Halton Catholic Athletic Association

Elementary Constitution

Established 2017

Revised 2026

Halton Catholic Athletic Association

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Part 1 – NAME, MISSION, PURPOSE

Article 1 – NAME

The Association shall be known as the Elementary Halton Catholic Athletic Association (HCAA).

Purpose

The purpose of the elementary interschool program is to extend the opportunity to be physically active at school for a select group of students who demonstrate both a high level of skill/potential and/or interest in a specific sport or activity.

Objectives of the HCDSB Elementary Interschool Program:

- To promote the highest degree of "Fair Play" among athletes, coaches and spectators.
- To recognize that the purpose of athletics is to promote the physical, mental, moral, social and emotional well-being of the individuals.
- To develop a positive self-image and self-confidence through participation.
- To ensure a positive educational experience for all involved in interschool sports.
- To assist in developing a positive school spirit.
- To develop self-discipline through the meeting of expectations as both a student and a team member
- To encourage leadership, initiative and good judgment.
- To ensure the safety of student athletes.
- To provide a safe environment for practices and competitions that follows the safety criteria outlined in the HCDSB Safety Guidelines for Interschool school activities.

Article 2 – HCAA – An Extension of the Classroom

Our Catholic teacher-coaches, support staff, and supervisors recognize that our students' participation in a co-instructional athletic environment and co-curricular activities is an extension of the classroom.

For this reason, professional and Catholic behaviors exhibited in the classroom are equally expected on the court, field, or arena to provide a role model to student-athletes and their parents. The initiative encompasses three essential points as outlined by the HCDSB: Catholic Coaches, Respect for Student-Athletes, Responsible Coaching.

Article 3- Infrastructure of Elementary HCAA

Superintendent of Education- Curriculum Services (Appointed by the HCDSB)

Role:

- Oversee all aspects of the Elementary Interschool Athletics Program
- Lead the approval process of introduction of new sports into HCAA
- Communicate with principals about conflict and consequences
- Liaise with HPE Consultant and System Convenor as required

Health and Physical Education Curriculum Consultant (Appointed by the HCDSB)

Role:

- Ensure that all facilities meet safety standards and have met insurance requirements.
- Obtain volunteers from schools to act as System Convenors and Municipal Convenors

- With input from convenors:
    - Organize the format for municipal and system league schedules, playoffs and championships.
    - Review Municipal and System league rules and discuss any changes for the upcoming season.
    - With support from the Municipal and System Convenors, communicate to all coaches the information detailing league formats, schedules and playoffs (dates, locations and times)
    - Organize and call the in-service for coaches of all sports
    - Support the organization of the HCDSB referees' program
    - Invite senior administration/trustees to playoffs and assist in the presentation of awards Contact newspapers for media coverage of playoffs
    - When necessary, support the reconciliation of disputes. Unresolved problems are referred to the Superintendent of Education.

System Convenor (Hired by the HCDSB)

Role:

- Prior to the beginning of the next school year, a calendar is to be created and approved which details dates associated with the Elementary Interschool Program (Coaches' in-services, league schedule start and end dates, playoff dates for municipalities and systems, etc.)
- Support the HPE Consultant in the organization and administration of the Convenors' Meeting
- Support the HPE Consultant in the presentation of the Coaches' In-Service
- Review system/municipal league rules and format – discuss any changes for the upcoming season
- Support the Municipal Convenors' communication of league standings to coaches
- Make contact with school administrators and necessary staff/coaches of host schools for playoffs to review facility needs, volunteer needs, etc.
- Where necessary assist in the resolution of disputes. Unresolved problems are referred to the HPE Consultant
- Keep communication open with the HPE Consultant at all times

Municipal Convenor (Volunteers from HCDSB)

Role:

- Be an active member during the Convenors' pre-season meeting, in the discussion of league format, playoff structure, necessary protocol changes, rule changes, etc.
- Monitor and keep records of team standings, and communicate these regularly with all coaches involved
- Settle concerns that deal with league play. Unresolved problems are referred to the System Convenor
- Attend HCAA Elementary Athletics Advisory Committee meetings after each season
- Keep communication open with the system convenor at all times

HCAA Elementary Athletics Advisory Committee (Volunteers from HCDSB)

Role:

- Co-chaired by HPE Curriculum Consultant & HCAA Convenor
- Convenes 3 times per school year at the end of each sporting season (Fall, Winter, Spring) to debrief and give feedback about how to improve the interschool program

- Administration, as members of committee, discuss their opinion on how seasons ran including length of season, event details, release days and medical conditions/injuries
- In-Sport Convenors offer feedback on sporting seasons, means to improve programming

Article 4 - Principal's Role

The principal is responsible for all curricula, including interschool sports, and as such, may delegate authority to designated teachers/coaches. The principal shall:

Be informed on the information needed to provide and supervise an interschool program for your school. To be familiar with the content of the following resources:

Elementary Interschool Handbook

- Role of the Principal
- Role of the coach
- The HCDSB Safety Guidelines Interschool module – generic section, activity pages and for activities and sport appendices (the content is the minimum standards that apply to both practices and competitions). The OPASSE Safety Guidelines can be accessed at: https://safety.ophea.net.
- Access the Health and Physical Education Consultant who is responsible for Interschool Athletics Program.

1. **Determine whether or not the school will participate in the Interschool Activity/Sport.**
   This decision may be based on a number of factors including any of the following:
   a. Availability of knowledgeable coaches;
   b. Sufficient students to field a team;
   c. Adequate facilities to practice and play;
   d. Efforts directed toward an intramural program;
   e. Support for staff for the administration of games.

2. **Select coach(es) for the Interschool Activity/Sport:**
   - For information on who can volunteer *c*oach refer to Coach – See *Definitions* at bottom of each interschool activity/sport on OPASSE. At least one (1) OCT member **MUST** be part of the coaching team.
   - All coaches must go through an approval process by principal/designate to determine the individuals' ability to coach the activity.
   - Volunteer coaches without a teaching certificate must go through a formalized application process and approval system by principal/designate.
   - All coaches must be knowledgeable and implement the expectations for coaches outlined in section – Coaches Role.

3. **Provide Resources for Coach(es):**
   Coaches are to receive the following information and resources regarding their responsibilities for providing a safe interschool program. They **MUST** attend the pre-season coaches' meeting for their sport/activity. Resources are to be shared:
   - HCDSB Concussion Protocol- *Procedure No. VI-71*
   - HCDSB Inclement Weather Safety- *Procedure No. VI-39*
   - HCDSB Managing Risk in Interschool Sports- *Policy No. II-26*
   - HCDSB Medical Conditions- *Policy No. II-42*
   - OPASSE Elementary Interschool Activity/Sport Safety Guidelines
   - HCDSB Elementary Activity Directory

   Forms:

- Elementary Interschool Participation Form
- HCDSB Concussion Codes of Conduct (Coach/Student/Parent)
- HCAA Elementary Athletic Roster Form
- Request to Resume Athletic Participation Form
- OSBIE Incident Report

Coaches are to be made aware of the Board procedures regarding transportation of students in private motor vehicles. Refer to OUT OF THE CLASSROOM PROGRAM GUIDELINE TRANSPORTATION.

- Outline school's philosophy and expectations based on Fair Play and sportspersonship regarding interschool activities, participation, treatment of athletes, opponents, and officials (adult and student).
- Zero Tolerance for Initiation and hazing of team members by coaches or other team members

4. **Supervision–** Review with coaches:
   - Participants must be appropriately supervised during all phases of the activity: practices, warm up, competition and breaks. If a coach cannot fulfill the specified level of supervision, the activity must be stopped.
   - Refer to the OPASSE Interschool Sport/Activity page for type of supervision required for activity (e.g. on site, constant visual).
   - Activity/sport must satisfy the ratio of coaches/supervisors to participants.
   - Volunteers, teacher candidates, students are not to be given responsibilities which require the independent supervision of students.
   - Students are to be informed by teacher/coach that facilities and equipment must have teacher supervision to be used.
   - Outline expectations and procedures for supervising/checking male/female change rooms of same and opposite gender.
   - At the end of practice/competition ensure that ALL team members have left your school facility and are on their way home prior to you leaving the building.
   - Check that all team members have a method of getting home after practices and games.
   - Prior to visiting another school, ensure that **ALL** your team members have a method of getting home.
   - **Do not leave the supervision and care of your players who are waiting to be picked up to the host school. They are your responsibility and you must supervise and wait until your last player leaves.**
   - When on an overnight trip (Grade 7-8) there must be a supervisor, approved by the school administrator, of the same gender as the participants that is present and available at the accommodation site for the duration of their stay.

5. **Communication with Parents/Guardians:**
   Inform coaches of the following information and forms to be used to communicate with parents:
   - Prior to athletes' first practice, parents need to be made aware of the risks inherent in activity and must sign and return the **Interschool Athletic Participation Form & Concussion Codes of Conduct Forms.**
   - Inform parents, through written communication, of the times and locations of practices and games (preferably, well in advance).
   - Inform parents of the mode of transportation to competitions and the athlete expectations required.

- Any athlete who has missed a practice or game due to an injury or illness requiring medical attention must have completed the "**Request to Resume Athletic Participation"** form signed by the parent or physician before being allowed to resume full participation in any sport.

6. **Student Medical Conditions:**
   Have a process in place where student medical information is gathered and communicated to teachers/coaches prior to the first practice (through Interschool Athletic Participation Form).
   - Plans to be made for students with a medical condition (asthma, diabetes, epilepsy, anaphylaxis, etc.) including carrying of medical devices.

7. **FIRST AID RESPONSIBILITIES**
   - Provide for a fully stocked **first aid kit** readily accessible to coaches.
   - Develop and communicate to coaches a ***School Emergency Action Plan*** to respond to:
     - Injuries due to physical activity and
     - Medical conditions such as asthma, anaphylaxis, type 1 diabetes, seizure disorders.
     - Develop and/or provide information to staff on the schools/boards **concussion protocol**.
     - Inform staff to implement **Universal Precautions** (e.g. using impermeable gloves) when dealing with situations involving blood or other bodily fluids.
     - **Reporting procedures and forms:** when an injury occurs, have a process in place to check that the appropriate reporting procedures and forms are completed and actions are taken to reduce the possibility of a re-occurrence.
     - A telephone or other suitable means of communication must be available for all activities and locations.

   First Aid for Practices and Competitions:
   The minimum requirement for first aid coverage is the presence of an individual who takes responsibility for providing first aid to injured participants throughout the entirety of a practice and competition. In most cases in the Elementary Interschool Sport/Activity it is the coach of the team. Concussion Levels 1 & 2 (on Vector Training Platform) must be completed by all coaches.

8. **Equipment Responsibilities:**
   - Equipment is to be inspected on a regular basis and recorded/documented and filed for future reference. Refer to OPASSE Safety Guidelines/HCDSB Elementary Activity Directory.
   - Have a process in place where damaged/unsafe equipment is disposed of in a safe manner.
   - Budget for and provide the protective equipment as outlined in the safety guidelines activity pages e.g. badminton safety glasses.
   - Follow up with repairs or disposal of damaged equipment identified by a reputable third-party inspection company.

9. **Facility Responsibilities:**
   - Inspect on a regular basis, locations on school site where students are to be active (gymnasium, outside fields) and record/document and file for future reference. Inspect equipment storage rooms on a regular basis so it does not present a hazard to staff and students (e.g. volleyball poles secured so as not to fall).
   - Follow up with repairs identified by reputable third-party inspection company for on-site facilities (as determined by the Board) e.g. elementary schools every 2 years.
   - Follow the process of a reporting system to the Board's maintenance department for repair.

- **Student access to gymnasium and equipment**: have a process in place where students are informed that the use of gymnasium and equipment is prohibited without appropriate teacher supervision. In addition to written or oral communication, check that there is: Signage on gym doors indicating that students are not to use the gym unless supervised.
- Check that the presence and location of spectators does not present a safety concern.

10. Behavioural Conduct on the Part of Players, Coaches, Participants Responsibilities:

- When necessary, use your authority to dismiss a student from participation in a practice/game or from the school team. This is best done in consultation with the coach and the student's parents.
- Meet with coaches, players and spectators (Spectator Code of Conduct), from their school, who have exhibited unacceptable behaviour/conduct that is not in keeping with the spirit of the interschool sports guidelines.
- Principals may call upon the league and/or system convener for input.
- Where two or more schools are involved, principals will contact one another to discuss and resolve the issue.
- Catholic Values/HCAA Mission Statement, Sportspersonship principles are not prioritized, the following steps will be followed by the Elementary Athletic Advisory Committee Executive:
    - Communication with Administrators
    - Investigation into prior coaching practices
    - Conversation between Administrator and Coach
    - A letter may be issued indicating the violation of the Elementary Interschool Athletics regulations.
    - Game(s) suspension or a one calendar year sanction from coaching all sports may be implemented if deemed necessary.
    - **Other:**
    - Support the attendance of at least one teacher or coach to the HCDSB coaching in-service.
    - Wherever feasible, support the teacher/coaches time and effort commitment.
    - Demonstrate positive and visible support of the interschool sports program.
    - Ensure all practices and games are properly supervised by coaches.
    - Check that the Code of Behaviour for Spectators is displayed in a prominent place in the gymnasium.

11. Female Athlete(s) Playing on Boys' Teams:

The Human Rights Commission defined females as being "*disadvantaged*" in sports. Based on this definition, females have the right to try out for a boys' team, where there is NO comparable girls' team available to them. Where a girls' team is available for them to play on, a girl does NOT have the right to try out for a boys' team.

A male cannot try out for a girls' team (whether there is or there is not a boy's team available) since the male athlete may take the place of a female athlete, making the females even more "*disadvantages*" in the sport.

12. Attendance at the HCDSB Coaches' Meetings:

For a school to qualify to participate in the Board sponsored interschool activity/sport program a coach(s) and/or school representative must attend the Board sponsored coaches meeting.

The Board has a duty of care to provide the coaches, at the beginning of every activity season. Information, instruction and training on the rules and safety guidelines for the upcoming season of the activity/sport are reviewed in depth. A coaches' attendance at a previous year's coaches meeting does not qualify.

Where a school does not have a coach or representative at the coaches meeting the school's participation in the activity/sport is at risk.

Coaches' Roles & Responsibilities:

- The HCDSB recognizes the invaluable contributions that coaches make to the education experiences of our students. The Board asks that you carefully read the following guidelines that will provide you with a framework to build your coaching upon.
- Coach must be knowledgeable of the activity/sport e.g. rules for play, skills necessary to play the game safely, risk factors of the activity and how to minimize risk factors.

1. **Coach(es) must be familiar with the contents of the following:**
   - Elementary HCAA Constitution
   - HCDSB Concussion Protocol- *Procedure No. VI-71*
   - HCDSB Inclement Weather Safety- *Procedure No. VI-39*
   - HCDSB Managing Risk in Interschool Sports- *Policy No. II-26*
   - HCDSB Medical Conditions- *Policy No. II-42*
   - OPASSE Elementary Interschool Activity/Sport Safety Guidelines
   - HCDSB Elementary Activity Directory

     Forms:
     - Elementary Interschool Participation Form
     - HCDSB Concussion Codes of Conduct (Coach/Student/Parent)
     - HCAA Elementary Athletic Roster Form
     - Request to Resume Athletic Participation Form
     - OSBIE Incident Report

2. **Attendance at HCDSB/HCAA Coaches Meetings:**
   - For a school to qualify to participate in the Board sponsored interschool activity/sport program a coach(es) and /or school representative must attend the Board sponsored coaches meeting. A coach/representative's attendance at a previous years' coaches meeting does not qualify.

3. **Participation of Players:**
   - The coach is to provide each team member with the opportunity to participate OFTEN during the season. However, coaches are to be mindful of providing a suitable level of competition according to skill, size and age of athlete.
   - It is not the intent of the interschool sports league for teams to 'carry' players who will only sit on the bench for the year and not have opportunities to participate.
     - **Minimum number** – a team should be made up of numbers of players that will support the promotion of ongoing program development.
     - **League Play**–whenever possible each player should be given opportunities to participate
     - **HCAA Sanctioned Tournaments**– All players brought to tournaments **ARE EXPECTED** to participate.

- Coaches should communicate to their players and parents the amount of expected playing time for league games and tournaments prior to league play beginning and going to a tournament.

4. **Meeting with Students:**
   Outline the following expectations and review when appropriate.
   Note: Coach is to take attendance to ensure absent students receive information and instructions upon their return. Document this meeting in coaches' practice plan.
   - **Students with identified medical conditions** (e.g. asthma, anaphylaxis, diabetes, seizure disorder, etc.) are to inform you when experiencing symptoms or feeling unwell; students are to have readily accessible at the activity location their required medications (epinephrine auto injector, blood testing kit, fast acting sugar, asthma inhaler etc).
   - **Gymnasium and equipment** – not to be used without teacher supervision. Visually inspect your environment and report all defects and hazards to coach immediately.
   - **Behavioural expectations (conduct)** for change room, during practices and competitions, towards each other, opponents and officials and when visiting other school sites. Involve players in formulating behavioural guidelines, fostering player discipline and self-control to minimize injury and promote qualities of sportspersonship.
   - Excellence in attitude and skill through maximum effort and dedication should be the goal of every participant.
   - **Initiation/Hazing** activities are NOT appropriate and NOT permitted
   - **Water bottles** are not to be shared.
   - **Concussion Protocol –** outline preventative techniques, symptoms to look for and the importance of reporting symptoms to coach
   - **Weather Safety Protocol** –safety procedures related to severe weather conditions
   - **Supervision of change rooms** – outline protocol for checking change rooms of same and opposite gender
   - **Fire alarms, fire exits and alternate evacuation routes** – locations and exit protocols.
   - **Jewelry** – the rules for the wearing jewelry during activities.
   - **Personal safety and safety of others:** instruct students on the importance of assuming responsibility for their own safety and the safety of others during physical activity.

5. **Student Medical Information:**
   - Access relevant student medical information through a process developed by the school e.g. – Interschool Athletic Participation Form.
   - Medications such as asthma inhalers, epinephrine auto injectors, diabetes testing kit and fast acting sugar are to be readily available to the student participating in interschool activities.

6. **First Aid Responsibilities:**
   - Be prepared to act as the In-Charge person for applying first aid at practices and when hosting competitions.
   - Check that a first aid kit is accessible for activities that take place on and off school site.
   - Be knowledgeable of and implement when appropriate the ***School Emergency Action Plan*** for:
     - Injuries due to physical activity and
     - Medical conditions such as asthma, anaphylaxis, diabetes, epilepsy, etc.
     - Implement the HCDSB Concussion Protocol.

   - Implement Universal Precautions (e.g. using impermeable gloves) when dealing with situations involving blood or other bodily fluids.

- When an injury occurs, complete the appropriate reporting procedures and forms (e.g. OSBIE Incident Report) and take actions to reduce the possibility of a re-occurrence.
- A telephone or other suitable means of communication must be available for all activities and locations.
- All serious injuries must be reported to the principal immediately.
- Any athlete who has missed a practice or game due to an injury or illness requiring medical attention must have completed the "Request to Resume Athletic Participation" form signed by the physician or parent before being allowed to resume full participation in any sport.

7. Equipment Responsibilities:

- Visually inspect equipment prior to activity. For items to look for refer to OPASSE Safety Guidelines & the HCDSB Elementary Activity Directory.
- Report unsafe/damaged equipment to school administrator.
- Follow school process for disposal of damaged/unsafe equipment in a safe manner.
- Where protective equipment (e.g. protective padding for volleyball standards –interschool) is listed on OPASSE sport/activity page:
- Activity is NOT to be done without the protective equipment being used.
- Equipment is checked that it is being worn/used safely.

8. Facilities Responsibilities:

- For practices and competitions visually inspect site where students are to be active (gymnasium, outside).
- When checking indoor facilities check that floor provides safe traction, and there are potential hazards e.g. Equipment/furniture (e.g. tables, pianos) stored around the perimeter of the gym/room.
- When checking outdoor facilities, playing fields must be free of hazards e.g. holes, glass, rocks and severely uneven surfaces. Surface must provide safe traction.
- Inspect on a regular basis the equipment room to check that returned equipment has been placed safely away. (e.g. volleyball poles secured so as not to fall, balls on shelves/in containers).
- Opening and closing of gym divider doors:
    - Coach (teacher/staff member) only in charge of opening/closing doors
    - Check path is clear. Recommend a designated location for athletes to assemble a safe distance from the doors.
    - Key(s) are to be removed after use.
    - Inspect divider door on a regular basis for anything that would hinder effective operation.
    - Check that the presence and location of spectators does not present a safety concern.

9. Communication with Parents:

- Prior to athletes' first practice, parents need to be made aware of the risks inherent in activity and must sign and return an Interschool Athletic Participation Form and Concussion Code of Conduct Form.
- Inform parents, through written communication, of the times and locations of practices and games (preferably, well in advance).
- Inform parents of the mode of transportation to competitions and the athlete expectations required.

10. Supervision Responsibilities:

Coach is to implement the appropriate supervision during practices and competitions:

- Participants must be appropriately supervised during all phases of the activity: practices, warm up, competition and breaks. If a coach cannot fulfill the specified level of supervision, the activity must be stopped.
- Refer to the OPASSE interschool sport/activity page for type of supervision required for activity (e.g. on site, direct, etc.).
- The ratio of coaches/supervisors to participants must satisfy safety concerns.
- Volunteers, teacher candidates, students are not to be given responsibilities which require the independent supervision of students.
- At the end of practice/competition check that ALL team members have left your school facility and are on their way home prior to you leaving the building.
- Check that all team members have a method of getting home after practices and games. Prior to visiting another school ensure that **ALL** team members have a method of getting home.
- Do not leave the supervision and care of your players who are waiting to be picked up to the host school. They are your responsibility and you must supervise and wait until your last player leaves.
- When on an overnight trip (Grade 7-8) there must be a supervisor, approved by the school administrator, of the same gender as the participants that is present and available at the accommodation site for the duration of their stay.

11. Practice Session Responsibilities:

- Reference the appropriate sections and activity pages for your sport in the HCDSB Elementary Activity Directory & OPASSE Safety Guidelines. Safety criteria applies to all practices and competitions.
- Ensure that the Interschool Participation Form and Concussion Code of Conduct Form is completed and returned **prior** to the students' participation in the first practice. Coaches MUST have access to the forms at ALL practices and game.
- Work with student athletes in a professional manner always remembering that the coach is a model to the students at all times.
- **Criteria when preparing practice lessons**:
    - Appropriate warm-ups and cool downs are included in activities;
    - Proper techniques/strategies are taught
    - Appropriate skills are taught in proper progression;
    - Adequate liquid replacement is accessible for students
    - For outside activities: teacher is to take into consideration: the temperature, previous training and length of time students will be physically active (See HCDSB Inclement Weather Safety- *Procedure No. VI-39)*.
    - Students are made aware of ways to protect themselves from environmental factors: e.g. effects of sun, dehydration, etc.
- **Risks of the Activity**: prior to teaching the skills/drills/activity itself, inform students:
    - Possible risks associated with the activity
    - Demonstrate how to minimize the risks
    - Outline procedures and rules for safe play
    - Follow through with consequences for not following safe play procedures
        - Note: Attendance taken to ensure absent students receive safety instructions upon their return. Document – date, time and brief outline of safety instruction recorded in daily plans.
- Where running takes place off school site for warm up or conditioning:
    - Prior to initial use of route or course, coach must do a safety check 'walk through' in order to identify potential problems.

- Before initial attempt, coaches must outline to athletes the route or course (e.g. notice of areas to approach with caution – driveways)
- Determine that athletes are not crossing busy intersections unless directly supervised.
- When involved in practice drills athletes must not be required to close their eyes or be blindfolded or run races backwards.

- **Walls and stages**: for all indoor activities, walls and stages must not be used as turning points or finish lines. A line or pylon could be designated in advance of the wall or stage.

12. Game Responsibilities:

- Coach is to have access to student athletes' medical information from the Interschool Athletics form.
- Prior to game time meet with and go over the responsibilities with the minor officials: *timers, scorers, line judges, etc.*
- Identify yourself to the visiting coach(es) and officials as the coach and where appropriate the in-charge person for first aid.
- Implement the school's interschool philosophy, expectations, for participation, fair play and sportspersonship. The welfare of the athlete is to be put ahead of winning.
- Your opponent is to be treated with respect; an ally without whom the contest cannot take place (i.e. running up the score in basketball).
- The coach encourages team members to act in a way that will enhance the morale of the team by: Emphasizing enjoyment, participation, sportspersonship, fair play, and skill improvement all **above** the concept of winning.
- Nurturing confidence, help the athletes separate their sense of personal worth from their performance in the game.
- Select officials (where applicable) that are knowledgeable about the rules of the activity.
- Officials must be treated with respect. Officials' decisions are final. **Do not** allow players to question officials' decisions except through proper procedures.
- Coaches may discuss a decision of an official in a professional manner away from players and spectators after the heat of the moment during half time or at the end of the game.
- A coach is never to walk onto the playing court during a game to question an official's call.

Since we use volunteer officials (at times) there may be times when play may get "rough" or out of hand. If this occurs it will be the responsibility of the coaches of each team to control their team and instruct their players to participate in a safe manner according to the rules of the game. If lack of control persists, the coach(es) will stop play, and may cancel further play.

- Coaches' directives from the bench should be constructive and positive and always directed to their own players.
- Correct player or fan behaviour BEFORE such action is forced upon the official.
- Home team coach is responsible for the behaviour OF THE SPECTATORS.
- Visiting coach is responsible for their team's behaviour, the behaviour of the volunteer drivers and spectators they brought or who represent their school.

13. Fair Play

As a coach, you may have many roles to play and numerous tasks to perform. None is more important than the tremendous responsibility of developing your athlete's sense of fair play. It is important for you, as a coach, to build your coaching philosophy around Fair Play.

<u>What is Fair Play?</u>

Integrity, fairness and respect – these are the principles of fair play. With them, the spirit of competition thrives, fuelled by honest rivalry, courteous relations and graceful acceptance of the results. A fair play coach believes and teaches that sport is an ethical pursuit, one which builds character and shapes attitudes.

As a coach, your fair play aims should be to:

- Help your athletes develop a positive self-image;
- Promote respect for the rules, officials and their decisions, and opponents;
- Encourage a constructive attitude toward competition;
- Develop a sense of dignity under all circumstances;
- Provide an equal opportunity for all to learn skills;
- Encourage these individuals to continue their participation in sport;
- Develop a sense of dignity under all circumstances;
- Provide an equal opportunity for all to learn skills;
- Encourage these individuals to continue their participation in sport.

You are one of the most influential people in a child's life. Your job is not only to teach how to hit a ball or block a spike, but also to teach how to win and lose graciously. You must also remind them that sport is meant to be fun. The athletic skills these young people learn from you may only be used for a few years. The attitudes they develop toward themselves and others will last a lifetime. *Taken from: "Fairplay in Sport" – A Coach's Handbook The Commission for Fair Play, Ottawa, Ontario.*

14. Coach (In-Charge Person): First Aid Responsibilities

For the purposes of providing first aid at practices the team coach or designate is responsible for:

- Students identified with medical condition(s) (e.g. asthma, type one diabetes), how to manage those medical conditions and provide for emergency first aid as needed.
- Having access to a copy of the student's Interschool Athletic Participation Form – medical information section.
- Being knowledgeable of the practice site's Emergency Action Plan.
- Identifying and managing a suspected concussion and follow up with parents/EMS.
- Checking that first aid kits are available and accessible.
- Checking there is a suitable means of communication on site (e.g. phone).
- Checking there are procedures in place for calling 911.
- Implementing Universal precautions when dealing with blood or bodily fluids (e.g. first aid gloves)
- Completing Board/school required OSBIE student injury/accident reports.

For the purposes of providing first aid at competitions, on or off school site, the team coach or designate is responsible for their own student's:

- Medical condition(s), how to manage those medical conditions and provide for emergency first aid as needed.
- Identifying and managing a suspected concussion and follow up with parents/EMS.
- Interschool Athletic Participation Form – Medical Information section.
- Completing Board/school required student injury/accident reports.

For the purposes of providing first aid when hosting a competition the coach or designate/convenor of a tournament is to:

- Have knowledge of the site's Emergency Action Plan;
- Check that first aid kits are available and accessible;
- Check there is a suitable means of communication on-site (e.g. phone);
- Check there are procedures in place for calling 911;
- Implement Universal Precautions when dealing with blood or bodily fluids;
- Provide first aid as required;
- Review OPASSE Safety Guidelines for Sports/Activities that require supplemental certification, knowledge and or training (e.g., Shot Put and Ice Hockey).

15. Coach (In Charge Person) - Behavioural Concerns of Participants, Coaches, Spectators

Coaches' Role for Reporting to Administrators:

- Incidents of unacceptable behaviour concerning one of your players or spectators must be reported to your principal.
- Correct player or fan behaviour BEFORE such action is forced upon the official.
- Home team is responsible for the behaviour of the spectators (parents, non-affiliated guests, etc.).
- Visiting coach is responsible for their team's behaviour, the behaviour of volunteer drivers and the spectators that they brought or who represent their school.

Recommended Strategies for In-Charge Person:

- **Address the problem early to avoid the situation from escalating:**
  Stop the game and make a general announcement regarding sportspersonship, and fair play. Remind all in attendance of the Spectator Code of Conduct posted in the gym and that it is important to be encouraging so that all involved are in a safe learning environment. In cases where unacceptable behaviour persists, the "in-charge" person will attempt to contact with the home school administrator.
- **If the unacceptable behaviour persists and the spectator or group cannot be identified:**
  Stop the game – a general announcement is made and the Spectator Code of Conduct is reviewed and all are requested to follow the expectations outlined or lose the privilege of remaining for the rest of the activity.

  These three options are communicated to the group:
  a. Game will not continue until the disruption/disruptors leave the gym
  b. All spectators will be asked to leave the gym
  c. Game will be cancelled

If the spectator refuses to leave, inform them that the police will be called and charges of trespassing will be laid. The "In-charge" person then leaves proximity of disruptor and goes to a neutral location close to a phone.

If the spectator or group of spectators returns to the gym:

Stop the game – the individual or group of individuals are reminded that they have been asked to leave and that the game will not continue until they leave the gym.

If spectator(s) refuses to leave, inform them that the police will be called and charges of trespassing will be laid. The "In-charge" person then leaves the proximity of disruptor and goes to a neutral location close to a phone.

When the "In-charge" person is the coach, and is required to act in the capacity of "In-charge Person", there should be a process in place to support the "in-charge" role. The principal must be informed of all situations where the "in-charge" person has taken action.

Reporting Complaints Protocol

Procedure to follow when coach is a teacher/complainant is a teacher:
All complaints must be forwarded, in writing, to the Principal of the host school, and the Principal of the violator's school, and the violator or individual being complained about, within 48 hours of the alleged incident. Redress, from the Principal must be enacted within 5 working days with a brief statement outlining the consequences, delivered in writing to the perpetrator and to the complainant.

Conduct of coach, players, and spectators:

- If there is a concern about a coach, player, or spectator who is not exhibiting the spirit of the interscholastic sports guidelines you are asked to discuss the concern with your principal. Your principal will then decide on a course of action.
- Principals will sanction players, coaches and spectators, from their school, where there have been reported incidents of unacceptable behaviour/conduct.
- Where two or more schools are involved, principals will contact one another to discuss and resolve the issue. Principal may call upon convener of league and/or system convenor for input. Principal may also take any other action which he/she deems appropriate.

16. IN-CHARGE PERSON: Emergency Action Plan

Being given the responsibility as an in-charge person at an interscholastic sporting event, an encounter with an injury is inevitable. Recognizing this fact, it is necessary to establish a plan of action for dealing with an injury when it occurs. The key to the Emergency Action Plan is getting the professional care to the player as quickly as possible. For that to happen effectively, you must be prepared with an Emergency Action Plan.

Sample Emergency Plan

You should know the following information:

1. Location and access to the first-aid kit,
2. Location and access to a telephone,
3. Telephone number of ambulance and hospital,
4. Know directions and best access routes to hospital,
5. A means of transportation is available on site.
6. The identity of athletes with medical conditions (e.g. asthma, diabetes, epilepsy)
7. Location of medication (e.g. asthma inhaler, epinephrine auto injector)
8. Emergency communication procedures (e.g. cellular phone) for off-site activities.

When an injury occurs:
Initially, when coming in contact with the injured athlete, take control and assess the situation. Keep in mind Cardinal Rule of injury care: stay calm. Keep an even tone in your voice. Instruct any players and bystanders to leave the injured player alone. Leave the athlete's equipment in place. *Do not remove the athlete's equipment if there is a risk of further injury.* Evaluate the injury (for any injury involving blood see *Universal Precautions for Body Fluids.* Once you have assessed the severity of the injury, decide whether or not further assistance is required. Do not insist that the athlete attempts movement. Administer medication as per Board Policy. If an ambulance is not needed, then decide what action is to be taken to remove the *injured/ill* athlete from the playing surface.

THE PARENTS OF THE INJURED ATHLETE MUST BE CONTACTED as soon as possible after the injury.

If a student experiences a medical emergency or one of the warning signs of Sudden Arrhythmia Death Syndrome and an ambulance is required, request assistance from another person (coach/parent) to state the following:

I. State that is it a medical emergency and what the emergency is;
II. Give exact location, know the closest cross streets;
III. Give number medical services can contact you back at
IV. Report back to the in-charge person and confirm that you made call and give estimated time of arrival;
V. Go to the access entrance and wait for the ambulance;
VI. Once the call has been placed, observe the athlete carefully for any change in condition and try to reassure the injured player until professional help arrive;
VII. Do not feed or give fluids to an injured athlete unless otherwise directed by a family Physician (e.g. diabetes). If there is a major injury, food or fluid could delay treatment;
VIII. Do not be forced into moving the athlete unnecessarily from the playing field;

In the case of dehydration, move the athlete to a cooler environment and provide small amounts of water (100ml) every 5 minutes until symptoms resolve. However, do not provide an injured athlete with food or drink if: the athlete is showing signs of decreased level of consciousness the athlete has sustained a significant head injury you anticipate an operation will be necessary e.g. broken leg.

When ambulance attendants arrive, instruct them on what happened, how it happened and what you have done. Coach can inform them about any medical-related problems or past injuries of the participant. Provide ambulance attendant with the athlete's "Athletic Participation Form".

Where feasible the in-charge person or coach of athlete should accompany the injured athlete to the hospital to help reassure the player and give the relevant medical history and injury circumstances to the physician.

Complete an accident report (O.S.B.I.E Incident Form) and file with appropriate Board Official.

HCAA SPECTATOR CODE OF CONDUCT

Fair Play is the fundamental philosophy of the athletic program of the Halton Catholic District School Board and Halton Catholic Athletic Association.

Spectators shall:

1. Cheer only in a positive and encouraging manner.
2. Respect the decisions of the officials and refrain from vocal comment.
3. Not interfere with the competition.
4. Keep off the playing area.
5. Be courteous and respectful of fellow spectators, competitors, coaches and administrative officials.
6. Discourage poor conduct by other students/spectators.
7. Respect the facilities and obey the regulations with respect to vaping, smoking, drinking, and garbage.

Failure to comply with this code of behaviour may lead to ejection by the principal or the designate supervising the event.

Elementary School Activities:

- League Games/Playoffs
- Tournaments
- Meets or events

Offenses:

- Yelling criticisms, profanities, etc.
- Criticism/Disrespect of Officials, Coaches, Players
- Taunting (Referee, Coach, Players, other Spectators)
- Throwing objects

Situation:

- Student/Parent/Adult is requested to leave gym
- Student/Parent/Adult leaves but returns later
- Student/Parent/Adult refuses to leave

Prevention:

- Parents should be informed of the Spectator Code of Conduct for Interschool Activates
    a. Signs in all gymnasiums
    b. Sign on gym door identifying the Spectator Code of Conduct

Spectators are requested to read and required to follow the HCDSB Spectator Code of Conduct posted in the gymnasium. Behaviour not keeping with our philosophy of Fair Play will result in dismissal from the gymnasium.

Team Members' Role

As a team member you are making a commitment of time and effort to the team, coach and your school.

The student-athlete is expected to maintain high standards regarding schoolwork (to the best of the athlete's ability), attitude and general behaviour. If schoolwork becomes adversely affected by the time commitment to the sport or if the student exhibits inappropriate behaviour on or off the court, the student may be removed from the team until such time as he/she has demonstrated an improvement.

The following are guidelines that the HCDSB expects all athletes to adhere to:

1. Excellence in attitude and skill development through maximum effort and dedication is the goal of a committed athlete.
2. An athlete's behaviour on and off the playing field should exemplify ideals of fair play.
3. Practice to master the skills required to participate in the sport.
4. Be knowledgeable of and respect the rules of the game.
5. Be punctual for practices and games. If you are unable to attend a practice or a game, inform the coach personally, as soon as possible.
6. At all times it is expected that you give your coaches your total cooperation and demonstrate your "best" effort during practices and games.
7. Respect the officials and accept their decisions.
8. Be considerate in winning and gracious in defeat.
9. Maintain your self-control at all times.
10. Be appropriately dressed for practices and games. Take proper care of your uniform.
11. Jewellery (rings, watches, bracelets, necklaces, earrings, metal or large barrettes in hair, etc.) MUST NOT be worn during practices or games.
12. Be safety conscious. If you notice that the facility or equipment presents a hazard for yourself or team-mates, report deficiencies to your coach immediately.
13. Respect the property of the school you are visiting.
14. Make your parents aware of all practices and game schedules and transportation needs or arrangements.
    a. Arrange rides home from practices and games beforehand;
    b. Inform your coach as to the time you will be picked up from practices and games from your home school and schools you are visiting.

Officials' Duties

- Check that the players are properly dressed and equipped for safe participation. Jewellery (rings, watches, bracelets, necklaces, earrings, metal or large barrettes in hair, etc.) MUST NOT be worn during games. Gum chewing is not allowed (for safety sake) during practices and games.
- Be knowledgeable of the rules.
- Meet with officials: timers, scorers, line judges, etc. and review their responsibilities.
- Meet with the coaches and team captains re:
    i. Modifications of rules requires for safe play due to facilities;
    ii. Game procedures and general instructions
- Be consistent and fair with calls.
- In case of injury on the court, the game must be stopped. Care of the injured athlete is the highest priority – game may be delayed or cancelled.
- Stay in control of the game. Foster qualities of a good sport. Apply the rules of the game prudently in order to sanction inappropriate behaviour on the part of the players, coaches and spectators.

Membership

Elementary HCAA consists of the following schools (As of September 2026):

Municipality	School	School Colours
Halton Hills	Holy Cross CES	Green, Gold, Black
	St. Brigid CES	Black, Gold
	St. Catherine of Alexandria CES	Maroon, Gold
	St. Francis of Assisi CES	Green, White
	St. Joseph CES	Orange, Navy Blue, Light Blue
Milton	Guardian Angels CES	Navy Blue, Red
	Holy Rosary CES (Milton)	Baby Blue, White
	Lumen Christi CES	Navy Blue, Yellow
	Our Lady of Fatima CES	Navy Bue, Light Blue
	Our Lady of Victory CES	Indigo, White
	Queen of Heaven CES	Green, Black
	St. Anthony of Padua CES	Navy Blue, Grey
	St. Benedict CES	Purple, Black
	St. Josephine Bakhita CES	Red, Navy Blue
	St. Peter CES	Red, Yellow
	St. Scholastica CES	White, Navy Blue, Gold
	St. Veronica CES	Indigo, White
Oakville	Holy Family CES	Black, Maroon
	Our Lady of Peace CES	Baby Blue, White
	St. Andrew CES	Maroon, White
	St. Bernadette CES	Black, Red
	St. Cecilia CES	Red, Navy Blue, White
	St. Dominic CES	Black, Red
	St. Gregory the Great CES	Grey, Red
	St. Joan of Arc CES	Yellow, White
	St. John Paul II CES	Navy Blue, Yellow
	St. Luke CES	Orange, Green
	St. Marguerite d'Youville CES	Navy Blue, White
	St. Mary CES	Baby Blue, Yellow
	St. Matthew CES	Red, Black
	St. Michael CES	Navy Blue, White
	St. Nicholas CES	Black, Red
	St. Teresa of Calcutta CES	Navy Blue, White
	St. Vincent CES	Baby Blue, White
Burlington	Ascension CES	Navy, Maroon, White
	Canadian Martyrs CES	Red, Grey, White
	Holy Rosary CES (Burlington)	Navy Blue, Light Blue, White
	Sacred Heart of Jesus CES	Navy Blue, White, Gold
	St. Anne CES	Red, White
	St. Christopher CES	Orange, White
	St. Elizabeth Seton CES	Red, White
	St. Gabriel CES	Navy Blue, White
	St. John CES	Green, White
	St. Mark CES	Yellow, White
	St. Patrick CES	Green, Black
	St. Paul CES	Navy Blue, White
	St. Raphael CES	Navy Blue, White
	St. Timothy CES	Red, Yellow, White

HCAA Sanctioned Elementary Sport Seasons (As of 2026):

Season	Sport(s)	Student-Athlete Grades
Fall	Cross Country	4-8
	Volleyball	6-8
Winter	Basketball	6-8
	Hockey	7 & 8
Spring	Track and Field	5-8
	Soccer	6-8
	Golf	6-8
	Cricket	6-8

Sanctions and Game Protests
In the case of sanctions, the Sanctions and Game Protests Committee (Curriculum Superintendent, HCAA Convenor, HPE Consultant, Administration on Interschool Athletics Committee) shall receive and adjudicate reports from any source regarding any violations of HCAA Constitution and policy manual, rules and procedures, and any matters that might discredit the aims, objectives and values espoused by HCAA. Based on submitted reports and the nature of the violation, the Sanctions and Game Protests Committee will confirm the degree of violation and determine appropriate sanctions where applicable.

Definition Criteria for Violations

Minor Violations: All violations of a clerical nature that include, but not restricted to, missed meetings (association and pre-season sport specific), not reporting scores, failure to submit fully completed eligibility roster, etc.

Major Violations: An action whereby the party violates the intent of the Constitution that can include, but is not restricted to, playing regulations, by-laws, and/or any action or repeated action that impedes the ability of the Athletic Convenor to deliver programs. Examples: game/ season forfeitures, disregard of OPASSE Safety Guidelines, etc. or any repeated sanctioned minor violation.

Sanctions Process
Any offense that may be deemed sanctionable must be reported to the Sanctions and Game Protest Committee via the Athletic Convenor in writing from a coach with their administrator's knowledge within 24 hours. Offences may be brought to the committee by the Athletic Convenor if he/she recognizes violations (ie. incomplete eligibility, ejections, etc.) The Sanctions Committee will gather all relevant information and convene to determine the nature of the event and possible sanctions to be administered. Sanctions will be reported to the school administrator and coach(es) in writing within 48 hours of the report happening.

***NOTE: With regard to Sanctions, while the Sanctions and Game Protest Committee must be informed of all events and issues that may be sanctionable, schools are encouraged to address and resolve situations through administrators. ***

Sanctions Appeals
In the event that a school wishes to appeal the ruling of a Sanctions and Game Protest Committee decision the following must occur:

1. Within two (2) school days, a written request for the convening of the Appeals Committee shall be made through the Athletic Convenor of the HCAA.
2. This request must include supplementary documentation to that which was originally submitted outlining the reason for the appeal. It is the responsibility of the person preparing the appeal to ensure that all documentation has been received by the HCAA Athletic Convenor.
3. The committee shall inform all parties involved in a timely manner of the date and location of the hearing. At any Appeals Committee hearing, the coach or designate, one advocator for the issue (if required) and a member of the school administration must be in attendance to present the case to the Appeals Committee.
4. The Athletic Convenor will inform all parties involved of the Committee's decision via email within 24 hours of the completion of the hearing.

Game Protests

Process: In the event a coach feels as though an opponent is competing while in violation of an HCAA policy or rule, they may play the game under protest (i.e. the game will be played and then the situation of the game will be reviewed by the Sanctions and Game Protest Committee). The coach must notify the officials prior to the start of the game that they are playing under protest and it must be recorded on the official game sheet. The protest must be reported within 24 hours by the coach protesting the competition, with their administrator's knowledge. The Sanctions and Game Protest Committee will review the situation and administer action if required (i.e. loss to the team in violation).

***__NOTE__: Situations where safety is a concern are not to be played under protest. Safety issues must be resolved prior to competition. ***

A game that is under protest must be played. Failing to attend or compete in a game you are protesting will be considered a forfeiture.

Game Protest Appeals

Process: In the event that a school wishes to appeal the ruling of a Sanctions and Game Protest Committee decision the following must occur:

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4. The Athletic Convenor will inform all parties involved of the Committee's decision via email within 24 hours of the completion of the hearing.

Ejections

1. Playing Regulation Related - in the event a coach or player is ejected from a game (league, exhibition, tournament, playoff, etc.), as a result of playing regulation violations (i.e. basketball -two technical fouls), that individual will be suspended for the next scheduled game (with the exception for hockey, which will defer to OHF minimum suspensions list protocols when considering a suspension following an ejection).
2. Major Ejection - In all other cases, the ejected player or coach will receive an automatic 1-game suspension and will be subject to further investigation of the ejection by the Sanctions and Game Protests Committee. The committee will decide if further consequences/suspensions beyond the one game are required for the suspended player or coach.
3. All ejections occurring in any competition (league, exhibition, tournament, playoffs, etc.) will be upheld and suspensions will begin with the next scheduled competition.
4. The coach(es) and school administrator must be made aware of any ejections that occur and ensure the proper suspension requirements are fulfilled.

Policy Making and Amendments

Amendments may be made to the Constitution. An abstention will not be considered in the count to determine the majority vote. All amendments shall take effect immediately upon being passed unless otherwise stated in the original motion or amendment.

Notices of Motion to be considered at the regularly scheduled HCAA Elementary Interschool Athletics Committee meeting must be in writing and submitted to the Athletic Convenor prior to the Executive meeting to be reviewed. The agenda, including the confirmed Notices of Motion must be circulated to the Committee prior to the General Meeting. The parties who have submitted motions which will not move forward to the General Meeting will be informed by the Athletic Convenor with rationale provided.

Safety and Eligibility

All Elementary HCAA-sanctioned sports follow the OPASSE Interschool Safety Guidelines for the current school year. Coaches are asked to refer to the Sport Specific Playing Regulations within this Constitution to fully be aware of safety and playing regulations.

HCAA acknowledges and supports the implementation of the current HCDSB Physical Education Safety Guidelines, as the accepted minimum guideline to be used by Coaches and Administrators in addressing the safety component of interschool athletics for all HCAA sponsored activities. All coaches are to complete Level 2 of the Concussion Safety Module provided by the HCDSB. Where specific references in the By-Laws and Playing Regulations of the HCAA Constitution or the Halton Catholic District School Board refer to a higher safety standard than those contained in the above Module, the higher standards shall take precedence and remain in effect. Failure to comply with these safety guidelines may result in sanctioning. If at any point a coach feels the competition environment fails to fulfill the safety requirements the game should be stopped until the problem is rectified.

Eligibility

Schools

All HCDSB Elementary Schools are eligible to participate in HCAA Elementary Sports (see Membership above).

Individual Students

To represent a school in any HCAA sport, a student must:

1. Be eligible for competition under the HCAA Constitution (for example: primary-aged students not participating on a junior team), By-Laws and Standing Rules (playing regulations);
2. Be registered as a student from within the school;

Co-Participation Between Schools

Co-participation within the HCAA will exist. Athletes from two schools may participate on the same team when the following criteria are met:

1. The two schools have entered into an official mutual arrangement of co-participation for the purpose of school sports activities existing at both schools. In most cases, this will be due to smaller schools not having a large enough student population to field a team independently.
2. The two schools either share facilities or are in close proximity to each other.
3. The Association supports the mutual arrangement of co-participation of the two schools for sports not currently offered at the small school providing each school in the co-participation has their own coach representative. Additionally, the two schools must mutually agree on only one of the school's jerseys being worn during competition.

Gender Equity and HCAA Transgender Policy

Transgender: An umbrella term that refers to individuals whose gender identity and/or gender expression is different from what is traditionally associated with their assigned biological sex at birth. Transgender people may or may not undergo medically supportive treatments, such as hormone therapy and a range of surgical procedures, to align their bodies with their internally felt gender identity. Transgender identity is not dependent upon physical appearance or medical procedures. HCAA supports the participation of student-athletes in sport in accordance with their lived gender identity.

Gender Equity: HCAA supports student-athlete participation on same gender teams and encourages equitable programs for girls and boys in co-curricular activities. Aligning with OFSAA policy, where a sport activity is available for a female on a girls' team, she is eligible to participate on the girls' team only. In the event there is not a girls' team, girls may participate on a boys team.

Eligibility Sheets

1. Sport Specific Eligibility lists for schools competing in HCAA competition must be submitted to the Association's Athletic Convenor prior to their first league game.
2. The principal and coach(es) must be copied on the email submission of this list.
3. Names may be added to this eligibility list during the season, provided such names are submitted to the Convenor prior to the first league game in which the players take part provided that they have approval from the Athletic Convenor.
4. No player suspended by the HCAA is eligible to play until his/her sanction has been fulfilled.
5. Should this Article be violated, the offending school shall forfeit each game it has played before the stated requirements have been satisfactorily fulfilled. The credit for the win shall be granted to the non-offending team in each game played under such circumstances.

Forfeitures
All HCAA Elementary teams must make every effort to give as much notice as possible of game forfeitures, ideally at least 24 hours. Notice must be given from the forfeiting team to the HCAA Convenor, opposing team's coach and administration. The forfeiting team will lose their forfeited game(s) by the set/game mercy maximum.

Tie-Breaking Procedures
In the event of a tie in League/Division Standings at the conclusion of scheduled league play, the following criteria shall be used to determine final standings:

1. Record (win/loss) between/among tied teams in head-to-head competition.
2. Point differential between/among tied teams in head-to-head competition.
3. Record (win/loss) between/among common opponents.
4. Point differential between/among common opponents.
5. Application of Strength of Victory (SOV) - When all tie breaking procedures outlined in the Sports Specific Playing Regulations have failed, SOV will be applied: SOV is calculated by adding the winning percentages of the opponents a team has beaten. The team with the highest total winning percentages wins the tiebreaker. In the event of a "Quad" league structure with teams playing an unequal number of games and /or not playing each other, SOV will be applied as follows: all opponents winning percentages will be added together and the total divided by the number of games played.
6. Coin Toss

Maximum Point Differential
The total added value when points against are subtracted from the points scored in the games played to the maximum allowed for each sport as listed below:

a. Basketball – 10
b. Hockey – 5
c. Soccer – 5
d. Cricket- 10

Tie Breaking Procedure When Three (3) or More Teams are Tied: the order of tiebreaking, as outlined above, are applied until one or more team(s) are separated from the tied group. The tie breaking process will then be repeated starting at #1 for the remaining tied teams. This process will continue until all ties are broken. Playoff Seeding for an Incomplete Season: In the event that a full regular season can not be played out due to scheduling conflicts and every reasonable means to play those games has been taken, win percentage will be used to determine seeding.

Filming
Filming is only permitted at games. Filming of other teams' practices and controlled scrimmages is prohibited. Those filming games must do so from a safe location away from the field of play/court and players' benches, so as not to interfere with the conduct of the game or the view of spectators.

Awards

In team sports, gold, silver and bronze medals will be awarded at the municipal and system levels. In individual sports, gold, silver and bronze medals (ex. Cross Country, Track and Field) will be awarded. Please see chart below for team maximum awards per team.

Sport	Maximum Awards Per Team
Cross Country	Each race: Gold, Silver, Bronze medals; ribbons for 4-10th place finishers
Volleyball	15 medals per team Municipal Finals: Gold, Silver, Bronze System Finals: Gold, Silver, Bronze
Basketball	16 medals per team Municipal Finals: Gold, Silver, Bronze System Finals: Gold, Silver, Bronze
Hockey	15 medals per team Each Tournament: Gold only
Track and Field	Municipal: Ribbons for 1-6th place finishers System Finals: Gold, Silver, Bronze medals for each event; ribbons for 4-6th place finishers
Soccer	18 medals per team Municipal Finals: Gold, Silver System Finals: Gold, Silver, Bronze
Golf	4 Gold Medals for 1st place foursome; 4 Silver Medals for 2nd place; 4 Bronze Medals for 3rd place foursome
Cricket	15 medals per team Each tournament: Gold, Silver

Sport Specific Playing Regulations

PLAYING REGULATION 1.0 – CROSS COUNTRY (BOYS AND GIRLS)

1. **EVENTS**: There will be competition for students in grades 4, 5 6, 7 and 8.
   The events and distances will be adjusted as needed to correspond to the season.
   a. BOYS NOVICE - 5000 METRES GIRLS NOVICE - 3000 METRES BOYS JUNIOR 6000 METRES
   b. GIRLS JUNIOR - 4000 METRES BOYS SENIOR - 7000 METRES GIRLS SENIOR - 5000 METRES 3.
2. **ENTRIES**: Each member School may enter one Girls and one Boys team in each event. For this purpose, a team shall consist of an unlimited number of runners with five to receive awards.
3. **RULE BOOK**: Not specified.
4. **UNIFORMS**: All competitors in a race must wear a uniform of the same style and colour. Failure to do so will result in disqualification from the starting line of that individual or by decision from the jury of appeal after the race is completed. No cleats permitted.
5. **OFFICIALS**: Not specified.
6. **AWARDS**: The following Championships will be declared: a. Combined Municipal (Boys & Girls) b. Boys Municipal c. Girls Municipal d. Points awarded as such: 1st- 10 2nd- 8 3rd- 6 4th- 4 5th- 2 6th- 1 Schools who tally the most points in each category will be declared champions.
   Medals will be given to
   a. Athletes in 1st – 3rd place
   b. Ribbons for athletes in 4th – 10th place
7. **SAFETY REGULATIONS**:
   a. The Convenor shall have a Medical Doctor in attendance or readily available. St. John's personnel or equivalent should be present.

PLAYING REGULATION 2.0 - VOLLEYBALL (COMPETITIVE)

1. **EVENTS**: There will be competitions for students in grades 6, 7 and 8.
2. **ENTRIES**: Each school may enter one team per gender. Maximum number of players to attend a match is 12.
3. **RULE BOOK**: The rules and regulations as outlined in the "Volleyball Guide" by the C.V.A. will govern unless specified differently in the Playing Regulations. In some cases, where C.V.A. rules are so prescriptive that they override the "intent" of play for student athletes in HCDSB, a convenor in consultation with the official, will have authority to make changes i.e. bench protocols by coaches, etc.

   a. **NET HEIGHT** – **BOYS**: 2.20m and **GIRLS**: 2.15m (where equipment permits)
   b. **SERVICE** – Limit of 5 serves per player throughout all league, playoff, and championship play in games played to 25 points.
      i. Ball must clearly leave the hand before it is hit for the serve (Ball cannot be hit off the hand).
      ii. 3rd match service is determined by a coin toss/or RPS

b. **CHARACTERISTIC OF THE HIT** – The ball may be touched with any part of the body above and including the waist. Within the HCDSB rules, the foot/feet may not be used to contact the ball to keep it in play. The ball must be hit cleanly and not held (including lifted, pushed, carried, or thrown). It can rebound in any direction. The ball may touch various parts of the body, provided that the contacts take place simultaneously.

c. **Balls that hit the ceiling & stay on your own side of the net are in play**. If the ball is touched, hits the ceiling, and goes over the net, the ball is dead and the point will be awarded to the serving team. On the third touch the ball must be hit over the net without hitting the ceiling. Serves cannot hit the ceiling.

d. **EXCEPTIONS:** Blocking, consecutive contacts may occur by one or more blockers provided that the contacts occur during one action. A blocked ball is not considered one of the 3 contacts allowed per side.

e. **SERVING –** The ball may contact the net on a service.
   i. Players may **not** step over the line while serving.
f. **TIMEOUTS:** 2 timeouts (30 seconds each) are allowed per set and must be requested by the coach.
g. **Additional Game:** The length of the third game/fourth game, friendship/exhibition game, is up to the discretion of both coaches. If the third game/fourth game is an exhibition game, results from that game WILL NOT be used in calculation of standings/standing tie breaking.
   i. **NOTES for PLAYOFF: For all Playoff matches there is no cap for any game within the match. However, consistent with all play, a team must win a game by 2 points.**

4. **OFFICIALS**: Regular season: The responsibility of the home team to determine 1 referee for the game. To be assigned by the Halton Referee-In-Chief for playoffs: Officials shall be of the highest caliber possible. Two rated officials are to be used for all system championship games.
5. **UNIFORMS**: Will be governed by O.V.A. Rules.
6. **AWARDS**: For Competitive Division, there will be:
   i. A Trophy - for the winning team
   ii. Medallions - for each member of the winning team (max 15)
   iii. Medallions - for each member of the finalist team (max 15)

7. Fair Play:

Rules/Guidelines

1) Maximum number of players to attend a match is 12.
2) All matches are best two of three sets. All sets are up to 25. Capped at 27.
3) Set #1- No substitutions until one of the teams reaches the 13-point mark. Regular substitution rules apply.
4) Set #2- ALL players who did not start in Set # 1 MUST start Set #2. No substitutions until one of the teams reaches the 13-point mark. Regular substitution rules apply.
5) Set #3 is played whether friendly or not. If a team carries more than 12 players, those players who did not start Set #1 or Set #2 must start Set #3**.** Regular substitution rules apply.
6) Each team submits their full roster sheet to the scorekeeper. It is suggested to have a master copy and photocopy as needed. A standard form that includes columns for Sets 1 and 2 with a box to check.
7) If a player is absent or injured, put a line through the name/number on your team roster making that player ineligible.
8) At the beginning of the Set #1, the referee puts a check mark beside players who start Set #1
9) At the beginning of the Set #2, the referee puts a check mark beside all players who start Set #2.
10) ALL eligible players must have a check mark at this time. If not, this mistake must be corrected with a new line up. Set #2 cannot begin until Fair Play is in effect.
11) Coach can substitute up to 6 players at one time. If subbing multiple players, make sure you are prepared in advance, so the process takes place in an orderly fashion.
12) All schools/teams should try to carry 12 players if possible, to maximize the number of student-athletes who benefit from the learning opportunity.
13) **For all league games & playoff games,** if a team carries less than 12 players, Fair Play will apply to the same number of players for both teams (ex. If Team A arrives for a playoff game with 9 players, Team B can then choose 9 players that will be included in Fair play).

PLAYING REGULATION 2.1 - VOLLEYBALL (DEVELOPMENTAL)

1. **EVENTS**: There will be competitions for students in grades 6, 7 and 8.
2. **ENTRIES**: Each school may enter one team per gender. Maximum number of players to attend a match is 12.
3. RULE BOOK: The rules and regulations will be modified at the discretion of the conveners
   a. **NET HEIGHT** – **BOYS**: 2.20m and **GIRLS**: 2.15m (where equipment permits)
   2. **SERVICE** – Limit of 5 serves per player throughout all league,
   a. *Ball must clearly leave the hand before it is hit for the serve (Ball cannot be hit off the hand).

b. 3rd match service is determined by a coin toss/or RPS
c. **CHARACTERISTIC OF THE HIT** – The ball may be touched with any part of the body above and including the waist. Within the HCDSB rules, the foot/feet may not be used to contact the ball to keep it in play. The ball must be hit cleanly and not held (including lifted, pushed, carried, or thrown). It can rebound in any direction. The ball may touch various parts of the body, provided that the contacts take place simultaneously.
d. Balls that hit the ceiling & stay on your own side of the net are in play. If the ball is touched, hits the ceiling, and goes over the net, the ball is dead and the point will be awarded to the serving team. On the third touch the ball must be hit over the net without hitting the ceiling. Serves cannot hit the ceiling.
e. **EXCEPTIONS:** Blocking, consecutive contacts may occur by one or more blockers provided that the contacts occur during one action. A blocked ball is not considered one of the 3 contacts allowed per side.
f. **SERVING –** The ball may contact the net on a service.
g. **TIMEOUTS:** 2 timeouts (30 seconds each) are allowed per set and must be requested by the coach.

4. **OFFICIALS**: a. To be assigned by the Halton Referee-In-Chief.
5. **UNIFORMS**: Will be governed by O.V.A. Rules.
6. **AWARDS**: For developmental division, there will be no medals or trophies.
7. **FAIR PLAY**: refer to **above** (Competitive Volleyball Regulation #7) for fair play rules.

PLAYING REGULATION 3.0 - BASKETBALL (COMPETITIVE)

1. **EVENTS**: There will be competition for students in grades 6, 7, and 8.
2. **ENTRIES**: Each of the HCAA Member Schools may enter one Boys and one Girls team in the competitive league. Only 12 players can be dressed for the game.
3. **RULE BOOK**: For the competitive division, the F.I.B.A Rule Book will apply except for the following:
    a. Two timeouts per half. No carrying timeouts into the next half or overtime. 1 timeout ONLY per overtime period.
    b. Timeouts may be called at any point during the game in any live ball situations. Either players or coaches may call the timeout.
    c. The ball may be advanced to the frontcourt on timeouts, when scored upon, in the last 2 minutes of the game.
    d. 8 seconds to advance the ball into the frontcourt.
    e. 8 team fouls per half. Shooting two free throws on 8th team foul.
    f. In the last 2 minutes of the game, players must foul to make a play on the ball. Any fouls called where the offending player does not go after the ball will result in an *Unsporting Foul* in which one free throw and possession of the ball will be awarded.
    1. **OFFICIALS**: The officials will be of the highest caliber. For all HCAA System Championships, when available, 2 officials will be used.
    2. **UNIFORMS**: All players on the same team must either wear: White, Black, or the Dominant colour of their uniforms regarding undershirts, compression sleeves, leggings or head wear. Medical braces are exempt from this.
    3. **AWARDS**:
        a. A Trophy - for the System winning team.
        b. Medallions - for each member of the winning team. (16 max)
        c. Medallions - for each member of the finalist team. (16 max)
        d. Medallions - for each member of the third-place team. (16 max)
4. **GENERAL REGULATIONS**:
    a. Co-ed teams will participate in the Boys's leagues.
    b. The host school will be responsible for having available all the necessary equipment:
        -A game ball

-A time clock and stopwatch.
-HCAA approved Score Sheets
-Practice balls.

c. A player or coach ejected from a league or playoff game will be automatically prohibited from dressing for and participating in the next scheduled game. This does not include disqualification by personal fouls.
d. Two 20-minute halves. Run time for both halves. The clock will stop on the official's whistle in the last 2 minutes of the game.
e. Half time is 3 minutes in length.
f. Overtime is 2 minutes in length.

PLAYING REGULATION 3.1 - BASKETBALL (DEVELOPMENTAL)

1. **EVENTS**: There will be competition for students in grades 6, 7, and 8.
2. **ENTRIES**: Each of the HCAA Member Schools may enter one Boys and one Girls team in either the competitive league or developmental league. Only 12 players can be dressed for the game.
3. **PLAYING TIME**: Full equal timed shifts per game (i.e. # of shifts of 4 minutes)
4. **RULE BOOK**: For the Developmental division, the F.I.B.A Rule Book will apply except for the following:
   a. No zone defenses, full court presses, full court traps, zone traps or presses.
   b. Players must get back when a defensive rebound has been secured.
   c. 2-time outs per game. Timeouts can be called at any point during the game in any live ball situations. Either players or coaches can call the timeout.
   d. The ball can be advanced to the front court on timeouts when scored upon in the last 2 mins of the game.
   e. 8 seconds to advance the ball into the front court.
5. **OFFICIALS**: The officials will be of the highest caliber.
6. **UNIFORMS**: All players on the same team must either wear: White, Black, or the Dominant colour of their uniforms regarding undershirts, compression sleeves, leggings or head wear. Medical braces are exempt from this.
7. **AWARDS**: There are no trophies or medals in developmental league
8. **GENERAL REGULATIONS**:
   a. Co-ed teams will participate in the Boys's leagues.
   b. Schools are responsible for bringing their own basketballs and pinnies to all tournaments host school will be responsible for having available all the necessary equipment.
   c. 4-minute shifts of runtime.
   d. No half time. No overtime.
   e. No playoffs.

PLAYING REGULATION 4.0 - VARSITY HOCKEY (Co-Ed)

1. **EVENTS**: There will be competition for students in Grades 6, 7 and 8.
2. **ELIGIBILITY**: All athletes must be currently enrolled and actively participating on an organized ice hockey team. Prior hockey experience is required.
   - Schools may borrow a goalie from another HCDSB school to participate in scheduled competitions. This provision applies only to the goalie position.
   - A completed permission form must be signed by a parent/guardian and be present on site with the team coach during all competitions and any associated practices. The form acknowledges parental consent for the student to play for another school and the possibility of missing class time.
   - Grade 6 students may be included only to complete a team roster if necessary.
   - **Grade 5 students are not permitted to participate under any circumstances**
3. **ENTRIES**: Each HCAA Member School may enter one team.

4. **RULE BOOK**: C.H.A. Rules for the current year shall apply with the following exceptions:
    a. **Dressing Rooms:**
    - Teams are assigned a dressing room for the day.
    - Rooms must be left in the same clean condition as upon arrival.
    - Two adults must always supervise: never be alone with student-athletes.
    - Teams are responsible for belongings; lock rooms when playing.
    - Female athletes will use a designated shared female change room at each rink.

    b. **Game Format:**
    - 12–12–12 stop time
    - One (1) 30-second timeout per team
5. **SAFETY & SPORTSMANSHIP:** Ice hockey is an activity that requires certifications, knowledge and training. Clean play is mandatory.
    a. No body contact
    b. No slap shots or sticks above waist height
    c. Fighting = automatic suspension for the remainder of the tournament and possible future HCDSB events
    (Penalties assessed at referee discretion.)
6. **GAME REGULATION**:
    a. A 5-goal differential triggers running time. Scoreboard will not display a differential greater than 5.
    b. After each team's first two games, seeding will be established
    c. 3 points for a win, 1 point for a tie and zero for a loss
    d. In case of a tie in rankings after 2 games, tiebreaker (in order) will be
        i. Head-to-Head between teams if applicable
        ii. Most wins in round robin play
        iii. Highest Goal Differential
        iv. Fewest goals against
        v. Fewest penalty minutes
        vi. If still tied (Single coin toss)
        vii. In the playoffs, in case of a tie at the end of regulation, there will be a **3-**minute, 3x3 overtime period. If still tied, a shootout will ensue
        viii. Best of 5 shootouts (most goals win)
        ix. If still tied, it's sudden death shootout using the rest of the roster.
7. **UNIFORMS**: Each team will wear hockey jerseys consisting of their school's colours. If your school has extra set of jerseys, please bring them in case of jersey conflict. The Visiting Team (1st team listed on the schedule) is required to change their jersey if there is a conflict. Should two schools merge, they must agree to wear one school's jersey colours.
8. **REFEREES**: Officials will be of the highest calibre.
9. **AWARDS**: Gold Medals - for each member of the winning team. (15 Team Max)

PLAYING REGULATION 5.0 – TRACK AND FIELD (BOYS AND GIRLS, CO-ED)

1. **EVENTS**: There will be competition for students in Grades 5, 6, 7 and 8.
    a. Events at Municipal Meets include:
        i. 100M, 200M, 400M, 800M, Ball Throw, Shot Put, Long Jump, 4x100 relay
    b. Events at System Meets include:
        i. All events offered at municipal with 1500m (Grades 7 & 8) and 800m (Grade 6).
2. **ENTRIES**:
    a. All entries must be received by the Convenor by the date announced at the pre-season meeting. No entries will be accepted the day of the meet. Coaches bare the sole responsibility

of the accuracy and completeness of their entries. Substitutions will still be recognized up to 15 minutes before the specific event.

b. Individual schools are allowed (1) entry per track and field event and (1) entry per relay.
c. Any one competitor may enter (1) track event, (1) one Relay and (1) Field event.
d. An athlete may compete in the individual Track and Field event in his/her own age classification and then may move up to a higher classification for a relay providing he/she does not compete in the relay or relays in his/her own classification.

2. **RULE BOOK**: The C.T.F.A. Rule Book will be used to cover all technicalities not covered by HCAA regulations and amendments.
3. **OFFICIALS**: There will be a race starter provided for each running event; officials at long jump, shot put and ball throw.
4. **UNIFORMS**: All competitors in the HCAA Track and Field Meets shall wear a presentable school uniform or Physical Education Uniform. A violation of this will bar the offender from entry into the events. Cleats are NOT permitted.
5. **AWARDS**: Municipal Meets: Ribbons for 1-6th place finishers; System Finals: Gold, Silver, Bronze medals for each event; ribbons for 4-6th place finishers.
6. **GENERAL REGULATIONS**: The order of events will be circulated at the Pre-Season Coaches Meeting.
    a. Calling events: All events be called three (3) times;
        i. 1st call: 10 minutes prior to the start of event
        ii. 2nd call: 5 minutes prior to the start of event
        iii. 3rd call: 1 minute prior to the start of event
    b. Reporting of Contestants: It is the competitor's responsibility to report to the official in charge of the event immediately after the first call

PLAYING REGULATION 6.0 – COMPETITIVE SOCCER (BOYS AND GIRLS)

1. **EVENTS**: There will be competition for students in grade 6, 7 and 8.
2. **ENTRIES**: Each HCAA Member School may enter one team per gender.
3. **RULE BOOK**: F.I.F.A. Laws will apply, unless otherwise stated in HCAA Playing Regulations.
4. **OFFICIALS**: To be of the highest caliber obtainable.
5. **UNIFORMS**: Soccer cleats (non-metal) or running shoes will be permitted. Football cleats will not be permitted. Otherwise, not specified. Shin guards must be worn.
6. **AWARDS**:
    a. Gold and Silver medals will be given out in the Municipal Finals (Max 18 per team).
    b. Gold, Silver and Bronze medals will be given out in the System Finals (Max 18 per team).
7. **GENERAL REGULATIONS**:
    a. Each team shall be allowed 1 time out per game taken when the ball goes out of bounds. This time out will last 1 minute, and it is the Captain's responsibility to ask the referee for the time out.
    b. NO slide tackling is allowed. Players will be given a verbal warning, yellow card, or red card based on the nature of the tackle.
    c. NO heading of the ball is allowed. An indirect free kick will be given to the other team.
    d. Substitutions may be made at this time.
    e. Substitutes shall be allowed only at goal kicks, half time, goals scored, injury to a player, time outs and on any throw in at the referee's discretion.
    f. Substitutes must be waved in by the Referee.
    g. Goalkeepers must inform the Referee verbally when changing.
    h. All games shall be 18-minute halves.
    i. The home team will provide a Good Leather Ball.
    j. Colour conflict will be solved at this time, with the home team changing.

k. 3 points for a win and 1 for a tie will be awarded.
l. There will be no overtime until playoffs.
m. OSA policy in effect for all cautions. The athletic convenor will provide the current OSA policies each year at the pre-season meeting.
n. If a player or coach is ejected from a game, that player or coach will be suspended for at least the next scheduled game.
o. If the coach is ejected again, they will be suspended for the rest of the season.
p. In the event of a quarter-final, semi-final or final playoff game ending in a tie, two 5 - minute overtime halves will be played (Golden Goal format). If a tie still exists at this time, kicks from the penalty mark as per FIFA laws will occur.

TIE BREAKING PROCEDURE: For soccer, the following tie breaking procedure will be used.

i. Head-to-Head Record
ii. Goal Differential (Maximum of +5 per game)
iii. Goals For
iv. Goals Against
v. Most Shutouts
vi. Coin Toss (Only between two teams)

If there's a tie between three teams, apply the tiebreaker until one team is separated. Then, repeat steps above.

PLAYING REGULATION 6.1 – DEVELOPMENTAL SOCCER (BOYS AND GIRLS)

1. **EVENTS**: There will be competition for students in grade 6, 7 and 8.
2. **ENTRIES**: Each HCAA Member School may enter one team per gender.
3. **RULE BOOK**: F.I.F.A. Laws will apply, unless otherwise stated in HCAA Playing Regulations.
4. **OFFICIALS**: To be of the highest caliber obtainable.
5. **UNIFORMS**: Soccer cleats (non-metal) or running shoes will be permitted. Football cleats will not be permitted. Otherwise, not specified. Shin guards must be worn.
6. **AWARDS**: There will be no awards or trophies in the developmental soccer division.
7. **GENERAL REGULATIONS**:
    a. Each team shall be allowed 1 time out per game taken when the ball goes out of bounds. This time out will last 1 minute, and it is the Captain's responsibility to ask the referee for the time out.
    b. NO slide tackling is allowed. Players will be given a verbal warning, yellow card, or red card based on the nature of the tackle.
    c. NO heading of the ball is allowed. An indirect free kick will be given to the other team.
    d. Substitutions may be made at this time
    e. Substitutes shall be allowed only at goal kicks, half time, goals scored, injury to a player, time outs and on any throw in at the referee's discretion.
    f. Substitutes must be waved in by the Referee.
    g. Goalkeepers must inform the Referee verbally when changing.
    h. All games shall be 18-minute halves.
    i. The home team will provide a Good Leather Ball.
    j. Colour conflict will be solved at this time, with the home team changing.
    k. 3 points for a win and 1 for a tie will be awarded.
    l. There will be no overtime until playoffs.
    m. OSA policy in effect for all cautions. The athletic convenor will provide the current OSA policies each year at the pre-season meeting.
    n. If a player or coach is ejected from a game, that player or coach will be suspended for at least the next scheduled game.

vii. If the coach is ejected again, they will be suspended for the rest of the season.

o. In the event of a quarter-final, semi-final or final playoff game ending in a tie, two 5 - minute overtime halves will be played (Golden Goal format). If a tie still exists at this time, kicks from the penalty mark as per FIFA laws will occur.

p. TIE BREAKING PROCEDURE: For soccer the following tie breaking procedure will be used.

viii. Head-to-Head Record
ix. Goal Differential (Maximum of +5 per game)
x. Goals For
xi. Goals Against
xii. Most Shutouts
xiii. Coin Toss (Only between two teams)

If there's a tie between three teams, apply the tiebreaker until one team is separated. Then, repeat steps above.

PLAYING REGULATION 7.0 – GOLF (CO-ED)

1. **EVENTS**: There will be competition for students in grades 7 and 8.
2. **ENTRIES**: Each of the HCAA Member Schools may enter one Co-Ed foursome in a tournament. There must be at least 1 girl in the foursome.
3. **RULE BOOK**: Tournament Format & Rules**:**
    a. All golfers must have their own clubs (no sharing).
    b. Tees: White for longer hitters, Red for shorter hitters to help balance skill levels.
    c. Format: Scramble – after all players hit, the group plays from the best shot each time.
    d. If all player's shots enter a hazard or OB, please drop at the best entry point (closest to the hole) with a one-stroke penalty (playing your 3rd shot).
    e. Free relief (1–2 club lengths, no closer to the hole) is allowed if ball lands in or on a man-made hazards, temporary puddles, sprinkler heads, etc.
    f. Balls in divots may be gently moved to prevent injury (no closer to the hole). The same can be done in case of exposed tree roots as well.
    g. Please repair divots and ball marks to help maintain the course.
    h. Only the player hitting should have their club out—others must keep clubs in bags for safety.
    i. Maximum score per hole is triple bogey (+3). (e.g., par 3 = max score of 6).
4. **OFFICIALS**: A starter will be provided from the golf course. It is the coach's responsibility to keep score on official score card to be provided to Convenor at end of the round.
5. **UNIFORMS**: All players on the same team must wear golf attire. Soft spikes are permitted.
6. **AWARDS**:
    a. Gold Medals - for each member of the winning team. (4 max)

PLAYING REGULATION 8.0 – CRICKET (CO-ED)

1. **EVENTS**: There will be competition for students in grades 6, 7 and 8.
2. **ENTRIES**: Each member School may enter one co-ed team with a maximum of 15 players.
3. **RULE BOOK**:

Initial Set Up

- Each game will consist of 2 innings (with each team batting and bowling/fielding twice)
- At the end of the 2 innings, the team with the most runs wins the match
- The following is the points structure for overall team rankings: a win will lead to 3 points for the winning team; a tie will give both teams 1 point and a loss will result in a team accumulating 0 points for that game
- Please see below for tie-breaking procedure

- Each diamond will be the cricket pitch with the outfield fences being the boundary
- The bowler will bowl the ball in the infield, starting at the grass/sand infield border and bowling the ball towards home plate; the wicketkeeper will be on the infield
- The distance between bowler and batter is 40 feet, just over 12 metres
- The bowler's alley (2 pylons) set up 3 metres apart from each other (wide)
- The bowling crease (the maximum distance the batter can move forward and backward before striking the ball) will be up to 2 metres in front of the wicket stump
- A tennis ball will be used as the ball.

Batting

- Every player on the team will bat each inning- batting order will be up to coaches, with each player having 4 attempts at a hittable pitch
- If competing teams have uneven numbers, the team with the lower number of players will have batters bat again to make it even (11 vs 13- the team with 11 will have 2 batters bat twice in an inning to also have 13 batters overall)
- Batters will bat in pairs- 2 batters are on the field at a time with one facing the bowler (the striker), and the other standing at the other end (the non-striker)
  The batter attempts to strike the ball and run between the stumps with their partner to accumulate runs
- Every successful run scored contributes 1 point to the team's total score
- Boundaries will be the outfield fence: a hit along the ground that hits the far fence earns the team 4 points, side fences 2 points, while one that travels over the fence in the air results in 6 points scored
- After each batting pair has been the striker and non-striker, they both will come off the field and the next batting pair will come on
- A batter is not out if the ball hits them in the bowler's crease- that ball will not count towards the over for the batter
- A ball does not need to bounce before the batter hits it
- Batters need to communicate with each other to determine if they are going to try to run (short ball, ball may be caught in the air).

Bowling

- The bowler throws the ball towards the batter with the objective of dismissing them by hitting the wickets or making them hit a catchable shot
- Each bowler will bowl for a pair of batters (2) and then will switch to the next bowler
- Bowlers can use straight arm or underhand to bowl a ball towards the batter
- "Wides" is a type of illegal delivery judged by the umpire to be too far from the batsman for them to hit with a normal cricket shot. This can be due to the ball being too high or too wide on either side of the wicket
- Effects of a Wide: NO extra run will be awarded to the batting team's total score. The wide bowl will not be included in the 4 bowls for that batter.

Fielding

- In the event that competing teams have uneven numbers, there will only be the lower team's number in the field (a team of 11 versus a team of 13- 2 players on the team of 13 will have to sit out when they are fielding)
- Positions: each team must have a bowler and a wicket-keeper; it will be up to the coaches where they want to position the rest of their players
- Wicket-keepers MUST wear a helmet at all times

- Catching: Fielders strive to catch the ball before it touches the ground. If they catch it cleanly, the batter is out and no runs are scored
- Run-Out: A run-out occurs when the fielding team hits the stumps with the ball while the batter is outside the crease. It can happen during runs or when the batter is returning to the crease, run accumulation stops and the batters are out.

Tie-Breaking Procedure

- Overall standings in the preliminary round that will guide seeding for the playoffs in the event of a points tie are based on the following criteria:
    1. Most wins
    2. Head-to-head record (where possible)
    3. If #1 not possible or the result was also a tie, the team with the lower number of runs AGAINST overall moves on
    4. Coin flip.

4. **UNIFORMS**: All competitors must wear a uniform of the same style and colour.
5. **OFFICIALS**: Umpires to be of the highest calibre obtainable.
6. **AWARDS**:
    a. A Trophy - for the winning team.
    b. Gold Medallions - for each member of the winning team. (15 max)
    c. Silver Medallions - for each member of the finalist team. (15 max)
7. **SAFETY REGULATIONS**:
    a. Game rules have been heavily modified. As a result, only plastic bats will be used. Refer to OPASSE Safety Guidelines (Elementary- Cricket- Interschool).