

# Bylaws Of The Central Western Ontario Secondary Schools' Association

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# Bylaws Of The Central Western Ontario Secondary Schools' Association

## **BYLAW 1 – ELIGIBILITY OF SCHOOLS**

### **Section 1 – Membership**

Membership in the Association is a prerequisite to participation.

### **Section 2 – Classification of Schools**

1. The classification of schools shall be that named in the current official list published by the Association. Enrollment used for classifying schools shall be the schools FTE as of October 31 of the previously as supplied by OFSAA.
2. Districts shall have the right to apply to compete in a lower or higher classification. Schools must submit an OFSAA School Classification Appeal Form to the Executive Director prior to the two weeks prior to the published OFSAA deadline. Schools within 10% of the existing classification boundaries may be approved by the Executive others will be submitted to OFSSA with the Executives recommendation.

### **Section 3 – Coaches**

The coach shall be a teacher of the school concerned, or a retired teacher. A teacher is defined as a member of the Ontario College of Teachers or a holder of an Ontario Teacher's Certificate or equivalent. However, the Principal may designate a non–school person to coach with full privileges as long as a teacher of the school concerned, or a retired teacher, accompanies that person. Such representation of the teaching staff must be present on the bench for all games in CWOSSA play. No CWOSSA game may start or continue without such a representative on the bench.

### **Section 4 – Eligibility For Tournaments and Competitions**

All participants must satisfy CWOSSA player eligibility rules in order to participate in any CWOSSA activity.

## **BYLAW 2 – ELIGIBILITY OF PLAYERS**

To be eligible for CWOSSA competition a student must:

- (i) Be eligible for competition under the Constitution, Bylaws and Playing Regulations of the Association.
- (ii) Be certified as eligible by the principal of the school
- (iii) Meet the age requirements listed in Bylaw 2, Section 2.

### **Section 1 – Academic Standing and Deportment**

The principal of the school shall decide if a participant's academic standing and overall deportment shall permit her/him to engage in a contest.

## Section 2 – Age

**Senior:** the individual's birth certificate indicates that he/she has not reached his/her 19<sup>th</sup> birthday by January 1<sup>st</sup> 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 15<sup>th</sup> birthday by January 1<sup>st</sup> prior to the start of the school year in which the competition is held.

**Midget:** the individual's birth certificate indicates that he/she has not reached his/her 14<sup>th</sup> birthday by January 1<sup>st</sup> prior to the start of the school year in which the competition is held. Students may compete in this category for one year only.

## Section 3 – Attendance

1. A student in any CWOSSA contest must be in regular attendance in grade 9 to 12
2. Be eligible for no more than 5 consecutive calendar years from the date of his/her entry into grade 9.
3. Students who have fewer than 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 semester 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.
4. Students who have achieved twenty-two (22) credits must be taking (4) non-semester full day school credit courses over the school year or two (2) full day school credit courses per semester.

## Section 4 – Certification

Schools advancing to CWOSSA play must submit an AELS eligibility form authorizing that the individuals or teams are the representative(s) from that District to CWOSSA. This list must be submitted to the convenor prior to the first game of play. A Declaration of Transfer Students Form must also be filled out whether a nil report or not.

## Section 5 – Participation

1. A player to qualify for CWOSSA competition must have played in one regular league game for either the team for which he/she is to play or another team representing the same school in a lower category of organized CWOSSA competition.
2. An eligible player who plays or appears on the roster more than one league game or playoff game at the District level with a team of higher age class in any season may not revert to the lower age class in the same sport that season. (*CWOSSA does not include tournament participation with regards to this bylaw.*)
3. In any CWOSSA Championship event, a player may compete in only one age classification. (Exception: age class of relays in Track and Field, Swimming, Nordic Skiing or an Open event)
4. Students must qualify under any special regulations for the activity in which participation is anticipated.

5. CWOSSA Championships for team sports shall only involve teams which have used CWOSSA eligible student-athletes in all competition during the school year. CWOSSA-eligible means the student meets all eligibility requirements as defined in the CWOSSA playing regulations and the CWOSSA by-laws. Any team using an ineligible student-athlete(s) in any competition during the school year forfeits the right to participate in the CWOSSA Championship.

## **Section 6 - Penalties**

1. If an ineligible player participates in any contest, the offending team shall be penalized, even though no formal protest has been lodged.
2. If the offense occurs during a CWOSSA event the offending team shall forfeit the game or series.
3. If the offence is discovered after the CWOSSA event the matter shall be referred to the President or Executive Director for appropriate action.

## **Section 7 – College/University Players**

Any student who registers and either (i) attends one full term or semester, or (ii) practices or plays or attends a tryout with an intercollegiate team at a post-secondary institution and then returns to any high school is ineligible for CWOSSA and/or OFSAA competition in all sports for the remainder of her/his high school career.

## **Section 8 – Transfer Policy**

1. 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. The CWOSSA Transfer Policy applies to all students transferring into CWOSSA member high schools.
2. In accordance with the CWOSSA Transfer Policy Procedural Process, a student or her/his representative may apply to the CWOSSA Transfer Committee to be deemed eligible to participate in Association-sponsored events.  
Refer to the OFSAA website (<http://www.ofsaa.on.ca/about/constitution> and bylaws) for the most current Transfer Policy. CWOSSA adheres to the OFSAA transfer eligibility rules. The current CWOSSA transfer form may be found on the CWOSSA website.
3. The **CWOSSA Transfer Committee** shall, in its sole and exclusive discretion and authority, consider such application and rule the student eligible or ineligible.
4. **The CWOSSA Transfer Policy Procedural Process**
  1. All transfer students are ineligible for CWOSSA competition until cleared by their District Transfer Committee or the CWOSSA Transfer Committee.
  2. Students not eligible may appeal by submitting a transfer eligibility form in the following manner:
    - (a) Through their coach to their District Transfer Committee
    - (b) Through District Transfer Committee to the CWOSSA Transfer Committee

*Note:* In both (a) and (b) above, proper documentation must be received by the District and by the Association before a decision can be rendered at either level.
  3. A challenge to the eligibility of a student who has been declared eligible by a District Transfer committee, may be made to the CWOSSA Transfer Committee by any member of the Association.

4. a) In the event that a student, ineligible by reason of the transfer policy, seeks to Appeal his/her ineligibility to the CWOSSA Transfer Committee the following procedure must be followed:
  - (i) The student, or his/her representative, shall submit in writing, on the Designated and current CWOSSA eligibility form, to the CWOSSA Transfer Committee, the grounds for the appeal and the reasons why the student claims to be eligible. The completed documentation requested on the form must be submitted at this time.
  - (ii) Upon receipt of the application for appeal, the CWOSSA Transfer Committee shall notify the student of the date and 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/her representative.
  - (iii) At the hearing the student or representative may make whatever submissions, or call whatever witness (es) he/she chooses.
  - (iv) The CWOSSA Transfer Committee shall render its decision, in writing, and in doing so shall state briefly the reasons for its decision.
- b) In the event that a student is declared eligible by the CWOSSA Transfer Committee, that determination of eligibility may be challenged by way of an appeal to the OFSAA Board of Reference– Transfers. Refer to the OFSAA Bylaws for further procedural details.
- c) In the event a student is declared eligible by the CWOSSA Transfer Committee, and another party (the challenging party) alleges that the student falsified information on the transfer form, in the documents submitted with their appeal, or in information presented by or on behalf of the student during the appeal hearing, the following procedure shall be followed:
  - (i) A request for the convening of a Board of Reference shall be made by the challenging party through the Executive Director to the CWOSSA President.
  - (ii) The Board of Reference shall notify the student, the student's principal and the challenging party, in writing, of the date, time, and place a hearing will be held. The Board of Reference shall request at this time any necessary documentation and other information that may be necessary for the Board of Reference to rule on the challenge. The Board of Reference shall provide to the transfer student the particulars of the challenge received from the challenging party. All information received shall be shared with the parties involved. The transfer student and the challenging party shall be given as much notice as practicable prior to the date of the hearing.
  - (iii) At the hearing the student and/or representatives and the challenging party and/or representatives 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. The Board of Reference shall determine if the transfer student falsified information as alleged by the challenging party.
  - (iv) If the student is found by the Board of Reference to have falsified information on their transfer form, in the documents submitted with their appeal, or in the information presented at the appeal hearing, they shall be ineligible for competition in all sports for twenty–four (24) months from the date of transfer.
  - (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 anybody or court of competent jurisdiction.

- (d) The procedures as set out in this section shall only apply to 6(a), 6(b) and 6 (c). 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.

## **Section 9 – Unsportsmanlike Conduct**

1. Unsportsmanlike means any action by a member school representative that tends to bring discredit to CWOSSA and/or high school sport in general.
2. Action by the member school concerned:
  - (i) The coach of the team concerned, as the principal's representative, is expected to immediately report any such incident to his Principal. The Principal will fulfill the membership agreement of his school with CWOSSA as outlined in Article III of the Constitution.
  - (ii) He/she will report the incident to the president of the Athletic Association of his District and cooperate with him/her in the investigation of the affair.
  - (iii) As part of this investigation he will summon the accused to meet with him/her and all available eyewitnesses. He shall inform the accused of the charge and hear the accused's side of the story.
  - (iv) Without delay he will then consider the evidence, decide upon and enforce firm but fair action in the situation.

## **Section 10 – Drug Use**

The use of performance enhancing drugs and/or non-prescription drugs in an effort to enhance performance is contrary to the spirit and intent of the CWOSSA Principles. Student athletes attempting to gain an unfair advantage in this way are considered to be in violation of the CWOSSA rules and expectations of good sportspersons and will be dealt with as outlined in Section 10, #2.

## **Section 11 – Suspensions and Disciplinary Action**

Any suspension or disciplinary action in District play shall be carried forward to CWOSSA and OFSAA competition. Any suspension or disciplinary action in **CWOSSA** play shall be carried forward into OFSAA competition. The District and **CWOSSA** Convenor shall be responsible for reporting such athletes on the CWOSSA Suspension form.

## **BYLAW 4 – PROTESTS**

### **Section 1 – Protests May Be Made On**

1. Violations of the Constitution of CWOSSA
2. Violations of the eligibility bylaws of CWOSSA
3. Violation of general and special rules governing CWOSSA activities.

## **Section 2 – Protest Committee**

1. The convenor is to form a three person Protest Committee prior to the start of the championship. This committee will be comprised of the Convenor or designate, the head official and a school administrator or other respected non-participant.
2. The structure of the committee should be communicated to the coaches of the competing teams prior to the beginning of play.
3. A protest must be submitted in writing to the Convenor or designate together with a \$50.00 fee (refundable if protest is upheld) within 30 minutes of the conclusion of the game/match in which the incident under protest occurred.
4. Decisions by the protest committee shall be final.
5. A report of the Protest Committee decisions shall be forwarded by the Convenor to the CWOSSA Executive Director.

## **Section 3 – Dispute Resolution**

Where possible all protests concerning District activities should be handled by the District concerned. If a satisfactory settlement within the District is not possible then a request for a settlement may be made in writing to the Executive Director. The Executive Director/Executive of CWOSSA will only become involved if the following criteria have been met AND after attempts at the District level to resolve the issue have been exhausted.

1. All protests must be signed by the Principal of the school, Physical Education Head or Athletic Director, and the coach of the team making the protest or requesting the dispute resolution.
2. Copies of the protest letter must be forwarded by the school making the protest to the other school(s) concerned and to the referee(s) or other official(s) in charge of the contest under protest.
3. Where games are conducted under unusual circumstances protests will be considered if the attention of the officials is drawn to the condition(s) prior to the game and the game is played under such protest and such a statement of unusual circumstances is signed by the official(s) on the activity report form.

## **BYLAW 5 – SPONSORED ACTIVITIES**

### **Section 1 – Activities**

1. CWOSSA activities shall be those listed on the current Calendar of Events.
2. However, any activity shall be automatically cancelled if a suitable Convenor is not named by the close of the Annual Meeting, or if the chosen convenor fails to either act or obtain a suitable substitute.
3. Directors will check and report to the April Meeting of the Board, the names of all continuing convenors in their District and nominate replacements for any CWOSSA convenors not continuing in the following year.

### **Section 2 – Entries**

1. Schools shall indicate upon the CWOSSA Activity Sheet the activities, which they anticipate entering and return this activity sheet to the Executive Director by the date specified on the sheet.

2. Teams or individuals may proceed to CWOSSA Championships or playoffs only as District representatives, within the structure established and approved by the CWOSSA Board of Directors.
3. District representatives, to advance directly to CWOSSA Championship play, must proceed from a league or tournament with a minimum of 3 teams competing or play in exhibition tournaments and have a letter of support from their district endorsing the team's competitive level equivalent with CWOSSA competition.
4. Schools are responsible for submitting the approved eligibility list to the CWOSSA convenor.
5. If qualifying games are necessary according to Constitution or sport body playing regulations for teams proceeding to the CWOSSA Championship, they must be set well in advance and where possible noted in the annual CWOSSA Calendar of Events.
6. Districts must be prepared to proceed to playdowns as announced or forfeit the right to proceed.

### **Section 3 – Calendar of Events**

A proposed Calendar of Events shall be prepared by the Executive Director and presented at the June Annual Meeting for the approval of the Board of Directors. Once approved, the Executive Director shall circulate the Calendar to all CWOSSA schools. Schools will be notified by the Executive Director of any subsequent changes in the Calendar.

## **BYLAW 6 – ACTIVITY REGULATIONS**

### **Section 1 – Championship Playoffs and Championship Events**

1. Playing Rules – The activities shall be conducted under those rules published in the sport playing regulations. These playing regulations are approved and/or modified by the Board of Directors.
2. Playoffs – Where necessary qualifying games will be communicated at least six weeks in advance of the CWOSSA final date when the District representatives must be declared. Districts must be prepared to proceed to playdowns as announced or to forfeit the right to proceed. They shall advise the convenors concerned, immediately after the conclusion of their scheduled competition, the names of their entrants to the CWOSSA championship.
3. Where districts pool for competition, the best team(s) will advance to the CWOSSA championship.

### **Section 2 – Awards**

1. A CWOSSA plaque will be awarded to all team champions.
2. A CWOSSA Gold Medallion be awarded to each member of the championship team per Appendix B
3. A CWOSSA Silver Medallion be awarded to each championship finalist where the championship match was in the form of a single “head to head” competition per Appendix A.



4. If a specific awards structure is stated in a sport's rules and regulations, then that format shall apply. (e.g. Cross Country Running, Track and Field) The expense of any additional awards will be covered by the event entry fee.

# Appendix A

## CWOSSA AWARDS

<b>Sport</b>	<b>Gold</b>	<b>Silver</b>	<b>Explanation</b>
Boys Basketball	15/15	15/15	Junior/Senior
Boys Volleyball	15/15	15/15	Junior/Senior
Boys Rugby	30/30	30/30	Junior/Senior
Football	36	36	Junior/Senior
Jr. Boys Soccer	18	18	
Boys A/AA Soccer	20	20	
Boys AAA Soccer	20	20	
Girls Basketball	15/15	15/15	Junior/Senior
Girls Volleyball	15/15	15/15	Junior/Senior
Girls A/AA Soccer	20	20	
Girls AAA Soccer	20	20	
Girls Rugby	30	30	
Swimming	102/6		Events/Combined
Track and Field	144/6		Events/Combined
Tennis	8	8	
Wrestling	29		
Alpine Skiing	25		
Field Hockey	30		
Cross Country	30/6		Teams/Events
Golf	5		
Girls Hockey	20		
Boys Hockey	20		
Curling	5/5		Boys/Girls
Nordic Skiing	20/4		4 teams/4 Individual
Badminton	8/8		Junior/Senior