

HAMILTON-WENTWORTH INTERSCHOLASTIC ATHLETIC COUNCIL (HWIAC)

Constitution & By Laws

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TABLE OF CONTENTS

ARTICLES

<u>Article I:</u>	<u>MISSION STATEMENT</u>	4
<u>Article II:</u>	<u>GOALS OF THE HWIAC</u>	4
<u>Article III:</u>	<u>MEMBERSHIP</u>	4
<u>Article IV:</u>	<u>ASSOCIATE MEMBERSHIP</u>	4
<u>Article V:</u>	<u>ORGANIZATIONAL STRUCTURE</u>	5
<u>Article VI:</u>	<u>APPROVING AN HWIAC SPORT/ACTIVITY</u>	6
<u>Article VII:</u>	<u>FUNDING CLASSIFICATIONS FOR AN APPROVED HWIAC SPORT/ACTIVITY</u>	6
<u>Article VIII:</u>	<u>MINIMUM REQUIRED RATE OF PARTICIPATION</u>	7
<u>Article IX:</u>	<u>SPONSORSHIP</u>	8
<u>Article X:</u>	<u>CONSTITUTIONAL AMENDMENTS</u>	8

BY-LAWS

<u>By-Law I:</u>	<u>BASIC ELIGIBILITY</u>	9
<u>By-Law II:</u>	<u>AGE</u>	9
<u>By-Law III:</u>	<u>OTHER CONSIDERATIONS</u>	9
	<u>Participation In Competition</u>	9
	<u>Participation Limitations</u>	9
	<u>Minimum Age - Senior Football</u>	10
	<u>Limitation of Participation – Football and Hockey</u>	10
	<u>Course Registration Qualifications:</u>	10
	<u>Returning From a Post-Secondary Institution</u>	10
	<u>Student Transfers</u>	11
<u>By-Law IV:</u>	<u>PRACTICE AND COMPETITION LIMITATIONS</u>	11
	<u>Team/Individual limitations</u>	11
	<u>Recruitment</u>	11
<u>By-Law V:</u>	<u>COMPLAINTS, PROTESTS AND SANCTIONS</u>	12
	<u>Letters of Concern</u>	12
	<u>Official Protests</u>	12
	<u>Sanctions</u>	12
	<u>Sanctions Against Coaches</u>	13
<u>By-Law VI:</u>	<u>EXPECTED STANDARDS OF BEHAVIOUR</u>	13

<u>By-Law VII:</u>	<u>ADMINISTRATION</u>	14
	<u>Team Supervision</u>	14
	<u>Non-Staff Coaches</u>	14
	<u>Medical Requirements</u>	14
	<u>Eligibility Lists</u>	14
	<u>Flags and Banners</u>	14
	<u>Competitor Disqualifications</u>	15
	<u>In-Game Coaching Disqualifications</u>	16
	<u>Tie Breaking Procedure</u>	17
	<u>Play-off Venues:</u>	18
	<u>Awards</u>	19
	<u>Finances</u>	19
<u>By-Law VIII</u>	<u>POLICY FOR SCHEDULES</u>	19
	<u>General</u>	20
	<u>Forfeits</u>	20
	<u>Playoffs</u>	20
	<u>Starting Times</u>	20
<u>APPENDIX A: Representation on DAC Executive</u>		21
<u>APPENDIX B: School Colours & Uniforms</u>		22
<u>APPENDIX C: Awards</u>		23
<u>APPENDIX D: SOSSA Representation Selection Process</u>		24

ARTICLES

Article I: **MISSION STATEMENT**

The Hamilton-Wentworth Interscholastic Athletic Council of the Hamilton-Wentworth District School Board (District 21) provides the opportunity for student athletes to participate in competitive secondary school interscholastic sport in an atmosphere that promotes character development and lifelong learning.

Article II: **GOALS OF THE HAMILTON-WENTWORTH INTERSCHOLASTIC ATHLETIC COUNCIL**

- To enhance and complement the total school experience for each student athlete
- To create an atmosphere in which students can achieve their full potential and develop a sense of personal worth, belonging and competence.
- To promote and develop the life skills of leadership and sportsmanship that will enable individuals to be positive and effective team members
- To enhance school sports' contribution to lifelong learning and a positive, healthy lifestyle.
- To support equitable opportunities for student involvement in school sport.
- To promote the value of teachers and coaches and their contribution to school sport.

Article III: **MEMBERSHIP**

All secondary schools under the jurisdiction of the Hamilton-Wentworth District School Board (District 21).

Article IV: **ASSOCIATE MEMBERSHIP**

Any school outside the Hamilton-Wentworth District School Board will be eligible to apply for associate membership within the Hamilton-Wentworth Interscholastic Athletic Council. Consideration of membership will be contingent upon meeting the following criteria:

Compliance with:

- Current HWIAC constitution and playing regulations
- Current risk management policy and guidelines
- HWI.A.C. code of ethics for coaches and players

Associate members will be responsible for:

- Payment of an equitable share of costs for the sports in which the school participates
- Providing representation on the District Athletic Council

Associate members can expect to receive:

- Voting privileges on the District Athletic Council and the Sports Advisory Committees
- Full inclusion in league schedules and playoffs including championship games
- Access to SOSSA and OFSAA competition

Article V: ORGANIZATIONAL STRUCTURE**Section 1 – The District Athletic Council (DAC)**

The District Athletic Council shall consist of one female and one male teacher representative from each Hamilton-Wentworth District School Board member school and a teacher representative for each Associate Member school. The assigned Supervisory Officer or designate and the HWDSB Athletics Supervisor shall be non-voting, ex officio members of the District Athletic Council. The HWDSB Athletics Supervisor will chair the meetings and provide a recording secretary. For meetings of the District Athletic Council, a quorum shall consist of 50% of the members.

Duties of the District Athletic Council:

- a. to develop and administer the policies of the Association in accordance with the Mission Statement and Goals of the HWIAC;
- b. to receive and act on recommendations from the Executive;
- c. to establish various Boards of Reference and committees as necessary to carry out the business of the Council.

Section 2 – The District Athletic Council Executive

The Executive shall consist of 3 female and 3 male representatives from the District Athletic Council (for representative order see Appendix A), two secondary school administrators, 1 Associate Member representative, the HWDSB Athletics Supervisor (non-voting), the SOSSA representative, the OFSAA representative (if such exists in Zone 1) and a member at large. The Member at Large will be nominated by the District Athletic Council and appointed by the Executive annually. The HWDSB Athletics Supervisor designate shall chair all meetings of the Executive. For meetings of the Executive, a quorum shall consist of 66% of the voting members or their alternate from the District Athletic Council.

Duties of the Executive:

- a. to interpret, enforce and propose revisions to the policies and procedures of the HWIAC;
- b. to receive, consider, and make recommendations to the District Athletic Council on proposed constitutional amendments;
- c. to act as the body of appeal for any matters (except transfers) which are brought to its attention;
- d. to appoint representation to the SOSSA Executive.

Section 3 – Boards and Committees

The District Athletic Council may, from time to time, deem it necessary to establish Boards of Reference or Committees to fulfill the work of the Council. Boards of Reference shall be those whose work will continue for an indeterminate period of time, while ad hoc committees will have a specific role and a time limited term.

Membership to Boards of Reference shall come from the District Athletic Council, shall not be limited by number, and shall not include any members of the current Executive Committee.

Membership to Committees shall come from the District Athletic Council, shall not be limited by number, and may include any members of the current Executive Committee.

The Council has determined a need for and the role of the following Boards of Reference:

a. Board of Reference – Transfers

- i. shall be comprised of an unspecified number of members from the District Athletic Council and may include administrative representation;
- ii. shall receive and adjudicate student transfers on behalf of the Council;
- iii. shall produce a summary of student transfers reviewed, including the status of each

- transfer, for distribution to member schools;
- iv. shall facilitate appeals to SOSSA;
- v. may propose changes to the local appeal process for consideration by the Executive.

b. Board of Reference – Sanctions

- i. shall not include representation from school administrators or the Superintendent of Schools;
- ii. shall respond to allegations of violation of Articles, Bylaws and standing rules of the Council;
- iii. shall be empowered to adjudicate any such alleged violations;
- iv. shall be empowered to adjudicate the level of any sanctions to be imposed;
- v. shall be empowered to adjudicate any incidents that occur during HWIAC sanctioned events and assign any supplemental discipline it deems appropriate;
- vi. may propose changes to the sanctions process for consideration by the Executive.

Article VI: APPROVING AN HWIAC SPORT/ACTIVITY

Any consideration to include a sport/activity as an approved HWIAC sport/activity will be made by the District Athletic Council only after review by the HWIAC Executive. The following criteria will be used when a sport/activity is being considered for approval:

- The sport/activity must meet all the goals of the HWIAC
- The cost per participant must fall within reasonable limits compared to the cost per participant of other sports
- Must have appropriate risk management guidelines for the sport/activity
- The availability of coaches with appropriate expertise
- The availability of certified game officials in sufficient quantity to cover regular season and playoff games
- The availability of appropriate facilities
- The participation of a minimum 50 % of member schools (see Article IX)

Article VII: FUNDING CLASSIFICATIONS FOR AN APPROVED HWIAC SPORT/ACTIVITY

There are three categories of approved HWIAC sports/activities:

a. APPROVED - FUNDED

Sports/activities which fit the criteria as outlined in Article VI. An approved-funded sport can expect funding to include the following:

- i. management of all league functions including regular season and playoff games, standings, player and coaching eligibility, and championship events by the Athletics Department
- ii. the cost of all league functions managed by the Athletics Department
- iii. rental charges for game facilities (and possibly practice facilities) as required by the sport and scheduled by the Athletic Office
- iv. HWIAC awards
- v. fees for SOSSA events for member schools only

b. APPROVED - NON FUNDED

Sports/activities that are either new, and/or in the process of establishing minimum levels of participation, or sports that have moved from the approved- funded list reduced levels of participation. These activities are required to abide by all HWIAC policies including those governing Approved – non funded sports/activities.

c. PROBATIONAL AND UNDER REVIEW

These sports are under review for the purpose of moving to the approved-funded list or to the

approved-non-funded list.

A sport can be placed on the probation and review list when, at the conclusion of a season, it has a participation level below the minimum required. The HWDSB Athletics Supervisor will indicate at the June meeting of the Council that the sport is to be placed on the probation and review list for the upcoming season.

Should the sport fail to meet the minimum level of participation after spending one year on the probation and review list, it will automatically be placed on the approved non-funded list.

A sport shall remain on the approved non-funded list for at least one season or until participation levels are sufficient to warrant a request to the HWIAC Executive to have the sport returned to the approved-funded list. This would require the sport to be placed on the probation and review list for a season to prove there is sufficient interest, after which it can be placed on the approved-funded list or returned to the approved-non-funded list.

A sport that has been on the approved-funded list and is placed on the probation and review list for the upcoming season will continue to be funded.

A sport that is new or attempting to return to the approved-funded list from the approved non-funded list will be placed on the probation and review list (at the discretion of the District Athletic Council) but will not be funded.

A sport on the probation and review list would fall into one of these categories:

- i. **Category A**
Designates sports which will maintain funding during the probationary and review process.
- ii. **Category B**
Designates sports which will not be funded during the probationary and review process.

Article VIII: MINIMUM REQUIRED RATE OF PARTICIPATION

To be considered for or remain on the Approved/Funded list, there must be at least 50% of member schools entering a team. For the purposes of defining a team in the following sports, the minimum levels of student participation are:

<i>Sport</i>	<i>Minimum Number</i>
Alpine Skiing	6 students
Badminton	6 students
Golf	5 students
Cross-Country	6 students
Tennis	6 students
Track/Field	12 students
Swimming	6 students

Article IX: SPONSORSHIP

Commercial sponsorship (non-alcohol/non-tobacco) is appropriate for the funding of HWIAC activities. Schools securing sponsorship must comply with the HWIAC regulations on uniform logos or facility signage.

Article X: CONSTITUTIONAL AMENDMENTS

- a. Amendments to the HWIAC Constitution may be proposed by:
 - i. The District Athletic Council
 - ii. The Executive
 - iii. The Hamilton-Wentworth Secondary School Principals' Association
- b. The District Athletic Council shall determine at least one annual date to vote on proposed amendments.
- c. Proposed amendments must be submitted in writing to the HWDSB Athletics Supervisor at least two weeks before the day of the vote. The HWDSB Athletics Supervisor will distribute any proposed amendments to the District Athletic Council and Principals Association at least one week prior to the vote.
- d. For constitutional amendments, an amendment must receive a 2/3 majority to be approved at the District Athletic Council.

BY-LAWS

By-Law I: BASIC ELIGIBILITY

To establish basic eligibility, the following must occur:

- i. a student must be registered at the school they wish to represent;
- ii. a student must have submitted a permission form signed by parent(s)/guardian(s) that specifies the activity/activities the student wishes to play;
- iii. once registered, a student may only play for the school at which their Ontario Student Record (OSR) resides;
- iv. where a specialty program requires a student to attend a member school full time for at least one (1) semester, the student shall remain eligible to participate at the school from which they came. For the purposes of this establishing eligibility under this By-Law, a specialty program shall be defined as a course or series of courses that have a Ministry of Education approved course code, are not sport specific and do not take place in a designated sport academy.

By-Law II: AGE

For **team sports**, participant age shall be:

- i. 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.
- ii. Junior – the individual must be in grade 9 or 10 and his/her birth certificate indicates that he/she has not reached his/her 16th birthday by September 1st of the current school year.
- iii. Midget – the individual must be in grade 9 and his/her 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.

For **individual sports** (cross-country, tennis, badminton, track and field), participant age shall be:

- i. 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.
- ii. 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.
- iii. Midget – the individual must be in grade 9 and his/her 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.

By-Law III: OTHER CONSIDERATIONS

a) Participation In Competition

For purposes of establishing the participation of an athlete in competition, listing on the game sheet or draw sheet shall be considered as having competed unless it is noted on the game sheet or draw sheet that the player has been scratched prior to the start of the competition.

b) Participation Limitations

- i. No student may participate in any activity in an age category lower than their own.
- ii. For team sports where junior and senior seasons run concurrently, a student who participates in a higher age classification for two HWIAC league games/matches shall not be

eligible to participate in the lower category in the same sport until the next school year.

- iii. Except for soccer, no student may appear on more than one team eligibility list for the same sport in the same school year unless a junior player is being moved to a senior team as noted in (ii) above.
- iv. Students participating in an HWIAC match/event in an individual sport at a higher age classification shall not be eligible to participate in the lower category in the same match/event until the following school year.

c) Minimum Age - Senior Football

- i. For Senior Football, the competitor must be at least 15 years old as of December 31st, current school year. Exceptions to this rule will only be considered once a letter of informed consent signed by the parent and the Principal is on file with HWDSB Athletics prior to the first game. The student's age shall be accepted as shown on the OSR card/record. Should further proof be required, HWDSB Athletics may demand a birth certificate or other suitable document.

d) Limitation of Participation – Football and Hockey

- i. A student participating on an HWIAC football team may not play (appear on game sheet) for another tackle team during the HWIAC regular season and playoffs.
- ii. A student participating on an HWIAC hockey team may not play (appear on game sheet) a game for an Ontario Hockey Association (Junior D and above) team during the HWIAC regular season and playoffs.

***NOTE:** Consequence of breaking this rule will be a forfeiture of games in which the athlete in question appears on the game sheet.*

e) Course Registration Qualifications:

- i. Students are limited to a maximum of 5 years of interscholastic eligibility beginning with the month and year the student enters grade 9.
- ii. Students must be registered in a minimum of three (3) full time day school credit courses in each semester of participation. In non-semestered schools, students must be registered in a minimum of six (6) full time day school credit courses. A student who has achieved 22 or more credits must be registered in a minimum of two (2) full time day school credit courses in each semester of participation. In non-semestered schools, a student who has achieved 22 or more credits must be registered in a minimum of four (4) full time day school credit courses.
- iii. Alternative Education: a student registered at an alternative education school may participate in an HWIAC sport at the composite secondary school previously attended.
- iv. Vocational School: a student registered at a vocational secondary school that is not participating in an HWIAC sport may participate in that sport at the composite secondary school in the area where he/she lives or the composite secondary school closest to the vocational school he/she attends, provided student participation has the approval of the sending and receiving principals.

f) Returning From a Post-Secondary Institution

- i. A student who attends a postsecondary institution and practiced or played a sport at an interschool level is ineligible for HWIAC competition until cleared for competition through the transfer review process

g) Student Transfers

- i. For all sports, the OFSAA. Transfer Rule (most current version) will apply to every student athlete who moves from school to school and/or board to board. The OFSAA. Transfer Rule stipulates that every student who has been registered as a transfer from another school within the previous 12 months is ineligible for all events until deemed eligible through the transfer review process. Students may appeal their ineligibility at the following three levels:
 - (a) Hamilton-Wentworth Interscholastic Athletic Council (through the school Phys-Ed Department Head).
 - (b) Southern Ontario Secondary Schools Association (SOSSA) through the HWIAC representative.
 - (c) Ontario Federation of School Athletic Associations (OFSAA.) through the SOSSA representative.

NOTE: Notwithstanding the above, a student may not play the same sport for more than one HWIAC school in the same playing season.

- b) To facilitate appeals of student ineligibility as a result of transfer from another school, the District Athletic Council has established a Board of Reference - Transfers.
 - i. Students transferring from one school to another who wish to appeal their ineligibility may do so through **the school phys-ed department** by having the appropriate current year form properly completed and submitted to HWDSB Athletics not less than 24 hours prior to the meeting of the Board of Reference - Transfers. (This will be the first level of appeal)

By-Law IV: PRACTICE AND COMPETITION LIMITATIONS**a) Team/Individual limitations**

- (i) Practice and competition for teams and individuals are limited as noted below unless approval otherwise has been granted by the District Athletic Council:
 - a) No practice or competition before the last Monday in August.
 - b) No competition five (5) school days prior to and during system-wide examinations as identified on the Board's Ministry of Education approved school year calendar.

NOTE: A practice is defined as an activity session specific to the sport concerned at which team members and any member of the coaching staff are present.

b) Recruitment

Recruiting is defined as a representative of a school, either directly or through another party, encouraging a student to attend a school other than that in whose catchment area he or she resides, for the purpose of being involved in extracurricular sport. The school representative could be a teacher, administrator, school district employee, school employee, student, parent,

alumnus, or any person representing themselves as a school contact.

This policy against recruiting discourages exploitation of students; prevents over-emphasis of athletics; gives average student-athletes more opportunity to participate; discourages adults from jeopardizing a student's eligibility, and prevents the misuse of athletic programs.

It is inequitable and unethical to recruit or entice players from the jurisdiction of another school. No school may include in its lineup a student who is shown to have transferred to that school under these circumstances.

By-Law V: COMPLAINTS, PROTESTS AND SANCTIONS

a) Letters of Concern

- (i) Letters of Concern (complaints directed towards an individual or team) must be submitted in writing to the Physical and Health Education (PHE) Head of the complainant school. A copy shall be forwarded to the Athletics Department.
- (ii) In consultation with the Athletics Department, the PHE Head of the complainant school may forward the complaint to the PHE Head of the opposing school and the individual concerned. If appropriate, a copy may be forwarded to the Principal of the opposing school.
- (iii) Continued occurrences of complaints directed towards an individual will be referred to the HWIAC Board of Reference - Sanctions for further consideration and action.

NOTE: Concerns regarding running up scores, inappropriate fan behaviour, verbal abuse by players and/or coaches directed at minor officials are examples of incidents which may prompt a Letter of Concern.

b) Official Protests

- (i) Protests involving the outcome of a game are to be directed (within 24 hours of the incident) through HWDSB Athletics to the District Athletic Council Executive Committee. Such appeals shall be in writing and must include written support from a school administrator. Any appeal must include the following:
 - date
 - event
 - time
 - players involved
 - officials
 - opposing team
 - incident
 - request for specific action

Such protests shall receive a response within 24 hours of a meeting of the Executive Committee.

- (ii) For one day meets/competitions, unless governing rules of the event dictate otherwise, protests must be made in writing to the convenor of the event within thirty (30) minutes of the incident/end of the event and must be signed by the coach of the school making the protest. The protest will be heard by an Appeals Committee established by the event convenor. The decision of the Appeals Committee is final.
- (iii) For one day meets/competitions, unless governing rules of the event dictate otherwise, the event convenor shall establish an Appeal Committee consisting of the convenor and two designated people appointed prior to the start of the event.

c) Sanctions

A team or individual formally accused of, or admitting to, violating any of the preceding eligibility requirements shall compete "on temporary probation" while a confidential investigation takes place.

The Board of Reference - Sanctions may:

- (i) impose suspension for up to one year or, in the case of an individual, for the remainder of his/her years in secondary school.
- (ii) place the team (or individual) on "Probation A or B":
 - a) Probation A - Ineligible for "play-off" or championship.
 - b) Probation B - Team may not earn additional league points.
- (iii) remove league points already earned.
- (iv) reprimand the coach and/or apply sanctions against the coach as it deems appropriate
- (v) apply such other sanctions as it deems appropriate.
- (vi) reinstate the team.

d) Sanctions Against Coaches

- (i) where a coach has been formally accused of or admitting to violating any Council Articles, Bylaws or Standing Rules, the HWDSB Athletics Supervisor (or designate) shall gather all relevant details of the situation, which can include input from the coach, for presentation to the HWIAC Board of Reference – Sanctions.
- (ii) the Board of Reference – Sanctions will be convened at the call of the HWIAC Athletics Supervisor (or designate) as need arises. Once a meeting date has been determined, the coach in question shall be given the opportunity to be present and will be given a minimum of 48 hours notice of the meeting.
- (iii) the Board of Reference – Sanctions shall hear and consider all information related to the situation and shall adjudicate the level of sanctions to be imposed. Their decision shall be communicated in writing to the individual(s) with a copy to the school Principal, the Health and Physical Education Department Head and, for information purposes only, the Superintendent for Athletics.
- (iv) a coach wishing to appeal a decision must do so in writing to the HWDSB Athletics. Any appeal must include written support from the school principal. Appeals will be heard by the HWIAC Executive and their decision shall be final.

By-Law VI: EXPECTED STANDARDS OF BEHAVIOUR

- a)** Teams and individuals are expected to follow the principles of True Sport - before, during and after every athletic contest.
- b)** Coaches will encourage their players to conduct themselves at all times in a sportsmanlike manner, promoting desirable attitudes and behaviour – especially leadership, cooperation, and the pursuit of excellence. Coaches will reprimand their players for any unsportsmanlike behaviour.
- c)** Principals of member schools shall make obvious to their student bodies acceptable fan behaviour.

- d) Team members should not arrive at the host school before the end of regularly scheduled classes. Where a scheduled activity requires team members to arrive at a host school early or participate in an activity during the school day, the team members must be accompanied by their coach and/or staff supervisor, respect the school environment and remain in an area designated by the host school.
- e) As part of the team selection process, a coach shall review with team members the Participant's Code of Behaviour included in the Student Athlete and Information Package.
- f) Coaches are expected to fulfill all aspects of the HWIAC Code of Ethics For Coaches
- g) Teams shall refrain from running up the score on an opponent. Should an athletic environment become detrimental, the coaches shall, as soon as possible, mutually attempt to implement adjustments that support respect for the opponent and promote the development of self-esteem.
- h) All competitors are expected to dress in uniforms that maintain the integrity of the school's name, colours and logo.
- i) Teams that are participating in an event at a community facility are expected to respect the rules of the facility, patrons who may be in attendance, and leave the areas of the facility they have used clean and free of any debris.
- j) Incidents of unruly fan, player or team behaviour may result in the loss or change of location of games.

By-Law VII: ADMINISTRATION

a) Team Supervision

Team supervision must comply with requirements specified in the Ontario Physical and Health Education Association (OPHEA) Safety Guidelines. The designated supervisor is in direct charge of the school team and responsible for the conduct of competitors and students associated with the team.

b) Non-Staff Coaches

All non-staff coaches must comply with the requirements outlined in the Hamilton-Wentworth District School Board's policy on Volunteer Participation In Board Athletic Activities.

c) Medical Requirements

All competitors must comply with Hamilton Wentworth District School Board risk management practices which requires form HWDSB #2709 Student Medical Information to be signed and carried with the coach at all times.

d) Eligibility Lists

To be eligible for competition, an eligibility list for each team or individual activity with all relevant sections completed must be on file electronically with the Athletics Department by the date specified in the current year playing regulations. Where a paper copy is filed, the list must bear the signature of the the Principal, Phys-ed Head and Coach and must be on file with the Athletics Department and the school principal by the date specified in the current year playing regulations. Schools that do not submit an eligibility list by the specified date will be subject to a fine of \$25.00 in addition to being ineligible for competition until such time as the eligibility list is received by the

Athletics Department.

e) Flags and Banners

Only flags and banners that represent Canada, Ontario and member schools involved in competition may be present at HWIAC events.

f) Competitor Disqualifications

When a competitor has been disqualified from a contest, the contest official shall note all details of the disqualification on a Competitor Disqualification Form or the contest scoresheet and give the completed form to the home/host school. The home/host school shall provide each coach with a copy and fax the original of the form along with the game scoresheet (where available) to the Athletics Department within 24 hours.

- (i) HWIAC supplementary discipline includes a demerit strike system. In all cases, a competitor who is disqualified from a contest (other than by the accumulation of minor penalties) shall receive 1 demerit strike, which will be in addition to any supplementary discipline specified under the prevailing rules of the game and/or HWIAC rules. A competitor that receives a second demerit strike within twelve months of receiving the first demerit strike will be subject to automatic suspension from all HWIAC activities for twelve months, commencing with the date of the contest in which the second demerit strike was assessed.
- (ii) A competitor who is disqualified from a contest (other than by the accumulation of minor penalties) will automatically receive an additional game/match suspension which must be served during his/her team's next scheduled HWIAC sanctioned contest
- (iii) A competitor who receives a suspension at a point in the season where he/she is unable to serve the suspension in its entirety shall be immediately ineligible for all HWIAC activities until reinstated by the Board of Reference - Sanctions.
- (iv) A competitor who engages in a fight during a contest shall be disqualified from the contest and be automatically suspended for 3 additional HWIAC sanctioned contests. Any player identified as the instigator or aggressor in a fight shall be suspended for one 1 HWIAC sanctioned contest in addition to the suspension noted above. Note: the individual may be subject to further suspension as outlined in the prevailing rules of the sport concerned.
- (v) A competitor who joins a fight in progress or leaves the player's' bench or penalty area to engage in a fight, shall be disqualified from the contest and be automatically suspended until reinstated by the Board of Reference - Sanctions. Note: the individual may be subject to further suspension as outlined in the prevailing rules of the sport concerned.
- (vi) A competitor who engages in a fight in connection with, but not during, a contest shall be subject to immediate and indefinite suspension until the Board of Reference - Sanctions reviews the case.
- (vii) A competitor who abuses or becomes involved in an altercation with an official shall be disqualified from the contest and subject to immediate and indefinite suspension until the Board of Reference - Sanctions reviews the case.
- (viii) A team involved in fighting where players leave their bench and the game is ended by the referee shall be subject to immediate and indefinite suspension until the Board of Reference - Sanctions reviews the case.

Supplementary Discipline - Review/Appeal Process

A competitor who faces supplementary discipline requiring review will be subject to the following review/appeal process:

- (i) a competitor who faces supplementary discipline that requires Board of Reference - Sanctions review in accordance with HWIAC rules and/or the prevailing rules of the game, shall be subject to immediate and indefinite suspension from all activities while an investigation takes place. HWDSB Athletics Supervisor (or designate) shall gather all relevant details of the situation for presentation to the Board within three (3) school days of the occurrence. The initial review may be electronic. If a majority of Board members feel the case requires further examination, the Board will meet in person within seven (7) days of the date of the initial review.

In all cases, the competitor will be notified of any supplementary discipline in writing by the Athletics Department through the school principal and/or the school Physical Education Department Head.

- (ii) a competitor who is the subject of supplementary discipline may appeal the decision of the HWIAC Executive only under the following circumstances:
 - a) there is information that is new to the situation or was not considered initially by the Board, and
 - b) the appeal is supported in writing by the school principal, and
 - c) the appeal is supported in writing by the Superintendent for the school the student in question attends
- (iii) For an appeal to proceed, a letter from the competitor requesting an appeal hearing and including the grounds for the appeal, the letter of support from school principal and the letter of support from the school Superintendent must be received by the Athletics Department within 14 calendar days of the release of the supplemental discipline decision by the Board. The release date shall be considered the date identified on the notification of supplemental discipline sent to the competitor.
- (iv) Should an appeal be granted, the competitor shall have the right to representation. Such an appeal shall take place within 30 calendar days of the granting of an appeal and the competitor shall be given at least 7 calendar days' notice of the date of the appeal. A decision shall be rendered in writing through the principal of the school within 48 hours of an appeal hearing.

A competitor that receives a second demerit strike as a result of disqualification from a contest within twelve months of the first disqualification will be subject to automatic review under the following guidelines:

- a) a competitor who receives a second demerit strike will be subject to automatic review by the Board of Reference - Sanctions within 3 school days of the occurrence. The initial review may be electronic. If a majority of Board members feel the case requires further examination, the Board will meet in person within seven (7) days of the date of the initial review.
- b) the competitor will be notified of the final decision in writing by HWDSB Athletics through the school principal and/or the school Physical Education Department Head. In all cases, the outcome of the investigation and subsequent decision of the Board cannot be appealed.

g) In-Game Coaching Disqualifications

When a coach or any person associated with a team who is not a competitor has been disqualified from a game/event, the game/event official shall note all details of the disqualification on a Competitor Disqualification form or the game sheet and give the completed form to the home/host school. The home/host school shall provide each coach with a copy and fax (or e-mail) the original of the form along with the game scoresheet (where available) to the HWDSB Athletics within 24 hours.

Unless a teacher, administrator or accredited non-staff coach from the same school is available to continue coaching the team, the game will be stopped and forfeited to the non-offending team.

When a coach has been ejected from a game, it will be the responsibility of the school principal to assure the coach is informed of the suspension, the date the suspension is to be served and that a qualified replacement coach is appointed for the date the suspension is to be served.

- (i) A coach ejected from a game/event shall be subject to an automatic one (1) game suspension, which cannot be appealed, to be served during the next scheduled HWIAC sanctioned league or playoff game.
- (ii) A coach ejected from a game/event as a result of player incurred or player accumulated penalties shall be subject to discipline defined in the rules of the sport and can be appealed to the Board of Reference - Sanctions at the request of the school principal.
- (iii) A coach ejected from a game as a result of threatening or striking an official will be suspended from all further competition until such time as the Board of Reference - Sanctions can review the case and forward a recommendation to the school principal. The Board shall review such cases within seven (7) days.

h) Tie Breaking Procedure

*NOTE: A team that **forfeits** a regular season game loses all rights to tiebreakers and will automatically be designated as the last team among the tied teams.*

(i) Two (2) TEAMS TIED:

Where two (2) teams are tied for playoff positions, the following steps will be used, in order, to establish a ranking of the tied teams:

- (a) higher standing awarded to the team which defeated the other during league play; (
- (b) higher standing awarded to the team with the greater number of wins against all teams in regular season play;
- (c) higher standing awarded to the team with the better point differential (**see note below**);
- (d) higher standing awarded to the team with the better record against the highest ranked common opponent;
- (e) higher standing awarded to the team with the better point differential against the highest ranked common opponent;(note should a tie still exist using the highest ranked common opponent than continue to use the next highest common opponent until tie is broken).

- (f) if time permits, a tie break game shall be played;
- (g) positioning will be determined by a coin toss.

(ii) Three (3) OR MORE TEAMS TIED

Where three (3) or more teams are tied for playoff positions, the following steps will be used, in order, to establish a ranking of the tied teams. Once ranked, teams will be slotted into available playoff positions, starting with the team ranked first and continuing in descending order until all playoff positions are filled. At that point, any remaining teams in the ranking will be excluded from the playoffs.

At each stage, should the process identify a team, that team shall be added to the established ranking and the team and its record shall be removed from the tie breaking process. Each step is to be repeated among the remaining tied teams until it is no longer relevant.

- (a) higher standing to the team which defeated the other tied teams during league play;
- (b) higher standing to the team with the greatest number of wins against all teams in regular season games;
- (c) higher standing to the team with the better point differential (**see note below**) in the games played between the tied teams (except volleyball);
- (d) once all of the above steps have been exhausted, any remaining tied teams shall have their placing determined by a coin toss.

NOTE:

- a. in volleyball, record in head to head competition is calculated first by match result, then sets won, then points scored in the match(es) involving the tied teams. The team with the better record shall be given higher standing, added to the order of ranking and the team and its entire record removed from consideration of any subsequent tie breaking procedure.
- b. Point differential is the value reached when points scored against are subtracted from points scored in the games played between the tied teams.
- c. When a game result reaches or exceeds the maximum point differential per game noted below, only the value of the maximum point differential will be considered in the tie breaking process.

Baseball	=	7 runs
Basketball	=	20 points
Field Hockey	=	5 Goals
Football	=	28 points
Hockey	=	5 goals
Rugby	=	21 points
Softball	=	7 runs
Soccer	=	5 goals
Water Polo	=	5 goals

(i) Play-off Venues:

Unless play-off venues have been preselected by the District Athletic Council, the higher ranked team shall have the home venue. In the event that the higher ranked team is unable to use their school, the school of the lower ranked team shall be used. Finals shall be at a prearranged venue.

(j) Awards

The number of medallions supplied will be as outlined in Appendix D. Additional HWIAC medals and ribbons may be purchased by the school concerned.

(k) Finances

- (i) Gate receipts from home venue league competition shall be retained by the school.
- (ii) Profits from tickets sold at non-Board facilities shall be retained by the HWIAC
- (iii) 50% of ticket proceeds sold in schools for games at non-Board facilities shall be retained by the school.
- (iv) When an HWIAC championship event is hosted by a member school, the host school shall retain 40% of the net gate receipts, the competing schools will share 40% of the net gate receipts and the HWIAC shall receive the remaining 20% of the net gate receipts.
- (v) HWDSB Athletics will provide 100% reimbursement of travel costs to SOSSA championships and reimbursement of up to 50% of travel and accommodation costs where funding permits not borne by OFSAA. for teams travelling to OFSAA. championships. Reimbursement is contingent upon discussion of travel/accommodation plans with the HWDSB Athletics Supervisor to the event and upon submission of a completed SOSSA/OFSAA. Travel Claim Form along with appropriate receipts to HWDSB Athletics.

By-Law VIII POLICY FOR SCHEDULES**(a) General**

- (i) Divisional alignment and the playoff format for each sport will be determined by the District Athletic Council (DAC). Member schools will be required to submit a commitment of entry for each sport/activity for the coming year (based on a reasonable expectation to participate) to HWDSB Athletics by June 30th (firm deadline). Similarly, by June 30th, schools will be required to submit any dates for the coming school year that are to be avoided in the scheduling process since all schedules are prepared for distribution at the beginning of the school year.
- (ii) Schools wishing to enter a team in a sport after the initial deadline specified in item (i) above, must request to do so no later than seven (7) calendar days prior to the scheduled pre-season meeting for the sport concerned.
- (iii) Where a school decides to withdraw a team at any point after the pre-season meeting for the sport concerned, the HWDSB Athletics Supervisor will determine, in consultation with the Executive, any changes to the schedule and playoff format.
- (iv) In special circumstances such as school closure, "snow days", the sudden unavailability of facilities or referees, or the legitimate inability of one team to compete, HWDSB Athletics may, in consultation with the assigned Supervisory Officer and/or the HWIAC Executive, postpone, reschedule, or cancel scheduled activities.
- (v) HWDSB Athletics will attempt to include in each winter season schedule a make-up day

between the last regular season date and the first date of playoffs. Schools are required to keep this day available in the event a make-up game is necessary. Schools wishing to reschedule a regular season game to the makeup date may do so only with the approval of the HWDSB Athletics. The inability of a school to participate in a rescheduled game on the designated makeup day will result in forfeiture of that rescheduled game.

(b) Forfeits

- (i) Should a team forfeit a game with less than 24 hours' notice, all costs associated with the game shall be charged to the forfeiting school.
- (ii) Should a team forfeit a game, they will be charged the maximum point differential, as a result of the forfeit.
- (iii) Should a team forfeit two (2) games during regular season play, the team shall be removed from the league and all points earned in games played against that team shall be removed from league standings.
- (iv) A team that forfeits a playoff game shall also forfeit the right to play any further playoff games at the current or subsequent level of playoffs.

(c) Playoffs

- (i) All playoff rounds will be one game/match, sudden death unless an alternate playoff format has been approved by the District Athletic Council.
- (ii) Playoff format for each sport will pair team's highest versus lowest through each round of playoffs (unless an alternate format has been approved by the District Athletic Council) with the higher ranked team considered the home team.
- (iii) The playoff format for each sport will be published in the Playing Regulations.

(d) Starting Times

- (i) HWDSB Athletics will attempt to schedule school based games with a 3:30 starting time with a variation of +/- 15 minutes. Specific situations may require an earlier or later start time.
- (ii) Non-Board owned facilities -- to be determined by the HWDSB Athletics with consideration given to the time required for completion of the contest and compliance with any curfew imposed by the facility owner.

APPENDIX A**Hamilton-Wentworth Interscholastic Athletic Council
Order of Representation to the Executive Committee**

Year	Female Representative	Male Representative
2013-2014	Glendale Highland Hill Park	Sir Winston Churchill Sir John A. Macdonald Sir Allan MacNab
2014-2015	Highland Hill Park Orchard Park	Sir John A. Macdonald Sir Allan MacNab Sherwood
2015-2016	Dundas Valley Orchard Park Saltfleet	Sir Allan MacNab Sherwood Dundas Valley
2016-2017	Saltfleet Sherwood Sir Allan MacNab	Sherwood Dundas Valley Glendale
2017-2018	Sherwood Sir Allan MacNab Sir John A. Macdonald	Dundas Valley Glendale Orchard Park
2018-2019	Sir Allan MacNab Sir John A. Macdonald Sir Winston Churchill	Glendale Orchard Park Saltfleet
2019-2020	Sir John A. Macdonald Sir Winston Churchill Waterdown	Orchard Park Saltfleet Ancaster

Note updated August 2016 to revise rotation due to school closures/replacements

APPENDIX B

Hamilton-Wentworth Interscholastic Athletic Council - School Designated Colours

- Each school has been assigned its dominant colour. Any other colour belonging to your school will be referred to as the contrasting colour(s).

School	Dominant Colour	Contrasting Colour
Ancaster	purple	gold, white
Delta	red	white
Dundas Valley*	gold	black
Georges P. Vanier	white	blue, gold
Glendale	orange	black
Guido de Bres	navy blue	white
Hamilton District Christian	red	white
Nora Frances Henderson	royal blue	white, grey
Orchard Park	royal blue	white, red
Saltfleet	navy blue	gold, white
Sherwood	kelly green	white
Sir Allan MacNab	royal blue	orange, white
Sir John A. Macdonald	gold	royal blue
Sir Winston Churchill	grey	cardinal red
Waterdown	black	red, white
Westdale	forest green	gold
Westmount	powder blue	navy blue, white

- A school wanting to alter or replace its dominant colour shall request permission in writing from the District Athletic Council. Any such request will be reviewed only at the annual general meeting and must be submitted to Athletics at least four (4) weeks in advance of the annual general meeting.
- Each school is required to use its dominant colour as the majority colour in all athletic uniforms. Should an individual or team wearing a uniform that does not contain a majority of its dominant colour conflict with another school's dominant colour, the "offending" school must provide an alternative colour for that game. Failure to provide an alternate colour in such circumstances shall result in forfeit by the offending school.
- Should two teams meet whose dominant colours are similar or the same, the home team will wear an alternate colour for that game.
- If both teams fail to wear uniforms in their dominant colour and these uniforms are too closely matched for competition, the home team will wear an alternate colour for that game.
- The officials will waive rules regarding proper numbering should "emergency" jerseys be used.

**Note updated August 2016 to reflect the addition of Dundas Valley and Nora Frances Henderson to HWIAC play*

APPENDIX C**Hamilton-Wentworth Interscholastic Athletic Council
School Designated Colours**

The HWIAC will, as part of the celebration of student success, provide the following awards for the each of the activities noted below. As team sizes vary, for practical purposes the Council will provide only the number of awards stipulated. However, if schools wish to purchase additional awards they may do so through the HWDSB Athletics.

Sport	Total awards provided	Sport	Total awards provided
Baseball	25 gold 25 silver	Badminton Singles/Doubles/Mixed Double (Midget, Junior, Senior)	24 gold 24 silver
Basketball	18 gold 18 silver	Tennis Single/Doubles/Mixed Double (Junior, Senior)	16 gold 16 silver
Field Hockey	18 gold 18 silver	Cross-Country Running (Midget, Junior Senior) (plus winning team)	36 gold 36 silver 36 bronze
Football	45 gold 45 silver	Track and Field (Boys /Girls - Midget/Junior/Senior)	120 gold 120 silver 120 bronze
Ice Hockey	25 gold 25 silver		
Softball -Slo-Pitch	20 gold 20 silver		
Soccer	20 gold 20 silver		
Touch Football	20 gold 20 silver		
Volleyball	18 gold 18 silver		
Waterpolo	18 gold 18 silver 18 bronze		

APPENDIX D

Hamilton-Wentworth Interscholastic Athletic Council - SOSSA Representation Selection Process

It is the intent of the HWIAC to send representation to SOSSA at all classification levels. The following is a summary of the process to determine SOSSA representation in each of "A", "AA", "AAA" and "AAAA" classifications.

All references to "challenge games" shall mean games played to determine SOSSA representation. "A", "AA", and "AAA" levels will be considered as separate levels with separate entries unless SOSSA or OFSAA determine otherwise.

At all levels:

- a team that does not qualify for league playoffs cannot challenge for a SOSSA entry
- a team that has been defeated by another team twice during the regular season cannot challenge the team that defeated them
- if all teams fail to qualify for league playoffs, then the challenge process outlined below shall apply.

1. All Levels

- a) Representation will be determined first from the schools reaching the semi-final and final level.
 - (i) For AAA schools, representation will be determined from the team reaching the finals level; should two AAA teams make the finals, the champion will advance; should two SOSSA spots be available then the two AAA teams making the HWIAC final would advance.
 - (ii) For AAA schools, challenge games would only occur should an A or AA school appear in the final against a AAA school and a second entry into SOSSA was available
- b) Where only one school exists in any classification, or only one school in any classification reaches the semi-finals, that school shall be considered the Zone 1 representative to SOSSA
- c) Where only two schools of the same classification qualify for playoffs, the following will apply:
 - (i) where neither team has reached the semi-final round of league playoffs, a challenge game shall be played between the schools to determine SOSSA representation. If the two teams have played during the playoffs, the winner of the playoff game shall advance to SOSSA
 - (ii) where one team reaches the semi-final round of league playoffs, that team shall advance to SOSSA and a challenge game shall not be required.
 - (iii) where both teams advance to semi-finals and lose, a challenge match shall be played with the winner advancing to SOSSA
 - (iv) where both teams play in the semi-finals and one advances to the championship and wins, that team shall advance to SOSSA. If the team advancing to the final loses to the team that defeated the other team in the semi-finals, the semi-final loser can challenge the team of the same classification that lost in the championship for representation to SOSSA
- d) Where three or more schools of the same classification qualify for playoffs, the following shall apply:
 - (i) where three or more schools of the same classification fail to reach the semi-final round of league playoffs, then a representative team will be sought first from the quarter-final round and then, if necessary, any earlier rounds in order of advancement. In such circumstances, the representative team shall be determined by a series of challenge games involving the teams that have advanced furthest in the playoffs. Where one team has advanced further than the others of the same classification, there shall be no challenge and that team shall advance as the SOSSA

representative.

- (ii) where three teams of the same classification reach the semi-finals and one advances to the championship and wins, that team shall advance to SOSSA. If the team advancing to the championship loses, the team of the same classification that lost to the winner of the championship can challenge the team that lost the championship for representation to SOSSA.
- (iii) where three teams of the same classification reach the semi-finals and two advance to the championship, the winner of the championship shall advance to SOSSA.
- (iv) where four teams of the same classification reach the semi-finals, the winner of the championship game shall advance to SOSSA.
- (v) Where an 'AA' school from one division has not had an opportunity to play the other 'AA' schools in the regular season or playoffs and all 'AA' schools are eliminated from playoffs in the preliminary or quarterfinal rounds (ie no cross over play); then that school would be entitled to participate in the challenge match process. Regardless a 'AA' school reaching the semifinal or final would be considered the Zone 1 representative.

2. Challenge Matches

- a) Challenge games will be played at the site of the higher ranked team unless timelines do not permit, in which case all challenge games may be played at one or more sites on the same day with the site(s) and schedule of play determined by HWDSB Athletics.
- b) Every effort will be made to play challenge games prior to the HWIAC final, so as to provide as much preparation time as possible to the advancing team.
- c) In the event there are three eligible teams at either the quarter-final or preliminary round, the following shall occur:
 - (i) teams will be ranked 1-2-3 on the basis of the results of the regular season games played amongst the three teams, provided all three teams played each other during the regular season. If the three teams defeated each other in regular season play, positioning shall be determined using the 3-way tie-breaking method outlined in the HWIAC constitution. If the three teams did not all play each other, then the regular season record of each team shall determine ranking. If the records of the teams are the identical, then a coin toss shall determine ranking.
 - (ii) a series of challenge games shall be played to determine a representative using the following format:
 - No. 3 vs. No. 2 ;
 - Winner vs. No. 1
 - (iii) should the winner of the #3 vs. #2 match subsequently defeat #1 and there are 2 SOSSA entries available, the loser of the first match (#3 vs. #2) shall have the right to challenge #1 for the second SOSSA entry.
 - (iv) In the event there are more than three eligible teams, the challenge process outlined above will be modified to accommodate the number of teams and the availability of time and facilities.
- d) Should a circumstance arise where a level is not represented at the semi-final round of league playoffs and a second entry to SOSSA is required, then a representative team will be sought first from the quarter-final round and then, if necessary, any earlier rounds in order of advancement. Where more than one team of the same classification has reached that level, a challenge match will be played to determine SOSSA representation.