

SPORT. EDUCATION. PRIDE.

IRSEQ[®]

GMAA

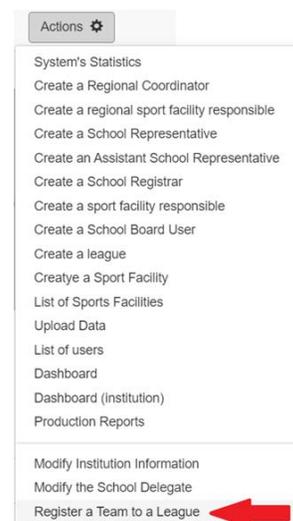
**COACHES
GUIDE**

1. Entering a Team

- a. Before entering a team, it is very important that your SAC rep and principal agree to the team(s) you are entering.
- b. It is very important that you enter your team into the right division. Take the time to host try-outs, and ask the students how much experience they have in the sport.
 - i. **Guidelines to determine who should be in Division 3, Division 4.1 or Division 4.2:**
 - ii. Size of school - any school with 500 students or more (grade 7 and up), of one sex should consider themselves a Division 3 team.
 - iii. Pool of city players - any school that draws a large proportion of its' student body from areas of the city that provide inter-city leagues etc., should consider themselves a Division 3 team.
 - iv. Past Record - any school that has in the past few years been competitive at the Division 3 in GMAA should consider themselves a Division 3 team.
- c. All teams need to be registered on S1 before the deadline by the coach or SAC rep.

2. Registering a Team on S1

- a. Under the “action” tab on the top right of your screen, select “register a team to a league”
 - i. Region- GMAA
 - ii. Discipline- the sport you are registering a team into
 - iii. Sector- LEAVE BLANK
 - iv. Division- LEAVE BLANK
 - v. Category- Bantam, Midget or Juvenile
 - vi. Gender- Men or Women
 - vii. Select the team



Register a Team to a League

Region	GMAA
Discipline	Basketball
Sector	
Division	
Category	Bantam
Gender	Men
Leagues	Basketball B Boys D3 Basketball B Boys D3 Basketball B Boys D4 Level 1 Basketball B Boys D4 Level 2

3. Scheduling Meetings

a. What to bring to a scheduling meeting.

- i. A pen or pencil
- ii. A school calendar with all ped-days and holidays listed.
- iii. If required, a calendar with field availability.
- iv. If you are scheduling for another coach, make sure you know the coaches availabilities.

b. What to expect/ Scheduling Procedure

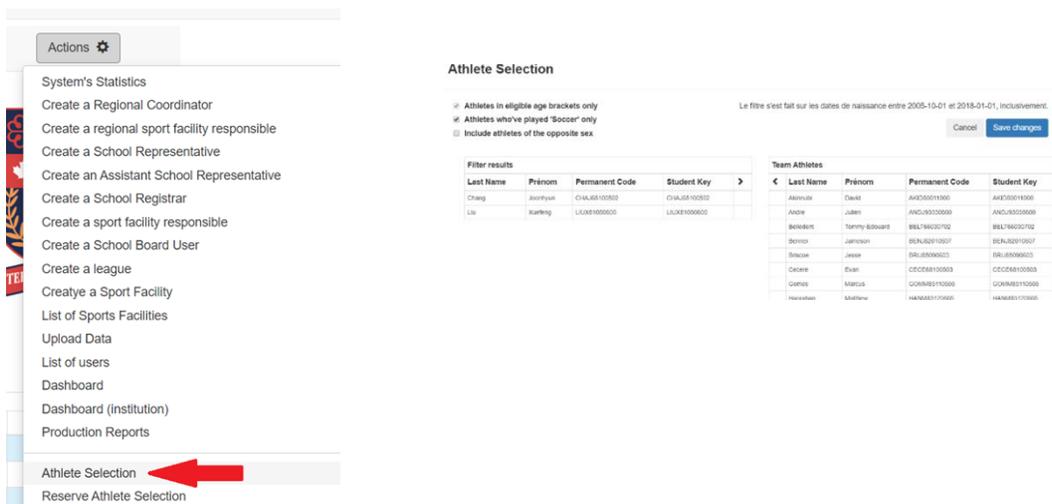
- i. Depending on the sport, scheduling meetings can be quite hectic at times.
- ii. There are no more stickers!
- iii. Charts with dates will still be placed on the wall listing the slots for referee availability.
- iv. Everyone will receive a sheet that lists all their games to be scheduled. Game numbers, the two teams and the location of the game will be listed on the sheet.
- v. Once the two coaches agree to a date, they will need to go to the charts to book the slot. The coaches will record the game #, location and time on the chart.
- vi. Once the slot is confirmed, the teams must record the game on their sheets.
- vii. Once a teams' entire schedule is made, the coach will exit the cafeteria into the atrium. The coach must go check-in with the recorder assigned to their section. This person will record all the games on the master schedule. IF THE COACHES DO NOT SEE THE RECORDER, THEIR GAMES WILL NOT MAKE IT ON THE SCHEDULE.

4. How to register a player to a team

a. Once you have added all the students to your S1 account (See page 3), select list of teams on your main page and click the team you would like to register the players to.

- [List of Students-Athletes](#)
- [List of Coaches](#)
- [List of Teams](#) 
- [List of External Sports Facilities](#)
- [Games Calendar](#)

b. Under the “action” tab, select “athlete selection”



Athlete Selection

Athletes in eligible age brackets only
 Athletes who've played 'Soccer' only
 Include athletes of the opposite sex

Le filtre s'est fait sur les dates de naissance entre 2005-10-01 et 2018-01-01, inclusivement. Cancel Save changes

Filter results			
Last Name	Prénom	Permanent Code	Student Key
Chang	JiunFuan	CHANG100803	CHANG100803
Liu	kuang	LIU1008005	LIU1008005

Team Athletes			
Last Name	Prénom	Permanent Code	Student Key
Akhilun	David	AKH00011900	AKH00011900
Andre	Jules	AND00030000	AND00030000
Benedict	Tommy-Edouard	BEL19002702	BEL19002702
Benoit	Jarvison	BEL00010007	BEL00010007
Bezeau	Jesse	BEL00000003	BEL00000003
Chene	Evan	CEC00010003	CEC00010003
Corbes	Marcus	COM00010000	COM00010000
Hanabusa	Matthew	HAN00010000	HAN00010000

- c. Select all the athletes.
- i. If an athlete does not show up;
 - ii. Unselect “Athletes who've played 'Soccer' only”
 - iii. The athlete may be a transfer, if that is the case, email the office the student’s permanent code and we will transfer the student.

5. How to enter scores and scoresheets on S1

- a. Under the “action” tab on the top right of your screen, select “dashboard”.
- b. Click on the game and follow the steps.

- i. Make sure you take a picture or scan the scoresheet ahead of time and save it on your computer.
 - ii. Make sure the ethical points are correct before continuing to the next step
 - iii. Step 3 is now mandatory; the presence of each athlete must be recorded.
- c. Please note that you only have 18 hours from the start of the match to enter the score and 72 hours to upload the scoresheet before a fine will be given.

Rapport de match

Match: Flag football B M D3 Fall 01 MACD vs MACD 2
 MACD --> *** <-- MACD 2

Étape 1 Scores	Équipe visiteuse	Équipe receveuse
Requis pour: 2020-09-08 08:00 Cliquez pour détails »	MACD	MACD 2
Étape 2 Sanctions		
Requis pour: 2020-09-10 16:00 Cliquez pour détails »		
Étape 3 Presence		
Requis pour: 2020-09-08 08:00 Cliquez pour détails »		

L'équipe a déclaré forfait

Pointage final

Points d'éthique

Sanctions in this game?

[Soumettre »](#)



Rapport de match

Match: Flag football B M D3 Fall 01 MACD vs MACD 2
 MACD --> *** <-- MACD 2

Étape 1 Scores	Étape 2 Sanctions	Étape 3 Presence	Étape 4 Score sheet scan
Requis pour: 2020-09-08 08:00 Cliquez pour détails »			
Requis pour: 2020-09-10 16:00 Cliquez pour détails »			
Requis pour: 2020-09-08 08:00 Cliquez pour détails »			
Requis pour: 2020-09-09 16:00 Cliquez pour détails »			

[Soumettre les présences »](#)

Présence • MACD

Pr.	No	Nom et prénom *
<input type="checkbox"/>		

*: R indique un joueur de réserve

Présence • MACD 2

Pr.	No	Nom et prénom *
<input type="checkbox"/>		

*: R indique un joueur de réserve



6. Fines

- a. Not registering a team-\$100.00
- b. Not registering players- \$100.00
- c. Not completing the coaches commitment program- \$50.00
- d. Not entering a score after a game- \$10.00
- e. Not entering a scoresheet after a game-\$10.00
- f. All changes to the schedule (unless an emergency)- \$10.00
- g. Defaults- \$50.00 + referee cost

7. CHAMPIONSHIPS & PLAYOFFS

a. Section 1 - General Rules

- i. The championship of all GMAA activities shall be contested annually.
- ii. All playoffs will be sudden death except where the handbooks indicate otherwise.
- iii. Playoff games will be played on the scheduled date. The only accepted reasons for changing a game are;
 1. Spring Break
 2. Ped Days
 3. Religious Holidays
 4. A school-sanctioned, grade-wide, overnight or out of town activity
 5. Parent/Teacher Interviews
 6. When the coach has a conflict with another GMAA playoff game on the same date
- iv. No other conflicts will be accepted. Game times may be adjusted if they are agreed upon by both schools. If a time cannot be agreed upon, the original time stands. Time changes, proposed or confirmed by the office, will be made to accommodate double headers.
- v. Playoff dates will be set as soon as possible after the schedule is posted. Teams must make themselves available to play or the games will be defaulted.
- vi. The 1st & 2nd placed team of the same section shall not meet until the finals. If sections crossover in the regular season, and no section is guaranteed a spot in the playoffs, the sections will be considered one section. Teams will be reseeded prior to the playoffs beginning to ensure that they appear on separate sides of the playoff bracket. When reseeding the lower seeds will be switched.
- vii. The guidelines for the GMAA office to use regarding playoff structures are as follows:
 1. 4 or fewer team – top 2 make the playoffs
 2. 5 or 6 teams – top 3 make the playoffs
 3. 7, 8 or 9 teams – top 4 make the playoffs
 4. 10 or 11 teams – top 6 make the playoffs
 5. 12 or more teams – top 8 make the playoffs

b. Principles:

- i. As much as possible, at least 50% of the teams would make the playoffs. The office will consider the number of games played and the length of the season when producing playoff structures. The number of teams from each section making the playoffs will be declared at the scheduling meeting.
- ii. Tied score at the end of a sudden death game - The game shall be extended into overtime periods to determine a winner as described in that sports handbook.
- iii. Home court advantage shall be given to the 1st placed or higher ranked team in the quarter and semi final playoff games (provided that the playing facilities meet the minimum requirements as established by each sports committee). If the facilities of the higher placed team are deemed inadequate it is the responsibility of said team to provide a suitable neutral facility. If a neutral site is not available, then the game is to be played at the home of the lower placed team.
- iv. If possible, Division II championship games will be played as a showcase on a site that will be determined prior to the start of the season. Schools interested in hosting the

showcase must make their intentions known to the GMAA office prior to the scheduling meeting and the GMAA will select the facility best suited to host.

- v. If two teams are tied in the standings at the end of the regular season and both teams make the playoffs, the team that has defaulted a game during the regular season would automatically be the lower seed for playoff positioning. If both teams have defaulted games, or if neither team has defaulted games, the regular tie breaker rules apply. If two teams are tied, and a tiebreaker game has to be played, and one of the two teams has defaulted a game, that team would have to travel to the opposing team's home field/court for the tiebreaker game.
- vi. Completion of Play off Games: In all sports for playoff games ONLY, a game must be completed from where it stood from the moment it was stopped, at the discretion of the losing team. The same game sheet must be used to complete the game. No players may be added to the lineup.