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**NORTH CENTRAL**

0

**ALBERTA SCHOOLS**

1

**ATHLETIC**

7

**ASSOCIATION**

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***POLICY HANDBOOK***

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Revised  
September , 2017

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## Introduction

Bidding, obtaining, and staging a North Central Zone Tournament can be a very rewarding experience for any school. These events give communities a chance to showcase their community and their high school student athletes.

The information found on the following pages has been developed to provide specific policies and procedures to those groups hosting Zone events. It also provides some guide-lines as requested by the membership at the Zone meetings.

## Eligibility

ASAA policies in regards to eligibility will be followed. Please see ASAA policy handbook for more detailed information.

NCASAA does not have the right to overrule ASAA policy in regards to ASAA policy, however NCASAA policy can be more restrictive than the ASAA as deemed by the North Central Zone.

- 1) The competitor must be a bona fide student of the North Central member school.
- 2) The competitor must register in a minimum of 800 instructional minutes per week DURING THE TIME OF PARTICIPATION in that activity for which Alberta Education credits are granted.
- 3) A student who becomes nineteen (19) before September 1 shall be ineligible for high school competition (Note: A student who becomes nineteen (19) on or after September 1 shall remain eligible for the entire school year.)
- 4) It must be the opinion of the principal of the school that it is in the best interest of the competitor and of the school board as a whole for him/her to participate.
- 5) Any student who is or has been registered and is in attendance at a post secondary institution shall not be eligible for high school competition.
- 6) Students may participate for three (3) consecutive years from the date of registering for grade 10.
- 7) In "A" classified schools, grade nine (9) students may be registered for participation in team sports.

***The principal of each school shall be responsible for the eligibility of the school's competitors for any competition.***

## Zone Competition Dates

Golf - second last week in September.

Cross Country - second week in October.

Volleyball- second last weekend in November.

Cheerleading - week before first weekend in March.

Wrestling - no Zone competition. Participants go directly to Rural Provincials on the -weekend before the last Saturday in February.

Curling - week before the first weekend in March.

Basketball - second weekend in March

Track and Field - 3<sup>rd</sup> week in May.

Team Handball - 3<sup>rd</sup> week in April

## **Code of Ethics**

Adults who work with students in school athletics should present a positive role model for them to emulate. Students who represent their school in sport must also represent their school in a positive manner.

The North Central Zone recognizes that the school administration is responsible for all school representatives, whatever level and location of the competition. In recognition of this authority and responsibility, the zone presents the following guidelines:

1. All competitions must be conducted with a high standard of courtesy, fair play and sportsmanship. All of those involved share a responsibility.
  - a. Coaches must demonstrate qualities of courtesy and sportsmanship when dealing with officials, players and other teams.
  - b. Athletes must demonstrate qualities of courtesy and sportsmanship by acceptance of official's judgment's, and by showing proper respect for opposing athletes as well as for team mates.
  - c. Fans must demonstrate courtesy and good sportsmanship qualities by the appropriate timeline of cheers, and show respect for other fans and athletes.
  - d. Administration and Teachers must demonstrate courtesy and good sportsmanship by setting a positive example and dealing with athletes, coaches or spectators who are not following the code of ethics

## **Seasons of Play and Player Registration**

- Please make sure you follow the ASAA policies in regards to Seasons of Play. There are listed in the ASAA policy book as well as the wall calendars.
- Please make sure you register all your eligible athletes in the ASAA ex net program. Please make sure you meet all ASAA deadlines for registration of athletes. The ASAA handbook lists all the dates for school and sport registration.
- LATE REGISTRATION and APPEALS - monies will stay at the zone level and be incorporated into the general funds of the NCASAA.

## **Duties of the Members of the Executive Committee**

1. The President - The president shall have the following duties:
  - a. To preside at the *General* and *Executive* meetings when present and able to act
  - b. To represent the Association in contacting the Boards of Education, Press and Public
  - c. To inquire into any manner pertaining to the Association. The President may ask any representative to attend any meeting.
  - d. To attend the *FPM* and *AGM* of the ASAA to represent the zone.
  - e. To communicate with member schools and hosts of zone tournaments to confirm draws and make sure all areas of the zone have been represented.
  - f. To deal with all disciplinary issues arising in the zone.
2. The Past President - The past president shall have the following duties:
  - a. Act as a resource person for the newer members of the Executive
  - b. Assist with the overall administration of the association
  - c. To attend the *FPM* and *AGM* of the ASAA to represent the zone.
  - d. To deal with any disciplinary issues arising in the zone.

3. Vice President - The Vice President shall have the following duties:
  - a. Attend General and Executive meetings of the NCASAA
  - b. Assume the responsibilities of the President when that officer is not able to act
  - c. Assist with the overall administration of the Zone
  - d. To deal with all disciplinary issues arising in the zone.
  
4. Sport Commissioners - The Sport Commissioners shall have the following duties:
  - a. Sport Commissioners shall serve a term of 2 years
  - b. Co-ordinate the zone competitions - helping hosts with draws and conference play
  - c. Insure all areas of the zone are represented at the zone tournament
  - d. Review all policies regarding their sport and make recommendations for change at the zone level
  - e. Zone invitations and information pertaining to zone competitions is distributed in a timely manner to all member schools within the zone categories.
  - f. To deal with any disciplinary issues arising in the zone when asked by executive.
  
5. Secretary-The secretary shall have the following duties:
  - a. Record and distribute minutes of fall and spring meetings.
  - b. Distribute all information to zone member schools.
  - c. Register zone teams for ASAA provincials.
  - d. To deal with any disciplinary issues arising in the zone.
  
6. Treasurer - The treasurer shall have the following duties:
  - a. Order banners and medals for zone competitions and distribute to host schools.
  - b. Maintain records of zone hosts and champions.
  - c. Collect and secure fees from zone member schools.
  - d. Maintain banking information and accounting of zone monies.
  - e. \$ 1000.00 honorarium given at the Spring Meeting.

## General Zone Meetings

1. There are generally two meetings a year for the North Central Zone. The Fall meeting is held on the second Wednesday in September, and the spring meeting is held on the first Wednesday in May.
2. The Executive will meet at the end of June to discuss any issues for the zone and upcoming year.
3. The zone shall pay expenses for all approved delegates to the ASAA fall planning meetings and the spring AGM. The Zone will also cover travel costs for emergent zone business meetings is deemed necessary by the zone executive.
4. The dates and locations for the zone competitions in Cross Country, Golf and Volleyball will be decided at the spring meeting for the following school year, and Basketball, Curling, Badminton, Team Handball and Track and Field will be decided at the fall meeting.
5. The fall and spring meetings will start at 9:30am at the Onoway Legion in Onoway.
6. Voting for the new executive will be done at the spring meeting
7. The Executive of the NCASAA will consist of the President, Vice President, Past President and the Zone Secretary, as well as the Zone Commissioner - depending on which sport is being discussed.
8. If a school fails to show for the 2 planned meetings - Fall and Spring - the school failing to show will be fined \$100.00 per meeting from the zone and not be permitted to attend zone competition until the fine is paid.
9. 1A, 2A, and 3A schools will meet in their zone classification to determine Volleyball and Basketball hosts locations for zone tournaments. All other hosts for zone tournaments will be dealt with as a whole group.
10. Sub costs for delegates to Fall planning and Spring board meetings of ASAA will be covered by the North Central Zone.
11. Zone representatives to the ASAA General and Fall Planning will be paid .40 per KM for travel.

## General Agendas for the Fall and Spring Meetings:

### Fall

#### A - Planning Meeting 9:30am

1. Presidents Remarks and Introductions
2. Items that need to be discussed as a zone - TBD by executive

#### B - Business Meeting 12:30pm

1. Call to order
2. ASAA Report
3. Approval of Business Agenda
4. Adoption of Minutes from Spring Meeting
5. Financial Report
6. Badminton Report
7. Track and Field Report
8. Golf Progress Report
9. Cross Country Progress Report

#### New Business

10. Appointment of Commissioners for each sport
11. Hosts and Dates for Zone Tournaments
12. Date and Location of Track Meet for Spring
13. Others

#### Junior High Association

14. Hosts and Dates for Zone Tournament
15. Issues from the previous year

### Spring

- A - Planning Meeting Presidents Remarks and Introductions  
 Items needing to be discussed as a zone - TBD by the executive  
 ASAA Motices of Motion

#### B - Business Meeting - 12:30pm

1. Call to order
2. Approval of Business Agenda
3. Adoption of Minutes from Fall Meeting
4. Financials
5. Golf Report
6. Cross Country Report
7. Volleyball Reports
8. Curling Report
9. Basketball Report
10. Badminton Progress Report
11. Track and Field Progress Report
12. Team Handball Progress Report

## New Business

1. Hosts for Fall Tournaments - Cross Country, Golf and Volleyball
2. New Executive and Commissioners
3. Date of the Fall Meeting
4. Delegates to the AGM
5. Others
6. Zone AIAAA representative to the Board of Directors - must be an AIAAA member ( every 2 years )

## Disciplinary and Misconduct Policies:

The executive committee has the right to investigate any issues regarding violations of the North Central Zone policy. The zone executive has the authority to determine sanctions to member schools and or coaches as deemed necessary. Any teacher coaches who are investigated for zone breeches of policy or conduct will be subject to ATA professional code of conduct procedures.

Once a disciplinary investigation has been opened, the Zone executive will contact all parties involved in the investigation to gather any pertinent information. All communications will go to the principals of the school or schools who are involved in the investigation. As per ATA professional code of conduct, any teachers or teacher coaches involved in the investigation will be notified of said investigation. Once all parties have been notified, all communication will then go between the principal of the school, as the principal is the authority for all member schools.

Once the executive committee has investigated, the zone executive will notify any parties involved in the investigation of any sanctions that the zone has deemed necessary.

The Zone executive has the authority to determine sanctions to member schools or individual representing the school as deemed necessary.

Schools who have been sanctioned by the North Central Zone has the right to appeal those sanctions. See appeals policy.

Non Compliance - Any school who does not comply with the decisions of the zone executive will be deemed ineligible for zone competition. Schools can reestablish eligibility once all conditions have been met.

*Policy Violations examples - no show policy, forfeiting games at zone tournament etc, Unsportsmanlike behavior by players, coaches or parents at Zone competition, Drugs and Alcohol at a zone competition. Intentionally breaching zone policy.*

## Zone Appeal Policy

The President, Vice-President, Past-President, Secretary-Treasurer and the Commissioner of the sport being appealed form the Appeal Policy Committee. Should the school of a member of the Appeal Committee be involved in the appeal, the member may participate in the discussion but must abstain from a vote on the appeal. The decision made by the Committee shall be final. The quorum may not be less than three (3) members of the Committee.

Any sanctions to schools resulting in fines or penalties to the school will be eligible for appeal. The appeals decisions are final. All contact to the appellants will be directed to the school principal or school authority, as they are the representative of the school.

## Awards

Gold, silver and bronze medallions shall be provided at each Zone event with the cost same being incorporated into the entry fee.

Banners are provided with cost being incorporated in the school's registration fee to be available for each event having a Zone Competition. There must be **3** schools competing in an event to have a zone banner.

A	Golf	1 A, 2 A boys; 3 A boys 1 A, 2 A girls; 3 A girls
B	Cross Country	Top 1 A, 2 A, 3 A school
C	Volleyball	1 A boys and girls 2 A boys and girls 3 A boys and girls
D	Curling	Girls; Boys; Mixed
E	Basketball	1 A boys and girls 2 A boys and girls 3 A boys and girls
F	Badminton	Top 1 A, 2 A, and 3 A school
G	Track and Field	Top 1 A, 2 A, and 3 A school
H	Team Handball	Girls/Boys
I	JV Volleyball	Girls/Boys
	JV Basketball	Girls/Boys
j.	Team Handball	Girls/Boys
k.	Rugby	Girls/ Boys

1. Additional awards or prizes may be provided by the tournament host.

## Determining Zone Hosts for Competition

Host Determination will be done as a zone for all events that are combined. Zone Hosts for Volleyball and Basketball will be determined in small category groupings with the understanding of spreading the hosting duties to all communities who want to host. Guidelines to follow are previous hosts, strenght of teams competing and location of zone tournament.



# Senior High Sports

## **Age Classification for Badminton, Cross Country, and Track and Field only**

Junior - under 16 as of September 1 of that school year.

Intermediate - under 17 as of September 1 of that school year.

Senior - under 19 as of September 1 of that school year.

An athlete may opt up to participate at an older age category but may participate in only one age category with the exception of the open events.

## **General Policies and Guidelines that apply to all North Central Zone Competitions:**

1. All competitions must follow North Central bylaws and policies.
2. Zone Tournament schedules must follow zone formats at all levels.
3. Teams who commit to attend and participate in Zone competitions must pay entry fee if they back out after the one week deadline prior to the tournament. Teams who fail to show will have following season sanctioned and will have to forfeit following season.
4. The Zone executive has discretion to deal with any issues that arise from a zone competition that are not listed within the bylaws and policies. Schools will have the right to appeal the zone executive decision within one week of that decision.
5. If your school is registered on the ASAA website as a school intending to participate at provincials, that said school is automatically entered into the zone competition. It is the responsibility of the school to contact the host to withdraw from the zone competition 3 weeks prior to the zone competition.

**No Show Zone Policy** - any team who does not fulfill there zone tournament games will be fined \$500.00. The money will be used to cover the zone host cost of the tournament, the rest will be determined by the executive.

## **Addressing Concerns:**

As our zone continues to expand and grow, concerns or questions regarding policy should be addressed through the zone by the athletic directors. As the athletic directors are those representing the zone and understand the full picture of decisions being made at the zone level, all communication should be directed from the school Athletic director or the school principal as the school authority. Any concerns from parents or coaches will be directed back the Athletic Director at the school.

## Golf

1. Gold is an open event. Schools may bring as many golfers as they want. Schools need to be diligent in ensuring that athletes know and understand the game of golf. The score for teams of four (4) players will be determined by the best three gross scores on each hole (not necessarily the same three golfers for each hole).
2. School teams with the low gross of the best three participants from each school are eligible for Provincials in the 1 A - 2 A boys, 1 A - 2 A girls, 3 A - 4 A boys and 3 A - 4 A girls' categories. Individual girls and boys who finish first, second, or third, and are not members of the winning school team are eligible for Provincials.
3. Tournament play shall consist of two rounds of nine hole play on a nine (9) hole course or a single round on an eighteen (18) hole course.
4. Individual tie-breaking for first, second, or third place will be done by retrogression count back from the previous holes played.
5. Team tie-breaking shall be decided by retrogression count back (i.e. Team on #18 score 16; Team 2 on #18 score 15; Team 1 wins.)
6. Playing rules of the RCGA and local rules as proclaimed by the host club shall govern the tournament.
7. A team of at least four volunteers is recommended to oversee marshaling, fundraising, financing and communications.
8. It is recommended that the tournaments be held on Monday, This way teams can travel on Sunday and play a round, and be on time for play on Monday.
9. Individual Girl Golfers who score 90 strokes or less are eligible for Provincial Competition.
10. Zone Golf Competitions have split into 2 events - 1A-2A and a 3A competition to facilitate a faster golfing tournament.
11. Players must show a competency in the sport by scoring under 135 strokes for 18 holes to be eligible for provincial competition.

## Cross Country

- Zone event classifications for both boys and girls events shall be the same as ASAA event classifications.
- A competitor may enter only one event
- A team may have unlimited members in each category

### Age Classification

There shall be three race classifications for both boys and girls. Age classifications are the same as for Track and field.

### Distances

Jr. Boys	4000	Jr. Girls	3000
Int. Boys	5000	Int. Girls	4000
Sr. Boys	6000	Sr. Girls	4000

### Rules

The meet shall be run in accordance with the Track and Field rules as published by the I. A. A. F.

**Zones Points** - All competitors will score points on the following criteria: First place will receive 144 points and each competitor after that will get a fraction of 144 based upon the number of competitors in the event.

## Zone Teams

Not more than eighteen (18) members shall comprise each of the six zone teams going to Provincials.

**The Cross Country Commissioner in conjunction with the zone coaches will ensure that the North Central Zone has full representation at the Provincial Competition. The Zone commissioner will contact schools with runners finishing 19<sup>th</sup> or higher to fill vacant spots. It is the responsibility of the cross country coaches to declare at the meet which athletes will continue to provincials and which are not attending.**

## Volleyball

1. Commissioner and Host shall establish conferences on the basis of strength and confirm with zone president.
2. Hosts will establish conferences also on geographic location.
3. Our main objective is to send the strongest teams to the zones.
4. Hosts arrange for one person in each Conference to coordinate playoffs.
5. By Wednesday following Thanksgiving, he/she informs the schools of Conference alignments.
6. Hosts will use the ASAA SRS team registrations to determine eligibility for zone tournament.
7. It is the responsibility of the Athletic Director in each school to contact host school if they have no intention of playing in the zone tournament.
8. Commissioner assists tournament coordinator in establishing pools for the Zone Playoffs.
9. Commissioner and executive resolve issues involving conflicts for Conference and Zone Playoffs.
10. Zone Tournament Coordinator is to inform Zone Secretary of the results of the zone tournament for publicity purposes after the completion of the zone tournament on Saturday.
11. Zone hosts must inform the zone president and ASAA of who won the zone tournament after the completion of the zone tournament. Please email the results.

## Conference Playoff Guidelines

1. Site and date of Conference Playoffs to be decided by Conference Coordinator in consultation with all the involved schools.
2. Conference playoffs may be held on a Saturday prior to the Zone Tournament, any week day during the week prior to the Zone Tournament or any other time agreed upon by all schools in the Conference.
3. The playoffs would follow a round robin format, best 2 out of 3 games to 25 points with a team winning by 2 points. If a tie breaking game is needed, the game is to 15 points with no cap. Rally point will be in effect.
  - a. If only two teams are in a conference, a best of five will be played.
  - b. If more than two teams are in a conference, a round robin format would be in effect. (If ties-use tie-breaking procedure to determine the placements. 1st, 2nd, etc.)
    - The tie-breaking procedure shall follow the guidelines as set out in the ASAA handbook. This system is used to rank teams in a section but is not to be used to eliminate teams. (E.g. If three teams are tied for first in a section, the C.V.A. tie break procedure will determine 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> place. The 1<sup>st</sup> place team receives a bye while the 2<sup>nd</sup> and 3<sup>rd</sup> place teams play a single game to determine 2<sup>nd</sup> place.)

## Considerations for Zone Tournament Coordinator

1. To establish the pools in consultation with the Zone Commissioner making sure that both pools are balanced (to the best of his/her ability).
2. To arrange for referees far in advance and specifically request quality officials.
3. To have the option of requesting that the best officials officiate the semi-finals and finals.
4. To send a letter to all schools, two weeks prior to the tournament, outlining all pertinent information.
5. To arrange for medals and Zone banner.
6. Host schools will receive an automatic bye into the zone tournament.

7. The zone tournament may be a 1 day or 2 day tournament based on facilities. Zone draws will be chosen at each category based on host facilities. Once the draw is chosen, the host must send the draw they intend on using to the executive and volleyball commissioner with rationale in order to send out the draw.
8. Zone tournament dates will be determined at the Zone meeting. Date is 1 week prior to ASAA provincials.
9. To make sure tournament organizers understand ASAA tie breaking procedures.
10. **Zone Hosts must forward the results of the zone tournament to the ASAA office and zone executive by Saturday 12:00am of the tournament weekend. Email notification is acceptable.**

### **Zone Tournament Draws for all categories:**

1. All games are best of 3.
2. Rally point scoring in effect.
3. First 2 games go to 25 points no caps
4. Third game if necessary to 15 points no cap
5. ASAA tie breaking procedures are in effect
6. No team can be eliminated from playoffs based on a tie
7. A one game playoff will be done to 25 points no cap to win the playoff spot

### **5 Team Zone Tournament Format:**

#### **Round robin**

1 vs 5	1 vs 3
2 vs 3	4 vs 5
1 vs 4	1 vs 2
5 vs 3	3 vs 4
4 vs 2	2 vs 5

#### **Playoffs -**

1<sup>st</sup> vs 4<sup>th</sup>  
2<sup>nd</sup> vs 3<sup>rd</sup>

Bronze Medal Match

Gold Medal Match

**6 Team Zone Tournament Format: -Options for hosts:**

**Pool Play - 2 pools of 3 teams - based on rankings of seasons play**

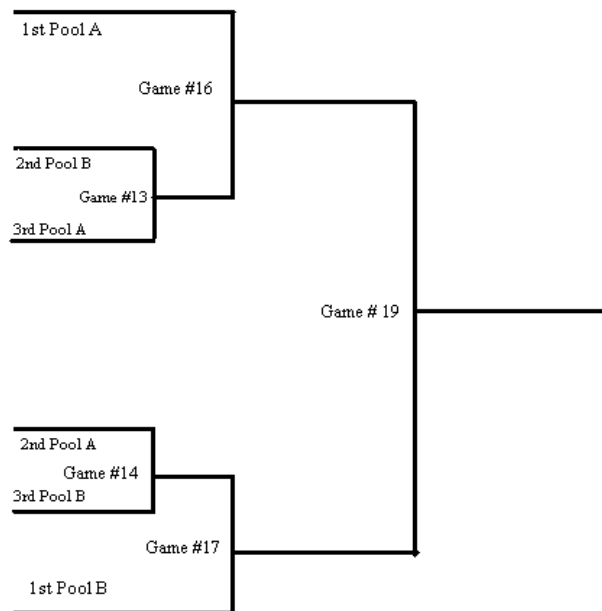
Pool A

- 1<sup>st</sup>
- 3<sup>th</sup>
- 6<sup>th</sup>

Pool B

- 2<sup>nd</sup>
- 4<sup>rd</sup>
- 5<sup>th</sup>

# Playoffs



Bronze Medal

### Six Team Round Robin Schedule

1. \_\_\_\_\_ R1 \_\_\_\_\_  
 2. \_\_\_\_\_ R2 \_\_\_\_\_  
 3. \_\_\_\_\_ R3 \_\_\_\_\_

4. \_\_\_\_\_ R4 \_\_\_\_\_  
 5. \_\_\_\_\_ R5 \_\_\_\_\_  
 6. \_\_\_\_\_ R6 \_\_\_\_\_

#### FRIDAY

##### Court #1

2:00            1 vs 6  
 3:00            3 vs 4  
 4:15            4 vs 2  
 5:15            2 vs 3  
 6:30            xxxxx

##### Court #2

2 vs 5  
 5 vs 6  
 1 vs 3  
 1 vs 5  
 6 vs 4

#### SATURDAY

##### Court #1

9:00            1 vs 4  
  
 10:00           5 vs 3  
 11:15           4 vs 5  
 12:15  
 1:30

##### Court #2

6 vs 2  
  
 1 vs 2  
 3 vs 6

#### PLAY-OFFS

1:00    2<sup>nd</sup> vs 3<sup>rd</sup>

1<sup>st</sup> vs 4<sup>th</sup>

2:30    GOLD MEDAL MATCH

BRONZE MEDAL MATCH

## 7 Team Zone Tournament Format Options:

2 pools of teams - based on rankings of seasons play

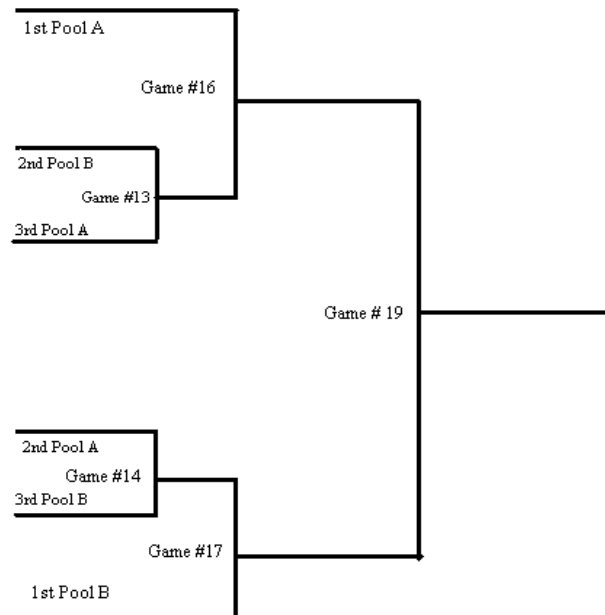
Pool A

- 1<sup>st</sup>
- 3<sup>rd</sup>
- 6<sup>th</sup>

Pool B

- 2<sup>nd</sup>
- 4<sup>th</sup>
- 5<sup>th</sup>
- 7<sup>th</sup>

# Playoffs



Bronze Medal

**Seven Team Round Robin Schedule:**

## FRIDAY

1 vs 7	xxxxx
3 vs 5	2 vs 6
4 vs 5	1 vs 6
2 vs 4	3 vs 7
1 vs 5	3 vs 6
4 vs 6	2 vs 7

## SATURDAY

5 vs 2	1 vs 4
6 vs 7	2 vs 3
7 vs 4	1 vs 3
5 vs 6	1 vs 2
5 vs 7	3 vs 4

PLAY-OFFS

3:00 2<sup>nd</sup> vs 3<sup>rd</sup>  
 4:15 1<sup>st</sup> vs 4<sup>th</sup>  
 5:30 BRONZE MEDAL MATCH  
 7:00 GOLD MEDAL MATCH

**Eight Team Zone Tournament Format**Pool A

1<sup>st</sup>  
 3<sup>rd</sup>  
 6<sup>th</sup>  
 8<sup>th</sup>

Pool B

2<sup>nd</sup>  
 4<sup>th</sup>  
 5<sup>th</sup>  
 7<sup>th</sup>

1 vs. 2	5 vs. 6
3 vs. 4	7 vs. 8
1 vs. 4	5 vs. 8
2 vs. 3	6 vs. 7
1 vs. 3	5 vs. 7
2 vs. 4	6 vs. 8.

## CENTER COURT

1:30 2<sup>nd</sup> A vs 3<sup>rd</sup> B Court A  
 1:30 2<sup>nd</sup> B vs 3<sup>rd</sup> A Court B  
 2:30pm 1<sup>st</sup> B vs winner of Court A  
 2:30pm 1<sup>st</sup> A vs winner of Court B

3:30pm - Bronze Medal Match  
 4:30pm - Gold Medal Match



## "Junior Varsity"

### Championship Playoff Guidelines

1. Eligibility
  - A. Grade 10 and 11 students registered at the participating school are eligible for competition.
  - B. For schools housing grade nine students in the same building, teams can be composed of students from grades nine to eleven inclusive.
  - C. Schools must first have a senior team before the school becomes eligible for junior varsity competition. This applies to all school classification levels.
  - D. Players must not have played any games with the senior team after October 15, until completion of JV zones. Once completed, athletes are eligible to Sr. Team Play
2. Date of Tournament - The tournament is scheduled no more than 2 weeks from the senior zone tournament. Tournament host / hosts are to be determined at the spring zone meeting.
3. Format - A. Seven or less teams entered will have a one pool round robin with the top four teams entering playoff.  
Tournaments with eight or more teams will have two pools with the top 2 or more teams from each pool entering a crossover playoff.
4. Seeding - The Commissioner in consultation with the executive shall seed the teams entered in the Zone tournament.

## Curling

1. A team is allowed two defeats before being eliminated from the Zone Bonspiel.
2. Boys and girls teams should have an extra player available in case of illness or injury. Mixed teams should have an extra boy and girl.
3. Final results shall be made available to the Zone Secretary-Treasurer the evening of the finals for publicity in the Edmonton Journal.
4. Zone Tournament will be scheduled for one week prior to the provincial tournament - subject to facility availability.
5. The Zone Tournament may be a 2 day event. The date is at the discretion of the host with consultation with the executive committee.
6. Each Zone Member school is allowed to enter one team in each category.

## Basketball

1. Commissioner in consultation with the zone executive is to establish Conferences if need be all levels in the zone.
2. Hosts will use the ASAA exnet team registrations to determine eligibility for zone tournament.
3. It is the responsibility of the Athletic Director in each school to contact host school if they have no intention of playing in the zone tournament.
4. Commissioner is to inform schools of their conferences and school hosts by February 20.
5. Commissioner assists Zone Tournament host in seeding teams for the Zone Tournament. **Zone rankings will take precedence over ASAA rankings for the zone tournament.**
6. There should be a commissioner for girls and a second person for boys.
7. Schools which agree to host conferences and/ or Zone Playoffs must use impartial carded referees. Staff from the host school should not officiate the host team.

8. Hosts are to provide the Zone Secretary-Treasurer, President and ASAA office staff, the evening of the Zone tournament the results of the tournament for seeding purposes in Provincials. Please email results.
9. The host school has an automatic bye into the zone tournament.
10. The Zone Tournament will have 4 ten minute quarters.
11. The Zone Tournament will follow FIBA rules with the following modifications:
  - i. 10 minute half time

**\*\* North Central will be running a zone league in which all 2A and 3A teams must play within to qualify for the zone tournament.**

### **Conference Playoff Guidelines**

1. Site and date of Conference Playoffs to be decided by Commissioner and Zone Tournament Coordinator, in consultation with the zone executive. Our main objective is to send the strongest teams to the zones, therefore strength of teams and geographic location will be taken in to account when doing conferences.
2. Conference playoffs should be held at least one week before the zone tournament.
3. The zone commissioner will arrange for one person in each conference to coordinate playoffs. The person is responsible to let the zone tournament coordinator and the commissioner know the results as soon as possible.
4. The playoff game structure will use FIBA rules and hosts will try to use ABOA officials where possible. If overtime is required, five-minute overtime will be played.
5. If three teams are involved, a round robin format will be used.
6. The zone commissioner, in consultation with the executive will resolve any conflicts regarding the establishment and playing of conference games.

### **Zone Tournament**

1. The host school for the Zone Tournament will be determined at the zone meeting held in Onoway in September. To enter a bid to host, a school must have a representative at the meeting. Also, to receive consideration, a school must have an adequate facility (hardwood floor), 30 second clocks (optional) and accommodations for spectators. A school may host zones one year and bid again the following year. The decision of the delegates at the zone meeting will be final, and they may choose the same school to host in consecutive years. .
2. The Zone Tournament shall be held one week prior to the Provincial Tournament at the determined site.
3. All teams must complete their commitment to the tournament; a team losing its first game must play the remainder of its games as scheduled. If a team leaves prior to completion of the tournament then they will automatically forfeit the following season's zone tournament.
4. The Zone Tournament will be an eight team Oregon draw, with all teams being seeded according to the Final February exnet rankings. Seed 1 and 4 will be on the top half of the draw with seeds 2 and 3 being on the bottom half. The remaining teams will be seeded by the Zone Commissioner and the host schools with the final draw being sent to the zone executive for approval. The Zone Coordinator, after consulting with the Zone Commissioner and executive will fax the draw to participating schools. The draw then will be FINAL.
5. ASAA Medallions shall be awarded for first, second, and third place finishers. (Plaques may be optional to be presented to the Consolation winners.) .
6. It is the Zone Coordinator's responsibility to contact the Zone Secretary immediately following the tournament with the results for media publication.
7. **Zone Hosts must forward results to the ASAA office and zone executive by Saturday 12:00am the weekend of the zone tournament.**

### Zone Seeding Procedure

1. All games will be entered on the ex net system with the ASAA basketball ranking program.
2. The ASAA Basketball rankings will be used as the zone rankings for seeding purposes.
3. **The zone will use the NC ranking system to determine seeding for tournament. Zone rankings will take precedence over the ASAA rankings.**
4. The final Zone rankings (to be released on or about February) will be used to seed the Zone Tournament.

### Zone Ranking Procedure:

We will have two ranking periods in the North Central Zone during basketball season. The first ranking period will go from the beginning of season to the second weekend of January, rankings to be out no later than the Friday of the third week in January.

Criteria for this ranking period will be:

#### First Ranking Period

The first ranking period will look at scores from the beginning of the season to the first 2 weeks of January. This will be the largest ranking period in order to build a solid foundation. The order of criteria will be:

1. Body of Work
2. Head to Head
3. Common Opponents

Second ranking period will look at the cumulative work from beginning of season the end of February. Rankings to be out no later than the first Friday in March.

Criteria for this ranking period will be:

The final rankings will be the last cumulative rankings of the season. The criteria for the final rankings will be:

1. Body of Work
2. Ranking Period Result (recent results)
3. Head to Head
4. Common Opponents

All disputes will go to the Executive and Basketball Commissioners. If needed a small committee (no more than 2 members from that level of competition ex. 1A Boys) will be assembled to review scores and assist with any disputes.



North Central ASAA Zone Basketball Tournament						
Seven Team Draw						
<b>Game 9</b>			#1 Seed			
Sat.						
<b>Bronze</b>						
			Bye			
				<b>Game 5</b>		
<u>Round Robin</u>				Sat.		
			#4 Seed			
<b>Game 4</b>			<b>Game 1</b>			
RR A vs B		RR Team A	Fri.			
Sat.			#5 Seed			
					<b>Game 10</b>	
					Sat.	
<b>Game 6</b>			#3 Seed		<b>Gold/Silver</b>	
RR A vs C			<b>Game 2</b>			
Sat.		RR Team B	Fri.			
			#6 Seed			
				<b>Game 7</b>		
<b>Game 8</b>				Sat.		
RR B vs C			#2 Seed			
Sat.			<b>Game 3</b>			
		RR Team C	Fri.			
			#7 Seed			

<b>North Central ASAA Zone Basketball Tournament</b>							
<b>Six Team Draw</b>							
			Bye				
			#1 Seed			#1 Seed	
					<b>G3 - Sat.</b>		
			#4 Seed				
			<b>G1 - Friday</b>				
			#5 Seed				
	<b>G5 - Consolation</b>						<b>G7 - Gold/Silver</b>
	<b>Sat.</b>		#3 Seed				<b>Sat.</b>
			<b>G2 - Friday</b>				
			#6 Seed				
					<b>G4 Sat.</b>		
			#2 Seed				
						#2 Seed	
			Bye				
						<b>G6 - Bronze</b>	
						<b>Sat.</b>	



## Badminton

1. It least twelve (12) courts are required for Zone Playoffs.
2. Participants qualifying at the Conference are expected to go on to Zones. If they don't intend to advance to the Zones, the Conference Host shall be informed and an alternate will be sent to Zones.
3. Schools may represent only one Conference.
4. Conference hosts should charge an entry fee sufficient to cover the cost to Zones and one cheque from the Secretary Treasurer will be sent to cover the entry fee of the Conference Team to Zones.
5. Tournament results shall be made available the evening of the Zone Tournament to the Zone Secretary-Treasurer for publicity in the Edmonton Journal.
6. Scoring for points for the Zone Banner will be on a 4-3-2-1 basis with four points being awarded for a first place finish, going down to one point being awarded for a fourth place finish.
7. Yonex 300 Green Band shuttles with a yellow skirt will be used for all conference and zone tournament play.
8. Rally point rules shall be used for conferences and zone tournaments.
9. Preliminary Singles Playoffs - Two pools of 4 teams, round robin 2 game match with games to 21 points. 1 point is awarded per win. Semi-finals are the best 2 out of 3 games to 21 points with 2 players advancing to provincials.
10. Preliminary Doubles Playoffs - Round Robin best 2 of 3 match with games to 21 points. 1<sup>st</sup> v 2<sup>nd</sup> in best of 3 with the winning team and silver teams advancing to provincials.
11. Tie-Breaking procedures - Two way tie - matches between teams,  
- Three way ties - games won/lost  
- points for/against
12. A tie breaker will NOT eliminate a team but will be used to rank.
13. Gold, Silver and Bronze Medals will be awarded to the 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> place teams in each category.
14. Banners for 1A, 2A, and 3A Teams will be awarded based on the points accumulated.
16. Disputes must be taken to the tournament officials or an impartial coach.
16. Uniforms shall be worn - please see ASAA uniform policy rules.

### Conference Divisions for the North Central Zone

#### Sturgeon Conference

Contact: Jon Ganton -

- |                 |                              |                            |
|-----------------|------------------------------|----------------------------|
| 1. Calmar       | 2. St. Marguerite D'Youville | 3. New Sarepta             |
| 4. John Malland | 6. Redwater                  | 6. Living Waters Christian |
| 7.              | 8. Warburg                   | 9. Thorsby                 |

#### West Conference

Contact: Dwayne Shepard - Parkland

- |                   |                  |                  |
|-------------------|------------------|------------------|
| 1. Breton         | 6. Holy Redeemer | 10. Holy Trinity |
| 2. Frank Maddock  | 7. Jasper        |                  |
| 3. Gerard Redmond | 8. Koinonia      |                  |
| 4. Grand Trunk    | 9. Parkland      |                  |
| 5. Harry Colinge  |                  |                  |

#### North Conference

Contact: Jonathan Radke - RF Staples

- |               |                   |                          |
|---------------|-------------------|--------------------------|
| 1. Boyle      | 6. Morinville     | 9. St Mary' s Westlock   |
| 2. Edwin Parr | 6. RF Staples     | 10. Thorhild             |
| 3. Grassland  | 7. Roland Michner | 11. St. Francis of Asisi |
| 4. Kinuo      |                   |                          |



**Pembina Conference****Contact: Kyle Becker - Barrhead**

- |               |                |                            |
|---------------|----------------|----------------------------|
| 1. Barrhead   | 4. Mayerthorpe | 7.                         |
| 2. Hilltop    | 6. CCRS        | 8. St. Joseph's Whitecourt |
| 3. Kitaskinaw | 6. Onoway      | 9. Swan Hills              |
| 4.            |                |                            |

**Track and Field**

The rules governing track and field activities shall be the rules of the International Amateur Athletic Association as modified by the ASAA.

**Classification**

1. Participants will be classified according to their age as of Sept. 1 of that school year.
  - a. Seniors: Competitors shall be under the age of nineteen.
  - b. Intermediate: Competitors shall be under the age of seventeen.
  - c. Junior: Competitors shall be under the age of sixteen.
2. Competitors are limited to competition in one class, with the exception of open events.

**Events.**

100m	High Jump
100m, 80m Hurdles	Long Jump
200m	Triple Jump
400m	Shot Put
800m	Discus
1600m	Javelin
3000m	Pentathalon
4x 100 Relay	
4x 400m Relay	

Shot Put	Junior and Intermediate girls use 3 kg Junior and Intermediate boys use 6 kg	Senior girls use 4 kg Senior boys use 6 kg
Discus	All girls use 1 kg Junior and Intermediate boys use 1.6 kg	Senior boys use 1.76 kg
Javelin	Junior and Intermediate girls use the 600 gram Junior and Intermediate boys use the 700 gram	Senior girls use 600 gram Senior boys use 800 gram
Hurdles	All girls use the 76 cm Junior and Intermediate boys use 84 cm Senior boys use 91.4 cm	

**General Regulations**

1. At the North Central Zone meet each school is permitted two entries per event.
2. Each competitor may enter a maximum of 4 events. The relay is considered a track event.
3. All competitors in throwing event and horizontal jumping events will receive (3) trials with the top eight competitors receiving an additional 3 trials.

4. Heats and Finals will be run in the 100m, and Timed Finals in the 200, 400 and hurdles when there is more than one heat.
5. The two Provincial relay teams will be the team that places First and Second at Zones. When there is a last minute removal of an athlete from the track provincials the zone coach will select the next highest qualifier from zones at provincials if accessible. If the athlete is not available the 2<sup>nd</sup> highest qualifier from zones at provincials will be selected if accessible. In case of relay, the team will fill in an eligible athlete from their school if available otherwise another athlete within the zone will be selected making it a zone team.
6. Athletes should compete in a uniform that distinguishes their school
7. Athlete registration will be done using the HY-TEK system

**Officials:**

- a). Lead Officials will be coaches who bring athletes to the event.
- b). Minor Officials will be determined at the discretion of the host school.

**Entry Fee:**

The entry fee will be \$16.00 per athlete.

**Awards**

1. Gold, silver and bronze medallions are presented in each age classification for each event.
2. A zone banner will be presented to the school with most accumulated points.  
School points are rewarded by allotting 8 pts for 1<sup>st</sup> place, 7 pts for 2<sup>nd</sup> place, down to 1 pt for 8<sup>th</sup> place.

**Provincials:**

Coaches of competitors qualifying for Provincials must inform the Zone Coordinator of individuals intending to attend Provincials. If individuals make a commitment and don't attend Provincials, schools will be responsible for the entry and banquet fees. Extenuating circumstances will be considered.

**Zone Championship Rotation**

The Zone Championship will rotate through the five regions as outlined below. The competition will be held at Foote Field in Edmonton, and the zone meet will be reserved for the last Wednesday of May. The zone secretary will be responsible for booking the facility on behalf of the zone.

**Team Cancellation Policy.**

Teams must give notice of intention not to participate in a Zone Tournament. After commitment by a team, the host must receive notice of a team's intent to cancel at least two weeks before the tournament. Teams not meeting these timelines will be required to pay the prescribed tournament entry fee even though they don't participate. Failing to pay the fee will result in prohibition of participation in the following year's tournament.

## CONFERENCE DIVISIONS FOR TRACK AND FIELD.

<b>Sturgeon Conference</b>	<b>Contact :</b>
1. Calmar 2A	
2. Marguerite D'Youville [St. A] 2A	7. Kitaskinaw School
3 New Serepta 2A	8. Progressive Academy 1A
4. John Maland [Devon] 3A	9. Redwater 2A
6. Victory Christian 1A	
6. Living Waters Christian 1A Academy [Spruce Grove]	

<b>West Conference</b>	<b>Contact :</b>	
1. Breton 1A	6. Holy Redeemer [Edson] 2A	9. Warburg 1A
2. Frank Maddock [Drayton] 3A 1A	6. Jasper 2A	10. Holy Trinity [Drayton]
3. Gerard Redmond [Hinton] 2A	7. Thorsby 2A	
4. Harry Colinge [Hinton] 3A	8. Parkland [Edson] 3A	

<b>North Conference</b>	<b>Contact:</b>	
1. Boyle 1A [Slave Lake] 1A	6. Morinville 3A	9. St. Francis of Assisi
2. Edwin Parr [Athabasca] 3A	6. R.F. Staples [Westlock] 3A	10. Thorild 2A
3. Grassland 1A	7. Roland Michner [Slave Lake] 3A	
4. Kinuso 1A	8. St. Mary's [Westlock] 1A	

<b>Pembina Conference</b>	<b>Contact:</b>
1. Barrhead 3A	6. Mayerthorpe 2A
2. Swan Hills 1A	7. St. Joseph's [Whitecourt] 2A
3. Hilltop [Whitecourt] 3A	8. Onoway
4. Covenant Christian Reform 1A	
6. AB Distance Learning 3A	

**Starting in 2012 each conference will be on a 2 year rotational bases for hosting zone Track and Field.**

The order will be as follows

2013 & 2014 West Conference - meet coordinators Warburg and Thorsby.  
 2016 & 2016 North Conference  
 2017 & 2018 Sturgeon Conference  
 2019 & 2020 Pembina Conference

## CHEERLEADING

### CHEERLEADING TEAM LIST DEADLINE IS JANUARY 22

1. All schools with cheerleading teams will be eligible for Zone competition.
2. Schools must indicate their intention to participate in the Zone competition to the Commissioner by Feb 1. They must declare LARGE SQUAD (11-18) or SMALL SQUAD (4-10) or CO-ED SQUAD (4-18, 2 or more males) at this time.
3. Zones will be held two weeks prior to the Provincial competition. If only 2 schools register in a particular category, Zone competition will not be held. The team that scores the higher points at Provincials shall be awarded the Zone championship and the other team shall be awarded Zone second place. These teams shall share the cost of medals and banner.
4. Schools will bid at the April meeting for the opportunity to host the competition. No school should be able to host a second Zone competition before every school who desires it has the opportunity to host.
6. Rules set by ASAA Policy will be followed by NCASAA schools.

## WRESTLING

1. RULES:
  - A. The rules shall be those of the Canadian Amateur Wrestling Association with exceptions being specifically adopted by the ASAA.
  - B. A list of the rule deviations adopted by the ASAA shall be given to the head official in advance of the meet.
  - C. An acceptable style of headgear is recommended.

### 2. WEIGHT CLASSIFICATIONS

NCASAA shall follow the weight classifications of ASAA (refer to ASAA Handbook for changes)

Male competitors:

44 Kg	63Kg	63Kg	72Kg	90Kg	120Kg
47Kg	66Kg	66Kg	76Kg	98Kg	120Kg +
60Kg	69Kg	68Kg	82Kg	108Kg	

Female Competitors:

44Kg	60Kg	67Kg	66Kg	76Kg	80Kg +
47Kg	63Kg	61Kg	70Kg	80Kg	

NOTE: Each weight listed represents the upper limit of the weight class.

3. All registered wrestlers may attend the Rural Provincial Wrestling Competition. Currently a Zone Meet is not required. Should a Zone Meet be required, it will be under the direction of the Wrestling Commissioner.
4. **ILLEGAL MOVES:** the Full Nelson, West Point Ride (T-Bar), Full Suplay, Front Suplay and Front Salto are illegal moves in all ASAA competitions.

TEAM HANDBALL - ??????????????

## RUGBY 7'S

### Seven-a-side Rules

The playing rules used by the North Central Zone shall be the Seven-a-side Variation endorsed by International Rugby Board (IRB) with the following modifications:

Law	Modifications
3.4	A team can substitute or replace up to <b>five</b> players. Substitutions can only be made during half time with the exception of injury substitutions.
6.B.8	There are two in-goal judges for each match. In-goal judges will be supplied by each team.
9.B.1	The kick must be taken as a drop goal. All conversions will be taken from end zone and kicked back into the field of play. Conversions will still be taken inline from where the ball is touched down in the end zone.
20.9 (j)	IRB Under 19 variation. Maximum 1.6 metres push in the scrum. A team in a scrum must not push the scrum more than 1.6 metres towards their opponents' goal line.  Sanction: Free Kick
20.11 (a)	IRB Under 19 variation. No wheeling. A team must not intentionally wheel a scrum. <b>Teams must push at the scrum, no pulling at the scrum.</b>  Sanction: Penalty Kick

Rugby Tournament Format will be decided by Host school in conjunction with Zone executive as determined by the number of schools participating.

**BY-LAWS**  
**OF THE**  
**NORTH CENTRAL JUNIOR HIGH ATHLETIC ASSOCIATION**

**ARTICLE I – NAME**

The name of this organization is **NORTH CENTRAL JUNIOR HIGH ATHLETIC ASSOCIATION**, herein after referred to as NCJHAA, North Central Junior High, or Association.

**ARTICLE II – OBJECTIVES**

**Section 1** – To foster, facilitate, and direct activities of the NCJHAA in such a manner that the Department of Education, Recreation and Parks, Local School Boards and concerned junior high school faculties regard these activities as educational and recreational endeavour, beneficial to junior high school youth and worthy of active encouragement and /or support.

**Section 2** – To maintain good sportsmanship, integrity and good will within and between junior high schools participating in interschool athletics.

**Section 3** – To plan athletic activities in such a way as to cause no great interference with school attendance.

**Section 4** – To promote among students awareness that:

- (a) the primary aim of school is education
- (b) athletics provides significant physical, social, cultural, and emotional values.

**Section 6** – To establish and maintain acceptable standards of:

- (a) coaching standards
- (b) traveling of teams and spectators
- (c) conduct of teams and spectators

**ARTICLE III – MEMBERSHIP**

**Section 1** – Membership in the NCJHAA shall be open to any \*North Central Alberta Junior High School which receives Department of Education School Grants and **which has paid its initial fee and annual fees to the NCJHAA executive prior to September 30<sup>th</sup>** and will

- (a) comply with the Bylaws and Policies of the NCJHAA
- (b) ensure that the eligibility of its players comply with the rules of the NCJHAA

\*North Central Alberta Junior High Schools shall mean rural and urban schools which directly feed into High Schools within the boundaries of the North Central Zone as established by the Alberta Schools Athletic Association (ASAA).

**Section 2** – Applications from schools not receiving the Department of Education School Grant shall be considered by the General Assembly of the NCJHAA.

**Section 3** – Application for membership in the NCJHAA shall be made directly to the Secretary-Treasurer on or before September 30<sup>th</sup> of the current school year and must be signed by the applying school.

**Section 4** – Any member school wishing to withdraw from membership may do so upon a notice in writing to the Executive Committee of the NCJHAA.

**Section 6** – If any member is in arrears of annual fees for any year, such a member shall be automatically suspended and thereafter be entitled to no membership privileges until reinstated.

**Section 6** – Any member school upon a 76% vote of all member schools of the Association in good standing may be expelled from membership for any cause which the Association may deem reasonable.

## **ARTICLE IV – ORGANIZATION**

**Section 1** – The governing body of the NCJHAA shall be a Board of Governors consisting of:

- (a) the Executive Committee
- (b) Two representatives from each member school, providing only that one be an administrator
- (c) One Superintendent representative of the school jurisdictions within the boundaries of the NCJHAA
- (d) Commissioners appointed by the Executive on the basis of at least one per sport in which there is competition

**Section 2** – NCJHAA activities shall be administered through 8 geographic regions. Individual regions shall be responsible for determining school representatives to zone competition. All individual or teams competing for a berth at zone competition must adhere to NCJHAA eligibility.

**NCJHAA Regions shall be as follows**

- 1) **Black Gold Regional Schools**
- 2) **Pembina Hills Region**
- 3) **Saint Alberta Region**
- 4) **Grande Yellowhead Region**
- 5) **Northern Gateway Region**
- 6) **Aspenview Region**
- 7) **Parkland/ Evergreen Region**
- 8) **High Prairie Region**

**Section 3** – NCJHAA classified activities shall be conducted under their respective classifications.

- 1J: schools with grade 7 and 8 students only (onsite grade 6 students are eligible for VB and BB only)
- 2J: 1 – 99 registered grade 7 to 9 students with **less than 40 grade 9's** (onsite grade 6 students are eligible for VB and BB)
- 3J: 100 – 199 registered grade 7 to 9 students **with 41 – 66 grade 9's**
- 4J: 200 or more registered grade 7 to 9 students **with 66 or more grade 9's**

**\*A school may elect to play at a higher classification. This must be done by September 30 of that school year.**

## **ARTICLE V – EXECUTIVE COMMITTEE**

The Executive Committee shall mean the Executive of the Association and shall consist of the following:

**Section 1 – President** – who shall retain office for a one year term.

**Section 2 – Past-President** – shall retain office for one year following the term of office as President or until the position is taken by his/her successor.

**Section 3 – Secretary-Treasurer** – appointed by the Board of Governors and is responsible to it.

**Section 4 – Any two elected members plus three members at large shall constitute a quorum.**

**Section 6** – The Executive Committee shall be elected by the Board of Governors at the Spring Meeting.

## **ARTICLE VI – DUTIES OF THE EXECUTIVE COMMITTEE**

**Section 1 – The Executive Committee shall, subject to the bylaws given it by a majority vote at any properly constituted General Meeting, have full control of the affairs of the Association.** Meetings of the Executive Committee shall be held as often as the business of the Association require and shall be called by the President. Special meetings may be called on the instruction of any two members thereof provided they request the President, in writing, to call such a meeting and state the business to be brought before the meeting.

**Section 2** - The Executive Committee and Board may, by mutual consent and within reason, request the resignation of any member of the Committee at any time prior to the expiry date of that member's term of office. Further, any member of the Committee may resign at any time upon sending written notice to the Secretary-Treasurer. All members shall remain in office until their respective successors are elected.

## **ARTICLE VII – DUTIES OF MEMBERS OF THE EXECUTIVE COMMITTEE**

**Section 1- President** The President shall have the following duties:

2. To preside at the General and Executive meetings of the Association when present and able to act.
3. To represent the Association in contacting Board of Education, the Press and the public.
4. To inquire into any matter pertaining to the Association. The President may ask any representative to attend any meeting.
5. To be an ex-official member of each committee authorized by the NCZJHAA

**Section 2 – Past-President** The Past-President shall have the following duties:

1. Act as a resource person for the newer members of the Executive.
2. Assist with the overall administration of the Association.
3. Prepare a slate of nominations for Executive positions to be presented at the spring meeting.

**Section 3 – Secretary-Treasurer** The Secretary-Treasurer shall have the following duties:

1. To maintain competition records, assume the responsibility for championship records, banners and all other historical documents.
2. Work closely with Commissioners and competition chairpersons helping to arrange Zone competitions and in the production and distribution of technical materials and information for each competition.
3. Work closely with Regional organizations of the Association, advising and assisting in the promotion of their programmes.
4. In cooperation with the Executive, make arrangements for meetings of table officers of the Association, the Commissioners and the Board of Governors.
5. Assist in formulation of policies that will develop an educationally sound interscholastic activities programme.
6. Maintain an accurate record of all income and expenditures of the Association, prepare annual financial statements and arrange for their audit.
7. Act as a recording secretary for all meetings.
8. Maintain immediate correspondence with all schools and other organizations.
9. Perform all functions and duties as may be directed by the Executive from time to time.

## **ARTICLE VIII – ELECTION OF EXECUTIVE OFFICERS**

**Section 1** – Candidates for the offices of President and Secretary-Treasurer shall be nominated from the floor of the Spring General Meeting and shall be voted upon at that meeting.

**Section 2** – Only members of the Board of Governors in attendance shall be entitled to vote.

**Section 3** – The President shall appoint two election clerks who shall receive and count the ballots. The President shall act as judge of the election.

## **ARTICLE IX - VOTING**

**Section 1** – Voting privileges shall consist of one vote for each of the accredited members of the Board as are present in person.

**Section 2** – A quorum will consist of two Executive officers and at least three voting member schools.

**Section 3** – At times other than a General Meeting, an e-mail or fax vote may be taken on matters of general administration. Ballots must be kept until the following General Meeting.

## **ARTICLE X – AUDITING**

**Section 1** – All books and vouchers must be submitted to an auditor appointed by a Committee of two members of the Board, not members of the Executive Committee. The auditor shall prepare an audited financial statement to be presented at the Spring Meeting annually.



**Section 2** – The books and records of the Association may be inspected by any member of the Association at any time giving reasonable notice and arranging a time satisfactory to the Secretary-Treasurer.

## **ARTICLE XI – MEETINGS**

**Section 1** – The Board of Governors shall meet at least two times per year.

**Section 2** – The place of the meeting will coincide with the Senior High Zone Meeting. The meetings shall start at **1:00 p.m.**

**Section 3** – The Order of Business at the General Meeting shall be:

1. Reading of Minutes
2. Business arising out of Minutes
3. Reading of Communications
4. Financial Report
5. Notices of Motion
6. Reports of Committees
7. Unfinished Business
8. New Business
9. Discussion of Topics
10. Election of Officers (Spring Meeting)
11. Other Business
12. Adjournment

**Section 4** – The rules contained in Roberts Rules of Order shall govern the proceedings at General Meetings unless the rules contradict the Constitution (Policy and By-Laws) of this Association or Statutes of Alberta.

## **ARTICLE XII – AMENMENTS TO THE CONSTITUTION**

**Section 1** - Amendments to this Constitution shall be made by a 76% majority vote of the Board in attendance at a duly constituted meeting.

**Section 2** – Notice of Motion to amend the By-Laws must be sent to the Executive Committee of the Board **at least one month in advance of the date of the General Meeting**, when these amendments will considered. The Secretary-Treasurer must advise all member schools at least two weeks before the meeting of any proposed amendment.

**Section 3** – Notice of Motion to amend the By-Laws may be waived where such an amendment is clearly of a housekeeping nature and does not change the intent of the By-Laws.

## **ARTICLE XIII - REGIONS**

**Section 1** – Sports that require Regional play-offs are assigned to the following Regions. Any school not already assigned a Region will be assigned to the closest geographical Region.

- |  |  |
|--|--|
| <ol style="list-style-type: none"> <li>1. Black Gold Region               <ul style="list-style-type: none"> <li>New Sarepta</li> <li>Calmar</li> <li>Thorsby</li> <li>Warburg</li> <li>Riverview</li> <li>Breton</li> <li>Hw Pickup</li> <li>Drayton Christian academy</li> <li>St.Anthony's</li> <li>Kitaskinaw</li> </ul> </li> </ol> | <ol style="list-style-type: none"> <li>2. Pembina Hills Region               <ul style="list-style-type: none"> <li>Jarvie</li> <li>Fawcett</li> <li>Clyde</li> <li>Barrhead</li> <li>St.Mary's</li> <li>Fort Assinibiou</li> <li>RF Staples</li> <li>Neerlandier</li> </ul> </li> </ol> |
|--|--|

3. Saint Alberta Region
  - G.H. Primeau
  - Morinville
  - Legal
  - Ste. Marguerite d'Youville
  - Redwater
4. Grande Yellowhead Region
  - Crescent Valley
  - Mountainview
  - Harry Collinge
  - Gerard Redmond
  - Jasper
  - Grand Trunk
  - Wildwood
  - Holy Redeemer
  - Parkland Comp.
  - Pine Grove
  - Niton
  - Yellowhead Christian Academy
6. Northern Gateway Region
  - Mayerthorpe
  - Percy Baxter
  - Onoway
  - Grassmere
  - Darwell
  - St. Joes
  - Swan Hills
  - Hilltop
  - Alexis
  - Sangudo
  - Onaway Elementary
6. Aspenview Region
  - Edwin Parr
  - Boyle
  - Grassland
  - Rochester
  - Smith
  - Thorhild
  - Roland Mitchner
  - St. Francis of Assisi
7. Parkland/Evergreen Region
  - Entwhistle
  - Living Waters
  - John Paul II
  - St. Mary's
  - St. Thomas Aquanions
  - Our Lady A
  - Parkland Immanuel Christian
  - Tomahawk
8. High Prairie Region

**Appendix A****Hosting a Zone Competition**

Step 1: Submit a bid at the zone meeting:

- Spring = Volleyball
- Fall = Basketball

Step 2: Order medals from zone secretary. Banners will be handed out at the Fall meeting.

Step 3: Contact your local officials association to ensure they are aware that you will be hosting the zone competition.

Step 4: Compose a list of eligible schools using the list provided on the ASAA webpage.

Step 6: Send out a letter to the eligible zone schools outlining the competition including the location, date and draw for the tournament. Include a list of hotels if possible.

Step 6: Rankings are to be completed and sent out to the commissioner for review. Upon approval the rankings out to the schools allowing time to appeal.

*Volleyball* – contact eligible schools about their season – wins/loses

*Basketball* – use exnet and contact eligible schools about their season – wins/loses

Step 7: If necessary organize conference playoffs. Consider ranking and location to determine the most fair and viable options. See zone handbook for greater detail. Send to the commissioner and executive for approval. Upon approval send the conference list out to schools allowing time for appeal.

Step 8: Using the zone handbook, select the draw appropriate for the event you are hosting. The draw selected is determined by the number of teams attending.

Step 9: Send out the draw to the zone executive with rankings and time of games for approval.

Step 10: Send out to the teams and officials.

Step 11: Have an individual designated to handle all issues which may arise. Have someone on hand to present medals and banners.

Step 12: Upon completion of the zone tournament send results to the executive and to the ASAA.

**POLICY**  
**of the**  
**NORTH CENTRAL JUNIOR HIGH ATHLETIC ASSOCIATION**

**SECTION I –SPORTSMANSHIP**

**Good sportsmanship cannot be legislated; it must be a goal towards which the NCJHAA and its members strive.**

1. Discipline
  - A. Competitors, coaches and teams guilty of misconduct shall be dealt with immediately by the Commissioner, tournament chairperson or league executive having direct responsibility for that competition.
  - B. Discipline matters which cannot be dealt with to the satisfaction of all parties directly involved shall be referred to the NCJHAA Discipline Committee. This committee shall consist of at least three executive members.
  - C. The Commissioner, tournament chairperson, or league executive having direct responsibility for a competition shall have the power to suspend a player guilty of misconduct pending action of the NCJHAA Discipline Committee.
  - D. The NCJHAA Discipline Committee in dealing with a discipline matter shall hear representation from the schools, coaches and officials involved. The Discipline Committee shall have the power to suspend a player or coach from participating in further competition.

**SECTION II – GENERAL**

1. PARTICIPATION RIGHTS OF MEMBER SCHOOLS
  - A. All schools having complied with the membership requirements described in the constitution and by-laws shall be eligible to have their students participate in any NCJHAA competition. Membership in the NCJHAA does not, however, preclude membership in any of the leagues established for the purpose of providing regular competition in basketball or volleyball.
  - B. Membership in any of the NCJHAA basketball or volleyball leagues shall be governed by the respective constitution and by-laws governing each league. Decisions dealing specifically with and individual league shall be made only by members of that league.
  - C. Schools having consented to participate at Zone competitions are expected to do so. Teams withdrawing from competition within seventy-two (72) hours of the beginning of that event are required to pay the entry fee as set by the competition host, unless another team is able to fill their spot.
2. COMPETITION MANAGEMENT
  - A. The NCJHAA shall organize championships for the following activities:
    - i. Volleyball
    - ii. Basketball

\*\*\*\* Volleyball and Basketball will have combined Zone Championships as follows:  
1J/2J  
3J/4J
  - B. New activities may be added to the by-laws as follows:
    - i. The activity may be proposed after due notice of motion without the detailed by-laws at a meeting of the Board of Governors.
    - ii. If approved, the activity may be adopted on an interim basis pending development of appropriate by-laws governing the new activity which would be presented for approval at the subsequent meeting of the Board of Governors.
3. SPORTS COMMISSIONERS
  - A. The conditions of appointment of Sports Commissioners shall be as follows:

- i. Appointments to the roster of sports commissioners shall be ratified by the Board of Governors.
  - ii. They shall be appointed from among the persons eligible to serve on the Board of Governors.
  - iii. Commissioners shall serve for a period of a minimum of one year and a maximum of four years.
  - iv. A vacancy occurring during a term of office shall be filled by an interim appointment of the executive. This appointment shall re-ratified by the Board of Governors at their next general meeting.
  - v. Jurisdiction and expenses of Commissioners shall be subject to the approval of the Executive.
- B. Commissioners shall have the following duties and responsibilities:
- i. To have a contact person from each Region who will report to the Commissioner the schools registering to compete in that event. The Commissioner will then communicate this list to the Secretary-Treasurer.
  - ii. To serve as a consultant to the Executive Committee and tournament chairpersons where applicable.
  - iii. To oversee the organization and administration of the NCJHAA competitions and to approve the competition draw and budget as set out by the Tournament host.
  - iv. To present recommendations to the Executive Committee regarding possible amendments to the by-laws as they relate to his/her activity.

### **Section III – Eligibility**

1. All questions regarding eligibility of players except, as herein provided, must be referred to an eligibility committee which shall consist of the President, Past President and Secretary-Treasurer. This committee shall have the authority to interpret all NCJHAA legislation as it pertains to player eligibility not specifically covered by this legislation.
2. A. The competitor must be a bona fide student of a member school. A student becomes a bona fide student of a school on the first of classes beginning the term or semester in the school he/she is registered. In case of transfer from one school to another, the student shall become a bona fide student in the new school upon the date of his/her first attendance at classes following the acceptance of his/her transfer-in Principal.
 

B. The competitor must be under the age of sixteen (16) years on September 1st of the school year.

C. It must be the opinion of the Principal of the school that it is in the best interest of the competitor and of the school board as a whole for him or her to participate.

D. Any student who is or has been registered, and in attendance at a senior high institution shall not be eligible for junior high school competition.
3. In '1J' classified schools, grade six students may be registered for participation in basketball and volleyball. These schools may appeal to the Executive Committee (through the Secretary-Treasurer) for grade 6 students to play in basketball and volleyball.
4. The Principal of each school shall be responsible for the eligibility of the school's competitors for any competition.
5. In the event of an ineligible player participating, the team for which he/she has competed shall forfeit all matches in which he/she has participated while he/she was ineligible. Any team using ineligible participants after being notified of same by the NCJHAA disqualifies its team from the right of participation in any competition sponsored by the NCJHAA.

### **SECTION IV – FINANCES**

1. Membership fees shall be paid annually to the Secretary-Treasurer of the JHAA no later than **October 16<sup>th</sup>** of each school year. Annual fees for the school year shall be
  1. A one-time **initial school registration fee \$60.00**. This money will be used to purchase the initial set of medals for the Zone competitions. Any school joining the Association after the start-up year will be assessed this initial fee as well. A school that has paid the fee and later drops out of the Association will not be assessed this fee if they wish to be re-instated.
  2. **Yearly registration fee \$36.00**
2. Assessment in addition to the annual membership fees may be made upon ratification by the Board of Governors.

3. The administrators of all competitions (commissioners, tournament chairpersons or league executive) shall have the power to levy **an entry fee to all participants in the competition**. This fee shall cover the costs of medals, banners and officials for the competition.
4. A complete financial statement for all Zone competitions must be submitted to the NVJHAA Secretary-Treasurer by the appropriate commissioner, tournament chairperson or league executive within 30 days of the completion of the competition.

## **SECTION V – AWARDS**

1. Banners shall be presented to the 1J, 2J, 3J and 4J Zone winners in Boys and Girls Volleyball and Boys and Girls Basketball.
2. Medals (gold, silver, and bronze where applicable) will be available to be presented to the 1<sup>st</sup>, 2<sup>nd</sup>, and 3rd place finishers in Volleyball and Basketball.

## **SECTION VI – COMPETITION DATES**

1. It is the intent of the NCJHAA to establish dates for all Zone competitions for the next year at the April meeting.

## **SECTION VII – VOLLEYBALL**

1. Each Region must designate a Volleyball Contact Person **by the September meeting** of that year.
2. Each school must declare, **through the Zone Secretary-Treasurer**, which categories (1J, 2J, 3J, 4J) they will fill for Zone competition by **October 16<sup>th</sup>**.
3. Regional representatives in each category must be decided no later than one week prior to Zones.
4. Volleyball Zones will be held on the same weekend as Sr. High Zone Volleyball.
5. The playing rules governing volleyball shall be the rules adopted by Volleyball Canada with modifications to be determined by the September Meeting.
6. The officials for all Zone competitions shall be registered AVOA officials.
7. The Host team shall automatically be entered in the Zone competition. The host school shall be declared at the April Meeting of the previous year.
8. Each Zone competition shall have a maximum of 10 teams. The number of teams and the draw shall be finalized by the Executive Committee after the October 16 declaration date. Each Region may have one team in each category. Wildcard teams will be selected from the Region with the most entries with the intent to create even numbers in each Pool if possible.
  - A. All round-robin matches will be 2 games. Both games will be to 26 points, with a difference of 2 points, no cap. All play-off matches will be best of three. First two games will be to 26 points, with a difference of 2 points, no cap. Third game will be to 16 points, with a difference of 2 points, no cap.
  - B.
 

10 teams	2 pools of 6	3 teams from each pool advance to playoffs. (see below)
9 teams	2 pools: 4, 6	3 teams from each pool advance to playoffs. “
8 teams	2 pools of 4	3 teams from each pool advance to playoffs. “
7 teams	2 pools: 3, 4	3 teams from each pool advance to playoffs. “
6 teams	2 pools of 3	3 teams from each pool advance to playoffs. “
  - C. Tie-breaker Procedure: If teams are tied in a section, the Volleyball Canada tie break procedure is used as outlined below. This system is used to rank teams in a section, but is not used to eliminate a team. If teams are tied for the last playoff spot, the lowest ranked team will play one game to 26 points (no cap – win by two) against the next lowest ranked team. If the winner of this game is still tied with another team for the last playoff berth, these two teams will play one game to 26 points (win by two – no cap) and so on, until the winning team is no longer tied for the last berth. If two or more teams are tied at the end of the preliminary round, the following criteria will be applied, in order:
    - a) The team having the best ratio of won/lost matches considering only matches played between the tied team, will be ranked higher;
    - b) The team having the best ratio of won/lost games, considering only matches played between the tied teams, will be ranked higher;
    - c) The team having the best ratio of won/lost games, considering all matches of the round, will be ranked higher;
    - d) The team having the best ratio of points for/against, considering only games played between the tied teams, will be ranked higher;

- e) The team having the best ratio of points for/against, considering all games played during the round, will be ranked higher;
- f) Any game needed to break ties will be single game, rally point scoring to 26 points with a two point difference to determine placing.

Matches or games between tied teams [steps a), b) and d) above] means that only matches or games involving tied teams should be included in the calculation. Steps c) and e) use all matches or games in the round robin to determine rankings of the tied teams. Ratios are calculated using won/lost ratio, not lost games/games won.

D. Net Heights: Girls 2.14 m Boys 2.24 m

## **SECTION VIII – BASKETBALL**

1. Each Region must designate a Basketball Contact Person **by December 1.**
2. Each school must declare, **through the Zone Secretary-Treasurer**, which categories (1J, 2J, 3J,4J) they will fill for Zone competition **by February 1.**
3. Regional representatives in each category must be decided no later than one week prior to Zones.
4. Zone Competitions will be held on the same weekend as Sr. Zone Basketball .
5. The playing rules governing basketball shall be the rules adopted by FIBA with the following modification:
  1. Four 8 minute quarters, with 1 minute between quarters. Stop time.
  2. 7 minute half time.
  3. Shot clocks will not be used. If the referee perceives a team is stalling, he/she shall give a 10-second warning.
  4. Size 6 ball (girls), size 7 ball (boys)
  5. NCAA uniform numbers will be allowed.
  6. T-shirts of the same colour as the uniform may be worn under the uniform.
6. The officials for all Zone competitions shall be registered ABOA officials.
7. The Host team shall automatically be entered in the Zone competition. The host school shall be declared at the September meeting of the school year.
8. Each Zone competition shall have a maximum of 8 teams (unless 8 Regions have a representative) and the host school shall be the 9<sup>th</sup> team. The number of teams and the draw shall be finalized by the Executive Committee after the February 1<sup>st</sup> declaration date. The Executive Committee determine fills to 8 or 10 teams, with the Region(s) having the most registrants being granted two or more entries. If a Region rep withdraws from the competition after February 1<sup>st</sup>, the second place team from that Region will have the opportunity to fill.