



Updated 2019-12-09

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# Board of Reference

## Executive Officers

<b>President</b>	<b>Secretary</b>	<b>Vice President</b>	<b>Awards</b>
Tim Schaefer Confederation Central	Michael Raiger Lansdowne	Tawnya Carrothers Victor Lauriston	Melissa Graham Queen Elizabeth II (S)

## Directors

North	Janet Vanos	Kinnwood
	Matt Redmond	Grand Bend
Sarnia A	Ryan Hazzard	Errol Road
	Heather Perron	Lakeroad
Sarnia B	Sarah Luttrell	Bridgeview
	Brian Woolridge	Errol Village
Sarnia C	Tim Schaefer	P.E. McGibbon
	Simon Kennefick	Confederation Central
Petrolia	Mark Padbury	Brigden
	Steve McGrail	Lambton Centennial
Central	Steve Park	Dresden Area
	Kristan Blair	W.D.S.S.
Chatham	Tawnya Carrothers	Victor Lauriston
	Matt Welch	Gregory Drive
South	Wendi Tinline	W.J. Baird
	Lesley Kistulinec	W.J. Baird

## Administration

<b>North Principal</b>	<b>South Principal</b>
Kevin Chambers Queen Elizabeth II (P)	Scott Bacik Wheatley Area Public School

# Conference Membership and General Members (School Representatives)

## North

Aberarder Central	Tom Tanner	4804 Aberarder Line, Camalachie, N0N 1E0	899-2267
Bosanquet Central	Julie Quenneville	8766 Northville Road, Thedford, N0M 2N0	296-4962
East Lambton	Melissa VanEngelen	139 Centennial Ave., Watford, N0M 2S0	876-2610
Grand Bend	Matt Redmond	15 Gill Rd., Box 520, Grand Bend, N0M 1T0	238-2091
Kinnwood	Janet Vanos	63 MacDonald St., Box 1060, Forest	786-5351

## Sarnia A

Bright's Grove	Janice Parker	2565 Hamilton Rd., Bright's Grove, N0N 1C0	869-4284
Cathcart Blvd.	Sarah Kerwin	1219 Cathcart Blvd., Sarnia, N7S 2H7	542-5651
Errol Road	Ryan Hazzard	989 Errol Rd. E., Sarnia, N7S 2E6	542-9341
King George (S)	Derek Bouma	585 O'Dell Ave., Sarnia, N7V 4H7	344-2942
Lakeroad	Heather Perron	955 Lakeshore Rd., Sarnia, N7V 2V3	542-5771
Rosedale	Paul Ritchie	1018 Indian Rd. N., Sarnia, N7V 4C5	542-4552

## Sarnia B

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

## Sarnia C

Confederation Central	Tim Schaefer	2500 Confederation Rd., Sarnia, N7T 7H3	383-7004
High Park	Stephane Brien	757 Kember Ave., Sarnia, N7S 2T3	332-0474
Lansdowne	Michael Raiger	95 Lansdowne Ave., Sarnia, N7S 1G7	336-2111
P. E. McGibbon	Simon Kennefick	217 Russell St. South, Sarnia, N7T 3L6	344-4371
Queen Elizabeth (S)	Melissa Graham	60 Aberdeen Ave., Sarnia, N7S 2N8	344-0801
Sir John Moore	Katrina Cadotte	274 St. Clair Blvd., Corunna, N0N 1G0	862-1089

## Petrolia

Brigden	Mark Padbury	1540 Duncan St., Brigden, NON 1B0	864-1125
Brooke Central	James Hewett	7989 Brooke Line, Alvinston, NON 1A0	847-5218
Hillcrest	Andy Triest	433 First Ave., Box 119, Petrolia, NON 1R0	882-2260
Lambton Centennial	Steve McGrail	3823 Oil Heritage Rd., Petrolia, NON 1R0	882-0138
Plympton-Wyoming	Stephen Parker	606 Thames St., Wyoming, NON 1T0	845-0031
Queen Elizabeth (P)	Allison Thompson	4104 Kerby St., Petrolia, NON 1R0	882-2123

## Central

A.A. Wright (CC/TF only)	Jeff Laidlaw	55 Elm St., Wallaceburg N8A 3M7	627-2581
Dawn-Euphemia	Josh Jacques	4587 Bentpath Line, Dresden, NOP 1M0	692-4035
Dresden Area Central	Steve Park	941 North St., Dresden, NOP 1M0	683-4457
H.W. Burgess (CC/TF only)	Al Lozon	140 Lawrence Ave., Wallaceburg N8A 2B3	627-3822
Riverview	Jen Pederson	3926 St. Clair Pkwy., Port Lambton, NOP 2B0	892-3981
Thamesville Area Central	Todd Read	30 Mary St., Box 550, Thamesville, NOP 2K0	692-3908
W.D.S.S.-Elementary	Kristan Blair	920 Elgin St. Wallaceburg, N8A 3E1	627-3368
Zone	Heather Delange	730 Main St. N., Box 280, Bothwell, NOP 1C0	695-2739

## Chatham

Gregory Drive	Matt Welch	180 Gregory Dr. W., Chatham, N7L 2L4	352-6856
Indian Creek	Sean McCormack	511 Indian Creek W., Chatham, N7M 5J5	352-3137
King George VI (C)	Rob Carleton	227 Delaware Ave., Chatham, N7L 2W5	354-2440
McNaughton	Dan Martin	480 McNaughton Ave. E., Chatham, N7L 2G9	352-8252
Queen Elizabeth II (C)	Mark Chapados	79 Eugenie St., Chatham, N7M 3Y9	354-2560
Tecumseh	Shane McEvoy	287 McNaughton Ave. W., Chatham, N7L 1R8	354-2480
Victor Lauriston	Tawnya Carrothers	44 Alexandra Ave. W., Chatham, N7M 1Y1	352-4530
Winston Churchill	Irma Isaac	30 Crystal Dr., Chatham, N7M 3C7	352-8680

## South

Harwich-Raleigh	Shawn Jackson	231 Chatham St. S., Blenheim, NOP 1A0	676-5481
Merlin	Rob Rankin	21184 Erie St. N., Merlin, NOP 1W0	689-4812
Naahi Ridge (CC/TF only)	Greg Terry	20473 Victoria Rd. RR#3 Ridgetown NOP 2C0	674-3173
Ridgetown D.H.S.	Jeff Lucio	9 Harold St. North, Ridgetown, NOP 2C0	674-5549
Tilbury	Derek Munroe	5 Mable St., Box 489, Tilbury, NOP 2L0	682-2260
W.J. Baird	Lesley Kistulinec	182 King St., Box 70, Blenheim, NOP 1A0	676-5407
Wheatley	Christine Hopper	226 Erie St. N., Wheatley, NOP 2P0	825-4621

# Conveners

Conference	Cross Country	Soccer	Volleyball	Basketball	Track & Field
<b>North</b>	Tom Tanner	Janet Vanos	Rusty Hilborn	Matt Redmond	Stephanie McCallum
<b>Sarnia A</b>	Marcus Ray	Paul Ritchie	Ryan Hazzard	Ryan Hazzard	Heather Perron
<b>Sarnia B</b>	Michael Raiger	Brian Woolridge	Brian Woolridge	Jill Mitchell	Michael Raiger
<b>Sarnia C</b>	Michael Raiger Marcus Ray	Errol White	Angela Wade April Mason	Christena Churchill	Michael Raiger Heather Perron
<b>Petrolia</b>	Steve McGrail	Mike Carroll	Steve McGrail	Sarah Syer	Mike Harding
<b>Central</b>	Nicole Hooper	Steve Park	Kristen Blair	Todd Read	Kathren McCutcheon
<b>Chatham</b>	Irma Isaac	Nathan Hannemayer	Dave Trinca	Dan Martin	Rob Carlton Irma Isaac
<b>South</b>	Julianne McNear	Derek Munroe	Shawn Jackson	Greg Terry	Wendi Tinline Lesley Kistulinec

## 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 – two days

Soccer – one day

Volleyball – one day

Basketball – one day

Track & Field – two days

Sarnia area 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.

# Request for Leave of Absence

**LKESAA**

**Account Code: 298-025220-**

See Appendix E for \_\_\_ code

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: Sport: Conference:

**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 \_\_\_\_\_  
 Total # of Days Absent \_\_\_\_\_ Collective Agreement Article # \_\_\_\_\_  
 Reason Code \_\_\_\_\_  
 Name of supply \_\_\_\_\_ Full (1.0) or Half Day (.5) \_\_\_\_\_  
 Description of Absence: \_\_\_\_\_

\*\*\*\* **LKESAA sports conference 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: \_\_\_\_\_





# Referee Record Card

This completed Referee Record Card should be signed by the staff supervisor and then forwarded to the Principal Reps (North or South- see most recent 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 ETF or cheque through the mail.

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

**Please Print: REFEREE INFORMATION**

<p><b>Board Employee</b></p> <p>Name: _____</p> <p>Employee #: _____</p> <p>Location: _____</p> <p>Carded Referee: <input type="checkbox"/> Yes # _____ <input type="checkbox"/> No</p>		<p><b>Non-Board Employee</b></p> <p>Name: _____</p> <p>Street Address: _____</p> <p>City: _____ Postal Code: _____</p> <p>Phone Number: _____</p> <p>Carded Referee: <input type="checkbox"/> Yes # _____ <input type="checkbox"/> No</p>		<p><b>SPORT</b></p> <p><input type="checkbox"/> Soccer</p> <p><input type="checkbox"/> Volleyball</p> <p><input type="checkbox"/> Basketball</p> <hr/> <p><input type="checkbox"/> Junior</p> <p><input type="checkbox"/> Intermediate</p>	<p><b>CONFERENCE (Check one only)</b></p> <p><b>North</b></p> <p><input type="checkbox"/> Sarnia A (298-105530-NSA)</p> <p><input type="checkbox"/> Sarnia B (298-105530-NSB)</p> <p><input type="checkbox"/> Sarnia C (298-105530-NSC)</p> <p><input type="checkbox"/> Petrolia (298-105530-NPB)</p> <p><input type="checkbox"/> North (298-105530-NNB)</p>	<p><b>South</b></p> <p><input type="checkbox"/> Chatham (298-105530-SCA)</p> <p><input type="checkbox"/> Central (298-105530-SCB)</p> <p><input type="checkbox"/> South (298-105530-SSB)</p>
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Date	Game Location	Visitor	Home	Referee Fee	Referee Signature	Signature of Staff Supervisor or Convener

**TOTAL**

LKESAA Principal Authorization	Association Used?	<b>PAYROLL</b> # of Ref. Assoc. Games: _____ Soccer & Bball: \$15/game, \$25/game (carded) Max
	<input type="checkbox"/> Yes <input type="checkbox"/> No	<b>USE ONLY</b> Amount Owing: _____ Vball: \$5/game, \$7.50/game carded Max 1 day tournament maximum is \$20/hour

# 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 LKESAA-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.

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

- 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, are governed by different procedures and must occur outside of school hours 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 is comprised 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. To be eligible a student must not turn 16 years of age during the school year.
- iii. LKESAA-sponsored activities such as volleyball, basketball, and soccer are primarily intended for intermediate-aged division students (Grades 7 & 8). In addition to Grades 7&8 students, Track and Field activities permit junior-aged participants (Gr. 4-6) while Cross-Country events also allow students who are 8 or under, if they are in Gr. 3, to participate. Coaches may allow Junior-aged division students to participate in LKESAA Intermediate inter-school competition in other sports if necessary, primarily in small schools if intermediate numbers are low (See Appendix A for Permission Form Disclaimers).
- iv. LKESAA sanctioned sports do not permit co-ed teams to participate in conference league/tournament play. (Additionally: 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
  - a. Student athletes should:
  - b. Play for enjoyment;
  - c. Control tempers and act in a responsible, sportsman-like manner;
  - d. Cooperate with their team-mates and opponents;
  - e. Adhere by the Playing Rules adopted by LKESAA;
  - f. Participate to the best of their abilities;
  - g. Respect decisions made by coaches and officials.
  
- ii. 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 (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. 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.
  
- 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 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 (8) and shall be selected 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:
  - 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. 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 at the beginning of each school year. All remaining funds that are left in a conference at the end of the LKESAA sports season will be carried over and used to reduce conference costs for the upcoming school year.

- c. Upon request, schools that have not participated in one or more of the five sanctioned sports may receive additional reimbursement based on the estimated conference cost for the sport(s) missed as determined by the LKESAA Principal Representatives.
  - 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 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.
  - f. For **large expenses**, it is preferable that an invoice is requested from the business. Conveners are asked to attach the invoice to a Payment Authorization Form and send the form to the LKESAA Principal Representative who will match the expense to the approved conference spending list, sign the Payment Authorization Form and forward the form. The form will then be forwarded to Accounts Payable for reimbursement. Funds will be removed from the appropriate LKESAA conference account.
  - g. 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.
- iii. 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 and the permission of the LKESAA Principal Representatives, 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. 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.

### ii. **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.

### iii. **Secretary**

- a. Send notices of all LKESAA meetings.
- b. Record and distribute the minutes of all LKESAA meetings.
- c. Assist the President with revisions to the LKESAA manual.
- d. Send out the letter to Non-LKEDSB schools (Hillside, Walpole Island, Chatham Christian, L'Ecole les Rapides, Franco-Jeunesse) in August, and acknowledge receipt of letter to Manager of Financial Services (see Appendix B).
- e. Confirm LKESAA convener absences for LKARS purposes via email, when requested.

### 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**

- 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: 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 will submit fees, by September 15th of the new school year, at the rate of \$100 for each sanctioned sport (regardless of gender) 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 referee funds back to their school at the end of the LKESAA sports season in proportion to their contribution if necessary.

## By-Law II: Conveners

- i. Shall determine the schools within your conference wishing to compete.
- ii. Shall send a league schedule out to all competing schools, the LKESAA Vice President, and may send an electronic copy to the Board's web portal.
- 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 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).
- 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. (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, Lambton Kent District School Board staff members are expected to use reasonable diligence when traveling to their place of employment during periods of inclement weather.

### By-Law III: 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 their parent.
- iii. Spectators, athletes, and coaches attending after school sporting events will be the responsibility of the specific host school's administration.

### By-Law IV: 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 V: 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 VI: 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 law suits 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 VII: Withdrawals

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

## By-Law VIII: 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 IX: Awards

- i. District Individual Championship (cross country)
  - a. 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> – medallions
  - b. 4<sup>th</sup>, 5<sup>th</sup>, 6<sup>th</sup> – 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. 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup>, 5<sup>th</sup>, 6<sup>th</sup> – ribbons
  - b. Age group champion (1<sup>st</sup> – 3<sup>rd</sup> 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 Vice President.
  - b. Track and Field – submit total expense report to Vice President.

## By-Law X: LKESAA 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. Conference – soccer, basketball - \$15 non-carded, \$25 carded
  - b. Conference – volleyball - \$5/game non-carded, \$7.50/game carded

- c. Note: Conferences using a tournament format for volleyball and soccer will pay referees at a rate of \$20/hour (ie. A tournament runs from 9 am-5 pm. The referee would receive 8 hours x \$20 = \$160 regardless of the number of games played.)
- 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 (district meet) – 4.0 days sponsored (2 teachers x 2.0 days)

## By-Law: XI: Annual Sports Calendar

LKESAA strives towards having a common annual calendar for Elementary athletics for organizational purposes but circumstances may arise in which a common calendar might not be practical for all conferences. There are 5 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 - factors such as community demand and staff expertise. To facilitate Conference competition to culminate in a District championship, the following

will be the seasons for each of the five sanctioned sports (it is the coaches' responsibility to adhere to the Annual Calendar).

LKESAA 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.

<b>Sport</b>	<b>Start</b>	<b>Conference Championship</b>
Cross Country	September – 1 <sup>st</sup> week	Conference: October – 3 <sup>rd</sup> week District: October – 4 <sup>th</sup> week
Soccer	September – 1 <sup>st</sup> week	October – 2 <sup>nd</sup> week
Volleyball	October 1	December – 1 <sup>st</sup> week
Basketball	December 1	March – 1 <sup>st</sup> week
Track & Field	March – 1 <sup>st</sup> week after Break	June – 1 <sup>st</sup> week (after EQAO)

- Weather delays may extend a sport season up to one week.
- Unforeseen circumstances may result in the cancellation, postponement or alteration of the Annual Calendar as determined through consultation with the LKESAA President and approval of the LKESAA Principal Representatives.

# 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.

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## 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 - Oct. 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: Non-Associated Schools Letter

***To all Non-LKDSB Elementary School Sports associate principals:***

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 15<sup>th</sup> 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 \$250 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

# Appendix C: LKESAA Inventory

## **Sarnia Warehouse**

- 3 large Coleman coolers
- 4 gazebo tents
- 2 sun umbrellas
- 7 rolls of snow fence
- 40 rebar
- 2 sets of high jump standards
- 2 high jump mats
- 2 fibre glass poles

## **Marcus Ray, Heather Perron**

- 3 large plastic bins
- 11 clipboards
- 25 batons
- 16 walkie talkies
- 20 LKESAA orange vests
- 2 Winchester 32 starter pistols
- 4- 15m measuring tapes
- 2 staplers and staples
- 1 lap bell
- Starter kits 2 and 3 (stop watches, bullets, starter pistols)

## **Michael Raiger**

- 1 laptop (Windows 10)
- 1 monochrome, laser printer
- 1 cordless, Bluetooth scanner
- 2 Ultrak 499 timers
- 1 timer interface for Ultrak 499 → Windows connection
- RunnerCalc cross country software

# Appendix D: 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 about 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 PVSC's 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 E: 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: 298-0555114-000**