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BYLAW – 1 COMPETITION

Section 1 Current Activities

The W.C.S.S.A.A. shall coordinate inter-school competition as per W.C.S.S.A.A. Rules and Regulations.

Co-educational Sports

Badminton	Swimming
Cross Country Running	Tennis
Curling	Track and Field
Skiing - Nordic	

Girls Only

Basketball	Soccer
Field Hockey	Volleyball
Gymnastics	Rugby
Ice Hockey	Wrestling

Boys Only

Basketball	Soccer
Football	Volleyball
Hockey	Wrestling
Rugby	

Section 2 Optional Activities

Sports or sport levels not mentioned within Section 1 and optional activities are not deemed part of the W.C.S.S.A.A. program. The Principals, Physical Education Head and Vice Principal Rep of the schools involved must approve any exhibition competition between schools.

Section 3 Introduction of New Activities

a) Procedures

1. Application for the introduction of an activity must be made to the Executive of the W.C.S.S.A.A. through the Secretary and, if requested, to a Directorate meeting in the year prior to participation.
2. The application must include the following information:
 - i) A rationale to justify the introduction of the new sport;
 - ii) A set of recommended playing rules and regulations for the sport;
 - iii) A statement regarding the availability of facilities;
 - iv) A statement regarding the availability of officials;

- v) The names of the Sport Convenor and Co-convenor;
- vi) A written statement from the Administrative Assistant of each school intending to participate, that this activity has been sanctioned by the Principal, Physical Education Head and the Administrative Assistant himself/herself.

See Appendix 1 – New Activity Application

3. The new sport will operate for a minimum of two (2) consecutive years on the W.C.S.S.A.A. schedule and under the Articles of the W.C.S.S.A.A. Constitution before receiving formal acceptance as a sanctioned activity.
4. A convenor's report to the W.C.S.S.A.A. Executive and to the Board of Directors must be made at the conclusion of each of the probationary years.
5. Formal acceptance of the activity as a sanctioned sport may be given by the W.C.S.S.A.A. following the two (2)-year probationary period. A formal request for acceptance must be made in the form of a motion to the W.C.S.S.A.A. by the league convenor.

BYLAW - 2 ELIGIBILITY FOR COMPETITION

Section 1 Schools

Membership in the WCSSAA and conformity with the Constitution, By-Laws and Sport Rules and Regulations of the WCSSAA is a pre-requisite for participation in any WCSSAA co-ordinated activity. The Constitution, By-Laws, 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.

- a) All member and associate member schools shall be required to pay promptly whatever fees are levied by the W.C.S.S.A.A. Failure to pay such fees may result in suspension from W.C.S.S.A.A.
- b) All member and associate member schools shall submit WCSSAA standard team eligibility sheets (Appendix 2) to the appropriate sport convenor prior to the start of league competition. All eligibility lists must be submitted by fax to/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.
- c) No member or associate member school shall permit a team representing it to participate in an outside league without the permission of the W.C.S.S.A.A.
- d) Member and associate member schools shall realize their first responsibility is to the W.C.S.S.A.A. league and to the W.C.S.S.A.A. schedule.
- e) Principals are responsible for monitoring the eligibility and entry of their school teams into outside of W.C.S.S.A.A. competition, (e.g. tournament play).
- f) Schools wishing to participate in a competition not permitted by the WCSSAA Constitution, By-Laws and Sport Rules and Regulations (e.g. an Invitational Competition scheduled outside of WCSSAA seasonal dates) must apply to the WCSSAA Executive for permission to participate.

Section 2 Individuals

- a) To represent a school in any W.C.S.S.A.A. event a student must:
 - i) Be eligible for competition under the Constitution, Bylaws 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.
- Midget - 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 W.C.S.S.A.A. Transfer Policy;
- vii) be a full time student (see Bylaw 2, Section 2, (j) 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.

b) Age Validation

To determine the ages of competitors, the Ontario School Record folder of each competitor must be consulted. The Principal will certify on a standard eligibility form (Appendix 2) that this process has been carried out.

c) One Sport Per Season

A student shall be eligible to participate in only one sport per season, with the exception of the tournament sports of badminton, tennis and nordic skiing

d) 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 he/she competes and a win for the opposing school, with a resultant adjustment in the league standings.
- ii) Students having been declared ineligible for W.C.S.S.A.A. participation shall not be eligible to participate in exhibition, league or play-off games for the school during his/her period of ineligibility.
- iii) A coach who knowingly plays an ineligible player will face sanctions from the W.C.S.S.A.A.
- iv) A member or associate member school that knowingly plays an ineligible player will face sanctions from the W.C.S.S.A.A.

e) 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 his/her return to school, the Principal of that school certifies in writing to the W.C.S.S.A.A. Secretary and to the Executive Secretary of the C.W.O.S.S.A. 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 W.C.S.S.A.A. competition must be submitted to the President for approval by the Executive. These appeals must be accompanied by appropriate documentation and supporting rationale.

f) Individual Player Eligibility and Affiliation

Individual Player Eligibility is the only Executive decision, which may be appealed beyond the W.C.S.S.A.A. Only if that sport is played at C.W.O.S.S.A. and/or O.F.S.A.A. may the player appeal eligibility to those bodies.

g) Registration Requirements

A student, to be eligible for competition, must be in attendance in a school 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 WCSSAA Seasonal Committee under subsection (a) of the Transfer Policy

h) Separate and Private School Transfers

A student who transfers to a W.C.S.S.A.A. member school from a school:

- i) which is not a member of the W.C.S.S.A.A. but
- ii) which is within the Waterloo Region

is not eligible unless they meet the criteria in the W.C.S.S.A.A. Transfer Policy.

i) Additions to Eligibility Sheets

Additions to eligibility lists made during the season must be sent to the convenor and may be circulated to other coaches upon request.

j) Full-time Students

Only full-time students may participate in interschool sports.

Students who have fewer than 22 credits must carry a minimum of 6 courses in a traditional school and 3 courses/semester in a semestered school.

Students who have achieved 22 credits must be taking a minimum of 4 courses in a traditional school and 2 courses/semester in a semestered school.

k) The Principal of the school shall decide if a participant's citizenship and academic standing is such to permit him or her to represent his/her school.

Section 3 The W.C.S.S.A.A. Transfer Policy

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.

In accordance with the W.C.S.S.A.A. Transfer policy, a student or his/her representative may apply to the W.C.S.S.A.A. Executive through the school principal to be deemed eligible to participate in W.C.S.S.A.A. sponsored events according to the most up to date OFSAA criteria:

10/21/2008

June 2006 OFSAA Criteria

- A (a) (i) there has been an accompanying change in legal 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. See Note 8.
(ii) Students transferring to an Ontario school from outside North America may apply under this section.
(iii) A student attending a school as a result of the closure of his/her former school may apply under this section.
- 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 transferred from a non-semestered school to a semestered school for Semester I and is either within one (1) semester of graduation **or** is within four (4) credits of the academic 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 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., or a copy of the court order placing the 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 a pre-requisite for entrance requirements for 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 the appeal.
(ii) has changed residence to live with a custodial parent, or 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.
(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.

(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 schools 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. Students should apply prior to the actual transfer of schools if possible to deal with the situation. The onus is on the student to provide documentation that he/she has fulfilled their obligations outlined in the strategies.

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 Federation's Board of Reference under subsection (a) of the Transfer Policy.

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 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 OFSAA competition.
7. Students applying under Sections C, E or F must attend the next closest school (of their choice of school system) to their home residence.
8. When applying under section (a)(i) or (f)(ii), the student will provide evidence/documentation confirming a change in legal residence which may include:
 - **telephone and utility service operative at the new residence and 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.**

See Appendix 3: **W.C.S.S.A.A. Transfer Eligibility Form.**

BYLAW – 3 UNIFORM 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 discretely - i.e. smaller than 64 square cm and not longer than 10 cm

BYLAW 4 GENERAL REGULATIONS FOR LEAGUE SCHEDULING, PLAYERS, POSTPONEMENTS, ETC.

Section 1 Scheduling

- a) Starting dates and maximum number of playing dates will be found in Appendix 4- WCSSAA Length of Season.
- b) The playing dates for W.C.S.S.A.A. events will be published on a yearly basis.
- c) The league schedule play will occur a maximum of two (2) times per week, unless extenuating circumstances arise.
- d) 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 four (4) school days prior to the first official exam that is scheduled.
- e) A schedule for all sports, including the W.C.S.S.A.A. playoffs, will be a maximum of eighteen (18) playing dates with the exception of hockey.
- f) The league playing dates should not be altered to accommodate exhibition play after the schedule has been finalized.
- g) Changes in the printed schedule.
 - i) Where it is necessary to request a change or changes in the printed and circulated schedule, the following procedures should be used:
 - contact, in writing the Scheduling Chair with the request related to changes in date, time, or location,
 - the Scheduling Chair will contact the Seasonal Committee, Board Rep., and schools affected by 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 Scheduling Chair in consultation with the Seasonal Committee, The Board Rep., and sport's convener.

Section 2 Length of Season

- a) All sports should be conducted within the framework of their season as outlined in Appendix 4.
- b) If any sport is to be conducted outside the framework in Appendix 4, 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)

Section 3 Starting Times

Interschool league competition should not begin before 3:30 p.m., where possible.

Section 4 Number of Players

- a) 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.
 - b) The sports group should take into account the numbers permitted in C.W.O.S.S.A. competition.

Section 5 Postponed Games

- a) Games may be postponed for the following reasons:
 - 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 and the schools involved. 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 President
- Board Rep.
- Chair of Scheduling
- All schools involved (coach/P.E. head/vice principal/principal)
- Convenor
- Officials
- Press/media contact

- iii) 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.

iv) Emergency situation, 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):

- If one-half or less of the contest has been played, it will be replayed in its entirety.
- 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.

v) OFSAA 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.

b) Rescheduling of Postponed Games

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, the Board Rep. and Seasonal Committee.

Section 6 Protests, Complaints and Suspensions

a) Protest of game results

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 delivered, in writing, to the convenor of the sport by 3:00 p.m. on the next school day. Included in this protest must be reasons for the protest with reference to specific sections in the Constitution, Bylaws, 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 President. The convenor is then removed from any decision-making role in the process.
- (iv) The protest must be supported and signed by the Physical Education 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 President of the W.C.S.S.A.A., together with his/her 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 Principals of the affected schools. The W.C.S.S.A.A. President will communicate such decisions to these Principals. 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 President to the Executive.

b) 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 President shall be informed and may call a meeting of the Seasonal Committee to deal with the complaint.
- ii) If requested by the President, 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 President or his/her designate.

c) 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 (Appendix 5 – Suspension Report Form) must be faxed to the convenor and the President by the coach concerned by noon on the school day following the incident. The President may call a Seasonal Committee meeting to review any suspensions.
- vii) At the call of the President the Seasonal Committee may meet to consider suspensions further, and if necessary, a representative of the Executive may meet with the Principal, Physical Education 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 his/her period of suspension.

BYLAW - 5 COACHES

Section 1 Board Employees

- a) Regular staff of the school, academic, non-academic, and Waterloo Region District School Board Superannuated Teachers may coach.
- b) Co-op, and Faculty of Education students may only be used as Assistant Coaches during their work term or teaching sessions at the school.
- c) Coaches are responsible to the Head of Physical Education and the Principal for their program.
- d) A game will not begin unless a staff member is present, responsible and on the bench, and may not continue if an appropriate staff member is unable to be present.
- e) Principals and Coaches:
Principals are required to meet annually with coaches in their respective schools to review the Constitution and coaches' obligations.

Section 2 Non-Board Volunteer Coaches

- a) WCSSAA supports the participation of volunteers in the extracurricular programs being offered in the Waterloo Region District School Board schools.
- b) Guidelines for volunteers to become involved in the extracurricular programs at a school are based on requirements or suggestions outlined in the Education Act (1998, Regulation 298, section 11, 3 e & f), WRDSB Administrative Services Procedures Manual (section 2000 – Behaviour of Students, section 3000 – Emergency Procedures, section 5000 – Health Safety and Well Being, section 10000 – Transportation/Off Campus), the OFSAA constitution, and the Ontario Safety Guidelines – Secondary Inter school Athletics Guidelines (March 1999).
- c) **Application Process for a volunteer to be an Assistant Coach.**

An application for the Volunteer must be submitted through the WCSSAA President to the Seasonal Committee for that individual to participate in the extracurricular 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, and the original copy of written verification within the last twelve months of a negative TB Test or assurance from a physician that the volunteer is free from active Tuberculosis (this can include a Chest X-ray); both documents arranged at volunteer's expense.
- vi) The Principal must notify the WCSSAA President with the following details: Volunteer's name, the team he/she 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.

d) **Application Process for a volunteer to be a Head Coach**

An application for the volunteer must be submitted through the WCSSAA President to the Seasonal Committee for that individual to participate in the extracurricular program at the school. The principal must insure that the volunteer:

- i) Completes the Non Teacher HEAD COACH Application Form in its entirety (Appendix 6). The volunteer must have reached the age of 22 years. Approval of this application by the WCSSAA President 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.
 - ii) Has agreed to participate and be present at every game and practice during the season.
 - iii) Has agreed to a process for monitoring coaching activities (i.e. seasonal review)
 - iv) Has agreed to abide by all relevant policies and procedures. Any issues requiring disciplinary action must be reported to the Head of Physical Education or the school administration.
 - v) 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.
 - vi) Has agreed to attend scheduled meetings of association coaches and to communicate regularly with designated supervisor.
 - vii) Has received Parental/Guardian consent forms acknowledging their child's participation in an activity without teaching staff involvement.
- e) It is **strongly** recommended that the Principal determine the volunteer possesses expertise in one or more of the following areas:
- NCCP Level 1 technical certification in the sport they are coaching, or
 - Experience in the past 5 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.
- f) A school staff member must be present and responsible for the team at all CWOSSA and OFSAA championships. A teacher from the same school must accompany and be responsible for the athletes at any out of town non-OFSAA competitions. A supervisory adult, as approved by the Principal of the school and of the same sex as the athletes, should be present and on site for the duration of the competition.
- g) **Liability:** Any school-sponsored activity undertaken by a volunteer must be covered by the Board's liability insurance. Volunteers should be aware that the Board's insurance does not include a loss of income provision should the volunteer sustain an injury that prevents them from resuming their normal employment.

BYLAW - 6 CONVENORS

Section 1 Convenors

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 W.C.S.S.A.A. Schedule for the appropriate year. Refer to Appendix 7 for school convenor rotation.

Section 2 Duties of Convenors

Convenors will:

- a) Refer to Appendix 8 – Checklist for Convenors
- b) Provide input to Scheduling Chair.
- c) Convene a pre-season meeting and a post-season meeting.
- d) Submit Reports
 - i) Season's report
 - prepare a report to WCSSAA Directorate (Appendix 9 Convenors Report) 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
 - 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 Constitution, Bylaws or Rules and Regulations.
- e) Make certain all eligibility forms are received prior to the first league competition. Notify Seasonal Committee of any outstanding forms.
- f) 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.
- g) Arrange for the presentation of a trophy or plaque at the championship game or tournament.
- h) Deal with protests and suspensions as in Bylaw 3, Section 5, Protests and Complaints and Suspensions - and report to the President.
- i) Arrange officials for each contest:
 - i) Arrange a pre-season meeting with the referee-in-chief to discuss payment of officials, rule changes, league rules regarding suspensions, schedule, etc.
 - ii) Ensure that referees are cancelled and rescheduled for postponed and rescheduled games
- j) Prepare and submit a budget for the following year if needed. For procedures see Appendix 10: W.C.S.S.A.A. Financial Relationships.

Section 3 Sports Meetings

- a) 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.
- b) Agenda items for sport meetings should include:
- Playing regulations
 - Schedules
 - Tournaments
 - Play-offs
 - Constitution, Bylaws and playing Rules and Regulation changes.
 - Refereeing
 - Publicity
 - Professional development
 - Special medical rules
 - Eligibility
 - Budget
 - League expectations re: coaches' and players' conduct
 - All Star selection
 - Identification of next year's convenorship
 - Other business

A copy of the agenda and minutes of the meeting should be forwarded to the W.C.S.S.A.A. Secretary.

BYLAW - 7 FINANCES

- a) Each member and associate member school shall be assessed a membership fee each year. This fee will be established by the W.C.S.A.A.A. Treasurer in consultation with the Administrative Assistants Subject Association and with approval of the Executive.
- b) The fee shall be paid to the W.C.S.S.A.A. Treasurer.
- c) A W.C.S.S.A.A. Treasurer's Report shall be provided at each Directorate Meeting.

See Appendix 10: W.C.S.S.A.A. Financial Relationships

BYLAW - 8 ALL-STAR PROCEDURES

Introduction

Outstanding individual achievement in a team setting will be recognized by nomination to an all-star team.

- i. Recognition may include selection to a first team, a second team or honourable mention when appropriate. A W.C.S.S.A.A. letter of recognition will be available. It is strongly recommended that all-star selection occurs within one (1) month following the W.C.S.S.A.A. Championship.
- ii. Each sport group, desiring an all-star team, will develop procedures appropriate to that sport. The convenor or designate will be responsible for this effort. There is a sample guideline available. The sport group must cover financial commitments. Considerations for All-Star Selection and Game are found below.
- iii. Application to hold an all-star game must be submitted to the W.C.S.S.A.A. Executive prior to the season. An application form is found in Appendix 11: All-Star Game Application Form.

Considerations for the All-Star Selection

Eligibility - A player must be eligible under all the rules and regulations of the W.C.S.S.A.A.

Composition - First Team All-Stars
Second Team All-Stars
Team Representatives or Honourable 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.

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.

BYLAW – 9 CHAMPIONSHIP COMMITTEE

The Championship Committee exists to organize championship events, as requested by and in cooperation with the various sports bodies, to highlight team sports championships in the W.C.S.S.A.A.

1. Duties of the Championship Committee include:
 - a) Charging a standard admission fee to championship events
 - b) Being responsible through the Executive to the Board of Directors of the W.C.S.S.A.A.
 - c) Maintaining detailed checklists for the functions organized by the committee
2. The gate receipts, after paying event costs, should be submitted to the Championship Committee treasurer who will:
 - i) Transfer funds to the Board of Education for dispersal by the Administrative Assistants to all schools advancing beyond W.C.S.S.A.A. competition, and
 - ii) Submit a financial statement for each Board of Directors meeting
3. This committee, in consultation with the Board Rep. and sport body convenor will have final say on sites, times and dates of any play-off events, and security as deemed necessary, that it organizes. This committee does not have jurisdiction over game play, rules and regulations, etc.
4. Coaches' passes should be provided to all current W.C.S.S.A.A. coaches as identified by the school.
5. Membership on the Championship Committee should include persons willing to work in the areas of publicity, organization, finances and supervision.

BYLAW – 10 W.C.S.S.A.A. STUDENT SCHOLARSHIP AWARD PROGRAM

The W.C.S.S.A.A. Scholarship was formulated to recognize outstanding contributions to school and community by both male and female graduating student athletes, who are enrolling in post-secondary education in a physical education related course. Each year there will be one (1) male and one (1) female award, subject to suitable applicants.

1. The coordination of the W.C.S.S.A.A. Scholarship Award program is the responsibility of the Physical and Health Education Subject Association on behalf of the W.C.S.S.A.A. Executive. In the event of one gender not having a suitable applicant, 2 awards may be given to worthy applicants of the other gender.
2. The Committee of five (5) members of the Board of Directors should include at least one member of the following:
 - i) A member of the Executive
 - ii) A Vice Principal
 - iii) A Physical Education Head
 - iv) A Principal or designate
3. The guidelines for selection of the student athletes will be as follows:
 - i) School athletic contribution
 - a) breadth of involvement
 - b) demonstrated leadership qualities
 - ii) School non-athletic contributions
 - a) breadth of involvement
 - b) demonstrated leadership qualities
 - iii) Community contributions
 - a) breadth of involvement
 - b) demonstrated leadership qualities
 - iv) Academic achievement should be of a level that the candidate has a reasonable chance of success in his/her post-secondary physical education related course.
4. The finances for the program - currently two (2) awards at two hundred and fifty dollars, (\$250.00) will be derived from the W.C.S.S.A.A. funds.
5. The timelines are as follows:
 - May 1 - committee established
 - May 1 - applications distributed by Physical and Health Education Subject Association rep.
 - May 15 - applications returned by schools/candidates
 - June 1 - interviews conducted as needed
 - June 10 - decision announced

**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 Administrative Assistant indicating that this activity has been sanctioned by the Principal, Physical Education Head and the Administrative Assistant himself/herself must be attached)

Appendix 2
W.C.S.S.A.A. ELIGIBILITY FORM

The following information is to be included on all eligibility sheets:

Name	Birth date	Age	Entry Date Present School	Entry Date Secondary	Cumulative Credits	Students Schedule
------	------------	-----	------------------------------	-------------------------	-----------------------	----------------------

I authorize that the above named students meet the WCSSAA eligibility requirements for competition.

Principal: _____ Date: _____

School: _____ Sport: _____

**Appendix 3 –Appeal Forms available from Phys Ed Head
WATERLOO COUNTY SECONDARY SCHOOL ATHLETIC ASSOCIATION
OFSAA TRANSFER ELIGIBILITY FORM**

PART A – STUDENT INFORMATION (Please print)

Name _____ Birth date ___ / ___ / ___ Age Aug. 31/06

 (Last) (First) D M Y

Grade _____ Home Telephone No. _____

Residences: List all addresses used during high school career together with occupancy dates. In each circumstance indicate if the address given was the same for parent(s) or legal guardian(s) (as appointed by a court of competent jurisdiction).

	Address	Date In	Date Out	Same as Parent/Legal Guardian ^(*)	
				Yes	No
1.	Present				
2.	Previous				
3.					

Schools: List all schools attended in reverse order. Indicate whether each school was semestered (S) or traditional (T) when attended.

	School	Date of Entry	Date of Leaving	T/S	School Address
1.	Present				
2.	Previous				
3.					

My present school is the nearest school to my home which offers the program/sport in which I wish to participate:
 Yes ____ No ____

Number of credits earned as of June/00 _____ Number earned Semester 1 this year__
 (complete when applying for Semester 2 eligibility only)

GRADUATED _____ NOT GRADUATED _____

My current timetable, listed by course and code, is as follows. If in semestered school, indicate which courses will be taken in Semester I and which in Semester II.

Month and year of entry in to grade nine – MONTH _____ YEAR _____

I have played inter-school sports during the previous 12 months. YES NO (circle one)
 If yes, list sports played.

1. _____ 2. _____ 3. _____ 4. _____

Sports requesting eligibility for September 2006 – June 2007

1. _____ 2. _____ 3. _____ 4. _____

The information on this form is accurate

Student's Signature

Parent/Guardian's Signature

Appendix 4
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)
Boys Volleyball	1st Day of School	OFSAA (Sr.) CWOSSA (Jr.)	20 + WCSSAA + CWOSSA + OFSAA
Football	1st Day of School	WCSSAA	10 No more than 3 games in a 14-day period
Junior Boy Soccer	1st Day of School	CWOSSA	20 + WCSSAA + CWOSSA
Boys Basketball	November 1	OFSAA (Sr.) CWOSSA (Jr.)	35 + WCSSAA + CWOSSA + OFSAA
Hockey	November 1	OFSAA	30 (includes a maximum of 3 tournaments) + WCSSAA + CWOSSA + OFSAA
Wrestling	November 1	OFSAA	20 Successful weigh-ins per individual + WCSSAA + CWOSSA + OFSAA
Senior Boy Soccer	March 1	OFSAA	20 + WCSSAA + CWOSSA + OFSAA
Rugby	March 1	OFSAA	20 + WCSSAA + CWOSSA + OFSAA
Girls Basketball	1st Day of School	OFSAA (Sr.) CWOSSA (Jr.)	30 + WCSSAA + CWOSSA + OFSAA
Gymnastics	December 1	OFSAA	10 Meets + WCSSAA + CWOSSA + OFSAA
Girls Volleyball	November 8	OFSAA (Sr.) CWOSSA (Jr.)	25 + WCSSAA + CWOSSA + OFSAA
Field Hockey	1st Day of School	OFSAA	20 + WCSSAA + CWOSSA + OFSAA
Girl's Soccer	After March Break	OFSAA	20 + WCSSAA + CWOSSA + OFSAA
Cross-Country	1st Day of School	OFSAA	10 Meets + WCSSAA + CWOSSA + OFSAA 3 Meets/Week/Team
Badminton	December 1	OFSAA	5 + 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
Senior Tennis	1st Day of School	CWOSSA	5 + WCSSAA + CWOSSA
Junior Tennis	April 1	WCSSAA	5 + WCSSAA
Swimming	November 1	OFSAA	10 Meets + WCSSAA + CWOSSA + OFSAA
Cross-Country Skiing	December 1	OFSAA	5 Meets + WCSSAA + CWOSSA + OFSAA
Curling	October 1	OFSAA	20 + WCSSAA + CWOSSA + OFSAA

Appendix 5
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: _____ Place: _____

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

P.E.Head

Coach

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

May 2005

Appendix 6

WCSSAA Head Coach

Non Teacher 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 administrator or someone with teaching certification, and
- The position to be filled is one of head coach or the person would be asked to coach by himself/ herself

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

<p>CANDIDATE:</p> <p>Name: _____</p> <p>Address _____</p> <p>Phone (Home) _____ Work _____</p> <p>E-mail or Fax _____</p>	<p>SCHOOL:</p> <p>Principal/Designate _____</p> <p>Team in Question _____</p> <p>Higher Risk Sport Yes _____ No _____</p>
--	--

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 think are 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 the sport of _____
3. What are the three primary goals that you are trying to achieve as a coach _____
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 _____

May 2005

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:

- **The original copy of a Full Background Police Record Check completed within the last six months;**
- **The original copy of written verification within the last twelve months of a negative TB Test or assurance from a physician that you are free from active Tuberculosis (this can include a Chest X-ray)**

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 President: _____

Date

10/21/2008

Appendix 7

CONVENOR ROTATION

	2004-05	2005-06	2006-07	2007-08	2008-09	2009-10
FALL SPORTS						
Girls' Basketball	KCI	CHCI	PHS	GCI	SSS	GPSS
Boys' Volleyball	GPSS	GRCI	JHSS	KCI	SJAMSS	PHS
Football	FHCI	GCI	GPSS	GRCI	JHSS	KCI
Jr. Boys' Soccer	WCI	WODSS	EDSS	KCI	ECI/PHS	FHCI
Field Hockey	SSS/GCI	GCI/WCI	WCI/JHSS	JHSS/ECI	ECI/PHS	PHS/GRCI
Sr. Tennis	PHS					
Cross-Country Running	JHSS					
WINTER SPORTS						
Girls' Volleyball	GPSS	JHSS	PHS	ECI	CHCI	EDSS
Boys' Basketball	GRCI	GPSS	JHSS	KCI	PHS	SJAMSS
Girls' Hockey	WODSS	SMHS	EDSS	GRCI	FHCI	CHCI
Boys' Hockey	GRCI					
Wrestling	JHSS	FHCI -				
Swimming	BCI/Ed. Ctr.	Ed. Ctr. -				
Curling	SDCSS	SJAMSS	SMHS	WCI	RCSS	WODSS
Cross-Country Skiing						
SPRING SPORTS						
Girls' Soccer	PHS/SSS	SSS/WCI	WCI/WODSS	WODSS/BCI	BCI/CHCI	CHCI/ECI
Sr. Boys' Soccer	BCI	EDSS	PHS	KCI	GPSS	SSS
Girls' Rugby	FHCI					
Boys' Rugby	WCI					
Badminton	PHS/GPSS					
Jr. Tennis	PHS					
Track & Field	GPSS					
	2010-11	2011-12	2012-13	2013-14	2014-15	2015-16
FALL SPORTS						
Girls' Basketball	EDSS	JHSS	WODSS	GRCI	SJAMSS	BCI
Boys' Volleyball	WCI	WODSS	BCI	CHCI	EDSS	FHCI
Football	PHS	SJAMSS	SSS	WCI	WODSS	BCI
Jr. Boys' Soccer	PHS					
Field Hockey	GRCI/KCI	KCI/FHCI	FHCI/BCI	BCI/CHCI	CHCI/EDSS	EDSS/SJAM
Sr. Tennis						
Cross-Country Running						
WINTER SPORTS						
Girls' Volleyball	WODSS	SJAMSS	HHSS	WCI	SSS	GRCI
Boys' Basketball	SSS	WCI	WODSS	BCI	CHCI	ECI
Girls' Hockey	PHS	RCSS	BCI	SJAMSS	SDCSS	ECI
Boys' Hockey						
Wrestling						

10/21/2008

	2010-11	2011-12	2012-13	2013-14	2014-15	2015-16
Swimming						
Curling	HHSS	BCI				
Cross-Country Skiing						
SPRING SPORTS						
Girls' Soccer	ECI/EDSS	EDSS/FHCI	FHCI/GCI	GCI/GPSS	GPSS/GRCI	GRCI/JHSS
Sr. Boys' Soccer	JHSS	WODSS	ECI	CHCI	WCI	GRCI
Girls' Rugby						
Boys' Rugby						
Badminton						
Jr. Tennis						
Track & Field						
	2016-17	2017-18	2018-19	2019-20		
FALL SPORTS						
Girls' Basketball	ECI	WCI	KCI	FHCI		
Boys' Volleyball	ECI	SSS	GCI	GRCI		
Football	CHCI	ECI	FHCI	GCI		
Jr. Boys' Soccer						
Field Hockey	SJAM/GPSS					
Sr. Tennis						
Cross-Country Running						
WINTER SPORTS						
Girls' Volleyball	FHCI	BCI	KCI	GCI		
Boys' Basketball	EDSS	GCI	FHCI	GRCI		
Girls' Hockey	WCI	SBCSS	WODSS			
Boys' Hockey						
Wrestling						
Swimming						
Curling						
Cross-Country Skiing						
SPRING SPORTS						
Girls' Soccer	JHSS/KCI	KCI/PHS				
Sr. Boys' Soccer	GCI	FHCI				
Girls' Rugby						
Boys' Rugby						
Badminton						
Jr. Tennis						
Track & Field						

Appendix 8

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 5 – Suspension Report)
- The Convenor must report all ejections to the President
- 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 President

Finances

- Include a budget and financial statement with the post-season report in consultation with W.C.S.S.A.A. Treasurer and 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 W.C.S.S.A.A. approval

Convenor's Report to the League

- All post-season reports by the Convenor must be submitted to the Board of Directors
- It is a written report. The post-season report should 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 9 -Format for Convenor's Post-Season Report to W.C.S.S.A.A. 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. (Bylaw 2, Section 1b states time lines)
- Eligibility list must be checked for any discrepancies and kept on file
- Report any eligibility infractions to the President

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.

Appendix 9
CONVENOR'S POST-SEASON REPORT TO W.C.S.S.A.A. DIRECTORATE

SPORT: _____ SEASON/YEAR: _____

CONVENOR: _____ CONVENOR ELECT: _____

Final Champions and Highlights

Season End Meeting

Date: _____

Coaches in Attendance: _____

Recommendations for Scheduling

Recommendations for Rule Changes

Financial Report

over.....

All Stars

First Team	
Name	School

Second Team	
Name	School

Honourable Mentions			
----------------------------	--	--	--

Name	School

Name	School

Appendix 10
FINANCIAL RELATIONSHIPS

1. Executive and Board of Directors
 - Approve yearly fee and trophy assessments
 - Approve, through the Treasurer, any unbudgeted additional expenditures
2. Treasurer
 - Pays yearly scholarships
 - Pays all trophy costs - plaques (as per sport allotments), repairs and engravings
 - Pays convenors' budgeted and non-budgeted, but approved, expenses
 - Invoices the Administrative Assistants for each school's share of all costs
 - Receive financial statements from sport bodies
3. Convenor
 - May set up an account with his/her Administrative Assistant for funds to operate
 - Submits a statement to the W.C.S.S.A.A. Treasurer for reimbursement
 - Approaches the W.C.S.S.A.A. Treasurer for unbudgeted emergency funds
4. Coach
 - Requests sport funds from their Administrative Assistant
 - 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 W.C.S.S.A.A. Treasurer
 - Pay W.C.S.S.A.A., upon being invoiced, the school's share of any convenor event levy
 - Coordinate requests to the Championship Committee to request funds for post W.C.S.S.A.A. play
6. Event Financing
 - Convenor will use their Student Activity funds to pay their bills
 - At season end, the convenor and Vice Principal may produce a financial statement and submit it to the W.C.S.S.A.A. Treasurer
 - The W.C.S.S.A.A. 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 W.C.S.S.A.A. Treasurer at any time at the request of a convenor

2. Staffing

- 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

- 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

- 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

- 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 endeavours.

Sincerely,

(W.C.S.S.A.A. President)