

# **WOSSAA CONSTITUTION - APPENDICES**

## **APPENDIX 1**

PLEASE REFER TO THE DIRECTORY OF WOSSAA  
SCHOOLS ON THE WEBSITE

## APPENDIX 2

### METHOD OF APPLICATION FOR CHAMPIONSHIP STATUS

**Revised: June 2007**

- 1.0** Application may be made to the WOSSAA Legislative Assembly to have a sport added to the list of WOSSAA Championships in ByLaw 1.1 provided that all of the following criteria have been met.
  - a) Sport Specific Standing Rules must be established.
  - b) These Standing Rules must follow the format that currently exist for other WOSSAA Championships, ie. date, location, structure and procedures, seeding, uniforms and equipment, awards, and OFSAA entry.
  - c) The sport must be an approved activity in at least fifty percent of the Conferences.
  - d) At least twenty percent of WOSSAA schools must be offering the sport.
- 2.0** Application must be received in writing by the Executive Director by May 15 in order to be approved for the following year.
- 3.0** Compliance with Section 1.0 is required to make application but does not guarantee approval as a Championship sport.
- 4.0** Conferences may apply to the Board of Directors to have a school represent WOSSAA at an OFSAA Championship in a sport which is not a WOSSAA Championship provided that it is a Conference approved activity and that a regular league schedule has been completed.

## **APPENDIX 3**

**PLEASE REFER TO THE ROTATING CONVERSIPS  
INFORMATION ON THE WEBSITE**

## APPENDIX 4

### OFSAA TRANSFER POLICY AND THE WOSSAA PROCEDURAL PROCESS

Revised: June 2010

1. All transfer students are ineligible for WOSSAA competition until cleared by their Conference Transfer Board or the WOSSAA Transfer Board through the current OFSAA Transfer Policy.
2. Students seeking eligibility under the OFSAA policy must submit an "**OFSAA TRANSFER POLICY APPLICATION AND APPEAL FORM**" for eligibility to their Conference Transfer Board. (Appendix 10)
3. The meeting dates of Conference Transfer Boards must be publicized in all Conference schools at least two weeks in advance.
4. WOSSAA must publish the dates of the meeting of the Transfer Board of Reference in June of the previous school year.
5. Conferences with eligibility rules and/or transfer rules which are different from those of OFSAA and WOSSAA must rule on the student's OFSAA eligibility as well as Conference eligibility. Conferences ruling on only Conference eligibility must submit the applications of all transfer students to the WOSSAA Board of Reference for eligibility beyond Conference play.
6. Students declared ineligible by the Conference Transfer Board must be given the right to appeal that decision to the WOSSAA Board of Reference.
  - a) The appeal may be made through the Athletic Director to the WOSSAA Board of Reference.
  - b) The appeal must be in writing on the current **OFSAA Transfer Policy Application and Appeal Form**. Additional documentation may be included.
  - c) The WOSSAA Executive Director must receive the Appeal at least 48 hours before the Board of Reference meeting.
  - d) The appeal must be submitted along with a fee of \$50, paid by school cheque. The fee would be returned if the appeal is successful.
7. Students ruled ineligible by the WOSSAA Board of Reference may appeal in writing to the OFSAA Board of Reference. (See Federation's Transfer Policy Procedural Process.)
8. A student ruled eligible by the Conference Transfer Board or the WOSSAA Board of Reference may have that decision challenged.
  - a) That challenge must be processed through the Athletic Director or a member of the WOSSAA Board of Directors.

- b) The challenge to the eligibility of the student shall be in writing and shall include the reasons for the challenge, and shall refer to the section or sections of the Transfer Policy on which the challenge is based.
  - c) A challenge of a decision made by the Conference Transfer Board will be reviewed by the WOSSAA Board of Reference.
  - d) A challenge decision made by the WOSSAA Board of Reference can be made to the OFSAA Transfer Board of Reference. (See Federation's Transfer Policy Procedural Process)
  - e) All challenges must be made at least 21 days prior to the WOSSAA Championship.
  - f) Upon receipt of a challenge, the WOSSAA Board of Reference shall notify the student and the student's Principal, in writing, of the date, time and place that the appeal will be heard. In conjunction with the aforesaid notification, the Board of Reference shall also include a copy of the challenge as submitted to the Board of Reference.
9. A copy of all **OFSAA TRANSFER POLICY APPLICATION AND APPEAL FORMS** submitted to Conference Transfer Boards must be on file with the WOSSAA Executive Director. A list of the Conference decision must accompany the above mentioned forms. This documentation must be received by the Executive Director at least 21 days prior to the WOSSAA Championship.
10. The WOSSAA Executive Director shall compile an eligibility list of all transfer students ruled on by Conference Transfer Boards. This list will be circulated to all Conference Executive and all WOSSAA Convenors.
11. At all WOSSAA Championships:
- a) All competitors must be listed on the current " WOSSAA Eligibility List Parts 1 and 2. " The list must be received by the WOSSAA Convenor prior to the championship. Any team or participant failing to comply are **ineligible**.
  - b) If the eligibility form's accuracy with respect to transfer students is questioned the Convenor can confirm the student's eligibility through the eligibility list on file with each Convenor.
  - c) If a transfer student appears on an eligibility form but the eligibility is not documented, that student is immediately ineligible. In individual sport championships the student is disqualified and any points will be forfeited. In team sports, any game in which the ineligible player's name appears on the game sheet will be forfeited.
12. Periodically, some general decisions on prior cases will be circulated by OFSAA to all Transfer Boards. It is expected that decisions in the above mentioned cases will be followed by all Transfer Boards.

## THE FEDERATION'S TRANSFER POLICY PROCEDURAL PROCESS

1. All transfer students are ineligible for OFSAA competition until cleared by their Association Transfer Policy Appeal Board or the Federation's Board of Reference under Transfer Policy sections a), b), c), d), e).
2. Students not eligible under these criteria may appeal in writing in the following manner:
  - a) Through their coach to the Association Transfer Appeal Board;
  - b) Through the Association Transfer Appeal Board to the Federation's Board of Reference.
3. All decisions of the Federation's Board of Reference are final.
4. The deadline for any appeal of eligibility to the Federation's Board of Reference is fifteen days prior to the scheduled dates of the meetings of the Federation's Board of Reference. Such appeals must be accompanied by a \$25 fee, refundable if the appeal is successful.
5. A challenge to the eligibility of a student may be made to the Federation's Board of Reference by any Association through that Association's representative.
6. a) In the event that a student, ineligible by reason of the Transfer Policy, seeks to appeal his or her ineligibility to the Federation's Board of Reference (hereinafter referred to as the " Board of Reference ") the following procedure shall be followed:
  - i) The student, or his or her representative, shall submit, in writing, on the designated form, to the Board of Reference, the grounds of the appeal and the reasons why the student claims to be eligible.
  - ii) Upon receipt of the application for appeal, the Board of Reference shall notify the student, in writing, of the date, time and place that the appeal is to be heard. The student shall also be advised that he or she may personally attend the hearing of the appeal, along with his or her representative.
  - iii) The Board of Reference shall send letters, postmarked or delivered, no later than fourteen days before the date of hearing, addressed to the student and Principal at the school which the student attends.
  - iv) At the hearing the student or representative may make whatever submissions, or call whatever witnesses he or she chooses, and which the Board of Reference shall permit in its sole and exclusive discretion.
  - v) The Board of Reference shall render its decision, in writing, and in doing so shall state briefly the reason(s) for its decision. The decision of the Board of Reference shall be final and conclusive and there shall be no right of appeal to any body or court of competent jurisdiction.

- b) In the event that a student is declared eligible by the Association Appeal Board, and that determination of eligibility is challenged by way of an appeal to the Federation's Board of Reference, the following procedure shall be followed:
- i) The challenge to the eligibility of the student shall be in writing and shall include the reasons for the challenge, and shall refer to the section or sections of the Transfer Policy on which the challenge is based. The challenge shall be directed through the Association Appeal Board Chairperson to the Federation's Board of Reference and shall be received no later than fourteen (14) days prior to the Federation competition in question. This challenge must be accompanied by a \$25.00 fee, refundable if challenge is upheld.
  - ii) Upon receipt of a challenge, the Board of Reference shall notify the student and the student's Principal, in writing, of the date, time and place that the appeal will be heard. In conjunction with the aforesaid notification, the Board of Reference shall also include a copy of the challenge as submitted to the Board of Reference.
  - iii) The Board of Reference shall notify the student and the student's Principal of the date, time and place of the appeal, by way of letters post-marked or delivered, no later than fourteen (14) days before the date of the appeal hearing.
  - iv) At the hearing, the student and/or representative may attend and may call whatever witnesses or make submissions he/she/they choose(s) and the Board of Reference shall permit in its sole and exclusive discretion.
  - v) The Board of Reference shall render its decision, in writing, and in so doing shall state briefly the reason(s) for its decision. The decision of the Board of Reference shall be final and conclusive and there shall be no right of appeal to any body or court of competent jurisdiction.
- c) The procedures as set out in this section shall apply to 6(a) and 6(b). In the event that there has been imperfect compliance with the procedures as set out herein, the Board of Reference may, in its sole discretion, waive any failure to comply with the procedures.

## **APPENDIX 5**

### **PETE BEACH AWARD SELECTION**

1. a) Conferences will have the opportunity to select a recipient on a rotational basis. The rotation is as follows: London, Middlesex, Huron-Perth, Oxford-Elgin.
- b) If a Conference has a recipient, the name of the winner must be forwarded to the Executive Director by March 31.
- c) If a Conference does not have a recipient, the next Conference on the rotation may select a recipient.
- d) Nominees may be active, retired, or deceased teacher-coaches.
- e) The Executive-Director shall inform OFSAA of the name of the recipient by May 15.
- f) The recipient shall be presented with the award at the annual meeting of the Legislative Council.

### **THE PETE BEACH AWARD**

The Pete Beach Award is named in honour of Mr. N.A. Beach, a former Executive-Director of OFSAA, who died in 1984. Mr. Beach recognized, early in his career, that school sport possessed a substantial and verifiable trait of the capacity to contribute beyond sport to a young person's future career and life. For the next fifty years, he devoted his energy to the organizational development of school sport and thus to the service of young people.

In view of the complexity of the developmental process, it is a rare educator indeed who has the capacity to utilize the medium of school sport in such a way as to positively and sufficiently influence students in the remainder of their lives. That educator is one who consistently provides an impression of stability and optimism; one who enjoys the company, and the respect of young people; one who embodies, and initiates by example, the highest traditions of the sports person; one who best typifies the true function of the teacher-coach, a source of discipline, a mentor and a friend.



## **APPENDIX 6**

### **WOSSAA Duties of Convenors**

1. Shall coordinate the scheduling of the Championship as outlined in the WOSSAA Playing Regulations for their sport.
2. Shall coordinate the officiating for the Championship.
3. Shall coordinate the facility for the Championship.
4. Shall coordinate the minor officials for the Championship.
5. Shall arrange for all awards to be presented at the Championship.
6. Shall keep an accurate record of the results of all contests.
7. Shall arrange for media coverage of the Championship.
8. Shall ensure that all materials necessary for the OFSAA Championship be made available to qualifying schools.
9. Shall submit a WOSSAA Convenor's Report and a WOSSAA Convenor's Financial Report to the WOSSAA Executive Director not later than 30 days after the Championship.

## **APPENDIX 7**

### **DUTIES OF CONVENORS OF OFSAA CHAMPIONSHIPS**

1. Individual, schools or Conferences wishing to host OFSAA Championships should inform the Executive Director. These requests are presented at OFSAA for placement on the three-year Convenors' calender.
2. OFSAA Convenors should attempt to attend the championship in the year prior to their convenorship.
3. The Convenor should establish a working committee under the direction of the OFSAA constitution and OFSAA office.
4. Attempts should be made to have committee representation from as many WOSSAA conferences as possible. A member of the WOSSAA Executive should be a member of the committee.
5. A duplicate copy of the activity report submitted to OFSAA should be forwarded to the WOSSAA Executive-Director.

## APPENDIX 8

### CLASSIFICATION OF SCHOOLS

**Revised: June 2007**

- 1.0 There shall be four classifications of schools, A, AA, AAA, and AAAA as follows:
- 1.1 "A" - Schools having an enrolment of 500 or less
- 1.2 "AA" - Schools having an enrolment of 501-900
- 1.3 "AAA" - School having an enrolment of 901-1250
- 1.4 "AAAA" - Schools having an enrolment of 1250+
- 1.5 The previous year's October 31<sup>st</sup> enrolment shall be used in the above classifications.
- 1.6 A school may apply for a re-classification on the basis of their adult population.
- 1.7 Schools may request a shift to a more appropriate classification.
- 1.8 The classification of schools will be done on a yearly basis, by a committee made up of WOSSAA Directors/Executive. This meeting will be held at the end of April. Schools will then have the opportunity to appeal their classification, first to the WOSSAA Classifications Appeals committee and then to the OFSAA Classifications Appeal committee.
- 1.9 Schools may declare up in a classification for an individual sport but they must do so to the WOSSAA Executive Director prior to September 15<sup>th</sup> for the fall sports; prior to November 15<sup>th</sup> for Hockey; prior to December 1<sup>st</sup> for the winter sports and prior to April 15<sup>th</sup> for the spring sports.

## **APPENDIX 9**

### **TRANSFER POLICY FOR OFSAA AND WOSSAA COMPETITION**

**PLEASE REFER TO THE WOSSAA WEBSITE  
INFORMATION THAT LINKS  
TO THE OFSAA TRANSFER POLICY**

**APPENDIX 10**

**OFSAA TRANSFER POLICY APPEAL FORM**

PLEASE REFER TO THE WOSSAA WEBSITE  
INFORMATION THAT LINKS  
TO THE OFSAA TRANSFER POLICY

## APPENDIX 11

### Tournament Format

Please note that the formats listed below are to be used for WOSSAA Championships in basketball, field hockey, volleyball, ice hockey and soccer.

#### Huron Perth Hosting

Huron Perth #1 vs TVRAA Southeast  
Huron Perth #2 vs TVRAA Central

#### TVRAA Central Hosting

TVRAA Central #1 vs Huron Perth  
TVRAA Central #2 vs TVRAA Southeast

#### TVRAA Southeast Hosting

TVRAA Southeast #1 vs TVRAA Central  
TVRAA Southeast #2 vs Huron Perth

#### Guidelines

1. Agree to operate WOSSAA as three constituent Conferences (TVRAA Central, TVRAA Southeast and Huron-Perth) for the sports of basketball, field hockey, volleyball, soccer and ice hockey.
2. Implement a rotation for hosting WOSSAA among the three constituent Conferences, based on the number of participating schools in that classification (see Appendix 3)
3. Each of the three Conferences would get one entry to the WOSSAA Championship, while the fourth entry would go to the host Conference. If a Conference does not have a second team in a particular classification, the second entry would go to the Conference with the most participating schools.
4. If any one of the three constituent Conferences are not represented in a certain classification, the Championship becomes a one game contest to determine the OFSAA representative, or the WOSSAA Champion in the case of Junior Championships.
5. If any two of the three constituent Conferences are not represented, the lone Conference shall determine the OFSAA representative.
6. Should there only be representatives to WOSSAA from one Conference, no Championship will be held. The Conference Champion will be declared the WOSSAA representative to OFSAA. A WOSSAA plaque will be presented to the Senior Champion. There will be no games at the Junior level since there is no Junior representation to OFSAA.