



WELCOME BACK

FROM THE
ALBERTA SCHOOLS' ATHLETIC
ASSOCIATION

INFO PACKAGE

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BACK-TO-SCHOOL, BACK-TO-SPORT!

The 2024-25 school year has begun and the ASAA is here to support you in a safe return to high school athletics. This information package has important updates you'll need to review to ensure a smooth transition back to school sport.

FROM THE EXECUTIVE DIRECTOR

Preparing for my retirement

At Christmas 2024, following more than 31 years as Executive Director of the ASAA, I will be retiring. There are so many things I will miss about working with the dedicated Executive Committee, Athletic Directors, coaches, school administrators, Zone Managers, Commissioners, staff and others to serve the student athletes of our province. Your dedication and passion has sustained me over the years. I am truly grateful for being permitted to steward this association through both challenging and exciting times and I know the current Assistant Executive Director Brad Van Raalte is looking forward to continuing this important task when I leave and I wish him the best of success.

It is important to the ASAA Executive, staff and me personally that we focus on continuity and a smooth transition within our office and that the impact of my departure on the membership be as minimal as possible. To facilitate the transition, unless you are a new AD, you would be aware that Brad will take over as Executive Director when I leave. There will be some changes in levels of responsibility of ASAA staff, and we have hired a Director of Operations, Dave Saengsathit who started in mid-August.

As I will be training/mentoring Brad and passing off responsibilities to him in a staged fashion between now and Christmas, he will likewise be doing the same with Dave.

To avoid a “hard” transition of responsibilities after I leave, we have provided our membership and stakeholders, in this welcome document, with lists of who to go to for what. While my current responsibilities will be allocated to Brad and his to David, I will still be involved in managing many things - with Brad primarily taking the lead, and me being involved and advising as required. Ultimately, the buck will still stop on my desk until I depart. Aside from my usual day to day, with Brad handling many of the critical and controversial issues that usually hit my desk, I will be freed up to spend time preparing all of the required transition documents and processes in detailed fashion for Brad and the staff. Preparing our staff and Executive for a smooth transition and a successful end to the 2024/25 school year, and preparing for 2025/26 will be my number one priority. Please continue to feel you can contact me directly at any time; I do encourage you to review the “who to contact” section and start to engage with staff as required. My email address is john@asaa.ca



JOHN PATON

EXECUTIVE DIRECTOR
ASAA

Readying for 2024/25

To ensure that the environment in which school sport is coordinated is safe, respectful, ethical, inclusive, well organized and most of all fun, involves a great many people to coordinate. I am grateful for the many who make school sport happen – the ASAA Executive Committee and Board, our Sport Commissioners, the ASAA staff, the many coaches and other volunteers who navigate the many complex issues we face in our world. Let's not forget those in officiating and facility management, including custodians - folks who are not often thanked and don't forget the parents of your student athletes - your greatest advocates. Take the time to recognize everyone who allows your school athletic program to happen. Buy them the occasional coffee or give them a gift card or a T-shirt. Budgeting for doing regular "thank yous" annually will pay dividends.

At the same time, I commend the students who choose to participate in school athletics. We know many of them will go on to be leaders in their communities in the years after they graduate high school. In Alberta, all high school sport coaches are volunteers, and while most are teachers, there is a growing number of non-teachers who are also volunteering to coach or help out school sport teams in one way or another. I encourage school administrators and Athletic Directors to recognize the important role these volunteer coaches and others play, and reward them accordingly and appropriately, e.g. prep time, team swag, thank you dinner, honorarium, etc.

As we move into the 2024/25 school year, we have some exciting things happening: Our Sport Registration System (SRS) which we

rolled out last year ... yes, with some bugs, is greatly improved now and we continue to work with the developers on things to enhance it even more. The SRS will be supplemented by the rollout of a new website and new championship host sites. We will be working to expand our live stream offerings for both provincials and for Games of the Week which started in 2023/24.

We will put a mechanism in place to move all of our events to cashless ticketing, and committees will be structured to manage the logistical side of moving from 4 classifications to 5 classifications in 2025/26. Our first trial of a regional model for 4A Basketball and a final four format will be an exciting time.

We will continue to promote Unified Sports, to have an annual New AD conference, a Women in Sport Conference and a Student Leadership Conference (!MPACT). We will work with provincial sport organizations, Officials associations and other stakeholders to ensure that school sport is well supported, well administered and well officiated at the same time as we maintain a focus on Safe Sport. This fall we will start a new Strategic Planning process, with a plan to have it completed not too long after the Annual Planning meeting in December.

I thank those who have been supportive of both me and the ASAA over many years; you have helped make my career as an educator and passionate advocate of school sport very fulfilling; I will miss it all very much and wish you all great success in changing the lives of student athletes through school sport.

John Paton, Executive Director

WHO TO CONTACT

BRAD VAN RAALTE **ASSISTANT EXECUTIVE DIRECTOR**

brad@asaa.ca

- Governance (Bylaws and Policy Sections 1-7)
- Sportsmanship
- Provincial Sport Organizations
- CIAAA and professional development
- New AD Conference
- Coach Education
- Liability
- Government communications
- Advocacy
- Financial matters
- Partnerships/Sponsors
- Awards



DAVE SAENGSATHIT **DIRECTOR OF OPERATIONS**

dave@asaa.ca

- Operations (Policy Sections 8-20)
- Provincial Championships
 - Cross Country
 - Football
 - Curling
 - Basketball
 - Team Handball
 - Track & Field
- Live Streaming – Hudl
- Game of the Week
- Partnership executions
- Apparel
- Officials liaison
- Demonstrations



BILLIE REID **ADMINISTRATIVE ASSISTANT**

info@asaa.ca

- School, student, and team registrations
- Transfers
- Appeals
- Tournament/event sanctions
- Executive and Board meetings
- Orders
- General membership assistance



SHELBEA MACLENNAN **ASSISTANT DIRECTOR**

shelbea@asaa.ca

- Provincial Championships
 - Golf
 - Volleyball
 - Wrestling
 - Badminton
 - Rugby
- Impact Workshop
- Women in Sport Workshop



BRI MCCAFFREY **UNIFIED SPORTS**

PROGRAM COORDINATOR

unified@asaa.ca

- Unified
- Para
- Special Olympics



TECHNOLOGY & MULTIMEDIA **SPECIALIST - MEGHAN**

meghan@asaa.ca

- Website
- Championship Programs
- Publications
- Social media
- Archives and files
- Provincial Championships registrations



CLASSIFICATIONS

Your school's classification will be based on your September 30 enrolment which must be submitted online by October 10 to avoid a late registration penalty.

Please note that schools must now apply to opt a team up into a higher classification; the only exception for this is 5A football. The application form can be found under the resources tab of the SRS.

Golf will use the projection numbers, but if your September 30 enrolment is expected to move you up or down a classification (2A, 3A, etc.) you must communicate with the ASAA office by September 15.

NOTE: WHILE CERTAIN SCHOOLS/SPORTS CAN USE GRADE 9S, PLEASE DO NOT INCLUDE GRADE 9 STUDENTS WHEN CALCULATING ENROLMENT NUMBER FOR APRIL 30 PROJECTIONS OR SEPTEMBER 30 ACTUALS



REGISTERING ATHLETES, COACHES & TEAMS

All student-athletes, coaches and teams should be registered in SRS, including JV. The higher the number of students registered, the more accurate our numbers are when reporting. Those numbers are also quoted when we seek out grants and sponsorships.

FOR ACTIVITIES LIKE CROSS COUNTRY AND TRACK & FIELD, ENSURE THAT ALL POSSIBLE ATHLETES ARE IN SRS (IF IN DOUBT, REGISTER THE ATHLETE; IT MINIMIZES THE CHANCES OF INCURRING LATE FEES AS WELL!)



IMPORTANT - LATE REGISTRATIONS AND OTHER PENALTIES

This year, with SRS functioning as it should, schools will start being automatically charged late registration fees. You are strongly encouraged to stay current with deadlines for all sports and diarize the deadlines somewhere where you will not forget them.

By the team registration deadlines, you must register the minimum number of students required (e.g. cross country = 1, basketball = 5, etc.). You can then add additional students up to a second deadline. The deadlines, minimum numbers and “add students” deadlines are at the bottom right of the Wall Calendar.

SUGGESTION: In late August, in your email system, take the time to schedule emails to yourself as reminders of deadline dates, several days before each deadline.



HERE ARE THE PENALTIES

Late Registration Fees: Deadlines are noted in the **RED BOXES** on the ASAA Wall Calendar.

\$500:

- Late School registration, late team registration
- (max fee for any deadline date where there may be multiple team registrations due is \$500)

\$150:

- Addition of students to your roster after the “add students” deadline

\$50:

- Coaches registered after team registration deadline
- **Note:** ALL coaches must have the *Making Headway in Sport* course at coach.ca before they can be registered in SRS. If you wait until the deadline to register your coaches and realize a coach does not have *Making Headway in Sport* and cannot get it done before midnight, you will be charged \$50 for each coach.
- **SUGGESTION:** As soon as you know who your coaches are each season, make sure they go to www.coach.ca, go to the locker (top right on the website) and get an NCCP number if they do not have one. It is free to register. If they do have an NCCP number, have them make sure they have completed the *Making Headway in Sport* course (any version of the course at coach.ca is fine)

Other penalties:

\$1,000:

- schools reporting incorrect/false numbers when registering in SRS
- Additional penalties also apply.
- **Note:** ALL grade 10 - 12 students in your building must be included in your count (Only exceptions: 4th year students, age 19 before Sept 1, less than 10 credits per semester)

PENALTIES CONTINUED

Provincials:

\$750:

- Team checks the box “intend to attend provincials” in SRS and decides not to go.
- Penalty paid to team that replaces them, and another \$250 to the host. If no replacement can be found, the penalty is \$750 payable to the host by the school that withdrew

\$50:

- A “No-show” fee of \$50 per student
- will be levied on schools in individual sports for each student who fails to show on any of the provincial championship days they are registered for.
- There may be other penalties, depending on the sport

Appeals of late or no-show fees

- Late fees can be appealed to the ASAA office if circumstances beyond the control of the school or student have resulted in the penalty. There is no guarantee of success of an appeal, but legitimate and quantifiable circumstances may result in discretion being shown by staff and as required, the Executive Committee.
- There are three possible outcomes: 1. Penalty stands, 2. Penalty is reduced, 3. Penalty is forgiven.

There may be other sport specific penalties as noted in the policy handbook.



BILLING

Your school membership fees will be billed as per your projections for the 2024/25 school year. If you have not submitted your projections yet, please do so ASAP. This fall, we are not imposing late fees for schools that did not submit their projected numbers.

SANCTIONING

All schools close to the BC or Saskatchewan border can travel across the border without requiring sanctioning. If you are hosting a tournament and inviting BC and Saskatchewan teams, please check out the policy before initiating the sanctioning process. Contact the office if any questions.

THANK YOU TO OUR SPONSORS!



Partners



Official Suppliers



ASAA VISION

Empowering positive youth development through school sport.

ASAA MISSION

To advocate involvement in school sport as an integral part of education and to provide governance of interscholastic athletics.

ASAA VALUES

A. Respect

Consideration for self and others through demonstrating sportsmanship and collaboration.

B. Integrity

Conduct activities in a manner that is ethical, adheres to the spirit of fair-play, while pursuing excellence and entails accountability for one's actions.

C. Participation

Foster a sense of inclusion, belonging, and community for all.

D. Diversity

Cultivate and balance a respect for wide variations in ability and backgrounds, and celebrate inherent differences.

E. Growth

Provide opportunities for continual personal, psychological, and character development while encouraging individuals to assume roles of guidance and influence.

ASAA STRATEGIC PLAN (GOALS) 2021-2025

A. Foster a shared understanding that the primary role of school sport is to enhance learning and personal development.

B. Enhance the educational experience through participation in quality school sport programming and to celebrate the resulting successes.

C. Develop and maintain positive, collaborative relationships with educational and sport partner organizations.

D. Offer exceptional provincial championship experiences consistently across all sports and hosts.

E. Integrate sportsmanship, character development, and personal growth as guiding principles for school sport programs.

F. Build equitable competitive opportunities that are fair and prioritize the education of students.

G. Reduce the barriers of participation and continually build an inclusive school sport environment for all.

H. Support the development of qualified, competent coaches working with Alberta student-athletes.

I. Collaborate and liaise with Zones in delivering quality school sport and to understand and meet the needs of the school sport community.

J. Be a leader of school sport in Canada

CODE OF ETHICS & DISCIPLINE/MISCONDUCT

Code of Ethics info

Adults who work with students in interscholastic activities should present a positive role model for them to emulate. Students who represent a school must be creditable school citizens. The Association recognizes that the school administration is responsible for all athletic programs and the conduct of all school representatives, and therefore expect the following:

1. Fair Play and Sportsmanship
2. No drugs, alcohol, tobacco or cannabis
3. Appropriate use of social media
4. Honest and full disclosure

Please note that spectator behaviour falls under the jurisdiction of the school, and schools will be held accountable for the behaviour of their spectators at ASAA Championships.

Discipline and Misconduct

The ASAA has and/or uses the following resources and processes to address breaches of the code of ethics at any ASAA championship game/event:

1. Sport specific rule books
2. Any ejection for unsportsmanlike behaviour will result in an automatic suspension from the next-scheduled game/match
3. Each championship will have a discipline/appeal committee
4. Any conduct that results in dishonour to the athlete, team, school, the ASAA should be reported to the ASAA office. The Executive Director and Executive Committee will then determine if any further discipline is appropriate. Consequences may include: vacating of awards, suspension, restorative justice, required educational programs.

For further information, please visit *Section II (Discipline and Misconduct)* of the Policy Handbook.

Coach Education Information:

The ASAA **requires** the following courses, all available in The Locker on coach.ca:

- Safe Sport Training: this module is required for one team official of each coaching staff.
- ASAA Coach Information: Each registered team needs to have one team official complete this course.
- Making Head Way: this course is required for every coach on every registered team
- Coaching School Sport: Redefining Winning: Every school must have one staff member complete this course.

Seasons of Play:

- The ASAA encourages school jurisdictions to emphasize a varied program of school athletics. Further, competitive opportunities should be as equitable as possible for all members. The seasons of play policy is therefore designed to prevent teams from practicing outside of a school sport season. For specifics on the seasons of play, please refer to *Section VIII (Activities)* of the Policy Handbook.
- To complement the seasons of play policy, the ASAA also restricts athletes from competing on non-school teams during the ASAA season of play.

****Schools are responsible for ensuring that members of the football, volleyball, basketball, rugby and handball teams are not playing on any other team during the ASAA season.** Breaches of either of the above policies may result in suspension of the specific player(s) or the entire team, and can make a player or team ineligible for the remainder of the season. If a violation is discovered after the season, awards may be vacated and discipline into the next season will be considered.**

For more information, please refer to *Section VIII (Activities)* of the Policy Handbook.

Unified Sports

Unified Sports is a collaborative effort between ASAA and Special Olympics Alberta that brings together high school students with and without intellectual disabilities to train and compete on the same team. Providing students of all abilities the opportunity to play sports together creates pathways to friendship, physical activity, and social inclusion that are often otherwise unavailable.



What Unified Offers:

Unified Sport promotes full school engagement and meaningful inclusion of people with disabilities. It offers significant social benefits, fostering lifelong friendships and recognition as contributors to the school community. Unified Partners also gain leadership opportunities, learn to appreciate differences, and form meaningful connections. Unlike traditional sports, Unified Sport is a transformative movement that impacts everyone involved, emphasizing participation over outcomes. Additionally, it provides athletes with intellectual disabilities enhanced competition opportunities, enhancing their self-esteem, social skills, and overall quality of life.

Get Involved:

1. **Make contact** with the Special Olympics Alberta Unified Sports Program Coordinator at the email address below. Reach out to initiate Unified Sports at your school. The coordinator can provide guidance on starting a program and connect you with necessary resources.
2. **Identify the coach(es) at your school.** Educate coaches about Unified Sports through a 90-minute interactive online training offered in partnership with the National Federation of State High School Associations (NFHS). This training is provided at no cost and ensures coaches are well-prepared to support Unified Sports.
3. **Recruit Athletes.** Athletes with intellectual disabilities and closely related developmental disabilities are encouraged to join.
4. **Recruit Unified Partners.** Unified Partners are students without intellectual disabilities who play alongside athletes as teammates. Students with other types of disabilities can also participate as Unified Partners, ensuring inclusive team composition.
5. **Practice together.** Regular practice sessions are essential for team cohesion and skill development. Coaches and athletes work together to build a supportive and inclusive team environment.
6. **Participate** in local Unified Sports events or organize one at your school.



SPECIAL OLYMPICS
UNIFIED SPORTS
#CHOOSETOINCLUDE



unified@asaa.ca



(587) 404-9358



<https://www.asaa.ca/sport-info/special-olympics-unified-sports>



@ASAAProvs
@SpecialOAlberta

TO SHARE WITH STUDENTS REGARDING TRANSFERS

If a student decides they want to change schools after starting grade 10 and having played an ASAA Sport....

Students who have participated in an ASAA sport and then transfer from one school to another are not able to participate in school athletic competition for the new school until they have established their athletic eligibility at the new school. This process has to be completed every time a student transfers from one school to another in their high school career.

When establishing athletic eligibility at the receiving school the student must prove that the transfer is for educational programming (single course not an acceptable reason) that is not offered at their current school or for other approved reasons. The onus is on the student and receiving school to establish this athletic eligibility to the satisfaction of the ASAA Compliance Officer.

This policy applies to any student who has participated in either Junior or Senior Varsity level athletics in any ASAA sport before transferring schools. All student inquiries should go to their Athletic Director or Principal who will then contact the ASAA office. Parent or student inquiries to the ASAA office will be directed back to the school.





SPORT ACADEMY AND/OR PREP SCHOOLS

Sport Academies, Prep Schools or schools offering sport specific program whether it be in Canada or outside Canada are considered to provide an unfair competitive advantage to students participating in those programs. Such students are not eligible to participate at an ASAA member school in the sport they have been involved in, in one of the above options, for at least one year after such participation.

A student who transfers to one of these schools and participates in any training (including school course blocks) over the summer months or during the school season is *NOT* eligible to play sports if they choose to return to a home school or any school in Alberta.

The amount of time at the Prep/academy or school, number of games, or lack of fulfilled promises does not validate eligibility for the student as a first, second or third transfer to any of the ASAA member schools.

BEWARE: The ASAA encourages anyone looking at a sports specific school, Prep school or Academy program either in or out of Canada to research it thoroughly and to talk to the current Athletic Director and Principal before any contracts, arrangements, or decisions are made. They can provide guidance in most situations as they are not commissioned sales representatives for these programs. The ASAA has had many concerns regarding the promises some of these establishments make to families in order to gain an athlete tuition to their school/academy or program and it is incumbent on students/families to do their homework before leaving their current school to be involved in one of these programs. There have been several and ongoing cases or misrepresentation by such programs and many students/families have been taken advantage of. Promises made are often not kept.

Please note some people may receive compensation for recruiting/encouraging students to these types of schools and that as a result, they may not consider what is in the best interest for the student and their family. If you are approached in any capacity to transfer to a sport academy school or Prep school or similar entity, make an appointment with your Principal and Athletic Director to discuss all of your options first.



(780) 427-8182



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asaa.ca