct 30<sup>th</sup> of each year.

- g. Age Classes

Pee Wee	Under 11 (as of August 31 <sup>st</sup> of the current school year)
Bantam	Under 13 (as of August 31 <sup>st</sup> of the current school year)
Midget	Under 15 (as of August 31 <sup>st</sup> of the current school year)
Junior	Under 16 (as of August 31 <sup>st</sup> of the current school year)
Senior	16 or over (as of August 31 <sup>st</sup> of the current school year)

- h. Distances

Pee Wee Boys	2000m	Peewee Girls	2000m
Bantam Boys	3000m	Bantam Girls	3000m
Midget Boys	4000m	Midget Girls	3000m
Junior Boys	5000m	Junior Girls	4000m
Senior Boys	6000m	Senior Girls	4000m

- i. Advancement to Provincial Meet: The Cross Country Commissioner may take up to 10 competitors per age class to the provincial meet.

Note: an exception to the maximum 10 competitors per division will be allowed when a school qualifies only 3 runners for the provincial meet. The school may add another runner from their school to the district team entry so they may qualify for the school team competition. The runner must have competed in the District cross-country meet.

- j. West Central Provincial Cross Country Numbers:  
The following numbers have been assigned to West Central for the Provincial Cross Country Meet 250-299. Competitors shall wear the District Uniform with the assigned number they have been given by the West Central District Track Coach.
- k. The Senior trophy shall include the midget, junior, and senior age categories. The Junior trophy shall include the pee wee and bantam age categories.
- l. Hosting Rotation

	2010	2011	2012	2013	2014	2015
Conference	2	3	4	5	6	1

**Section 4: Grass Green Golf**

- a. Sections may run a combined Jr. and Sr. playoff consisting of 18 holes where required. Each school in a Section is allowed to send a team(s) plus as many individuals as the coach allows. Sections will declare a champion. Advancing from Sectional play to Districts will be the winning team and the top 3 males and top 3 females for Juniors advancing from Sectional play to District will be the winning boys and winning girls teams and the top 3 males and top 3 females if not part of the winning team.
- b. TEAMS  
Junior: School team must consist of both genders to a maximum of 6 golfers with no more than 4 of one gender.  
Senior: The boys and girls team may be made up of 3 members to a maximum of 4.
- c. Golfers shall be responsible for payment of their own green fees.
- d. Schools will not be allowed to send teams to both sand and grass golf competitions
- e. Team Scoring
  - i. Senior - the total of the best 3 scores recorded by the team on each hole of the competition will determine team scoring for boys and girls category.
  - ii. Junior – the total of the best four scores recorded by the team on each hole of the competition regardless of gender.
  - iii. Tie Breaking Procedures: If 2 or more individuals (male/female) or school teams are tied for low score after the completion of the competition then a sudden death playoff shall occur. In the team events all members of the tied teams will participate in the playoff. The team score per hole will be calculated as per team scoring.
- f. The competition will be an eighteen hole event with a shot gun start
- g. **Dress code for West Central golf events will follow SHSAA policy. The dress code will also include that hats must be worn with the peak forward.**
- h.

	2010	2011	2012	2013	2014	2015
<b>Conference</b>	6	1	2	3	4	5

<b>Hosting Rotation</b>	<b>Junior</b>					
	2010	2011	2012	2013	2014	2015
<b>Conference</b>	5	6	1	2	3	4

**Section 5: Sand Golf**

- a. There will be one open tournament for sand golf. Host to be determined at WCHSAA Fall AGM

**Section 6: Soccer**

- a. The WCHSAA president will determine this playoff depending on the number of teams entered.

**Section 7: 6 Man, 9 Man and 12 Man Football**

- a. The SHSAA provincial office will determine the playoffs for West Central teams. See website for details.

**Section 8: Volleyball**

**Senior**

- a. The SHSAA provincial office will determine the playoffs for West Central teams. See SHSAA website for details

**Junior**

- a. Six Section Champions will advance to a one day Championship to be held on the first Saturday in November
- b. The draw will be Two Pools of 3 with the Top 2 from each pool advancing to the playoff round. Only 1 court will be needed to run the Championship.
- c. All matches are the best of three including the round robin games.
- d. All teams will be seeded
- e. Net height: *Girls – 2.14m, Boys – 2.24m*
- f. Hosting Rotation

	2010	2011	2012	2013	2014	2015
Jr. Girls	5	6	1	2	3	4
Jr. Boys	2	3	4	5	6	1

## Section 9: Curling

### Senior

- a. Six Section Champions will advance to the District Championship. Teams will be seeded by drawing names out of a hat.
- b. The draw will be a double knockout.
- c. If a Section(s) does not have a representative there will be no wildcards entries. Byes will be used in the draw.
- d. Highest finishing team shall have the hammer in the playoffs.
- e. Starting Rotation for Districts
- f. Hosting Rotation

	2010	2011	2012	2013	2014	2015
Conference	3	4	5	6	1	2

### Junior

- a. The District Championship will be one day four team modified double knockout event. Each Section will declare a champion. Two of the Sections will get byes into the District Championship. One of the two Sections receiving byes will be the Host. The four remaining Sections will compete in an InterSection 8 end playoff with the winning teams advancing to the District Championship.
- b. The District Championship will be held on the first Saturday of March.
- c. Teams shall begin the competition with at least four eligible curlers except as provided in CCA rules.
- d. All games shall be six ends. If the game is tied after six ends, the teams shall play extra ends until the tie is broken.
- e. Time outs shall be as per the SHSAA handbook.
- f. Substitution or changing order of players shall be as per CCA rules and the SHSAA handbook.
- g. Highest finishing team shall have the hammer in the playoffs.
- h. In mixed curling, curlers of the same gender must play alternate positions
- i. No special 'local' rules shall be used except when necessary to ensure the safety of the players.
- j. There will be a 9:00 a.m. start for facilities with three sheets of ice.

- k. Rotations for Host, Byes and InterSection Playoffs. \*Intersectional games are 8 ends.

<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>	<b>F</b>
1 – Host	2 – Host	3 – Host	4 – Host	5 – Host	6 – Host
5 – Bye	4 – Bye	6 – Bye	2 – Bye	1 – Bye	3 – Bye
4 @ 2	1 @ 5	5 @ 1	5 @ 1	2 @ 4	1 @ 5
6 @ 3	3 @ 6	2 @ 4	6 @ 3	3 @ 6	4 @ 2

- l. District Hosting Rotation

	2010	2011	2012	2013	2014	2015
Conference	1	2	3	4	5	6

## **Section 10: Basketball**

### **Senior**

- a. The SHSAA provincial office will determine the playoffs for West Central teams. See SHSAA website for details

### **Junior**

- a. Six Section Champions advance to the District Championship.
- b. A wildcard team(s) will be selected if representation is not available from all Sections. The criteria for wildcard selection will be based on head to head matchups during the season. If there were no head to head matchups then common opponents will be taken into consideration.
- c. The Championship format will be 2 Pool of 3 with the top team from each pool advancing to the final. Games will be 8 min. quarters. Half times will be 8 minutes. Ties will be broken using a ratio of points for and point against.
- d. The Championship will be held on the Saturday before Sr. Districts. (Last weekend in February)
- e. Teams will be seeded by the following; West Central President, Officials Commissioner and Host Commissioner of the respective category
- f. Starting Hosting Rotation

	2010	2011	2012	2013
Jr. Girls	1	2	3	4
Jr. Boys	5	6	1	2

## Section 11: Badminton - Junior and Senior

- a. Participants may each enter only one of the five categories.
  - Boys and Girls Singles
  - Boys and Girls Doubles
  - Mixed Doubles
- b. Protective eyewear will be mandatory during interschool badminton contests, for all doubles badminton.
- c. Current International Badminton Rules will be followed with the following exceptions and SHSAA modifications:
  - i. All games will be played to 21.
  - ii. A match winner shall be the player or team winning the best of three games against an opponent.
  - iii. Any athlete who deliberately alters the flight of a bird (doctoring) will be disqualified from the competition.
- d. **Dress code – All competitors must dress in a predominately white uniform or in a school uniform that reflects the school colours. Doubles teams must be uniform in their dress. Note: DRESS CODE MUST BE CLOSELY ADHERED TO**
- e. Playoffs
  - i. Each Section will declare TWO teams for InterSection play. The InterSection playoff will be a four team round robin with TWO teams advancing to the District Championship.
  - ii. The Championship format will be 2 Pools of 3. Pool results will be used to seed teams into a six team single elimination draw. The top seed from each pool will receive a bye into the semi final.
  - iii. Senior & Junior Championships will be held on the Saturday before SHSAA Regionals.
  - iv. A third place game must be played at each District level. In the event a team is unable to represent the division or district, the next highest ranked team shall be eligible for that spot (third place winner).
- f. Facility
  - i. This competition will be played in a facility with a minimum of three (3) courts.
- g. Starting time
  - i. The event will start at 10:00 am with a coaches/ player meeting at 9:30 am for district games.

h. Tie Breaking Procedure

- i. Consider matches won/loss first,
- ii. Two Teams Tied
  - The team that won the match between the two teams involved in the tie.
- iii. Three or More Teams Tied
  - Points per match total: i.e. each match worth a total of three points as follows:
    1. Team Winning 2 – 0 = 3 points.
    2. Team Winning 2 – 1 = 2 points.
    3. Team Winning 1 – 2 = 1 point.

Points are calculated for all matches played, involving the entire round.

- a. If still tied, then the team with the fewest points scored against them in the matches played between the teams involved will be declared the winner.
- b. If still tied, then the team with the fewest points scored against them in the matches played involving the entire round will be declared the winner.
- c. If still tied, the winner will be declared by playing a single-game, match-style tournament against the teams involved, with the opponents decided upon by a draw performed by the commissioner.

NOTE: Once the three-way tie is broken, the match results between the remaining two teams will be used to determine the placement.

- i. InterSection and Host Rotation – Sr. start at A, Jr start at D (starting in 2006-2007 school year)

	A	B	C	D	E	F
District Host	4	5	6	1	2	3
InterSection	6 @ 3	3 @ 6	6 @ 3	3 @ 6	6 @ 3	3 @ 6
	5 @ 1	1 @ 5	5 @ 1	1 @ 5	5 @ 1	1 @ 5
	2 @ 4	4 @ 2	4 @ 2	4 @ 2	2 @ 4	4 @ 2

**Section 12: Track and Field**

- a. Each Section will declare two competitors per event. The District Championship will have 12 competitors per event.
- b. Age groups for District Track meet:

Bantam	Under 13 (as of August 31 <sup>st</sup> of current school year)
Midget	Under 15 (as of August 31 <sup>st</sup> of current school year)
Junior	Under 16 (as of August 31 <sup>st</sup> of current school year)
Senior	16 and over (as of August 31 <sup>st</sup> of current school year)

- c. Bantam Boys will run 80m hurdles at Midget Girls' spacing.

- d. The schedule of events shall be posted on the District Website and is also available from the District President/Track Commissioner for that year.
- e. Each competitor is limited to four (4) events plus one relay. Senior boys and girls 400 metre relays shall not be counted as one of the four events or as the one relay.
- f. The 3000 m, 1500 m and 800 m shall be timed finals. 100m and 200m will advance the top two finishers in each heat and the next four fastest times.
- g. Hurdles and 400 m are timed finals with a minimum of 2 runners per race.
- h. Ribbons
  - First place competitors shall receive their ribbon once they have delivered the event sheet to the results booth
  - Field event ribbons for 2nd to 6th place will be handed out at the event site by the people in charge of that event.
  - Track ribbons for 2nd to 6th place finishers will be given out at a convenient location near the track.
- i. In all field events the top six (6) competitors in the preliminary round will receive three (3) more attempts in the final round.
- j. Medals will be awarded to aggregate winners in each category
- k. Late entries and scratches to the District track meet may be made up to 24 hours prior to the scheduled start of the first event of the meet. Only scratches will be accepted after 24 hours prior to the scheduled start of the first event of the meet.
- l. There shall be no bumping of athletes. Athletes shall only be able to represent the district in the classification in which they compete.
- m. Athletes may compete at older classification levels. Records set will only apply to the classification level at which the competition was held.
- n. There will be a coaches meeting at the end of the meet to finalize choices for the team to go to Provincials. Changes to the decision of the coaches meeting shall only be to replace an athlete unable to attend Provincials. A representative from each school that has an athlete going to Provincials must attend the coaches meeting at the end of the meet.
- o. District track coaches will put the 4x100 4 x 400 relay teams together. Each team shall be assigned a coach.
- p. After the provincial track meet is over, It is the responsibility of the coach and athlete to return the uniform to the uniform supervisor by the June 30 deadline. Any uniform not return prior to the June 30 deadline shall be charged a replacement fee of \$25.
- q. The Athletic Commissioner will assign numbers to athletes.

- r. The District will try to have the meet in Saskatoon every year in order to give West Central athletes the competitive advantage they need by competing in larger facilities.
- s. The District meet will be held the Saturday prior to the Provincial Meet.
- t. All relays run at the District Track and Field Meet will be run with school teams. The categories for relays for both boys and girls will be: Bantam-Midget, and Junior-Senior combined.
- u. Hosting Rotation

	2010	2011	2012	2013	2014	2015
<b>Conference</b>	3	4	5	6	1	2

**ARTICLE V CONDUCT**

- a. The use of alcohol or drugs by the high school athlete, coach or official is not condoned under any circumstance and will not be tolerated while athletes are under the jurisdiction of the school.
- b. Any athlete or coach may not touch or attempt to touch an official in protest of an official ruling.
- c. Coaches shall not behave in a manner likely to have an adverse influence on the attitudes of players and/or spectators.
- d. The host school is responsible for general crowd control, but each team is responsible for the actions of their fans.
- e. Unsportsmanlike conduct will not be tolerated.
- f. Schools will not compete with suspended school.
- g. The WCHSAA will follow the Sask. Sport guidelines for their harassment policy.

**ARTICLE VI AWARDS**

**Section 1: Service Award**

- a. West Central Recognition Awards (pins)
  - Recognition Pins are given out at 5-year intervals for years of service within the District. Athletic Directors are to forward a list of eligible recipients each year along with updating and forwarding their staff list of members who act in the capacity of coaches, managers, officials, etc.
- b. West Central Service Award – (plaque)
  - Chosen by West Central Committee,

- Nomination forms are to be filled out and forwarded to the committee.
- c. SHSAA Outstanding Male and Female Coaches
- Each year a male and female coach will be recognized for outstanding contributions to a sport in the West Central District.
- d. SHSAA Outstanding Officials Award
- Each year an individual will be recognized for outstanding contributions in the officiating field.
- e. SHSAA Service Award-West Central District
- Nominees to the committee by Spring Executive Meeting
  - 1 winner for West Central each year
  - SHSAA Nomination form is located in the SHSAA Handbook or web site
- f. SHSAA Merit Award
- West Central may nominate a person to the Provincial Executive. Award criterion is listed in the SHSAA Handbook.
- g. Each school will be allowed to submit names for each of the categories per year.
- h. Names, which are not chosen, may be submitted again in subsequent years.
- i. The application should be filled out on the appropriate forms located under forms on the web site.
- j. The executive under the direction of the President will select the winners annually.
- k. Deadline for submissions is April 30 of each year.

**ARTICLE VII OFFICIALS' COMMISSION**

**Section 1: Officials Pay Scale**

a. Sport	Minimum # of officials per	Superior
Football	4 – 9 man 3- 6 man	\$30.00
Volleyball	2	\$11.00
Basketball	2	\$20.00

- b. District Playoff pay scale is 1.5 times the rate for each sport for officials registered within West Central. Officials not registered with West Central will receive the rate as indicated by the PSB. Hosting school will supply officials with meals or pay the following per diem: Lunch: \$7.00, Supper: \$13.00 (if competition goes past 7:00 pm) and mileage at rate of \$.35 per km.

- c. Schools may choose to pay officials at a different rate during the regular season.

### **Registration Fees**

- a. All officials who attend a WCHSAA clinic (District or local) shall be entered within the registry. Note: officials registering with the provincial sport governing body, who wish to be entered in the WC officials' registry must contact the officials commissioner.

### **Section 2: Classification of Officials**

- a. A minimum of 14 years of age as of Sept. 1
- b. Attend a WCHSAA clinic (or provincial clinic) in the current year
- c. Level 2 must obtain a mark of 60% on written exam. Level 3 & 4 must obtain a minimum mark of 80% on the written exam.

### **Section 3: Clinics**

- a. District level officials clinics shall be held each year in volleyball, football and basketball.
- b. Other clinics as decided by the Officials Commissioner and/or Executive Council.
- c. Site to be determined at fall AGM

### **Section 4: General Regulations**

- a. Officials who do not attend a clinic may apply to the Officials Commissioner to receive a one-year forgiveness of the clinic and exam provision. This official must attend a clinic the following year.

### **Section 5: Commissioners Duties**

- a. West Central Officials Commissioner
  - i. West Central Officials Commissioner shall be elected for a two-year term at alternating spring West Central District Executive Council meeting.
  - ii. Commissioner may appoint an assistant
  - iii. Arrange for all District level sport commissioners
  - iv. Oversee all District level clinics
  - v. Assign in conjunction with schools all officials for District and Provincial Playoff games
  - vi. Approve and pay all District officials expenses
  - vii. Collect all gate fees from schools and clinic registration fees
  - viii. Attend the SHSAA Provincial Officials Commissioner meeting
- b. District Official Commissioners (Volleyball, Football, Basketball)
  - i. Organize the District Level Clinic
  - ii. Prepare materials for the District Clinic.
  - iii. Prepare the West Central District exam
  - iv. Assist in assigning officials for playoffs
  - v. Assist as much as possible in the smooth running of the sport.
  - vi. Shall receive an honorarium of \$75.00 plus any expenses they incur while performing duties as commissioner
  - vii. Attend the Provincial Sport Governing Body Officials' clinics in their sport.

c. School Representatives

- i. Keep accurate records of all games officiated in their respective school
- ii. Send a summary of all games officiated to the Officials Commissioner no later than one week after the district playoff
- iii. Contact the Officials commissioner to appoint officials to be used in Division Playoffs
- iv. Encourage the development of local officials
- v. Register all school officials with the SHSAA

**Section 6 Playoffs**

a. District Playoff costs

- i. Schools will pay all officials. Schools shall pay all officials play-off rates (1.5 times the West Central Officials pay scale rate and mileage costs). The school shall be reimbursed the extra 0.5 game fee rate and mileage upon completion of the Officials Commissioner Host Playoff Form and any gate monies owing the West District.
- ii. At all levels of play where SHSAA issues payment for officials, WCHSAA registered officials may submit a formal request to have SHSAA game fees bumped up to WCHSAA standards  
The official fee will be adjusted to the SHSAA rate provided that the official attends an officials clinic in that year for the sports of volleyball and football.

**Article VIII SHSSA COACHING SYMPOSIUM**

- a. WCHSAA will pay the entry fee to the SHSAA coaching symposium for up to four (4) applicants.



## **Appendix D**

### **West Central District Forms**

**These are samples only**

**Please check website (<http://www.shsaa.ca/wc/forms.php>) for updated versions**



**West Central High Schools Athletic Association  
JUNIOR TEAM REGISTRATION**

Sample

School Name: \_\_\_\_\_

Principal: \_\_\_\_\_

Address: \_\_\_\_\_

Athletic Director: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

Register teams by checking the boxes below

Activity	Register Team
Badminton	<input type="checkbox"/>
Girls Basketball	<input type="checkbox"/>
Boys Basketball	<input type="checkbox"/>
Cross Country	<input type="checkbox"/>
Curling Boys	<input type="checkbox"/>
Curling Girls	<input type="checkbox"/>
Curling Mixed	<input type="checkbox"/>
Golf Grass	<input type="checkbox"/>
Track and Field	<input type="checkbox"/>
Girls Volleyball	<input type="checkbox"/>
Boys Volleyball	<input type="checkbox"/>

Total Number of Teams Registered \_\_\_\_\_ X \$25.00 = \_\_\_\_\_

Make Cheque Payable to: *West Central High Schools Athletic Association*

Mail Cheque to: Miles Bennett  
Box 910  
Rosetown Central High School  
Rosetown, Sask.  
S0L 2V0

**All activities that your school wishes to enter must be submitted on this form by September 30**

**We the undersigned (Principal and Athletic Director) approve the registration on the above Junior team(s) for participation in West Central District Playoffs.**

\_\_\_\_\_  
Principal Signature

\_\_\_\_\_  
Athletic Director Signature

\_\_\_\_\_  
Date



# Sample

## WEST CENTRAL HIGH SCHOOLS ATHLETIC ASSOCIATION Expense Voucher

Date: \_\_\_\_\_

Name: \_\_\_\_\_  
(Please print)

Purpose of Claim: \_\_\_\_\_

Travel:

From: \_\_\_\_\_

To: \_\_\_\_\_

Distance: \_\_\_\_\_ \$ \_\_\_\_\_  
(\$.35 per km)

Hotel: \_\_\_\_\_ \$ \_\_\_\_\_  
(must provide receipt)

Meals: \_\_\_\_\_ \$ \_\_\_\_\_  
(\$5.00, \$7.00, \$13.00)

Phone: \_\_\_\_\_ \$ \_\_\_\_\_

Miscellaneous: \_\_\_\_\_ \$ \_\_\_\_\_

**TOTAL** \$ \_\_\_\_\_

I hereby certify that this is a correct and true statement and the expenditures were incurred in the service for the WCSHSAA.

\_\_\_\_\_  
(signature of claimant)

\_\_\_\_\_  
(date)

Cheque number: \_\_\_\_\_

# Sample

## West Central District Service Award Nomination Form

<b>Name of Nominee:</b> _____		
<b>Address:</b> _____		
<b>Town</b>	<b>PO Box</b>	<b>Postal Code</b>
<b>West Central School:</b> _____		

"Service Award is to honor people who have provided outstanding leadership, service and the promotion of high school athletes in their school and District.

### Guidelines:

- Should have been involved and contributing for a reasonable length of time
- Should not only have served with the West Central District but have visibility
- Supported the ideals and philosophies of the Association.
- Should be acknowledged leaders in their specific fields, schools, districts and communities.
- Indicate years of service under each category.

Nominees shall provide the following information:

### **District Involvement**

- Leadership/Administration
- Coaching
- Officiating

### **Division/School Involvement**

- Leadership/Administration
- Coaching
- Officiating

### **Other Community Leadership Roles:**

### **Personal Data:**

## **Appendix E**

### **SHSAA Forms**

**These are samples only**

**Please check website (<http://www.shsaa.ca/wc/forms.php>) for updated versions**





### SHSAA SCHOOL TEAM ENTRY FORM

This form **must** be filled out on-line. Each high school Principal has been issued a User I.D. and Password which allows for access to the SHSAA Forms section (ExNet). [Login here](#)

### WE REQUIRE YOUR COOPERATION

Follow these directions:

- On the left hand side of the page you will see Site Areas
- Click on **SHSAA Forms**
- Click on **Members Area**
- Enter your school User Id.
- Enter your school password.
- Select **E3 Team Registration & E5 Eligibility Forms**
- Check that your school information is correct, if not please edit.
- Scroll down to see the activity choices.
- Click on the Activities your school will participate.
- At the bottom of the page Click on **Save Activities Now** when you have completed your choices. You will be sent to a screen that informs you of the changes you have made.
- Click on **Return to Registered Activities for Your High School**.
- Scroll to the bottom of the page to see the Amount Due for SHSAA and District Fees.

<b>SHSAA Quick Links</b>
Publications
ExNet Login
Forms
Tournament Sanctions
Message Board

All payments should be mailed to:

**SHSAA Office**  
**#1 - 575 Park Street**  
**REGINA SK S4N 5B2**  
**Phone: 306-721-2151**

Please contact the SHSAA Office or your District President, if you require assistance or more information regarding the filing of this form.

**Reminder this form is due on or before September 30.**

[SHSAA News Page](#)



# Sample

## FORM E - 1

### SASKATCHEWAN HIGH SCHOOLS ATHLETIC ASSOCIATION APPLICATION FOR RECLASSIFICATION

SCHOOL NAME:	
ADDRESS:	
POSTAL CODE:	
PHONE:	FAX:
E-MAIL ADDRESS:	
SCHOOL DIVISION:	
SHSAA DISTRICT:	

Our school wishes to be reclassified from our current status to the following noted classification effective this coming season.

(PLEASE CIRCLE THE APPROPRIATE INFORMATION)

BOYS:                      GIRLS:                      2A      3A      4A      5A  
                                    SOCCER                      BASKETBALL                      VOLLEYBALL  
                                    9 MAN FOOTBALL                      12 MAN FOOTBALL

(Please submit one form for each sport. Boys and girls may be entered on one form.)

The undersigned are in agreement with the reclassification and understand, and agree, that such reclassification shall be for a compulsory term of three years.

	Please Print	Signature
Athletic Director:		
Principal:		
Director of Education:		

Date: \_\_\_\_\_

**NOTE: This form must be completed and submitted on, or before, October 1<sup>st</sup> for fall activities and December 1<sup>st</sup> for winter activities.**

# Sample

## FORM E - 2

### USE OF GRADE 8 STUDENTS FORM

<b>SCHOOL NAME:</b>	
<b>ADDRESS:</b>	
<b>Postal Code:</b>	<b>Date:</b>
<b>Phone:</b>	<b>Fax:</b>
<b>E-Mail Address:</b>	
<b>School Division:</b>	<b>SHSAA District:</b>

**The use of students at the grade 8 level is approved by the following criteria:**

- Use of the grade 8 student is required for the school to be able to field a team.
- Students must attend the school they play for.
- Use of grade 8 students is intended for schools in the 1A and 2A category.
- Use is restricted to the sports of basketball, volleyball, soccer and curling.
- Permission must be granted by, and signatures obtained of, the parents/guardians, Principal and Director of Education or Superintendent.
- Applications must be made to and approval given by the SHSAA provincial office prior to the grade 8 student's participation.
- Exceptions to the above must first be approved by the provincial executive.

**If approved, no more than 25% of the team consists of Grade 8 students.**

**PLEASE CIRCLE:** The sport your school wishes to have the following students declared eligible for:

VOLLEYBALL      BASKETBALL      SOCCER      CURLING

Name	Grade	Age	Birth Date	Parent Signature

Total enrolment of school in grades 10 through 12 = Boys \_\_\_\_\_ Girls \_\_\_\_\_

The undersigned are aware of the use of these students and approve of this application.

<b>Principal:</b>	<b>Director of Education:</b>
-------------------	-------------------------------



# Sample

Saskatchewan High School Athletic Association

Form E-5

## SHSAA STUDENT ELIGIBILITY

This form may be filled out on-line using the SHSAA web site forms section ([www.shsaa.sk.ca](http://www.shsaa.sk.ca)). Check it out it will save you time and provide the Association with better access to your information.

SCHOOL NAME:	
Address:	Postal Code:
SHSAA District:	Date:
Phone:	Fax:
Activities:	Classification:
Team Colors:	Team Name:

The undersigned declares that each of the following students is eligible to compete on the above team according to the Bylaws of the Association

Principal's Signature:		
Please indicate your intent to participate in playoff's leading to a provincial championship	YES	NO
Coach: NCCP Level Technical( ) Theory( )	Work Phone: Home Phone:	
Teacher Supervisor:	Phone:	

NOTE: This form must be completed in duplicate with one copy being sent to the SHSAA office on or before Deadline date set for each activity The second copy should accompany your team to every interschool game or competition. Schools not complying with this regulation and procedure will be assessed a \$50.00 late registration fee and declared ineligible until this fee is paid. **School may make adjustments, without penalty, to their filed eligibility list by sending an updated form to the office.**

PLEASE COMPLETE THE REVERSE SIDE OF THIS FORM

MAIL COMPLETE FORM FOR EACH SPORT TO:  
**Saskatchewan High Schools Athletic Association**  
425 Winnipeg Street  
REGINA, SK  
S4R 8P2  
OR FAX TO:  
**(306) 721-2659**



# Sample

Saskatchewan High Schools Athletic Association  
Form E-6  
SHSAA STUDENT ELIGIBILITY CURLING

This form may be filled out on-line using the SHSAA web site forms section ([www.shsaa.sk.ca](http://www.shsaa.sk.ca)). Check it out it will save you time and provide the Association with better access to your information.

SCHOOL NAME:	
Address:	Postal Code:
SHSAA District:	Date:
Phone:	Fax:
Activities:	Classification:
Team Colors:	Team Name:

The undersigned declares that each of the following students is eligible to compete on the above team according to the Bylaws of the Association

Principal's Signature:		
Please indicate your intent to participate in playoff's leading to a provincial championship	YES	NO
Coach: NCCP Level Technical( ) Theory( )	Work Phone: Home Phone:	
Teacher Supervisor:	Phone:	

NOTE: This form must be completed in duplicate with one copy being sent to the SHSAA office on or before Deadline date set for Curling. The second copy should accompany your team to every interschool game or competition. Schools not complying with this regulation and procedure will be assessed a \$50.00 late registration fee and declared ineligible until this fee is paid. **School may make adjustments, without penalty, to their filed eligibility list by sending an updated form to the office.**

PLEASE COMPLETE THE REVERSE SIDE OF THIS FORM

MAIL COMPLETE FORM FOR EACH SPORT TO:  
**Saskatchewan High Schools Athletic Association**  
425 Winnipeg Street  
REGINA, SK  
S4R 8P2  
OR FAX TO:  
**(306) 721-2659**

# Sample

Team	Position	SHSAA CURLING ELIGIBILITY (E6) <b>NAME</b>	Gender	Birth Month	Date Year	Grade	Year Entered Grade 10	Medical Form E7 on File
<b>Girls</b>	Skip							
	3rd							
	2nd							
	Lead							
	Sub							
<b>Boys</b>	Skip							
	3rd							
	2nd							
	Lead							
	Sub							
<b>Mixed</b>	Skip							
	3rd							
	2nd							
	Lead							
	sub							

# Sample

## FORM E - 7

### Saskatchewan High Schools Athletic Association Health Certificate and Parents' Permission Form

Date: \_\_\_\_\_

To whom it may concern:

I am satisfied that my son/daughter, \_\_\_\_\_, is in good health to take part in strenuous activities. He/she has my permission to participate in those physical

activities and sports conducted by \_\_\_\_\_ (school name). I also agree with the need to have my son/daughter examined by a physician following an illness or injury to re-establish the bill of good health, and that this or any other medical examination is my sole responsibility.

**(Please check the category or individual sports below)**

He/she can take part in

<input type="checkbox"/>	All Sports
--------------------------	------------

or only the following:

<input type="checkbox"/>	BADMINTON
<input type="checkbox"/>	BASKETBALL
<input type="checkbox"/>	CROSS COUNTRY
<input type="checkbox"/>	CURLING
<input type="checkbox"/>	FOOTBALL
<input type="checkbox"/>	
<input type="checkbox"/>	

<input type="checkbox"/>	GOLF
<input type="checkbox"/>	SOCCER
<input type="checkbox"/>	TRACK & FIELD
<input type="checkbox"/>	VOLLEYBALL
<input type="checkbox"/>	WRESTLING
<input type="checkbox"/>	
<input type="checkbox"/>	

**(For our reference, please complete)**

Student Name:	Family Physician:	Parents' Signature:
Grade:	Address:	Name:
Age:	Phone:	Address:
Birth Date:	Hospitalization No.	Phone:
<b>This form is to be returned to the school and kept on permanent record file for future reference.</b>		M.S.I. or G.M.S.:

(A parent or guardian must complete this side)

**FORM E - 7**

1. Past history (Check if yes, and year if possible):

TONSILLITIS	
PNEUMONIA	
SCARLET FEVER	
EPILEPSY	
HIGH BLOOD PRESSURE	
KIDNEY DISEASE	
SMALL POX	
RHEUMATISM	
BLEEDING DISORDER	

BRUISE EASILY	
MUMPS	
INFLUENZA	
POLIOMYELITIS	
TUBERCULOSIS	
RECURRENT BOILS	
HERNIA	
TETANUS - Year Booster	
Other Diseases	

2. Previous Surgery: \_\_\_\_\_  
 \_\_\_\_\_

3. Previous Injuries (Sprains, strains, fractures, torn muscles, ligament injuries, dislocations). If yes, check below and describe:

\_\_\_\_\_  
 \_\_\_\_\_

SKULL: Fracture	
"Knock Outs"/Concussions	
FACE INJURY: Eye	
Ear	
Nose	
SPINE: Neck	
Lower Back	
SHOULDER	
UPPER ARM	
ELBOW	
FOREARM	

WRIST	
HAND	
PELVIS	
HIP	
UPPER LEG	
KNEE	
LOWER LEG	
ANKLE	
FOOT	
CHEST and RIBS	
ABDOMINAL (stomach)	

4. Remarks: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

# Sample

**SASKATCHEWAN HIGH SCHOOL ATHLETIC ASSOCIATION  
MEMBER SCHOOL FORM E - 8  
SPECIAL REPORT FORM**

This form is used to report any matter concerning officiating that merits immediate attention. It shall be used to report errors in applying rules and phases of officiating in which an official should immediately attempt to improve. It may also be used to report an exceptionally good job of officiating. Coaches are requested to use this channel of filing complaints and to refrain from protesting to officials during and following a contest. Prompt reporting will help the official to correct errors and improve competency.

NOTE: This form is to be filled out in **triplicate** with the original copy being sent to the **SHSAA Office**, the second copy is to be sent to the **official** and third copy is to be retained for **your files**.

Report on (Name of Official):

From (Town/City):

Who officiated an interschool athletic contest in the sport of:

Between \_\_\_\_\_ and \_\_\_\_\_

On (date):

The specific item being reported:

Explanation or comment:

(Attach additional pages if necessary)

<b>SCHOOL NAME:</b>	
<b>ADDRESS:</b>	
<b>POSTAL CODE:</b>	<b>PHONE:</b>
<b>SIGNED:</b>	<b>NAME:</b>

# Sample

**SASKATCHEWAN HIGH SCHOOL ATHLETIC ASSOCIATION  
OFFICIAL'S REPORT FORM E - 9  
SPECIAL REPORT FORM**

This form is to be used to report any matter concerning high school athletic contests that merit the attention of the SHSAA Office. It shall be used to report phases of the athletic program which the school(s) should be notified to try and improve. It may also be used to report an exceptionally good job of game administration. All instances involving unsportsmanlike conduct on the part of the coaches, players, or fans should be reported on this form. Prompt reporting of problems by officials will prevent further incidents.

This form is to be filled out in **triplicate** and signed by the official. The original copy to be sent to the **SHSAA Office**, the second copy to be sent to the **coach** and the third copy to be retained by the **official**.

Report on (Name of School):

Concerning an interschool athletic contest in the sport of:

Between \_\_\_\_\_ and \_\_\_\_\_

On (date):

The specific item being reported:

Explanation or comment:

(attach additional pages if necessary)

<b>SCHOOL NAME:</b>	
<b>ADDRESS:</b>	
<b>POSTAL CODE:</b>	<b>PHONE:</b>
<b>SIGNED:</b>	<b>NAME:</b>

## SASKATCHEWAN HIGH SCHOOLS ATHLETIC ASSOCIATION

### AWARDS

*"MERIT AWARD" to honour people who have given outstanding leadership and service to the SHSAA and to the promotion of high school athletics in the Province of Saskatchewan. Nominees need not have been official representatives of the SHSAA*

*"SERVICE AWARD" to honour people who have provided outstanding leadership and service and the promotion of high school athletics in the District.*

*"OUTSTANDING COACH AWARD" to recognize outstanding contributions of individuals in the coaching field. The award will honour a female and male coach in each SHSAA District.*

*"OUTSTANDING OFFICIALS AWARD" to recognize outstanding contributions of individuals in the officiating field. The award will honour a female or male official in each SHSAA District.*

#### **MERIT AWARD CRITERIA:**

- a) *A Merit Award nomination will be accepted for a person who has made outstanding contributions to the **TOTAL PROGRAM** of the SHSAA over a period of time.*
- b) *Selection of Recipients of this award rests with the Awards Committee of the SHSAA, with final approval being the responsibility of the SHSAA Executive.*
- c) *A Merit Award Form, Citation and photograph are to be completed in full and submitted to the Awards Committee **BY APRIL 30<sup>th</sup>**.*
- d) *If the candidate is not successful, the form needs to be updated and resubmitted by the district (forms will not be held by the committee for next year).*

#### **SERVICE AWARD CRITERIA:**

- a) *A Service Award nomination will be accepted from each District Association, for a person who has made contributions to high school sports in a **LIMITED** area over a period of time.*
- b) *A general guideline of a maximum of one service award per district in each year has been adopted by the SHSAA*
- c) *A Service Award Form (E-11) and a photograph are to be completed in full and submitted to the Awards Committee **BY APRIL 30<sup>th</sup>**.*

#### **OUTSTANDING COACH AWARD CRITERIA:**

- a) ***Conducting an outstanding program where student athletes learn a vast amount about the game and life.***
- b) ***Act as a proponent of good sportsmanship and instil these ideals through their coaching and interaction with athletes.***
- c) *Attempt to involve their entire school in the total program.*

#### **OUTSTANDING OFFICIAL AWARD CRITERIA:**

- a) ***Contribute to the District by providing a valuable service to the activities offered by the District.***
- b) ***Act as a proponent of good sportsmanship by officiating with these ideals in mind whenever officiating.***
- c) ***Regularly attending clinics in the activity officiated to show an interest in improving and keeping up to date with the current trends in officiating.***

# Sample

FORM E - 11

## SERVICE AWARD NOMINATION FORM

<b>NAME OF NOMINEE:</b>	
<b>ADDRESS:</b>	
<b>Postal Code:</b>	<b>Date:</b>
<b>SUBMITTED BY:</b>	
<b>SHSAA District:</b>	

**Briefly provide the following information about the nominee:**

**DISTRICT INVOLVEMENT:**

- Leadership/Administration
- Coaching
- Officiating

**OTHER COMMUNITY LEADERSHIP ROLES:**

**PERSONAL DATA:**

**QUOTE:** (From a colleague regarding the character or qualities of the nominee. The quote will be used in the AGM awards banquet program.)

**PERSONAL REFERENCES/CONTACTS:**

Name:

Phone

# Sample

FORM E - 12

## MERIT AWARD FORM

<b>NAME OF NOMINEE:</b>	
<b>ADDRESS:</b>	
<b>Postal Code:</b>	<b>Date:</b>
<b>SUBMITTED BY:</b>	
<b>SHSAA District:</b>	

Briefly provide the following information about the nominee:

**PROVINCIAL LEADERSHIP:**

**DISTRICT INVOLVEMENT:**

**COACHING PROFILE:**

**OFFICIATING INVOLVEMENT:**

**PERSONAL DATA:**

**PERSONAL REFERENCES/CONTACTS:**

Name:

Phone:

Please include information from above, as well as, comments on the accomplishments and character of the individual in the form of an essay. This essay (citation) will be forwarded to the selection committee and will be a determining factor in whether the nominee is selected. It will also form the basis for the citation to be read at the Merit Award presentation.

**MAIL COMPLETED FORM, CITATION and TEN PHOTOS TO:**

Saskatchewan High Schools Athletic Association  
#1 - 575 Park Street  
REGINA, SK  
S4N 5B2

OR FAX TO:  
(306) 721-2659





**SHSAA STUDENT TRANSFER FORM**

**Before completing this form**, please review SHSAA Bylaw referred to as “Eligibility To Represent School Teams” located in the SHSAA Handbook page 28 (available on SHSAA website at [www.shsaa.ca](http://www.shsaa.ca)). Forms only need to be completed for those students who do not meet the criteria outlined in 1 a) and/or b); or, 2 a) and/or b).

Student Name: \_\_\_\_\_

Date of Birth: (D/M/Y) \_\_\_\_ / \_\_\_\_ / \_\_\_\_      Grade: \_\_\_\_\_

Year of Entry into Grade 10: \_\_\_\_\_

If not September, please note month here: \_\_\_\_\_

School Attended in Grade 10 \_\_\_\_\_

Transferring from: \_\_\_\_\_ school to: \_\_\_\_\_ school

Date of acceptance into new school: (D/M/Y) \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**Declaration from parent and student:** In signing below, I acknowledge that:

1. The student named above is allowed only one transfer during his / her three years of SHSAA eligibility under SHSAA Bylaw Eligibility to Represent School Teams 3. a-d.
2. The primary reason for this transfer is for an educational purpose. The transfer is not being made primarily for an athletic purpose or primarily so that the student can participate in athletics.
3. The student named above is not allowed to participate in SHSAA governed activities at a second school in the same sport during the same season, except in the event that the SHSAA determines that there has been a bona fide change in residence of the parent(s) or legal guardian(s) of the student, or a change of legal guardianship of the student contemporaneously with the change in residence of the student (subject to limitations noted in SHSAA Transfer Policy).

Parent (Legal Guardian) signature: \_\_\_\_\_

Student signature: \_\_\_\_\_

Parent/Guardian name (please print): \_\_\_\_\_

Date: (D/M/Y) \_\_\_\_ / \_\_\_\_ / \_\_\_\_

# FORM E 17

Page 2 of 2

**Declaration from Principals and Athletic Directors:** *We, the undersigned school principals and athletic directors, confirm that the student identified above has transferred schools as noted. We accept the declaration from the parent and the student as valid.*

**RECEIVING SCHOOL:** \_\_\_\_\_

Principal's signature: \_\_\_\_\_

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Athletic Director's signature: \_\_\_\_\_

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**SENDING SCHOOL:** \_\_\_\_\_

Principal's signature: \_\_\_\_\_

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Athletic Director's signature: \_\_\_\_\_

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**FAX TO:**

**SHSAA Office - Fax (306) 721-2659**

**MAIL TO:**

SHSAA Office  
#1 – 575 Park Street  
REGINA SK  
S4N 5B2

**This is the Sept. '07 Form:** Please crosscheck with the Transfer form located on the SHSAA website for updates. In the event of discrepancies, the form on the SHSAA website supersedes this form.

## **Appendix F**

**Sun West Forms can be found on the website at**

**[www.sunwestsd.ca](http://www.sunwestsd.ca)**



## **Appendix G**

### **Sun West Sport/Physical Activity Handbook**





## **Sport/Physical Activity Handbook**

**Guidelines, although helpful, should never replace common sense and the expected standard of care within the school division.**

**To ensure compliance to these guidelines, it is recommended that all staff members review this document as it applies to them at the beginning of each school year.**

## Table of Contents

<b>A. Facilities.....</b>	<b>5</b>
<b>B. Equipment.....</b>	<b>5</b>
<b>C. Instruction.....</b>	<b>5</b>
<b>D. Supervision.....</b>	<b>6</b>
<b>E. Clothing &amp; Footwear.....</b>	<b>6</b>
<b>**Archery.....</b>	<b>7</b>
<b>**Baseball.....</b>	<b>8</b>
<b>Basketball &amp; Related Games.....</b>	<b>9</b>
<b>Benches &amp; Chairs.....</b>	<b>10</b>
<b>Bowling.....</b>	<b>11</b>
<b>**Broomball- Non-ice &amp; Ice.....</b>	<b>12</b>
<b>**Cheerleading (Acrobatic).....</b>	<b>13</b>
<b>Cross-Country Running &amp; Orienteering.....</b>	<b>14</b>
<b>Cross-Country Skiing &amp; Snowshoeing.....</b>	<b>15</b>
<b>**Curling.....</b>	<b>16</b>
<b>Cycling.....</b>	<b>17</b>
<b>Dance, Rhythmic Activities.....</b>	<b>18</b>
<b>Dodgeball-type Games</b>	
<b>Tag Games.....</b>	<b>19</b>
<b>**Field Hockey.....</b>	<b>20</b>
<b>**Firearm Safety.....</b>	<b>21</b>
<b>Fitness Activities-Aerobics, Circuit Training, Etc.....</b>	<b>22</b>
<b>Floor Hockey &amp; Gym Ringette.....</b>	<b>23</b>
<b>Football- Flag or Touch.....</b>	<b>24</b>
<b>**Football-Tackle.....</b>	<b>25</b>
<b>**Golf.....</b>	<b>26</b>
<b>Gymnastics General Guidelines.....</b>	<b>27</b>
<b>**Bars, Beams &amp; Rings Kindergarten to Grade 9.....</b>	<b>28</b>
<b>**Bars, Beams &amp; Rings Grades 10-12.....</b>	<b>29</b>
<b>Beat Board.....</b>	<b>30</b>
<b>Box Horse.....</b>	<b>31</b>
<b>Climber.....</b>	<b>32</b>
<b>Climbing Ropes.....</b>	<b>33</b>
<b>Landing Mat.....</b>	<b>34</b>
<b>Mats.....</b>	<b>35</b>
<b>Mini-Tramp &amp; Trampoline.....</b>	<b>36</b>
<b>Springboard.....</b>	<b>37</b>
<b>**Horseboard Riding English or Western.....</b>	<b>38</b>
<b>** In-line Skating/Skateboarding.....</b>	<b>39</b>
<b>**Ice Hockey (Shinny) See Broomball</b>	
<b>**Lacrosse.....</b>	<b>40</b>
<b>Low Organizational &amp; Lead-up Games.....</b>	<b>41</b>
<b>** Martial Arts.....</b>	<b>42</b>
<b>Outdoor Education General Guidelines.....</b>	<b>43</b>
<b>**Backpacking.....</b>	<b>44</b>
<b>**Boating.....</b>	<b>45</b>
<b>**Camping.....</b>	<b>46</b>

**Canoe Tripping .....	47
**Canoeing .....	49
**Flat Water Kayaking .....	50
**Lake Swimming.....	51
**Sailing .....	52
**Wall Climbing, Zip Lining, Other Camp Related Activities .....	53
**Winter Camping.....	54
Parachute Activities.....	55
Racquet Sports-	
Racquetball, Paddleball, Handball, Squash.....	56
Tennis, Badminton, Pickle ball, Paddle Tennis.....	57
**Rugby- Non-contact .....	58
Scoopball .....	59
Scooter Boards.....	60
**Scuba Diving.....	61
Skateboarding See In-Line Skating	
Skating (Ice) Speed Skating .....	62
**Skiing (Alpine) & Snowboarding.....	63
Skipping.....	64
**Snorkeling.....	65
Soccer .....	66
Softball-Regulation .....	67
Soft- Slow Pitch.....	68
Swimming- Community Pools.....	69
Table Tennis.....	70
Team Handball.....	71
Tetherball.....	72
Track & Field	
**Discus.....	73
High Jump .....	74
Hurdles.....	75
**Javelin .....	76
Shot Put.....	77
Track Events .....	78
Triple Jump, Long Jump .....	79
Volleyball .....	80
Weight Training .....	81
**Wrestling .....	82

**\*\* Completion of Form 608.2 Physical Education High Risk Activity Permission is required**

Note: If any activity is not listed then approval must be sought through the Board of Education

## **A. Facilities (also see your current division references)**

1. Ensure that the perimeter of the gym and/or activity is free of obstacles before commencing an activity.
2. Modify the rules of play as needed for maximum safety when using facilities that do allow for regulation sized basketball, volleyball courts etc. and/or have low ceilings.
3. When a gym or activity room has immovable obstacles (i.e. doors or radiators under basketball baskets, protruding drinking fountains) modify the rules of play as needed.

## **B. Equipment (also see your current division references)**

1. Check that personal equipment (i.e. helmets, skates, skis, padding, etc.) fits properly and is appropriate to the skill level of the individual.
2. Encourage students to report all equipment problems to the appropriate individual.

## **C. Instruction**

- 1. Teach skills for specific activities in appropriate progression. Refer to the appropriate resources for detailed information about skills progression.**
2. Base activities on skills that have been taught.
3. Never require a student to perform a skill beyond his or her capabilities. When a student displays hesitation verbally or non-verbally, the teacher should discuss the reason(s) for doubt with the student. If the teacher believes that a potential hesitancy concerning the skill could put the student at risk, the student should be directed toward a more basic skill.
4. Modify the rules for specific activities to suit the age, strength, experience and abilities of students. When students are physically challenged, rules, equipment and playing area may require major modification.
5. Allow a warm-up and cool-down period for all activities.
6. Teach proper stretching techniques and ensure that stretching precedes strenuous physical activity.
7. Do not use walls and stages in gyms and activity rooms for turning points or finish lines. Designate a line or pylon in advance of the wall as the finishing line or turning point.
8. Students should learn how to prevent, recognize and treat sunburn, frostbite and hypothermia.

## D. Supervision

1. Establish routines, rules of acceptable behaviour and duties of students at the beginning of the year and reinforce them throughout the year.  
Teachers/Supervisors should sanction students for unsafe play or unacceptable behaviour whenever it occurs and should encourage safe play at all times.
2. Make students aware of the rules of specific activities or games before play begins and enforce these rules during play.
3. Make students aware that the use of equipment or the use of the gymnasium is prohibited without the appropriate type of supervision.
4. Become familiar with your students' medical history and physical limitations.
5. Teach students appropriate behaviour when an accident occurs – stand back, do not move the injured person and get a responsible adult immediately.
6. Three levels of supervision are referred to in the specific sport guidelines:
  - **“Constant visual supervision”** means that the teacher/supervisor is physically present, watching the activity in question.
  - **“On-site supervision”** means that the teacher/supervisor is present but not necessarily constantly viewing one specific activity.
  - **“In the area supervision”** means that the teacher/supervisor could be in the gymnasium while another activity is taking place in an area adjacent to the gymnasium.
7. Ensure Parents

## E. Clothing and Footwear

1. Recommend to students the wearing of sun protection for summer and winter activities. Sun protection should be appropriate for the sport and the weather and can include sunscreen, protective clothing, hats and sunglasses.
2. Wear clothing and footwear that is appropriate for the activity, the weather, the surface, and the age and skill level of the student.
3. Jewelry should be removed as deemed necessary by the rules and/or supervisor.

# ARCHERY

**This is not a recommended in-class activity for students from kindergarten to grade 6 and is a high-risk activity at all grade levels. Permission is required for this activity from the Board of Education.**

<b>LEVEL</b>	<ul style="list-style-type: none"> <li>➤ Secondary Level</li> </ul>
<b>EQUIPMENT</b>	<ul style="list-style-type: none"> <li>➤ Check all equipment regularly for defects.</li> <li>➤ Make arm guards and finger tabs available to students.</li> <li>➤ Match bow length and weight to the height and strength of the participant.</li> <li>➤ Use appropriate targets.</li> </ul>
<b>FACILITIES</b>	<ul style="list-style-type: none"> <li>➤ Use an area free of obstructions and hazards.</li> <li>➤ For indoor shooting, use a properly installed safety net.</li> <li>➤ Control access/exit to the facility.</li> <li>➤ For outdoor activity, mark and control the shooting area.</li> </ul>
<b>SPECIAL RULES/ INSTRUCTION</b>	<ul style="list-style-type: none"> <li>➤ Establish a "firing" line appropriate to the skill level of the students.</li> <li>➤ Keep everyone behind the firing line.</li> <li>➤ Establish a "start" and "stop" shooting and retrieving procedure.</li> <li>➤ Instruct students in safety procedures, shooting techniques, care and use of equipment and how to properly remove an arrow from a target butt.</li> <li>➤ Never point a loaded bow at anyone.</li> <li>➤ <b>Load bows on the shooting line only.</b></li> <li>➤ Position all students not involved in shooting well behind the firing line and away from the archers on the line.</li> <li>➤ Teach skills in proper progression.</li> </ul>
<b>SUPERVISION</b>	<ul style="list-style-type: none"> <li>➤ Provide constant visual supervision.</li> </ul>

# BASEBALL

This is not a recommended in-class activity for either elementary or secondary students.  
Permission is required for this activity from the Board of Education.

## BASKETBALL AND RELATED GAMES

<b>LEVEL</b>	➤ All Grades
<b>EQUIPMENT</b>	<ul style="list-style-type: none"> <li>➤ Where an end wall is close to the baseline, place protective gym mats or padding beyond the "key" area.</li> <li>➤ Extend protective end wall mats from the top of the baseboard up the wall and a minimum width of 6 metres across the wall.</li> <li>➤ Where a stage is close to the baseline, place gym mats over the edge of the stage and extend them to the floor.</li> </ul>
<b>FACILITIES</b>	<ul style="list-style-type: none"> <li>➤ Don't locate winch for moving backboards up and down directly under the supporting wall-mounted structure.</li> <li>➤ Use a playing surface (indoor or outdoor) and surrounding area that is clean, free of all obstacles and provides good traction.</li> <li>➤ Use protective padding on rectangular backboard edges in secondary school facilities.</li> <li>➤ Ensure that only trained adults or students under supervision use motorized or hand winches to raise and lower baskets.</li> </ul>
<b>SPECIAL RULES/ INSTRUCTION</b>	<ul style="list-style-type: none"> <li>➤ Teach skills in proper progression.</li> <li>➤ Base games and activities on skills that are taught.</li> <li>➤ If cross-court play involves immovable obstacles or confined space (i.e., doors and radiators under side baskets or wall close to the baseline) modify rules appropriately (i.e., no lay-ups).</li> </ul>
<b>SUPERVISION</b>	➤ Provide on-site supervision.

## BENCHES AND CHAIRS

<b>LEVEL</b>	➤ All Grades
<b>EQUIPMENT</b>	<ul style="list-style-type: none"> <li>➤ Use stacking chairs that are free of cracks or chipped corners with seats and backs that are secured to the supports.</li> <li>➤ Use benches that are free of cracks, chipped corners or splinters on the usable surface.</li> <li>➤ Secure bench tops to all supports.</li> </ul>
<b>FACILITIES</b>	<ul style="list-style-type: none"> <li>➤ Provide enough space around chairs/benches for safe usage.</li> <li>➤ Place benches and chairs so that landings are safe distances away from walls and other equipment.</li> </ul>
<b>SPECIAL RULES/ INSTRUCTION</b>	<ul style="list-style-type: none"> <li>➤ Teach all skills in a logical progression from simple to complex. Ensure that student demonstrates control of basic movement before moving to more complicated skills (i.e., forward jumping and landing before backward jumping and/or jumping with turns).</li> <li>➤ Instruct students to jump up from chair/bench and land close so that chair/bench does not move.</li> <li>➤ Instruct students never to jump from over back of chair.</li> </ul>
<b>SUPERVISION</b>	➤ Provide on-site supervision.

# BOWLING

<b>LEVEL</b>	➤ All Grades
<b>EQUIPMENT</b>	➤ Wear proper shoes at all times, as provided or approved by the facility.
<b>FACILITIES</b>	
<b>SPECIAL RULES/ INSTRUCTION</b>	➤ Make parents aware of any off-campus activity and the mode of transportation being used. ➤ Follow rules and etiquette as outlined by the facility. ➤ Teach skills in proper progression.
<b>SUPERVISION</b>	➤ Provide in the area supervision.

# BROOMBALL

## Non-Ice and Ice

This is a high risk activity. Permission is required for this activity from the Board of Education.

<b>LEVEL</b>	➤ All Grades
<b>EQUIPMENT</b>	<ul style="list-style-type: none"> <li>➤ Wear CSA approved hockey helmets if playing on ice or any slippery surface.</li> <li>➤ Have goalies wear a protective mask.</li> <li>➤ Use regulation broomball sticks.</li> <li>➤ Use hockey nets or pylons for goals.</li> <li>➤ Use nerf ball or utility ball.</li> <li>➤ Use proper broomball shoes.</li> </ul> <p>*Equipment available through Saskatchewan Broomball.</p>
<b>FACILITIES</b>	➤ Use a playing surface that is free from obstructions.
<b>SPECIAL RULES/ INSTRUCTION</b>	<ul style="list-style-type: none"> <li>➤ Keep sticks below waist at all times.</li> <li>➤ Play only non-contact broomball.</li> <li>➤ Extend crease 2 m from goal line.</li> <li>➤ Defensive or offensive player cannot be in the crease area.</li> <li>➤ Make parents aware of any off-campus activity and means of transportation.</li> <li>➤ Teach skills in proper progression.</li> </ul>
<b>SUPERVISION</b>	➤ Provide on-site supervision.

# CHEERLEADING ACROBATIC

**Acrobatic style of cheerleading is a high-risk activity.  
Permission is required for this activity from the Board of Education.**

<b>LEVEL</b>	<ul style="list-style-type: none"> <li>➤ Grades 10-12</li> </ul>
<b>EQUIPMENT</b>	<ul style="list-style-type: none"> <li>➤ Use absorptive mats greater than 10 cm thick.</li> <li>➤ Inversion type moves are to be done with mats a minimum 12" thick.</li> </ul>
<b>FACILITIES</b>	<ul style="list-style-type: none"> <li>➤ Situate mats as a landing area so that there is no overlap or open space.</li> <li>➤ Take precautions to minimize the movement of mats on impact.</li> <li>➤ Attach Velcro mats.</li> </ul>
<b>SPECIAL RULES/ INSTRUCTION</b>	<ul style="list-style-type: none"> <li>➤ Instruct students on safety related to acrobatic style of cheerleading including strength, flexibility and agility training.</li> <li>➤ Be aware of the physical limitations and initial skill levels of students.</li> <li>➤ Stress warm-ups and cool down exercises.</li> <li>➤ Do not encourage students to perform skills beyond their physical and psychological capabilities.</li> <li>➤ Teach skills in proper progression.</li> <li>➤ Bare feet are acceptable. Wear running shoes or gymnastics slippers. Remind students to tie shoelaces securely.</li> <li>➤ Wear close fitting gym clothing.</li> <li>➤ Tie back long hair.</li> <li>➤ Secure or remove glasses.</li> </ul>
<b>SUPERVISION</b>	<ul style="list-style-type: none"> <li>➤ Provide on-site supervision.</li> <li>➤ Provide constant visual supervision when students are attempting difficult moves for the first time.</li> <li>➤ Train students to spot each other appropriately.</li> <li>➤ Cheerleading coaches should have a safety certification course.</li> <li>➤ Parents must sign a waiver of liability and carry their own medical insurance.</li> </ul>

## CROSS-COUNTRY RUNNING AND ORIENTEERING

<b>LEVEL</b>	➤ All Grades
<b>EQUIPMENT</b>	
<b>FACILITIES</b>	<ul style="list-style-type: none"> <li>➤ Prior to initial use of cross-country route or orienteering course, do a safety check "walk through" to identify potential hazards.</li> <li>➤ Familiarize students with the route or course before initial attempt (i.e., point out areas to approach with caution).</li> <li>➤ If route includes sidewalks around the school, ensure that students do not cross intersections unless directly supervised.</li> </ul>
<b>SPECIAL RULES/ INSTRUCTION</b>	<ul style="list-style-type: none"> <li>➤ Instruct students in basic road safety.</li> <li>➤ Teach skills in proper progression.</li> <li>➤ Be aware of students with a history of asthma and other respiratory problems.</li> <li>➤ Notify parents when students will be running off the school campus.</li> <li>➤ Modify length of route to suit the age and ability level of the participants (i.e., design route so that primary students are in sight of the teacher most of the time).</li> <li>➤ Include a proper warm-up and cool down in all classes.</li> <li>➤ Give attention to:             <ul style="list-style-type: none"> <li>➤ temperature of the day</li> <li>➤ length of time in sun</li> <li>➤ previous training and length of preparation</li> </ul> </li> <li>➤ No bare feet.</li> </ul>
<b>SUPERVISION</b>	➤ Provide in the area supervision.

## CROSS-COUNTRY SKIING SNOWSHOEING

<b>LEVEL</b>	<ul style="list-style-type: none"> <li>➤ All Grades</li> </ul>
<b>EQUIPMENT</b>	<ul style="list-style-type: none"> <li>➤ Keep a first aid kit in an accessible location.</li> <li>➤ CROSS-COUNTRY SKIING: Use skis, boots and poles that are in good repair and of appropriate size for the skier.</li> <li>➤ SNOWSHOEING: Use snowshoes with frames and bindings that are in good repair.</li> </ul>
<b>FACILITIES</b>	<ul style="list-style-type: none"> <li>➤ Define specific routes to the students, so they are aware of the boundaries for the activity, whether using a commercial or non-commercial site.</li> <li>➤ <b>Consider sun, wind and snow conditions, and suitability of terrain when choosing a site. An ideal noncommercial site would include:</b> <ul style="list-style-type: none"> <li>➤ a level field with practice tracks skied in by the instructor</li> <li>➤ a hill with a gentle slope and a long run out, or the bottom section of a larger hill</li> <li>➤ a variety of terrain</li> <li>➤ proximity to warmth, food, waxing and other facilities</li> </ul> </li> </ul>
<b>SPECIAL RULES/ INSTRUCTION</b>	<ul style="list-style-type: none"> <li>➤ Establish emergency procedures and explain those procedures to the students.</li> <li>➤ Teach skills in proper progression.</li> <li>➤ Discuss recognizing and treating frostbite and hypothermia with the students.</li> <li>➤ Have students check to be sure boots are secure in bindings.</li> <li>➤ Ski poles have sharp tips. Caution students about their use, especially when working close to others.</li> <li>➤ Be aware of students with a history of asthma and other respiratory problems.</li> <li>➤ Use a buddy system.</li> </ul> <p>Make parents aware of off-campus activities</p>
<b>SUPERVISION</b>	<ul style="list-style-type: none"> <li>➤ Designate a supervisor (teacher, parent or responsible adult) who has a vehicle and is not the supervisor "in charge" to accompany an injured student to hospital.</li> <li>➤ Clearly outline duties of supervisors, including supervisors of small groups of students.</li> <li>➤ Provide in the area supervision for all sites within walking distance of the school and during field trips.</li> </ul>

## CURLING

This is a high risk activity. Permission is required for this activity from the Board of Education.

<b>LEVEL</b>	➤ All Grades
<b>EQUIPMENT</b>	➤ Keep a first aid kit in an accessible location.
<b>FACILITIES</b>	➤ Use a curling rink for instruction.
<b>SPECIAL RULES/ INSTRUCTION</b>	➤ It is important to teach both skills and etiquette of curling in proper progression. This is especially important in situations where helmets are not used.
<b>SUPERVISION</b>	➤ Provide on-site supervision for bonspiels and constant visual level for skills instructional.

## CYCLING

<b>LEVEL</b>	➤ All Grades
<b>EQUIPMENT</b>	<ul style="list-style-type: none"> <li>➤ Have students inspect bikes before use for working brakes and inflated tires.</li> <li>➤ Wear approved and correctly fitting helmets.</li> <li>➤ The supervisor should carry a first aid kit.</li> <li>➤ The school should have an appropriate backpack to carry first aid kit and tool kit for minimum repairs.</li> </ul>
<b>FACILITIES</b>	<ul style="list-style-type: none"> <li>➤ Choose routes carefully in terms of length, amount of gravel and pavement, frequency of traffic, and number of complex intersections and railway crossings.</li> <li>➤ Prior to initial use of route, have teacher do a safety ride-through to address safety and suitability.</li> <li>➤ For off-road routes, obtain permission of landowner.</li> </ul>
<b>SPECIAL RULES/ INSTRUCTION</b>	<ul style="list-style-type: none"> <li>➤ Review and emphasize the safety procedures to be followed (including group riding procedures) before activities begin.</li> <li>➤ Leave a record of students and the route they will be traveling in the school with an appropriate person.</li> <li>➤ Make students aware of emergency procedures in case of an accident.</li> <li>➤ Racing is not a suitable in-class activity.</li> <li>➤ Use a buddy system.</li> <li>➤ Inform parents that cycling will take students off school property.</li> <li>➤ No personal listening devices (i.e. Walkmans).</li> </ul>
<b>SUPERVISION</b>	➤ Provide in the area supervision.

## DANCE, RHYTHMIC ACTIVITIES

<b>LEVEL</b>	➤ All Grades
<b>EQUIPMENT</b>	➤ Use electrical equipment that is in good working order.
<b>FACILITIES</b>	➤ Use a gym or very large room free from obstacles for instruction.
<b>SPECIAL RULES/ INSTRUCTION</b>	<ul style="list-style-type: none"> <li>➤ Teach skills in proper progression.</li> <li>➤ No personal listening devices (i.e. Walkmans).</li> <li>➤ Bare feet are acceptable.</li> </ul>
<b>SUPERVISION</b>	<ul style="list-style-type: none"> <li>➤ Provide on-site supervision for rhythmic activities.</li> <li>➤ Provide in the area supervision for dance.</li> </ul>

## DODGEBALL-TYPE GAMES TAG GAMES

<b>LEVEL</b>	➤ All Grades
<b>EQUIPMENT</b>	➤ Use a “nerf” ball or soft foam ball for dodgeball-type games.
<b>FACILITIES</b>	<ul style="list-style-type: none"> <li>➤ Remove obstructions (i.e., desks, chairs) from playing area.</li> <li>➤ Close all access/exit doors.</li> <li>➤ Use an outdoor playing area that is free of rocks and holes and provides good footing.</li> </ul>
<b>SPECIAL RULES/ INSTRUCTION</b>	<ul style="list-style-type: none"> <li>➤ Modify rules to accommodate age, ability, and physical development of participants.</li> <li>➤ Establish rules for contact by the ball (i.e., no contact above shoulders/waists).</li> <li>➤ Teach skills in proper progression.</li> </ul>
<b>SUPERVISION</b>	➤ Provide constant visual supervision.

# FIELD HOCKEY

**This is a high risk activity. Permission is required for this activity from the Board of Education.**

<b>LEVEL</b>	➤ All Grades
<b>EQUIPMENT</b>	<ul style="list-style-type: none"> <li>➤ Use regulation field hockey sticks.</li> <li>➤ Have goaltender wear mouth guard, shin guards and full goalie equipment if regulation ball is used.</li> <li>➤ Check sticks regularly for cracks.</li> <li>➤ Use regulation field hockey balls or indoor "soft" balls.</li> </ul>
<b>FACILITIES</b>	<ul style="list-style-type: none"> <li>➤ Bring holes and severely uneven surfaces to the attention of the principal and make students aware of them.</li> <li>➤ Check playing surface regularly. A good playing surface is clear from debris and provides good footing.</li> </ul>
<b>SPECIAL RULES/ INSTRUCTION</b>	<ul style="list-style-type: none"> <li>➤ Never bring stick above waist level.</li> <li>➤ Implement a soccer-size crease area other than the scoring circle for the protection of the goalie.</li> <li>➤ Don't allow any player except the goalie in the crease.</li> <li>➤ Teach skills in proper progression.</li> </ul>
<b>SUPERVISION</b>	➤ Provide on-site supervision.

## FIREARM SAFETY

This is not a recommended in-class activity for students from kindergarten to grade 8 and is a high-risk activity at all grade levels. This activity requires signed parental permission. Permission is required for this activity from the Board of Education.

<b>LEVEL</b>	➤ Grades 8-12
<b>EQUIPMENT</b>	<ul style="list-style-type: none"> <li>➤ Firearms may include .22 caliber, black powder, shotgun and pellet.</li> <li>➤ Firearms must meet safety requirements and be in proper working order.</li> <li>➤ Reduced level of shot in both black powder and shotgun ammunition.</li> <li>➤ Use appropriate targets.</li> </ul>
<b>FACILITIES</b>	<ul style="list-style-type: none"> <li>➤ Use an area free from obstructions and hazards.</li> <li>➤ Control access/exit to area in use.</li> <li>➤ Mark and control the shooting area.</li> </ul>
<b>SPECIAL RULES/ INSTRUCTION</b>	<ul style="list-style-type: none"> <li>➤ Establish a "firing" line appropriate to students.</li> <li>➤ Keep everyone behind the firing line.</li> <li>➤ Establish a "start" and "stop" shooting procedure.</li> <li>➤ Have non-participating students remain well behind the firing line and away from the student on the line.</li> <li>➤ Teach students safety procedures, shooting techniques, and general use of equipment.</li> <li>➤ Only supervisors at the particular station will load the firearm.</li> <li>➤ Appropriate student conduct and attention to safety procedures in each area is vital to everyone's safety.</li> </ul>
<b>SUPERVISION</b>	<ul style="list-style-type: none"> <li>➤ School administration will determine if all students are eligible to participate in the activity.</li> <li>➤ Provide constant visual supervision.</li> <li>➤ Groups at each firearm station should be small (5-8 students).</li> </ul>

- Along with the experienced personnel required to operate each firearm station there needs to be 1 – 3 general supervisors depending on the number of students. (1 general supervisor for every 15 students plus 2 specialized supervisors at each station for every 5 – 8 students.)

## FITNESS ACTIVITIES AEROBICS, CIRCUIT TRAINING, ETC.

<b>LEVEL</b>	➤ All Grades
<b>EQUIPMENT</b>	<ul style="list-style-type: none"> <li>➤ Use stationary bicycles, benches, chinning bars, pegboards and other fitness equipment that is in good repair.</li> <li>➤ Use electrical equipment that is in good working order.</li> <li>➤ Use steps and/or slides that are in good repair and equipped with non-slip treads.</li> <li>➤ Use tub/elastic strips that are the proper tension and length for level of participant.</li> <li>➤ Don't use free weights at the elementary level.</li> </ul>
<b>FACILITIES</b>	<ul style="list-style-type: none"> <li>➤ Do fitness activities in a floor area that is free of all obstacles (i.e., tables and chairs).</li> <li>➤ Allow adequate space between fitness activities and equipment to provide free flow of motion.</li> </ul>
<b>SPECIAL RULES/ INSTRUCTION</b>	<ul style="list-style-type: none"> <li>➤ Modify fitness activities to reflect the age and ability level of students, the facilities and the equipment available.</li> <li>➤ Where fitness equipment is being used (i.e., stationary bicycle, medicine ball, chinning bar, tubing) instruct students in the proper use of the equipment before they begin using it.</li> <li>➤ Use a proper progression of activities:             <ol style="list-style-type: none"> <li>1) warm-up</li> <li>2) stretching</li> <li><b>3) peak work activities (which may include muscle strength and endurance activities)</b></li> <li>4) cool-down activities including tapering off, stretching and relaxation.</li> </ol> </li> <li>➤ Stress correct body alignment for injury prevention.</li> <li>➤ Permit students to work at personal levels of intensity (i.e., low impact to high impact, low intensity to high intensity).</li> <li>➤ Teach skills in proper progression.</li> </ul>
<b>SUPERVISION</b>	<ul style="list-style-type: none"> <li>➤ Provide             <ul style="list-style-type: none"> <li>➤ <u>in the area supervision</u> for: <b>i.e. stationary bicycles, rowing machines, benches, steps, tubing</b></li> </ul> </li> <li>➤ Provide             <ul style="list-style-type: none"> <li>➤ <u>on site supervision</u> for:</li> <li>➤ i.e. chinning bar, peg boards</li> </ul> </li> </ul>

# FLOOR HOCKEY

## GYM RINGETTE

<b>LEVEL</b>	➤ All Grades
<b>EQUIPMENT</b>	<ul style="list-style-type: none"> <li>➤ Check stick regularly to ensure the blade is securely attached to the stick.</li> <li>➤ For floor hockey, use only regulation plastic hockey sticks.</li> <li>➤ Wear eye goggles.</li> <li>➤ For ringette, use regulation ringette sticks.</li> <li>➤ Have goalies wear a protective mask (school to purchase).</li> <li>➤ Use a soft ball such as a nerf ball, or plastic or soft rubber puck.</li> </ul>
<b>FACILITIES</b>	<ul style="list-style-type: none"> <li>➤ Use a playing surface and surrounding area that is free of all obstacles (i.e. tables, chairs).</li> <li>➤ Make sure all floor plugs are in place.</li> </ul>
<b>SPECIAL RULES/ INSTRUCTION</b>	<ul style="list-style-type: none"> <li>➤ Strictly enforce rules with penalties.</li> <li>➤ Teach skills in proper progression.</li> <li>➤ Base games and activities on skills that are taught.</li> <li>➤ No body contact.</li> <li>➤ No sticks above the waist.</li> <li>➤ Implement a crease for protection of the goalie and do not allow other players in the crease.</li> </ul>
<b>SUPERVISION</b>	➤ Provide on-site supervision

# FOOTBALL

## FLAG OR TOUCH FOOTBALL

<b>LEVEL</b>	➤ All Grades
<b>EQUIPMENT</b>	➤ Use footballs appropriate to the size and ability of the group (i.e., smaller football or nerf ball for younger students).
<b>FACILITIES</b>	<ul style="list-style-type: none"> <li>➤ Play in an area that is free of debris and obstructions and provides safe footing.</li> <li>➤ Report holes and severely uneven surfaces to the principal and make students aware of them.</li> </ul>
<b>SPECIAL RULES/ INSTRUCTION</b>	<ul style="list-style-type: none"> <li>➤ Teach skills in proper progression.</li> <li>➤ Clearly mark boundary lines.</li> <li>➤ Modify the rules of the game to accommodate differences in ability/age/physical development.</li> <li>➤ No blocking and tackling.</li> <li>➤ No metal or molded cleats</li> </ul>
<b>SUPERVISION</b>	➤ Provide on-site supervision

# FOOTBALL TACKLE

**This is a high risk activity. Permission is required for this activity from the Board of Education.**

<b>LEVEL</b>	➤ All Grades
<b>EQUIPMENT</b>	<ul style="list-style-type: none"> <li>➤ It is recommended that at the time of equipment issue, a seminar for players and possibly parents, be held to explain and stress the importance of proper fitting, safety and maintenance. After such a seminar, each player should be personally supervised when equipment is fitted and issued.</li> <li>➤ It is expected that at least one member of the coaching staff of all high school football teams will attend a Saskatchewan Amateur Football Inc. Seminar/ workshop on equipment each year. This individual should inspect all high school football equipment prior to issuing of such equipment for the season.</li> </ul>
<b>FACILITIES</b>	
<b>SPECIAL RULES/INSTRUCTION</b>	<ul style="list-style-type: none"> <li>➤ All high school football teams must have a medical plan in place before any games are played. This should include:               <ul style="list-style-type: none"> <li>○ A detailed emergency procedure</li> <li>○ A designated vehicle to be used for emergencies</li> <li>○ Medical personnel in attendance ( either doctor, physiotherapist, nurse, or emergency-trained person)</li> <li>○ Emergency equipment supplies such as stretchers, etc.</li> <li>○ It is imperative that no player be allowed on the playing field without a certified, approved helmet</li> </ul> </li> </ul> <p><i>Source: Saskatchewan High School Athletic Association</i></p>
<b>SUPERVISION</b>	

# GOLF

**This is a high risk activity. Permission is required for this activity from the Board of Education.**

<b>LEVEL</b>	➤ All Grades
<b>EQUIPMENT</b>	<ul style="list-style-type: none"> <li>➤ Check equipment, especially grips, regularly and repair as needed.</li> <li>➤ Use plastic “whiffle” or rubber golf balls if inappropriate to use balls.</li> </ul>
<b>FACILITIES</b>	➤ Allow adequate space for full back swing and follow through.
<b>SPECIAL RULES/ INSTRUCTION</b>	<ul style="list-style-type: none"> <li>➤ Instruct students on proper golf etiquette and safety practices.</li> <li>➤ Teach skills in proper progression.</li> <li>➤ Establish a safe routine for hitting and retrieving golf balls.</li> <li>➤ Designate a safe area for use of real balls while chipping.</li> </ul>
<b>SUPERVISION</b>	<ul style="list-style-type: none"> <li>➤ Provide on-site supervision for initial instruction and when chipping with real golf balls.</li> <li>➤ Provide in the area supervision following initial instruction.</li> </ul>

# GYMNASTICS

## GENERAL GUIDELINES

<b>LEVEL</b>	➤ Kindergarten to Grade 12
<b>SUPERVISION</b>	<ul style="list-style-type: none"> <li>➤ The Basic Movement Pattern (BMP) approach to gymnastics used in the Saskatchewan physical education curriculum is such that safety considerations are built into the program. By teaching landings, one of the basic movement patterns, teachers prevent injuries. Many injuries that occur in a gymnastics context, and in other physical activities, are the result of landing incorrectly. Teach students how to land safely in a variety of situations and have students practice landings regularly so they are learned to the point of becoming reflex reactions.</li> <li>➤ Spotting, manual assistance provided to participants while performing skills on the floor or on equipment, is not appropriate in the elementary gymnastics program. Many gymnastics injuries are the result of attempting skills that students are not ready to perform. If the student needs spotting, this is a good indication that the student lacks the necessary physical or motor skills. Rather than have the student attempt the skill with a "spot", more activities that lead up to the skill can be provided. Not only does this approach prevent the tendency for students to become dependent on a spotter, it reflects the reality that in a large group setting the teacher cannot spot all the students.</li> <li>➤ <i>Don't force students to perform skills that are beyond their level of ability. When a student displays hesitation verbally or non-verbally, discusses the reason(s) for doubt with the student. After the discussion, if the teacher believes that a potential hesitancy during the performance of the skill could put the student at risk; the student can be directed toward a more basic skill.</i></li> <li>➤ Mat work comes before use of equipment. A teacher who is unfamiliar with any gymnastics equipment can seek assistance from appropriate staff and/or refrain from using the equipment until help is received.</li> <li>➤ Skills are best taught in a logical progression from simple to complex. Students who demonstrate control of basic movement patterns are ready to go on to more complicated skills. For example, a landing on the feet should be performed with control on the floor before working on an elevated surface such as a box horse.</li> <li>➤ Aerial somersaults should be done at grades 9-12, only if students are ready for the progression.</li> <li>➤ <i>Regular in-services need to be encouraged for staff members who teach this.</i></li> </ul>

# GYMNASTICS

## BARS, BEAMS AND RINGS

<b>LEVEL</b>	➤ Kindergarten to Grade 9
<b>EQUIPMENT</b>	<ul style="list-style-type: none"> <li>➤ PARALLEL BARS: <b>(Grades 7-9 only)</b></li> <li>➤ STILL RINGS: (Grades 7-9 only)</li> <li>➤ BALANCE BEAM: (K-Grade 9)</li> <li>➤ UNEVEN PARALLEL BARS: (Grade 7-9 only)</li> <li>➤ Inspect and test equipment on a regular basis and repair as required.</li> <li>➤ Check all locking mechanisms before use.</li> </ul>
<b>FACILITIES</b>	<ul style="list-style-type: none"> <li>➤ Situate mats around/under apparatus to create a landing area with no open spaces.</li> <li>➤ Attach Velcro mats.</li> <li>➤ Properly secure equipment to floor/ceiling.</li> <li>➤ Allow sufficient space between apparatus to allow free movement on the apparatus and space to dismount.</li> </ul>
<b>SPECIAL RULES/ INSTRUCTION</b>	<ul style="list-style-type: none"> <li>➤ Familiarize students with the concept of spotting.</li> <li>➤ No inversions unless instructed by teacher and a 30.5 cm - 60.9 cm (12" - 24") landing mat in place.</li> <li>➤ Use balance beams that are appropriate for students' height and skill level.</li> <li>➤ Teach skills in proper progression.</li> <li>➤ Bare feet are acceptable. Wear running shoes or gymnastics slippers. Remind students to tie their shoelaces securely.</li> <li>➤ Tie back long hair.</li> <li>➤ Secure or remove glasses.</li> </ul>
<b>SUPERVISION</b>	<ul style="list-style-type: none"> <li>➤ Provide on-site supervision for balance beam, parallel bars and uneven bars.</li> <li>➤ Provide constant visual supervision for inversions.</li> <li>➤ Provide constant visual supervision during initial teaching on still rings. After instruction, and when there are no inversions, provide on-site supervision.</li> </ul>

**This is a high risk activity. Permission is required for this activity from the Board of Education.**

# GYMNASTICS

## BARS, BEAMS, RINGS

<b>LEVEL</b>	➤ Grades 10 -12
<b>EQUIPMENT</b>	<ul style="list-style-type: none"> <li>➤ PARALLEL BARS, HIGH BAR, STILL RINGS, UNEVEN PARALLEL BARS, FLOOR, BALANCE BEAM, POMMEL HOURSE, VAULTING HORSE, ROPES</li> <li>➤ Inspect equipment on a regular basis and repair as necessary. No springboards.</li> <li>➤ Teacher's responsibilities include a safety check for proper set-up and to ensure all locking mechanisms are locked prior to use.</li> <li>➤ Use general utility mats:             <ul style="list-style-type: none"> <li>➤ ensolite 3.8 cm (1 ½")</li> <li>➤ trocellen 5.1 cm (2")</li> <li>➤ ethefoam 3.8 cm (1 ½")</li> <li>➤ sarneige 3.8 cm (1 ½")</li> <li>➤ mats of equivalent compaction rating</li> </ul> </li> <li>➤ Don't use 30.5 cm - 60.9 cm (12" - 24") thick mats as a landing surface for vaulting or for controlled landings (i.e., landing on feet) off any piece of equipment.</li> <li>➤ Use landing mats that are 10 cm (4") or greater when the student is in an elevated, inverted body position.</li> <li>➤ For initial attempts of inversion-type moves on any apparatus use a 30.5 cm - 60.9 cm (12" - 24") mat.</li> </ul>
<b>FACILITIES</b>	<ul style="list-style-type: none"> <li>➤ Situate mats around/under apparatus as a landing area so that there is no overlap or open space.</li> <li>➤ Take precautions to minimize the movement of mats on impact.</li> <li>➤ Attach Velcro mats.</li> <li>➤ Allow sufficient space between apparatus to allow free movement and space to dismount</li> </ul>
<b>SPECIAL RULES/ INSTRUCTION</b>	<ul style="list-style-type: none"> <li>➤ Instruct students on safety related to gymnastics and all associated apparatus prior to using any equipment.</li> <li>➤ Be aware of the physical limitations and initial skill levels of students.</li> <li>➤ Do not encourage students to perform skills beyond their physical and psychological capabilities.</li> <li>➤ Teach skills in proper progression.</li> <li>➤ Bare feet are acceptable. Wear socks or gymnastics slippers except on the balance beam and when vaulting.</li> <li>➤ Wear close fitting gym clothing.</li> <li>➤ Tie back long hair.</li> <li>➤ Secure or remove glasses.</li> </ul>
<b>SUPERVISION</b>	<ul style="list-style-type: none"> <li>➤ Provide on-site supervision.</li> <li>➤ Provide constant visual supervision when students are attempting difficult moves for the first time on an apparatus.</li> </ul>

Document Title: Gymnastics for Learning in the Physical Education Classroom  
 Document Version: 1.0  
 Document Author: Athletic Directors  
 Document Date: 11/15/2010

	➤ Train students to spot each other appropriately.
<b>This is a high risk activity. Permission is required for this activity from the Board of Education.</b>	
<b>LEVEL</b>	➤ Grades 10-12
<b>EQUIPMENT</b>	➤ Use Velcro mats.
<b>FACILITIES</b>	<ul style="list-style-type: none"> <li>➤ Design floor plan to allow enough space around each piece of apparatus for safety of movement.</li> <li>➤ Design floor plan to allow for landings at safe distances away from walls and other equipment.</li> <li>➤ Remove excess furniture and equipment (i.e., tables and chairs) from perimeter of gym.</li> </ul>
<b>SPECIAL RULES/ INSTRUCTION</b>	<ul style="list-style-type: none"> <li>➤ Introduce beat board activities in a development sequence (i.e., take-offs and landing from beat board to mat before beat board to box horse).</li> <li>➤ Teach skills in proper progression.</li> <li>➤ Bare feet are acceptable. Wear running shoes or gymnastics slippers. Remind students to tie their shoelaces securely.</li> <li>➤ Tie back long hair.</li> <li>➤ Secure or remove glasses.</li> </ul>
<b>SUPERVISION</b>	➤ Provide on-site supervision

## BEAT BOARD

## GYMNASTICS

### BOX HORSE

<b>LEVEL</b>	➤ Grades 10-12
<b>EQUIPMENT</b>	<ul style="list-style-type: none"> <li>➤ <b>Don't use the beat board with the box horse at the primary level.</b></li> <li>➤ Use Velcro mats to designate the landing area.</li> </ul>
<b>FACILITIES</b>	<ul style="list-style-type: none"> <li>➤ Design floor plan to allow enough space around each piece of apparatus for safety of movement.</li> <li>➤ Design floor plan to allow for landings at safe distances away from walls and other equipment.</li> <li>➤ Remove excess furniture and equipment (i.e., tables and chairs) from perimeter of gym.</li> </ul>
<b>SPECIAL RULES/ INSTRUCTION</b>	<ul style="list-style-type: none"> <li>➤ Aerial somersaults off the box horse may be performed only when the teacher has used proper progressions and in the instructor's judgment the student has demonstrated skill levels/confidence needed.</li> <li>➤ Use a box horse that is suitable height for students (i.e., below shoulder height) and appropriate to the activity.</li> <li>➤ Teach skills in proper progression.</li> <li>➤ Bare feet are acceptable. Wear running shoes or gymnastics slippers. Remind students to tie their shoelaces securely.</li> <li>➤ Tie back long hair.</li> <li>➤ Secure or remove glasses.</li> </ul>
<b>SUPERVISION</b>	➤ Provide on-site supervision

# GYMNASTICS

## CLIMBER

<b>LEVEL</b>	➤ Grades 10-12
<b>EQUIPMENT</b>	<ul style="list-style-type: none"> <li>➤ Use trestles or wall climber.</li> <li>➤ Do equipment set up and adjustment under teacher direction.</li> <li>➤ Check clamps and feet of trestles, wall lever and floor pins of wall climber to ensure climber is secure.</li> <li>➤ Check equipment daily for defective parts.</li> <li>➤ <b>Place mats on landing areas.</b></li> </ul>
<b>FACILITIES</b>	<ul style="list-style-type: none"> <li>➤ Design floor plan to allow enough space around each piece of apparatus for safety of movement.</li> <li>➤ Design floor plan to allow for landings at safe distances away from walls and other equipment.</li> <li>➤ Remove excess furniture and equipment (i.e., tables and chairs) from perimeter of gym.</li> </ul>
<b>SPECIAL RULES/ INSTRUCTION</b>	<ul style="list-style-type: none"> <li>➤ Place mats on all designated landing areas.</li> <li>➤ Hanging inversions require direct instruction of teacher and placement of a 30.5 cm - 60.9 cm (12"-24") landing mat.</li> <li>➤ No inversions in which student is more than 1.5 m above the floor.</li> <li>➤ Avoid overcrowding by students.</li> <li>➤ Adjust equipment so it is appropriate to height of students and activity being performed.</li> <li>➤ A child may climb on top of a horizontal ladder or bars that are at chest height. No hanging and traveling when the horizontal ladder or bars are above the chest height of the student (stretch height). No traveling on top of horizontal ladders or bars.</li> <li>➤ No jumping from anything higher than the jumper's own shoulder height.</li> <li>➤ No approaching horizontal ladders and bars of trestles from the side as trestles could slide sideways.</li> <li>➤ Teach skills in proper progression.</li> <li>➤ Bare feet are acceptable. Wear running shoes or gymnastics slippers. Remind students to tie their shoelaces securely.</li> </ul>
<b>SUPERVISION</b>	➤ Provide constant visual supervision

## GYMNASTICS CLIMBING ROPES

<b>LEVEL</b>	➤ Grades 10-12
<b>EQUIPMENT</b>	<ul style="list-style-type: none"> <li>➤ Place mats under ropes (Velcro mats together).</li> <li>➤ Check ropes regularly for fraying. Don't use severely frayed ropes, as students get slivers.</li> <li>➤ <b>For inversion activities use a 30.5 cm - 60.9 cm (12" - 24") landing mat.</b></li> </ul>
<b>FACILITIES</b>	<ul style="list-style-type: none"> <li>➤ Design floor plan to allow enough space around each piece of apparatus for safety of movement.</li> <li>➤ Design floor plan to allow for landings at safe distances away from walls and other equipment.</li> <li>➤ Remove excess furniture and equipment (i.e., tables and chairs) from perimeter of gym.</li> </ul>
<b>SPECIAL RULES/ INSTRUCTION</b>	<ul style="list-style-type: none"> <li>➤ No inversions in which the student hangs more than 1.5 m above the floor.</li> <li>➤ Introduce rope activities in a developmental sequence.</li> <li>➤ Teach skills in proper progression.</li> </ul>

	<ul style="list-style-type: none"> <li>➤ Bare feet are acceptable. Wear running shoes or gymnastics slippers. Remind students to tie their shoelaces securely.</li> <li>➤ Tie back long hair.</li> <li>➤ Secure or remove glasses.</li> </ul>
<b>SUPERVISION</b>	<ul style="list-style-type: none"> <li>➤ Provide on-site supervision.</li> <li>➤ Provide constant visual supervision for inversions.</li> </ul>

# GYMNASTICS

## LANDING MAT

<b>LEVEL</b>	➤ Grades 10-12
<b>EQUIPMENT</b>	➤ <b>Use a landing mat that is 30.5 cm - 60.9 cm (12" - 24") thick.</b>
<b>FACILITIES</b>	<ul style="list-style-type: none"> <li>➤ Design floor plan to allow enough space around each piece of apparatus for safety of movement.</li> <li>➤ Design floor plan to allow for landings at safe distances away from walls and other equipment.</li> <li>➤ Remove excess furniture and equipment (i.e., tables and chairs) from perimeter of gym.</li> </ul>
<b>SPECIAL RULES/ INSTRUCTION</b>	<ul style="list-style-type: none"> <li>➤ Use mats under elevated inverted body positions.</li> <li>➤ Place landing mats to minimize movement of mat on impact.</li> <li>➤ Teach skills in proper progression.</li> <li>➤ Bare feet are acceptable. Wear running shoes or gymnastics slippers. Remind students to tie their shoelaces securely.</li> <li>➤ Tie back long hair.</li> <li>➤ Secure or remove glasses.</li> </ul>
<b>SUPERVISION</b>	<ul style="list-style-type: none"> <li>➤ Provide on-site supervision.</li> <li>➤ Provide constant visual supervision for inversions.</li> </ul>

# GYMNASTICS MAT

<b>LEVEL</b>	➤ Grades 10-12
<b>EQUIPMENT</b>	<ul style="list-style-type: none"> <li>➤ Place mats on all designated landing areas under and around equipment.</li> <li>➤ Where mats are side by side, Velcro them together.</li> <li>➤ Check mats regularly for wear and tears.</li> <li>➤ Appropriate sizes for utility mats are:             <ul style="list-style-type: none"> <li>➤ ensolite 3.8 cm (1 ½")</li> <li>➤ trocellen 5.1 cm (2")</li> <li>➤ ethefoam 3.8 cm (1 ½")</li> <li>➤ sarneige 3.8 cm (1 ½")</li> <li>➤ mats of equivalent compaction rating</li> </ul> </li> <li>➤ <b>Use a 30.5 cm - 60.9 cm (12" - 24") landing mat when a student is in an elevated inverted body position.</b></li> </ul>
<b>FACILITIES</b>	<ul style="list-style-type: none"> <li>➤ Design floor plan to allow enough space around each piece of apparatus for safety of movement.</li> <li>➤ Design floor plan to allow for landings at safe distances away from walls and other equipment.</li> <li>➤ Remove excess furniture and equipment (i.e., tables and chairs) from perimeter of gym.</li> </ul>
<b>SPECIAL RULES/ INSTRUCTION</b>	<ul style="list-style-type: none"> <li>➤ Be aware of the physical limitations of students (i.e., strength, flexibility, weak wrists, epilepsy, etc.).</li> <li>➤ Discourage students from attempting to perform front and back walkovers and backward rolls (directly over the head). Backward shoulder rolls can be performed instead.</li> <li>➤ Teach skills in proper progression.</li> <li>➤ Bare feet are acceptable. Wear running shoes or gymnastics slippers. Remind students to tie their shoelaces securely.</li> <li>➤ Tie back long hair.</li> <li>➤ Secure or remove glasses.</li> </ul>
<b>SUPERVISION</b>	<ul style="list-style-type: none"> <li>➤ Provide on-site supervision for mats and utility boxes.</li> <li>➤ Provide constant visual supervision if students are doing inversions on this equipment</li> </ul>

# **GYMNASTICS**

## **MINI-TRAMP & TRAMPOLINE**

**This is not a recommended activity and/or piece of equipment for use in the Sun West School Division.**

## GYMNASTICS SPRINGBOARD

<b>LEVEL</b>	➤ Grades 10-12
<b>EQUIPMENT</b>	➤ Use Velcro mats to designate landing area with no gaps between springboard and mats.
<b>FACILITIES</b>	<ul style="list-style-type: none"> <li>➤ Design floor plan to allow enough space around each piece of apparatus for safety of movement.</li> <li>➤ Design floor plan to allow for landings at safe distances away from walls and other equipment.</li> <li>➤ Remove excess furniture and equipment (i.e., tables and chairs) from perimeter of gym.</li> </ul>
<b>SPECIAL RULES/ INSTRUCTION</b>	<ul style="list-style-type: none"> <li>➤ Aerial somersaults off the springboard may be performed only when teacher has used proper progressions and in the instructor's judgment the student has demonstrated skill levels/ confidence needed.</li> <li>➤ Bare feet are acceptable. Wear running shoes or gymnastics slippers. Remind students to tie their shoelaces securely.</li> <li>➤ Tie back long hair.</li> <li>➤ Secure or remove glasses.</li> </ul>
<b>SUPERVISION</b>	➤ Provide constant supervision.

# HORSEBACK RIDING

## ENGLISH OR WESTERN

This is a high risk activity. Permission is required for this activity from the Board of Education.

<b>LEVEL</b>	➤ All Grades
<b>EQUIPMENT</b>	<ul style="list-style-type: none"> <li>➤ <b>Have a first aid kit available on site.</b></li> <li>➤ <b>Use horse suitable for beginning riders.</b></li> <li>➤ <b>Use appropriate, safe tack, properly fitted to the horses.</b></li> <li>➤ <b>Adjust tack (girth, stirrups) for each rider and have instructor check tack.</b></li> <li>➤ <b>Wear properly fitted helmets with chinstraps. Helmets reduce the potential for injury.</b></li> </ul>
<b>FACILITIES</b>	<ul style="list-style-type: none"> <li>➤ <b>Use properly maintained, licensed riding establishments for instruction.</b></li> <li>➤ <b>Use riding areas (indoor or outdoor) that have adequate space and good footing free of potential hazards - (i.e., broken gates, roadways).</b></li> <li>➤ <b>Use an enclosed area for initial instruction of beginning riders before starting on the trail or larger space.</b></li> <li>➤ <b>Have ready access to a phone.</b></li> </ul>
<b>SPECIAL RULES/ INSTRUCTION</b>	<ul style="list-style-type: none"> <li>➤ Instruct students on safe handling and riding techniques.</li> <li>➤ Require students to follow the rules laid out regarding riding areas, treatment of horses, allowable activities, etc.</li> <li>➤ Discuss implementation of the emergency action plan with facility staff.</li> </ul>
<b>SUPERVISION</b>	<ul style="list-style-type: none"> <li>➤ Provide on-site supervision by qualified instructor for initial instruction.</li> <li>➤ Provide in the area supervision after initial instruction and when out on trails.</li> <li>➤ Teacher's presence as a support person is important.</li> <li>➤ Suggested instructor/student ratio: one qualified instructor for each 6 mounted students.</li> </ul>

## IN-LINE SKATING & SKATEBOARDING

This is not a recommended in-class activity for students from kindergarten to grade 8 and is a high-risk activity at all grade levels.

This activity requires signed parental permission.

Permission is required for this activity from the Board of Education.

<b>LEVEL</b>	➤ Grades 6-12
<b>EQUIPMENT</b>	<ul style="list-style-type: none"> <li>➤ Have access to a first aid kit.</li> <li>➤ Skates/Skateboard with good working parts – wheels, bearings, trucks and deck</li> <li>➤ Wear: <ul style="list-style-type: none"> <li>➤ Correctly fitting helmet. Helmets reduce the potential for injury.</li> <li>➤ elbow pads, knee pads and wrist guards</li> <li>➤ properly fitting skates</li> </ul> </li> </ul>
<b>FACILITIES</b>	<ul style="list-style-type: none"> <li>➤ Use a skating surface that is dry and free of any obstacles, pebbles and debris, cracks and uneven surfaces.</li> <li>➤ <b>Use a designated skating area that is free of vehicular and pedestrian traffic. Don't use parking lots, sidewalks, streets or driveways. Playground blacktops are suggested.</b></li> </ul>
<b>SPECIAL RULES/INSTRUCTION</b>	<ul style="list-style-type: none"> <li>➤ Provide beginning skaters with their own designated area within the total area provided for the class. This enables beginning skaters to skate without interference from faster moving peers.</li> <li>➤ Give all skaters', regardless of ability, basic instruction in: <ul style="list-style-type: none"> <li>➤ motion</li> <li>➤ stopping</li> <li>➤ turning</li> </ul> </li> <li>➤ Teach skills in proper progression.</li> <li>➤ Designate a skating direction for everyone (i.e., clockwise or counterclockwise).</li> <li>➤ No racing, chasing or tag games.</li> <li>➤ Teach skating courtesy: <ul style="list-style-type: none"> <li>➤ skate in the same direction as others</li> <li>➤ skate on the right, pass on the left</li> <li>➤ announce your intention to pass by saying, "passing on your left"</li> </ul> </li> <li>➤ Outline safety rules clearly to students.</li> <li>➤ No electronic devices.</li> </ul>
<b>SUPERVISION</b>	➤ Provide on site supervision

# LACROSSE

This is a high risk activity. Permission is required for this activity from the Board of Education.

<b>LEVEL</b>	➤ All Grades
<b>EQUIPMENT</b>	<p>SOFT LACROSSE:</p> <ul style="list-style-type: none"> <li>➤ Use "soft" lacrosse balls.</li> <li>➤ Have goaltender wear a face mask.</li> <li>➤ Use molded plastic sticks or wooden sticks.</li> </ul> <p>BOX/FIELD LACROSSE:</p> <p>Not recommended for in class instruction.</p>
<b>FACILITIES</b>	<ul style="list-style-type: none"> <li>➤ Inspect the playing area regularly to be sure it is free of debris and obstacles, and provides good footing.</li> <li>➤ <b>Bring holes and severely uneven surfaces to the attention of the principal and make students aware of them.</b></li> </ul>
<b>SPECIAL RULES/ INSTRUCTION</b>	<ul style="list-style-type: none"> <li>➤ Teach skills in proper progression.</li> <li>➤ Base games on skills that are taught.</li> </ul> <p>SOFT LACROSSE:</p> <ul style="list-style-type: none"> <li>➤ Play only non-contact lacrosse in physical education class.</li> <li>➤ Modify rules to exclude stick on stick, or stick on body contact and to prevent accidental contact within 1 m of the gym wall or playground fence.</li> <li>➤ Stress student responsibility regarding individual space.</li> </ul> <p>BOX/FIELD LACROSSE:</p> <p>Not recommended for in class instruction.</p>
<b>SUPERVISION</b>	➤ Provide on-site supervision

## LOW ORGANIZATIONAL & LEAD-UP GAMES

<b>LEVEL</b>	➤ All Grades
<b>EQUIPMENT</b>	<ul style="list-style-type: none"> <li>➤ Use equipment that is in good repair.</li> <li>➤ Use equipment that is appropriate for the age, size, strength, and skill level of students.</li> </ul>
<b>FACILITIES</b>	<ul style="list-style-type: none"> <li>➤ Use an outdoor playing area that is free of debris and obstructions and provides safe footing.</li> <li>➤ <b>Use an indoor playing area that is free of hazards such as tables and chairs both in the area and on the perimeter of the area.</b></li> </ul>
<b>SPECIAL RULES/ INSTRUCTION</b>	<ul style="list-style-type: none"> <li>➤ Teach students to stop playing immediately when a signal (such as a double whistle blast) is given.</li> <li>➤ When students are playing games indoors that involves a goal line or running to a line, don't use walls as a goal. Draw a goal line at least 3 metres from the wall and make with cones.</li> </ul>
<b>SUPERVISION</b>	➤ Provide on-site supervision

## MARTIAL ARTS

This is not a recommended in-class activity for students from kindergarten to grade 6 and is a high-risk activity at all grade levels.

Permission is required for this activity from the Board of Education.

<b>LEVEL</b>	➤ Secondary Level
<b>EQUIPMENT</b>	➤ Use 5.1 cm (2") mats, wrestling mats, or mats of equivalent compaction rating when the activity involves throws or falls.
<b>FACILITIES</b>	➤ <b>Use a floor surface that is clear, smooth, level, dry and free of all obstacles (i.e., tables and chairs).</b>
<b>SPECIAL RULES/ INSTRUCTION</b>	<ul style="list-style-type: none"> <li>➤ Stress the importance of anticipation, avoidance of risky situations, self-defense tactics and appropriate aggression.</li> <li>➤ Select warm-up activities that emphasize conditioning and flexibility.</li> <li>➤ Teach skills in proper progression.</li> <li>➤ Bare feet are preferred.</li> <li>➤ Tie back long hair.</li> </ul>
<b>SUPERVISION</b>	<ul style="list-style-type: none"> <li>➤ Use qualified instructors to deliver the program.</li> <li>➤ Provide on-site supervision.</li> </ul>

## OUTDOOR EDUCATION GENERAL GUIDELINES

<b>LEVEL</b>	All Grades	
<b>SUPERVISION</b>	<p>Have all outdoor education excursions approved by principal or designate.</p> <p>Approval can include consideration of itinerary, suitability of trip activities to the curriculum, travel time, safety factors, supervision arrangements, age appropriateness (refer to board of education's field trip policy).</p> <p>Follow Board of Education protocol for all overnight trips.</p> <p>Have parents complete parental consent forms prior to any student going on outdoor education trip.</p> <p>For all trips requiring transportation, prepare a list of all the students in each vehicle, provide it to the chaperones, and leave a copy at the school.</p> <p>Have an evacuation/communication plan.</p> <p>For all trips, have students provide medical information to the teacher in charge, including their health card number and any special health information.</p> <p>Make supervisors on trip aware of any students with medical problems and any student on medication (need to know basics).</p> <p>Have students on vital medication bring an extra supply. Be sure this medication is in a clearly marked container in the supervisors' possession.</p> <p>Provide trip supervisors and the school with a list of parent contact/emergency contact numbers. Supervisors must have or have ready access to appropriate communication equipment.</p> <p>Use only staff or volunteer drivers who comply with board of education requirements for insurance.</p> <p>Provide the teacher supervising the trip with telephone number and location of nearest doctor, and location of nearest hospital and nearest phone.</p> <p>Typical information on parent consent forms includes itinerary, date, relationship of trip activities to curriculum, supervision arrangements, cost per student, behavioural expectations, inherent risks, and where applicable, date and time of parent information meeting.</p> <p>Provide students with a list of recommended clothing and personal items suitable for the specific activity.</p> <p>Recommend to students the use of sun protection for all outdoor education activities.</p> <p>Ratio of student/supervisor should be 8:1 or less and where water is involved 5:1 or less. The Board of Education reserves the right to change these requirements.</p> <ul style="list-style-type: none"> <li>➤ It is recommended that a cell phone be included as equipment if coverage is available.</li> </ul>	<p>Provide both male and female chaperones for mixed gender groups on overnight trips. Some experiences may require a minimum of 2 teacher supervisors.</p> <p>Have access to a vehicle for emergency purposes (where appropriate).</p> <p>Designate a responsible individual who is not the supervisor in charge of the trip to transport an injured student to the hospital.</p> <p>Have an appropriate number of supervisors with current first aid qualifications.</p>

# OUTDOOR EDUCATION BACKPACKING

This is a high risk activity. Permission is required for this activity from the Board of Education.

<b>LEVEL</b>	➤ All Grades
<b>EQUIPMENT</b>	<ul style="list-style-type: none"> <li>➤ Collect and check all necessary equipment before the trip.</li> <li>➤ Equipment shall include:             <ul style="list-style-type: none"> <li>➤ compass</li> <li>➤ whistle or other signaling device</li> <li>➤ first aid kit</li> <li>➤ nutritious food which does not require preparation</li> <li>➤ adequate water</li> <li>➤ sun protection</li> <li>➤ matches in waterproof container</li> </ul> </li> </ul>
<b>FACILITIES</b>	<ul style="list-style-type: none"> <li>➤ Use only designated trails.</li> <li>➤ Take a map of the route on the trip and leave a copy with the supervisor at the school.</li> <li>➤ Ensure that teacher is familiar with the route.</li> <li>➤ <b>If backpacking trip originates from base camp, leave a map with the supervisor at base camp.</b></li> </ul>
<b>SPECIAL RULES/ INSTRUCTION</b>	<ul style="list-style-type: none"> <li>➤ Have trip supervisors carry any necessary medication for designated students.</li> <li>➤ Plan trip so that length and difficulty is appropriate for age and ability of students.</li> <li>➤ Use a buddy system.</li> <li>➤ Familiarize students with the route.</li> <li>➤ Postpone trip if there is any indication of threatening weather that could put student safety at risk.</li> <li>➤ Make students aware of:             <ul style="list-style-type: none"> <li>➤ emergency procedures</li> <li>➤ signal to assemble</li> </ul> </li> <li>➤ Avoid traveling in darkness.</li> <li>➤ Ensure that trip supervisors are aware of location of nearest phone and/or help in an emergency.</li> </ul>
<b>SUPERVISION</b>	<ul style="list-style-type: none"> <li>➤ Provide on-site supervision.</li> <li>➤ Establish a ration of supervisors to students appropriate to the age and experience of the students and the activity.</li> </ul>

# OUTDOOR EDUCATION

## BOATING

This is a high risk activity. DOES NOT INCLUDE WATERSKIING, TUBING, OR OTHER APPARATUS OR PERSONAL WATERCRAFT.

Permission is required for this activity from the Board of Education.

<b>LEVEL</b>	➤ Grades 10-12
<b>EQUIPMENT</b>	<ul style="list-style-type: none"> <li>➤ Inspect equipment for defects.</li> <li>➤ Check all personal safety equipment for any defects prior to use.</li> <li>➤ Wear proper shoes with a non-slip sole.</li> <li>➤ Wear correctly fitting, Transport Canada approved P.F.D./life jacket with whistle attached at all times on the water.</li> </ul>
<b>FACILITIES</b>	➤ Use only facilities with designated boating areas.
<b>SPECIAL RULES/ INSTRUCTION</b>	<ul style="list-style-type: none"> <li>➤ Expect students to know and obey acceptable standard of behaviour while in the boats.</li> <li>➤ Clearly outline safety procedures and an emergency action plan to students.</li> <li>➤ Prior to water activities, successfully complete the following swim test (with or without a P.F.D.):             <ul style="list-style-type: none"> <li>➤ swim 100 m continuously any stroke</li> <li>➤ tread water for 3 minutes</li> <li>➤ put on a life jacket in the water</li> <li>➤ demonstrate the help/huddle position</li> </ul> </li> <li>➤ Take weather and water conditions into consideration.</li> <li>➤ Obtain parent permission for participation.</li> <li>➤ Teach basic boating safety in the classroom before going on the water.</li> <li>➤ Teach skills in proper progression.</li> </ul>
<b>SUPERVISION</b>	<ul style="list-style-type: none"> <li>➤ Have instructors who are certified operate and supervise the boating activity.</li> <li>➤ Teacher is present and accompanies students to and from facility.</li> <li>➤ Provide on-site supervision.</li> <li>➤ Have at least one supervisor with Lifeguard certification and/or Royal Life Saving Society Bronze Cross.</li> </ul>

# OUTDOOR EDUCATION

## CAMPING

**This is a high risk activity. Permission is required for this activity from the Board of Education.**

**An extended overnight camping experience in an outdoor environment with students using tents and doing their own food preparation**

<b>LEVEL</b>	➤ Secondary Level
<b>EQUIPMENT</b>	<ul style="list-style-type: none"> <li>➤ Collect and check all necessary equipment before the trip.</li> <li>➤ Equipment may include:             <ul style="list-style-type: none"> <li>➤ whistle or other signaling device</li> <li>➤ first aid kit</li> <li>➤ flashlight</li> <li>➤ shovel</li> <li>➤ sun protection</li> <li>➤ waterproofed matches</li> <li>➤ camp stoves</li> </ul> </li> <li>➤ Clothing for overnight camping includes:             <ul style="list-style-type: none"> <li>➤ sleeping bag/blanket</li> <li>➤ rain gear</li> </ul> </li> </ul>
<b>FACILITIES</b>	➤ Have access to a phone (cell phone or regular phone within walking).
<b>SPECIAL RULES/ INSTRUCTION</b>	<ul style="list-style-type: none"> <li>➤ Plan program in detail with contingency plans for inclement weather.</li> <li>➤ Remove all food items, gum and cosmetics from tents at night and keep in animal-proof containers or cars (where appropriate).</li> <li>➤ Make students aware of behavioural expectations, boundaries for activity, assembly procedures.</li> <li>➤ Plan program activities that are age and skill level appropriate.</li> <li>➤ No open flames near tents.</li> <li>➤ Develop a process to account for students and to identify any students who may be missing.</li> </ul>
<b>SUPERVISION</b>	<ul style="list-style-type: none"> <li>➤ Provide constant visual supervision when filling and lighting camp stoves.</li> <li>➤ Provide on-site supervision for other activities.</li> <li>➤ Have at least one supervisor with current first aid certification.</li> <li>➤ Have some leaders with previous tent camping experience.</li> <li>➤ Have access to a vehicle for emergency purposes.</li> <li>➤ Designate a responsible individual to accompany an injured student to hospital.</li> </ul>

# OUTDOOR EDUCATION

## CANOE TRIPPING

This is not a recommended activity for younger students from kindergarten and is a high-risk activity at all grade levels.  
 Permission is required for this activity from the Board of Education.

<b>LEVEL</b>	<ul style="list-style-type: none"> <li>➤ Secondary Level</li> </ul>
<b>EQUIPMENT</b>	<ul style="list-style-type: none"> <li>➤ Equipment includes:               <ul style="list-style-type: none"> <li>➤ extra paddle per canoe</li> <li>➤ first aid kit</li> <li>➤ waterproof matches</li> <li>➤ 8 m length of rope</li> <li>➤ repair kit for canoe</li> <li>➤ weighted throw line</li> </ul> </li> <li>➤ Wear properly fitting, Transport Canada approved life jacket/P.F.D., with whistle attached at all times while on the water.</li> <li>➤ Clothing includes:               <ul style="list-style-type: none"> <li>➤ rain gear</li> <li>➤ appropriate clothing in layers dry change of clothing</li> <li>➤ dry change of clothing</li> </ul> </li> </ul>
<b>FACILITIES</b>	<ul style="list-style-type: none"> <li>➤ Plan a route that is appropriate to age/ability of students.</li> </ul>
<b>SPECIAL RULES/ INSTRUCTION</b>	<ul style="list-style-type: none"> <li>➤ Complete a trip itinerary and file it with an appropriate school official.</li> <li>➤ Develop an emergency action plan and communicate it to all involved with the trip.</li> <li>➤ No trips through white water.</li> <li>➤ Test all candidates for participation in a school canoe trip for the minimum standards in each of the areas as outlined below:               <ol style="list-style-type: none"> <li>1. WATER SAFETY                   <p>Prior to water activities successfully complete the following swim test:</p> <ul style="list-style-type: none"> <li>➤ swim 100 m continuously any stroke</li> <li>➤ tread water for 3 minutes</li> <li>➤ put on life jacket in water</li> </ul> </li> <li>➤ demonstrate the help/ huddle position</li> </ol> </li> <li>2. CANOEING SKILLS                   <ul style="list-style-type: none"> <li>➤ Teach basic skills prior to and/or during the initial stages of a trip. Students must demonstrate mastery of the "J" stroke. Consideration must be given to the age and experience of the students and the difficulty of the experience.</li> <li>➤ Instruct students on how to handle unexpected wind and wave conditions.</li> </ul> </li> <li>3. RELATED AREAS                   <p>Familiarize students with:</p> <ul style="list-style-type: none"> <li>➤ first aid and hypothermia</li> <li>➤ personal camping and canoeing equipment and repairs</li> <li>➤ suitable clothing</li> <li>➤ camping skills and safety</li> <li>➤ environmental concerns</li> <li>➤ use of a compass</li> <li>➤ map reading</li> </ul> </li> <li>➤ Postpone trip if there is any indication of inclement weather or cold water conditions severe enough to put students' safety at risk.</li> <li>➤ Teach skills in proper progression.</li> </ul>

## CANOE TRIPPING continued

<b>SUPERVISION</b>	<ul style="list-style-type: none"><li>➤ Have at least one supervisor with Canadian Recreational Canoeing Association Level II Canoe Tripping certification. If the group is divided into two trips, then have two supervisors with these qualifications.</li><li>➤ Have at least one supervisor with National Lifeguard Service Lifeguard certification and/or Royal Life Saving Society Bronze Cross.</li><li>➤ Have at least one supervisor who has experience with:<ul style="list-style-type: none"><li>• Bug season</li><li>• Cold water rapids (recognize inherent danger and ways to avoid)</li><li>• Cooking over open fire without a grate</li><li>• Campcraft waterproofing methods during wet weather</li></ul></li><li>➤ Have at least one supervisor with general knowledge of the area.</li><li>➤ Establish a systematic pattern for group travel and communication.</li><li>➤ Have two adult supervisors on overnight trips.</li><li>➤ Where female and male students participate in a trip, provide both female and male supervisors.</li></ul>
--------------------	---

# OUTDOOR EDUCATION

## CANOEING

### Lake Water Canoeing

**This is a high risk activity. Permission is required for this activity from the Board of Education.**

<b>LEVEL</b>	➤ Secondary Level
<b>EQUIPMENT</b>	<ul style="list-style-type: none"> <li>➤ Check paddles for cracks and splinters.</li> <li>➤ Wear correct fitting, Transport Canada approved P.F.D./life jackets, with whistle attached for open water canoeing.</li> </ul>
<b>FACILITIES</b>	➤ Select water conditions appropriate for the skill level of the group.
<b>SPECIAL RULES/ INSTRUCTION</b>	<ul style="list-style-type: none"> <li>➤ Teach basic skills prior to and/or during the initial stages of a trip. Students must demonstrate mastery of the "J" stroke. Consideration must be given to the age and experience of the students and the difficulty of the experience.</li> <li>➤ Have a rescue craft accessible while students are canoeing on open water.</li> <li>➤ Prior to water activities, successfully complete the following swim test (with or without a P.F.D.):             <ul style="list-style-type: none"> <li>➤ swim 100 m continuously any stroke</li> <li>➤ tread water for 3 minutes</li> <li>➤ put on a life jacket in the water demonstrate the help/huddle position</li> </ul> </li> </ul>
<b>SUPERVISION</b>	<ul style="list-style-type: none"> <li>➤ Have an instructor with Canadian Recreational Canoeing Association Level One Lakewater Canoeing Certification.</li> <li>➤ Provide on-site supervision when students are canoeing.</li> <li>➤ Have access to a vehicle for emergency purpose.</li> <li>➤ Designate a responsible individual who is not the "in-charge" person to transport an injured student to hospital.</li> <li>➤ Have at least one supervisor with National Lifeguard Service Lifeguard certificate and/or Royal Life Saving Society Bronze Cross</li> </ul>

# OUTDOOR EDUCATION

## FLAT WATER KAYAKING

### Pool

### Base Camp Kayaking

**This is a high risk activity. Permission is required for this activity from the Board of Education.**

<b>LEVEL</b>	➤ Secondary Level
<b>EQUIPMENT</b>	<ul style="list-style-type: none"> <li>➤ Equipment includes: <ul style="list-style-type: none"> <li>➤ kayak with adequate flotation in nose and stern to prevent the kayak from filling with water and sinking</li> <li>➤ kayak paddle</li> <li>➤ weighted throw line</li> </ul> </li> <li>➤ Wear correctly fitting and Transport Canada approved P.F.D./life jacket, with whistle attached for open water kayaking.</li> </ul>
<b>FACILITIES</b>	➤ Choose water conditions appropriate for the type of kayak being used and the skill level of the group. (Flat water involves paddling on lake water or river where no rapids exist and eddies are very slight).
<b>SPECIAL RULES/ INSTRUCTION</b>	<ul style="list-style-type: none"> <li>➤ Teach basic skills prior to and/or during the initial stages of a trip. Students must demonstrate mastery of the "J" stroke. Consideration must be given to the age and experience of the students and the difficulty of the experience.</li> <li>➤ Prior to water activities, successfully complete the following swim test (with or without a P.F.D.): <ul style="list-style-type: none"> <li>➤ swim 100 m continuously any stroke</li> <li>➤ tread water for 3 minutes</li> <li>➤ put on a life jacket in the water</li> <li>➤ demonstrate the help/huddle position</li> </ul> </li> <li>➤ Teach skills in proper progression.</li> </ul>
<b>SUPERVISION</b>	<ul style="list-style-type: none"> <li>➤ Provide on-site supervision by qualified instructor when students are kayaking.</li> <li>➤ Have instructors with a basic kayaking instructor's certification from the Ontario White Water Association, the Canadian Canoeing Association, the American Canoeing Association or the British Union of Sea Kayaking.</li> <li>➤ Have a rescue craft accessible while students are kayaking on open water.</li> <li>➤ For the purpose of providing first aid coverage, have at least one supervisor with Lifeguard certification and/or Royal Life Saving Society Bronze Cross.</li> </ul>

## OUTDOOR EDUCATION LAKE SWIMMING

**This is a high risk activity. Permission is required for this activity from the Board of Education.**

<b>LEVEL</b>	<ul style="list-style-type: none"> <li>➤ Secondary Level</li> </ul>
<b>EQUIPMENT</b>	<ul style="list-style-type: none"> <li>➤ Equipment includes:             <ul style="list-style-type: none"> <li>➤ buoy line</li> <li>➤ whistle or other signaling device</li> <li>➤ first aid kit(s)</li> <li>➤ throw line</li> <li>➤ reaching assists</li> </ul> </li> </ul>
<b>FACILITIES</b>	<ul style="list-style-type: none"> <li>➤ Use a swimming area that is:             <ul style="list-style-type: none"> <li>➤ clearly marked</li> <li>➤ free from hazards</li> <li>➤ roped off with floating devices</li> <li>➤ of suitable water temperature</li> <li>➤ reasonably clear</li> </ul> </li> <li>➤ No swimming in fast moving rivers or streams.</li> <li>➤ Prior to trip, check with local authorities to determine whether water is safe for swimming</li> </ul>
<b>SPECIAL RULES/INSTRUCTION</b>	<ul style="list-style-type: none"> <li>➤ Written parental permission for child to be involved in any swimming activity is desirable. Permission note can indicate child's swimming ability (i.e. non-swimmer, capable swimmer).</li> <li>➤ Identify and observe non-swimmers.</li> <li>➤ Follow posted rules and regulations of swimming area.</li> <li>➤ Use a definite counting system at regular intervals (i.e., number students and every 15 minutes blow whistle and have them count off).</li> <li>➤ Use a buddy system.</li> <li>➤ No swimming if there are any indications of bad weather.</li> <li>➤ No swimming after dark.</li> <li>➤ Swimming allowed only in designated area.</li> <li>➤ No distance swims.</li> <li>➤ Position lifeguard so she/he is clearly visible to all swimmers at all times.</li> <li>➤ In an emergency situation, lifeguard is in charge.</li> <li>➤ Have an emergency action plan in place.</li> <li>➤ Inform students of acceptable standards of behaviour in the water.</li> <li>➤ No diving.</li> <li>➤ No flotation devices.</li> <li>➤ Practice an emergency water drill (i.e., assemble on shore with 3 loud whistle blasts).</li> <li>➤ Length of swim depends on skill and age of swimmers, condition of atmosphere, condition of water, time of day.</li> <li>➤ Teach skills in proper progression.</li> </ul>
<b>SUPERVISION</b>	<ul style="list-style-type: none"> <li>➤ Provide on-site supervision.</li> <li>➤ Have one supervisor with current certification:             <ul style="list-style-type: none"> <li>➤ National Lifeguard Service Lifeguard Certificate Waterfront option, or</li> <li>➤ National Lifeguard Service Pool Certificate with two years waterfront experience</li> </ul> </li> <li>➤ Provide at least one other adult supervisor in addition to the lifeguard.</li> <li>➤ Have access to a vehicle for emergency purposes.</li> <li>➤ Designate a supervisor (i.e., teacher or parent) who is not the "in charge supervisor" to transport an injured student to hospital.</li> <li>➤ Lifeguard to swimmer ratio: 1:25.</li> </ul>

# OUTDOOR EDUCATION

## SAILING

### GRADES 10-12

This is a high risk activity. Permission is required for this activity from the Board of Education.

<b>LEVEL</b>	➤ Secondary Level
<b>EQUIPMENT</b>	<ul style="list-style-type: none"> <li>➤ Inspect equipment supplied by a local sailing school for defects.</li> <li>➤ Check all personal safety equipment for any defects prior to use.</li> <li>➤ Wear proper shoes with a non-slip sole.</li> <li>➤ Wear correctly fitting, Transport Canada approved P.F.D./life jacket with whistle attached at all times on the water.</li> </ul>
<b>FACILITIES</b>	➤ Use only facilities with designated sailing areas.
<b>SPECIAL RULES/ INSTRUCTION</b>	<ul style="list-style-type: none"> <li>➤ Expect students to know and obey acceptable standard of behaviour while in the boats.</li> <li>➤ Clearly outline safety procedures and an emergency action plan to students.</li> <li>➤ Prior to water activities, successfully complete the following swim test (with or without a P.F.D.): <ul style="list-style-type: none"> <li>➤ swim 100 m continuously any stroke</li> <li>➤ tread water for 3 minutes</li> <li>➤ put on a life jacket in the water</li> <li>➤ demonstrate the help/huddle position</li> </ul> </li> <li>➤ Take weather and water conditions into consideration.</li> <li>➤ Obtain parent permission for participation.</li> <li>➤ Teach basic sailing safety in the classroom before going on the water.</li> <li>➤ Teach skills in proper progression.</li> </ul>
<b>SUPERVISION</b>	<ul style="list-style-type: none"> <li>➤ Have instructors who are certified instruct the course.</li> <li>➤ Teacher is present and accompanies students to and from facility.</li> <li>➤ Provide on-site supervision.</li> <li>➤ Have at least one supervisor with Lifeguard certification and/or Royal Life Saving Society Bronze Cross.</li> </ul>

# OUTDOOR EDUCATION

## WALL CLIMBING, ZIP LINING, OTHER CAMP RELATED ACTIVITIES

This is a high risk activity. Permission is required for this activity from the Board of Education.

<b>LEVEL</b>	➤ Secondary Level
<b>EQUIPMENT</b>	<ul style="list-style-type: none"> <li>➤ Check all necessary equipment before participating in activity.</li> <li>➤ Ensure equipment is suitable for all participants.</li> </ul>
<b>FACILITIES</b>	<ul style="list-style-type: none"> <li>➤ Review safety certification of equipment and area.</li> <li>➤ Request the operator review the safety procedures with the group and provide support for activity.</li> <li>➤ Ensure the teacher/supervisor is familiar with the activity.</li> </ul>
<b>SPECIAL RULES/ INSTRUCTION</b>	<ul style="list-style-type: none"> <li>➤ Have activity supervisors carry any necessary medication for designated students.</li> <li>➤ Check activity so that length and difficulty is appropriate for age and ability of students.</li> <li>➤ Use a buddy system.</li> <li>➤ Familiarize students with the activity.</li> <li>➤ Make students aware of:               <ul style="list-style-type: none"> <li>➤ emergency procedures</li> <li>➤ signal to assemble.</li> </ul> </li> <li>➤ Avoid traveling in darkness.</li> </ul> <p>Ensure that trip supervisors are aware of location of nearest phone and/or help in an emergency.</p>
<b>SUPERVISION</b>	<ul style="list-style-type: none"> <li>➤ Provide on-site supervision.</li> <li>➤ Establish a ratio of supervisors to students appropriate to the age and experience of the students and the activity.</li> </ul>

## **OUTDOOR EDUCATION WINTER CAMPING**

**Warm winter camping means heat sources are inside shelters.**

**Cold winter camping means heat sources are external to shelters.**

**This is a high risk activity. Permission is required for this activity from the Board of Education.**

## PARACHUTE ACTIVITIES

<b>LEVEL</b>	➤ All Grades
<b>EQUIPMENT</b>	➤ Check the parachute to ensure that it is in good condition.
<b>FACILITIES</b>	➤ Establish a safety procedure. ➤ Use a playing area that is free of all obstacles. ➤ Clearly define court boundary lines.
<b>SPECIAL RULES/ INSTRUCTION</b>	➤ No games played where any body part is put through the hole in the chute. ➤ Teach proper skill progression before games are introduced.
<b>SUPERVISION</b>	➤ Provide on-site supervision. ➤ Provide constant visual supervision for K-grade 3.

## RACQUET SPORTS

### RACQUETBALL, PADDLEBALL, HANDBALL, SQUASH

<b>LEVEL</b>	➤ All Grades
<b>EQUIPMENT</b>	<ul style="list-style-type: none"> <li>➤ Wear eye protection.</li> <li>➤ Use racquetball and paddleball racquets that are equipped with a thong that is worn around the wrist.</li> </ul>
<b>FACILITIES</b>	<ul style="list-style-type: none"> <li>➤ Clearly define court boundary lines.</li> <li>➤ In side-by-side court situations, establish safety procedures.</li> </ul>
<b>SPECIAL RULES/ INSTRUCTION</b>	<ul style="list-style-type: none"> <li>➤ When teaching skills, allow adequate space for each player to make an uninterrupted swing.</li> <li>➤ Teach and enforce the code of etiquette for court play (i.e., not entering a court in use).</li> <li>➤ No more than 4 players on a playing area for handball, paddleball and racquetball.</li> <li>➤ Teach skills in proper progression.</li> </ul>
<b>SUPERVISION</b>	<ul style="list-style-type: none"> <li>➤ During initial instruction, provide on-site supervision.</li> <li>➤ After instruction, provide in the area supervision.</li> </ul>

## RACQUET SPORTS

### TENNIS, BADMINTON, PICKLEBALL, PADDLE TENNIS

<b>LEVEL</b>	➤ All Grades
<b>EQUIPMENT</b>	<ul style="list-style-type: none"> <li>➤ Use racquets that have a good grip and are in safe playing condition.</li> <li>➤ Badminton - eye protection is required* (see below).</li> <li>➤ <u>*EXCEPTION to eye protection</u> – according to SHSAA guidelines badminton singles in competition situations will not be required to wear eye protection.</li> </ul>
<b>FACILITIES</b>	➤ Use a playing area that is free from debris and obstructions, and provides safe footing.
<b>SPECIAL RULES/ INSTRUCTION</b>	<ul style="list-style-type: none"> <li>➤ When teaching skills, allow adequate space for each student to make a free and uninterrupted swing.</li> <li>➤ Teach and enforce the code of etiquette for court play (i.e., not entering a court being used).</li> <li>➤ Teach skills in proper progression.</li> <li>➤ Modify activities/skills to the age and ability level of the participants.</li> </ul>
<b>SUPERVISION</b>	<ul style="list-style-type: none"> <li>➤ During initial instruction, provide on-site supervision.</li> <li>➤ After instruction, provide in the area supervision.</li> <li>➤ During equipment set-up, provide on-site supervision.</li> </ul>

# RUGBY

## NON-CONTACT

**This is a high risk activity.**

**Permission is required for the activity from the Board of Education and a detailed plan must be submitted.**

<b>LEVEL</b>	➤ Secondary Level
<b>EQUIPMENT</b>	<ul style="list-style-type: none"> <li>➤ Use regulation rugby balls or footballs.</li> <li>➤ No metal cleats.</li> </ul> <p>*Rugby Saskatchewan will provide instruction.</p>
<b>FACILITIES</b>	<ul style="list-style-type: none"> <li>➤ Pad goal posts if in field of play.</li> <li>➤ Select a playing area that is free from debris and obstructions, provides suitable footing and is well removed from traffic areas.</li> <li>➤ Bring holes and severely uneven surfaces to the attention of the principal and make students aware of them.</li> <li>➤ Use collapsible, soft pylons or field paint to make boundaries and lines.</li> </ul>
<b>SPECIAL RULES/ INSTRUCTION</b>	<ul style="list-style-type: none"> <li>➤ Modify rules to accommodate ability/age/physical development.</li> <li>➤ Teach skills in proper progression.</li> </ul>
<b>SUPERVISION</b>	<ul style="list-style-type: none"> <li>➤ Provide on-site supervision.</li> </ul>

# SCOOPBALL

<b>LEVEL</b>	➤ All Grades
<b>EQUIPMENT</b>	➤ Use scoops and balls that are in good playing condition (i.e., no cracks and/or chips). ➤ Use nets made of plastic or PVC material. ➤ Have goalie wear a protective mask.
<b>FACILITIES</b>	➤ Choose a playing area that is free of obstructions including tables/chairs and other equipment around the perimeter
<b>SPECIAL RULES/ INSTRUCTION</b>	➤ Teach proper skill progression before games are introduced. ➤ No intentional contact (i.e., body to body or scoop to body). ➤ Stress student responsibility regarding the need for individual space.
<b>SUPERVISION</b>	➤ Provide on-site supervision.

## SCOOTER BOARDS

<b>LEVEL</b>	<ul style="list-style-type: none"> <li>➤ All Grades</li> </ul>
<b>EQUIPMENT</b>	<ul style="list-style-type: none"> <li>➤ Use scooter boards that are in good repair (i.e., no cracks, broken edges, or loose wheels).</li> <li>➤ Wear shoes at all times.</li> <li>➤ No loose, hanging clothing.</li> </ul>
<b>FACILITIES</b>	<ul style="list-style-type: none"> <li>➤ Use an area that is free of obstructions including excess equipment around perimeter (i.e., tables, chairs, mats, boxes).</li> <li>➤ Establish boundaries away from walls or use protective mats to eliminate protrusions (i.e., handles on stage storage).</li> </ul>
<b>SPECIAL RULES/ INSTRUCTION</b>	<ul style="list-style-type: none"> <li>➤ No standing on scooter boards.</li> <li>➤ Stress to students that scooter boards are not to be used like skateboards.</li> <li>➤ In replay-type activities, allow room for slow-down or run-off area.</li> <li>➤ Teach skills in proper progression.</li> <li>➤ No scooter to scooter intentional contact.</li> <li>➤ In scooter soccer and scooter hockey, no high swings with legs and sticks.</li> <li>➤ Tie back long hair or put hair in a bun when lying on scooter.</li> </ul>
<b>SUPERVISION</b>	<ul style="list-style-type: none"> <li>➤ Provide on-site supervision.</li> </ul>

## SCUBA DIVING

**This is not a recommended in-class activity for students from kindergarten to grade 9 and is a high-risk activity at all grade levels.**

**Permission is required for this activity from the Board of Education and a detailed plan must be submitted.**

<b>LEVEL</b>	➤ Secondary Level
<b>EQUIPMENT</b>	➤ Use certified equipment and have it checked before every class by a certified instructor.
<b>FACILITIES</b>	<ul style="list-style-type: none"> <li>➤ Don't use backyard pools.</li> <li>➤ Use school or community pools.</li> </ul>
<b>SPECIAL RULES/ INSTRUCTION</b>	<ul style="list-style-type: none"> <li>➤ Have students' medical information sheets on-site.</li> <li>➤ Teach skills in proper progression.</li> </ul>
<b>SUPERVISION</b>	<ul style="list-style-type: none"> <li>➤ Have qualified lifeguard on deck.</li> <li>➤ Have instructor with current certification from one of the following:               <ul style="list-style-type: none"> <li>➤ A.C.U.C. The Association of Canadian Underwater Councils, or</li> <li>➤ N.A.U.I. National Association of Underwater Instructors, or</li> <li>➤ Professional Association of Diving Instructors.</li> </ul> </li> <li>➤ Teacher accompanies students to the pool and remains in the area during instruction.</li> </ul>

# SKATING (ICE) SPEED SKATING

<b>LEVEL</b>	➤ Skating- All Grades Speed Skating- Grades 10-12
<b>EQUIPMENT</b>	<ul style="list-style-type: none"> <li>➤ Wear CSA approved helmet.</li> <li>➤ Keep a first aid kit available on site. If the school is not bringing a kit to the arena, ensure that the arena manager has a kit available and knows its location.</li> <li>➤ Clothing/gear includes:             <ul style="list-style-type: none"> <li>➤ properly fitted skates</li> <li>➤ gloves or mitts</li> </ul> </li> </ul>
<b>FACILITIES</b>	➤ Before skating on outdoor ponds, determine ice safety with absolute certainty. Contact local authorities for information.
<b>SPECIAL RULES/ INSTRUCTION</b>	<ul style="list-style-type: none"> <li>➤ Select activities that are appropriate to the skill level of the students.</li> <li>➤ Teach skills in proper progression.</li> <li>➤ Avoid tag type games, racing and "crack-the-whip".</li> <li>➤ Provide ice space for beginning skaters separate from accomplished skaters until beginning skaters master basic skills.</li> <li>➤ Make students and parents aware of the need for extra caution and control on the ice including common procedures such as skating in the same direction during a free skate.</li> <li>➤ Inform parents by letter of their child's involvement in skating and the importance of wearing a helmet and proper hand covering.</li> <li>➤ Discuss recognizing and treating frostbite prior to outdoor skating.</li> <li>➤ Stress skating technique, not speed, in all games, challenges, and drills.</li> </ul>
<b>SUPERVISION</b>	➤ Provide on-site supervision.

# SKIING (ALPINE) SNOWBOARDING

**This is a high risk activity.**  
Permission is required for the activity from the Board of Education and a detailed plan must be submitted.

<b>LEVEL</b>	➤ All Grades
<b>EQUIPMENT</b>	➤ CSA approved helmets to be worn for snowboarding.
<b>FACILITIES</b>	
<b>SPECIAL RULES/ INSTRUCTION</b>	➤ Snowboarding is not recommended for beginning skiers in grades K-6.
<b>SUPERVISION</b>	

# SKIPPING

<b>LEVEL</b>	➤ All Grades
<b>EQUIPMENT</b>	➤ Use ropes of appropriate length for size and ability of students. ➤ Wear shoes at all times.
<b>FACILITIES</b>	➤ Use an area that is free from obstructions to enable safe movement. ➤ Provide adequate personal space.
<b>SPECIAL RULES/ INSTRUCTION</b>	➤ Teach skills in proper progression.
<b>SUPERVISION</b>	➤ Provide in the area supervision

## SNORKELING

**This is not a recommended in-class activity for students from kindergarten to grade 9 and is a high-risk activity at all grade levels.**

**Permission is required for this activity from the Board of Education and a detailed plan must be submitted.**

<b>LEVEL</b>	➤ Secondary Level
<b>EQUIPMENT</b>	➤ Use certified equipment.
<b>FACILITIES</b>	<ul style="list-style-type: none"> <li>➤ Use a school or community swimming pool.</li> <li>➤ Don't use backyard pools for class instruction.</li> </ul>
<b>SPECIAL RULES/ INSTRUCTION</b>	<ul style="list-style-type: none"> <li>➤ Familiarize students with emergency procedures relating to the pool facility.</li> <li>➤ Teach skills in proper progression.</li> </ul>
<b>SUPERVISION</b>	<ul style="list-style-type: none"> <li>➤ Have a qualified lifeguard on deck at all times.</li> <li>➤ Teacher accompanies students to the pool and remains in the area during instruction.</li> <li>➤ Have an instructor with one of the following certifications:               <ul style="list-style-type: none"> <li>➤ A.C.U.C. The Association of Canadian Underwater Councils</li> <li>➤ A.C.U.C. Snorkeling Instructor's Program</li> <li>➤ N.A.U.I. National Association of Underwater Instructors</li> <li>➤ P.A.D.I. Professional Association of Diving Instructors.</li> </ul> </li> <li>➤ Provide constant visual supervision</li> </ul>

## SOCCER

<b>LEVEL</b>	<ul style="list-style-type: none"> <li>➤ All Grades</li> </ul>
<b>EQUIPMENT</b>	<ul style="list-style-type: none"> <li>➤ Secure moveable heavy wood and metal outdoor nets to the ground.</li> <li>➤ If using a moveable outdoor soccer goal, select one that is counter-balanced in order to reduce the potential for tipping.</li> <li>➤ Inspect nets regularly.</li> <li>➤ Use nerf balls or indoor soccer balls for indoor soccer.</li> <li>➤ Use indoor nets made of plastic.</li> <li>➤ No metal cleats.</li> </ul>
<b>FACILITIES</b>	<ul style="list-style-type: none"> <li>➤ Inspect outdoor playing area regularly for debris and obstructions.</li> <li>➤ Use an area that provides suitable footing and is well away from traffic.</li> <li>➤ Report holes and severely uneven surfaces to the appropriate official and make students aware of them.</li> <li>➤ Identify a goal crease.</li> <li>➤ Use collapsible, soft pylons or field paint to make boundaries and lines.</li> </ul>
<b>SPECIAL RULES/ INSTRUCTION</b>	<ul style="list-style-type: none"> <li>➤ No tackling.</li> <li>➤ Teach skills in proper progression.</li> <li>➤ Limit the amount of time spent on heading drills.</li> <li>➤ Insist that students must never climb on moveable outdoor goals.</li> <li>➤ Instruct students in the safe handling of and potential dangers associated with moveable outdoor goals.</li> </ul>
<b>SUPERVISION</b>	<ul style="list-style-type: none"> <li>➤ Provide on-site supervision.</li> </ul>

## SOFTBALL REGULATION

<b>LEVEL</b>	<ul style="list-style-type: none"> <li>➤ All Grades</li> </ul>
<b>EQUIPMENT</b>	<ul style="list-style-type: none"> <li>➤ Use bats that are not cracked with an adequate grip.</li> <li>➤ Ensure that the catcher wears a mask.</li> <li>➤ Require batters and base runners to wear helmets.</li> <li>➤ Require umpire to wear a mask if behind catcher.</li> <li>➤ Suggest that umpire wears shin guards and a chest protector for added protection.</li> <li>➤ Have fielders wear gloves.</li> <li>➤ No metal cleats.</li> </ul>
<b>FACILITIES</b>	<ul style="list-style-type: none"> <li>➤ Inspect the field for hazards: holes, glass, rocks, and slippery, muddy spots.</li> <li>➤ Use a playing field that is away from open roadways so that players don't run into traffic.</li> <li>➤ Report holes and severely uneven surfaces to the appropriate individual and make students aware of them.</li> <li>➤ If more than one activity is going on, insure that a safe distance exists between the activities.</li> </ul>
<b>SPECIAL RULES/ INSTRUCTION</b>	<ul style="list-style-type: none"> <li>➤ Teach skills in proper progression.</li> <li>➤ Teach players to lay down or drop the bat after hitting, not release it during the follow through of the swing.</li> <li>➤ Require non-fielding players to stand well back (10 m or more) of the batter's box or behind a screen or fence. (Keep fingers away from the screen).</li> <li>➤ Have umpires stand behind the pitcher or outside the baselines</li> </ul>
<b>SUPERVISION</b>	<ul style="list-style-type: none"> <li>➤ Provide on-site supervision.</li> </ul>

# SOFTBALL

## SLOW PITCH

<b>LEVEL</b>	<ul style="list-style-type: none"> <li>➤ All Grades</li> </ul>
<b>EQUIPMENT</b>	<ul style="list-style-type: none"> <li>➤ Use bats that are not cracked with an adequate grip.</li> <li>➤ Ensure that the catcher wears a mask.</li> <li>➤ No metal cleats.</li> </ul>
<b>FACILITIES</b>	<ul style="list-style-type: none"> <li>➤ Inspect the field for hazards: holes, glass, rocks, and slippery, muddy spots.</li> <li>➤ Use a playing field that is away from open roadways so that players don't run into traffic.</li> <li>➤ Report holes and severely uneven surfaces to the appropriate individual and make students aware of them.</li> <li>➤ If more than one activity is going on, insure that a safe distance exists between the activities.</li> </ul>
<b>SPECIAL RULES/ INSTRUCTION</b>	<ul style="list-style-type: none"> <li>➤ Teach skills in proper progression.</li> <li>➤ Teach players to lay down or drop the bat after hitting, not release it during the follow through of the swing.</li> <li>➤ Require non-fielding players to stand well back (10 m or more) of the batter's box or behind a screen or fence. (Keep fingers away from the screen).</li> <li>➤ Have umpires stand behind the pitcher or outside the baselines.</li> </ul>
<b>SUPERVISION</b>	<ul style="list-style-type: none"> <li>➤ Provide on-site supervision.</li> </ul>

## SWIMMING COMMUNITY POOLS

<b>LEVEL</b>	➤ All Grades
<b>EQUIPMENT</b>	
<b>FACILITIES</b>	<ul style="list-style-type: none"> <li>➤ Use school or community pools.</li> <li>➤ <i>(For pond/lake swimming see outdoor education)</i></li> </ul>
<b>SPECIAL RULES/ INSTRUCTION</b>	<ul style="list-style-type: none"> <li>➤ Adhere to the following regulations: <ul style="list-style-type: none"> <li>➤ no running or pushing on deck</li> <li>➤ no gum chewing</li> <li>➤ no food in pool area</li> <li>➤ stay clear of diving area</li> <li>➤ no diving off deck into shallow end</li> <li>➤ follow pool rules</li> </ul> </li> <li>➤ Take showers before entering the pool.</li> <li>➤ Outline emergency procedures to students prior to entering the water.</li> <li>➤ No students with infected cuts or sores in pool.</li> <li>➤ Do screening/testing in shallow end initially.</li> <li>➤ Use a parent permission form when students go off school board property to a pool.</li> <li>➤ Inform in-charge person on deck of any student having medical problems that may affect the student's safety in the water. Conditions that require specific mention include a history of diabetes, asthma, heart condition, convulsions, epilepsy and frequent ear infections.</li> <li>➤ Teach skills in proper progression.</li> <li>➤ Tie hair back or wear it in a bun.</li> </ul>
<b>SUPERVISION</b>	<ul style="list-style-type: none"> <li>➤ Ensure there is an individual in the immediate vicinity who is readily accessible and who has current first aid qualifications.</li> <li>➤ Ensure that teachers accompany pupils to the pool and stay on the deck or in the pool.</li> <li>➤ Ensure that teachers providing swim instruction have current Royal Life Saving Society Bronze Cross or equivalent certification.</li> <li>➤ Suggested ratio of qualified lifeguard/instructor to students: 1:25.</li> <li>➤ Monitor change rooms closely and frequently.</li> <li>➤ Provide on-site supervision.</li> </ul>

## TABLE TENNIS

<b>LEVEL</b>	➤ All Grades
<b>EQUIPMENT</b>	➤ Use regulation size table tennis paddles and balls. ➤ Check tables and paddles to be sure they are in good condition.
<b>FACILITIES</b>	➤ Set up tables so that students can move around them. ➤ Play where floor surfaces are smooth, level and dry. ➤ Play in an area that is free of all obstacles.
<b>SPECIAL RULES/ INSTRUCTION</b>	➤ Teach skills in proper progression. ➤ Establish a careful routine for set-up and dismantling of tables with direct teacher supervision.
<b>SUPERVISION</b>	➤ Provide on-site supervision during set-up and dismantling of tables. ➤ Provide in the area supervision during play.

## TEAM HANDBALL

<b>LEVEL</b>	➤ All Grades
<b>EQUIPMENT</b>	<ul style="list-style-type: none"> <li>➤ Use indoor nets that are padded or made of plastic.</li> <li>➤ Use a nerf ball, soft utility ball, soft volleyball or team handball.</li> </ul>
<b>FACILITIES</b>	➤ Play in an area that is free from debris and obstructions and provides safe footing.
<b>SPECIAL RULES/ INSTRUCTION</b>	<ul style="list-style-type: none"> <li>➤ No body contact.</li> <li>➤ Modify activities and rules to suit the age and ability of students and the facilities/ equipment available.</li> <li>➤ Clearly identify a crease area if using a goalie (i.e., full key area).</li> <li>➤ Allow only the goaltender in the crease area.</li> <li>➤ Teach skills in proper progression.</li> </ul>
<b>SUPERVISION</b>	➤ Provide on-site supervision.

# TETHERBALL

<b>LEVEL</b>	<ul style="list-style-type: none"> <li>➤ All Grades</li> </ul>
<b>EQUIPMENT</b>	<ul style="list-style-type: none"> <li>➤ Use a tetherball that is in good repair, with properly working connections at ball and at pole.</li> <li>➤ Use a rope that is in good repair and not excessively frayed.</li> <li>➤ Check pole periodically. Repair a pole with a severe lean or one that is loose at the base.</li> </ul>
<b>FACILITIES</b>	<ul style="list-style-type: none"> <li>➤ Place tetherball poles in areas away from traffic and away from areas where other games are played.</li> </ul>
<b>SPECIAL RULES/ INSTRUCTION</b>	<ul style="list-style-type: none"> <li>➤ Instruct children in skills and rules before the game is played.</li> <li>➤ Teach skills in proper progression.</li> <li>➤ No tetherball games in slippery, wet conditions.</li> </ul>
<b>SUPERVISION</b>	<ul style="list-style-type: none"> <li>➤ Provide in the area supervision.</li> <li>➤ Require that tetherball be set up by an adult or a student under adult supervision.</li> </ul>

# TRACK AND FIELD

## DISCUS

**This is not a recommended in-class activity for students from kindergarten to grade 5 and is a high-risk activity at all grade levels.**

**Permission is required for this activity from the Board of Education.**

<b>LEVEL</b>	➤ Secondary Level
<b>EQUIPMENT</b>	<ul style="list-style-type: none"> <li>➤ Use a discus that is of a size appropriate for the age, gender and physical maturity of the student.</li> <li>➤ Use a discus that is free of cracks, chips and other damage. Check the discus regularly for damage.</li> <li>➤ Provide protective screening around the throwing area. (A baseball screen may provide suitable protection.)</li> </ul>
<b>FACILITIES</b>	<ul style="list-style-type: none"> <li>➤ Use a landing area that is well marked and free of people during the activity.</li> <li>➤ Choose a throwing area that is free of obstacles and completely closed to traffic. (No other activity in the area where discus is taking place).</li> <li>➤ Ensure that the discus circle area provides safe footing.</li> </ul>
<b>SPECIAL RULES/ INSTRUCTION</b>	<ul style="list-style-type: none"> <li>➤ Require instructor and students not throwing to be behind thrower (behind a screen).</li> <li>➤ Teach skills in proper progression.</li> <li>➤ Establish safe throwing and retrieving procedures.</li> <li>➤ Instruct students in safety prior to teaching and practice.</li> <li>➤ Establish precautions to ensure the safety of all students before any activity with the discus begins.</li> </ul>
<b>SUPERVISION</b>	➤ Provide constant visual supervision.

- a. The school district in charge of the event must limit the number of discus used: 2-600 gram and 2-800 gram.
- b. Only throwing implements (shot, discus, javelin) supplied by the meet officials shall be allowed for practice and competition purposes.
- c. The landing areas of both the javelin and discus must be designated along the sector lines.
- d. Along with the normal required officials used to administer the event, one additional teacher must monitor and supervise the event.
- e. Practice is limited to 30 minutes prior to the start of the event and must be under the supervision of the event officials. Spectators must be kept well back from the runway and throwing area during a throwing event.
- f. The schedule must be structured so that the discus and javelin events are not conducted simultaneously, if they share the same landing area.
- g. If an adequate cage for the discus event is not available, the event will not be held.

# TRACK AND FIELD

## HIGH JUMP

<b>LEVEL</b>	➤ Secondary Level
<b>EQUIPMENT</b>	<ul style="list-style-type: none"> <li>➤ Use a landing area that is appropriate for the age, size and skill level of the students.</li> <li>➤ The minimum mat size is a single 1.5 m x 3 m x 50 cm (5' x 10' x 20") mat.</li> <li>➤ Wet rope or elastic may be used rather than a crossbar.</li> <li>➤ Check poles for cracks regularly.</li> <li>➤ Check pits regularly for damage.</li> <li>➤ Place standard utility mats around the landing surface with no gaps.</li> <li>➤ No metal crossbars.</li> </ul>
<b>FACILITIES</b>	<ul style="list-style-type: none"> <li>➤ For both indoor and outdoor jumping, design area so that approach area is clear, smooth, dry and traffic-free.</li> <li>➤ Indoor jumping only when the floor provides a non-slip surface.</li> </ul>
<b>SPECIAL RULES/ INSTRUCTION</b>	<ul style="list-style-type: none"> <li>➤ Require student bar monitors to stay in front and to the side of standards at all times.</li> <li>➤ Stress progressions and technique rather than competition.</li> <li>➤ Stress a short, controlled approach (between 3 and 9 steps).</li> <li>➤ If student is using "flop style", encourage take-off closer to the nearest upright on approach.</li> <li>➤ Ensure that landing mats and Velcro mats are firmly secured and do not slide when jumper lands.</li> <li>➤ Teach skills in proper progression.</li> </ul>
<b>SUPERVISION</b>	➤ Provide constant visual supervision.

# TRACK AND FIELD

## HURDLES

<b>LEVEL</b>	➤ All Grades
<b>EQUIPMENT</b>	➤ <b>Use “scissor” hurdles, light hurdles or loose crossbars for classroom instruction.</b>
<b>FACILITIES</b>	➤ Use an appropriate area that provides a flat, clear surface.
<b>SPECIAL RULES/ INSTRUCTION</b>	<ul style="list-style-type: none"> <li>➤ Instruct students on how to set up equipment properly.</li> <li>➤ Modify heights and distances to accommodate different ability levels.</li> <li>➤ Teach skills in proper progression.</li> </ul>
<b>SUPERVISION</b>	➤ Provide on-site supervision.

# TRACK AND FIELD

## JAVELIN

This is not a recommended in-class activity for students from kindergarten to grade 5 and is a high-risk activity at all grade levels.

Permission is required for this activity from the Board of Education.

<b>LEVEL</b>	➤ All Grades
<b>EQUIPMENT</b>	➤ <b>Have inexperienced students use a blunted javelin or a substitute javelin such as a stock stick minus the blade</b>
<b>FACILITIES</b>	<ul style="list-style-type: none"> <li>➤ Use a runway that is smooth and flat.</li> <li>➤ Use a throwing area that is free of obstacles and completely free of traffic.</li> <li>➤ No other activity in the area where the javelin is being thrown.</li> </ul>
<b>SPECIAL RULES/ INSTRUCTION</b>	<ul style="list-style-type: none"> <li>➤ Teach students to lead and throw with the elbow to avoid elbow injuries.</li> <li>➤ Enforce the "all throw" and "all retrieve" rule when more than one student is participating.</li> <li>➤ Have spectators and non-competing athletes remain behind the throwing area.</li> <li>➤ Teach skills in proper progression.</li> </ul>
<b>SUPERVISION</b>	➤ Provide constant visual supervision

- a. The school district in charge of the event must limit the number of javelins used: 2-600 gram and 2-800 gram.
- b. Only throwing implements (shot, discus, javelin) supplied by the meet officials shall be allowed for practice and competition purposes.
- c. The landing areas of both the javelin and discus must be designated.
- d. Along with the normal required officials used to administer the event, one additional teacher must monitor and supervise the event.
- e. Practice is limited to 30 minutes prior to the start of the event and must be under the supervision of the event officials. Spectators must be kept well back from the runway and throwing area during a throwing event.
- f. The schedule must be structured so that the discus and javelin events are not conducted simultaneously, if they share the same landing area.

# TRACK AND FIELD

## SHOT PUT

<b>LEVEL</b>	➤ Grades 6-12
<b>EQUIPMENT</b>	<ul style="list-style-type: none"> <li>➤ Use only shots designed for indoor activity in the indoor program.</li> <li>➤ Use equipment of appropriate size and weight for age and strength of student.</li> </ul>
<b>FACILITIES</b>	<ul style="list-style-type: none"> <li>➤ Use a landing area that is well marked and free of people during activity.</li> <li>➤ Use a putting area that is safe underfoot.</li> </ul>
<b>SPECIAL RULES/ INSTRUCTION</b>	<ul style="list-style-type: none"> <li>➤ Establish safe routines for putting and retrieving of shots.</li> <li>➤ Have only one specified putting direction, completely free from traffic.</li> <li>➤ Teach skills in proper progression.</li> <li>➤ Transport all shots safely to and from throwing area.</li> </ul>
<b>SUPERVISION</b>	➤ Provide constant visual supervision

# TRACK AND FIELD

## TRACK EVENTS

### SPRINTS, 400 m, 800 m, 1500 m, 3000 m, RELAYS

<b>LEVEL</b>	➤ All Grades
<b>EQUIPMENT</b>	➤ Use plastic or aluminum relay batons.
<b>FACILITIES</b>	➤ Use outdoor areas that are designated for running, clearly marked, away from other activities, checked for hazards, and that provide safe footing. ➤ Inspect all tracks annually and maintain as necessary.
<b>SPECIAL RULES/ INSTRUCTION</b>	➤ Teach the skills associated with running in a progression of developmental steps. ➤ Include proper warm-ups and cool-downs in all in-class sessions. ➤ For indoor sprinting in hallways: ➤ no running where there are glass doors or showcases ➤ position a safety barrier in front of doors ➤ put pylons at stop points ➤ For distance running, modify length of run so it is appropriate to the age and ability level of the participant. ➤ Take into account: ➤ temperature of the day ➤ previous training and length of preparation ➤ Teach skills in proper progression.
<b>SUPERVISION</b>	➤ Provide constant visual supervision. ➤ Provide on-site supervision for sprints and relays. ➤ Provide in the area supervision for middle distance (400 m, 800 m and 1500 m) events. ➤ When running above distances, students may be temporarily out of sight. Thus, running in pairs or groups is advised.

# TRACK AND FIELD

## TRIPLE JUMP, LONG JUMP

<b>LEVEL</b>	<ul style="list-style-type: none"> <li>➤ All Grades</li> </ul>
<b>EQUIPMENT</b>	<ul style="list-style-type: none"> <li>➤ Equipment includes:             <ul style="list-style-type: none"> <li>○ Sand pit</li> <li>○ Rake</li> <li>○ Shovel or spade</li> </ul> </li> </ul>
<b>FACILITIES</b>	<ul style="list-style-type: none"> <li>➤ Use a pit filled with sand.</li> <li>➤ Ensure that landing area is soft with plenty of sand and no foreign objects.</li> <li>➤ Use a takeoff area that is firm and flat.</li> <li>➤ Dig pit at least once a season.</li> <li>➤ Locate pits so they are removed from high traffic areas and away from other activity sites (i.e., ball diamonds).</li> </ul>
<b>SPECIAL RULES/ INSTRUCTION</b>	<ul style="list-style-type: none"> <li>➤ No jumping when there are slippery conditions.</li> <li>➤ Teach skills in proper progression.</li> <li>➤ Train students to be rakers. As part of training, include rules such as:             <ul style="list-style-type: none"> <li>➤ remove rake before next competitor begins approach</li> <li>➤ begin raking after competitor is out of pit</li> <li>➤ rake sand into the middle of the pit rather than out to the sides</li> </ul> </li> </ul>
<b>SUPERVISION</b>	<ul style="list-style-type: none"> <li>➤ Provide constant visual supervision during initial lessons.</li> <li>➤ Provide on-site supervision after skills have been taught.</li> </ul>

# VOLLEYBALL

<b>LEVEL</b>	<ul style="list-style-type: none"> <li>➤ All Grades</li> </ul>
<b>EQUIPMENT</b>	<ul style="list-style-type: none"> <li>➤ Store poles so that there is no danger of them falling onto anyone.</li> <li>➤ Use nets that are free of exposed wires along top or frayed wires along poles.</li> <li>➤ Use ball appropriate for age and ability of students.</li> <li>➤ Advise padding of poles.</li> </ul>
<b>FACILITIES</b>	<ul style="list-style-type: none"> <li>➤ Use a playing surface that provides good traction.</li> <li>➤ Use outdoor volleyball courts that provide safe footing.</li> <li>➤ Use a gym that is free of hazards (i.e., equipment and furniture in corners/on sidelines).</li> <li>➤ Require students who are attending net to pole to stand on chair or ladder.</li> </ul>
<b>SPECIAL RULES/ INSTRUCTION</b>	<ul style="list-style-type: none"> <li>➤ Replace floor plugs when volleyball poles are removed.</li> <li>➤ Teach skills in proper progression.</li> <li>➤ Organize drills so as to minimize the risk of being hit with an errant ball.               <ul style="list-style-type: none"> <li>➤ Modify activities/rules to the age and ability level of participants.</li> </ul> </li> </ul>
<b>SUPERVISION</b>	<ul style="list-style-type: none"> <li>➤ Provide on-site supervision of activity.</li> <li>➤ If students are involved in setting up and putting away volleyball poles, provide constant visual supervision.</li> </ul>

## WEIGHT TRAINING

This is not a recommended in-class activity for students from kindergarten to grade 6.

<b>LEVEL</b>	➤ Grades 7-12
<b>EQUIPMENT</b>	➤ Inspect all equipment regularly and repair as necessary.
<b>FACILITIES</b>	➤ Secure weights in a secure storage area that can be locked when it is not in use.
<b>SPECIAL RULES/ INSTRUCTION</b>	<ul style="list-style-type: none"> <li>➤ Instruct all students in proper lifting techniques and safety procedures.</li> <li>➤ Use a buddy system when lifting free weights over body.</li> <li>➤ Secure free weight plates in place before using.</li> <li>➤ Individualize all programs.</li> <li>➤ Teach skills in proper progression.</li> </ul>
<b>SUPERVISION</b>	➤ Provide in the area supervision for use of weight machines and free weights, following instruction on safe use.

# WRESTLING

<b>LEVEL</b>	➤ All Grades
<b>EQUIPMENT</b>	➤ Use 5.1 cm (2") mats with Velcro sides.
<b>FACILITIES</b>	➤ Check mat surfaces regularly for irregularities.
<b>SPECIAL RULES/ INSTRUCTION</b>	<ul style="list-style-type: none"> <li>➤ During warm-up activities emphasize conditioning and flexibility.</li> <li>➤ Teach skills in proper progression.</li> <li>➤ Keep fingernails closely trimmed.</li> <li>➤ Match participants of similar weight, strength and gender.</li> <li>➤ Ensure that area surrounding the mats is free of obstructions/hazards.</li> <li>➤ Provide suitable distance between the edge of wrestling area and surrounding walls.</li> <li>➤ Encourage "down" wrestling for beginner wrestlers.</li> <li>➤ Outline rules and illegal moves.</li> <li>➤ Permit students to be referees only under the direct supervision of the instructor.</li> <li>➤ No co-ed wrestling.</li> <li>➤ No glasses.</li> <li>➤ No jewelry.</li> </ul>
<b>SUPERVISION</b>	➤ Provide on-site supervision.



## **Appendix H**

### **Sun West Provincial Hosting Guidelines**





## **Provincial Hosting Guidelines For SHSAA Sports**



## Table of Contents

Provincial Competition Hosting Procedures.....	3
Provincial Hosting Parent Information Letter .....	4
Master List for Provincial Sport (Sample) .....	5
Committee Job Descriptions(Sample) .....	6
Advertising Committee (Sample) .....	8
Canteen Committee (Sample).....	9
Clothing Committee (Sample).....	10
Gifts/Finance Committee (Sample).....	11
Gate Committee (Sample) .....	12
Gym Committee (Sample) .....	13
Hallway Committee (Sample).....	14
Tech Committee (Sample) .....	15
Newspaper Clipping Sample .....	16
Registration Form .....	17
Schedules	
Minor Officials Conference Schedule (9 time slots).....	18
Minor Officials Provincial Schedule (5 time slots) .....	19
Minor Officials Provincial Schedule (7 time slots) .....	20
Minor Officials Provincial Schedule (9 time slots) .....	21





## PROVINCIAL COMPETITION HOSTING PROCEDURES

Box 700, Rosetown, Sask., S0L 2V0  
 Phone: (306) 882-2677 Fax: (306) 882-3366  
 Toll Free: 1 (866) 375-2677, www.sunwestsd.ca

Revised: July 14, 2010

Sun West School Division supports the hosting of SHSAA sponsored Provincial Competitions. The host school(s) would plan and implement the competition with a minimum loss of instructional time.

1. If a school is interested in hosting a Provincial Competition the coach in consultation with the school principal and staff would first seek approval from the area superintendent before bidding on the championship.
2. The SHSAA guidelines regarding the hosting of a provincial competition would be followed.
3. A nearby second host school may need to be arranged so games can be played in a timely manner.
4. Smaller schools of < 200 may need to cancel grades 7-12 classes in order to facilitate the hosting of the competition. Students would be expected to work in the various roles for the provincial competition.
5. Larger schools >200 may need to reorganize classes and school space in order to facilitate the hosting of the competition.
6. Teachers from the host school(s) will be released if they have a key role in the hosting of the Provincial Competition such as draw master, site manager, facilities manager, canteen manager, boutique manager, or official. Senior students, parents and community volunteers are important partners in the hosting process.
7. Teachers within Sun West School Division who are required to serve as officials at a Provincial Competition may be released from their teaching duties to officiate.
8. The WCHSAA Officials' Commissioner will confirm with the Director of Education the number of officials required for the provincial competition. The officials may accept games' fees and expenses that would be paid by the SHSAA.



## PROVINCIAL COMPETITION HOSTING PARENT INFORMATION LETTER TEMPLATE

Insert School Name,  
 Address, Town, Sask., Postal Code  
 Phone: (Number) Fax: (Number)  
 email address if applicable

Revised: July 14, 2010

<b>School Name</b>	
<b>Name of Provincial Championship</b>	
<b>Date of Championship</b>	

### (Name of School) to Host Provincial Championship

(School name) would like to announce that the (category and sport) SHSAA Provincial Championships will be held in our community. The date of the Championship is (insert dates). This event will bring student athletes, coaches and fans from across our province.

Our school will be making the following adjustments to the delivery of classes in order to accommodate the hosting of this event. (insert changes made to your school day below).

In order for a successful hosting of a Provincial Championship we need our grades (insert grade(s)) students who will not be in regular classes to help with hosting, officiating and general assistance during the competition. Parent and community volunteers would also be welcome as workers or as spectators.

We are looking forward to the opportunity to be involved in hosting such a worthwhile event for our students and students from across the province.

(Insert any other information that will be pertinent to parents in regard to the operation of your school and the Provincial Championship)

# SAMPLE

## Master List for Provincial (Sport)

Committee	What Needs to Happen	Who's in Charge	Supplies Needed
<b>(Day/Date)</b>			
Set up Gym	Chairs on Stage for Fans Risers for Stage Bleachers Set up (Clean) Net/Poles/Padding Score Table/Schedules Curtains Bagged and Pulled Back	(Name)	Bleachers from Rink
Post Draw	Whiteboard by Library	(Name)	
Canteen	Ready to Open at 3:00 p.m.	(Name)	Float
Hostesses	Final Details Be Prepared to Greet Teams @ (Name of Venue) by 12:30 Dressing rooms prepped & ready		Fruit trays Player & coaches gifts.
Clothing Sales	Ready to Open @ 3:00	(Name)	Float
Gate Fee Table	Workers/Schedules Open at 2:00 until 7:00. (\$ Amount)/Adult. (\$ Amount)/Student. Preschool Free. (as per SHSAA guidelines)	(Name)	Float Door Signs Table/Chairs
Prepare (Name of Venue)	Microphones Tables for Lunch–Ready by 2:pm	(Name)	
Financial Details	Prepare Floats Etc.	(Name)	Money
Staffroom Setup	Prepare Room for Officials Snacks/Washroom/Etc.		
Close off Hallways as indicated			
<b>End of Day</b>			
Money to Finance Comm.			
Clean for Morning			
Prep for Next Day			
Comm. Members meet for discussion @ 8:30			
Lights off			
Doors Locked			
Go home to sleep!!!			

# *SAMPLE*

## Provincial (Sport)

### Committee Job Descriptions

#### Gate Committee – (Name)

- Workers and Schedule
- Float
- Door signs/Table
- Programs
- Posters
- Contact Media

#### Gym Committee – 2 People: (Name) & (Name)

- Set up of gym
- Stage Setup
- Warm-up music/intros
- Game Summaries on web
- Lines people/score keepers
- Lineup cards/score sheets
- Posting results in hallway

#### Canteen Committee – (Name)

- Ordering supplies
- Worker Schedule
- Float
- Price Lists
- Organize work bee
- Order canteen supplies

#### Hallway Committee

- Setup of classrooms for teams
- Roving workers/helpers
- Checking bathrooms/eating areas
- Cleanup/Garbage Cans

#### Clothing Committee – (Name)

- Organize displays in library
- Setup changing area
- Float for purchases
- Review order info from sport logo

#### Hall/Opening Ceremonies – (Name)

- Booking all
- Lunch set-up
- Setup of PowerPoint of teams/microphone
- Opening speeches/welcomes
- Hall cleanup


### Gifts/Financial Committee

- Organize player gifts
- Organize coaches packages
- Pay for luncheon
- Develop floats for other committees

### Tech Committee

- Organize team photos
- Produce Playoff videos
- Produce team CD's/DVD's
- Setup room for Team Photos
- Opening ceremonies team pictures presentation.


**SAMPLE**  
**Provincial (Sport) –(Date(s))**  
**Advertising Committee**

<i>Task</i>	<i>Date to be completed</i>	<i>Notes.</i>	<i>Done</i> 
Posters		(Name of Towns to put up posters in) Include Schedule of Events, Cost of Entry.	Posters
Contact Media <ul style="list-style-type: none"> <li>- (Name and phone number of person contacting media)</li> <li>- Biggar Independent, Crossroads, Eston Press Review, Kindersley Clarion, Rostetown Eagle, Davidson Leader, Kyle Times, The Outlook, Star Phoenix</li> </ul>		Give heads up on times and dates.	
Program Prep. <ul style="list-style-type: none"> <li>- Check Website SHSAA on (Day/Date) to see which teams are coming.</li> <li>- Contact each team by phone to request roster with numbers/positions/grade and shirt size for each player. Include coaches and manager names and sizes.</li> <li>- Request number of players, coaches/managers for complimentary lunch by (Day/Date).</li> <li>- Ask how many parents would like to join luncheon at cost of (\$ Amount)/Person. Must have these numbers by (Day/Date) as well.</li> <li>- Please pass a copy of information on to (List Names of Committee Heads).</li> </ul>			
Program Details <ul style="list-style-type: none"> <li>- Include Following:</li> <li>- Teams</li> <li>- Rosters</li> <li>- Grades</li> <li>- Positions</li> <li>- Draw Schedule</li> <li>- Results Section (for people to use)</li> <li>- Sponsor thank-you.</li> <li>- See (What Committees) for copy of logos to use.</li> </ul>			
Complete Media Reporting Form at end of both (Day/Date) and (Day/Date). See (What Committees).			

**Provincial (Sport) – (Date)**

**SAMPLE**

**Canteen Committee – (Name) and (Name)**

<i>Task</i>	<i>Date to be completed</i>	<i>Notes.</i>	<i>Done</i> 
Plan Menu			
Order supplies			
Worker Schedule			
Price List			
Organize Work Bee			
Float - Plan for coins as per menu - \$100.00 from (Chairperson of Gifts/Finance Committee) - Watch cash box, remove bills and take to Finance Committee as needed. - (Day/Date) – count money, retain float, take balance to Finance. - (Day/Date) – count money, take balance to Finance.			
Make plans for leftovers			
Home Ec. Room cleaned.			

# SAMPLE

Provincial (Sport) – (Date)


## Clothing Committee – (Name)

<i>Task</i>	<i>Date to be completed</i>	<i>Notes.</i>	<i>Done</i> 
Check incoming inventory			
Organize displays in library			
Bags for Sales			
Set up changing area			
Price Lists - if needed			
Float – to be determined by pricing			
Receipt Book			
Review order information			
Cash back to Finance			
Balance return inventory			
Financial Statement			

**SAMPLE**

**Provincial (Sport) – (Date)**


**Gifts/Finance Committee – (Name)**

<i>Task</i>	<i>Date to be completed</i>	<i>Notes.</i>	<i>Done</i> 
Organize player gifts			
Organize coaches packages			
Pay for luncheon			
Floats for other committees: <ul style="list-style-type: none"><li>- Canteen</li><li>- Clothing</li><li>- Gate</li><li>- Luncheon</li></ul>			
Safekeeping of money			
Making change during day.			
Deposits			
Final Financial Statements			
SHSAA Remittance			

# SAMPLE

**Provincial (Sport) – (Date)**


**Gate Committee – (Name) and (Name)**

<i>Task</i>	<i>Date to be completed</i>	<i>Notes.</i>	<i>Done</i> 
Workers - Need one adult at table at all times - Table set up near gym entry doors			
Float - from Finance Committee (\$100.00) - Monitor amount in cash box - Remove and Secure Excess funds			
Door signs/Table - Entry signage - (\$ Amount) Adult, (\$ Amount) Student, Preschool Free (as per SHSAA guidelines)			
Gate Hours - Friday – 2 – 7:00 p.m. - Saturday – 8:00 – 5:p.m.			
Get a unique stamp and/or stamp pad for each day for both (Name of School) and (Name of School). (Gate entry at one gets in to other.)			
Have programs at gate.			
Turn in counted money at end of day or as amount builds to Finance Committee.			
Help monitor hallway for behaviour, garbage etc.			

# SAMPLE

Provincial (Sport) – (Date)

Gym Committee – (Name) and (Name)

<i>Task</i>	<i>Date to be completed</i>	<i>Notes.</i>	<i>Done</i> 
<b>Before Tournament</b>			
Set up gym - net - benches - score table, bleachers (clean ?)			
Stage Setup - Risers, if required, from (Name of Source) - Chairs for Fans			
Score sheets, lineup cards, game ball			
Garbage cans in gym & on stage			
Home & visitors signs above benches			
Draw Schedule & Results posted			
<b>During Tournament</b>			
- Ensure scorekeepers/lines people are ready			
- Announce competing teams during round-robin, intro lineups for playoff matches.			
- Complete on-line game summaries and results on SHSAA site			
- Post results on summary sheet in entrance			
- Contact (Name of School) regularly for results/updates and monitor timeline as playoffs approach.			
- Monitor student behavior in gym			
- Help present medals with SHSAA rep.			
- Provide input with SHSAA rep & Officials in determining sportsmanship banner			
- Check stage for garbage, seating etc.			
<b>After Tournament</b>			
- Complete game summary, media & officials reports and submit.			

## SAMPLE

**Provincial (Sport) – (Date)**


### **Hallway Committee – (Name) and (Name)**

<i>Task</i>	<i>Date to be</i>	<i>Notes.</i>	<i>Done</i>
Arrange Hostesses: <ul style="list-style-type: none"> <li>- Five hostesses from (Name of School) and five from (Name of School) working in a pair: one from (Name of School) and one from (Name of School).</li> <li>- Each pair assigned to two teams.</li> <li>- Be prepared to greet teams at 12:30 at (Name of Venue) for lunch and introductions.</li> </ul> At the school: <ul style="list-style-type: none"> <li>- Locate a key for change room</li> <li>- Meet team and show to change room.</li> <li>- Lock classroom as you leave</li> <li>- Before each game they play, find the digital camera from the tech person and take 20 – 30 pics of your team in action. By the middle of the 2<sup>nd</sup> game take the camera to the Tech person for downloading.</li> <li>- After the teams' first game in (Name of School), take them to the (Designated Area) for their team photos with (One person from Tech Committee).</li> <li>- During the photo, locate the team fruit tray from the canteen and take to their change room.</li> <li>- Be available to the team throughout the day to give directions, answer questions, etc.</li> <li>- Please help in the canteen during your free time between your team's matches.</li> </ul>			
Set up classrooms for teams			
Check First Aid Kits <ul style="list-style-type: none"> <li>- Bandages, Tensors Etc.</li> <li>- ICE PACKS – Lots!!!! Or Ice in Freezer with Bags</li> </ul>			
Set up staff room for refs <ul style="list-style-type: none"> <li>- coffee on</li> <li>- snacks available</li> <li>- washroom check.</li> </ul>			
Roving workers/helper			
Check bathrooms/eating areas			
Cleanup/Garbage Cans.			

**SAMPLE**

**Provincial (Sport) – (Date)**

**Tech Committee – (Name) and (Name)**

<i>Task</i>	<i>Date to be completed</i>	<i>Notes.</i>	<i>Done</i> 
Organize Team Photos - Photographer - Set up room for photos			
Produce Playoff videops Produce team CD's/DVD's			
Opening ceremonies team pictures presentation			

# SAMPLE

## Newsletter Clip

(Name of School) would like to announce that the (Category and Sport) SHSAA Provincial Championships will be held in our community. The date of the Championship is (Insert Date(s)). This event will bring student athletes, coaches and fans from across our province. Our school will be making the following adjustments to the delivery of classes in order to accommodate the hosting of this event.

(Insert changes made to your school day here).

We apologize in advance for any inconvenience that this may cause. We are looking forward to the opportunity to be involved in hosting such a worthwhile event for our students and students from across the province.



**(Category) Conference (Sport) Championships – (Date)**

**SAMPLE**

**Note: Form prints on Legal size paper (8 ½ x 14)**

**Minor Officials - (Day/Date)**

<i>Match</i>	<i>Time</i>	<i>Teams</i>	<i>Scorekeeper 1</i>	<i>Scorekeeper 2</i>	<i>Lines 1</i>	<i>Lines 2</i>	<i>Music/Announcing (Hostesses)</i>
<i>1</i>	<i>10 am</i>	<i>vs</i>					
<i>2</i>	<i>11 am</i>	<i>vs</i>					
<i>3</i>	<i>12 noon</i>	<i>vs</i>					
<i>4</i>	<i>1 pm</i>	<i>vs</i>					
<i>5</i>	<i>2 pm</i>	<i>vs</i>					
<i>6</i>	<i>3 pm</i>	<i>vs</i>					
<i>7</i>	<i>4 pm</i>	<i>vs</i>					
<i>8</i>	<i>5 pm</i>	<i>vs</i>					
<i>9</i>	<i>6 pm</i>	<i>vs</i>					

**(Category) Provincial (Sport) Championships – (Dates of Event)**

**Note: Form prints on Legal size paper (8 ½ x 14)**

**SAMPLE**

**Minor Officials - (Day/Date)**

Match	Time	Teams	Scorekeeper 1	Scorekeeper 2	Lines 1	Lines 2	Music/Announcing (Hostesses)
1	9 am						
2	10 am						
3	11 am						
4	12 noon						
5	1 pm						

**(Category) Provincial (Sport) Championships – (Dates of Event)**

**SAMPLE**

**Note: Form prints on Legal size paper (8 ½ x 14)**

**Minor Officials – (Day/Date) (Name of Town)**

Match	Time	Teams	Scorekeeper 1	Scorekeeper 2	Lines 1	Lines 2	Music/Announcing (Hostesses)
1	9 am	vs					
2	10 am	vs					
3	11 am	vs					
4	12 noon	vs					
5	1 pm	vs					
6	2:15 pm	vs					
7	3:30 pm	vs					
8	5:00 pm	vs					
9	6:00 pm	vs					