

N.D.A.

APPENDICES

(Revised June 2013)

GUIDELINES FOR AMENDING CONVENOR AND EXECUTIVE ROTATION

1. The present N.D.A Convenor should submit the name of next year's convenor with their activity report to the N.D.A.
2. If a school withdraws from an N.D.A. sport, they shall be removed From the N.D.A. Convenor Rotation and the rotation will be amended by moving the rotation back to fill the space.
3. If a school enters a sport, they enter the Convenor Rotation at the end of the cycle (starting 2001-02). There must be a minimum of two years after re-entry before convening.
4. A school that wants to amend the rotation can do so by taking over the spot, switching spots with another school or moving the rotation forward. This decision should be agreed on by the schools involved.
5. The N.D.A. Convenor Rotation should be amended annually by the N.D.A. Executive.

GUIDELINES FOR INTRODUCING NEW ACTIVITIES

1. Contact Supervisor of Athletics in the school concerned to have interest in the new activity polled within the school.
2. Draft a letter to Principals of N.D.A. Schools and N.D.A. Executive so that interest in district schools can be polled. Principals and Supervisors of Athletics are to determine interest in the school in introducing the sport in the school from the following perspectives:
 - (a) Expanding program - need, facilities, etc.
 - (b) Availability of coaches
 - (c) Financing
 - (d) Student interest

Principals are to identify a prospective coach in the school if they are interested in pursuing the sport.

3. Contact Principal to determine if school is interested in pursuing the sport and who their contact person will be.
4. Call an organizational meeting of the school contact people to prepare presentation to N.D.A. Executive and N.D.A. General Assembly. This presentation should include the following considerations:
 - (a) Interest from district schools - coaches and students
 - (b) Need for addition of activity - i.e. filling community need, higher competition, etc.
 - (c) Financial commitments to include transportation, officials, equipment, uniforms, facility and rentals, etc.
 - (d) Proposed schedule including facility, timing, dates, number of games, etc.
 - (e) Officiating
 - (f) Conflicts with other sports
 - (g) use of facilities - gym time, practice schedules
 - (h) Values of the sport
 - (i) Other considerations

GUIDELINES FOR INTRODUCING NEW ACTIVITIES (CONT'D)

5. Make presentation to N.D.A. Executive.
6. Make revisions to presentation.
7. Make presentation to N.D.A. General Assembly for approval by simple majority vote (4 votes per school- 2 male - 2 female) to start an exhibition season for the coming season.
8. Prepare playing regulations for presentation to N.D.A. Executive and General Assembly after at least one exhibition season if the activity is to be sanctioned fully by the N.D.A.
9. Make presentation to N.D.A. Executive after at least one exhibition season if the activity is to be sanctioned fully by the N.D.A.
10. Make presentation to N.D.A. General Assembly for approval by 2/3 majority vote (4 votes per school- 2 male - 2 female) after at least one exhibition season if the activity is to be sanctioned fully by the N.D.A.

GUIDELINES FOR THE EAST-WEST HOCKEY GAME**GUIDELINES FOR GENERAL ADMINISTRATION**

1. East-West games are not to be held later than January 20th.
2. East-West games start at 1:00 p.m. The doors at Memorial Gardens are to be closed at 1:30 P.M.

GUIDELINES FOR JUDGES AND CHEERLEADING SPIRIT COACHES

The following guidelines must be respected:

GENERAL REGULATIONS:**A. FOR ON-ICE PERFORMANCES**

1. Four (4) or more members constitute a team.
2. Uniforms shall be standard cheerleading uniforms or traditional sportswear.

FOR SPIRIT LEADERSHIP GROUPS

When in the stands, spirit groups shall wear distinctive clothing (preferably in school colours) so that judges may distinguish leadership group members from the remainder of the student population.

B. FOR CHEERLEADING ROUTINES AND SPIRIT DEMONSTRATIONS:

1. For safety reasons, the on-ice cheerleading competition at the East-West game prohibits pyramids, lifts and tosses. A performer's weight may not be completely supported by one or more persons in any lift or pyramid.

NOTE: When in contact with another individual, a performer must have one foot on the ice or a lift shall be declared and the appropriate sanctions shall be applied.

2. All cheerleading routines will be judged from the front (the front shall be considered the side of the school being judged).
3. Only shakers are to be used by on-ice performers. Live bands or taped music will be allowed during off-ice routines (demonstrations two minutes maximum).
4. Shakers shall not be left on the ice at the end of the routine. They must be removed by the performers (but not necessarily within the four (4) minute time allotment).
5. A cassette tape recorder will be available in the press box (upstairs). It will be plugged into the arena's sound system. Please ensure that you have your own cassette and that you have someone in the press box (upstairs) to cue the operator the E-W committee will arrange and pay for use of the Garden's sound system for a sound check by all cheerleading or spirit coaches (all schools) during the hour on the Wednesday or Thursday prior to East-West.
6. Your four (4) minute routine (demonstration) begins the moment the music or routine begins. Pom-poms must be removed by the cheerleaders. Only two (2) minutes of music can be played in the routine

GUIDELINES FOR THE EAST-WEST HOCKEY GAME**GUIDELINES FOR JUDGES AND CHEERLEADING COACHES (CONT'D)**

C. FOR SCHOOL SPIRIT EVALUATION:

1. No aids other than prompt signs are allowed.
2. Only those things which can be worn shall be used.
3. A school banner is allowed.
4. No amplification of sound or music is allowed.
5. Students are not allowed to parade in any form on the concrete surface which surrounds the boards nor in any other part of Memorial Gardens. Student spirit groups should be evident within each school's reserved section.
6. In order to avoid prolonged cheering during the M.C.'s presentation, the latter shall raise a fist in the air to indicate to all sections that cheering should stop. Maximum duration of cheering should be fifteen (15) seconds. Judges shall be informed to look for crowd discipline in respecting this visual command.
7. Hockey players wishing to remain in the bench area during cheerleading routines must remain seated on the bench throughout. Teams whose cheerleaders are on the ice should have access to the bench area.

JUDGING CRITERIA - SPIRIT COMPETITION (JUDGE'S SCORE SHEET):**1. Leadership - (10 marks)**

Has the leadership group played a leading role in active cheerleading?

2. Crowd Response to Leadership Group - (10 marks)

The degree to which the leadership group was able to elicit a response to its cheers.

3. Sustained crowd enthusiasm - (15 marks)

The degree to which crowd was able to sustain their active cheering and enthusiasm.

4. Technical Merit - (15 marks)

Originality, variety, synchronisation, unity, collective appearance.

5. Total - (50 marks)**GUIDELINES FOR THE EAST-WEST HOCKEY GAME****JUDGING CRITERIA - CHEERLEADING ROUTINES (JUDGES' SCORE SHEET):****1. Appearance - (5 marks)**

- Matched uniform (uniformity of apparel- including accessories)

2. Originality - (10 marks)

- Variety of skills (stunts, jumps, gymnastics, dance)
- Skill level
- Variety of motion (arms, legs, head, level changes)
- Variety of formations (geometric, shapes, lines)
- Effective use of transitions
- Choice of Music

3. Projection - (10 marks)

- Voice (volume-clarity)
- Quality of voice (enunciation)
- Unison

4. Leadership - (10 marks)

- Leadership in getting crowd to participate
- Effective crowd response

5. Enthusiasm - (5 marks)

- Eye contact with crowd
- Facial expression (smiles)
- Energy level (is team enjoying itself)

6. Execution - (10 marks)

- Team Formations (precision, spacing)
- Synchronization (timing, rhythm)
- Clean cut transitions
- Continuity
- Amplitude of movement
- Overall impact

7. Total - (50 marks)

NOTE: 5 mark deduction for exceeding either the four (4) minute time limit for routines or the two (2) minute time limit for music. (10 marks for excess in both) 5 mark deduction for infraction of the "no pyramid, no lift, no toss" rule.

GUIDELINES FOR THE EAST-WEST HOCKEY GAME**POINT STRUCTURE**

1. North Bay Homebuilders Trophy and East-West Banner:

Members of the winning side shared the North Bay Homebuilders Trophy for three (3) months each, and each school also received an East-West Banner.

The winner of the above trophy and the East-West banners will be determined using the following points system:

The winner of each period receives 2 points. If the period is tied, each side receives one point.

The side with most points after the four (4) periods shall be the winner.

In the event of a tie at the end of 3 periods, the following tie-breaking procedure shall be employed.

- (a) A one minute sudden death stop time period will be played, playing 6 vs 6 followed by
- (b) If still tied.
- (b) A one minute sudden death stop time period playing 5 vs 5 followed by (c) if still tied.
- (c) A sudden death stop time period playing 4 vs 4.
- (d) In the event that a penalty is being served at the end of the last period, the penalized player must serve the remainder of his penalty during overtime. However, his team will not have to play short-handed as a result of this or these penalties.
- (e) In the event that penalties are assessed in overtime when the teams are down to three players a side:
 - The non-penalized side will play four skaters against three for the duration of the penalty.
 - Upon expiry of the penalty, the teams shall play four skaters against four (the penalized player having returned to the ice) until the next stoppage in play, at which time they will return to three skaters each.

In all situations, the goalie may be pulled if desired.

GUIDELINES FOR THE EAST-WEST HOCKEY GAME**POINT STRUCTURE (CONT'D)**

2. Spirit and Cheerleaders Awards Judging Criteria:

The judges will judge each school on general effectiveness during the first 8 minutes of the three (3) First periods, during the first six (6) minutes of the fourth period and give that school a mark out of 50 (see N.D.A. Appendices, Page 4). The judge will then rank each school. The First Place School will be given a one point score. The 2nd place team, a two (2) point score and so on. The combined rank scores of all judges shall determine each schools final ranking. The school with the lowest combined rank score shall be the winner with the other teams ranked behind. The winner shall receive the spirit trophy and banner.

After each cheerleading performance the same procedure is followed, this time each judge marking out of 50 (see N.D.A. Appendices, Page 5). Once again the judges will rank each school.

On a trial basis, we will eliminate the highest and lowest rankings of the judges for each school in both the cheerleading and spirit competitions. Each school shall then be judged on the rankings of four judges.

The cheerleading team with the lowest combined rank score shall receive the cheerleading trophy and banner.

RAINBOW GAMES GUIDELINES

1. A tentative date will be set in June for the following season - approximately the middle of October.

2. All school teams participating in the N.D.A. league will be invited to play in the Rainbow game.

3. A committee of Basketball Convenor, Representative from Officials and TWO Coaches will be formed at the fall Basketball Coaches meeting to organize and publicize the Rainbow game.

4. Schools with Junior and Senior teams will have both teams playing for the same "team" (i.e. Juniors will not play for "LIGHT TEAM" while seniors play for "DARK TEAM".)

5. For the Rainbow game it is understood that the Basketball Officials will donate their services and provide Minor Officials. The N.D.A. will provide tickets, people and advertising.

6. All proceeds will be divided equally among participating TEAMS.

**GUIDELINES FOR COMMUNICATING N.D.A. RESULTS TO THE MEDIA
PROCEDURE:**

1. FOR TOURNAMENT/MEET STYLE SPORTS:

(Golf, Cross Country, Skiing, Badminton, Curling, Track and Field)

The Tournament/Meet Convenor is responsible for communicating results of a tournament/meet to the media contact people listed below.

2. FOR ALL LEAGUE/GAME STYLE SPORTS:

(Basketball, Volleyball, Football, Hockey, Soccer)

The coach of the winning team is responsible for communicating the results of games to the media contact people listed below.

MEDIA CONTACTS:**1. THE NUGGET:**

Contact: Gerry Desormeau, Jim Hutchison, Mike Umphrey.

Phone Numbers: Sports: 472-3200, Ext. 302

Fax: 472-5128

Cell Phone: 497-6150

Special Notes:

1. Please ask coaches to put first and last names on score sheets.
2. Coaches are asked to call collect when out of town with teams.
3. Highlights of games help with coverage - the more the better.
4. Send information regarding upcoming tournaments, etc.
5. Convenors are asked to supply copies of schedules to Sports Department.

2. CKAT-FOX RADIO:

Contact: Clancy McDonald

Phone Numbers: Sports line: 474-3695, Ext.256 (24 hour answering machine)

Special Notes:

Newsroom: 474-2310 (5:00 A.M. - 5:00 P.M. week days.)

(4:00 A.M. - 12:00 P.M. weekends)

Fax: 474-7761

Fax or call and leave message. Do not send score sheets, highlights only.

GUIDELINES FOR COMMUNICATING N.D.A. RESULTS TO THE MEDIA

3. MIX 100 RADIO:

Reporters: Mike Anthony, Rob Williamson
Phone Numbers: Newsroom: 472-3225 (4:00 A.M. - 7:00 P.M.)
On Air: 474-2310

4. MCTV SPORTS:

(after hours - answering machine)
Fax: 476-8400
Special Notes: Fax or call and leave message.
Contact: Greg Estabrooks
Phone Numbers: sports line: 476-6288 (After 9:00 p.m.)
Fax: 495-0922
Special Notes: Please include game highlights.

5. COGECO CABLE:

Roger Cross, Brian Winkworth
Phone: 472-9868
Fax: 472-7854
Special Notes: Please notify him 3 weeks prior to your event and they will be happy to televise it.

6. GATEWAY ADVERTISER:

Doug Ritchie
Phone: 494-7819
Fax: 494-9753
Monthly publication which will print an article you write.

7. SUN-UP DAILY NEWS:

Phone: 495-8483 (Monday to Friday)
Fax: 752-4651

GUIDELINES FOR N.D.A. ASSOCIATE MEMBERSHIP**PROCEDURE:**

1. The school wishing to make application for Associate Membership must indicate their interest to the N.D.A. President. The ND.A. President shall call a meeting of the Sport Convenor, the Sport Committee, the Supervisors of Athletics from N.D.A. schools and the representatives of the school making application. A draft agreement (see Appendices, Page 10) outlining the conditions under which the school would be granted Associate Membership will be prepared at this meeting.
2. The draft agreement must be presented to the N.D.A. Executive for approval.
3. The draft agreement must be presented to the next general meeting of the N.D.A. and would need unanimous approval of participating schools - one vote per school.
4. Application for renewal of the Associate Member Agreement must be submitted to the N.D.A. annually. This would be done by submitting the present agreement to the N.D.A. Secretary three (3) weeks prior to a general meeting of the N.D.A. The agreement would then be circulated to member schools along with the usual package of Notices of Motion. The agreement would come to the floor at the general meeting for discussion and amendment (if necessary) and then would need unanimous approval of participating schools - one vote per school. This process would continue on an annual basis as long as the school applying wishes to be an Associate Member.
5. In keeping with the N.D.A. dates for entry into a league, application for Associate Membership must be made at the June Assembly of the year prior to the season in question for all team sports except soccer. Application can be made at any general assembly prior to the season for soccer and all individual sports.
6. An annual Associate Membership fee of \$25.00 will be charged to any school who is accepted as an Associate Member. The fee must accompany the application for Associate Membership.
7. Should the agreement not be approved by the N.D.A., the fee will be returned to the school in question.

N.D.A. ASSOCIATE MEMBERSHIP AGREEMENT BETWEEN THE N.D.A. AND SCHOOL

It is agreed that the N.D.A. grants Associate Membership to **SCHOOL** for the **YEAR** season in the sport(s) of **SPORT**. It is understood that the above named school must abide by ail of the articles, By-Laws and Playing Regulations contained in the N.D.A. Constitution. It is also understood that the school named above may not qualify a team or individual as the N.D.A. representative to N.O.S.S.A. In addition, the N.D.A. and the school named above agree to the following conditions related to the specific sport(s) in question:

LEAGUE SCHEDULING AND PLAY-OFF FORMATION

TEAM STANDINGS AND INDIVIDUAL SCORING

DISTRIBUTION OF AWARDS

MEMBERSHIP EXPENSES (TRANSPORTATION, OFFICIALS, ETC)

COACHES' RESPONSIBILITIES

OTHER CONDITIONS

N.D.A. PRESIDENT

PRINCIPAL SUPERVISOR OF ATHLETICS

This agreement must be renewed annually at a general meeting of the N.D.A. Application for renewal must be made in writing to the Secretary of the N.D.A. three (3) weeks prior to such meeting and requires unanimous approval from participating schools - one vote per school.

GUIDELINES FOR NDA ALL-STAR SELECTIONS

BOYS BASKETBALL

1. Each team selects five (5) players from the league and ranks them one through five. The coach may not pick a player from their team in the first three selections.
2. Points are rewarded in the following way. Players chosen number one receive five (5) points. Players chosen number two (2) receive four (4) points. Players chosen number three (3) receive three (3) points. Players chosen number four (4) receive two (2) points. Players chosen number five (5) receive one (1) point.
3. Votes are tabulated and points are assigned. The highest point total is chosen league MVP the next five highest point totals are chosen as league all-stars.

HOCKEY LEAGUE AWARDS

1. Awards include: MVP, Best Defense, Best Goalie, Top Forward, and Most Sportsmanlike Player.
2. Each school nominates one player for each category from their school (same player can be nominated more than once).
3. List is formulated in each category and sent to participating schools in the league.
4. Schools rank players from one through to four (1-4) (they do not vote for their school).
5. Scores are added up and the player with the lowest score is declared as the winner.
6. In the case of a tie, the tie stands.
7. Criteria for ranking each nominee are left to each individual school or coach.

VOLLEYBALL ALL-STAR SELECTION

1. Each coach nominates two (2) players from their team.
2. Each coach ranks the players from one through to twelve (1 -12). One being the top player and twelve as the last player.
3. The convenor then tabulates the votes for each player and names the all-star team before the beginning of the first game of the senior final.

N.D.A. FORM LETTER #1

REPORT OF A FIRST INCIDENT OF MISCONDUCT BY AN NDA COACH

(DATE)

Dear Principal:

As per the duties of the President outlined in the N.D.A. Constitution (Article 22, page __, I am writing to inform you that [have received a report of misconduct pertaining to a member of your coaching personnel.

I have attached a photocopy of the documentation which I received on (DATE) from _____(NAME)__, who is the _(TITLE)_ of the _(AFFILIATION). This document reports that _____(COACH INVOLVED)_____ was involved in an incident during the _(EVENT)_ which was played at _____(SITE) _____ on _____(DATE)_____. The particulars of the incident are described in the report.

I recognize that some coaching situations can be very difficult and that these same situations can, at times provoke certain reactions. We are certain that you will want to investigate and discuss this matter with the coach concerned and that you will make every possible effort to ensure that this type of incident will not occur again in the future.

I must explain that our Constitution requires that I communicate with you again in the event that a second incident of misconduct by this same individual is reported to the N.D.A. during the current school year. Should this happen, the matter would automatically be placed on the agenda for the next scheduled Executive meeting. I would hope, by the time of this meeting, to have received word from you as to the steps which you had taken to address this second incident. The N.D.A. Executive would then review the matter and decide if it considered it necessary to refer the incident to the N.D.A.'s Board of Reference.

Thank you in advance for the attention which you will direct to this situation. Since I may soon have to report to the official's association or to the convenor, I would appreciate hearing from you at your earliest convenience as to the actions taken by you as a result of this incident.

Sincerely,

N.D.A. President

c.c. To the coach cited in the report

N.D.A. FORM LETTER #2

REPORT OF A SECOND INCIDENT OF MISCONDUCT BY AN NDA COACH

(DATE)

Dear Principal:

My letter to you on _(DATE)_ indicated that the N.D.A. had received a report of misconduct by _____(COACH'S NAME)_____, a coach at your school.

I regret to inform you that I have now received a second report of misconduct by this same individual. I have attached a photocopy of this second report which I receive on (DATE)____from____(NAME)_____, who is the____(TITLE)____ of the____(AFFILIATION)_____. This document reports that _____(COACH INVOLVED)____ was involved in an incident during the____(EVENT)____ which was played at __ (SITE) __ on __ (DATE) __. The particulars of the incident are described in the report.

As I explained to you in my letter of _(DATE)_, the N.D.A. Executive is mandated to investigate any situation in which a second incident of misconduct by the same individual is reported to the N.D.A. during any given school year. As per our Constitution, I will place this item on the agenda for our next Executive meeting which will be held at _(TIME)_ at _(LOCATION)_ on _(DATE)_.

I would appreciate receiving word from you prior to this meeting as to the steps which you have taken to address this second incident of misconduct. The N.D.A. Executive will review the matter and decide whether or not it feels that it is necessary to refer the incident(s) to the N.D.A.'s Board of Reference.

I would once again like to thank you for your attention in this matter.

Sincerely,

N.D.A. President

c.c. To the coach cited in the report

N.D.A. FORM LETTER #3

REPORT OF A FIRST INCIDENT OF MISCONDUCT BY AN OFFICIAL

(DATE)

Dear President:

As per the duties of the President outlined in the N.D.A. Constitution (Article 22, page ___), I'm writing to inform you that I have received a report of misconduct pertaining to an official within your association.

I have attached a photocopy of the documentation which I received on _(DATE)_ from ___ (NAME) , who is the _(TITLE)_ of _(SCHOOL)_. This document reports that ___(OFFICIAL INVOLVED)___ was involved in an incident during the _(EVENT)_ which was played at _(SITE)_ on _(DATE)_. The particulars of the incident are described in the report.

I recognize that some officiating situations can be very difficult and that these same situations can, at times, provoke certain reactions. We are certain that you will want to investigate and discuss this matter with the official concerned and that you will make every possible effort to ensure that this type of incident will not occur again in the future.

I must explain that our Constitution requires that I communicate with you again in the event that a second incident of misconduct by this same individual is reported to the N.D.A. during the current school year. Should this happen, the matter would automatically be placed on the agenda for the next scheduled Executive meeting. I would hope, by the time of this meeting, to have received word from you as to the steps which you had taken to address this second incident. The N.D.A. Executive would then review the matter and decide if it considered it necessary to refer the incident to the N.D.A.'s Board of Review.

Thank you in advance for the attention which you will direct to this situation. Since I may soon have to report to the school involved or to the convenor I would appreciate hearing from you at your earliest convenience as to the actions taken by you as a result of this incident.

Sincerely,

N.D.A. President

N.D.A. FORM LETTER #4

REPORT OF A SECOND INCIDENT OF MISCONDUCT BY AN OFFICIAL

(DATE)

Dear President:

My letter to you on _(DATE)_ indicated that the N.D.A. had received a report of misconduct by _(OFFICIAL'S NAME)_, an official within your association.

I regret to inform you that I have now received a second report of misconduct by this same individual. I have attached a photocopy of this second report which I received on _(DATE)_ from _(NAME)_ who is the _(TITLE)_ at _(SCHOOL)_. This document reports that _(OFFICIAL INVOLVED)_ was involved in an incident during the _(EVENT)_ which was played at _(SITE)_ on _(DATE)_. The particulars of the incident are described in the report.

As I explained to you in my letter of _(DATE)_, the N.D.A. Executive is mandated to investigate any situation in which a second incident of misconduct by the same official is reported to the N.D.A. during any given school year. As per our Constitution, I will place this item on the agenda for our next Executive meeting which will be held at _(TIME)_ at _(LOCATION)_ on _(DATE)_.

I would appreciate receiving word from you prior to this meeting as to the steps which you have taken to address this second incident of misconduct. The N.D.A. Executive will review the matter and decide whether or not it feels that it is necessary to refer the incidents) to the N.D.A.'s Board of Review.

I would once again like to thank you for your attention in this matter.

Sincerely,

N.D.A. President

NDA TRANSFER COMMITTEE PROCEDURES**REPRESENTATION**

The NDA Transfer Committee should consist of the following:

1. Five (5) NDA members
2. With representation from at least 3 of the 4 Boards.
3. At least one member representing the Principals.
4. At least one male and female representative

VOTING POWERS

1. Every member of the NDA Transfer Committee has a right to vote on each application (including the Chairperson). However, if the Transfer Application involves a member's school, he/she shall remove himself/herself from the discussion and the vote.
2. An athlete shall be deemed eligible to participate in NOSSA &/or OFSAA Sports when he / she receives a clear majority of the NDA Transfer Committee votes.
3. Any NDA Transfer Application not receiving a simple majority of the votes shall be submitted to one of NOSSA to OFSAA Representative. As per the NOSSA Constitution, this Representative shall in turn submit the Application to the OFSAA Board of Reference - Transfers.

TRANSFER APPLICATION RECORDS

1. Each individual NDA Transfer Application shall be maintained for a period of 5 years. After the 5 year period the records will be destroyed by the Chair of the NDA Transfer Committee.
2. Each year a copy of the applicable Rules and Regulations of the OFSAA Board of Reference - Transfer shall be kept with the Records of that year's NDA Transfer Applications.