

St. James-Assiniboia Early Years Athletic Association

Constitution

Revised December 2019

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ARTICLE I – NAME

1. The name of the organization shall be the (SJAHEYAA) St. James-Assiniboia Early Years Athletic Association (the "Association")

ARTICLE II – MISSION STATEMENT

1. The SJAHEYAA is an organization of schools that believe that all students in our care have the right to participate in a broad range of age-appropriate athletic activities. We believe that interscholastic athletics are a part of the total educational experience of our students, and we will do our best to assist them in growing and developing into independent, strong, young men and women who can succeed in life.

ARTICLE III - OBJECTIVES

1. The Objectives of the Association shall be:
 - a. To promote the qualities of fair play, leadership, good citizenship, and the general objectives of education in Manitoba.
 - b. To encourage participation of students in athletics through inter-school programs;
 - c. To consider the welfare of the participants as the primary criteria upon which all policies of the Association are based.
 - d. To plan, supervise, and administer the athletic competitions for the members of the Association.
 - e. To provide an outlet for the skills learned and the appreciation developed through healthy athletic competition.
 - f. To sponsor activities which promote the objective of Early Year School education.
 - g. To promote excellence in all phases of athletic competition and coordinate those athletic activities under the jurisdiction of the Council with respect to:
 - i. Facilities.
 - ii. Schedules.
 - iii. Finances.
 - iv. By-Laws and regulations pursuant to the By-Laws.
 - v. Officials.
 - vi. Coaches and non-teacher supervision.
 - vii. Introduction to new activities.

ARTICLE IV – MEMBERSHIP

1. Membership of the Association shall consist of all Early Years Schools in the St. James-Assiniboia School Division.

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2. The membership of the Association shall consist of the following:
 - a. The Physical Education Teacher(s) from each member schools.
3. Executive of the SJAHEYAA
 - a. The Executive shall consist of:
 - b. President - The member with the most years of experience that has not served as president in the past.
 - c. Vice President - The member with the second most years of experience that has not served as president in the past. The vice will become the president in the next term.
 - d. Past President - The previous president.
 - e. Treasurer - Volunteer appointment.
 - f. Secretary - The PE/HE Coordinator
 - g. Additional officers, if necessary, shall be appointed by, and at the discretion of the Executive.
4. Duties of the Executive:
 - a. It shall be the duty of the President to:
 - i. Preside at regular meetings of the Association;
 - ii. Call meetings of the Association;
 - iii. Determine an Agenda (in conjunction with the Coordinator) that will be circulated 1 week prior to the meeting; and
 - b. It shall be the duty of the Vice President to:
 - i. Assume the duties and responsibilities of the President during his/her absence.
 - c. It shall be the duty of the Secretary to:
 - i. Record the Minutes of all regular meetings of the Association;
 - ii. Be the official custodian of all records and Minutes; and
 - iii. Have all Minutes typed and circulated to all member schools.
 - d. It shall be the duty of the Treasurer
 - i. Oversee and update the SJAHEYAA account held at the Cambrian Credit Union located at 1-3421 Portage Avenue.
 - ii. Maintain a record of debits/deposits and keeping receipts.
 - iii. Inform members of updates as voted on by the members of the SJAHEYAA.
 - iv. The incoming Treasurer must visit the bank with the PE Coordinator and the exiting Treasurer to become a signee on this account.
 - v. Reimburse members of the association for costs incurred.
 - vi. Costs Covered
 - Social committee gifts first baby, wedding, and injury/surgery.
 - vii. Not Covered
 - Transportation.
 - Substitute Teachers.

- Equipment.
- Professional Development.

ARTICLE V - (A) VOTING RIGHTS AND PROCEDURES (REGULAR MEETINGS)

1. Schedule of Meetings
 - a. The regular meetings of the Association scheduled at the annual June AGM for the following school year on dates to be determined by the Association.
2. Voting Rights
 - a. Each member school has one eligible vote during Regular Meetings.
 - b. The Coordinator shall only vote in the case of a tie.
 - c. There shall be no proxy votes (e.g., no person may carry more than one vote).
 - d. All votes are to be recorded.
3. Quorum
 - a. The quorum at any Regular Meeting shall be two-thirds of the voting membership (e.g., 2/3 of 15 voting members = 10 members).
4. Rules of Order
 - a. All meetings shall be conducted according to the Robert's Rules of Order.
5. Notice of Meeting
 - a. Except in an emergency and at the discretion of the President, every member shall be given at least seven (7) days notice of all meetings, together with an Agenda.
6. Constitution and By-Law Changes
 - a. Constitution and By-Law changes shall be voted on at the Annual General Meeting, or with a Notice of Motion given thirty (30) days prior to the next regular meeting.
 - b. Constitution and By-Law changes shall be amended and effective immediately following a two-thirds (2/3) majority vote.
 - c. Notices of Motion may be formulated and voted upon without the required thirty days prior notice following seventy-five percent (75%) agreement of the voting delegates that the amendment to the Constitution or By-Law be brought to the floor. The Notice of Motion Without Notice would require a majority of two-thirds (2/3) to pass.

ARTICLE V- (B) VOTING RIGHT AND PROCEDURES (ANNUAL GENERAL MEETINGS)

1. Meeting Schedule
 - a. The Annual General Meeting (AGM) shall be held in June.
2. AGM Protocol
 - a. Roll call of voting members;
 - b. Acceptance of the Minutes from the Regular Meeting held the previous meeting;
 - c. Business arising from the Minutes of the last meeting;

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- d. New Business;
- e. Voting on the Notices of Motion pertaining to the Association; and
- 3. Voting Procedures
 - a. Each member school shall send a minimum of one (1) representative to the AGM;
 - b. Each school will have one (1) full vote;
 - c. Any member may submit Notices of Motion related to changes in the Constitution to the Council, but must do so in writing 30 days prior to the scheduled AGM.
 - d. Any member may submit Notices of Motion regarding By-Law changes.
 - e. Notices of Motion may be formulated after the deadline date and voted upon following seventy-five percent (75%) agreement of the voting delegates. These Notices of Motion require a two-thirds (2/3) majority to pass.

ARTICLE VI - MINUTES

- 1. A copy of the Minutes of Meeting (Regular, Annual, or Special) shall be sent to each member of the Association.

ARTICLE VII - AMMENDMENTS

- 1. Amendments to the constitution may be proposed and voted on by providing written Notices of the Motion to the president (30 days) prior to the Annual General Meeting as declared by the Association Membership. All motions will be voted on at the Annual General Meeting.

ARTICLE VIII - ASSOCIATION ACTIVITIES

A PARTICIPATION

- 1. The divisional activities administered by the Association include:
 - a. Cross Country
 - b. Track & Field
 - c. Speed Stacks
- 2. Schools may participate in any of the activities listed in Article VIII a. through c. above. Participation in activities, divisional or district, is optional.
- 3. District activity suggestions will be presented to the association at the June meeting of each year.
- 4. School representatives/association members will select activities for the year. A vote will occur at this June meeting on each activity on the list. Only those activities that receive support from (2/3) two thirds of the schools in the association will be on the final list and they will be deemed divisional activities.
- 5. Divisional organizing committees should provide a written report listing all pertinent information related to the organization of the activities such as date, time, general guidelines, and location to: the Membership and Physical Education Coordinator.

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6. Each divisional activity will have one or more designated convener(s) who will be named in June of the preceding year. The convener(s) will be responsible for the planning of the event.

B MEMBER SCHOOLS

1. Membership shall be all early years schools within the division.
2. The schools listed below are to be recognized in districts as follows:

District 1
Assiniboine
Stevenson
Brooklands
Linwood

District 2
Athlone
Bannatyne
Heritage
Strathmillan

District 3
Sansome
Phoenix
Robert Browning

District 4
Buchanan
Crestview
Lakewood
Voyageur

ARTICLE VIII - CONVENOR RESPONSIBILITIES

1. Each Association activity shall be under the direction of the Convenor(s). The Convenor(s) and the Officers of the Council shall head each Association activity.
2. The Convenor(s) shall have jurisdiction of a particular interscholastic sport, subject to the Constitution and By-Laws.
3. A Convenor is responsible for arranging the activity.
4. A Convenor shall request that each school confirm their participation in an activity.
5. Association members shall volunteer for convenorships.
6. During his/her term, a Convenor is responsible for maintaining a file that will be passed on to the succeeding Convenor.
7. A Convenor shall formulate and submit all Notices of Motion and recommendations at the end of each season for discussion at the Annual General Meeting.
8. The Convenor(s) of each activity shall circulate an electronic report at to the membership containing the following information:
 - a. The number of teams and/or individual competitors per activity category;
 - b. The highlights and/or successes;
 - c. Any difficulties/failures;

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- d. Identify any personnel deserving credit;
- e. Make any recommendations and/or comments that may result in Notices of Motion.

ARTICLE IX - ROTATION OF CONVENOR RESPONSIBILITIES

1. All Convenorships and Executive positions on the Legislative Council shall be assigned to the member schools on a rotation basis for a period of two (2) years. The following Rotation Schedule will be used

POSITION	2013 – 2015	2015 – 2017	2017 – 2019	2019 – 2021
President	Carolyn Lamoureux	Jeff Spiers	Michelle Parnell	
Vice-President	Jeff Spiers	Michelle Parnell	Kerry Starkell	
Past President		Carolyn Lamoureux	Jeff Spiers	
Treasurer		Mike McKenzie		
X-Country Convenor		Carolyn Lamoureux		
Speed Stacks Convenor		Dusty Vosper		
Track & Field Convenor (E)		Curt McKinnon		
Track & Field Convenor (W)		Chris Spradbrow		
Movement Skills Committee		Chris Spradbrow		
Social Convenor		Mike McKenzie		
Constitution Convenor		Bryan Vermeulen		

2. Exchanges of Convenor responsibilities outside of the Rotation Schedule must be finalized at the AGM in June and ratified by the Council.

ARTICLE X- ELIGIBILITY

1. Only students registered at a member school within the St. James-Assiniboia School Division may participate in a SJAHEYAA sponsored activity.

ARTICLE XI – FRIENDSHIP TOURNAMENT

1. According to SJAHEYAA, a Friendship Tournament will:
 - a. Encourage(s) friendship(s) and the development of positive relationships between members of different schools.
 - b. Encourage(s) student participation in a non-intimidating environment.
 - c. Encourage equal athletic playing time.
 - d. Provide opportunities for all schools in the division or in a district to display their athletic, teamwork and sportsmanship skills through sport.
 - e. Provide an opportunity for students in a school to participate in an interschool program.
 - f. Students from participating schools may be mixed into teams other than their home school.
 - g. Foster a less competitive, more recreational type atmosphere.
 - h. Score and rules may be kept to encourage and teach students of the true sense of the sport they are involved in.

ARTICLE XII - AWARDS

2. Awards will be presented in the district activities of cross-country, speed stacks and track & field.
3. All awards for the Association will be ordered by the convenor and or PE/HE coordinator paid for through the treasurer/coordinator.
4. The Coordinator (in consultation with each convenor) is responsible for purchasing the Divisional awards for all activities and categories.
5. Each convenor shall review annually the awards program and make recommendations to the Conference.
6. Awards that go beyond the Conference approved program are the responsibility of the championship host or convenor.
7. Divisional Awards.

Activity	Classification	Ribbons	Medals	Trophy
X Country	Grade 4,5 Girls	All Participants	-	-
X Country	Grade 4,5 Boys	All Participants	-	-
Speed Stacks	3-6-3 Boys and Girls	-	2 nd , 3 rd , 4 th Place	Fastest
Speed Stacks	Cycle Boys and Girls	-	2 nd , 3 rd , 4 th Place	Fastest
Speed Stacks	1 per school			Hardest Worker
Track & Field	Grade 4 & 5s	All Participants	-	-

SPORT BYLAWS

CROSS COUNTRY - Grades 4, 5

(revised June 2017)

A. INTRODUCTION

1. The goal of the divisional cross country meet is to provide an opportunity for all grades 4, 5 students to participate in the event.

B. RULES

1. Each school is entitled to an unlimited number of runners.
2. Each district will hold at least one run prior to the final divisional run.
3. Individual places will not be recorded.

C. ORGANIZATION

1. The members will be assigned the following positions.

Officials:	Equipment:
Recorders	Timers & gun
Starters	Barrier Tape
Judges/sorting	Finish chute
Ribbon Distributors	Flags and Pylons
Spotters	All signage
	Megaphone
	Sound System including microphone

2. The divisional cross-country meets will be held on the first Thursday in October with a rain date on the second Thursday in October. The divisional meet will be held at Assiniboine Park with a start time of 12:15.
3. The distance shall be approximately 1.2 km determined by the convenor and venue.
4. The order of races shall be:
 - a. Grade 4 Girls
 - b. Grade 4 Boys
 - c. Grade 5 Girls
 - d. Grade 5 Boys

D. AWARDS

1. All participants will receive a participation ribbon with a place to record their time at the final meet.

SPEED STACKS – All Grades

(Revised June 2017)

A. INTRODUCTION

1. The divisional speed stacks event will provide a challenge activity for students, from any grade, who qualify from each school. It is at the discretion of each school to determine their roster prior to the final divisional speedstacks tournament.

B. RULES

1. Each school is entitled to 12 stackers. Six (6) Boys and Six (6) Girls. Each School will have Four (4) Boys and Four (4) Girls doing the 3-6-3 Stack and Two (2) Boys and Two (2) Girls doing Cycle Stack.

C. ORGANIZATION

1. The divisional speed stacks event will be held on 1 evening in April on a date and location determined by the convenor.
2. The events shall be:
 - a. Boys 3-6-3
 - b. Girls 3-6-3
 - c. Boys Cycle
 - d. Girls Cycle

D. AWARDS

1. All participants will receive a participation certificate.
2. The top 6 finishers in each event will receive an award.
3. Each school will choose one (1) student to win a “Hardest Working Stacker” award.

TRACK AND FIELD - Grades 4, 5

(Revised June 2017)

A. INTRODUCTION

1. The goal of the divisional track and field meet is to provide an opportunity for all grades 4, 5 students to participate in the event.

B. ORGANIZATION

1. Track and field meets will be in late May with a rain dates to be determined by the convenor(s). Both meets (east and west) will have separate rain date.
2. Teams may be comprised of any Grade 4 and 5 students.
3. There shall be two divisional meets. One for the East district schools and one for the West district schools. The West district shall include districts 3 and 4. The East shall include districts 1 and 2.
4. The meet shall be an all comers meet with different activity stations. Each station will be approximately thirty minutes.
5. The track and field events will be determined and submitted to the executive by the Track and Field convenor at least 1 month prior to the event.
6. The duration of the meet activity will be from approximately 9:45 a.m. until 2:15 p.m. or as determined by the organizing convenor.
7. Each attending school should run one activity station. Activity stations should be run by a qualified instructor/volunteer. Schools with large numbers of students may be asked to operate more than one station.
8. Students are encouraged to take part in all events.
9. Organizers will meet and decide on cancellation by 6:30 a.m. of the morning of the event. Notification will be made by the convenor to Physical education staff, PE/HECoordinator. It is up to individual teachers to cancel substitutes, inform administration and cancel transportation.
10. On site washrooms and hand-washing stations must be provided (as per school division policy).
11. On site First aid station including a first aid kit will be provided. (as per school division policy)
12. All participants will receive a participant ribbon at the end of the meet. Colour of ribbons would alternate each year.

VOLLEYBALL - Grades 4, 5

(Revised June 2017)

A. INTRODUCTION

The divisional volleyball event will provide a challenge activity for students in Grade 4 and 5, who qualify from each school. It is at the discretion of each school to determine their roster prior to the final divisional tournaments. The goal of Circulation is to promote better skill development through more rallies, increase participation, and encourage meaningful competition and fun.

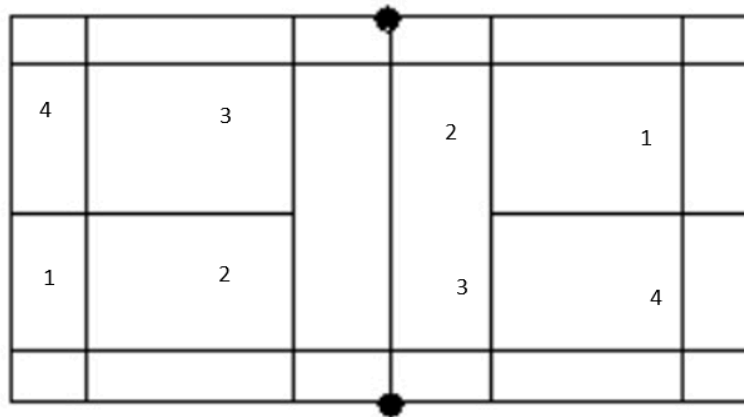
B. RULES

1 General:

- a. Game is played on a doubles badminton court with four players per side.
- b. If a team has more than four players the substitute players (ie more than four players per team) rotate into serve. All participants will play.
- c. All contacts of the ball can be played with the use of volleyball skills. The ball may be caught and thrown at each contact. If the ball is caught, the next action must be a volleyball action. Therefore there can be a catch on the first contact and/or the second contact. This will be at the discretion of each to meet each team where they are in their skill development.
- d. Coaches encourage the ‘to the net, along the net over the net’ pattern, using volleyball motions during the toss, or the use of volleyball skills primarily during the third contact.
- e. The ball may be caught and thrown at each contact, however players may use volleyball skills. If the ball is caught, the next action must be a volleyball action.
- f. Three contacts per side should be strongly encouraged.
- g. Teams are encouraged to play 2 in the front and 2 in the back. However, teams can utilize a diamond formation if they wish.

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- h. The net height will be 2.00 metres or the height of the badminton poles with extensions.
- i. 10 minute timed games.
- j. Players rotate every time the ball the ball crosses over the net.
- k. Ball: Tachikara Volley Lite or Soft-V or Mikasa VUL 500
- l. Co-ed participation is permitted.
- m. Coaches encourage the ‘to the net, along the net over the net’ pattern, using volleyball motions during the toss, or the use of volleyball skills primarily during the third contact.
- n. Officials are not required, teachers, coaches and student leaders support the implementation of the rules.



2. Service:

- a. The “serve” MUST be underhand serve.
- b. If a player cannot serve it over the net they are encouraged to move to the short service line and self toss and volley the ball to initiate play.
- c. The serve will take place from the baseline where possible. May move into the court to where they feel comfortable.

- d. Players may have 2 attempts to start the play with a serve/toss.
 - e. The server will be the player in position 1 when a rally ends (the player in right back position or the back position if playing the diamond format.
 - f. New players would rotate into the serving position (1).
- 3. Scoring:**
- a. Rally point scoring but no score official game score will be kept. Teams just keep track of how many points THEY score.
 - b. A point is only scored when a team uses 3 contacts.
- C. ORGANIZATION**
- 1. The divisional volleyball event will be held on 4 1/2 days at the beginning of May at location determined by the convenor.
- D. AWARDS**
- 1. No awards will be given.

APPENDIX A

GUIDELINES FOR SUPERVISION AND CONTROL OF GAMES

1. The Administration is responsible for providing adequate supervision for games at their school. This does not include teachers who are involved with coaching duties.
2. The Administration assumes the responsibility for the conduct of any "designated" non-staff coach.
3. No students are allowed to loiter in the hallways. All students should either be seated in the gym or be out of the school.
4. Visiting teachers are responsible for the appropriate behaviour of their students and for maintaining order.
5. The Administration is responsible for applying their Standard of Behaviour to all students whose behaviour is inappropriate as spectators or participants at, during, or after school hours including interschool games or activities.
6. If there is a problem of student control (e.g., fighting, damage to school, etc.), the administrator of the school directly involved will make the problem known to the Administrator whose student's behaviour was inappropriate.
7. A team supervisor shall sit on the bench with an outside coach in all cases where the coach is under 18 years of age, and as deemed necessary by the administration.
8. A visiting coach is not to leave a school until all his/her students are out of the building.
9. The home game supervisor will not leave a school until all students are out of the building.

APPENDIX B

FAIR PLAY

B1 FAIR PLAY PHILOSOPHY

The St. James Assiniboia Early Years Athletic Association accepts and promotes the Principles of Fair Play as developed by the Fair Play Commission, under the direction of the Federal Minister of Fitness and Amateur Sport 1986. Fair Play is about how we behave and how we treat others when we play.

B2 THE FIVE PRINCIPLES OF FAIR PLAY

- a. Respect for the rules
- b. Respect for the officials
- c. Respect for your opponents
- d. Give everyone an equitable chance to participate
- e. Maintain self-control at all times

APPENDIX C

CONDUCT OF COACHES

C1 SCHOOLS EXPECT COACHES TO:

- a. Be an integral part of the school system with its educational contribution.
- b. Remember that wherever students of the St. James-Assiniboia Early Years Athletic Association play interschool sports, all school rules and expectations apply.
- c. Insist that students keep their attendance and learning as a high priority.

C2 ATHLETES EXPECT COACHES TO:

- a. Maintain a genuine and up-to-date knowledge of what they propose to teach.
- b. Maintain fair, unprejudiced relationships with all team members.
- c. Pay careful attention to the physical condition of players.
- d. Inspire a love of the game and a desire to compete fairly.

C3 SPORTSMANSHIP DEMANDS COACHES TO:

- a. Take a strong stand against profanity, unfair play and unsportsmanlike behaviour of their teams.
- b. Maintain self-control at all times, accepting decisions of officials without outward appearance of anger.
- c. Teach athletes to win fairly and to lose graciously
- d. Believe in the honesty and integrity of opponents and officials.
- e. Teach that to win is desirable, but to win at any costs, without integrity, fairness and respect defeats the purpose of the game.