

**CONSTITUTION
and By-Laws**

**HAMILTON-WENTWORTH
ELEMENTARY SCHOOL
ATHLETIC ASSOCIATION**

Sep. 01, 2018

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I NAME

HAMILTON-WENTWORTH ELEMENTARY SCHOOLS ATHLETIC ASSOCIATION (H.W.E.S.A.A.).

II MISSION STATEMENT

The Hamilton-Wentworth Middle School Athletic Association provides an enrichment opportunity for students in grades 5, 6, 7, and 8 to participation in competitive interscholastic sport.

III GOALS OF THE ASSOCIATION

- To provide an opportunity for students to make a positive contribution to the overall school environment
- To promote and develop self confidence and self esteem, leadership, sportsmanship and cooperation among of all student athletes.
- To improve the skill and fitness level of each student in order to promote a life long commitment to athletics and physical activity.

IV MEMBERSHIP

All schools with grades 5, 6, 7 or 8 students under the jurisdiction of the Hamilton-Wentworth District School Board (District 21).

V ASSOCIATE MEMBERSHIP

Any school outside the Hamilton-Wentworth District School Board will be eligible to apply for associate membership within the Hamilton-Wentworth Middle School Athletic Association. Such membership will be contingent upon meeting the following criteria:

compliance with:

- current H.W.E.S.A.A. constitution and playing regulations
- current risk management policy and guidelines
- H.W.E.S.A.A. code of ethics for coaches and players

Associate representatives 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 representatives can expect to receive:

- voting privileges on the District Athletic Council
- full inclusion in league schedules and playoffs including playoffs

VI THE DISTRICT ATHLETIC COUNCIL

Principals of all member schools shall designate one representative to the District Athletic Council by June 30th, for the following school year. The role of this representative is to bring issues, suggestions, changes, and or modifications to the constitution to his/her area executive member, who in turn will bring it to the executive for consideration and to be voted upon. The assigned Supervisory Officer or designate and the H.W.E.S.A.A. Assistant Athletic Convenor shall be non-voting, ex-officio representatives of the District Athletic Council. The H.W.E.S.A.A. Assistant Athletic Convenor shall chair the meetings. A representative of the Council shall act as recording secretary. For meetings of the District Athletic Council, a quorum shall consist of at least 50% of member school representatives. In the event that no quorum has been established items of the District Athletic Council year end meeting will be deferred to the Executive for consideration.

The District Athletic Council will meet at least once a year in June. There is an expectation that each member school will be represented at the year end meeting in June.

Duties of the District Athletic Council:

- (a) To administer the policies of the Association.
- (b) To present recommendations for program/modifications to the Executive.
- (c) To develop and review the H.W.E.S.A.A. standards for coaches.
- (d) To approve and forward Constitutional amendments to the Executive.

VII THE EXECUTIVE

The Executive shall consist of two representatives from each of the Quads (regions), two school administrators, and the Assistant Athletic Convenor (non-voting) who will be considered the chair. For meetings of the Executive, a quorum shall consist of 6 of the 8 members, plus a minimum of one Principal and each Quad (region) must be represented at the meeting. Motions must receive the majority of the vote, tied votes will be considered defeated.

Members of the executive will serve a 2 year term. One representative from each Quad will be replaced each school year following their 2 year term. Nominations will be forwarded to the Assistant Athletic Convenor 2 weeks prior to the year end general meeting. Where there is more than one nomination per Quad (region) an election will be held by email. Each school within the Quad (region) will receive a maximum of one vote. When there are no nominations the Assistant Athletic Convenor will ask for volunteers from within the Quad (region).

Duties of the Executive:

- (a) To interpret and enforce the constitutional policies of the District Athletic Council.
- (b) To act on proposed constitutional amendments.
- (c) To vote on behalf of the District Athletic Council in the event that a quorum has not been established at the year end meeting.
- (d) To deal with appeals related to by-laws (disqualifications, game results)
 - o The executive will reserve the right to consult with an individual or group with an expertise in the area of dispute for interpretation(s). Decisions related to the appeal will be made by the executive with a minimum quorum of 3 members, one of which must be a school administrator. In case of a tie the appeal will be denied.
- (f) To call post-season meetings when required, to review with coaches of a sport to discuss possible changes to rules etc...
- (e) To liaise with the Supervisory Officer

VIII CRITERIA FOR APPROVING AN H.M.S.A.A. SPORT/ACTIVITY

Submissions recommending the inclusion of new activities will be received by the District Athletic Council. These submissions must initially be supported by at least 50% of the representative schools. Once supported by the District Athletic Council, the submission will be forwarded to the Executive for review.

The Executive will consider the submission under the following criteria:

- the sport/activity must meet all the goals of the H.W.E.S.A.A.
- the cost per participant must fall within reasonable limits compared to the cost per participant of other sports
- the health and safety of all participants
- availability of coaches with appropriate expertise
- availability of appropriate facilities

The Executive will make recommendations to the District Athletic Council. Approval for the inclusion of a new sport/activity will be the result of a constitutional amendment to include this sport/activity in the list of approved sports.

IX FUNDING CLASSIFICATIONS FOR AN APPROVED H.W.E.S.A.A. SPORT/ACTIVITY

There are three categories of approved H.W.E.S.A.A. sports/activities:

- a) **APPROVED AND FUNDED** - sports/activities which fit the criteria as outlined below. An approved-funded sport can expect funding to include the following:
 - (i) the cost of officials for games scheduled by the Athletic Office
 - (ii) rental charges for practice/game facilities as required by the sport and scheduled by the Athletic Office
 - (iii) H.W.E.S.A.A. awards
 - (iv) transportation subsidy
- b) **APPROVED (AND NOT FUNDED)** - these sports/activities are either new and in the process of establishing minimum levels of participation, or sports that have previously moved from the approved-funded list through the probation and review list because they have dropped below the minimum required levels of participation.
- c) **PROBATIONAL AND UNDER REVIEW** - these sports/activities 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 H.W.E.S.A.A. Convenor 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 would 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 H.W.E.S.A.A. 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:

Category A - designates sports which will maintain funding during the probationary and review process.

Category B - designates sports which will not be funded during the probationary and review process.

X MINIMUM REQUIRED RATE OF PARTICIPATION

A sport/activity must have at least 50% of member schools participating to be placed on the approved/funded list. For individual sports (e.g. cross-country, swimming, track and field,) a school must be represented at the competition by at least 6 competitors to be considered a participating school.

A sport, while on probation, that remains below the 50% participation rate will lose its funding for the next calendar year.

XI AMENDMENTS

- (a) Amendments to the H.W.E.S.A.A. Constitution may be proposed by:
 - (i) The District Athletic Council.
 - (ii) The Executive.
 - (iii) The Hamilton-Wentworth Elementary School Principals' Association.
 - (iv) The Director of Education/Supervisory Officer.
- (b) The Executive, through the Assistant Athletic Convenor, shall announce at least one annual date to vote on proposed amendments.
- (c) Proposed amendments must be submitted in writing to the Assistant Athletic Convenor at least fourteen (14) days before the day of the vote. The Assistant Athletic Convenor will

distribute any proposed amendments to the District Athletic Council and Principals Association at least seven (7) days prior to the vote.

- (d) For constitutional amendments, an amendment must receive a 2/3 majority to be approved at the District Athletic Council provided the meeting has an established quorum.

BY-LAWS

ELIGIBILITY - Junior Kindergarten to grade 5 students are not eligible to participate in any H.M.S.A.A. approved sport/activity. Individual exceptions can be appealed to the H.W.E.S.A.A. Executive.

The following affect a student's eligibility to compete. An ineligible student may not represent a school in any competition.

I AGES

(a) TEAM SPORTS: Girls and Boys:

Senior – Students in grade 8, 7, 6 or 5

Junior – Students in grades 5, 6 or 7

(please refer to **OTHER CONSIDERATIONS** section (b) for further clarification)

(b) CROSS-COUNTRY, SWIMMING, TRACK AND FIELD: Boys and Girls:

Senior – any student in grade 8

Junior – any student in grade 7

Bantam – any student in grade 6

II OTHER CONSIDERATIONS

(a) Years of Eligibility

A maximum of five years of competition is allowed from the date the student enters grade 5.

(b) Participation In a Higher Age Category

A student may not compete in two age/grade/divisional categories in the same sport in the same year with the exception of swimming and track and field events. A student participating in swimming and Track and Field may not compete in the same event in more than one age category.

(c) Educational Qualifications

To be eligible for competition, a student must be listed on his/her school register, in attendance at school on the day of the event and not excluded from Physical Education class for medical reasons.

Students who are transferred to composite or vocational secondary schools at the end of a semester or at other times during the school year, are not eligible to continue playing the H.M.S.A.A. teams.

Students who are enrolled in both elementary and secondary schools are eligible to compete in sports offered in both panels. However, they may not compete on teams in both panels in the same sport.

Alter-Ed/Vocational programs: a student registered in an Alter-Ed/Vocational program, and meets all other eligibility requirements, may participate in H.W.M.S.A.A athletics at the school in the area where he/she lives or the school closest to the school he/she attends, provided student participation has the approval of the sending and receiving principals

An ineligible student shall not represent the school in any competition.

(d) Appeals of Student Ineligibility

Appeals of student ineligibility arising from the By-Laws of this Constitution are to be made in writing by the school Principal and directed through the Assistant Athletic Convenor to the Executive.

(e) Penalties

A team or individual formally accused, or admitting to violating any of the preceding by-laws shall compete on "temporary probation" while an investigation by the Executive of the H.M.S.A.A. takes place.

The Executive may:

- (i) impose suspension on the team and/or individual
- (ii) declare the team and/or individual ineligible for playoff competition
- (iii) remove league points earned
- (iv) apply such other penalties as it deems appropriate
- (v) reinstate the team and/or individual

III ARTICLES OF ADMINISTRATION

(a) Practice and Competition Limitations

Practice and competition is prohibited:

- (i) before the last Monday in August
- (ii) on board designated holidays

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

(b) Team Supervision

Teacher coaches and non-teacher coaches are in direct charge of their school team(s) and responsible for the conduct of the competitors and students associated with the team.

(c) Medical Requirements

Medical requirements must comply with the policy of the Hamilton-Wentworth District School Board and Form HWDSB2709(02-09) is to be signed and taken to all H.W.E.S.A.A. competition with the coach of the team.

(d) School Divisions

- (i) The placement of schools into divisions will be based on the total student population in grades 5, 6, 7 and 8. (excluding system special education classes) as reported by Principals to the Accommodation and Planning Department. Projected numbers will be used to create 3-pitch and cross-country divisions and final numbers will be used for volleyball, basketball, swim and track and field divisions.
- (ii) The District Athletic Council will, at the annual June meeting, determine the divisional placing of schools based on the information reported in item (i) above. Divisional placings will be appended to this constitution and noted as Appendix "B".

(e) Competitor Disqualification

- (i) A competitor who receives a game disqualification (other than by the accumulation of minor penalties) shall be automatically suspended for the next scheduled H.W.E.S.A.A. season or playoff game. Further suspension may be imposed by the Principal of the school concerned.
- (ii) A competitor who engages in a fight, flagrantly attempted to injure, exhibits disrespectful or unsporting behaviour in connection with a competition will be suspended from all H.W.E.S.A.A. competition until reinstated by the Principal of the school concerned and the Executive of the H.W.E.S.A.A.
- (iii) Competitors ejected from a game shall be reported in writing to the Assistant Athletic Convenor on the game sheet or the Game Disqualification Form. Disqualifications can be reported by either coach or official.
- (iv) Appeals must be made in writing and directed to the Assistant Athletic Convenor within 48 hours for review by the Supervisory Officer.

(f) Coach Disqualifications

- (i) A coach ejected from a game for reasons other than the result of a player incurred or player accumulated penalties shall be subject to an automatic 1 game suspension, which cannot be appealed, to be served during the next scheduled H.W.E.S.A.A. league or playoff game.
- (ii) A coach ejected from a game as a result of a player incurred or player accumulated penalties shall be subject to discipline defined in the rules of the sport and can be appealed to the Executive at the request of the school Principal.
- (iii) A coach ejected from a game as result of threatening or striking an official will be suspended from all further competition until such a time as the Executive can review the case and forward a recommendation to the school Principal.

- (iv) Coaches ejected from a game shall be reported in writing to the Assistant Athletic Convenor on the game sheet or the Game Disqualification Form. A copy of the game sheet or disqualification form will be sent to the Principal of the school by the Athletics Office. 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.
- (v) When a coach has been ejected from a game, it will be the responsibility of the school Principal to assure:
 - 1. The coach is informed of the suspension and the date the suspension is to be served
 - 2. A qualified replacement coach is appointed for the date the suspension is to be served

(f) Appeals Other Than Student Ineligibility

- (i) Appeals involving the outcome of a game are to be submitted in writing within 24 hours of the incident and directed through the Assistant Athletic Convenor to the District Athletic Council. Such appeals shall be signed by the Principal of the school and include the following:

<ul style="list-style-type: none"> • date • event • time • players involved 	<ul style="list-style-type: none"> • officials • opposing team • incident • request for specific actions
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IV POLICY FOR SCHEDULES

(a) General

- (i) The Assistant Athletic Convenor will determine tier structures, playoff format, start time, finishing dates and season length. Schedules shall be prepared by the Assistant Athletic Convenor in consultation with the Executive. Preparation and distribution of schedules will be a responsibility of the Assistant Athletic Convenor. Divisional alignment and the playoff format for each sport will be as outlined in Appendix B.
- (ii) 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 the H.W.E.S.A.A. Convenor 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.
- (iii) Should a school determine prior to the start of a sport/activity that they are unable to honour a commitment, the H.W.E.S.A.A. Convenor will determine whether there will be revisions to the schedule.

- (iv) Where a school decides to withdraw a team once the sport/activity has commenced play, all games scheduled against that school will be considered "byes". Points previously earned in games against that team will be removed.
- (v) 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, the Assistant Athletic Convenor may postpone scheduled activities.
- (vii) The Assistant Athletic Convenor shall include in each winter season schedule "snow days" throughout the schedule and between the last regular season date and the first date of playoffs. Schools are required to keep these days available in the event a make-up game is necessary. Schools wishing to reschedule a regular season game to the make-up date may do so only with the approval of the Assistant Athletic Convenor. The inability of a school to participate in a rescheduled game on the designated make-up day will result in forfeiture of that rescheduled game.
- (viii) Members seeking approval to use an alternate playoff or league format must submit a proposal to the Assistant Athletic Convenor for consideration by the District Athletic Council at least two weeks prior to the final District Athletic Council meeting in June. The proposal must include an outline of the format, rationale for the change, the number of additional games required and any additional costs associated with the change in format.

(b) Play-offs

- (i) In playoffs, each round will be single game/match elimination.
- (ii) Playoff format for team sports pair highest versus lowest through each round of playoffs with the higher ranked team considered the home team.

(c) Tie Breaking Formula

- (i) Higher position to that team which defeated the other(s) during league play.
- (ii) Except for volleyball, if (i) does not break the tie, defensive record (fewest points allowed) **between the teams concerned** will be used to place teams.
- (iii) For volleyball, placing shall be determined by the match result of the tied teams. When more than one team is tied, the team that wins the greatest number of games in the matches played between the tied teams shall be considered the higher ranked team. If this does not break the tie, defensive record (fewest points allowed in **all** match games played between the tied teams) shall determine team placing.
- (iv) If some or all of the tied teams not have met during regular season play, then the outcome of the regular season game/match against the highest ranking common opponent of the teams concerned shall break the tie, if the game involving the highest ranked common opponent does not break the tie, the process will be repeated until the tie is broken and place the team

with the best defensive record highest. Providing the remaining tied teams have met during regular season play, those teams shall be placed using the tie breaking criteria above starting at (i). Where teams have played each other more than one time, the first regular season match up will be used for tie breaking purposes. Where the remaining tied teams have not met during regular season play, then a tie breaker game between the two teams will be played to determine the final play off position.

- (v) If more than two teams are tied and two of the three tied teams can advance to the playoffs, then once a team has been placed using the tie breaking criteria outlined above, then the tie breaking criteria above (starting at (i)) shall be applied to determine the final standing of the remaining tied teams.
- (vi) If a tie still remains and is only for playoff seeding, position will be determined by a coin flip. When it is for a berth into the playoffs a tie breaker game will be held on the school day immediately preceding the first playoff game and the Assistant Athletic Convenor will arrange a neutral court and paid officials.

(d) Awards

The type of awards and number allowed for each **approved and funded** sport are specified in Appendix "A".

APPENDIX A

H.W.E.S.A.A. AWARDS FOR APPROVED AND FUNDED SPORTS

BASKETBALL and VOLLEYBALL:

Champion Medals (15 per team in each Division)

Finalist Medals (15 per team in each Division)
Pennants (each Division champion)

CROSS-COUNTRY and TRACK AND FIELD:

1st Place Medals (each event in each Division)
2nd Place Medals (each event in each Division)
3rd Place Medals (each event in each Division)
Pennants:

Senior Boys and Girls *
Junior Boys and Girls *
Bantam Boys and Girls *
Overall Girls *
Overall Boys *
Overall School *

* one pennant for each age group (Bantam/Junior/Senior) in each division

THREE-PITCH:

Champion Medals (16 per team in each Division)
Finalist Medals (16 per team in each Division)
Pennants (each Division champion)

SWIMMING (CO-ED):

1st Place Ribbons *
2nd Place Ribbons *
3rd Place Ribbons *
Pennants: Overall Girls/Overall Boys/Overall School

APPENDIX B**H.W.E.S.A.A. - Quad Alignment**

Mountain East	Mountain West	City West	City East
Bellmoore	Ancaster Meadow	A.A. Greenleaf	Adelaide Hoodless
Bell-Stone	Ancaster Senior	Balaclava	Collegiate Ave.
Billy Green	Buchanan Park	Bennetto	Eastdale
C.B. Stirling	Cardinal Heights	Cathy Wever	Elizabeth Bagshaw
Eastmount Park	C.H. Bray	Dalewood	Glen Brae
Franklin Road	Chedoke	Dr. Seaton	Green Acres
Gatestone	Fessenden	Dundas Central	Hillcrest
Highview	G.L. Armstrong	Flamborough Centre	King George
Huntington Park	Gordon Price	G.P. Vanier	Lake Ave
Janet Lee	Helen Detwiler	Guy Brown	Memorial (city)
Lawfield	Holbrook	Hebrew Academy	Memorial (SC)
Lincoln Alexander	James MacDonald	Hess St.	Mountain View
Lisgar	Linden Park	Queen Victoria	Prince of Wales
Mount Albion	Mount Hope	Queen's Rangers	Queen Mary
Ray Lewis	Mountview	Ryerson	R.L. Hyslop
Tapleystown	Norwood Park	Sanford Ave (Dr. Davey)	Sir Wilfrid Laurier
Templemead	Queensdale	Sir William Osler	Viscount Montgomery
(17)	R.A. Riddell	Spencer Valley	Winona
	Ridgemount	(18)	W.H. Ballard
	Rousseau		(19)
	Westview		
	(21)		