

# KASSAA Constitution

June 2017

Constitution for the Kingston Area Secondary School  
Athletic Association

## **KASSAA Constitution**

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## **Mission Statement**

At KASSAA, we provide an opportunity for students to further their education by striving for excellence, both individually and cooperatively, through school sports, while promoting the ideals of fair play.

### **Beliefs:**

**WE BELIEVE** in sports being fun.

**WE BELIEVE** in the right of all people to participate in sports and to pursue their personal levels of excellence.

**WE BELIEVE** in fairness, on and off the field of play, as characterized by equality, integrity and trust.

**WE BELIEVE** in free and open communication and respect for the views, roles and contributions of athletes and coaches.

**WE BELIEVE** in sports as a vehicle to promote understanding and harmony within and among all schools.

**WE BELIEVE** those in leadership roles in sports have a responsibility to teach and apply its values.

**WE BELIEVE** that the short and long term physical, social, mental and spiritual well-being of all participants in sports be enhanced through appropriate behaviour and practices.

**WE BELIEVE** that all student-athletes must be free of performance-enhancing drugs.

## **Preface:**

All motions and decisions of KASSAA groups must be made in accordance with the letter or the spirit of the KASSAA constitution.

### **Article 1 NAME**

- 1.1 This Association shall be known as the Kingston Area Secondary Schools Athletic Association (KASSAA). It will oversee Boys', Girls' and Co-Ed sports.

### **Article 2 AIMS**

- 2.1 To promote by scheduling and governing an excellent extracurricular activity program for students among the schools of this Association
- 2.2 To encourage a high degree of sportsmanship.
- 2.3 To strive in all cases to achieve the greatest good for the greatest number of participants.
- 2.4 To promote and maintain a spirit of harmony.
- 2.5 Since education is the first priority of KASSAA athletics, KASSAA reserves the right to be the final arbitrator of general policy for any activity under its jurisdiction.

### **Article 3 MEMBERSHIP**

- 3.1 The Association shall consist of the following thirteen member schools:  
Bayridge Secondary School  
École secondaire catholique Marie-Rivier  
École secondaire publique Mille-Îles  
Ernestown Secondary School  
Frontenac Secondary School  
Granite Ridge Education Centre  
Holy Cross Catholic Secondary School  
Kingston Collegiate & Vocational Institute  
LaSalle Secondary School  
Loyalist Collegiate & Vocational Institute  
Napanee District Secondary School  
Regiopolis-Notre Dame Catholic High School  
Sydenham High School

3.1.2 If a team wants to declare up a classification level, then once declared that is the level they will play at. The declaration deadlines will be: Fall Season – September 21, Winter Season December 21, Spring Season April 28. The head coach of the team that declares up is to inform their Athletic Director who will in turn inform the Athletic Coordinator. The A.C. will then inform the EOSSAA Boys or Girls Championship Convenor about the declaration.

### **3.2 Membership of new schools**

3.2.1 Schools wishing to enter into the activities of this Association shall apply for membership directly to the President in writing. The application will be considered at the June AGM. Admission may be gained by a simple majority vote of the membership (see 6.4.1). The decision will then be sent in writing to the school or schools concerned.

3.2.2 On becoming a member of the above Association, a school assumes the obligation of abiding by all of the Articles of the Constitution.

3.2.3 All KASSAA schools must seek approval of EOSSAA membership.

## **Article 4 OFFICERS**

### **4.1 Positions**

4.1.1 Executive - The Executive of the Association shall consist of:

- 1 President
- 2 Vice-President
- 3 Secretary
- 4 Treasurer
- 5 Athletic Coordinator
- 6 Principal Representative
- 7 Past President
- 8 Transfer Chair

4.2 Honorary officers may be appointed at the discretion of the Executive.

4.2.1 One member of the Executive, or designate, should attend activities and Convenor's meetings.

4.2.2 All Boards of Education should be represented on the Executive.

### 4.3 **Election of officers**

4.3.1 The election of officers shall take place at the annual General Meeting (AGM).

4.3.2 Nominations should be submitted to the Executive before the Annual meeting. Election will be made by simple majority vote in a secret ballot. The term of office shall be two years.

4.3.3 The President, Transfer Chair, and Secretary positions will be elected at Annual General Meetings held in even numbered years, and the Vice-President and Treasurer positions will be elected at AGM's held in odd numbered years.

4.3.4 Vacancies occurring in the Executive during the term shall be filled at the discretion of the Executive.

### 4.4 **Duties of the Officers**

4.4.1 **President** - The President shall:

4.4.1.1 Conduct all general meetings.

4.4.1.2 Make decisions of an executive nature which are deemed necessary between Association meetings.

4.4.1.3 Represent or delegate a representative of KASSAA at any function requiring its representation.

4.4.2 **Vice-President** - the Vice-President shall:

4.4.2.1 Discharge duties of the President in their absence.

4.4.2.2 The Vice President will be the liason for all convenors of the sports not under the convenorship of the Athletic Coordinator.

4.4.2.3 Perform other duties as the Association Officers may require.

4.4.3 **Secretary** - The Secretary shall:

4.4.3.1 Keep an accurate account of the proceedings of all Association general meetings in a permanent book or computer file.

- 4.4.3.2 Take and distribute the minutes from each Association meeting and send copies to the member schools and to the Directors of the Boards of Education.
- 4.4.3.3 Keep copies in a permanent book of all minutes from activity meetings.
- 4.4.3.4 Receive, conduct, and record all official correspondence.
- 4.4.3.5 Advise any individual of his appointment to any committee.
- 4.4.3.6 At the AGM, provide Constitutions and any general recommendations to all Activity Convenors for the following school year.
- 4.4.3.7 Perform such other duties as the Association Officers requires.
- 4.4.3.8 Send out notices of meetings with agenda to member schools, Athletic Directors and Directors of the Boards of Education at least one week prior to each general meeting. Make decisions of an executive nature which are deemed necessary between Association meetings.
- 4.4.4 **Treasurer** - The Treasurer shall:
  - 4.4.4.1 Be responsible for such duties that usually pertain to the office of a Treasurer.
  - 4.4.4.2 Prepare a dated statement of finance for each Association Meeting.
  - 4.4.4.3 Prepare a dated year end statement of finances for the Annual General Meeting (June).
- 4.4.5 **Athletic Coordinator** - The Athletic Coordinator shall:
  - 4.4.5.1 Be a liaison between the school Athletic Directors and the Executive.
  - 4.4.5.2 Prepare, co-ordinate and oversee scheduling.
  - 4.4.5.3 Convene activities as prescribed in the job description.
  - 4.4.5.4 Calculate and invoice schools for the league entry fees.
  - 4.4.5.5 Perform such other duties as needed by the Executive.
- 4.4.6 **Principals' Representative** - The Principals' Representative shall:
  - 4.4.6.1 Be a liaison between the Administration and the Executive.

4.4.6.2 If there is a possibility of having representation from multiple school boards this position may be shared.

4.4.7 **Past President** - The Past President shall:

4.4.7.1 Provide guidance and perform such duties as requested by the Executive.

4.4.8 **Transfer Chair** – The Transfer Chair shall:

4.4.8.1 Organize & preside over three transfer meetings per year prior to sport seasons, and prior to EOSSAA transfer meetings.

4.4.8.2 Keep records of the results of transfer meetings.

4.4.8.3 Communicate results of transfer meetings with Athletic Directors.

## **Article 5 FINANCES**

5.1 Member schools shall pay to the KASSAA Treasurer such levies as may be necessary during the year to carry on the business of the Association. Such levies (if any) shall be decided by the membership at a regular meeting.

5.2 All disbursements shall be made over the signature of either the President or the Treasurer.

## **Article 6 MEETINGS**

6.1 **Representation:**

6.1.1 Eligible members include: Principals (and/or representatives); PHE Heads; Athletic Directors; PHE teachers; Coaches and Staff Advisors of member schools.

6.1.2 All member schools are expected to have representatives at all KASSAA General Meetings.

6.2 **Frequency**

6.2.1 There should be four (4) KASSAA general meetings each year:

1. prior to the start of the fall season,
2. prior to the start of the winter season,
3. prior to the start of the spring season,

4. Annual General Meeting (AGM) prior to the EOSSAA meeting.

6.2.2 Special meetings shall be at the call of the President.

6.3 **Quorum:**

6.3.1 A quorum of any meeting of the Association will consist of representation from a majority of the member schools.

6.4 **Voting:**

6.4.1 Constitutional issues shall be decided on the basis of two votes per member school by secret ballot.

6.4.2 Non-constitutional matters including By-Laws shall be decided by a simple vote of all eligible members present and the maximum number of voters per member school shall be 10 people. This vote may be taken by secret ballot at the discretion of the chairperson. In case of a tie, the chairperson shall cast the deciding vote. No proxy votes will be allowed.

6.5 **Agenda:**

6.5.1 Proposed topics and notices of motion for discussion shall be sent to the President prior to ten (10) days before a KASSAA General Meeting. Notices of motion will be posted on the KASSAA website for review prior to the June AGM.

6.5.2 The Agenda format shall be:

1. Call to Order
2. Adoption of Agenda
3. Adoption of Minutes
4. Business arising from the minutes
5. Information Items
6. Correspondence
7. Reports -
  1. Treasurer's Report
  2. Convenor's Report
  3. Athletic Coordinator's Report
  4. EOSSAA Representative's Report
  5. Principal's Report
8. New business

## 9. Adjournment

### **AMENDMENTS (except BY-LAWS)**

7.1 Changes to the Constitution may only be made at the June AGM.

7.2 All changes become effective immediately.

**NOTE:** Playing regulations do not form part of the Constitution.

### **Article 8 AFFILIATION**

8.1 This Association through its membership in EOSSAA is a member of OFSAA.

8.2 The President and/or designate shall represent this Association at the EOSSAA Board of Directors' Meeting.

### **Article 9 THE CONSTITUTION**

9.1 This Constitution shall be reviewed, revised and reprinted as deemed necessary by the membership or at least every three (3) years.

9.2 The Executive of KASSAA shall initiate the three year revision.

### **Article 10 ELIGIBILITY**

#### **10.1 Eligibility of Coaches**

10.1.1 The first choice is to select a coach who is a member of the teaching staff of the school where the team exists. If there is not a teacher coach available from the teaching staff of the school then a non-teacher staff member from that school who is qualified to coach and who is an employee of the School Board in question can be appointed. If no board staff member from that school can be appointed and a community coach is available and qualified, then a Staff Advisor who is a regular member of the school staff of the particular school (with preference given to a member of the OCT) must be appointed for this team. This Staff Advisor must facilitate and maintain educational direction for the student athletes. The Staff Advisor must be present on the playing area and where applicable, on the bench for all KASSAA league and playoff contests.

- 10.1.2 Approval of non-teacher coaches shall be left to the discretion of the Principal in consultation with the Athletic Director of the school. All non-teacher coaches are strongly recommended to receive an introduction to coaching in KASSAA by the school administration and A.D. This will be done by providing the non-teacher coach with the necessary segments of the OPHEA interschool sport guidelines, the OPHEA safety guidelines, the KASSAA Constitution, and the Specific Sport Playing Regulations for the sport that the non-teacher coach will be coaching. The non-teacher coach is then required to complete and submit an "Application to KASSAA Coaching" to the KASSAA Secretary (form submitted electronically via KASSAA Website).
- 10.1.3 Teacher Coaches or Staff Advisors must be present at the site of the activity with their team/athletes.

## 10.2 **Eligibility of players**

10.2.1 To represent a school in any KASSAA competition, a student must:

- i) Be eligible for competition under the Constitution, By-laws and Playing Regulations of KASSAA,
- ii) Be certified as eligible by the Principal of the school,
- iii) Be in grades 9-12,
- iv) Students who have fewer than twenty-two (22) credits must be taking courses which define them as full-time students under the Ministry of Education definition. Namely, a student in a traditional school must be registered in a minimum of six (6) full day school credit courses; in a semestered school, a student must be registered in a minimum of three (3) full day school courses in the semester in which they participate,
- v) Students who have achieved twenty-two (22) credits must be taking four (4) non-semestered full day school credit courses over the school year, or two (2) full day school credit courses in the semester in which they participate,
- vi) Be eligible for no more than give (5) consecutive years from their date of entry in to Grade 9,
- vii) Meet the following age requirements:

Senior – the individual’s birth certificate indicates that they have not reached their 19th birthday by January 1st prior to the start of the school year in which the competition is held.

Junior – the individual’s birth certificate indicates that they have not reached their 15th birthday by January 1st prior to the start of the school year in which the competition is held.

Midget – the individual’s birth certificate indicates that they have not reached their 14th birthday by January 1st prior to the start of the school year in which the competition is held.

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

- 10.2.2 All KASSAA competitors advancing to EOSSAA competition (all competitors in KASSSAA contests) must be eligible under the EOSSAA Constitution eligibility rules.
- 10.2.3 Penalties - Any contest in which an ineligible contestant participates may be forfeited. This penalty shall be applied, subject to appeal of the Board of Reference, even though formal protest has not been made.
- 10.2.4 Professional Players - Any student who participates in organized practice or game at which or from which there is a remuneration, shall be ineligible for secondary school competition, in that activity for one year from the date of such participation.
- 10.2.5 A player who is suspended by the Convenor on two (2) occasions in the same season will be there after, suspended for the remainder of the season in that activity.
- 10.2.6 Ejection from competition: See Appendix 2
- 10.2.7 For a player to be eligible to pursue an activity, his/her name must be included on a certified eligibility list, of all players for that school.
- 10.2.8 A student may only play on one team in the same sport (team or individual) at the KASSAA level during a school year (September to June).

10.2.9 A student who is a member of a junior team may play one game or dress for one league game at the senior level without losing junior eligibility. If that student plays or dresses for a second senior game then that player cannot return to junior and must play the remainder of the league and playoffs at the senior level.

10.2.10 In an incomplete round-robin schedule, combined junior-senior teams shall compete at the senior level.

10.3 **Eligibility for playoffs:**

10.3.1 To be eligible for KASSAA playoff competition, a student must be dressed and have their name on the roster of a least one regular season contest.

10.3.2 A player may compete in KASSAA playoffs at only one level during the same season.

10.4 **Eligibility of transfer students:**

10.4.1 Students who have transferred schools are automatically ineligible for participation in KASSAA activities until ruled eligible by the transfer Appeal Committee as per the OFSAA transfer Policy.

10.4.2 Students who have transferred schools and are enrolled in a Focus Program may compete in any KASSAA activity at the student's home school only, unless said student meets the eligibility criteria as outlined in the OFSAA transfer policy. In this case the student would be eligible as a transfer student to compete for the Focus Program school. Only students from Granite Ridge Education Centre may compete in any KASSAA activity at the student's home school or the FP school without meeting the eligibility criteria of the transfer policy.

10.4.3 Granite Ridge Education Centre students who have transferred schools and are enrolled in a Focus Program and are competing at the FP school will be ineligible for any competition at the EOSSAA or OFSAA level.

10.5 Combined Teams – teams that are comprised of students from more than one school are ineligible for KASSAA competition. These teams are encouraged to organize exhibition games.

## **Article 11 ELIGIBILITY PROCEDURE**

- 11.1 The Athletic Director in each school shall be responsible for insuring that the compiling and forwarding of the certified eligibility list of each team be sent to the Convenor of the activity concerned.
- 11.2 The Principal's signature or designate must be on every eligibility list.
- 11.3 The AELS eligibility list must be sent electronically to the Convenor before the second league game is played. In the event that this list is not received by that time, all games following the team that has not sent in its list will be forfeited.

## **Article 12 BOARD OF REFERENCE**

### **Section 1 - Duties and Structure**

- 12.1 A Board of Reference shall consist of the Executive of KASSAA and the Convenor of the activity concerned.
- 12.2 The Convenor shall serve as chairperson.
- 12.3 The Board of Reference shall deal with all matters pertaining to eligibility of schools or competitors; interpretations of KASSAA rules and regulations; sanctions involving schools; suspensions involving student athletes that go beyond the one game suspensions associated with playing regulations and appeals of individual school(s) within an activity group.
- 12.4 All decisions of the Board of Reference are final and may only be appealed upon submission of new evidence.
- 12.5 The Board of Reference shall not consider forfeiture of championships after the starting date of the activity concerned in the following school year. In the event of a championship being forfeited, the championship shall be awarded to the runner-up or other finalist.
- 12.6 If a member of the Executive has his/her school involved in a protest, he/she will automatically be excluded from the Board of Reference and may be replaced by a neutral member from a neutral school selected by the Chairperson.

## Section 2 - Procedure

- 12.7 The Board of Reference will meet as necessary to deal with issues that arise from the mandate given in 12.3.
- 12.8 Prior to the meeting of the Board of Reference, written documents will be requested and received from all parties that the dispute or issue involves, if applicable, school officials, Athletic Directors, Coaches, referees, therapists, constitutional references (from KASSAA, EOSSAA, and/or OFSSA).
- 12.9 Where there is a time sensitive situation to be resolved, i.e. transfer challenge, sanctions or suspensions, all documents must be submitted within 48 hours of their request. If the situation revolves around the eligibility of a student athlete then that student athlete will not participate in KASSAA sanctioned sports until resolution occurs.
- 12.10 At the Board of Reference that is dealing with the ejection/suspension of a student athlete, only the ejected/suspended student athlete and his/her teacher/Coach(es) or athletic designate (from the student athletes school) will have standing. The student athlete may not come before the Board unless they are accompanied by their teacher/coach(es) or athletic designate (from their school). The student athlete and their teacher/coach(es) or athletic designate will be given 15 minutes to state their case and must provide a word processed document with their statement.
- 12.11 Until a ruling by the Board of Reference is made re: a student athlete's eligibility after an issue about transfer or an incident involving suspension, the student athlete will not be allowed to compete for any school team in any KASSAA sport. The Board of Reference in its ruling will determine possible outcomes in addition to any school assigned sanctions.
- 12.12 The final ruling by the Board of Reference with its explanation will be forwarded to the School Administration, Athletic Director, and Teacher/Coach(es). The school will then inform the student athlete of the ruling by the Board. It will also be the school's responsibility to provide the ruling to the student athlete's family/guardians in the case where a student athlete has not reached 18 years of age.

## Article 13 **PROTESTS**

- 13.1 Protests shall be heard by a Board of Reference.

- 13.2 The following procedure shall be used when a protest situation arises:
- 13.2.1 All protest must be in writing.
- 13.2.2 All protests must be signed by the Principal or designate Vice-Principal of the school and the Athletic Director of the school, and the Coach and/or Staff Advisor (or other official) of the team making the protest.
- 13.2.3 Copies of the protest must be forwarded to:
1. Convenor of the activity
  2. Athletic Director of the other school concerned
  3. Convenor of officials or the official in charge of the contest under protest.
- 13.2.4 The protest must be filed within forty-eight (48) hours from the end of the contest. A \$50.00 deposit must accompany the protest letter to the Convenor. This will be returned if the protest is upheld.
- 13.2.5 Where there is an occurrence, situation, or event in a game that a coach decides that she/ he wants to file a protest, the protest will be considered if the attention of the referee is drawn to the condition prior to, or as the condition arises, or at the first stoppage in play after the condition arises, and the event is played under protest and such a statement signed by the referee appears on the official activity report form. Such a statement should contain the date, time of day clock and period of event, the conditions under which the protest is made and the signature of the referee(s) in charge of the competition. The \$50.00 deposit is still required.
- 13.3 Grounds for protest:
- 13.3.1 Violations of the Constitution of KASSAA and /or EOSSAA
- 13.3.2 Violations of general and specific rules governing KASSAA activities.
- 13.3.3 Violations of playing regulations approved by KASSAA.

Article 14 **BY-LAWS**

This Association may make, amend, or repeal By-Laws as deemed necessary to conduct the business of the Association. (See 6.4.2 for voting)

**1 BY-LAW 1 - Sponsored Activities**

KASSAA may work to co-ordinate intra-association competition in only the same sports as outlined in the OFSAA Constitution: By-Law 4 - Competition.

This Association shall sponsor as many as feasible of the following activities:

Badminton  
Baseball  
Basketball  
Cross Country  
Curling  
Football  
Field Hockey  
Ice Hockey  
Rugby  
Skiing (Alpine and Nordic)  
Soccer  
Tennis  
Track and Field  
Volleyball  
Wrestling  
Gymnastics  
Swimming

**2 BY-LAW 2 - Calendar of Events and League Scheduling Length**

2.1 The Athletic Director and sports Convenors shall prepare schedules of competition and playoffs prior to each season, a calendar of events (see Appendix 3) which includes all boys', girls' and co-ed activities, including starting times and dates by the June Meeting).

2.2 The calendar of events and schedules will follow the guidelines offered in Appendices 3 and 4.

### **3 BY-LAW 3 - Convenors**

#### 3.1 Condition of office

3.1.1 There shall be a Convenor for each of the sponsored activities (See By-Law 1).

3.1.2 If a sports group does not have a Convenor by the fourth Friday in September of the new season, that sport will not be sanctioned by KASSAA for that year.

3.1.3 Duties of a Convenor. (See Appendix 7)

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

4.1 The Transfer Appeal Committee, with a permanent chair, will be a permanent committee with regular meetings scheduled prior to each season.

4.2 Committees may be appointed at the discretion of the Association.

4.3 Decisions of all committees must be submitted to the Association for approval.

### **5 BY-LAW 5 - Trophies and Records**

5.1 Care of trophies shall be the responsibility of the winning school.

5.2 Cost of any inscription shall be borne by the winning school.

5.3 Where a championship exists, KASSAA medals will be available for the champions and the finalists only. Sports Convenors are responsible to order these medals through the KASSAA Athletic Coordinator. The number of medals awarded will be listed in Appendix 7. Any requests for changes to the number of Championship Medals awarded must be made to the Executive.

### **6 By-Law 6 - Playing Regulations**

6.1 Updated sport guidelines should be given to the KASSAA Executive and the Athletic Directors.

- 6.2 Any changes to sport guidelines should be done at the end of a sporting season and be submitted to the Executive and Athletic Directors to be discussed at the next General Meeting for ratification.
- 6.3 Violations of sport guidelines should be dealt with by the Convenor.
- 6.4 The Convenor may direct any violation of the sport guidelines to a Board of Reference.
- 6.5 If 50% or more of the game that is interrupted has occurred, the existing score will stand as the final score. If less than 50% has occurred, then the game, if possible, will be rescheduled. If rescheduling is not possible then the score will be recorded as a tie. In Championship games, if the game is stopped for inclement weather or an occurrence that will not allow the game to be continued, then 75% of the game must be completed for it to be declared an official game.
- 6.6 In sports without up to date playing regulations, in questions of interpretation, resolution of conflicts/ questions, procedures the Athletic Coordinator & or Convenor of the particular sport may use other playing regulations from similar jurisdictions (ie. Other associations under OFSAA, N.F.H.S., etc) in order to make a ruling or provide direction. These rulings/ directions would be issued after consultation with the KASSAA executive and with their approval. They would be one time interpretations or rulings that would be clarified once up to date playing regulations are completed.

## **7 BY-LAW 7 - Playoff Procedure**

- 7.1 All playoffs will be sudden death at all stages.
- 7.2 Winners of the semi-finals will meet for the championship at a predetermined site or at the home of a higher finishing team.
- 7.3 If four (4) teams enter the playoffs, first place (HV) will play fourth place and second place (HV) will play third place in the semi-finals.
- 7.4 If six (6) teams enter the playoffs, the first and second place teams will receive byes, while sixth place plays third (HV) and fifth place plays fourth (HV). In the semi-finals, first (HV) plays the lower finishing winner of the quarter-finals while second plays the higher.

- 7.4.1 Challenge game - Where all schools competing in the same classification (A, AA or AAA) are eliminated from the playoffs in the same round, the KASSAA representative to EOSSAA will be determined by a challenge match to be held between the two highest finishing teams of that classification based on regular season standings. Prior to the start of the KASSAA playoffs the lower finishing team's *AD* must announce in writing (to the higher finishing team and sport convenor) their intention to challenge for the EOSSAA berth in the event both teams are eliminated in the same playoff round.
- 7.5 If eight (8) teams enter the playoffs, the quarter-finals will be as follows: 8<sup>th</sup> vs. 1<sup>st</sup> (HV), 7<sup>th</sup> vs. 2<sup>nd</sup> (HV), 6<sup>th</sup> vs. 3<sup>rd</sup> (HV), 5<sup>th</sup> vs. 4<sup>th</sup> (HV). The semi-finals will involve the highest finishing winner (HV) of the quarter-finals playing the lowest finishing winner and the next highest (HV) playing the next lowest.
- 7.6 Tie breaking, final standings and playoff procedures must be established before the first league game. This should be done at a Convenor's meeting (see voting 6.4.2). This information must be in writing and filed in the Convenor's portfolio. The procedure(s) will become part of the playing regulations for that activity. The Convenor must send copies to: 1 . KASSAA Secretary, 2. Athletic Directors of all member schools participating, for distribution.
- 7.7 For the procedure to determine playoff positions (tie-breaking procedures) see Appendix 5.
- 7.8 The maximum number of teams in the playoff structure will be eight.
- 7.9 The home teams may organize their finances for their home event(s) in any manner acceptable to their Principal.
- 7.10 The competing teams will share the cost of officials, reasonable travel costs and other costs associated with the event (i.e. lining of fields, medical people, minor officials, etc.). Where admission is charged, the visiting team is responsible for its travel costs only.

## 8 **BY-LAW 8 - Violation of Coaching Ethics**

- 8.1 If any infraction by a Coach has a bearing on an event outcome and the Activity Convenor is notified, the Convenor will take appropriate action (i.e. Board of Reference).

8.2 See (Appendix 1) for KASSAA Code of Behaviour.

8.3 **Procedure:**

**Step 1:**

- 1.1 A coach might report an alleged indiscretion to their Athletic Director.
- 1.2 If a charge is considered serious, a written report will be presented by the Coach to his Athletic Director.
- 1.3 If appropriate, the Athletic Director will report to the offending school's Athletic Director and KASSAA Executive.
- 1.4 If substantiated, the offending school's Athletic Director and/or Principal will take appropriate measures to ensure occurrence is not repeated. The KASSAA Executive must be informed of the decision and respond as appropriate.

**Step 2**

- 2.1 Continued violation of the KASSAA Coaching Code of Behaviour will cause the following action: a meeting of all Athletic Directors or their representatives which will be chaired by the KASSAA Executive, will take place to determine if further sanctions are necessary.

**Code of Behaviour**

Coaches/Staff Advisors should:

- A1.1 Inform their athletes of proper conduct required of them while involved in their activity.
- A1.2 Supervise their athletes for the entire period which they are absent from school or home.
- A1.3 Not permit their athletes to consume alcohol at any time during their activity regardless of age.
- A1.4 Not permit their athletes to use drugs at any time during their activities other than those prescribed by a medical doctor.

- A1.5 Hold the safety and welfare of their athletes uppermost in their mind. Athletes must never be sacrificed for any personal prestige or selfish glory.
- A1.6 Ensure that injured athletes obtain competent medical attention as soon as possible after being injured.
- A1.7 Not jeopardize an athlete's future by circumvention of eligibility rules.
- A1.8 Not make demands on their athletes that will interfere with their athlete's opportunity for achieving academic success.
- A1.9 Never pale the value of a win above that of instilling the highest desirable ideals and character traits of their athletes.
- A1.10 Ensure that their athletes are acquainted thoroughly with the rules and spirit of their activity.
- A1.11 Not seek to gain an advantage by the circumvention or disregard of the regulations governing their activity. Pre-game warm-up drills must be confined to one-half of the playing surface.
- A1.12 Not permit, encourage or condone performance which is dangerous to an opponent by legal or illegal tactics.
- A1.13 Respect and support administrators, coaches, athletes and officials of the activity.
- A1.14 Not allow their coaching staff or athletes to address uncomplimentary remarks to officials, coaches, opponents or spectators. This includes the stipulation that negative remarks about officials, opponents or spectators should not be posted on social media. No negative or uncomplimentary pictures of officials, coaches, opponents, or spectators should be posted on social media.
- A1.15 Not talk in public about unethical recruiting and/or use of illegal tactics. These matters are to be dealt with inside the Association.
- A1.16 Refrain from recruiting athletes already enrolled in another program.
- A1.17 Code of Behaviour for Spectators

**CHEER IN A POSITIVE MANNER**

**RESPECT OFFICIALS' DECISIONS**

**DO NOT INTERFERE WITH THE COMPETITION**

**KEEP OFF THE PLAYING AREA**

**BE COURTEOUS AND RESPECTFUL**

Failure to comply with this Code of Behaviour may lead to ejection.

(taken from OFSAA code of behaviour for spectators)

## Ejections

- A2.1 Ejections of Players:
- A2.1.1 Players ejected from KASSAA sanctioned competitions for malicious and/or unsportsmanlike behaviour will be ineligible for future competition until the sport's Convenor reviews the situation and determines whether further sanctions are warranted. The minimum sanction for ejections of this nature will be one game suspension. A second ejection of this nature will result in a suspension for the remainder of the season, including playoffs. Malicious and/or unsportsmanlike behaviour which may warrant an ejection include:
    - A2.1.2 Attempt to injure an opponent.
    - A2.1.3 "Trash Talk" including racial slurs based on sexual orientation, religion, race and ethnicity.
    - A2.1.4 Fighting.
    - A2.1.5 Abusive Language - swearing, name calling.
    - A2.1.6 Intimidation Tactics - finger pointing, gestures.
  - A2.2 The Athletic Director of the home school will:
    - A2.2.1 Make KASSAA Incident Reports available at the scorer's table for all KASSAA games and/or events.
    - A2.2.2 Will ensure that an Incident Report is filled out and sent to the Convenor.
    - A2.2.3 The Convenor is made aware of the incident as soon as possible, by phone.
    - A2.2.4 The Athletic Director at the visiting school is made aware of the incident as soon as possible by phone.
    - A2.2.5 The Administration at the home school is made aware of the incident as soon as possible.
    - A2.2.6 The Athletic Director will inform the coach(es) and player(s) from their school that the player(s) involved are ineligible for all future play until a ruling is made.

- A2.3 The Athletic Director of the visiting school will:
  - A2.3.1 Inform the administration of their school that an incident has taken place.
  - A2.3.2 Inform the coach(es) and player(s) from their school that the player(s) involved are ineligible for all future play until a ruling is made.
- A2.4 The Sport Convenor will:
  - A2.4.1 Gather all pertinent information and make a ruling as to what sanctions, if any, will apply, other than the one-game automatic suspension.
  - A2.4.2 Must make every attempt to make their ruling regarding sanctions before the suspended player's next scheduled game, and inform all parties involved.
- A2.5 Appeals:
  - A2.5.1 Players, parents, or coaches wishing to appeal sanctions resulting from an ejection may do so, in writing, to the KASSAA President. All such appeals require the signature of the school's Athletic Director.
- A2.6 Ejections of Coaches
  - A2.6.1 Coaches ejected from KASSAA sanctioned competitions must leave the playoff area immediately for at least the remainder of the contest or event.
  - A2.6.2 Another coach or staff advisor must be available to take over the coaching duties.
  - A2.6.3 When a suitable coach or staff advisor is not available, the contest shall be forfeited.
  - A2.6.4 The official(s) in charge must complete an Incident Report (Appendix 10) and file it with the sport convenor immediately following the contest.
  - A2.6.5 It is strongly recommended that the sport convenor contact the coach's principal and suggest that a meeting be arranged involving the coach, the Athletic Director and the Principal as soon as possible following the incident.

**Guidelines for Scheduling**

A3.1 In general, game days for sport groups are:

Girls' Basketball	Tuesday, Thursday
Boys' Volleyball	Tuesday, Thursday
Girls' Volleyball	Tuesday, Thursday
Boys' Basketball	Tuesday, Thursday
Field Hockey	Monday, Tuesday, Wednesday, Thursday
Football	Wednesday, Thursday, Friday
Girls' Soccer	Monday, Wednesday, Thursday
Boys' Soccer	Monday, Wednesday, Thursday
Rugby	Tuesday, Friday
Baseball	Monday, Tuesday, Wednesday, Thursday

These are not strict dates but rather guidelines to be used by the Athletic Coordinator or Sport Convenor. In general, they will be the days that games are played.

A3.2 Wherever possible in volleyball, basketball, and soccer, the order of games should be junior followed by senior on the first play date of the week, and senior followed by junior on the second play date of the week. Coaches wishing to make changes to this schedule should follow the procedure of having their Athletic Director contact the Athletic Director at the opposing school in order to propose changes.

A3.3 If it is merited and provides a better league and playoff situation, that pool play be permitted in the sports that would benefit from this scheduling arrangement.

**Guidelines for Offering Secondary Extra Curricular Athletics**

- A4.1 Extra Curricular Athletics will be offered, according to traditional Sports Seasons, to all schools formerly under the jurisdiction of KASSAA.
- A4.2 The KASSAA Constitution and sport specific playing guidelines will be used as the basis under which school sports are played.
- A4.3 League play will be organized as follows:
1. 5 or more schools are participating
  2. the sport in question is a KASSAA sponsored activity;
  3. the team entry fee must be paid in full by the established date;
  4. league will be single round robin and play-offs will be single elimination.
- A4.4 KASSAA sponsored sports that do not meet the league play requirements will be offered as One Day Championship Tournaments. These tournaments will be offered as follows:
1. single elimination with a consolation round if time permits;
  2. individual schools will pay their share of the estimated budget, including facility rentals, by the established date. Refunds or additional billings will reflect actual cost;
  3. all games, practices and travel/preparation will occur outside of the instructional schedule for the school.
- A4.5 Participation in all non-sponsored KASSAA sporting events will be the responsibility of the individual school as approved by the principal.
- A4.6 Sports seasons will be structured so as to support the academic program in schools:
1. no games or practices will be held during exam period or the three days preceding the exam period.
  2. League games/competition will not occur prior to the first Monday in December for the Winter Sports Season or prior to the second Monday in April for the Spring Sports Season.
  3. Normally all games and practices will take place outside of the instructional day.

4. Exceptions, to the above may occur at the discretion of the Principal.

- A4.7 Central office support will be provided to assist schools with the administrative aspects of sports organization.
- A4.8 League play will be paid for by a combination of Board budget allocations, internal school funds and player participation fees.
- A4.9 Funding policies for sports that have additional costs - ie. rental of external facilities, exceptional equipment needs, will be developed separately.
- A4.10 Extra curricular athletics programs must conform to be applicable to board policies and operating procedures and school Codes of Behaviour and expectations.
- A4.11 The District Athletic Coordinator will scrutinize all schedules.

**PLAYOFF DETERMINATION**

- A5.1 The following procedure for determining playoff positions and breaking ties in KASSAA will be used in order of priority.
  - A5.1.1 Examine the won/loss record of the game of the game(s) that the tied teams have played against each other. If the tie is not broken, use A5.1.2.
  - A5.1.2 Examine the win/loss record of the tied teams against common opponents placing the teams in the higher positions of the final standings (i.e.: record against first place teams to take precedent for record against second place team and so on). If the tie is still not broken, use A5.1.3.
  - A5.1.3 Where an incomplete round robin schedule and pre-season rankings are used, the ranking will be used to determine placing before A5.1.5.
  - A5.1.4 In Volleyball, refer to playing regulations.
  - A5.1.5 If a tie is still not broken, a flip of a coin will decide placing.
  - A5.1.6 As soon as a tie involving three or more teams is partially broken, the procedure reverts to A5.1.1. for the remaining teams.
  - A5.1.7 Goals or points for or against are not to be used to break ties.
- A5.2 Where ties produce more teams than the playoff quota the following procedure will be used.
  - A.5.2.1 Where there is one more team than the playoff quota, used A4.1 to determine all but the last playoff position. The remaining two teams will play a sudden death playoff at the HV to be determined by A4.1.
  - A5.2.2. Where there are two or more teams than the playoff quota, use A5.1 to determine all but the last playoff position. Use A5.1 to determine the two teams that will play a sudden death playoff.
- A5.3. Any sport may decide not to play the sudden death game for the last playoff and instead used A4.1 to determine all playoff positions.

**ALL STAR COMPETITION**

Convenors of KASSAA All Star competitions will:

- A6.1 Follow the KASSAA guidelines for the sport, in question.
- A6.2 Strive for equal representation from all KASSAA schools that participate in the sport, in question.
- A6.3 Strive for equal playing time for all members.
- A6.4 Select a Head Coach for each competing team - usually the most successful coach from each division which where divisional play is used. The Head Coach will then select additional staff as needed.
- A6.5 The date of competition must be approved by the KASSAA Executive and the Athletic Directors as a part of the season schedule. The date should be during or as soon as possible after the regular season.
- A6.6 All Star games are to be initiated, organized, and convened by a KASSAA Coach from the sport group that is involved in the All Star Competition. The KASSAA coach can involve other sport organizations in the event. (ex. Girls Field Hockey and Queen's Field Hockey)

**DUTIES OF A CONVENOR**

A convenor will:

- A7.1 Arrange a sport group meeting two weeks prior to competition where issues and new KASSAA policies can be discussed.
- A7.2 Be a liaison for their sport to the KASSAA Executive, Athletic Directors, Principals, and their Referee's panel. In those sports that are not covered by the Athletic Coordinator, the convenors are to liaise directly with the Vice-President, or designate
- A7.3 Convene their championship or designate someone to do so and arrange for awards to be ordered in time for the championship presentation. Contact the Athletic Coordinator for medal orders.
- A7.4 Where apropos, compile league standings and inform all Athletic Directors of these results on a regular basis. This should be maintained on the KASSAA website. Contact media regarding the sport datelines and results.
- A7.5 Update the sport guidelines in conjunction with the sport group and inform the KASSAA Executive of any changes.
- A7.6 Complete the KASSAA Sport Convenor's Report following their league or sport championship for presentation at the next KASSAA General Meeting. This report should be forwarded to the Vice-President, or designate, and include results and a budget summary.
- A7.7 Be familiar with sections of the KASSAA's Constitution which affect the Convenor's duties. Be familiar with the OPHEA Safety Guidelines for the sport.
- A7.8 Arrange a sport group meeting within 7 days after their championship to make recommendations and in case of those sports not under the direction of the Athletic Coordinator establish a Convenor for the following year.

**GUIDELINES FOR TRANSFER OF STUDENTS**

KASSAA will follow the OFSAA transfer policy.

**APPENDIX 9**

**KASSAA PROTEST REPORT**

This report serves as confirmation that \_\_\_\_\_ is filing a

*School*

protest and requesting the convening of a KASSAA Board of Reference as pertains to the following

**EVENT SPECIFICS**

<b>Sport</b>	<b>Gender</b>	<b>Category</b>	<b>JR</b>	<b>SR</b>	<b>OPEN</b>
Opponent	Location	Date			
Grounds for Protest	13.3.1	13.3.2		13.3.3	

*Circle appropriate violation*

**COACH'S DESCRIPTION OF PROTEST CIRCUMSTANCE**

Signature

**ATHLETIC DIRECTOR'S RATIONALE FOR SUPPORT**

Signature

**PRINCIPAL'S RATIONALE FOR SUPPORT**

Signature

Forward copies as per 13.2.3

APPENDIX 10

KASSAA Sanctioned Competition Incident Report

Competition: \_\_\_\_\_

Date: \_\_\_\_\_

Division \_\_\_\_\_

Girls

Boys

Co-ed

Junior

Senior

	Incident	School	Player	Coach
1.				
2.				
3.				

Official's Comments:

Signature: \_\_\_\_\_

Phone No: \_\_\_\_\_

Athletic Director/Principal's Comments:

Signature: \_\_\_\_\_

Phone No: \_\_\_\_\_

This form must be completed by the Athletic Director or Principal of the home school and forwarded immediately to:

Frank Halligan: Phone: 613-329-5534  
E-mail: [halliganf@sympatico.ca](mailto:halliganf@sympatico.ca)

The following incidents are to be reported:

- Basketball            technical fouls, flagrant fouls, ejections
- Football             unsportsmanlike play, unnecessary roughness, ejections
- Hockey               misconduct penalties, game misconduct penalties
- Soccer                yellow card, red cards, ejections
- Rugby                 unsportsmanlike conduct, ejections
- Volleyball            red cards, ejections
- Other                  any incident of an unsportsmanlike or malicious nature, including "trash talk".

**KASSAA AND REFEREES**

- A11.1 Priority will be given to establishing working agreements with officially sanctioned associations of referees or officials for the sports offered by KASSAA.
- A11.2 Where there is no official association, KASSAA will make every effort to engage the services of properly accredited referees for the sport in question. If properly accredited referees are not available then that game or that sport may not be offered by KASSAA.
- A11.3 The assignment of officials or referees for KASSAA regular season and playoff games will be carried out by the designated assigner for the Referee Association involved. The Athletic Coordinator of KASSAA (or convenor for the sport) has the responsibility of communicating the schedule and any schedule changes to the designated Referee Assigner. KASSAA will not dictate who referees but will rely on the professional expertise and judgment of the Referee Assigner and their Association. However, for playoff and championship games, it is the expectation of KASSAA that the best available referees be assigned to do these games. At times, coaches may make requests to the A.C. that certain officials not do their games due to conflict or other reasons. Within reason, the A.C. will pass that on to the Referee Association's representative.
- A11.4 If there is a dispute with the assignment of a referee, an issue with respect to a referee (pre game or in game), or a protest related to a referee, the coach who has the concern or issue is to inform their AD and contact the Athletic Coordinator (or convenor for the sport). It will then be the responsibility of the A.C. (or convenor) to liaise with the designated contact person in the Referee Association. If necessary a Jury of Appeal or a Jury of Reference will be called by the A.C. to decide upon a resolution to the concern or issue. If the Referee has a dispute, concern, or issue regarding a coach or player, they are to inform their communication person in their Referee Association and file a report to the A.C. of KASSAA.
- A11.5 Whereas a number of KASSAA coaches also serve as referees in the sport that they coach, all referee assigners are strongly recommended that these coaches or parents not be assigned to KASSAA league or playoff games in the division of the sport that they coach or have a son or daughter participating in. If at all possible, they should also not be assigned regular season or playoff games that their school's teams are playing in.
- A11.6 KASSAA Student-Athletes are not to be assigned by sport referee assigners to referee KASSAA league or playoff games.