



# **CONSTITUTION**

## **GENERAL BY-LAWS**

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## **POLICIES/APPENDICES**

**NATIONAL CAPITAL SECONDARY SCHOOL  
ATHLETIC ASSOCIATION**

**CONSTITUTION**

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# **CONSTITUTION OF THE NATIONAL CAPITAL SECONDARY SCHOOL ATHLETIC ASSOCIATION**

## **ARTICLE 1 - NAME**

This organization shall be known as the National Capital Secondary Schools Athletic Association, hereafter called the NCSSAA or Association.

## **ARTICLE 2 - AIMS AND OBJECTIVES**

### **SECTION 1 AIMS**

- i) To contribute to the health, happiness and general welfare of the student-athlete by sponsoring well-organized and properly supervised athletic activities.
- ii) To acknowledge and promote the integral role of sport in schools.
- iii) To encourage fair play and equitable opportunities for success in all levels of play.

### **SECTION 2 OBJECTIVES**

The objectives shall be to promote:

- i) an opportunity to participate at a high level of competition.
- ii) desirable attitudes and behaviour - especially in leadership, sportsmanship, co-operation and pursuit of excellence.
- iii) an interest in physical activity.
- iv) school spirit and pride.
- v) a better relationship amongst students, teachers, parents and the community.
- vi) fun for the participants.

## **ARTICLE 3 - MEMBERSHIP**

### **SECTION 1 GENERAL**

- i) This association shall consist of member schools of the "Ottawa-Carleton District School Board", the "Ottawa-Carleton Catholic School Board", the "Conseil Scolaire de District Catholique du Centre-Est de l'Ontario", the "Conseil des Ecoles Publiques De L'Est de l'Ontario", and the independent secondary schools that are located within the Regional Municipality of Ottawa-Carleton.
- ii) The Athletic Coordinators and Principals' Representatives will be ex-officio members.

### **SECTION 2 CONDITIONS OF MEMBERSHIP**

- i) All secondary schools in the NCSSAA retain eligibility for membership upon payment of the annual NCSSAA fees. Membership carries with it an obligation to abide by the Constitution, By-Laws, Rules and Regulations of the NCSSAA.
- ii) Each secondary school may be represented at meetings by the Athletic Director and/or teacher coaches. Each school is limited to two votes.
- iii) Only those schools who abide by the NCSSAA Constitution shall be allowed to participate at OFSAA activities.
- iv) Membership in the Association shall cease at the conclusion of the school year in which a member school proceeds with legal action (ie. court injunction or lawsuit) or is party to legal action against the Association. Member school may reapply one school year after membership has ceased, for reinstatement.

### **SECTION 3**

The Executive shall have the power to discipline and/or suspend a school for non-payment of membership fees.

## ARTICLE 4 - STRUCTURE OF THE ASSOCIATION

### SECTION 1 EXECUTIVE

Past President (if available)

President

Vice-President

Secretary

Athletic Coordinators

ADVISORY MEMBERS (NON-VOTING)

Principals' Representatives

ADVISORY MEMBERS (NON-VOTING)

Treasurer

FINANCIAL OFFICER (NON-VOTING)

OFSAA Boys' and Girls' Representatives

- i) The Executive shall hold office for a three (3) year term (renewable) except for the positions of Athletic Co-ordinators and Principals' Representatives.
- ii) A slate of officers shall be presented to the June Annual Meeting by the Nominating Committee, which shall consist of the President, a member of the NCSSAA and either the Past President or another member of the NCSSAA. The newly elected Executive shall take office immediately following the conclusion of the election.
- iii) Any vacancy occurring during the term of office shall be filled by an appointee of the Executive.
- iv) All elected positions shall be held for a period of three (3) years, after which an election of officers shall take place. Incumbent officers may stand for re-election.
- v) There may be one principal representative from each of the four member school boards.

### SECTION 2

The **Board of Directors** shall determine the policies and establish principles for the conduct of the Association's programme. The **Board of Directors** shall include two (2) representatives of each member school.

### SECTION 3

The **Board of Athletics** shall be a sub-committee of the Board of Directors, and shall be charged with the responsibility of operating both boys' and girls' athletics under the constitution, policies, by-laws, and guidelines, as laid down by the Board of Directors.

The officers of the **Board of Athletics** shall be:

- i) Co-Chairs (2)
- ii) Athletic Coordinators
- iii) Convenor(s) of Sport Involved

## SECTION 4

**Board of Reference** shall be a sub-committee of the Board of Directors and shall have charge of settling disputes arising out of this constitution and its by-laws as they pertain to interscholastic athletics. Decisions and rationale of the Board of Reference and the Board of Appeal in written format shall be made available to members of the Board of Directors upon request. Contents are to remain confidential. Representatives from the school may include: athlete, coach(es), Athletic Director, Administrator, parent. When appropriate the convenor of the sport and/or referee-in-chief may be invited to attend.

The Board of Reference will hear:

- a) all appeals of transfer rulings from the Board of Athletics (see Appendix 1-"Procedure for Making a Transfer Appeal")
- b) any appeal of a decision made by the convenor and/or Athletic Coordinator where the Chair of Board of Athletics has deemed there is sufficient evidence or grounds for an appeal. Appeals must be submitted to the Athletic Coordinator within 10 school days of the date of the decision made by the convenor and/or Athletic Coordinator.
- c) any issue that the Board of Athletics deems serious enough to warrant an immediate hearing (e.g. major fight, fan incident).

The Board of Reference shall report their findings and decisions to the Board of Directors. The officers of the **Board of Reference shall be:**

- i) Three (3) or four (4) individuals from the pool of Board of Reference Members. Members shall be chosen annually at the invitation of the Executive
- ii) One Athletic Coordinator in an advisory capacity

**NOTE:** A one-day meet will have a protest committee of three consisting of the convenor and two designated people appointed before the meet

## SECTION 5

The **Board of Appeal** will listen to appeals of Board of Reference decisions, to review and consider mitigating circumstances. Officers of the Board of Appeals must be cognizant of any past pertinent Board of Appeal rulings. Appeals must be submitted to the Athletic Coordinator within 10 school days of the date of the Board of Reference. Representatives from the school may include: athlete, coach(es), Athletic Director, Administrator, parent. When appropriate the convenor of the sport and/or referee-in-chief may be invited to attend.

**The Board of Appeal:**

- i) Principals' Representative (Chairperson)
- ii) The President or the Vice-President (one of whom may be the Past President)
- iii) Three (3) NCSSAA members who were not members of the Board of Reference. These sitting members will be chosen by the President or designate of the NCSSAA. All members must declare a conflict of interest.
- iv) All decisions of the Board of Appeal are final.

## SECTION 6

The **Board of Finance** is responsible for the financial matters of the association. The officers of the **Board of Finance** shall be:

- i) The Athletic Coordinators

ii) The Treasurer

**SECTION 7**

The **Fellows'/Coaches' Awards Selection Committee** will review nominations for these awards and select the recipients. The officers of this committee shall be:

- i) The Athletic Coordinators
- ii) Two men and two women from each of the OCDSB and OCSB, with one of these four being the President (these people should have long-term involvement with the N.C.S.S.A.A.)

**SECTION 8**

Other committees may be formed at any time by the Board of Directors, if and when it is deemed necessary.

**ARTICLE 5 - EXECUTIVE DUTIES****SECTION 1 THE PRESIDENT**

- i) Chair the NCSSAA meetings.
- ii) Act as the official spokesperson of the NCSSAA with any group interested in or involved with the Association.
- iii) Liaise with the Board of Directors.
- iv) Call emergency meetings when necessary.
- v) Sit on the Board of Reference as a voting member, as required.

**SECTION 2 THE VICE PRESIDENT**

- i) Assume the duties of the President should the President be unable to carry out such responsibilities.
- ii) Sit on the Board of Reference as required.
- iii) Carry out additional duties as assigned by the Executive.

**SECTION 3 THE SECRETARY**

- i) Keep accurate records of the proceedings of the Association.
- ii) Take minutes of the NCSSAA Meetings.
- iii) Assist the President (Chair) in meeting procedures - votes, motions, amendments to motions etc.

**SECTION 4 ATHLETIC CO-ORDINATORS/PRINCIPALS' REPRESENTATIVES**

- i) Assist and promote the activities of the Association.

- ii) Liaise with the Executive of the NCSSAA as well as the Directors, Trustees, Superintendents and Principals' Associations of the various boards within the Association.
- iii) Sit on the Board of Reference as non-voting members.
- iv) Keep copies of minutes on file from year to year and have available at all meetings.
- v) Responsible for organizing a new slate of officers every three (3) years.

#### **SECTION 5 TREASURER**

- i) Keep accurate records of the Association's finances.
- ii) Authorize all monies spent on athletic expenditures (trophies, referee costs, rental, etc.). All cheques are to be co-signed by the Athletic Co-ordinator and the Treasurer.
- iii) Prepare and present an annual financial statement of the previous year's finances at the Fall Meeting.

#### **SECTION 6 OFSAA BOYS' & GIRLS' REPRESENTATIVES**

- i) Liaise with the Ontario Federation of Secondary Schools Athletic Association.
- ii) Perform such undertakings as are approved by the Executive Directors.
- iii) As the NCSSAA representative to the OFSAA Committee for boys/girls activities, attend the OFSAA meetings and report back to the NCSSAA
- iv) Perform such other duties as the Executive Directors may, from time to time, require.

## **ARTICLE 6 - MEETINGS**

### **SECTION 1 GENERAL**

- i) There shall be a minimum of three (3) Board of Directors' meetings in each school year. **(FALL/WINTER/SPRING)**
- ii) Special meetings may be called at the discretion of the President.
- iii) The conduct and procedure of all NCSSAA meetings shall be governed by Robert's Rules of Order.
- iv) All voting within the Board of Directors shall be done on the basis of one vote per member - proxy votes in writing and presented to the Chair are legal.

### **SECTION 2 QUORUM**

A quorum of any meeting of the Association shall consist of representation by at least 50% of the member schools.

### **SECTION 3 MOTIONS REQUIRING A TWO-THIRDS (2/3) VOTE**

Used in all situations when a change of constitution is adopted or where some right of the membership is curtailed. The two-thirds would constitute people present and voting; abstentions do not count as a vote.

- i) To amend (annul, repeal, or rescind) any part of the constitution, by-laws, etc. previously adopted; also requires previous notice.
- ii) To amend or rescind a standing rule, order of business, or a resolution, previously adopted, if previous notice was not given.
- iii) Close nominations or the polls limiting the names to be voted for at an election.
- iv) Correction of adopted minutes if proposed at a later meeting than the one at which it was originally adopted, unless previous notice of the proposed amendment (correction) has been given.
- v) To limit or extend debate.
- vi) To make a special order of business.
- vii) To suspend the rules.

### **SECTION 4 MOTIONS REQUIRING A MAJORITY VOTE**

All other motions. A motion which ends up in a tie vote is defeated unless the Chair gives a vote for the affirmative.

## **ARTICLE 7 - FINANCES**

**SECTION 1** All finances of the Association shall be under the jurisdiction of the Board of Directors.

**SECTION 2** All league fees and revenues (e.g. gate receipts) shall be forwarded to the Athletic Coordinator upon receipt of individual statements.

- i) The fees for Fall Sports shall be paid by each school by October 31st.
- ii) The entry fee for Winter Sports shall be paid by each school by January 31st.
- iii) The entry fee for Spring sports shall be paid by May 30th.

**SECTION 3** The Treasurer of the Board of Finance shall prepare and present a preliminary financial statement at the June Meeting, and a final annual financial statement at the Fall Meeting.

**SECTION 4** Each member school will pay a \$200 NC/OFSAA membership fee each year. NCSSAA shall pay OFSAA fees to a maximum of \$200 per association team entered, \$300 for individual sports.

## **ARTICLE 8 - AMENDMENTS**

- i) Any amendments to this constitution must be in the form of a written motion, submitted to the President of the Board of Directors, at least thirty (30) days prior to the meeting of that Board. The President will submit the amendments to the Athletic Coordinator for distribution to member schools.
- ii) The proposed amendments must be circulated to the Board of Directors two (2) weeks prior to the meeting.
- iii) Approved amendments shall be effective following their adoption, or at the discretion of the President.
- iv) In exceptional circumstances, the Board of Athletics may amend an existing by-law. Any such amendment will be reviewed at the next General Meeting.

## General By-Laws of the N.C.S.S.A.A.

### BY-LAW 1: TYPES OF COMPETITION

(a) League Sports:

1. Football
2. Curling
3. Basketball
4. Field Hockey
5. Soccer
6. Rugby
7. Hockey:           Girls Tier 1  
                          Girls Tier 2  
                          Contact  
                          Non-Contact
8. Volleyball
9. Touch Football
10. Waterpolo (girls only)
11. Baseball
12. Lacrosse

(b) Tournament Sports:

- |                          |                  |
|--------------------------|------------------|
| 1. Badminton             | 7. Swimming      |
| 2. Cross-Country Running | 8. Wrestling     |
| 3. Alpine Skiing         | 9. Nordic Skiing |
| 4. Snowboard Racing      | 10. Tennis       |
| 5. Golf                  |                  |
| 6. Track & Field         |                  |

(c) A sport needs at least 8 schools entered before receiving designation.

(d) All N.C.S.S.A.A. teams must hold weekly practices during their season.

**BY-LAW 2: COMPETITIVE DIVISIONS**

<b><u>EAST CONFERENCE</u></b>	<b><u>WEST CONFERENCE</u></b>
Ashbury College	A.Y. Jackson S.S.
Cairine Wilson S.S.	All Saints H.S.
Canterbury H.S.	Bell H.S.
Colonel By S.S.	Brookfield H.S.
É.s.c. Béatrice-Desloges	É.s.c. Franco-Ouest c.c.
E.s.c. CPT Minto	E.s.c. Pierre Savard
É.s.c. Franco-Cité	É.s.p Deslauriers
É.s.c. Garneau	Earl of March S.S.
É.s.c. Samuel Genest c.c.	Glebe Collegiate
É.s.p. De La Salle	Holy Trinity H.S.
É.s.p. Gisele Lalonde	John McCrae S.S
É.s.p. Louis-Riel	Longfields Davidson Heights
Elmwood School	Merivale H.S.
Gloucester H.S.	Mother Teresa H.S.
Hillcrest H.S.	Nepean H.S.
Immaculata H.S.	Notre Dame H.S.
Lester B. Pearson S.S.	Ottawa Islamic School
Lisgar Collegiate	Redeemer Christian H.S.
Lycée Claudel	Sacred Heart H.S.
Osgoode T.H.S.	Sir Guy Carleton S.S.
Ottawa Technical L.C.	Sir Robert Borden H.S.
Philemon Wright	South Carleton H.S.
Rideau H.S.	St. Francis Xavier H.S.
Ridgemont H.S.	St. Joseph H.S.
Sir Wilfrid Laurier S.S.	St. Mark H.S.
St. Matthew H.S.	St. Paul H.S.
St. Patrick H.S.	St. Pius X H.S.
St. Peter H.S.	Venta Preparatory School
	West Carleton S.S.
	Woodroffe H.S.
	Yitzhak Rabin H.S.

If the leagues are split into other divisions, based on entries, the divisions should be based on geographic areas rather than competitive boundaries. Leagues that are organized in Tier 1 and Tier 2 format should attempt to follow geographical areas where feasible.

### BY-LAW 3: COMPETITIVE DATES

The convenor will abide by the starting and finishing dates of all sports as well as by the maximum number of league games allotted (any deviation from this format must be within budget guidelines and must be approved by the Board of Athletics).

- Football: - Third week of September to 11th Saturday from commencement of school. Maximum of 10 league games.
- Soccer (Boys'): - Third week of September to 11th Saturday from commencement of school. Maximum of 10 league games.
- Field Hockey - Third week of September to the end of October. Maximum 10 games.
- Soccer (Girls'): - End of April to end of May. Maximum of 10 league games.
- Rugby  
(Girls' & Boys) - End of April to end of May. Maximum of 8 league games.
- Basketball (Boys'): - First week of December to the last week of February. Maximum of 12 league games.
- Basketball (Girls'): - Third week of September to 2nd week prior to O.F.S.A.A. Championship. Maximum of 12 league games.
- Ice Hockey  
(Boys' & Girls') - Girls Tier 2- 2<sup>nd</sup> week of October to 3<sup>rd</sup> week of December  
Non-contact- 2<sup>nd</sup> week of October to 3<sup>rd</sup> week of December  
Girls Tier 1 – 1<sup>st</sup> week of December to 3<sup>rd</sup> week of March  
Contact – 1<sup>st</sup> week of December to 3<sup>rd</sup> week of March
- Swimming - Second week of October to the first week of December.
- Water polo - First week of February to 1<sup>st</sup> week of April. Maximum of 10 league games.
- Volleyball :  
(Senior Boys') - Last week of September to first week of November. Maximum of 12 league meetings.
- Volleyball (Sr. Girls'): - First week of December to 3rd week of March. Maximum of 12 league meetings.
- Volleyball:  
(Junior Boys' & Girls') - Last week of February to 2<sup>nd</sup> week of April. Maximum of 12 league meetings.
- Touch Football: - End of April to end of May. Maximum of 10 league games.
- Baseball: - First week of May to first week of June. Maximum of 8 league meetings.

All non-OFSAA Spring Sports may begin and end later than OFSAA sports, as the Convenors and Athletic Coordinators determine is feasible.

All supervised, organized N.C.S.S.A.A. activities (practices or games) will cease on last regular school day, and resume on the first day of school. (Special exemptions to Board of Reference.) The penalty for breaking this rule will be the suspension of the coach(es), or the team, or both from the upcoming season.

The following criteria may assist the Board of Reference to define a practice:

- i) school facility and equipment was used
- ii) the coach(es) were present
- iii) a warm up took place
- iv) skill instruction, correction occurred
- v) organized drills were used
- vi) school affiliation of athletes

## **BY-LAW 4: ELIGIBILITY**

### **SECTION 1 ACADEMIC**

- i) 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 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.
- ii) Students taking 'focus' programs at a school other than their 'home' school, may only participate in NCSSAA sports for their 'home' school
- iii) Students who have achieved twenty-two (22) credits must be taking four (4) non-semester full day school credit courses over the school year or two (2) full day school credit courses per semester.
- iv) A student's eligibility to participate shall be determined by the school's academic and attendance policy.
- v) A student who is registered in a resource or other non-credit special education class as recommended by an IPRC may use this class to count as their 6<sup>th</sup> or 4<sup>th</sup> credit, as required, for eligibility **within the NCSSAA only**. Attendance in this class must be taken, and a teacher must be present in the class for the class to count.

**SECTION 2 GENERAL ELIGIBILITY**

- i) A student may only compete for one NCSSAA member school in any given sport in one school year.
- ii) A player must participate in at least one league game/competition before that person becomes eligible to compete in the playoffs in that sport. A tiebreaker game is considered a playoff game. See sport by-laws for exceptions to the one game requirement.
- iii) A competitor, after playing his/her first regularly scheduled game at an age level, shall, for the duration of the activity, compete only at that age level *in any school year*. The listing of a player's name on the game report counts as having played in that game.
- iv) **IN ALLSPORTS' ACTIVITIES (including exhibition games/tournaments/meets/competitions/events) THAT LEAD TO OFSAA CHAMPIONSHIPS ALL STUDENT-ATHLETES MUST BE ELIGIBLE UNDER THE OFSAA TRANSFER RULE.**
- v) "A student may be eligible for no more than five (5) consecutive calendar years from date of entry into grade 9, upon appeal to the Board of Athletics, additional eligibility for non-OFSAA-bound sports may be granted to a student-athlete, who meets all other eligibility criteria, where it is demonstrated there is an exceptional circumstance for extended study-no further appeal available.
- vi) Any student who registers and either (i) attends one full term or semester, or (ii) practices or plays with an intercollegiate team at a post secondary institution, and then returns to any high school is ineligible for the remainder of his/her high school career.
- vii) A student is ineligible to compete in NCSSAA competition for one year in a sport in which he/she has been classed as a professional. The NCSSAA shall agree to the AAU of C definition of "amateur"
- viii) Under extenuating circumstances, exceptions to By-Law 8, Section 2 will be considered by the Executive.
- ix) To be eligible for NCSSAA competition, a student must participate as an active member of their school's bona fide high school program, participating in practices with their school coach, during the school season and at the school-designated locations.
- x) Students from Vocational Schools are eligible to participate in a non-OFSAA-bound activity for their Board-designated composite school based on their residence. Should a Board not designate a composite school, the appropriate school would be that closest geographically to their residence. This eligibility would only be granted on the following conditions:

- i) their vocational school does not offer the sport in question at the NCSSAA level;*
- ii) the Athletic Directors and Principals from both the vocational and composite school agree that it would be appropriate to grant eligibility*
- iii) the coach of the sport is informed of the tryout*
- iv) following a successful try-out*
- v) Parent/Guardians (for those under 18 years of age) are in agreement & understand the additional demands/challenges involved*

### **SECTION 3 AGE CLASSIFICATION**

- i) For all sports organized in Junior and Senior Leagues.

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

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

- ii) For sports organized in Midget, Junior and Senior Leagues:

**MIDGET**-- the individual's birth certificate indicates he/she has not reached his/her 14th birthday by January 1 prior to the start of the school year in which the competition is held and the student is in grade 9.

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

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

### **SECTION 4 GENDER ELIGIBILITY**

- i) If a sport activity is not available for a female on a girls' team, she is eligible to participate on a boys' team following a successful try out
- ii) Where a sport activity is available for a female on a girls' team, she is eligible to participate on a boys' team if she demonstrates comparable skill and ability during a successful try out
- iii) Female athletes may play on their school's boys' **or** girls' team (not both) in one school year
- iv) If a sport activity does not exist for a boy, he is not eligible to participate on a girls' team

## **BY-LAW 5: ENTRY OF TEAMS**

### **SECTION 1 GENERAL**

- i) Schools are allowed to enter one (1) team per school per league sport (Junior and Senior).
- ii) Principals and Athletic Directors are required to submit to the Athletic Coordinator their school's Fall Entry Form on the **second Thursday after Labour Day**, their Winter Intent to Enter Form **by October 31st**, and their Spring Intent to Enter Form **by March 31st**. It is the Athletic Director's responsibility to notify the Athletic Coordinator of scheduling conflict dates with their entry form.
- iii) The Coordinator and individual convenors will present a schedule to the coaches/athletic directors or their representative.
- iv) Where necessary, the Coordinator will mail/fax "revised" schedules to the coaches/athletic directors.
- v) No school team may be added to a league once the schedule has been drawn up.
- vi) Schools may not unite for NCSSAA competition.
- vii) To participate in a sport, a school must provide a bona fide program in that sport involving qualified coaching, regular and progressive practices, and adequate equipment and facilities.
- viii) The deadline dates for declaring OFSAA designation and Tier 2 Classification Appeals will be the intent to enter deadlines for the fall, winter, and spring seasons.

### **SECTION 2 ELIGIBILITY FORMS**

- i) OFSAA AELS (only) email from the Athletic Director or coach shall be submitted to the Convenor of the sport.
- ii) For league sports, OFSAA AELS (only) email from the Athletic Director or coach must be in the hands of the Convenor prior to the first league game of the that team.. Late filings will result in non-retrievable forfeited games. Students may be added to the team list providing. The Competitors' Lists are filled out properly and are in the hands of the Convenor before students participate.
- iii) A competitor is a student whose name appears on the official game line-up sheet.
- iv) **For Tournaments/One-day activities**, Competitors' Lists or OFSAA AELS email from the Athletic Director must be in the hands of the Convenor prior to competition as determined by the Convenor.

## BY-LAW 6: ETHICS AND SANCTIONS

### SECTION 1 GOALS

- i) To more-clearly define and enforce the standards of behavior expected from all participants in NCSSAA activities as outlined in the OFSAA and NCSSAA Constitutions.
- ii) To establish procedures to deal with alleged contravention of these standards.
- iii) To establish a sequence of deterrents for those found in breach of established standards of conduct.

### SECTION 2 EXPECTED STANDARDS OF BEHAVIOUR

- i) Coaches will encourage their players to conduct themselves at all times in a sportsmanlike manner, promoting desirable attitudes and behavior - especially leadership, co-operation and the pursuit of excellence. Coaches will reprimand their players for any unsportsmanlike behavior.
- ii) The Principals of member schools shall make obvious to their student bodies acceptable fan behavior.
- iii) Teams should not arrive at the host school before the end of regularly scheduled classes. **If transportation schedules require an early arrival, the team must be accompanied by their coach and/or staff supervisor and remain in a designated area.**
- iv) A coach and/or a staff supervisor should accompany a visiting team to the host school. If the coach/staff supervisor will not be arriving with the team, he/she must inform the host school Athletic Director. Teams for outdoor sports must arrive in uniform. Entry into the visiting school is only allowed with the permission of the visiting school's coach or Athletic Director. When in the school, visiting athletes must be accompanied by their coach. The coach and/or staff must stay with them until the team leaves the host school's property.
- v) Prior to a game, the visiting team should be supplied with a 'cleared' floor area for warm-up (i.e. one free of other students 'goofing around') for 30 minutes.
- vi) Coaches shall refrain from running up scores.
- vii) Coaches shall refrain from venting their anger directly at student officials. The proper route of complaint for this type of perceived mistake is through the game officials.
- viii) Coaches shall refrain from using uncontrolled anger and profanity towards the game officials. However, the NCSSAA recognizes that officials in all sports have the power, in their rules, to deal effectively with these situations.

- ix) Players, coaches, and fans will refrain from engaging in any behavior which is demeaning or threatening to other players, coaches, officials, or spectators. Such behavior includes taunting, "trash talking", obscenities, prejudicial, racist, or sexist comments or gestures.
- x) The Principal of a school transporting spectators to attend competitions must inform the Principal and Athletic Director of the opposing school. Teacher supervision from the visiting school must be provided and reflect a ratio of 1 (one) teacher for every 20 (twenty) students.
- xi) Incidents of unruly fan, player or team behavior may result in the loss or change of location of games.
- xii) All competitors are expected to dress in uniforms that are neat, clean and which maintain the integrity of the school's name, colours and logos. No sport club insignia on uniforms or equipment shall be permitted in the competitive area. A sport club is defined as a community, provincially or nationally based organization whose primary purpose is participation in organized competition in single or multi sport programs. Sponsorship recognition is permitted to be visible but must conform with the placement guidelines outlined in the NCSSAA Sponsorship Guideline, Sections C. This criteria must be met both on and in the immediate vicinity of the competitive area and during the awards ceremonies.

### **SECTION 3 FAIR PLAY**

- i) Our athletic environment, while competitive, must also be safe, positive and conducive to the development of self-esteem and sportsmanship. While officials are responsible for enforcing the rules of the game, it is the responsibility of **COACHES** to control the athletic environment.
- ii) If an athletic environment becomes detrimental, the coaches shall, as soon as possible, mutually attempt to implement adjustments that would support the development of self-esteem. Some suggestions include:
  - a) make appropriate substitution as early as possible.
  - b) make appropriate time adjustments (e.g. running time, shortened time, elimination of injury time)
  - c) make strategy adjustments (e.g. no pressure defense, concentration on possession rather than scoring)
  - d) cancel the remainder of the game with the score at the time of cancellation being the final score
- iii) To promote a positive athletic environment, the following factors will determine Tier designation:
  1. All AAA and AAAA schools must play tier 1
  2. Other schools should consider the following:
    - a. number of returning players
    - b. success of team the previous year
    - c. number of club athletes

3. #1 may be appealed in writing to the Chairperson, Board of Athletics and the Athletic Coordinators

**SECTION 4 PROCEDURE FOR COMPLAINTS REGARDING EXPECTED STANDARDS OF BEHAVIOUR AND/OR FAIR PLAY**

i) **LETTERS OF CONCERN**

- a) Complaints (non-official protests) must be submitted in writing to the Athletic Directors of both (all) schools involved. The Athletic Director of the complainant school will forward it to the Athletic Coordinator.
- b) At the discretion of the Athletic Coordinators, "Letters of Concern" will be sent to the individual(s) concerned plus the school Athletic Director, the Principal and the Sport Convenor.
- c) Continued occurrences will be referred to the Board of Athletics for further action.

**NOTE:** Concerns regarding running up scores, inappropriate fan behavior, verbal abuse by players and coaches directed at minor officials are examples of incidents which may prompt a Letter of Concern.

ii) **OFFICIAL PROTESTS**

- a) All protests must be made in writing to a Co-Chair of the Board of Athletics within two teaching days after the contest from which the protest arises, and must be signed by the Principal, Athletic Director and Coach of the school making the protest. For one day meets/competitions, protests must be made in writing to the convenor within thirty (30) minutes of the incident/end of the event and must be signed by the Coach of the school making the protest.
- b) Copies of the letter of protest must, at the same time, be forwarded to the:
  - . Coach of the other school involved in the protest;
  - . Principal and Athletic Director of the other school involved;
  - . Convenor of the sport
- c) All protests must be accompanied by a \$50 fee, which will be returned if it is decided there are grounds for the protest to be heard
- c) One Co-Chair of the Board of Athletics will rule whether there are grounds for the protest to be heard. This decision is final.
- d) If the Chair decides that there are grounds for the protest to proceed, it will be sent to a protest committee consisting of the other Co-Chair of the Board of Athletics, the convenor of the sport and one Athletic Coordinator.
- d) All decisions of the protest committee are final.

**NOTE:** A one-day meet will have a protest committee of three consisting of the convenor and two designated people appointed before the meet

iii) **PENALTIES AND SANCTIONS**

- a) Individuals and teams may be sanctioned by the NCSSAA for inappropriate behavior either before, during or after competition.
- b) A team contest in which an ineligible student, coach or staff advisor participates, shall be forfeited by the offending school. In a case involving points on the round, the whole series shall be forfeited. In individual sports, the individual only shall be disqualified.
- c) Any student who knowingly **falsifies his/her age** and/or date of entry into Grade 9 shall be suspended from NCSSAA competition for a period of one full year from the date of infraction.
- d) Any team withdrawing from a sport after the Entry Deadline Date shall be subject to a \$50 fine. Withdrawal from a sport after the announced scheduling date for that league shall be subject to a \$200 fine. Withdrawal from a sport within two (2) school days of the first scheduled game date or later, for that league, shall be subject to a fine of \$200 or league fee, whichever is greater, plus a one (1) year suspension from that sport.
- e) Games missed by a student while under school suspension will not count toward any suspension levied by NCSSAA.
- f) Teams withdrawing after the declaration date shall be suspended for the following season as well, subject to appeal to the Board of Reference.
- g) The Board of Reference of the NCSSAA, when considering sanctions arising from the Constitution and Playing By-Laws will rule in accordance with the NCSSAA Constitution, regardless of school sanctions arising from these issues.
- h) Any player involved in a fight prior to, during, or after a competition, shall receive an automatic minimum suspension of two games.
- i) The presence of a weapon in any incident prior to, during or after a competition shall be considered a deliberate intent to injure. This will result in a suspension from all NCSSAA activities for one calendar year from the date of the incident. Students may apply for reinstatement to the full NCSSAA Board of Directors at a regularly scheduled meeting. In addition, the student will be suspended from the sport in which the incident occurred for the duration of their academic career.
- j) A player, coach, official or fan who strikes or verbally/physically threatens a player, official or coach may be suspended from all NCSSAA activities for one (1) calendar year from the date of the incident, after which he/she may apply for reinstatement to the full NCSSAA at a regularly scheduled meeting. This athlete will be suspended from the sport in which the incident occurred for the duration of their academic career.

- k) Any player who deliberately attempts to injure an opponent will be assessed a minimum suspension of one calendar year from all NCSSAA activities.
- l) Individual players shall be sanctioned within the General Bylaws of the NCSSAA Constitution and/or the Bylaws of each individual sport.
- m) Coaches shall be sanctioned as follows:
- Coaches, when ejected from a game, shall be sanctioned as follows:
- A) First Offense- minimum two league games suspension
  - B) Second Offense- minimum suspension of the remainder of the regular season plus all playoff, tournament games
- n) All suspensions shall carry over to subsequent sports and/or seasons as determined by Board of Reference. Notices of suspension will be sent to the school Principal, Athletic Director, Sport Convenor, as well as the coach.
- o) It is the expectation of the NCSSAA that when suspended, a player or coach will not participate in or supervise a practice, nor be in attendance at any regular season, play-off or tournament game(s) which may occur during the time of their suspension.
- p) Players and coaches given game suspensions serve those suspensions in NCSSAA league play (including play-offs). It is strongly recommended that the suspended player/coach be withheld from participation in any tournament/exhibition games until the suspension has been served.
- q) When a team withdraws from competition after the season has started;
- i) all game results involving that team will be voided;
  - ii) consequences of behaviour that occurred prior to withdrawal will be enforced and remain on record.
- r) Players in their graduating year (based on their number of credits in September of that school year) who commits any type of suspendable offence in their final game/meet/competition/event of the season **may** be suspended from all NCSSAA sports for the remainder of their school career.
- s) Students moved to another school by their Board/school for disciplinary reasons through a formal board/school process are ineligible for athletic competition for one (1) semester. They may then appeal for athletic eligibility to the Athletic Coordinator. The appeal must be supported by the school administration and Athletic Coordinator.
- t) It is the expectation of the NCSSAA that teams and individuals that qualify to represent the NCSSAA, attend and participate in the entire OFSAA Championship. Teams/individuals who qualify for an OFSAA championship and withdraw after the NCSSAA mandated entry deadline, may have sanctions [which may include but are not limited to school fines, team or individual suspensions] levied against them.

## **BY-LAW 7: SUPERVISION OF TEAMS**

### **SECTION 1 STAFF SUPERVISION**

- i) Any school that enters an NCSSAA sponsored competition must have at least one coach dedicated to the team or group of athletes representing that school. The coach must be a **school board employee**, or an NCSSAA approved non-teacher coach.
- ii) A **school board employee** is recommended. The coach must be present, on the bench throughout the competition (pre-game, during the game, post-game) to facilitate and maintain educational direction.
- iii) Schools with students participating in an out-of-town OFSAA Championship, supervised by a teacher from another school within their Board will share equally the release time cost for the supervising teacher.

### **SECTION 2 NON-TEACHER COACHES**

Non-teaching personnel may be permitted to coach NCSSAA teams without teacher supervision with the approval of the Principal and the Athletic Director of the school concerned **and** upon completion of an NCSSAA Letter of Agreement. These individuals must be at least twenty-two (22) years of age. Individual Board policy may supersede this directive.

However, a member of the school's teaching staff must be present at all NCSSAA Championship competitions.

### **SECTION 3 OUT-OF-TOWN NON-OFSAA COMPETITION**

- i) A teacher from the same school should accompany and be responsible for the team.
- ii) A supervisory adult, as approved by the Principal of the school and of the same sex as the athletes, should be present and on site for the duration of the competition.

### **SECTION 4 PROCEDURE**

It is important that coaches introduce themselves to opposing coaches PRIOR to the game, in order to clearly establish the person responsible for that team.

**BY-LAW 8: League Administration****SECTION 1 CONVENORS' DUTIES AND RESPONSIBILITIES**

The convenor shall:

- 1) Devise the league format (divisions) and playoff format with the assistance of the Athletic Coordinator.
- 2) Lead a coaches' meeting prior to the season.
- 3) Collect AELS Eligibility Lists and inform Athletic Coordinator of outstanding lists prior to first NCSSAA activity.
- 4) Collect score sheets and report to Athletic Coordinator re: games with lopsided scores that do not reflect the 'Fair Play Policy' of the NCSSAA.
- 5) Notify players/coaches of suspensions when the need arises.
- 6) Attend Board of Reference meetings dealing with protests/conflicts, if necessary
- 7) Attend and present medals/trophies at Conference and NCSSAA championship games/meets.
- 8) Contact coaches who are negligent in reporting scores on Fatdog.
- 9) Provide the Athletic Coordinator with a list of schools that did not fax in score sheets by the end of league play.

**SECTION 2 LEAGUE REGULATIONS**

- (a) The scores should be reported to the statistician the day of the game. The home team is responsible for entering the score. For tie breaker and playoff games the winning team is responsible for reporting the score.
- (b) Score sheets for all team sports must be emailed, mailed or faxed by the home team coach to the convenor of that sports. The referee's duty is to sign the score sheet. **Schools shall be fined \$10.00 for every game sheet that is not in the hands of the convenor prior to the start of play-offs.**
- (c) The home team is responsible for keeping 1/2 the gym/field available and free from spectators when the visiting team arrives on the floor for warm-ups 1/2 hour prior to the start of the game.
- (d)
  - i) The coach of a team which is defaulting a game must notify the opposing coach, the convenor and the co-ordinator of athletics at least 48 hours prior to the contest. (Except under uncontrollable circumstances.)
  - ii) The opposing coach, convenor or co-ordinator of athletics may ask the Board of Reference to examine the reasons for the default.
  - iii) If in the judgment of the Board of Reference the default was not warranted, the team may be subject to the cost of the officials and transportation and other penalties the Board of Reference deems appropriate.
- (e) If a student is ejected from a game by an official, he is suspended until his case is reviewed by the convenor. The coach of the team concerned must inform the convenor immediately of the ejection and get a ruling on the case. If a coach uses a suspended player in the next N.C.S.S.A.A. game and the suspension is automatic, then the team will forfeit that next game. A coach who is ejected from a game shall be assessed a suspension of two or more games subject to normal appeal procedures to Board of Reference.
- (f) An unlimited number of players shall be allowed in all N.C.S.S.A.A. team sports. Individual sports shall follow the sports by-laws for that activity. In all league sports, schools are permitted to enter one team per age division.
- (g) An admission fee may be charged for all play-off games. The admission fee will be decided by the convenor of that sport in consultation with the Coordinator of Athletics.
- (h) Because of the difficulty of re-scheduling, games in which a referee fails to appear, games should proceed with the remaining officials or with alternate officiating.
- (i) Proposals for any by-law and procedure changes must be submitted to the chair of the Board of Athletics at least fifteen (15) days prior to a Board of Directors meeting.
- (j) Any motion once voted on cannot come up for re-vote for a minimum of one year, unless 2/3 of the membership vote to reconsider the motion.

- (k) A school, without proper facilities/equipment, may enter an existing N.C.S.S.A.A. league for only one year. Future involvement will be dependent upon the purchase of proper equipment.
- (l) All NCSSAA championship games at the OFSAA Tier and Tier 1 level (where there are only 2 tiers) will be played at neutral sites.
- m) All championship games at the Tier 2, Junior Tier 1 and Sr. Tier 1 (where there are 3 tiers) levels will be played at the school that finished higher in the final league standings (where possible).
- (n) The schedule shall take precedence over tournaments and exhibition games. Changes will be at the discretion of the Convenor and Athletic Coordinators.
- (o) For NCSSAA sports played outdoors [football, soccer, field hockey, rugby], to constitute a game, 70% of the game [based on total number of minutes in the game eg. 60 minutes - 42 minutes] must be played. Exceptions are baseball and playoffs games.
- (p) Game Film and Scouting
  - i) No team shall film any game unless they are playing in said game.
  - ii) If Team A wishes to exchange films with Team B to scout a game in which Team C played, permission shall be necessary from Team C.
  - iii) Scouting another team's game shall be permitted.
- q) No individual may use an air horn (portable pressurized aerosol spray can) at any NCSSAA regular season or playoff game, meet or competition.
- r) Contact teams (football/rugby) that play in Fall leagues may start practices the fourth (4<sup>th</sup>) Monday in August.

### **SECTION 3 BREAKING TIES**

No team tied for the final playoff position in non-seeded leagues can be eliminated without a tie-breaker game. Where final league standings are to be determined in leagues/divisions with an unbalanced number of games played, each teams final point total will be prorated based on the number of games played.

i) **BREAKING TIES FOR LEAGUE STANDINGS BETWEEN TWO TEAMS**

- a) most wins (in the case of unbalanced schedules, team records will be pro-rated to a winning percentage)
- b) games/matches played between teams tied
- c) point/set differential of 2 or more games/matches played between teams tied
- d) fewest points/goals/runs/sets against per game for the season (excluding wins by forfeit)
- e) coin toss

ii) **BREAKING TIES FOR LEAGUE STANDINGS BETWEEN THREE TEAMS**

- a) most wins (in the case of unbalanced schedules, team records will be pro-rated to a winning percentage)
- b) games/matches played between teams tied if they have played each other team the same number of times
- c) point/set differential of games/matches played only between all teams tied, if they have played other team the same number of times
- d) fewest points/goals/runs/sets against per game for the season (excluding wins by forfeit)
- e) coin toss

iii) **BREAKING TIES FOR THE LAST PLAYOFF POSITION BETWEEN TWO (2) TEAMS**

A sudden death tie-breaker will take place, the date and site to be arranged by the convenor. The home site is normally determined by the procedure of Section 3 (i) above.

iv) **BREAKING TIES FOR THE LAST PLAYOFF POSITION BETWEEN THREE (3) TEAMS**

The team having the best record based on the procedure of Section 3 (i) above, will receive a BYE and the remaining two (2) teams will play a sudden-death game. The site is normally determined by the procedure of Section 3 (i) above. The winner of this game then plays the BYE team for the last play-off position at the site of the BYE team.

#### **SECTION 4 ENTRY TO OFSAA COMPETITION**

- (i) Declaration for change in designation of "AAAA", "AAA", "AA", "A" classification is October 1 each year. "AAA" schools may not apply to be designated "AAAA" Individual teams at the "A" or "AA" level may apply to the Executive to be designated at a higher level

(ii) **For OFSAA "A" and "AA" Competition:**

The NCSSAA Champion shall qualify for OFSAA. Where the Champion is not available to compete, the entry shall be offered to the NCSSAA finalist.

(iii) **For "AAA" and "AAAA" OFSAA Competition**

A) Single entry at "AAA"

a) Where the four NCSSAA "AAA/AAAA" semi-finalists are all "AAA" schools, the NCSSAA Champion shall qualify for OFSAA, and shall choose to enter either "AAA" or "AAAA". The NCSSAA finalist shall qualify for the OFSAA Championship not chosen by the Champion. The two finalists shall make their preference of OFSAA Championships known to the Athletic Coordinator by 3 pm the day following their semi-final.

b) Where one of the four NCSSAA "AAA/AAAA" semi-finalists is a "AAAA" school;

1) if the "AAAA" team wins its semi-final match, they shall qualify for "AAAA" OFSAA, and the other NCSSAA finalist shall qualify for "AAA" OFSAA

2) if the "AAAA" team loses its semi-final match, proceed as in sub-paragraph (a)

c) Where two of the four NCSSAA "AAA/AAAA" semi-finalists are "AAAA" teams, the draw shall be rearranged if necessary so the two "AAAA" teams and the two "AAA" teams shall meet in the semi-finals. The two NCSSAA finalists shall qualify for their respective OFSAA Championship.

d) Where three of the four NCSSAA "AAA/AAAA" semi-finalists are "AAAA" teams, the sole "AAA" team shall qualify for the "AAA" OFSAA championship. The highest finishing "AAAA" team shall qualify for the "AAAA" OFSAA championship.

## B) Two entries at “AAA”

a) Where the four NCSSAA “AAA/AAAA” semi-finalists are “AAA” schools, the two losing semi-finalists shall play an OFSAA qualifying match. If this game cannot be played due to safety reasons (i.e. rugby), the second entry will be determined according to the Tie-Breaking procedure that is established in the General By-Laws of the NCSSAA Constitution, or by mutual consent. The two finalists shall make their preference of OFSAA Championships known to the Athletic Coordinator by 3 pm the day following their semi-final.

b) Where one of the four NCSSAA “AAA/AAAA” semi-finalists is a “AAAA” school, the two losing semi-finalists shall play an OFSAA qualifying match, and the subsequent OFSAA entries shall be determined by the outcome of said qualifying match.

c) Where two of the four NCSSAA “AAA/AAAA” semi-finalists are “AAAA”, the draw shall be rearranged if necessary so the two “AAAA” teams and the two “AAA” teams shall meet in the semi-finals. The winner of the game between the two “AAAA” teams shall qualify for “AAAA” OFSAA, while both “AAA” semi-finalists shall qualify for “AAA” OFSAA.

## C) Two entries at “AAAA”

The Athletic Coordinators shall develop a playoff draw and qualification system that is based on the principles above.

## D) Extenuating Circumstances

For any situation not covered above, the Athletic Coordinators shall act in the best interest of the Association in organizing a playoff format and schedule.

**BY LAW 9: Awards****Section A**

Trophies/plaques are to be presented to the winners of the East and West Conference championship games and silver medals presented to the finalist of the East and West Conference championships games. Trophies/plaques and gold and silver medals are to be presented to NCSSAA finalists.

**Section B**

Where only one league exists, medals and a trophy/plaque will be awarded to the League Champion.

**Section C**

Convenors are not to accept trophies without consulting the NCSSAA.

**NOTE:**

A maximum number of medals will be awarded in each sport. Additional medals are the responsibility of the school.

## N.C.S.S.A.A. All Star Events

(a) **Rationale**

All Star Games can:

- (i) Show-case our athletic talent in a positive, public way. By doing so, they can provide good public relations for the N.C.S.S.A.A. and also possibly give participating athletes some opportunity for post secondary educational opportunities if they are scouted by university coaches.
- (ii) Help to motivate other athletes to emulate those selected few, and thereby work harder on their skill development.

(b) **Recommendation of General Guidelines**

- (i) It must be emphasized that it is not the responsibility of the convenor of a particular sport to organize an all-star event. It should be left to each sport to develop their own organizational structure. It is conceivable that, where there are no volunteers, some (many) sports will not have an all-star event.
- (ii) Any N.C.S.S.A.A. all-star event must be sanctioned, and all necessary paperwork must be done by the organizers of the event before it takes place.
- (iii) In N.C.S.S.A.A. sanctioned all-star events, every school that participates in that sport must be offered at least one representative in the try-outs.
- (iv) Application for sanction for any all-star event must be made at least thirty (30) days in advance of the event.
- (v) If any outside sponsorship is anticipated for an event, the sponsors must be approved by the N.C.S.S.A.A. Board of Athletics. This committee recommends that the N.C.S.S.A.A. be the primary sponsor of every all-star event.
- (vi) The N.C.S.S.A.A. will not assume any responsibility for financial obligations of an all-star event. That is, the N.C.S.S.A.A. will not assume any debts of an event.
- (viii) We recommend the following options to organizing committees regarding profits:
  - (a) that excess monies go toward sponsoring the O.F.S.A.A. representative for that sport;
  - (b) that excess monies be divided equally among all schools who participated in that sport;
  - (c) 50% of profits to charities; 50% to the schools involved in that sport.
- (ix) Organizers of an event must submit a budget statement of income and expenses to the Board of Athletics following the event.
- (x) The organizers of an all-star event may apply to the Board of Athletics for a loan to organize the all-star game.