



WATERLOO COUNTY SECONDARY SCHOOL ATHLETIC ASSOCIATION (WCSSAA) MANAGEMENT

Responsibility: *Superintendent, Student Achievement and Well-Being*

Legal References:

Related References: *Ontario Physical Health Education Association (OPHEA) Safety Guidelines*
Parachute Canada
CWOSSA Constitution and Bylaws
OFSAA Constitution and Bylaws
OFSAA Policies
Education Act (2008, Regulation 298, section 11, 3 e & d)
WRDSB Policy 6008 - Student Discipline
WRDSB Policy 1002 - Occupational Health and Safety
WRDSB Procedure 1590 - Transportation/Off Campus
WRDSB Procedure 1250 - Concussion Management
WRDSB Procedure 3000 - WRDSB Emergency Procedures

Revisions: *May 2017, September 2017, September 2018, December 2019, May 2020, June 2022*

Reviewed:

1. Preamble

- 1.1 The Waterloo Region District School Board is committed to providing Waterloo Region District School Board (WRDSB) students with the opportunity to participate in a safe and enjoyable, competitive, co-instructional, interscholastic athletic program amongst its secondary schools.
- 1.2 This committee of the Waterloo Region District School Board shall be known as the Waterloo County Secondary School Athletic Association, herein referred to as WCSSAA.

2. Purpose

- 2.1 To provide the opportunity for an interest in sports among the secondary school students of the Waterloo Region District School Board.
- 2.2 To establish support and to govern all sanctioned inter-school athletic activities.
- 2.3 To provide opportunities for a large number of students to participate in inter-school sports.
- 2.4 To teach the values and benefits of participating in competitive sports in an educational setting.
- 2.5 To promote a balance in the athletic, academic and social aspects of a student's life.
- 2.6 To teach the concepts of fair play and sportsmanship.

3. Membership

3.1 General

- 3.1.1 The membership of the Association shall be:
- | | |
|----------------------|------------------------------|
| Bluevale C.I. | Huron Heights S.S. |
| Cameron Heights C.I. | Jacob Hespeler S.S. |
| Eastwood C.I. | Kitchener-Waterloo C. & V.S. |
| Elmira District S.S. | Laurel Heights S.S. |
| Forest Heights C.I. | Preston H.S. |
| Galt C.I. | Southwood S.S. |
| Glenview Park S.S. | Waterloo C.I. |
| Grand River C.I. | Waterloo-Oxford S.S.S. |

3.1.2 School colours and names to be used for team uniforms:

<u>SCHOOL</u>	<u>TEAM NAME</u>	<u>PREDOMINANT</u>	<u>ACCENT</u>
Bluevale	Knights	Burgundy	Sky Blue, White
Cameron Heights	Golden Gaels	Gold	Green, Red
Eastwood	Lions	Red	Grey, White
Elmira	Lancers	Green	White, Grey
Forest Heights	Trojans	Black	Gold, White
Galt	Ghosts	Gold	Royal Blue, Red
Glenview Park	Panthers	Black	Red, White
Grand River	Renegades	Royal Blue	Yellow, White
Huron Heights	Huskies	Purple	Silver, Black, White
Jacob Hespeler	Hawks	Blue	Silver, White
Kitchener-Waterloo	Raiders	Red	Yellow, Black
Laurel Heights	Hurricanes	Light Blue	Dark Blue, White
Preston	Panthers	Maroon	Grey, White
Southwood	Sabres	Red	Green, White
Waterloo	Vikings	Navy	Red, White
Waterloo-Oxford		Kelly Green	White, Gold, Black

- 3.1.3 Schools will dress their athletes in the colours in 3.1.2. If a school decides to dress their athletes in a colour other than the predominant colour listed, that school is responsible for resolving any colour conflicts.
- 3.1.4 If two teams with the same predominant colour play, it is the home team who is responsible for wearing a different colour.

3.2 Method of Application and Conditions of Membership

- 3.2.1 New members must request membership with a formal written application from the Principal to the Chair of the WCSSAA Committee indicating that they are willing to abide by the Procedures, and Rules and Regulations of the WCSSAA Committee.
- 3.2.2 Final judgment on any application for new WCSSAA status shall be rendered by the Directorate Committee.
- 3.2.3 The Executive Committee shall have the power, for cause, as hereinafter defined, to suspend a school from the WCSSAA membership. In such case, the suspended school shall have the right to request a meeting of the Directorate committee within ten (10) days to consider its case.
The Directorate Committee shall have the power of suspension and expulsion for deliberate violation of any Procedure or Standing Rule of the WCSSAA Committee.
- 3.2.4 Acceptance of membership in the WCSSAA entails an obligation to abide by the Procedures, and Rules and Regulations decisions of the WCSSAA Directorate Committee, Executive, and Seasonal Committees and as well to make payment of dues and fees as levied by the WCSSAA.

4. Organizational Structure

4.1 The Board of Directors, hereinafter referred to as the Directorate, shall be the decision-making body of the WCSSAA. The Directorate shall determine the policies and establish the principles for conducting the affairs of the WCSSAA. The Directorate will report to and be responsible to the Director of the Waterloo Region District School Board.

4.1.1 The Directorate shall be constituted as follows:

- i) There shall be two (2) active directors from each member secondary school. Directorate members are selected from the Principal (or designated Vice-Principal), the Physical Education Head (or designate) and the Vice Principal on a rotational basis (see Appendix 11 : Rotation of Voting Members of the Board).
- ii) All members of the Executive.

4.1.2 Voting of the Directorate.

- i) The quorum for the transaction of business shall be at least one voting representative from eleven member schools.
- ii) Motions shall be carried by a simple majority.
- iii) All eligible members of the Directorate (two votes per school) and Executive, except the Chair, shall be eligible to vote when present. The Chair shall cast the deciding ballot on tied votes.
- iv) Voting members may be substituted for other members in the rotation for Directorate members as per Appendix 11 - Rotation of Voting Members of the Board. Such substitutions will be for single occasions as approved by the Chair prior to the beginning of that Board meeting.
- v) When an executive member is also serving as a director, this member shall have one vote only.
- vi) Proxy votes shall not be accepted.
- vii) A secret ballot may be held at the discretion of the Chair.
- viii) Decisions made by the Directorate shall not be reviewed for a period of one year from the date of acceptance.
- ix) Amendments to the Procedures:
 - The Procedures may be amended at any regular meeting of the Directorate at which a quorum is present, by a two-third (2/3) majority of those members present.
 - Proposed amendments must be in the hands of the Chair at least thirty (30) days prior to a Directorate Meeting.
 - Approved amendments shall be effective as of September 1st following their adoption.
 - Amendments must be voted upon as submitted, except for changes in wording for clarification purposes.
 - The Procedures may be amended at any regular meeting of the Directorate at which a quorum is present, by a vote of 90% of the Directors present if the motion was not received at least thirty (30) days prior to that Directorate Meeting.

4.1.3 The Directorate shall meet three (3) times each school year to coordinate with season reports from the three sport seasons. Other meetings may be called by the Chair or upon request of a majority of Directors.

4.2 The Executive shall be empowered by the Directorate to transact WCSSAA business between meetings of the Directorate and is responsible to the Directorate and to the Director of the Waterloo Region District School Board.

4.2.1 The officers of WCSSAA shall be known as the Executive and shall consist of the following members:

Chair

Chair Elect

Past Chair	Secretary
Treasurer	Principals' Rep
Chair of Scheduling	WRDSB Rep
H.P.E. Rep	Vice Principal Rep
Chair of Championship Committee	Chair of Rules and Regulations
Chair of Publicity	Chair of Procedures
CWOSSA Rep	Chair of Student Assistance Fund

- 4.2.2 All members of the Executive shall be appointed or elected by the Directorate (except the representatives for Vice Principal, Principal, H.P.E. Rep. and Board Rep. who are appointed or elected by their respective associations). All Directorate elections will take place in the final meeting of the school year. The Secretary, Principal's Rep., Chair of Publicity, Chair of Scheduling, Chair of Procedures, Chair of Student Assistance Fund and Chair of Championship Committee are appointed or elected for a two-year term in the even calendar years. The Treasurer, Vice Principal Rep., H.P.E. Rep., Board Rep. and Chair of Rules and Regulations are appointed or elected for a two-year term in the odd calendar years. The Chair-Elect, Past-Chair and Chair shall be appointed or elected for a two-year term in the even calendar years. The Chair-Elect shall be a Principal or Vice-Principal within The Waterloo Region District School Board.
- 4.2.3 The quorum for the transaction of business shall be a majority of the aforementioned Executive. Each member shall have one vote and proxy votes shall not be accepted. A majority vote shall carry or defeat a motion.
- 4.2.4 The Executive shall meet at least three times per year, each meeting being two weeks prior to each Directorate meeting. Other meetings may be called at the discretion of the Chair.
- 4.2.5 Duties of the Executive.
- i) The Chair Shall:
 - Call the meetings of the Executive, Directorate, Seasonal Committee;
 - Act as Chair at the meetings;
 - Act as spokesperson for the WCSSAA;
 - Vote if a tie is recorded;
 - Have the authority to inquire into any matter pertaining to the affairs of the WCSSAA and ask any representative to attend a meeting;
 - Be an ex-officio member of any committees authorized by the WCSSAA;
 - Have the authority to carry on the affairs of the WCSSAA between meetings of the Directorate and/or the Executive;
 - Assume the responsibility for protests, eligibility, etc., and communicate all decisions to all personnel, as is necessary;
 - Promptly ensure any person affected by an item passed by the Directorate and/or Executive is informed.
 - ii) The Chair-Elect shall:
 - Assume the duties of the Chair when necessary;
 - Circulate notice of meetings and a notice for agenda items, at least three weeks prior to the general meeting of the Directorate.
 - iii) The Past – Chair shall:
 - Act as a resource and take on special duties as assigned by the Chair;
 - Assist the WCSSAA Scholarship Award Committee for presentation at commencement;
 - Assist with scheduling if required;
 - Coordinate seasonal convenors' meetings.
 - iv) The Secretary shall:
 - Prepare the minutes and ensure information is posted and available to all schools;
 - Maintain a record of minutes;
 - Maintain a file of all materials pertinent to the business of the Association and all ongoing policy decisions.

- v) The Treasurer shall:
 - Keep up-to-date accounts of all financial matters and submit a financial report to each meeting of the Directorate;
 - Collect (from all schools) the WCSSAA fees;
 - Recommend to the final meeting of the Directorate a budget for the next school year;
 - Serve as a resource person for convenors organizing multi-school events, championship committee, etc.;
 - Receive financial reports relating to any WCSSAA sanctioned event;
 - Purchase and distribute WCSSAA Awards. (See Appendix 10 - WCSSAA Awards)
- vi) The Chair of Scheduling shall:
 - Be responsible for setting up the WCSSAA schedules;
 - Act as a resource to the President;
 - In consultation with the Seasonal Committee, approve or deny requests for scheduling changes from the sports convenors and assist those convenors who request assistance.
 - Be responsible for the operation of the WCSSAA website.
- vii) The Chair of Rules and Regulations shall:
 - Maintain an up-to-date record of all individual sport playing regulations;
 - Receive requests for changes to playing regulations from the convenors and submit those requests to the Directorate for approval;
 - Contact all convenors at the end of their season but prior to the next Executive meeting to call for changes in sport rules and regulations from the sport post-season meeting;
 - Act as a resource to the Chair.
- viii) The Chair of Publicity shall:
 - Act as a resource to convenors.
 - Communicate with all newspapers, radio and television for scores, standings, information, schedule changes and news releases;
- ix) The Chair of the Championship Committee shall:
 - Act as a resource to convenors;
 - Be responsible for the co-ordination of WCSSAA Championships;
 - Submit financial statements as championships occur.
- x) The Principals' Rep., H.P.E. Rep. and Vice Principal Rep. shall:
 - Act as a resource to the Chair;
 - Represent the interests of their respective associations.
- xi) The Chair of Procedures shall:
 - Maintain an up-to-date record of the WCSSAA procedures;
 - Receive requests for changes to the procedures from executive members and submit those requests to the Directorate for approval;
 - Prepare and submit all proposed changes to the Procedures, and post all updates electronically;
 - Act as a resource to the Chair.
- xii) The WRDSB Representative shall:
 - Act as a resource to the Chair;
 - Act as a liaison to the Director of the WRDSB;
 - Act in an advisory role to align procedures with the policies of the WRDSB.
- xiii) The CWOSSA Representative shall:
 - Attend CWOSSA meetings on behalf of District 6 or 11;
 - Make reports to and attend meetings of the WCSSAA Executive and Board of Directors;
 - Represent the WCSSAA at the CWOSSA meeting.
- xiv) The Chair of the Student Assistance Fund shall:

- Develop community and business partnerships and fundraising programs in order to raise funds for the WCSSAA Student Assistance Fund;
- Chair a Committee for the above purposes and report all activities including yearly financial reports to the Chair, the Executive and the Board of Directors.

4.2.6 The Executive may form standing and ad hoc committees as the need arises. These committees shall report through the Executive to the Directorate.

4.3 The Seasonal Committee of the Executive shall be empowered by the WCSSAA to transact WCSSAA business between meetings of the Directorate and the Executive. The Seasonal Committee is composed of members of the Executive and is responsible to the Executive.

4.3.1 The Seasonal Committee shall:

- i) Include, most frequently, the Chair, Past-Chair and Chair-Elect;
- ii) Be altered as deemed necessary by the Chair to include any or the entire Executive;
- iii) Avoid including, in its members, those who may be considered in conflict of interest as determined by the Chair.

4.3.2 The quorum for the transaction of business shall be three (3). Each member shall have one vote. A simple majority shall carry or defeat a motion.

4.3.3 Meetings shall be called at the discretion of the Chair. The format, location and duration of these meetings will be determined by the Chair and according to the issue at hand. The Seasonal Committee will meet to rule on sport problems, convenor concerns, game protests, transfer eligibility, etc.

4.3.4 Appeals of Seasonal Committee Decision

- i) Where the Seasonal Committee is made up of fewer than the “full” Executive, an appeal may be made to the Executive. Rulings made by the Executive are final and not subject to appeal. Seasonal Committee members involved in the original decision are non-voting members in the appeal.
- ii) All appeals **MUST** be supported and signed by the Principal and must be given in writing to the WCSSAA Chair. Included in this appeal must be reasons for the appeal, with reference to specific sections in the Procedures or Rules and Regulations of the WCSSAA.

5. Affiliation

5.1 WCSSAA is a member of OFSAA through affiliation with CWOSSA and these Procedures are in agreement with and complement the respective constitutions of OFSAA and CWOSSA, which shall be used when no clear direction can be found in the WCSSAA Procedures.

5.2 Two (2) male and two (2) female CWOSSA Directors elected by the Health and Physical Education (HPE) Subject Association (two from District 6 and two from District 11 as per CWOSSA) must be elected for two years. These will be confirmed (by vote if necessary) at the final meeting of the Directorate Committee of the school year. The newly elected Directors will assume their duties July 1st for the following two years. Two representatives should be elected on the odd number years, two on the even number years

6. Competition

6.1 The WCSSAA shall coordinate inter-school competition as per WCSSAA Rules and Regulations in the following sports:

Co-educational Sports

Alpine Skiing (minor)
Curling

Badminton (minor)
Nordic Skiing (minor)

Cross Country Running
Swimming

Tennis (minor)	Track and Field	Wrestling
Girls		
Basketball	Field Hockey	Ice Hockey
Rugby	Slo-Pitch	Soccer
Volleyball		
Boys		
Basketball	Football	Golf
Ice Hockey	Rugby	Slo-Pitch
Soccer	Volleyball	

- 6.2 Sports or sport levels not mentioned within Section 5.1 are not deemed part of the WCSSAA program. The Principals, Health and Physical Education Head and Vice Principal Rep. of the schools involved must approve any exhibition competition between schools.
- 6.3 Introduction of New Activities
- 6.3.1 Application for the introduction of an activity must be made to the Executive of the WCSSAA through the Secretary and, if requested, to a Directorate meeting in the year prior to participation.
- 6.3.2 The application must include the following information:
- A rationale to justify the introduction of the new sport;
 - A set of recommended playing rules and regulations for the sport;
 - A statement regarding the availability of facilities;
 - A statement regarding the availability of officials;
 - The names of the Sport Convenor and Co-convenor;
 - A written statement from Administrator of each school intending to participate, that this activity has been sanctioned by the Principal, and HPE Head;
 - Reference Appendix 1 – New Activity Application.
- 6.3.3 The new sport will operate for a minimum of two (2) consecutive years on the WCSSAA schedule and under the Articles of the WCSSAA Procedures before receiving formal acceptance as a sanctioned activity.
- 6.3.4 A convenor's report to the WCSSAA Executive and to the Directorate Committees must be made at the conclusion of each of the probationary years.
- 6.3.5 Formal acceptance of the activity as a sanctioned sport may be given by the WCSSAA following the two (2)-year probationary period. A formal request for acceptance must be made in the form of a motion to the WCSSAA by the league convenor.
- 6.4 Participation in CWOSSA and OFSAA Sanctioned Events not Deemed Part of the WCSSAA Program.
- 6.4.1 Participation in CWOSSA and OFSAA sanctioned events not governed under the WCSSAA Procedure and for individual athletes requires only the approval of the appropriate school Principal. (See Appendix 12 – Intent to Compete in a CWOSSA or OFSAA Sanctioned Event). Appendix 12 must be submitted to the WCSSAA Chair at least one week prior to the event.
- 6.4.2 Participation in CWOSSA and OFSAA Sanctioned events not governed under the WCSSAA Procedure and for team competitions requires the following:
- Approval of the appropriate School Principal and PE Department Head. (see Appendix 12)
 - Submission of Appendix 12 – Intent to Compete in a CWOSSA or OFSAA Sanctioned Event on or before the beginning of the appropriate season to the WCSSAA Chair.
 - Fall Season Deadline – submission is required on or before the 7th day after the beginning of the first day of school in September.
 - Winter Season Deadline – submission is required on or before October 1st

- v) Spring Season Deadline – submission is required on or before March 1st.
- 6.4.3 Where there is a situation requiring a determination of representation to CWOSSA or OFSAA as a result of more than one interested school entry into a competition, the interested schools will draft a competition process and submit it to the WCSSAA Seasonal Committee on or before dates set out in 6.4.2
- 6.4.4 WCSSAA will endorse an entry into a CWOSSA or OFSAA competition where there are 4 or more interested school entries only for one season after which a submission for the introduction of a new activity is required following the process outlined in the WCSSAA Procedure 6.3.
- 6.4.5 WCSSAA will only endorse an entry into a CWOSSA or OFSAA competition where there are less than 4 interested school entries for a maximum of 3 consecutive years after which a submission for the introduction of a new activity is required following the process outlined in the WCSSAA Procedure 6.3. Entry into a CWOSSA or OFSAA sanctioned event where there is not WCSSAA competition can only be endorsed for a maximum of three consecutive years without application to become a new WCSSAA activity.
- 6.4.6 WCSSAA does not govern or provide financial support for any non-sanctioned WCSSAA events. All funding, safety and other liability decisions are the responsibility of the responsible teachers, coaches and school Principal.

7. Eligibility For Competition

7.1 Schools

Membership in the WCSSAA and conformity with the Administrative Procedures, and Sport Rules and Regulations of the WCSSAA is a prerequisite for participation in any WCSSAA coordinated activity. The Administrative Procedures and Sport Rules of the WCSSAA shall govern all team and individual athletic competition in which WCSSAA member schools participate, including pre-season, exhibition, tournament, regular and out-of-season, play-off, and post-WCSSAA play-off competition.

- 7.1.1 All schools shall be required to pay promptly whatever fees are levied by the WCSSAA. Failure to pay such fees may result in suspension from WCSSAA.
- 7.1.2 All schools shall submit WCSSAA standard team eligibility sheets to the appropriate sport convenor prior to the start of league competition. All eligibility lists must be submitted by hard copy/email/fax and received by the convenor's school prior to the first league game of each participating school. Failure to meet said deadline will result in forfeiture of all games until such time that the eligibility list is received by the convenor.
- 7.1.3 No member school shall permit a team representing it to participate in an outside league without the permission of the WCSSAA.
- 7.1.4 Member schools shall realize their first responsibility is to the WCSSAA league and to the WCSSAA schedule.
- 7.1.5 Principals are responsible for monitoring the eligibility and entry of their school teams into outside of WCSSAA competition (e.g. tournament play).
- 7.1.6 Schools wishing to participate in a competition not permitted by the WCSSAA Procedures and Sport Rules and Regulations (e.g. an invitational competition scheduled outside of WCSSAA seasonal dates) must apply to the WCSSAA Executive Committee for permission to participate.

7.2 Individuals

- 7.2.1 To represent a school in any WCSSAA event, a student must:
 - i) Be eligible for competition under the Procedures and Sport Rules and Regulations;
 - ii) Be certified as eligible by the Principal of the school, according to all eligibility criteria established by that school, (e.g. student card, athletic fees, a citizen in good standing, etc.);
 - iii) Meet the following age requirements:

General

Senior - A contestant shall not have attained his/her nineteenth birthday by January 1st prior to the start of the school year.

Junior - A contestant shall not have attained his/her fifteenth birthday by January 1st prior to the start of the school year.

Track and Field and Cross Country Running

Senior - A contestant shall not have attained his/her nineteenth birthday by January 1st prior to the start of the school year.

Junior - A contestant shall not have attained his/her fifteenth birthday by January 1st prior to the start of the school year.

Novice - A contestant shall not have attained his/her fourteenth birthday by January 1st prior to the start of the school year. Students may compete in this category for one year only - in grade nine;

- iv) Be in Grades 9-12;
- v) Not participate for more than five (5) school years from date of entry into Grade 9;
- vi) Be eligible under the WCSSAA Transfer Policy;
- vii) Be a full time student (Refer to 7.2.10 for definition of full time);
- viii) Not be under suspension by any sanctioned or associated sports body (e.g. O.M.H.A.) for that sport;
- ix) To qualify for a play-off game, an athlete must be on the eligibility sheet for either the team for which s/he is to play, or another team representing the same school in that sport in a lower category and have competed in at least one (1) league game;
- x) When a junior player competes in a second senior league game, junior eligibility is forfeited for the duration of that season and the player continues playing the remainder of the season at the senior level;
- xi) An athlete is considered to have competed in a game if s/he is listed on the game sheet/roster;
- xii) A player must choose one age grouping to compete in during the play-offs. Once eliminated from postseason play, a player may be eligible to move up a division;
- xiii) Exemptions to ix), x), xi) and xii) above include Badminton, Girls Soccer, Boys Soccer, Swimming, Tennis, Cross Country, Alpine Skiing, Track and Field, Slo-Pitch (refer to Rules and Regs).

7.2.2 Age Validation: To determine the ages of competitors, the Ontario School Record folder of each competitor must be consulted. By signing the eligibility Form, the Principal will certify that this process has been carried out.

7.2.3 One Sport per Season: A student shall be eligible to participate in only one sport per season, with the exception of the minor sports of badminton, tennis, golf, alpine skiing and nordic skiing. Participation is defined as being listed on the eligibility sheet for a sport at any point in a season. In the event that a school team folds before the 3rd game of the WCSSAA season, students are eligible to play for another team in that season.

7.2.4 Playing of Ineligible Player

- i) If an ineligible player competes in a game, that game will be counted as a loss for the school for which they compete and a win for the opposing school, with a resultant adjustment in the league standings.
- ii) Students having been declared ineligible for WCSSAA participation shall not be eligible to participate in exhibition, league or play-off games for the school during their period of ineligibility.
- iii) A coach who knowingly plays an ineligible player will face sanctions from the WCSSAA.
- iv) A member school that knowingly plays an ineligible player will face sanctions from the WCSSAA.

7.2.5 Student Withdrawal During School Year

- i) Withdrawal from school shall render the student ineligible for a period of one (1) year from the date of withdrawal, unless, upon their return to school, the Principal of that school certifies in writing to the WCSSAA Chair that participation in athletics was not the primary reason for either withdrawal or return.
 - ii) All appeals for the waiving of this rule for the WCSSAA competition must be submitted to the Chair for approval by the Executive. These appeals must be accompanied by appropriate documentation and supporting rationale.
- 7.2.6 Individual Player Eligibility is the only Executive decision, which may be appealed beyond the WCSSAA. Only if that sport is played at CWOSSA and/or OFSAA may the player appeal eligibility to those bodies.
- 7.2.7 Registration Requirements: A student, to be eligible for competition, must be in attendance in the school in which they will participate by September 20th or at least four (4) weeks prior to the first competition in which the student takes part unless the student is ruled eligible by the OFSAA Transfer Policy.
- 7.2.8 A student who transfers to a WCSSAA member school from a school which is not a member of the WCSSAA but which is within Waterloo Region is not eligible unless they meet the criteria in the WCSSAA Transfer Policy.
- 7.2.9 Additions to eligibility lists made during the season must be sent to the convenor and may be circulated to other coaches upon request.
- 7.2.10 Only full-time students may participate in interschool sports. For the purpose of WCSSAA eligibility, the course loads for full time students are defined according to the following criteria:
 - i) Students who have fewer than twenty-two (22) credits must carry a minimum of 6 courses in a traditional school and 3 courses/semester in a semestered school;
 - ii) Students who have achieved twenty-two (22) credits must be taking four (4) non-semestered full day school credit courses over the school year or two (2) full day school credit courses in the semester in which they participate.
- 7.2.11 The Principal of the school shall decide if a participant's citizenship and academic standing is such to permit the student to represent their school.
- 7.2.12 A student may only play one season of the same sport in a school year.
- 7.2.13 Individual athletes may not practice independently with another school without a home school staff member present.
- 7.3 WCSSAA Transfer Policy
 - 7.3.1 No school shall include in its line-up any student who has been registered as a transfer from another school within the previous twelve (12) months.
 - 7.3.2 All eligibility sheets must be submitted and received by the convenor's school (hard copy/email/fax acceptable) prior to the first league game of each participating school. Failure to meet said deadline will result in forfeiture of all games until such time as the eligibility list is received by the convenor.
 - 7.3.3 In accordance with the WCSSAA Transfer policy, a student or their representative may apply to the WCSSAA Executive through the school principal to be deemed eligible to participate in WCSSAA sponsored events according to the most up to date OFSAA criteria.
 - 7.3.4 Refer to the OFSAA website for the most current Transfer Policy. WCSSAA adheres to the OFSAA Transfer Eligibility rules. The WCSSAA Chair will distribute current WCSSAA Transfer Eligibility Appeal Forms each year.
Reference Appendix 2 – [OFSAA Transfer Eligibility Form](#)
- 7.4 Gender Equity: A girl is eligible to participate on a boys' team if she demonstrates comparable skill and ability during a successful try out. Boys will only be permitted to play on boys' teams

8. Uniforms

- 8.1 Sponsorship: Athletes may not enter the playing venue with a warm-up or uniform bearing recognition of sponsorship (other than the warm-up or uniform manufacturer's logo which

must be displayed very discreetly - i.e. smaller than 64 square cm and not longer than 10 cm).

8.2 Athletes may only compete in school designated uniforms.

9. General Regulations for League Scheduling, Players, Postponements etc.

9.1 Scheduling

9.1.1 Starting dates and maximum number of playing dates will be found in Appendix 3 - WCSSAA Length of Season.

9.1.2 The playing dates for WCSSAA events will be published on a yearly basis.

9.1.3 The league schedule play will occur a maximum of two (2) times per week, unless extenuating circumstances arise.

9.1.4 The setting of playing dates must respect examination periods for all schools. No league play for schools involved in examinations will occur. This period includes five (5) school days prior to the first official exam day based on the WRDSB school year calendar.

9.1.5 A schedule for all sports will be a maximum of twelve (12) regular season playing dates.

9.1.6 The setting of playing dates will take Religious Accommodation Days into consideration.

9.1.7 The league playing dates should not be altered to accommodate exhibition play after the schedule has been finalized.

9.1.8 Changes in the Schedule

i) Where it is necessary to request a change or changes in the printed and circulated schedule, the following procedures should be used:

- Consult with principal of the school;
- If administration supports the request, contact, in writing/email the Scheduling Chair (cc principal of the school), with the request related to changes in date, time, or location and including rationale;
- The Scheduling Chair will contact the Seasonal Committee, the convenor, and schools affected by the request;
- The Seasonal Committee in collaboration, with the Scheduling Chair will rule upon the request;
- The Scheduling Chair will then contact the schools involved indicating approval or denial of the request.

ii) Changes, variations and clarifications of the printed schedule, (e.g. clarification of play-off times) must be ruled on by the Seasonal Committee in collaboration with the Scheduling Chair in consultation with the sport's convenor.

9.2 Length of Season

9.2.1 All sports should be conducted within the framework of their season as outlined in Appendix 3 – Length of Season

9.2.2 If any sport is to be conducted outside the framework in Appendix 3 - Length of Season, then the following guidelines must be adhered to:

- i) The activity must be open to anyone in the school, including staff;
- ii) The activity must not occur on weekends;
- iii) The emphasis should be on maximum participation and fun;
- iv) The focus is not on formal instruction and/or high level skill drills;
- v) Participants should be warmed up and well stretched before game play;
- vi) No activity can occur during non-instructional days;
- vii) Schools must register their activity with the WCSSAA executive (to be included on a school's sport commitment sheet).

- 9.3 Failure to Appear: Teams will have a 30 minute grace period to arrive at a facility for a competition. If a team does not appear within that time frame, the game will not be played. Every effort should be made by a coach from the delayed team to notify their opponent. The home team will notify the Chair of Scheduling. The Seasonal Committee will rule if the game is to be rescheduled or forfeited.
- 9.4 Number of Players: In each sport, the number of competitors on a school team will be determined by the appropriate sports group, and should be included in that sport's Rules and Regulations. The sports group should take into account the numbers permitted in CWOSSA competition.
- 9.5 Postponed Games
- 9.5.1 For games postponed due to:
- i) Inclement weather/protection of players and/or playing fields;
 - ii) Extenuating circumstances;
- The seasonal committee, in consultation with the Chair of Scheduling, will make postponement decisions. Schools requesting a postponement must contact the Chair of Scheduling to initiate the process. All communication with respect to the postponement must occur before 11:00 a.m. on the game day.
- The following must be contacted:
- WCSSAA Chair;
 - Chair of Scheduling;
 - All schools involved (coach/H.P.E. head/vice principal/principal);
 - Convenor;
 - Officials;
 - Press/media contact.
- 9.5.2 Failure of Official(s) to Appear: If, after a half hour waiting period, the scheduled official(s) fail(s) to appear, the contest may be postponed. If the coaches decide to play the game a certified official must officiate the contest.
- 9.5.3 Emergency Situations (e.g. Power Failure): When a contest is postponed just before it starts or while in progress, the following guidelines will be used by the Executive in determining a result (unless the provincial, national or international body governing the sport has their own guidelines):
- i) If one-half or less of the contest has been played, it will be replayed in its entirety;
 - ii) If more than one-half of the contest has been played, the score will stand and the contest will be deemed to have been completed.
- 9.5.4 OFSSAA Representation that causes an overlap between the current and previous season for athletes/coaches, will give a team the option to apply to the Seasonal Committee to have the start of their season adjusted.
- 9.5.5 It will be the duty of the Scheduling Chair to reschedule the postponed game. The Scheduling Chair will reschedule the postponed game after communicating with the schools involved, and the Seasonal Committee.
- 9.6 Protests, Complaints and Suspensions
- 9.6.1 The following procedures are to be used in all cases in which a protest is being considered:
- i) If a coach intends to protest a game, courtesy requires that the head official and opposing coach be informed of the proposed protest at the conclusion of the game;
 - ii) This protest must be received, in writing or by email, by the convenor of the sport by 3:00 p.m. on the next school day. It is coaches' responsibility to ensure it is received. Included in this protest must be reasons for the protest with reference to specific sections in the Procedures, Rules and Regulations or appropriate sport rulebook if that rulebook is quoted in the Sport's Rules and Regulations;

- iii) If the convenor is involved in the protest, the protest will be delivered to the WCSSAA Chair. The convenor is then removed from any decision-making role in the process;
- iv) The protest must be supported and signed by the H.P.E. head, the coach, and the Principal (or designate);
- v) A copy of the protest should be delivered at the same time to the Principal of the other school. The convenor will investigate the matter promptly and thoroughly and will report the protest to the Chair of the WCSSAA, together with their recommendations;
- vi) If the convenor and the Seasonal Committee are in agreement with respect to the way in which the protest should be resolved, they shall make the necessary decision(s) and promptly report the decision(s), along with rationale to the Chair. The WCSSAA Chair will then communicate such decisions to the Principals of the impacted schools. The decision(s), along with relevant information and supporting rationale, shall be kept in the files of the Executive;
- vii) If the Seasonal Committee and convenor do not agree on a decision, the protest will be referred by the WCSSAA Chair to the Executive.

9.6.2 Complaints by other than coaches

- i) If a game official or any member of the Directorate submits a negative report on a player, coach, game official, or fan, to either the convenor or any other member of the Executive, the WCSSAA Chair shall be informed and may call a meeting of the Seasonal Committee to deal with the complaint.
- ii) If requested by the WCSSAA, the convenor shall investigate the matter promptly and submit a report to the Seasonal Committee.
- iii) Any decisions or recommendations made by the Seasonal Committee as a result of a complaint shall be communicated to those affected, or to the Principals of the affected schools by the WCSSAA or their designate.

9.6.3 Suspensions

This applies to league, exhibition/tournament play. Suspensions from league play may not be served during exhibition/tournament play. However, suspensions from exhibition/tournament play will carry over to league play.

- i) All actions that remove a player or a coach from a game for unsportsmanlike conduct will automatically result in a 1 game suspension if the regular season for that sport is 7 games or less and a 2 game suspension if the regular season is 8 games or more.
- ii) A second suspension during the same season will result in a 5 game suspension.
- iii) A further suspension will end the season for the player and the Seasonal Committee may review the person's history and extend the suspension if they feel it is appropriate.
- iv) Any physical action taken towards a game official that causes the player or a coach to be removed from a game will automatically result in a 5 game suspension. Subsequent similar actions will result in removal for the remainder of the season. The Seasonal Committee may review the person's history and extend the suspension if they feel it is appropriate.
- v) Any participation in a violent event following an athletic event will result in an automatic 5 game suspension. Spectators involved in such incidents will be disqualified from attending any WCSSAA event for the remainder of the year.
- vi) Suspension reports (Reference Appendix 4 – *Suspension Report Form*) must be received by the convenor and the WCSSAA Chair from the coach concerned by noon on the school day following the incident. The WCSSAA Chair may call a Seasonal Committee meeting to review any suspensions.
- vii) At the call of the WCSSAA Chair, the Seasonal Committee may meet to consider suspensions further, and if necessary, a representative of the Executive may meet with the Principal, H.P.E. Department Head, coach and player.

- viii) Suspended coaches or players shall not be eligible to participate in exhibition, league or playoff games for the school during their period of suspension. They shall not have any communication or engagement with any players, coaches or officials during the entirety of a game for the duration of their suspension.

9.7 Forfeited Games

9.7.1 If a team forfeits a game, the following scores will be recorded and used for official standings:

Basketball	20 – 0	Field Hockey	1 – 0
Football	7 – 0	Ice Hockey	1 – 0
Rugby	5 – 0	Slo – Pitch	7 – 0
Soccer	1 – 0	Volleyball	3 – 0

9.7.2 For tiered sports, all game results (including those due to forfeitures) will be used in the next season’s seeding.

10. Coaches

10.1 Board Employees

10.1.1 General

- i) Waterloo Region District School Board employees, both academic and non-academic, may serve as a head or assistant coach.
- ii) Coaches are responsible to the Principal.
- iii) Co-op, and Faculty of Education students may only be used as Assistant Coaches during their work term or teaching sessions at the school.
- iv) A same school staff member (coach) must accompany athletes to practices held at another site.
- v) Principals and Coaches: The Principal (or designate) is required to meet annually with coaches in their respective schools to review the Procedures and coaches’ obligations.

10.1.2 WCSSAA: No WCSSAA league, exhibition, tournament, or play-off game will begin without a WRDSB employee present, responsible and on the bench, nor continue if a WRDSB employee is unable to be present.

10.1.3 CWOSSA: A teacher from the same school must accompany athletes and non-school coaches to all CWOSSA competitions and be present on the bench for all games in CWOSSA play. No CWOSSA game may start or continue without such a representative on the bench.

10.1.4 OFSAA

- i) Team: A teacher from the same school must accompany and be responsible for teams at all OFSAA competitions. If the teacher is not the same sex as the athlete(s) and where the athlete(s) are required to stay overnight, a supervisory adult of the same sex as the athlete(s) and approved by the principal, must be present and available at the accommodation site for the duration of the stay.
- ii) Individual: The principal of a school must designate a teacher to accompany and be responsible for those athletes who qualify for OFSAA competition through individual competition. If the teacher is not the same sex as the athlete(s) and where the athlete(s) are required to stay overnight, a supervisory adult of the same sex as the athlete(s) and approved by the principal, must be present and available at the accommodation site for the duration of the stay. The designated teacher-coach responsible for athletes at OFSAA competitions must be from the same association. A maximum of six students from different schools may be supervised by the same designated teacher-coach in addition to the athletes from the teacher coaches’ school.

10.2 Non Board Volunteer Coaches

- 10.2.1 WCSSAA supports the participation of volunteers assisting with the extracurricular programs being offered in the Waterloo Region District School Board schools.
- 10.2.2 Guidelines for volunteers to become involved in the extracurricular programs at a school are based on requirements or suggestions outlined in:
- i) Education Act (2008, Regulation 298, section 11, 3 e & d);
 - ii) WRDSB Administrative Services Policies:
 - iii) Policy 6008 - Student Discipline
 - iv) Policy 1002 - Occupational Health and Safety;
 - v) WRDSB Administrative Services Procedures:
 - vi) Procedure 1590 - Transportation/Off Campus
 - vii) Procedure 1250 - Concussion Management
 - viii) Procedure 3000 - WRDSB Emergency Procedures;
 - ix) OFSAA Constitution;
 - x) OPHEA Safety Guidelines – Secondary Interschool Athletics Guidelines.
- 10.2.3 Application Process for a Volunteer to be an Assistant Coach.
An application for the Volunteer must be **submitted through the WCSSAA Chair to the Seasonal Committee** for that individual to participate in the co-curricular program at the school.
The principal must insure that the volunteer:
- i) Is under the direct supervision of a regular staff member;
 - ii) Is not assigned responsibility for the supervision of pupils or the delivery of programs without the direction of the supervising staff member and the supervising staff member being, at minimum, “in the area” or as specified according to the Ontario Safety Guidelines for Inter-school Athletics;
 - iii) Is utilized to assist the staff members in the fulfillment of their role(s);
 - iv) Treats as confidential all personal information, which they may acquire in their involvement with the school;
 - v) Submits an original copy of a Full Background Police Record Check completed within the last six months to the principal of the school. The principal will retain the police record check on file;
 - vi) The Principal must notify the WCSSAA Chair with the following details:
Volunteer’s name, the team they will be working with, and the name of the Head Coach of that team. This information is compiled and kept on file with the Seasonal Committee.
- 10.2.4 Application Process for a Volunteer to be a Head Coach
An application for the volunteer must be **submitted through the WCSSAA Chair to the Seasonal Committee** for that individual to participate in the extracurricular program at the school.
The principal must ensure that the volunteer:
- i) Completes the Non Teacher HEAD COACH Application Form in its entirety.
 - ii) Reference Appendix 5 - *Non-WRDSB HEAD COACH Application Form*;
 - iii) The volunteer must have reached the age of 22 years. Approval of this application by the WCSSAA Chair and Seasonal Committee then authorizes the involvement of the volunteer as a head coach. This must be dated and copied to the school principal, superintendent and volunteer prior to involvement of the volunteer with the team;
 - iv) Has agreed to participate and be present consistently at games and practices during the season;
 - v) Has agreed to a process for monitoring coaching activities (i.e. seasonal review);
 - vi) Has agreed to abide by all relevant policies and procedures. Any issues requiring disciplinary action must be reported to the school administration;
 - vii) Has agreed to undergo an orientation session with a school designate that outlines: coaching expectations, coaching philosophy of WCSSAA, school policies with regard to academic eligibility, OFSAA Coaching conduct and Athlete Code of Behaviour, OFSAA Transfer and Eligibility Policies and school policies regarding supervision and travel;

- viii) Has agreed to attend scheduled meetings of association coaches and to collaborate with the staff supervisor;
 - ix) Submits an original copy of a Full Background Police Record Check completed within the last six months to the principal of the school. The principal will retain the police record check on file;
 - x) Has completed the online concussion protocol training.
- 10.2.5 It is **strongly** recommended that the Principal determine the volunteer possesses expertise in one or more of the following areas:
- i) NCCP Level 1 technical certification in the sport they are coaching, or
 - ii) Experience in the past 3 years of coaching in the sport with a comparable age/ability level of athlete, and Red Cross, St. John Ambulance or equivalent Emergency or Standard First Aid certification as well as knowledge of EMS procedures.
- 10.2.6 A school staff member must be present and responsible for the team at all practices, WCSSAA, CWOSSA and OFSAA events.
- 10.2.7 A teacher from the same school must be present and on the bench at all CWOSSA competitions.
- 10.2.8 A teacher from the same school must accompany and be responsible for the athletes at all OFSAA competitions.
- i) Principals may designate a teacher from the same association to accompany individual athletes who qualify to OFSAA competitions.
 - ii) A maximum of six students from different schools may be supervised by the same designated teacher-coach in addition to the athletes from the teacher coaches' school.

11. Convenors

- 11.1 The convenor(s) shall be confirmed at the post-season meeting. These positions will be announced to the Directorate at the final meeting of the Board of Directors and shall be included in the WCSSAA Schedule for the appropriate year.
- 11.2 Duties of Convenors
- 11.2.1 Reference Appendix 6: Checklist for Convenors
 - 11.2.2 Provide input to Scheduling Chair.
 - 11.2.3 Convene a pre-season meeting and a post-season meeting.
 - 11.2.4 Submit Reports
 - i) Post Season Report
 - Prepare a report to WCSSAA Directorate and submit to the Chair of Rules and Regulations.
 - by the end of January for Fall sports;
 - by the end of April for Winter sports;
 - by the end of September for Spring sports;
 - Reference Appendix 7: Convenor's Post Season Report
 - ii) The convenor may be present at the Directorate Meeting to present the written season's report.
 - iii) The convenor or designate **must** be present at the Directorate Meeting when recommending **changes** in the Procedures or Rules and Regulations.
 - 11.2.5 Make certain all eligibility forms are received prior to the first league competition. Notify Seasonal Committee of any outstanding forms.
 - 11.2.6 Additions to eligibility sheets made during the season must be sent to the convenor and may be circulated to other coaches upon request. Convenors must maintain an accurate and up-to-date record of eligible players.
 - 11.2.7 Arrange for the presentation of a trophy or plaque at the championship game or tournament.
 - 11.2.8 Deal with protests and suspensions as in Section 9, Protests and Complaints and Suspensions and report to the WCSSAA Chair.

- 11.2.9 Arrange a pre-season meeting with the referee-in-chief to discuss payment of officials, rule changes, league rules regarding suspensions, schedule, etc.
- 11.2.10 Prepare and submit a budget for the following year if needed. For procedures see Appendix 8: WCSSAA Financial Relationships.
- 11.3 Sports Meetings
- 11.3.1 Voting at a sport meeting will be limited to the coaches present (no proxy votes) and the number of votes for each school will be determined by the number of teams involved in the sport, e.g. six (6) coaches present representing two teams all being from the same school - that school has two (2) votes. A quorum of 50% of participating schools must be in attendance to vote on recommendations.
- 11.3.2 Agenda items for sport meetings should include:
- i) Playing regulations
 - ii) Schedules
 - iii) Tournaments
 - iv) Play-offs
 - v) Administrative Procedures and Playing Rules and Regulation changes.
 - vi) Refereeing
 - vii) Publicity
 - viii) Professional development
 - ix) Special medical rules
 - x) Eligibility
 - xi) Budget
 - xii) League expectations re: coaches' and players' conduct
 - xiii) All Star selection
 - xiv) Identification of next year's convenorship
 - xv) Other business
- 11.3.3 A copy of the agenda and minutes of the meeting should be forwarded to the WCSSAA Secretary.

12. Finances

- 12.1 Each member and associate member school shall be assessed a membership fee each year. This fee will be established by the WCSAAA Treasurer in consultation with the Executive Committee.
- 12.2 The fee shall be paid to the WCSSAA Treasurer.
- 12.3 A WCSSAA Treasurer's Report shall be provided at each Directorate Meeting. Reference Appendix 8: WCSSAA Financial Relationships

13. All Star Procedures

- 13.1 Outstanding individual achievement in a team setting will be recognized by nomination to an all-star team.
- 13.2 Recognition may include selection to a first team, a second team or honourable mention when appropriate. A WCSSAA letter of recognition will be available. It is strongly recommended that all-star selection occurs within one (1) month following the WCSSAA Championship.
- 13.3 Application to hold an all-star game must be submitted to the WCSSAA Executive prior to the season. An application form is found in Appendix 9: All-Star Game Application Form.
- 13.4 Considerations for the All-Star Selection:
- Eligibility - A player must be eligible under all the rules and regulations of the WCSSAA;

- Composition - First Team All-Stars, Second Team All-Stars, Team Representatives or Honorable Mentions;
- Nomination and Selection - Coaches will nominate on the basis of skill level, leadership and sportsmanship;
- The coaching body will use an agreed upon process or formula to complete the selections at the post- season coaches meeting.

13.5 Considerations for the All-Star Game:

- Players should be selected during the All-Star selection process;
- The coaching body will determine coaches;
- The game coordinator will be the key person in determining site, time and other details.

14. Championship Committee

14.1 The Championship Committee exists to organize championship events, as requested by and in cooperation with the various sports bodies, and to highlight team sport championships in the WCSSAA.

14.2 Duties of the Championship Committee include:

- Charging a standard admission fee to championship events;
- Being responsible through the Executive to the Directorate Committee of the WCSSAA;
- Maintaining detailed checklists for the functions organized by the committee.

14.3 The gate receipts, after paying event costs, should be submitted to the Championship Committee treasurer who will:

- Transfer funds to the Board of Education for dispersal by the Executive Committee to all schools advancing beyond WCSSAA competition, and
- Submit a financial statement for each Directorate Committee meeting

14.4 This committee, in consultation with the Chair of Scheduling and sport body convenor will have final say on sites, times and dates of any play-off events, and security, that it organizes. This committee does not have jurisdiction over game play, rules and regulations, etc.

14.5 Coaches' passes should be provided to all current WCSSAA coaches as identified by the school.

14.6 Membership on the Championship Committee should include persons willing to work in the areas of publicity, organization, finances and supervision.

14.7 WCSSAA will recognize one champion per sport and will provide plaques to the championship and finalists according to the provisions outlined in Appendix 10: WCSSAA Awards.

14.8 No Compressed air horns are allowed at all WCSSAA championships.

15. WCSSAA Student Scholarship Award Program

15.1 The WCSSAA Scholarship was formulated to recognize outstanding contributions to school and community by both male and female graduating student athletes, who are enrolling in a post- secondary education program. Each year there will be one (1) Male and one (1) Female award, subject to suitable applicants.

15.2 The coordination of the WCSSAA Scholarship Award program is the responsibility of the Health and Physical Education Subject Association on behalf of the WCSSAA Executive. In the event of one gender not having a suitable applicant, 2 awards may be given to worthy applicants of the other gender.

- 15.3 The Committee of five (5) members of the Directorate Committee should include at least one member of the following:
- A Member of the Executive
 - A Vice Principal
 - A HPE Head
 - A Principal or designate
- 15.4 The guidelines for selection of the student athletes will be as follows:
- 15.4.1 School athletic contribution
- i) breadth of involvement
 - ii) demonstrated leadership qualities
- 15.4.2 School non-athletic contributions
- i) breadth of involvement
 - ii) demonstrated leadership qualities
- 15.4.3 Community contributions
- i) breadth of involvement
 - ii) demonstrated leadership qualities
- 15.4.4 Academic achievement
- i) Preference will be given to candidates enrolling in a Health and Physical Education related program.
 - ii) Grades should be of a level to ensure success in their chosen program.
- 15.5 The finances for the program - currently two (2) awards at five hundred dollars, (\$500.00) will be derived from the WCSSAA funds.
- 15.6 The timelines are as follows:
- May 1 - Committee established;
 - May 1 - Applications distributed by HPE Rep;
 - May 15 - Applications returned by schools/candidates;
 - June 1 - Interviews conducted as needed;
 - June 10 - Decision announced.
- 15.7 The WCSSAA Scholarship application is maintained by the HPE representative to the WCSSAA Board of Directors.

**Appendix 1
NEW ACTIVITY APPLICATION**

Name of Activity: _____

Proposed Start of 2 year Trial Period: _____

Co-Educational: Girls Only: Boys Only:

Rationale:

Playing Rules and Regulations Attached:

Availability of Facilities:

Availability of Officials:

Convenor: _____ Co-convenor: _____

Schools Intending To Participate:

(A written statement from each Principal indicating that this activity has been sanctioned by the Principal and the HPE Head must be attached)

Appendix 2
OFSAA Transfer Eligibility Form

This form changes as OFSAA reviews its eligibility requirements. For this reason, refer to the OFSAA website for the most current Transfer Policy. WCSSAA adheres to the OFSAA Transfer Eligibility rules.

The WCSSAA Chair will distribute current WCSSAA Transfer Eligibility Appeal Forms each year.

**Appendix 3
LENGTH OF SEASON**

Sport	Starting Time	Finishing Time	No. of Playing Dates (There is no limit to the number of games on a playing date)
Alpine Skiing	December 1	OFSAA	1 meet + WCSSAA + CWOSSA + OFSAA
Badminton	December 1	OFSAA	5 + WCSSAA + CWOSSA + OFSAA
Boys Basketball	November 1	OFSAA (Sr.) CWOSSA(Jr.)	35 + WCSSAA + CWOSSA + OFSAA
Boys Golf	1st Day of School	OFSAA	WCSSAA + CWOSSA + OFSAA
Boys Volleyball	1st Day of School	OFSAA (Sr.) CWOSSA(Jr.)	20 + WCSSAA + CWOSSA + OFSAA
Cross-Country	1st Day of School	OFSAA	10 Meets + WCSSAA + CWOSSA + OFSAA 3 Meets/Week/Team
Cross-Country Skiing	December 1	OFSAA	5 Meets + WCSSAA + CWOSSA + OFSAA
Curling	October 1	OFSAA	20 + WCSSAA + CWOSSA + OFSAA
Field Hockey	1st Day of School	OFSAA	20 + WCSSAA + CWOSSA + OFSAA
Football	1st Day of School	WCSSAA	10 No more than 3 games in a 14-day period
Girls Soccer	March 1	OFSAA	20 + WCSSAA + CWOSSA + OFSAA
Girls Basketball	1st Day of School	OFSAA (Sr.) CWOSSA (Jr.)	30 + WCSSAA + CWOSSA + OFSAA
Girls Volleyball	November 8	OFSAA (Sr.) CWOSSA (Jr.)	25 + WCSSAA + CWOSSA + OFSAA
Hockey	November 1	OFSAA	30 (includes a maximum of 3 tournaments) + WCSSAA + CWOSSA + OFSAA
Junior Boy Soccer	1st Day of School	CWOSSA	20 + WCSSAA + CWOSSA
Junior Tennis	April 1	WCSSAA	5 + WCSSAA
Rugby	March 1	OFSAA	20 + WCSSAA + CWOSSA + OFSAA
Senior Boy Soccer	March 1	OFSAA	20 + WCSSAA + CWOSSA + OFSAA
Senior Tennis	1st Day of School	CWOSSA	5 + WCSSAA + CWOSSA
Slo-pitch	Monday after March Break	WCSSAA	20 + WCSSAA
Swimming	November 1	OFSAA	10 Meets + WCSSAA + CWOSSA + OFSAA
Track and Field	After February 1. March 1, if student is on another Winter team	OFSAA	10 Meets + WCSSAA + CWOSSA + Regionals + OFSAA
Wrestling	November 1	OFSAA	20 Successful weigh-ins per individual + WCSSAA + CWOSSA + OFSAA

Appendix 4
WATERLOO COUNTY SECONDARY SCHOOL ATHLETIC ASSOCIATION
SUSPENSION REPORT

This report is to be initiated by the coach of the school from which the athlete has been suspended as a result of an athletic contest.

Activity: _____

Game: _____ vs _____

Date: _____ Location: _____

Name of Participant Ejected from Game: _____

School: _____

Reason for Ejection: _____

Terms of Suspension: _____

Appealed: Yes No Date of Appeal: _____

Result of Appeal: _____

Any Previous Suspension? Date: _____ Sport: _____

Signatures:

Principal or Designate H.P.E. Head Coach

Original: to Principal of the School
Copies: to Convenor of Sport
to Chair of WCSSAA

Appendix 5
WCSSAA Head Coach
Non-WRDSB HEAD COACH Application Form

The following form is to be used when recommending a potential coach in any one of the following situations:

- The applicant is not an employee of the Waterloo Region District School Board;
- The position to be filled is one of Head Coach.

Please record pertinent information on this form and forward application to WCSSAA Chair for approval.

CANDIDATE:	SCHOOL:
Address: _____	Principal/Designate: _____
Phone: _____	Sport/Gender/Level: _____
E-mail: _____	Higher Risk Sport: Yes <input type="checkbox"/> No <input type="checkbox"/>
Fax: _____	

1. Please describe your previous coaching experience in (Specific Sport) as well as coaching in any other sport.
 Include number of years you have coached, age range of players, competitive nature of league and any other details you believe to be pertinent.

2. Describe current certification and /or qualification you hold which would be relevant to coaching:

Describe other coaching professional development sessions which have helped you learn more about coaching this sport:

3. What are the three primary goals that you are trying to achieve as a coach?

i) _____

ii) _____

iii) _____

4. Do you understand / support the principals of the "fair play" philosophy in athletes? Yes No

Explain how you would apply these principals to your coaching role: _____

5. How would you set standards of behaviour for the players you coach? _____

6. Please list two references associated with previous coaching experience.

REFERENCES

Name (not a relative)	Position	Phone Number

This information is collected pursuant to the WRDSB'S role as employer as set out in the *Education Act*. The information is collected for employment and human resource planning purposes and is within the guidelines set out in the *Municipal Freedom of Information and Protection of Privacy Act, 1989*. References listed on this form will be contacted for information with respect to your suitability as a volunteer coach of WRDSB student athletes.

**Your acceptance by WCSSAA as a volunteer Head Coach is conditional on you providing the following documentation to the school Principal:
The original copy of a Full Background Police Record Check completed within the last six months.**

Signature of Applicant: _____

Date:

Signature of Principal/Designate: _____

Date:

OFFICE USE ONLY

References Checked: Yes _____ No _____ by (signature of) Principal/Designate:

Notes:

Application accepted _____

Not Accepted _____

Signature of WCSSAA Chair: _____

Date: _____

Appendix 6

CHECKLIST FOR CONVENORS

Meetings

- Conduct a pre-season meeting
- Conduct a post-season meeting
- Prepare agenda for each meeting
- Ensure minutes for these meetings are taken

Officials

- Contact officials and secure referees for each game
- Arrange for payment of officials
- Have officials sign game report
- Communicate with officials regarding player ejection rules
- Inform head of officials of refereeing concerns

Player Ejection and Sportsmanship

- Coaches must report all player ejections to the Convenor (*Appendix 4 – Suspension Report*)
- The Convenor must report all ejections to the Chair
- The Convenor will assist the Executive in the discipline of an ejected player
- All incidences of poor sportsmanship by players and coaches must be reported to the WCSSAA Chair

Finances

- Include a budget and financial statement with the post-season report in consultation with WCSSAA Treasurer and SAC Budget Vice Principal
- Obtain direction on finances by contacting the Treasurer

Awards

- Confirm the proper number of awards have been received from the treasurer
- Order any additional awards as indicated in your sport rules and regulations

Schedules

- Check schedule received from the Chair of Scheduling
- All requests for schedule changes must be submitted to the Chair of Scheduling
- Check your schedule for its compliance with the Rules and Regulations for your sport

Rules and Regulations

- Submit all changes for your sport to the Chair of Rules and Regulations
- All sport bodies must have and know their tie-breaking procedures
- All updates to Rules and Regulations must be submitted to the Board of Directors through the Chair of Rules and Regulations for the WCSSAA approval

Convenor's Report to the League

- All postseason reports by the Convenor must be submitted to the Board of Directors
- The post-season report is to be a written report
- It shall be presented in person by the Convenor to the Board of Directors for all seasons or reports requiring information (e.g. changes in rules and regulations). It may be presented by a designate when not contentious.

The Report Contains

- A season summary of play
- Discipline, ejections, protests and suspensions
- Officials
- Finances
- Scheduling
- Changes in Rules and Regulations and desired new directions
- Change of Convenorship
- (*See Appendix 7 -Format for Convenor's Post-Season Report to WCSSAA Directorate*)

Publicity

- Convenors will develop an action plan for publicity with the Chair of Publicity for the League
- Inform coaches of method of reporting results

Eligibility

- The Convenor must receive from all coaches an eligibility sheet. (Procedure 2, Section 1b states timelines)
- Eligibility list must be checked for any discrepancies and kept on file
- Report any eligibility infractions to the WCSSAA Chair

Medical and Safety

- Review sport safety at sport body meetings
- Establish medical procedures to handle game injuries
- Establish and review procedures for reporting injuries on all game sites.

**CONVENOR'S POST-SEASON REPORT TO
WCSSAA DIRECTORATE**

SPORT: _____ **SEASON/YEAR:** _____

CONVENOR: _____

Final Champions and Highlights

Junior Champion: _____ Senior Champion: _____

Junior Finalist: _____ Senior Finalist: _____

Other: _____

Season Highlights:

Season End Meeting

Date: _____ Schools Represented: _____

Recommendations for Scheduling:

Recommendations for Rule Changes:

Financial Report:

Convenor 3 Year Rotation:

Year: _____ School: _____ Convenor: _____
(upcoming season)

Year: _____ School: _____ Convenor: _____

Year: _____ School: _____ Convenor: _____

Appendix 8
FINANCIAL RELATIONSHIPS

- 1. Executive and Directorate Committees**
 - Approve yearly fee and trophy assessments
 - Approve, through the Treasurer, any unbudgeted additional expenditures

- 2. WCSSAA Treasurer**
 - Pays yearly scholarships
 - Pays all trophy costs - plaques (as per sport allotments), repairs and engravings
 - Pays convenors' budgeted and unbudgeted, but approved, expenses
 - Invoices the Administration for each school's share of all costs
 - Receive financial statements from sport bodies

- 3. Convenor**
 - May set up an account with their Administration for funds to operate
 - Submits a statement to the WCSSAA Treasurer for reimbursement
 - Approaches the WCSSAA Treasurer for unbudgeted emergency funds

- 4. Coach**
 - Requests sport funds from their Administration
 - Requests, through the convenor to the Treasurer, any unexpected costs

- 5. Vice Principal**
 - Pay all school sport costs
 - Pay all fees and assessments on time, to the WCSSAA Treasurer
 - Pay WCSSAA, upon being invoiced, the school's share of any convenor event levy
 - Coordinate requests to the Championship Committee to request funds for post WCSSAA play

- 6. Event Financing**
 - Convenor will use their Student Activity funds to pay their bills
 - At season end, the convenor and SAC Budget Vice Principal may produce a financial statement and submit it to the WCSSAA Treasurer
 - The WCSSAA Treasurer will reimburse the convenor's school and will collect fees, if necessary, from the schools that participated in the event

- 7. Unforeseen Expenses**
 - These may be authorized by the WCSSAA Treasurer at any time at the request of a convenor.

Appendix 9
ALL-STAR GAME APPLICATION FORM

If you are planning an All-Star game for your sport you must submit this completed application form to the WCSSAA Chair prior to the beginning of your competitive season. This form is intended to assist you in planning for a successful All-Star "Showcase" and to make WCSSAA aware of your event. The WCSSAA Executive will contact you regarding approval of your All-Star game following receipt of this form.

SPORT: _____

CONVENOR: _____ SCHOOL: _____

All-Star Game Chairperson _____

Organizing Committee :(Name) (School)

Date of Game: _____

Start Time: _____

Finish Time: _____

Location of Game: _____

"Back Up" Location: (In case of cancellation at planned location)

The following should be considered when planning your game. If you answer, "Yes" to each question, please indicate this with a checkmark. If your answer is "No", please comment briefly in the area provided. Additional details regarding your event may also be included in the "comment" section.

1. Communications

- | | |
|--|--------------------------|
| Is someone responsible for contacting involved athletes/coaches? | YES |
| Will you have on-site information, brochures, and sound system? | <input type="checkbox"/> |
| Will you promote your event with the | <input type="checkbox"/> |
| - Newspaper(s) | <input type="checkbox"/> |
| - Radio | <input type="checkbox"/> |
| - Television | <input type="checkbox"/> |
| Will you have on-site information, brochures, and sound system? | <input type="checkbox"/> |

Comments/Other:

- 2. Staffing** YES
- Will you have “sufficient” supervisor/security people?
 - Will you have police at the site?
 - Will people running event be visible/available?
 - Have you considered need for parking staff?

Comments/Other:

- 3. Finances** YES
- Will you staff a refreshment/sales booth?
 - Will you have a cash/ticket system planned for the gate/booths?
 - Will you have a sponsor for your event?
 - Do you have someone overseeing finances of event?
 - Do you have a projected cost for your event?
 - Do you have projected revenue for your event?
 - Who will complete a financial report on your event?
 - Where will the profits be allocated?

Comments/Other:

- 4. Facility/Event** YES
- Do you have someone arranging officials?
 - Do you have someone responsible for facility preparation?
(sufficient equipment, score clock, etc.)
 - Are uniforms available for teams?
 - Are there change rooms/medical attention available?
 - Will equipment and facility be up to “safety standards”?
 - Do you have someone responsible for “clean up” as well as “set up”?

Comments/Other:

- 5. Recognition of Athletes** YES
- Will you arrange awards/letters for All-Stars?
 - Have you considered introductions, award presentations?
 - Will you have pre and/or post game activity?
(e.g. reception for parents)

Comments/Other:

(date)

Dear _____ (athlete's name)

On behalf of the Waterloo County Secondary School Athletic Association I congratulate you on your selection as a league "All-Star".

Coaches from across the league were involved in the All-Star selection process and you were recognized for your athletic talent, your contribution to your team and to your league. This accomplishment is highly commendable and reflects not only on you but on your school, teammates, coaches and family.

The pursuit of excellence is a worthy goal and one which I encourage you to strive for in all your activities. Recognition as an "All-Star" is a prestigious accomplishment but ultimately being able to perform up to your own standards and knowing you've given your best is in itself a real accomplishment.

I encourage you in your athletic career. Please consider all the memories and positive experiences that "sports" have made in your life and recognize that you have much to contribute to others and to the promotion of athletics.

Congratulations once again and best wishes in your future endeavors.

Sincerely,

(WCSSAA Chair)

**Appendix 10
WCSSAA Awards**

	<u>Champion</u>	<u>Finalist</u>	<u>Explanation</u>
Basketball	60	60	4 Teams at 15
Football	70	70	2 Teams at 35
Volleyball	60	60	4 Teams at 15
Soccer	60	60	3 Teams at 20
Hockey	40	40	2 Teams at 20
Field Hockey	20	20	1 Team at 20
Wrestling	15		1 Team at 15
Badminton	16	16	8 Junior / 8 Senior (6 doubles, 2 singles)
Tennis	16	16	8 Junior / 8 Senior (6 doubles, 2 singles)
Cross Country Running	30 6	30	6 Teams of 5 (M/J/S Boys, M/J/S Girls) Individual – 1 girl, 1 boy per division
Cross Country Skiing	8	8	4 Teams of 4 (Boys, Girls)
Track and Field	6		1 Girl, 1 Boy per Division
Swimming	5	5	1 Girl, 1 Boy per Division
Curling	8	8	2 Teams of 4 (Boys, Girls)
Rugby	75	75	3 Teams of 25
	<u>503</u>	<u>509</u>	

**Appendix 11
Rotation of Voting Members**

School	Sept 21 to Jun 23	Sept 22 to Jun 24	Sept 23 to Jun 25	Sept 24 to Jun 26	Sept 25 to Jun 27	Sept 26 to Jun 28	Sept 27 to Jun 29	Sept 28 to Jun 30	Sept 29 to Jun 31
BCI	V P	H P E	P	V P	H P E	P	V P	H P E	P
CHCI	H P E	P	V P	H P E	P	V P	H P E	P	V P
ECI	P	H P E	V P	P	H P E	V P	P	H P E	V P
EDSS	P	H P E	V P	P	H P E	V P	P	H P E	V P
FHCI	V P	P	H P E	V P	P	H P E	V P	P	H P E
GCI	P	H P E	V P	P	H P E	V P	P	H P E	V P
GPSS	H P E	V P	P	H P E	V P	P	H P E	V P	P
GRCI	P	V P	H P E	P	V P	H P E	P	V P	H P E
HHSS	V P	H P E	P	V P	H P E	P	V P	H P E	P
JHSS	H P E	V P	P	H P E	V P	P	H P E	V P	P
KCI	V P	H P E	P	V P	H P E	P	V P	H P E	P
LHSS	P	V P	H P E	P	V P	H P E	P	V P	H P E
PHS	V P	P	H P E	V P	P	H P E	V P	P	H P E
SSS	V P	P	H P E	V P	P	H P E	V P	P	H P E

WCI	H P E	V P	P	H P E	V P	P	H P E	V P	P
WODS S	H P E	P	V P	H P E	P	V P	H P E	P	V P

LEGEND: **P** – *Principal* **VP**- *Vice Principal* **HPE** – *Health and Physical Education Head*

Appendix 12
Intent to Compete in a CWOSSA or OFSAA Sanctioned Event
(To be completed for those activities not part of the WCSSAA Program.)

School: _____ Date: _____

Activity: _____

Dates of Competition: _____

Location of Competition: _____

Check One (1):

Individual

Submitted to WCSSAA Chair a
Minimum of one week prior to event

Team

Fall – submit to WCSSAA Chair 7 days after
September school start date
Winter – submit to WCSSAA Chair by October 1st
Spring – submit to WCSSAA Chair by March 1st

Principal Signature: _____

HPE Dept Head Signature: _____

Staff Sponsor Signature: _____

*****WCSSAA does not govern or provide financial support for any non-sanctioned WCSSAA events. All funding, safety and other liability decisions are the responsibility of the responsible teachers, coaches and school Principal.