

**SOUTH SHORE INTERSCHOLASTIC ATHLETIC ASSOCIATION  
S.S.I.A.A.**

**C O N S T I T U T I O N**

**A N D**

**B Y - L A W S**

**Revised December 2016**

**SOUTH SHORE INTERSCHOLASTICS ASSOCIATION  
CONSTITUTION AND BY-LAWS**

**Table of Contents**

Terminology		3
Article 1	Name	4

Article 2	Purpose	4
Article 3	Membership	4
Article 4	Officers	5
Article 5	Committees	5
Article 6	Finances	5
Article 7	Meetings	6
Article 8	Elections	7
Article 9	Amendments	7
Article 10	Appeals	8
Article 11	Duties of the secretary-treasurer	8
Article 12	Duties of the co-chairman of the advisory committee	9
Article 13	Duties of the playing union convenor	9
Article 14	Convenor's package	10
By-Law 1	Quorum	11
By-Law 2	Membership	11
By-Law 3	Representatives	11
By-Law 4	Convenors	11
By-Law 5	Meetings of the advisory committee	11
By-Law 6	Eligibility	12
By-Law 7	Classification of student-athletes	12
By-Law 8	Disqualification of players	13
By-Law 9	Arrangement of games	14
By-Law 10	Postponement & changes in schedule	14
By-Law 11	Officials	14
By-Law 12	Defaults	15
By-Law 13	Protest & ethics	15
By-Law 14	Game reports	16
By-Law 15	Leagues	16
By-Law 16	Championships & playoffs	16
By-Law 17	Championship awards	17
By-Law 18	Pre-season playing union meetings	18
By-Law 19	Post-season playing union meetings	18
By-Law 20	Registration of student-athletes	18
By-Law 21	Sub-committees for sports	19
By-Law 22	Coaches' code of ethics committee	20
Appendix 1	Coaches' code of ethics	21
	Player's code of ethics	22
Appendix 2	Organigram	22
Appendix 3	Purpose	23
Appendix 4	Rate of registration assessment	24

## **TERMINOLOGY – S.S.I.A.A. CONSTITUTION**

Read <<Association>> to mean a body of schools in good standing and their representatives.

Read <<Advisory Committee>> to mean school representation by the School Advisor on Physical Education.

Read <<Executive Council>> to mean a body of 10 Councilors and the Secretary-Treasurer, who will be responsible for the operation and the decisions of the Association.

Read <<Executive Officers>> to mean the President, Vice-President, Secondary Advisory Councilor, Elementary Advisory Councilor, Associate Member Councilor, Secondary Advisory Chairperson, Elementary Advisory Chairperson, Secondary Teacher Councilor, Elementary Teacher Councilor, and Teacher Member-at-Large as elected by the Association.

Read <<Chairman>> to mean the representative of the Advisory Committee to the Executive Council.

## **ADMINISTRATION BREAKDOWN**

### **ASSOCIATION**

### **EXECUTIVE COUNCIL**

### **ADVISORY COMMITTEE**

# CONSTITUTION

## Article 1 NAME

The Association shall be called the South Shore Interscholastic Athletic Association.

## Article 2 PURPOSE

The purpose of the Association shall be to establish a closer relationship among the various schools on the South Shore, through the promotion of competitions deemed advisable in all athletic activities, and to develop in the students associated with the schools, a love for good clean amateur sport.

## Article 3 MEMBERSHIP

Section 1 The association shall consist of the schools (as defined in Article II) that comply with all regulations pertaining to membership. Each school, when possible, shall be represented by its Principal. In the absence of the Principal, representation may be made by proxy as designated by the Principal.

Section 1-A Schools wishing to become members of this Association must make application to S.S.I.A.A. They must be accepted by the Executive Council – By Law 2.

Section 1-B A member school shall have the facilities for the activities in which they participate; where these facilities are not actually located on school property, it is the responsibility of the school concerned to make the necessary arrangements for playing all their home games in one specific location.

Section 1-C A member school must be prepared to play all weekday inter-school games starting not later than 4:00 p.m. and 5:15 p.m. for the second game of a double-header. Games may also be scheduled to take place on weekends.

Section 1-D A member school must have a coach for each team entered in an S.S.I.A.A. activity. An adult authorized by the school's administration to be responsible for the team must be present in order for any game or contest to be played.

Section 1-E Since the Principal of a member school establishes the policy for that school, it is in the best interests of the Association that (s)he should attend Association meetings. Should the member school be represented by its proxy, it shall be considered that (s)he will have all decision-making powers for his/her school regarding this Association.

Section 2 A Playing Union shall be composed of the representatives of any one sport from all members participating in that sport and shall directly supervise competition in that particular sport.

Section 3 A school will lose its membership in the Association if it fails to enter a team in at least one activity of the Association during the school year.

## Article 4 OFFICERS

Section 1 The Officers of the Association shall consist of a President, a Vice-President, Secondary Advisory Councilor, Elementary Advisory Councilor, Associate Member Councilor, Secondary Advisory Chairperson, Elementary Advisory Chairperson, Secondary Teacher

Councilor, Elementary Teacher Councilor, and Teacher Member-at-Large. They shall be elected by the representatives of the schools which are members of the Association at the Annual Sectorial Meetings in the Spring. They shall be called the Executive Council.

Section 2 Honorary Officers may be chosen from those especially interested in the educational institutions of the South Shore.

Section 3 The Executive Council shall be elected for a period of one year and each Officer shall perform such duties as usually pertain to his/her office.

Section 4 The President and the Secretary-Treasurer shall be ex-officio members of all Committees of the Association and of the Playing Unions. The Secretary-Treasurer shall keep all finances of the Association and the Playing Unions in a central account.

## **Article 5 COMMITTEES**

Section 1 The Executive Council shall exercise full control over all funds and over all matters pertaining to the management of the Association, subject to an appeal to the Association as a whole at the written request of the Principals of any three schools.

Section 2 There shall be an Advisory Committee consisting of one full-time teacher from each of the members, and it shall elect Co-Chairmen each year at its Annual Meeting, one each from member Elementary and Secondary Schools. The duties of this Advisory Committee shall be to advise the Executive Council and to perform any special duties assigned to it.

## **Article 6 FINANCES**

Section 1 A fee shall be paid each academic year by each school member of the Association. *See Appendix 4 for the rate as established at the annual meeting of the Association.*

Section 2 The special fee for each team entered in any (League) series in any Playing Union shall be established at the annual meeting of the Association. *See Appendix 4.* The Executive Council shall be responsible for the collection of all expenses, and shall bill each member school in October on the basis of anticipated expenditures, and submit to each school after the final activity of the year a statement of that school's account. Should further funds be necessary from member schools during the year, the Association will make an Interim billing in early June.

Section 3 Fees for referees and other officials will be determined by the Executive Council based on recommendations from the Advisory Committee(s)..

Section 4 If there is a debit balance in the finances of the Association at the end of the school year, each school member shall be assessed a proportional amount of the deficit.

## **Article 7 MEETINGS**

Section 1 The Annual Meeting shall be held in June prior to the end of the school year.

Section 2 The President may call a meeting at any time and must do so on the written request of any three members of the Association.

Section 3 All meetings of the Advisory Committee shall be at the call of the Chairman of that Committee or the President of the Association.

Section 4 Rules of Order of all Executive Council Meetings.

- a) The Chairman shall have power to decide questions of order subject to an appeal. Any member may appeal to the meeting from the ruling of the Chair and the Chairman shall thereupon put the Question: <<Shall the ruling of the chair be sustained?>> A vote of two thirds of the members voting is necessary to upset the ruling of the chair.
- b) No member shall address the meeting unless a motion is before the chair, except when general business is being transacted.
- c) When a member intends to speak or submit a motion, (s)he shall rise in his place, and addressing the Chair, confine him/herself to the subject under discussion.
- d) Should more than one member rise to speak at the same time, the Chairman shall at once and without appeal decide who is entitled to the floor.
- e) On a point of order being raised while a member is speaking, the member speaking shall at once take his/her seat. The point of order shall be stated by the member raising it and the Chairman without further debate decide thereon.
- f) In business discussion, each member shall be allowed to speak twice, but no member shall speak for the second time until all members desiring to speak shall have done so.
- g) No amendment shall be received after an amendment to an amendment. An amendment is one where it is desired to change certain words in the motion which are not contrary to the general idea of the motion. Voting on an amendment means that you are voting only on the changing of the wording and NOT on the motion. Therefore, if an amendment is passed, the motion must then be put before the meeting as amended for further voting by the members attending. The procedure is the same with an amendment to an amendment.
- h) The Chairman shall state every question properly presented to the meeting and before putting it to a vote shall ask: <<Are you ready for the question?>> Should no member offer to speak, (s)he shall rise to put the motion, and after (s)he has risen, no member shall be permitted to speak upon it. After a motion is made and seconded, the mover and seconder can change the wording only after the chair has received the unanimous approval from all members present.
- i) A motion to adjourn shall be put from the Chair immediately without discussion, and shall always be in order except:-  
     in interruption of a member speaking  
     when members are voting  
     when an adjournment was the last preceding motion.
- j) The Chairman shall have one vote only.
- k) When the report of any Committee has been read to the meeting, it shall be deemed to have been received without motion to that effect and may be adopted with or without amendments.
- l) No amendments to the Minutes shall be allowed after their adoption.
- m) All points of order not included in the above shall be decided according to the Rules of Parliamentary Usage of Roberts.
- n) The Order of Business of all Meetings shall be as follows:-  
     1. Introduction of Members  
     6. Correspondence

- |                                      |                 |
|--------------------------------------|-----------------|
| 2. Additions to & Approval of Agenda | 7. New Business |
| 3. Minutes of Preceding Meeting      | 8. Elections    |
| 4. Business Arising from the Minutes | 9. Adjournment  |
| 5. Reports                           |                 |

Section 5 The President of the Executive Council shall give one month's notice of the Annual Meeting to all those qualified to attend. (S)he shall also circulate the Agenda for this meeting ten days in advance.

**Article 8                      ELECTIONS**

Section 1 The Executive Council will be elected by members of the Association in June, prior to the end of the school year.

Section 2 The newly elected Executive Council shall take office at the conclusion of the June Annual Meeting held as under Article VII, Section 1.

Section 3 Any vacancy occurring during the tenure of office of the Executive Council shall be filled by a member of the Association as recommended by the Executive Council until such time as the next Sectorial Meeting is able to elect a replacement.

**Article 9                      AMENDMENTS**

Section 1 This Constitution may be amended at a Meeting of the Association by a two-thirds vote of the members present. All notices regarding changes in the Constitution must be in the hands of the Secretary-Treasurer not later than three weeks previous to that meeting and circulated to the members ten days before said meeting.

Section 2 The rules of any Playing Union may be amended, added to or deleted by a two-thirds vote of the members of such Playing Union at any duly called meeting of that Playing Union.

Section 3 No amendments can be made, new rules introduced or existing rules deleted at a Playing Union meeting such that the intent of any Article or By-Law of the S.S.I.A.A. is contradicted or changed.

Section 4 It is the responsibility of the Secretary-Treasurer and the Convener to ensure that no such amendments, additions or deletions come to a vote. Should a vote be taken, it is their responsibility to strike it down and notify the Playing Union members of the same in writing at the earliest possible date.

**Article 10                      APPEALS**

Section 1 An appeal to a decision of any Playing Union as a whole shall be made to the Executive Council within ten days of receiving the protested decision.

Section 2 Notwithstanding the time limits of Article X, Section 2, the Executive Council may over turn any amendment, additions or deletions from the Playing Union rules which contradict the intent or spirit of the S.S.I.A.A. Constitution.

**Article 11                      DUTIES OF THE SECRETARY-TREASURER**

1. Is responsible for keeping all finances of the Association and the Playing Unions as per Article IV, Section 4, and reporting these to the Association.
2. Is responsible for all budget expenditures and all matters pertaining to this area, eg. Purchase

of banners, crests, ribbons, entry fees, payment of referee associations, etc.

3. To maintain and continue the existing filing system of records.
4. To notify all Advisory Members, at the Advisory Chairmen's request, and be responsible for preparing all materials required for all Advisory Meetings. To assist the Chairmen of the Advisory in the running of these meetings.
5. Call all Playing Union Meetings at the request of the appropriate Convener.
6. To be in attendance at Playing Union Meetings, when possible. To have the appropriate materials which are necessary for the smooth and efficient functioning of these meetings. (eg. Constitution, Sport Scolaire Richelieu Information, S.S.I.A.A. forms, etc.) To assist the Convener with the smooth and efficient running of these meeting within their mandates. To take and distribute detailed minutes of these meetings to all member schools.
7. To ensure liaison with the Sport Scolaire Richelieu and to attend all meetings of that Association that are relevant to our Association as one of two S.S.I.A.A. appointed delegates.
8. To distribute to member schools all relevant information.
9. To prepare final financial statements for the Association and all member schools.
10. To keep all Principals, school representatives, and coaches informed about S.S.I.A.A. activities.

**Article 12                      DUTIES OF THE CO-CHAIRMEN OF THE  
ADVISORY COMMITTEE**

1. To chair all Advisory Committee meetings and to run them with the rules of order as indicated in Article VII, Section 4.
2. Is the Advisory Committee's representative to the Association and as such will receive invitation to and must attend all meetings of the Association so as to express the Advisory Committee's point of view.
3. To ensure liaison with the Sport Scolaire Richelieu and to attend all meetings of that Association that are relevant to our Association. (There are two S.S.I.A.A. positions open for S.S.I.A.A. representation at Sport Scolaire Richelieu.)
4. Present to the Association at the Annual Meeting the highlights of the current sports year. This should include S.S.I.A.A., Sport Scolaire Richelieu and Provincial results which member teams of the Association have achieved and are worthy of note.

**Article 13                      DUTIES OF THE PLAYING UNION CONVENOR**

1. To have control of, and be responsible for the management of the affairs of his/her Playing Union or sub-Committee. This includes responsibility for officials if so desired. *See By-Law 11, Section 1*
2. To have the Secretary-Treasurer call the Pre-Season and Post-Season Playing Union Meetings and any other Playing Union Meetings which might be deemed necessary.
3. To preside at all Playing Union or Sub-Committee meetings.



4. To ensure that all Playing Union rules, whether amendments, new rules or desired deletions, respect the letter and intent of all Articles and By-Laws of the Constitution. To ensure that all these changes are included with the rules of the Playing Union.
5. To file a Conveners report with the Secretary-Treasurer within two (2) weeks of the last playing date of the Union. *See Appendix, Form B.*
6. To produce ongoing league statistics as desired by the Playing Union and all league final results.

#### **Article 14                      CONVENOR'S PACKAGE**

It is the responsibility of each Convener to ensure that a complete, up-to-date set of Playing Union Rules, previous years' reports and recommendations and any Playing Union results or records which are normally kept up-to-date. These are to be passed from the outgoing to the incoming Convener.

## **BY-LAWS OF THE S.S.I.A.A.**

### **By-Law 1 QUORUM**

A Quorum of any meeting of the association shall consist of a majority of its members.

### **By-Law 2 MEMBERSHIP**

Any school, as defined under Article II, page 1, in good standing and willing to comply with, and abide by, the rules of any Playing Union, shall be admitted to membership in that Union, provided their application is accepted by the Executive Council.

### **By-Law 3 REPRESENTATIVES**

To all special and annual meetings of any Playing Union, each members shall be entitled to send one official delegate. Coaches may attend Playing Union meetings and Advisory Committee meeting. The official delegate only may have the right to vote.

### **By-Law 4 CONVENORS**

Section 1 The Advisory Committee will appoint a Convener(s) for each inter-school sport from its own body at the June Annual meeting.

Section 2 The Convener of the Playing Union or Sport Sub-Committee shall hold office for a period of one year.

Section 3 The duties of the Convener are defined by Article XIII of this Constitution.

### **By-Law 5 MEETINGS OF THE ADVISORY COMMITTEE**

Section 1 The Chairmen will conduct all such meetings, with the Secretary -Treasurer assisting.

Section 2 The Secretary -Treasurer will call all Advisory Meetings, prepare all materials necessary for the meetings, and confer with the Chairmen as to agenda. The Chairmen may call special Advisory Meetings, for which the Secretary -Treasurer will circulate the notice to the members.

Section 3 The Chairmen will conduct the meetings with the Rules of Order as indicated in Article VII, Section 4.

Section 4 The Secretary-Treasurer shall notify the Principals of all member schools of all meetings of the Advisory Committee with agenda of business at least one week in advance, except in cases of emergency.

Section 5 The Chairmen of the Advisory Committee will forward all recommendations from the Advisory Committee, with explanation and clarification if requested, to the Association for its approval.

Section 6 All motions that pass to become recommendations to the Association must carry a two-thirds vote of the Representatives present.

## **By-Law 6 ELIGIBILITY**

Section 1 Any student who shall have been registered as a regular student shall be eligible to compete except as hereinafter provided.

Section 2 A regular student shall be understood to be one who, in the opinion of the Principal, is a bona fide student.

Section 3 This Association does not approve of students playing in more than one organized league during a season either within or outside the jurisdiction of the Association. (Intramural house leagues excluded) Each school is to establish its own policy relating to any student competing in more than one sport during any one S.S.I.A.A. season.

### **Section 4 Ineligible Player Sanction:**

A team playing an ineligible player shall default the game(s) in which that said player participated. All points and records won by the athlete in individual sports shall be forfeited. In addition, the school shall be fined \$100.00.

The coach shall be brought before the Coaches' Code of Ethics Committee which may request that the parties concerned appear before the Committee. In such a case, the parties concerned will receive notice and may attend.

A player who has been ejected from a game will automatically be suspended for an additional 2 SSIAA league games. A coach who plays a player under suspension will be ejected for the same number of games as the player.

## **By-Law 7 CLASSIFICATION OF STUDENT – ATHLETES**

Section 1 All classification is to be done by age, as of December 31st of that school year.

Section 2 Secondary age classification is determined in accordance with the Sport Scolaire ages. (Generally, these ages are based on birth dates from October 1 of a given year.)

Section 3 Elementary School levels of play (Level IV – VI or Grades 4 – 6)

- a. Team sports and badminton - Open
- b. Category A – open  
Category B – 11 and under  
Category C – 10 and under  
Category D – 9 and under (Cross Country only).

Section 4 In any one sport, a player may play one league game or match at a level higher than she/he is classified. Having played a second league game or match at a higher level, the student-athlete must be classified at the higher level. This By-Law does not affect this student-athlete's classifications other than for that sport in that season. This rule applies to S.S.I.A.A. competition only.

## **By-Law 8      DISQUALIFICATION OF PLAYERS**

A player may be suspended from the SSIAA activities for unsportsmanlike conduct or for a violation of the rules of the game.

### Section 1      Player Ejected from a Game

- a. Referee shall report the incident to the SSIAA within 24 hours of the game.
- b. Discipline committee will meet and render a decision before the next scheduled contest, whenever possible.
- c. Coach will be informed of the sanction by phone.
- d. Coach, Advisory Chairman and Principal of the school concerned, as well as the opposing coach, will be informed of the sanction in writing.

### Section 2      Unsportsmanlike Conduct

- a. Unsportsmanlike conduct which results in ejection of a player from a game must be reported by the referee within 24 hours of the game. Unsportsmanlike conduct during the game which results in a warning or yellow card in soccer or volleyball or a technical in basketball does not require the 24 hour reporting of the incident.
- b. Any other reported unsportsmanlike conduct at an SSIAA game, meet or event will be brought to the Discipline Committee.
- c. The Discipline Committee will meet and render a decision before the next scheduled contest, whenever possible.
- d. The coach will be informed of the sanction by phone.
- e. Coach, Advisory Chairman, and Principal of the school concerned, as well as the opposing coach, will be informed of the sanction in writing.

### Section 3      Sanctions

The discipline committee may assess a penalty which is more severe than the minimum 1 game suspension already mentioned. The coach must enforce the minimum 1 game suspension and any additional suspension immediately.

### Section 4      Discipline Committee

The committee shall be made up of the Convener of the sport involved, the Elementary or Secondary Advisory Chairman, and the President. Should a member of the Committee represent the school concerned, then that school will be replaced by an appropriate Council member.

## **By-Law 9 ARRANGEMENT OF GAMES**

Section 1 The arrangement of all details in any game, leagues and contests shall be left in the hands of the Secretary-Treasurer, Convener and the coaches of the teams involved, notwithstanding that it is their responsibility to ensure that all Articles and By-Laws of the Constitution are respected.

Section 2 Any games played in a manner which contravenes any article or by-law of this constitution (i.e. no responsible adult present, etc.) must be played under protest (See By-Law 16)

## **By-Law 10 POSTPONEMENTS AND CHANGES IN SCHEDULE**

Section 1 S.S.I.A.A. scheduled league games and tournaments take precedence over non-league games.

Section 2 The postponement of any game should be avoided if at all possible. If both schools agree to reschedule a game, the home school must advise the Secretary -Treasurer and the Convener of the change.

Section 3 Postponement of weekday games due to dangerous travel conditions is permitted, but notification to home team coaches and the Convener and/or the Secretary Treasurer must be made at least 3 hours in advance of the scheduled starting time so as to avoid forfeiture, and responsibility for the Officials' fees.

Section 4 Teams are not required to play home or away games if schools are officially and unexpectedly closed, but it is the responsibility of the coach who will not be playing to notify the opposition Coach and either the Secretary -Treasurer or League Convener.

Section 5 The Principal must submit in writing all requests to withdraw his/her school team. Teams withdrawing from a league or tournament, after a Convener has started drawing up the schedule, shall be fined 100\$ regardless of the reason. The Executive Council may decide under certain circumstances to levy a lesser fine or none at all. Please note-a schedule is considered to have been started as soon as the Convener begins to draw it up.

## **By-Law 11 OFFICIALS**

Section 1 Arrangements for game officials is the responsibility of the Secretary - Treasurer except when the Convener wishes or is able to assume this responsibility. Where schools make arrangements for officials for their own home games, they are to be concerned with the competence of these officials to call a game, to maintain control and to command the respect that is due all game officials.

Section 2 The referee shall be responsible for the application of all rules of the given sport, shall have complete control of the game and be made aware of and apply all Playing Union and Association Rules.

Section 3 The referee is responsible for the conduct of the players as it relates to the rules of the game but it is the responsibility of the coach and/or other adults from either school to ensure that the code of good sportsmanship is exercised.

## **By-Law 12 DEFAULTS**

Section 1 To avoid sanctions, any team withdrawing from a scheduled contest must send clear notice to the Coaches Code of Ethics Committee stating the reason for the default. The letter is to be co-signed by the coach and Principal of the school which has defaulted.

The Coaches Code of Ethics Committee will review defaults. It may impose a sanction involving a fine or suspension levied against the offending school. The decision will be ratified by the Executive Council.

The offending school will pay for the non-offending school's officials' fees and any other costs incurred by the non-offending team in the default of that game.

### **By-Law 13 PROTEST, ETHICS**

Section 1 All protests and questions on ethics must be made in writing to the Secretary - Treasurer and to the other school concerned within forty-eight (48) hours of the contest. All protests and questions of ethics must be signed by the Principal of the school and coach (or other official) of the team making the protest.

Each protest must be accompanied by 25\$ which will be refunded if the protest is sustained or considered justifiable.

Section 2 If a team arrives late to a playoff game due to extenuating circumstances, the team will automatically default the game. The Protest Committee will decide whether the extenuating circumstances warrant a replay of the game. The Committee will meet at the request of the coach whose team was late. A verbal request must be made within 24 hours of the event and must be followed by a written request. The Committee must meet within 24 hours of the verbal request.

#### Section 3 Protest Committee

A Committee composed of the Convener, the Chairman of the Elementary or Secondary Advisory Committee, and the President shall make the decision regarding the protest within seven (7) days of its receipt by the Secretary-Treasurer. Should a member of the Protest Committee represent one of the schools concerned in the protest, that member will be replaced by another Executive Council member. Schools concerned in the protest may send representatives to the Committee meeting to present their case.

Section 4 Copies of the findings shall be sent to the schools concerned.

Section 5 Any appeal on the decisions of this committee shall be made to the Association through the Secretary -Treasurer within ten (10) days of the date on which the protested decision was made.

### **By-Law 14 GAME REPORTS**

Section 1 The coach of each team shall list all players on the league score sheet ensuring that all items are fully completed. These sheets are to be supplied to the coaches by the Convener and it is the responsibility of the home coach to have the game score sheet for all home games.

Section 2 All game score sheets, signed by the Referee, shall be forwarded to the Playing Union Convener within 24 hours by the home team.

### **By-Law 15 LEAGUES**

For all Playing Unions which compete with league play, a minimum of ones series of home-and-home games will be played, and where feasible, 3 games or two series of home-and-home games

will be played.

## **By-Law 16 CHAMPIONSHIPS AND PLAY-OFFS**

Section 1 The Championships of all Playing Unions shall be contested on an annual basis when a minimum of three schools compete and complete the season.

Section 2a The team occupying first place at the end of the regular season shall be awarded the Championship.

Section 2b For all Playing Unions which compete within tournament play, after a minimum of one series round robin is completed, a playoff format may be utilized.

Section 2c Secondary basketball leagues with 3 to 5 entries, may include a semi -final/final (same day) provided the total number of games does not exceed that of a double home-and-home.

Section 3 In the event of two or more teams in first place having the same number of league points, the Championship will be decided by a regular game on a neutral ground with neutral officials.

Section 4 In the event of 3 or more teams tied for the Championship, the Playing Union Convener shall decide by draw the order of participation in a single elimination tournament.

Section 5 In case of the conditions as outlined in Section 4, the Convener will arrange games so that no team plays twice on the same day.

Section 6 In the event of a tie at the expiration of regulation time in Championship games, overtime will be played according to the Playing Union rules and regulations of that particular sport.

Section 7 Where there is a several section league, the winners of each section will meet for a championship game under the conditions as outlined in Section 3.

Section 8 The final S.S.I.A.A. standings (league or playoff) will determine which teams represent the Association in post-season play. In circumstances where the league and post-season games have different age restrictions, a qualifying tournament may be required to select the representative(s).

Section 9 At the Elementary Level, a Playing Union may offer two levels of competition for all sports with the exception of Cross Country Running, Fitness and Track & Field.

a) A competitive “ A “ level open to all schools, resulting in an S.S.I.A.A. level “ A “ Championship banner.

b) A competitive “ B “ participation level open to all small schools (see definition of small school) and any large school which already has an entry at the “ A “ level, resulting in an S.S.I.A.A. level “ B “ Championship banner.

\* No player may participate in both the “ A “ and “ B “ level competitions in the same season.

### ***Definition:***

A large school is one with 100 or more students enrolled in its cycle 3. (grades 5 & 6)

A small school is one with less than 100 students enrolled in its cycle 3. (grades 5 & 6)

### **By-Law 17 CHAMPIONSHIP AWARDS**

Section 1 Championship awards shall consist of Banners of the same size and shape as has been our tradition, presented to winners of each level of competition of each Playing Union. The colors will change each year and shall be selected by the Secretary -Treasurer.

Section 2 Regular Players, Managers and Coaches of a Championship team within the Association shall be eligible to receive the S.S.I.A.A. Championship Individual Award. For Gymnastics, Elementary Cross Country Running and Elementary Track and Field Unions, ribbons are presented as the Individual Award with medals awarded for first place in all events and for all categories. Medals will also be presented to the winners of the relay teams at the track competition.

Section 3 The maximum number of individual awards which will be given to each team's coach for presentation will be 20 for all sports except hockey, which will be allowed 25.

Section 4 The Track and Field Aggregate winner shall be awarded the League trophy annually. They will be responsible for its safekeeping and good repair.

Section 5 Elementary team sports will not award medals, but will present ribbons to the 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> place winners.



## **By-Law 18 PRE-SEASON PLAYING UNION MEETINGS**

Section 1 The purpose of this meeting is to:

- a) receive the Official Entries of the teams for the coming season
- b) to review the Playing Union rules for purposes of clarification, amendment, corrections and rule deletions.
- c) to incorporate into the Playing Union rules the recommendations presented at the Post-Season Playing Union Meeting and Spring Advisory Meeting.

Section 2 For fall sports, this meeting is to occur during the first week of the return to school for the new year.

Section 3 For all other sports, this meeting is to be called within the period of four (4) to six (6) weeks prior to the intended start of the first league game or contest.

## **By-Law 19 POST-SEASON PLAYING UNION MEETINGS**

Section 1 The purpose of this meeting is to review the completed season, to allow for the Convener's Report and to prepare recommendations for presentation to the Spring Advisory.

Section 2 This meeting is to be called by the Secretary -Treasurer at the request of the Convener as close to the end of the schedule as possible.

## **By-Law 20 REGISTRATION OF STUDENT-ATHLETES**

Section 1 All Secondary School teams and, on the decision of the Playing Union, all Elementary School teams, must register all players on the official S.S.I.A.A. Registration Form (Form A-Appendix) or the Sport Scolaire Registration form. These forms must be fully completed including the Principal's signature (or Head Teacher's when applicable) indicating his/her consent to allow each of the Student-Athletes to participate.

Section 2 The completed Official Registration Form must be turned in on or before the completion of the team's first league competition. Failure to do so results in the automatic forfeiture of the game or contest by the offending team or teams. The Convener will notify the Secretary -Treasurer of these incidents.

Section 3 If Official Registration has not been completed by the end of 2<sup>nd</sup> league game, the offending team again forfeits the contest and the team is suspended from further league play until the Official Registration Form is in the hands of the Convener.

Section 4 For purposes of registration, there is no restriction on the number of Student-Athletes allowed for each team.

Section 5 Student-Athletes may be added to the Official Registration of any team at any time in the season. The form Additions to the Official S.S.I.A.A. Registration Form (Form C – Appendix) must be completed and attached to the score sheet of the first game or contest in which the new Student-Athlete participates.

Section 6 Registration in any one league at any one level does not qualify as registration for any other sport or the same sport at another level.

## **By-Law 21 SUB-COMMITTEES FOR SPORTS**

The purpose of these Sub-Committees is to allow for Interscholastic Competitions between member schools in sports for which Playing Unions have not been established or when Playing Unions do exist but the minimum requirement of three (3) schools to form a legitimate league, tournament or competition is not met.

These Sub-Committees are intended as the introductory stage by which new sports can be introduced to the S.S.I.A.A. prior to achieving the status of a Playing Union.

Section 1 The Convener will be appointed by the Advisory Committee at the Spring Advisory Meeting.

Section 2 Each Sub-Committee shall consist of the Convener as Chairman and representatives from those schools that are participating in the sport. The Committee will be responsible for recommending the Playing Rules once the introductory stage has been ratified into a full status S.S.I.A.A. activity.

Section 3 Each Sub-Committee shall report to the Fall Advisory Committee and submit their plans. Ratification of these plans shall be recorded in the minutes of the Advisory Committee Meeting.

Section 4 Sub-Committees may operate with as few as two (2) member schools.

Section 5 League Championship Banners and Awards may not be made to winners of Sub-Committee competitions.

Section 6 With a minimum of two participating schools, a Playing Union shall be classified as a Sub-Committee for Sports for that school year. This does not effect in any way their potential for status as a Playing Union in subsequent years.

Section 7 All Playing Unions must have a set of Playing Union Rules included in the S.S.I.A.A. Sports Handbooks, to enable them to function with the rights of a Playing Union as granted by the Association.

## **By-Law 22**

## **COACHES' CODE OF ETHICS COMMITTEE**

The members of this Committee shall consist of seven (7) members of the Executive Council: the Chairman of the Advisory Committee concerned, the President, and five (5) additional members, one of whom must be the Convener of the Playing Union concerned. The remaining four (4) members must not represent the school involved in the violation. The Committee will be convened at the discretion of the President.

### **Procedure for Committee Hearings**

1. Any person may submit a complaint against a coach for breach of the Coaches Code of Ethics. Any such complaint must be submitted in writing within five (5) working days of the incident.
2. The complainant will be given notice by the SSIAA to produce all documents and/or written statements necessary to support his/her complaint.
3. Upon receipt of the complaint, the SSIAA will forward a copy to the coach against whom the report has been made and to the coaches' Principal.
4. Upon receipt of documents and/or written statements from the complainant, the SSIAA will forward a copy to the coach concerned.
5. The coach against whom the complaint has been made shall be required to state his/her case in writing and to produce all documents and/or statements he/she wishes.
6. Once the dossier has been duly completed, the members of the Ethics Committee will be called to a meeting in order to deliberate and dispose of the case in the absence of the parties.
7. The Committee may request parties concerned to appear before the Committee. In such cases, both parties will receive notice and may attend.
8. The decision may be suspension, expulsion, or any means considered useful in order to have the Coaches Code of Ethics respected.
9. A violation of the Coaches Code of Ethics may be any act, abstention or behavior considered not to be in agreement with the objectives stated in the Coaches Code of Ethics. Namely:
  - a) Ejection of a coach from an SSIAA game. In this case, this action will automatically be brought to the Coaches Code of Ethics Committee. Additional action may be taken against the coach, including suspension or expulsion from the league.
  - b) Unsportsmanlike behavior of a coach. If a coach receives 2 penalties for unsportsmanlike conduct during a game, a letter of warning will be sent to the Principal of the school implicated. Should the same coach receive a third penalty for unsportsmanlike conduct, he/she will automatically be suspended until the case can be reviewed by the Committee. The Committee must meet within seven (7) working days of SSIAA having received the written report.
  - c) When a coach's behavior is not in direct violation of the rules of the game, but is deemed lacking in respect for others including his/her students, will also be considered a violation of the Coaches Code of Ethics. A written report must be received by the SSIAA (Secretary-Treasurer or President) within two (2) working days of the incident complaining of this questionable behavior. The Principal of the school concerned will be sent written notice of the violation.

### **Appendix 1**

#### **THE COACHES' CODE OF ETHICS**

***AS A SSIAA COACH MY LEADERSHIP AND PERSONAL CONDUCT ON AND OFF THE FIELD OF PLAY SHALL INSTILL STANDARDS OF RESPECT, COURTESY, FAIR PLAY AND SPORTSMANSHIP IN ALL MY STUDENT-ATHLETES***

**AS AN ETHICAL COACH** it can be expected that my first consideration shall be the development of these ideals.

I am fully aware that as the coach I must:

1. Be responsible for my team's conduct both on and off the field of play.
2. Keep calm and be in control of myself at all times, especially during games.
3. Teach my players to play legally and without illegal tactics. I will know the sport and Playing Union rules and abide by them.
4. Treat the officials as gentlemen/women while respecting their decisions and their interpretations of the rules. I will refrain from publicly criticizing any officials or my fellow coaches.
5. Allow the referees to control the game while I concentrate my efforts on leading my team.
6. Always show signs of good sportsmanship whether my team loses or wins, as my conduct sets an example for my players.
7. Discipline accordingly or remove from the team any players who display unsportsmanlike conduct.
8. Insist that my players and managers are polite and courteous towards the visiting teams, and display this attitude by shaking my opponent's hand in public before and after a game whenever possible.

My Objectives shall be:

- a) To have the conduct of all contribute to a fuller understanding and a keener appreciation of fair play- to win if possible, to lose if necessary.
- b) To promote a desire and determination in all athletes to always play to their maximum potential- winning or losing.

## THE PLAYERS' CODE OF ETHICS

To be accepted as a player of quality who deserves to have the privilege of participating in Association supported activities, the player must accept and live by the following concepts:

- a) Participate as a **player only**.
- b) Never question any decision given. The referee's decision is final.
- c) Make only those remarks that are conducive to his/her own team's play.
- d) Accept graciously and with respect all decisions rendered.
- e) Praise not deride opposing and fellow players.
- f) Respect the authority of the coach and/or teacher in charge.
- g) Shake the opposing players by the hand at the end of the match.

### Appendix 2

#### SOUTH SHORE INTERSCHOLASTIC ATHLETIC ASSOCIATION SSIAA

SSIAA  
Principals of Member Schools

Executive Council  
10 Members

Secretary-Treasurer

Elementary & Secondary  
Advisory Committees

Playing Unions  
Sub-committees  
Conveners & Coaches

### **Appendix 3**

#### **Article 1 Purpose**

This spirit of true participation is exemplified by the Olympic oath:

“The important thing in the Olympic Games is not to win, but to take part; the important thing in life is not to triumph but the struggle, the essential thing is not to have conquered but to have fought well.

To spread these precepts is to build up a stronger and more valiant and above all more scrupulous and more generous humanity.”

By the Baron de Coubertin

### **Appendix 4**

**Section 1**      ***Associate: \$50.00 per team for a 1 day Tournament/Meet plus share of expenses. \$100.00 per team for an activity involving more than 1 day plus share of expenses.***

**Section 2**      The special fee for each team entered in any (League) series in any Playing Union shall be ***seven dollars (\$7.00) Secondary School and five dollars (\$5.00) Elementary School***, plus a proportionate sharing of additional costs for expenses paid by the Association on behalf of the participating schools.