

Lambton Kent District School Board



GUIDELINES

Revised Aug 24, 2011

(A) ANNUAL INFORMATION

- BOARD OF REFERENCE - Members
- CONFERENCE MEMBERSHIP - Schools
- SPORTS SCHEDULE

(B) CONSTITUTION

(C) BY – LAWS

LKESAA 2011-12 - BOARD OF REFERENCE

BOARD OF REFERENCE – “EXECUTIVE OFFICERS” (2011/2012)

PRESIDENT	SECRETARY	VICE PRESIDENT	AWARDS
Ryan Myers <i>(McNaughton)</i>	Les Kistulinec <i>(W.J. Baird)</i>	Dan Martin <i>(McNaughton)</i>	Wendi Tinline <i>(Harwich Raleigh)</i>

BOARD OF REFERENCE – “DIRECTORS” (2011/2012)

NORTH - B	Steve Parker <i>(Aberarder)</i>	Matt Redmond <i>(Grand Bend School)</i>
SARNIA – A	Marie McNally <i>(Cathcart)</i>	Christena Churchill <i>(P.E. McGibbon)</i>
SARNIA - B	Sarah Lutrell <i>(Bridgeview)</i>	Brian Woolridge <i>(Errol Village)</i>
PETROLIA - B	Mark Padbury <i>(Brigden)</i>	Steve McGrail <i>(Lambton Central)</i>
CENTRAL – B	Steve Park <i>(Dresden Area)</i>	Scott Bacik <i>(Zone)</i>
CHATHAM - A	Dan Martin <i>(McNaughton)</i>	Jeff Malicki <i>(IC)</i>
SOUTH - B	Bill Vermeersch <i>(W.J. Baird)</i>	Derek Munroe <i>(Tilbury)</i>

ADMINISTRATION (2011/2012)

PRINCIPAL REPRESENTATIVES	Steven Thomas <i>(Bosanquet)</i> Byron Hodgson <i>(QEII Chatham)</i>
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CONFERENCE MEMBERSHIP

SCHOOL	ADDRESS	TELEPHONE
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NORTH – B (5)

Aberarder Central	4804 Aberarder Line, Camalachie, NON-1E0	899-2267
Bosanquet Central	8766 Northville Road, Thedford, NOM-2N0	296-4962
East Lambton	139 Centennial Ave., Watford, NOM-2S0	876-2610
Grand Bend	15 Gill Rd., Box 520, Grand Bend, NOM-1T0	238-2091
Kinnwood	63 MacDonald St., Box 1060, Forest	786-5351

PETROLIA – B (5)

Brigden	1540 Duncan St., Brigden, NON-1B0	864-1125
Brooke Central	7989 Brooke Line, Alvinston, NON-1A0	847-5218
Lambton Centennial	3823 Oil Heritage Rd., Petrolia, NON-1R0	882-0138
Queen Elizabeth (P)	4104 Kerby St., Petrolia, NON-1R0	882-2123
Hillcrest	433 First Ave., Box 119, Petrolia, NON-1R0	882-2260
South Plympton	4741 Confederation Line, Wyoming, NON-1T0	845-3141
Wyoming	606 Thames St., Wyoming, NON-1T0	845-3241

Addendum: Due to restructuring, Hillcrest School and QEII Petrolia will participate in LKESAA sports together as a joint school for the school years 2011-2012 and 2012-2013. At the conclusion of the two year transition period, a review will be undertaken to determine if Hillcrest intermediate student numbers have increased enough to make the school viable as a separate sports entity. Note: For the purposes of conference funding and the billing of referee and other costs, Hillcrest and QEII will be considered as two schools.

SARNIA – A (12)

Bright's Grove	2565 Hamilton Rd., Bright's Grove, NON-1C0	869-4284
Cathcart Blvd.	1219 Cathcart Blvd., Sarnia, N7S-2H7	542-5651
Confederation Central	2500 Confederation Rd., Sarnia, N7T-7H3	383-7004
Errol Road	989 Errol Rd. E., Sarnia, N7S-2E6	542-9341
High Park	757 Kember Ave., Sarnia, N7S-2T3	332-0474
King George (S)	585 O'Dell Ave., Sarnia, N7V-4H7	344-2942
Lakeroad	955 Lakeshore Rd., Sarnia, N7V-2V3	542-5771
Lansdowne	95 Lansdowne Ave., Sarnia, N7S-1G7	336-2111
P. E. McGibbon	321 Devine St., Sarnia, N7T-1T9	344-4371
Queen Elizabeth (S)	60 Aberdeen Ave., Sarnia, N7S-2N8	344-0801
Rosedale	1018 Indian Rd. N., Sarnia, N7V-4C5	542-4552
Sir John Moore	274 St. Clair Blvd., Corunna, NON-1G0	862-1089

SARNIA B – (7)

Bridgeview	205 Albert St., Pt. Edward, N7V-1R4	337-3295
Colonel Cameron	338 Cameron St, Box 250, Corunna, N0N-1G0	862-1116
Errol Village	3568 Egremont Rd., Camlachie, N0N-1E0	869-4861
Hanna Memorial	369 Maria St., Sarnia, N7T-4T7	344-7631
London Road	240 London Rd., Sarnia, N7T-4V8	344-5741
Mooretown	104 Moore Line, Mooretown, N0N-1M0	867-2836

CENTRAL – B (8)

A.A. Wright	55 Elm St., Wallaceburg, N8A-3M7	627-2581
D.A. Gordon	430 King St., Wallaceburg, N8A-1J1	627-5151
Dawn-Euphemia	4587 Bentpath Line, Dresden, N0P-1M0	692-4035
Dresden Area Central	941 North St., Dresden, N0P-1M0	683-4457
H.W. Burgess	140 Lawrence Ave., Wallaceburg, N8A-2B3	627-3822
Riverview	3926 St. Clair Pkwy., Port Lambton, N0P-2B0	892-3981
Thamesville Area Central	30 Mary St., Box 550, Thamesville, N0P-2K0	692-3908
Zone	730 Main St. N., Box 280, Bothwell, N0P-1C0	695-2739

CHATHAM – A (9)

Gregory Drive	180 Gregory Dr. W., Chatham, N7L-2L4	352-6856
Indian Creek	511 Indian Creek W., Chatham, N7M-5J5	352-3137
J.N. Given	92 Churchill St., Chatham, N7L-3T5	354-6100
King George VI (C)	227 Delaware Ave., Chatham, N7L-2W5	354-2440
McNaughton	480 McNaughton Ave. E., Chatham, N7L-2G9	352-8252
Queen Elizabeth (C)	79 Eugenie St., Chatham, N7M-3Y9	354-2560
Tecumseh	287 McNaughton Ave. W., Chatham, N7L-1R8	354-2480
Victor Lauriston	44 Alexandra Ave. W., Chatham, N7M-1Y1	352-4530
Winston Churchill	30 Crystal Dr., Chatham, N7M-3C7	352-8680

SOUTH – B (6)

Harwich-Raleigh	231 Chatham St. S., Blenheim, N0P-1A0	676-5481
Merlin	21184 Erie St. N., Merlin, N0P-1W0	689-4812
Naahi-Ridge	20473 Victoria Rd., Ridgetown, N0P-2C0	674-3173
Tilbury	5 Mable St., Box 489, Tilbury, N0P-2L0	682-2260
Wheatley	226 Erie St. N., Wheatley, N0P-2P0	825-4621
W.J. Baird	182 King St., Box 70, Blenheim, N0P-1A0	676-5407

L.K.E.S.A.A. CONSTITUTION

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L.K.E.S.A.A. CONSTITUTION

ARTICLE 1: **NAME**

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

ARTICLE 2: **PHILOSOPHY**

1. 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.
2. The Principal is responsible for the programs and/or personnel of his/her school under the direction of the Principal of Elementary Program.
3. Healthy competition within the Lambton Kent District School Board is the primary focus of LKESAA.
4. A win should be viewed as instilling players with the highest ideals of character and sportsmanship.
5. Athletics is an opportunity to raise the level of rapport among teachers/coaches and students/athletes through their common dedication to sport.
6. 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.

This philosophical base proceeds from the assumption that we are dealing with students and as such, no athletic program will make demands which interfere with academic success on students.

ARTICLE 3: OBJECTIVE

1. 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.
2. 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 sanctioned by LKESAA and must occur outside of school hours in consultation with school administration.
3. 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.
4. 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 elementary school five 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

1. The game is played for enjoyment.
2. 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.
3. Visiting teams and spectators are guests and should be treated as such.
4. No advantages, except those of superior skills, are to be sought over others.
5. Officials and opponents are to be regarded and treated as honest in intention.
6. Decisions of officials, no matter how unfair they may seem, are to be accepted without outward appearance or vexation.
7. To win is always desirable, but to win at any cost defeats the purpose of sport.
8. The greatest good to the greatest number is ideal.
9. The Golden Rule, treat other persons as you yourself wish to be treated, shall be strived for as a LKESAA ethic.

ARTICLE 5: **MEMBERSHIP**

1. 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 represented by the LKDSB who apply and are admitted under Article 5.3.
2. LKESAA is comprised of a series of Conferences as described in By-Law: I.
3. Membership of New Schools: The LKDSB Manager of Financial Services or a Principal Representative of LKESAA will be contacting eligible schools to confirm participation in LKESAA. For membership fees see By-Law I.
4. 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.
5. Schools shall declare their involvement of the LKESAA activities they intend to participate in to the appropriate convenor at the annual Spring meeting for the following year.
6. In any matter requiring a General Membership vote, members agree to abide by the majority outcome based on one vote per school.
7. 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**

1. 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.
2. To be eligible a student must not turn 16 years of age during the school year.
3. LKESAA-sponsored activities are primarily intended for intermediate-aged division students (Grades 7-8). Coaches may allow junior aged division students to participate in LKESAA Intermediate inter-school competition if intermediate numbers are low.
4. LKESAA sanctioned sports do not permit co-ed teams to participate in conference league/tournament play.

ARTICLE 7: CODE OF CONDUCT, ELIGIBILITY

1. 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.

2. ELIGIBILITY OF COACHES (Refer to LKDSB Regulation No. R-PR-219-01)

- (a) It is desirable that those selected to coach teams for inter-school activities be LKDSB employees. 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. R-PR-219-08, Page 2 of 3, “Supervision of Students in Physical Education/Sports Activities”**.
- (b) The appointed volunteers assume all coaching responsibilities sanctioned by the LKESAA Constitution, By-Laws, and Playing Rules.

3. RESPONSIBILITIES OF COACHES

The coaches shall:

- (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 behaviors 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;

3. **RESPONSIBILITIES OF COACHES** – continued

- (q) Ensure that all parental permission forms are signed and returned. All permission forms must have a clear explanation/description of the tournament activity.
- (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. See the Appendix section for appropriate form.

ARTICLE 8: GOVERNANCE

1. POSITIONS, GOVERNMENT:

- (a) The Executive Board shall consist of 4 Officers: President, Secretary, Vice President and Awards Officer, and shall be elected annually from the Board of Directors at the Spring 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 (7) and shall be elected annually from all members at the Spring meeting of the General Membership.
- (c) The Board of Reference shall consist of the Executive Board (4) and the Board of Directors (14), 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:
 - Exercise control over policy with regards to the LKESAA manual
 - Appoint committees
 - Exercise control over all matters pertaining to the management of LKESAA subject to an appeal. On 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.

2. FINANCES

- (a) The financial year for LKESAA shall be September 1 to August 31.
- (b) Additional funds will be collected at the start of each school year to pay for referee and other fees over and above normal costs for specific conferences. The amount of additional fees will be determined by conference representation at the Spring Board of Reference and will be collected by the LKDSB Manager of Financial Services in September of each year. All remaining funds that are left in a conference at the end of the LKESAA sports season will be redistributed equally amongst the schools that comprise the conference.
- (c) Schools that have not participated in one or more of the five sanctioned sports will get additional reimbursement based on the estimated conference cost for the sport(s) missed as determined by the Manager of Financial Services.
- (d) **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 the LKESAA Vice-President. The LKESAA Vice-President will seek approval for the expense from a LKESAA Principal Representative via email. A record of such approval will be kept on file.
- (e) All **convener expense** reports and receipts will be submitted through LKESAA. At the conclusion of the sport, conveners will provide copies of the receipts to the LKESAA Vice-President and will forward the **original receipts** and a completed expense form to the Vice-President of LKESAA clearly indicating the LKESAA conference for which the expenses were used. (Conveners are encouraged to keep a copy for their personal reference.) The Vice-president will match the expenses to the approved conference spending list, sign the expense form and forward the form to the appropriate LKESAA principal for signature. (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 made payable to the convener.
- (f) **For large expenses**, it is preferable that an invoice is requested. Conveners are asked to attach the invoice to a Payment Authorization Form and send the form to the LKESAA Vice-President who will match the expense to the approved conference spending list, sign the Payment Authorization Form and forward the form to the appropriate LKESAA principal for signature. The form will then be forwarded to Accounts Payable for reimbursement. Funds will be removed from the appropriate LKESAA conference account.

3. MEETINGS

- (a) LKESAA shall hold a minimum of two General Membership meetings annually, preferably in October and June.
- (b) The President shall have the authority, subject to budget considerations, 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

4. 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

1. PRESIDENT

- (a) Fall General Membership Meeting
 - Greeting of new members
 - Discussion of past Soccer season
 - Discussion of past Cross-Country season
 - Discussion of current Volleyball program
 - Discussion of upcoming Basketball program
- (b) Spring General Membership Meeting
 - Discussion of past Volleyball season
 - Discussion of past Basketball season
 - Discussion of upcoming Track & Field program
 - Scheduling of Conference and District sport dates and convenors for the upcoming school year
 - Election of new Officers for the Board of Reference for the upcoming school year
- (c) Review and establish the amount of additional funding required to fund referee and extended programs in each conference for the next school year and forward that information to the LKESAA Principals and the LKDSB Manager of Financial Services.
- (d) Oversee the operation of all LKESAA events regarding their adherence to the guidelines of this Manual.

2. VICE PRESIDENT

- (a) Ensure a copy and revisions are available to all schools utilizing the PDF version of the manual on the LKDSB website.
- (b) Verify receipts and expenses to be forwarded to the LKDSB accounting department.

3. SECRETARY

- (a) Send notices of all LKESAA meetings.
- (b) Record and distribute the minutes of all LKESAA meetings.
- (c) Assist the President with providing revisions to the Manual on the intranet
- (d) Send out the letter to Non-LKDSB Schools (Hillside, Walpole Island, Chatham Christian, L'Ecole Rapids) in August and acknowledge receipt of letter to Manager of Financial Services. (See Appendix E)

4. AWARDS OFFICER

- (a) Order all awards for the school year.
- (b) Promptly distribute all awards to Conference Directors.

5. BOARD OF REFERENCE (14 Directors and 4 Executive members)

- (a) The Board of Reference shall deal with all matters pertaining to:
 - i - interpretation of rules and regulations
 - ii- protests
 - iii- discipline of school representatives – see By-Law IV

6. GENERAL MEMBERS

- (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.

L.K.E.S.A.A. BY-LAWS

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F – LKESAA Leave of Absence Form

G – LKESAA Approved Expense Form

BY-LAW I: MEMBERSHIP OF NON-LKDSB SCHOOLS

Associate schools not operated by the Lambton Kent District School Board who indicate that they would like to participate in LKESAA sanctioned sports activities will be approached by the LKESAA Secretary or designate to inquire if the associate school wishes to be a temporary member of LKESAA. If they are granted approval to be part of LKESAA for the school year – the associate school must submit fees by September 15th of the new school year at the rate of \$75 for each sanctioned sport the school wishes to participate in. The associate school will receive an invoice from the LKDSB Manager of Financial Services to recover the payments. 50% of the fee will be added to the conference budget in which the associated school belongs and the associate school's name will be added to the appropriate Conference for the sports where payment has been received. The remaining 50% will be deposited into the main LKESAA operating account.

The associate school must follow and abide by all the rules and regulations in the LKESAA Constitution and By-Laws. The associate school will also be responsible for providing any additional payments to cover referee costs and will be entitled to receive any surplus conference referee funds back to their school at the end of the LKESAA sports season in proportion to their participation.

BY-LAW II: CONVENERS

1. Shall determine the schools within your conference wishing to compete.
2. Shall send a league schedule out to all competing schools, the VP of LKESAA and/or an electronic copy to the Board website's athletic calendar.
3. Ensure that all LKESAA rules and regulations are adhered to.
4. Ensure that all schedules are adhered to.
5. Ensure that if a schedule is not completed by the deadline, select a school to represent your conference, based on standings.
6. Ensure that all awards are secured for presentation at the championship.
7. Present or appoint someone to present award(s) at all championship games.
8. Shall call meetings of the coaches concerned as she/he deems necessary.
9. 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.
10. 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.
11. Shall 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.
12. Shall ensure that all projected costs are on file with the LKESAA Vice President prior to the start of the sport and seek appropriate approval through the LKESAA Vice President for those costs having not received prior approval (See *Article 8: Sect. 2 Finances*, Page 11).

13. 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. (The LKDSB Inclement Weather transportation policy pertains to staff but does not necessarily address a sporting event.) For example, a decision could state that extensive fog will result in an hour delay to a Track and Field or Cross Country event but not an outright cancellation of the event. In all such cases staff employed by the Lambton Kent District School Board are expected to use reasonable diligence when traveling to their place of employment during periods of inclement weather.

BY-LAW III: STUDENTS/SPECTATORS

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

BY-LAW IV: RULE INFRACTIONS

1. On a first infraction of LKESAA Constitution and/or By-Laws, the President will contact the school involved by phone and a written letter.
2. 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..

BY-LAW V: PROTEST PROCEDURES

1. 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.
2. All protests must be signed by the coach (or other official) of the team submitting the protest.
3. 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.
4. 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 VI: LIABILITY

1. 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/her normal employment.

BY-LAW VII: WITHDRAWALS

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

BY-LAW VIII: BUDGET

1. 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 in the spring of each year.

BY-LAW IX: AWARDS

2. DISTRICT INDIVIDUAL CHAMPIONSHIP (Cross Country)
 - (a) 1st, 2nd, 3rd - medallions
 - (b) 4th, 5th, 6th - ribbons
 - (c) CONFERENCE TEAM Champion/Finalist (all team members) - ribbons
3. CONFERENCE TEAM CHAMPIONSHIP (Soccer, Volleyball, Basketball)
 - (a) Champions - pennant
 - (b) Finalist - pennant
4. CONFERENCE INDIVIDUAL CHAMPIONSHIP (Cross Country, Track and Field)
 - (a) 1st, 2nd, 3rd, 4th, 5th, 6th - ribbons
 - (b) Age Group Champion - medallion (convener option)
5. AWARDS TO BE ORDERED BY **AWARDS OFFICER** AND PAID BY **LKESAA**
 - (a) Conference - Soccer, Volleyball, Basketball, Cross Country
6. AWARDS TO BE ORDERED BY **CONVENER** and PAID BY **LKESAA**
 - (a) Cross Country - submit total expense report to Vice-President
 - (b) Track and Field - submit total expense report to Vice-President

BY-LAW XI: ANNUAL SPORTS CALENDAR

LKESAA strives towards having a common annual calendar for Elementary athletics. There are 5 Intermediate division activities sanctioned by LKESAA – Cross Country, Soccer, Volleyball, Basketball, and Track-Field. There are programs offering sports other than those identified above but these are not sanctioned by LKESAA. These programs 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, factors such as community demand and staff expertise. To enable Conference competition to culminate in a District championship, the following will be the seasons for each of the five sanctioned intermediate sports (it is the coaches' responsibility to adhere to the Annual Calendar).

LKESAA intermediate sanctioned conference and district tournaments may occur during the school day. All other non-LKESAA sanctioned sports activities or games, while promoted and encouraged, shall occur outside of the regular school day.

SPORT	START	CONFERENCE CHAMP.
<i>Cross Country</i>	September – 1 st week	Conference: October – 3 rd week District: October – 4 th week
<i>Soccer</i>	September – 1 st week	October – 2 nd week
<i>Volleyball</i>	October 1	December – 2 nd week
<i>Basketball</i>	December 1	March – 1st week
<i>Track-Field</i>	March – 1 st week after Break	May 3 rd week – June 1st week

- Weather delays may extend a sport season up to one week.

APPENDIX A

LKESAA 2011 – 2012: Conveners

Conference <i>Directors</i>	Cross Country	Soccer	Volleyball	Basketball	Track and Field
NORTH B <i>Matt Redmond Steve Parker</i>	Steve Parker (1 Day) Janet Vanos (1 Day)	Janet Vanos (1 Day)	Gail Johnson (1 Day)	Matt Redmond (1 Day)	Marty Mason- Grant (1 Day) Steve Parker (1 Day)
SARNIA A <i>Marie McNally Christena Churchill</i>	Tim Schaefer (2 Days)	<i>Boys</i> -Errol White (.5) <i>Girls</i> - Paul Ritchie (.5)	Christina Churchill (1 day)	Stephen Brien (1 Day)	Jeff Laucke (2 Days)
SARNIA B <i>Sarah Lutrell Brian Woolridge</i>	Tim Schaefer (2 Days)	Chris Mitchell (1 Day)	Brian Woolridge (1 Day)	Derek Bouma (0.5 Day) Joel Ainsworth (0.5 day)	Sarah Luttrell (2 Days)
PETROLIA B <i>Mark Padbury Steve McGrail</i>	Mark Padbury (2 Days)	Wyoming (1 Day)	Steve McGrail Lambton Centennial (1 Day)	Sarah Syer (.5) Steve McGrail (.5) Lambton Centennial	Brian Jubenville (2 Days)
CENTRAL B <i>Scott Bacik Steve Park</i>	Angie Pree- Bertrand Nicole Hooper Riverview (2 Days)	Steve Park (1 Day)	Kristen Richardson (1 Day)	Kristen Richardson (1 Day)	Kristen Richardson (1 Day) Scott Basic (1 Day)

CHATHAM A <i>Jeff Malciki</i> <i>Dan Martin</i>	Irma Isaac (2 Days)	Jeff Malciki (1 Day)	Pete Cobb (1 Day)	Dan Martin (.5 Day) Ryan Myers (.5)	Dan Martin (1 Day) Ryan Myers (1 Day)
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SOUTH B <i>Bill</i> <i>Vermeersch</i> <i>Derek Munroe</i>	Bill Vermeersch W. J. Baird (2 Days)	Derek Munroe (1 Day) Tilbury	Betsy Adaire-Rice (.5) Shawn Jackson (.5) HR	Bill Vermeersch (1 Day) W.J. Baird	Bill Vermeersch (1 Day) Lesley Kistulinec (1 Day) W.J. Baird
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APPENDIX B

LKESAA CONTACTS - 2010/2011

SCHOOL	CONTACT	e-mail for LKESAA
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CENTRAL - B (8)

A.A. Wright	Shannon Henderson	hendersh@lkdsb.net
D.A. Gordon	Gavin Maddock	maddocga@lkdsb.net
Dawn-Euphemia	Nino Berilli	berillni@lkdsb.net
Dresden Area Central	Steve Park	parkst@lkdsb.net
H.W. Burgess	Kristan Richardson	richarkr@lkdsb.net
Riverview	Nicole Hooper	hooperni@lkdsb.net
Thamesville	Barb Law	lawba@lkdsb.net
Zone	Scott Bacik	baciksc@lkdsb.net

CHATHAM - A (9)

Gregory Drive	Steve Hartai	hartaist@lkdsb.net
Indian Creek	Jeff Malicki	malickje@lkdsb.net
J.N. Given	Irma Isaac	isaacir@lkdsb.net
King George VI (C)	Peter Cobb	cobbpe@lkdsb.net
McNaughton	Dan Martin	martinda@lkdsb.net
Queen Elizabeth (C)	Corey Barr	barrco@lkdsb.net
Tecumseh	Shane McEvoy	mcevoysh@lkdsb.net
Victor Lauriston	Ryan Myers	myersry@lkdsb.net
Winston Churchill	Allison Markovic	markoval@lkdsb.net

SOUTH - B (7)

Harwich-Raleigh	Shawn Jackson	jacksoh@lkdsb.net
Merlin	Matt Haley	haleyma@lkdsb.net
Ridgetown	Jeff Lucio	lucioje@lkdsb.net
Ridgeview-Moravian	Greg Terry	terrygr@lkdsb.net
Tilbury	Derek Munroe	munroede@lkdsb.net
Wheatley	Brain Aspinal	myersry@lkdsb.net
W.J. Baird	Bill Vermeersch	vermeewi@lkdsb.net

NORTH - B (5)

Aberarder Central	Steve Parker	parkerst@lkdsb.net
Bosanquet	Steve Thomas	thomasst@lkdsb.net
East Lambton	Marty Mason-Grant	masonma@lkdsb.net
Grand Bend	Matt Redmond	redmonma@lkdsb.net
Kinnwood	Janice Parker	parkerja@lkdsb.net

PETROLIA - B (5)

Brigden	Mark Padbury	padburma@lkdsb.net
Brooke Central	Scott Whyte	whytesc@lkdsb.net
Lambton Centennial	Steve McGrail	mcgraist@lkdsb.net
Q. Eliz./Hillcrest (P)	Brian Jubenville	jubenvbr@lkdsb.net
S. Plympton/ Wyoming	Melissa Shain	shainme@lkdsb.net

SARNIA - A (12)

Bright's Grove	James Mika	mikaja@lkdsb.net
Cathcart Blvd.	Marie McNally	mcnallma@lkdsb.net
Confederation Central	Errol White	whiteer@lkdsb.net
Errol Road	Steve Girling	girlinst@lkdsb.net
High Park	Stephane Brien	brienst@lkdsb.net
P.E McGibbon	Christina Churchill	churchch@lkdsb.net
King George (S)	Laurie Therriault	therrila@lkdsb.net
Lakeroad	Debbie Girling	girlinde@lkdsb.net
Landsdowne	Paul Ritchie	ritchipa@lkdsb.net
Queen Elizabeth (S)	Al Anderson	andersal@lkdsb.net
Rosedale	Teresa Lopetrone	lopetrte@lkdsb.net
Sir John Moore	Chris Martin	martinch@lkdsb.net

SARNIA B - (6)

Bridgeview	Sarah Luttrell	luttresa@lkdsb.net
Colonel Cameron	Derek Bouma	boumade@lkdsb.net
Errol Village	Brian Woolridge	woolribr@lkdsb.net
Hanna Memorial	Joel Ainsworth	ainswojo@lkdsb.net
London Road	Christopher Mitchell	mitchech@lkdsb.net
Mooretown	Allison Faas	faasal@lkdsb.net

LKESAA SPORTS SCHEDULE - 2011/12

CROSS COUNTRY

	<i>My School</i>	<i>LKESAA</i>	<i>2011 / 12</i>
<i>START</i>		Sept. 1 st Week	Sept. 6
<i>CONFERENCE</i>		Oct. 3 rd Week	Oct. 11-14
<i>DISTRICT</i>		Oct. 4th Week	Oct. 17-20

SOCCER

	<i>My School</i>	<i>LKESAA</i>	<i>2011 / 12</i>
<i>START</i>		Sept. 1 st Week	Sept. 6
<i>CONFERENCE</i>		Oct. 2nd Week	Oct. 11-14

VOLLEYBALL

	<i>My School</i>	<i>LKESAA</i>	<i>2011 / 12</i>
<i>START</i>		Oct. 1	Oct. 3
<i>CONFERENCE</i>		Dec. 2 nd Week	Dec. 12-16

BASKETBALL

	<i>My School</i>	<i>LKESAA</i>	<i>2011 / 12</i>
<i>START</i>		Dec.1	Dec. 1
<i>CONFERENCE</i>		Mar. 2 nd Week	Feb 27-Mar. 2

TRACK & FIELD

	<i>My School</i>	<i>LKESAA</i>	<i>2011 / 12</i>
<i>START</i>		Mar. Break	Mar. 19
<i>CONFERENCE</i>		3 Weeks	May 14-Jun 2?

APPENDIX E – Non-Associated Schools Letter

To all Non-LKDSB Elementary School Sports associate principals:

The operating procedures of the Lambton-Kent Elementary School Athletics Association (LKESAA) have been adjusted this past year to streamline operational practices and bring more accountability and transparency to the organization. As part of the restructuring process and in an attempt to establish a standard practice across the district, discussion has arisen surrounding the informal sports partnerships that have arisen over the years with schools that are not a part of the Lambton Kent District School Board.

As a result, all non-LKDSB elementary schools who wish to take part in any or all LKESAA sanctioned sports activities are asked to notify the LKESAA Secretary in writing before September 15th of each calendar year. The notification will need to include the name of your school, the sport or sports interested in playing, a name and contact number. The school will then receive an invoice ***payable to the Lambton Kent District School Board – LKESAA for \$75 per sport selected.*** The fees collected from each sport will go towards the organizational and materials cost involved in organizing elementary athletics within the district.

In addition, for those schools interested in participating in sports in a conference that require significant referee costs (such as basketball), it is expected that the non-LKDSB school will contribute to the running of the sport by hosting games and paying for home game referees proportionate to their involvement. If a school cannot host home games but still wishes to participate in league play, an additional referee cost may be charged.

It is hoped that this letter helps clarify the elementary sports relationship between LKESAA and our non-LKDSB partner schools. We look forward to continuing our healthy partnership both on and off the field.

Sincerely,

LKESAA Secretary

REQUEST FOR LEAVE OF ABSENCE

LKESAA Appendix F

June 2011

This form must be used when an employee requests absence from duty for any reason which specifically requires approval. **Your supervisor will notify you of any changes from your initial request.**

A) To be completed by Employee

Name:	Position:
Employee ID:	Location:

EMPLOYEE GROUP:

- O.S.S.T.F. E.T.F.O. CUPE 1238 Principal/Vice Principal/Education Manager
 OSSTF Occasional/LTO E.T.F.O. Occasional/LTO Non-Union/Management

Permission is hereby requested to be absent from duty for the period of:

First Day of Leave _____ Return to Work Date _____

Collective Agreement Article # _____

Total # of Days Absent _____ Reason Code _____

Name of supply _____

Full (1.0) or Half Day (.5) _____

Description of Absence: _____

****** LKESAA to reimburse school. Use LKARs Evt. 2**
For approved convener use only (not coaches)
Please fax form to HR Dept at 519-354-1633

Date Submitted: _____

Number of Days requested at Full Pay _____

Employee Signature: _____

Number of Days requested Unpaid _____

Number of Days (Teachers Only) Less Cost of Supply _____

B) To be completed by Principal/Supervisor

Recommend

Not Recommended

Comments _____

Principal/Supervisor's Signature: _____

Date: _____

LKESAA Approved Expense Form (Excel Document)

Appendix G

Double click on the icon shown below to bring up the Approved LKESAA Expense Form.

This report form is to be used when submitting approved out of pocket sports expenses to be reimbursed by LKESAA.

Complete the form in its entirety, sign and submit to the LKESAA Vice President. Original receipts should be attached to the form and a copy of all receipts and the expense form should be made for the employee's personal records.

The LKESAA Vice President will cross-reference the expense with approved expenditures for the conference, sign if in agreement and submit the form to either a LKESAA Principal Representative for approval. The Principal Representative will forward the approved form to the Accounting Department for payment. If the LKESAA Vice president is uncertain regarding an expense, the respective LKESAA Principal Representative will be informed.



LKESAA Expense
Report June2011.xls