



G M A A

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School Secondary Advisory Committee Representative (SAC Rep) Guidebook

The GMAA coordinates and promotes school sports across the Island of Montreal. We are dedicated to the belief that sport is a key educational tool, helping young people grow physically, emotionally, and intellectually. The GMAA speaks not only of the future, but also of a history of excellence and responsibility.

Excerpt from the GMAA Coaches Code of Ethics, 'As a GMAA Coach [and Administrator] my leadership and personal conduct on and off the field of play shall instil high standards of respect, courtesy, fair play and sportsmanship in all students.'

Remember the 3R's:

Respect for self

Respect for others

Responsibility for your actions

The GMAA website (www.gmaa.ca) and the GMAA Handbook are essential resources to get familiar with the rules and regulations of not only each GMAA sport, but the Governing Rules and By-laws of the GMAA as well. The GMAA Calendar, found online is also a valuable tool. Amanda, Alexandra (Ali), Natacha and Mia are all available to contact at the GMAA if you have any questions, comments, or concerns throughout the year.

Email: Amanda: amanda@gmaa.caAlexandra (Ali): alexandra@gmaa.caNatacha : natacha@gmaa.caMia : mia@gmaa.ca

SAC Reps are expected to attend the Secondary Advisory Committee Meetings each year. Each SAC Rep should consult with the school administration, coaches and teachers involved before each SAC meeting to ensure that their decisions reflect school policy. Meetings will take place *at least* two (2) times a year in December and in June. SAC Reps are required to attend those two secondary advisory meetings. We also host a Preliminary SAC meeting in August to hand out information and get the year started off in the right direction.

Seven Steps to complete when entering a team into GMAA competition:

1) Ensure the proper registration procedure is followed and payment is on time. A full list of sports offered along with all deadlines and payments due can be found on the website under Summary of GMAA Activities and Fees for 2025-26.

- a) **Team Registration (S1)** – In order to enter a team into the league, registration must be done on S1. Any teams registered on S1 will be confirmed with the SAC Rep prior to the scheduling meeting. Invoices will be sent to the schools shortly after the scheduling meetings. S1 will not let you register a team once the deadline has passed.
- b) **Player Registration (S1)** – Players must be registered to a team through S1. The registrations must be done prior to your first season game. If you have a student who was not originally registered before the season started and would like to participate, you can register them at any time

during the season through S1. Please pay special attention to the minimum number of games rule for each sport in the playoffs.

- c) **Coaches Commitment Program**– confirmation that the coach(es) and staff member(s) associated with each team are aware of the expectations when coaching a GMAA team. All coaches associated with a team must complete the Coaches Commitment Program. The deadline to complete the Coaches Commitment Program is the same as the deadline for the Player Registration Form. Once a coach has completed the Coaches Commitment Program for one sport, they do not have to re-do the program for every sport, except in rugby (where each coach needs to add their Certification Number). Each coach must complete the module with a passing grade of 6/8. If a coach receives a score lower than 6, their SAC rep will be contacted, and the coach will be expected to complete the program again. This is something that coaches must complete only once and not yearly (unless there is a coach's code issue, or the program has been updated). It is mandatory that all coaches are assigned to their teams on S1 for me to cross check who has completed the program. If there is no coach assigned to a team prior to their first game, a \$50 fine will be charged assuming they have not completed the coach's commitment program.
- d) **Acceptance of Risk Form** – for all GMAA contact sports (Hockey, Rugby, Lacrosse, etc) each student who participates must send in an Acceptance of Risk form signed by their parents outlining the risks associated with playing a contact sport. The deadline for the Acceptance of Risk forms is the same as the deadline for the Player Registration. A student who plays in a game without having this form in will be considered an ineligible player and all sanctions associated with the playing of an ineligible player will be applied.
- e) **Ethical Points Program**- To help encourage good sportsmanship and reduce the number of disciplinary issues, ethical points will be added to team sports standings. In the standings each game will now be worth a maximum of 5 points: 3 points for a win – 1 point for a tie – 2 points for an overtime win-1 point for forcing overtime and 2 ethical points are available. The ethical points operate as a demerit system, at the beginning of every game both team starts with two points. Based on the parameters shown in the ethical point chart, points will be deducted for things like yellow cards, ejections, total penalty minutes etc. The ethical points chart can be found in the governing rules as well as on the main page of the website. A few things to keep in mind:
- The referee should include both teams' ethical points on the scoresheet following the game.
 - Both coaches must be present when the referee writes down the ethical points for each team.
 - The home coach will be responsible for putting in the ethical points when inputting the score on S1 at the end of the game.
 - The home coach will be expected to determine the ethical points if the referee does not do so.
 - The office will have control when it comes to removing points if the referee does not do so.

Each sport has a link on the website under “**Form Checklist**” where the SAC rep can check that the proper forms and payments have been received by office. A blue star indicates which form(s) and payment are in the GMAA office while a red box indicates what is missing and needs to be sent in ASAP.

2) It is requested that the SAC Rep attend all the scheduling meetings to make the schedules for the teams at their school. Meetings will be hosted over Zoom, and it is highly beneficial to have one representative per school make all the schedules.

- a) Each team registered must have a representative at the scheduling meeting. Any team not represented at the meeting will be automatically assessed a \$50 fine. Also, for that team, there will be no 5-day grace period for changes, all changes made will be assessed a fine of \$25 per change.

- b) All SAC Reps attending scheduling meetings will need a copy of their school calendar, including all conflict dates and times to schedule games (gym/field availability, ped days, school field trips, drama productions, etc)

3) Ensure that the posted schedule on the GMAA website is correct for each team in each season and that there are no conflicts between teams. Example: check every team's home games to ensure that no one is scheduled to play at the same time on the same date. Don't forget to cross-check Soccer and Flag Football schedules if your teams are using the same field.

4) Ensure that the information posted on the GMAA website for your school (under 'Find a School') is correct. Example: field locations for home games in each sport, directions to the school, principal's name, SAC rep's name, etc.

5) Facilitate any changes to any schedule within the five-day grace period by ensuring coach to coach contact, confirmation of the change and confirmation with the GMAA office. Please remember that any change to the schedule after this 5-day grace period will be subject to a charge of \$25. (This includes all changes – time, location, date, etc)

6) Ensure, that for all home games, you, or your coach enters the results, the ethical points, and uploads the scoresheet to S1 the night of the game. The SAC rep can double check that this has been done by logging into the dashboard. Anything that appears on the dashboard has not been taken care of yet.

7) Be available for any issues that arise at your school with your coaches or students and be the main liaison for all communications from the office to the school. To do this, please ensure that the GMAA has your current phone numbers (including a cell phone number) and an email address that you can be reached at for any problems/issues that arise.

8) Ensure, that when hosting, your school is available to accommodate the visiting team up to 30 minutes prior to the scheduled game time and should provide warm-up facilities a minimum of 15 minutes prior to the game. (This should be considered when scheduling start times)

9) Ensure that there is an athletic therapist following all your contact sports. In rugby each team is required to have a therapist at all games, for lacrosse the home team is required to supply a therapist for the game.

Fines and penalties

****please refer to the fine appendix for fine amounts****

Defaults - The default committee is empowered to impose a sanction which may include a fine or suspension against the offending school. The school defaulting the game is to pay the non-offending teams' share of the officials' fees and rental of the playing surface and any other costs incurred during the regular scheduled play of that game. Fines for multiple defaults from the same school will double for each subsequent default. The total number of defaults will reset to zero at the beginning of every season (Fall, Winter, Spring).

Ineligible Player Sanction – all games that the ineligible player participated in will be defaulted, with applicable default fines.

Player Registration– Schools not registering their players on S1, shall be subject to a fine.

Team Withdrawals – The principal, vice-principal or SAC rep must submit in writing all requests to withdraw their school team. If a team pulls out of a league after the schedule has been made and posted on the website, the penalty for the withdrawal will be a non-refundable admin fee.

Coaches Commitment Program – Any coach who have not completed the Coaches Commitment Program prior to their first game will be subject to a fine.

Game Results – Any coach who does not put the score onto S1 the night of the game, for a home game will be subject to a fine.

Scoresheet - Any coach who does not upload the scoresheet onto S1 within seventy-two (72) hours of the game will be subject to a fine.

Schedule Changes – Any change to the schedule that is made after the 5-day grace period will be subject to a charge of \$25. Schedule changes include any time change, location change or date change. Changes must be confirmed by the opposing coach before the imposed time delay, otherwise the request for the change will be denied.

Scheduling Meetings – Any team not represented at the scheduling meeting will be automatically assessed a fine. Also, for that team, there will be no 5-day grace period for changes, all changes made will be assessed a fine of \$25 per change.

No Home Field – Any team that enters a GMAA league with no home field can be held responsible for the extra costs incurred by the hosting schools. Examples of these costs include (but are not limited to), rental costs, travel costs, etc.

No Therapist Present – Any rugby team without a therapist present will be subject to a fine. If neither team have a therapist present both teams will be fined, and the game will be declared a double forfeit. In lacrosse if there is not a therapist present the home team will be subject to a forfeit as well as a fine.

Officials – School who fail to supply their full complement of officials/helpers at the cross-country run, Swim meets and/or Track and Field meets will be subject to a fine.

Outstanding Payments – Any payments that are not received within 30 days of the invoice date will be subject to a 15% surcharge.

Fines Appendix

Rule / Section	Infraction	Fine Amount	Notes
Late Scores	Late score on S1	\$10	Host team must enter the scores and ethical points on S1 by the deadline. Fine doubles during last week of season
Late Scoresheet	Late scoresheet on S1	\$10	Host schools have 48 hours to upload a copy of the scoreheet.
Coaches Commitment	Coaches Commitment not done or no coach registered on S1	\$50	If no coach is registered on S1, it is assumed that the coaches commitment program has not been done.
Ineligible Player Sanction	Playing an ineligible player	\$100 per team	For team sports, all games the player played are defaulted. For individual sports, all individual points/records forfeited
Player Registration	Late player registration or unregistered eligible player	\$100	Applies if eligible students are not registered by the deadline.
Team Entries	Change to team entries after deadline but before scheduling meeting	\$100	Fine is assessed per change (changed include: additions, adjustments, removals, etc.)
Team Withdrawal	Withdrawing a team after the schedule is made	Admin Fee	Any withdrawal carries an automatic non-refundable administration fee. It varies between \$300- \$375 depending on the sport
Officials at Events	Schools who fail to supply their full complement of officials/helpers	\$100	Applies to all individual sports (swimming, track & field, cross country) when schools are required to bring helpers/officials.
No Therapist Present	Failure to provide therapist	Cost of therapist	Rugby-both schools need a therapist. Lacrosse-home school only. If there is no therapist present for either school it is a double default.
Scheduling Meeting	No representative at scheduling meeting	\$50 per team	Plus there is no 5-day grace period for these teams, all changes are charged \$25 per change.
Scheduling Changes	Schedule change request (non-emergency)	\$25	Must be confirmed by both schools before 12pm previous school day
Late Payments	Late payment on pre-season team entry fees	15% surcharge	Pre-payments are sent out after the schedule is drawn up, if the pre-payment is not made by the end of the season, 15% surcharge is added.
Defaults*	Late default (team arrives after grace period)	\$25 + referee costs	Game cannot take place due to time constraints of venue or referees
	Regular default (team doesn't show or cancels)	\$50 + referee costs	Includes team cancellations that are not due to lateness (examples: no staff member, participation rule not met, etc).
	No show for volleyball or multi-event day	\$50 + all referee costs	Applies per event day
	Game played but later defaulted (e.g., ineligible player)	\$0	No fine if game was played; game still defaulted
	Multiple defaults from same school	\$50 → \$100 → \$200	Fine amount doubles with each default in a season up to a max of \$200. Amount resets each season.

*when games are defaulted, the defaulting team may be asked to pay the costs incurred by the opposing team (bus rental, field rental, etc).