

**E.O.S.S.A.A. CONSTITUTION,**

**BY-LAWS,**

**AND APPENDICES**

**(AMENDED 2005)**

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**(BOLD PRINT INDICATES UPDATED MATERIAL)**

**ARTICLE I**            NAME

This Association shall be known as the Eastern Ontario Secondary Schools Athletic Association, hereinafter referred to as EOSSAA.

**ARTICLE II**            AIMS AND OBJECTIVES

EOSSAA is dedicated to the promotion and enhancement of the educational value of school sport.

- (a) To provide leadership on behalf of Local Associations in support of the educational value of school sport;
- (b) To conduct EOSSAA secondary school sport Championships which provide incentives for students at the local level to participate in interschool sport, and which create an awareness of the educational benefits of participation;
- (c) To promote friendly relationships among the member schools;
- (d) To promote fair play and equal opportunities for success in all secondary school competitions within EOSSAA;
- (e) To promote gender equity awareness and practices ( refer Appendix I);
- (f) To provide services, such as Playing Regulations, Codes of Behaviour, Championship calendar, etc.; for participants, teachers, coaches, administrators and Local Associations to conduct and enhance school sport;
- (g) To promote and foster all the desirable qualities to be achieved from competitive sport;
- (h) To encourage the recognition of the integral role of school sport in any sport and fitness delivery system.

**ARTICLE III**            MEMBERSHIP

Section 1:            Geographical Area

EOSSAA shall consist of all eligible secondary schools in Eastern Ontario, in the counties of Dundas, Frontenac, Glengarry, Grenville, Lanark, Leeds, Lennox-Addington, Prescott, Renfrew, Russell, and Stormont.

Section 2:            General

EOSSAA shall consist of groups of schools, hereinafter referred to as **Local** Associations, which meet the requirements stated in this Constitution. These **Local** Associations are to be comprised of secondary schools approved by the Ministry of Education, Ontario.

### **ARTICLE III**

#### Section 3: Methods of Application and Conditions of Membership

- \_\_\_(a) Any Secondary School within the geographical area of EOSSAA wishing membership shall:
- i) be a member in good standing of one of the six EOSSAA Local Associations.
  - ii) forward a formal application to the EOSSAA Secretary by March 1<sup>st</sup> indicating that they are willing to abide by the Articles of the Constitution, by the By-Laws, and by the Playing Regulations of EOSSAA. The EOSSAA Secretary shall forward copies of this application to all Executive members within fourteen (14) calendar days.
  - iii) be granted provisional EOSSAA membership for a period of one year, by a two-thirds majority vote of representatives at the following EOSSAA Legislative Council.
  - iv) be granted permanent membership upon completion of its provisional membership by a two-thirds majority vote of representatives present at the following EOSSAA Legislative Council.
- (b) Any Secondary School outside the geographical area of EOSSAA wishing membership shall:
- i) be accepted as a member of one of the six EOSSAA Local Associations.
  - ii) forward a formal application to the EOSSAA Secretary by October 15<sup>th</sup>, for implementation no earlier than the following September, indicating that they are willing to abide by the Articles of the Constitution, by the By-Laws, and by the Playing Regulations of EOSSAA. The EOSSAA Secretary shall forward copies of this application to all Executive members within fourteen (14) calendar days.
  - iii) be granted provisional EOSSAA membership for a period of one year, by a two-thirds majority vote of the representatives present at the following EOSSAA Legislative Council.
  - iv) be granted permanent membership upon completion of its provisional membership by a two-thirds majority vote of the representatives present at the following EOSSAA Legislative Council.
- ©) The EOSSAA Secretary shall present the application to the next meeting of the Board of Directors for its consideration and recommendation to the Legislative Council.

### **ARTICLE III**

- (d) The President shall have the power, for just cause, as hereinafter defined, to suspend a school from EOSSAA membership. In such case, the suspended school shall have the right to request a meeting of the Board of Directors within ten (10) days to consider its case.

The Board of Directors shall have the power of suspension and expulsion for deliberate violation of any Article, By-Law or Playing Regulation of EOSSAA. Such suspension or expulsion may be appealed to the Board of Reference within thirty (30) days or as specified in the By-Laws from time to time and the decision of the Board of Reference shall be final.

- (e) Schools in good standing at the end of any school year shall remain in good standing upon payment of their EOSSAA membership dues for the next school year unless suspended or expelled for good and sufficient cause.

Section 4: Acceptance of Membership of Schools

Schools approved for membership are accepted upon payment of the membership dues. Acceptance of membership in EOSSAA entails an obligation to abide by the Constitution, by the By-Laws, and by the Playing Regulations of EOSSAA.

Section 5: Schools Withdrawing from EOSSAA

A school withdrawing from EOSSAA shall forward a letter to the EOSSAA Secretary, no later than March 1<sup>st</sup>, indicating its intention to withdraw from EOSSAA. The EOSSAA Secretary shall forward copies of this letter to all Executive members within fourteen (14) calendar days.

Section 6: Membership Fees, Penalties, Reinstatement

- i) Annual fees shall be assessed to each school based on **the October 31<sup>st</sup>** enrolment of that playing year. Membership fees must be sent to the EOSSAA Treasurer no later than the third Friday in **November**.
- ii) Any school failing to pay the membership fee to the EOSSAA Treasurer by the third Friday in **November** shall be considered ineligible for membership in EOSSAA, and for participation in EOSSAA events.
- iii) A school which has been suspended due to non-payment of membership fees shall be suspended until their application for re-instatement has been accepted by the Board of Directors, the amount in arrears having been made up in advance.

**ARTICLE IV**                    **ORGANIZATIONAL STRUCTURE**

Section 1: The Legislative Council

The Legislative Council, hereinafter referred to as the Council, shall be the decision-making body of EOSSAA. The Council shall determine the policies and establish principles for conducting the affairs of EOSSAA.

(a) Councillors

All of the Councillors shall be chosen from those employed on the teaching staff of member schools. A teacher is defined as a member of the Ontario College of Teachers or a holder of an Ontario Teacher's Certificate or equivalent.

The Council shall be constituted as follows:

- i) The members of the Executive
- ii) Two representatives from each school**
- iii) The Principals' representative from each member Local Association
- iv) All former Past Presidents of EOSSAA shall be honorary ex-officio (non-voting) lifetime members of EOSSAA
- v) Ex-officio (non-voting) members of the Legislative Council shall include any other interested persons from each school.

(b) Voting

The quorum for the transaction of business shall be **thirty-five (35)** voting members. Each school has one (1) vote. The principals' representative from each Local Association shall have one (1) vote. Proxy votes shall not be accepted. A majority vote shall carry or defeat a motion unless otherwise specifically excepted herein.

©) Meeting

The Council shall meet in June of each school year prior to the OFSAA Legislative Council. Other meetings shall be called by the President or upon request of a majority of Councillors (voting members); which request shall be sent to the President. Notices shall be sent to all Councillors at least fourteen (14) days prior to any such meetings. Minutes of the Council shall be sent to all members no later than September 30, or fourteen days in the case of special meetings.

## ARTICLE IV

It is the responsibility of each member school to have a representative in attendance at the Legislative Council. Roll call shall be taken to record the presence or absence of the

representative from each school. The principal of schools with a representative not in attendance shall receive a letter from the secretary advising him/her of the absence and encouraging attendance at subsequent meetings.

Section 2: Board of Directors

The Board of Directors, hereinafter referred to as the Board, shall be empowered by the Council to transact EOSSAA business between meetings of the Council and is responsible to the Council.

Directors, as such, shall not be held personally liable for any decisions made or actions taken in the performance of their duties as Directors, provided said decisions or actions are made in good faith and EOSSAA shall indemnify and save the Directors harmless from any and all causes of action, howsoever they may arise, in connection with the performance of their duties as Directors.

(a) Directors

The Board shall consist of:

- i) President, Immediate Past-President, Secretary, Treasurer, Championship Coordinator for Boys' Activities, Championship Coordinator for Girls' Activities, the EOSSAA Boys' Representative to OFSAA and the EOSSAA Girls' Representative to OFSAA
- ii) the Principals' Representative to OFSAA
- iii) the representative from each Local Association as a communications officer.

(b) Duties

- i) The Board shall recommend the policies and principles for conducting co-educational activities and shall be responsible to the Council.
- ii) The Board shall be responsible for administering the OFSAA Leadership in School Sport Award, the Pete Beach Award, and the EOSSAA Retirement Award. (Refer Appendices XIII, XIV, and XV).

**ARTICLE IV**

- iii) At the spring Board meeting prior to elections, the Board shall seek candidates for: President, Secretary, Championship Coordinator for Boys' Activities, the

EOSSAA Girls' Representative to OFSAA in 2002 and all even numbered years thereafter; and the Championship Coordinator for Girls' Activities, Treasurer, and the EOSSAA Boys' Representative to OFSAA in 2003 and all odd numbered years thereafter. Nominations shall also be accepted from the floor at the Legislative Council.

©) Voting

The quorum for the transaction of business shall be ten (10) persons. Each Director or duly appointed substitute shall have one (1) vote. Proxy votes shall not be accepted. A majority vote shall carry or defeat a motion unless otherwise specifically excepted herein or in the By-Laws as they may be from time to time.

(d) Meetings

The Board shall meet at least twice in each school year (Fall - Oct./Nov.; Spring - March-April). Other meetings may be called by the President or upon request of a majority of Directors, which request shall be addressed to the EOSSAA Secretary. Notices shall be sent to all Directors at least fourteen days prior to any such meeting. Minutes of all meetings of the Board of Directors shall be sent to all directors and member schools no later than fourteen (14) days after such meetings.

Section 3: Executive Committee of the Board

The Executive Committee of the Board, hereinafter referred to as the Executive, shall be empowered by the Board to transact EOSSAA business between meetings of the Board. The Executive is composed of members of the Board and is responsible to the Board. No member of the Executive shall hold more than one (1) position.

(a) Executive Members

The Executive shall consist of:

- i) President, Immediate Past-President, Secretary, Treasurer, Championship Coordinator for Boys' Activities, Championship Coordinator for Girls' Activities, the EOSSAA Boys' Representative to OFSAA and the EOSSAA Girls' Representative to OFSAA
- ii) the Principals' Representative to OFSAA

**ARTICLE IV**

(b) Voting

The quorum for the transaction of business shall be five (5) persons. Each Executive Member shall have one (1) vote. A majority vote shall carry or defeat a motion unless otherwise specifically excepted herein or in the By-Laws as they may be from time to time.

©) Meetings

Meetings may be called by the President or upon request of a majority of Executive Members, which request shall be addressed to the EOSSAA Secretary. Notice shall be given to all Executive Members prior to any such meeting.

(d) OFSAA Voting Responsibilities

The following members of the Executive shall have voting privileges at the OFSAA Legislative Council:

- i) the President of the Legislative Council (1 vote)
- ii) the Principals' Representative(s)
- iii) the Boys' Representative to OFSAA
- iv) the Girls' Representative to OFSAA

(e) Duties of EOSSAA Secretary - (refer to Appendix XVI)

(f) Duties of EOSSAA Treasurer - (refer to Appendix XVII)

(g) Duties of the Championship Coordinators - (refer to Appendix XVIII)

(h) Vacancies

In the event that a member of the Executive is unable to complete a term of office, the Executive shall be empowered to appoint an individual to serve until the next spring meeting. The EOSSAA election procedure shall be followed.

Section 4:

(a) All of the officers of the Executive shall be chosen from those employed on the teaching staff of member schools. A teacher is defined as a member of the Ontario College of Teachers or a holder of an Ontario Teacher's Certificate or equivalent.

**ARTICLE IV**

(b) The Transfer Appeal Chair may be appointed by the Executive.



- c) The Principals' Representative(s) to OFSAA shall be selected by the Executive from those applications received from the Principals of EOSSAA member schools.

Section 5:

The EOSSAA Principals' Representative to OFSAA shall be selected for a term of two (2) years.

**ARTICLE V            COMMITTEES**

Section 1:

There shall be Ad Hoc Committees as deemed necessary and approved by the Council, Board or Executive.

**ARTICLE VI            BOARDS OF REFERENCE**

Section 1:            Structure

The Board of Reference shall consist of not fewer than three (3) members who shall be named by the Executive. These three (3) persons shall represent three (3) of the member Local Associations.

Section 2:            Duties

At the request of a Local Association, or segment thereof, this Board of Reference shall be empowered to interpret Articles of the Constitution, By-Laws, and Playing Regulations of EOSSAA and such other referrals and references as shall seem appropriate to the Board as defined in the By-Laws, from time to time.

**ARTICLE VII            AMENDMENTS**

Section 1:

The Constitution may be amended at any regular meeting of the Council at which a quorum is present, by a two-third (2/3) majority of those Councillors (Voting members) present.

**ARTICLE VII**

Section 2:

Proposed amendments must be in the hands of the EOSSAA Secretary for circulation to all

Councillors at least fourteen (14) days prior to Council.(Refer to Appendix XII A and XII b)

Section 3:

Amendments must be voted upon as submitted, except changes in wording for clarification purposes.

Section 4:

Approved amendments shall be effective as of September 1<sup>st</sup> following their adoption.

## **E.O.S.S.A.A. BY-LAWS**

### **BY-LAW 1            MEMBERSHIP**

Section 1:        Members

Within the meaning of the Constitution, EOSSAA shall be divided into six (6) **Local Association** areas as listed below:

**KINGSTON AREA SECONDARY SCHOOL ATHLETIC ASSOCIATION (KASSAA):**

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Bayridge S. S.	Ernestown S. S.
Frontenac S. S.	Holy Cross C.S. S
Kingston C. V. I.	Lasalle S. S.
Loyalist C. V. I.	E. S. Mille Iles
E. S. C. Marie-Riviere	Napanee D. S. S.
Queen Elizabeth C. V. I.	Regiopolis-Notre Dame C. H. S.
Sharbot Lake H. S.	Sydenham H. S.

**LANARK COUNTY INTERCOLLEGIATE ATHLETIC ASSOCIATION (LCIAA):**

Almonte D. H. S.	Carleton Place H. S.
Notre Dame C. H. S.	Perth D. C. I.
Smiths Falls D. C. I.	St. John C. H. S.
St. Luke C.H.S.	

**LEEDS & GRENVILLE SECONDARY SCHOOLS ATHLETIC ASSOCIATION (LGSSAA):**

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Athens D. H. S.	Brockville C. I.
Gananoque S. S.	Grenville Christian College
North Grenville D. H. S.	Rideau D. H. S.
St. Mary C.. H. S.	St. Michael's C. H. S.
South Grenville D. H. S.	Thousand Islands S. S.

**PRESCOTT-RUSSELL SECONDARY SCHOOLS ATHLETIC ASSOCIATION (PRSSAA):**

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E. S. Casselman	E. S. Embrun
E. S. L'Escale	E. S. R. Hawkesbury
E. S. Le Sommet	E. S. Plantagenet
E. S. Le Relais	Rockland D. H. S.
St. Francis Xavier C. H. S.	St. Thomas Aquinas
Vankleek Hill C. I.	E. S. P. Vankleek Hill

**BY-LAW 1**

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**STORMONT, DUNDAS & GLENGARRY SECONDARY SCHOOLS ATHLETIC ASSOCIATION (SD&GSSAA):**

Char-Lan D. H. S.  
Cornwall C. V. S.  
Glengarry D. H. S.  
E. S. L'Heritage  
Rothwell Osnabruck School  
Seaway D. H. S.  
E. S. St. Lawrence I. S.

E. S. La Citadelle  
E. S. General Vanier I. S.  
Holy Trinity C.H.S.  
North Dundas D. H. S.  
Russell High School  
St. Joseph's C. S. S.  
Tagwi S. S.

UPPER OTTAWA VALLEY HIGH SCHOOL ATHLETIC ASSOCIATION  
(UOVHSAA):

Arnprior D. H. S.  
E. S. C. Jeanne Lajoie  
General Panet H. S.  
Mackenzie H. S.  
Opeongo H. S.

Bishop Smith C. H. S.  
Fellowes H. S.  
E.S.P. L'Equinox  
Madawaska Valley D. H. S.  
Renfrew C. I. St. Joseph's C. H. S.

Section 2: Membership Requirements

- (a) All Local Associations are responsible for submitting to the EOSSAA Secretary their Constitution, By-Laws and Playing Regulations and changes and amendments in their Constitutions as they occur.
- (b) EOSSAA shall recognize the Constitution, By-Laws and Playing Regulations of each Local Association provided that in so doing the Constitution, By-Laws and Playing Regulations of EOSSAA are in no way compromised.
- (c) Annual school membership dues shall be paid to the EOSSAA Treasurer not later than the third Friday in November. The yearly fee shall be per student based on the October 31<sup>st</sup> enrolment of that school year. The sum of this fee is to be determined at the previous years' legislative council meeting.
- (d) Each Local Association shall forward to the EOSSAA Treasurer one payment for all EOSSAA fees.

**BY-LAW 1**

- (e) Any school in default at the latter date shall be considered to have forfeited its membership in EOSSAA and shall be considered ineligible for participation in EOSSAA events. A school which has been suspended due to non-payment of membership fees shall be

suspended until its application for re-instatement has been accepted by the Board, the amount in arrears having been made up in advance.

In the event of extenuating circumstances, appeal may be made by the school to the Executive.

Section 3: Local Association Affiliation

A school wishing to change its Local Association affiliation must submit this intention to the EOSSAA Secretary before the fall meeting of the Board. This application will be considered by the Board, and would become effective one year hence. Such a change would become effective sooner if there is complete agreement by the two Local Associations involved in the change. A school wishing to change its Local Association affiliation must do so for all sports.

**BY-LAW 2                    LEGISLATIVE COUNCIL**

Section 1:

(a)    Structure

- I)        The legislative council, hereinafter referred to as the council shall be composed of a representative from the teaching staff of each school. A teacher is defined as a member of the Ontario College of Teachers or a holder of an Ontario Teacher's Certificate or equivalent.
- ii)      Ex-officio (non-voting) members of the council shall include coaches and other interested persons from each school.

(b)    Duties

The council shall determine the policies and principles for conducting boys', girls', and coeducational activities.

(c)    Voting

The quorum for the transaction of business shall be the majority of member schools present. Each school shall have one (1) vote. Proxy votes shall not be accepted. A majority vote will carry or defeat a motion.

**BY-LAW 2**

(e)    Meetings

- i) The council shall meet in the spring.
- ii) Roll call shall be taken to record the presence or absence of the representative from each school. The principal of schools with representatives not in attendance shall receive a letter from the Secretary advising them of this absence and encouraging attendance at subsequent meetings.
- iii) Other meetings may be called by the President or upon a request of a majority of the council representatives, which request shall be addressed to the President. Notices shall be sent to all representatives fourteen (14) days prior to any such meeting.
- iv) The President shall be the presiding officer of the meetings.
- v) Minutes of council meetings shall be sent to all council representatives no later than fourteen (14) days after such meetings.

**BY-LAW 3                    COMPETITION**

Section 1:                    Activities

EOSSAA shall co-ordinate EOSSAA Championship competition in the following sports:

- |                     |                   |
|---------------------|-------------------|
| Badminton           | Alpine Skiing     |
| Boys' Basketball    | Nordic Skiing     |
| Girls' Basketball   | Boys' Soccer      |
| Cross Country       | Girls' Soccer     |
| Curling             | Swimming          |
| Girls' Field Hockey | Tennis            |
| Girls' Gymnastics   | Track and Field   |
| Boys' Ice Hockey    | Boys' Volleyball  |
| Girls' Ice Hockey   | Girls' Volleyball |
| Boys' Rugby         | Boys' Wrestling   |
| Girls' Rugby        | Girls' Wrestling  |

**BY-LAW 3**

Section 2:                    Sports Advisory Committee (SAC)

- (a) EOSSAA shall establish Advisory Committees for sports listed in Section 1. Each Committee shall be comprised of a minimum of three (3) members who together represent at least three (3) Local Associations of EOSSAA. They shall elect a Chairperson from among their number.
- (b) Meetings shall be held at the call of the Chairperson.
- (c) The Committee shall evaluate the interschool activity in that sport. It shall make recommendations as to changes in existing playing regulations and for the conduct of future competitions.
- (d) The SAC Chairperson shall forward recommendations made by these Committees to the Board of Directors and the Legislative Council for action.
- (e) All costs for travel, meetings, production of the updated Playing Regulations and mailing are tallied and divided by six (6) and charged back to each Local Association.

Section 3: Calendar

The Championship Coordinators shall establish the next year's championship calendar no later than the Legislative Council Meeting. The calendar shall list the championship, the date, the convenor, the school, the home telephone number and the Local Association.

Section 4: EOSSAA Championships

- (a) Championship events are co-ordinated by EOSSAA and are open to all Local Associations.
- (b) Duties and Responsibilities of Championship Convenors

A convenor shall be determined for each EOSSAA activity no later than the Legislative Council.

A convenor shall hold his/her position at the discretion of EOSSAA.

**BY-LAW 3**

A convenor of an EOSSAA championship shall:

- i) be present at the championship site or designate a suitable replacement.
- ii) be responsible for the complete supervision, organization, administration, and financing of his/her championship. (Refer to Appendices V, VI, VII, & VIII)
- iii) be responsible for forwarding an information package about the general features of the championship to each Local Association's convenor, no later than one (1) month before the date of the championship.
- iv) be responsible for making the necessary arrangements with the Referee-in-Chief of his/her particular activity regarding officials for his/her particular championship.
- v) be responsible for reporting to the appropriate Championship Coordinator all matters of misconduct of any person connected with a team belonging to the EOSSAA Championship within 48 hours. (Refer to Appendices II & III and By-Law 5)
- vi) be responsible for reporting to the appropriate Championship Coordinator any Local Association which fails to participate in a championship after declaring intent.
- vii) be responsible for insuring that the necessary trophies and awards are available for presentation at all championships. Report to the appropriate Championship Coordinator if a trophy is not available for presentation.
- viii) submit a proposed budget to the appropriate Championship Coordinator no later than one (1) month prior to the championship (to be considered for overruns by the Board).
- ix) submit a written report at the annual general meeting in the spring. The report shall include a financial statement. The report shall indicate the Local Association representatives in each championship. The report shall indicate the CHAMPION, and the Finalist - (School name and the coach's name).

### **BY-LAW 3**

#### Section 5: Awards



- (a) The EOSSAA team plaque shall be awarded to the first and second finishers at EOSSAA Championships. First place finishers shall also receive medallions. Medallions for second may be awarded at the discretion of the convenor. All EOSSAA plaques and medallions shall be purchased by the championship convenor. Funding for all awards is the responsibility of the Championship Convenor.
- (b) In multiple event championships (i.e. track and field, cross country, girls' gymnastics, boys' wrestling, swimming, alpine skiing, nordic skiing, badminton and tennis) ribbons, medallions, plaques and/or trophies shall be awarded in accordance with the current EOSSAA Playing Regulations.
- (c) The Championship convenor shall purchase and distribute, as necessary, the established number (see current Playing Regulations) of official EOSSAA medallions and EOSSAA team plaques. Ribbons (collarettes) on the medallions shall include the name of the event and the year.
- (d) EOSSAA certificates of participation, purchased and distributed by the appropriate Championship Coordinator, shall be given to each individual competitor at all EOSSAA championship events.
- (f) Rotating EOSSAA championship trophies shall be:
  - i) loaned to the annual winning school.
  - ii) returned by that school to the next year's championship site.

Failure to return the trophy shall result in a penalty of \$25.00 being levied by the Championship Convenor against the previous winner.

\_\_\_\_\_ The fee shall be payable to the convenor and shall be included in the event report.

- (g) Engraving on medallions, plaques and trophies shall be the responsibility of the winning school. Engraving on the trophy plate shall include both year halves (i.e. **96-97**).

### **BY-LAW 3**

Section 6: Championship Finance

- (a) EOSSAA Championship Convenors are to budget for a break-even event. They shall submit a proposed budget no later than one (1) month prior to the championship to: appropriate Championship Coordinator and the SAC Chairperson (appropriate Championship) If, in extraordinary circumstances, a deficit is incurred, the Championship Convenor may make a request to the EOSSAA Treasurer, and may receive financial assistance if approved by the appropriate Championship Coordinator. Only championship events for which proposed budgets have been received by the aforementioned executive members, may have overruns considered by the appropriate Championship Coordinator .
- (b) If a championship generates a profit, the Championship Convenor shall forward these monies to the EOSSAA Treasurer. These monies shall be put into the EOSSAA general funds to help pay for EOSSAA business.
- (c) Any Local Association and/or school which declares intent to participate in a championship is responsible for their share of the championship cost and shall continue to be responsible for same, whether or not they participate in the championship. Until these championship entry fees are paid, that Local Association and/or school shall forfeit participation in subsequent EOSSAA championships.

**BY-LAW 4                    ELIGIBILITY FOR COMPETITION**

Section 1:                    Local Associations

Each Local Association shall be entitled to representation at each EOSSAA Championship.

Section 2:                    Schools

- (a) Membership in a Local Association and conformity with the Constitution, with the By-Laws and with the Playing Regulations of the Local Association concerned is a pre-requisite for participation in any Championship co-ordinated by EOSSAA.

**BY-LAW 4**

- (b) for all Championships coordinated by E.O.S.S.A.A., schools shall be classified as follows:

"A", "AA", "AAA" and "AAAA";

"A" - Schools with a student population under 500

"AA" - Schools with a student population from 501-900

"AAA" - Schools with a student population from 900-1250

"AAAA" - Schools with a student population from 1251 +

(c) Two or more schools may not unite for EOSSAA competition

EXCEPT - when two or more schools exist within one building

- i) the population of school shall be combined and the combined schools shall compete at the level of competition dictated by the OFSAA school classifications.
- ii) schools that combine in one (1) sport shall combine in all sports.
- iii) schools that wish to combine for competition must first appeal annually to their Local Associations and be approved as combined schools.
- iv) the Local Association Executive must then inform the EOSSAA Executive, in writing, annually, no later than May 15, of the schools in their Local Association that shall be uniting as a single entry for the following year.
- v) any exceptions, that is names of schools uniting, shall be noted on the agenda for the EOSSAA Legislative Council circulated with the notice of that meeting.
- vi) schools combining for sports must each be a member of EOSSAA.
- vii) schools combining for sports are subject to the expectations, privileges, and responsibilities of a single school.

The eligibility of that team shall be submitted as follows:

- i) there shall be an eligibility sheet for each school signed by the Principal and AC/PAR Leader of that school, and
- ii) the coach(es) of the team shall sign all eligibility sheets and must indicate beside his/her name, the school staff of which he/she is a member.

**BY-LAW 4**

Section 3: Teams

For all Championships coordinated by EOSSAA:

- (a) a team consists of all athletes from the same school who qualify for EOSSAA competition as a unit. Each and every member of a team must be eligible in order for that team to be eligible to compete
- (b) teams shall be classified as stated in the Playing Regulations for each specific sports.
- (c) a team may participate in only one school classification of competition as defined within the Playing Regulations as they may be from time to time in any one age category, in any one sport during a school year at the EOSSAA level.
- (d) a team, with Local Association approval, may elect to compete in a higher classification. A team electing to compete in a higher classification shall be ineligible for EOSSAA competition in the lower classification for that school year. A team MAY NOT declare down in classification.
- (e) to represent a school in an EOSSAA Championship, a school team must:
  - i) be comprised of bona fide team members and be coached by a teaching staff member from that school
  - ii) a school team is defined as a team which has a coach, open try-outs and regularly scheduled practices under the direction of a coach
  - iii) a coach is a teaching staff member that is present at a majority of the practices and competitions. This may still allow for coaching assistance of a purely technical nature
  - iv) a bona fide team member is a student from that school who was actively participating in the majority of the practices of his/her school's team.
- (f) a team must submit an EOSSAA Letter of Intent to the EOSSAA Convenor for the following EOSSAA senior/open championships: Basketball, Field Hockey, Ice Hockey, Rugby, Soccer, Volleyball. (Refer to Appendix IX)
- (g) a member school withdrawing from an EOSSAA team championship relinquishes the right to representation. The Local Association League Convenor of the member school withdrawing must inform the EOSSAA Convenor in writing of this decision with copies to the Championship Coordinators (FAX with acknowledgement).

#### **BY-LAW 4**

##### Section 4: Individuals

- (a) To represent a school in any Championship co-ordinated by EOSSAA, a student must:
- i) be eligible for competition under the Constitution, By-Laws and Playing Regulations of EOSSAA
  - ii) be certified as eligible by the Principal of the school
  - iii) be in grades 9 - 12
  - (iv) Students who have fewer than twenty-two (22) credits must be taking courses which define them as full time students under the Ministry of Education definition. Namely, a student in a traditional school must be registered in a minimum of six (6) full day school credit courses; in a semestered school, a student must be registered in a minimum of three (3) full day school credit courses in the semester in which he/she participates.
  - (v) Students who have achieved twenty-two (22) credits must be taking four (4) non-semestered full day school credit courses over the school year or two (2) full day school credit courses in the semester in which he/she participates.
  - vi) Be eligible for no more than five (5) consecutive years from date of entry into Grade 9.
  - vii) meet the following age requirements:

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**NOTE: A PLAYER MAY DECLARE UP IN AGE CATEGORY. A  
PLAYER MAY NOT DECLARE DOWN IN AGE CATEGORY.**

**Senior** the individual's birth certificate indicates that he/she has not reached his/her 19th birthday by January 1st prior to the start of the school year in which the competition is held.

**Junior** the individual's birth certificate indicates that he/she has not reached his/her 15th birthday by January 1st prior to the start of the school year in which the competition is held.

### **BY-LAW 3**

**Midget** the individual's birth certificate indicates that he/she has not reached his/her 14th birthday by January 1st prior to the start of the school year in which the competition is held.

Students may compete in this category for one year only in Grade 9.

- viii) If a player moves up to stay, to a higher age category for the Local Association regular season and playoffs, after the date of moving up any subsequent performance(s) in exhibition play at the lower natural age category will not be acceptable at EOSSAA for the seeding record of that lower age team. If a team is found to have submitted such contests in their seeding record, it shall forfeit all contests at that EOSSAA championship.

The practice of dropping back in age category for exhibition play is discouraged entirely.

- ix) be eligible under EOSSAA's Transfer Policy [refer to By-Law 4, Section 4 (d)].
- x) Any student who registers and attends one term at a post secondary institution and then returns to any high school is ineligible for EOSSAA competition for the remainder of his/her high school career.
- xi) Rules of Behaviour signature form to be included. (Refer to Appendix IV)
- xii) Any suspension or disciplinary action in Local Association play shall be carried forward into EOSSAA competition. The Local Association convenor shall be responsible for reporting such athletes and the nature of the disciplinary action on the Championship Entry Form. (Refer to Appendix X)
- xiii) have executed the EOSSAA's Release of Liability form where required. (refer to Appendix XIX)
- xiv) Individuals be registered and in attendance at an EOSSAA member school for no fewer than ten (10) school days, prior to participation in an EOSSAA championship.

#### **BY-LAW 4**

- xv) All participants shall have played in at least one (1) regular Local Association game for that team in order to be eligible to play for that team at the EOSSAA championship. (Except when a Local Association(s) conducts Soccer in the Spring or Fall opposite to the

EOSSAA Soccer Championship). Student athletes shall compete in only one age category in an EOSSAA championship in the same sport in any one season.

Note to Local Associations:

If an athlete elects to compete in two (2) Local Association games in that activity, in any age category above which he/she normally would play in a current season, he/she must continue to participate in the higher age category.

- (b) All participants should be encouraged to achieve creditable academic progress and to make a contribution to the general educational program of the school:
- i) each Local Association, indeed each member school, should develop a policy which would be used to educate students with respect to personal commitment to school and all of its programs, goal setting and goal achievement within a school setting and behaviour of student-athletes as school representatives;
  - ii) the objective of any policy is to educate, not punish, and the policy should focus on positive outcomes, not on limiting participation;
  - iii) academic progress is a nebulous concept - it should be measured for each individual since arbitrary standards are exclusive and not necessarily educative;
  - iv) the policy should be used to monitor and mentor student-athletes - their attendance and their behaviour, as well as their grades;
  - v) any change in a student-athlete's attendance, behaviour or academic standing should be reviewed by teacher-coach, student-athlete and appropriate administrator(s). Positive change would be rewarded through recognition and continued eligibility while negative changes would be used to establish parameters for continued eligibility.
- (c) If an ineligible player participates in an EOSSAA team Championship, all contests in which that ineligible player participates shall be forfeited by his/her team. If an ineligible player participates in an individual sport at an EOSSAA Championship, all standings, records and awards achieved by that individual will be forfeited.

**BY-LAW 4**

- (d) THE EOSSAA TRANSFER POLICY

EOSSAA recognizes the right of all students to choose which school they attend and which subjects they study. EOSSAA however, is charged with the responsibility of drafting, implementing and enforcing rules of eligibility for those who seek the privilege of participating in EOSSAA Championships. The overriding purpose of these rules is to ensure fair and equitable competition. The EOSSAA Transfer Policy applies to all students transferring into EOSSAA secondary schools.

No school shall include in its lineup any student who has been registered as a transfer from another school within the previous twelve (12) months.

In accordance with the EOSSAA Transfer Policy Procedural Process, a student or his/her representative may apply to the EOSSAA Transfer Appeal Board Chair to be deemed eligible to participate in EOSSAA Championships on the grounds that:

- (a) (i) there has been an accompanying change in legal residence by the student and his/her immediate family to the designated school from any system (public, catholic or independent) according to school board boundaries (or is the closest school in the student's choice of school system to the student's home if no school boundaries exist). (Immediate family is the parent(s) or the student's legal guardian as determined by a court of competent jurisdiction.)  
(ii) Students transferring to an Ontario school from outside North America may apply under this section.  
(iii) A student attending a school as a result of the closure of his/her former school may apply under this section.
- (b) (i) the student did not participate in any sports at the interschool level for twelve months prior to the date of transfer.

**OR**

- (ii) the student accepts his/her ineligibility under the Transfer Policy, but requests eligibility for the sports he/she did not participate in at the interschool level for the twelve months prior to the date of transfer.
- (c) the student has transferred from a non-semestered school to a semestered school for Semester I and is either within one (1) semester of graduation **or** is within four credits of the academic requirements for university admission. The purpose of such a transfer is to complete high school in one semester. Such a student is eligible for Semester I only and will be ineligible for twelve (12) months after the conclusion of the semester.
- (d) the student **has been placed** in a school by (i) an I.P.R.C. (Identification, Placement and Review Committee) decision; or (ii) a court order. The Federation's Board of Reference shall require and receive a letter from the principal of the school from which the student has transferred, stating the reason for the placement of the student by I.P.R.C., or a copy of the court order placing the student in the new school, whichever is applicable.

**BY-LAW 4**

- (e) the student has transferred for major academic program needs. Major academic program needs are defined as a series of related courses which is unattainable at the



- previous school and which is a pre-requisite for entrance requirements for a specific post-secondary goal (i.e. college or university entrance, employment, apprenticeship).
- (f) the student:
- (i) has transferred prior to their grade 10 year for exceptional personal, social or academic reasons. Documentation detailing these exceptional reasons must accompany the appeal.
  - (ii) has changed residence to live with a custodial parent, or to live with a new, court-appointed legal guardian for exceptional personal reasons. Documentation showing that there was just cause for the move must accompany the appeal.
  - (iii) has transferred to remove him/herself from an abusive home environment. Documentation detailing the abusive situation shall be provided by the applicant from the sending school, psychologists, social worker, medical doctor or police, as the case may be. (All documentation will be reviewed respecting confidentiality.)
  - (iv) has been forced to leave an independent school specifically due to financial hardship. The appeal must include the following information: documentation confirming change in tuition fees; documentation regarding family requests for bursary assistance to meet financial hardship; documentation regarding significant changes in the financial situation of the family; and, confirmation that the student will be attending the designated school in their home catchment area.
  - (v) Failed Intervention Strategies: The student who has transferred (or is considering transferring) experienced educational and/or social difficulties that have clearly been documented on the student's scholastic record and, in the opinion of school administration, it is in the best interest of the student to transfer schools as a direct result of the failure of the intervention strategies put in place by the school to deal with the situation. The transfer must be approved by the receiving and sending school principals and both schools' athletic coordinators or heads of physical education. Students should apply prior to the actual transfer of schools if possible.

Notwithstanding any of the above, no student may play the same sport for more than one school in the same League or municipality in the same school year unless the student is ruled eligible by the EOSSAA Transfer Appeal Board.

**Notes:**

1. Once a student has changed schools he/she is considered a transfer student and even if he/she returns to a school, he/she must comply with the Transfer Policy.
2. The word "participate" in section (b) of the Transfer Policy means competing for your school in that activity. This includes exhibition games and invitational tournaments/events, not just league play.
3. The EOSSAA Transfer Appeal Board **will not consider** as reasons for transfer:
  - (i) the relative ranking of schools or the differences in delivery of courses with the same Ministry course codes;
  - (ii) that a sport or team is no longer offered at the previous school.

**BY-LAW 4**

4. Students moving from a school in a strike/lock-out area are ineligible for all sports played in the

previous 12 months from their date of entry into the new school.

5. Out of province and out of country exchange students are not considered transfer students and are eligible for all sports.

6. Students transferring from other provinces, states, or countries who have graduated from high school or equivalent, and who have the number of required credits to be eligible for post secondary education in Ontario are ineligible for OFSAA competition.

7. Students applying under Sections C, E or F **must** attend the next closest school (of their choice of school system) to their home residence.

The Federation's Board or Reference shall, in its sole and exclusive discretion and authority, consider such application and rule the student eligible or ineligible.

The EOSSAA Transfer Appeal Board shall, in its sole and exclusive discretion and authority, consider such application and rule the student eligible or ineligible.

### THE EOSSAA TRANSFER POLICY PROCEDURAL PROCESS

1. All transfer students are ineligible for EOSSAA competition until cleared by their Association Transfer Appeal Board, or the EOSSAA Transfer Appeal Board under Transfer Policy sections (a), (b), (c), (d), (e) or (f).

2. Students not eligible under these criteria may appeal in writing in the following manner:

(a) through their coach to the Association Transfer Appeal Board;

(b) through the Association Transfer Appeal Board to the EOSSAA Transfer Appeal Board

**Note:** In all sections above, proper documentation must be received by the appropriate group before a decision may be rendered at that level.

3. All decisions of the EOSSAA Transfer Appeal Board may be appealed to the OFSAA Board of Reference- Transfer

4. The deadline for any appeal of eligibility to the EOSSAA Transfer Appeal Board is fifteen (15) days prior to the scheduled dates of the meetings

5. A challenge to the eligibility of a student may be made to the EOSSAA Transfer Appeal Board by any member of an Association through that Association's representative.

### **BY-LAW 4**

6. (a) In the event that a student, ineligible by reason of the Transfer Policy, seeks to appeal his or her ineligibility to the EOSSAA Transfer Appeal Board the following procedure shall be followed:
- (i) the student, or his or her representative, shall submit, in writing, on the designated form, to the Board of Reference, the grounds of the appeal and the reasons why the student claims to be eligible;
  - (ii) upon receipt of the application for appeal, the Board of Reference shall notify the student, in writing, of the date, time and place that the appeal is to be heard. The student shall also be advised that he or she may personally attend the hearing of the appeal, along with his or her representative;
  - (iii) the Board of Reference shall send letters, post-marked or delivered, no later than fourteen (14) days before the date of hearing, addressed to the student and principal at the school which the student attends;
  - (iv) at the hearing the student or representative may make whatever submissions, or call whatever witnesses he or she chooses, and which the EOSSAA Transfer Appeal Board shall permit in its sole and exclusive discretion;
  - (v) the Board of Reference shall render its decision, in writing, and in doing so shall state briefly the reason(s) for its decision.
- (b) In the event that a student is declared eligible by the Association Appeal Board, and that determination of eligibility is challenged by way of an appeal to the OFSAA Board of Reference, the following procedure shall be followed:
- (i) the challenge to the eligibility of the student shall be in writing and shall include the reasons for the challenge, and shall refer to the section or sections of the Transfer Policy on which the challenge is based. The challenge shall be directed through the Association Appeal Board Chairperson to the Federation's Board of Reference and shall be received no later than fourteen (14) days prior to the Federation competition in question. This challenge must be accompanied by a \$50.00 fee, refundable if challenge is upheld.
  - (ii) upon receipt of a challenge, the Board of Reference shall notify the student and the student's principal, in writing, of the date, time and place that the appeal will be heard. In conjunction with the aforesaid notification, the Board of Reference shall also include a copy of the challenge as submitted to the Board of Reference;
  - (iii) the Board of Reference shall notify the student and the student's principal of the date, time and place of the appeal, by way of letters post-marked or delivered, no later than fourteen (14) days before the date of the appeal hearing;
  - (iv) at the hearing, the student and/or representative may attend and may call whatever witnesses or make whatever submissions he/she/they choose(s) and the Board of Reference shall permit in its sole and exclusive discretion;
  - (v) the Board of Reference shall render its decision, in writing, and in so doing shall state briefly the reason(s) for its decision. The decision of the Board of Reference shall be final and conclusive and there shall be no right of appeal to any body or court of competent jurisdiction.

(c) The procedures as set out in this section shall apply only to 6(a) and 6(b). In the event that there has been imperfect compliance with the procedures as set out herein, the Board of Reference may, in its sole discretion, waive any failure to comply with the procedures.

**(g) Five-Year Eligibility Rule**

Students in their fifth consecutive year from date of entry into Grade 9 are permitted to participate. There is no appeal to participate beyond five consecutive years from date of entry into Grade 9.

**BY-LAW 5                      SUPERVISION AND DEPARTMENT**

Section 1:                      Supervision

A teacher is defined as a member of the Ontario College of Teachers or a holder of an Ontario Teacher's Certificate or equivalent.

- (a) For team sports ("A team consists of all athletes from the same school who qualify for Federation competition as a unit..." {reference By-Law 5, Section 3}), a teacher from the same school, or a retired teacher, as approved by the principal of the school, must accompany and be responsible for the team.
- (b) For individual sports (those sports in which athletes from a school qualify for Federation competition as individuals), the principal of the school may designate an adult who is not a teacher to accompany the athletes. In addition, a teacher, or a retired teacher, must be present and on site and designated by the principal to be responsible for the athlete(s).
- (c) For all sports, where the teacher, as indicated in (a) and (b) above, is not of the same sex as the athlete(s), and where the athlete(s) are required or might be required to stay overnight, a supervisory adult, as approved by the principal of the school, of the same sex as the athlete(s), must be present and available at the accommodation site for the duration of their stay in the accommodation.

Section 2:                      Department

- (a) All schools entering an EOSSAA Championship shall, by signature of the school principal on the Championship Entry Form (refer to Appendix XI), acknowledge responsibility for making restitution for damage resulting from misconduct by their participants.
- (b) A team is defined as, "All participants representing the same school at an EOSSAA Championship event".

## BY-LAW 5

- (c) A participant is defined as, “Anyone who has been granted the proper authorization to enter the restricted area.” “Restricted area” includes “those area occupied by athletes and to which access by the general public is restricted or prohibited”.
- (d) All participants are expected to abide by the Rules of Behaviour For Participants to EOSSAA Championships. (Refer to Appendix III)
- (e) All coaches are expected to abide by the Code of Ethics For Coaches to EOSSAA Championships. (Refer to Appendix II)
- (f) Supervising adults are responsible for the behaviour of participants for the duration of the Championships. (Refer to Appendices II, III, IV, V, and VI)
- (g) Individuals, teams, and team officials are open to censure, for failure of the participant(s) to abide by the Rules of Behaviour For Participants (refer to Appendix III), from the EOSSAA Executive through the channel of their own Local Association Executive.
- (h) In all EOSSAA Championship events:
  - 1. TAUNTING and/or MALICIOUS BEHAVIOUR is a disqualification act.  
Participants who taunt and/or commit malicious behaviour shall not be allowed to participate in any remaining games or events in that EOSSAA competition.
  - (i) TAUNTING is any action, comment or deed, whether vulgar or racist, by a coach, by a player or by team personnel which is intended:
    - to bait another
    - to anger another
    - to embarrass another
    - to ridicule another
    - to demean another

Example of TAUNTING include but are not limited to:

- trash talk
- physical intimidation outside the spirit of the game
- reference to sexual orientation
- ”in the face” confrontation by one player to another
- standing over/straddling a tackled or fallen player
- swearing

- (ii) MALICIOUS BEHAVIOUR is any action which is intended to physically injure another.

Examples of MALICIOUS BEHAVIOUR include but are not limited to:

- fighting
- attempt to injure an opponent
- kicking
- striking with fist(s)

1. CONVENOR'S PROCEDURE FOR ADDRESSING TAUNTING AND/OR MALICIOUS BEHAVIOUR BY COACHES, PLAYERS AND PARTICIPANTS.

- (i) Convenors of EOSSAA Championships shall inform the following of this regulation prior to the start of the competition:

- coaches
- players and participants
- referees and officials

- (ii) When a player or participant is ejected for taunting and/or malicious behaviour, the Convenor shall:

(A) Immediately:

- call his/her Principal
- call parent
- contain ejected player outside the sport venue
- arrange for ejected player to be collected as soon as possible

(B) Follow-up:

- inform the Principal, and **AC/PAR Leader** of the participant's school immediately, by phone, of the incidents surrounding the ejection;
- inform the EOSSAA SAC Chair;
- inform the EOSSAA President, the **appropriate Championship Coordinator** and the respective Local Association President/Representative and follow up in writing;

- (iii) When a coach is ejected for taunting and/or malicious behaviour, the Convenor shall:
  - (A) Immediately:
    - make certain that co-teacher/coach takes over the team and the offending coach is removed from the sport venue;
    - eliminate the team from further play if there is no co-teacher/coach and remove the offending coach from the sport venue.
  - (B) Follow-up:
    - inform the Principal, and the **AC/PAR Leader** of the coaches's school immediately, by phone, of the incidents surrounding the ejection;
    - inform the EOSSAA SAC Chair;
    - inform the EOSSAA President, the **appropriate Championship Coordinator** and the respective Local Association President/Representative and follow up in writing;
  
- (iv) When a spectator taunts or commits malicious behaviour (refer to Code of Conduct - Appendix V)
  - (A) With the first violation, the Convenor shall:
    - identify self to offender;
    - advise offender of the policy
    - advise offender that violation of the policy will lead to ejection (issue warning letter - refer to Appendix VI).
  - (B) With subsequent violations, the Convenor shall:
    - ask offender to leave;
    - advise offender that police will be called
    - call police
    - advise own Principal
    - advise other Principal
    - call parent
  
- (i) EOSSAA Uniform Sponsorship Policy - (refer to Appendix VII)

Section 1: Fees and Assessments

- (a) The Board of Directors shall set such EOSSAA fees or assessments as may be authorized by the Council or Executive. Membership fees must be sent to the EOSSAA Treasurer no later than the third Friday in **November**

**BY-LAW 6**

- (b) The Treasurer shall be empowered to collect and accept such EOSSAA fees or assessments as may be authorized by the Council or Executive.
- (c) The Treasurer shall present annually a financial statement for the EOSSAA's past year to the Council.
- (d) The travelling expenses of the Executive Committee and Special Committees, while on EOSSAA business, shall be paid from the EOSSAA funds. The travel rate shall be \$0.30 per kilometre. (Refer to Appendix XVIII)
- (e) An annual Honorarium Pool will be \$750.00 to be used at the discretion of the Board of Directors.

**BY-LAW 7**                      **BOARD OF REFERENCE**

Section 1:

- (a) A written request for the convening of the Board of Reference shall be made directly to the appropriate championship coordinator, or both, on school letterhead and signed by the Principal. It is the responsibility of the person making the request to ensure that the request has been received by the appropriate championship convenor.
- (b) A copy of the request shall be sent to all parties concerned.
- (c) The written request must be in the hands of the appropriate championship coordinator within forty-eight (48) hours of the occurrence of the issue under dispute.
- (d) A sum of fifty dollars (\$50.00) shall be invoiced by the EOSSAA Treasurer to the school requesting the Board of Reference.

Section 2:

All expenses involved in calling together members of the Board of Reference shall be borne by EOSSAA. The Board of Reference is, however, empowered to levy expenses against the parties involved when such action is deemed necessary.

**BY-LAW 8**                      **AMENDMENTS**



Section 1:

The By-Laws may be amended at any regular meeting of the Legislative Council at which a quorum is present, by a majority of those Councillors present. Amendments approved shall be effective as of September 1<sup>st</sup> following their adoption.

Section 2:

The By-Laws may also be amended at a regular meeting of the Board where a quorum is present, by a two-thirds (2/3) majority of those Directors present. Such amendments become effective immediately but must be ratified at the next meeting of the Legislative Council.

Section 3:

The Playing Regulations governing competition in the various Championships sponsored by EOSSAA can be amended by a majority vote of Legislative Council or between meetings of the Legislative Council by a majority vote of the Board of Directors, subject to later ratification by the Legislative Council.

Section 4:

Proposed amendments must be in the hands of the President for circulation to all member schools at least fourteen (14) days prior to respective meetings. (Refer to Appendix XII A and XII B)