



G M A A

Greater Montreal Athletic Association – 5925 Monkland Ave, Suite 101, H4A 1G7

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**To:** SAC Reps  
**From:** Amanda Maks, Hughanna Gaw & Alexandra Eldon  
**Date:** Friday, August 26th, 2016  
**Time:** 12:30 p.m. – Light lunch will be provided  
**Place:** Royal Vale High School Auditorium  
 5851 Somerled Ave, Montreal (Main entrance)

## AGENDA

Amanda welcomed all the SAC reps back to another year of GMAA activities. There are no changes to the personnel in the office, however, Ali has been hired on for a fifth day as a coordinator starting this week. We look forward to another year of working together!

### 100 Additions to and approval of Agenda

Chris Merritt from WIC has printed information regarding the West Island College Cross Country Run scheduled in September. If your school is interested, please pick up a printout.

200 2016-17

### 201 Calendar

Each school has two copies of the calendar in their packages. There was an error in the printing process, April is a duplicate of March. We will be receiving the corrected versions shortly and will send them out to the schools. In the meantime, the correct calendar is also posted on the website. If there are changes made through the course of the year, they will be posted on the website calendar in red.

### 202 Entry deadlines / Pre-season meetings / Scheduling meetings

You will find a printed sheet in the packages with all the meeting dates, entry deadlines and pre-payments due. This is also posted on the website. Please take note, all entry deadlines this year are a few days before the pre-season and scheduling meetings. In the past the smaller leagues have been due at the scheduling meetings, in order to be better prepared this year we to have all of the forms in prior to the meetings. We need to know how many teams there are in advance in order to make up the sections. Please do not show up with registration forms at the scheduling meetings, it is too late.

### 203 Age categories

You will find a printed sheet in the packages with all the age categories. Please note that Rugby, Basketball and Hockey have different ages than our other sports. To save any unnecessary defaults, make sure you double-check the ages before submitting the player registration forms. Please ensure that they are in prior to your first game, we will look over them and contact you if there are any age discrepancies. Remember someone who is a midget in soccer may be a juvenile in basketball.

### 204 Starting times/early dismissals

No team is required to start a game before 3:45pm. If both teams agree to an earlier starting time, the game can begin earlier. Please be aware that in term of referees, the later the starting time, the easier it is to get officials. Also it is becoming more and more difficult to get early dismissals for students, please be aware when scheduling home games.



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For indoor sports (basketball, indoor soccer, etc) especially, please do not schedule a home game before your school day is over. You should leave at least a 15-minute grace period between your final bell and your home game starting time in order to get organized for the game.

### **205 Statements / Pre Payments**

Each school should have a copy of their statement of account for the beginning of this school year. If you don't have one – it means your balance is at 0 and you're good to go.

If you owe money, please get that into the office as soon as possible – we actually are not owed a lot of money this year, so that's great.

If you have a credit, please use it towards one of your first entries for this year. Simply write a note on the team registration form (using credit) and write a check for the difference. FYI: A credit shows up as a negative number on the statement.

Pre-season payments are listed on the sheet with entry deadlines.

### **206 Non Member Schools & regular season/playoff travel**

Just for your information, each package has a letter to the principals of non-member schools explaining the travel rules for non-member, off-island and on-island schools. For the past few years, GMAA member schools are not required to travel to non-member schools for their games (off-island or on-island). They can choose to travel to the schools, but they are not required to do so. We will announce the non-member schools at the scheduling meetings so people are aware. (HSBHS, KSS and WWHS are all GMAA member schools).

All playoff games will be at the home of the member school, regardless of their rank in the standings. If a non-member school is in first place they would still have to travel to a GMAA member school in fourth place.

This letter was sent to all non-member principals for their information.

### **207 Coaches Commitment Forms**

Please keep in mind that we only need one commitment form per coach per year with the exception of rugby we will need a new one with the coaches NCCP number. Online there is also a version where you can list several people on one form to cut down on the paper work. SAC reps can check on the GMAA website under the Forms Checklist section to see if their coaches have been sending in the appropriate forms. Each sport has a Forms Checklist on the site.

### **208 Media coverage / Championship Photos**

We hope to once again get coverage from the Suburban this year. If a reporter approaches you for information, please make sure to help out as much as you can. If there are photographers at the game and you have students who are not permitted to have their photos posted online or in print, please make sure the photographer knows that.

If you have photos taken at various GMAA games, please send them into the office and we will post them on the website.



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Also, some of you may or may not know but GMAA now has a Facebook page. Please feel free to send us any photos you have taken at any events (games, championships, all-star games, provincials, ect.) and we will be happy to upload them onto our page. We will also be sharing photos and information that the schools have posted on their Facebook pages.

## 209 Sportsmanship / Communication

As most of you already know, Sportsmanship is a major focus for G.M.A.A. Each year we honour the top schools, teams and students who conduct themselves with pride as good sports.

There is also a letter from the office to all coaches and referees in the association concerning communication between coaches and officials. Please make copies and send it to all your coaches. We will make sure each official in the association also receives a copy. It will also be posted on the website. It is basically to encourage open communication between the officials and coaches.

## 210 Concussion Package

We have some extra Concussion packages if any school would like a copy. Please encourage your coaches to take advantage of this service. The package is also on the Montreal Children's Hospital website and can be copied so everyone has it.

The RSEQ has 'recommended' that each region have a concussion program in place and this is the GMAA concussion program.

## 211 Handbook Revisions / June minutes

Most proposals to come out of the June SAC meeting were approved by the BoD, however a few were modified. I will only go over the motions that were amended. All others from the June minutes were passed. Except the following:

**Tie-Breaking Procedure in the Handbook** – Recommendation that the governing rules be adjusted to read,  
**2) Breaking ties in standings when all teams involved in the tie make playoffs:**

- a) ~~The higher place will go to the team(s) that has NOT defaulted a game during the regular season.~~
- b) The higher place will go to the team(s) which defeated the other in the game(s) between the tied teams. (Head-to-head competition)
- c) The win/loss record of the teams involved in the tie shall be calculated i.e. wins as % of games played. The higher place will go to the team(s) with the better win/loss record.
- d) The higher place will go to the team(s) with the better goal/points differential in the game(s) between the tied teams.
- e) If teams are still tied the higher place will be decided by a coin toss.

**Moved to remove the default line to be consistent with the spring sports tie-breaker rules. We will not take defaults into account when determining playoff positions.**

**Host schools' responsibilities and arrival times** - The original motion was amended to add the suggested arrival times to the current staff member rule in our governing rules. The addition will be listed under Section 4 of the Governing Rules.

- '-The staff member is responsible for providing adequate supervision of the team members and must be with the students from the moment the team members enter a host school (arena, etc.) until the team members leave said venue. Supervision includes the locker room, corridors as well as the site of the competition.
- Visiting teams should not arrive more than 30 minutes prior to the scheduled starting time at which time the home team will accommodate them.'



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**Court/Field dimension minimum requirements for each league** – For many of our leagues, we receive complaints regarding the size and safety of the fields or courts. The ceiling is too low, the walls too close to the end-line, the playing surface too small, etc.

A motion was put on the floor by that when the office receives a complaint regarding one of our GMAA member schools, we will call on a safety committee made up of members of the Board of Directors. This committee will investigate the complaint and inform the school administration of the issues with an official letter.

**MVP Banquet** - A motion was put on the floor from the board to explore options for adjusting the format of the MVP Banquet. Perhaps hosting the event at a school auditorium with catered snack and desserts. This would drastically reduce the cost of the evening which may increase the number of schools attending. We would still have a speaker and distribute the awards, but would possibly remove the 'formal meal' portion of the evening in order to reduce the cost.

300 Procedures

### **301 Score sheets/Sports line**

It is the responsibility of the host team to call the sports line **the night of the game** (the number is on every score sheet) and to e-mail or fax in the SS as soon as possible. All score sheets must be signed by the staff member responsible for the team, as well as the therapist for rugby, contact hockey and lacrosse. Please double check that we have received your score sheet on the website - A blue star beside the game number means we have the scoresheet, a red box means we don't have the form.

During playoff we ask that both teams call in the score to guarantee that we can update the grid.

### **302 Schedule Changes**

To avoid multiple schedule changes please send your coaches to the scheduling meetings with all the school conflicts (gym schedule, other teams' schedules, grad rehearsal, plays). Schedule changes that are made after the 5-day grace period following the posting of the schedule will carry a charge of \$10.00 if they are not because of an emergency. All changes must be agreed to by both coaches before noon of the school day prior to the scheduled start. Any changes after noon the day prior will carry the 10\$ charge as well as the charge for the referee(s).

### **303 No home field**

Schools with no home field could be asked to cover the cost of the additional rental fees. A school is not obliged to host someone that does not have a field a second time. In this case, it will be the responsibility of that school to find a neutral site.

### **304 SAC Responsibilities**

The SAC guidelines were distributed. Please refer to it carefully and be sure that you follow the procedures outlined. You are responsible for making sure that all forms are sent on time. All team entries must have your signature as well as that of the Principal. We need you to make sure that there is one person per team at the scheduling meetings and that everyone has a copy of the school calendar including all conflict dates and times – all games for other teams in your school, Ped. Days, Carnival, parent interviews drama productions etc. You also need to check the posted schedules for every team in your school to ensure that there are no conflicts (home volleyball and basketball scheduled on the same day etc.).



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As the SAC rep you are the main contact between your school and the rest of the GMAA. We ask that you be available for any issues that arise at your school with your coaches or students. Everyone has been given a SAC REP info sheet, we ask that you fill it out and return it at the end of the meeting. Once the SAC Rep list is updated for this year, it will be sent out to all schools.

### **305 Website update**

We have printed and included each school's page on our website. Please make any corrections on that sheet today and drop it off before you leave the meeting. Please send us all changes pertaining to your school – New Principal, Fax numbers, bus routes etc. Also make sure that we have the names and locations of all your home facilities.

### **306 Entry into Division 2 & 3 – guidelines**

There is a letter regarding guidelines for entry to Division 2 and 3 in your packages. This is a problem every year because teams that enter Division III should not be in Div III; this also applies for teams entering Division II who should not be in Division II. There have been far too many lopsided scores in past. You are responsible for making sure that your teams are in the correct division. Divisions 2 and 3 are for weaker inexperienced teams and should be participation leagues. Being competitive, not necessarily winning should be the main criteria for team entry.

#### **Some of the guidelines you should consider when entering your teams include:**

- 1. Size of school** - any school with 500 students or more (grade 7 and up), of one sex should consider themselves a Division 1 school.
- 2. 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, should consider themselves a Division 1 school.
- 3. Sport Etude** - Schools that have Sport Etude programs are to consider themselves Division 1 schools.
- 4. Returning Players** - teams with several returning players should not be entering Division 3.
- 5. Past Record** - any team that has in the past year been competitive at the Division 1 level or dominated the Division 3 level in GMAA should be entering Division 1 or 2 but definitely not Division 3.
- 6. Sports Concentration** - for Outdoor soccer any student who is enrolled in a soccer sports concentration program will not be eligible to participate on a Division 3 soccer team.

If you have any issues and/or you are having difficulty deciding which league you would like to enter, contact the office and we will be more than happy to help you out with that.

### **307 Derogation procedure – Board of directors meets Sept. 13<sup>th</sup>**

In order for a girl to play on a boys' team in the GMAA leagues a request must be made to the GMAA board of directors prior to that teams' first game. There is also a procedure in place for an age derogation. If a student is too old to play in an age category, but you would like that student to be able to 'play down' for a medical reason, the Board of Directors will discuss applications for derogation.

For your information (Fall Sports) the first Board of Director's meeting will be held on Tuesday, September 13<sup>th</sup>. Most meetings take place on the first Tuesday of the month. The Board of Directors will not discuss any derogations outside of their meetings. Please make sure any requests are in early so that students don't miss half to season waiting for the next board meeting.



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The derogation process is outlined in the Governing Rules Section of the GMAA handbook for your reference.

### **308 Carry over suspensions / Sanctions**

Schools that appear to have suspensions that were not completed last year should have already received an email outlining the rest of the suspension. These carry over to this year into the next sport that student participates in. Please write the student's name on the scoresheet as serving their suspension.

Please be reminded that any student who plays multiple sports within the same season and receives a suspension **is not eligible for any GMAA activity until the suspension has been served in the sport it was received.** (This means that they could miss games in other sports as well until the suspension is served).

400 Various

### **401 RSEQ Report**

GMAA Hockey will again be non-contact at all levels this year. We are working with the other two regions on the Island of Montreal (Lac St-Louis and Montreal) and will try to combine leagues and teams in order to offer an appropriate level of hockey to all of our members. Please register with the GMAA by Friday, September 16<sup>th</sup> in whichever leagues you hope to have a team. The week after, we will meet with the other two regions to determine what we can offer and then get into contact with all the schools to let you know.

Grants from the RSEQ – we have currently have not received any of our grant money for this year. At this time, we usually have about half (~\$30,000). If possible, please try to get all pre-season payments in as soon as possible so that we do not have an issue with cash-flow.

### **De Facto Order**

De Facto - another order can be placed for De Facto T-shirts between now and October 14<sup>th</sup>. If you decide to place an order, you will receive them anytime between September and November. For all information, such as pricing and what is available to order you can visit [www.defacto.ca/vetements](http://www.defacto.ca/vetements) or just give me a call at the office and I can help you out with that.

### **402 Fall Championship Locations**

A couple of years ago it was decided that any school wishing to host a D.1 championship let the office know, if multiple schools wish to host then we will select the best option. If there are no other offers, Loyola HS has offered to host Soccer and Volleyball Championships at the D1 level.

All Division II and III Championship games will be held at the home of the higher seeded team.

### **403 Accident insurance**

Please **INSIST** that the parents of your athletes are covered for the costs due to accidents & injuries during GMAA games. The GMAA does not cover these cost of injuries i.e. physio/MRI/ambulances. We have been taken to court in the past over the coverage of such expenses, please remind your parents at the beginning of each season of the importance of accident insurance.

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#### **404 Therapists**

Ensure that there is an athletic therapist following all of your contact sports. In rugby each team is required to have a therapist at all games, for contact hockey and lacrosse the home team is required to supply a therapist for the game. If anyone is looking for a contact for Athletic Therapists to cover their events, contact the office for information. We can get you the information on the company that we use for all our events and they are exceptional; very knowledgeable and very professional.