

# **SOUTHERN ONTARIO SECONDARY SCHOOLS ASSOCIATION INC**

## **CONSTITUTION, BY-LAWS, AND RULES**

Revised: October 2009

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# **SOUTHERN ONTARIO SECONDARY SCHOOL ASSOCIATION**

## **ARTICLE I**

### **NAME**

**This organization shall be known as Southern Ontario Secondary School Association Inc. (SOSSA INC.) hereinafter referred to as the Association.**

## **ARTICLE II**

### **AIMS AND OBJECTS**

**To provide a forum for the exchange of ideas in regard to athletic tournaments, competitions and clinics between the Council Scolaire De District Du Centre Sud-Ouest, District School Board of Niagara, Hamilton-Wentworth District School Board, Niagara Catholic District School Board, Grand Erie District School Board (shared with CWOSSA), Couseil Scolaire De District Catholique Centre-Sud and Independent Schools within the Association.**

**To conduct competition for the election of the Association's representative to the Ontario Federation of School Athletic Associations (OFSAA) regional eliminations and/or Championships.**

**To conduct other athletic tournaments, competitions and clinics sanctioned by SOSSA INC..**

**To promote fair play and equal opportunities for success in all high school competition across the Association.**

**To provide leadership on the behalf of SOSSA INC. member schools in support of the educational value of school sports.**

**To encourage the recognition of the integral role of school sport.**

## **ARTICLE III**

### **MEMBERSHIP**

#### **Section 1**

The Association shall consist of members' schools in that area so designated as SOSSA INC. by the Ontario Federation of School Athletic Associations. The term "Secondary School" shall be taken to include all Collegiate Institutes, High Schools or equivalents, and Vocational Schools. The Executive may accept the membership of a school at any time during the school year on a temporary basis. Permanent membership may be gained after one full school year prior to the annual meeting on a 2/3 majority of all SOSSA INC. members present.

### **OFFICERS**

#### **Section 1**

The Officers of the Association shall be as follows:

President, First Vice-president, Second Vice-president, Third Vice-president, both the male and female OFSAA representatives, Administrative Secretary-Treasurer, Zone Secretaries and the Principals Representative. The governing Executive shall consist of these officers plus the immediate past President. The male and female OFSAA representatives can also be the Secretary-Treasurer if there is no Administrative Secretary-Treasurer. (See Appendix for the rotation of President and Vice President).

The position of Administrative Secretary-Treasurer is a paid, advertised, non-voting position.

#### **Section 2**

The regular Officers shall be chosen from the teaching staffs of the member schools. All voting members at Zone and SOSSA INC. levels must be members of teaching staffs of member schools.

#### **Section 3**

All Officers shall be elected for a period of one year except the positions of the OFSAA representatives which will be for a three-year period and will be automatically renewed unless two zones request an election in the form of a notice of motion from the zone executive.

## **POWERS OF THE EXECUTIVE**

### **Section 1**

**The Executive Committee of the Association as described in Article V, Section 1, shall exercise control over all funds and over all matters pertaining to the management of the Association subject to an appeal and subsequent direction of the Association as a whole, at the written request of at least three principals of members schools.**

### **Section 2**

**Special Committees shall be appointed by the Executive as may be found necessary to carry out the programme of the Association.**

## **ARTICLE IV**

### **FINANCES**

#### **Section 1**

**A SOSSA INC. affiliation fee which entitles the school to enter any SOSSA INC. tournament shall be collected annually by the Association Secretary Treasurer. These fees are due November 15th, with a period of grace extending to November 30th. At that time--the schools failing to pay will be subject to a late filing fee of \$50.00. As of February 1 of that school year, no school can enter any further SOSSA INC. activities until such outstanding fees and late filing fees have been paid.**

#### **Fee Scale**

- i) Basic Association Fee - \$300.00.**
- ii) The fee structure will be based on a per student basis as of October 31st of each school year.**
- iii) The fee structure will be .50 cents per student.**
- iv) SOSSA fees will be based on the October 31st enrolment figure and will be due on November 15, of the school year.**

**All fees with an enrolment more than 200 students will pay a levy fee of \$125 and those less than 200 will pay \$65 towards the fee for the Administrative Secretary- Treasurer position.**

#### **Section 2**

**To be in good standing, a school must maintain affiliation. If a school does not maintain affiliation, and later applies for re-admission to SOSSA INC., the question of back fees will be dealt with individually by the SOSSA INC. Executive.**

#### **Section 3**

**The financial year will run from June 16th, one year, to June 15th of the next year. Any bills received after June 15th will be on the following year's budget. That the financial statement be certified by an accountant for the Annual General Meeting.**

#### **Section 4**

**Application must be made to the SOSSA INC. Executive in order to use the SOSSA INC logo for monetary gain. (ie. SOSSA INC. T-shirts)**

## Section 5 - Funding Formula

1. (a) That the amount of cost of a SOSSA INC. championship paid through SOSSA INC. fees be based on the number of schools within SOSSA INC. which participate in that sport. The rate of payment will be four percent time the number of schools participating in the sport. (i.e.,  $25 \times 4\% = 100\%$  of cost) A school is defined as "participating" if it has a minimum of four competitors involved in the sport.

(b) If there are less than ten (10) school's participated in an activity, SOSSA Inc shall not pay the cost for a SOSSA Inc. Championship or OFSAA entry and participation fees.

2. The numbers used to calculate the participation funding-formula is determined by participation numbers given in the OFSAA participation surveys.

The assessment for sports that are not fully paid by SOSSA INC. will stay the same for three years. The percentage will be reassessed every three years.

3. That portion not paid by SOSSA INC. will be paid by those participating in the tournament. The method for allocating costs will be determined by the convenor.
4. SOSSA INC. Shall remit a maximum of one half (50%) of entry fees for eligible OFSAA Championships only. The proportion of the entry cost for an OFSAA Championship to be paid by SOSSA Inc. is based on the number of school participating in that sport at the SOSSA level. The rate of payment will be two (2) percent times the total number of schools (i.e. 25 participating schools will be 50 percent of the entry cost paid by SOSSA Inc.)

Note: if there are less than ten (10) school's participating in an activity, SOSSA Inc shall not pay the cost of the OFSAA entry.

5. If there is no SOSSA INC. Championship in a sport, SOSSA INC. will not cover any expenses incurred for OFSAA qualification.
6. That costs for OFSAA/SOSSA Inc. Championships will not be charged to SOSSA Inc.: tennis, golf, Nordic skiing, alpine skiing and curling.

## Section 6

Travelling expenses, based on OFSAA guidelines, may be paid from Association funds while members of the Executive or special committee members who are on business for the Association.

## **Section 7 - Distribution of Funds**

### **SOSSA CHAMPIONSHIPS:**

- 1. All disbursements shall be made by the Secretary-Treasurer, subject to the approval of the Executive.**
- 2. Convenors must send a Championship Report Form to the Executive Secretary Treasurer or forfeit convening that sport the next time that sport is offered to that particular Zone.**
- 3.(i) Reimbursements for running SOSSA INC. Championships are forwarded only after the SOSSA INC. report form is received from the convenor.**  
  
**(ii) To receive reimbursement, schools shall submit SOSSA tournament costs and other expenses to SOSSA Administrative Secretary/Treasurer, no later than the first Executive meeting or September 30<sup>th</sup> whichever is earliest in the school year following the event.**
- 4. Since SOSSA INC. is responsible for any losses incurred on SOSSA INC. tournaments, then SOSSA INC. should realize any profits. The monies earned at a SOSSA INC. championship will be divided 60% (school), 40% (SOSSA INC.) after expenses by any school convening a SOSSA INC. competition.**
- 5. That when SOSSA INC. qualifies to enter two (2) teams to the OFSAA Championship, if there is extra game required, SOSSA INC. shall be responsible for any expenses or profits realized.**
- 6. SOSSA will not reimburse expense monies for food and/or drinks for officials, volunteers and/or coaches.**

### **OFSAA CHAMPIONSHIPS:**

- 7. If SOSSA INC. convenes an OFSAA championship or tournament, the monies earned after expenses, shall be divided 50% to OFSAA, 30% to the convening school(s), and 20% to SOSSA INC.**
- 8. (i) When SOSSA INC. qualifies to enter more than one team to the OFSAA Championship (OFSAA constitutional allotment), SOSSA INC. shall pay the entry and administrative fees for all teams.**  
  
**(ii) To receive reimbursement, schools shall submit entry and administrative fees to Administrative Secretary/Treasurer, no later than the first executive meeting or September 30<sup>th</sup> whichever is earlier in the school year following the event.**
- 9. When OFSAA offers SOSSA INC. an additional entry to an OFSAA Championship, beyond the OFSAA constitutional allotment, that team shall be responsible for the OFSAA entry and administrative cost.**

10. It be resolved that SOSSA INC. shall pay the “host” team entry to OFSAA.

11. Schools going on to OFSAA competition are responsible for any late entry fees or non-participation fees incurred with OFSAA.

#### **Section 8**

The position of male and female OFSAA representatives shall receive an annual honorarium to the amount of Five Hundred dollars (\$500.00). The Administrative Secretary-Treasurer shall receive an annual honorarium to the amount of six thousand dollars (\$6000.00). The monies' raised by the fee levy will pay for the position of the Administrative Secretary-Treasurer. The Administrative Secretary-Treasurer will receive \$600 per month (September through June) and the remainder will be used for office supplies (i.e. phone bills, stamps, paper, secretarial expenses, website, etc.).

#### **Section 9**

Each zone secretary-treasurer will be given an executive expense account of \$175.00 to be spent at the discretion of the zone executives on both girls and boys programmes.

#### **Section 10**

SOSSA INC. will not be obligated to pay bills from schools that bill SOSSA INC. for occasional teacher services for OFSAA/SOSSA INC. coverage.

#### **Section 11**

The SOSSA INC. executive should maintain insurance and the incorporation of SOSSA INC..

## **ARTICLE V**

### **MEETINGS AND ELECTIONS**

#### **MEETINGS**

##### **Section 1**

There shall be a minimum of three executive meetings for each school year, at least one meeting each competitive season. These meetings are to be held at places so designated by the executive.

##### **Section 2**

All special meetings of the Association Executive shall be held at the call of the Executive Committee or as a result of the request of the principals of three member schools.

##### **Section 3**

Meetings of any special committee(s), shall be at the call of the Executive.

##### **Section 4**

Meetings of the Executive Committee shall be at the call of the president and/or the Administrative Secretary-Treasurer of the Association.

##### **Section 5**

There shall be an annual General Meeting on a convenient date in June.

#### **ELECTIONS**

##### **Section 1**

The election of Officers shall take place at the annual meeting.

##### **Section 2**

The newly elected Executive shall take office immediately following the conclusion of current business.

##### **Section 3**

**Any vacancy occurring during the normal tenure of office of any member of the Executive shall be filled by an appointee of the Executive.**

#### **Section 4**

**The role of the Administrative Secretary-Treasurer will be filled on an annual basis.**

### **ARTICLE VI**

#### **CONSTITUTIONAL CHANGES**

##### **Section 1 - Amendments**

**The Constitution may be amended or changed only at the time of the Annual Meeting. All Notices of Motion to be presented at the annual meeting must be in the hands of the Administrative Secretary-Treasurer one month prior to the annual meeting. Any proposed amendment or change shall be preceded by a circularized Notice of Motion.**

##### **Section 2 - Voting Procedures**

**All Notices of Motion which affect the Constitution, in order to be carried;**

- 1. must have a quorum - 50% of Association schools**
- 2. One vote per member school**
- 3. Must have a 2/3 majority vote of the school present.**

##### **Section 3 - Temporary Motions**

**That membership may vote on and put into effect any motions brought forth as a result of discussion of the topics outlined for the SOSSA INC. Annual General Meeting. These motions will be temporary for that year and put on the order paper for the following year for permanent ratification.**

**ARTICLE VII  
ELIGIBILITY FOR COMPETITION**

**Section 1 - School**

1. Each member shall be entitled to representation at each SOSSA INC. championship.
2. Membership in an association and conformity with the constitution, by-laws and standing rules of the association concerned is a prerequisite for participation in any championship co-ordinated by SOSSA INC.
3. Classification (as per OFSAA)

For all senior team sports championships coordinated by SOSSA Inc. schools shall be classified on student populations as follows:

A	-	500 or less students
AA	-	501 - 900 students
AAA	-	901 - 1250 students
AAAA	-	1251 or more students

4. Classification Appeals
  - (i) A school appealing for a change in classification must do so to the SOSSA INC. executive with written support from the zone in which the appealing school competes. The motion would be dealt with by the SOSSA INC. executive and its decision will be forwarded to OFSAA.
  - (ii) SOSSA Inc shall hear appeals based on school composition. Schools wishing to appeal on any other basis (location of school, team composition, competition and OFSAA success) shall be appealed through SOSSA Inc. to OFSAA.
  - (iii) Appeals to move down a classification, shall be as a school. There shall be no sport specific downward movement.
  - (iv) The Appeals Committee will be composed of the Secretary-Treasurer as chair and a representative of each Zone.

- (v) Appeals shall be submitted by May 15<sup>th</sup> prior to the September of the year of the appeal. Appeals shall be submitted each year.

5. For all Junior Team Championships coordinated by SOSSA Inc., the schools shall be classified as follows:

“A” school population 799 or under  
“AA” school population 800 and over

6. Declaration of Competition:

(i) The school’s declaration of level of competition for the current school year will be based upon the October 31st enrollment and this declaration shall be submitted to the zone secretary by November 15 of that school year.

(ii) Any school with Association approval, may elect to compete in a higher classification of activity.

(iii) Fall Activities: Schools who wish to move to a higher classification (ie AA to AAA) for fall activities shall complete and submit a reclassification in writing by the Annual General Meeting prior to the fall of reclassification.

(iv) Winter Activities: Schools who wish to move to a higher classification (ie AA/AAA) for winter shall complete and submit a reclassification in writing by November 15<sup>th</sup> of that school year.

(v) Spring Activities: Schools that wish to move to a higher classification (ie AA/AAA) for spring activities shall submit reclassification in writing by January 31<sup>st</sup> of that school year.

(vi) A school may participate in only one school classification of competition in any one activity during school year at the SOSSA Inc. level.

(vii) For coeducational championships coordinated by SOSSA Inc. an all boys’ school and an all girl’s school may combine for entry. Zones must declare such school combination to the SOSSA Inc Administrative Secretary-Treasurer by September 15<sup>th</sup> of the school year.

## Section 2 – Athletes

1. Individual Activity

- To represent a school in any championship coordinated by SOSSA Inc., a student must
- (i) have had their name on Zone eligibility list for at least one competition
  - (ii) (a) be certified as eligible on the ELIGIBILITY FORM and signed by a principal of the school.  
(b) Schools shall submit a SOSSA Inc eligibility sheet dated within seven days prior to the SOSSA Inc. competition.

This eligibility form must be brought to SOSSA Inc competitions by participating coaches. A sample form may be obtained on our SOSSA webpage  
[www.sossa.on.ca](http://www.sossa.on.ca) "communications" "Forms" "Eligibility form"

(iii) meet the following requirements for individual activities.

**Midget** – the individual’s birth certificate indicates that he/she has not yet reached his/her 14<sup>th</sup> birthday by January 1<sup>st</sup> 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”.

**Junior** - the individual’s birth certificate indicates that he/she has not yet reached his/her 15<sup>th</sup> birthday by January 1<sup>st</sup> prior to the start of the school year in which the competition is held.

**Senior** – the individual’s birth certificate indicates that he/she has not yet reached his/her 19<sup>th</sup> birthday by January 1<sup>st</sup> prior to the start of the school year in which the competition is held.

## 2. Team Activity

To represent a school in any championship coordinated by SOSSA Inc., a student must:

- (i) (a) be certified as eligible on the eligibility form and signed by the principal of the school  
(b) Schools shall submit a SOSSA Inc eligibility sheet dated within seven days prior to the SOSSA Inc. competition.

*This eligibility form must be brought to SOSSA Inc. competitions by participating coaches*

(ii) meet the following requirements

**Junior**

- (a) The individual shall be in either of their first two years of high school, based on the date of entry into grade nine.

and

- (b) The individual’s birth certificate shall indicate that he/she has not reached his/her 16<sup>th</sup> birthday by August 31 prior to the start of the school year in which he/she is in either of their first two years of high school.

**Exception: a student who has been accelerated one year in elementary school shall be allowed to play at the junior level for a maximum of two (2) consecutive years in the first three (3) years of his/her high school career. The student shall meet the above age requirement (part b) and documentation of the acceleration shall be provided with the eligibility sheet.**

**Senior**

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

***Exceptions are indicated in specific sports regulations***

**3. To represent a school in any championship, team or individual, co-ordinated by SOSSA INC., a student must meet the following eligibility requirements:**

- (i) be in grades 9-12**
- (ii) have been enrolled no more than five (5) years from date of entry into grade 9;**
- (iii) be eligible under the OFSAA transfer (see OFSAA web site);**
- (iv) be registered and in attendance as a regular student in the day classes of the school**  
**for**  
**which he/she plays and achieves the following course requirements:**

**(a) 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.**

**(b) 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 per semester.**

**(v) Any player who plays in a higher age classification for two games shall not be eligible to play in the lower category in the same activity until the following year. Listing on the game eligibility sheet is to be considered as having competed.**

**(vi) All students entering SOSSA INC. competition shall furnish upon request of the**  
**Administrative Secretary-Treasurer, an official birth certificate.**

**(vii) The executive shall have the power to rule on any aspect of eligibility not specifically covered by any of the rules of competition.**

**(viii) If an ineligible contestant participates in a SOSSA INC. competition, it automatically**

results in a team loss for that game or activity and any prior game or activity in which the ineligible contestant participated.

(ix ) Any Junior must be listed as a Junior on the game sheet when playing in a Senior game. Violation of this rule makes him/her a senior for the duration of the season. If he/she plays a second senior game, he/she becomes a senior for the duration of the season. A Junior, to be eligible for senior playoffs, must be listed on the game sheet of one regularly scheduled senior league game.

(x) A player may compete in only one age classification in any playoff or championship series in the same season in any one sport with the exception of Track and Field.

**Example:** a school has both Junior and Senior Basketball teams participating in Zone playoffs.

The Senior team wins their play-off game and continues. A junior player who has been Eligible for the senior team may NOT be called up to participate on the senior team during zone play-off and/or championship game(s). If the senior team is successful and wins the Zone Championship, the junior player may participate at the SOSSA and/or OFSAA level, including festivals.

(xi) Any suspension or disciplinary action in Zone play shall be carried forward into SOSSA competition. The Zone convenor shall be responsible for reporting such athletes and the nature of the disciplinary action on the SOSSA eligibility sheet.

(xii) Any student who registers and either (a) attends one full term or semester or (b) practice or plays with a team or an intercollegiate team at a post secondary institution and then returns to any high school is ineligible for SOSSA competition for the remainder of his/her high school career.

(xiii) That students in a systems/alternative education program, who intend on returning to their home school upon completion of the program, be allowed to compete for their home school until the activities season is completed.

(xiv) Unlimited number of players may be listed on the eligibility sheet, but there shall be the maximum number of players on the game sheet as per OFSAA playing regulations and/or as submitted on a single game sheet.

### Section 3 - Championships

1. For team championships SOSSA INC. shall provide the rotation for the tournament draw. See Appendix 3 of the SOSSA INC. Constitution.
2. If no convenor is declared for a particular activity by the closing of the Annual General Meeting, then SOSSA INC. will not have a championship in that activity.
3. That if there is no SOSSA INC. Championship in an activity for two consecutive years that the sport be removed from the SOSSA INC. Championship list.
4. Zone finals should be completed in the week prior to the SOSSA INC. Championships. There should be a weekend between the Zone and SOSSA INC. Championships.
5. The zone convenor in a sport must contact the SOSSA INC. convenor in that sport, at least two weeks prior to the SOSSA INC. competition if their zone will not be sending a representative in that sport to the SOSSA INC. championship. If there is no zone competition in an activity, the zone secretary will contact the SOSSA INC. Administrative Secretary-Treasurer.
6. The SOSSA INC. convenor should fill an open position at the SOSSA INC. tournament (when a zone, for whatever reason, is unable to send a representative therefore leaving an uneven number of teams) with the second place team from the host zone's playoff schedule. If this is not possible,(ie. there is no second place for that sport in the zone) the fourth spot should be filled by the convenor in consultation with the SOSSA INC. Administrative Secretary-Treasurer. There are no time lines involved in this decision.
7. That if there are only two Zones represented for SOSSA INC. competition, that additional teams from the said two Zones NOT be added. The game between the two zones will be the Championship.
8. (a) An alternate date must be set for each championship in the event for some reason one of the schools involved, is closed or buses cancelled.  
  
(b) That championship dates set by Administrative Secretary/Treasurer shall not be changed without approval. Exception would be a tentative date set in conjunction with the championship date, in the event for some reason one of the schools involved is closed or buses cancelled.
9. That if a convenor steps down due to ill health, contract difficulties, etc., that his/her Zone will be encouraged first to take on that event. If no convenor is available, the other Zones will be offered to host the event. If within two (2) weeks of the SOSSA INC. Championship there is NO CONVENOR - ALL Zone reps will be notified and they will have 48 hours to find a convenor, otherwise there will be NO event.

10. Where there is a SOSSA INC. championship in an activity in order to represent SOSSA INC. at an OFSAA championship, the team must compete at the SOSSA INC. level in that SOSSA INC. championship.

11. SOSSA INC. championships are offered for "A", "AA" and "AAA" "AAAA", at the senior level in the following sports only:

- a) Girls and Boys Basketball
- b) Girls and Boys Volleyball
- c) Girls and Boys Soccer

SOSSA INC. championships are offered for "A/AA" and "AAA/AAAA", at the senior level in the following sports only:

- a) Girls and Boys Hockey
- b) Girls and Boys Rugby
- c) Boys Field Lacrosse

SOSSA Inc. champions are open (not classified) at the senior level for following sports only:

- a) Boys Baseball
- b) Girls Field Hockey
- c) Boys Football

12. For all SOSSA INC. sports, when SOSSA INC. qualifies to enter two (2) teams to the OFSAA Championship (excluding the host entry):

Two Entries to OFSAA championships:

For all SOSSA INC. sports, when SOSSA INC. qualifies to enter two (2) teams to the OFSAA tournament:

- (i) The SOSSA INC. champion is an automatic entry.
- (ii) The SOSSA INC. runner-up may be challenged for the second entry\* by the team losing to the SOSSA INC. champion in the SOSSA INC. semi-finals.

- UNLESS a) the challenging team is from the same zone as the runner-up and finished lower in their zone championship.
- (b) the runner-up defeated a team from the same zone as the challenging team, and the defeated team finished higher than the challenging team in their zone championship.  
(This motion does not cover a host entry.)

\*Exception – Volleyball

That when there is a second OFSAA entry in Volleyball, the two (2) teams in the final of the double

Elimination shall go to OFSAA.

13. At all SOSSA INC. Championships, the convenor will ensure that there **MUST** be, on sight, someone or group specifically responsible for athletic injuries.
14. The SOSSA INC. executive will acknowledge convenors at the end of each season with an appreciation note or certificate.
15. **Host Team for OFSAA Championships**  
The “host” team entry shall be defined as the team whose school is hosting the OFSAA Championship.
  - (i) Host team shall have an automatic entry to the OFSAA Championship.
  - (ii) Should the ‘host’ team forfeit the right to go to the OFSAA Championship. The selection of two entries shall be through the use of the ‘two’ entry formula.
  - (iii) Should the SOSSA Champion be the ‘host’ team or the OFSAA Championship, the selection of the second entry will be through the use of the ‘two’ entry formula.
16. That if a school hosts an OFSAA Championship, the school has the first right of acceptance or refusal of the SOSSA Convenorship for that activity in the same school year as the OFSAA Championship.
17. That should the winner of a SOSSA Championship elect not to go to the OFSAA Championship, the ‘two’ entry rule (Article VII, Section 3-12) shall be used to determine the OFSAA entry. It is expected that the convenor is given advance notice that a ‘said school’ will not be attending OFSAA Championship.

## **ARTICLE VIII**

### **Transfer Policy**

1. SOSSA INC. has adopted the OFSAA Transfer Policy as a whole. Please refer to the OFSAA web site ([www.ofsaa.on.ca](http://www.ofsaa.on.ca))
2. SOSSA INC. Transfer Policy Procedural Process
  - i) All transfer students are ineligible for SOSSA INC. competition until cleared by their Zone Transfer Appeal Board.
  - ii) Students not eligible under these criteria may appeal in writing. The appeal must be made by the principal of the athlete's school or principals' designate with proper documentation to the Association Transfer Appeal Board.

The deadline for any appeal of eligibility to the SOSSA INC. Transfer Appeal Board is seven (7) days prior to the scheduled date of the Board meetings. Such appeals must be forwarded through the Zone Transfer chairperson. All documentation must be in the hands of the SOSSA INC. Transfer chairperson within 24 hours of the

appeal submission date.

An appeal to the SOSSA INC. Transfer Appeal Board must be accompanied by a \$50.00 fee, refundable if the appeal is successful at the SOSSA INC..

iii) The SOSSA INC. Transfer Appeal Board may consist of seven (7) members:

- 1 - Principals' Representative
- 1 - Vice-Principals' Representative (from different Zone than Principals' Representative)
- 1 - Association Representative to OFSAA Legislative Council
- 4 - Members at Large - the chair of each zone committee or one member of the zone committee

If SOSSA INC. has a member on the O.F.S.A.A. Board of Reference then he/she will be one of these members if he/she does not fall into one of the other categories. This person would be the eighth member.

When a case is heard at the SOSSA INC. level, a Board member who participated in the decision at the zone level must declare a conflict of interest. Such a member may be present while the case is presented to the Board and may ask or be asked questions with the approval of the chair. However the member must leave the room after the case is presented and must not participate in any decision which may influence the vote of the Board. The SOSSA INC. Transfer Appeal Board will be established at the Annual General Meeting.

iv) The SOSSA INC. Transfer Appeal Board will select a chairperson from within their group. The chairperson will set the dates for all association hearings and will notify all parties (Zone Transfer board, appealing school, appealing student) of the decision.

v) The SOSSA INC. Transfer Appeal Board will make the final decision for the Association.

vi) Athletes who wish to appeal the decision of the SOSSA INC. Transfer Appeal Board may appeal in writing to the OFSAA Board of Reference - see the OFSAA Transfer Policy Procedural Process.

## **ARTICLE IX**

### **Protests**

#### **Section 1**

**All incidents occurring at a zone level shall be appealed initially through the zone within 48 hours of the incident in question.**

**If an ejection occurs in a zone championship which might affect that player's eligibility at the SOSSA INC. championship, any appeal regarding the ejection must be heard at the zone level. The decision regarding the appeal must be forwarded to the SOSSA INC. executive in case a SOSSA INC. appeal committee is needed.**

**All incidents occurring at a SOSSA INC. competition shall be handled by a protest procedure at the site of the competition. If a further appeal is desired, refer to the Appeal procedures below.**

#### **Section 2**

#### **Protest Appeal Procedures**

1. **Zone referred and SOSSA INC. competition - all protest appeals at the SOSSA INC. level must be made directly to the Administrative Secretary-Treasurer of SOSSA INC. within 48 hours of the zone appeal hearing or the SOSSA INC. competition.**
2. **The protesting school(s) shall post a fifty dollar (\$50.00) cash bond with the SOSSA INC. Administrative Secretary-Treasurer in conjunction with the written protest. If the protest is successful, the fifty dollar bond will be returned.**
3. **All protests must include the Physical Education Head's and the Principal's signatures.**
4. **The SOSSA INC. Protest Committee will consist of a minimum of five (5) members of the SOSSA INC. Executive.**

### **Section 3**

#### **Ejections**

**If a player is ejected from a SOSSA INC. activity, that player will be suspended from the next championship competition unless after an appeal, the SOSSA INC. Executive rules to the contrary. It is recommended that the referee is to make a special report to the SOSSA INC. Administrative Secretary-Treasurer or the convenor on the back of the eligibility sheet. The onus of appeal is on the coach. If a player is ejected from a final competition of a SOSSA INC. activity, that player will be suspended from the first league competition in that activity in the next year's schedule.**

### **Section 4**

#### **Misconduct**

**Any player who strikes or threatens a coach or an official will be suspended from all further competition until such time as the SOSSA INC. Executive can render a decision.**

## **ARTICLE X**

### **SUPERVISION**

#### **Section 1**

**It is desirable that only teachers with the highest ideals be employed within the realm of interschool sport. If, however, a non-teacher undertakes this role, then a supervising teacher, who is a regular member of the teaching staff, must also be enlisted both to facilitate and maintain educational direction.**

#### **Section 2**

**All players and team officials are open to censure for unsportsmanlike conduct by the Association. Censure can be brought to the Association by the individual zone.**

## **ARTICLE XI**

### **GENERAL RULES**

- 1. The rules and regulations section of the constitution are to be interpreted as being part of the constitution and must be followed as such for any sport that continues beyond the zone level.**
- 2. Each SOSSA INC. Executive Officer will receive a copy of the constitution to be distributed appropriately to schools and their administrators within their Zone.**
- 3. Any school team entering SOSSA INC. sponsored or approved competitions must be under the control of a staff member of the school which it represents.**
- 4. During a work-to-rule, all members of SOSSA INC. and convenors will uphold Federation policy.**
- 5. It shall be the duty of every member of SOSSA INC. and the Convenors not to attend, organize, convene or participate in any manner, whatsoever, in any extra-curricular school activities, events or tournaments involving school(s) from within SOSSA INC. or from other Association whose member schools have instituted a withdrawal of voluntary activities.**
- 6. Anyone wishing to begin a competition in a new sport in the association must present it as a motion at the SOSSA INC. Annual General Meeting.**
- 7. That in activities which receive medals, that medallions only be issued if there are two or more Zones represented at the SOSSA Championship.**
- 8. (a) That a school who has competitor(s) at the SOSSA Track & Field Meet shall be expected to provide a trained adult official as part of their eligibility requirements.**  
**(b) Track & Field Assigning of Officials and Responsibilities by Zone  
See Track & Field Rules and Regulations**
- 9. That Canada's, Ontario's and participating school's flags/banners shall be the only flags/banners displayed at SOSSA playoffs and championships.**
- 10. That each team sport shall adopt the minimum time between games in accordance with OFSAA playing regulations for each sport.**
- 11. That the HOME team for all SOSSA Championship games shall be decided by a flip of a coin.**
- 12. Schools choosing to take student fans to a SOSSA Championship, shall do so with the 'advanced' permission of the convenor and shall be expected to pay an entrance fee. The student fans shall be escorted with appropriate supervision (board policy re supervision of**

**trips) and that an administrator/teacher in charge shall be present if there is more than one busload (40 students) of student fans.**

**ARTICLE XII**

**EQUITY**

*The SOSSA INC. membership is to be aware of the equity issue.*

*SOSSA INC. supports equity in all aspects of its sports program.*