

SPORT. EDUCATION. PRIDE.

RSEQ®

GMAA

**COMMITTEE
MEMBERS
GUIDE**

PRESENTATION OF THIS GUIDE

This guide is a reference tool for those individuals who volunteer as members of any GMAA Committee. It is intended to promote the efficient management of school sports and to make those responsible for decision-making at the committee level aware of the importance of the role they play within the RSEQ GMAA. Committees outlined: Board of Directors, Secondary Advisory Committee, Competition Committee, Various Sports Committees, Discipline Committee, Protest Committee, Appeals Committee & Coaches Code of Ethics Committee.



About the RSEQ RÉSEAU DU SPORT ÉTUDIANT DU QUÉBEC

The RSEQ (Réseau du sport étudiant du Québec) is a non-profit organization that brings together all the educational institutions in the province of Quebec, from the elementary level to the university level. Its provincial entity oversees 14 regional associations. These associations have members from 12 universities, 65 CEGEPs, 1,853 elementary schools, 547 high schools and 260 schools with both elementary and high school combined. These schools are public and private, French, and English speaking. Each year over 200,000 students participate in sport under the umbrella of the RSEQ.

The RSEQ's mission is to provide the framework, tools and support needed to help school boards, principals and schools support learning, perseverance, educational success, and personal development through the promotion of health and the practice of sport and physical activity in the student environment. As a major player in the Quebec sports scene, the RSEQ is in constant contact with schools and school boards, ensuring the development of over forty sports disciplines in an integrated and harmonious manner. The three words on which the actions of the RSEQ are based are Sport, Education and Pride. The RSEQ encourages young people in Quebec to use physical activity to succeed and persevere on the fields, courts, ice, and in the classrooms.

In addition to its regular activities, the RSEQ has developed various programs such as

- PR1MO: A program that promotes the development of motor skills and abilities in elementary children aged 6 to 12.
- En Forme: An evaluation tool for health and physical education teachers to monitor the evolution of motor skills in children from kindergarten to the end of high school.
- De Facto and Dégueu: These campaigns have raised awareness among hundreds of thousands of young people about the tobacco industry's incentives.
- La Rentrée Sportive: An initiative that aims to kick off a school year filled with physical activities and sports by introducing students to the various RSEQ sports.

The RSEQ supports more than 8,447 sports teams and maintains close and constant contact with dozens of organizations, associations, and federations active in Quebec and Canada. The RSEQ plays an active role in the academic success of a constantly evolving clientele. Not only does the RSEQ play a key role in Quebec's sports system, but it also plays an essential role in the development of hundreds of thousands of student-athletes.

SPORT. EDUCATION. PRIDE.



GMAA

About the RSEQ Greater Montreal - GMAA

The RSEQ Greater Montreal – GMAA is a non-profit association that brings together all the English educational institutions on the island of Montreal from the Lester B Pearson School Board, the English Montreal School Board, and the Private Schools on the Island from the elementary to high school level. Members include 83 elementary schools, 58 high schools and 19 schools with both elementary and high school combined. Each year over 20,000 students participate in one or many GMAA Activities.

GMAA Mission & Vision

GMAA Mission

The GMAA will promote interest, enthusiasm, and increased participation of students in physical activities and sports by utilizing all the available value-oriented means to assume the development of physical activity as a wholesome way of life for all school-aged children. It promotes and develops sports and physical activity in an educational environment. Through its activities, it fosters education, academic success, and good health.

GMAA Vision

The GMAA believes that physical activity of all kinds has a self-evident educational value in the total development of a human being. The GMAA also believes that introducing students to a variety of sports throughout their school year will encourage these students to develop lifelong learning skills and become lifelong athletes. It aims to be a key player in the development of sports and physical activity in the Greater Montreal area.

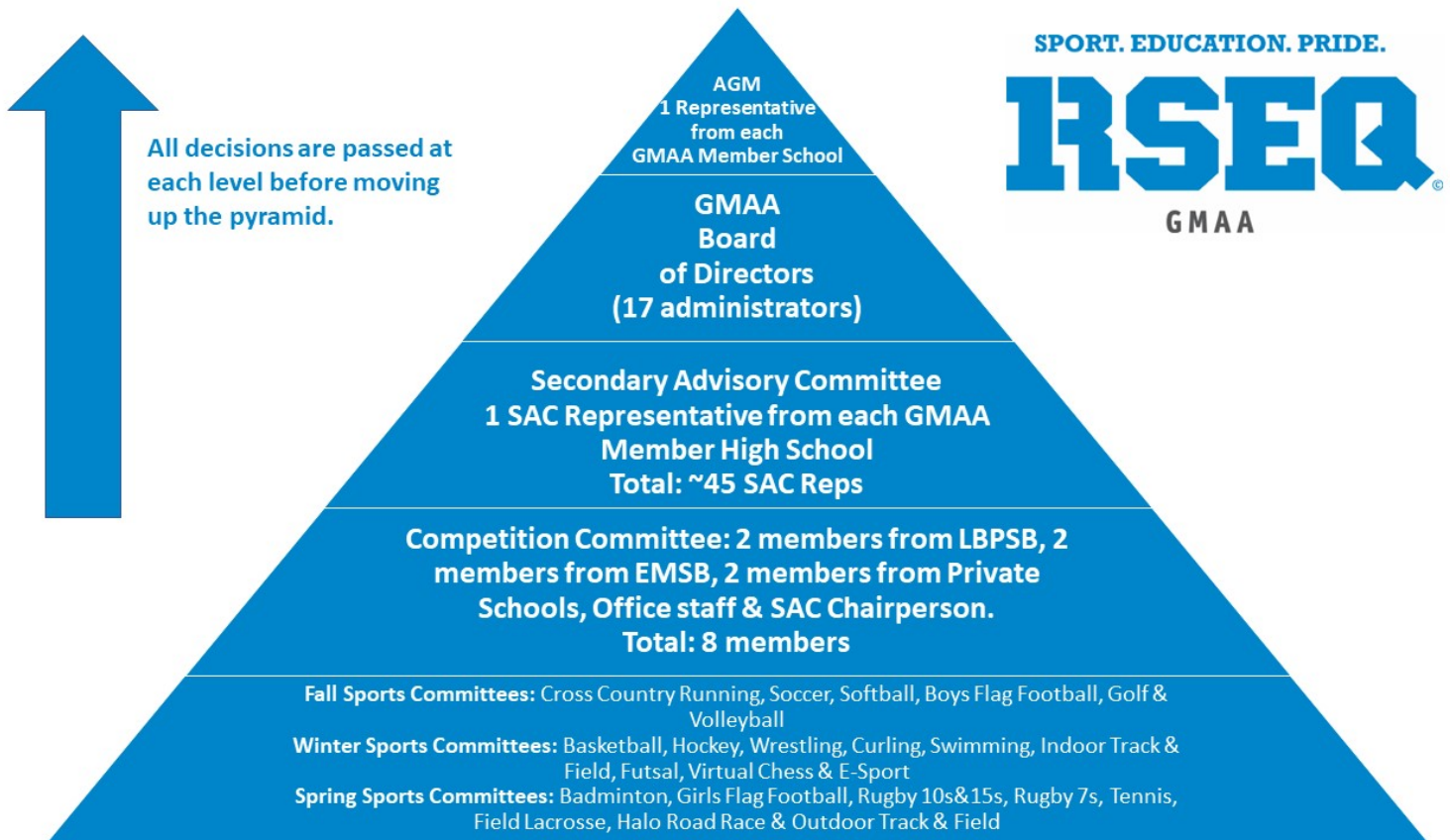
The Aims and General Objectives of the GMAA:

Motivation: The Association will provide programs designed to motivate students to an increased participation in physical activity.

Education: The Association will provide programs designed to ensure that all activities are of the highest educational value.

Opportunities: The Association will provide programs and financial assistance that will increase the present level of and opportunity for participation in physical activities.

Co-Ordination: The Association will facilitate a coordinated approach to physical activity and sport programs within its organizational framework. The following by-laws are the rules and regulations concerned with the administration of this incorporated body and have been designed in accordance with its aims and objectives.



The GMAA Board of Directors

The Board of Directors shall be composed of seventeen (17) members and shall be elected by the members of the “GMAA” at the Annual General Meeting. The directors shall attend the meetings of the Board of Directors in an advisory capacity.

The members of the Board of Directors shall be elected as follows:

Four members of category A members (representatives, of the English Montreal School Board)

Four members of category B members (representatives of the Lester B. Pearson School Board)

Two members of category C members (representatives from the member schools of the Montreal English Private Schools within the territory of the EMSB and the LBPSB)

One member of category D members (representative appointed by the EMSB. This representative shall be an “in school” administrator.)

One member of category E members (representative appointed by the LBPSB. This representative shall be an “in school” administrator)

One member of category F members (representative of the private schools within the same territory as the EMSB and the LBPSB. This representative shall be an “in school” administrator)

Two members of category G members (representatives of the elementary, alternative and the special education advisory committees. These positions will be held by the Health and Physical Education Consultants from each School Board. If this position at one of the Boards is vacant, it will remain vacant on the GMAA Board of Directors.)

One member of category H members (The chair of the secondary advisory committee)

One member of category I members (The past-president of the Board of Directors of GMAA)

Duties & Responsibilities of Board Members:

- Act as a liaison between School Board / QAIS and GMAA
- Prepare for all Board Meetings: read previous minutes, come with additions to the agenda, vote as a representation of position on the board, not necessarily of school.
- Vote to ratify all Motions from Sports Committees & SAC Meetings. All proposals emanating from any committees must be ratified by the Board of Directors to become policy.
- Vote to ratify all sanctions from the Discipline Committee. And in certain cases, review any repeat offender incidents resulting from physical or verbal aggression for supplementary discipline.
- Evaluate and decide on all Outreach, Adult Ed, and Derogation Requests.
- Volunteer at the annual Halo Road Race (various positions for the day)
- Volunteer to cover GMAA D3 & D4 Championship Presentations (Fall, Winter, Spring) at least 1-2 per season.
- Some Board Members will volunteer to be part of certain Committees:
 - Executive Committee (3 members of the board as elected by the board, President, Vice-President & Treasurer)
 - Appeals Committee (Chairperson of the committee is a Board Member)
 - Principal's Committee (4 Board Members)
 - In the event of a major team incident if a committee is formed (2 Board Members)
- Act as the Appeals Committee for any Coaches Code of Ethics Committee decisions and/or team sanctions coming from Coaches Code of Ethics Committee decisions.
- All decisions of the GMAA Board of Directors shall be ratified at the GMAA Annual General Meeting by the members of the association.

Meetings

Board Meetings are typically hosted the first Tuesday of the month (8 meetings per year) September, October (AGM), November, December, February, April, May, June. Calendar to be released at September Meeting. It is expected that all Board Members attend each of the meetings.

The GMAA Secondary Advisory Committee

There shall be one Advisory Committee for each of the following sectors: The Secondary Sector, the Elementary Sector, and the Special Education Section. Each principal who has secondary students shall appoint one teacher, preferably a physical education teacher, to represent that school on the Secondary Advisory Committee.

Duties of the Advisory Committee

- Co-ordinate all sports activities pertaining to that sector.
- Recommend new activities to be added to that section.
- Recommend clinics to be offered (coaches, referee, etc).
- Approve recommendations prepared by the sports committees and the competition committee, which shall be ratified by the Board of Directors.
- Be empowered to make decisions on all proposals concerning that sector except those decisions involving finances or GMAA Governing Rules or By-Laws. Such decisions shall be approved by the Board of Directors.

Each Advisory Representative shall consult with the school administration, coaches and teachers involved before each Secondary Advisory Committee meeting to ensure that their decisions reflect school policy.

Meetings

The Secondary Advisory Committee shall meet as often as necessary, but at least two (2) times a year. The dates of these meetings shall be fixed at the last Secondary Advisory meeting of the previous year. Secondary Advisory Representatives are required to attend the two secondary advisory meetings.

The GMAA Competition Committee

There shall be one Competition Committee for all GMAA High School Sector Activities. The Competition Committee will be made up of the following:

- 2 Secondary Advisory Committee Members representing the Lester B Pearson School Board
- 2 Secondary Advisory Committee Members representing the English Montreal School Board
- 2 Secondary Advisory Committee Members representing the English Private Schools
- The Secondary Advisory Committee Chairperson
- The GMAA Office

Duties of the Competition Committee

- Examine all proposals from the various sports committees.
- Recommend new activities to be added to that section.
- Analyze issues brought to their attention from the GMAA office.
- Approve/reject recommendations and proposals prepared by the sports committees and GMAA office which shall subsequently be voted on by the Secondary Advisory Committee and then the Board of Directors.

Meetings

The Competition Committee shall meet as often as necessary, but at least two (2) times a year, prior to the December and June Secondary Advisory Meetings.

The GMAA Sports Committees

There shall be one committee for each GMAA sport. The coaches of that sport shall be members of that Sport Committee. Each Committee shall elect a Chairperson. Any sports Committee's proposals must receive the formal approval of the Competition Committee and the Advisory Committee before it is sent to the Board of Directors.

Duties of the Sports Committee

- Plan and assume full responsibility for that sport in accordance with the policies as established by their advisory committee and the Board of Directors.
- Determine what form their activity's competition(s) will take.
- Recommend clinics to their respective Advisory Committee.
- Amend the sports handbook or rules governing play. Rule changes are not to take effect until the following year after the ratification by the Competition Committee, Secondary Advisory Committee, and the Board of Directors. Game rules cannot be modified.

Meetings

The GMAA office shall call one meeting prior to the opening of each sports season. Mid-season or post-season meetings may be called at the request of one-third of the coaches of that activity. All Coaches shall attend the sports committee meetings of their activity.

The GMAA Discipline Committee (and Protest Committee)

The Committee shall be formed of the following members:

- Chairperson of the sports committee involved.
- Secondary Advisory Committee Chairperson
- GMAA Executive Director

Should a member of the Committee represent one of the schools concerned, that member shall be replaced by a member of the Secondary Advisory Committee.

All ejections carry a minimum 2-game suspension, this will be reviewed by the discipline committee and can be increased or decreased. All reports (and/or protests) must be sent into the office within 24-hours of the incident.

Duties of the Discipline Committee

- Meet in a timely fashion after every discipline incident in any GMAA league or activity.
- Analyze the written reports from the referees/officials and/or the parties involved.
- Consider the severity of the incident and GMAA discipline precedent.
- Render a decision regarding the sanctions before the teams' next scheduled contest.

Meetings

Discipline committee meetings shall be called on an as-needed basis by the GMAA Executive Director.

The GMAA Appeals Committee

The appeal committee shall consist of five members:

- Committee chair: 1 member of Board of Directors
- Committee members: 3 members of SAC & 1 sports chair

*No member of the discipline committee may be a member of the appeal committee.

It is recommended that the committee members should represent each of the boards and the private schools. There shall be 2 alternate members named – 1 sports chair and 1 other member of the GMAA Board of Directors. Should the school of a member of the committee be involved that person will be replaced by the corresponding alternate.

Appeals Procedure

The appeal procedure may only be invoked where decisions have caused a student to be suspended for more than 2 games. The principal of the school concerned shall submit a written request to appeal a decision rendered by the discipline committee. The request shall be made within three school days from the date the school has been notified (verbally or in writing) of the protested decision.

Duties of the Appeals Committee

- Meet in a timely fashion after receiving an appeal.
- Analyze the written reports from the referees/officials and/or the parties involved.
- Consider the severity of the incident and GMAA discipline precedent.
- Render a decision regarding the sanctions within 10 days of receipt of the appeal.

Meetings

Appeals committee meetings shall be called on an as-needed basis by the Appeals Committee Chairperson (member of the GMAA Board of Directors).

The GMAA Coaches Code of Ethics Committee

Members of the Committee

The Committee shall consist of nine (9) members, namely:

- Four (4) administrators:
 - an EMSB administrator
 - a LBPSB administrator
 - a private school administrator
 - an 'at-large' administrator
- The current SAC Chairperson
- One member of the Secondary Advisory Committee
- One current sport chairperson
- A past SAC or Sport Chairperson
- The Chairperson of the GMAA Sports Committee that is involved in the violation.

Procedure for Coaches Code of Ethics Hearings

Ejection of coach from a GMAA game carries an automatic 2 game suspension. The case shall be brought before the Coaches Code of Ethics Committee and additional disciplinary action may be taken against the coach which may include increased suspension or expulsion from the League.

Any SAC Rep or School Administrator may submit a complaint against a coach for breach of the code of ethics. If the SAC Rep is the coach, the complaint must come from the School Administrator. Any such complaint must be submitted in writing within a reasonable delay with all documents and/or written statements necessary to support his complaint.

Upon receipt of all documents and/or written statements from the parties involved, GMAA shall forward copies to the coach concerned. The coach against whom the complaint has been made shall be required to state his case in writing and produce all documents and/or written statements he so wishes. All documents will be sent to the members of the Coaches Code of Ethics Committee to be reviewed and render a decision. The Coaches Code of Ethics Committee may request parties concerned to appear before the Committee; in such a case, both parties will receive notice and may attend. Parties may be assisted by an attorney at any stage of the procedures but must advise GMAA in advance. The decision may be suspension, expulsion or any means considered useful to have the Code of Ethics respected.

Coaches' behavior which is not in direct violation of the rules of the game but is deemed improper and lacking in respect for others including his students will also be considered a violation of the Coaches Code of Ethics. The Principal of the school shall be sent a letter reporting the violation.

Each coach must take responsibility for the behavior of his/her players and coaching staff – both on the ice/field/court/ as well on the bench. This applies to before, during, and after the game. In the event of a major team incident, the coaches involved will be held accountable and will be subject to sanctions that could include probation for a specified period, suspension from GMAA activities for a specified period or expulsion from all GMAA activities. In addition, the teams involved could also face a period of probation or suspension from GMAA play.

Duties of the Coaches Code of Ethics Committee

- Meet in a timely fashion after receiving the information from the GMAA office.
- Analyze the written reports from the referees/officials and/or the parties involved.
- Consider the severity of the incident and GMAA precedent.
- Render a decision regarding sanctions within a reasonable time delay.

Meetings

Coaches Code of Ethics Committee meetings shall be called on an as-needed basis by the GMAA Executive Director.

Appeal of a Coaches Code of Ethics Committee Decision

The complainant and/or coach, party to any decision rendered by the Coaches Code of Ethics Committee, may appeal the decision rendered.

The appeal must be made in writing within 15 days of reception of the decision and must state the reasons for the appeal and all the appellant's arguments. The letter of appeal must be signed by the school Principal and the SAC rep.

Copies of all documents will be sent to the GMAA Board of Directors who will then decide whether the original suspension should be upheld or reduced.

Parties will be advised of such decision within reasonable delays.