

---

# Rolling River Athletic Association Handbook



**2008**

---



---

## Notes

---

## Table of Contents

i) INTRODUCTION.....	2
ii) GENERAL INFORMATION	
Competition Structure .....	3
Commissioner's Role .....	3
Cafeteria .....	3
Supervision .....	3
Dress Code .....	3
Transportation .....	4
Smoking Policy.....	4
iii) CODE OF ETHICS	
Coaches .....	5
Athletes .....	6
Officials.....	7
iv) GUIDELINES FOR:	
Coaches .....	8
Community/Student Coaches .....	9
v) CONSTITUTION	
Name.....	10
Objectives .....	10
Membership .....	10
Organization .....	10
Make-Up R.R.A.A. (Duties of Executive) .....	11
Meetings.....	12
Finances.....	12
Amendments .....	12
Elections.....	12
vi) GENERAL BY-LAWS	
Age .....	13
Varsity Eligibility .....	13
Junior Varsity Eligibility .....	13
Junior High Eligibility .....	13
Penalties and Protests .....	14
Amendments .....	14
League Play .....	14
Termination of Athletics.....	14
Intent to Participate .....	14
Awards .....	14
vii) SPORT COMMISSION BY-LAWS	
Golf.....	15
Cross Country .....	15
Volleyball .....	16
Basketball.....	16
Curling .....	17
Hockey .....	17
Badminton .....	18
Fastball.....	18
Track & Field.....	19
Soccer .....	19
Commissioner's Report Form .....	20 & 21

---

---

## Introduction

Interscholastic athletics is a voluntary program that provides opportunities for students to practice and refine the basic skills learned in their physical education classes. The interscholastic athlete is in a position of school leadership and should represent his team, school, and community in the highest order. The athlete must realize that competition in interscholastic athletics is a privilege not a right. Accompanying that privilege is the responsibility to conform to the standards established for athletes and athletic teams.

Schools are expected to conduct their relations with each other, at all levels of competition, in a spirit of good sportsmanship in keeping with the objectives and standards set by the Rolling River Athletic Association. Each school through its membership in the R.R.A.A., is expected to participate in the interschool athletics program according to its own needs and interests, and to the extent of its particular physical, financial, and human resources.

Entry into interschool competition carries with it the responsibility for co-operating with other schools towards the orderly and effective administration of an educationally desirable interscholastic program. To that end, each school is committed to accept the standards and procedures as put forth in the constitution, by-laws, and league regulations. Accordingly, all school personnel and community volunteers involved in the program should become thoroughly conversant with the material which follows.

---

## Notes

**1. COMPETITION STRUCTURE**

The Manitoba High schools Association has divided the Province into fifteen (15) ZONES for the purposes of athletic competition. Rolling River School Division is a member of ZONE VII. This zone includes Beautiful Plains School Division and Pine Creek School Division.

**2. COMMISSIONER'S ROLE**

- a) will be responsible for communicating the provincial/local rules to be used at the junior high level.
- b) will insure that there are game sheets or record keeping as required.
- c) will provide a Final report of results.

**3. CAFETERIA**

It will be the RESPONSIBILITY of the HOST SCHOOL to provide a cafeteria service during ALL tournaments.

**4. SUPERVISION**

- a) Host school supervisors have complete jurisdiction over any student (visitor and/or host school). This is not to imply that visiting schools do not require supervisors, but rather is meant as a clarification. Visiting athletes and spectators are NOT immune to host school regulations. Courtesy is an essential characteristic for every school ambassador. A sense of decency must be maintained by ALL students at ALL times. Students must be obedient to their supervising teachers and coaches.
- b) Each school has its own regulations, but, in general, athletes and spectators are encouraged to remain at the site of the athletic function. It would be appreciated if the students would patronize the school cafeteria rather than "wandering" downtown.

**5. DRESS CODE**

Athletes and spectators are expected to dress appropriately for the occasion. Hopefully their attire and appearance will be a credit and a compliment to themselves and to their school. Athletes will be required to meet the guidelines as set by the Commissioner. Only athletes meeting the dress code will be allowed to compete.

---

## General Information - Con't

### 6. TRANSPORTATION

Buses are available through the Transportation Supervisor for all sports trips. Schools are expected to requisition all trips at least two (2) weeks in advance with the exception of playoffs.

Each school has a transportation budget within which it must operate. Consequently, it may be necessary for the Principal to "ration" the exhibition trips in a particular sport to guarantee a balanced program. All athletic teams are expected to use the Division Bus Service unless numbers indicate it would be more economical to travel by car. Cars may only be used in a controlled situation with the Principal's approval.

\*UNDER NO CIRCUMSTANCES WILL A STUDENT BE ALLOWED TO DRIVE.

### 7. SMOKING POLICY IS ACCORDING TO DIVISION POLICY.

## PARTICIPATING TEAMS

### BOYS

### GIRLS

- |           |           |
|-----------|-----------|
| 1. _____  | 1. _____  |
| 2. _____  | 2. _____  |
| 3. _____  | 3. _____  |
| 4. _____  | 4. _____  |
| 5. _____  | 5. _____  |
| 6. _____  | 6. _____  |
| 7. _____  | 7. _____  |
| 8. _____  | 8. _____  |
| 9. _____  | 9. _____  |
| 10. _____ | 10. _____ |
| 11. _____ | 11. _____ |
| 12. _____ | 12. _____ |

MAIL TO: Division Office  
P.O. Box 1170  
Minnetoska, MB ROJ 1EO

---

### OFFICE USE ONLY

As per R.R.A.A. Guidelines Executive and Commissioner agree that the following entry fee has been assessed to your school for the recent \_\_\_\_\_ tournament.

ENTRY FEE: \_\_\_\_\_

Make cheques payable to: \_\_\_\_\_

and forward to: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Signature



**ROLLING RIVER JUNIOR HIGH ATHLETIC  
ASSOCIATION COMMISSIONERS REPORT**

Activity \_\_\_\_\_ Date \_\_\_\_\_ 20\_\_\_\_

Number of Schools Participating: Boys \_\_\_\_\_ Girls \_\_\_\_\_

Tournament Format \_\_\_\_\_

**Results: BOYS**                      **Results: GIRLS**  
 Champs \_\_\_\_\_                      Champs \_\_\_\_\_  
 Runner Up \_\_\_\_\_                      Runner Up \_\_\_\_\_  
 Consolation \_\_\_\_\_                      Consolation \_\_\_\_\_  
 Runner Up \_\_\_\_\_                      Runner Up \_\_\_\_\_

COMMENTS AND/OR RECOMMENDATIONS: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**FINANCIAL STATEMENT**

<u>RECEIPTS</u>		<u>EXPENDITURES</u>	
Canteen _____ _____	<input type="text"/>	Officials _____ _____	<input type="text"/>
Other _____ _____ _____ _____ _____ _____	<input type="text"/>	Facility Preparation _____ _____ _____	<input type="text"/>
		Awards _____ _____	<input type="text"/>
		Miscellaneous _____ _____	<input type="text"/>
<b>TOTAL</b>	<input type="text"/>	<b>TOTAL</b>	<input type="text"/>

see reverse side)

\_\_\_\_\_  
 Commissioner's Signature

**ROLLING RIVER SCHOOL DIVISION**

**Code of Ethics for Coaches**

**THE SCHOOL EXPECTS THE COACH TO:**

- \* Offer inspiration and sound judgement to the members of his/her team as well as to teach skills and techniques of the game.
- \* Be an integral part of the school system with its educational contribution.
- \* Demonstrate and enforce the principles of "fair play" at all times.
- \* Comply with and enforce all rules of eligibility.
- \* Encourage all team members to maintain a high academic performance.
- \* Be informed on all aspects of the MHSAA Handbook and RRAA Handbook.

**THE ATHLETES EXPECT THE COACH TO:**

- \* Maintain a genuine and up-to-date knowledge of that which he/she proposes to teach.
- \* Maintain a fair, unprejudiced relationship with all team members.
- \* Pay careful attention to the physical condition of players.
- \* Inspire a love of the game and a desire to compete fairly.

**SPORTSMANSHIP DEMANDS THAT COACHES:**

- \* Take a strong stand against profanity, unfair play, and unsportsman like behaviour of their teams.
- \* Maintain self-control at all times, accepting decisions of officials and respecting the integrity and judgement of the game officials.
- \* Teach athletes to win by use of legitimate means only.
- \* Teach that to win is always desirable, but to win at any cost defeats the purpose of the game.
- \* Report serious rule infractions and problems to the commissioner.
- \* Publicly shake hands with officials and opposing coach before and after the game and to display modesty in victory and graciousness in defeat.

---

## **Code of Ethics for Athletes**

### **THE SCHOOL REQUIRES THE ATHLETE TO:**

- \* Conduct themselves at all times with honour and dignity by accepting and understanding the seriousness of your RESPONSIBILITY, and the PRIVILEGE of representing your school and community.
- \* Treat visiting teams, spectators, and officials as they would like to be treated as a guest or a friend.
- \* Faithfully complete school work and maintain regular attendance as practical evidence of their loyalty to school and team.
- \* Respect the authority of the supervising teachers and/or coaches as well as the rules and regulations of the host school.
- \* Remember that there is no place in school athletics before, during, or after competition for the use of drugs or alcohol of any kind.
- \* Refrain from the use of profanity, unfair play and unsportsman like behaviour.

### **THE GAME REQUIRES ATHLETES TO:**

- \* Strive for a higher degree of physical fitness.
- \* Be fair at all times no matter what the cost.
- \* Respect the integrity and judgement of game officials. The officials are doing their best to help promote you and your sport. Treating them with respect, even if you disagree with their judgement, will only make a positive impression of you and your team in the eyes of the officials and all people at the event.
- \* Always put forth his/her best effort.

### **SPORTSMANSHIP DEMAND THAT ATHLETES:**

- \* Recognize and applaud honestly the efforts of their team or opponents without prejudice.
- \* Publicly shake hands with officials and opponents before and after the game displaying modesty in victory and graciousness in defeat.

---

## **TRACK AND FIELD**

### **Article I EVENTS**

- i) A Division Champion will be declared in age categories in events determined by a Track and Field Committee.
- ii) The type of competition is to be determined by the Commissioner.
- iii) All competitors will advance according to current M.H.S.A.A. Handbook.

## **SOCCER**

### **Article I EVENTS**

- i) The Association may sponsor Junior High and Varsity competitions in both categories in accordance with General by-Law VII.
- ii) The type of competition is to be determined by the Commissioner.
- iii) All competitors will advance according to current M.H.S.A.A. Handbook.

### **Article II RULES AND ELIGIBILITY ACCORDING TO CURRENT M.H.S.A.A. HANDBOOK.**

---

## **BADMINTON**

### **Article I EVENTS**

- i) The Association may sponsor competition in Junior High, Junior Varsity, and Varsity categories in accordance with General By-Law VII.
- ii) The type of competition is to be determined by the Commissioner.
- iii) All competitors will advance according to current M.H.S.A.A. Handbook.

### **Article II EVENTS**

- i) In accordance with current M.H.S.A.A. Handbook.
- ii) Exception - The Commissioner can decide on the attire that may be worn (this exception is meant particularly for Junior High).

## **FASTBALL**

### **Article I EVENTS**

- i) The Association may sponsor Junior High and Varsity competitions in both categories in accordance with General By-Law VII.
- ii) The type of competition is to be determined by the Commissioner.
- iii) All competitors will advance according to current M.H.S.A.A. Handbook.

### **Article II RULES AND ELIGIBILITY ACCORDING TO CURRENT M.H.S.A.A. HANDBOOK.**

---

## **Code of Ethics for Officials**

### **THE CONTEST EXPECTS THE OFFICIAL TO:**

- \* Maintain a professional relationship toward the event, the players, the coaches, and spectators at the venue and away from the venue.
- \* Be thorough in his/her preparation. To be familiar with association/ tournament rules.
- \* Be on time for duty in appropriate attire and conduct oneself in a professional manner.
- \* Be rested and alert.

### **THE RULES EXPECT THE OFFICIAL TO:**

- \* Be fair and adhere to right decisions despite disapproval of spectators, coaches, and players.
- \* Control his/her temper at all times in dealing with players, coaches, and spectators.
- \* Respect and aid companion officials in making decisions.
- \* Make interpretations and announcements clear to both teams.
- \* Report all major infractions to the Sport Commissioner.

### **SPORTSMANSHIP DEMAND THAT OFFICIALS:**

- \* Maintain a pleasant, impartial attitude toward all players and coaches.
- \* Carry out their duties so as not to distract from players or the game.
- \* Discourage any acts of poor sportsmanship.

---

## **Guidelines for Staff Travelling with Students as Coaches and/or Chaperones**

- \* Where two or more staff members are travelling with groups of students, a meeting shall be convened before the departure dates:
  - >to determine schedule of on-duty/off-duty
  - >to determine rules/regulations which will be consistent.
    - i.e. curfew times, etc.
- \* On out-of-town trips requiring one overnight stay, Coaches/Chaperones shall be “on-duty” from time of departure from the home school to time of return to the home school.
- \* On trips of longer duration, Coaches/Chaperones should determine a schedule whereby people may have a chance to relax away from the students. The person “on-duty” has complete authority over the students in his/her care and the person “off-duty” will not in any way interfere with the decisions of the “on-duty” person.
- \* The Off-Duty person shall notify the On-Duty person as to how they can be contacted in an emergency.
- \* That Chaperones/Coaches abstain from alcohol for the duration of school athletic trips.
- \* Coaches/Chaperones will not permit visitors to the students’ rooms if staying in a hotel. While billeted in a school, Coaches/Chaperones will make sure that students follow the rules/regulations of the host school.
- \* No consumption or possession of alcohol, tobacco products or drugs will be permitted by students at any time. Coaches/Chaperones should be as observant as possible and be prepared to enforce the Division policy.
- \* If students will be arriving home later than scheduled, coaches/chaperones shall make arrangements for the students to call their parents (collect) and inform them of estimated time of arrival.
- \* Coaches/Chaperones must provide parents with schedules and trip itineraries. Confirmation (permission slips) must be provided by parents for student participation in over night trips.
- \* Male or female Coaches/Chaperones must accompany male or female teams respectively for overnight trips.

---

## **CURLING**

### **Article I EVENTS**

- i) The Association may sponsor Junior High and Varsity competitions in accordance with General By-Law VII.
- ii) The type of competition is to be determined by the Commissioner.
- iii) All competitors will advance according to current M.H.S.A.A. Handbook.

### **Article II RULES AND ELIGIBILITY ACCORDING TO CURRENT M.H.S.A.A. HANDBOOK.**

---

## **HOCKEY**

### **Article I EVENTS**

- i) The Association may sponsor competition in the Varsity category in accordance with General By-Law VII.
- ii) The type of competition is to be determined by the Commissioner.
- iii) All competitors will advance according to current M.H.S.A.A. Handbook.

### **Article II RULES AND ELIGIBILITY ACCORDING TO CURRENT M.H.S.A.A. HANDBOOK.**

---

## **VOLLEYBALL**

### **Article I EVENTS**

- i) The Association may sponsor competition in Junior High, Junior Varsity, and Varsity categories in accordance with General By-Law VII.
- ii) The type of competition is to be determined by the Commissioner.
- iii) All competitors will advance according to current M.H.S.A.A. Handbook.

### **Article II RULES AND ELIGIBILITY**

- i) According to current M.H.S.A.A. Handbook.
- ii) Exception - Junior High net height to be determined by the Association.

## **BASKETBALL**

### **Article I EVENTS**

- i) The Association may sponsor competition in Junior High, Junior Varsity, and Varsity categories in accordance with General By-Law VII.
- ii) The type of competition is to be determined by the Commissioner.
- iii) All competitors will advance according to current M.H.S.A.A. Handbook.

### **Article II RULES AND ELIGIBILITY**

- i) According to current M.H.S.A.A. Handbook
- ii) Exception - The duration of Junior High games to be determined by the Association.

---

## **Guidelines for Community Coaches and Student Coaches**

Community Coaches may be an integral part of a school's interscholastic program. Community Coaches will most likely be using school facilities and equipment, therefore, they need to be aware of Divisional policies and guidelines.

Student coaches may provide valuable assistance to a sports program. We recognize the value in leadership development; however accountability, especially supervision, is a major concern. Student Coaches will be expected to follow R.R.A.A. guidelines. Expectations should be outlined in advance by the athletic director or teacher supervisor.

- \* Community Coaches and Student Coaches must follow R.R.A.A. guidelines. Failure to follow the R.R.A.A. guidelines may result in being removed as coach of a team. All coaches should be supplied with a copy of the R.R.A.A. handbook.
- \* A staff member will be assigned as a supervisor to accompany the team to league games, exhibition games and tournaments (practices will be at the discretion of the Principal). Staff members will be representatives of the school. Their responsibilities would include being present on the bench during competition bus requisitions, uniforms, messages between coach and athletes through school and enforcing any school "participation" policies.
- \* Community Coaches will prepare in consultation with the school an itinerary of practice times, game dates, and tournaments for athletes, parents, and school administrators.
- \* Community Coaches will accept and respect decisions by the school administration in regards to student eligibility and general school policies.

---

## **Rolling River Athletic Association Constitution (1997)**

### **Article I NAME**

The name of the association shall hereby be the Rolling River Athletic Association (R.R.A.A.); hereafter referred to as the Association.

### **Article II OBJECTIVES**

- i) To organize and administer interschool athletic activities so as to meet desirable educational objectives.
- ii) To co-ordinate those athletic activities (Sport Commission By-Laws) under the Association's jurisdiction with respect to:
  - a) Facilities
  - b) Scheduling
  - c) By-Laws
  - d) Officiating
  - e) Coaching
  - f) Supervision
  - g) Discipline
- iii) To maintain a high level of sportsmanship in all activities.
- iv) To provide an outlet for the skills learned and the appreciations developed through competition.
- v) To plan athletic competitions in such a way as to cause minimum interference with the academic program.

### **Article III MEMBERSHIP**

- i) Membership in this Association is open to any school in the Rolling River School Division.
- ii) Each school shall be required to pay annual membership fees as outlined in the By-Laws of this Association.

### **Article IV ORGANIZATION**

- i) The R.R.A.A. shall be directly responsible to the Superintendent (Assistant Superintendent) of the Rolling River School Division.
- ii) This Association will be directly responsible to the Principal of each school in respect to the use of individual school facilities.
- iii) This Association shall operate through R.R.A.A. representatives of each school.

---

## **Sports Commission By-Laws**

### **GOLF**

#### **Article I EVENTS**

- i) The Association may sponsor Varsity competition in both categories in accordance with General By-Law VII.
- ii) The type of competition is to be determined by the Commissioner.
- iii) All competitors will advance according to current M.H.S.A.A. Handbook.

#### **Article II RULES AND ELIGIBILITY ACCORDING TO CURRENT M.H.S.A.A. HANDBOOK.**

### **CROSS COUNTRY RUNNING**

#### **Article I EVENTS**

- i) The Association may sponsor Varsity competition in both categories in accordance with General By-Law VII.
- ii) The type of competition is to be determined by the Commissioner.
- iii) All competitors will advance according to current M.H.S.A.A. Handbook.

#### **Article II RULES AND ELIGIBILITY ACCORDING TO CURRENT M.H.S.A.A. HANDBOOK.**

---

## By-Law VI AMENDMENTS

- i) Amendments to the general or sports commission by-laws may be made at any duly called R.R.A.A. meeting do not require the sixty (60) day notice of motion necessary for constitution amendments.
- ii) By-law amendments require an eighty per cent (80%) majority vote of the members present.

## By-Law VII LEAGUE PLAY

A minimum of three (3) teams constitutes a league. If fewer than three (3) teams are involved in a particular activity, the Association will not sponsor the activity.

## By-Law VIII HIGH SCHOOL CLASSIFICATION

As per M.H.S.A.A. current handbook.

## By-Law IX NO R.R.A.A. ATHLETIC COMPETITION TO BE HELD DURING THE LAST THREE (3) WEEKS OF JUNE.

## By-Law X INTENT TO PARTICIPATE

- i) Schools will file their intent to participate in a season's activities at the R.R.A.A. or Zone VII meeting, or with the Commissioner, depending on league.
- ii) Once a commitment has been made to participate in an activity, the school must fulfill that commitment to the satisfaction of the R.R.A.A. council.

## By-Law XI AWARDS BY LAW

- i) Junior High Awards will be provided as follows: individual ribbons, team banners and trophies and individual track and field medals.
- ii) Coaching awards will be given as follows:

5 yrs	-	golf shirt	15 yrs	-	sweatshirt
10 yrs	-	denim shirt	20+ yrs	-	shell

---

## Article V MAKE-UP R.R.A.A.

- i) The Association shall consist of:
  - a) One staff representative from each member school.
  - b) One representative from the Rolling River Association of Principals and Vice-Principals.
  - c) One representative from the Physical Education Staff of Rolling River School Division.
  - d) One Division Office representative.
- ii) From the above representatives the Association shall select as an Executive:
  - a) President
  - b) Vice-President
  - c) Secretary
  - d) Treasurer
- iii) Duties of the Executive
  - a) President
    - \*to preside over all general and executive meetings of the Association.
    - \*to determine the agenda to be circulated with notice of meeting at least five (5) school days prior to meeting.
  - b) Vice-President
    - \*assume the duties of the president in the absence on the President.
    - \*assume the Presidency of the Association the following year.
  - c) Secretary
    - \*record and circulate the minutes of ALL general executive and management meetings. Copies of said meetings shall be sent to:
      - a) each member of the R.R.A.A. council
      - b) each Principal
      - c) Division Office representative
      - d) high school Physical Education Staff not represented on the council.
    - \*to conduct all official correspondence
  - d) Treasurer
    - \*to keep an accurate record of the Association's finances.
  - e) Awards Chair. shall be division office rep.
- iv) Management Committee

This committee shall consist of all members of the executive, the Division Office representative, and the Commissioner of the current athletic activity.

---

## Article VI MEETINGS

- i) The association and/or the Management Committee will hold at least three (3) meetings per year. It is recommended that these meetings be held during the months of September, December and April.
- ii) An annual meeting will be held during the last two (2) weeks of June each year.
- iii) The President may call a special or emergency meeting at any time. All voting members must receive notification of such meeting at least five (5) school days prior to the meeting.
- iv) Quorum shall consist of the members present at any duly called meeting.

## Article VII ACTIVITIES

- i) Each activity sponsored by the Association shall be under the direction of a Commissioner appointed or approved by the Association at the ANNUAL meeting.
- ii) Each Commissioner shall submit a written report to the R.R.A.A. Secretary within a week following the completion of the activity. This report will include: financial statement, and recommendation for the following year.

## Article VIII AWARDS

Awards as set out in the By-Laws, shall be the responsibility of the Association.

## Article IX FINANCES

The R.R.A.A. will strike a budget for the year at the September meeting. R.R.A.A. fees to be paid by October 15th.

## Article X AMENDMENTS

- i) Amendments to the constitution require a sixty (60) day notice of the motion.
- ii) Amendments to the constitution may only be made at the June Annual Meeting.
- iii) A motion to amend the constitution requires two-thirds (2/3) majority vote of the members present.

## Article XI ELECTIONS

Each school at the June Annual Meeting shall present its representative on the R.R.A.A. for the coming year. Elections for executive positions will take place at this meeting. Commissioners will also be appointed at this meeting

---

## General By-Laws

### By-Law I AGE

As per M.H.S.A.A. participants in R.R.A.A. competition must be under nineteen (19) years of age as of 12:00 midnight, August 31 of the current school year. Students are eligible to participate for four (4) years beginning at Grade 9.

### By-Law II VARSITY ELIGIBILITY

As per current M.H.S.A.A. Handbook. Student athletic suspensions within Rolling River School Division will be upheld by all schools.

### By-Law III JUNIOR VARSITY ELIGIBILITY

As per current M.H.S.A.A. Handbook.

### By-Law IV JUNIOR HIGH ELIGIBILITY

- i) A student's eligibility shall start in Grade seven (7). Each student will be allowed one additional year on eligibility beyond the regular number of years for Junior High completion at his/her school.
- ii) Small School Exception
  - \* Students from grades five (5) and six (6) may be used to complete a team, but, NOT form an additional team.
- iii) Co-Ed Teams
  - \* Co-Ed teams will compete in the Boy's Division at R.R.A.A. tournaments or in a small schools Co-Ed competition.

### By-Law V PENALTIES AND PROTESTS

- i) All protests regarding interschool play of R.R.A.A. sponsored events must be submitted in writing within forty-eight (48) hours to the President of the R.R.A.A., with a copy to the Commissioner of the activity. The Protest Committee shall consist of the current Management Committee.