

LEEDS & GRENVILLE SECONDARY SCHOOLS
ATHLETIC ASSOCIATION CONSTITUTION

(Revised May 2009)

ARTICLE I - NAME

The association shall be known as the Leeds & Grenville Secondary Schools Athletic Association, (LGSSAA).

ARTICLE II - AIMS AND OBJECTIVES

- i) To promote and govern a sport program for boys and girls among the schools of the Association.
- ii) To encourage a high degree of sportsmanship.
- iii) To strive in all cases, to achieve the greatest good for the greatest number of participants.
- iv) To promote and maintain a spirit of harmony amongst all member schools.

ARTICLE III - MEMBERSHIP

SECTION I

The Association shall consist of the following member schools:

Academie Catholique Ange-Gabriel

Athens District High School

Brockville Collegiate Institute and Vocational School

Gananoque Secondary School

North Grenville District High School

Rideau District High School

St. Mary Catholic High School

St. Michael Catholic High School

South Grenville District High School

Thousand Islands Secondary School

SECTION I

Admission of New Schools:

- i. Schools wish to enter into the activities of this association shall apply for membership directly to the President, in writing. A copy of this letter shall be sent to the Principals and Vice-Principals Association (PVPA) by the applying school. The application will be dealt with at a regular meeting of the Association (LGSSAA). Admission may be approved by a simple majority vote of the membership (see Article VI, Section IV, Sub-section

- ii. The decision of entry will then be sent, in writing, to the school or schools concerned after approval by PVPA.
- iii. On becoming a member of the above Association, a school assumes the obligation of abiding by all the Articles of the Constitution and By-Laws.
- iv. Any member school assumes all rights and privileges, or agreed upon conditions (eg. Travel arrangements, playing regulations).
- v. Upon becoming a member of the association a school may pursue twinning with another member school. (See By-Law 13)

ARTICLE IV - OFFICERS

SECTION I

The Executive of the Association shall be the appointed Athletic Coordinator or the teacher designate from each member school, the L.G.S.S.A.A. President and the L.G.S.S.A.A. Secretary/Treasurer.

SECTION II

The President will be appointed by the Executive to change every two years alphabetically by school. The Secretary/Treasurer will be the alphabetical school following the President's school.

Note: The Executive Roster for the next 12 years is as follows:

2008-10	SGDHS (P)	2012-14	BCI (P)	2016-18	St. Mary (P)
	TISS (S/T)		GSS (S/T)		St. Mike (S/T)
2010-12	ACAG (P)	2014-16	NGDHS (P)	2018-20	SGDHS (S/T)
	ADHS (S/T)		RDHS(S/T)		TISS(P)

***Note the reversal of the executive positions beginning 2018.**

SECTION III

Vacancies occurring in the office shall be filled by the designated school.

SECTION IV

Duties of the President:

- i) Conduct all general meetings.
- ii) Ensure that notices of meeting with agenda are sent out at least two weeks prior to each general and Executive meetings.
- iii) Call and conduct Executive meetings and any emergency meetings.
- iv) Represent or delegate an Association Representative at any function requiring its representation.
- v) Strike a committee to review the L.G.S.S.A.A. constitution every three (3) years.

SECTION V

Duties of the Secretary / Treasurer:

- i) Keep an accurate account of the proceedings of all general meetings in a permanent book.
- ii) Send out notices of meetings and agenda at least two weeks prior to each general meeting.
- iii) Send out copies of the minutes of each general meeting to the member school and to the PVPA representative.
- iv) Receive, conduct and record all official correspondence.
- v) Advise any individual of his/her appointment.
- vi) Be responsible for such duties as usually pertain to the office of a Treasurer. This shall include the financial statement of finances prepared for each Annual Meeting.
- vii) Perform such other duties as the Association Officers may, from time to time, require.
- viii) Be responsible for ordering all medals and sending them to the appropriate conveners.

SECTION VI

Duties of Web-master

- i) Maintain the LGSSAA web-site, with pertinent information for athletes, coaches and parents.
- ii) Post game schedules, results and league standings in a time efficient manner.

SECTION VII

Duties of Transfer Chair

- i) To strike a transfer committee each year that shall consist of one member from each member school.
- ii) To receive/review all transfer papers from LGSSAA.
- iii) To schedule LGSSAA transfer meetings prior to the EOSSAA/OFSAA transfer dates.

ARTICLE V - FINANCES

SECTION I

Member schools shall pay such fees as may be necessary during the year to carry on the business of the Association. These fees (if any) will be decided by the membership at a regular meeting. L.G.S.S.A.A. membership fees of \$90.00 (subject to change upon notification by the Treasurer) are payable to the Treasurer by October 1st. L.G.S.S.A.A. medallions will be purchased annually by the association cost to be shared equally by all member schools.

SECTION II

The Treasurer shall be responsible for all disbursements.

SECTION III

The Secretary / Treasurer shall receive an honorarium of \$400.00 each year payable from the Association fees.

SECTION IV

The Web-master shall receive an honorarium on \$400.00 each year payable from the association fees.

SECTION V

Any Association designate representing the Association shall have his / her expense expenses reimbursed from the Association fees. One representative per school is eligible to claim travel reimbursement to athletic coordinator's meetings. See Appendix for claim form.

ARTICLE VI – MEETINGS

SECTION I

Representation:

- i) Eligible Members include all coaches, Athletic Coordinators and Administrators in member L.G.S.S.A.A. schools.

- ii) Voting members include Athletic Coordinators (or Designate) in accordance with Article VI, Section IV.

SECTION II

Frequency:

There shall be an Annual General Meeting each year, prior to the EOSSAA Annual General Meeting.

SECTION III

Quorum:

A Quorum at any general meeting of the Association shall consist of a majority of the eligible voting members present.

SECTION IV

Voting:

- i) Constitutional issues shall be decided by secret ballot on the basis of one vote for each member school. In the case of a tie the L.G.S.S.A.A. President shall cast the deciding vote.
- ii) All other matters, including By-Laws and Playing Regulations, shall be decided by majority vote of one vote per school. This vote may be taken by secret ballot at the discretion of the chairman. In this case of tie, the chairperson shall cast the deciding vote.
- iii) Proxy votes shall not be accepted in balloting on any issue.

SECTION V

Approval of Proposed Changes:

Any decision made by the L.G.S.S.A.A. Executive, which affects the operation of schools, is subject to review and approval by the PVP.

SECTION VI

Annual General Meeting Format:

- i) Proposed topics for discussion should be sent to the Secretary twenty (20) days before the

Annual General Meeting.

- ii) The Agenda shall be:
 - (1) reading of the minutes
 - (2) business arising from the minutes
 - (3) correspondence
 - (4) treasurer's report
 - (5) unfinished business
 - (6) convenor's reports and SAC recommendations
 - (7) new business
 - (8) adjournment

ARTICLE VII - AMENDMENTS (except By-Laws)

- i) Constitutional amendments shall only be made at the Annual General Meeting.
- ii) Any proposed constitutional amendment(s) must be presented in writing, as a notice of motion to the Secretary/Treasurer seven (7) days prior to the Annual General Meeting.
- iii) Amendments shall be passed by a majority of the votes cast. {See Article VI, Section IV (i)}
- iv) All amendments become effective immediately (subject to Article VI, Section V).

ARTICLE VIII - AFFILIATION

- i) The Association, through its membership in E.O.S.S.A.A., is a member of O.F.S.A.A.
- ii) The President and Secretary / Treasurer shall represent this Association at E.O.S.S.A.A. meetings.

ARTICLE IX - THE CONSTITUTION

The constitution shall be reviewed, revised and reprinted, as deemed necessary, by the membership and its entirety, every three years.

ARTICLE X - SPORTS INVOLVED

All Leeds-Grenville Interschool sports will come under the Constitution and By-Laws of L.G.S.S.A.A.

All L.G.S.S.A.A. champions shall receive medals when a championship has been conducted and a minimum of **one half of the** member schools have participated in that sport throughout the season. In the case where there are fewer than **one half of the** member schools participating, the winning school may purchase L.G.S.S.A.A. medals. (The cost is above the equalization payment

made for medal purchase.)

ARTICLE XI - REPORT TO PVPA

A year-end report on L.G.S.S.A.A. activities shall be given by the L.G.S.S.A.A. PVPA Representative to the PVPA no later than June 25th of each school year.

LEEDS & GRENVILLE SECONDARY SCHOOLS **ATHLETIC ASSOCIATION BY-LAWS** (revised May 2009)

This Association may make, amend, or repeal By-Laws as deemed necessary for the conduct of business of the Association. {(For voting see Constitution Article VI, Section IV (ii)}

BY-LAW 1

Sponsored Activities:

i) This Association shall sponsor these interschool activities:

Varsity Badminton	Rookie Badminton	Boys' Basketball
Girls' Basketball	Cross Country	Curling
Boys' Ice Hockey	Girls' Ice Hockey	Boys' Rugby
Girls' Rugby	<i>Nordic Skiing</i>	<i>Alpine Skiing</i>
Boys' Soccer	Girls' Soccer	Tennis
Track and Field	Boys' Volleyball	Girls' Volleyball
Boys' Wrestling	Girls' Wrestling	Boys Football

ii) Application for new activities shall be made, in writing, at the Annual General Meeting. The APPLICATION MUST INCLUDE PROPOSED PLAYING REGS, PROPOSED SCHEDULE AND CONVENOR. If application is approved at AGM, the schedule will be subject to confirmation or adjustments by the AC's at the June scheduling meeting.

BY-LAW 2

Eligibility:

The eligibility rules as specified by the L.G.S.S.A.A. Constitution must be observed by all competitors in the Association.

SECTION 1

Eligibility of Coaches:

Whenever possible, the coach and / or manager (other than student assistants) shall be a member of the teaching staff concerned. Approval of non-teacher coaches shall be left to the discretion of the athletic coordinator and the principal of the school involved. There must be a teacher on-site when a non-teacher is coaching.

SECTION II

Eligibility of Players:

To represent a school in any league co-ordinated by LGSSAA, a student must:

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

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

Senior The individual's birth certificate indicates that he/she has not reached his/her 19th birthday by January 1st prior to the start of the school year in which the competition is held.

Junior The individual's birth certificate indicates that he/she has not reached his/her 15th birthday by January 1st prior to the start of the school year in which the competition is held.

Midget The individual's birth certificate indicates that he/she has not reached his/her 14th birthday by January 1st prior to the start of the school year in which the competition is held.
Students may compete in this category for one year only in Grade 9.

Penalties: Any game contest, in which an ineligible contestant participates, shall be forfeited. In the case of an individual sport and ineligible contestant shall forfeit standing and team points. This penalty shall be applied, subject to appeal to the Board of Reference, even though formal protest has not been made.

(viii) **Professional Players:** Any student who participates in organized practice or game, at which or from which he/she receives remuneration shall be ineligible for secondary school competition in that sport for which he/she received remuneration, for one year from the date of such participation.

SECTION III

Eligibility Procedure:

Athletic Coordinators shall be responsible for compiling and forwarding verified eligibility lists of each team to the convenor of the sport concerned as requested by the convenor. Failure to submit this eligibility sheet will result in the forfeiture of all games played prior to this condition being met. The names of additional players must be forwarded to the league convenor before the player's first game. The athletic coordinator's and principal's signature are required on every eligibility list and additions.

BY-LAW 3

Board of Reference:

The board shall deal with:

- interpretation on the rules and regulations
- protests
- conduct of players and coaches

There shall be a Board of Reference consisting of the L.G.S.S.A.A. President, Secretary / Treasurer, and the PVPA representative.

i) The convenor of the sport involved shall serve as a non-voting chairperson. Also in

attendance shall be the Principals, if possible, and Athletic Coordinators for the pertinent school, or designate. The chair person shall determine the format for presentation of facts and information related in the incident.

- ii) If a sitting member(s) of the Board of Reference is involved in the incident or works at one of the school(s) involved, the L.G.S.S.A.A. President will select a neutral member of the executive to serve on the Board of Reference in his or her place.
- iii) The Board of Reference shall not consider forfeiture of a championship after the first playing date of the activity concerned in the following year. In the event of a championship being forfeited, the championship shall be awarded to the runner up or other finalists.

SECTION I

Sanctions and Suspensions:

- i) A player or coach who is ejected from a game by a referee for inappropriate behaviour including:
 - racial slurs, taunting and trash talk
 - gross misconduct (including obscene language, gestures and abuse of officials)
 - attempt to injure
 - persistent violation of the L.G.S.S.A.A. Code For Athletics: Coaches and Athletes (See Appendix)

The student/**coach** will be immediately suspended for the next Association game. Suspension of the player from intervening exhibition play shall be at the discretion of the Principal of the offending player's school.

- ii) The convenor, in consultation with the L.G.S.S.A.A. President, may call a Board of Reference if a player or coach demonstrates one or more of the following as reported in the game report:
 - Racial slurs, taunting and trash talk
 - Gross misconduct (including obscene language, gestures and abuse of officials)
 - Attempt to injure
 - Persistent violation of the L.G.S.S.A.A. Code For Athletics: Coaches and Athletes (See appendix)
- iii) The automatic one game suspension imposed for violation under By-Law 3, Section I is final and may not be appealed.

- iv) The Board of Reference shall meet before the second league game following the game in which the objection occurred.
- v) A player or coach who is ejected for violations under By-Law 3, Section I twice in any academic year shall be suspended from all L.G.S.S.A.A sponsored activities for one year from the ejection. A Board of Reference shall be called to review any such year-long suspensions and shall be empowered to reduce this action if the Board sees fit. Note: The athlete/**coach** is suspended until the appeal process is completed.
- vi) Any additional sanctions imposed under By-Law 3, Section I (iv) may be appealed to the Board of Reference by the coach, athlete and his/her parents or guardians under the terms of By-Law 3, within one week after receiving notification of the Board of Reference ruling.
- vii) The convenor must call a Board of Reference when an appeal is filed.

BY-LAW 4

Protests:

SECTION I

- i) All protests must be faxed to the convenor of the activity within two school days after the contest which is being protested has been held.
- ii) All protests must be signed by the Principal or Vice-Principal, the Athletic Coordinator of the school and the coach (or other official) of the team making the protest.
- iii) Copies of the letter of the protest must be faxed by the school making the protest and sent to the Principal of the other school concerned, the L.G.S.S.A.A. president, and the PVPA rep and to the convenor of the sport within two days after the contest. A twenty-five dollars (\$25.00) deposit must accompany the protest letter to the convenor. This deposit will be returned if the protest is validated.

SECTION II

Grounds for Protest:

- i) Violations of the Constitution of L.G.S.S.A.A. and / or E.O.S.S.A.A.
- ii) Violations of general or special rules governing L.G.S.S.A.A activities.
- iii) Violations of Playing Regulations approved by L.G.S.S.A.A.

BY-LAW 5

Convenors:

SECTION I

Conditions of Office:

- i) There shall be a convenor for each of the sponsored activities and this convenor shall be a secondary school teacher or retired teacher.
- ii) A convenor of any activity shall be recognized by the Association for a period of one school year.

SECTION II

Duties of Convenors:

- i) Send out the planned league schedule that was approved at June scheduling meeting to all AC's, coaches and webmaster.
- ii) Compile list of start times after consulting referees and schools.
- iii) The convenor must communicate the schedule and all subsequent schedule time changes necessitated by extenuating circumstances to AC's and coaches of the school's involved. Convenor shall ask said parties to confirm that all communications have been received and understood.
- iv) Ensure **certified** referees have been booked for all games. **Referees shall not be a student enrolled at an association school.**
- v) Refer disputes that arise between member schools to the LGSSAA President who shall upon consideration of the circumstances, make a decision on the matter.
- iv) Collect game sheets and keep track of standings. Keep coaches informed of standings throughout the season by sending this information to LGSSAA webmaster.
- iv) Collect eligibility lists from all teams before a set date by the convenor. This date must be prior to the first LGSSAA league game played by any member of the association and prior to the LGSSAA championship for individual sports. Report any discrepancies to the affected member school's AC and coach.
- xiii) Report suspension of any player to the Secretary-Treasurer, and the Athletic Coordinator(s) and Principal(s) of pertinent member schools, prior to the conclusion of the automatic one game suspension.

- xiv) Call a Board of Reference if a player or coach is ejected from a game (match, meet) with evidence of condition cited in By-Law 3, Section I (i) of the constitution.
- xv) Inform L.G.S.S.A.A. President and any pertinent member if a Board of Reference is called. Inform the offending player(s) and/or coach(es) that they are suspended from play until a Board of Reference decision is rendered. Provide game report sheets in activities requiring these.
- v) Arrange medal delivery from L.G.S.S.A.A. Secretary/Treasurer.
- vi) Ensure trophies are on site at championship dates.
- viii) Inform EOSSAA convenors who will be participating from LGSSAA at the EOSSAA championship. Send the representatives signed copy of the LGSSAA eligibility form to the EOSSAA convenor. As convenor you must have signed this form.
- x) Organize the post season SAC meeting to discuss season and proposed changes for the following season; prepare next season's schedule. Be prepared to include the minutes of the SAC meeting at the LGSSAA Annual General Meeting. Set a tentative next season schedule including eligibility and format of playoffs and have it approved by the SAC. This schedule will then be sent to the June AC scheduling meeting for final approval and coordination with other sports schedules.
- (ix) Organize and attend championship day/night.

The championship day/ night organizer and the sport convenor must communicate well in advance of the night. It must be determined that the convenor or his/her designated representative will be present at the host site. One of the convenor or the site convenor must be present. In addition, the Principal or Vice-Principal from the host school must be present.

- the convenor is responsible for:

- * referees
- * medals and collarettes are present
- * ensuring that the trophy is present
- * paying the officials
- * inviting trustees, board administration, involved principals
- * contact with media or press release
- * delivering the package to the league representative
- * informing the E.O.S.S.A.A. convenor who the L.G.S.S.A.A. rep is
- * ensuring that the host site organizer has the information necessary to create a program
- * ensure that the host site organizer has booked facility

- * ensuring that an announcer is on site
- * arranging for post game presentations
- * determining the home/away teams (higher placed regular season team when at neutral site)
- * informing web-master of game schedule, results and standings in order to post information on the LGSSAA web-site.

- the host site organizer is responsible for:

- * preparing a program
- * setting up a gate - admission is \$2 by L.G.S.S.A.A. policy, float and signs also needed
- * assigning dressing rooms
- * providing minor officials and their equipment (i.e. possession arrow)
- * ensuring the facility (floor) is in the best possible condition
- * ensuring that protective equipment is in place (i.e. mats for endwall/stage)

- money from the gate receipts pays (in order):

- * referees
- * expenses

*Note ~ The surplus money goes to the L.G.S.S.A.A. Secretary/Treasurer. The deficit is shared by the participating playoff teams.

*Note ~ L.G.S.S.A.A. may honour an individual for contributions to that LGSSAA Championship on the day/ night.

* Procedure For A Convenor Who Does Not Fulfill His/Her Duties:

- Step 1) President of L.G.S.S.A.A. to contact the offending individual offering assistance.
- Step 2) Letter to convenor (cc to school AC and Principal.)

SECTION III

Calendar of Events:

The calendar of events will be struck for the following year at the June AC's scheduling meeting for final approval. It will be the responsibility of the LGSSAA Secretary/Treasurer to send the full Calendar of Events to all AC's and the LGSSAA webmaster by the beginning of the school year. If adjustments to the current year's schedules become necessary, convenor must re-submit the new schedule to the LGSSAA president for the final approval by the AC's. These changes will be then sent to the LGSSAA webmaster for posting on the website.

BY-LAW 6

Committees:

- i) Committees may be appointed at the discretion of the Association.
- ii) Decisions of all committees must be submitted to the Association for approval.

BY-LAW 7

Trophies and Records:

- i) Care of trophies shall be the responsibility of the winning school.
- ii) Cost of such care is born by the winning school.

BY-LAW 8

Press Officer:

The Association may appoint a Press Officer to work in conjunction with the President and the convenors to publicize L.G.S.S.A.A. activities.

BY-LAW 9

Sport Advisory Committee:

- i) L.G.S.S.A.A. shall establish Advisory Committees for sponsored events.
- ii) Meetings shall be held at the call of the convenor.
- iii) The committee shall evaluate the interschool activity in that sport. It shall make recommendations as to changes in existing playing regulations and for the conduct of future competitions.
- iv) The SAC chairpersons shall forward recommendations made by these committees to the L.G.S.S.A.A. President for Annual General Meeting agenda inclusion.
- v) Any change regarding the playing regulations of a specific sport may only be made after it has been discussed at a meeting of the appropriate Sport Advisory Committee. Any changes to the playing regulations must be submitted to the L.G.S.S.A.A. Secretary/Treasurer seven (7) days prior the Annual General Meeting.

BY-LAW 10

Defaults:

It is not considered default if a game is cancelled due to circumstances beyond control such as inclement weather, or if both coaches and / or the convenor agree to the postponement of the game and provided that it can be satisfactory rescheduled

BY-LAW 11

Transfer Policy:

The L.G.S.S.A.A. transfer policy shall reflect the O.F.S.A.A. transfer policy.

BY-LAW 12

Classification Policy:

The L.G.S.S.A.A. classification policy shall reflect the O.F.S.A.A. classification policy.

BY-LAW 13

Twinning Policy

Athletes from two schools may participate on the same school team when the following criteria are met:

- (i) the two schools have entered into an official twinning arrangement for the purposes of all school sport activities;
- (ii) the student population of one of the schools is under 100 students;
- (iii) the two schools either share facilities or are in close proximity to each other;
- (iv) the Association supports the twinning of the two schools.