

**VANCOUVER ELEMENTARY
PHYSICAL ACTIVITY
ASSOCIATION
2010 - 2011**



CONSTITUTION

**VANCOUVER ELEMENTARY PHYSICAL
ACTIVITY ASSOCIATION
CONSTITUTION**

Article I - Name

This Association shall be known as the Vancouver Elementary Physical Activity Association, hereinafter referred to as the Association.

Note: An elementary school shall be one under the jurisdiction of the Vancouver School Board.

Article II - Objectives

- (a) To develop the physical, social, emotional, and mental well-being of the individual through physical education.
- (b) To offer teachers assistance by providing programs for intramural, extramural, and special events and curricular programs.
- (c) To encourage broad participation in physical activity programs for all Vancouver students.
- (d) To work in co-operation with the Vancouver School Board to achieve (a) and (b) above.

BY-LAWS

Article I - Membership

Every elementary school shall have membership in the Association.

Article II - Voting

- (a) All voting shall be done by a show of hands, unless a majority decision desires otherwise.
- (b) Each school (including its annex) shall be allowed 2 votes to be cast by 2 active staff members of the college of teachers, or their nominee, of the same school.
- (c) Schools may not vote by proxy.

Article III - Officers

The positions will be elected annually, with the exception of the Honorary President and the District Athletics Coordinator position.

- (a) Honorary President
- (b) District Athletics Coordinator
- (c) 3 Area Administrators
- (d) President
- (e) Past President
- (f) Vice President
- (g) Interschool Athletic Co-ordinator (2)
- (h) Physical Education Curriculum Co-ordinator
- (i) Special Events Co-ordinator

Article IV - Election of Officers

The Association shall meet in May or June to elect the officers for the ensuing year (see Article III).

- (a) The Executive Committee shall act as a nominating committee.
- (b) The officers listed in Article III shall be on the Executive.
- (c) The new officers shall take office at the adjournment of the school year.
- (d) Whenever a vacancy occurs in the Executive Committee through any cause, the Executive Committee shall name a member to fill the vacancy until the next general meeting.

Article V - Duties of Officers

- (a) The Executive shall perform the following duties:
 - (1) Conduct the business of the Association.
 - (2) Affiliate or co-operate with such other organizations or associations as may be deemed beneficial.

BY-LAWS (Continued)

Article V - Duties of Officers Continued

- (3) Review the Constitution every three years.
- (4) All protests shall be dealt with by the Executive Committee of the Association. Before the official protest is made, the offending coach must be clearly informed that the game is being played under protest.
 - (i) All protests shall be considered when the President has been notified verbally within 24 hours of the incident, and in writing, in triplicate, within 72 hours of the game; one copy to be given to the principal of the school involved.
 - (ii) All protests shall be dealt with by the Fast Action Committee of the VEPAA Executive Committee.
 - (iii) If any member of the Fast Action Committee of the Executive Committee is unable to act by reason of conflict of interest or otherwise, they will lose their voting power.
 - (iv) The Fast Action Committee of the Executive Committee shall be empowered to render any final decision compatible with the dispute.
 - (v) The VEPAA President shall notify the complainant and respondent in writing, within 48 hours of the Fast Action Committee's decision being reached.
- (b) Any two of the President, Special Events Co-ordinator, Interschool Athletic Co-ordinators, shall be officers for the Association.
- (c) Executive roles:
 - (1) The Honorary President shall be the school board liaison. He/she will be a liaison between the Association and VSB financial support and assist in organizational and information ("Orange" publication) processes.
 - (2) District Athletics Coordinator shall record the minutes of all general and Executive meetings, shall conduct official correspondence, issue notices of meetings (upon the request of the Chairpersons) in writing at least 14 days before all meetings, and shall also be partially responsible for any Association funds. The agenda of the meetings shall be stated on all notices of meetings. He/she shall provide organizational and practical assistance with programs and shall assist with the "Orange" publication.
 - (3) The Area Administrators shall generate support and involvement within all schools. They shall communicate through Administrators' Area Meetings.
 - (4) The President shall preside over all general and Executive meetings, (and shall be ex-officio member of all committees.) He/ she shall be responsible for co-ordination of all programs and provide leadership.

BY-LAWS (Continued)

Article V - Duties of Officers (Cont'd)

(c) Executive roles:

(5) The Vice President

(6) The Past President

(7) The Athletic Co-ordinators shall be responsible for all league games of sports activities held under the jurisdiction of the association. He/she shall call organizational meetings for all sports and ensure that league chairpersons are appointed or elected to run them. He/she shall work with the league chairperson and assist where ever required to ensure that the league runs smoothly. He/she shall make sure that trophies and certificates are on hand for all final games and assist in their presentation. He/she shall arrange for league in-service if requested at the organizational meeting or by the Executive Committee. He/she shall make recommendations for changes to the Athletic Handbook as each sport is completed. He/she shall bring any protests to the Executive Committee.

(8) The Physical Education Curriculum Co-ordinator shall co-ordinate professional activities in support of physical education and athletic programs. He/she shall work with the VSB Coordinator and District Athletics Assistant and with the district-wide Professional Development Committee in developing comprehensive programs. He/she shall form a curriculum committee to upgrade existing curriculum. He/she shall work with the purchasing department to obtain and supply school physical education equipment.

(9) The Special Events Co-ordinator shall co-ordinate with the assistance of the District Athletics Assistant, non-competitive and non-league activities such as the Coaches Recognition Reception, the Evening/Afternoon of Dance and/orgymnastics, Fun Run, Year End Banquet, the Annual General Meeting or any special activity that will promote the V.E.P.A.A.

(10) The Fast Action Committee will comprise of an Administrative Representative and President and one other member of the VEPAA Executive.

BY-LAWS (Continued)

Article VI - Meetings

- (a) There shall be a minimum of one general meeting of the Association in each school year. The AGM will be held during the months of May or June.
- (b) The organizational meetings will be called and held by the Association to facilitate the operation of inter-school leagues and special events.

They will be chaired by the President, Athletic Co-ordinators or Special Events Co-ordinator.

All coaches/teachers who are going to be involved in the league or special event must be present and stay to the end of the meeting if at all possible.

Coaches/Teachers will be expected to make firm commitments about participation in leagues/ special events. If for some reason a coach/teacher is incapable to attend he/she must send an alternate to the meeting who will be empowered to make decision on his/her behalf. No late entries will be accepted.

- (c) Special general meetings of the Association may be called by the President at his/her discretion, or upon the written request of six of the members of the Association. The President shall call a general meeting, the exact nature of the business to be discussed must be clearly stated to all members of the Association, through a written notice of meeting giving at least 14 days' notice of such a meeting.
- (d) There will be a minimum of 3 Executive meetings - September, January and June.
- (e) Representatives from 20 schools shall constitute a quorum at any meeting of the Association.
- (f) Meetings will be run according to Roberts Rules of Order (as summarized in Simplified Rules of Order - 1977 edition, prepared by the B.C.T.F.)

Article VII - Order of Business at AGM

- (a) Minutes
- (b) Secretary-Treasurer's Report - correspondence and financial report
- (c) President's Address
- (d) Reports of Co-ordinators or Special Committees
- (e) General Business
- (f) Proposed Changes to Constitution, By-Laws
- (g) Election of Officers
- (h) New Business

Article VIII - Amendments

The Constitution of the Association, its By-Laws, and Athletic handbook, shall be altered or amended at a general meeting of the Association, and notice of the proposed changes shall be sent by the District Athletics Assistant, in writing, to all members of the Association at least 14 days before the meeting. Suggested amendments or alterations shall be made on a 51% majority of the members present and eligible to vote at the A.G.M.

APPENDIX

By Laws, Article V b)

Finances: from special events and Vancouver School Board input.

By Laws, Article V c) 3.

Area Administrators: attend Executive and general meetings & source of information and motivation in their area.

By Laws, Article V c) 7.

Athletic Co-ordinator: subdivide zones as determined at organizational meetings.

At Interschool Organization Meetings

At the Meeting

a) Set the time of play: game time - approximately 3:30 p.m.

Days of play:

Junior Boys	-	Monday
Junior Girls	-	Tuesday
Senior Boys	-	Wednesday
Senior Girls	-	Thursday

Co-ed Junior	-	Tuesday
Co-ed Senior	-	Thursday

(b) Rules of the Game:

- (1) be aware of all rule changes for the current year
- (2) suggest any new procedures you may wish to see incorporated
- (3) check to make sure that there were no problems last year
- (4) list reference books, if desired.

(c) Information on Schedules:

- (1) note all holidays and district professional days
- (2) specify the date by which the league must be finished and teams ready to proceed to playoffs
- (3) allow time for tie-break games
- (4) discuss the format the playoff will take; e.g., single knockout.
- (5) set the date and time of finals
- (6) any zone not ready to proceed to playoffs by the date set, must forfeit the right to advance to the playoffs

At Interschool Organization Meetings (Continued)

(c) Information on Schedules:

- (7) get the names of teachers who are willing to help referee the finals
- (8) in setting the venue for the finals, try to choose a centrally located, neutral field
- (9) discuss game cancellations
 - before 14:00 hours of the game day
 - emergency personal business (VESTA meetings are acceptable reasons)

(d) Referees - Teachers whose teams have been eliminated are expected to referee if asked.

(e) New Business - only business not covered.

(f) Set up zones:

- each coach must list name, school, home number and number of teams.
- zones should be drawn geographically; decide on format for your zone, consideration should be given to the playoff format.
- make sure each zone has a chairperson; their home phone number is essential for you; their job is to notify you of the winner of their zone.

Note: Late entries **WILL NOT BE ACCEPTED**

After the Meeting

- (a) Get zone schedules, send a copy of the schedule to the league chairperson, the VSB District Athletic Coordinator and the V.E.P.A.A. President.
- (b) Get names and phone numbers of all coaches.
- (c) Locate trophies.
- (d) Make provisions to get someone to award the trophy at the final game.
- (e) Make sure you have enough certificates to present at the finals.
- (f) Draw up the playoff schedule (this can be typed and distributed by the District Athletics Coordinator if you wish).

General Policy Regarding Rules Governing Games

- (a) In all games, the home team shall be responsible for the preparation of the game site.
- (b) The home team shall be responsible for the general order of the playgrounds or gymnasium. The visiting teacher shall assist in maintaining proper conduct on the grounds or in the gymnasium and shall be responsible for the conduct of his/her team.
- (c) In games played on neutral grounds, the league co-ordinator shall arrange for the marking out of the grounds, and for order. Visiting teachers shall assist in maintaining order.
- (d) Unless otherwise agreed upon by both coaches, home team shall supply the equipment in good condition. In cases where games are played on neutral grounds, the league co-ordinator shall arrange for the neutral grounds and for a referee. Both grounds and referee must be mutually agreed upon by both coaches before the game.
- (e) The referee or umpire shall be the final judge of the suitability of the equipment and condition of the field.
- (f) Each team must be under the charge of a teacher, child care worker, staff assistant, community school coordinator, vice principal, principal, or other education staff approved by the Principal from its own school for the duration of the game. Failure to observe this ruling shall result in forfeiture of the game.
- (g) (1) The referee or umpire shall be in absolute control of the play and players and shall have the power to report to the Executive and serious misconduct. Refer to page 79, Article V a) 4 (i) and (g)(2). Any players thus reported shall make themselves liable for suspension for the season.

(2) Inappropriate conduct by a teacher, during the game, may be reported to the Executive. In the event that there is conflict, disagreement or action taken by a coach which meets with the disapproval of the opposing coach:
 - (i) The non-offending coach should approach the offending coach and discuss and agree to an appropriate resolve.
 - (ii) If this is unsuccessful, or the game continues without improvement or change, the non-offending coach should approach the offending coach and inform him/her that:
 - the game is being played under protest; and
 - the incident will be reported to the President and/or Honorary President and the school administrator.
 - (iii) The Fast Action Committee of the Executive Committee will meet with both coaches and the administrators of the schools to resolve the conflict.
 - (iv) If individual coaches are consistently found to be the offenders, the Association has the right to deny that coach the privilege of coaching a school team within the Association program.
- (3) Only teachers may serve as umpires or referees unless the two coaches are agreeable to an alternative arrangement.

General Policy Regarding Rules Governing Games Continued

- (h) Age limits (See page 13):
- (i) Participation: A school may enter any number of teams in one zone.
- (j) In the event that a zone has not declared a zone champion by the date set, the Athletic Co-ordinator may declare such a champion by default.

If a school feels it has been wronged by such a decision, it has the right to appeal to the Executive Committee verbally by noon of the next school day and also in writing within seventy-two (72) hours. The decision of the Executive Committee shall be final. See page 75 4 (i).

- (k) Leagues may be organized into (see page 13):

- (1) Boys' Leagues
 - Junior Boys
 - Senior Boys
- (2) Girls' Leagues
 - Junior Girls
 - Senior Girls
- (3) Co-Ed/Recreation
 - Junior
 - Senior