



# **DISTRICT 8 ATHLETIC ASSOCIATION CONSTITUTION**

UPDATED: JUNE 2019  
RATIFIED: JUNE 2019

# HISTORY

## DISTRICT 8 ATHLETIC ASSOCIATION - PRESIDENTS

<b>President</b>	<b>Term</b>	<b>Seasons</b>	<b>Association</b>
Dan Lee:	1990-93	(1990-91, 1991-92, 1992-93)	WCDSB
Bernie Farwell:	1993-94	(1993-1994)	WCDSB
Pat Gibbons:	1994-97	(1994-1995, 1995-1996, 1996-1997)	WCDSB
Frank Johnson:	1997-98	(1997-98)	WCDSB
Paul Paquette:	1998-04	(1998-99, 1999-00, 2000-01, 2001-02, 2002-03, 2003-04)	WCDSB
Frank Wittig:	2004-06	(2004-05, 2005-06)	WCDSB
John Dietrich:	2006-07	(2006-07)	WCDSB
Dan Ingoldsby:	2007-09	(2007-08, 2008-09, 2009-10)	WCDSB
Chris Woodcroft:	2010-15	(2010-11, 2011-12, 2012-13, 2013-14, 2014-15)	WCDSB
Deanna Wehrle	2015-17	(2015-16, 2016-17)	WCDSB
Frank Wittmann	2017-19	(2017-18, 2018-19)	WCDSB

## PREAMBLE

The Constitution of the District 8 Athletic Association seeks to establish guidelines for inter-school athletics and to set standards that will ensure the physical welfare and academic progress of each student-athlete as well as provide and encourage equitable competition.

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

- a) Excellence in performance with magnanimity in victory and self-worth in defeat.  
(Win with dignity, lose with pride!)
- b) Respect for authority as evidenced by the positive acceptance of officials' decisions.
- c) Charity and co-operation between, and respect among competitors, coaches and spectators.
- d) Self-control under pressure and stress
- e) Perseverance and self-discipline in preparation for competition.
- f) That all athletes are students first and athletes second, and must keep those roles in perspective.
- g) That the actions of all athletes and coaches represent the highest administrators of their sport, team, school, board, and the District 8 Athletic Association and should act accordingly.

The District 8 constitution can only attempt to provide guidance for the development of a sound interscholastic philosophy which is consistent with Christian education.

It is therefore the responsibility of all participants and supporters that, in addition to adhering to the rules set down in the following articles of the constitution, that they have in constant view the Christian values toward which we all must strive.

## ARTICLE I: NAME

### **Section 1: Name**

This organization shall be known as the District 8 Athletic Association.

### **Section 2: Constitution**

This Constitution dated September 2019 supersedes all other Constitutions and shall be the Official Constitution of the District 8 Athletic Association.

*NOTE: A constitution review should take place every three years with the next review beginning in the Fall 2021 with updates ratified at the Annual General Meeting in June 2022.*

## ARTICLE II: OBJECTIVES

- a) To promote life-long Christian values through sport.
- b) To establish and govern all inter-school athletic activities for District 8 members.
- c) To provide and encourage the opportunity for an interest in sports among the secondary school students of District 8.
- d) To provide opportunities for a large number of students to participate in inter-school sports.
- e) To develop healthy attitudes towards both competition and co-operation among students.
- f) To promote a balance in the athletic, academic and social components of a student athlete's education.
- g) To regulate the Conduct of coaches, students and fans during District 8 competition as outlined in the code of Ethics.

## ARTICLE III: MEMBERSHIP

### **Section 1: Full Membership**

- a) The membership of the Association shall be:

School	Team Name	Colours
École secondaire catholique Père-René-de-Galinée	Chevaliers/ Chevalières (Knights)	Blue/Black/Grey
Monsignor Doyle Catholic Secondary School	Mustangs	Maroon/Gold/White
Resurrection Catholic Secondary School	Phoenix	Red/White/Gold
Rockway Mennonite Collegiate	Flames	Red/White/Black
St. Benedict Catholic Secondary School	Saints	Blue/Gold/White
St. David Catholic Secondary School	Celtics	Blue/Green/White
St. Mary's High School	Eagles	Navy/Light Blue/Grey
Woodland Christian High School	Cavaliers	Blue/White/Black

- b) The conditions for school membership in the Association are:
  - i) Agreement to comply with all pertinent decisions of the Board of Directors, as promulgated in the Constitution, By-Laws and Regulations or conveyed to member schools by other official means of communication;
  - ii) Payment of pertinent fees by the dates specified;
  - iii) Payment of fees admits willingness to comply with all such decisions of the Board of Directors.
- c) Acceptance of a new member school shall require approval of the application by a simple majority of the member schools at the Annual General Meeting. This application should be made to the Executive prior to June 1<sup>st</sup>. Members will serve a probationary period of 24 months as an Associate Member before being granted full membership status.
- d) No member school shall permit a team representing it to participate in an outside league without written permission of the District 8 Athletic Association president. All requests will be reviewed annually. Schools shall realize their first responsibility is to the league and to the schedule.

### **Section 2: Associate Membership**

Schools will be eligible to apply for an associate membership within District 8 Athletic Association. Consideration of membership is contingent upon meeting the following criteria:

- Compliance with current District 8 constitution, by-laws and playing regulations;
- Code of Ethics for coaches and players;
- Recognized education institution by the Ministry of Education or by direction of Central Western Ontario Secondary School Association (CWOSSA).

Associate members will be responsible for:

- Payment of an equitable share of costs for the sports in which the school participates;
- Refer to article 7 section 2 b) for further membership fee details;
- Conditions of school membership outlined in article 3 section 1 b).

Associate members can expect to receive:

- Inclusion in league schedules, playoffs including championship games;
- Access to CWOSSA and OFSAA competition.

Associate membership is open to only secondary schools who wish to participate in three or less sports; or for schools serving a probationary period of 24 months.

Acceptance of an associate member school shall require approval of the application by a simple majority of the Executive; Schools must apply on a year-to-year basis. The application must come in writing and signed by the school's Administrator or designate. It can be made at any time during the academic calendar.

## ARTICLE IV: GOVERNANCE

### **Section 1:        The Board of Directors**

There shall be one (1) director from each full member secondary school. Directors to the Board are selected from the Administration or the Athletic Directors (or designate). Two parent representatives and two student representatives shall be appointed each year from member schools on a rotating basis. In addition, the Board of Directors will also have an eleven member executive (see section two). All full members of the Executive are voting members of the Board of Directors.

The Board of Directors shall be the decision-making body of District 8. The Board of Directors shall determine the policies and principles for the operation of District 8.

### **Section 2:        The Executive**

- a) The Executive shall be empowered by the Directors to transact District 8 Athletic Association business between meetings of the Directors and is responsible to the Directors. The Executive as such, shall not be held personally liable for any decisions made, or actions taken, in the performance of their duties as Executive members provided said decisions or actions are made in good faith and District 8 shall indemnify and save the Executive harmless from any and all causes of action, howsoever they may arise, in connection with the performance of their duties as Executive members.
- b) The officers of this Association shall be known as the Executive and shall consist of the following positions to be determined at the June AGM for the following school year (term of office and year in parenthesis)
  - i) President (Two Year Term – appointed **even** years)
  - ii) Vice President (Two Year Term – elected **even** years)
  - iii) Secretary (Two Year Term – elected **odd** years)
  - iv) CWOSSA Representative A (Two Year Term – elected **odd** years)
  - v) CWOSSA Representative B (Two Year Term- elected **even** years)
  - vi) Independent Schools Representative (Two Year Term – appointed **odd** years)
  - vii) Athletic Director Representative (Two Year Term - appointed **even** years)
  - viii) WCDSB Superintendent (or designate) (No term length - Appointed)
  - ix) Treasurer (No term length - Appointed)
  - x) Immediate Past President (Ex Officio)
  - xi) Athletic Coordinator (Ex Officio - Appointed)
- c) Following the Vice President's term ( June 30th), they will be appointed as President. At that time the President will be appointed as the Immediate Past President. One of the Vice-President, President, Past President shall be a current

Administrator within one of the member schools of District 8 Athletic Association. It is recommended that a Male and Female be represented, ideally genders would alternate roles.

- d) All members of the Executive shall be elected by the Directors except representatives of the Independent Schools, WCDSB Superintendent, and Athletic Director Representative as well as the Athletic Coordinator who are appointed by their respective groups or organizations.
- e) The Treasurer shall be appointed by the President of the Association and is recommended to be a member of the Finance Department within one of the member schools boards.
- f) The Past President and Athletic Coordinator are Ex-Officio and have non-voting rights at Executive and Director meetings.
- g) A quorum shall consist of at least five voting members of the Executive (President or designate must be a member of the quorum).

### **Section 3: Duties of Executive**

- a) The President shall:
  - i) Call the meetings of the Executive, Board of Directors and Seasonal Committee;
  - ii) Act as Chairperson at the meetings;
  - iii) Act as spokesperson for the Association;
  - iv) Will only vote if a tie is recorded at a board of directors meeting;
  - v) Have the authority to inquire into any matter pertaining to the affairs of the Association and ask any representative to attend a meeting;
  - vi) Be an ex-officio member of any committees authorized by the Association;
  - vii) Have the authority to carry on the affairs of the Association between meetings of the Directorate and/or the Executive;
  - viii) Assume the responsibility for protests, eligibility, etc., and communicate all decisions to all personnel.
- b) The Vice President shall:
  - i) Assume duties of President when necessary;
  - ii) Solicit and conduct searches for current or upcoming vacant Director and/or Executive positions;
  - iii) Shall chair By-law & Constitutional Review Committee Meetings when appropriate;
  - iv) Shall present and recommend updates to Sport Rules and Regulations.
- c) The Past President shall:
  - i) Acts as a resource and take on special duties as assigned by the President.
  - ii) Chair the Championship Committee
- d) The Secretary shall:
  - i) Prepare the minutes and make available to each of the directors;
  - ii) Maintain a file of all materials pertinent to the business of the Association;
  - iii) Update all ongoing policy decisions including constitution, bylaws and sport rules and regulations.
- e) The Treasurer shall:
  - i) Keep up-to-date accounts of all financial matters and submit a financial report at each meeting of the Directors;
  - ii) Invoice and collect (from all schools) Association membership fees and league costs as directed by the Executive;
  - iii) Recommend at the final meeting of the Directors a budget for the next fiscal year;
  - iv) Pay on behalf of District 8, invoices submitted by the Athletic Coordinator
- f) The CWOSSA Representative(s) shall:
  - i) Attend and represent District 8 at the CWOSSA board of directors meeting on behalf of District 8;
  - ii) Make reports and attend meetings of the District 8 Executive and Board of Directors;

- g) The Independent Schools Representative, Athletic Director's Representative and WCDSB Superintendent Representative (or designate) shall:
- i) Act as a resource to the President;
  - ii) Represent the interests of their respective groups and or associations.
- h) The Athletic Coordinator shall:
- i) Conduct day-to-day business of the Association which includes but not limited to: scheduling, league operations and public relations;
  - ii) Manage day-to-day finances of the Association in consultation with the President and Treasurer;
  - iii) Serve as a resource person for convenors organizing multi-school events;
  - iv) Circulate notice of meetings and a notice for agenda items three weeks prior to the general meeting of the Directors in consultation with the President;
  - v) Assist Secretary in maintaining a file of all materials pertinent to the business of the association and all ongoing policy decisions;
  - vi) Inform promptly any person affected by an item passed by the Directorate and/or Executive;
  - vii) Acts as a resource to the President.

**Section 4: Parent/Student Representative**

Each year there will be two parent and two (2) student representatives on the Board of Directors as chosen by the designated schools. The student representatives should be of opposite gender if possible.

The parent/student representatives' rotation will be as follows:

- a) Resurrection CSS / Monsignor Doyle CSS (2019-20)
- b) St. Mary's HS / Rockway MC (2021-22)
- c) St. David CSS / Woodland Christian HS (2022-23)
- d) St. Benedict CSS / ÉSC Père-René-de-Galinée (2023-24)

The Parent / Student representative should be designated by school before the Fall Meeting of the Board of Directors.

**Section 5: Committees**

The Executive may form standing and/or ad hoc committees as the need arises. These committees shall report through the Executive to the Board of Directors.

**Section 6: Standing Committees**

The following standing committees shall exist:

- a) Seasonal Committee
  - i) Shall consist of the President, Vice President (as needed), Secretary, WCDSB Superintendent Representative (or designate), Independent Schools Representative, and Athletic Coordinator;
  - ii) The President may request an alternate for any member if a conflict of interest occurs on a particular issue;
  - iii) The Seasonal Committee shall rule on (a) sports problems referred to it by the Executive or (b) by a Sports convenor/Athletic coordinator or (c) protests which have been filed through the Athletic Coordinator via the Sport Convenor;
  - iv) A quorum shall consist of at least three (3) members of the Seasonal Committee.
- b) Transfer Committee
  - i) Shall consist of the President (as needed), Vice President, Secretary, CWOSSA Representatives, Athletic Director Representative and Athletic Coordinator;
  - ii) The President can appoint an alternate Executive Member if a conflict of interest arises;
  - iii) The Transfer Committee shall rule on behalf of District 8 on all Transfer Appeals as per regulations set forth by OFSAA, CWOSSA and District 8;
  - iv) A quorum shall consist of at least three (3) members of the Transfer Committee;

- v) Members from receiving school are ineligible to vote and members are encouraged to avoid conflict of interest
  - vi) Applications under Section a II b) I, II, III, can be approved by the athletic coordinator
  - vii) The decision of the Transfer Committee will be final and is subject to appeal to CWOSSA and/or OFSAA.
- c) Constitutional and By-Law Review Committee
- i) Shall consist of the President, Vice President, and Secretary, Independent School Representative and Athletic Coordinator as well as two (2) other members as appointed by the President.
- d) Championship Committee
- i) Shall consist of the Past President, Student and/or parent rep, 1 Athletic Director, Athletic Coordinator as well as two other members as appointed by the President.
  - ii) 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 District 8.

## ARTICLE V: DIRECTORS MEETINGS

### **Section 1: Meeting Schedule**

Three (3) meetings of the Directors shall be held in the school year (October, February and June). An Annual General Meeting will be the final Directors meeting of the year (June). Special meetings and/or by-law or other constitutional reviews may be called at the discretion of the Executive.

### **Section 2: Voting**

- a) All members of the Board of Directors and Executive, except the President, shall be eligible to vote when present. The President shall cast the deciding ballot on tied votes.
- b) A secret ballot may be held at the discretion of the Chair.
- c) Motions shall be carried by a simple majority.
- d) A quorum shall consist of at least one voting representative from at least five (5) full member schools of the Association.
- e) Any constitutional amendment must be ratified by two-thirds (2/3) of the majority of the present directors at a meeting of the Board of Directors. Notice of a proposed constitutional amendment and supporting rationale must be made to the Secretary prior to the appropriate Executive meeting immediately preceding the Board of Directors meeting at which the amendment is to be considered.
- f) The constitution may be amended by a vote of 90% of the Directors at a meeting of the Board of Directors if a proposed change was not submitted to the prior Executive meeting.
- g) Any bylaw must be ratified by two-thirds (2/3) majority of the directors at a meeting of the Board of Directors.
- h) Any change to the playing rules and regulations must be ratified by a two-thirds (2/3) majority of the directors at a meeting of the Board of Directors.
- i) Voting procedures on the Board of Directors: That where there is a duplication of an executive member and a director, there will be no substitution with another staff member.
- j) Decisions regarding the constitution and bylaws made by the board of directors will not be reviewed for a period of two (2) years from the date of resolution. An appeal of any decision will go to the Board of Directors for review

## ARTICLE VI: APPEALS

### **Section 1: Appeals Procedures**

- a) Any member school may appeal a decision to the Executive Committee.
- b) Intent to appeal must be submitted by the Athletic Director or Administrator of the school within 24 hours (One Business Day).
- c) Appeal must be signed and supported by an Administrator within 48 hours (Two Business Days).
- d) A fee of \$100 must be paid prior to the appeal hearing.
- e) The suspension is upheld while appeal process is under review.
- f) The Executive Committee will endeavour to render a decision as promptly as possible.
- g) The Executive Committee's decision is final.



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## ARTICLE VII: FINANCES

### **Section 1: Financial Principle**

- a) District 8 operates as a not-for-profit organization; all members will share equally into the finances of District 8 Athletic Association.
- b) The fiscal year of the Association will be from September 1<sup>st</sup> to August 31<sup>st</sup>. Financial statements will be provided by the Treasurer at each meeting of the Directors and an annual budget will be presented at the Fall Board of Directors meeting.

### **Section 2: Membership Fees**

- a) Each member school and associate member school shall be assessed a membership fee to be determined at the June Board of Directors meeting of the previous school year (e.g. \$1.00 per enrolled student / min. \$500 per school) each year and is due after the Fall Board of Directors meeting.
- b) An additional membership fee may be set based on Association finances; this fee must be levied at the Annual General Meeting of the Board of Directors.

### **Section 3: League Operation**

- a) League costs will be shared equally among schools who declare participation in said sport on the Association's Declaration form.
  - b) Any school that has declared a team and subsequently withdraws after the first circulated draft of the schedule is required to share equally in all fees and league costs as outlined in Section 3 a).
  - c) Costs associated with League Operations include but are not limited to: referees/officials, facility rentals, and awards.
  - d) 'Team' sports costs will be divided equally by school entry whereas 'individual' sports will be based on per student entry. In this instance individual sports will be defined as: Badminton, Cross Country, Swimming, Tennis, Golf, Track & Field and Wrestling.
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## ARTICLE VIII: AFFILIATION

### **Section 1: OFSAA and CWOSSA**

District 8 is a member of the Ontario Federation of Secondary Athletic Association (OFSAA) through affiliation with Central Western Ontario Secondary School Association (CWOSSA). This constitution is in agreement with and complements the respective constitutions of OFSAA and CWOSSA which shall be used when no clear constitutional direction can be found in the District 8 constitution.

### **Section 2: CWOSSA Representation**

Two (2) District 8 Athletic Association Directors nominated by the Association (as per CWOSSA regulations) must be elected for two (2) years at the June meeting of the Board of Directors. A vote of the Board of Directors will decide the representation. The newly elected Directors will assume their duties effective July 1. One (1) representative should be elected on the odd numbered year, the other on the even number year.

## ARTICLE IX: PLAYER ELIGIBILITY

### **Section 1: General**

District 8 will observe age eligibility policies, as established by the Ontario Federation of Secondary Athletics Association, (OFSAA).

- a) Senior - the individual's birth certificate indicates that the student has not reached their 19th birthday by January 1st prior to the start of the school year in which the competition is held.
- b) Junior - the individual's birth certificate indicates that the student has not reached their 15th birthday by January 1st prior to the start of the school year in which the competition is held.
- c) Novice - the individual's birth certificate indicates that the student has not reached their 14th birthday by January 1st prior to the start of the school year in which the competition is held. Students may compete in this category for one year only in Grade 9.

### **Section 2: Age Validation**

To determine the ages of competitors, the Ontario School Record folder of each competitor must be consulted. The administrator and Athletic Director will certify on a standard eligibility form that this process has been carried out.

### **Section 3: Eligibility Form**

Eligibility Forms must be submitted to the convenor prior to the first league game. Additional players may be added according to the playing regulations of each sport.

### **Section 4: One Sport per Season**

In order to provide opportunity for the greatest number of students; athletes shall be eligible to participate in only one sport per season.

- a) A student shall be eligible to participate in only one sport per season where there is a playing schedule leading to championship play.
- b) In order to preserve a program, schools classified as "A" (according to OFSAA Classification) may apply to the Executive to allow involvement in more than one sport.

### **Section 5: One Sport per Year**

A student may only play one season of the same sport (team or individual) at the District 8 level during the school year

### **Section 6: Registration Requirements**

A student, to be eligible for competition, must be:

- a) Registered in a school at the midpoint of the competition season in the sport which the athlete wishes to participate (for example: in a seven game season, registered before the fourth game)
- b) All students must meet OFSAA full-time student status and must have a schedule to meet their 'educational pathway' in order to be declared eligible.

### **Section 7: District 8 Transfer Policy**

No school shall include in its lineup any student who has been registered as a transfer from another school within the previous twelve (12) months. The District 8 Transfer Policy applies to all students transferring into Ontario high schools.

In accordance with the District 8 Transfer Policy Procedural Process, a student or their representative may apply to the District 8 Transfer Appeals Committee to be deemed eligible to participate in District 8 sponsored events according to the criteria identified in as part of current District 8 Transfer Policy. Appeals to District 8 transfer decisions may be made to CWOSSA.

District 8 will follow the rules and regulations set forth by OFSAA pertaining to Transfer Eligibility.

**Section 8:      *Playing of an Ineligible Player***

- a) If an ineligible player competes in a game, that game will be counted as a loss for the school for which the player competes for, a win for the opposing school and an adjustment in the standings.
- b) Students having been declared ineligible for District 8 participation shall not be eligible to participate in exhibition games for the school during their period of ineligibility.

**Section 9:      *OFSAA Eligibility Policy***

District 8 adheres to all policies directed by OFSAA. These include but are not limited to:

- a) Five Year Rule: To represent a school in any Championship coordinated by OFSAA a student must be eligible for no more than five (5) consecutive years from the date of entry into Grade 9.
- b) Course Requirements Policy:
  - i) Students who have fewer than twenty-two (22) credits must be taking courses which define them as full time students under the Ministry of Education definition. Namely, a student in a traditional school must be registered in a minimum of six (6) full day school credit courses; in a semestered school, a student must be registered in a minimum of three (3) full day school credit courses in the semester in which the student participates.
  - 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 the student participates.
- c) Any student who registers and either (i) attends one full term or semester, or (ii) practices or plays with an intercollegiate team at a postsecondary institution, and then returns to any high school is ineligible for OFSAA competition for the remainder of the student's high school career.
- d) Students who play on a prep team within a school and then are no longer on that Prep team but remain at the school, are ineligible for the 'bona fide' school team for the current school year and the following school year.

**Section 10:      *OFSAA Equity Policy***

- a) District 8 recognizes and aligns with the OFSAA Gender Equity Policy.

## ARTICLE X: CODE OF ETHICS

### **Section 1: Code of Ethics for Student-Athletes**

- I will respect student-athletes, coaches, officials, and spectators.
- I am a student first and athletics is an extension of my educational experience.
- I am committed to striving for excellence with integrity and sportsmanship.
- I will communicate in a positive way.
- I am grateful to be a student-athlete, and I will win with dignity and lose with grace.

### **Section 2: Code of Ethics for Coaches**

- I will respect student-athletes, coaches, officials, and spectators.
- I will act in the best interest of the team while developing the student-athlete as a whole person.
- I will teach my student-athletes to play fair and to respect the rules, officials, and opponents.
- I will be generous with praise and constructive feedback.
- I will encourage and model integrity and sportsmanship.

### **Section 3 Code of Ethics for Spectators**

- I will respect student-athletes, coaches, officials, and spectators.
- I will remember that student-athletes play sports for their own enjoyment and as an extension of their educational experience.
- I will cheer in a positive manner.
- I will respect the area of play.
- I will respect the decisions of the official.

## ARTICLE XI: 'JOB ACTION' SITUATIONS

In the event of imposed 'Work to Rule' sanctions affecting the withdrawal of services inclusive of athletic participation, the Executive of District 8 will meet in advance in order to give direction to the member schools and input to any Committees that may be formed by O.E.C.T.A. members. School teams or individual athletes from schools and/or school boards that are in a 'Work to Rule' or 'Strike' by a teacher federation shall not be eligible to compete in District 8 play for the duration of the job action. No penalties or additional fees shall be assigned in such cases. Any remaining schools and/or boards are free to continue with league and championship play as per the District 8 Constitution and sport playing regulation.