

CTAA



***CATHOLIC TEACHERS'
ATHLETIC ASSOCIATION***

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The Catholic Teachers' Athletic Association – CTAA

The Catholic Teachers' Athletic Association is a volunteer organization supported by the LDCSB, but run independently of the Board. The CTAA runs interschool leagues for boys and girls volleyball and basketball in addition to the co-ed soccer tournament. The CTAA Coaches Handbook is available online at www.ctaasports.ca . Any questions regarding interschool athletics should be directed to the CTAA Co-Chairs (Paul Murphy and Anthony Turudic).

ARTICLE 1. Philosophy, Objectives, Code of Ethics

1.1. To provide an opportunity of healthy interschool competition to complement the intramural and sports program provided by the Department of Physical Education and Recreation of the LDCSB.

1.2. To aid in developing a sense of responsibility, belonging, and respect for oneself, one's team, and one's school.

1.3. To furnish an atmosphere where a student and coach can develop an understanding and appreciation for fair play and sportsmanship.

1.4. To provide a school team experience for those who otherwise would not have that team experience.

1.5. To arrange an opportunity for those students who welcome a competitive team atmosphere.

This philosophical base proceeds from the assumption that we are dealing with students and as such, no athletic program will make demands which interfere with the academic responsibilities and success of students.

CODE FOR ATHLETES

1. The game is played for enjoyment.
2. Be generous in winning.
3. Be graceful in losing.
4. Be fair at all times, no matter the cost.
5. Work for the good of the team.
6. Accept gracefully the decision of the officials.
7. Believe in the honesty of your opponents.
8. Conduct yourself, at all times, with honour and dignity.
9. Be obedient to the rules.
10. Recognize and applaud the efforts of your teammates and opponents.

CODE FOR COACHES

1. The rules of the game are to be regarded as mutual agreements, the spirit or the letter of which no one should try to evade or break.
2. Visiting teams and spectators are honoured guests and should be treated as such.
3. Officials and opponents are to be regarded and treated as honest in intention.
4. Decisions of the officials, no matter how unfair they may seem, are to be accepted without outward appearance of vexation.
5. To win is always desirable, but to win at any cost defeats the purpose of the game.
6. Losing can be a triumph when the best effort has been given.
7. The game should be won or lost. A "no protest" policy will be enforced.

ARTICLE 2. Membership

- 2.1. Membership of the CTAA shall be all elementary schools operated by the London District Catholic School Board, and other elementary schools located in the geographic area which apply and are admitted into the CTAA.
- 2.2. The CTAA is comprised of 6 divisions separated geographically across London, Middlesex, Elgin, and Oxford counties. These divisions are outlined below.
- 2.3. New Membership requests made by non-LDCSB schools shall be considered and decided upon by the CTAA Council.
- 2.4. Current Non-LDCSB CTAA Schools (as of 2015) include:
- | | | |
|--------------------|------------------------------|-----------------------|
| -Matthews Hall | -London Christian Academy | -Montessori |
| -Monsignor Bruyere | -London Christian Elementary | -London Islam School |
| -Woodstock Trinity | -Woodstock Christian | -Woodstock Notre Dame |
- 2.5. A non-LDCSB school admitted to the CTAA assumes the obligation to abide by all regulations held in this document.
- 2.6. All schools shall declare their intention to participate in Volleyball, Basketball, and Soccer by the Registration Date.

Current Divisions for Volleyball and Basketball (as of 2015)

OXFORD

1. St. Michael (Woodstock)
2. St. Patrick (Woodstock)
3. Woodstock Christian
4. Notre Dame (Woodstock)
5. Monsignor O'Neil (Tillsonburg)
6. St. Jude (Ingersoll)
7. Woodstock Trinity
8. Holy Family F.I.

EAST

1. St. Pius X
2. St. Robert
3. Holy Family
4. St. Bernadette
5. St. David (Dorchester)
6. St. John F.I.
7. London Christian Elementary
8. St. Mary Choir
9. Holy Cross

WEST

1. Jean Vanier
2. St. Nicholas
3. Our Lady of Lourdes
4. St. Theresa
5. St. George
6. St. Jude
7. St. Mary (West Lorne)
8. St. Charles (Glencoe)

NORTHWEST

1. Notre Dame
2. St. Paul
3. St. Marguerite D'Youville
4. SVDP (Strathroy)
5. Our Lady Immaculate (Strathroy)
6. St. Thomas More
7. London Christian Academy
8. Matthews Hall
9. London Islam

NORTHEAST

1. St. Anne (London)
2. St. Mark
3. St. Kateri
4. St. Catherine of Siena
5. St. Patrick (Lucan)
6. St. Michael
7. Blessed Sacrament
8. Monsignor Bruyere
9. Montessori

SOUTH

1. St. Anne (St. Thomas)
2. Monsignor Morrison
3. Assumption (Aylmer)
4. Sir Arthur Carty
5. St. Anthony F.I.
6. St. Martin
7. St. Sebastian
8. St. Francis
9. Holy Rosary

ARTICLE 3. Governance

3.1. Positions and Responsibilities

CTAA COUNCIL

<u>TITLE</u>	<u>ROLE</u>
Council	<ul style="list-style-type: none">-Oversee all matters pertaining to the management of the CTAA.-Appoint Sport-specific directors.-Oversee the operation of all CTAA events regarding their adherence to the guidelines in this manual.-Attend to all matters pertaining to the interpretation of rules and regulations.-Make decisions regarding any protests or suggested rule changes.-The CTAA Council will be made up of 4 members who will also hold the additional roles of Treasurer, Secretary, and Scheduler within the CTAA Council.
Treasurer	<ul style="list-style-type: none">-collects registration fees from non-board schools-orders banners, medals, etc-books facilities
Secretary	<ul style="list-style-type: none">-updates CTAA news-notifies of registration Meetings-communicates all CTAA matters, results, decisions, and notifications
Scheduler	<ul style="list-style-type: none">-generates divisional schedules for BBall/VBall-creates pools for soccer tournaments-creates playoff draws for all sports
Webmaster	<ul style="list-style-type: none">-inputs schedules-posts CTAA notifications from secretary-grant coaches log-ins for website-input sport-specific team registrations
Volleyball Directors	<ul style="list-style-type: none">-2 teachers who will help run Volleyball coaches meeting.-deal with any non-serious volleyball issues/questions about rules etc.
Basketball Directors	<ul style="list-style-type: none">-2 teachers who will help run Basketball coaches meeting.-deal with any non-serious basketball issues/questions about rules etc.
Soccer Directors	<ul style="list-style-type: none">-4 teachers who will run Soccer tournament.-send out tournament info, rules, etc.

3.2. Registration Meetings and Finances

-It is the responsibility of the school entering the league to send a representative to the registration meeting. Email or Phone Call registrations are not permitted. New and important information is always revealed and discussed at these meetings. It is imperative that a representative from each school is present to relay the information to all coaches.

-Coaches that cannot attend the Registration Meeting for valid reasons are responsible for obtaining the information provided at the meeting and cannot question or play ignorant to any rules or regulations that may have been discussed at the meeting.

-Once the schedules are generated, **late registrations will not be accepted.** Schedules are generated approximately 1-2 days after the Registration Meeting.

-The entry fee **per team** is \$40 for Volleyball and Basketball. There is a fee of \$100 for the Coed soccer tournament. (Cheques are made payable to LDCSB).

-Fees collected by the CTAA are used to pay for Awards, Equipment upgrades, and Officials. Carded officials are provided by the CTAA for the Semi-Finals and Finals of both the Volleyball and Basketball playoffs, as well as the entire Co-ed Soccer Tournament.

-Individual schools are responsible for arranging for their own officials during the regular season and early playoff rounds. Expenses incurred for this is also the responsibility of the school.

3.3. Amendments

-Any rule or regulation that any CTAA member wants to change or adjust can be brought to the attention of the CTAA Council during any of the Registration Meetings or emailed to a member at any time.

-Any rule additions or amendments to this document or for any particular sport will be discussed and voted upon by the CTAA Council and reported on (via email) to all CTAA coaches. The CTAA Council may consult sport specific coaches when determining new rule changes.

-Rule changes for specific sports will not commence during the middle of a season (except under extreme circumstances). New rules decided upon will commence the following season.

ARTICLE 4. Supervision, Coaching Eligibility, and Coaching Responsibilities

4.1 Supervision

- Athletes must be supervised at all times. This includes during practices and games (home and away)
- Coaches must not leave players unattended after practices and games. All coaches must remain at school until all players have safely left the school premises (this includes both home and away games).
- Please inform the CTAA if any players have been left unsupervised at your school for league games or tournaments. The principal of the school will then be notified.
- A school/coach is responsible for the supervision and behaviour of its own spectators.

4.2. Coaching Eligibility

- It is desirable that those selected to coach teams for CTAA competition be LDCSB employees (or employees of the school in non-LDCSB facilities).
- In the event where a school employee is not available, volunteers may be assigned at the discretion of the Principal of the school.
- Volunteer coaches assume all obligations and responsibilities outlined in this document.
- Teams coached by a volunteer (not a teacher employed by the LDCSB) must according to OPHEA Interschool Guidelines have a teacher-coach liaison appointed by the Principal who is to be present in the building at a location known to the volunteer during all practices.

-It is strongly recommended that the teacher liaison be on the bench during all games (home and away).

-Students under the age of 18 cannot be the “head coach” of any CTAA team.

4.3. Coaches Responsibilities

-Check the CTAA website for schedules and to report scores.

-Be aware of and promote the CTAA philosophy, objectives, and code of ethics.

-Distribute, collect, file, and maintain Medical Information/Permission to Participate/Acknowledgement of Risk Form for each student trying out for your team. (These forms can be found on the CTAA Website www.ctaasports.ca)

-Be aware of and implement the Board’s transportation policy, risk management policy, the school’s academic policy, code of conduct, emergency action plan.

-Ensure that a First Aid Kit is fully stocked and accessible.

-Winning coaches must report scores to the CTAA website.

-Ensure that spectators are being respectful and do not present a safety concern.

-Communicate with parents the schedules and policies of the CTAA (included transportation expectations and pick-up times)

-Inspect equipment and facilities to ensure they are regulation and safe for use – report those that are not safe to the school principal and CTAA (if necessary).

-Determine that all equipment, whether school provided or personal, meets safety regulations.

-Implement OPHEA Safety Guidelines related to the wearing of jewelry.

-Teach and inform students the rules of the sport.

-Teach and inform students all appropriate safety measures for practice and play.

-Attend Registration and Coaches Meetings!

ARTICLE 5. Student Eligibility and Junior Leagues

5.1. Student Eligibility

-CTAA activities are primarily intended for intermediate-aged students (Grade 7-8). Coaches may allow younger junior-aged students to participate in CTAA competition if intermediate numbers are low.

-Under no circumstances should a student in grade 9 or older be playing CTAA sports.

-To be eligible, athletes must be a full-time student at a CTAA member school.

-Students who are suspended from or absent from school cannot participate in CTAA games on the same day(s) they are away. For example, if a student is home sick all day Tuesday, they cannot show up and play in a CTAA game after school that same Tuesday.

-CTAA Volleyball and Basketball does not permit co-ed teams to participate in league play. The CTAA provides both male and female leagues for Volleyball and Basketball.

5.2. Junior Leagues

-The CTAA has no affiliation with any **Junior Leagues** that may be run throughout the year.

ARTICLE 6. CTAA Rules and Regulations

6.1. Reporting Scores

-It is the responsibility of the coach of the winning team to enter their result in to the CTAA website within 24 hours of the completion of a regular season game. Playoff games require the score to be entered on the website within 12 hours of the games completion.

6.2. Schedules

-both regular season and playoff schedules will be posted to the CTAA website. It is the responsibility of the coach to check the website regularly.

-if a game needs to be rescheduled, coaches must contact each other and mutually agree to an alternate date. Once a new date has been agreed upon, they must contact the webmaster to make the appropriate adjustment to the schedule.

6.3. Referee's

-Referee's must be trained/qualified personnel. No elementary school student should referee a CTAA game under any circumstance. It is strongly recommended that **referee's be adults** or at the very least in grade 11, if possible.

-A coach cannot be the referee and coach at the same time. **Exception:** *should a situation arise where a competent referee is not available, a coach may referee as long as it is agreed upon by the opposing coach. If an opposing coach agrees to this, he/she may not later protest the result of the game.*

-Carded officials are used for all semi-finals and finals and booked by the CTAA. A coach may try booking a carded official for any of their regular season and/or first and second round playoff games (at their own expense) but this is not a requirement.

-First and Second Round Basketball Playoff Games require two (2) officials – one provided by each team. **Exception:** If carded officials have been agreed upon by both coaches.

6.4. Rule Infractions

Definition: For the purposes of this document, a "Rule Infraction" is when a Team, Coach, Player, Parent, or Spectator violates any of the Objectives, Philosophy, Code of Ethics, and/or General Rules of the CTAA. (Referee's will handle all other rules that are broken).

-If a Rule Infraction occurs the following steps should/will be taken to resolve the problem:

1. Attempt to resolve the situation immediately by speaking to the opposing coach about the infraction – stop the game if necessary to address the issue.
2. Contact both the Principal of your school and Principal of the opposing school to notify them of the issue/rule infraction (cc The CTAA on any correspondence – the CTAA may issue a warning and/or remind the opposing school of the rule).
3. Upon receiving a second complaint about a particular team, coach, school, etc. The CTAA will talk (by phone or in person) to the coach/principal involved to resolve the issue and if necessary issue a final warning.
4. If a third complaint is made (and verified) The CTAA Council will discuss the

situation and will likely suspend the team from playoff competition. The CTAA Council will also discuss and decide if the team involved be suspended from league play and/or playoff play the following year/season.

6.5. Protests

- The outcome of a regular season game cannot be protested. Follow the protocol in Article 6.4 Rule Infractions if there is an issue with your game.
- If you are concerned about the safety of the facilities, age of a referee, type of ball being used, etc. make your concerns known to all coaches and officials involved and try to rectify the problem before the game begins. If you have serious concerns still, then don't play the game and notify The CTAA of the problem. Once the game is played, there is no protesting afterwards if the reasons for the protest were preventable before the game began.
- If during a playoff game (and only a playoff game in the 1st or 2nd round as the CTAA Council will be present during all semi-finals and finals) something occurs during the course of the game that would warrant a protest the protesting coach must make their concerns and intentions known during the game to the opposing coach and officials and must make every effort to rectify the problem during the game. If at the conclusion of the game, a coach still wants to protest the result. They must notify the CTAA Council within 2 hours of the conclusion of the game. The CTAA Council will then gather information from all parties involved and make a decision within 36 hours as to whether or not a game will be replayed or a result will be overturned. *Note* a "bad call" from a referee is part of sports and is not a valid reason for a protest.

6.6. Playoffs

- All teams make the playoffs
 - Volleyball and Basketball Playoffs are divided into 3 divisions (A, B, and C) which are determined by regular season standings.
 - determination of division will depend upon the total number of teams entered in the league for a particular season, however, the best 16 teams will play in "A", the next 16 will play in "B" and the remaining teams will play in "C" division.
 - under the current regular season divisional structure, a typical playoff would have the top 2 teams from each division and the 3rd place team from 4 of the 6 divisions play in "A" – the 3rd place teams will be taken from the divisions that contain the most teams.
 - home teams for playoff games for the first round are almost always decided upon regular season record.
 - Ties in the regular season standings are broken first by head-to-head results, and then by coin toss.
 - all schools must assume that they may be required to travel for a playoff game and be prepared for this.
 - If a team would like to request a change in a 1st or 2nd round playoff date, this must be agreed upon by the opposing coach and the CTAA scheduler must be notified. Moving a scheduled playoff game because your star player is sick is not an acceptable reason for a change in date.
- The dates and times of the Semi-Finals and Finals cannot be changed.

6.7. Gym Suitability for Playoffs

Certain school gyms are not suitable for playoff games for a variety of reasons. These gyms have been determined by the CTAA. In order to be fair to both teams, no playoff games will be played in unsuitable gyms. Schools with unsuitable gyms will be notified. In the event that a school with an unsuitable gym has earned a home playoff game, they are responsible for finding an alternate site, or shall play the game at their opponent's gym.

-If a school listed below receives gym upgrades, please notify the CTAA and we will re-evaluate the gym for suitability for playoff games.

Schools that cannot host playoff games

<u>School</u>	<u>Sport(s) that school cannot host</u>
St. Robert	Volleyball
St. David (Dorchester)	Volleyball, Basketball
St. Patrick (Lucan)	Volleyball, Basketball
St. John	Volleyball, Basketball
St. Charles (Glencoe)	Volleyball
Assumption (Aylmer)	Volleyball, Basketball
St. Mary (West Lorne)	Volleyball, Basketball
Our Lady Immaculate (Strathroy)	Volleyball
Montessori – no gym	Volleyball, Basketball
Sacred Heart (Parkhill)	Volleyball, Basketball

6.8. Withdrawing from a League

-In the event that a team drops out of a CTAA League after registering, and a schedule has already been determined, said teams eligibility for future league play is in jeopardy. The CTAA Executive Board will decide future eligibility.

-Teams who will be unable to field a roster for the semi-final and final dates will be unable to participate in the first or second round of the playoffs. These schools must notify the CTAA immediately so playoff schedules can be adjusted.