



LKESAA Manual

Updated 2026/06/23

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Board of Reference

Executive Officers

President	Vice President	Secretary	Treasurer
Michael Raiger King George VI (S)		Simon Kennefick Hillcrest	Becky Barnes Queen Elizabeth II (S)

Directors

North	Rachel Orvis	Kinnwood
	Kim Hammond	Grand Bend
Sarnia A	Corey Dixon	Errol Village
	Marcus Ray	Rosedale
Sarnia B	Heather Perron	Lakeroad
	Amanda Knight	London Road
Sarnia C	Ryan Lounsbury	P.E. McGibbon
	Amanda Brydges	Confederation Central
Petrolia	Andy Triest	Hillcrest
	Steve McGrail	Lambton Centennial
Central	Sean Hogan	Riverview
	Matt Handsor	Thamesville Area Central
Chatham	Tawnya Carrothers	Victor Lauriston
	Matt Welch	Gregory Drive
South	Darren Ebere	Naahi Ridge
	Greg Terry	Ridgetown District H.S.

Administration

North Principal	South Principal
Cameron Gordon P.E. McGibbon	Scott Bacik Tecumseh Public

Conference Membership and School Representatives

North	Aberarder Central	Melissa VanEngelen
	Bosanquet Central	Jack VanWolde
	East Lambton	Brandon Owen
	Grand Bend	Matt Redmond
	Kinnwood	Rachel Orvis
Sarnia A	Bright's Grove	Jeff Martin
	Cathcart Blvd.	Sami Morlog Trevor Bouck
	Errol Road	Ali Gartley
	Errol Village	Corey Dixon
	King George VI (S)	Derek Bouma
	Rosedale	Marcus Ray
Sarnia B	Bridgeview	Callie Hyatt
	Colonel Cameron	Aaron Nicholson Scott Steeves
	Hanna Memorial	Lara Sazonov Kim Montpellier Ross
	Lakeroad	Heather Perron
	London Road	Amanda Knight
	Mooretown-Courtright	Alicia Therrien
Sarnia C	Confederation Central	Shelley Swan
	High Park	Sam Kaldeway
	Lansdowne	Carlo Van Haastregt
	P. E. McGibbon	Mike Dark
	Queen Elizabeth II (S)	Becky Barnes
	Sir John Moore	Jenny Lefaive
Petrolia	Brigden	Craig Coolledge Sharon Langeveld
	Brooke Central	James Hewett
	Hillcrest	Andy Triest
	Lambton Centennial	Steve McGrail
	Plympton-Wyoming	Maggie Lynch
	Queen Elizabeth (P)	Allison Thompson

Central	A.A. Wright (CC/TF)	Vanessa Thompson
	Dawn-Euphemia	Josh Jaques
	Dresden Area Central	Kristan Blair
	H.W. Burgess (CC/TF)	Al Lozon
	Riverview	Sean Hogan
	Thamesville Area Central	Todd Read
	W.D.S.S.-Elementary	Jean VanDamme
Chatham	Zone	Matt Curran
	Gregory Drive	Matt Welch
	Indian Creek	Sean McCormack
	King George VI (C)	Jeff MacDougald
	McNaughton	Dan Martin
	Queen Elizabeth II (C)	Cory Barr
	Tecumseh	Keegan Brennan
South	Victor Lauriston	Tawnya Carrothers
	Winston Churchill	Irma Isaac
	Harwich-Raleigh	Shawn Jackson
	Merlin	Rob Rankin
	Naahi Ridge (CC/TF)	Jason Dick
	Ridgetown District H.S.	Greg Terry
	Tilbury	Derek Munroe
	W.J. Baird	Lesley Kistulinec
	Wheatley	Christine Hopper

Conveners

Conference	Cross Country	Soccer	Volleyball	Basketball	Track & Field
North	Ed Campbell (Aberarder)	Rachel Orvis (Kinnwood)	Rusty Hilborn (Bosanquet)	Kim Hammond (Grand Bend)	Stacy Reilly (East Lambton) Samantha McFarlane (East Lambton)
Sarnia A	Michael Raiger (King George, Sarnia) Marcus Ray (Rosedale)	Michael Raiger (King George, Sarnia) Derek Bouma (King George, Sarnia)	Derek Bouma (King George, Sarnia)	Mike Cordingley (Errol Road) Owen Rogers (Errol Road)	Michael Raiger (King George, Sarnia) Heather Perron (Lakeroad)
Sarnia B			Heather Perron (Lakeroad)	Amanda Knight (London Road)	
Sarnia C			Angela Wade (P.E. McGibbon) April Mason (P.E. McGibbon)	Ryan Lounsbury (P.E. McGibbon)	
Petrolia	Melissa Shain (Wyoming) Erin Collinson (Wyoming)	Jill McLean (Brooke Alvinston)	Steve McGrail (Centennial)	Sarah Syer (Centennial)	Simon Kennefick (Hillcrest) Craig Steadman (Plympton Wyoming)
Central		Sean Hogan (Riverview)	Kristan Blair (Dresden Area)	Kristan Blair (Dresden Area)	Kristan Blair (Dresden Areal) Jean VanDamme (Wallaceburg DHS)
Chatham	Kim Jackson (Gregory Drive)	Nathan Hanemaayer (McNaughton Ave)	Jeff MacDougald (King George Chatham)	Tim Mavor (Winston Churchill)	Matt Welch (Gregory Drive) Nicole Quigley (Victor Lauriston)
South	Julianne McNear (Harwich Raleigh)	Derek Munroe (Tilbury Area PS)	Shawn Jackson (Harwich Raleigh)	Greg Terry (Ridgetown)	Wendi Tinline (W.J. Baird) Lesley Kistulinec (W.J. Baird)

Release Time

Release time is per conference. If two people are co-conveners, they must share the release time.

Conveners shall make use of any assigned convener release time to plan and organize the event within a reasonable amount of time prior to, or on the date of, the planned event. Lieu time will not be granted.

Cross Country	Soccer	Volleyball	Basketball	Track & Field
2 days	1 day	1 day	1 day	2 days

Sarnia conference conveners only – If booking the use of a Sarnia area facility/park, proof of insurance is required. Conveners can get this form by contacting Joyce Hastings at the Sarnia Board Office.

Leave of Absence for Conveners

LKESAA funds have been allocated to each school for convener release time.

Use LKARS ASB 002 for approved convener use only (not coaches).

Please notify your principal/supervisor in advance. You do not need to fill out a Leave of Absence request form.



Referee Record Card

Revised 2025-02-12

This information is collected in Accordance with the Education Act & Regulations.



This completed Referee Record Card should be signed by the staff supervisor and then forwarded to the Principal Reps (North or South- see LKESAA manual for names) for approval. The card will then be submitted to the Accounting Department. Payment for Board Employees will be added to the Employee's Pay. All non-board refs will receive an EFT payment.

REFEREE INFORMATION (please print)				SPORT	CONFERENCE (check one only)	
Board Employee Name: Employee #: Location: Carded: ☐ Yes # _____ ☐ No		Non-Board Employee Name: Address: _____ City: _____ Postal Code: _____ Phone #: _____ Email Address: _____ Carded: ☐ Yes # _____ ☐ No A completed vendor form must be on file with Accounting before payment will be made.		☐ Soccer ☐ Volleyball ☐ Basketball _____ ☐ Junior ☐ Intermediate	North ☐ Sarnia A (298-105530-NSA) ☐ Sarnia B (298-105530-NSB) ☐ Sarnia C (298-105530-NSC) ☐ Petrolia (298-105530-NPB) ☐ North (298-105530-NNB)	South ☐ Chatham (298-105530-SCA) ☐ Central (298-105530-SCB) ☐ South (298-105530-SSB)
Date	Game Location	Visitor	Home	Referee Fee	Referee Signature	Convener Signature
TOTAL						

LKESAA Principal Authorization	Association Used? ☐ Yes ☐ No	Payroll USE # of Ref. Assoc. Games: _____ Amount Owing: _____ Basketball: \$17.50/match (game) uncarded, \$35/match (game) carded. Soccer: \$17.50/match (game) uncarded, \$35/match (game) carded (full-length games only). Volleyball: \$17.50/match (game) uncarded, \$35/match (game) carded.
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Constitution

Article 1: Name

- i. This Association shall be known as the Lambton Kent Elementary Schools' Athletic Association - hereinafter referred to as LKESAA.
- ii. This constitution will supersede all other LKSSAA-governing Constitutions and shall be the official LKESAA Constitution as of September 2011.

Article 2: Philosophy

- i. All member schools agree that these are the guidelines by which the association will operate. No member shall seek to evade or break the spirit or the letter of this article and/or this constitution.
- ii. The Principal is responsible for the programs and/or personnel of his/her school under the direction of the Superintendent of Elementary Program.
- iii. Healthy competition within the Lambton Kent District School Board is the primary focus of LKESAA.
- iv. A win should be viewed as instilling players with the highest ideals of character and sportsmanship.
- v. Athletics is an opportunity to raise the level of rapport among teachers/coaches and students/athletes through their common dedication to sport.
- vi. Athletes should be encouraged to enjoy and take pride in their individual accomplishments, and at the same time realize their contributions to their school's environment. All coaches and athletes must be aware that they represent themselves, their schools, and LKESAA.

Article 3: Objective

- i. In support of the concept of school sport both in terms of benefits to participants and the role that school sport serves within the educational system itself, LKESAA will act as spokesperson on behalf of its Member Conferences for inter-school athletic activities within the Lambton Kent District School Board.
- ii. LKESAA will focus on five sanctioned intermediate sports (cross country, soccer, volleyball, basketball, and track and field) to encourage the greatest good for the greatest number of participants. All other sports are not considered to be sponsored by LKESAA, and are governed by different procedures in consultation with school administration.
- iii. Providing student-athletes a broad choice of experiences by participating in several sports, both team and individual, will involve limiting sport schedules to a defined season.
- iv. In order to provide an incentive to students at the local level to participate in inter-school sport, and to promote public awareness of the educational benefits which accrue as a result of their participation, LKESAA may convene five elementary school sanctioned sport championships per conference.

Junior sports that are not subject to LKESAA guidelines may follow a different yearly schedule subject to the discretion of conference conveners and conference principals.

Article 4: Code of Ethics

- i. The game is played for enjoyment.
- ii. The rules of the game are to be regarded as mutual agreements, the spirit or letter of which no one should try to evade or break.
- iii. Visiting teams and spectators are guests and should be treated as such.
- iv. No advantages, except those of superior skills, are to be sought over others.
- v. Officials and opponents are to be regarded and treated as honest in intention.
- vi. Decisions of officials, no matter how unfair they may seem, are to be accepted without outward appearance or vexation.
- vii. To win is desirable, but to win at any cost defeats the purpose of sport.
- viii. The greatest good to the greatest number is ideal.
- ix. The Golden Rule - treat other persons as you yourself wish to be treated - shall be strived for as a LKESAA ethic.

Article 5: Membership

- i. Membership of LKESAA shall be all elementary schools operated by the Lambton Kent District School Board, and other elementary schools located in the geographic area who apply and are admitted under Article 5.iii.
- ii. LKESAA consists of a series of Conferences as described in By-Law: I.
- iii. Membership of New Schools: Senior Administration of LKDSB in consultation with LKESAA Principal Representatives will make the decision to allow or not allow membership in LKESAA. A Principal Representative of LKESAA, or a member of the LKESAA Executive will be contacting eligible schools to confirm participation in LKESAA. For membership fees see By-Law I.
- iv. A non-LKDSB school admitted to a LKESAA Conference assumes the obligation to abide by all regulations of the Constitution, By-Laws and Playing Rules.
- v. Schools shall declare their involvement in the LKESAA activities they intend to participate in to the appropriate convener at the annual Spring meeting for the following year.
- vi. In any matter requiring a General Membership vote, members agree to abide by the majority outcome based on one vote per school.

- vii. In any matter requiring a Board of Reference vote, members agree to abide by the majority outcome based on one vote per conference.

Article 6: Student Eligibility

- i. To be eligible a student must be registered as a full-time student of a member school. The eligible student must not be under school suspension.
- ii. LKESAA-sponsored activities such as volleyball, basketball, and soccer are primarily intended for intermediate-aged division students (Grades 7 and 8). In addition to Grades 7 and 8 students, Track and Field and Cross Country activities permit junior-aged participants (Gr. 4-6).

If a school cannot field enough intermediate players, the following approach may be taken to support team formation:

- Allow Grade 6 students to try out for intermediate teams.
- If numbers are still insufficient, allow Grade 5 students to try out.
- At this point, if co-ed teams are necessary, decisions will be made on a case-by-case basis by LKESAA executives.
- **Intermediate students cannot be left off a team to roster a junior student.**

This flexibility ensures that students have opportunities to participate while maintaining the integrity and competitiveness of inter-school events.

iii. Junior Division (Grades 4–6) Participation Philosophy

While junior leagues are non-sanctioned, they play a vital role in fostering a love for sport and teamwork among younger students. These activities emphasize fair play, inclusion, and participation over competition. Coaches and organizers are encouraged to create welcoming environments where all students feel valued and have the opportunity to develop their skills, build confidence, and experience the joy of being part of a team. The focus should remain on growth, sportsmanship, and ensuring that every student—regardless of ability—has a chance to participate meaningfully. There are no awards given for junior sports (the exception being cross country and track and field).

- iv. A coach and/or convener may apply to the two LKESAA Principal Representatives for a student to be accommodated as part of a gender transition. Requests will be considered on a case-by-case basis and outcomes will be communicated in a timely manner to the respective conference convener and/or necessary LKESAA Executive.

Article 7: Code of Conduct, Eligibility

- i. Code of Conduct for Student Athletes

Student athletes should:

- a. Play for enjoyment;
- b. Control tempers and act in a responsible, sportsman-like manner;
- c. Cooperate with their team-mates and opponents;
- d. Adhere by the Playing Rules adopted by LKESAA;
- e. Participate to the best of their abilities;
- f. Respect decisions made by coaches and officials.

- ii. Eligibility of Coaches (Refer to LKDSB Regulation No. A-PR-219-22)
 - a. It is desirable that those selected to coach teams for inter-school activities be LKDSB employees (ie. ECE, Teacher, EA). In the event of a school not being able to secure LKDSB employee coaches, volunteers may be assigned at the discretion of the Principal as outlined in LKDSB Regulation No. A-PR-219-22.
 - b. The appointed volunteers assume all coaching responsibilities sanctioned by the LKESAA Constitution, By-Laws, and Playing Rules.
- iii. Responsibilities of Coaches
 - a. Control and direct the activities of the players and/or team;
 - b. Be familiar with the Constitution, By-Laws and Playing Rules of LKESAA and coach accordingly;
 - c. Coach according to the LKESAA Code of Ethics (Article 4);
 - d. Be responsible for the conduct of student athletes who are within the coach's charge;
 - e. Display ethical and sportsmanlike behavior at all times;
 - f. Be responsible for the conduct of any assistant(s) who may be supervising activities;
 - g. Exemplify a positive role model for students;
 - h. Respect the integrity and personality of each individual athlete;
 - i. Demonstrate a continuing interest in coaching principles and techniques;
 - j. Encourage students to develop leadership skills;
 - k. Arrange transportation to and from athletic competitions;
 - l. If necessary, arrange public relations for the team's activities (media releases, in-school announcements);
 - m. Be aware of accident or injury procedures, which may involve administering basic first aid, calling parents/legal guardians, ambulance assistance, injury report forms;
 - n. Report safety concerns to the appropriate school personnel;
 - o. Reserve facilities for competitions and practices in cooperation with other coaches of same-season activities;
 - p. Monitor team uniforms – preparation, distribution and return;
 - q. Ensure that all parental permission forms are signed and returned. All permission forms must have a clear explanation/description of the tournament activity. (See Appendix A)
 - r. Supervise the conduct of their players and accept the responsibility of dealing with any inappropriate behaviour by players
 - s. Ensure referee cards are completed and signed after each game.

Article 8: Governance

- i. Positions, Government
 - a. The Executive Board shall consist of 4 Officers: President, Secretary, Vice President and Treasurer, and shall be elected annually from the Board of Directors at the annual meeting of the Board of Reference. Executive Officer positions may be filled by LKESAA General Members in the event of no Director acceptance.
 - b. The Board of Directors shall consist of 2 Directors from each Conference (8) and shall be selected annually from all members at the annual meeting of the General Membership.

- c. The Board of Reference shall consist of the Executive Board (4) and the Board of Directors (16), and shall hold office beginning September 1 of the year in which they were elected for the period of one year ending August 31.
- d. The General Membership shall consist of coaches of inter-school activities, physical education teachers, and other LKESAA supporters.
- e. If a member of the Board of Reference ceases to be an employee of the LKDSB he/she shall forfeit the position, and the remaining Board of Reference members shall appoint a representative to fill this position for the remainder of the term of office.
- f. If a Director transfers out of his/her Conference, he/she shall forfeit the position and the remaining Board of Reference members shall appoint a representative to fill this position for the remainder of the term of office.
- g. Subject to Lambton Kent DSB Policies and Procedures and the decisions of the Principal Representatives assigned to LKESAA, the Board of Reference shall have the power to:
 - Provide feedback over policy with regards to the LKESAA manual
 - Appoint committees
 - Discuss matters pertaining to the management of LKESAA, subject to an appeal. Upon the written request of the representatives of at least two schools, a meeting of the Board of Reference may be requested for a specific issue. Such a meeting will occur at the next scheduled Board of Reference meeting or another time as advised by the LKESAA Principal Representatives. Any appeal will be upheld if at least 50% plus one, member schools in attendance vote in approval.

ii. Finances

- a. The financial year for LKESAA shall be September 1 to August 31.
- b. LKESAA sports fees will no longer be removed from individual school budgets. LKESAA funds will be allocated by the LKDSB Finance Department.
- c. Convener expenses for individual sports will follow the approved spending list submitted to LKESAA in the June General Meeting immediately prior to the new school season. Any purchase that is not on the approved list will not be accepted unless it is first approved by a LKESAA Principal Representative via email. A record of such approval will be kept on file. Once approval is made, all purchases will need to be made by the Principal Representative.
- d. All convener expense reports and receipts will be submitted through LKESAA. At the conclusion of the sport, conveners will provide copies of the receipts and will forward original receipts and a completed expense form clearly indicating the LKESAA conference for which the expenses were used. (Conveners are encouraged to keep a copy for their personal reference.) The Principal representative will match the expenses to the approved conference spending list, sign the expense form and forward the form to the appropriate Accounts Payable designate. (The LKESAA principal will use his/her discretion to approve all conference expenses. If an expense is questioned by a conference representative, the LKESAA Principal may choose to consult with the principals of the respective conference and choose the consensus decision.) The form will then be forwarded to Accounts Payable for reimbursement. Funds will be removed from the appropriate conference account and a cheque or ETF made payable to the convener.
- e. For large expenses, an invoice is requested from the business. Conveners are asked to email an invoice to a LKESAA Principal Representative who will pay the invoice, and funds will be removed from the appropriate LKESAA account.
- f. All LKESAA meeting Executive mileage costs will be paid at the current rate for occasional vehicle usage as listed in the most recent Kilometre/Travel Expenses Reimbursement for Staff,

Trustees and Student Trustees regulation. The expense report for mileage reimbursement will be given to the Principal at your home school.

iii. Meetings

- a. LKESAA shall hold a minimum of two General Membership meetings annually, preferably in September and June.
- b. The LKESAA Principal Representatives have the authority, subject to budget consideration, to call additional General Membership meetings if he/she deems it to be necessary.
- c. A quorum for any regularly called meeting shall consist of voting representatives present at the meeting. Roberts' Rules of Order will be followed to administer all meetings.

iv. Amendments

- a. Notices of motion to amend the Constitution may be directed to a Board of Reference meeting or to a General Membership meeting for approval. The request must be filed with the President three weeks prior to the meeting or vote. The President must forward copies of the proposed amendment(s) at least two weeks prior to the meeting or vote for member review.
- b. The Superintendent of Program or his/her delegate to LKESAA, reserves the right to make amendments to the Constitution as deemed necessary.
- c. Notices of motion to amend the By-Laws and Playing Rules may be proposed at a Board of Reference meeting and/or General Membership meeting and voted on immediately.
- d. To uphold amendments at least 50% plus one of all eligible voters in attendance must vote in approval.

Article 9: Responsibilities

i. President

- a. Fall general membership meeting
 - Greeting of new members
 - Discussion of current and upcoming sports programs
- b. Spring general membership meeting
 - Discussion of completed sports programs
 - Scheduling of conference and district sports dates and conveners for the upcoming school year.
 - Election of new officers for the Board of Reference for the upcoming school year.
- c. Oversee the operation of all LKESAA events regarding their adherence to the guidelines of this manual.

ii. Vice President

- a. Ensure a copy and revisions are available to all schools by providing the link to the Google Doc to the school reps and administration.

iii. Secretary

- a. Send notices of all LKESAA meetings.

- b. Record and distribute the minutes of all LKESAA meetings.
 - c. Assist the LKESAA Principals and President with revisions to the LKESAA manual.
- iv. Awards Officer
 - a. Order all awards for the school year.
 - b. Promptly distribute all awards to conference directors or conveners.
- v. Board of Reference
 - a. Deal with all matters pertaining to:
 - Interpretation of rules and regulations
 - Protests
 - Discipline of school representatives (see By-Law IV)
- vi. General Members/School Representatives
 - a. Attend all General Membership meetings or send an alternate from your school.
 - b. Inform your students, coaches, and referees of relevant guidelines governing LKESAA athletic activities.
 - c. Instill the concept of sportsmanship ahead of winning.
 - d. Report all results to your convener as directed by him/her.
 - e. Adhere to your convener's schedule of play.
 - f. Report immediately any relevant problems involving LKESAA events to your convener and/or conference director who may then forward further concerns to the Board of Reference and/or respective school principal as necessary

LKESAA By-Laws

By-Law I: Conveners

- i. Shall determine the schools within your conference wishing to compete.
- ii. Shall send a league schedule out to all competing schools.
- iii. Ensure that all LKESAA rules and regulations are adhered to.
- iv. Ensure that all schedules are adhered to.
- v. Ensure that if a schedule is not completed by the deadline, select a school to represent your conference, based on standings.
- vi. Ensure that all awards are secured for presentation at the championship.
- vii. Present or appoint someone to present award(s) at all championship games.
- viii. Shall call meetings of the coaches concerned as s/he deems necessary.
- ix. Shall organize the activity completely and forward a directive of her/his event, including rules and tournament schedule to all participating teams at least two weeks in advance.
- x. Shall make use of any assigned convener release time to plan and organize the event within a reasonable amount of time prior to or on the date of the planned event. Lieu time will not be granted.
- xi. Shall submit to the LKESAA President recommendations, if any, for improvement of the activity as well as a statement of all receipts and expenditures within three weeks from the end of her/his event.
- xii. Shall secure non-biased referees when necessary and verify that all referee cards for his/her sport have been filled out correctly. The convener shall sign all referee cards and forward any cards to the LKESAA Principal Representative in his/her region for payment in a timely manner.

- xiii. Shall ensure that all projected costs are on file with the LKESAA Principal Reps prior to the start of the sport and seek appropriate approval through the LKESAA Principal Reps for those costs having not received prior approval (See Article 8: Sect. 2 Finances).
- xiv. Shall consult with their respective North/South Principal LKESAA representative who may in turn consult with members of the LKESAA executive to determine if inclement weather conditions such as fog, snow, or thunderstorms may potentially cause a cancellation or postponement of a large-scale sports event. Furthermore:
 - If school buses are cancelled for the entire day, then all sporting events will be cancelled.
 - If school buses are cancelled for the morning only, school day sporting events will be cancelled.
 - If school buses are cancelled for the morning only, after school sports will continue as planned, provided that the weather does not continue to deteriorate throughout the day.

By-Law II: Students/Spectators

- i. Only students participating in a sporting activity should be allowed to attend the event during the school day.
- ii. Non-participating students should not be allowed to attend a sporting activity during the school day unless accompanied by a parent.
- iii. Spectators, athletes, and coaches attending after school sporting events will be the responsibility of the specific host school's administration.

By-Law III: Rule Infractions

- i. On the first team infraction of LKESAA Constitution and/or By-Laws, the President may contact the school involved by phone and a written letter.
- ii. On a second infraction of LKESAA Constitution and/or By-Laws, the team involved may be suspended from further participation in that sport for that school year subject to the discretion of the Superintendent of Elementary Program or his/her designate.
- iii. In addition to any in-school discipline an individual may receive for being overly aggressive and by not meeting the expectations as indicated in the school and/or LKESAA Code of Conduct, further sanctions may be recommended by a convener. After consultation between the convener, the LKESAA Principal Representative and the individual's school principal, such sanctions may include possible suspension or exclusion from future LKESAA sponsored activities.

By-Law IV: Protest Procedures

- i. All protests must be submitted in writing to the Secretary of LKESAA and the convener of the sport, within 48 hours after the contest under protest has been held. Protests will be ruled on by a committee of the convener and Executive, omitting any conflict of interest, at which time the Board of Reference will be contacted.
- ii. All protests must be signed by the coach (or other official) of the team submitting the protest.
- iii. Copies of the letter of protest must be forwarded, within 48 hours after the contest, by the school submitting the protest to the other school concerned and to the referee or other officials in charge of the contest under protest.
- iv. Where games are conducted under unusual circumstances, protests will be considered if the attention of the referee is drawn to the condition prior to the game and the game is played under protest, and

such a statement signed by the referee, appears in a report. Such a statement should contain the name, date, time (by clock and period of game), the conditions under which the protest was made, and the signature of the referee-in-charge of the competition. Where two officials are used, both should sign.

By-Law V: Liability

- i. In any school-sponsored activity that is undertaken by a volunteer, the Board's liability insurance regarding negligence will apply. Volunteers should be aware that the Board's insurance does not include a loss-of-income provision should the volunteer sustain an injury that prevents him/her from resuming his/her normal employment.
- ii. In all applicable LKESAA sports, students are permitted to play with a cast provided both of the following can be addressed: 1) The participant must receive a dated letter of permission from their parent or family physician that clears the student for playing that specific sport and 2) Exposed orthopaedic apparatus/casts which represents a safety concern to other players, must be soft or padded. (Such devices must be approved by the referee prior to the commencement of the game.)
- iii. There are two types of referees that might be used by schools to referee sports' events: the volunteer referee or the paid referee, hired through an Association.

Volunteer referees are fully protected by the Board's liability insurance while they are working within the scope of their duties for the Board. This coverage protects referees who are named in lawsuits arising out of their duties on behalf of the Board. Accidental injuries to the referees themselves are not covered under the liability policy. The personal OHIP or medical insurance of the referees would be called upon in these circumstances.

Referees hired from an Association are protected by the Board's liability policy in the same way as volunteers, if they are not covered by the Association's liability insurance. The Board's insurance is considered excess to any insurance provided by the Association for referees that are certified and trained by them. If the Association Insurance excludes coverage for referees who are working for School Boards, upon proof of the exclusion, OSBIE's Policy will provide coverage for the referees.

By-Law VI: Withdrawals

- i. Any team withdrawing from a LKESAA sanctioned game shall forfeit any position for further extramural play in that sport.

By-Law VII: Budget

- i. The Board of Reference shall determine the costs to operate the LKESAA program. They shall set a budget and submit it for approval to the Superintendent responsible for Elementary Program or his/her designate. This shall be submitted after the spring meeting of each year.

By-Law VIII: Awards

- i. District Individual Championship (cross country)
 - a. 1st, 2nd, 3rd – medallions

- b. 4th, 5th, 6th – ribbons
 - c. Conference Team Champion (all team members) – ribbons
- ii. Conference Team Championship (soccer, volleyball, basketball)
 - a. Champion – pennant
 - b. Finalist - pennant
- iii. Conference Individual Championship (cross country, track and field)
 - a. 1st, 2nd, 3rd, 4th, 5th, 6th – ribbons
 - b. Age group champion (1st – 3rd for cross country) – medallion (convener option)
- iv. Pennants to be ordered by the Awards Officer and paid by LKESAA.
 - a. Conference – soccer, cross country, volleyball, basketball
- v. Awards/ribbons to be ordered by convener and paid by LKESAA conferences.
 - a. Cross country – submit total expense report to Principal Reps.
 - b. Track and Field – submit total expense report to Principal Reps.

By-Law IX: LKSSAA-Sponsored Expenses

It is a school board requirement that all referees who are to be paid by Lambton Kent District School Board elementary schools (whether LKESAA sponsored or other) must make use of the approved Referee Card. No other form of referee payment is permitted.

- i. Referee Fees - league games and conference tournaments only
 - a. Carded referee: basketball, soccer, volleyball - \$35/match (game) (full-length soccer games only)
 - b. Uncarded referee: basketball, soccer, volleyball - \$17.50/match (game)
 - i. \$17.50/match (game) equates to 50% of the carded referee rate and aligns closely with the hourly minimum wage in Ontario.
- ii. Referee card usage
 - a. Referee cards shall be provided to each referee.
 - b. One referee card per referee.
 - c. The convener or coach in charge of the scheduled game must sign the referee card.
 - d. If a referee is “carded” they shall provide proof of such training at the time of convener/coach signature.
 - e. If a referees’ association is used to book a game, then check “Yes”. (The association will receive additional funds, currently 10% per game, at the expense of the conference.) In all other instances, check “No”.
 - f. The referee card should be submitted at the end of the sport season (ie. Basketball). The card should be sent to the conference convener for verification. The conference convener will sign the card to verify accuracy and forward the card to the relevant LKESAA Principal

Representative (North or South) who will provide approval. The card will then be forwarded to Accounts Payable for payment.

- g. Referees who are Board employees will have payments added to their pay, subject to tax and pension rules. Non-Board referees will receive a cheque in the mail. It is the sole responsibility of Non-Board referees to report all additional revenue sources for taxation purposes.
- h. If a Referee Card is used for non-LKESAA sports (ie. Junior basketball/volleyball), the fully completed and signed card will be copied and submitted to the convener for approval. The card will then be forwarded to the accounting department for processing and final approval. Referees will be paid as per #7 above. Payment of fees will be covered by individual conferences and will be factored into the yearly cost for each conference.

iii. Convener release, supply teacher coverage:

- a. Soccer, volleyball, basketball – 1.0 day sponsored/conference
- b. Cross country, track and field (conference meets) – 2.0 days sponsored/conference
- c. Cross country, track and field (district meet) – 4.0 days sponsored (2 teachers x 2.0 days)

By-Law X: Annual Sports Calendar

There are five Intermediate-division activities sanctioned by LKESAA – Cross Country, Soccer, Volleyball, Basketball, and Track-Field. There are schools that offer sports activities other than those identified above but these are not covered under LKESAA guidelines. These activities are locally sponsored, invitational, and may be intramural or coed in nature.

Each school decides annually which sponsored (and locally developed) activities they will participate in. There are many factors influencing this decision, such as community demand and staff expertise.

The following is the most recent revision of approximately when each conference offers their sanctioned activities:

	September	October	November	December	January	February	March	April	May	June
Central										
Chatham										
North										
Petrolia										
Sarnia										
South										

	Cross Country		Volleyball		Basketball		Soccer		Track & Field
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- Weather delays may extend a sports season up to one week.
- Unforeseen circumstances may result in the cancellation, postponement or alteration of the calendar as determined through consultation with the LKESAA President and approval of the LKESAA Principal Representatives.

For specific dates, consult the [LKESAA Google Calendar](#). Please reach out to your conference's convener if you do not see their dates listed on the calendar.

Appendix A: Permission Form Disclaimers

Note: You may choose to use some elements of this language in your permission forms.

General Disclaimer

The risk of injury exists in every athletic activity. However, due to the very nature of some activities, the risk of injury may increase. Injuries may range from minor sprains and strains to more serious injuries. These injuries result from the very nature of the activity and can occur without fault on either the part of the student, the school board or its employees/agents or the facility where the activity is taking place. The safety and well-being of students is a prime concern and attempts are made to manage, as effectively as possible, the foreseeable risks inherent in physical activity.

Please call the school to discuss any safety concerns related to any physical activity in which your child/ward is participating.

Specific Disclaimer: "Playing Up"

Note: While this wording can be provided to a player at the beginning of the season, other standard sports' permission forms should still be used to give permission to travel or play in tournaments on specific days.

Congratulations! Your grade _____ son/daughter has made the intermediate <boys'/girls'> _____ team. While this represents an exciting opportunity for your child, we would like to notify you of the possibility of an increased risk to your child by playing against older and possibly stronger students. If you give approval for your child to play, please sign and date the permission form below. We hope that your child enjoys the season.

I, _____, give permission for my son/daughter, _____, to play on the intermediate <boys'/girls' and name of sport> team. I am aware of the inherent risks of my child playing with older and possibly stronger students and give permission for him/her to participate in all practices/games/tournaments.

Name of parent/guardian: _____ Date: _____

It is recommended that all sports' permission forms be kept for a period of at least one school year. If an injury occurs to a student, that student's permission form should be kept on file for at least 3 years.

OSBIE - Inherent Risks and Informed Consents - October 20, 2015; written by: Mark Cunliffe

All activities, recreational and sports, especially contact sports have an inherent risk of injury.

Inherent risks of an activity are risks that are the normal or natural, reasonably foreseeable risks to a specific activity that cannot be eliminated without changing the primary nature of the

activity. For instance, it is no longer basketball if you substitute a beanbag for a basketball to reduce the inherent risk of a head strike.

The consequences of an inherent risk are relative to the nature of the activity. Being struck in the head by a basketball is a reasonable and foreseeable inherent risk of participating in that activity.

The consequences typically are insignificant. Falling out of a raft while white water rafting is a reasonable and foreseeable inherent risk of that activity. However, the potential consequences are much greater i.e. drowning.

High risk activities and particularly those with elements or environments over which the planner and participant has no control (e.g. water bodies, changes in the terrain or surface such as steep embankments and trails, collision with manmade or natural objects such as trees and rocks, weather conditions, encounters with wild and domestic animals etc.) need to be considered when assessing the degree of inherent risks of the activity and communicating those aspects to the participant/parent/guardian. This is facilitated through an effectively worded document referred to as an Informed Consent Form.

Fundamentally an informed consent is the granting of permission by the parent/guardian with the full knowledge of the possible foreseeable risks [inherent risks] and benefits of participating in a specific activity and the possible consequences of injury.

An effective informed consent must contain an inherent risk statement/acknowledgement that in plain, understandable language provides the participant with knowledge, understanding and appreciation of the inherent risks of the activity. The listing of risks should not attempt to be all inclusive, but should include the likely minor injuries, the unlikely major injuries and the highly unlikely catastrophic injuries or death. An informed consent should not avoid from presenting the possibility of serious injuries or death where warranted.

Informed consent documents are designed to help in establishing the inherent risk defence by providing evidence that the participant was aware of the risks, participated voluntarily and assumed the inherent risks.

The assumption of the inherent risks offers no protection against liability for provider negligence. For participants over age 18, a waiver protects against liability for negligence. Since a person under 18 cannot waive their rights an informed consent helps to protect against liability for injuries resulting from the inherent risks of the activity by demonstrating that reasonable steps were taken to inform participants of the risks. An injury resulting from an inherent risk could be one caused by an accident for which no one was at fault e.g. hit in the head by a basketball.

The content and the administration of the informed consent can make a difference in the effectiveness of the document. An effective informed consent should:

Be activity specific. It is recommended that a separate informed consent form should be used for each type of activity.

- Be written in plain, understandable language.
- State the purpose of the activity.
- Include a general description of the activity.

- List any likely injuries that might be associated.
- Have participant acknowledge voluntary participation.
- Have participant acknowledge that the participant read and understood the informed consent document.
- A copy should be provided to the participant.
- The signed and dated informed consent should be retained by the school.

For further information view the OSBIE podcast on this topic on the following link:

<https://www.youtube.com/watch?v=eUYEpQH0cQ#action=share>

Appendix B: Volunteer Drivers and Police Checks for Sports

1. Are all police checks or criminal background checks (CBC) the same?

No – for anyone working with children under the age of 18 or with people in vulnerable populations (defined by age and/ or disability, circumstance, whether permanent or temporary) then the Criminal Records Act 6.3(1) specifies that they must acquire a PVSC – Police Vulnerable Sector Check.

2. Do all adults that come into my building to help out and volunteer need a PVSC?

No – our revised Volunteer Administration Procedures state the following must have a PVSC:

- a. Parent/guardians and community volunteers who assist in the school on a daily or weekly basis.
- b. Elementary parents/guardians and community volunteers on overnight excursions of any kind.
- c. Parent/guardians and community volunteers accompanying secondary students on overnight excursions with exceptions only to be approved by the principal and the Superintendent.
- d. Non-parent, non-guardian volunteers not known to the school community.
- e. Volunteer drivers of any students under 18 years old. (New June 2016).
- f. Others, as deemed necessary by the principal.

Examples:

- A parent who comes in once a season to help out with a school book sale would not, at the Principal's discretion, require a PVSC.
- A parent or community member of School Advisory Council who attends the school approx. once a month in the evening, without ready access to students would not need a PVSC.

3. Is there a cost involved in getting a PVSC?

Maybe – varies in different jurisdictions with different Police Services providing the PVSC. The LKDSB provides a simple request letter that the Principal and possible Volunteer sign and submits to acquire. Some Police services will waive the fee; most will charge a reduced amount. Generally from \$10 - \$25.

4. Can the school reimburse or subsidize volunteers for the cost of acquiring a PVSC?

No - LKDSB Regulation R-PR-219-16 – Section 10 states that volunteers require a PVSC every five years “....at their own expense...”. No public or school-based funds can be used to supplement or cover the cost to volunteers. Nor can outside funds be directed through the school for this purpose i.e. Noelle's Gift Fund cannot be utilized.

5. Are all people who drive students considered volunteer drivers?

No – a volunteer driver is anyone who is authorized by the School Board to transport students on an approved school excursion, while driving their own or another licensed automobile, and this includes, though is not limited to: parents, guardians, teachers, trustees and officials of the School Board. By way of example: anyone who chooses to informally create transportation arrangements outside of the school day (i.e. carpool) without the knowledge of the school board is not considered a volunteer driver.

6. Can students be used as volunteer drivers whether they are 18 years old or younger?

No – the LKDSB does not authorize any students regardless of age to be volunteer drivers.

7. Do high school co-op students working in elementary school settings require a PVSC?

No – they are exempt under work-education agreements from needing a PVSC.

8. Do LKDSB teachers who choose to coach student athletic teams or volunteer to drive any students need to acquire a PVSC?

No - as a condition of employment, all LKDSB teachers had an original police check that has been supported annually by the online Offence Declaration process and hence are pre-approved for these activities.

9. Do Student Teachers working in schools either volunteering or doing their teaching placements require a PVSC?

No - they have already been vetted and approved for access to students by their respective Faculties of Education.

10. How long are PVSC's valid for?

For LKDSB vetting purposes they are good for 5 years from the date of issuance. Once obtained and on record with the Principal, volunteers can make an annual offence declaration that there have been no changes to their original PVSC clearance..

11. Can adults who already have a PVSC in place, present proof of that to the Principal?

Yes - many work sectors; education, municipal, health care, social services already have their worker PVSC screening in place. A print out of their work specific Annual Offence Declaration form will suffice. Many employers will provide a copy of the PVSC as well (the LKDSB does this for student teachers).

12. How do Principals track the PVSCs they receive?

In order to ensure continuity and not to burden approved volunteers with multiple requests if there is a change of administrator at the school. All Principals will need to keep in the front school office, a secure file or binder with a copy of the original request, copy of the successful PVSC and the running annual signed declaration form. This documentation remains at the school level regardless of what Administrator changes might take place over time.

Appendix C: Account Codes

Please note the following:

- All accounts start with “298” as we have designated this location for LKESAA.
- Below is a summary of the next 6 numbers in the account:

ACCOUNT #	DESCRIPTION	NOTE
000880	Affiliate & participation fees, and Board transfer	These are revenue accounts that will be posted to by Finance
025220	Supply Teacher Costs	
035218	Supply Teacher Benefit Costs	
055514	Travel	Used for mileage
055515	Awards	
055590	Supplies	This includes both rentals and supplies as I was unable to separate those
105530	Officials, Referees, etc.	

- The last three digits in the account should be one of the following:

Division	ALIAS
Items not specific to a conference or division (e.g., LKESAA meeting)	000
South Chatham A	SCA
South Chatham B	SCB
South South B	SSB
North Sarnia A	NSA
North Sarnia B	NSB
North Sarnia C	NSC
North Petrolia B	NPB
North North B	NNB

- Leave of Absence code for supply teachers is: 298-025220-000
- Mileage code for LKESAA meeting is: 298-055514-000