

BCSSAA Constitution 2019

BRANT COUNTY SECONDARY SCHOOLS' ATHLETIC ASSOC. INC

Constitution, By-Laws and Sports Policies (Sept 2011)

B.C.S.S.A.A. Inc. supports Regulations within the Constitutions of C.W.O.S.S.A. and O.F.S.A.A. as they apply to the B.S.S.S.A.A. Inc.

(Prepared by the Boys' and Girls' Physical Education Department Heads of the Secondary Schools within the County of Brant, with the approval of the Secondary Schools Principals)

Preamble

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Recognizing the need for a co-operative agency to plan, supervise and administer the inter-school athletic activities of the county, the following overall objectives are recommended as a guide to all associated schools.

1. The program must contribute toward the improvement of the health, fitness and general welfare of all individuals taking part.
2. The program should engage the maximum number of students in both its administrative and active areas.
3. All participants should be stimulated to achieve creditable progress and to make a contribution to the general education program of the school as a pre-requisite of participation.

Constitution

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Preface

This constitution was adopted on June 22, 1982 and shall represent the aims, objectives and principles of this Association.

Article 1: Name

This association shall be known as the Brant County Secondary Schools Athletic Association Incorporated (B.C.S.S.A.A.. Inc.) and shall hereinafter be referred to as the Association.

Article 2: General Principles

1. The Association shall attempt:

1. To help extra-curricular activities fit into their proper perspective within the accepted aims of education.

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2. To make available to its members a comprehensive, balanced program of interschool extra-curricular activities.

1. This Association will strongly oppose any tendency to place undue emphasis on any one activity, or accord special prestige or consideration to any school or group of schools.

2. The Association shall always, where a conflict of interest arises, base any settlement upon the principle of the most good to the most schools.

3. The Association does not place any member school under obligation to participate in any Association activity.

4. The Association does not guarantee any member school automatic participation in any of the Association activities. Participation shall be considered a privilege, not a right.

5. The Association regards fairness of competition to be a vital factor in all interschool competitions.

### Article 3: Membership

#### Section 1

Members of the Association shall be restricted to schools engaged in teaching at the secondary school level within the County of Brant, provided they are not members of another district.

#### Section 2

A schools participation in any activity directed by this Association indicated willingness to abide by the Constitution, By-Laws and Regulations of this Association.

### Article 4: Officers, Government and Representation

#### Section 1: Honorary Officers

Any Honorary Officers of the Association shall be appointed by the Board of Directors from among those specially interested in the Principles of the Association.

#### Section 2: Board of Directors

1. Membership: Board of Directors consists of 2 directors from each school in Brant county that has more than 10 teams representing it, and 1 director from each school from 1-10 teams.

2. Regular Officers: Refer to Incorporation document.

3. Duties: The Board of Directors shall exercise final control over all funds, policies and all matters pertaining to the Association (subject to school policy as determined by the principal) and it shall carefully consider all recommendations and resolutions proposed by the coaches of the Association's activities.

#### Section 3: Principals' Representative(s)

Appointed by the Principal's Association to work as a liaison Officer between the B.C.S.S.A.A. Inc. and the administrations.

#### Section 4: Board of Reference

1. A Board of Reference shall be composed of the Chairperson or alternate, the Principal's Representative and at least 2 additional Board Members.

2. These additional members may be appointed by the Chairperson as required, selecting where possible, members from schools not directly involved in the dispute, so that an impartial representation is made possible.

3. This Board of Reference shall, upon the request of the Chairperson, deal with matters pertaining to interpretation of rules and regulations, incident reports and

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protests.

4. Guidelines for a Board of Reference- see Appendix A

### Section 5: Convenors

1. A Convenor for each B.C.S.S.A.A. Inc. activity shall be appointed by the Board of Directors for each succeeding school year.

2. It shall be the responsibility of the Convenor of each activity to:

1. Prepare the schedule of games at the Association level including any playdowns or tournaments in consultation with the Directors.

2. Suggest rules or organizational changes in sports policy after consultation with the coaches at the A.G.M..

3. Name such assistants as may be necessary to ensure that the general principles of the Association are adhered to in the activity.

4. Make all necessary arrangements for the proper conduct of the activity. The convenor shall not incur any financial obligations to the Association, or depart from accepted procedure without the approval of the Chairperson.

5. Report the results( convenor's report ) including a financial statement and all other pertinent formation, including playoff participants, to the Treasurer after the conclusion of the activity. Keep a record of champions.

6. Call a pre-season meeting of the coaches involved with his or her sport to inform coaches of the rule changes, scheduling, sportsmanship, etc.

7. When a coach or athlete has been ejected from a BCSSAA, CWOSSA or OFSAA game, the convenor of that sport must send a letter to the Principal of the coach's or students school, notifying them of the incident and the action taken.

8. Any change in structure to the schedule is to be run by BCSSAA.

### Article 5: Finances

#### Section 1:

Member school shall pay whatever levy is required by the Board of Directors to finance the operation of the Association.

#### Section 2 :

The fiscal year of B.C.S.S.A.A., Inc. shall end on June 30 of each year.

### Article 6: Meetings

#### Section 1:

The Board of Directors shall meet in September, November, January, April and June.

#### Section 2:

The Board of Directors shall meet at the call of the Chairperson or at the request of two or more Board members.

#### Section 3:

Meetings of the Board of Reference shall be at the call of the Chairperson.

### Article 7:

#### Section 1: Amendments

The constitution may be amended at any regular meeting or special meeting of the Association

by a vote of two-thirds of all directors empowered to vote. Directors may be asked to vote by phone or e-mail on amendments to constitution or sports policies. They must be given 24

hours notice to access e-mails or faxes and 48 hours to return votes. The results of the vote must be sent out to all involved parties including Directors within 24 hours. It is the Chairperson's responsibility to ensure these timelines are met.

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### Section 2: By-Laws and Regulations

The Board of Directors, may, from time to time, make such By-Laws and Regulations consistent with this Constitution as it deems necessary from the conduct of business of the Association.

### Section 3: Affiliations

The association is a member of CWOSSA and the constitution and bylaws are in agreement with and complements the respective constitution and by-laws of CWOSSA which shall be used when no clear constitutional or bylaw direction can be found in the BCSSAA constitution and by-laws.

### By-Laws

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#### By-Law 1: Eligibility of Players

Any player who complies with the following eligibility rules and regulations and is a student of a member school, may participate in B.C.S.S.A.A., Inc. activities. For all purposes herein, a player shall be defined as one whose name appears on the official game report.

#### Section 1: Academic Standing

The Principal of the school shall decide if a participant's academic standing is such as to permit him or her to engage in a contest.

#### Section 2: Age

1. Senior: the individual's birth certificate indicates that he/she has not yet reached his/her 19th birthday by January 1st prior to the start of the school year in which the competition is held.
2. Junior: the individual's birth certificate indicates that he/she has not yet reached his/her 15th birthday by January 1st prior to the start of the school year in which the competition is held.
3. Midget: the individual's birth certificate indicates that he/she has not yet reached his/her 14th birthday by January 1st prior to the start of the school year in which the competition is held. Students may compete in this category in grade nine only.

\*When competing in Midget Basketball and Volleyball, an athlete may (with the above birth date) compete at the midget level if they are in grade 10 - if they did not play in grade 9-because Basketball and Volleyball don't advance to CWOSSA, this rule is in effect.

4. Eligibility of students older than 19 with a disability: The coach should approach BCSSAA Inc. regarding eligibility.

#### Section 3: Attendance

Refer to CWOSSA eligibility.

#### Section 4: Certification

All contestants in BCSSAA Inc. activities shall be certified eligible as to age, academic standing, and regularity of attendance. Such certification shall be in the form of eligibility lists, signed by the principal prior to actual competition by that student in all BCSSAA Inc. activities.

1. Coaches must have their teams eligibility lists in the hands of the (1) BCSSAA Inc. chair and (2) the Convenor of that sport, before the first official league game or tournament. Failure to comply with this regulation (i.e. not having

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your eligibility list available) shall result in a forfeit of the first official league meeting and continue until the list is available.

2. Principals should insist that OFSAA transfer forms be part of the "package" that Student Services processes with students who are transferring from other high schools, to their school.

NOTE: It shall be the school's responsibility to have such a list available. The playing of unregistered players shall render that school ineligible and subject to forfeiture according to the Section 6: Penalties. A player may be deemed eligible upon certification by the Principal at any time during a sports season as long as he or she meets all the standards of eligibility.

### Section 5: Participation

1. Once a player begins a season as a member of a team (try out, practice or game), that player will be declared ineligible to play that sport at any other school within the Association that year. Unless deemed eligible as per the transfer policy.

2. A player who plays more than one league or play-off game with a team of an older age class in any season, may not revert to the younger age class in the same sport that season.

3. To qualify for a BCSSAA play-off game, a player must have played in one of the regular league games for that school. To play implies, that the player is dressed and on the roster for that game.

4. A player must compete in only one classification in any play-off or championship meet or series in the same season in any one sport.

5. A student is allowed to compete in two BCSSAA events on the same day. If this occurs in the same sport ie. junior and senior, permission must be obtained from that school's director he/she is playing for. The player has to be circled and indicated on the score sheet that they are junior on the roster sheet. The coach is encouraged to inform the coach of the opposing team that they are playing a junior in the senior game.

\*\* A student may not compete in two divisions in the same sport on the same day during play-offs (see 4 above) \*\*

The only way a junior athlete could play in the senior playoffs is if his/her team did not make it in the playoffs and he/she played at least one game with the seniors in the regular season. They play two games, they are on the senior team for the rest of the season.

Therefore, when a junior team's season is over (before playoffs, or during playoffs), players on the junior team eligibility list are not allowed to play with a senior team during any BCSSAA playoff game. They may join the senior team at CWOSSA.

6. When an athlete has moved out of a district to play a community sport, they will maintain their eligibility when they return to their former school provided they did not play the sport at the previous school.

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### Section 6: Penalties

If an ineligible player participated in any contest, the offending team shall be penalized subject to appeal to the Board of Directors, even though no formal protest is lodged.

1. If the offence occurs in a regular BCSSAA Inc. game or play-off series, that game or series shall be forfeited by the offending team. The opposing team in that competition is declared the winner.

2. If the offence is not discovered until after the conclusion of the sport season, the matter shall be referred to the Board of Directors for appropriate action.

### Section 7: Professional Players

Any student who participates in an organized practice or game, at which, or from which, he/she received remuneration, shall be ineligible for secondary school competition in that sport for one year from the date that professional participation ends.

### Section 8: Transfers From One Secondary School to Another

1. A Transfer Committee shall be appointed by the Board of Directors, yearly. It shall consist of a minimum of 3 persons and an alternate.

#### 2. Transfer Policy:

1. Any transfer is considered ineligible unless proven eligible by application from the home school to the Association Board representing the OFSAA Executive Committee. OFSAA transfer policy will be followed.

2. The decision may be appealed through the CWOSSA Board of Appeal, or the OFSAA Board of Appeal.

3. No appeals may be made after the last local league game.

1. BCSSAA Inc. will keep a list of those students that are eligible or ineligible through transfer.

### Section 9: Withdrawal

Withdrawal from the school shall render the student ineligible for a period of one year from the date of withdrawal, unless, upon his/her return to school, the Principal of that school certifies in writing to the Chairperson of BCSSAA Inc., participation in athletics was not the primary reason for either withdrawal or return.

### Section 10: Unsportsmanlike Conduct

Cases of unsportsmanlike conduct, particularly deliberate rough play, fighting and abusive language directed to officials, shall be reported by school or game officials to the Chairperson of BCSSAA Inc. through an incident report to be acted upon by a Board of Reference.

Infractions may result in suspension of the offender from all inter-school athletic competitions for a period decided upon by the Board or Reference. Other disciplinary actions are detailed in the Guidelines for a Board of Reference in Appendix A. Also, in matters related to poor sportsmanship or questionable conduct, (involving coaches and/or players), the complaining school should send an incident report to the chairperson of BCSSAA Inc., who may initiate and convene a meeting between the principals of the schools involved and the coaches involved.

1. Ejection of a Student/Coach From a Game:

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Any player or coach ejected from any BCSSAA Inc., CWOSSA or OFSAA contest in any sport, shall be suspended for a minimum of one game which is the following game played by his or her team. The suspension shall be carried forward to the next sport that the student or coach participates in if it occurred in the last game of the season. All coaches are to be informed of this ruling by their director. This rule applies to all sports- male or female. If a coach is ejected from a game, a Board of Reference will be held.

2. Notification of Principals Regarding Suspension of Students from BCSSAA Inc., CWOSSA or OFSAA Contests:

When a student or coach has been ejected from a BCSSAA Inc., CWOSSA or OFSAA game in any sport, the convenor of that sport must send a letter to the Principal of that student/coach's school, which will notify the Principals of the action taken. A brief explanation of the circumstances surrounding the ejection should be included. It shall be the responsibility of the home coach or coaches to notify the convenor of the sport involved through an incident report if an ejection has taken place. Convenors are to make the various officials' associations aware of this procedure.

3. Falsification of Student Records:

If a student falsifies records, the student will be suspended from all extra-curricular activities for a period of one year from the time the infraction was discovered.

By-Law 2 - Defaulted Games

Except in the case of extreme circumstances, cancellations, postponement or defaulted games must be relayed to the convenor and the other teams concerned at least 24hrs. before game time.

In the case of cancellation due to weather or facilities, the convenor and coaches must be notified by 2:00 PM. Costs for referees will be paid by both schools. The game will be rescheduled.

If a team cannot travel to another school due to weather conditions, then all games hosted by that school should be cancelled as well. The games will be rescheduled.

By-Law 3 - Protests

Section 1: Protests may be made on:

1. Violation of the Constitution of the BCSSAA Inc.
2. Violations of the Eligibility By-Laws of the BCSSAA Inc.
3. Violation of General and Specific Rules governing BCSSAA Inc.

activities

Section 2: Procedure

General - All protests concerning BCSSAA Inc. activities shall be handled by the Board of Reference. A request for a settlement may be made in writing to the Chairperson.

1. All requests must be signed by the Principal of the school and the coach of the team making the protest.

2. Copies of the letter must be forwarded by the school making the protest to the school and the referees or the officials in charge of the contest under protest. Incident reports should be filed.

3. Where games are conducted under unusual circumstances, protests will be considered, if the attention of the officials is drawn to the conditions prior to the game and the game is played under protest, and such a statement signed by the

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official(s) appears on the official activity report form or 'official game sheet'.

### By-Law 4: Sponsored Activities

#### Section 1: Activities

BCSSAA Inc. activities shall be those listed on current BCSSAA Inc. Calendar of Events.

There must be at least 3 school's teams competing in a league to be recognized by BCSSAA Inc

#### Section 2: Responsibility

Entries, activity information and dealing with play-off arrangements shall be the responsibility of the Convenor appointed by the BCSSAA Inc. See list of duties section 5 page 3.

#### Section 3: Tie Breaking Procedure

Ties between teams will be broken using the following method, unless specific methods are listed in the sports policy for that activity.

1. Games (matches- volleyball) won between the tied teams.
2. Games won within the matches between the tied teams (VB)
3. Points for and against between the tied teams. The greater the point spread the higher the finish.
4. Points for and against, all teams considered.
5. Sudden death play-off game/match will be held if still tied

### Sports Policies

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The Board of Directors of the BCSSAA Inc. shall, from time-to-time, decide to establish or change the policy in it's athletic activities to suit the needs of the competition. The areas in which policy may be established or changed are:

1. Competition (ages, events, entries, etc.)
2. Dates
3. Location
4. Starting time
5. Schedules
6. Special rules
7. Scoring systems
8. Equipment
9. Dress or uniform regulations
10. Officials
11. Duties of the host school
12. Entry fees
13. Play-offs
14. Awards (plaques)
15. General items

### General Policies Applying to most Sports

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1. The home or host school in any activity shall be responsible for submitting the game sheets and results to the convenor and also notifying the news



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media of the results of the competition.

2. In athletic competition in team sports between the member schools of the BCSSAA Inc., the coaches may dress an unlimited roster of players for each contest unless otherwise specified in the specific sport policy.

3. A teacher or administrator employed by the board with a current Ontario College of Teachers membership must accompany, and be responsible for, any school team.

4. BCSSAA Inc. does not endorse the choosing of an all-star team in any activity.

5. The home or host school cannot be responsible for the personal belongings of any visiting team to that school.

6. Admission will be charged at finals for BB, FB and VB with the proceeds going to BCSSAA. The gate receipts will be shared among all teams participating in the league after expenses for the finals are deducted. Home teams at regular season night FB games played at the Gretzky field, may charge admission to cover the added expenses of lights and police.

7. Games should not be scheduled before 4:00 pm unless extenuating circumstances exist.

8. Schools are responsible for championship trophies and plaques. If it is lost, the school must pay for a replacement. Each convenor must keep a record of past champions.

9. When a team applies and is granted an early start for their season (due to early competition) all other teams in that division are also granted the same early start date.

10. A convenor must be in place one week before the scheduled season start or the league will be cancelled

Code of Conduct

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Athletes, coaches, officials, parents and spectators are expected to follow the principle of respect for participants, coaches, officials and other volunteers. Inappropriate behaviour will not be tolerated. While positive cheering is encouraged, air horns, bullhorns, whistles, bells and laser pointers are banned. Failure to behave in a courteous and respectful manner at a BCSSAA event will result in ejection of an individual or group by the site convenor or official and may result in further sanctions. Any incidence of verbal or physical abuse of fellow players, spectators, coaches or officials should be documented in an incident report so that a board of reference may convene to consider further sanctions.

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