

D. THE E.I.A.A. EXECUTIVE

1. The Role of the E.I.A.A. Executive:

- a) The E.I.A.A. Executive is a group of individuals who provide leadership and direction in issues involving the interschool athletic program in the elementary schools in the District School Board of Niagara.
- b) Through equal representation of the entire Board, the Executive makes decisions to provide a structure for all interschool athletics.
- c) Four sports (cross-country running, volleyball, basketball, track & field) are centrally organized with post- area events.
- d) Other sports are encouraged to be organized by areas or sections or by interested groups of schools.
- e) The Executive is a body to which suggestions can be made and conflicts can be resolved, all for the benefit for the students in the District School Board of Niagara.
- f) Members of the Executive are:
 1. E.I.A.A. Co-Ordinator;
 2. N.E.P.A. Representative
 3. Area Athletic Chairs
 4. The Curriculum Consultant for Health and Physical Education

2. The Role of the E.I.A.A. Co-Ordinator:

- a) With approximately 90 + elementary schools in the District School Board of Niagara, it is imperative to have one person oversee the interschool athletics program to maintain an appropriate level of consistency and uphold a line of communication throughout the Board. This person is the Elementary Interschool Athletics Association Co-Ordinator.
- b) The role of the E.I.A.A. Co-Ordinator includes the following:
 - i) Set the agenda and chair E.I.A.A. Executive meetings.
 - ii) Ensure minutes are taken at E.I.A.A. Executive meetings.
 - iii) Ensure E.I.A.A. Executive meeting minutes are distributed to Executive members and appropriate Board personnel.
 - iv) Collect all area information from Area chairs needed to update the E.I.A.A. Resource Manual (names of school athletic reps, conveners, sports offered, calendar).
 - v) Collect projected enrolment data from the Board and establish Intermediate Groupings. Organize and convene the D.S.B.N. Championship Meet for Cross-Country Running
 - vi) Send out and collect Intermediate Level Tournament Applications.
 - vii) Collect necessary information from individual leagues (standings, records, etc.) from Volleyball leagues in order to set up post league tournaments .
 - viii) Organize the 12 D.S.B.N. Championship Tournaments for Volleyball (2 Junior Boys, 2 Junior Girls, 4 Intermediate Boys, 4 Intermediate Girls).
 - ix) Collect necessary information from individual leagues (standings, records, etc.) from Basketball leagues in order to set up post league tournaments .
 - x) Organize the 12 D.S.B.N. Championship Tournaments for Basketball (2 Junior Boys, 2 Junior Girls, 4 Intermediate Boys, 4 Intermediate Girls).

- xi) Organize and help to convene the 8 Group Track & Field Meets and organize and convene the D.S.B.N. Championship Meet. Area representatives may be needed to assist with the convening of these meets.
- xii) Distribute results and other information to schools as necessary.
- xiii) Co-Ordinate the ordering process for awards for Post- Area events.
- xiv) Co-ordinate awards orders by areas and sections as required.
- xv) Seek assistance from Secondary Schools & Post-Secondary Institutions for site-usage, referees, marshals, etc.
- xvi) Provide input and direction for alternate area applications and other central issues.
- xvii) Maintain communication with appropriate Board personnel.
- xviii) Send out and collect “Declaration of Participation” forms for organizational purposes.
- xix) Help to co ordinate other area and sectional Sports
- xx) Co ordinate Invitational tournaments and non DSBN schools wishing to enter DSBN activities
- xxi) Maintain external Athletic web site as well as internal site on firstclass.
- xxii) Do billing for all sports both at the area and district level to individual schools.
- xxiii) Meet with NEPA Administration Reps to keep them informed of activities and to seek advice in dealing with conflicts and approval for proposed changes.
- xxiv) Work for and with Phys. Ed. And Health Curriculum Consultant on any and all issues related to Interschool sports.
- xxv) be responsible for ordering all printed material and for ordering new material and equipment needed in the running of interschool activities. .

Some assistance from Board personnel may be required. This may come from Curriculum Services.

3. . The Role of The Administrative Representatives:

Each of the four areas is asked to appoint an administrative representative to represent their particular area in dealing with athletic issues. These 4 administrators will meet with the Elementary Athletic Co ordinator and the Health and Phys. Ed. Consultant throughout the year. The co ordinator and consultant will report to these administrators and will answer any questions raised at area administrator meetings.

4 . The Role of the Area Athletic Chairs:

- . Each area will have a representative for each section within their area.
- . Some of their responsibilities may include:
 - a) Set the agenda and chair the Area athletics meetings.
 - b) Ensure minutes are taken at the meetings and distribute necessary information to the schools.
 - c) Collect all information required by the E.I.A.A. Co-Ordinator (names of School Athletic reps, sports offered, conveners, calendar, etc.)
 - d) Provide guidance and leadership within their section and area..
 - e) Assist where necessary in the collection of the “Declaration of Participation” forms.
 - f) Assist in resolving area conflicts.
 - g) Assist E.I.A.A Co-Ordinator as required (decisions regarding alternate area requests, assist in convening Post- area l Events, etc.).

5. The Role of the Curriculum Consultant in Health and Physical Education:

Instructional Health and Physical Education provides the necessary skills and knowledge for our students. The application and practice of these skills and knowledge occurs in our Interschool-Athletic program. The role of the Curriculum Consultant in overseeing Health and Physical Education programs is to provide system leadership for the athletic association and provide support for its structure, purpose, and processes in consultation with the E.I.A.A. Executive, school administrators and teachers. In addition the Curriculum Consultant will:

- Assist in identifying system needs and shaping system direction of the Athletic Association.
- Provide information, advice and assistance in the Area of Curricular, Interschool and Intramural programs including safety in those Areas to the athletic coordinator, school administrators, and as requested by the Superintendent or Administrator of Curriculum Services.
- Initiate, coordinate, and monitor staff development as needed in the Area of Curricular, Interschool and Intramural programs.
- Serve on such teams, councils and/or committees as required pertaining to the HPE program.
- Participate in budget development and acquisition of appropriate resources in collaboration with the Educational Services department.
- Perform other related duties as assigned by a Superintendent or Administrator of Curriculum Services.
- Provide leadership in Co-curricular programs (Elementary and Secondary) assigned by the Superintendent or Administrator of Curriculum Services.
- Supervise Athletic Co-ordinator(s) and/or Convenors where appropriate.
- Identify system needs and assist in shaping direction of the Athletic Association(s).
- Serve on Area athletic groups as required and act as school-board liaison.

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