

CONSTITUTION

of the

NORTHWESTERN ONTARIO SECONDARY SCHOOL ATHLETIC ASSOCIATION

UPDATED – MAY 2010

(NWOSSAA)

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ARTICLE 1: NAME

- 1.1 The association shall be known as the Northwestern Ontario Secondary Schools Athletic Association, hereafter referred to as NWOSSAA.

ARTICLE 2: PURPOSE

- 2.1 The sole basis for the very existence of high school sport is the contribution it makes to the general educational experience of those students who participate.
- 2.2 The purpose of the NWOSSAA shall be to schedule, convene and coordinate interschool high school athletics between the Northwestern Ontario Secondary Schools Athletic Association, hereafter known as NorWOSSAA, the North Shore Secondary Schools Athletic Association hereafter known as NSSSAA and the Superior Secondary Schools Association, hereafter known as SSSAA.
- 2.3 To represent the above three organizations in the Ontario Federation of School Athletic Associations, hereafter referred to as OFSAA.
- 2.4 To foster such activities as would be beneficial to the membership.

ARTICLE 3: MEMBERSHIP And REPRESENTATION

- 3.1 Members of NWOSSAA shall be NorWOSSAA, NSSSAA, and SSSAA. Each member association shall have the power to draw up its own constitution and by-laws.
- 3.2 Member associations shall organize and administer all competition under their jurisdiction.
- 3.3 All association representatives to NWOSSAA championships must have competed in a regular schedule in order to have the right to represent their association.
- 3.4 All secondary schools in Northwestern Ontario are eligible for membership in one of the three member associations.
- 3.5 The term “secondary schools”, for the purpose of the constitution, shall include all collegiate institutes, high schools, vocational schools, continuation schools and preparation schools which are offering subject matter not in advance of that required by the high school curriculum as designated in the guidelines laid down by the Ontario Ministry of Education.

ARTICLE 4: ORGANIZATION

- 4.1 The affairs of NWOSSAA shall be conducted by a board of directors. This board shall have the power to enact, amend, or repeal the constitution and by-laws governing NWOSSAA.
- 4.2 The board shall be composed of one representative of each of the male and female athletic programmes of each member school, and an executive committee.
- 4.3 The duties of the board of directors shall be to interpret and enforce the constitution and by-laws of NWOSSAA, and to direct and control activities governed by NWOSSAA

ARTICLE 5: VOTING PRIVILEGES

- 5.1 Voting privileges are extended to one male and one female representative per school.
- 5.2 All questions, except those pertaining to the constitution shall be resolved by a majority of the votes cast. In cases of a tie on any question the motion shall be lost.
- 5.3 The constitution shall not be altered except by an affirmative vote of two-thirds majority of the members present.
- 5.4 Proxy votes: One proxy vote per member school shall be allowed at the NWOSSAA annual meeting. Proxy votes must be carried by a delegate from that school and must be written and specified to a particular agenda item.

ARTICLE 6: EXECUTIVE

- 6.1 The executive of NWOSSAA shall consist of a past-president, president, vice-president, a secretary-treasurer and two representatives of the OFSAA Board of Directors (one of whom shall be the secretary-treasurer, and another, the appropriate OFSAA, CGA or CBA representative).
- 6.2 Executive officers shall serve on the executive for a period of four years. If an executive is forced to resign during the term, the member association represented will appoint another representative to finish the term.
- 6.3 The office of the president will be held for four years and will run concurrent to that of the secretary-treasurer. The president will succeed to the office of past-president.
- 6.4 The office of the vice-president shall be held for four years. The vice-president shall succeed to the office of the president.

- 6.5 The positions of president, vice-president and secretary-treasurer shall be held by representatives from different member associations. The order of the rotation shall be NorWOSSA, NSSSAA and SSSAA.
- 6.6 The member association whose turn it is to provide a president, vice-president or secretary-treasurer shall determine the representative to hold such an office.
- 6.7 The secretary-treasurer shall be appointed for a term of four years. This office shall alternate between the member associations in the same manner as the other executive positions.
- 6.8 Duties of the Executive:
 - 6.8.1 The executive shall conduct the business of NWOSSAA between meetings of the board of directors.
 - 6.8.2 It shall conduct such duties as may be assigned to it in the constitution and by-laws, or delegated to it by the board of directors. The NWOSSAA executive may make interim decisions regarding playing regulations at the OFSAA level. Furthermore, the executive may react to changes affecting the by-laws and playing regulations in NWOSSAA sports and make decisions for the betterment of the organization--until the subsequent annual meeting.
 - 6.8.3 The president shall preside at all meetings of the board of directors. The vice-president shall preside in the absence of the president.
 - 6.8.4 The president shall represent NWOSSAA at the annual meeting (June) of the Legislative Council of OFSAA
 - 6.8.5 The secretary-treasurer shall:
 - 6.8.5.1 Be the administrative officer of NWOSSAA.
 - 6.8.5.2 Perform such duties as assigned by the executive and the board of directors.
 - 6.8.5.3 Collect fees and keep accounts of NWOSSAA finances.
 - 6.8.5.4 Submit a financial statement for approval at the annual meeting of the board of directors.
 - 6.8.5.5 Be responsible for all correspondence to and from NWOSSAA as directed by the board of directors and the executive or as NWOSSAA business requires.

- 6.8.5.6 Organize the annual NWOSSAA meeting and provide all members with information regarding its date, time and location and agenda.
- 6.8.5.7 Keep the membership informed of concerns directed to NWOSSAA from OFSAA, or member associations.
- 6.8.5.8 Update the NWOSSAA constitution, by-laws and playing regulations following the annual meeting and provide copies to all members, with the minutes, prior to the start of the next school year.
- 6.8.5.9 Receive an annual honorarium in an amount to be determined by the board of directors.
- 6.8.6 The executive shall appoint a principal or vice-principal from a NWOSSAA school to attend the Annual OFSAA Legislative Council Meeting. This person will represent the principals in our association and will report back to them on the affairs of the OFSAA.
- 6.8.7 All actions of the executive shall be subject to final approval by the board of directors.
- 6.9 Duties of members:
 - 6.9.1 It is the duty of a member of the NWOSSAA Board of Directors to:
 - 6.9.1.1 Attend the annual meeting of NWOSSAA.
 - 6.9.1.2 To provide all coaches and official at his/her school with up-to-date copies of the appropriate NWOSSAA By-laws and Playing Regulations at the beginning of each school year.
 - 6.9.1.3 To ensure that players, coaches, and officials representing his/her school adhere to the constitution, by-laws and playing regulations of NWOSSAA.
 - 6.9.1.4 To cooperate with fellow members to develop activities and policies that promote the opportunity of all students within the association to participate in, and benefit from NWOSSAA and OFSAA competitions.

ARTICLE 7: REPRESENTATION TO OFSAA BOARD OF DIRECTORS

- 7.1 The NWOSSAA Board of Directors shall appoint two representatives to the OFSAA Board of Directors. One of these shall serve as female representative and member of the Standing Committee for Girls' Activities; the other shall serve as male representative and member of the Standing Committee for Boys' Activities. These appointments shall be for a period of six years.

ARTICLE 8: MEETINGS

- 8.1 The board of directors shall meet once a year on the first Friday in May.
- 8.2 Special meetings may be called by the president or at the request of all the members of a member association. Time should be allocated at the annual meeting for sports-specific groups to meet/discuss playing regulations and set recommendations to be presented at that annual meeting.
- 8.3 A quorum at all meetings shall consist of a majority of the representatives.
- 8.3.1 Minutes for NWOSSAA spring meetings should be in the hands of member schools within thirty (30) days of the meeting.

ARTICLE 9: COMMITTEES

- 9.1 The executive and board of directors shall have the authority to establish committees in order to meet the needs of the association.

ARTICLE 10: FINANCES

- 10.1 The annual fee shall be 30 cents per student based on the October 31st enrollment of the current school year.
- 10.2 The fee shall be payable to the secretary-treasurer by the 30th of November.
- 10.3 Failure to pay fees by November 30th, or provide proof of intent by that date, shall result in the assessment of a late fee penalty of \$25.00. Failure to pay fees and penalty by December 31st will result in loss of rights and privileges of membership. Reinstatement will require the payment of fees and penalty and unanimous consent of the NWOSSAA executive.
- 10.4 The expenses incurred by conducting the affairs of the NWOSSAA shall be covered as far as possible by the fees.
- 10.5 When an NWOSSAA school fails to send a team/individual to an NWOSSAA Championship, the related association will be fined \$100 to be paid to NWOSSAA. The fine will not be imposed if association cannot send a team due to

circumstances beyond their control (e.g. weather).

ARTICLE 11: AMENDMENTS

- 11.1 All amendments to the constitution and by-laws must be made at the annual board of directors meeting.
- 11.2 Notices of motion to amend the constitution must be circulated to all members of this association at least two weeks before the meeting at which the vote is to be taken.
- 11.3 Amendments to the constitution require the approval of two-thirds of the membership present at the annual board of directors meeting.

BY-LAWS
of the
NORTHWESTERN ONTARIO
SECONDARY SCHOOLS ATHLETIC ASSOCIATION

BY-LAW 1: COMPETITION

- 1.1 NWOSSAA shall co-ordinate inter-association competition in the following sports:

Co-educational Badminton
Boys' Basketball
Girls' Basketball
Boys and Girls' Cross Country
Boys' Curling
Girls' Curling
Cycling
Boys' Football
Boys' and Girls' Golf
Boys' Hockey
Boys' Soccer
Girls' Soccer
Boys and Girls' Track and Field
Boys' Volleyball
Girls' Volleyball
Boys and Girls' Wrestling

BY-LAW 2: ELIGIBILITY OF COMPETITION

- 2.1 Membership
2.2 Schools

Membership in one of the member associations and conformity with the constitution, by-laws, and standing rules of the association concerned is a prerequisite for participation in any activity coordinated by NWOSSAA.

In order for NWOSSAA to permit a team or individual to represent the association at OFSAA there must be, for that sport, a season of play and playing regulations which must be submitted 30 days prior to the AGM preceding the OFSAA event in question.

- 2.3 Individuals:

To represent a school in any activity coordinated by NWOSSAA, a student must:

- 2.3.1 be eligible for competition under the constitution, by-laws and standing rules of OFSAA
- 2.3.2 be certified as eligible by the principal of the school
- 2.3.3 meet the following age requirements for activities with three age classifications:

Senior

The individual's birth certificate indicates that he/she has not reached his/her 20th birthday by August 31st 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 17th birthday by August 31st 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 15th birthday by August 31st prior to the start of the school year in which the competition is held.

- 2.3.4 For activities where there are only two age categories:

Senior

The individual's birth certificate indicates that he/she has not reached his/her 20th birthday by August 31st 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 16th birthday by August 31st prior to the start of the school year in which the competition is held.

- 2.3.5 Players must be listed on the attendance register of the school they represent in NWOSSAA competition.
- 2.3.6 Junior players are eligible for NWOSSAA playoffs and may be added to the roster for the subsequent OFSAA competition.

BY-LAW 3: HOSTING OF EVENTS

- 3.1 Responsibility for hosting each activity shall rotate among the member associations. The order of this rotation shall be NorWOSSA, NSSSAA, and SSSAA unless otherwise agreed upon by the majority of the members present at the meeting.

- 3.1.1 In the case of a three team playoff for 'A' volleyball or basketball, the rotation between NorWOSSA and NSSSAA will be followed.
- 3.2 If a member association fails to fulfill its responsibility, the right to host shall move the next association in the rotational order.
- 3.3 The cost of hosting a NWOSSAA championship shall be the responsibility of the host school or member association. Entry fees may only be charged for exhibition contests.
- 3.4 All NWOSSAA convenors will have the standard NWOSSAA medals available to be presented at the time of the championship (except track & field-where only gold will be presented). Bronze medals will be awarded in cross country running, nordic skiing, badminton, wrestling and golf.
- 3.5 Hosting OFSAA Events. When NWOSSAA is the host association for an OFSAA championship, the NWOSSAA champion will represent the association along with the host school. If the host school is also the champion of the hosting association within NWOSSAA, it will not contest the NWOSSAA championship.

BY-LAW 4: CONVENOR'S DUTIES

- 4.1 The host association as determined by a previously arranged, rotational format, (*see By-law 3*) shall appoint a convenor for a period of one year.
- 4.2 Convenors shall:
 - 4.2.1 Be appointed at the annual board of directors meeting.
 - 4.2.2 Be responsible for organizing the NWOSSAA championship:
 - 4.2.3 on the date(s) decided by the board of directors
 - 4.2.4 in accordance with the NWOSSAA playing regulations
 - 4.2.5 by contacting the participating schools as early as possible with the schedule for the NWOSSAA competition(s) and checking with regard to travel and accommodation.
 - 4.2.6 by having the appropriate number of NWOSSAA medals (and trophy where one exists) on hand for presentation at the conclusion of the event
 - 4.2.7 Ensure that the NWOSSAA representative to the OFSAA championship:
 - 4.2.7.1 receives the OFSAA information package, immediately following the NWOSSAA championship

- 4.2.7.2 contacts Thunder Bay Travel Ltd., in accordance with our OFSAA travel agreement
- 4.2.8 Complete the NWOSSAA convenor's report and forward it to the secretary-treasurer within 7 days of the event.
- 4.2.9 Ensure the provision of immediate first aid or transportation to hospital for any person injured at a NWOSSAA competition.

BY-LAW 5: ELIGIBILITY COMMITTEE

- 5.1 As a member of OFSAA, NWOSSAA must ensure that students participating in OFSAA championships are eligible in accordance with OFSAA regulations, in particular the OFSAA transfer policy.
 - 5.1.1 The association is responsible for ensuring eligibility for NWOSSAA championships in accordance with By-Law 2.
- 5.2 NWOSSAA and OFSAA eligibility are determined by a committee appointed by each member association. Each committee is responsible for ruling on the eligibility of each student within its association.
 - 5.2.1 Each association committee must be conversant with NWOSSAA and OFSAA eligibility rules, the OFSAA transfer policy, including appeal process and deadlines.
 - 5.2.2 The appropriate committee must receive a copy of the NWOSSAA eligibility form from each athletic director for all students participating in each sport, as outlined by its association.
- 5.3 Students who have transferred into a NWOSSAA school in the past twelve months are ineligible for OFSAA competition unless made eligible by fulfilling one of the five conditions listed on the NWOSSAA eligibility form. Association committees must rule on the (OFSAA) eligibility of all transfer students.
 - 5.3.1 Principals are requested to inform all students who have transferred to their schools within the past twelve months that they are ineligible to compete at the OFSAA level unless made eligible by their association eligibility committee or by appeal to the NWOSSAA Board of Appeal.
 - 5.3.2 The athletic director must inform the athlete if he or she has been declared ineligible, and of his/her right to appeal to the NWOSSAA Eligibility Board of Appeal.
- 5.4 The NWOSSAA Eligibility Board of Appeal is to consist of:

- 1) Eight (8) individuals, not more than one from a school
- 2) Two (2) of the appeal board members are to be principals or vice-principals.

A minimum of three members of the appeal board will rule via a teleconference call on all transfers within NWOSSAA. No committee member may sit on an appeal that involves that member's school. The president of the league shall chair the committee except in cases where the president's school is involved: in such a case, the vice-president shall chair the board.

- 5.4.1 The NWOSSAA Board of Appeal will rule on all appeals of NWOSSAA and OFSAA eligibility and its rulings are final.
- 5.4.2 Copies of NWOSSAA eligibility forms on which association committees have declared athletes ineligible must be forwarded to the president within 48 hours of the ruling.
- 5.4.3 The president will notify in writing, any student the NWOSSAA Board of Appeal declares ineligible. The student will be informed of the OFSAA appeals procedure and the dates of the OFSAA Board of Reference.

5.5 Team Eligibility for OFSAA Competition When Two or More Entries Are Available.

- 5.5.1 In the event that NWOSSAA has two entries into OFSAA, the winner of the association that earned the additional entry as a result of previous years' successes shall go to OFSAA as the second entry. The second place team in that association shall play the opposite association winner(s) for NWOSSAA's first (championship) entry.
 - 5.5.1.1 Exception: In soccer, when two entries are available as a result of NWOSSAA's previous successes in OFSAA tournaments, the champion and runner-up team from the NWOSSAA championship tournament will represent NWOSSAA at the OFSAA event.
- 5.5.2 In the event that the second NWOSSAA entry is the result of NWOSSAA being the hosting association of the OFSAA event, the NWOSSAA champion will represent NWOSSAA along with the hosting school. If the host school is also the champion of NWOSSAA's hosting association, it will not contest the NWOSSAA championship. In this case, it is possible that one of the three member associations of NWOSSAA could earn both OFSAA entries.
- 5.5.3 When NWOSSAA is allowed to have three entries in an OFSAA championship because it is hosting that event, those entries will be filled

by the hosting school, another team from the hosting association and a team from the other association. There will be a NWOSSAA championship played between the champions of the two member associations involved.

BY-LAW 6: PROTESTS AND COMPLAINTS

6.1 Protests

- 6.1.1 Any protest must be made within 48 hours of the disputed competition.
- 6.1.2 A protest must be made, in writing, and sent with a fee of \$25.00, to the secretary-treasurer of NWOSSAA with a copy to be forwarded to the NWOSSAA convenor at the same time. The secretary-treasurer will refer the protest to the NWOSSAA president and a copy will be sent to the opposing school's athletic director.
- 6.1.3 A letter of protest must be clear, concise and as specific as possible, simply stating a desire to protest, and the factual basis (rule) of the protest. The letter must be professionally ethical and free from exaggeration and generalities.
- 6.1.4 There shall be no further exchange of letters or comments with any individual, school or association on the matter except at the direction of the president.
- 6.1.5 The decision of the president in any protest is final and binding on all parties involved. In cases of extreme misconduct, the president may refer the matter to the executive or board of directors for a final decision.
- 6.1.6 Should the protest be upheld, the \$25.00 fee will be returned to the protesting school. Otherwise, the fee will be deposited to the NWOSSAA account.
- 6.1.7 Protests may only be made in reference to the incorrect application of a rule by an official or a serious infraction of league rules or playing regulations by a player or coach. Officials' decisions of a “discretionary nature” may not be protested.

6.2 Complaints

- 6.2.1 Any coach, convenor or official may complain in writing, to the secretary-treasurer of NWOSSAA regarding the inappropriate behaviour of players, coaches, officials or fans at a NWOSSAA championship.
- 6.2.2 The complaint is to be sent to the president with a copy for the person to

whom the complaint is directed, or athletic director if a team or fan(s) are involved. The president will decide how the situation will be handled. An opportunity must be provided to the person to whom the complaint was directed, to respond. The response must be sent to the president and a copy to the person making the original complaint.

6.2.3 No other correspondence or comment regarding the complaint is to be made except at the direction of the president.

6.2.4 In cases of extreme misconduct the president may refer the matter to the executive or the board of directors for a final decision.

BY-LAW 7: SCHEDULING

7.1 The schedule of NWOSSAA championship competitions will be determined at the annual board of directors meeting.

7.2 The venue of hosting NWOSSAA championships shall rotate between the member associations involved as prescribed in the constitution. (see By-law #1)

7.3 A copy of the NWOSSAA schedule will be sent to each member of the board of directors and each member -school principal prior to the start of the next school year.

BY-LAW 8: POLICY STATEMENTS

8.1 A teacher must be present and on the bench of each team during any NWOSSAA competition.

8.2 First, second, and where appropriate, third-placed players must be announced following the final NWOSSAA championship competition and, at that time, must be presented with NWOSSAA medals (except in track and field, whose athletes receive 1st place medals only) during an appropriate ceremony.

8.3 At no time should a coach criticize the personality of the opposition coaches, players or game officials. Differences of opinion, should they occur, should be cleared up away from the ears of concerned team members.

8.4 Once finalized, the dates and starting times for any NWOSSAA competition may only be changed with the mutual consent of the schools involved.

8.5 The best rated officials possible are to be used at NWOSSAA championships.

BY-LAW 9: HOSTING AND VISITING SCHOOLS

9.1 Hosting

For any NWOSSAA event the athletic director of the host school shall:

- 9.1.1 provide a notice of game times (and names of host coaches) to the athletic director of the visiting school at least one week prior to the competition, if possible.
- 9.1.2 provide clearly marked rooms for the visiting team at least one hour prior to the NWOSSAA contest
- 9.1.3 make every effort to maintain the markings of their playing fields and courts at an up-to-date level. In the event that less-than-regulation-sized courts or fields are used, the differences must be indicated as soon as possible to the visiting coach. Local rules thus resulting must be agreed to prior to competition.
- 9.1.4 provide practice balls, shuttlecocks or pucks to the visiting school for warm-up (excluding football). Courts must be vacant for warm-ups 15 minutes prior to game time (one half hour in the case of hockey, football, soccer, if possible).
- 9.1.5 The team that has the furthest travel distance to the three team championship will be scheduled to play the first game, unless otherwise agreed upon by all three teams.

9.2 Visiting

For any NWOSSAA event, the coach of the visiting school must:

- 9.2.1 plan to arrive at the host school at least one hour prior to the game time for any sport
- 9.2.2 supervise their team at all times while at a host school, in particular if the team arrives earlier than one hour before game time
- 9.2.3 notify the athletic director of the host school if cheerleaders or spectators are to accompany their team. A visiting teacher must be responsible for cheerleaders or spectators at all times.
- 9.2.4 notify the athletic director immediately by phone when it becomes apparent that his/her team will be delayed, even if this means stopping along the way to do so.
- 9.2.5 have his/her team dressed and ready to play at the scheduled starting time and provide a completed line-up at least ten minutes prior to game time

- 9.2.6 send a roster, as soon as both teams have been decided, to the athletic director of the host school to allow for the printing of programs or other arrangements, if possible.
 - 9.2.7 ensure that his/her team is aware of, and complies with, the rules of the host school-- in particular those that apply to smoking. Teams must respect the property of the host school.
 - 9.2.8 Coaches (not managers) must check the change rooms to see that they are left in an appropriate condition, with showers turned off and debris such as orange peels, paper toweling and discarded tape, placed in waste containers.
- 9.3 Hosting OFSAA Events. See by-law 3.5 for team eligibility

CHAMPIONSHIPS

9.4 RESOLUTION OF DISPUTES

- 9.4.1 The convenor or designate will resolve any disputes in consultation with the coaches in order that the game proceed to a conclusion.
- 9.4.2 Dissatisfied coaches may utilize the protest procedure as outlined in the constitution.
- 9.4.3 If the host coach of a NWOSSAA Championship is the convenor, he/she will appoint, prior to the competition, a knowledgeable teacher as “designate convenor”. This individual will become the third part in resolving the dispute. This individual will be empowered to resolve any disputes.

9.5 OFFICIALS

- 9.5.1 Convenors of NWOSSAA championships are required to use currently rated/qualified officials.
- 9.5.2 The best rated officials are to be used at NWOSSAA championships in order to ensure that there be a perception of fair play.