

**HAMILTON-WENTWORTH CATHOLIC
ATHLETIC ASSOCIATION
CONSTITUTION**

"The Lord is first, my friends are second, and I am third. ..." Gale Sayers

REVISED – JUNE 2011

The Coach's Prayer

O gracious God, I thank you for calling me to the ministry of coaching. Help me to answer that call with a generous heart. Enable me to be a good coach, skilled, informed, fair-minded and caring. Let me see beyond the rules of sports and catch their spirit. Grant me the wisdom to see that athletics are not only about healthy bodies but healthy minds, that sports are not only about victory but enjoyment, that competition is not only about winning but building community. Let the mind of Christ inspire and guide my coaching so that I never lose sight of the dignity and worth of each and every person whom I coach. Help me to follow the example of Christ who coached not only by instruction but by encouragement and love. Finally, dear Lord, teach me and the athletes whom I coach to be grateful for your many blessings. I make this prayer through Jesus Christ, Our Lord. Amen.

written by
Jerry Creedon

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PREAMBLE:

SPORTS

AN EXTENSION

OF THE

CLASSROOM

“Keep your dreams alive. Understand to achieve anything requires faith and belief in yourself, vision, hard work, determination, and dedication. Remember all things are possible for those who believe.” Gail Devers

HAMILTON-WENTWORTH CATHOLIC

ATHLETIC ASSOCIATION

CONSTITUTION

PREAMBLE

The Constitution of the Hamilton-Wentworth Catholic Athletic Association is an attempt to codify the parameters of inter-school athletics and to set standards that will ensure the physical welfare and academic progress of each athlete and provide for equitable competition.

Inter-school athletics complement formal classroom learning and are an integral part of the total program of Catholic Education. Thus our belief in the spiritual basis of our humanity demands that athletic competition emphasize the teaching of acceptable social values such as:

- 1. excellence in performance with magnanimity in victory and self-worth in defeat;*
- 2. respect for authority, including the positive acceptance of officials' decisions;*
- 3. charity and co-operation between, and respect among competitors, coaches and spectators;*
- 4. The Constitution provides guidance towards the developing of a sound interscholastic educational philosophy which is consistent with Catholic Education. It is the responsibility of all those in attendance at all school events to adhere to the set rules in the article that follows, and to maintain a constant view of ethical Catholic values and goals towards which all must strive.*
- 5. perseverance and self-discipline in preparation for competition.*

Coaches occupy a special role in athletics and thus accept special responsibilities in upholding the spirit, and wording of this Constitution. Coaches are referred to "Coaching Expectations" (see page 5 - 14 for a full outline as well as "Sports: An Extension of the Classroom").

This is a local constitution governing the HWCAA. It is the responsibility or duty of the school personnel (principal, teacher-coaches, non-teacher coaches) to be aware of the articles within this document as they pertain, relate and differ from the GHAC/OFSAA constitution.

HAMILTON-WENTWORTH CATHOLIC
ATHLETIC ASSOCIATION (H.W.C.A.A.)

HAMILTON-WENTWORTH CATHOLIC DISTRICT SCHOOL BOARD
SPORTS: “AN EXTENSION OF THE CLASSROOM”

The Mission of Catholic Education in Hamilton-Wentworth, in union with our Bishop, is to enable all students to realize the fullness of humanity of which our Lord Jesus Christ is the model. The Catholic community of Hamilton-Wentworth believes the student will realize the fullness of humanity if the learning process is enhanced by the school community through academic, co-instructional and athletic activities.

The Hamilton-Wentworth Catholic District School Board supports a philosophy of athletic competition that is guided by the highest standards of good sportsmanship and fair play in a Catholic atmosphere. The board is committed to providing a cooperative environment that is free from discrimination and harassment in all forms and fosters respect for the dignity, self worth and well being of all members of the Board’s Catholic Community. Central to this philosophy are the Catholic Teachers, support staff and volunteer coaches whose coaching or supervision completes the Hamilton-Wentworth Catholic District School Board’s mandate to help students develop in ALL aspects of life, namely, Soul, Mind and Body. “The vocation of a coach is not only a matter of preparing athletes to play well and to win games, but to instruct young people in the values, attitudes, beliefs, and behaviours which reflect our life-giving and invigorating relationship with God through Jesus Christ, the sacraments and the church”. (Coaching Catholic: Gospel Values in Youth Sports by Rev. Richard J. McGrath, OSA, Ph.D., p. 1)

To this end, Catholic teacher-coaches, support staff, and supervisors must recognize that our students’ participation in sports and extracurricular activities is an “EXTENSION OF THE CLASSROOM”.

For this reason, professional and Catholic behaviours exhibited in the classroom are equally expected on the court, field, or arena to provide a consistent model to student-athletes and their parents.

The initiative “Extension of the Classroom” encompasses four essential points: Catholic Coaches, Respect for Student-Athletes, Responsible Coaching and Responsibilities of Coaching.

See next page for Student Athlete Code of Conduct

HAMILTON WENTWORTH CATHOLIC DISTRICT SCHOOL
BOARD

STUDENT-ATHLETE CODE OF CONDUCT

The Hamilton-Wentworth Catholic District School Board supports a philosophy of competition that is guided by the highest standards of good sportsmanship and fair play in a Catholic atmosphere. To this end, all parties (Catholic teacher-coaches, supervisors, athletes, parents and spectators) must recognize that our students' participation in sports and extracurricular activities are an "EXTENSION OF THE CLASSROOM". For this reason, student-athletes have a duty to conduct themselves in a reasonable and acceptable manner and avoid all conduct and practices which are not in keeping with the Catholic vision and therefore detrimental to sport. Any action that would reasonably be expected to significantly disrupt or interfere with preparation or participation of a student-athlete for competition, whether in league, exhibition or tournament play, cannot be tolerated.

Therefore student-athletes have a responsibility to:

- *Maintain and enhance the dignity and self esteem of other individuals by demonstrating respect for fellow student-athletes regardless of body type, athletic ability, gender, ethnic or racial origin, age, religion, disability, sexual orientation or economic status;*
- *Refrain from any behaviour that constitutes harassment i.e. comments or conduct directed toward an individual or group, which is offensive, abusive, racist, sexist, degrading or malicious;*
- *Refrain from participating in (or supporting) behaviour that could be intimidating to team members such as rituals or initiations;*
- *Refrain from any behaviour that constitutes sexual harassment such as unwelcome sexual comments, advances or conduct of a sexual nature;*
- *Respect the property of others and not wilfully cause damage. Any expense related to property damaged with intent will be the responsibility of the student-athlete and/or their parent/guardian;*
- *Abstain from the use of alcohol, illegal substances and performance enhancing drugs. Failure to comply with this section will result in immediate disqualification from athletic competition with the Hamilton-Wentworth Catholic District School Board;*
- *Participate and appear on time for all competitions, practices, training sessions, events, activities and projects to which the student-athlete has made a commitment;*

- Refrain from unsportsmanlike conduct with any official, coach, student-athlete or spectator such as taunting, refusing to shake hands or using profane language or gestures;
- Dress in a manner representative of the Hamilton-Wentworth Catholic District School Board with the focus being on neatness, cleanliness, discretion and Catholic ideals;
- Adhere to the Academic Eligibility requirements as outlined in the School Student Handbook;
- Adhere to all additional rules as outlined by teachers, coaches, and chaperones of the Hamilton-Wentworth Catholic District School Board.

STUDENT-ATHLETES THAT ENGAGE IN BEHAVIOR THAT VIOLATES THE ATHLETE CODE OF CONDUCT MAY BE SUBJECT TO SANCTIONS INCLUDING, BUT NOT LIMITED TO, REMOVAL FROM LEAGUE, TOURNAMENT AND EXHIBITION PLAY ASSOCIATED WITH THE HAMILTON-WENTWORTH CATHOLIC DISTRICT SCHOOL BOARD.

ANY INQUIRIES REGARDING THIS CODE OF CONDUCT SHOULD BE DIRECTED TO THE SCHOOL CO-INSTRUCTIONAL HEAD, AND FOR ISSUES NOT EASILY RESOLVED, TO THE PRINCIPAL.

I have read and understood the above statements and agree to conduct myself in a manner that demonstrates the standards of the Hamilton-Wentworth Catholic District School Board and the spirit of the "Extension of the Classroom" initiative.

School: _____

Student-Athlete's Name:
(Please Print) _____

Team: _____ For the Year: _____
Date: _____

Athlete's Signature:

Parent/Guardian Signature:

The signed document is to be submitted to the coach and forwarded to the Co-Instructional Head prior to participation in any league, tournament or exhibition play associated with the Hamilton-Wentworth Catholic District School Board.

HAMILTON-WENTWORTH CATHOLIC DISTRICT SCHOOL
BOARD

EXTENSION OF THE CLASSROOM: CATHOLIC COACHES

- *Provide Christian witness to the student-athletes entrusted to their education and training, and model Gospel values in the decisions and actions they make with regard to the team and all of its members;*
- *Seek ways to reduce potentially negative aspects of sport e.g., winning at all costs, playing to the letter (rather than the spirit) of the rules and unfairly exploiting competitors' weaknesses;*
- *Accept both the letter and the spirit of the rules that govern the sport in the Hamilton-Wentworth Catholic District School Board;*
- *Encourage the student-athletes and other participants to uphold the rules of sport competition and the spirit of those rules;*
- *Accept the role of officials in ensuring that competitions are conducted fairly and according to established rules;*
- *Refrain from abusive personal attacks on officials, student-athletes and other coaches;*
- *Maintain the highest standards of personal conduct and project a favourable image of the sport and of coaching to student-athletes, other coaches, officials, spectators, families, the media and the general public;*
- *Encourage student-athletes and other participants to honour sport on a lifelong basis;*
- *Understand that teacher-coaches are a powerful influence and role-model to the student-athletes you coach, therefore be conscientious of what you say and do in all aspects of coaching. Influence the student-athlete in a positive manner reflecting Catholic behaviour;*
- *Uphold the responsibility of coaching in the Hamilton-Wentworth Catholic District School Board by bringing unethical behaviour to the attention of the appropriate authority.*

HAMILTON-WENTWORTH CATHOLIC DISTRICT SCHOOL BOARD
EXTENSION OF THE CLASSROOM: RESPECT FOR STUDENT-
ATHLETES

- *Treat all participants in sport with respect at all times;*
- *Provide feedback to student-athletes and other participants in a caring manner that is sensitive to their needs. Focus criticism on the performance rather than on the student-athlete;*
- *Recognize the student-athlete's right to consult with other coaches and teachers;*
- *Respect student-athletes as individuals and refrain from intervening inappropriately in personal affairs that are outside the generally accepted jurisdiction of coach or teacher;*
- *Treat all student-athletes equitably regardless of gender, race, place of origin, athletic potential, colour, religion, sexual orientation or socio-economic status;*
- *Encourage and assist student-athletes to become responsible for their own behaviour, performance and decisions;*
- *Respect as much as possible the opinions and wishes of student-athletes when making decisions that affect them;*
- *Provide student-athletes with the information necessary for them to be meaningfully involved in the decisions that affect them;*
- *Keep confidential any information about student-athletes gained through coaching activities and believed to be considered confidential by the student-athlete;*
- *Encourage an environment of mutual support among all student-athletes;*
- *Encourage student-athletes to respect one another and to expect respect for their worth as individuals;*
- *Not to engage publicly in demeaning others in sport;*
- *Practice discretion in public conversation about student-athletes, teachers, coaches or other participants in sport;*
- *Respect the student-athlete's dignity. Verbal or physical behaviours that constitute harassment or abuse are not acceptable.*

HAMILTON-WENTWORTH CATHOLIC DISTRICT SCHOOL BOARD

EXTENSION OF THE CLASSROOM: RESPONSIBLE COACHING

- *Employ coaching methods that benefit student-athletes, provide a safe environment, and work consistently for the good of the student-athlete;*
- *Ensure that activities are suitable for the age, experience, ability, and physical and psychological condition of the student-athlete;*
- *Prepare student-athletes systematically and progressively, using appropriate time frames and monitoring physical and psychological adjustments;*
- *Refrain from using training methods or techniques that may harm student-athletes;*
- *Demonstrate awareness of significant pressures in student-athletes' lives such as school, family and financial pressures and coach in a manner that fosters positive life experiences;*
- *Consider student-athletes future health and well-being as foremost when making decisions about an injury and the ability of the student-athlete to continue;*
- *Take into account academic demands placed on student-athletes and conduct practices and games in a manner as to allow academic success;*
- *Act toward other coaches in a manner characterized by courtesy, good faith and respect;*
- *Collaborate with other coaches and teachers to ensure the best interest of the student-athlete are being met;*
- *Reinforce alcohol, tobacco and other drug-free policies in the HWCAA, GHAC, and OFSAA handbooks;*
- *Know and abide by sports rules, regulations and standards as they apply to the Hamilton-Wentworth Catholic District School Board (HWCAA Athletic Constitution) as well as expectations of outside competitions.*

THE HAMILTON-WENTWORTH CATHOLIC DISTRICT SCHOOL
BOARD
EXTENSION OF THE CLASSROOM: RESPONSIBILITIES OF
COACHING

Administration

- ❑ *Attend Board Coaches' Meeting (or send a representative);*
- ❑ *Assist Co-instructional Head to collect, review and sign off on academic eligibility of student-athletes;*
- ❑ *Assist Co-instructional Head in collecting Athlete Information and Permission Forms (IS-93-37) and Permission to Resume Participation After an Injury Form (IS-93-39);*
- ❑ *Assist Co-instructional Head in uniform inventory;*
- ❑ *Co-operate with the Athletic Convenor and Co-instructional Head in maintaining competition schedules and other aspects of the sport;*
- ❑ *Submit Tournament Requisition forms, Travel forms and Parent permission forms for travel in accordance with school policy;*
- ❑ *Submit expense reports/receipts in a timely fashion (within one week);*
- ❑ *Complete and submit Injury Reports.*

Student Athlete Development

- ❑ *Ensure the safety and security of all student athletes;*
- ❑ *Be familiar with the school's Emergency Action Plan (EAP);*
- ❑ *Implement practice plans that lead to the overall development of the student athlete.*

Program Development

- ❑ *Welcome student athletes capable of meeting Catholic expectations and requirements;*
- ❑ *Fulfill competition commitments;*
- ❑ *Fulfill tryout and practice commitments;*
- ❑ *Maintain equipment and (ball, net, cart, etc) inventory;*
- ❑ *Supervise assistant coach and support staff;*
- ❑ *Attend in school coaches' meetings as required.*

Communication/Liaison/Public Relations

- ❑ *Liaise with Principal and Co-Instructional Head;*
- ❑ *Liaise with Parents and provide schedules for athletes and parents;*
- ❑ *Provide Athletic Convenor with scores immediately following matches, allowing for coordination and releasing of standings and playoff formats as efficiently as possible;*
- ❑ *Provide the board or school coordinator scores, statistics and other media friendly information that helps promote the board or school.*

Revised February 2010

SPECTATORS CODE OF CONDUCT- IN ALL GYMS, FIELDS,
AND/OR ARENAS

High school sports offer many benefits for its participants, both for players and team supporters. It can enhance the morale of a school community and increase school spirit. Fans are most welcome at athletic events. However, fans have only a positive role to play, and are expected to follow these guidelines to contribute to their team, to the athletes, and to their school. Failure to do so may result in their removal from that game and future contests by an adult in a position of authority (coach, teacher, administrator or convenor). The site convenor has the authority to deal with infractions as he/she deems appropriate.

- i) Fan support should be positive and reflect Catholic Christian ideals;*
- ii) Obscenities, derogatory comments or offensive behaviour will not be tolerated;*
- iii) Taunting of players, officials, or opponents is not acceptable;*
- iv) Loud-hailers or similar noise magnifiers are not permitted;*
- v) Fans must stay off the playing surface before, during and after games, except for authorized cheer-leaders;*
- vi) Provocative signs should not be brought to or posted at games;*
- vii) Damage to any game facility may result in permanent banning from future contests;*
- viii) Any fights or provocation may result in permanent banning from future contests;*
- ix) Fans should not arrive at game sites earlier than 30 minutes prior to game, or 15 minutes prior if the game is held in a school during school hours;*
- x) Fans must heed the instructions of school supervisors at all times;*
- xi) No animals are permitted in schools with the exception of trained, certified service dogs identified to assist children and/or adults with physical or developmental disabilities.*

See next page for Parent Code of Conduct

HAMILTON-WENTWORTH CATHOLIC DISTRICT SCHOOL BOARD

PARENT CODE OF CONDUCT

(Expectations for Parents of Student- Athletes)

The Hamilton-Wentworth Catholic District School Board supports a philosophy of athletic competition that is guided by the highest standards of good sportsmanship and fair play set in a Catholic atmosphere. To this end, all parties (Catholic teacher-coaches, supervisors, athletes, parents and spectators) must recognize that our students' participation in sports and extracurricular activities are an "EXTENSION OF THE CLASSROOM". For this reason, the parents of student-athletes (and their guests) must demonstrate behaviours that support this atmosphere. Therefore, we expect the parents of the student-athletes (and their guests) to adhere the following:

- *Remember that student-athletes participate to have fun and that the game is for youth, not adults;*
- *Be a positive role model through their own actions to make sure that the student-athlete has the best experience possible;*
- *Praise student-athletes in their attempt to improve themselves as students, athletes and people;*
- *Recognize and show appreciation for outstanding play by either team;*
- *Show respect for opposing players, coaches, spectators and support groups;*
- *Gain an understanding of, and appreciation of the rules of the game and the policies of the league;*
- *Demonstrate positive support for officials and be respectful of all officials' decisions;*
- *Support student-athletes in their efforts to play by the rules and to resolve conflicts without resorting to hostility or violence;*
- *Discourage any language or behaviour that would incite violence or would endanger the health or well being of student-athletes;*
- *Refrain from unsportsmanlike conduct with any official, coach, student-athlete or parent such as booing and taunting, or using profane language or gestures;*
- *Refrain from ridiculing or yelling at a student-athlete for making a mistake or bad decision;*
- *Emphasize skill development and practices (and how they benefit the student-athlete over winning);*

- *Refrain from coaching student-athletes before, during or after games and practices unless you are one of the official coaches of the team;*
- *Respect the authority of the coach during games and refrain from questioning, challenging or confronting coaches at the game site. Take time to talk with the coaches in an appropriate manner, including proper time and place (eg. 24 hour “cooling period”);*
- *When there is a concern, follow the designated chain of authority (Coach, Co-Instructional Head, Principal, and Superintendent);*
- *Reinforce the board’s alcohol, tobacco and other drug-free policies as outlined in the student handbook.*

Parents(and their guests) who engage in behaviour that violates the Code of Conduct may be subject to sanctions or removal from competitions that involve student-athletes associated with the Hamilton Wentworth Catholic District School Board.

Any inquires regarding this Parent Code of Conduct should be directed to the School Co-Instructional Head, and for issues not easily resolved, to the Principal.

I have read and understand the above statement and as the parent/guardian, agree to conduct myself in a manner that demonstrates the standards of the Hamilton-Wentworth Catholic District School Board and the spirit of the “Extension of the Classroom” initiative.

ARTICLES

AND

STRUCTURE

OF THE

HWCAA

“Let us run with perseverance the race that is set before us.” (Hebrews 12:1)

ARTICLES AND STRUCTURE OF HWCAA ADMINISTRATION:

I. PURPOSE

To promote, supervise, conduct and control the interscholastic athletic program of the member schools.

II. MEMBERSHIP

All high schools under the jurisdiction of the Hamilton-Wentworth Catholic District School Board and other schools approved by the Executive Committee, who will participate as non-voting Associate Members.

III. THE EXECUTIVE COMMITTEE

*The Executive Committee shall be composed of **secondary Principals or their designate**. All member **secondary** schools shall have one member on the **Executive** Committee. **The executive committee will elect a Chairperson once every two years.***

The Chairperson of the Executive Subcommittee shall serve in an advisory, non-voting capacity.

DUTIES:

- a) *to formulate policies to be recommended to the Board;*
- b) *to select four members as the H.W.C.A.A. representatives on the G.H.A.C. executive;*
- c) *to ensure that all activities of the Association are conducted in accordance with the spirit and terms of the Constitution;*
- d) *to rule on constitutional violations and any resulting appeals, appeals of the decisions of the Executive Sub-Committee, matters not covered in the Constitution and other matters referred by the Executive Sub-Committee;*
- e) *to approve proposed schedules and proposed changes to the rules and regulations governing each sport.*

The Executive Committee will annually elect a Chairperson.

IV. THE EXECUTIVE SUB-COMMITTEE

The Executive Sub-Committee shall consist of the Co-Instructional Heads of member schools or designate as approved by the Principal.

DUTIES:

- a) *to administer the policies of the H.W.C.A.A.;*
- b) *to liase with the Executive Committee, convenor and coaches;*
- c) *to recommend changes to the rules and regulations governing each H.W.C.A.A. sport.*

The Executive Sub-Committee will annually elect a Chairperson.

The General Sports Convenor shall act as Secretary-Treasurer.

V. QUORUM

To constitute a quorum five members must be present for all meetings of the Executive Committee, Executive Sub-Committee and Discipline Committee.

VI. THE DISCIPLINE COMMITTEE

This committee shall consist of the Athletic Convenor, who shall serve as the chair, and one teacher representative (or teacher alternate) from each member school, as appointed by the school principal in September of each year.

DUTIES:

- a) *to rule on all reported violations of the provisions or spirit of the constitution and to determine appropriate consequences;*
- b) *to deal with any appeals or protests related to the constitution and to determine appropriate consequences.*

QUORUM

Five members must be present to constitute a quorum.

PROCEDURE

A school representative may make a presentation or defence on behalf of his/her school. All committee members may vote on each issue. The chair will vote only to break a tie vote.

- VII. *The H.W.C.A.A. recognizes the articles of the G.H.A.C. Federation Agreement as outlined in Appendix XIV.*

- VIII. *All sports organized by the H.W.C.A.A. will be conducted according to the H.W.C.A.A. Playing Regulations developed for each sport. Changes to such regulations may be proposed by the Executive Sub-Committee to the Executive Committee for approval.*
- IX. *Official league sports, to be organized by the Convenor subject to the Constitution, and financed by the Board, require the participation of a minimum of four schools. The current approved sports are listed below.*

Fall Sports

<i>Junior Football</i>	<i>Junior Boys' Volleyball</i>
<i>Senior Football</i>	<i>Senior Boys' Volleyball</i>
<i>Midget Girls' Basketball</i>	<i>Girls' Field Hockey</i>
<i>Junior Girls' Basketball</i>	<i>Cross Country</i>
<i>Senior Girls' Basketball</i>	<i>Golf</i>
<i>Rowing</i>	

Winter Sports

<i>Boys' Hockey</i>	<i>Midget Boys' Basketball</i>
<i>Girls' Hockey</i>	<i>Junior Boys' Basketball</i>
<i>Midget Girls' Volleyball</i>	<i>Senior Boys' Basketball</i>
<i>Junior Girls' Volleyball</i>	<i>Indoor Girls' Soccer</i>
<i>Senior Girls' Volleyball</i>	<i>Indoor Boys' Soccer</i>
<i>Wrestling</i>	<i>Swimming</i>
<i>Rowing</i>	

Spring Sports

<i>Junior Boys' Soccer</i>	<i>Boys' Baseball</i>
<i>Senior Boys' Soccer</i>	<i>Girls' Slo-pitch</i>
<i>Junior Girls' Soccer</i>	<i>Junior Badminton</i>
<i>Senior Girls' Soccer</i>	<i>Senior Badminton</i>
<i>Track and Field</i>	<i>Tennis</i>
<i>Rowing</i>	
<i>Rugby</i>	

HWCAA BY-LAWS /

ELIGIBILITY /

TRANSFERS /

LIMITATIONS TO PARTICIPATION

In reference to coaching, "I use the word teacher purposely because I have always considered a coach to be a teacher / the only difference is that he/she is teaching a particular sport rather than English, Chemistry or Philosophy" John Wooden

**HWCAA BY-LAWS /ELIGIBILITY /TRANSFERS /
LIMITATIONS TO PARTICIPATION**

HWCAA BYLAWS:

<p>NOTE: <i>For the purpose of these By-Laws, “competition” refers to all league, play-off, tournament and exhibition games unless otherwise specified.</i></p>

I. ELIGIBILITY

NOTE: *Any student player who falsifies documentation or otherwise misleads school officials to establish athletic eligibility shall forfeit athletic eligibility in the H.W.C.A.A. for a minimum period of twelve months from the end of the season in which the infraction occurred.*

HWCAA supports student-athlete participation on same gender teams and encourages equitable programs for girls and boys in co-curricular activities.

Where a sport activity is available for a female on a girls’ team, she is eligible to participate on the girls’ team only.

a) Age

i) Senior - *the individual Birth Certificate, or a recognized Legal document indicates that he/she has not reached his/her 19th birthday by January 1st prior to the start of the school year in which the competition is held.*

ii) Junior - *the individual Birth Certificate, or a recognized Legal document indicates that he/she has not reached his/her 15th birthday by January 1st prior to the start of the school year in which the competition is held.*

iii) Midget - *the individual Birth Certificate, or a recognized Legal document indicates that he/she has not reached his/her 14th birthday by January 1st prior to the start of the school year in which the competition is held.*

iv) Track and Field, Cross Country, and Girls' Gymnastics

- Age categories as per O.F.S.A.A.

NOTE: A competitor may only compete in one age classification, in any one meet except that he/she may compete in a higher age class (but not both) relay.

For the sport of Cross Country and Track and Field an athlete may compete in the midget category for one year only.

v) The student's age shall be accepted as **documented in the Ontario Student Record (O.S.R.)**. Where further proof is required, the school shall demand a birth certificate or other suitable document. Players may play in a higher age group in exhibition games, in tournaments, or in G.H.A.C. or O.F.S.A.A. competition, without affecting their age group eligibility. **Once a player has been on the roster for one league game in a sport, the player may not play in another age division league game during the same season for the same sport. If a midget or junior age student chooses to play senior in a sport, he or she must play senior in the same sport the following year even if he/she is junior age the following year.**

NOTE: Except as noted below, a school wishing to use a Midget in Junior or a Midget or Junior in Senior league or play-off games must declare this on the older team list prior to the first "League" competition in either age group for that competitor.

EXCEPTION: For Senior Football, the competitors must be at least 15 years old (as of above date) and for all 15 year olds, a letter of permission signed by the parents and the Principal must be on file with the General Convenor prior to the first League game.

AGE CLASSIFICATION BY YEAR OF BIRTH

School Year	MIDGET	JUNIOR	SENIOR
2011-2012	1997	1996	1992
2012-2013	1998	1997	1993
2013-2014	1999	1998	1994
2014-2015	2000	1999	1995
2015-2016	2001	2000	1996

b) Educational Qualifications

- i) *All bonafide students who are registered and in regular attendance at day classes in one of the member high schools are eligible to represent their school in athletic competition.*

Regular attendance is defined as presence in at least 75% of all classes in the semester of the activity, at the time of appeal unless there are mitigating circumstances as approved by the discipline committee in dealing with any protest.

- ii) *If a student has less than 22 credits then he/she must be registered and attending at least 3 school credit day courses in the semester in which he/she participates in athletics. If a student has achieved 22 credits then he/she must be registered and attending at least 2 school credit day courses in the semester in which he/she participates in athletics.*

c) Transfer Qualifications

1. *No school shall include in its lineup any student who has been registered as a transfer from another school within the previous twelve months.*
2. *A student or his/her representative may apply to the designated Superintendent in charge of athletics to be deemed eligible to participate in H.W.C.A.A. sports on the grounds that:*
 - a) *there has been an accompanying change in permanent residence by the student in his/her immediate family to be the designated school from any system (public, Catholic or independent) according to the School Board boundaries (or is the closest school in the student's choice of school system to the student home if no school boundaries exist). (Immediate family is the parent(s) or the student's legal guardian as determined by a court of competent jurisdiction).*
 - b) i) *The student did not participate in any sports at the interschool level for twelve months prior to the date of transfer;*

- ii) *The student accepts his/her ineligibility under the Transfer Policy, but requests eligibility for the sports he/she did not participate in at the interschool level for the twelve months prior to the date of transfer or one full interscholastic season after his/her last participation in that sport, whichever occurs first.*
- c) *The student has transferred from a non-semestered school to a semestered for Semester I and is either within one (1) semester of graduation or within four (4) credit requirements for university admission. The purpose of such a transfer is to complete high school in one semester. Such a student is eligible for Semester I only and will be ineligible for twelve (12) months after the conclusion of the semester;*
- d) *The student has been placed in a school by (i) an I.P.R.C. (Identification, Placement and Review Committee) decision; or (ii) a court order. The appeal committee shall require and receive a letter from the Principal of the school from which the student has transferred, stating the reason for the placement of the student by I.P.R.C., or a copy of the court order placing a student in the new school, whichever is applicable.*
- e) *The student has transferred for major academic program needs. Major academic program needs are defined as a series of related courses which is unattainable at the previous school and which is required to reach a specific post-secondary goal (i.e. college or university entrance, employment, apprenticeship).*
- f)
 - i) *The student has transferred prior to their grade 10 year for exceptional personal, social or academic reasons; documentation detailing these exceptional reasons must accompany that appeal.*
 - ii) *The student has changed residence to live with a custodial parent, or to live with a new court-appointed legal guardian for exceptional reasons. Documentation showing that there was just cause for the move must accompany the appeal*

In this instance, a custodial parent refers to either parent in the case of divorce or separation. Assuming the case of a divorce or separation, the student moving from one parent to another is granted eligibility on the first move only.

A court appointed legal guardian is not the biological parent but is determined by the court.
 - iii) *The student has transferred to remove him/herself from a **negative** home or **challenging** school environment. Documentation detailing the situation shall be provided by the applicant from the sending school, psychologists, social worker, medical doctor or police, as the case may be (All documentation will be reviewed by respecting confidentiality).*
 - iv) *The student has been forced to leave an independent school specifically due to financial hardship.*

The appeal must include the following: information regarding change in tuition fees, documentation regarding family requests for bursary assistance to meet financial hardships etc. and confirmation that the student will be attending the designated school in their home catchment area.

- v) *Failed Intervention Strategies: The student who has transferred (or is considering transferring) experienced educational and/or social difficulties that have clearly been documented on the student's scholastic record and, in the opinion of school administration, it is in the best interest of the student to transfer from his/her school as a direct result of the failure of the intervention strategies put in place by the school to deal with the situation. The transfer must be approved by the receiving and sending school principals and both schools' athletic coordinators or heads of physical education. The student should apply prior to the actual transfer of schools if possible.*
- vi) *Students applying under Sections c), e), and f) must attend the next closest school (of their choice of school system) to their home residence.*

Notwithstanding any of the above, no student may play the same sport for more than one school in the same League or municipality in the same school year unless the student is ruled eligible by the Superintendent in charge of athletics.

Notes:

1. *Once a student has changed schools he/she is considered a transfer student and even if he/she returns to a school, he/she must comply with the Transfer Policy.*
2. *A student attending a school as a result of the closure of his/her former school is not considered a transfer student, under subsection (a) of the Transfer Policy.*
3. *The word "participate" in section (b) of the Transfer Policy means competing for your school in that activity. This includes exhibition games and invitational tournaments/events, not just league play.*
4. *Students moving from a school in a strike/lock-out area are ineligible for all sports played in the previous twelve months from their date of entry into the new school.*
5. *Bona fide exchange students are not considered transfer students and are eligible for all sports.*
6. *Where a Grade 8 student chooses a secondary school because of an ESL or French Immersion program and where said student later opts out of that program, he/she may return to the geographical home school without forfeiture of eligibility.*
7. *Teams should be aware that for G.H.A.C. and O.F.S.A.A. competition or O.F.S.A.A. sanctioned tournaments, O.F.S.A.A. eligibility rules apply.*
8. *For the year **2011 – 2012**, once a student has transferred schools for the*

purpose of participating in an elite national, regional or any other sport specific program where he/she does not compete in the school athletic program and if the "Elite Program" (or whatever the specific title may be), defaults or stops for whatever reason and the student does not wish to return to their original school, the student will not be able to participate in their specialty sport until the next year.

Procedure for Applications of Eligibility

- *All applications must be submitted to the Superintendent in charge of athletics, using the forms on pp 54 - 56 (Appendix X).*
- *Necessary supporting documentation listed on p. 54 (Appendix X) must accompany the applications. Incomplete applications will be returned.*
- *Applications, with supporting documentation, must be submitted by the 15th of a month, for consideration by the 25th of that month.*

For easy reference please note the "Transfer Qualifications" on pp 57 (Appendix XI).

The Superintendent will research/verify the application, decide on the case, and communicate that decision to the applicant, the principals, and the co-instructional heads on a monthly basis outlining the athlete's name, schools, and the section for appeal considered in the decision (See Eligibility Appeal Summary Form, Appendix XII).

d) Limitation of Participation

- i) *A student may not have represented, or played for a Junior Football Team and above, or a post secondary institution during the schedule and playoffs for his school team.*
 - ii) *For the sport of men's hockey a competitor whose name has appeared on a game sheet, and has dressed, after Dec. 1st or after the first league game scheduled for any team in the H.W.C.A.A. league, whichever comes first, for a team in the "A", "B", "C" or "D" junior, intermediate, or senior division in any national or international association, shall forfeit his eligibility for that season.*
 - (iii) *For the sport of women's hockey, no competitor is eligible whose name has appeared on a game sheet, and has dressed, after December 1st or after the first league game scheduled for any team in the H.W.C.A.A. league, for any Senior AAA teams of the C.W.H.L. or who is a member of the National Junior Under 22, National Junior Under 18 or National Senior Team.*
- e) i) *The Hamilton-Wentworth Catholic District School Board and The Hamilton-Wentworth Catholic Athletic Association are committed to the idea that participation in sports activities be accomplished without the use of "body-building" or "performance enhancing" drugs and substances. To that end, any use, distribution or sale of banned or restricted drugs and substances (including prescription medication beyond prescribed dosage for the medical condition designated) is expressly forbidden.*
- ii) *Every student should be made aware of the dangers of drug abuse.*

- iii) Any student found to have used, distributed or sold "body-building" or "performance enhancing" drugs or substances, will be suspended from all competitive play for a minimum of 12 months (at least 1 full playing season) and be further subjected to consequences listed in the Safe Schools Policy of the Board.

At the conclusion of the athlete's suspension the Principal will review the student's competitive status as an athlete.

- f) An athlete must be a registered team member to be eligible for playoff participation as according to the chart below. Example

Sports with 1-5 league games = 1 game
Sports with 6-10 league games = 2 games
Sports with 11-14 league games = 3 games

For the purpose of being a registered team member, the following criteria must be met:

Player listed on a game sheet for a minimum of the required number of games listed above;

Being on the game sheet means the player must be in attendance for the entire game, dressed and warm up with the team;

In the case that the player is injured and seeks medical attention, a doctor's letter clearly stating the dates unable to play must be submitted to the Head Coach and Co-Instructional Head;

If the student transfers he / she will be deemed ineligible if their name is on any of the game sheets from the transferring (outgoing) school).

- g) The Principal may withdraw or suspend the eligibility of any student in the school concerned.
- h) It is each school's responsibility to ensure the eligibility of all its competitors prior to competition.
- i) A student is eligible to participate for five consecutive years only, from the date on which he/she begins Grade 9.
- j) 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 H.W.C.A.A. competition for the remainder of his/her high school career.

**ARTICLES
OF
ADMINISTRATION**

AND

CONCUSSION PROTOCOL:

COMMON SYMPTOMS

AND

SIGNS OF CONCUSSION

“Christ is the path, and Christ the prize.” (Hebrews 13:1-2)

“My purpose in life is simply to glorify God. We have to be careful that we don’t let the pursuit of life’s goals, no matter how important they seem, cause us to lose sight of our purpose.” Tony Dungy

II. ARTICLES OF ADMINISTRATION

a) Team Supervision

Note: *Teacher is defined as a member of the College of Teachers in the employ of the Board or on the Board's current supply list.*

- i) *All outside coaches must produce to the administration of the school at which they are coaching a "Criminal Reference" check and on a yearly basis an "Offence Declaration", before the start of tryouts, practices, league and tournament games.*
- ii) *Teacher Coaches or Teacher Supervisors are in direct charge of school teams and responsible for the conduct of the competitors and students associated with the team. A teacher representing the participating schools must be present through each league or play-off game for its entirety.*
- iii) *When a "non-teacher" coach is used, there must be a teacher supervisor on the players' bench, field, courts etc. in the designated coaching area.*
- iv) *If a teacher-supervisor for each team is not present, the competition shall not be started. After a 15 minute grace period, the offending team shall forfeit the game.*

b) Medical and Insurance Requirements

- i) a) *All athletes, prior to participating in a practice or game for any and all school teams must submit to the school a completed H.W.C.A.A. - Student Athlete Information and Permission Form (IS-93-37).*
- b) *Any athlete who receives an injury requiring treatment by a physician must obtain the approval of a physician before resuming participation in any sport. A completed Board form, "Permission to Resume Participation After an Injury" (IS-93-39), must be submitted to the school in this regard.*
- c) *A Principal has the prerogative to require a medical examination prior to athletic participation.*
- ii) *The presence of a qualified athletic therapist hired by the Board or a certified trainer, is required for football and hockey games (exhibition and league). No game shall start or continue without said presence.*
- iii) *In game situations, the attending Professional Athletic Therapist shall have absolute power to declare any player unfit to begin or continue in the game.*

c) Practice and Competition Limitations

A practice occurs when a coach or delegate organizes or in any way facilitates the gathering of his/her athletes for the purpose of practicing or competing, including but not limited to transportation of athletes to the event.

Practice and competition are prohibited:

- i) during the summer holidays prior to Friday before the last full week of the holidays;*
- ii) during the examination period, and a period beginning with and including the three school days prior to examinations;*
- iii) on Sundays and school observed religious holidays;*
- iv) on P.A. days or system wide in-service days during regular school hours. At the discretion of the Principal, tournament competition may be allowed;*
- v) Sunday competition for tournament purposes is to be left to the discretion of the school principal; however, practices are not allowed on Sundays.*
- vi) For the sport of rowing, because of its unique nature, and the required use of private club facilities, practices may occur on weekends and consistent with other sports, on civic holidays, for example: Victoria Day and Easter Monday.**

Consistent with other sports, rowing practices are not allowed during Board designated Professional Activity days.

Note: Rowing is governed by the Canadian Secondary School Rowing Association (C.S.S.R.A.) and as such, transfer rules do not apply. The C.S.S.R.A. sets the rules for participation in rowing across Canada in all Secondary Schools.

d) Special Equipment Requirements or Restrictions

i) Eye Glasses

- a) Football - only hardened lens, flexible (non-metal) frame safety glasses will be permitted.*
- b) Basketball, Hockey and Field Hockey - only hardened lens safety glasses will be permitted.*
- c) Contact lenses are permitted.*

ii) Approved Helmets and Mouth Guards

- a) For Football, approved helmets with face masks and internal mouth guards are required.*
- b) For Hockey, helmets with full face masks, neck guards, and internal mouth guards are required and must be C.S.A. approved.*
- c) For Field Hockey, internal mouth guards are required.*

iii) Casts

Hard casts may not be worn in soccer, football, ice hockey, field hockey, basketball or wrestling, unless deemed safe by the official in charge of the game.

iv) Jewellery

No visible jewellery may be worn by an athlete. Taping over jewellery is not allowed.

e) Competitor Disqualification

Notes:

- 1) *In the following articles, where a disqualification be served and where insufficient games remain in a season that penalty shall be served in the initial game(s) in the same sport in the next season. Where a student is in his/her last year of High School, the disqualification shall be applied to the next sport in which the student participates.*
 - 2) *A disqualified player may not attend his/her team's games as a team member or spectator.*
 - 3) *Disqualifications in individual sports will result only in disqualification for that event or meet.*
 - 4) *Until a student completes his/her suspension and is re-instated, that player may not practice or play with his/her team in any competition (league, play-off, exhibition or tournament). However, if the suspension carries over into a new season, the player may be involved in pre-season activities unless otherwise ruled by the executive (sub) committee.*
 - 5) *Disqualifications from tournament games will not result in further suspensions from league play, unless a tournament specifically requests further disciplinary action from the H.W.C.A.A. within 24 hours of the completion of that tournament. Convenors will be informed of this article by teams entering any tournament by submitting the provided memo with one's entry application.*
- i) *A competitor shall receive a game disqualification for:*
- a) *taunting by word or gesture;*
 - b) *using obscenities toward others, by word or gesture;*
- If the taunting/obscenity noted above involves racial, ethno cultural or religious slurs, the disqualification will be reviewed and further action may be taken. The taunting incident must be described by the official on the game report, it must be shown to both coaches, and it must be reported as soon as possible to the Principal of the offending player's school and the Athletic Convenor.*
- ii) *A competitor shall receive a game disqualification for engaging in a fight or attempting to injure an opponent as designated on a game sheet by the official as intent to injure.*
 - iii) *A competitor who receives a game disqualification (other than by the accumulation of minor penalties in hockey (3), or in basketball) will automatically receive an additional league game suspension.*

For the sport of hockey, a competitor who receives a game disqualification for fighting or attempting to injure an opponent will automatically receive an additional 3 league game suspension.

For the sport of soccer, yellow or red cards resulting from technical offences (e.g. handling the ball, delays, improper entry or departure from field) as opposed to offences related to poor sportsmanship or foul play, shall not result in additional disqualification as designated in this section. The official must document the reasons for all cards issued in a game.

A second such disqualification in the same sport in the same season will result in automatic suspension for the remainder of the season.

- iv) *A competitor who verbally abuses an official, or coach, will be automatically suspended for a minimum of two additional league games. The Discipline Committee shall, after examining the game report and/or a written report by the coach, decide if an extension of the suspension is warranted.*
- v) *A competitor who joins an altercation in progress or leaves the bench or penalty box to engage in an altercation will be ejected. The competitor will be suspended from all H.W.C.A.A. activity until the competitor successfully applies for reinstatement to the Discipline Committee.*
- vi) *A competitor who instigates or engages in an altercation in connection with, but not during a competition, will automatically receive a three league game suspension and will be suspended from all H.W.C.A.A. activity until he/she successfully applies for reinstatement to the Discipline Committee.*
- vii) *A competitor who physically abuses or threatens an official or coach will be automatically suspended from all H.W.C.A.A. activities until the length of the suspension is determined by the Discipline Committee. A written report is required..*
- f) Scouting and Filming
 - i) *Scouting or filming of other teams' practices and controlled scrimmages is prohibited.*
 - ii) *Those filming games must do so from a safe location away from the field of play/court and players' benches, so as not to interfere with the conduct of the game or the view of spectators.*
- g) Ties

To resolve ties in league standings for playoff purposes, the following shall be used sequentially:

- i) **League points between/among the tied teams in head to head competition;**
- ii) **Game points (score for and against) between the tied teams; point differential will apply, see chart below;**

iii) Points allowed in season (fewer points equals higher ranking);

iv) Coin toss

Point Differential:

The total added value when points against are subtracted from points scored in the games played to the maximum allowed for each sport as listed below.

Maximum point differential per sport:

<i>Baseball</i>	<i>7</i>
<i>Basketball</i>	<i>20</i>
<i>Field hockey</i>	<i>5</i>
<i>Football</i>	<i>21</i>
<i>Hockey</i>	<i>5</i>
<i>Rugby</i>	<i>9</i>
<i>Softball/slo-pitch</i>	<i>7</i>
<i>Soccer</i>	<i>5</i>

eg. If Team A played against Team C and won by 10 and Team A played Team D and won by 20 the total point differential for Team A is +30.

If Team B played against Team C and won by 25 and Team B played against Team D and won by 25 points the total differential for team B is +50 against common opponents.

*The tie breaker favours Team B in this case since their point differential against common teams **is +50 while the point differential for Team A is +30.***

v) If three or more teams are involved in a tie, the criteria in section g) (Ties) shall be employed (i) – iv) in sequence to determine the ranking of the three teams.

If tied teams (3 or more) have played an unequal number of games against each other, the difference in points for and against, shall be divided by the number of games played against each other.

Where a schedule cannot be completed, as determined by the Convenor in conjunction with the executive committee, league points for final standings will be determined by winning percentages, calculated by dividing the total league points earned by the maximum league points that could have been earned in the games played by the team (eg. Hockey...7 wins, 3 losses, 2 ties = $16 \div 24 = .67$).

h) Game Results

By 10:00 a.m. of the workday following a competition, the Convenor's office must be notified by fax, phone or e-mail of the game score and any

Game Reports from the officials by the winning team, or, in the case of a tie, by the home team. Failure to adhere shall result in the loss of game points by the responsible team.

i) Game Abandonment

In the event that any game is shortened by the game official(s) due to the actions of the players, coaches or fans, the allocation of points for standing (as well as points for/against) shall be decided by the Executive Committee. In the event of a purposeful abandonment of a game by a coach or team, consequences will be determined and administered by the Executive Committee.

j) Playoff Venue and Uniforms

The higher ranked team shall have the option of home venue and the choice of uniforms, unless the Sport Committee has pre-determined another method.

For league games, where the referee determines that uniform colours for the two teams are not sufficiently distinct, the home team is required to wear a different contrasting uniform.

k) Playoff Structure for Representation in G.H.A.C.

The team which advances further in the play-offs will represent their classification. In the event that two or more teams are eliminated at the same point in the play-offs or league play, the Convenor will organize a play-off game(s) to determine the representative.

l) Awards

i) *In team sports, gold and silver medals will be awarded.*

ii) *In individual sports, the Executive Sub-Committee will determine award.*

m) Scheduled Changes

All games are played according to the schedule set out by the Convenor, updated by him from time to time as dictated by unavoidable factors. A Principal may request of an opposing team's Principal that a game is changed, subject to approval by the Convenor, with reasonable notice. For any game date changes requested after a season begins, for other than a weather-related or compassionate reason, the requesting team will be required to pay for cancelled facilities, game officials, and any other non-recoverable expenses related to that game.

CONCUSSION PROTOCOL

Common Symptoms and Signs of Concussion

It is important to know that an athlete does not need to be “knocked out” (lose consciousness) to have had a concussion. After the concussion, the athlete may experience many different kinds of symptoms, and it is important to remember that some symptoms may appear immediately and others later. Athletes may be reluctant to report symptoms of concussion because of a fear that they will be removed from the game, or jeopardize their status on a team. But it is important to consider the permanent repercussions of a concussion. Without proper management, a concussion can result in permanent problems and even death. Concussion should be suspected in the presence of any one or more of the following symptoms and signs:

Thinking Problems

- *Does not know time, date, place, class, type of activity in which he/she was participating*
- *General confusion*
- *Cannot remember things that happened before and after the injury*
- *Knocked out*

Student’s Complaints

- *Headache*
- *Dizziness*
- *Feels dazed*
- *Feels “dinged” or stunned;*
- *“Having my bell rung”*
- *Sees stars, flashing lights*
- *Ringing in the ears*
- *Sleepiness*
- *Loss of vision*
- *Sees double or blurry*

Other Problems

- *Poor coordination or balance*
- *Blank stare/glassy-eyed*
- *Vomiting*
- *Slurred speech*
- *Slow to answer questions or follow directions*
- *Easily distracted*
- *Poor concentration*
- *Strange or inappropriate emotions, (e.g., laughing, crying, getting mad easily)*
- *Stomach ache/pain/nausea*
- *Not playing as well*

Note: *All athletes need to consult a physician after a suspected concussion. A student who has suffered a physician-diagnosed concussion outside of school time must be diagnosed as symptom-free by a physician before returning to activity.*

Concussion - Initial Response

1. If there is a loss of consciousness, initiate Emergency Action Plan and call 911. Assume there is a possible neck injury and, only if trained, immobilize the student before ambulance transportation to hospital. Otherwise, do NOT move athlete or remove athletic equipment (e.g. helmet).

2. If there is not a loss of consciousness, but a concussion is suspected due to a direct blow to the head or a major physical trauma to other parts of the body (causing a whiplash effect on the head and neck):

remove the student/player from the current game or practice;

do not leave the athlete alone;

monitor signs and symptoms;

do not administer medication: and

i. the athlete needs to be evaluated by a medical doctor;

ii. the athlete must not return to play in the game or practice that day;

iii. inform the parent/guardian about the injury and of the importance of an evaluation by a medical doctor.

How long does it take for the student to get better?

The signs and symptoms of a concussion often last for 7 – 10 days, but may last much longer. The exact length of this period is unclear, but the brain temporarily does not function normally, and during this time it is more vulnerable to a **second head injury**. In some cases, athletes may take many weeks or months to heal. Significant cognitive symptoms may result from concussion including (e.g., poor attention and concentration, reduced speed of information-processing and impaired memory and learning). There may also be a significant negative effect on educational and social attainment as these functions are critical for learning new skills and attending to school work.

When can an athlete with a concussion return to sport?

Physician Visit #1: from Appendix XIII

If NO CONCUSSION is determined by a doctor:

Using the ‘Request to Resume Interscholar Athletic Activities: Concussion Related Injuries Form’:

Doctor checks the box ‘**No Concussion - student may return to:**’ plus the other appropriate activity boxes and signs and dates the form.

Student returns the completed form to teacher/coach in order to be allowed to participate in interschool athletic activities.

Note: Teacher files the completed form from the doctor in student’s O.S.R.

If CONCUSSION is determined by a doctor:

Using the ‘Request to Resume Interscholar Athletic Activities: Concussion Related Injuries Form’:

Doctor checks the box ‘**Concussion - no activity until symptoms and signs have gone**’ and signs and dates the form.

Athlete returns the completed form to teacher/coach and if applicable to the Health and Physical Education teacher to be informed that the athlete is not to participate in vigorous activities until symptoms and signs are gone.

Form is returned to the athlete as this form is to be used for the parent permission and second doctor assessment.

The athlete and parents/guardians monitor symptoms and signs of a concussion. As part of this monitoring, ongoing communication must occur between the teacher and parent/guardian throughout Steps 1-4. It is very important that an athlete not do vigorous physical activity if he/she has any signs or symptoms. The 'return to play' process is gradual and must follow the steps as outlined below.

Note: Each step must take a minimum of one day. If symptoms or signs of the concussion return (e.g. headache, feeling nauseated) either with activity or later that day, the athlete needs to rest for 24 hours, and return to the previous step. An athlete should **never** return to play if symptoms persist.

Parent/Guardian Responsibility: from Appendix XIII

- **Step 1:** No activity, complete rest. Once the athlete is asymptomatic (concussion symptoms and signs have stopped), proceed to Step 2.
- **Step 2:** Light aerobic exercise, such as walking or stationary cycling, for 10-15 minutes, no resistance training. Using the 'Request to Resume Interscholar Athletic Activities: Concussion-Related Injuries Form', the parent/guardian signs and dates the form to give permission for the student to proceed to Step 3.

School Responsibility

- **Step 3:** Sport specific activities (e.g. skating in hockey, running in soccer) for 20-30 minutes. No resistance training or weight lifting.
- **Step 4:** On field/court/ice activity such as ball drills, shooting drills and other activities with NO CONTACT (e.g., no checking, no heading the ball). May add light resistance training and progress to heavier weights.

Teachers initial the form to indicate that the student has completed Steps 3 and 4.

Note: The time needed to progress from non-contact to contact exercise will vary with the severity of the concussion and the player. Proceed to Step 5 after second clearance by a doctor. **After Step 4, and before Step 5** (returning to full-contact training/practice), the athlete must return to the physician, for final approval to engage in full contact activity.

Physician Visit #2: from Appendix XIII

Doctor assesses that all symptoms and signs of a concussion are gone after Step 4:
Using the 'Request to Resume Interscholar Athletic Activities: Concussion-Related Injuries Form':

Doctor checks the box '**Concussion symptoms and signs have gone – athlete may return to:**' and checks the appropriate box and signs and dates the form.

The athlete brings the completed form to the teacher/coach and if applicable to the Health and Physical Education teacher. The teacher/coach allows the athlete to participate in contact activity progressing through Step 5 and Step 6:

School Responsibility

- **Step 5:** Full contact training/practice
- **Step 6:** Game play.

Note: Each step must take a minimum of one day.

If symptoms or signs of the concussion return (e.g. headache, feeling nauseated) either with the activity or later that day, the athlete needs to rest for 24 hours, and return to the previous step. An athlete should **never** return to play if symptoms persist.

Note: Teacher/coach files the completed form 'Request to Resume Athletic Participation: Concussion Related Injuries' from the doctor in student's O.S.R. If the teacher/coach is unsure if an athlete should play, remember... when in doubt, sit them out.

Second Impact Syndrome

Recent research indicates that “second impact syndrome” may occur when an athlete/student is injured and has a second concussion while he/she still has symptoms from a previous concussion. The second injury may initially appear to be very minor, but can have serious consequences and even be fatal. (Adapted from “Identification and management of children with sport-related concussion”, *Pediatrics & Child Health* 2006;11(7):420-428).

Concussion Management:

An athlete's safe return to physical activity after a concussion is enabled when the athlete and the parents/guardians are familiar with the symptoms and treatment. Summaries (appropriate hand-outs) of this information are available on the ThinkFirst website:

☐ Parent Information: <http://www.thinkfirst.ca/downloads/concussion/concussion-parent.pdf>

☐ Athlete Information: <http://www.thinkfirst.ca/downloads/concussion/concussion-informationathletes.pdf> or

☐ General Information: <http://www.thinkfirst.ca/downloads/concussion/Concussion%20Handout%20for%20Families%20and%20Caregivers.pdf>

A concussion is more successfully evaluated if the athlete completes a neuropsychological baseline evaluation prior to beginning the sport season. For more information about concussion and sample Sport Concussion Assessment Tools, see:

☐ ThinkFirst - <http://www.thinkfirst.ca/downloads/resources/SCAT-pg1.pdf>

☐ ImPACT Concussion Management for further information, contact: – www.impacttest.ca.

Concussions: Minimizing the Risk (from ThinkFirst):

Any time a player is involved in a contact sport, there is a chance of sustaining a concussion. Many concussions are not reported until after the practice or game. Therefore, it is important to take a preventative approach when dealing with concussions.

- Students need to be educated in the proper sport techniques (e.g., correct body checking in hockey)
- The rules of the sport need to be enforced.
- The principles of head-injury prevention (e.g., NO hits to the head) need to be implemented.
- Appropriate protective equipment needs to be worn and properly fitted.
- All protective equipment needs to be certified and well maintained.
- Athletes need to respect the rules of the game and practise fair play.

* Adapted from ThinkFirst – Concussion Education and Awareness Program

VIOLATIONS

AND

APPEALS

“Tell me and I forget, teach me and I remember, involve me and I learn.” Benjamin Franklin

VIOLATIONS AND APPEALS

a) *A team (or individual) formally accused of, or admitting to, violating any provision of the constitution will compete "on temporary probation" while an investigation is conducted by the Discipline Committee who shall decide on the appropriate action or penalty. This may include but is not limited to forfeiture of game(s), forfeiture of league points and/or elimination from further competition.*

b) *Appeal Procedures*

Any result of the application of this constitution may be appealed. That appeal shall be in writing from the Principal of a member school to the chair of the Discipline Committee, or from the student/parent to the designated supervisory officer (see Appendix IV).

c) *Appeals must be launched no later than sixty (60) school days following the conclusion of the sport schedule during which the matter under appeal occurred.*

d) *Appeal of Games*

If a school wants to appeal the results of a game then the school in question will notify the referee in charge of the game as well as the opposing school at the time of the alleged infraction.

The appealing school will ask the referee to note that the game is being played under appeal on the game sheet and note the time and reason for the appeal.

The Principal of the appealing school may inform the Chairperson of the Discipline Committee in writing of the decision to appeal the results of the game in question. The timelines for an appeal are such that a letter must be faxed to the Chairperson by 11:00 a.m. the next school day morning stating the reason(s) for the appeal. A meeting will be called at the discretion of the Chairperson of the Discipline Committee.

COACHING: GAME REPORT PROCEDURES:
(from previous Coaching Expectations Preamble)

- a) *In keeping with our Catholic Philosophy and coaches' expectations, if a situation occurs that a coach in our league is removed from a game by a referee, the following procedure will apply. The referee will write a report separate from the game sheet giving the reason for ejecting the coach. Copies will be given to the Convenor and the Principal of the school. The Principal shall speak to the coach on receipt of the report and determine the appropriate action.*
- b) *The coach may submit to the Convenor of the league a H.W.C.A.A. Coach's Game Report on the situation.*
- c) *If the same coach is ejected from another game during the same season (including playoffs, G.H.A.C., O.F.S.A.A., etc.), the coach will be suspended by the H.W.C.A.A. until reinstated by the H.W.C.A.A. Discipline Committee.*
- d) *The Discipline Committee may impose no penalty or impose a suspension. The Principal may appeal any decision to the H.W.C.A.A. Executive Committee.*

APPENDICES

“Sports ideally teach discipline and commitment. They challenge you and build character for everything you do in life.” Howie Long

HAMILTON-WENTWORTH

CATHOLIC

ATHLETIC

ASSOCIATION

“Good coaching is about leadership and instilling respect in your players.” John Wooden

APPENDIX I

HAMILTON-WENTWORTH CATHOLIC ATHLETIC ASSOCIATION

DUTIES OF THE EXECUTIVE SUB-COMMITTEE

SPECIFIC GUIDELINES

1. *Administer the policies of the H.W.C.A.A. as outlined in Constitution.*
2. *In June elect a chairman, establish dates and locations for meetings for the following year.*
3. *Approve final schedule, determine final schedule after considering all tentative schedules submitted by the Convenor.*
4. *Consider recommendations for changes to the H.W.C.A.A. playing regulations.*
5. *Determine number of official H.W.C.A.A. sports for the year (list for purposes of General Convenor).*
6. *Determine number of awards for each sport.*
7. *Establish ad hoc committees when necessary.*
8. *Recommend O.F.S.A.A. events and clinics which the General Convenor and other sports convenors should attend for the purpose of planning and organizing for hosting future O.F.S.A.A. events.*
9. General Duties:
 - Recommend play-off formats to the Executive Committee.*
 - Make recommendations to Principals.*
 - Rule on player disqualifications.*
 - Establish playoff rebate procedure.*
 - Set admission prices for playoffs.*
 - Make recommendations to the Executive Committee regarding changes to the Constitution.*

APPENDIX II

HAMILTON-WENTWORTH CATHOLIC ATHLETIC ASSOCIATION

DUTIES OF CHAIRPERSON, EXECUTIVE SUB-COMMITTEE

1. *Establish in June, in co-operation with the Executive Sub-Committee, a schedule of meetings for the coming school year.*
2. *Call special meetings of the committee when necessary.*
3. *Chair all committee meetings; the General Convenor shall act as secretary at all meetings.*
4. *Assist General Convenor in making up the agenda for meeting and send it out one week prior to the meeting.*
5. *Act as liaison with Executive Committee and Principals regarding the work of the Sub-Committee.*
6. *Correspond in matters relating to decisions of the Executive Sub-Committee when the need arises.*
7. *Consult when necessary with the Chairperson of the Executive Committee concerning interpretation of the rules with the H.W.C.A.A. Constitution.*
8. *Appoint a recording secretary to write minutes of meetings.*

APPENDIX III

HAMILTON-WENTWORTH CATHOLIC ATHLETIC ASSOCIATION

DUTIES OF THE GENERAL CONVENOR

1. Scheduling

The General Convenor shall schedule sports according to procedures outlined under "Sports Committees".

He/She shall also:

- *maintain current standings and be responsible for the distribution of standings to the Co-Instructional Heads;*
- *be responsible for referees, including payment of fees to referees;*
- *reschedule games when required. Final schedules can only be changed with the mutual approval of the Convenor and the Principals involved.*

Final schedules should include duties of home and visiting teams, special rules (rain, etc.), responsibility of teams for phoning in scores to the General Convenor and the media (include all media phone numbers and contact persons).

2. Facilities

The General Convenor shall:

- *reserve parks, rinks and other outside facilities;*
- *attend as many games as possible on rented facilities, especially at football events.*

3. Publicity

The General Convenor shall:

- *monitor publicity received by the H.W.C.A.A. league;*
- *publicize championship tournaments, playoff and championship games and other important events pertaining to the H.W.C.A.A.*

4. Correspondence

The General Convenor shall send all relevant correspondence to the Co-Instructional Heads who shall distribute the materials to the appropriate people;

The General Convenor or his/her secretary shall telephone any urgent messages to the

schools concerned so that travel by the General Convenor to schools will not be necessary.

5. Treasurer

The General Convenor shall:

- *submit for payment, bills with reference to referees, parks board etc.*

6. Awards

The General Convenor shall:

- *purchase medals and distribute medals according to the numbers outlined by the Executive Sub-Committee;*
- *collect the required monies for schools wishing to purchase extra awards;*
- *act as Chairperson of the Awards Committee.*

7. Meetings

The General Convenor shall:

- *send out agenda for sports Committee, Executive Sub-Committee and Awards Committee meetings at least ten days prior to the meetings;*
- *be responsible for the agenda for meetings of the three aforementioned committees;*

The agenda for Executive Sub-Committee meetings could include such topics as:

- *topics submitted by the Executive Committee or from any one of the Co-Instructional Heads;*
- *recommendations from Sports Committees;*
- *disqualifications and appeals; (The General Convenor shall research all disqualification and appeal procedures, citing records of precedents before the matter comes up at the Executive Sub-Committee meeting.);*
- *outstanding items of business from previous meetings;*
- *any items relating to the administration of the H.W.C.A.A.*

The General Convenor shall act as liaison to the Chairperson of the Executive Sub-Committee to finalize the agenda.

8. Files

The General Convenor shall maintain a file of player disqualifications. He/She shall also maintain files for all committees within the H.W.C.A.A.

9. General Duties

- *Act as liaison with the General Convenor of the Hamilton Secondary School Athletic Association, the Halton Region Athletic Association, the Chairperson of the Executive Sub-Committee, the Hamilton Parks Board, O.F.S.A.A., the media, etc.;*
- *Be responsible for the ordering, printing and distribution of H.W.C.A.A. athletic cards for all member schools;*
- *Explain the section of the Constitution which deals with player disqualification and make available to all referees written copies of this part of the Constitution and procedures to be followed by the referees;*
- *Be available in his/her office for information except on occasions when he/she is attending events on rented facilities.*

APPENDIX IV

HAMILTON-WENTWORTH CATHOLIC ATHLETIC ASSOCIATION

DECISION-MAKING BODIES AND APPEAL BODIES FOR VARIOUS CONSTITUTION APPLICATIONS

<u>BY-LAW</u>	<u>TOPIC</u>	<u>INITIAL DECISION</u>	<u>APPEAL</u>
I a)	Age	Constitution	- no appeal
I b)	Educational Qualifications	Constitution	- no appeal
I c) I	Transfers	Constitution	- S.O.
I c) ii	Boundary Exemptions	Constitution	- S.O.
I c) iii, iv	Two schools	Constitution	- Disc. Comm.
I d)	Limitations of Participation	Constitution	- no appeal
I e)	Drug Use	Constitution	- school principal
I f)	20% rule	Constitution	- Disc. Comm.
I i)	5 year rule	Constitution	- no appeal
II a)	Team Supervision	constitution/official	- Disc. Comm.
b)	Med. And Ins. Requirements	constitution/official	- Disc. Comm.
c)	Practices/Competitions	Constitution	- Disc. Comm.
d)	Equipment	Constitution	- Disc. Comm.
e)	Competitor Disqualifications	constitution/convenor	- Disc. Comm.
f)	Scouting & Filming	Constitution	- Disc. Comm.
g) h)	Ties. Game Results	Convenor	- Disc. Comm.
i)	Suspended Games	Disc. Comm.	- no appeal
j)	Play-off Venue/Uniforms	Convenor	- Disc. Comm.

APPENDIX V

HAMILTON-WENTWORTH CATHOLIC ATHLETIC ASSOCIATION

HAMILTON-WENTWORTH CATHOLIC ATHLETIC ASSOCIATION STUDENT ATHLETE INFORMATION AND PERMISSION FORM

NAME: _____ PHONE: _____
(Please print)
ADDRESS: _____ Postal Code _____
DATE OF BIRTH: _____

I, _____ hereby acknowledge that participation in (sport) _____ organized by the H.W.C.A.A. involves risk of injury, minor or serious, including permanent disability. These types of injury may result from my own actions, the actions or inactions of others, or a combination of both. I understand that the rules and regulations are designed for the safety and protection of participants and I hereby undertake to abide by these rules and regulations. I also understand that certain activities require a minimum level of fitness for safe protection. I consent to participate acknowledging all the foregoing risks. ALL TRANSFER STUDENTS ARE INELIGIBLE TO PARTICIPATE UNLESS APPROVED BY THE SUPERINTENDENT IN CHARGE OF ATHLETICS. LIST ALL SECONDARY SCHOOLS YOU HAVE ATTENDED IN THE PAST 2 YEARS.

EMERGENCY CONTACTS:

1. _____ Relationship _____
Name
2. _____ Relationship _____
Name

PRINT FIRST NAME OF PARENT/GUARDIAN _____

FAMILY PHYSICIAN: _____ PHONE: _____

ALLERGIES:

DRUG: _____
FOOD: _____
MEDICAL ALLERT?: _____

Are there any medical conditions that might affect the participation of the student in interscholastics?

Signature of Participant Date

Signature of Parent/Guardian Date

IT IS RECOMMENDED THAT ALL PARTICIPANTS HAVE A MEDICAL EXAMINATION PRIOR TO PARTICIPATING

Under the Municipal Freedom of Information and Protection of Privacy Act, 1989, information in forms and documents pertaining to a student registered/enrolled within the Hamilton-Wentworth Catholic District School Board is collected under the legal authority of the Education Act and its Regulations, and the Ontario Student Record (O.S.R.) Guideline, 1989. This information is being collected to ensure that the educational program which is provided meets your child's need.

APPENDIX VI

HAMILTON-WENTWORTH CATHOLIC ATHLETIC ASSOCIATION

PERMISSION TO RESUME PARTICIPATION AFTER INJURY

I, _____ have tested/examined
(physician's name)

_____ after an injury to _____
(athlete's name) (body part)

and acknowledge that he/she is/will be ready to resume participation

in _____ as of _____.
(name sport) (date)

COMMENTS:

This completed form must be returned to the coach by any athlete who has received an injury requiring medical attention before he/she may resume participation in that sport, it is the responsibility of the coach to enforce this policy for the safety of the athletes.

(date)

(Physician's Signature)

Under the Municipal Freedom of Information and Protection of Privacy Act, 1989, information in these forms and documents pertaining to a student registered/enrolled within The Hamilton-Wentworth Catholic District School Board is collected under the legal authority of Education Act and its Regulations, and the Ontario Student Record (O.S.R.) Guideline, 1989. This information is being collected to ensure that the educational program which is provided meets your child's needs.

APPENDIX VII

HAMILTON-WENTWORTH CATHOLIC ATHLETIC ASSOCIATION

SCHEDULED GAME CHANGE REQUEST FORM



Scheduled Game Change Request Form

Sport:

Midget

Junior

Senior

Name of head coach requesting the change		
Reason for requesting the game change.		
Teams playing.	1.	3.
	2.	4.
Original date & time of game.	Time	Date
New date & time of game.	Time	Date
Game Change	Approved	Denied
Signature A	Principal of the school <i>requesting</i> the change	Date Signed
Signature B	Principal of school <i>granting</i> the change	Date Signed

Note:

1. No changes will be made from coach to coach or co-instructional to co-instructional without approval!
2. Schools requesting the change must give all the information to their principal.
3. If the principal agrees on the change, the other principal involved must confirm it.
4. This form **must** be completed and faxed (905) 523-0454 to this office at least 48 hours in advance.
5. Changes will be accommodated only if both schools' involved can facilitate the change.

Normal games will not be changed for: (a) Coach Illness (b) Teaching night classes/taking courses

APPENDIX VIII

HWCAA Game Report

Name of Sport _____ **Date** _____

OFFICIAL'S REMARKS

Official's Signature _____

(Please print full name) _____

HOME COACH REMARKS

Coach's Signature _____

(Please print full name) _____

VISITING COACH REMARKS

Coach's Signature _____

(Please print full name) _____

APPENDIX IX

HAMILTON-WENTWORTH CATHOLIC ATHLETIC ASSOCIATION

DISQUALIFICATIONS MEMO

TO: *Tournament Convenors*

FROM: **Joanne Condello, H.W.C.A.A. Convenor**

Re: *Disqualifications*

_____ (school) is involved in your tournament on _____ (date). Under our constitution, we are required to inform you that, should a player be disqualified from a tournament game and, if you feel it was a serious enough offence that further disciplinary action from the H.W.C.A.A. is warranted, you must within 24 hours of completion of the tournament, notify us about the concern.

To do so, please fax a written report to me (905-523-0247).

If you have any other serious concerns about the team deportment by any of our member schools at your tournament, please notify me.



**Hamilton-Wentworth Catholic District School Board
Athletic Association Constitution**

Documentation Required to Support an Appeal

All transfer Appeal form applications must be supported by the required documentation in order for the H.W.C.D.S.B. Transfer Representative or Committee to render a decision. The documentation required to support an appeal are as follows:

Required Documentation Based on Reasons For Transfer
<ul style="list-style-type: none"> • Proof of Guardianship <ul style="list-style-type: none"> • birth certificate /parent documentation • court documentation (if applicable) • evidence of utility bill/lease agreement for a new residence • any other pertinent documents are necessary for the transfer
<ul style="list-style-type: none"> • Student’s timetable
<ul style="list-style-type: none"> • Student’s transcript and/or Credit Counseling Summary
<ul style="list-style-type: none"> • I. P.R.C. letter (if applicable)
<ul style="list-style-type: none"> • Letter(s) of explanation or support for the transfer
<p>Failure to follow Transfer Policy will result in referral to the Executive Association. Transfer abuses will be protested in writing to the Executive Association. All decisions should be included in the minutes of a regularly scheduled Executive Association meeting.</p>

APPENDIX X (Continued)
Hamilton-Wentworth Catholic Athletic Association
Application for Athletic Eligibility

Page 2 of 3



Date of Application			
	Month	Day	Year

Policy: Any student player who falsifies documentation or otherwise misleads school officials to establish athletic eligibility shall forfeit athletic eligibility in the H.W.C.A.A. for a minimum period of twelve months from the end of the season in which the infraction occurred.

(Please Print)

Student's Name				<input type="checkbox"/> F
				<input type="checkbox"/> M
	Last Name	First Name	Date of Birth	Sex
New School				
Previous School			Entry Date	
Other Previous Secondary Schools	1.	Years attended		
	2.	Years attended		
Why did you transfer to new school?				
Under which section are you applying for eligibility?	Circle one: (from Transfer Qualifications)			
	2a	2b(i)	2b(ii)	2c
	2d	2e		
	2f(i)	2f(ii)	2f(iii)	2f(iv)
	2f(v)			
Explanation (attach letter if desired)				
Academic Information				
1	Number of credits earned by September of the current school year →			[]
2	Number of credits enrolled in current school year →		SEM I	SEM 2
3	List courses which you require for post-secondary goals which are not offered at your previous school or any closer secondary schools			
4	Further Educational Goals:			
5	List any courses you require for post-secondary aspirations (provide documentation) but which are not offered at your previous or any closer secondary school:			



APPENDIX X (continued)

Athletic History

<p>List interscholastic sports you have played in the past twelve months. N.B. Proof must be provided from e-mail or a letter from the former school co-instructional Head or administration.</p>	Sport	Last Month/Date of Participation	School ▼	
	1.		School →	
			Phys. Ed. Head →	
			School Phone (905)	Fax (905)
	2.		School →	
			Phys. Ed. Head →	
			School Phone (905)	Fax (905)
	3.		School →	
			Phys. Ed. Head →	
		School Phone (905)	Fax (905)	

Residency

Bona Fide residency implies that you live in a dwelling on a full-time basis not just visit the premises regularly.

1. What is your new address?				
	No.	Street	City	Postal Code Phone No.
2. Date move/moving to that address.				
3. Is this intended to be your permanent address?	Yes <input type="checkbox"/>	No <input type="checkbox"/>		
	<i>Legal documentation must be provided (e.g. lease, property, ownership, driver's license, telephone bill etc.) to support evidence of a new address.</i>			
4. Do you live within the established boundaries of your new school?	Yes <input type="checkbox"/>	No <input type="checkbox"/>		
5. Do you reside with your parents / guardians?	Yes <input type="checkbox"/>	No <input type="checkbox"/>		
	Name of parents/guardians			

I believe that all of the above statements are accurate.

Signatures				
	Student Applicant	Parent/Guardian	Parent/Guardian	Date

Signatures			
	Principal's Signature	Co-instructional Head	Date

APPENDIX XI

HAMILTON-WENTWORTH CATHOLIC ATHLETIC ASSOCIATION

Transfer Qualifications:

1. No school shall include in its line-up any student who has been registered as a transfer from another school within the previous twelve months.
2. A student or his/her representative may apply to the designated Superintendent in charge of athletics to be deemed eligible to participate in H.W.C.A.A. sports on the grounds that:
 - a) there has been an accompanying change in permanent residence by the student in his/her immediate family to be the designated school from any system (public, Catholic, or independent) according to the School Board boundaries (or is the closest school in the student's choice of school system to the student home if no school boundaries exist). (Immediate family is the parent(s) or the student's legal guardian as determined by a court of competent jurisdiction.)

When a student comes from outside the country of Canada he/she should be treated as an open access student and he/she is allowed to attend and participate in a school of his/her choice. That school becomes the designated home school.

- b)
 - i) the student did not participate in any sports at the interschool level for twelve months prior to the date of transfer;
 - ii) the student accepts his/her ineligibility under the Transfer Policy, but requests eligibility for the sports he/she did not participate in at the interschool level for the twelve months prior to the date of transfer or one full interscholastic season after his/her last participation in that sport, whichever occurs first.
- c) the student has transferred from a non-semestered school to a semestered for Semester 1 and is either within one (1) semester of graduation or within four (4) credit requirements for university admission. The purpose of such a transfer is to complete high school in one semester. Such a student is eligible for Semester 1 only and will be ineligible for twelve (12) months after the conclusion of the semester;
- d) the student has been placed in a school by (i) an I.P.R.C. (Identification, Placement and Review Committee) decision; or (ii) a court order. The appeal committee shall require and receive a letter from the principal of the school from which the student has transferred, stating the reason for the placement of the student by I.P.R.C., or a copy of the court order placing a student in the new school, whichever is applicable.
- e) the student has transferred for major academic program needs. Major academic program needs are defined as a series of related courses is unattainable at the previous school and which is required to reach a specific post-secondary goal (i.e. college or university entrance, employment, apprenticeship).
- f) the student:
 - i. has transferred prior to their grade 10 year for exceptional personal, social or academic reasons; documentation detailing these exceptional reasons must accompany that appeal.
 - ii. has changed residence to live with a custodial parent (see p. 23, definition f.(ii), section 3 "Transfer Qualifications") or to live with a new court-appointed legal guardian for exceptional reasons. Documentation showing that there was just cause for the move must accompany the appeal.
 - iii. has transferred to remove himself/herself from an abusive home or school environment. Documentation detailing the abusive situation shall be provided by the applicant from the sending school, psychologists, social worker, medical doctor or police, as the case may be (All documentation will be reviewed by respecting confidentiality).

- iv. has been forced to leave an independent school specifically due to financial hardship. The appeal must include the following information: **documentation** confirming change in tuition fees; documentation regarding family requests for bursary assistance to meet financial hardships; documentation regarding significant changes in the financial situation of the family; and, confirmation that the student will be attending the designated school in their home catchment area.

- v. Failed Intervention Strategies: The student who has transferred (or is considering transferring) experienced educational and/or social difficulties that have clearly been documented on the student's scholastic record and, in the opinion of school administration, it is in the best interest of the student to transfer school as a direct result of the failure of the intervention strategies put in place by the school to deal with the situation. The transfer must be approved by the receiving and sending school principals and both schools' athletic coordinators or heads of physical education. The student should apply prior to the actual transfer of schools if possible.

Notwithstanding any of the above, no student may play the same sport for more than one school in the same League or municipality in the same school year unless the student is ruled eligible by the Superintendent in charge of athletics.



Appendix XIII

Request to Resume Athletic Participation - Concussion Related Injuries. If an athlete has been/is suspected of having a concussion, a physician must sign this form.

Athlete's Name: _____

The athlete must complete the following 2 visits with the physician and follow physician's instructions below:

Physician Visit #1

No concussion – athlete may return to:

- regular physical education class activities
- intramural activities/clubs
- interschool sport activities.

Physician signature: _____

Date: _____

Comments:

OR

Concussion - no activity until symptoms and signs have gone

Physician signature: _____

Date: _____

Comments:

Note: This form must be returned to an administrator or designate, and a procedure must be established to inform all relevant personnel (teacher of Health and Physical Education, coach of interschool team, intramural supervisor, etc.) and to provide each with a copy of this form.

APPENDIX XIII (continued)

When a concussion is diagnosed, the athlete and parents/guardians monitor symptoms and signs of a concussion.

- As a part of this monitoring, ongoing communication must occur between the teacher and parent/guardian throughout Steps 1-4.
- It is very important that an athlete not do any physical activity if he/she has any signs or symptoms.
- The 'return to play' process is gradual and must follow the steps as outlined below.
- Note: Each step must take a minimum of one day .
- If symptoms or signs of the concussion return (e.g.headache, feeling nauseated) either with activity or later that day, the athlete needs to rest for 24 hours, and return to the previous step.
- An athlete should never return to play if symptoms persist.

The athlete may not participate in any interschool team activities until Step 1 and Step 2 have been completed.

Prior to beginning Step 3, the parent/guardian signature is required.

Parent/Guardian Responsibility:

- Step 1: No activity, complete rest. Once the athlete is asymptomatic (concussion symptoms and signs have stopped) proceed to Step 2.
- Step 2: Light aerobic exercise, such as walking or stationary cycling, for 10-15 minutes, no resistance training.

In signing below, I give permission for my son/daughter to proceed to Step 3 and participate in interschool team activities as described.

Parent/Guardian Signature: _____ Date: _____

School Responsibility:

- Step 3: Sport-specific exercise (e.g., running in soccer, ball drills, shooting drills) for 20-30 minutes. No resistance/weight training.
- Step 4: On field/court/ice activity such as ball drills, shooting drills and other activities with NO CONTACT (e.g., no checking, no heading the ball.) May add light resistance training and progress to heavier weights.

The teacher's initials indicate that the athlete has completed Steps 3 and 4. _____
Return form to student. (teacher's initial here)

Parent/Guardian Responsibility

Note: After Step 4 and before Step 5 (return to full contact training practice), the athlete must return to the physician for final approval to engage in full contact activity (see next page). The time needed to progress from "on field/court/ice activity" to "full contact training practice" will vary with the severity of the concussion and the athlete.

Physician Visit #2

Concussion symptoms and signs have gone – the athlete may return to:

- regular physical education class activities;
- intramural activities/clubs;
- interschool sport activities.

Physician signature: _____

Date: _____

Comments:

The teacher/coach allows the athlete to participate in contact activity progressing through Step 5 and Step 6:

- **Step 5: Full contact training/practice.**
- **Step 6: Game play.**

Note: This form must be returned to the coach and, if applicable, to the Health and Physical Education teacher and intramural supervisor. The teacher/coach files this form in the athlete's O.S.R.

**GOLDEN
HORSESHOE
ATHLETIC
CONFERENCE**

CONSTITUTION

REVISED: JUNE 2011

"Doing your best is more important than being the best." Shannon Miller

Appendix XIV

GOLDEN HORSESHOE ATHLETIC CONFERENCE:

ARTICLE I: NAME

The name of this organization shall be known as the Golden Horseshoe Athletic Conference, hereafter called G.H.A.C. or the Conference.

ARTICLE II: AIMS AND OBJECTIVES

SECTION I – AIMS

The aim of this Conference shall be to make the fullest possible contribution to the health, happiness and physical welfare of the High School student by sponsoring well organized and properly supervised athletic activities.

SECTION II – OBJECTIVES

- i) To provide a forum for the exchange of ideas between Member Associations of the Conference with respect to athletic competition, tournaments or clinics.
- ii) To organize and conduct competition for the selection of Golden Horseshoe Athletic Conference representatives to the Ontario Federation of School Athletic Associations regional eliminations and/or Championships.
- iii) To organize and conduct from time to time, other athletic competitions, tournaments or clinics, as sanctioned by the Golden Horseshoe Athletic Conference Executive Council.
- iv) To organize and conduct Ontario Federation of School Athletic Associations Championships awarded to the Golden Horseshoe Athletic Conference.
- v) To provide representatives to the Ontario Federation of School Athletic Associations Legislative Council, Board of Directors and Standing Committees.

ARTICLE III: MEMBERSHIP

SECTION I

Membership of the Golden Horseshoe Athletic Conference shall be composed of the Hamilton-Wentworth Catholic Athletic Association (H.W.C.A.A.) representing the secondary schools under the jurisdiction of the Hamilton-Wentworth Catholic District School Board; and the Halton Secondary School Athletic Association (H.S.S.A.A.) representing the secondary schools under the jurisdiction of the Halton District School Board and the Halton Catholic District School Board.

Independent Secondary Schools and French Language Secondary Schools are eligible for competition and Ontario Federation of School Athletic Associations selection opportunities, provide they are members in good standing of one of the Conference Member Associations.

SECTION II

The Member Associations of the Golden Horseshoe Athletic Conference agree to abide by all Articles of the Constitution as well as all accepted rules and regulations governing athletic competition within the Conference.

ARTICLE IV: EXECUTIVE COUNCIL

SECTION I - REPRESENTATION

The affairs of the Golden Horseshoe Athletic Conference shall be managed by an Executive Council composed of eight (8) representatives. Four (4) members of the Executive Council shall represent the Hamilton-Wentworth Catholic Athletic Association and the other four (4) members of the Executive Council shall represent the Halton Secondary School Athletic Association.

SECTION II – EXECUTIVE OFFICERS

Golden Horseshoe Athletic Conference Executive Council Members shall serve to fill the following positions as Executive Officers, as determined by the Council:

- i) President
- ii) Vice-President
- iii) Secretary-Treasurer
- iv) Committee for Girls Activities Representative
- v) Committee for Boys Activities Representative
- vi) Principal's Representative

SECTION III – TERM OF OFFICE

The office of President of the G.H.A.C. Council shall be assumed on a yearly basis, by a Council Representative from one of the two Member Associations on a rotating basis, as outlined in Appendix III of the G.H.A.C. Constitution.

A Council Representative from the Member Association not represented by the current G.H.A.C. President shall assume the office of Vice-President of the G.H.A.C. Council on a yearly basis.

The term of office of Secretary-Treasurer of the G.H.A.C. Council shall be for an unspecified period of time, subject to agreement by the representatives of the Council.

The term of office of the Committee for Girls Activities Representative shall be for an unspecified period of time, subject to agreement by the representatives of the Council.

The term of office of the Committee for Boys Activities Representative shall be for an unspecified period of time, subject to agreement by the representatives of the Council.

The term of office of Principal's Association Representative shall be for an unspecified period of time, subject to agreement by the representatives of the Council.

SECTION IV – DUTIES OF OFFICERS

PRESIDENT: The President of the Golden Horseshoe Athletic Conference shall preside at all meetings of the Council. The President shall represent the Conference at the Ontario Federation of School Athletic Associations Annual General Meeting. The G.H.A.C. President shall have the authority to inquire into any matter pertaining to the affairs of the Conference and may ask any representative to attend any meeting. The President shall sign all By-Laws and Membership Certificates and have other powers and duties from time to time as prescribed by the Golden Horseshoe Athletic Conference Council.

VICE-PRESIDENT: The Vice-President of the Golden Horseshoe Athletic Conference may assume any of the duties of the President when that officer is unable to act or prefers not to act due to conflict of interest. The Vice-President shall also perform other duties from time to time as prescribed by the Golden Horseshoe Athletic Conference Council.

SECRETARY-TREASURER: The Secretary-Treasurer of the Golden Horseshoe Athletic Conference shall provide notice to all Executive Council Members of scheduled meetings and the business due to be considered at such meetings. The Secretary-Treasurer shall keep an accurate record of the proceedings of the Council and provide each Council Member with a copy of the minutes of all meetings. The Secretary-Treasurer shall keep an accurate account of all receipts and disbursements of the Conference and provide a statement of the financial position of the Conference at each meeting of the Council. The statement shall include copies of current Bank Statements, a list of all receipts and expenditures and copies of Convenor's Competition Financial Reports. The Secretary-Treasurer shall provide each year at the September Council Meeting, a proposed budget for the upcoming year. The Secretary-Treasurer shall also perform other duties from time to time as prescribed by the Golden Horseshoe Athletic Conference Council.

GIRLS ACTIVITIES REPRESENTATIVE: The Girls Activities Representative of the Golden Horseshoe Athletic Conference shall serve as a member of the Ontario Federation of School Athletic Associations Standing Committee on Girls Activities or other identified O.F.S.A.A. Committees and as such, represent the Conference at all scheduled meetings. After each O.F.S.A.A. Meeting, the Girls Activities Representative shall report the results to all G.H.A.C. Council Members. Prior to such scheduled meetings, the Girls Activities Representative shall seek input from the G.H.A.C. Council regarding issues or matters to be discussed at such O.F.S.A.A. Meetings. The Girls Activities Representative may also perform other duties from time to time as prescribed by the Golden Horseshoe Athletic Conference Council.

BOYS ACTIVITIES REPRESENTATIVE: The Boys Activities Representative of the Golden Horseshoe Athletic Conference shall serve as a member of the Ontario Federation of School Athletic Associations Standing Committee on Boys Activities or other identified O.F.S.A.A. Committees and as such, represent the Conference at all scheduled meetings. After each O.F.S.A.A. Meeting, the Boys Activities Representative shall report the results to all G.H.A.C. Council Members. Prior to such scheduled meetings, the Boys Activities Representative shall seek input from the G.H.A.C. Council regarding issues or matters to be discussed at such O.F.S.A.A. Meetings. The Boys Activities Representative may also perform other duties from time to time as prescribed by the Golden Horseshoe Athletic Conference Council.

PRINCIPAL'S REPRESENTATIVE: The Principal's Representative shall represent the Conference at the Ontario Federation of School Athletic Associations Annual General Meeting. The Principal's Representative shall also perform other duties from time to time as prescribed by the Golden Horseshoe Athletic Conference Council.

SECTION V – ORGANIZATIONAL STRUCTURE

For the purposes of equal representation and the equitable sharing of responsibilities within the

Conference, the offices of Girls Activities Representative, Boys Activities Representative and Principal's Representative shall be held by a G.H.A.C. Council Member from each of the Member Associations as determined by the Council.

ARTICLE V: CONFERENCE CONVENORSHIPS

SECTION I – ATHLETIC CONVENORS

Each Member Association shall provide a Convenor responsible for the organizing and administering of one of the following three (3) athletic classifications of activities:

- i) Girls Activities
- ii) Boys Activities
- iii) Co-Ed Activities (Shared Responsibilities)

The Athletic Convenor shall be responsible for organizing all aspects of a G.H.A.C. or O.F.S.A.A. Qualifying event.

The convenorship of activities shall rotate each year so that every two years, the Athletic Convenors will have acted as Convenor for each of the Girls and Boys classifications of activities. Co-Ed activity responsibilities will be shared each year by mutual agreement of the Athletic Convenors.

The specific area of responsibility of the Athletic Convenors shall be conveyed each year to O.F.S.A.A., prior to the start of a new school year.

ARTICLE VI: MEETINGS

SECTION I – GENERAL MEETINGS

The G.H.A.C. Executive Council shall convene a minimum of four (4) times per school year, with September, December, March and June as suggested dates and/or to coincide prior to scheduled O.F.S.A.A. Board Meetings – and on other occasions as deemed necessary by the President or Vice-President.

SECTION II – ANNUAL MEETING

The Annual Meeting of the G.H.A.C. Council shall be held each year at a time, place and date as determined by the Council, for the purpose of:

- i) Hearing and receiving the reports and statements as required and provided for by Council Members;
- ii) Electing or appointing such Executive Officers or other Council Members as are to be elected or appointed at such a meeting;
- iii) Presenting financial statements and the report of the auditors, as appointed by the G.H.A.C. Council;
- iv) Transacting any other business of the Council as properly brought before the meeting without notice.

SECTION III – QUORUM

A quorum for the transaction of business at meetings of the G.H.A.C. Council shall be a minimum of four (4) Council Members, consisting of at least two (2) members from each of the two (2) Member Associations.

SECTION IV – VOTING

Transacting Conference affairs and business shall be determined by consensus of the Member Associations. However, where consensus is unattainable, each Council Member shall be accorded a vote. The President of the Conference as Chair, shall be accorded an additional voting power in such circumstances as required to break a tied vote.

ARTICLE VII: FINANCES

SECTION I

Responsibility for the disbursement of funds shall be that of the Conference Secretary-Treasurer.

SECTION II – BANKING FACILITY

The G.H.A.C. Council shall establish and maintain a bank account and designate a signatory from each Member Association. The account shall be used to fund:

- i) Operating expenses of the G.H.A.C. Council
- ii) G.H.A.C. and/or O.F.S.A.A. qualifying competitions
- iii) Other expenditures as prescribed by the G.H.A.C. Council

SECTION III – ADMISSION CHARGES

For G.H.A.C. competitions or events, an admission charge may be set by the respective Athletic Convenors with a maximum charge of \$2.00 per student and \$5.00 per adult, unless otherwise prescribed by the G.H.A.C. Council. This admission charge will be limited to football, basketball, and hockey.

SECTION IV – ENTRY FEES

- i) For team sports, an entry fee shall be charged each team as listed in Appendix I, to defray the operating costs of competition events. In addition to the entry fees, participating teams will be responsible for paying half of the cost of the GHAC game. Any ticket monies derived from charging admission of these games may be used for paying the costs (eg. facility rentals, referees, EMS, security personnel, ticket takers, parking attendants, score-keepers and miscellaneous items) and the remainder of money may be kept by the school(s). Competition event losses shall be paid for by the G.H.A.C. Treasury. The entry fee levied shall cover facility rental costs, officiating, medical and security personnel (where applicable).
- ii) For individual sports, an entry fee shall be levied for each competing athlete, payable by a school cheque on the day of the competition. Any excess funds remaining after all expenses are paid, shall be distributed to the G.H.A.C. Treasury. Any shortfalls shall be paid for by the G.H.A.C. Treasury.
- iii) O.F.S.A.A. or Regional Entry Fees for team sports shall be paid for by each G.H.A.C. Member School competing at the applicable O.F.S.A.A. Championship.
- iv) O.F.S.A.A. or Regional Entry Fees for individual sports will be paid on behalf of Member School athletes by the G.H.A.C. Competition Convenor or G.H.A.C. Treasurer, upon submission of a list of O.F.S.A.A. entrants to include full name, school name and total cost summary per school. The G.H.A.C. Treasurer shall invoice either or both Member Associations through the Convenors, for their own respective Association's share of the total fees originally paid. The Convenors shall in turn, invoice each of their own member schools as required.

SECTION V – EXCESS FUNDS DISBURSEMENT

All remaining funds after expenses, from G.H.A.C. competitions and/or O.F.S.A.A. qualifying competitions, shall be divided as follows:

- i) 50% payable to G.H.A.C.

SECTION VI – MEMBERSHIP FEES

Each Member Association of the Golden Horseshoe Athletic Conference shall provide an annual membership fee or an amount as prescribed by the G.H.A.C. Council as being representative of an annual membership fee. Effective September 1998, the H.S.S.A.A.'s annual fee shall be \$400.00 and the H.W.C.A.A.'s annual fee shall be \$200.00, payable by the end of October each school year.

SECTION VII – COMPETITION FINANCIAL REPORTS

A financial report shall be submitted within 10 days of the event, and tabled at the first regularly scheduled Council meeting following the conclusion of applicable G.H.A.C. competitions, to include date and time, participating schools, facility location, event costs and profits and/or losses. The responsibility for compliance will rest with the convening Member Association.

ARTICLE VIII: PLAYING REGULATIONS

All G.H.A.C. competitions shall be conducted in accordance with the G.H.A.C. Playing Regulations

for that sport. If and/or where issues arise not covered by G.H.A.C. Playing Regulations, G.H.A.C. shall defer to the O.F.S.A.A. Playing Regulations of that sport for clarification and/or decision. Any changes to G.H.A.C. Playing Regulations are subject to the approval of the G.H.A.C. Executive Council.

ARTICLE IX: O.F.S.A.A. CHAMPIONSHIPS

SECTION I – APPLICATION TO HOST

An individual or group representing the Golden Horseshoe Athletic Conference may apply to O.F.S.A.A. to host a Championship. The individual or group must be from one or more of the Conference Member Associations and must apply for the Championship through either the Representative for Boys or Girls Activities. A copy of the proposal to host an O.F.S.A.A. Championship must be presented to the Council at a regularly scheduled meeting. The G.H.A.C. Council reserves the right to reject any proposal to host an O.F.S.A.A. Championship for insufficient or lack of information, compliance with O.F.S.A.A. Rules and Regulations or other applicable rationale as determined by the Council.

SECTION II – FINANCES

All expenses, revenues, profits and/or losses incurred from convening an O.F.S.A.A. Championship shall be the responsibility of the Championship Convenor and/or his or her organizing committee and the Member Associations represented by that committee.

Should a profit remain at the conclusion of a G.H.A.C. hosted O.F.S.A.A. Championship, funds shall be disbursed as follows:

- i) 50% of Net Profit is payable to O.F.S.A.A.
- ii) 10% of Net Profit is payable to G.H.A.C.
- iii) 40% of Net Profit may be retained by the Organizing Committee

Each organizing committee shall be accorded an opportunity to direct available championship profits for a specific project or use within the Conference. A proposal for the disbursement of organizing committee profits shall be presented to the G.H.A.C. Council within twelve (12) months of the conclusion of the Championship in question. If no proposal is forthcoming within the twelve-month period, organizing committee profits are due and payable to G.H.A.C.

ARTICLE X: COUNCIL COMMITTEES

SECTION I – TRANSFER COMMITTEE

Each Member Association shall provide a representative who shall act as a member of the Conference Transfer Committee and as such, process and rule on the athletic eligibility of all students who have transferred into Association Member Schools or who have transferred between Association Member Schools within the Conference.

SECTION II – BOARD OF REFERENCE

Each Member Association shall provide two (2) representatives who shall act as members of the Conference Board of Reference and as such, shall investigate and rule on all matters of protest brought to its' attention involving G.H.A.C. Competition. (See Article XIII for further information)

SECTION III – OTHER COMMITTEES

The G.H.A.C. Council may from time to time, establish a committee or committees for specific purposes. In every case, each Member Association of the Conference shall be represented on such committees.

ARTICLE XI: ELIGIBILITY

SECTION I – GENERAL REGULATIONS

For all G.H.A.C. competition or O.F.S.A.A. qualifying competition, participating students must comply with O.F.S.A.A. eligibility By-Laws and the Federation Transfer Policy.

ARTICLE XII: COMPETITIVE STRUCTURE

SECTION I – COMPETITION

All G.H.A.C. and/or O.F.S.A.A. qualifying competition shall be structured in accordance with the Golden Horseshoe Athletic Conference Constitution, hereafter described in Appendix II of these By-Laws.

Golden Horseshoe Athletic Conference competition shall be held at an appropriate site as determined by the Convenors. Should both conference competition entries be from the same Member Association, the site for the competition shall be located within the boundaries of that Association. G.H.A.C. competition events shall be scheduled at the beginning of each season, at a time that minimizes the loss of instructional time. No change of date or time will occur without the consent of both Principals of the competing schools and the competition Convenor. A team that forfeits a G.H.A.C. playoff game will forfeit the right to advance to O.F.S.A.A.

SECTION II – REPRESENTATION

In the event that only one of the Member Associations sponsors a team(s) in an activity, that Association's designated team shall represent the Conference at O.F.S.A.A. Championships until such time as the other Member Association sponsors team(s) in league play.

ARTICLE XIII: G.H.A.C. SANCTIONING AND BOARD OF REFERENCE

SECTION I

GHAC Sanctioning – Committee Members

The Sanctioning Committee shall consist of the GHAC Vice President and the Athletic Convenors from HWCAA and HSSAA.

Any action whereby a team, individual coach or school knowingly or unknowingly violates any by-law, or the spirit, of the GHAC constitution will be immediately referred to the GHAC Sanctioning Committee for review. Upon review, the following sanctions

may include but are not limited to:

- 1. Immediate forfeiture of game/competition (previous or next) by the offending school/team.**
- 2. Immediate suspension of the offending individual/player from further GHAC competition.**
- 3. Suspension of the offending coach for a period to be determined.**
- 4. Probation of the offending school/team/coach for a period to be determined.**

Any costs incurred by GHAC due to the forfeiture of the game(s) etc. will be the financial responsibility of the offending school.

The offending/sanctioned school can appeal the sanction through application to the GHAC Board of Reference as outline in Article XIII.

Please note: The report of the violation must be made in writing to either Athletic Convenor (HWCAA or HSSAA) by the Principal or Physical Education/Co-Instructional Department Head of a GHAC member school.

SECTION II

The G.H.A.C. Board of Reference shall consider and deal with all matters of policy and principle brought before it, affecting the Conference, it's Member Associations and it's competition programs.

SECTION III

The G.H.A.C. Board of Reference shall consist of two (2) members of each of the G.H.A.C. Member Associations, unless otherwise prescribed by the Council. If any member of the G.H.A.C. Board of Reference is directly involved with an issue in question or cannot attend a Board of Reference Meeting, said member will attempt to appoint an impartial proxy from a neutral school, within his/her Member Association.

SECTION IV

The Chairperson for a G.H.A.C. Board of Reference Meeting will be the President of the G.H.A.C. Council. In the event that the President cannot act, the Vice-President of the G.H.A.C. Council will assume the Chair. If the Vice-President cannot act, the President of the G.H.A.C. Council shall appoint the Chair. No proxy shall be responsible for chairing a Board of Reference Meeting.

SECTION V

A bond of \$100.00 and a written description of the matter in question are to be forwarded to the Conference Secretary-Treasurer by the school requesting the Board of Reference, within two full school days following the incident in question. The G.H.A.C. Board of Reference will meet within five school days after any matter has been brought to its attention.

SECTION VI

Procedures to be followed by the Board of Reference are:

1. The G.H.A.C. Secretary-Treasurer shall immediately inform the Principals of the Schools involved that sanctions may be imposed by G.H.A.C.
2. The Secretary-Treasurer, in consultation with the Chairperson of the Board, shall designate the date, location and starting time of a Board of Reference.
3. The Board may initially meet in camera to review all pertinent written material (written protest, game report, applicable sections of the Constitution).
4. The Board will hear submissions and evidence by the parties involved.
5. All matters discussed in a Board of Reference will remain in camera and only the final decision and rationale will be made public.

SECTION VII

Each Board of Reference Member shall have one vote at any regularly called meeting. Voting by each Board of Reference Member shall be by secret ballot. The Chairperson of the Board of Reference shall only vote in the case of a tied vote.

SECTION VIII

The decision of the Board of Reference shall be reported directly to the individuals involved by the Chairperson of the Board, with written confirmation provided.

ARTICLE XIV: ROTATION AGREEMENTS

SECTION I – CONFERENCE AWARDS

The order of rotation of recipient of annual award(s) provided to Conference individuals such as the "Pete Beach Award" shall be in accordance with the Golden Horseshoe Athletic Conference Constitution, hereafter described in Appendix III of these By-Laws.

SECTION II – PRESIDENCY OF THE G.H.A.C. COUNCIL

The order of rotation of the office of President of the G.H.A.C. Council shall be in accordance with the Golden Horseshoe Athletic Conference Constitution, hereafter described in Appendix III of these By-Laws.

SECTION III – ROTATION OF CONVENORS

The order of rotation of the convenorship of activities within the Conference shall be in accordance with the Golden Horseshoe Athletic Conference Constitution, hereafter described in Appendix III of these By-Laws.

SECTION IV – ROTATION OF CYCLE YEARS

The order of rotation of the cycle years as outlined within Appendix II (Competitive Structure), shall be in accordance with the Golden Horseshoe Athletic Conference Constitution, hereafter described in Appendix III of these By-Laws.

GOLDEN HORSESHOE ATHLETIC CONFERENCE

APPENDIX XV – ENTRY FEES

G.H.A.C. Entry Fees:

Due to escalating costs, G.H.A.C. has implemented the following entry fees to be paid by participating teams in G.H.A.C. events. Each participating school team will be charged a \$100 entry fee. These fees will be applied to the revenue side of all G.H.A.C. Financial Reports.

In addition, each participating school will be billed for half of the costs of arranging a game. Game costs include but are not limited to: facility rentals, security, EMS, referees, ticket takers, parking attendant, score-keepers and any miscellaneous items. Schools participating in GHAC games (Semi finals and finals) will be allowed to use monies derived from ticket sales to cover costs of the GHAC game and keep whatever is left over.

Basketball (Boys/Girls)	\$100 / team
Volleyball (Boys/Girls)	\$100 / team
Field Hockey	\$100 / team
Football	\$100 / team
Hockey (Boys)	\$100 / team
Hockey (Girls)	\$100 / team
Soccer (Boys/Girls)	\$100 / team
Baseball	\$100 / team

GOLDEN HORSESHOE ATHLETIC CONFERENCE

APPENDIX XVI – COMPETITIVE STRUCTURE

Effective the 2004/2005 School Year, the competitive structure for Conference (G.H.A.C.) Championships and/or recognized O.F.S.A.A. Qualifying Competition shall be as follows:

DESIGNATED "AAAA" COMPETITION:

(Boys & Girls Basketball, Boys & Girls Soccer, Boys & Girls Volleyball)

- For those team sport activities designated as strictly and only "AAAA" in demographic configuration, the H.S.S.A.A. Team Champion shall play off against the H.W.C.A.A. Team Champion. The site location for the competition will be approved by Convenors and will alter each year in accordance with gender hosting responsibilities of each of the two (2) member Associations.
- Whenever the Conference (G.H.A.C.) is granted a second entry, due to G.H.A.C. jointly hosting or past performance, each member Association Team Champion and Team Finalist shall play off in separate Semi-Finals within the Conference as follows:

H.W.C.A.A. Finalist @ H.S.S.A.A. Champion – Game #1

H.S.S.A.A. Finalist @ H.W.C.A.A. Champion – Game #2

Winner of Games #1 & #2 – Game #3 (G.H.A.C. CHAMPIONSHIP)

@ Host Convenor with both teams advancing to the O.F.S.A.A. Championship

If the second entry is due to one Member Association hosting, that Member Association's Champion shall receive the (Host) entry and the other entry (Conference) shall be determined in competition with the Finalist team from the Hosting Association playing the other Association's Team Champions for the second entry. This game will be considered the G.H.A.C. Championship unless the Host Entry challenges the winner of the qualifying game for the G.H.A.C. Championship by stating its intention to do so immediately after winning its Association Championship.

DESIGNATED "AAA/AAAA" COMPETITION: (Boys Hockey, Boys Rugby, Girls Hockey)

- For those team sport activities designated as "AAA/AAAA" combined in demographic configuration.

Year 1 and 3:

Semi Final: H.S.S.A.A. #2 @ H.W.C.A.A. #1

Championship: Winner of above vs. H.S.S.A.A. #1 @ Host Convenor

Year 2:

Championship: H.S.S.A.A. #1 vs. H.W.C.A.A. #1 @ Host Convenor

- Whenever the Conference (G.H.A.C.) is granted a second entry due to G.H.A.C. jointly hosting or past performance.

Year 1 and 3:

¼ Finals: Game 1 H.S.S.A.A. #3 @ H.S.S.A.A. #2
 Game 2 H.S.S.A.A. #4 @ H.W.C.A.A. #2

Semi Finals: Game 3 Winner Game 1 @ H.W.C.A.A. #1
 Game 4 Winner Game 2 @ H.S.S.A.A. #1

Championship: Winner of Game 3 vs. Game 4 @ Host Convenor with both teams advancing to O.F.S.A.A..

Suggested timelines:	¼ Finals:	Monday or Tuesday
	Semi-Finals:	Wednesday or Thursday
	Championship:	Friday or Saturday

Year 2:

H.W.C.A.A. Finalist @ H.S.S.A.A. Champion Game #1
 H.S.S.A.A. Finalist @ H.W.C.A.A. Champion Game #2

Winner of Games 1 & 2 – Game 3 (G.H.A.C. Championship - @ Host Convenor with both teams advancing to O.F.S.A.A.)

If the second entry is due to one Association hosting they shall get the automatic (Host) entry and the other entry shall be determined by a game between the host Association’s Finalist and the other Association Champion. This game will be considered the G.H.A.C. Championship unless the host entry challenges the winner of the qualifying game for the G.H.A.C. Championship by stating its intention to do so immediately after winning its association championship.

DESIGNATED “AAA” COMPETITION: (Boys Basketball, Girls Basketball, Boys Soccer, Girls Soccer, Boys Volleyball, Girls Volleyball, Girls Field Hockey).

- The H.S.S.A.A. shall provide representative school teams, unless otherwise notified, to applicable O.F.S.A.A. Qualifying Competition and/or O.F.S.A.A. Championships.
- If a designated H.W.C.A.A. School team(s) expresses a desire to compete within this demographic category such a team must play off with a designated H.S.S.A.A. team, to determine the Conference Representative. Competition site location shall be as Host Convenor responsibilities, unless there is a significant difference in the number of teams competing in this demographic category at the board level in which case the board with significantly more teams shall host. In the event that both the H.S.S.A.A. and H.W.C.A.A. feature more than one team in this demographic category, it will be the responsibility of each Member Association to provide one (1) team to the Conference competition.
- Whenever the Conference G.H.A.C. is granted a second entry due to G.H.A.C. hosting or past performance.

H.W.C.A.A. #2 @ H.S.S.A.A. #1 (if one organization is not represented,
H.S.S.A.A. #2 @ H.W.C.A.A. #1 the other will get a bye)

Winner of Games #1 & #2 – Game #3 @ Host Convenor (unless there is a significant difference in the number of teams competing in this demographic category at the Association level in which case the Association with significantly more teams shall host) with both teams advancing to O.F.S.A.A..

FOR GIRLS AAA AND BOYS AAA SOCCER ONLY:

If the second entry is due to one Association hosting, that Member Association's Champion shall receive the (Host) entry and the other entry (Conference) shall be determined in competition with the Finalist team from the Hosting Association playing the other Association's Team Champions for the second entry. This game will be considered the G.H.A.C. Championship unless the Host Entry challenges the winner of the qualifying game for the G.H.A.C. Championship by stating its intention to do so immediately after winning its Association Championship.

DESIGNATED "A/AA" COMPETITION: (Boys Hockey, Girls Hockey, Boys Rugby, Girls Hockey).

- The H.S.S.A.A. shall provide representative school teams, unless otherwise notified, to applicable O.F.S.A.A. Qualifying Competition and/or O.F.S.A.A. Championships.
- If a designated H.W.C.A.A. School team(s) expresses a desire to compete within this demographic category such a team must play off with a designated H.S.S.A.A. team, to determine the Conference Representative. Competition site location shall be as Host Convenor responsibilities, unless there is a significant difference in the number of teams competing in this demographic category at the Association level in which case the Association with significantly more teams shall host. In the event that both the H.S.S.A.A. and H.W.C.A.A. feature more than one team in this demographic category, it will be the responsibility of each Member Association to provide one (1) team to the Conference competition.
- Whenever the Conference G.H.A.C. is granted a second entry due to G.H.A.C. hosting or past performance.

H.W.C.A.A. #2 @ H.S.S.A.A. #1 (if one organization is not represented,
H.S.S.A.A. #2 @ H.W.C.A.A. #1 the other will get a bye)

Winner of Games #1 & #2 – Game #3 @ Host Convenor with both teams advancing to O.F.S.A.A.

If the second entry is due to one Association hosting they shall get the automatic (Host) entry and the other entry shall be determined by the host's second place team playing the other Association's first place team for the second (Conference) entry.

DESIGNATED "AA" COMPETITION: Boys Basketball, Girls Basketball, Boys Soccer, Girls Soccer, Boys Volleyball, Girls Volleyball, and Girls Field Hockey).

- The H.S.S.A.A. shall provide representative school teams, unless otherwise notified, to applicable O.F.S.A.A. Qualifying Competition and/or O.F.S.A.A. Championships.
- If a designated H.W.C.A.A. School team(s) expresses a desire to compete within this demographic category such a team must play off with a designated H.S.S.A.A. team, to

determine the Conference Representative. Competition site location shall be as Host Convenor responsibilities, unless there is a significant difference in the number of teams competing in this demographic category at the Association level in which case the Association with significantly more teams shall host. In the event that both the H.S.S.A.A. and H.W.C.A.A. feature more than one team in this demographic category, it will be the responsibility of each Member Association to provide one (1) team to the Conference competition.

- Whenever the Conference G.H.A.C. is granted a second entry due to G.H.A.C. hosting or past performance.

H.W.C.A.A. #2 @ H.S.S.A.A. #1 (if one organization is not represented,
H.S.S.A.A. #2 @ H.W.C.A.A. #1 the other will get a bye)

Winner of Games #1 & #2 – Game #3 @ Host Convenor, (unless there is a significant difference in the number of teams competing in this demographic category at the Association level in which case the Association with significantly more teams shall host), with both teams advancing to O.F.S.A.A..

If the second entry is due to one Association hosting they shall get the automatic (Host) entry and the other entry shall be determined by the host's second place team playing the other Association's first place team for the second (Conference) entry.

DESIGNATED "A" COMPETITION:

(Boys Basketball, Girls Basketball, Boys Soccer, Girls Soccer, Boys Volleyball, Girls Volleyball, Girls Field Hockey).

- The H.S.S.A.A. shall provide representative school teams, unless otherwise notified, to applicable O.F.S.A.A. Qualifying Competition and/or O.F.S.A.A. Championships.
- If a designated H.W.C.A.A. School team(s) expresses a desire to compete within this demographic category such a team must play off with a designated H.S.S.A.A. team, to determine the Conference Representative. Competition site location shall be as Host Convenor responsibilities, unless there is a significant difference in the number of teams competing in this demographic category at the Association level in which case the Association with significantly more teams shall host. In the event that both the H.S.S.A.A. and H.W.C.A.A. feature more than one team in this demographic category, it will be the responsibility of each Member Association to provide one (1) team to the Conference competition.
- Whenever the Conference (G.H.A.C.) is granted a second entry due to G.H.A.C. hosting or past performance.
H.W.C.A.A. #2 @ H.S.S.A.A. #1 (if one organization is not represented,
H.S.S.A.A. #2 @ H.W.C.A.A. #1 the other will get a bye)

Winner of Games #1 & #2 – Game #3 @ Host Convenor, (unless there is a significant difference in the number of teams competing in this demographic category at the Association

level in which case the Association with significantly more teams shall host), with both teams advancing to O.F.S.A.A..

If the second entry is due to one Association hosting they shall get the automatic (Host) entry and the other entry shall be determined by the host's second place team playing the other Association's first place team for the second (Conference) entry.

INDIVIDUAL COMPETITIONS:

- Remains unchanged – combined meets/events etc.

TERMS & DEFINITIONS:

By consensus, it was agreed that the term "significant difference in the number of teams competing" was to be further specified as being greater than a 3:1 ratio. For example, if the H.W.C.A.A. fields (1) team in a given demographic category and the H.S.S.A.A. field (3) teams or less, it is not considered significant. Under similar circumstances, if the H.S.S.A.A. fields (4) or more teams in that category, it shall be considered significant and the H.S.S.A.A. shall act as host for the competition(s).

APPENDIX XVII – ROTATION AGREEMENT

G.H.A.C. COUNCIL PRESIDENCY ROTATION:

2010/2011	2011/2012	2012/2013	2013/2014	2014/2015
H.S.S.A.A.	H.S.S.A.A.	H.W.C.A.A.	H.S.S.A.A.	H.S.S.A.A.

O.F.S.A.A. PETE BEACH AWARD ROTATION:

2010/2011	2011/2012	2012/2013	2013/2014	2014/2015
H.S.S.A.A.	H.S.S.A.A.	H.W.C.A.A.	H.S.S.A.A.	H.S.S.A.A.

G.H.A.C. CONVENORSHIP ROTATION:

2010/2011	2011/2012	2012/2013	2013/2014	2014/2015
BOYS H.S.S.A.A.	BOYS H.W.C.A.A.	BOYS H.S.S.A.A.	BOYS H.W.C.A.A.	BOYS H.S.S.A.A.
GIRLS H.W.C.A.A.	GIRLS H.S.S.A.A.	GIRLS H.W.C.A.A.	GIRLS H.S.S.A.A.	GIRLS H.W.C.A.A.
CO-ED COMBINED	CO-ED COMBINED	CO-ED COMBINED	CO-ED COMBINED	CO-ED COMBINED

G.H.A.C. COMPETITIVE STRUCTURE ROTATION:

2010/2011	2011/2012	2012/2013	2013/2014	2014/2015
YEAR – 1	YEAR – 2	YEAR - 3	YEAR - 1	YEAR - 2

Note:

Appendix XVII is to be updated annually each September and circulated to all G.H.A.C. Council Members and Member Associations.

ONTARIO

FEDERATION

OF

SCHOOL

ATHLETIC

ASSOCIATIONS

(OFSAA)

“Build me an athlete, who will master himself before he seeks to master others. Give him humility, so that he may always remember the simplicity of true greatness, and the meekness of true strength.”
General Douglas MacArthur

Month and year of entry into Grade 9: _____ Number of credits earned as of last June: _____

Number of credits earned Semester I this year if applicable: _____

Sports Played at Interschool level during 12 months prior to transfer:

STUDENT'S RATIONALE FOR ELIGIBILITY: (Please print clearly. Use separate paper if necessary.)

PART B – APPEAL BASED ON (Please mark correct box)

Before determining the section of the Transfer Policy under which your appeal will be made, read the entire Policy carefully so as to ensure that you are appealing under the appropriate section and that you are able to provide the documentation required.

Every student who has been registered as a transfer from another school within the previous twelve (12) months is ineligible for OFSAA-sanctioned events, unless he/she appeals and is deemed eligible by the OFSAA Board of Reference – Transfers under one of the four following sections.

- (a) (i) *there has been an accompanying change in permanent residence by the student and his/her immediate family to the designated school from any system (public, catholic or independent) according to school board boundaries (or is the closest school in the student's choice of school system to the student's home if no school boundaries exist). Immediate family is the parent(s) or the student's legal guardian as determined by a court of competent jurisdiction. The student and his/her immediate family must completely and permanently move from the former residence. The student must provide evidence/documentation confirming that they are residing in a new permanent residence, and evidence/documentation that they have completely and permanently moved from the former residence. See Note 8.*
- (ii) The student has transferred to an Ontario school from outside Canada or the United States.
- (iii) The student has transferred as a result of the closure of his/her former school and is attending the school designated by the School Board.
- (b) (i) *the student did not participate in any sports at the interschool level for twelve months prior to the date of transfer. Written confirmation from the Vice Principal, Principal, Department Head, or Athletic Director at the previous school is required.*
OR
- (ii) the student accepts his/her ineligibility under the Transfer Policy, but requests eligibility for the sports he/she did not participate in at the interschool level for the twelve months prior to the date of transfer. Written confirmation from the Vice Principal, Principal, Department Head, or Athletic Director at the previous school is required.
- (c) the student **has been placed** in a school by an I.P.R.C. (Identification, Placement and Review Committee) decision. The Federation's Board of Reference shall require and receive a letter from the principal of the school from which the student has transferred, stating the reason for the placement of the student by I.P.R.C.
- (d) the student:
 - (i) has transferred prior to their grade 10 year for exceptional personal, social or academic reasons. Documentation detailing these exceptional reasons must accompany the appeal.
 - (ii) has changed residence to live with a custodial parent for exceptional personal reasons or the student has changed residence to live with a new court-appointed legal guardian for exceptional personal reasons. Documentation showing that there was just cause for the move must accompany the appeal. See Note 8 regarding proof of residence.
 - (iii) *has transferred to remove him/herself from an abusive home environment. Documentation detailing the abusive situation shall be provided by the applicant from the sending school, psychologists, social worker, medical doctor or police, as the case may be. (All documentation will be reviewed respecting confidentiality.)*

(iv) has been forced to leave an independent school specifically due to financial hardship. The appeal must include the following information: documentation confirming change in tuition fees; documentation regarding family requests for bursary assistance to meet financial hardship; documentation regarding significant changes in the financial situation of the family; and, confirmation that the student will be attending the designated school in their home catchment area. □

Notwithstanding any of the above, no student may participate in the same sport for more than one school in the same League or municipality in the same school year unless the student is ruled eligible by the Federation's Board of Reference under subsection (a) of the Transfer Policy. Participate means competing in exhibition games and invitational tournaments/events, not just league play.

Notes:

1. Once a student has changed schools he/she is considered a transfer student and even if he/she returns to a school, he/she must comply with the Transfer Policy.
2. The word "participate" in section (b) of the Transfer Policy means competing for your school in that activity. This includes exhibition games and invitational tournaments/events, not just league play.
3. The Board of Reference **will not consider** as reasons for transfer:
 - (i) the relative ranking of schools or the differences in delivery of courses with the same Ministry course codes;
 - (ii) that a sport or team is no longer offered at the previous school.
4. Students moving from a school in a strike/lock-out area are ineligible for all sports played in the previous 12 months from their date of entry into the new school.
5. Out of province exchange students and out of country exchange students are not considered transfer students and are eligible for all sports.
6. Students transferring from other provinces, states, or countries who have graduated from high school or equivalent, are ineligible for all OFSAA competition. This does not apply to students who have graduated in the previous school year from secondary school in Quebec, provided they meet one of the criteria for eligibility in sections a – d of the transfer policy.
7. Students applying under Section D must attend the next closest school (of their choice of school system) to their home residence.
8. When applying under section (a)(i), the student must provide evidence/documentation confirming that he/she and their immediate family are residing in a new permanent residence and that they have completely and permanently moved from the former residence. When applying under section d(ii) of the policy the student must provide evidence/documentation confirming that they are residing in a new permanent residence. In both cases, such evidence/documentation may include:
 - telephone and utility service operative at the new residence
 - telephone and utility service disconnected at the former residence;
 - vehicle registration listing the new residence;
 - real estate documents indicating and verifying a change of residence (e.g., sale and purchase);
 - parents/court-appointed guardians' property tax bill listing the new residence;
 - insurance slip for home and auto insurance;
 - school documentation showing that sibling(s) attend local elementary school and/or the same high school as the transferring student;
 - any other documentation that is requested which establishes the student and his/her immediate family is living at the new residence.

Production of evidence/documentation described above does not guarantee eligibility.

DOCUMENTATION REQUIRED TO SUPPORT THIS APPEAL:

APPLYING UNDER	TIMETABLE	TRANSCRIPTS	COURT ORDER*	IPRC LETTER	LETTERS OF EXPLANATION/ SUPPORT	PROOF OF* GUARDIANSHIP	PROOF OF RESIDENCE/MOVE (see note 8)
Section (a) (i) (ii) (iii)						X X	X
Section (c)	X	X		x			
Section (d) (i) (ii) (iii) (iv)	X X X X	X X X X	X		X X X X	X	X
Section (b)(i) or (ii) All Sections	CONFIRMATION FROM OFFICIAL AT PREVIOUS SCHOOL Letters denying eligibility from previous appeals						

* If applicable (court document required). Any other pertinent documents are welcome.

To the best of my knowledge the above information is accurate. Any student submitting falsified information will be deemed ineligible for twenty-four (24) months from the date of transfer.

Signature of Student

Signature of School Official

Signature of Parent/Guardian

Name & Title of School Official

The Athlete's Prayer

*God let me play well, but fairly.
Let competition make me strong, but
never hostile,
In this and in all things, guide me to the
virtuous path.
If I know victory, grant me happiness;
If I am denied, keep me from envy.
See me not when I am cheered,
but when I bend to help my opponent up.
Seal in my heart, that everyone who takes
the field with me becomes my brother.
Remind me that sports are just games.
Teach me something that will matter once
the games are over.
And if through athletics I set an example,
let it be a good one.
Amen.*

*- adapted from a prayer
by Gregg Easterbrook*

