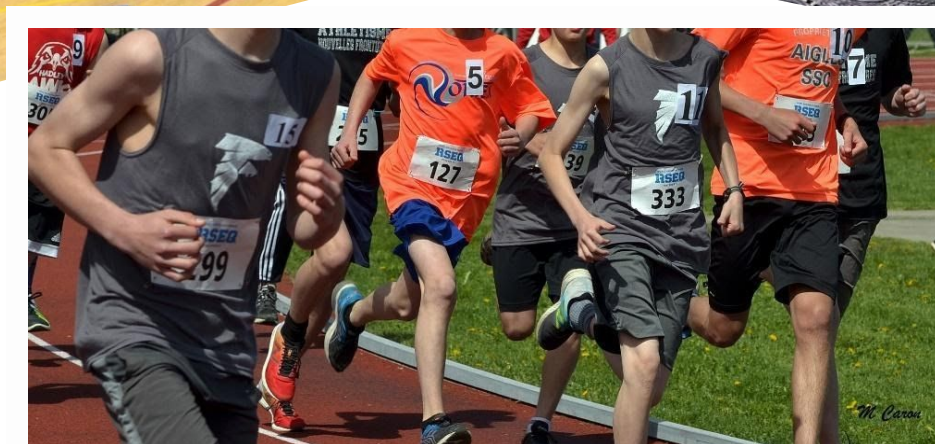
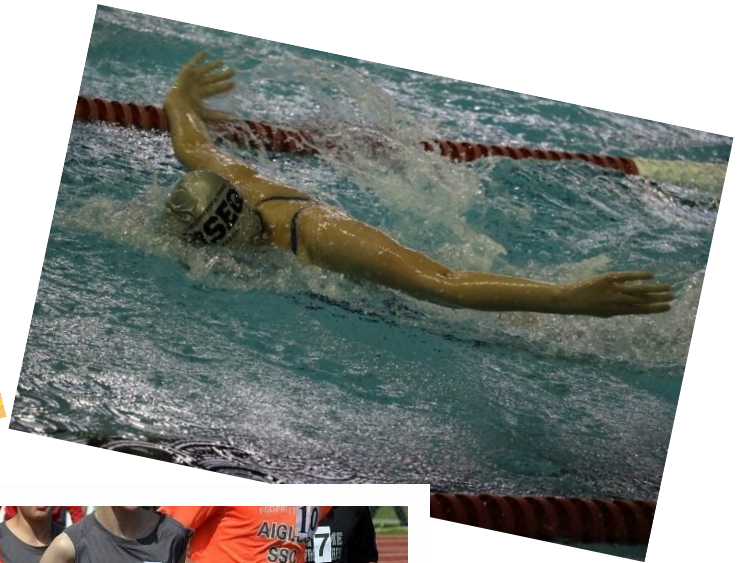
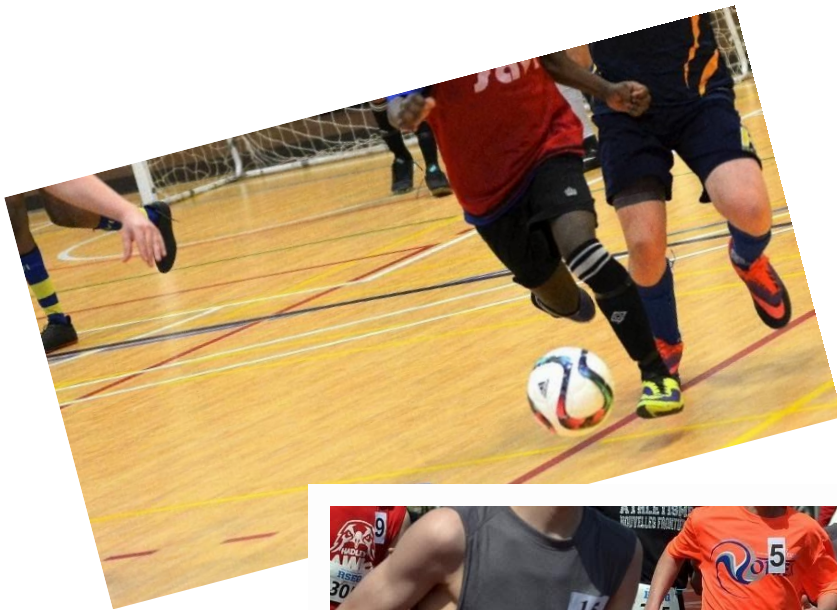


**SPORT. ÉDUCATION. FIERTÉ.**

# **RSEQ**®

**OUTAOUAIS**

## **GUIDE FOR HIGH SCHOOL SPORTS MANAGERS**



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# 1. Purpose of the guide

This guide aims above all to be a reference and working tool for people called upon to occupy positions of school sports coordinators or managers. It aims to educate and raise awareness of these sports managers on the importance of the role they play with student athletes. The professional supervision of these activities maximizes the beneficial effects. A recognized and well-equipped sports manager can put in place monitoring and follow-up measures to ensure that the goals are met and that the student population is well served. The effects of good management are often overlooked. Athletes are ambassadors of their school and spread the image of the school throughout the region and across the province. Neglected management and lack of monitoring can easily, and unfortunately, result in disciplinary and ethical issues that tarnish the reputation of the school. Not to mention the effects contrary to those desired on the motivation and supervision of student-athletes as well as the entire student community. In return, effective management makes it possible to set up operating methods that will remain in place, beyond personnel changes. Too often, sports programs are based almost exclusively on the will of the people involved and do not survive their departure. Therefore, an establishment will benefit greatly from a clear protocol that will allow knowledge transfer and the continuation of traditions.

We are aware that interscholastic sport occupies a different place in the school curriculum according to their priorities. We therefore invite you to take this guide for what it is, a basic tool adaptable to the realities experienced in different teaching environments. The purpose of this guide is therefore to inform you of your role, your mandate and your respective tasks as a school sports manager and will give you tools to facilitate the accomplishment of your daily tasks.

*There are many beneficial effects of interscholastic sports activities for an educational establishment. In particular, it has been shown that these activities:*

- *Increase the feeling of belonging to the school.*
- *Promote student retention.*
- *Improve student attention.*
- *Promote academic success among participants.*
- *Help reduce violence.<sup>1</sup>*

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<sup>1</sup> Therrien ME, lien entre loisirs et persévérance scolaire, URLSCN, 30nov201

## 2. History of Student Sport

In 1988, the merger of three sports federations in the education sector gave birth to the Quebec Federation of Student Sport. These federations have existed since the early 1970s, namely the Quebec School Sports Federation, the Quebec Federation of College Sports Associations and the Quebec University Sports Association.



This merger marks the beginning of concertation between these different sectors and, consequently, the readjustment of their structure and their objectives into a common mission:

***« Ensure the promotion and development of sport and physical activity in a student environment, from initiation to high-level sport, and thus promote education, academic success and the health of young people ».***

In 2009, the growth and changes experienced by Student Sport since the merger demanded that its logo, unchanged since its creation, be renewed to visually reflect the evolution of the network. The 2008-2013 strategic plan underlined the importance of developing an integrated brand image, which reflects the dynamism and excellence of our actions and conveys the unity and uniqueness of our network.

Thus, on October 6, 2010, at the end of a rigorous process of analysis and reflection, the board of directors of the Quebec Student Sports Federation adopted the new logo and the new name for Student Sport, namely RSEQ, for Quebec Student Sports Network.



### 3. RSEQ Outaouais

The Student Sport in the Outaouais region was created on December 5, 1969, under the aegis of the Henri-Bourassa, Outaouais and Papineau regional school boards. The RSEQ Outaouais is an incorporated non-profit organization and service organization for educational institutions in administrative region 07 of the Ministry of Education.

#### **Mission:**

Actively contribute to the educational success of students by developing sports and physical activity and by promoting healthy lifestyles.

#### **Vision:**

The Quebec Student Sports Network in the Outaouais region wants to be a must in terms of sport and healthy lifestyles in schools of the region.

#### **Values:**

##### **The overall development of the student:**

The RSEQ Outaouais promotes the intellectual, physical and social development of the students.

##### **Educational success:**

The RSEQ Outaouais promotes student educational success and encourages student retention.

##### **Ethics :**

The RSEQ Outaouais is rigorous in the application of the rules of sports ethics.

##### **Commitment:**

The RSEQ Outaouais promotes student engagement in the various spheres of intervention: physical activity, sport and promotion of healthy lifestyles.

##### **Accountability :**

The RSEQ Outaouais encourages the sharing of responsibilities between stakeholders in the field in the accomplishment of its mission.

##### **The feeling of belonging :**

The RSEQ Outaouais cultivates a feeling of belonging to the network through its organizational practices and through its offer, which is aligned with the needs of its members.

## Members of RSEQ Outaouais:

**University institution:** University of Quebec in Outaouais (UQO)

**College institutions :**

- Cégep de l'Outaouais
- Collège Universel
- Heritage College

**Private schools :**

- Centre Académique de l'Outaouais (CADO)
- Collège préuniversitaire Nouvelles Frontières
- Collège Saint-Alexandre de la Gatineau
- Collège St-Joseph
- Séminaire Sacré-Coeur
- Trivium Academy (elementary school)
- Montessori de l'Outaouais (elementary school)

**Au Cœur-des-Vallées School Board :**

- Hormisdas-Gamelin, Louis-Joseph-Papineau, J.M. Robert and Saint-Michel
- 16 elementary schools

**Draveurs School Board :**

- Érablière, Du Versant, Le Carrefour and Nicolas-Gatineau
- 26 elementary schools

**Hauts-Bois-de-l'Outaouais School Board :**

- Cité-Étudiante Haute-Gatineau, Gracefield and Sieur-de-Coulonges
- 19 elementary schools

**Portages-de-l'Outaouais School Board :**

- De l'Île, Des Lacs, Grande-Rivière and Mont-Bleu
- 25 elementary schools

**Western Quebec School Board:**

- D'Arcy McGee, Symmes, Philemon Wright, Hadley, Pontiac and St-Michael,
- 15 elementary schools

## Participants

The number of student athletes and coaches in the RSEQ leagues across the province has grown steadily in recent years. At RSEQ Outaouais, we now have more than 13,000 student-athletes found in various sports, more than half of whom are high school students. To coach all of these athletes, we can also count on an ever-growing number of adult coaches at the high school level.



## Different activities offered in high school:

### 16 sports disciplines :

- Track and field
- Badminton
- Baseball
- Basketball
- Cheerleading
- Cross-country
- Flag-football
- Football
- Futsal
- Non body-checking hockey
- Swimming
- Rugby
- Cross-country skiing
- Ultimate frisbee
- Volleyball
- Beach volleyball

### 5 healthy lifestyle programs :

- De Facto
- Fumer c'est dégueu
- En Forme au secondaire
- Iso-Actif
- La Rentrée sportive

### 3 events:

- Gala of Excellence
- Fitspirit Program for girls
- RX1-Nation Junior

## The Organization chart:

### RSEQ provincial

There are 14 regional authorities across the province of Quebec. The Provincial RSEQ coordinates university and college leagues, provincial (division 1) and interregional (division 2) school leagues, as well as all provincial school championships (division 3).

### Board of directors :

The RSEQ Outaouais Board of directors is made up of 14 positions including 1 representative from the university sector, 1 representative from the college sector, 1 representative from private institutions, 1 representative from elementary schools, 2 representatives from the Sports Coordinators Commission and 8 other positions with representatives from each of the 5 school boards that are members of the RSEQ Outaouais.



## Permanent employees of RSEQ Outaouais:

- Director General (DG)
- Elementary sports and healthy lifestyles coordinator
- High school sports coordinator
- Sports and events support coordinator

## Sporting League Commissioners and Host committees:

In certain sports, there is a commissioner, or a host committee who, in collaboration with the RSEQ Outaouais, ensures the proper functioning of the leagues: preparation of tournament or championship schedules, search for the necessary volunteers, organization of tournament or championship days.

## Sports Coordinators Commission (or CDA)

All secondary education institutions, that are members of the RSEQ Outaouais, must delegate a representative (usually their sports manager), who will sit on the Sports Coordinators Commission (CDA). The mandate of each representative is for a period of 1 year and must be renewed annually by school administrators. A list of contact information for all CDA members will be sent to schools at the start of the season so that sports managers can communicate with each other.

The Sports Coordinators Commission meets at least 3 times a year during the week, usually between 9 a.m. and 4.30 p.m., but special meetings can also be convened if necessary. All managers will receive the invitation to the CDA, the agenda and all other necessary documents at least 5 working days before the meeting. Upon receipt of these documents, the sports manager must notify the DG of the RSEQ Outaouais of his presence or absence at the CDA. A manager, who wishes to bring a point of discussion to the attention of the CDA, must send their request by e-mail to the executive director at least 7 days before the meeting. If a varia point is brought in the morning of the CDA, it will be limited to information points without the possibility of debate.

The Director General of the RSEQ Outaouais chairs the meetings of the Sports Coordinators Commission: it prepares and writes the agenda, sends all the documents to the managers, directs the deliberations, sees to the smooth running of the assembly, maintains the order and gives the right to speak. The RSEQ Outaouais coordinators will facilitate the meeting during the various points concerning their respective files, while acting as secretaries.

**Quorum:** For the meeting of the Sports Coordinators Commission to take place, the quorum must be composed of half of the members plus one.

**Vote :** A vote on a proposal can only be done after a seconder. Following this support, there will be discussion on the subject, then, if no one requests a vote, the item will be adopted unanimously. If a vote is requested, each representative of an educational institution has the right to 1 vote on each proposal. The decision will be the result of the majority of votes cast. The powers of the CDA are conferred by the Board of directors of the RSEQ Outaouais. The decisions taken by the CDA will be brought to the Board of directors which will have to ratify, modify or reject these decisions.

In order to be able to make an informed opinion and in the best interest of the young student-athletes of our region, the sports managers must make sure to consult the general management of their institution and their coaches before the session of the CDA. They must intervene in their turn, with order and civility, avoid too many or too long interventions, and respectfully listen to the points of view of other managers.

During the first meeting of the year, sports managers must elect 2 delegates who will sit on the Board of directors of the RSEQ Outaouais for a 2-year alternating mandate. These 2 representatives will defend the points of view brought or the decisions taken by the CDA with the other members of the Board of directors. Any vacancy on these 2 positions must be filled by the CDA. In addition, certain committees such as the vigilance committee or the sports ethics committee will be formed and interested managers may be included.

## 4. Tasks to do to prepare for the sports season

### Communication with the school administration

From the start of employment, sports managers must be informed of the procedures and policies of the school for which they work. Each school and school board has different ways of doing things. This is why it is impossible to make a document with all the information specific to schools.

But here, to help you, a summary of the information to check when you start your job:

- The guidelines of the school board.
- The guidelines of the school administration.
- School's governing board guidelines.
- Orientations in terms of extracurricular sports activities targeted by the school.
- Orientations in terms of academic success aimed at student-athletes.
- The available budgets.
- The operating procedure for the collection of registration fees from athletes.
- The operating procedure in relation to human and material resources.
- The operating procedure in relation to the reservations of sports facilities.
- Agreements with the city, if applicable, for the organization of games or tournaments on sports facilities belonging to the city at certain times.

## Consultation of documents

In order to familiarize yourself with the various activities of the RSEQ Outaouais, it is advisable to consult its website by going to [www.rseqoutaouais.ca](http://www.rseqoutaouais.ca). You will therefore have access to all the information concerning the various sports and events, such as the registration deadline, age categories, registration costs for teams or athletes according to the various sports, the dates of the regular seasons and regional and provincial championships, etc. You can also read the general administrative regulations and specific regulations for each sporting discipline.

In the "**Members**" section, you will also have access to a variety of forms and documents such as the annual events schedule or others that you will need in the performance of your duties throughout the season. You can also consult the section on coach training. Finally, in the "**S1**" section, you will have access to various guides to help you familiarize yourself with the league management site used by the RSEQ Outaouais and the RSEQ provincial.

## Recruitment

### Athlete recruitment:

One of the primary tasks of the sports manager is to promote sports program in order to ensure the establishment of teams that meet student requests. To do this, you will need to recruit **from your school** to stimulate enrollment.

This recruitment can be done in different ways :

- **Class tours** to promote sports program;
- **School booths** for registration and promotion;
- **Intercom messages** to advertise registration or training camps;
- **Posters in the corridors** to promote teams;
- **Registration forms** on the school website;
- **Mass sending of information emails** to parents;
- **Social media**: advertising on the school's Facebook page;
- By the athletes by inviting them to inform their **circle of friends**.

Prior to training camps, sports managers must determine, with their coaches, the minimum and maximum number of athletes to be selected for each discipline, as well as the training schedule according to the availability of the respective coaches. This information may be shared with student-athletes and parents to guide them so that they can register in the disciplines that suit them.

## Coach recruitment:

The hiring of coaches is the responsibility of the sports manager. They should be chosen with care to facilitate relationships throughout the year. Coaches are responsible for the student sports experience and have a great impact on the positive or negative perception of it by athletes, parents and friends.

In addition to technical skills, there are a few important things to check before hiring coaches :

- The candidates are ideally of **legal age** or at least 16 years old and over;
- They must not have a **criminal record** (supported by a verification form);
- If the candidates already have experience as coaches in other schools, sports clubs or others, you can ask them for references so that you can find out about their ways of working and communicating with young people.
- If coaches are not employees of your school, check with them if their **availability** can agree with the schedules of your sports facilities.
- Always check the **school policies for hiring** staff as this varies from place to place.

Generally, the first people to approach are the **school's physical educators**. They already have a teaching background and often they hold their level 1 certification in at least one discipline. In addition, they rub shoulders with students in their lessons, which can help with **recruitment**. These are ideal resources.

Other possibilities also exist :

- **Former students:** already knowing the operation, values and philosophy of your program, they become excellent ambassadors of the school and can become very good coaches.
- **Cegeps and universities** in the region, offering the same sports, can be another source of potential coaches.
- The **RSEQ Outaouais site**, the one of **Emploi-Québec** as well as the **sites of the various sports federations or associations** also make it possible to post job offers on their bulletin board and / or their website free of charge.
- **Trainees who accompany teachers**, even if they teach other subjects than physical education, they may show an interest in being involved in the extracurricular sports life of the establishment.

## Requirements for hiring coaches

### Criminal record form:

It is mandatory to request a criminal background check for anyone called upon to work with young minors. This will be one of the first things to do when you hire your coaches.

## Employment contract :

The contract is also a very important part of hiring staff. It confirms the details and responsibilities of the two parties. Here is some important information that the contract should contain :

- Last name and first name
- Date of birth
- Address
- Telephone number
- E-mail address
- Position held
- Contract length
- Salary amount awarded
- Coach responsibilities
- Employer responsibilities
- Work timetable
- Rules and values to respect

## Coach training

### The National Coaching Certification Program (NCCP)

The national coaching certification program is the only training program recognized by sports associations and federations in Quebec. It is offered in both official languages in Canada and covers 66 different sports. The NCCP workshops have been designed to meet the needs of all types of coaches, from the beginner to the head coach of a national team. The NCCP is recognized as the national standard for coach education and certification in Canada. Each year, more than 50,000 coaches attend NCCP workshops, and since the program's inception, more than one million coaches have received training, making it the largest adult education program in Canada.

To register for an NCCP training session, coaches must go to **www.coach.ca** to create an account and receive their **NCCP number**, which will be used throughout their coaching careers. Several courses can be given online, but some, such as technical training, must be followed in class. Each year, the RSEQ Outaouais tries to organize certain training courses in the region according to the requests of the different schools. A coach can also decide to go for training in another region of Quebec. Depending on the directions of your school, you can then decide whether or not to reimburse the costs related to these trainings for your coaches.

For more information on training, you can consult the “**Members**” section of the RSEQ Outaouais website or the **Sports Québec** site at **www.sportsquebec.com** in the “**Programs**” section. There you will find more details on the NCCP and how to register. Each sports federation also posts relevant information concerning the training of coaches on its website. For each of these federations, the training requirements for coaches are different from each other and failure to comply with these requirements could result in coaches being denied the right to participate in certain championships with their team.

## Multisport training: Ethical Decisions Making

Sports ethics is an important value conveyed by the RSEQ Outaouais. We therefore ask all head coaches in our network to take the “**Ethical Decision Making**” training and to pass the online exam following this training, if possible during their first year of coaching. There are 2 possibilities to follow this training:

- Coaches can take this training online by registering on “**coach.ca**” using their **NCCP number**. The cost is then \$ 85.00 and coaches will have only 2 attempts to pass the online exam. After a second failure, coaches will have to pay again and will be obliged to go to training again, but this time in class.
- Coaches can also follow this training in class by registering with the RSEQ Outaouais. The cost of the training is then \$ 65.00 and coaches will have an unlimited number of attempts to pass the online exam.

Each year, in collaboration with the organization “Loisir Sport Outaouais” (LSO), we try to organize 1 to 2 classroom sessions in the region for this multisport training in Ethical Decision Making.

## Other training sessions

Several organizations such as Loisir Sport Outaouais, the Quebec Sports Federations or the Canadian Sports Associations, also offer several additional online or classroom training opportunities for coaches who wish to improve their skills. Inquire directly with these various organizations for the list of their training sessions offered, registration procedures and schedules.

## 5. Tasks to do during the regular season

### Team registration :

The RSEQ Outaouais uses the “**S1**” site of the **Sampi company** (**www.s1.rseq.ca**) to manage registrations and the entry of results for all its sports leagues. When you begin your job as sports manager in your school, you will need to contact RSEQ coordinators to ask them to create a new delegate in the S1 account of your institution using your name and email address. You will then receive a message inviting you to click on the link to be able to create your own password. Following this step, your S1 account will be functional and you will be able to access it at any time using your email address and password.

It is essential to familiarize yourself with the S1 site from the start of your employment because it is with this site that you will manage all your teams. You will find the "**S1 User Guide**" on our website under the "**S1**" tab. This will help you understand the different functions of the site and the actions you will need to take throughout the year. Do not hesitate to contact a RSEQ Outaouais coordinator if you have difficulty with certain functions. It will be our pleasure to accompany you.

At the start of the season, it will also be essential to create all your sports teams on the S1 site. To do this, it is important to ensure that you respect the team registration deadlines. A delay will result in additional costs for each of the registered teams after the deadline. These deadlines differ depending on the discipline and you can find details in the annual events schedule on the RSEQ Outaouais website in the "**Members**" section. You will also receive a reminder by email at least 1 or 2 weeks before each deadline. Before creating your teams, it is important to meet your coaches to find out the level of each team in your program.

The RSEQ has several divisions of varying levels of competition:

- **Division 1: Competitive provincial level league** available for certain sports such as basketball, football and hockey.
- **Division 2: Competitive interregional league** offered for certain sports such as futsal, football and hockey.
- **Division 3: Competitive league at regional level**, with provincial purpose, offered in our individual and collective disciplines.  
Exceptions: rugby, football and ultimate.
- **Division 4: Recreational league at regional level**, without any provincial purpose, offered in all collective disciplines.

To be able to register a team in **divisions 1 or 2**, a request must be made to the RSEQ Outaouais by submitting an **application booklet** which will be sent to the RSEQ provincial which will make a decision regarding this request.

For the choice between **divisions 3 and 4**, the decision rests with sports managers and their coaches. However, in certain disciplines, such as benjamin basketball and benjamin futsal, a classification tournament could take place at the beginning of October to facilitate the choice of divisions for these young teams. If you have difficulty, do not hesitate to contact the RSEQ coordinators who can advise you on your choices.



For each of divisions 3 and 4, there must be a **minimum of 4 teams registered** for the league to take place. In leagues where there would be less than 4 teams registered, it is possible that we combine the teams in divisions 3 and 4 in this category, or we could also integrate the teams concerned in another category with the agreement of sports managers.

If sports managers decide to make changes to the division level of their teams or to withdraw one of their teams from a league, they must make sure to request this change before the date on which the schedules are created. See **article 26 of the administrative regulations** on “**Withdrawals and changes of division**” to avoid costs which can be quite high.

## Registration of athletes:

For **team sports**, athletes must be registered on the S1 site **at least 48 hours before participating in their first regular season game**. For **individual sports**, athletes must be registered for tournaments, competitions or events before the specific deadline for each discipline (**usually around 10 to 15 days before the event is held**). In all cases, reminders will be sent 1 to 2 weeks before the registration deadlines.

**Additions of players** to teams for collective sports are allowed during part of the season and must **respect a deadline** which varies according to the leagues: consult our website for these dates. It is really important to respect these deadlines because, adding a player after the deadline has passed will immediately result in a **forfeit loss** for the team at fault.

## Schedule for regular seasons:

For all **individual disciplines** as well as for **baseball, cheerleading, flag-football, football, non-checking hockey, volleyball and beach volleyball**, the schedule for regular season games or tournaments is established by the RSEQ Outaouais. However, for the other **basketball, futsal, rugby and ultimate frisbee leagues**, the schedules will be established during a **calendar-making meeting** with all sports managers (or their representative) of the schools concerned. A school not represented at one of these calendar-making meetings will receive a monetary penalty and its timetable will be established without its approval. Its teams will have to go play all their games away, and will therefore not play any home games during the regular season (see **article 13.2** of the administrative regulations).

To prepare for this calendar-making meeting, sports managers must read the S1 guide on the "**Calendar-making module**". They must also meet all their coaches to check their availability and their time constraints. During the day of the meeting, sports managers (or their representative) must make sure to bring:

- Laptop or tablet;
- The calendar of educational days and school holidays;
- A calendar or diary to note the dates of the games of their teams;
- The availability of their gymnasiums;
- Availability constraints: evening of reports, student trips planned in their institution, planned student activities, weeks of exams, etc.
- The practice schedules of their teams;
- Availability and constraints of their coaches;
- The dates of the tournaments in which their teams must participate.

Immediately after the calendar-making meetings, sports managers must ensure that there are no errors in the dates and time established for their respective games. In the event of an error, each sports manager will have a period of time to inform the RSEQ Outaouais of the errors noted or the modifications to be made, **free of charge**. If the school was not represented at the calendar-making meeting, it is not entitled to this period free of charge to make changes to the timetable (**see articles 14.1 and 14.2 of the administrative regulations**).

During the regular season, a modification to the game schedule may be made free of charge only during events outside our control such as a snowstorm, breakage in a gymnasium, school closure, etc. If a school wants to change a game schedule for any other reason, a monetary penalty will be imposed on it according to **article 15.4** of the administrative regulations.

Sports managers must report any change request to the RSEQ Outaouais **at least 48 hours before the game** is held. The opposing team may refuse this modification request. For the resumption of the game, sports managers must communicate with opposing teams to propose 3 dates, and this, **within a maximum of 2 working days**. Sports managers of opposing schools must send the date which is most convenient for them also **within a maximum of 2 working days**.

If a team decides not to appear at one of its games and to **forfeit**, a fairly high monetary penalty will be imposed on it according to **article 22** of the administrative regulations. The RSEQ Outaouais thus wants to reduce the number of games forfeited, because these situations are very frustrating for the opposing team.

## Responsibilities for the smooth running of the games

Sports managers must ensure that all of their teams are ready to start their season, among other things by ensuring that all of their athletes have received an appropriate uniform that meets the standards of their sports. He must also ensure that all of the following information is entered on the S1 site before the start of the first game of the regular season:

### For athletes:

- First name, last name, date of birth, permanent code.
- **Athlete jersey numbers** must be entered on the S1 site (for team sports).

### For coaches:

- First name, last name, date of birth, email address, cell number, certification and NCCP number (if applicable).

The entry of all these data on the S1 site will facilitate the smooth running of the games because this information will appear directly on the game sheets, which will accelerate the procedures to be carried out at the start of the games.

If teams lack players for a regular season game and coaches want to use **reserve players**, they must request this to their sports manager before the game is held. Sports managers will then have to add these reserve players to the list of the team they will help on the S1 site. These players must be added by hand to the game sheet, indicating the mention “**R or Reserve**” next to their name. It is very important to familiarize yourself with **article 17 of the administrative regulations** to avoid unpleasant surprises following excessive or irregular use of a reserve player. No reserve players will be authorized during regional championships.

## Responsibilities of home teams:

### Before home games:

- Sports managers must print game sheets for their home games and ensure that their coaches receive them before the start of the games. In cases where no game sheet is available or if it does not come from the S1 system, a monetary penalty will be imposed on the offending school (**article 20.9 of the administrative regulations**).
- Sports managers must ensure that they have the **minor officials (or scorers)** required for their home games. These minor officials are often athletes from other teams within the school or other students interested in helping their sports program. It is important to reach an agreement at the beginning of the season with your school administration to determine whether these minor officials will be paid or volunteer. In the event of remuneration, the amount paid and the terms of payment must be determined at the start of the season.

- It is the responsibility of sports managers and coaches to train their minor officials. In certain disciplines such as volleyball and football, minor officials are provided by the referee association. In volleyball, the only exception is that the referees might not provide minor officials for some of the more distant schools, however they are able to offer training to student from those schools. In basketball, it is possible to request assistance from a RSEQ Outaouais coordinator for the training of minor officials or to consult the training guide on our website.
- Sports managers must ensure that the field, or court, on which the game will be played is **adequate and safe** and that it will be free **at least 15 minutes before the scheduled time** of the game. Also allow a little extra time in case the game is delayed or extended for various reasons.
- Sports managers must ensure that the necessary equipment will be available and functional: scoreboard, stopwatch, 24-second indicators (basketball), regulatory balls, well-anchored goals with a well-installed net (futsal), additional bibs in case the 2 teams have the same color of jerseys.
- Sports managers must ensure that opposing teams are adequately received and provide them with a room for their athletes to change, water fountains to fill their bottles and adequate washrooms.
- Sports managers must also ensure that they have an accident form that coaches can fill out in the event of injury, as well as the emergency numbers to call in the event of a serious accident, fire or all other emergencies.

#### During home games:

The home team is responsible for the smooth running of the game. **Coaches must ensure control of the spectators, both those of their team and those of the opposing team.** At the request of the referees, the coach may have to intervene and ask some people to leave the school if they are unable to behave properly. It is therefore preferable to always have a security guard or a person in charge of sports facilities on site during home games in case of problems.

#### After home games:

In most schools, home team coaches make sure to pick up the game sheet at the end of their home game and give it to their sports managers, who will enter the results on the S1 site by themselves. However, some schools prefer to give this responsibility directly to their coaches. To do this, sports managers must create assistant delegates on the S1 site of their institution using the names and email addresses of the coaches concerned. On the other hand, it will be necessary to limit the possibilities of actions of these coaches to the entry of the results. Coaches must not be able to make changes to the players of their team without the approval of their sports manager.

- The entry of results on the S1 site is the responsibility of the home team and **must be done within a maximum of 3 working days after the home game**. A delay will result in a monetary penalty to the offending school according to **article 25.2.1 of the administrative regulations**. The following items must be entered on the S1 site:
  - Game results and ethics points;
  - Sanctions granted by the referees during the game;
  - Presence of the home team and visiting team athletes;
  - Download the copy of the game sheet.

It is important to familiarize yourself with the sanctions and ethics points by consulting the specific regulations of each discipline.

- To consult the league rankings, athletes, coaches, parents and friends can visit the following website at any time: **www.diffusion.s1.rseq.ca**. They will therefore be able to follow the progress of their team throughout the season.

## Responsibilities of visiting teams:

Visiting teams must ensure that they arrive on time with a sufficient number of players to start the game. Players and coaches must respect the sports facilities and the equipment made available to them and leave the players benches and changing rooms clean by throwing their waste in the garbage cans after the game. In case of breakage, an invoice could be sent to the offending school.

## Responsibilities when hosting a local tournament:

In certain sports, such as volleyball, division 4 junior basketball, or other division 4 sports, matches are held in the form of tournaments on weekends. When sports managers' school is to host one of these tournaments, they'll need to prepare to receive multiple teams throughout the day. A RSEQ Outaouais coordinator will send all the game sheets necessary for this tournament. The host school responsables will have to open the doors of the school and gymnasiums **at least 30 minutes before the scheduled start time**, providing all the necessary equipment and ensuring the smooth running of the day. In certain disciplines such as basketball and futsal, they will also have to provide minor officials for the whole day. At the end of the tournament, they will have to collect all the game sheets and enter the results of **ALL** the games using a special S1 code which will be provided to them by a RSEQ Outaouais coordinator.

## 6. Sports ethics at RSEQ Outaouais

### I am ethically responsible :

- *As a member of the RSEQ, I represent my team, my school and the Quebec Student Sports Network;*
- *I reflect a positive image of my sport discipline;*
- *I am courteous to coaches, referees, spectators and opponents and use appropriate language at all times;*
- *I respect the rules of the game, the decisions of the referees and I convey the values of respect and honesty in each of my behaviors;*
- *I do not accept violence and bullying in all its forms and I notify the responsible individuals if I am a victim or witness of such acts.*

### Expertise :

- *I play with pleasure;*
- *I consider personal development more important than victory;*
- *I favor academic success and I am fully committed to my athletic journey;*
- *I accept victory with modesty and humility;*
- *I accept defeat by being aware of my limits, my abilities and recognizing the work of the opponent;*
- *I have no unrealistic expectations. I am aware that we play in school sports and that we are not professional athletes;*
- *I consider that the development of the person takes precedence over the development of sport;*
- *I always act in the best interest of the athletes.*

### Know how to be :

- *I consider my opponent essential to play;*
- *I consider each athlete with respect and fairness regardless of gender, race, physical potential, economic status or any other condition;*
- *I never ridicule others. I make positive comments that motivate and encourage commitment and persistence;*
- *I contribute to the development of my discipline through the exchange of knowledge;*
- *I encourage in a civilized and respectful way.*

Athletes, coaches, assistants, chaperones persons and spectators must demonstrate sports ethics at all times. It is the responsibility of coaches to ensure that the rules of sports ethics are respected by all of their athletes, assistants, parents, or other persons accompanying their team. As young people reproduce adult behaviors, coaches must demonstrate ethical behavior in all situations in order to set a good example for their athletes.

In each of the collective disciplines, sports ethics points are added to the regular league rankings for each game. These points (which vary between 2 and 5 depending on the sport) can be withdrawn if the team's behavior does not respect the rules of sports ethics. Consult the specific regulations of each discipline to familiarize yourself with the gestures or sanctions that can lead to the withdrawal of sports ethics points.

When an athlete or a coach demonstrates unsportsmanlike behavior penalized by the referees, this incident may be brought to the attention of the RSEQ Outaouais vigilance committee. This committee is made up of the Director General of the RSEQ Outaouais who coordinates and communicates the elements of the conflict, the coordinator of the sport for which there is a conflict, 2 members of the board of directors and 2 members of the CDA who must read the reports of the incident. Each member of the committee must decide and all must agree on a sanction to be issued in relation to the behavior or gesture reported. These sanctions may vary according to the seriousness of the situation and may go as far as the final dismissal of the person at fault from the school league. If a case concerns the school of one of the committee members, this member will be replaced by another substitute member. The decision taken will be sent by email to concerned sports managers as well as their school director.

In the event that some of their athletes or coaches behave in an unsportsmanlike manner, sports managers must follow up by meeting the people concerned to make them aware that their behavior is inappropriate and goes against the values of their school sports program. To help sports managers act in such situations, it is advisable to have all of their athletes and coaches sign an athlete contract or a coach contract at the start of the season. In this contract, sports managers may state the expected behaviors and the values conveyed by their sports program, as well as the consequences that could arise in the event of non-compliance. Ideally, have the athlete's contract signed by the athletes themselves **AND** by their **parents** to ensure that they are all well aware of the consequences of bad behavior and unsportsmanlike manner. The more complete and clear the contract is, the more it will avoid problems with dissatisfied parents. It might also be wise, on the part of sports managers, to send parents, at the start of the season, a message stating the values of sports ethics conveyed by the RSEQ Outaouais as well as the appropriate behaviors that spectators must adopt.



## 7. Qualifiers and regional championships

During the CDA in February, the members of the Sports Coordinators Commission must agree on the format of the playoffs and regional championships for current team sports. To do this, they rely on the specific regulations of the disciplines concerned and on the document on the composition of leagues and championships (see the section on regional championship formats).

For individual sports, the regional championship will take place on a single predetermined weekend day. For team sports, as soon as the final standings of the regular season are known in each of the leagues, the RSEQ Outaouais coordinators will post the games that have to be played during the playoffs on the S1 site, namely the **quarter-finals and semi-finals**, then those that have to be played during the regional championship, namely the **gold and bronze finals** (if applicable). For the playoffs, the sports managers of the teams concerned must agree on a date to play the games which will take place on weekdays at the home of the highest ranked team in the regular season.

The regional finals games will be played over a weekend day and at a location determined in advance and approved by the CDA. Gold, silver and bronze medals (if applicable) will be awarded to athletes and coaches, and the banner of regional champions will be awarded to the winning team in all categories.

## 8. Provincial school championships

Teams or individual athletes who win the regional D3 championship will have the chance to represent the Outaouais region at the provincial school championship for their discipline. It sometimes happens that in certain team sports, the RSEQ Outaouais has the authorization to send more than one team to represent the region, depending on the performance of our regional delegation at the provincial championship the previous year. If this is the case, the regional championship finalist team may also participate in the provincial championship. Schools will be informed before the regional finals are held.

### Provincial school championships called "REGULAR"

- Outdoor track and field, badminton, basketball, cross-country, futsal and volleyball.
- Bus transportation, accommodation in class and food services at the competition site are compulsory for all athletes, coaches and accompanying persons in collective and individual disciplines.

- Transportation is organized by the RSEQ Outaouais at all times for individual disciplines. For team sports, the RSEQ Outaouais organizes transportation only when the provincial championship takes place beyond the greater metropolitan area of Montreal.
- In **team sports**, the RSEQ Outaouais will be responsible for paying the registration fees for the regional champion team only (if finalist teams also participate in the championship, they will have to pay their registration fees). Transportation, accommodation and food costs must be paid by the participating teams.
- In individual sports, athletes must pay all registration, transportation, accommodation, food and support costs.

### **Provincial school championships called "INVITATION"**

- Indoor track and field, cheerleading, flag-football, non-checking hockey, swimming.
- During these championships, accommodation in class and food services are offered by the organizing committee, but they are not compulsory for athletes, coaches and accompanying persons.
- Participating teams or individual athletes must cover all costs related to the provincial championship themselves and are also responsible for their own transportation.

It is important that sports managers agree with their school administration at the beginning of the year to find out their policy regarding the funding of provincial championships and to establish the amount of fees that the school is willing to pay for the participation of their teams or their individual athletes in these championships. The rest of the costs must be paid by the parents of the athletes. These costs include transportation, accommodation and food for athletes, coaches and / or accompanying persons and registration fees if they are not paid by the RSEQ Outaouais. As these costs can be quite high, it is important that sports managers can plan a certain amount of money in their initial budget for the participation of some of their teams or athletes. Parents should also be informed as soon as possible of the costs they will have to pay if their child is called to participate in the provincial championship in their discipline.

## Expected behavior of the Outaouais delegation

As with regional level sporting events, the athletes are under the respective responsibility of their school of origin during the provincial school championships. The school must provide adequate supervision and comply with the regulations related to the organization of the championships. In case of non-compliance with the established rules, the organizing committee could expel the offending athletes or coaches. In the event of breakage or vandalism, the school will receive the invoice for the costs incurred. These problematic cases will be brought to the attention of the RSEQ Outaouais vigilance committee and the school could be excluded from the provincial championships of this discipline for the following year.

For **team sports**, the team must be accompanied by coaches, who must meet the standards required by their discipline in terms of NCCP training. The team must also have at least one adult companion, of the same gender as the athletes, to sleep in the classroom with them. For **individual sports**, the delegation must be accompanied by at least one adult coach who will be chosen from those who are interested in participating in the provincial championship and who have the required qualifications. In addition, there must be at least one male adult and one female adult to sleep in the classroom with the athletes.

In all regular or by invitation provincial championships, coaches, assistants and accompanying persons have the following responsibilities:

- Before leaving, they must ensure that all athletes have their health insurance card and a photo ID card. These cards will be used during accreditation and also in the event of illness or accident. Athletes who do not have their photo ID card could be excluded from the championship and denied access to the sports facilities.
- They are responsible for their athletes at all times and must ensure close supervision during the trip and for the duration of the competitions, both on the field and off the field.
- Coaches must attend briefings, opening and closing ceremonies, if applicable.
- They are responsible for knowing and respecting the administrative and specific regulations of the provincial RSEQ.

On return, if a parent decides to leave with his child, he must notify the head of the delegation before his departure to avoid that this person unnecessarily searches for the athlete in question. No young athlete will be allowed to leave with someone other than their parents, unless athletes have a written authorization signed by their parents and who designates the person with whom the young athlete has the right to leave.

## 9. Gala of Excellence

Each year, the RSEQ Outaouais presents its Gala of Excellence which aims to promote the athletes, coaches, teams, schools and other volunteers who make the world of sport and physical activity vibrate and who animate the greater region of Outaouais. This gala takes place at the Cégep de l'Outaouais, in the auditorium of the Gabrielle-Roy campus, usually on the Wednesday night of the 2<sup>nd</sup> or 3<sup>rd</sup> week of May.

This beautiful evening, which brings together nearly 700 managers, educators, coaches, athletes and parents, allows to highlight many achievements by awarding several prizes and grants.

The **nomination process** is done online using a form by going to the following link: [www.galascoire.rseq.ca/plateforme/regional](http://www.galascoire.rseq.ca/plateforme/regional). Only RSEQ Outaouais members, that are educational institutions in the region, can submit nominations (only one choice for each category). Sports managers are invited to establish a selection mechanism within their institution to choose their candidates. It is advisable to consult the Gala of Excellence page on the RSEQ Outaouais website to find out the **22 categories** for which sports managers may present a candidate.

All forms will be submitted to a selection committee which will choose the winners from each category. It is very important that these forms sent are complete and properly filled in order to reflect appropriately all the qualities and good deeds accomplished by the candidate. Thus, the members of the selection committee will be able to get a good idea of the people nominated. Some winners will then be sent to the provincial Gala of Excellence which will take place early June in a designated region.

## 10. Healthy lifestyles

One of the important aspects for the RSEQ Outaouais is healthy lifestyles. As mentioned at the beginning of this guide, we offer different programs on various aspects of healthy lifestyles. One of these high school programs is **De Facto**, which aims to educate students about the dangers of smoking through powerful messages that tell the truth about the tobacco industry. In addition, this organization sells a variety of clothing with the De Facto logo that schools can purchase and add their respective school logo on it. These garments can then be distributed to student-athletes so that they become ambassadors for this anti-smoking cause. Schools wishing to join this program can take the opportunity to give lectures on the subject or kiosks during lunch breaks in order to raise awareness not only of student athletes, but of the entire student population of this anti-smoking cause.

Other programs also try to focus on healthy lifestyles, such as **ISO-active** where schools can obtain certification of their level of commitment in promoting and valuing a healthy and active life. Schools must complete an online form to receive their certification according to 5 categories: participation, bronze, silver, gold or excellence. For more information or to complete the self-assessment form, simply go to the RSEQ provincial website at [www.rseq.ca/iso-actif](http://www.rseq.ca/iso-actif).

The new **“En Forme” program in high school** is for youth ages 12 to 17. It offers intervention tools to help physical educators assess and follow the evolution of the physical condition of adolescents based on recent data adapted to the shape of the students. Schools wishing to join this program must register with the RSEQ Outaouais coordinator and will thus receive their physical intervention kit with a variety of materials as well as an invitation to the **“En Forme” virtual platform**.

Consult the RSEQ Outaouais website in the **Healthy Life section** to find out about other programs such as the **“Rentrée sportive”** or **“Fumer c’est Dégueu”**. You can also contact the person in charge of healthy lifestyles at RSEQ Outaouais if you have any questions.

## Appendix - RSEQ Outaouais contact information

### Hélène Boucher: Director General

helene.boucher@outaouais.rseq.ca

819-243-6663, poste 205, cellulaire: 819-360-6836

### Odile Latulippe: Elementary Sports and Healthy Lifestyles Coordinator

olatulippe@outaouais.rseq.ca

819-243-6663, poste 206, cellulaire: 819-661-8051

#### Responsible for the following files:

- Mini-basket
- Mini-cosom
- Mini-futsal
- Mini-tennis
- Mini-volley
- Cross-country skiing
- Fitspirit for girls (high school)
- 100% Girls and 100% Guys (elementary)
- Healthy lifestyles

### Patricia Tailleux: Sports and Events Support Coordinator

ptailleux@outaouais.rseq.ca

819-243-6663, poste 207, cellulaire: 819-664-6850

#### Responsible for the following files:

- Track and field
- Badminton
- Cheerleading
- Cross-country
- Swimming
- Coach training
- S1 site management

### Philippe St-Martin: High school Sports Coordinator

pstmartin@outaouais.rseq.ca

819-243-6663, poste 208, cellulaire: 819-665-6283

#### Responsible for the following files:

- Baseball
- Basketball
- Flag-Football
- Football
- Futsal
- Non-checking Hockey
- Rugby
- Ultimate frisbee
- Volleyball
- Volleyball de plage

**Track and field Commissioner:**

**Badminton Commissioner:**

**Cheerleading host committee:**

**Cross-country host committee:**

**Mini-basket host committee:**

**Mini-volley host committee:**

**Swimming host committee:**

**Cross-country skiing host committee:**

**Donald Côté**

**Claude Tessier**

**Collège Nouvelles Frontières**

**École Louis-Joseph-Papineau**

**Cégep de l'Outaouais**

**Collège Saint-Alexandre de la Gatineau**

**École secondaire de l'Île**

**Skinouk**