



ACKNOWLEDGEMENTS

THE MANITOBA CATHOLIC SCHOOLS ATHLETIC ASSOCIATION GRATEFULLY ACKNOWLEDGES THE WORK OF THE FOLLOWING PERSONS IN WRITING THIS CONSTITUTION:

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**MANITOBA CATHOLIC SCHOOLS
ATHLETIC ASSOCIATION
CONSTITUTION**

1. ARTICLE - NAME OF ORGANIZATION:

- 1.1. The name of the association shall be the "Manitoba Catholic Schools Athletic Association" hereinafter referred to as the MCSAA.

2. ARTICLE - OBJECTIVES:

2.1. Philosophical Objectives

- 2.1.1. We, the MCSAA, believe that the purpose of Athletics is to accentuate our Christian values and the integral formation of the human person through:

- 2.1.1.1. The promotion of sportsmanship
- 2.1.1.2. The development of fitness and physical well being
- 2.1.1.3. Facilitating participatory activities
- 2.1.1.4. Supplementing the Physical Education Curriculum
- 2.1.1.5. Fostering fair and enjoyable athletic interaction

2.2. Specific Operational Objectives

- 2.2.1. The organization and administration of all MCSAA inter school sporting activities.

- 2.2.2. The co-ordination of athletic activities under the jurisdiction of MCSAA with respect to:

- 2.2.2.1. Facilities
- 2.2.2.2. Time tabling
- 2.2.2.3. By-laws and regulations
- 2.2.2.4. Officiating
- 2.2.2.5. Coaching and supervision
- 2.2.2.6. Introduction of new activities

3. ARTICLE - STRUCTURE OF ORGANIZATION:

3.1. General Structure – Schematic

3.1.1. Manitoba Catholic Schools Trustees

3.1.2. Manitoba Catholic Schools (Archdiocese of Winnipeg, Archdiocese of St. Boniface, Archeparchy of Winnipeg) Director of Education and/or Superintendent and Principals.

3.1.3. MCSAA Directorship

3.1.4. General Council

3.2. MCSAA Directorship

3.2.1. The directorship of the MCSAA shall be composed of a committee consisting of:

3.2.1.1. The President of the MCSAA

3.2.1.2. The Director of Education and/or Superintendent of Manitoba Catholic Schools (Archdiocese of Winnipeg, Archdiocese of St. Boniface, Archeparchy of Winnipeg).

3.2.1.3. The Representative of Associate Schools

3.2.1.4. The Vice-President of the MCSAA

3.2.1.5. The Secretary – Treasurer of the MCSAA

3.2.1.6. Two Principals appointed by the Director of Education and/or Superintendent of Manitoba Catholic Schools.

3.2.1.7. The Past President of MCSAA

3.2.1.8 Male representative Member at Large

3.2.1.9 Female representative Member at Large

3.3. MCSAA General Council

3.3.1. The MCSAA General Council shall be composed of the Directorship and one representative from each MCSAA member school.

4. ARTICLE - MEMBERSHIP:

4.1. Membership

4.1.1. Membership shall include all Manitoba Catholic Middle Year Schools who submit the annual September membership fee. Participation in individual events will be up to an individual school's discretion.

4.1.2. All other Manitoba Catholic Elementary Schools will be considered special members and shall be granted the right to participate in activities designed for their age group. No membership fees will be assessed.

4.2. Section - Associate Membership

4.2.1. Associate membership shall also be open to non – Manitoba Catholic member schools provided that:

4.2.1.1. They meet and abide by the conditions listed in this constitution.

4.2.1.2. Their application is approved by the MCSAA Directorship.

4.2.1.3. Their application is approved by the Manitoba Catholic Schools Principals.

4.2.1.4. They pay the annual September membership fee.

4.2.2. Application Review Procedure

4.2.2.1. Upon receipt of an application for associate membership, the Director of Education and/or Superintendent shall convene a meeting of the MCSAA Directorship to review the application.

4.2.2.2. Upon receiving the MCSAA approval, the Superintendents shall present the application to the next regular meeting of the Manitoba Catholic Schools Principals for a final decision.

4.2.3. Associate Membership Renewal

4.2.3.1. Associate Membership shall be automatically renewed annually unless revoked through the review process.

4.2.4. Associate Membership Review Process

4.2.4.1. Should the continued status of an associate member school be questioned, the MCSAA Directorship shall:

4.2.4.1.1. Investigate the expressed concerns.

4.2.4.1.2. Attempt to mediate the differences. Should these concerns remain unresolved, the Directorship is empowered to recommend to the Manitoba Catholic Schools Principals the non-renewal of an Associate Member's status.

4.2.4.1.3. The decision regarding renewal shall occur no later than June 1st of a particular year.

4.2.4.1.4. The associate school shall be informed of the review process and shall be informed of the MCSAA decision in writing.

4.2.5. Present "Associate" Schools

4.2.5.1. Member schools participating in inter-school athletics with Manitoba Catholic member schools at the onset of this constitution shall receive Associate Member status. These schools being Westgate Mennonite Collegiate, Balmoral Hall School and Linden Christian School.

5. ARTICLE - OPERATING EXPENSES:

5.1. All expenses of operating the Association shall be taken care of by the school annual fees. School annual fees shall be recommended to principals each year by the Association through the office of the Director of Education and/or Superintendent.

6. ARTICLE - ORGANIZATIONAL RESPONSIBILITIES AND SPECIFIC DUTIES:

6.1. MCSAA General Council

6.1.1. Convening of General Council

6.1.1.1. The council shall convene annually in a general meeting no later than April 30th.

6.1.2. Notification of Annual General Meeting

6.1.2.1. The Directorship shall notify member schools of the Annual General Meeting no later than two weeks prior to the meeting.

6.1.3. Election of the General Council Executive members:

6.1.3.1. The President, Vice President, Members at Large, and Member of Associate Schools shall be elected at the MCSAA Annual General Meeting.

6.1.3.2. All General Council Executive Members will serve for a term of five years, with the possibility for renewal.

6.1.4. Sports Convenorship

6.1.4.1. Annually at the AGM, the Sports Convenorship shall be reviewed and revised.

6.2. Directorship

6.2.1. Only representatives from Manitoba Catholic schools may serve on the Directorship.

6.2.2. Responsibilities of elected members:

6.2.2.1. President - It shall be the duty of the President to:

6.2.2.1.1. Preside at Directorship, Sports and Council meetings of the MCSAA.

6.2.2.1.2. Annually, in April, prepare a schedule of dates for specific sports meetings.

6.2.2.1.3. Contact the Sports Convenor at least one month prior to commencement of a sport in order to establish an agenda for a specific sports meeting.

6.2.2.1.4. Maintain Convenor rotation sheet.

6.2.2.1.5. Ensure the establishment and maintenance of specific sports Convenor files.

6.2.2.1.6. Call and chair all Directorship meetings.

6.2.2.2. Vice-President - It shall be the duty of the Vice-President to:

6.2.2.2.1. Assist the President in fulfilling his/her duties.

6.2.2.2.2. Discharge the president's duties in his/her absence.

6.2.2.2.3. Undertake such responsibilities as are assigned from time to time by the executive.

6.2.2.2.4. Be responsible for all revision and updating of the MCSAA Constitution.

6.2.2.3. Representative of Associate Schools - It shall be the duty of the Representative of Associate Schools to:

6.2.2.3.1. Liaison between the MCSAA Directorship and the Associate Schools.

6.2.2.4. Secretary/Treasurer - It shall be the duty of the Secretary/Treasurer to:

6.2.2.4.1. Attend all Directorship, Sports and Council meetings.

6.2.2.4.2. Record the minutes of all Directorship, Sports and Council meetings.

6.2.2.4.3. Be the official custodian of all records and minutes.

6.2.2.4.4. Distribute the minutes.

6.2.2.4.5. Keep an accurate record of all moneys.

6.2.2.4.6. Prepare, present and report at each scheduled Directorship meeting a current financial report, and also, a year-end financial report at the Annual General Meeting.

6.2.2.4.7. Provide a cost budget of all activities from September to June.

6.2.3. Responsibilities of appointed members:

6.2.3.1. Director of Education and/or Superintendent - It shall be the duty of the Director of Education and/or Superintendent to:

6.2.3.1.1. Participate fully in the operations of the MCSAA Directorship.

6.2.3.1.2. Provide a 'system wide' input into the operation of the MCSAA.

6.2.3.1.3. Represent the Manitoba Catholic Schools on the Directorship.

6.2.3.1.4. Annually appoint two principals as members of the Directorship.

6.2.3.1.5. Appoint a Past President to the Directorship.

6.2.3.1.6. Provide the president and secretary with a list of all the member school physical education representative.

6.2.3.2. Principals - It shall be the duty of the Principals to:

6.2.3.2.1. Provide liaison with Manitoba Catholic School principals.

6.2.3.2.2. Promotion of administrative co-operation in the area of inter-school athletics.

6.2.3.2.3. Provide continuity of Directorship operation.

6.2.3.2.4. Participate fully in all functions and operations of the Directorship.

6.2.3.3. Past President - It shall be the duty of the Past-President to:

6.2.3.3.1. Attend all Directorship meetings as a voting member.

6.2.3.3.2. Provide assistance to the President when required.

6.2.3.3.3. Prepare a slate of candidates for the annual election.

6.2.3.3.4. Keep a record and inventory of trophies for all sports.

6.2.3.4. Member at Large - It shall be the duty of the Member at Large to:

6.2.3.4.1. Attend all Directorship meetings as a voting member.

6.2.3.4.2. Undertake such responsibilities as are assigned from time to time by the directorship.

6.2.4. Convenor Responsibilities:

6.2.4.1. Each Convenor shall have responsibility for a particular school sport, subject to the constitution and by-laws adopted by the MCSAA.

6.2.4.2. All Convenorship positions shall be assigned to the member schools and associate member schools on a rotational basis for a period of two years.

6.2.4.3. Exchanges of Convenor responsibilities outside of the rotation order must be made at the Annual General Meeting in April and the Directorship notified.

6.2.4.4. The Convenor positions shall be drawn from the MCSAA member schools and associate member schools.

6.2.4.5. The Convenor(s) of each league shall present to the Directorship a written Annual Report, including a financial statement where applicable, as soon as possible after the completion of their activity season.

6.2.4.6. A copy of the annual reports shall be distributed at the A.G.M. to all members and associate members of the MCSAA.

6.2.4.7. The Convenors file shall contain the following information:

- 6.2.4.7.1. MCSAA Constitution
- 6.2.4.7.2. By-laws
- 6.2.4.7.3. List of participating teams.
- 6.2.4.7.4. Individual team roster with name, grade and age signed by the principal.
- 6.2.4.7.5. League and tournament schedule.
- 6.2.4.7.6. Annual report containing:
 - 6.2.4.7.6.1. Order of finish
 - 6.2.4.7.6.2. Trophies awarded
 - 6.2.4.7.6.3. Highlights, successes
 - 6.2.4.7.6.4. Difficulties, failures
 - 6.2.4.7.6.5. Personnel deserving credit
 - 6.2.4.7.6.6. Recommendations for the future
 - 6.2.4.7.6.7. Name of succeeding Convenor
- 6.2.4.7.7. Schedule of Convenorship: see Appendix "A"

7. ARTICLE - PROCEDURES:

7.1. Annual Meeting of General Council

7.1.1. Frequency and Order of Business

7.1.1.1. An annual meeting shall be held in April of each school year.
The annual meeting shall include:

7.1.1.1.1. Acceptance of minutes of last meeting

7.1.1.1.2. Business arising from the minutes

7.1.1.1.3. A declaration of succeeding Convenors

7.1.1.1.4. Distribution of Convenor files by the President

7.1.1.1.5. Election of Directorship

7.1.1.1.6. Amendments to the constitution

7.1.1.1.7. Unfinished business

7.1.1.1.8. New business

7.1.2. Notification of Annual Meeting

7.1.2.1. Notice of meeting including agenda, must be sent out by the President two weeks prior to scheduled date.

7.1.2.2. Notice of the meeting shall be provided to the principals' committee by the superintendent at the March principals' meeting to enable staff members to be free to attend on the day of the AGM.

7.1.2.3. Member and Associate schools shall be required to send one representative to the AGM. Schools sending more than representative must designate an official spokesperson.

7.1.3. Quorum

7.1.3.1. Two thirds of all member schools shall be required for a quorum.

7.1.4. Voting Procedures

7.1.4.1. A simple majority of all member schools present shall be required to determine a question unless otherwise governed by the constitution.

7.1.4.2. Each member school shall be granted one vote on any question.

7.1.5. Special Meeting

7.1.5.1. A special meeting of the MCSAA may be convened by the Directorship.

7.2. Directorship

7.2.1. Frequency of meetings

7.2.1.1. The Directorship shall meet no less than 3 times in a calendar year.

7.2.2. Notification of meetings

7.2.2.1. The President shall be responsible to call all Directorship meetings. A simple phone contact one week in advance of the meeting shall be required.

7.2.3. Quorum

7.2.3.1. 75% of all directors will be required for Quorum.

7.2.4. Voting Rights

7.2.4.1. A simple majority vote of those present will be required to pass a motion.

7.3. Specific Sports Meetings

7.3.1. Meeting Dates

7.3.1.1. Dates for sports meeting will be set in April for the upcoming year by the MCSAA President. These dates will be included in the Superintendent's Calendar of Events.

7.3.2. Notification of Meetings

7.3.2.1. The President shall instruct the sports Convenor to prepare and circulate an agenda for the sports meeting no later than 2 weeks prior to the meeting date.

7.3.3. Quorum

7.3.3.1. Quorum shall consist of 50% of all the schools present.

7.3.4. Voting Procedure

7.3.4.1. A simple 50% majority will be required to enact a motion, except where the changing of a specific sports by-law is concerned. This is governed by section 8.2.

7.3.5. Participation

7.3.5.1. Schools who choose not to acknowledge a specific sports meeting will be excluded from that sporting activity for the season.

7.3.6. Distribution of Minutes

7.3.6.1. Minutes of all meetings shall be circulated to all principals and school sports representatives.

7.3.7. Rules of Order

7.3.7.1. Roberts Rules of Order shall govern the operation of all meetings.

8. ARTICLE - AMENDMENTS:

8.1. Constitutional Amendment

8.1.1. Notification

8.1.1.1. Proposed amendments to the constitution must be submitted to the Directorship at least one month prior to the scheduled AGM.

8.1.2. Voting Procedure

8.1.2.1. Changes to the constitution require 75% support of the voting member schools present at the Annual General Meeting.

8.1.3. Voting Provision

8.1.3.1. Only AWCS and CSC full member schools shall be granted a vote on constitutional matters.

8.1.3.2. Each school is allowed one vote.

8.1.4. Constitutional Updates

The constitution must be updated within 10 days of any changes made and published online as well as emailed to all Phys. Ed. Representatives. It is the Presidents' or the President's delegate responsibility to update any changes that are put into place.

8.2. Specific Sports By-laws

8.2.1. Notification

8.2.1.1. Proposals for modifications to Volleyball by-laws must be in writing and submitted to the president (and participating schools) 1 week prior to the Volleyball meeting for inclusion in the agenda. Proposals for modifications to Basketball, Badminton and Track & Field by-laws must be in writing and submitted to the president (and participating schools) 2 weeks prior to the sports meeting for inclusion in the agenda.

8.2.2. Voting Procedures

8.2.2.1. 75% of all participating schools present will be required to amend sports by-laws.

9. **ARTICLE - ELIGIBILITY OF ATHLETES:**

9.1. Eligibility rule for team sports:

9.1.1. Participation is open to all grade 6, 7 and 8 students, 14 years old and under, as of January 1st of the particular year. Students are allowed only three years of competition.

9.1.2. If a player moves up to a higher league (i.e.: Grade 9) for more than one (1) game that player must remain up and consequently be disqualified from the Junior League.

9.1.3. The volleyball and basketball leagues will be divided into two tiers – Tier 1 and Tier 2. Tier 1 and Tier 2 will have separate playoffs and championships. Teams may choose to enter two teams of different skill levels – one team into each tier. Each team must be equal in number of players.

Teams shall declare as either Tier 1 or Tier 2 before the regular season begins. If there are less than 5 teams that declare as Tier 1 teams, and all the teams are playing together for the regular season, the playoff format will be as follows:

- The top 8 teams will be placed into the Tier 1 playoffs, seeded 1 through 8. In the quarter-final round, the 4 losing teams shall be dropped into Tier 2 playoffs and become the top seeds. The remaining teams shall then be added to Tier 2 playoffs.
- If there are less than 8 teams in Tier 1, the top teams from Tier 2 will fill in the remaining spots in Tier 1 for the quarter-final round.
- If there are more than 8 teams in Tier 1, the lower placed teams drop into Tier 2 playoffs, based on their seeding at the end of the regular season, becoming the top seeds in Tier 2 playoffs.

- Tier 1 and 2 Quarter-Final Games shall be played at the higher ranked team's school. Tier 1 and 2 Semi-Finals and Finals shall be at St. Paul's High School.

9.2. Eligibility Sheets

- 9.2.1. It is mandatory that the schools of participating teams in the MCSAA competition submit to the Convenor a list of participating athletes with Name, Date of Birth, and Grade signed by the principal of the school involved.
- 9.2.2. Only players eligible to play in regular season or playoff games are those on the roster. Rosters need to be submitted before the first league game.
- 9.2.3. Athletes who are playing on the development team may play up into the competitive team any time during the season, including playoffs, to a maximum of two games per player. If they play up for three or more games, they must continue to play with the competitive team for the rest of the season.

9.3. Exceptions

- 9.3.1. Requests for exceptions to eligibility rules may be submitted in writing to the President two weeks prior to the league play for discussion by the Directorship.
- 9.3.2 The MCSAA endeavors to provide equal opportunities for all athletes. Athletes may try out for the boys or girls team, if there is no team to play on that corresponds to their gender identity (example, there is no girls or boys program):
 - They may not play on both the girls and boys team for the same sport in the same season. Schools should make every effort to create both boy and girls teams and athletes should be encouraged to play for their respective gender.
 - The School Physical Education Teacher and Principal, on behalf of the athlete who wishes to play on a different gender team, must submit an Exceptions for Eligibility form in writing (see Exceptions for Eligibility by-law) to the President and Superintendent, which would be forwarded to the MCSAA Executive.
 - The form must be submitted 10 school days prior to the first league game for that sport. There will be no exceptions once the deadline has expired and athletes may not switch teams once an exception has been granted and accepted.

- It is the responsibility of school Physical Education Teachers and Principals to inform all athletes and coaches of these requirements at least 15 school days prior to the first league game of that sport.
- The process outlined above must always be in keeping with the Manitoba Human Rights Code and the Manitoba Catholic Schools Respect for Human Dignity and Equality Policy.

10. **ARTICLE – HOME AND VISITING TEAM RESPONSIBILITIES**

10.1. It shall be the responsibility of the home team to:

10.1.1. Supply the equipment necessary to the contest.

10.1.2. Provide necessary dressing facilities.

10.1.3. Provide officials and personnel necessary for the operation of the contest, which includes a minimum of 1 certified referee and 1 adult or 2 students for Volleyball; Basketball must have 2 scorekeepers regardless of age.

10.1.4. Provide teacher supervision

10.1.4.1. At all games each school must be represented by a staff supervisor/staff coach, from their own staff (on the player's bench). If the teacher supervisor/staff coach is not present the game will be defaulted at 4:15, unless notified of being late.

In the case of a staff supervisor, they are to make themselves known to the head official, and scorer's table, by signing the score sheet.

10.1.5. E-mail the volleyball and basketball scoresheets/results to the Convenor within 24 hours after the game.

11. **ARTICLE - SPORTSMANSHIP POLICY AND PROTEST PROCEDURES:**

11.1. General Guidelines Recommendations

11.1.1. Each School Board should outline specific policies pertaining to Sportsmanship, and ensure that the school personnel are aware of the responsibility to observe the policies and proper conduct.

11.2. Sportsmanship Policy

- 11.2.1. Sportsmanship Rule: High standards of courtesy, fair play, and sportsmanship must be features of all MCSAA competitions.
- 11.2.2. Schools with more than one team are required to achieve a balance in ability (social, physical, and emotional development) between the two teams. Failure to achieve the expected balance in ability between the two teams may result in both teams being excluded from the playoffs.
- 11.2.3. It shall be the responsibility of the School Administrator to foster good sportsmanship at all levels of competition.
- 11.2.4. The integrity of schools, coaches, representative teams and competitors shall be above reproach. Competition should be in the spirit of friendly rivalry rather than enmity. Emphasis should at all times be on the activity rather than on the result.

11.3. Protest Procedure

- 11.3.1. Directorship Authority: The MCSAA vests authority in its President and Directorship to investigate and take appropriate action on any reported flagrant violation of the Sportsmanship rule occurring during inter-school competition.
- 11.3.2. Reported violations shall be resolved in a manner sufficient to correct the problem and may range from a written statement of findings by the Directorship to the school administrators, to probation or suspension for the school's players, coaches and/or team.
- 11.3.3. All flagrant violations of the Sportsmanship Rule occurring during a MCSAA sponsored event must be reported in writing within three teaching days of the incident to the President of the Association by the principal of the school registering the protest.
- 11.3.4. Upon receipt of the report, the president of the Directorship shall investigate the said incident. After consultation with the Directorship members, the President shall respond to the report in an appropriate manner.
- 11.3.5. Appeals of the ruling shall be submitted to the President by the school principal within three teaching days after receipt of the ruling. Thereupon, the Directorship will hear the appeal at the earliest convenience to all parties.

12. ARTICLE - ACTIVITIES:

12.1. Official Activities

12.1.1. The activities available for inter-school competition under MCSAA jurisdiction are the following:

12.1.2. Volleyball

12.1.3. Basketball

12.1.4. Badminton

12.1.5. Track and Field

12.2. Governing Official Activities

12.2.1. The by-laws following Article 13 shall govern the MCSAA inter-school activities.

13. ARTICLE - AWARDS:

13.1. Available Awards - The following awards will be given out for these sports:

13.1.1. Volleyball: Banner to first place, banner to finalist, circulating trophy for first place in Tiers 1 and 2; third place trophy for schools to keep for Tiers 1 and 2. All awards will be decided per sport at the discretion of the General Executive Council, referring to Article 9.1.3.

13.1.2. Basketball: Banner to first place, banner to finalist, circulating trophy for first place in Tiers 1 and 2; third place trophy for schools to keep for Tiers 1 and 2. All awards will be decided per sport at the discretion of the General Executive Council, referring to Article 9.1.3.

13.1.3. Badminton:

13.1.3.1. Individual medals for 1st place and ribbons for 2nd, 3rd and 4th place.

13.1.3.2. Two banners will be presented. One for grades 7 and 8 girls, and one for grades 7 and 8 boys. The banners will be awarded based on the accumulation of points for singles, doubles, and mixed doubles. Points will be awarded as follows: 1st place = 5 points, 2nd place = 4 points, 3rd place = 3 points, 4th place = 2 points, quarter finalists = 1 point.

13.1.4. Track and Field:

13.1.4.1. Individual medals supplied by the Knights of Columbus.

13.1.4.2. One banner to Grades 7 & 8 boys, one banner to Grades 7 & 8 girls, one banner to the top Grades 4, 5 and 6 boys, and one banner to the top Grades 4, 5, and 6 girls team. Banners will be awarded based on the final results as recorded by the Track and Field Convenors. Ties would be broken based on 1st place finishes (then 2nd if needed, etc.) Points will be awarded as per the by-Laws for Track & Field.

14. **ARTICLE - TIE BREAKER FORMULA:**

14.1. In the event of a tie between two or more teams at the end of the sport, prior to playoffs, the following formula will be used to break the tie:

14.1.1. Head to head

14.1.2. Record versus Common Opponents

14.1.2.1. In volleyball, the record refers to the number of sets won/lost versus common opponents.

14.1.3. Points against

14.1.3.1. In volleyball, points for/against versus the tied teams refers to the scores recorded in the sets played.

14.1.3.2. In basketball, points for and against versus the tied team refers to the points scored against in the games played.

14.1.4. Coin Toss

ROUND ROBIN FORMAT TIE BREAKER RULES/MUST PLAY RULES EXPLANATION

- The purpose of the round robin games is to rank and to qualify the teams for the playoffs.
 - Once the teams are qualified, they are "SEEDED" by their ranking.
 - No team can qualify for the playoffs if they are NOT willing to play all of their round robin games. The exception is "FORFEITS" or schedule changes made by the Tournament Director.
1. **RANKING:** Teams are "RATED" by their won - loss record.
 2. **"HEAD TO HEAD":** The record of a team against each other. The "HEAD TO HEAD" comparison is the ultimate or highest method of breaking the tie.
 3. **POINT DIFFERENTIAL:** The total number offensive points scored for a team LESS the total number of Points given up to the opposing team. The teams will be ranked by who has the highest to the lowest POINT DIFFERENTIAL
 - Point Differential Cap: Any games won by more than 15 points would only be scored as a plus 15 for the winning team and minus 15 for the losing team.

TIEBREAKER RULES:

1. If two teams are tied with the same record, then the result of their game against each other (Head to Head) will be used to break the tie.
2. If two teams are tied and they DID NOT play each other, then the team with the best 'POINT DIFFERENTIAL' wins the tiebreaker.
- 3a. If three (3) teams are tied and one team has won the "HEAD TO HEAD" competition against the other two tied teams, then the team that has beaten the other two teams has won the tie breaker. The remaining two (2) teams will be compared using the "HEAD TO HEAD" rule.
- 3b. If three (3) teams are tied and no team has beaten the other two tied teams "HEAD TO HEAD", then rank the teams by the POINT DIFFERENTIAL, then drop the bottom team and compare the two (2) remaining teams by using the "HEAD TO HEAD" rule to break the tie and determine the ranking.
- 4a. If four (4) teams are tied and one team has beaten the other three (3) teams, in "HEAD TO HEAD" competition, then that team wins the tie breaker. Rank the remaining three (3) teams by "POINT DIFFERENTIAL" Then drop the bottom team and compare the top two (2) remaining teams by using the "HEAD TO HEAD" rule break the tie and determine the ranking.
- 4b. If four (4) teams are tied and none of the teams has beaten the other three (3) teams, then rank the four (4) teams using the "POINT DIFFERENTIAL" Rule. Then drop the bottom two (2) teams and compare the top two (2) teams using the "HEAD TO HEAD" Rule. The bottom two (2) teams will be ranked by the "POINT DIFFERENTIAL"

- 5a. If two (2) teams are tied but HAVE NOT played each other or they played twice with each team winning one and losing one, then use the "POINT DIFFERENTIAL" of all games played in the round robin to break the tie.
- 5b. If both teams have the same "POINT DIFFERENTIAL" then the following rules apply: The team with the most point scored wins the tiebreaker and if still tied, the team with the least points scored against then wins the tiebreaker. If still tied, then the winner of a "COIN TOSS" wins the tie.

VOLLEYBALL CANADA TIE-BREAKING PROCEDURES

- If two or more teams are tied at the end of the round, the following criteria will be applied, in order:
 1. The team having the best ration of won/lost whole games, considering games played between the tied teams, will be ranked higher.
 2. The team having the best ratio of won/lost sets, considering matches played between the tied teams, will be ranked higher.
 3. The team having the best ratio of won/lost sets, considering all matches of the round, will be ranked higher.
 4. The team having the best ratio of set points for/against, considering games played between the tied teams, will be ranked higher.
 5. The team having the best ration of set points for/against, considering all games played during the round, will be ranked higher.
 6. Toss of coin
- When you apply this rule to break a tie, you should follow this sequence:
 1. When two teams are tied, the tie-breaking criteria are applied one after the other until the tie has been broken.
 2. When three or more teams are tied, the tie-breaking criteria are applied on after the other until all the tied teams have been ranked.

Examples:

In the bottom example, 3 teams are tied

Rank	Team	Win	Loss	Tie	Sets Won	Sets Lost
1	A	6	1	0	20	9
2	B	5	2	0	19	10
3	C	5	2	0	17	8
4	D	5	2	0	17	12
5	E	4	3	0	15	16
6	F	3	4	0	9	16
7	G	2	5	0	6	18
8	H	1	6	0	7	20

- Looking at the games played between the tied teams, we see sets won and lost between the 3 tied teams:

		Home	Away			Sets Won	Sets Lost	Rank
Team B	Team C	2	3		Team B	5	3	1
Team B	Team D	3	0		Team D	3	4	3
Team C	Team D	1	3		Team C	4	5	2

- After calculating the total sets won and lost between the teams, you can determine the rank between the tied teams using the tie break procedure. In the above example, Team B will be in first having a higher ratio of matches won/lost, then Team D followed by Team C

VOLLEYBALL BY-LAWS:

1. The Canadian Official Volleyball Rules will govern the game. Exceptions:
 - 1.1. A team may have as many spares as it wishes and all players may enter the match.
 - 1.2. The height of the net will be 7 feet for boys and girls play.
 - 1.3. In the competitive leagues, players may take **one step** over the baseline during an **underhand serve** only.
 - 1.4. In the Developmental leagues, players **MUST** underhand serve. You may serve from the service box in the Developmental league **ONLY**. **In the competitive leagues, there will be a 5 serve limit. Once a server has reached the 5 serves, then the team will rotate to the next server.**
 - 1.5. A match is won by the team that wins 2 out of 3 sets. A set is to 25 points, in the event it is 24-24, a team must win by 2 points (no cap).
 - 1.6. Athletes who play in the first set may not play in the second set. The third set of the best of three is exempt from personnel limitations. See substitution exceptions below:
 - 1.6.1. The six players who start the first set must play the entire set unless there is an injury. Players who did not start the first set must start and play the entire second set.
 - 1.6.2. Substitutes are allowed if a team has more than 12 players in the first and second set.
2. Scheduling Games
 - 2.1. Schools must notify the Convenor at the September meeting if they will have teams competing in Volleyball.
 - 2.2. League games will be scheduled by the Convenor on Mondays and Wednesdays.
 - 2.3. Any changes to the schedule must be initiated by the school having the conflict, with the team that they are to play. The team initiating the change will notify the Convenor.
 - 2.4. For all unplayed games, the team originally requesting the change will receive a loss and the other team a win.

- 2.5. Rescheduled games played after the official end of the league schedule will not be counted in rankings for the playoffs.
- 2.6. League play shall consist of 8 games.
- 2.7. All league teams are eligible for the playoffs. The playoffs will take place over the period of a week. The playoff format will be an elimination tournament. After the second round, winning teams will advance to the championship side of the draw, based on a play-in format, with an 8 team draw. Playoff seeding will be determined by the final league standings. Example: #1 vs. #10, #2 vs. #9, etc. A pool system variation will also be acceptable.
- 2.8. Playoffs and finals are to be completed on the last weekend of November.
3. Teams should arrive at designated schools for games as soon as possible (4:00 p.m. start). A game may be called at 4:20 p.m. if prior arrangements have not been made.
4. The hosting team is responsible for obtaining a referee and an umpire for the matches. Referees should be paid a minimum of \$14.00.
5. Referees must meet the following qualifications:
 - 5.1. Must be at least a senior high school student.
 - 5.2. Must have attended a referee clinic.
6. The home team is responsible for emailing in the score sheet to the Convenor within 24 hours after the game.
7. All players should be dressed in their school's team uniform (must wear running shoes, **no sweat pants, or cut-offs**). Athletes not in uniform cannot play.
8. Participation is open to all grade 6, 7, and any grade 8 who is 14 years of age or under as of January 1st of that school year.

Volleyball rule reminders...

- a. The volleyball is still considered 'live' if it hits the net off a serve and goes over the net.
- b. A set must be won by 2 points. First and second set shall be won by the team that has scored 25 points first and is at least 2 points ahead. The third set is won by the team that has scored 25 points first and is at least 2 points ahead. The third set may be played even if the outcome has already been decided.
- c. Players can volley after a serve.

BASKETBALL BY-LAWS:

1. The official, FIBA rules, will govern the game (Basketball Manitoba), with the following exceptions (applies to league and playoffs):

- 1.1. Man to man defence must be used in the entire game (guideline: defender must be within 6 feet of opponent). A zone defence is not permitted. There will be no clear out or isolation offences. Double teaming the ball on the court during basketball for **competitive league** is allowed.

- 1.2. Full court pressure is allowed in the entire game providing the team pressing is not up by more than 15 points.

- 1.3. Each team will be allowed 2 x 60 second time-outs in the first half, and 3 x 60 second time-outs in the second half (no carry over).

- 1.4. Each game will consist of four, eight minute quarters, stop time. The first two quarters will be divided into 4 minute periods in which new players are played alternately. The scorekeeper will sound the horn at 4 minutes. The team with the ball will retain possession.

- 1.5. The 4th quarter will be running time if one team is leading by 15 points (or more) at the end of the third quarter, or anytime during the 4th quarter.

- 1.6. Participation:

- 1.6.1 .If a team has more than 10 players they may be substituted in during the four minute periods (see 1.4 above). No player shall play more than a total of 8 minutes in the first half (unless the team has less than 10 players).

- 1.6.2 .If a team has less than 10 players, no player may play more than 2 - four minute periods in a row, in the first half (see 1.4 above).

- 1.6.3. In the event that an opposing coach is met with a team consisting of less than 10 players, the first coach has the option of matching players with the same number of players as the opposing team.

- 1.7. Three-point field goals awarded.

2. Scheduling Games

- 2.1. Schools must notify the Convenor at the December meeting if they will have teams competing in Basketball.

- 2.2 League play shall consist of 8 games.

2.3. League games will be scheduled by the Convenor on Mondays and Wednesdays.

2.4. Any changes to the schedule must be initiated by the school having the conflict, with the team that they are to play. The team initiating the change will notify the Convenor.

2.5. For all unplayed games, the team originally requesting the change will receive a loss and the other team a win.

2.6. Rescheduled games played after the official end of the league schedule will not be counted in rankings for the playoffs.

2.7. All league teams are eligible for the playoffs. The playoffs will take place over the period of a week. The playoff format will be an elimination tournament. After the second round, winning teams will advance to the championship side of the draw, based on a play-in format, with an 8 team draw. Playoff seeding will be determined by the final league standings. Example: #1 vs. #10, #2 vs. #9, etc. A pool system variation will also be acceptable.

2.8. Boys' playoff games will be scheduled on Monday and Wednesday of the playoff week. Girls' playoff games will be scheduled on Tuesday and Thursday of the playoff week.

2.9. Playoffs and finals are to be completed on the last weekend before the last week of classes prior to the start of the AWCS and CSC spring break.

3. Teams should arrive at designated schools for games as soon as possible (4:00 p.m. start). A game may be called at 4:20 p.m. if prior arrangements have not been made.

4. Referees & Assigner

4.1. Referees - Two certified referees must be at every competitive and developmental league game.

4.2. Assigner - An assigner shall be used for all the referees needed for all the competitive games in the division, if one is available. The assigner could also take care of developmental games as well if a school so chooses. A school may choose to opt out when you declare your teams.

5. Referees must meet the following qualifications:

5.1. Must be at least a senior high school student.

5.2. Must have attended a referee clinic.

6. The home team is responsible for e-mailing the score sheet to the Convenor within 24 hours after the game.
7. All players should be dressed in their school's team uniform (must wear running shoes, **no sweat pants, or cut-offs**). Athletes not in uniform cannot play.
8. Participation is open to all grade 6, 7, and any grade 8 who is 14 years of age or under as of January 1st of that school year.

Basketball rule reminders....

- a. If the score is tied at the end of the 4th quarter, play shall continue without change of baskets for 1 or more extra periods with a 1 minute intermission before each extra period. The length of each extra period shall be 4 minutes. As many such periods as are necessary to break the tie shall be played. Extra periods are an extension of the 4th quarter.
- b. Penalty free throws are on the 5th team foul of every quarter, and there is an automatic two free throws awarded (1 point each)
- c. Note: Failure to comply with 1.1, 1.2, and 1.6 of the MCSAA Basketball Bylaws will be noted and forwarded to Convenor

BADMINTON BY-LAWS:

1. Official International Badminton Federation Rules shall be used with the exception of type of shuttle & length of game.

2. Competitions will be held in the following events:

2.1. Boys & Girls – Singles

2.2. Boys & Girls – Doubles

2.3. Mixed Doubles

3. Each school is allowed to enter 2 singles boys, 2 singles girls, 2 doubles boys, 2 doubles girls, and 2 mixed doubles team at each grade level (7,8,9).

3.1 Balmoral Hall may submit three girls' doubles teams in each grade, to compensate for their inability to put mixed doubles teams into the tournament.

4. A player may enter two events.

4.1 Badminton coaches should try to fill an absent player with another player the day of that player's competition.

4.2 A set deadline of noon the day of the tournament, the Convenor needs to be notified of any change (replacing an absent player).

5. Tournament Format

5.1. Tournament will be a round robin format, followed by a single elimination. All matches shall consist of one 21 point game, win by two, cap at 30.

5.2. Players will be required to supply own racquets.

5.3. Players must be ready to play 15 minutes prior to their game.

5.4. The Convenor shall make three calls for a late contestant, after which failure to respond shall result in default.

5.5. To decide serve, the players will toss the birdie. The winner of the toss decides serve or court.

5.6. The WINNER of each match must report the results to the scoring desk.

5.7. The honour system of refereeing shall be used for all games except the semi- finals and finals, a neutral coach shall act as referee.

6. Each team must provide a teacher-supervisor to be present for all games. Players must forfeit the game if no supervision is present.

7. The competition shall be held after spring break; date to be determined by the Convenor.

8. All players should be dressed in their school's team uniform (must wear running shoes, **no sweat pants, or cut-offs**). Athletes not in uniform cannot play.

Badminton rule reminders...

- a. When serving, the server must keep the racquet head below waist level when hitting the bird, and must have both feet **ON THE GROUND** and in the server's court.
- b. It is a **FAULT** to **STAND ON A LINE** while serving or receiving.
- c. A bird landing on a line on the edge of the area to which it was to be hit is good.
- d. A bird touching the net (either in service or in rally) and landing in the correct court is good.
- e. A bird hitting a player or his clothing is a fault for the side on which the player was hit.
- f. To reach **OVER** the net to hit a bird is a fault, but if the bird is hit on the proper side of the net, and the racquet follows it over the net without hitting the net, then the shot is good.
- g. It is a fault if a racquet or any part of a player touches the net during the rally.
- h. Disputes will be mediated by Convenor. Coaches are not to interrupt matches.
- i. If the score reaches 20-20, the players continue playing and must win by two points. The score is capped at 30 points.

ELEMENTARY TRACK MEET

- AGE GROUPS: As of January 1st of each school year
 - Grade 4
 - Grade 5
 - Grade 6

- EVENTS:
 - Track
 - 80 m heats and final
 - 150 m heats and final
 - 600 m timed final
 - 4 x 100 m times final
 - Field
 - Ball Throw
 - Long Jump
 - Shot Put
 - High Jump

JUNIOR HIGH TRACK MEET

- AGE GROUPS: As of January 1st of each school year
 - Grade 7
 - Grade 8
 - Grade 9

- EVENTS:
 - Track
 - 1200 m Timed Finals
 - 100 m Heats/Finals
 - 300 m Timed Finals
 - 800 m Timed Finals
 - 4 x 100 m Relay Timed Finals
 - Medley Relay
 - Field
 - Long Jump
 - High Jump
 - Discus
 - Shot Put

POINT SYSTEM:	
Place	Points
1st	8
2nd	7
3rd	6
4th	5
5th	4
6th	3
7th	2
8th	1

•SOME RULES DISCUSSED AND ACCEPTED:

- a. 3 entries in an event per school.
- b. Each student can enter a maximum of 3 events, not including relays (4 events total for Elementary or 4-5 events total for Junior High if relays are included as one of the events).
- c. Track spikes are allowed to a maximum of 7 mm or less.
- d. With a proper discus cage at the track meet, a spin delivery is allowed.

•SCHOOL IDENTIFICATION

•All schools participating in the MCSAA Track and Field Meets must have their students wear an identifying symbol which indicates which school the student belongs to. This would be applicable to all students from a school, competitors and helpers that would be at the Track Meet. This symbol may take the form of a pinnie, T-shirt, competitor's number, wrist band, etc. By clearly identifying which school a student belongs to, will help in the supervision process at the Track Meet. It will also become apparent who is a welcomed participant and who is a trespasser,

Each school must submit an entry form with the students' names, as well as, the school's identifying symbol

INSTRUCTIONS FOR TRACK & FIELD OFFICIALS GRADES 4 – 9

1. Starter's and Recall Starter's Duties:

1.1. The starter shall have entire control of the competition. They shall be the sole judge of any facet connected with the start of the race. The starter shall recall competitors by the firing of the gun in any race if in his/her opinion the start was not a fair one.

1.2. Check that timekeepers are ready and can see the flash of the pistol. Check the mechanism of the gun.

1.3. Speak to the competitors who should be gathered on assembly line. (Relax them, give method of start, orders given, and explain false starts – firing of second shot.)

1.4. Sound whistle – check to make sure judges and timers etc., are ready.

1.5. Order – "On your marks" – check hand and/or foot positions, correct them if necessary.

1.6. Order – "Set" – watch for competitors breaking.

1.7. "Smoke or Fire" – If there is a false start – recall runners – give warning to offenders (by number).

1.8. On false start, give order to "Stand Up." Begin starting process again. Must disqualify on second false start.

2. Track Marshall duties:

2.1. Ensure runners are in correct heat or race.

2.2. Place runner in correct lane or station.

2.3. Assemble runners on assembly line (behind starting line).

2.4. Signal starter when runners are properly placed.

2.5. Ensure first person in relays has a baton.

2.6. Reassemble runners after false start or on starter's orders "Stand up."

3. Umpires duties: (3)

- 3.1. Are assistants to the Referee without power to give a decision.
- 3.2. Corner duties – Watch for runners out of lane (all races will be run in lanes).
- 3.3. Report infractions to referees, noting lane and competitor number.

4. Relay Take-over Duties:

- 4.1. Outgoing runner is within the authorizing starting distance from the box at the start (Box 22 yd. plus 11 yd.). That the baton is passed within the allowed zone. That if the baton is dropped then the person who dropped it must pick it up. That outgoing runner gets back in the box to get the baton if it is retrieved by the incoming runner who dropped it. That if any of the other teams were impeded by the dropped baton. That the runner stays in his/her lane after passing baton until all other runners have passed him/her.

5. Timekeepers:

- 5.1. Start timing on the flash or smoke of the gun.
- 5.2. Stop when any part of the torso reaches the perpendicular plane of the nearer edge of the finish line. Torso must be distinguished from the head, neck, arms, legs, hands or feet.
- 5.3. Do not return watches to zero until instructed to do so, by the chief timekeeper.

6. Chief timekeepers duties:

- 6.1. Assign timing duties to timekeepers.
- 6.2. Record times on record sheet.
- 6.3. Order watches to be returned to zero.

7. Track referee:

- 7.1. See that the rules are observed.
- 7.2. Allocate specific duties to each judge in each event.
- 7.3. Ensure that all competitors are familiar with the rules and any special conditions, ex: hand – over zones, etc.

7.4. Power of disqualification of any competitor for rule infractions, improper conduct, etc.

7.5. Check final results.

7.6. Place Umpires in strategic locations.

8. Track
Judges:

8.1. Will decide the order in which competitors finish. Placing is decided when the "Torso" reaches the perpendicular plane of the nearer edge of the finish line.

9. Chief
Judge:

9.1. Ensure that all places are being judged before the start of the race.

9.2. Record positions as given by judges.

COMMON RULES TO ALL TRACK EVENTS:

- a. All races up to and including 400 m. will be run in lanes.
- b. Both feet must be in contact with the ground when starting.
- c. H a n d s or fingers must be behind, NOT on the starting line.
- d. A false start will be signaled by the firing of a second shot.
- e. Baton changing errors:

A person who drops a baton must pick it up.

In picking it up, he/she must not impede other runners.

Incoming runners must stay in lane after passing off until track is clear.

- f. The baton must be handed over in the box, NOT thrown.
- g. During the progress of an event, no competitor shall receive any assistance from any person whatsoever (i.e. pacing a runner)
- h. Clothing must be clean and not objectionable. No cut-off jeans or T-shirts.
- i. Not less than six competitors shall qualify for the finals.

1. JUDGING THE LONG JUMP

1.1. HEAD JUDGE

- 1.1.1. Supervise drawing all equipment, and its return at the conclusion of an event.
- 1.1.2. Be sure pit is prepared.
- 1.1.3. Keep pit area and runway clear of spectators.
- 1.1.4. Take draw attendance and explain procedure for trials to jumpers.
- 1.1.5. Announce order of trials.
- 1.1.6. Watch board for faults.
- 1.1.7. Read and record results after each jump.
- 1.1.8. Compute results 1st – 8th and send to Chief Recorder.

1.2. Helper #1

- 1.2.1. Help watch for foot faults
- 1.2.2. Hold recording end of tape at front take off board (front)
- 1.2.3. Keep take off board clear of dirt.

1.3. Helper #2

- 1.3.1. Hold "0" end of tape in mark in sand closest to the jumping board (Usually heels).

1.4. Helper #3

- 1.4.1. Rake pit

1.5. PROCEDURE FOR TRIALS

- 1.5.1. Competitors will take a jump when called, until all have had three trials.
- 1.5.2. At conclusion the top 8 jumpers will be given three more jumps.
- 1.5.3. The best jump of the 6 trials will count towards standings.
- 1.5.4. In the end of a tie, the next best jump will determine first place.
- 1.5.5. Any part of the foot (however so slight) will count as a fault, if it protrudes beyond the front of the take-off board.
- 1.5.6. All measurements will be from the front of the takeoff board, to the nearest mark in the pit.

1.6. EQUIPMENT

- 1.6.1. Tape measure, rake, clip board, pen and official recording sheets.

2. JUDGING THE HIGH JUMP

2.1. Head judge:

- 2.1.1. Supervise the drawing of all equipment and its return at the conclusion of the event.
- 2.1.2. Take draw attendance and explain procedure of trials to jumpers.
- 2.1.3. Call order of trials.
- 2.1.4. Watch for any jumping faults.
- 2.1.5. Keep record of results.
- 2.1.6. Break any ties.
- 2.1.7. Compute results and send to chief Recorder (1st – 5th)

2.2. Helper #1

- 2.2.1. Watch bar and replace when knocked off.
- 2.2.2. Keep spectators back from pit and jump area.
- 2.2.3. Help measure and set new heights.

2.3. Helper #2

- 2.3.1. As helper #1

2.4. General Rules

- 2.4.1. Jumper may start at any height beyond the chosen starting height.
- 2.4.2. Each jumper has a maximum of three jumps to make a height.
- 2.4.3. Each jumper has 2 minutes from name call to make an attempt, or a miss shall be counted against him.
- 2.4.4. A jumper may choose to pass at any given height.
- 2.4.5. Any style is permitted except a 2 foot take off.
- 2.4.6. Breaking the plane of the bar without clearing the bar is a failure.

2.5. Breaking a Tie

- 2.5.1. The jumper who, marking back, missed the least jumps, is the winner.

EXAMPLE:

	4'	4'2"	4'4"	4'6"	4'7"	
JUMPER A	X	X	X	OOX	OOO	Winner is B
JUMPER B	X	OX	X	OX	OOO	

- 2.5.2. Jumper who had the least # of jumps over all.

EXAMPLE:

	4'	4'2"	4'4"	4'6"	4'8"	
JUMPER A	X	PASS	X	X	OOO	Winner is A
JUMPER B	X	X	X	X	OOO	

3. JUDGING THE DISCUS

- 3.1. Head Judge
 - 3.1.1. Supervise the drawing of all equipment and its safe return at the conclusion of the event.
 - 3.1.2. Take draw attendance and explain procedure for trials to throwers.
 - 3.1.3. Announce order of trials.
 - 3.1.4. Watch for throwing faults.
 - 3.1.5. Read and record results.
 - 3.1.6. Compute results 1st to 5th and send to Chief Recorder.
- 3.2. Helper #1
 - 3.2.1. Help watch for throwing faults
 - 3.2.2. Supervise general area around circle
 - 3.2.3. Hold recording end of tape
 - 3.2.4. Receive discus from helpers #2 & 3 & give to next thrower
- 3.3. Helper #2
 - 3.3.1. Hold "0" end of tape
 - 3.3.2. Help mark landing spot of discus
- 3.4. Helper #3
 - 3.4.1. Mark landing spot
 - 3.4.2. Safely return discus to Helper #1
- 3.5. Procedure for Trials
 - 3.5.1. Each competitor will get three trials, one trial per rotation.
 - 3.5.2. The top eight will then be given 3 more trials.
 - 3.5.3. The winner will be determined by his or her best throw of the total 6 throws.
- 3.6. Throwing Faults
 - 3.6.1. Touching the top of the stop board of circle
 - 3.6.2. Touching the ground beyond the circle
 - 3.6.3. Not leaving the circle from a controlled position
 - 3.6.4. Not leaving the back of the circle
 - 3.6.5. The discus not landing within the prescribed boundaries
- 3.7. Equipment
 - 3.7.1. Correct size discus (bring 2 minimum), 1 kg. discus for all, 1 tape measure (long), marking pegs, clip board, pen or pencil & official sheets

4. JUDGING THE SHOT

- 4.1. Head Judge
 - 4.1.1. Supervise drawing of all equipment, and its safe return at conclusion of event.
 - 4.1.2. Take draw attendance and explain procedure of trials to competitors.
 - 4.1.3. Announce order of trials.
 - 4.1.4. Watch for faults.
 - 4.1.5. Record & read results.
 - 4.1.6. Compute results 1st – 5th & send to Chief Recorder.
- 4.2. Helper #1
 - 4.2.1. Keep watch for throwing faults
 - 4.2.2. Supervise general area around circle
 - 4.2.3. Hold recording end of the tape
- 4.3. Helper #2
 - 4.3.1. Hold "0" end of tape
 - 4.3.2. Help mark & return shot
- 4.4. Helper #3
 - 4.4.1. Mark landing spot of shot
 - 4.4.2. Safely return shot to circle (Helper #1)
- 4.5. Procedure for Trials
 - 4.5.1. Each competitor will get three trials, one trial per rotation.
 - 4.5.2. The top eight will then be given 3 more trials.
 - 4.5.3. The winner will be determined by his or her best throw of the total 6 throws.
- 4.6. Throwing Faults
 - 4.6.1. Touching the top of the stop board or circle
 - 4.6.2. Touching ground beyond circle
 - 4.6.3. Not leaving circle from controlled position
 - 4.6.4. Not leaving back half of circle
 - 4.6.5. Putting from behind the plane of the shoulders (throwing)
 - 4.6.6. Not landing within prescribed boundaries
- 4.7. Equipment
 - 4.7.1. Correct size shots (bring 2 minimum), 6 lb. shot for everyone, 1 tape measure (long), marking pegs, clip board, pen or pencil & official sheets

5. Shot-put Rules and Discus Rules:

- 5.1. The shot shall be put from the shoulder with one hand only.
- 5.2. At the time of the commencement of the put, the shot shall touch or be in close proximity to the chin.
- 5.3. The shot must not be brought behind the line of the shoulders at any time.
- 5.4. Up to the time of the release of the shot, the hand must not be dropped below its starting position.
- 5.5. If the thrower contravenes any of the above, it shall be an invalid throw.
- 5.6. The competitor is not permitted after he has stepped into the circle and started his throw, to touch with any part of his body the ground outside the circle, the top of the circular iron-board or the top of the stop board.
- 5.7. A competitor must commence the throw from a stationary position inside the circle.
- 5.8. The competitor must not leave the circle until he implement has touched the ground, and he shall then, from a standing position, leave the circle. The diameter of the circle is indicated by a chalk or painted line. When leaving the circle, the competitor's first contact with the top of the iron band or the ground outside the circle must be completely behind the center line and the first step outside the circle shall be behind the line or its extension.
- 5.9. With regard to any Shot-put and Discus Rules not mentioned above, Canadian Track & Field Association Rules will apply.

6. Ball Throw Rules:

- 6.1. Three attempts only are allowed.
- 6.2. Competitors are allowed a three step approach in preparation to throw.
- 6.3. Competitors must use the ball supplied by the judge.
- 6.4. Failures:
 - 6.4.1. Any part of the competitor landing on or crossing over the restraining line at any time prior to, during, or after the throw.
 - 6.4.2. Any throw which lands outside the area designated as "In Bounds."
 - 6.4.3. Making more than the allowed 3 – step approach.
- 6.5. Procedure for Trials
 - 6.5.1. Each competitor will get three trials, one trial per rotation.
 - 6.5.2. The top eight will then be given 3 more trials.
 - 6.5.3. The winner will be determined by his or her best throw of the total 6 throws.

APPENDIX A

MCSAA CONVENOR SCHEDULE

CONVENORSHIP ROTATION 2012/13 – 2030/31

	2012/13	2013/14	2014/15	2015/16	2016/17	2017/18
Volleyball	St. John Brebeuf	IHMS	IHMS	Christ the King	Christ the King	St. Emile
Basketball	St. Alphonsus	St. Alphonsus	Holy Ghost	Holy Ghost	Linden Christian	Linden Christian
Badminton	St. Charles	St. Charles	St. Charles	Westgate	Westgate	St. Alphonsus
Jr. High Track	Holy Cross	Balmoral Hall	Balmoral Hall	St. Maurice	St. Maurice	St. John Brebeuf
Elementary Track	Holy Ghost	St. Ignatius	St. Ignatius	Our Lady of Victory	Our Lady of Victory	IHMS

	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24
Volleyball	St. Emile	Holy Ghost	Holy Ghost	Holy Ghost	Holy Ghost	Holy Ghost
Basketball	St. Charles	St. Charles	Westgate	Westgate	Westgate	Westgate
Badminton	St. Alphonsus	St. Ignatius	St. Ignatius	St. Ignatius	St. Ignatius	St. Ignatius
Jr. High Track	Balmoral Hall	Balmoral Hall	Balmoral Hall	Balmoral Hall	Balmoral Hall	Balmoral Hall
Elementary Track	St. Maurice	St. Maurice	St. Maurice	St. Maurice	St. Maurice	St. Maurice
MCSAA Website	St. Gerard	St. Gerard	St. Gerard	St. Gerard	St. Gerard	St. Gerard

	2024/25	2025/2026	2026/27	2027/28	2028/29	2030/2031
Volleyball	Holy Ghost	Holy Ghost	Holy Ghost	Holy Ghost	Holy Ghost	Holy Ghost
Basketball	Linden Christian	Linden Christian	Holy Cross	Holy Cross	St. John Brebeuf	St. John Brebeuf
Badminton	St. Ignatius	St. Ignatius	St. Ignatius	St. Ignatius	St. Ignatius	St. Ignatius
Jr. High Track	Balmoral Hall	Balmoral Hall	Balmoral Hall	Balmoral Hall	Balmoral Hall	Balmoral Hall
Elementary Track	St. Maurice	St. Maurice	St. Maurice	St. Maurice	St. Maurice	St. Maurice
MCSAA Website	St. Gerard	St. Gerard	St. Gerard	St. Gerard	St. Gerard	St. Gerard

APPENDIX B

MCSAA GUIDELINES FOR SUPERVISION AND CONTROL OF GAMES

GUIDELINES FOR SUPERVISION AND CONTROL OF GAMES

1. That the Convenor meet with the physical education representative from each school before the season begins and explain what is expected of them. These expectations should be contained in written form and distributed to coaches and referees.
2. At all games each school must be represented by a teacher supervisor / teacher coach, from their own staff, **on the players' bench**. If the teacher supervisor / teacher coach is not present the game will be defaulted at 4:15, unless prior arrangements have been made. (See policy, page 15, 10.1.4.a.)
3. It is the administration's responsibility for overseeing the mode of transportation, and student behaviour to and from games.
4. Coaches are responsible for checking assigned locker rooms prior to and following use by their team members.
5. A visiting teacher supervisor/teacher coach does not leave a school until all his/her students are out of that school.
6. That the administration be responsible for providing supervision for games at their school. This supervision is in addition to teachers who are involved in coaching duties in this game.
7. The visiting teacher supervisor/teacher coach is responsible for keeping their own students under control.
8. That teacher supervisor/teacher coach can evict any student who has evidently been involved in substance abuse. Example: drinking, drugs. This eviction should be reported to the administration concerned.
9. That if there is a problem of student control, i.e. fighting, damage to the school, etc.
 - 9.1. The teacher supervisor/teacher coach from the visiting school be notified prior to leaving whenever possible.
 - 9.2. The principals be notified.
 - 9.3. If the schools directly involved wish to make a formal written complaint to the Convenor of the sport, follow protest procedure Article 11, Section 3 in the MCSAA constitution and guidelines.
10. Recommendations:
 - 10.1. That supervisors check periodically all parts of the building to which students have access. That no students be allowed to loiter in the hallways. That all students be seated in the gym or be out of the school.
 - 10.2. That the administration be responsible for establishing disciplinary policy and that a student exhibit appropriate behaviour conduct as stated in the sportsmanship policy.
 - 10.3. Schools failing to provide adequate supervision may be placed on probation by the MCSAA directorship and subsequent offences may lead to suspension.

APPENDIX C

MCSAA GUIDELINES FOR SUPERVISION AND CONTROL OF TOURNAMENTS

GUIDELINES FOR SUPERVISION AND CONTROL OF TOURNAMENTS:

1. At all games each school must be represented by a teacher supervisor/teacher coach from their own staff. If the teacher supervisor/teacher coach is not present the game will be defaulted. (See policy, page 15, 10.1.4.a)
2. It is the administration's responsibility for overseeing the mode of transportation, and student behaviour to and from games.
3. Coaches are responsible for checking assigned locker rooms prior to and following use by their team members.
4. The visiting teacher supervisor/teacher coach is responsible for keeping their own students under control.
5. That teacher supervisor/teacher coach can evict any student who has evidently been involved in substance abuse. Example: drinking, drugs. This eviction should be reported to the administration concerned.
6. That if there is a problem of student control, i.e. fighting, damage to the school, etc.
 - 6.1. The teacher supervisor/teacher coach from the visiting school be notified prior to leaving whenever possible.
 - 6.2. The principals be notified.
 - 6.3. If the schools directly involved wish to make a formal written complaint to the Convenor of the sport, follow protest procedure Article 11, Section 3 in the MCSAA constitution and guidelines.
7. Convenors of a specific sport are responsible for providing adequate supervision.
8. The Convenor is to contact the administrator of the hosting school to determine the amount of supervision needed.
9. Administration of convening school is responsible for assigning teacher supervisors.
10. MCSAA will reimburse hosting schools of playoff games:
 - 10.1. \$14.00 per referee, per match, for Volleyball to a maximum of \$28.00
 - 10.2. \$14.00 per referee, per game, for Basketball to a maximum of \$28.00

APPENDIX D

MCSAA CONVENOR CHECKLIST

MCSAA Volleyball / Basketball Convenor Checklist

1. Prepare and circulate an agenda for the sports meeting no later than 2 weeks prior to the meeting. (Article 7.3.2.1)
2. Secure a venue for the volleyball / basketball semifinal and final round of tournament play.
3. At sports meeting:
 - 3.1. Review pertinent MCSAA Constitutional sections:
 - 3.1.1. “Emphasis should at all times be on the activity rather than on the result. Schools with more than one team are expected to achieve a balance (social, physical and emotional development) between the teams. Failure to achieve the expected balance in ability between the two teams will result in both teams being excluded from the playoffs.” (Article 11.2.2)
 - 3.1.2. “It is mandatory that the schools of participating teams in the MCSAA competition submit to the Convenor a list of participating athletes with Name, Date of Birth, and Grade signed by the principal of the school involved.” (Article 9.2.1)
 - 3.1.3. “It shall be the responsibility of the home team to:
 - 3.1.3.1. - provide teacher supervision
 - 3.1.3.2. - Email in the volleyball / basketball score sheet to the Convenor within 24 hours after the game” (Article 10.1.4 and 10.1.5)
 - 3.1.4. Review sport by-laws.
 - 3.1.4.1. Games for volleyball / basketball will be played Mondays and Wednesdays.
 - 3.1.5. Distribute eligibility sheets and set deadline for return.
4. Create and distribute volleyball / basketball league schedule (recommended starting dates: Volleyball - 1st week of October, Basketball - 3rd week of January).
5. Check that all participating teams have submitted eligibility sheets and have abided by MCSAA eligibility rule (Article 9.2.1).
 - 5.1. Inform MCSAA Treasurer of schools with extra teams. There is a \$20.00 ‘extra teams’ fee.

- 5.2. Alert MCSAA Directorship President of any suspected violations of the Sportsmanship Rule (Article 11.2.2).
- 5.3. Send or email a copy of eligibility sheets to MCSAA President.
6. Collect volleyball / basketball trophies, banners, plaques in preparation for final tournament. (MCSAA Directorship will order banners.)
7. Create and distribute volleyball / basketball playoff schedule.
 - 7.1. For volleyball - Playoffs and finals are to be completed on the last weekend of November.
 - 7.2. For basketball - Playoffs and finals are to be completed on the last weekend before the last week of classes prior to the start of the AWCS and CSC spring break.
8. Facilitate and be present for volleyball / basketball semifinal, and final tournament.
9. On behalf of the MCSAA, present awards to teams at the final tournament.
10. Send results to all MCSAA participating schools.
11. Complete and present to the MCSAA Directorship a written Annual Report including: order of finish, trophies awarded, highlights and successes, difficulties and failures, personnel deserving credit, recommendations for the future, name of succeeding Convenor and financial statement where applicable. The Annual Report must be completed as soon as possible after the completion of the sport activity season.

MCSAA Badminton Convenor Checklist

1. Prepare and circulate an agenda for the sports meeting no later than 2 weeks prior to the meeting. (Article 7.3.2.1)
2. Secure venues for the singles, and doubles badminton tournament.
3. At sports meeting:
 - 3.1. Review pertinent MCSAA Constitutional sections:
 - 3.1.1. "It is mandatory that the schools of participating teams in the MCSAA competition submit to the Convenor a list of participating athletes with Name, Date of Birth, and Grade signed by the principal of the school involved." (Article 9.2.1)
 - 3.1.2. Badminton coaches should try to fill an absent registered players spot with another player on the day of the tournament to alleviate scheduling difficulties.
 - 3.1.3. Distribute badminton team entry forms and eligibility sheets and set deadline for return.
4. Create badminton tournament draw.
5. Acquire badminton medals and ribbons in preparation for badminton tournament.
6. Arrange for tournament supervisor at both venues for badminton tournaments.
7. Present awards to badminton winners on behalf of MCSAA.
8. Deliver banners to winning schools after all tournament results have been tabulated. (MCSAA Directorship will order banners.)
9. Send list of winners to all MCSAA participating schools.
10. Complete and present to the Directorship a written Annual Report including: order of finish, medals awarded, highlights and successes, difficulties and failures, personnel deserving credit, recommendations for the future, name of succeeding Convenor and financial statement where applicable. The Annual Report must be completed 1 week after the completion of the sport activity season.

MCSAA Track & Field Convenor Checklist

1. Contact Knights of Columbus, Track & Field representative to begin coordinating the event.
2. Book a facility for both the regular date as well as a rain date.
3. Arrange for first aid to be present at the Track Meet.
4. Prepare and circulate an agenda for the sports meeting no later than 2 weeks prior to the meeting. (Article 7.3.2.1)
5. At sports meeting:
 - 5.1. Review dates of Track Meet and distribute schedule of events. Distribute entry forms and set up deadline for return.
 - 5.2. Review age categories.
 - 5.3. Complete duty roster (each school is responsible for supplying equipment for event, except high jump)
 - 5.4. Arrange to borrow high jump equipment from a school.
 - 5.5. Review sport by-laws.
6. Arrange for 'runners' at Track Meet to bring results from finish line and/or event location to Convenor's table and medal presentation area.
7. Be familiar with how to score the Meet and determine medal winners.
8. Collect track and field trophies at MCSAA Annual General Meeting in preparation for Track Meet.
9. Collaborate with MCSAA President (or designate) on the decision to postpone or cancel the Track Meet. A decision must be made by 7:00 A.M. the day of the Track Meet, or earlier. A phone call is to be placed, no later than 7:00 A.M., to the radio station 'CJOB', regarding the cancellation or postponement of the Track Meet. Identify the Track Meet to the radio station as the "Knights of Columbus, Catholic Schools Track & Field Meet".
10. Send list of medal winners, within 1 week after the completion of the Track Meet, to all MCSAA participating schools.
11. Deliver banners to winning schools after all track and field results have been tabulated. (MCSAA Directorship will order banners.)
12. Send list of records broken at track meet to record keeper.
13. Complete and present to the MCSAA Directorship a written Annual Report including: order of finish, medals awarded, highlights and successes, difficulties and failures, personnel deserving credit, recommendations for the future, name of succeeding Convenor and financial statement where applicable. The Annual Report must be completed 1 week after the completion of the sport activity season.

APPENDIX E

MCSAA Volleyball / Basketball Developmental League Guidelines

Volleyball / Basketball Developmental League Guidelines
(as approved by MCSAA Directorship)

1. MCSAA Constitution to govern developmental league (i.e. eligibility, by-laws, supervision, etc.)
2. Declaration of a developmental team must be made at sport specific convenorship meeting.
3. All participating teams in developmental league to meet and appoint a Convenor.
4. League schedule will consist of a 6 game schedule.
5. Games will be scheduled on Tuesdays.
6. Minimum requirement of 4 teams. If less than 4 teams, no league will be organized.
7. No score sheets faxed in, or records kept by Convenor.
8. There will be a season ending, final tournament.
9. Home schools to supply and pay for officials.
10. MCSAA By-Law changes for:
 - 10.1. Volleyball
 - 10.1.1. Triple Ball rules apply.
 - 10.1.2. Underhand serve only.
 - 10.2. Basketball
 - 10.2.1. No full court press.
 - 10.2.2. No zone defence.
 - 10.2.3. Substitutions every 5 minutes (all game).
 - 10.2.4 Games are 4 -10 minute quarters, running time. The clock will stop for all personal fouls and free throws, as well as the last two minutes of the fourth quarter.



Manitoba Catholic Schools Athletic Association **Zero Tolerance Policy Regarding Abuse of Officials**

The most important aspect of being part of the Manitoba Catholic Schools Athletic Association is holding high standards of courtesy, fair play, and sportsmanship. Attendance at Manitoba Catholic School Athletic Association sponsored events entitles players, coaches, referees, parents, and fans, an opportunity to enjoy an exhibition of skills by student athletes in a Catholic school setting. An important part of this is being respectful and encouraging to all athletes, officials, coaches and all spectators. At all times, the integrity of schools, coaches, representative teams and competitors shall be above reproach. Competition should be in the spirit of friendly rivalry rather than enmity. Emphasis should at all times be on the activity rather than on the result.

Prior to the start of the athletic season, Physical Education representatives, coaches, parents, and athletes from all schools should be reminded of the Association's Zero Tolerance Policy. In addition, "BE A FAN...NOT A FANATIC" banners need to be displayed in all facilities housing Association sponsored events.

Through the course of gameplay, coaches or designated team captains may ask for clarification of rules during stoppages in play. Under no circumstances, may a coach, player, or spectator call out, question, or yell at an official during gameplay. Coaches and captain designates are to be courteous at all times when making requests for clarification.

In the event that the above guidelines are not met during a sponsored Manitoba Catholic Schools Athletic Association event, it is at the discretion of the official, with support of the School Administrator or gym supervisor to take the following actions:

1. When a **PLAYER** challenges an official's decision in an uncourteous manner, the appropriate sanction as outlined by that sport will be called. The official, with support of the School Administrator or gym supervisor has discretion to immediately eject the player from the game without warning, depending on the severity of the offense. Once ejected from a game, a player may sit on their team's bench, without further incident. If there is continued haranguing from the player on the bench, or, the original offense is deemed too severe, the official, with support from the School Administrator or school supervisor, may eject the player from the gymnasium. The player may wait outside the gym, supervised by a school parent or supervisor until an appropriate method of transportation has arrived for the child.

If the player refuses to leave the gymnasium, or delays in doing so, the official will advise the coach that their team will forfeit if the player does not leave. Once the player has left, the remaining players will be reminded that another breach of the league's Zero Tolerance Policy will result in forfeiting the game. The official's decision of a forfeit is final.

2. When a **SPECTATOR** challenges an official in an uncourteous manner, the appropriate sanction for that sport will be called on the team that they support. If

the spectator refuses to leave, or delays in doing so, the official will advise the coach that their team will forfeit if the spectator does not leave. Once the offender has left, it is the job of the coach to remind spectators that any further outbursts will result in their team forfeiting the game. The official's decision of a forfeit is final.

3. When a **COACH** challenges an official's decision in an uncourteous manner, the appropriate sanction as outlined by that sport will be called. The official, with support of the School Administrator or gym supervisor has discretion to immediately eject the coach from the game without warning, depending on the severity of the offense. If the coach refuses to leave the gymnasium, or delays in doing so, the official will end the game immediately and said coach's team will forfeit the game. Note: If there is no school representative to replace the ejected coach, the game will also end in a forfeit. The official's decision of a forfeit is final.

4. Parents/Spectators

The game will be stopped by game officials when parents/spectators displaying inappropriate and disruptive behavior interfere with other spectators or the game, including players. The game officials will identify violators to the coaches for the purpose of removing parents/ spectators from the spectator's viewing and game area. Once removed, play will resume. Lost time will not be replaced and violators may be subject to further disciplinary action by the school administrator and the MCSAA Committee. This inappropriate and disruptive behavior shall include but not limited to:

- Use of obscene or vulgar language in a boisterous manner to anyone at any time.
- Taunting of players, coaches, officials or other spectators by means of baiting, ridiculing, threat of physical violence or physical violence.
- Throwing of any object in the spectators viewing area, player's bench, or playing field.

All flagrant violations of the Zero Tolerance Policy at Manitoba Catholic Schools Athletic Association sponsored events that lead to ejections from facilities must be reported. The report must be in writing and must be received within three teaching days of the incident by the Chair of the Association. The principal of the school is responsible for registering the protest. Any further actions lie with the Manitoba Catholic Schools Athletic Association Chair and committee to investigate and then take appropriate action. Reported violations shall be resolved in a manner sufficient to correct the problem and may range from a written statement of findings by the Manitoba Catholic Schools Athletic Association Committee to the school administrators, to probation or suspension for the school's players, coaches and/or team.

Appeals of the ruling shall be submitted to the Chair of the Manitoba Catholic Athletic Association by the school principal within three teaching days after receipt of the ruling. Thereupon, the Manitoba Catholic Schools Athletic Association Committee will hear the appeal at the earliest convenience to all parties.

MCSAA Exceptions to Eligibility Form

Athlete name: _____

Athlete age: _____

Athlete gender: _____

Team athlete wishes to play on: _____

School: _____

The parents, athlete, physical education teacher and administration is aware that this athlete is requesting to participate on a team of the opposite gender, which will be competing against teams of the opposite gender. They are aware and accept that there may be certain risks associated with this, and understands the nature and level of play based on the sport they are involved in. The athlete is wishing to participate on the team because there is not a team of their own gender available at this school.

Athlete Signature

Date

Parent Signature

Date

Physical Education Specialist

Date

Administration Signature

Date

MCSAA approval: _____ YES

_____ NO

MCSAA President Signature: _____

Date: _____