



# Western Japan Athletic Association Handbook



## Associate Members

Doshisha IS Kyoto · Fukuoka IS · Hiroshima IS · Hokkaido IS · ICA Nagoya  
Kansai CS · Son's of the Light IS · St Maur IS · Yokohama IS

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# The Western Japan Athletic Association Handbook

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## ***Introductory Notes***

### ***Name***

The name of the organization will be the "Western Japan Athletics Association". Throughout the text the name may also be referred to as the "League" or as the "WJAA".

### ***WJAA Philosophy***

We believe in the development of each student through athletic endeavors. The Western Japan Athletics Association (WJAA) shall seek to create, promote and foster co-operation among its member schools. It seeks to promote and sponsor activities and athletic events, and to serve as an extension of each member school's program to enhance the development of the students, the school and the organization.

### ***WJAA Goals***

The WJAA, as an extension of its member schools and through activities it sponsors, has the following as its goals:

- to encourage socialization
- to encourage inter-cultural co-operation
- to develop a sense of fair play
- to understand the principles of group participation
- to develop a sense of self control and discipline
- to understand the importance of participation to the best of one's abilities.

### ***Function of the Handbook***

The handbook is produced so as to provide general guidelines for the running of the Association and respective events, it is not set out to cover every eventuality. Should a situation occur that is not covered by the handbook or the explanation is vague then it is the duty of the Athletic/Activity Directors to resolve this situation.

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### ***Organization of the Association***

The Association is managed by the Athletic/Activity Directors of the member schools. These Directors are expected to meet three times a year at pre arranged dates. If the Athletic/Activity Director of a school cannot attend a League meeting they must send a representative in their place. Meetings will generally be early September, early January and late April. Emergency meetings may be called anytime necessary.

### ***Host Schools for WJAA Meetings***

The selection of host schools and scheduling of WJAA tournaments for the following school year will be finalized during the April meeting.

### ***Chairperson***

The meeting will be chaired by the host schools Athletics/Activities Director.

### ***Responsibilities:***

1. Chair the meeting.
2. Determine and circulate meeting agendas at least 2 weeks prior to the meeting.
3. Circulate minutes within a month of the meeting.

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### ***Participation in the WJAA***

#### ***Levels and Student Eligibility***

All WJAA activities are conducted at either the 'Varsity', 'Junior Varsity' or 'Middle School' level for both boys and girls. All athletes must be studying full time at their school.

#### ***Junior Varsity and Middle School A/B teams***

Because of the small school nature of the WJAA, it is understood that there may be a certain amount of crossover between varsity and junior varsity teams, similarly with middle school A and B teams. This will be permissible in non-tournament play so long as there is agreement between the coaches or athletic directors of the schools involved. However, in the interest of fairness and opportunities for all students involved, athletic directors should strongly discourage their coaches from playing their varsity or middle school 'A' players in lower level competitions. In the event that a participating school must play an athlete in both varsity and junior varsity tournaments, the athletic director shall notify the host and participating schools. There shall be no crossover between middle school 'A' and 'B' teams during tournament play.

It is acceptable for middle school aged players to play at a varsity level competition so long as the safety of the player in question is not compromised. Middle school players may play in both middle school and higher level competitions.

#### ***Gender Cross-over***

Female players may play on male teams (at the appropriate age level), IF no other opportunity is available. (eg. A middle school girl may play middle school boys baseball if baseball is not offered at the middle school girls level)

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## ***Membership Status and Responsibilities***

### ***Membership Status***

**Full Member:** A school associated with the League as a full member will have league voting rights and will be eligible to enter teams into sports at all age categories in competitions where there is room. Schools recognized as full members at the time of publication are:

- Canadian Academy (CA)
- E.J.King High School (EJK)
- Kyoto International Uni. Academy (KIUA)
- Marist Brothers Int. School (MBIS)
- M.C. Perry High School (MCP)
- Nagoya International School (NIS)
- Senri Osaka International School (SOIS)

**Associate Member:** A school whose participation is through occasional competition with member schools. These schools would not have voting rights at WJAA meetings and attendance is not mandatory. These schools include:

- Doshisha Int. School Kyoto (DISK)
- Fukuoka International School (FIS)
- Hiroshima International School (HIS)
- Hokkaido International School (HIS)
- Int. Christian Academy of Nagoya (ICAN)
- Kansai Christian School (KCS)
- Sons of Light International School (SOL)
- St. Maur International School (STM)
- Yokohama International School (YIS)

\* Please note that during tournament play where both Hiroshima and Hokkaido International School are involved, Hokkaido will be designated by the abbreviation (HOK) rather than (HIS).

### ***Full Member School Responsibilities***

1. Host schools are expected to provide the facilities and officials as specified by the rules of that specific sport.
2. Each school is responsible for the conduct of their athletes and coaches.
3. If due to the lack of facilities, it is necessary for two members to compete at the facility of a third school, it is the responsibility of the two competing schools to provide care and supervision of the athletic facility of the third school. Moreover, liability for damages to a facility will be placed solely on the competing schools.
4. Host Schools should provide drinking water and rest room facilities.
5. The host school is to provide basic first-aid care and provide access to a telephone in case of emergency.
6. Each school is expected to commit to league and tournament participation by the beginning of each season
7. Each school is expected to send a representative to all WJAA scheduled meetings.
8. All league business will be conducted using the English language.

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### **Organization of Sports**

League competition exists within these distinct categories or level of participation. The categories are classified as a 'Major' or 'Minor' sport.

#### **Major Sport**

A major sport is defined as one that involves a minimum of (4) member schools.

		Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May
<b>High School (Large)</b> (CA, SOIS)	Boys		Volleyball Baseball	Basketball			Soccer				
	Girls		Volleyball	Basketball			Soccer Softball				
<b>High School (Small)</b> (MBIS, KIU, NIS)	Boys		Volleyball	Basketball			Soccer		Baseball		
	Girls		Volleyball	Basketball			Soccer		Softball		
<b>High School (DoDDS)</b> (EJK, MCP)	Boys		Football (MCP)		Basketball			Soccer Baseball			
	Girls		Volleyball		Basketball			Soccer Softball			
<b>Middle School</b> (all WJAA)	Boys		Baseball	Basketball			Soccer		Volleyball		
	Girls		Volleyball	Soccer			Basketball		Softball		

#### **Minor Sport**

A minor sport is defined as a sport where there are fewer than four (4) schools involved

		Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May
<b>Sport</b>	Co-ed		Cross Country Tennis		Swimming Cheerleading			Swimming Table Tennis Badminton			

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### ***Sports and Rulings***

All WJAA hosted events shall use the International Rules for that particular sport, as listed in the following rulings, however, Invitational Tournaments hosted by either Dodd's schools or non-WJAA member schools may use rulings of their choice, provided that it is explicitly stated in the tournament information package before the event.

### ***WJAA League Modifications***

Each sport may have various league modifications to the prescribed rules for high school and middle school, to support the level of play and game facility limitations of the league. During season play, it may be necessary to modify league rulings for middle school B teams (and lower), in order to facilitate play, provided that all coaches and officials are in agreement. (eg. adjusting serving distances for volleyball, pitching distances for baseball, etc)

### ***Mercy Rulings***

Many factors (such as school size, availability of facilities, etc) contribute to the disparity in level of play among the various schools within the WJAA. As a result, it is necessary to have guidelines to prevent teams from "running up the score". In the spirit of fair play and sportsmanship, there is an expectation for all WJAA teams to follow these guidelines to maintain a positive atmosphere and relations among participating schools, teams and players.

Once the specified point differential has been reached, the game is officially over and the score at that point is recorded as the official score. The losing team then has the option to either continue the game with the WJAA mercy rulings or to end the game completely.



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### **Baseball**

**Rules:** IBAF – International Baseball Federation

#### ***WJAA League Modifications:***

- Game length: 7 innings or 90 minutes
- 'A' sized rubber ball for small schools, 'A' sized leather ball for large schools

#### ***WJAA League Modifications (Middle School):***

- Distances: 75 feet between bases, 52 feet pitching distance
- No lead on any base until the ball is past the batter. Should a player lead off too early on a fair ball then a dead ball is called.
- 'B' sized rubber ball

#### ***Mercy Ruling:***

- Maximum 7 run limit per inning
- The game is officially over when a point differential of 15 runs is reached by the end of the 5<sup>th</sup> inning. The winning team will proceed to follow the following guidelines:
  - Replace starting pitcher – may be moved to a different position
  - Enter as many non-starting players as possible.

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### **Basketball**

**Rules:** FIBA – Federation Internationale de Basketball Amateur

#### ***WJAA League Modifications:***

- Ball size: Number 7 for HS boys, Number 6 for HS girls and middle school.
- Quarter length: 8 minutes (HS), 6 minutes (MS)
- Shot clock: 24 seconds (HS), 30 seconds (MS)
- **Back court violation: 8 seconds (HS), 10 seconds (MS)**
- FIBA rule changes requiring changes to the lines on the floor, ie. Extending the 3 point line and creating the no-charge semi-circles, would not be followed. Schools however reserve the right to change the markings on the floor to conform to the new rulings.
- The new no-charge rule however will NOT be applied even if the no-charge zone is present.

#### ***Mercy Rulings:***

- The game is officially over when a point differential of 40 (HS) or 30 (MS) is reached. From this point, a running clock will be used, to be stopped for injury or time out. The winning team will proceed to follow the following guidelines:
  - Enter as many non-starting players as possible.
  - No pressing defenses.

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## Soccer

**Rules:** FIFA – Federation Internationale de Football

### **WJAA League Modifications:**

- Number 5 ball will be used for both high school and middle school.
- Game length: 35 minute halves, 5 minute halftime.
- MS girls will play 8 aside at all venues, MS boys may play 8 aside depending on the venue.
- Futsal games and tournaments will be 5 aside, and a Futsal ball will be used.
  - Kick ins - If a ball does not enter the field on a sideline kick in then the opposition will receive possession and kick in from the original spot.
- Tournament play:
  - If a player receives either two yellow cards or a red card within a match, he/she is out for the rest of the game and will be ordered to leave the field. The player may play in the following tournament game.
  - Yellow cards do not accumulate from one game to the next.

### **WJAA League Modifications (Middle School):**

- Game length: 25 minute halves, 5 minute halftime.

### **Mercy rulings:**

- The game is officially over when a point differential of 8 goals is reached. The winning team will proceed to follow the following guidelines:
  - Enter as many non-starting players as possible.

### **Miscellaneous Tournament rulings:**

- Ties in semifinal and 3<sup>rd</sup> place games, will be decided by PK's at the end of regulation time. (4 kicks for MS, 5 kicks for HS)
- Ties in Championship games will be decided by extra time periods at the end of regulation time (2 x 6 minute halves for MS, 2 x 8 minute halves for HS)
  - No Golden Goal
  - There is no break at the end of the first 6 minutes. Teams shall just change sides.
  - If a tie still remains after extra time, the winner will be decided by PK's

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### Softball

**Rules:** ISF – International Softball Federation (slow pitch)

#### **WJAA League Modifications:**

- Distances: 60 feet between bases, pitching distance vary with level (see below)
- 12 inch leather ball will be used.
- Helmets are optional.
- 6' to 12' pitching arc is used.
- Games are 7 innings or 90 minutes (host school may modify depending on time constraints)
- Maximum 7 run limit per inning, except for last or extra innings.
- Bunting is not permitted.
- Strike zone will consist of entire plate and mat.
- A legally pitched ball landing on the strike zone is an out if the batter does not swing before the ball contacts the mat.
- **The runner may not leave the current base until contact but if the ball is not contacted, the ball is dead, the player is not out if she left the base.**

#### **WJAA League Modifications (High School):**

- Pitching distance: 40 feet
- Runner may touch either home plate or mat behind plate, catch must be touching home plate.

#### **WJAA League Modifications (Middle School):**

- Pitching distances: 37 feet
- A safety line operates at home plate 1 m from corner of plate and 2m in length. All plays are force plays, runners are out if they touch the mat.
- There is a commit line 20 feet before home plate.
  - **Players crossing the commit line must continue to run towards home and may not return to 3<sup>rd</sup> base UNLESS she is tagging up on a caught fly ball.**
- Rubber or leather balls may be used, depending on home school preference.
- No infield fly rule.

#### **Mercy rulings:**

- The game is officially over when a point differential of 15 runs is reached by the end of the 5<sup>th</sup> inning. The winning team will proceed to follow the following guidelines:
  - Enter as many non-starting players as possible.

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### Volleyball

**Rules:** FIVB – Federation Internationale de Volleyball

#### **WJAA League Modifications:**

- Game length
  - Best 2 of 3 or best 3 of 5, as decided by the host school
  - If there are only 2 schools involved during non-tournament play and only 1 game scheduled for a particular team (not school), games will go to the 3<sup>rd</sup> set regardless of the result of the first two sets.

#### **WJAA League Modifications (High School):**

- Net Height: Girls - 2.24m, Boys - 2.43m
- Warm up procedure: 5 minutes both teams on court, 5 minute visitors, 5 minutes home, 2 minutes serving.

#### **WJAA League Modifications (Middle School):**

- Net Height: Girls - 2.15m, Boys - 2.24m
- Warm up procedure: both teams on court, final 2 minutes serving
- A player may not serve more than 5 times consecutively. After the 5<sup>th</sup> consecutive serve, the serving team must rotate.
- In accordance with current FIVB rules, the server may NOT drop the first tossed ball.

#### **Mercy rulings:**

- There are no such rulings for volleyball, however in the spirit of sportsmanship, if it is apparent that the game has become one sided, the winning coach should substitute bench players into the game.

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## **WJAA Tournaments**

### **Venue**

Tournament venues for the following athletic year will be determined, usually at the winter AD meeting, to be confirmed at the spring meeting.

### **Participation**

*Priority for placement in a WJAA tournament is based on the following criteria:*

1. *Membership Status.*
2. *Prior participation*
3. *School representation at WJAA meetings*
4. *Commitment to league in terms of participation and reciprocation of hosting tournaments*

*If more than one school is requesting participation for a single opening in a tournament, the host school will follow the above guideline to determine eligibility.*

### **Tournament Fees**

Host schools of WJAA tournaments may charge a tournament fee to offset the cost of officials. The following **guidelines** shall be used when charging tournament fees:

- 10,000 yen
    - 6-8 teams pool play (1 official per game)
    - 4-5 team round robin (1 official per game)
  - 15,000 yen
    - 6-8 teams pool play (2 officials per game)
    - 4-6 teams round robin (2 officials per game)
  - 20,000 yen
    - If more expensive outside refs are used
- \* In the event that base refs need to be used, the host school may charge over the prescribed maximum of 20,000 yen, provided that all parties involved are in agreement with the rationale to do so.

### **Tournament Receipts**

Host schools shall issue tournament receipts for any payment received for fees, futons, etc., and should contain the following:

- School Letterhead
- School Stamp
- Signature
- Date
- Amount

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### ***Tournament Scheduling Formats***

There is no standard WJAA tournament format and each host school has full rights to use any variety of formats. It is strongly recommended however that for a two day tournament, all teams have opportunity to play on both days. The following are examples of various tournament formats used within the WJAA.

Pool Play, Round Robin, Double elimination (with consolation round)

### ***Tie breaking procedure***

If a tie occurs in preliminary play, the following guidelines shall be used for the tie-breaking procedure:

#### ***Basketball, Soccer, Baseball & Softball***

1. Head to head results (among tied teams)
2. Point Differential (among tied teams)
3. Points against (among tied teams)
4. Points scored (among tied teams)
5. Point differential (among all teams)

#### ***Volleyball***

1. Head to head results (among tied teams)
2. Set differential (among tied teams)
3. Point differential (among tied teams)
4. Set differential (among all teams)
5. Point differential (among all teams)

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### ***Team Travel***

#### ***School Policies***

Various schools within the WJAA have their own policies related to sport. It is of utmost importance that visiting schools are aware of and respect these school policies.

- No food in gym area – all schools
- No cleats in school building – all schools
- Indoor shoes in gym area although players should be encouraged to bring indoor shoes regardless of venue. (MBIS, SOIS, KIU, CA)
- No disposable containers in gym area – please encourage your players to bring personal water bottles. (CA, SOIS)
- No hats in any buildings on base. (MCP)
- No gum chewing or spitting on field – Japanese schools

#### ***Guidelines for sleepovers at host schools***

Visiting schools are often required to stay overnight at a host school. Coaches are asked to follow the guidelines below:

- Respect school property, rules and policies
- Coaches must provide adequate supervision of their students. Should stay either in the same room as players or at the very least in a room very close to their players. Middle school students should always have an adult in the same room.
- Male coaches of female teams should bring a female chaperone if possible.
- It is often necessary to house teams in teachers' classrooms. Please do not touch student projects, classroom equipment and any other personal items.
- Please be aware of any food or drink policies of the room in which you are staying.

Before leaving the host school, please check the following:

- Is the room in the same state in which you found it?
- Are the desks and chairs returned to their original positions?
- Has the board been cleaned if you have written on it?
- Has all the litter been placed in the bins?
- Have you wiped up any spillages?
- Have you made certain that you haven't left anything in there?
- Has all the bedding been stacked neatly in the corridor outside the classroom to ensure that it is not an obstruction?



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### ***American Military Base Access***

2 member schools of the WJAA are situated on American Bases. Visiting schools must send special base access forms along with other information before arriving at the base. Each base also have their own policies, regulations and code of conduct which must be adhered to.

### ***M.C. Perry High School - Iwakuni Marine Base***

Dress code - while on base, hats shall not be worn inside any building

Visiting schools must send the following documents at least 3 weeks in advance (forms available on the WJAA site)

- Base Access Form - please include bus driver information along with license plate number.
- Visiting Team Roster
- Billeting Request
- Copy of passport (photo page) of all non American or Japanese players, coaches, chaperons.

### ***E.J. King High School - Sasebo Navy Base***

Visiting schools must send the following documents at least 3 weeks in advance (forms available on the WJAA site)

- Base Access Form
- Copy of passport (photo page) of all non American or Japanese players, coaches, chaperons.

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### *Codes of Behavior (General)*

Participation in a WJAA event is a privilege extended to students, coaches, and sponsors who agree to abide by the standard rules of conduct governing the program. All host school and rules must be observed.

The following behavior is not acceptable:

- Possession or use of drugs, alcohol, or tobacco products.
- Possession or use of weapons.
- Abusive, vulgar language, or behavior.
- Fighting and other physical, violent acts.
- Criminal misconduct, theft, vandalism, etc.
- Sexual misconduct.
- Misuse of host school equipment and facilities, and misuse of the possessions of other participants.
- Unauthorized absence from designated locations (i.e., billeting, activity, or during travel), including curfew violations.

The host school's athletic director, tournament director or administration has the authority to remove a player, coach or team supporter for inappropriate or unsportsmanlike behavior at any time. Failure to uphold expected standards of behavior may result in suspension from the activity and/or early return home of the participant at his/her expense.

The following codes of behavior have been reproduced with permission from the Australian Sports Commission.

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### *Players Code of Behavior*

- Play by the rules.
- Never argue with an official. If you disagree, have your captain, coach or manager approach the official during the break or after the competition.
- Control your temper. Verbal abuse of officials, sledging other players or deliberately distracting or provoking an opponent are not acceptable or permitted behaviors in any sport.
- Work equally hard for yourself and/or your team. Your team's performance will benefit and so will you.
- Be a good sport. Applaud all good plays whether they are made by your team or the opposition.
- Treat all participants in your sport as you like to be treated. Do not bully or take unfair advantage of another competitor.
- Cooperate with your coach, team-mates and opponents. Without them there would be no competition.
- Participate for your own enjoyment and benefit, not just to please your parents and coaches.
- Respect the rights, dignity and worth of all participants regardless of their gender, ability, cultural background or religion.

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### *Coaches Code of Behavior*

- Remember that young people participate for pleasure, and winning is only part of the fun.
- Never ridicule or yell at a young player for making a mistake or not coming first.
- Be reasonable in your demands on players' time, energy and enthusiasm.
- Operate within the rules and spirit of your sport and teach your players to do the same.
- Ensure that the time players spend with you is a positive experience.
- All young people are deserving of equal attention and opportunities.
- Avoid overplaying the talented players; the 'just average' need and deserve equal time over the course of the season.
- Ensure that equipment and facilities meet safety standards and are appropriate to the age and ability of all players.
- Display control, respect and professionalism to all involved with the sport. This includes opponents, coaches, officials, administrators, the media, parents and spectators. Encourage players to do the same.
- Show concern and caution towards sick and injured players. Follow the advice of a physician when determining whether an injured player is ready to recommence training or competition.
- Obtain appropriate qualifications and keep up to date with the latest coaching practices and the principles of growth and development of young people.
- Any physical contact with a young person should be appropriate to the situation and necessary for the player's skill development.
- Respect the rights, dignity and worth of every young person regardless of their gender, ability, cultural background or religion.

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### *Spectators Code of Behavior*

- Remember that young people participate in sport for their enjoyment and benefit, not yours.
- Applaud good performances and efforts from all individuals and teams. Congratulate all participants on their performance, regardless of the game's outcome.
- Respect the decisions of officials and teach young people to do the same.
- Never ridicule or scold a young player for making a mistake. Positive comments are motivational.
- Condemn the use of violence in any form, whether it is by spectators, coaches, officials or players.
- Show respect for your team's opponents. Without them, there would be no game.
- Encourage players to follow the rules and the officials' decisions.
- Do not use foul language, sledge or harass players, coaches or officials.
- Respect the rights, dignity of every young person regardless of their gender, ability, cultural background or religion.

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### *Parents Code of Behavior*

- Remember that children participate in sport for their enjoyment, not yours.
- Encourage children to participate, do not force them.
- Focus on your child's efforts and performance rather than whether they win or lose.
- Encourage children to play according to the rules and to settle disagreements without resorting to hostility or violence.
- Never ridicule or yell at a child for making a mistake or losing a competition.
- Remember that children learn best by example. Appreciate good performance and skilful plays by all participants.
- Support all efforts to remove verbal and physical abuse from sporting activities.
- Respect officials' decisions and teach children to do likewise.
- Show appreciation for volunteer coaches, officials and administrators. Without them your child could not participate.
- Respect the rights, dignity and worth of every young person regardless of their gender, ability, cultural background or religion.

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### ***Administrators Code of Behavior***

- Involve young people in planning, leadership, evaluation and decision making related to the activity.
- Give all young people equal opportunities to participate.
- Create pathways for young people to participate in sport, not just as a player but as a coach, referee, administrator, etc.
- Ensure that rules, equipment, length of games and training schedules are modified to suit the age, ability and maturity level of young players.
- Provide quality supervision and instruction for young players.
- Remember that young people participate for their enjoyment and benefit. Do not overemphasize awards.
- Help coaches and officials highlight appropriate behavior and skill development, and help improve standards of coaching and officiating.
- Ensure that everyone involved in junior sport emphasis fair play, rather than winning at all costs.
- Give a code of behavior sheet to spectators, officials, parents, coaches, players and encourage them to follow it.
- Remember, you set an example. Your behavior and comments should be positive and supportive.
- Make it clear that abusing young people in any way is unacceptable and will result in disciplinary action.
- Respect the rights, dignity and worth of every young person regardless of their gender, ability, cultural background or religion.

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### *Officials Code of Behavior*

- Modify rules and regulations to match the skill levels and needs of young people.
- Compliment and encourage all participants.
- Be consistent, objective and courteous when making decisions.
- Condemn unsporting behavior and promote respect for all opponents.
- Emphasize the spirit of the game rather than the errors.
- Encourage and promote changes that will make participation more enjoyment.
- Be a good sport yourself. Actions speak louder than words.
- Keep up to date with the latest trends in officiating and the principles of growth and development of young people.
- Remember, you set an example. Your behavior and comments should be positive and supportive.
- Place the safety and welfare of participants above all else.
- Give all young people a 'fair go' regardless of their gender, ability, cultural background or religion.