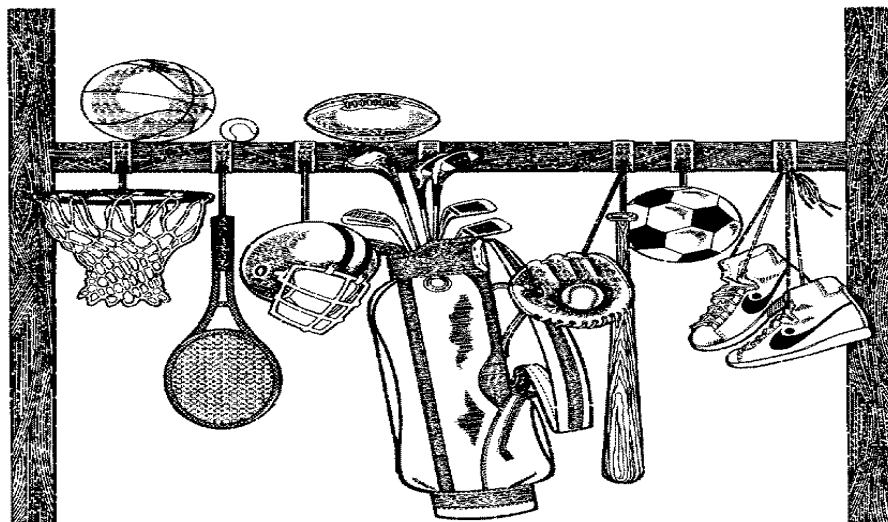


# THE HASTINGS AND PRINCE EDWARD DISTRICT ELEMENTARY ATHLETIC ASSOCIATION CONSTITUTION (H.P.E.D.E.A.A)

"EDUCATION THROUGH SCHOOL SPORT"



# The Hastings and Prince Edward District Elementary Athletic Association

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# Mission Statement: "Education through school sport"

## - CODE OF ETHICS -

The spirit of any game is a fragile thing. If emphasized, it provides everything that anyone could want in terms of enjoyment, challenge and intrinsic value. If disregarded, the enjoyment and challenge are soon equated to winning and to winning alone which, in turn, dramatically diminishes the value of the game to the participant.

To play to the spirit of the game demands "character" which embodies a number of qualities. All are learned and there is no better medium in which to learn than sport. To ignore this fact is to tamper with the future. The distinction between professional and school sport is clear. One is pure entertainment and the other is an education in values and the two do not blend.

It is not enough to imply what is required by the Code of Conduct - it must be understood why each component is part of the code.

## - CODE FOR PLAYERS -

1. Play the game for the game's sake.
2. Be generous in winning.
3. Be graceful in losing.
4. Be fair at all times, no matter what the cost may be.
5. Be obedient to the rules.
6. Work for the good of the team.
7. Accept the decisions of the officials gracefully.
8. Trust in the honesty of your opponents.
9. Conduct yourself, at all times, with honor and dignity.
10. Recognize and applaud honestly and wholeheartedly the efforts of your teammates or opponents regardless of color, creed, or race.

## - CODE FOR COACHES -

1. The game is played for the sake of enjoyment.
1. The rules of the game are to be regarded as mutual agreements, the spirit of the letter of which no one should try to evade or break.
1. Visiting teams and spectators are guests and should be treated as such.
1. No advantages, except those of superior skill, are to be sought over others.
2. Officials and opponents are to be regarded and treated as honest in intention.
1. Decisions of officials, no matter how unfair they may seem, are to be accepted without outward appearance of vexation.
1. To win is always desirable. But to win, at any cost, defeats the purpose of the game.
1. Losing can be a triumph when the best has been given.
1. The greatest good to the greatest number is the ideal.
1. The Golden Rule in sport is to treat other persons as you, yourself, would like to be treated.

# **- CONSTITUTION -**

## **ARTICLE 1 - NAME**

This association shall be known as The Hastings and Prince Edward District Elementary Athletic Association (HPEDEAA)

## **ARTICLE 2 - PURPOSE**

The purpose of the association shall be to contribute towards the development of:

- healthy active schools
- movement skills to encourage lifelong participation in physical activity
- students self esteem
- fair play, respect and sports etiquette
- physical fitness
- equity
- safety knowledge and skills
- student leadership

## **ARTICLE 3 - MEMBERSHIP**

### ***Section 1:***

The Association shall consist of all schools with elementary school age children within the Hastings and Prince Edward District School Board (HPEDSB).

### ***Section 2:***

A) Any schools within Hastings and Prince Edward Counties with elementary school age children who are not part of the HPEDSB and wish to join the Hastings and Prince Edward Elementary Athletic Association must apply in writing to the EAA executive. Written applications (Appendix E) are to be submitted three weeks prior to the Spring EAA general meeting. The applying school will be invited to attend the Spring EAA general meeting whereby their application will be heard by all member schools in attendance. A motion to accept the applying school (and placement within school group) will be made and voted on at this meeting. Upon acceptance of application, associated schools become members of the HPEDEAA for one year.

B) An associated school (approved out-of-learning district) will pay a flat rate of \$300.00 to be part of Hastings and Prince Edward DSB Elementary Athletic Association for one school year, in the event that their facilities are limited, such that they are not benefitting the students/ schools within the HPEDSB.

### ***Section 3:***

An individual member of the Elementary Athletic Association is a teacher, or administrator. A teacher is defined as someone who is a member of the Ontario College Teachers, a holder of an Ontario Teaching Certificate, or a teacher employed by an independent school.

**Section 4:**

Schools will be organized into school groups as follows:

**Bayside**

Bayside  
Frankford  
Susanna Moodie  
Sir John A. MacDonald  
Prince Charles (B)

**Moira**

Queen Victoria  
Deseronto  
Tyendinaga  
Harry J. Clarke  
Queen Elizabeth (B)

**Centennial/Quinte**

Foxboro  
Harmony  
Park Dale  
Prince of Wales  
Hillcrest

**Centre Hastings**

Earl Prentice  
Madoc Public  
Tweed Public  
Stirling Public  
Madoc Twsp  
Marmorra Senior

**North Hastings**

Maynooth  
Coe Hill  
Bird's Creek  
York River  
Hermon

**Trenton**

Breadner  
Prince Charles (T)  
College Street  
V.P. Carswell  
North Trenton  
Queen Elizabeth (T)

**Prince Edward**

Sophiasburgh  
C.M.L. Snider  
Pinecrest  
Kente  
Queen E (P)  
Massassaga-  
Rednersville

Athol - South Marysburgh

**Other Possible Schools and School Group**

Sir James Whitney/Sagonaska - Bayside  
Albert College - Bayside  
Quinte Mohawk - Moira  
Belleville Christian - Centennial/Quinte  
Our Lady of Mercy - North Hastings  
Trenton Christian - Trenton  
L'Envol - Trenton  
Ecole Cite Jeunesse - Trenton  
Marc Garneau - Trenton  
Sonrise Christian Academy - Prince Edward

**ARTICLE 4 - OFFICERS**

**Section 1:**

The Elementary Athletic Association (EAA) executive shall consist of a Chair, Past-Chair, Vice-Chair, Treasurer, Secretary, Convenor coordinator, Curriculum Services rep and Administration rep.

**Section 2:**

The Elementary Athletic Council will consist of the executive and one representative from each school group (North Hastings, Bayside, Moira, Centennial/Quinte, Centre Hastings, Trenton, Prince Edward).

## **JOB DESCRIPTIONS**

### **a) Chair**

- shall be responsible for calling and conducting meetings (executive, athletic council, general)
- shall sit on the protest committee
- liaison with Principal's Cabinet as needed
- uphold the purpose and mission of the EAA
- attend EAA executive and council meetings

### **b) Vice-Chair**

- shall be responsible for calling and conducting meetings in the absence of the chair
- shall sit on the protest committee
- uphold the purpose and mission of the EAA
- organize the dinner and meeting room for the Spring general meeting
- attend EAA executive and council meetings

### **c) Past-Chair**

- support and advise the chair
- uphold the purpose and mission of the EAA
- attend EAA executive and council meetings

### **d) Secretary**

- shall record the minutes of each meeting and email the minutes within two weeks to the Elementary Athletic Council Members
- shall be responsible for adding and deleting all amendments to the constitution
- shall be responsible for the organization of the district tournament schedule that is to be shared with the membership at the Spring general meeting
- uphold the purpose and mission of the EAA
- attend EAA executive and council meetings

### **e) Treasurer**

- shall be responsible for all the monies of the organization
- shall be responsible to authorize requests for expenditures
- shall be responsible to submit a budget at the Spring general meeting
- prepare a proposed budget for the next school year to be presented at the Fall general meeting.
- uphold the purpose and mission of the EAA
- attend EAA executive and council meetings

### **g) Convenor Coordinator**

- shall be responsible for purchasing and distributing ribbons to Conveners for all EAA Sanctioned events
- shall be responsible for purchasing and coordinating the distribution of the district plaques
- liaise between the EAA executive and district convenors
- uphold the purpose and mission of the EAA
- attend EAA executive and council meetings
- shall sit on the protest committee

#### **h) Curriculum Services Rep**

- liaise between EAA and Board personnel
- attend EAA executive and council meetings
- provide administrative support
- shall be responsible for updating the web page on a regular basis
- shall be responsible for posting meeting notices and minutes on the web page
- shall be responsible for posting district tournament schedules and results
- uphold the purpose and mission of the EAA

#### **i) Administration Rep**

- liaise between the EAA and the Principals' cabinet
- attend the Elementary Athletic Council meetings
- uphold the purpose and mission of the EAA

#### **j) School Group Representative**

- liaise between the elementary athletic association executive and the school group
- attend all meetings of the elementary athletic council
- attend all general meetings of the EAA and relay all pertinent information to school contacts.
- report to the district convener if there is no representative school for a district tournament
- uphold the purpose and mission of the EAA

#### **Section 3:**

The officers shall be chosen from EAA members.

#### **Section 4:**

All officers shall be elected yearly at the Spring general meeting and shall take office immediately thereafter with the exception of the Curriculum Services rep who will be appointed by Curriculum Services and the Administrative rep who will be appointed by principals' cabinet.

### **ARTICLE 5 - EVENTS**

The following events are sanctioned district events by the Elementary Athletic Association:

- Cross Country
- Intermediate Volleyball
- Intermediate Soccer
- Intermediate Basketball
- 4 X 100 Relay
- Track & Field

### **ARTICLE 6 - TOURNAMENTS**

#### **Section 1:**

The following guidelines are to be followed when organizing **district tournaments**:

- one day to complete (with the exception of Intermediate Basketball)
- round robin format for team sports
- minimum three games for each school for team sports
- the tournament shall be organized in accordance with the purpose of the EAA
- in the event of a cancellation, the cancellation process in appendix F will be followed

### **Section 2:**

The following guidelines are to be followed when organizing **school group tournaments**:

- all tournaments must follow the same sport by-laws (rules) as the district but the schedule or format is up to the discretion of the convenor
- each school is responsible for communicating their school's participation to the school group convener
- the tournament shall be organized in accordance with the purpose of the EAA

### **Section 3:**

#### **Conveners Responsibilities (school group and district):**

- the convener must be a member of the Elementary Athletic Association
- the convener has complete authority over all aspects of the schedule within the limits of the constitution
- every effort shall be made to follow the proposed tournament schedule
- the coordinator of the school group tournament submits the winning team name to the district tournament convener and the runner-up team name to the runner-up tournament convener.
- arrange for scorers, timers, referees and facilities
- clearly understand the EAA constitution and their sport by-laws
- forward to the convenor coordinator the results of the tournament
- arrange for the presentation of awards
- arrange for a tie breaking procedure before the event starts (see by-laws)
- tournament schedule and results should be posted throughout the tournament for all coaches and participants to see

### **Section 4:**

#### **Referee Fee Rates (District Only)**

- carded officials - full day \$120, half day \$60
- non carded officials - full day \$60, half day \$30

**NOTE: If referees are paid using the above rates, reimbursement for lunch will not be provided.**

**NOTE: Soccer and Volleyball are allowed three (3) carded refs per tournament. Basketball is allowed three (3) carded refs and three (3) non-carded refs per tournament.**

### **Section 5:**

#### **Teacher Release:**

- Relay - maximum of 10 released teachers to support the running of the event
- Track & Field - maximum of 13 released teachers to support the running of the event

## **ARTICLE 7 - COACH**

### **Section 1:**

A coach has complete authority over all aspects of the team within the limits of the constitution.

### **Section 2:**

The coach is responsible for the following:

- following the code of ethics for coaches
- reading, understanding and following the HPEDEAA constitution
- reading, understanding and following the HPEDEAA sport by-laws for their sport
- reading and understanding the Ontario Safety Guidelines for Elementary Interschool Sports
- verify that all players are eligible



- book facilities, confirms officials and sets up equipment for home games
- report school's participation status to the school group rep
- each team must have one coach who is a member of the EAA

**Section 3:** Each team must have one coach that is a member of the EAA.

## **ARTICLE 8 - COMMITTEES**

### **Section 1:**

The Executive Committee of the Association shall exercise control over all matters pertaining to the management of the Association, subject to an appeal to the Association. In the event of conflict of interest, the member shall withdraw.

### **Section 2:**

Special committees of the Association shall be appointed at the Spring general meeting or by the Executive of the Association as may be found necessary to carry out the program of the Association.

## **ARTICLE 9 - FINANCES**

### **Section 1:**

All disbursements shall be approved by the Treasurer and forwarded to the Curriculum Services administrative assistant.

### **Section 2:**

Bus transportation to district tournaments will be subsidized according to the transportation subsidy chart (appendix C).

### **Section 3:**

The treasurer will produce a proposed budget for the fall general meeting. This will be subject to the approval of the Board.

### **Section 4:**

At each Spring general meeting the treasurer will present the current budget report.

## **ARTICLE 10 - MEETINGS**

### **Section 1:**

The Elementary Athletic Association shall have two general meetings a year, on dates and at a place determined by the executive.

### **Section 2:**

All special meetings of the Association shall be held at the call of the Chair.

### **Section 3:**

All meetings of the Executive Committee and Athletic Council shall be at the call of the Chair.

## **ARTICLE 11 - ELECTIONS**

### **Section 1:**

The elections for the Association shall be held annually at the Spring general meeting, as in Article 4, Section 3 and 4.

### **Section 2:**

Procedure for election of officers is as follows:

- i) The Executive will provide a slate of proposed officers.
- ii) Nominations from the floor will be taken.
- iii) If there is more than one nominee for a position then a secret ballot will take place in which all attending EAA members will have the right to vote.

## **ARTICLE 12 - VOTING**

### **Section 1:**

The constitution may only be amended at the Spring general meeting of the Association. Voting on constitutional matters shall be done by all members of the Association who are present when the motion is introduced at the meeting.

### **Section 2:**

Any proposed constitutional changes must be submitted to the secretary in writing two (2) weeks prior to the Spring meeting date so that they can be included in the agenda and posted on the EAA website prior to the meeting.

### **Section 3:**

Any sport specific by-law changes that are recommended must be approved at the following general meeting. Voting on these recommendations shall be done by all members of the association who are present at the meeting.

## **ARTICLE 13 - PROTESTS**

### **Section 1:**

A protest council is to be set up to handle any misuse of roles or regulations during tournaments. The procedure to follow for protests is as follows:

- (i) Take the protest directly to the convener or EAA Athletic Council member who is in attendance at the event (in the event the convener is involved in the protest). The convener or head referee makes a ruling.
- (ii) If a further protest is requested, it must be made in writing to a protest council, which is made up of the following people: Chair of the EAA, Tournament Convener, Convener Coordinator, Curriculum Services rep
- (iii) In the event that one of the above people has a conflict of interest the following people will replace them: Vice-Chair, then Past Chair, then Secretary, then Treasurer

## **ARTICLE 14 - MISCONDUCT BY COACHES**

### **Section 1:**

At an EAA sanctioned activity, it is the duty of the coach to support the official's decisions and control spectators. All serious complaints about coaches and officials should go to the convenor and the chair of the association.

### **Section 2:**

Formal complaints concerning alleged misconduct or unprofessional behavior by coaches shall be submitted, in writing, to the chair of the association within seven days of the occurrence causing the complaint.

### **NOTE:**

It is E.T.F.O. policy that when a member makes a critical report on another member, he/she must provide the member being criticized with a written copy of the comment.

*In this context, "coach" shall mean any member or individual representing a Hastings and Prince Edward District School at an inter-school competition. The complaint shall include details of the alleged infraction.*

### **Section 3:**

On receipt of the complaint, the chair shall ensure that the coach, the executive committee and the principal involved have received a copy of the complaint.

### **Section 4:**

The chair shall then investigate the circumstances of the alleged infraction and with the help of the principal(s) attempt to resolve the situation informally.

## **ARTICLE 15 - ELIGIBILITY**

### **Section 1:**

Any team competing in a gender specific event who has a co-ed make-up will play in the boys division.

### **Section 2:**

A student may only play on one team per age category for that specific sport.

### **Section 3:**

A student may only play in one age division for a specific sport.

### **Section 4:**

All players on a team must be from the same school.

**Section 5:** All players must wear their school jersey or plain clothes. No club attire may be worn in competition or warm up.

# APPENDICES

- A - General Guidelines for Coaches**
- B - Transportation Subsidy Form**
- C - Transportation Subsidy Guidelines and Chart**
- D - District Convener Supply Teacher Subsidy Form**
- E - School Application Form**
- F - Cancellation Procedure**
- G - Miscellaneous Expense Form**
- H - Request for Referee Fee Payment Form**

## GENERAL GUIDELINES FOR COACHES - APPENDIX A

1. The focus of the athletic program needs to be at all times on sportsmanship. As coaches, we must teach our athletes how to play and enjoy the game for the game's sake, not a "win at all costs", for winning's sake.
2. As coaches, we in particular must model sportsmanlike behavior. It is critical that we support our officials - it's a tough job and unfortunately none of us is perfect.
3. The coach must be able to guarantee the behavior of their athletes. Some students, being away from home, can take advantage of the additional freedom and if not well prepared, students not only embarrass themselves but also their school and their coach.
4. Tournament dates and locations should always be double-checked by coaches and the conveners.
5. Bussing times should be double-checked with special attention paid to the return time. It can make for a very long day if students have to wait while a bus driver completes his/her regularly scheduled run before returning to pick up the athletes.
6. Coaches must retain the completed permission forms for all participating students.
7. Each coach should remember to take a first aid kit to every event.
8. Valuables and personal belongings should not be left in change rooms. Athletes should either carry their valuables or give them to accompanying students for safekeeping.
9. Unnecessary washroom trips should be discouraged to avoid potential problems in these unsupervised areas.
10. Every out-of-school learning activity, including team sports, must have at least one qualified teacher among the supervising staff.

### - From the Education Act -

***A pupil shall:***

- a) be diligent in attempting to master such studies as are part of the program in which the pupil is enrolled;
- b) exercise self-discipline;
- c) accept such discipline as would be exercised by a kind, firm and judicious parent;
- d) show respect for school property.

**Every pupil is responsible for his or her conduct to the principal of the school that the pupil attends:**

- a) on the school premises;
- b) on out-of-school activities that are part of the school program;
- c) while traveling on a school bus that is owned by a school board or on a bus or school bus that is under contract to a board.

**Your athletes are the ambassadors for your school and they carry with them your school's reputation.**



## APPENDIX C

### TRANSPORTATION SUBSIDY GUIDELINES AND CHART

1. The Elementary Athletic Association (EAA) provides a financial subsidy to schools for transportation to the following **DISTRICT EVENTS**:
  - Cross Country
  - Intermediate Soccer
  - Intermediate Volleyball
  - Intermediate Basketball
  - 4 x 100 Relay
  - Track & Field
2. The amount of subsidy granted is **done on a school group basis** using the Transportation Subsidy Chart (see below).
3. **It is strongly encouraged that schools within a school group work together in planning their transportation to district events. Schools sharing transportation will share the subsidy provided, however all schools applying for subsidies shall be receive the full amount indicated in the subsidy chart.**
4. This subsidy can only be applied for by schools within the Hastings and Prince Edward District School Board.
5. The subsidy can only be used to reimburse bus transportation costs for District sanctioned events.
6. Schools / school groups apply for the subsidy by filling out the Transportation Subsidy Form (see below) and sending it to the EAA treasurer within **45 days** of the date that the district event takes place.

## ELEMENTARY ATHLETIC ASSOCIATION TRANSPORTATION SUBSIDY CHART

		School Group Where the District Event Took Place						
		CENTRE	NORTH	TRENTON	QUIN/CENT	PRINCE ED	MOIRA	BAYSIDE
YOUR SCHOOL GROUP	CENTRE	\$100	\$235	\$235	\$235	\$285	\$235	\$235
	NORTH	\$235	\$100	\$335	\$285	\$385	\$285	\$285
	TRENTON	\$235	\$335	\$100	\$185	\$235	\$100	\$100
	QUIN/CENT	\$150	\$200	\$100	\$100	\$150	\$100	\$100
	PRINCE ED	\$285	\$385	\$235	\$235	\$100	\$235	\$235
	MOIRA	\$235	\$285	\$185	\$100	\$235	\$100	\$185
	BAYSIDE	\$235	\$285	\$100	\$100	\$235	\$185	\$100



**DISTRICT CONVENOR SUPPLY TEACHER SUBSIDY FORM - APPENDIX D**

<b>Tournament Name</b>	Cross Country ___ Soccer ___ Volleyball ___ Basketball ___ 4x100 Relay ___ Track and Field ___
<b>Date(s)</b>	____/____/____ (yy) (mm) (dd)
<b>Name of Convenor</b>	_____
<b>School</b>	_____

**PLEASE FORWARD TO THE EAA TREASURER, NO LATER THAN  
TWO WEEKS AFTER THE TOURNAMENT DATE.**

**AUTHORIZATION:** \_\_\_\_\_

This form available at [www.hpedsb.on.ca/ec/ea](http://www.hpedsb.on.ca/ec/ea), follow links to convenor subsidy.

**ELEMENTARY ATHLETIC ASSOCIATION  
OUT OF DISTRICT SCHOOL APPLICATION FORM - APPENDIX E**

School: \_\_\_\_\_

School Contact: \_\_\_\_\_

School Principal: \_\_\_\_\_

School Board: \_\_\_\_\_

Date: \_\_\_\_\_ School Year You Wish to Participate in: \_\_\_\_\_

**1. What events/activities does your school plan to participate in ?**

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**2. What facilities and resources through your school are available for use by the Hastings and Prince Edward District Elementary Athletic Association ?**

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**3. Reason(s) why your school is asking to join the Hastings and Prince Edward District Elementary Athletic Association**

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\_\_\_\_\_  
School Rep's Signature

\_\_\_\_\_  
School Principal's Signature

**PLEASE RETURN THE COMPLETED FORM TO A MEMBER OF THE ELEMENTARY ATHLETIC ASSOCIATION EXECUTIVE BY THREE WEEKS PRIOR TO THE SPRING GENERAL MEETING**

## ELEMENTARY ATHLETIC ASSOCIATION CANCELLATION PROCEDURE - APPENDIX F

1. **Every effort will be made to cancel the tournament by 4pm the day prior to the event. An email must be sent to ALL TEACHERS, ALL ADMINISTRATORS, and ALL SCHOOL OFFICES to notify them of the cancellation by 4pm.\*\***
2. Where possible convenors and coaches should share contact numbers 2 days prior to the tournament so that in case of a same-day cancellation, tournament convenors may contact coaches of the participating schools to advise of tournament cancellation at **6:00 am**. Coaches of schools that cannot make it to the district tournament due to inclement weather conditions should contact the convenor at **6:00 am**.
3. Convenor contacts the local media, by **6 a.m. the day of the tournament (if not earlier)**, and informs them of the cancellation and requests that they broadcast the announcement.  
  
    Belleville      OJ 95.5 - (613) 966-0955  
                      Mix 97.1 - (613) 969-5555  
  
    Trenton         CJTN - (613) 392-1237  
  
    Bancroft       CHMS (Moose FM) - (613) 332-1423
5. Coaches and school administrators are responsible for cancelling supply teachers for each individual coach attending and should also re-book a supply for the alternate day.
6. Coaches and school administrators are responsible for cancelling buses or other booked means of transportation and re-book for the alternate day.
7. Convenors are responsible for cancelling all officials and facilities as well as any vendors attending (canteen).

**ELEMENTARY ATHLETIC ASSOCIATION  
MISCELLANEOUS EXPENSE FORM - APPENDIX G**

**Name:** \_\_\_\_\_

**School:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Amount Requested:** \_\_\_\_\_

**School Account # to be Credited (as needed):** \_\_\_\_\_

**Reason for Request:**  
*(receipts must be attached)*

**PLEASE FORWARD TO THE EAA TREASURER, WITH RECEIPTS, NO LATER THEN  
ONE MONTH AFTER INCURRING THE EXPENSES**

EAA Treasurer Approval: \_\_\_\_\_

Date: \_\_\_\_\_

**HASTINGS AND PRINCE EDWARD DISTRICT SCHOOL BOARD  
ELEMENTARY ATHLETIC ASSOCIATION  
REQUEST FOR REFEREE FEE PAYMENT FORM - APPENDIX H**

**Fee Structure:**

	<b>Carded Officials</b>	<b>Non - Carded Officials</b>
<b>Full Day</b>	\$120.00	\$ 60.00
<b>Half Day</b>	\$ 60.00	\$ 30.00

**Date(s) of Event:** \_\_\_\_\_

**Event:** \_\_\_\_\_

**Location:** \_\_\_\_\_

**Convenor(s):** \_\_\_\_\_

**Name of Referee:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Postal Code:** \_\_\_\_\_

**Telephone #:** \_\_\_\_\_

**Rate Total: \$** \_\_\_\_\_

**Referee Signature :** \_\_\_\_\_

**Convenor Signature :** \_\_\_\_\_

**EAA Treasurer's Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_