

HAMILTON-WENTWORTH CATHOLIC ATHLETIC ASSOCIATION CONSTITUTION (HWCAA)

(REVISED – JUNE 2023)

"Sport...when practiced with passion and within careful ethical boundaries, becomes a training ground for sound physical development, a school of both human and spiritual values, and a privileged means of personal growth and interaction with society."

Pope Benedict XVI

The Coach's Prayer

O gracious God, I thank you for calling me to the ministry of coaching. Help me to answer that call with a generous heart. Enable me to be a good coach, skilled, informed, fair-minded and caring. Let me see beyond the rules of sports and catch their spirit. Grant me the wisdom to see that athletics are not only about healthy bodies but healthy minds, that sports are not only about victory but enjoyment, that competition is not only about winning but building community. Let the mind of Christ inspire and guide my coaching so that I never lose sight of the dignity and worth of each and every person whom I coach. Help me to follow the example of Christ who coached not only by instruction but by encouragement and love. Finally, dear Lord, teach me and the athletes whom I coach to be grateful for your many blessings. I make this prayer through Jesus Christ, Our Lord.

Amen.

*Written by
Jerry Creedon*

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PREAMBLE: SPORTS AN EXTENSION OF THE CLASSROOM

"The Lord is first, my friends are second, and I am third. ..." Gale Sayers

"Keep your dreams alive. Understand to achieve anything requires faith and belief in yourself, vision, hard work, determination, and dedication. Remember all things are possible for those who believe."

Gail Devers

HAMILTON-WENTWORTH CATHOLIC ATHLETIC ASSOCIATION CONSTITUTION (HWCAA)

PREAMBLE

The Constitution of the Hamilton Wentworth Catholic Athletic Association is an attempt to codify the parameters of inter school athletics and to set standards that will ensure the physical welfare and academic progress of each athlete and provide for equitable competition.

Inter school athletics complement formal classroom learning and are an integral part of the total program of Catholic Education. Thus our belief in the spiritual basis of our humanity demands that athletic competition emphasizes the teaching of acceptable social values such as:

1. Excellence in performance with magnanimity in victory and self-worth in defeat;
2. Respect for authority, including the positive acceptance of officials' decisions;
3. Charity and co-operation between, and respect among competitors, coaches and spectators;
4. The Constitution provides guidance towards the developing of a sound interscholastic educational philosophy which is consistent with Catholic Education. It is the responsibility of all those in attendance at all school events to adhere to the set rules in the article that follows, and to maintain a constant view of ethical Catholic values and goals towards which all must strive.
5. Perseverance and self-discipline in preparation for competition.

This is a local constitution governing the HWCAA. It is the responsibility or duty of the school personnel (principal, teacher-coaches, non-teacher coaches) to be aware of the articles within this document as they pertain, relate and differ from the GHAC/OFSAA constitution.

HAMILTON-WENTWORTH CATHOLIC ATHLETIC ASSOCIATION CONSTITUTION (HWCAA)

HAMILTON-WENTWORTH CATHOLIC DISTRICT SCHOOL BOARD

SPORTS: “AN EXTENSION OF THE CLASSROOM”

The Mission of Catholic Education in Hamilton-Wentworth, in union with our Bishop, is to enable all students to realize the fullness of humanity of which our Lord Jesus Christ is the model. The Catholic community of Hamilton-Wentworth believes the student will realize the fullness of humanity if the learning process is enhanced by the school community through academic, co-instructional and athletic activities.

The Hamilton-Wentworth Catholic District School Board supports a philosophy of athletic competition that is guided by the highest standards of good sportsmanship and fair play in a Catholic atmosphere. The board is committed to providing a cooperative environment that is free from discrimination and harassment in all forms and fosters respect for the dignity, self-worth and well-being of all members of the Board’s Catholic Community. Central to this philosophy are the Catholic Teachers, support staff and volunteer coaches whose coaching or supervision completes the Hamilton-Wentworth Catholic District School Board’s mandate to help students develop in ALL aspects of life, namely, Soul, Mind and Body. “The vocation of a coach is not only a matter of preparing athletes to play well and to win games, but to instruct young people in the values, attitudes, beliefs, and behaviours which reflect our life-giving and invigorating relationship with God through Jesus Christ, the sacraments and the church”. (Coaching Catholic: Gospel Values in Youth Sports by Rev. Richard J. McGrath, OSA, Ph.D., p. 1)

To this end, Catholic teacher-coaches, support staff, and supervisors must recognize that our students’ participation in sports and extracurricular activities is an “EXTENSION OF THE CLASSROOM”.

For this reason, professional and Catholic behaviours exhibited in the classroom are equally expected on the court, field, or arena to provide a consistent model to student-athletes and their parents. The initiative “Extension of the Classroom” encompasses four essential points: Catholic Coaches, Respect for Student-Athletes, Responsible Coaching and Responsibilities of Coaching.

See next page for Student Athlete Code of Conduct

HAMILTON-WENTWORTH CATHOLIC DISTRICT SCHOOL BOARD

STUDENT-ATHLETE CODE OF CONDUCT

The Hamilton-Wentworth Catholic District School Board supports a philosophy of competition that is guided by the highest standards of good sportsmanship and fair play in a Catholic atmosphere. To this end, all parties (Catholic teacher-coaches, supervisors, athletes, parents and spectators) must recognize that our students' participation in sports and extracurricular activities are an "EXTENSION OF THE CLASSROOM". For this reason, student-athletes have a duty to conduct themselves in a reasonable and acceptable manner and avoid all conduct and practices which are not in keeping with the Catholic vision and therefore detrimental to sport. Any action that would reasonably be expected to significantly disrupt or interfere with preparation or participation of a student-athlete for competition, whether in league, exhibition or tournament play, cannot be tolerated.

Therefore, student-athletes have a responsibility to:

- Maintain and enhance the dignity and self-esteem of other individuals by demonstrating respect for fellow student-athletes regardless of body type, athletic ability, gender, ethnic or racial origin, age, religion, disability, sexual orientation or economic status;
- Refrain from any behaviour that constitutes harassment i.e. comments or conduct directed toward an individual or group, which is offensive, abusive, racist, sexist, degrading or malicious;
- Refrain from participating in (or supporting) behaviour that could be intimidating to team members such as rituals or initiations;
- Refrain from any behaviour that constitutes sexual harassment such as unwelcome sexual comments, advances or conduct of a sexual nature;
- Respect the property of others and not willfully cause damage. Any expense related to property damaged with intent will be the responsibility of the student-athlete and/or their parent/guardian;
- Abstain from the use of alcohol, illegal substances and performance enhancing drugs. Failure to comply with this section will result in immediate disqualification from athletic competition with the Hamilton-Wentworth Catholic District School Board;
- Participate and appear on time for all competitions, practices, training sessions, events, activities and projects to which the student-athlete has made a commitment; and,
- Refrain from unsportsmanlike conduct with any official, coach, student-athlete or spectator such as taunting, refusing to shake hands or using profane language or gestures;
- Dress in a manner representative of the Hamilton-Wentworth Catholic District School Board with the focus being on neatness, cleanliness, discretion and Catholic ideals;
- Adhere to the Academic Eligibility requirements as outlined in the School Student Handbook;
- Adhere to and abide by the Student Concussion Code of Conduct; and,
- Adhere to all additional rules as outlined by teachers, coaches, and chaperones of the Hamilton-Wentworth Catholic District School Board.

STUDENT-ATHLETES THAT ENGAGE IN BEHAVIOUR THAT VIOLATES THE ATHLETE CODE OF CONDUCT MAY BE SUBJECT TO SANCTIONS INCLUDING, BUT NOT LIMITED TO REMOVAL FROM LEAGUE, TOURNAMENT AND EXHIBITION PLAY ASSOCIATED WITH THE HAMILTON-WENTWORTH CATHOLIC DISTRICT SCHOOL BOARD.

ANY INQUIRIES REGARDING THIS CODE OF CONDUCT SHOULD BE DIRECTED TO THE SCHOOL CO-INSTRUCTIONAL HEAD, AND FOR ISSUES NOT EASILY RESOLVED, TO THE PRINCIPAL

I have read and understood the above statements and agree to conduct myself in a manner that demonstrates the standards of the Hamilton-Wentworth Catholic District School Board and the spirit of the "Extension of the Classroom" initiative.

School: _____

Student-Athlete's Name: _____

Team: _____

For the Year: _____

Date: _____

Athlete's Signature: _____

Parent/Guardian Signature: _____

The signed document is to be submitted to the coach and forwarded to the Co-Instructional Head prior to participation in any league, tournament or exhibition play associated with the Hamilton-Wentworth Catholic District School Board.

HAMILTON-WENTWORTH CATHOLIC DISTRICT SCHOOL BOARD

EXTENSION OF THE CLASSROOM: CATHOLIC COACHES

Coaches occupy a special role in athletics and thus accept special responsibilities in upholding the spirit, and wording of this Constitution.

Catholic coaches have a responsibility to:

- Provide Christian witness to the student-athletes entrusted to their education and training, and model Gospel values in the decisions and actions they make with regard to the team and all of its members;
- Seek ways to reduce potentially negative aspects of sport e.g., winning at all costs, playing to the letter (rather than the spirit) of the rules and unfairly exploiting competitors' weaknesses;
- Accept both the letter and the spirit of the rules that govern the sport in the Hamilton-Wentworth Catholic District School Board;
- Encourage the student-athletes and other participants to uphold the rules of sport competition and the spirit of those rules;
- Accept the role of officials in ensuring that competitions are conducted fairly and according to established rules;
- Refrain from abusive personal attacks on officials, student-athletes and other coaches;
- Maintain the highest standards of personal conduct and project a favourable image of the sport and of coaching to student-athletes, other coaches, officials, spectators, families, the media and the general public;
- Encourage student-athletes and other participants to honour sport on a lifelong basis;
- Understand that teacher-coaches are a powerful influence and role-model to the student-athletes you coach, therefore be conscientious of what you say and do in all aspects of coaching. Influence the student-athlete in a positive manner reflecting Catholic behaviour;
- Uphold the responsibility of coaching in the Hamilton-Wentworth Catholic District School Board by bringing unethical behaviour to the attention of the appropriate authority; and,
- Adhere to and abide by the Coaches' Concussion Code of Conduct.

HAMILTON-WENTWORTH CATHOLIC DISTRICT SCHOOL BOARD

EXTENSION OF THE CLASSROOM: RESPECT FOR STUDENT-ATHLETES

- Treat all participants in sport with respect at all times;
- Provide feedback to student-athletes and other participants in a caring manner that is sensitive to their needs. Focus criticism on the performance rather than on the student-athlete;
- Recognize the student-athlete's right to consult with other coaches and teachers;
- Respect student-athletes as individuals and refrain from intervening inappropriately in personal affairs that are outside the generally accepted jurisdiction of coach or teacher;
- Treat all student-athletes equitably regardless of gender, race, place of origin, athletic potential, colour, religion, sexual orientation or socio-economic status;
- Encourage and assist student-athletes to become responsible for their own behaviour, performance and decisions;
- Respect as much as possible the opinions and wishes of student-athletes when making decisions that affect them;
- Provide student-athletes with the information necessary for them to be meaningfully involved in the decisions that affect them;
- Keep confidential any information about student-athletes gained through coaching activities and believed to be considered confidential by the student-athlete;
- Encourage an environment of mutual support among all student-athletes;
- Encourage student-athletes to respect one another and to expect respect for their worth as individuals;
- Not to engage publicly in demeaning others in sport;
- Practice discretion in public conversation about student-athletes, teachers, coaches or other participants in sport; and,
- Respect the student-athlete's dignity. Verbal or physical behaviours that constitute harassment or abuse are not acceptable.

HAMILTON-WENTWORTH CATHOLIC DISTRICT SCHOOL BOARD

EXTENSION OF THE CLASSROOM: RESPONSIBLE COACHING

- Employ coaching methods that benefit student-athletes, provide a safe environment, and work consistently for the good of the student-athlete;
- Ensure that activities are suitable for the age, experience, ability, and physical and psychological condition of the student-athlete;
- Prepare student-athletes systematically and progressively, using appropriate time frames and monitoring physical and psychological adjustments;
- Refrain from using training methods or techniques that may harm student-athletes;
- Demonstrate awareness of significant pressures in student-athletes' lives such as school, family and financial pressures and coach in a manner that fosters positive life experiences;
- Consider student-athletes' future health and well-being as foremost when making decisions about an injury and the ability of the student-athlete to continue;
- Take into account academic demands placed on student-athletes and conduct practices and games in a manner as to allow academic success;
- Act toward other coaches in a manner characterized by courtesy, good faith and respect;
- Collaborate with other coaches and teachers to ensure the best interest of the student-athlete are being met;
- Reinforce alcohol, tobacco and other drug-free policies in the HWCAA, GHAC, and OFSAA handbooks; and,
- Know and abide by sports rules, regulations and standards as they apply to the Hamilton-Wentworth Catholic District School Board (HWCAA Athletic Constitution) as well as expectations of outside competitions.

HAMILTON-WENTWORTH CATHOLIC DISTRICT SCHOOL BOARD

EXTENSION OF THE CLASSROOM: RESPONSIBILITIES OF COACHING

Administration

- ☐ Attend Board Coaches' Meeting (or send a representative);
- ☐ Assist Co-Instructional Head to collect, review and sign off on academic eligibility of student-athletes;
- ☐ Assist Co-Instructional Head in collecting Athlete Information and Permission Forms (IS-93-37) and Permission to Resume Participation After an Injury Form (IS-93-39);
- ☐ Assist Co-Instructional Head in uniform inventory;
- ☐ Co-operate with the Athletic Convenor and Co-Instructional Head in maintaining competition schedules and other aspects of the sport;
- ☐ Submit Tournament Requisition forms, Travel forms and Parent permission forms for travel in accordance with school policy;
- ☐ Submit expense reports/receipts in a timely fashion (within one week);
- ☐ Complete and submit Injury Reports.

Student Athlete Development

- ☐ Ensure the safety and security of all student athletes;
- ☐ Be familiar with the school's Emergency Action Plan (EAP);
- ☐ Implement practice plans that lead to the overall development of the student athlete.

Program Development

- ☐ Welcome student athletes capable of meeting Catholic expectations and requirements;
- ☐ Fulfill competition commitments;
- ☐ Fulfill tryout and practice commitments;
- ☐ Maintain equipment and (ball, net, cart, etc.) inventory;
- ☐ Supervise assistant coach and support staff;
- ☐ Attend in school coaches' meetings as required.

Communication/Liaison/Public Relations

- ☐ Liaise with Principal and Co-Instructional Head;
- ☐ Liaise with Parents and provide schedules for athletes and parents;
- ☐ Provide Athletic Convenor with scores immediately following matches, allowing for coordination and releasing of standings and playoff formats as efficiently as possible;
- ☐ Provide the board or school coordinator scores, statistics and other media friendly information that helps promote the board or school.

Revised February 2010

HAMILTON-WENTWORTH CATHOLIC DISTRICT SCHOOL BOARD

SPECTATORS CODE OF CONDUCT-IN ALL GYMS, FIELDS, AND/OR ARENAS

High school sports offer many benefits for its participants, both for players and team supporters. It can enhance the morale of a school community and increase school spirit. Fans are most welcome at athletic events. However, fans have only a positive role to play, and are expected to follow these guidelines to contribute to their team, to the athletes, and to their school. Failure to do so may result in their removal from that game and future contests by an adult in a position of authority (coach, teacher, administrator or convenor). The site convenor has the authority to deal with infractions as he/she deems appropriate.

- i. Fan support should be positive and reflect Catholic Christian ideals;
- ii. Obscenities, derogatory comments or offensive behaviour will not be tolerated;
- iii. Taunting of players, officials, or opponents is not acceptable;
- iv. Loud-hailers or similar noise magnifiers are not permitted;
- v. Fans must stay off the playing surface before, during and after games, except for authorized cheer-leaders;
- vi. Provocative signs should not be brought to or posted at games;
- vii. Damage to any game facility may result in permanent banning from future contests;
- viii. Any fights or provocation may result in permanent banning from future contests;
- ix. Fans should not arrive at game sites earlier than 30 minutes prior to game, or 15-minutes prior if the game is held in a school during school hours;
- x. Fans must heed the instructions of school supervisors at all times; and,
- xi. No animals are permitted in schools with the exception of trained, certified service dogs identified to assist children and/or adults with physical or developmental disabilities.

See next page for Parent Code of Conduct

Revised June 2010

HAMILTON-WENTWORTH CATHOLIC DISTRICT SCHOOL BOARD

PARENT CODE OF CONDUCT: (EXPECTATIONS FOR PARENTS OF STUDENT-ATHLETES)

The Hamilton-Wentworth Catholic District School Board supports a philosophy of athletic competition that is guided by the highest standards of good sportsmanship and fair play set in a Catholic atmosphere. To this end, all parties (Catholic teacher-coaches, supervisors, athletes, parents and spectators) must recognize that our students' participation in sports and extracurricular activities are an "EXTENSION OF THE CLASSROOM". For this reason, the parents of student-athletes (and their guests) must demonstrate behaviours that support this atmosphere. Therefore, we expect the parents of the student-athletes (and their guests) to adhere the following:

- Remember that student-athletes participate to have fun and that the game is for youth, not adults;
- Be a positive role model through their own actions to make sure that the student-athlete has the best experience possible;
- Praise student-athletes in their attempt to improve themselves as students, athletes and people;
- Recognize and show appreciation for outstanding play by either team;
- Show respect for opposing players, coaches, spectators and support groups;
- Gain an understanding of, and appreciation of the rules of the game and the policies of the league;
- Demonstrate positive support for officials and be respectful of all officials' decisions;
- Support student-athletes in their efforts to play by the rules and to resolve conflicts without resorting to hostility or violence;
- Discourage any language or behaviour that would incite violence or would endanger the health or well-being of student-athletes;
- Refrain from unsportsmanlike conduct with any official, coach, student-athlete or parent such as booing and taunting, or using profane language or gestures;
- Refrain from ridiculing or yelling at a student-athlete for making a mistake or bad decision; and,
- Emphasize skill development and practices (and how they benefit the student-athlete over winning);
- Refrain from coaching student-athletes before, during or after games and practices unless you are one of the official coaches of the team;
- Respect the authority of the coach during games and refrain from questioning, challenging or confronting coaches at the game site. Take time to talk with the coaches in an appropriate manner, including proper time and place (eg. 24-hour "cooling period");
- When there is a concern, follow the designated chain of authority (Coach, Co-Instructional Head, Principal, and Superintendent);
- Reinforce the board's alcohol, tobacco and other drug-free policies as outlined in the student handbook; and,
- Adhere to and abide by the Parent/Guardian Concussion Code of Conduct

Parents (and their guests) who engage in behaviour that violates the Code of Conduct may be subject to sanctions or removal from competitions that involve student-athletes associated with the Hamilton-Wentworth Catholic District School Board.

Any inquiries regarding this Parent Code of Conduct should be directed to the School Co-Instructional Head, and for issues not easily resolved, to the Principal.

I have read and understand the above statement and as the parent/guardian, agree to conduct myself in a manner that demonstrates the standards of the Hamilton-Wentworth Catholic District School Board and the spirit of the “Extension of the Classroom” initiative.

Parent’s/Guardian’s Name (Print)

Parent’s/Guardian’s Signature

Date

ARTICLES AND STRUCTURE OF THE HWCAA

**"Let us run with perseverance the race that is set before us."
*(Hebrews 12:1)***

ARTICLES AND STRUCTURE OF HWCAA ADMINISTRATION:

I. PURPOSE

To promote, supervise, conduct and control the interscholastic athletic program of the member schools.

II. MEMBERSHIP

All high schools under the jurisdiction of the Hamilton-Wentworth Catholic District School Board and other schools approved by the Executive Committee, who will participate as non-voting Associate Members.

III. THE EXECUTIVE COMMITTEE

The Executive Committee shall be composed of secondary Principals or their designate. All member secondary schools shall have one member on the Executive Committee. The executive committee will elect a Chairperson once every two years.

DUTIES:

- a) to formulate policies to be recommended to the Board;
- b) to select four members as the HWCAA representatives on the GHAC Executive to be consistent with GHAC Executive Constitution (Section I – Representation- pg. 71);
- c) to ensure that all activities of the Association are conducted in accordance with the spirit and terms of the Constitution;
- d) to rule on constitutional violations and any resulting appeals, appeals of the decisions of the Executive Sub Committee, matters not covered in the Constitution and other matters referred by the Executive Sub Committee; and,
- e) to approve proposed schedules and proposed changes to the rules and regulations governing each sport.

The Executive Committee will annually elect a Chairperson.

IV. THE EXECUTIVE SUB COMMITTEE

The Executive Sub Committee shall consist of the Co Instructional Heads of member schools (not more than 14 i.e. two per school) or designates as approved by the Principal.

DUTIES:

- a) to administer the policies of the HWCAA
- b) to liaise with the Executive Committee, convenor and coaches;
- c) to recommend changes to the rules and regulations governing each HWCAA sport

The Executive Sub-Committee will annually elect a Chairperson.

The Athletic Convenor shall act as Secretary-Treasurer.

V. QUORUM

To constitute a quorum five schools must be represented for all meeting of the Executive Committee, Executive Sub-Committee and Discipline Committee.

VI. THE DISCIPLINE COMMITTEE

This committee shall consist of the Athletic Convenor, who shall serve as the chair and one Co-Instructional Head from each member school.

Note: See Appendix III – Duties of Athletic Convenor

DUTIES:

- a) to rule on all reported violations of the provisions or spirit of the constitution and to determine appropriate consequences; and,
- b) to deal with any appeals or protests related to the constitution and to determine appropriate consequences.

QUORUM

Five members must be present to constitute a quorum.

PROCEDURE

A school representative may make a presentation or defense on behalf of his/her school. All committee members may vote on each issue. The chair will vote only to break a tie vote.

- VII. The HWCAA recognizes the articles of the GHAC Federation Agreement as outlined in Appendix XV.
- VIII. All league and tournament sports organized by the HWCAA will be conducted according to the HWCAA Playing Regulations developed for each sport. Changes to such regulations may be proposed by the Executive Sub-Committee to the Executive Committee for approval.
- IX. Official league sports, to be organized by the Convenor subject to the Constitution, and financed by the Board, require the participation of a minimum of 4 schools. The current approved sports listed are:

Fall Sports	Junior Football	Junior Boys' Volleyball
	Senior Football	Senior Boys' Volleyball
	Novice Girls' Basketball	Girls' Field Hockey
	Junior Girls' Basketball	Cross Country
	Senior Girls' Basketball	Golf
	Rowing	Boys' Baseball
Winter Sports	Boys' Hockey	Novice Boys' Basketball
	Girls' Hockey	Junior Boys' Basketball
	Novice Girls' Volleyball	Senior Boys' Basketball
	Junior Girls' Volleyball	Indoor Girls' Soccer
	Senior Girls' Volleyball	Indoor Boys' Soccer
	Wrestling	Swimming
Spring Sports	Rowing	
	Junior Boys' Soccer	Senior Boys' Rugby
	Senior Boys' Soccer	Senior Girls' Rugby
	Junior Girls' Soccer	Girls' Slo-pitch
	Senior Girls' Soccer	Junior Badminton
	Track and Field	Senior Badminton

Rowing
Ultimate

Tennis

- X. Boys Touch Football, Girls Touch Football and Junior Boys Hockey as approved/sanctioned sports means that the above-named sports will be termed “tournament sports” and a student may only play on one of these teams during their respective seasons.

Each school sanctioned/approved tournament team may participate in a maximum of 2 tournaments during the season. Students and coaches are allowed to miss a maximum of 2 school/instructional days. This does not include, after school or weekend games/tournaments, GHAC and/or OFSAA play. These rules are in place to maximize opportunities in tournament sports during their respective seasons for all students and to minimize the loss of instructional time by teaching staff and student-athletes.

Any other sports not defined as either league or tournament sports are non-sanctioned sports and teams (students) may be allowed to miss a maximum of 1 school/instructional day. A student and coach may only participate on one of these teams in the same season.

HWCAA BY-LAWS/ELIGIBILITY/ TRANSFERS/LIMITATIONS TO PARTICIPATION

In reference to coaching, "I use the word teacher purposely because I have always considered a coach to be a teacher / the only difference is that he/she is teaching a particular sport rather than English, Chemistry or Philosophy"

John Wooden

HWCAA BY-LAWS/ELIGIBILITY/TRANSFERS/LIMITATION TO PARTICIPATION

HWCAA BY-LAWS:

NOTE: For the purpose of these By-Laws, “competition” refers to all league, play-off, tournament and exhibition games unless otherwise specified.

I. Eligibility

Note: Any student, parent/guardian player who knowingly falsifies documentation or otherwise misleads school officials to establish athletic eligibility shall forfeit athletic eligibility in the HWCAA for a minimum period of twelve months from the end of the season in which the infraction occurred.

HWCAA supports student-athlete participation on same gender teams and encourages equitable programs for girls and boys in co-curricular activities. Where a sport activity is available for a female on a girls’ team, she is eligible to participate on the girls’ team only. An appeal may be made to the Superintendent who oversees Secondary Athletics.

If a sport activity does not exist for a boy, he is not eligible to participate on a girls’ team.

In accordance with Rowan’s Law ([PPM 158](#)), confirm in writing on the HWCD SB form provided, that they and their parent/guardian (if student is under 18 years of age) have reviewed the concussion awareness resource and HWCD SB concussion code of conduct within the previous (12) months. Students participating in badminton, cross country, golf and tennis are exempt from this requirement.

See Appendix XIII Concussion Protocol

[Concussion Awareness Resource](#)

[Concussion Code of Conduct for Students \(Athletes\)](#)

[Concussion Code of Conduct for Parents/Guardians \(of students under the age of 18\)](#)

[Concussion Code of Conduct for Coach/Team Trainer/Manager/Staff](#)

a) Age

- i) **Senior** – the individual Birth Certificate, or a recognized Legal document indicates that he/she has not reached his/her 19th birthday by January 1st prior to the start of the school year in which the competition is held.
- ii) **Junior** – the individual Birth Certificate, or a recognized Legal document indicates that he/she has not reached his/her 15th birthday by January 1st prior to the start of the school year in which the competition is held.

- iii) **Novice** – the individual Birth Certificate, or a recognized Legal document indicates that he/she has not reached his/her 14th birthday by January 1st prior to the start of the school year in which the competition is held.

iv) **Track and Field, Cross Country and Girls' Gymnastics**

Age categories as per OFSAA

NOTE: A competitor may only compete in one age classification, in any one meet except that he/she may compete in a higher age class (but not both) relay.

For the sport of Cross Country and Track and Field an athlete may compete in the novice category for one year only.

- v) The student's age shall be accepted as documented in the Ontario Student Record (O.S.R.) Where further proof is required, the school shall demand a birth certificate or other suitable document. Players may play in a higher age group in exhibition games, in tournaments, or in GHAC or O.F.S.A.A competition, without affecting their age group eligibility. Once a player has been on the roster for one league game in a sport, the player may not play in another age/**gender** division league game for the same sport.

NOTE: Except as noted below, a school wishing to use a Novice in Junior or a Novice or Junior in Senior league or play-off games must declare this on the older team list prior to the first "League" competition in either age group for that competitor.

Exception: For Senior Football, the competitors must be at least 15 years old (as of above date) and for all 15-year olds, a letter of permission signed by the parents and the Principal must be on file with the General Convenor prior to the first League game.

Age Classification by Year of Birth

Year	Novice	Junior	Senior
2023-2024	2009	2008	2004
2024-2025	2010	2009	2005
2025-2026	2011	2010	2006
2026-2027	2012	2011	2007

b) **Educational Qualifications**

- i) All bona fide students who are registered and in regular attendance at day classes in one of the member high schools are eligible to represent their school in athletic competition. Regular attendance is defined as presence in at least 75% of all classes in the semester of the activity, at the time of appeal unless there are mitigating circumstances as approved by the executive committee in dealing with any protest.

- ii) If a student has less than 22 credits then he/she must be registered and attending at least three (3) school credit day courses in the semester in which he/she participates in athletics. If a student has achieved 22 credits, then he/she must be registered and attending at least two (2) school credit day courses in the semester in which he/she participates in athletics.
- iii) Students may be exempted from the above course requirements if they have an accommodated timetable or course load as directed by a regulated mental health professional with education and training to assess, diagnose, and treat mental health conditions (i.e. Psychiatrist, Psychologist, Clinical Psychiatric Nurse) and supported by medical documentation. A request for an exemption, with a letter from a regulated mental health professional confirming the student is under their care and that an accommodated timetable or reduced course load is required, must be presented to the Association for approval prior to or during the applicable competition season. In such cases, the student in a non-semester school must be registered in a minimum of two (2) full day credit courses; in a semester school, a student must be registered in a minimum of one (1) full day school credit course in the semester in which he/she participates.

c) Transfer Qualifications

All teams of the HWCAA must be aware that Athletic Eligibility requirements for participation in HWCAA athletics must align with GHAC/OFSAA Athletic Eligibility. If this is not the case, OFSAA will disqualify an entire team for allowing a non-eligible student-athlete to participate in league (HWCAA) play.

1. No school shall include in its lineup any student who has been registered as a transfer from another school within the previous twelve months. The HWCAA, GHAC and OFSAA Transfer policies apply to all students transferring into Ontario schools.
2. A student or his/her representative may apply to the designated Superintendent in charge of athletics to be deemed eligible to participate in HWCAA sports according to the following criteria
 - A. i) There has been an accompanying change in permanent residence by the student and his/her immediate family to the designated school from any system (public, Catholic or independent) according to the School Board boundaries (or is the closest school in the student's choice of school system to the student home if no school boundaries exist). The student must have moved out of the school board boundaries of the sending school, or if the sending school has no school board boundaries, the receiving school must be closer to the student's new permanent residence than the sending school (see Note 7). Immediate family is the parent(s) or the student's legal guardian as determined by a court of competent jurisdiction. The student and his/her immediate family must completely and permanently move from the former residence. The student must provide evidence/documentation confirming that they are residing in a new permanent residence and evidence /documentation that they have completely and permanently moved from the former residence (see note 9).

- A. ii) The student has transferred to an Ontario school from outside Canada and outside the United States and is attending the designated school in their choice of system (public, Catholic or independent) according to the school board boundaries (or is attending the closest school in the student's choice of system to the student's home if no school boundary exists); or is attending a school assigned by the school board. (see note 9).
- A. iii) The student has transferred as a result of the closure of his/her former school and is attending the school designated by the School Board.
- B. i) The student did not participate in any sports at the interschool level for twelve months prior to the date of transfer. Written confirmation from the Vice Principal, Principal, Department Head or Athletic Director at the previous school is required.
Students in their first year of grade 9 may not apply under this section
- B. ii) The student accepts his/her ineligibility under the Transfer Policy, but requests eligibility for the sports he/she did not participate in at the interschool level for twelve months prior to the date of transfer. Written confirmation from the Vice Principal, Principal, Department Head or Athletic Director at the previous school is required.
- B. iii) "The student transferred to another school for a period of less than one year and is returning to the school he/she attended prior to the transfer. The student must not have participated in any sports at the interschool level while attending the other school. Written confirmation from the Vice Principal, Principal, Department Head or Athletic Director at the previous school is required."
Students in their first year of grade 9 may not apply under this section
- C. i) The student has been placed in a school by (i) an I.P.R.C. (Identification, Placement and Review Committee) decision. The Superintendent in charge of Athletics shall require and receive a letter from the Principal of the school from which the student has transferred, stating the reason for the placement of the student by I.P.R.C.
- C. ii) The student has transferred from an independent school to a public or Catholic school as the result of an educational exceptionality which the independent school was unsuccessful in accommodating. In such cases, the student was unable to access the IPRC process (Identification Placement and Review Committee). The appeal must be accompanied by the following information: a psycho educational assessment diagnosed an educational exceptionality, documentation from the Independent school demonstrating the strategies used to attempt to accommodate the educational exceptionality; and documentation from the receiving school confirming additional and/or new methods being provided to accommodate the educational exceptionality, which were not being provided at the sending school.
- C. iii) The student has completed an English Language Learner or English Dialect Learner program, and as a result, the school board is requiring the student to transfer to their designated school. The student must transfer by the beginning of the school year following completion of the program, and must provide documentation from the school board confirming completion of the English Language Learner or English Dialect Learner program and confirming the student has been placed in his/her designated school.

- D. i) The student has transferred prior to their grade 10 year for exceptional personal, social or academic reasons; documentation detailing these exceptional reasons must accompany that appeal. The student must attend the next closest school to their home residence if remaining in the same system. If changing systems, the student must attend the designated school according to school board boundaries (or the closest school to the student's home residence if no school boundaries exist).
- D. ii) The student has changed residence to live with a custodial parent for exceptional personal reasons or the student has changed residences to live with a new court appointed legal guardian for exceptional personal reasons. Documentation showing that there was just cause for the move must accompany the appeal. See note 9 regarding proof of residence. In this instance, a custodial parent refers to either parent in the case of divorce or separation. Assuming the case of a divorce or separation, the student moving from one parent to another is granted eligibility on the first move only. A court appointed legal guardian is not the biological parent but is determined by the court. The student must attend the next closest school to their home residence if remaining in the same system. The student must attend the designated school from any system (public, catholic, or independent) according to school board boundaries (or the closest school in the student's choice of school system to the student's home residence if no school boundaries exist).
- D. iii) The student has transferred to remove him/herself from an abusive environment. Documentation detailing the abusive situation shall be provided by the applicant from the sending school, psychologists, social worker, medical doctor or police, as the case may be (All documentation will be reviewed by respecting confidentiality). The student must attend the designated school from any system (public, catholic, or independent) according to school board boundaries (or the closest school in the student's choice of school system to the student's home residence if no school boundaries exist).
- D. iv) The student has been forced to leave an independent school specifically due to financial hardship. The appeal must include the following information: regarding documentation confirming changes in tuition fees, documentation regarding family requests for bursary assistance to meet financial hardships, documentation regarding significant changes in the financial situation of the family and confirmation that the student will be attending the designated school in their home catchment area. The student must attend the next closest school to their home residence if remaining in the same system. If changing systems, the student must attend the designated school according to school board boundaries (or the closest school to the student's home residence if no school boundaries exist).
- D. v) The student was the victim of bullying and after attempts to resolve the issue the sending school agreed that it was in the best interests of the student to transfer schools. The appeal must be accompanied by the following information: documentation from the sending school's administration or police confirming the seriousness and frequency of the bullying, including a description of the incidents and dates; documentation from the sending school's administration describing strategies put in place to resolve the bullying and the reasons that strategies did not succeed and a letter from the sending school's administration in support of the transfer. The student must attend the next closest school to their home residence if remaining in the same system. If changing systems, the student

must attend the designated school according to school board boundaries (or the closest school to the student's home residence if no school boundaries exist).

- D. vi) The student has transferred schools as a result of the recommendation of a regulated mental health professional with education and training to assess, diagnose, and treat mental health conditions (psychiatrist, psychologist, and/or clinical psychiatric nurse). Prior to transferring, the student must have been diagnosed with a mental health condition and be undergoing treatment by the regulated mental health professional. Documentation must be provided by the mental health professional confirming the student is receiving treatment and requires a change in schools to assist with their recovery. Unless otherwise confirmed in writing by the mental health professional, the student must attend the next closest school to their home residence if remaining in the same system. If changing systems, the students must attend the designated school according to school board boundaries (or is the closest school to the student's home residence if no school boundaries exist).

NOTE: DUE TO THE SENSITIVE AND PRIVATE NATURE OF THE INFORMATION BEING COLLECTED ALL MEDICAL DOCUMENTATION MUST BE SUBMITTED BY THE FAMILY DIRECTLY TO THE CONFIDENTIAL ATTENTION OF THE PRINCIPAL WHO WILL THEN FORWARD TO THE SUPERINTENDENT OF EDUCATION WHO OVERSEES SECONDARY ATHLETICS. THIS MEDICAL DOCUMENTATION IS NOT TO BE RETAINED AT THE SCHOOL.

Notwithstanding any of the above, no student may participate in the same sport for more than one school in the same League or municipality in the same school year unless the student is ruled eligible by the Superintendent in charge of athletics. 'Participate' means competing in exhibition games and invitational tournaments/events, not just league play.

Notes:

1. Once a student has changed schools he/she is considered a transfer student and even if he/she returns to a school, he/she must comply with the Transfer Policy.
2. The word "participate" in section (b) of the Transfer Policy means competing for your school in that activity. This includes exhibition games and invitational tournaments/events, not just league play.
3. The Board of Reference will not consider as reasons for transfer:
 - a) The relative ranking of schools or the differences in the delivery of courses with the same Ministry course codes,
 - b) That a sport or team is no longer offered at the previous school.
4. Students moving from a school in a strike/lock-out area are ineligible for all sports played in the previous twelve months from their date of entry into the new school.
5. **Students who attended an alternative school or alternative program who are returning to the school they attended prior to the alternative school or alternative program, are not considered transfer students provided they did not play sports while at the alternative school or alternative program**.

6. Out of province exchange students and out of country exchange students are not considered transfer students and are eligible for all sports.
7. **Driving distance shall be used to determine the closest school to a student's home residence**.
8. Students transferring from other provinces, states or countries are ineligible for OFSAA competition if they have graduated from high school or equivalent, or if they have used their years of athletic eligibility in the province, state or country from which they are transferring. This does not apply to students who have graduated in the previous school year from secondary school in Quebec, provided they must meet the criteria in sections A. – D. of the transfer policy.
9. When applying under section A (i) the student must provide evidence/documentation confirming that he/she and their immediate family are residing in a new permanent residence and that they have completely and permanently moved from the former residence. When applying under section D ii) of the policy the student must provide evidence/documentation confirming that they are residing in a new permanent residence. In both cases, such evidence/documentation may include:
 - Telephone and utility service operative at the new residence;
 - Telephone and utility service disconnected at the former residence;
 - Real estate documentation indicating and verifying a change of residence (e.g. sale and purchase);
 - Parents/court appointed guardians' property tax bill listing the new residence;
 - Insurance slip for the new home and auto insurance;
 - School documentation showing that sibling(s) attend local elementary school and/or the same high school as the transferring student;
 - Any other documentation that is required which establishes the student and his/her immediate family is living at the new residence.
 - "For a(ii) only, students may provide documentation confirming they have been processed by the school board's assessment center."

PRODUCTION OF EVIDENCE/DOCUMENTATION DESCRIBED ABOVE DOES NOT GUARANTEE ELIGIBILITY.

10. "Prep/elite fall into two categories: a school prep/elite team and a non-school prep/elite team. A school prep/elite team is a team that represents the school in competition and/or is under the oversight of the school administration. If a student participates for a school prep/elite team, and then that student transfers schools, he/she may not apply under section B (i), and he/she is considered to have participated in the prep/elite team sport at the interschool level if applying under section B (ii) or B (iii).
11. Also, for GHAC and OFSAA competition or OFSAA sanctioned tournaments, OFSAA eligibility rules apply.
12. All teams of the HWCAA must be aware that Athletic Eligibility requirements for participation in HWCAA athletics must align with GHAC/OFSAA Athletic Eligibility. If this is not the case, OFSAA will disqualify an entire team for allowing a non-eligible student-athlete to participate in league (HWCAA) play.

13. The student must attend the next closest school (of their choice of school system) to their home residence.

Procedure for Applications of Eligibility

- All applications must be submitted to the Superintendent in charge of athletics, using the forms on pp 73-76 ([Appendix X](#))
- Necessary supporting documentation listed on p. 73 ([Appendix X](#)) must accompany the applications. Incomplete applications will be returned.
- Applications, with supporting documentation, must be submitted by the 15th of a month, for consideration by the 25th of that month.

For easy reference please note the “Transfer Qualifications” on pp 77-81 ([Appendix XI](#)).

The Superintendent will research/verify the application, decide on the case, and communicate that decision to the applicant, the principals, and the co-instructional heads on a monthly basis outlining the athlete’s name, schools, and the section for appeal considered in the decision (See Eligibility Appeal Summary Form, [Appendix XII](#)).

d) Limitation of Participation

- i) A student may not have represented, or played for a Junior Football Team and above, or a post-secondary institution during the schedule and playoffs for his school team.
- ii) For the sport of men’s hockey, “no competitor is eligible (for the OFSAA Hockey Championship) whose name has appeared on a game sheet, after his local high school first regular season game, for a team in “A”, “B”, “C”, Major Junior, Junior, Intermediate, Senior or GMHL divisions in any National and/or International Association or any league deemed equivalent to “A”, “B”, “C”. **This includes any on-ice All-Star or Showcase game organized by leagues/associations named in this clause.**
- iii) “A Junior “B” or “C” team is allowed to AP a high school goalie to be called up in an emergency situation and appear on a game sheet and/or play up to a maximum of two exhibition/league and/or playoff games in total during the season after the Association’s first regular season game.” **An emergency situation would not include an on-ice All-Star or Showcase game organized by leagues/associations named in ii).**
- iv) For the sport of women’s hockey, no competitor is eligible (for the OFSAA Hockey Championship) whose name has appeared on a game sheet for any Senior AAA teams of the C.W.H.L., **any teams of the PWHPA or the NWHL within the current school year.**
- v) Any member of the National Development under 22 team, or National Senior team is ineligible.

- vi) No competitor is eligible (for an OFSAA basketball championship) whose name has appeared on a game sheet or who has played in a game for a team in the Ontario Scholastic Basketball Association (OSBA) or the National Preparatory Association (NPA), after September 30th of the current school year.
- e) i) The Hamilton-Wentworth Catholic District School Board and The Hamilton-Wentworth Catholic Athletic Association are committed to the idea that participation in sports activities be accomplished without the use of “body building” or “performance enhancing” drugs and substances.

To that end, any use, distribution or sale of banned or restricted drugs and substances (including prescription medication beyond prescribed dosage for the medical condition designated) is expressly forbidden.

- ii) Every student should be made aware of the dangers of drug abuse.
- iii) Any student found to have used, distributed or sold "body-building" or "performance enhancing" drugs or substances, will be suspended from all competitive play for a minimum of 12 months (at least 1 full playing season) and be further subjected to consequences listed in the Safe Schools Policy of the Board.

At the conclusion of the athlete's suspension the Principal will review the student's competitive status as an athlete.

- f) i) An athlete must be a registered team member to be eligible for playoff participation as according to the chart below. Example

Sports with 1-5 league games	= 1 game
Sports with 6-10 league games	= 2 games
Sports with 11-14 league games	= 3 games

For the purpose of being a registered team member, the following criteria must be met:

- o Player listed on a game sheet for a minimum of the required number of games listed above;
- o Being on the game sheet means the player must be in attendance for the entire game, dressed and warm up with the team;
- o In the case that the player is injured and seeks medical attention, a doctor's letter clearly stated the dates unable to play must be submitted to the Head Coach and Co-Instructional Head; and,
- o If the student transfers he/she will be deemed ineligible if their name is on any of the game sheets from the transferring (outgoing) school.
- g) The Principal may withdraw or suspend the eligibility of any student in the school concerned.

- h) It is each school's responsibility to ensure the eligibility of all its competitors prior to competition.
- i) A student is eligible to participate for five consecutive years only, from the date on which he/she begins Grade 9.
- j) Any student who registers and either
 - i) Attends one full term or semester, or
 - ii) Practices or plays with an intercollegiate team at a post-secondary institution, and then returns to any high school is ineligible for HWCAA competition for the remainder of his/her high school career.

ARTICLES OF ADMINISTRATION

**"Christ is the path, and Christ the prize."
*(Hebrews 13:1-2)***

**"My purpose in life is simply to glorify God. We have to be careful that we don't let the pursuit of life's goals, no matter how important they seem, cause us to lose sight of our purpose."
*Tony Dungy***

ARTICLES OF ADMINISTRATION

a) Team Supervision

NOTE: Teacher is defined as a member of the College of Teachers in the employ of the Board or on the Board's current supply list.

- i) All outside coaches must produce to the administration of the school at which they are coaching a "Criminal Reference" check and on a yearly basis an "Offence Declaration", before the start of try-outs, practices, league and tournament games.
- ii) Teacher Coaches or Teacher Supervisors are in direct charge of school teams and responsible for the conduct of the competitors and students associated with the team. A teacher representing the participating schools must be present through each league or play-off game for its entirety.
- iii) When a "non-teacher" coach is used, there must be a teacher supervisor on the players' bench, field, courts etc. in the designated coaching area.
- iv) If a teacher-supervisor for each team is not present, the competition shall not be started. After a 15-minute grace period, the offending team shall forfeit the game.

b) Medical and Insurance Requirements

- i) All athletes, prior to participating in a practice or game for any and all school teams must submit to the school a completed HWCAA - Student Athlete Information and Permission Form (IS-93-37). (Appendix V (a)) and whether they accept or decline student accident insurance (Appendix V (b)).

NOTE: Both forms, upon completion, must be returned to the Co-Instructional Head.

- ii) Any athlete who receives an injury requiring treatment by a physician must obtain the approval of a physician before resuming participation in any sport. A completed Board form, "Permission to Resume Participation After an Injury" (IS-93-39), must be submitted to the school in this regard.
- iii) A Principal has the prerogative to require a medical examination prior to athletic participation.
 - a. The presence of a qualified athletic therapist hired by the Board or a certified trainer, is required for football and hockey games (exhibition and league). No game shall start or continue without said presence.
 - b. In game situations, the attending Professional Athletic Therapist shall have absolute power to declare any player unfit to begin or continue in the game.

c) Practice and Competition Limitations

A practice occurs when a coach or delegate organizes or in any way facilitates the gathering of his/her athletes for the purpose of practicing or competing, including but not limited to transportation of athletes to the event.

Practices and Competitions are prohibited:

- i) during the summer holidays prior to Friday before the last full week of the holidays;
- ii) during the examination period, and a period beginning with and including the three school days prior to examinations; practices may resume after the last school-wide exam is written at the discretion of the principal.
- iii) on Sundays, school observed religious holidays;
- iv) on P.A. days or system wide in-service days during regular school hours. At the discretion of the Principal, tournament competition may be allowed;
- v) Sunday competition for tournament purposes is to be left to the discretion of the school principal; however, practices are not allowed on Sundays and practices are also prohibited at any time during the instructional day.
- vi) For the sport of rowing, because of its unique nature, and the required use of private club facilities, practices may occur on weekends and consistent with other sports, on civic holidays, for example: Victoria Day and Easter Monday.

Consistent with other sports, rowing practices are not allowed during Board designated Professional Activity days.

NOTE: Rowing is governed by the Canadian Secondary School Rowing Association (C.S.S.R.A.) and as such, transfer rules do not apply. The C.S.S.R.A. sets the rules for participation in rowing across Canada in all Secondary Schools.

d) Special Equipment Requirements or Restrictions

- i) Eye Glasses
 - a. Football – only hardened lens, flexible (non-metal) frame safety glasses will be permitted.
 - b. Basketball, Hockey and Field Hockey – only hardened lens safety glasses will be permitted.
 - c. Contact lenses are permitted.
 - d. Badminton – Protective eye gear meeting ASTM F803 standards or equivalent must be worn by all students (singles and doubles) at all times (OPHEA)

- ii) Approved Helmets and Mouth Guards
 - a. For Football, approved helmets with face masks and internal mouth guards are required.
 - b. For Hockey, helmets with full face masks, neck guards, and internal mouth guards are required and must be C.S.A. approved.
 - c. For Field Hockey, internal mouth guards are required.
- iii) Casts
Hard casts may not be work in soccer, football, ice hockey, field hockey, basketball or wrestling, unless deemed safe by the official in charge of the game.
- iv) Jewellery
No visible jewellery may be worn by an athlete. Taping over jewellery is not allowed.

e) Competitor Disqualification

Notes:

1. In the following articles, where a disqualification be served and where insufficient games remain in a season that penalty shall be served in the initial game(s) in the same sport in the next season. Where a student is in his/her last year of High School, the disqualification shall be applied to the next sport in which the student participates.
 2. A disqualified player may not attend his/her team's games as team member or spectator.
 3. Disqualifications in individual sports will result only in disqualification for that event or meet.
 4. However, if the suspension carries over into a new season, the player may be involved in pre-season activities unless otherwise ruled by the executive (sub) committee.
 5. Disqualifications from tournament games will not result in further suspensions from league play, unless a tournament specifically requests further disciplinary action from the HWCAA within 24 hours of the completion of that tournament. Convenors will be informed of this article by teams entering any tournament by submitting the provided memo with ones' entry application.
- i) A competitor shall receive a game disqualification for:
 - a. taunting by word or gesture;
 - b. using obscenities toward others, by work or gesture;
 if the taunting/obscenity noted above involves comments/slurs of a sexual, racial ethno cultural or religious nature, the disqualification will be reviewed by the Discipline Committee and further action may be taken. The taunting incident must be described by the official on the game report, it must be shown to both coaches, and it must be reported as soon as possible to the Principal of the offending player's school and the Athletic Convenor.

- c. Engaging in a fight or attempting to injure an opponent as designated on a fame sheet by the official as intent to injure.
 - ii) A competitor who receives a fame disqualification [other than by the accumulation of minor penalties in hockey (3), or fouls in basketball (5)] will automatically receive an additional league fame/playoff suspension. For Basketball, there will be no additional automatic suspension for technical/unsporting fouls (a combination of 2) if the technical or unsporting is for game delay, clear path foul, no play on the ball with no malicious intent and/or a common foul during a dead ball under two minutes to play. This is to reflect the rule changes in the modified FIBA rule set employed by the HWCDSB.
 - iii) For the sport of hockey, a competitor who receives a game disqualification for fighting or attempting to injure an opponent will automatically receive a 3 league / playoff game suspension in addition to the game disqualification.
- For the sport of soccer, yellow or red cards resulting from technical offences (e.g. handling the ball, delays, improper entry or departure from field) as opposed to offences related to poor sportsmanship or foul play, shall not result in additional disqualification as designated in this section. The official must document the reasons for all cards issued in a game.
- A second such disqualification in the same sport in the same season will result in automatic suspension for the remainder of the season.
- iv) A competitor who verbally abuses an official, or coach, will be automatically suspended for a minimum of two league / playoff games in addition to the game disqualification. The Discipline Committee shall, after examining the game report and/or a written report by the coach, decide if an extension of the suspension is warranted.
 - v) A competitor who joins an altercation in progress or leaves the bench or penalty box to engage in an altercation will be ejected. The competitor will be suspended from all HWCAA activity. The length of the suspension to be determined by Discipline Committee.
 - vi) A competitor who instigates or engages in an altercation in connection with, but not during a competition, will automatically receive a minimum of a three- league game suspension and will be suspended from all HWCAA activity.
 - vii) A competitor who physically abuses or threatens an official or coach will be automatically suspended from all HWCAA activities until the length of the suspension is determined by the Discipline Committee. A written report is required.

f) Scouting and Filming

- i) Scouting or filming of other teams' practices and controlled scrimmages is prohibited.
- ii) Those filming games must do so from a safe location away from the field of play/court and payers' benches, so as not to interfere with the conduct of the fame or the view of spectators.

g) Ties

To resolve ties in league standings for playoff purposes, the following shall be used sequentially:

- i. League points between/among the tied teams in head to head competition;
- ii. Game points (score for and against) between the tied teams; point differential will apply, see chart below. For volleyball only, sets won/lost among the tied teams head to head;
- iii. Game points (point differential) versus all teams played during the season. Maximum point differential will apply, see chart below.
- iv. Coin toss

Point Differential:

The total added value when points against are subtracted from points scored in the games played to the maximum allowed for each sport as listed below.

Maximum Point Differential Per Sport Per Game:

Baseball	7
Basketball	20
Field Hockey	5
Football	21
Hockey	5
Rugby	9
Softball/Slow-pitch	7
Soccer	5
Volleyball only	(3 sets with maximum set scores of 25-0, 255-0, 25-0)

If three or more teams are involved in a tie, the criteria in section g) (Ties) shall be employed [i) – iii)] in sequence to determine the ranking of the three teams.

If tied teams (3 or more) have played an unequal number of games against each other the difference in points for and against, shall be divided by the number of games played against each other.

Where a schedule cannot be completed, as determined by the Convenor in conjunction with the executive committee, league points for final standings will be determined by winning percentages, calculated by dividing the total league points earned by the maximum league points that could have been earned in the games played by the team (eg. Hockey...7 wins, 3 losses, 2 ties = $16 \div 24 = .67$).

h) Game Results

By 10:00 a.m. of the workday following a competition the winning team, or, in the case of a tie, by the home team:

- i. must submit the game score to the HWCDSB Athletic Web Reporting Site.
- ii. Must notify the Convenor's office by e-mail or phone of the game score and any Game or Incident Reports from the officials. by the winning team, or, in the case of a tie, by the home team.

At the discretion of the convenor, failure to adhere to (i) or (ii) may result in the loss of game points by the responsible team.

i) Game Forfeiture/Abandonment

- i. In the event that any game is shortened by the game official(s) due to the actions of the players, coaches or fans, the allocation of points for standing (as well as points for/against) shall be decided by the Executive Committee.
- ii. In the case of forfeiture, the maximum point differential will be applied for that game against the team that forfeits.
- iii. In the event of a purposeful abandonment of a game by a coach or team, consequences will be determined and administered by the Executive Committee.

j) Playoff Venue and Uniforms

The higher ranked team shall have the option of home venue and the choice of uniforms unless the Executive Sub-Committee have pre-determined another method.

For league games, where the referee determines that uniform colours for the two teams are not sufficiently distinct, the home team is required to wear different contrasting uniform.

k) Playoff Structure for Representation in GHAC

The team which advances further in the play-offs will represent their classification (A, AA, AAA) at GHAC. In the event that two or more teams are eliminated at the same point in the play-offs or league play, the Convenor will organize a play-off game(s) to determine the representative.

l) Awards

- i. In team sports, gold and silver medals will be awarded.
- ii. In individual sports, the Executive Sub-Committee will determine award.

m) Scheduled Changes

All games are played according to the schedule set out by the Convenor and updated from time to time as dictated by unavoidable factors. A Principal may request of an opposing team's Principal that a game is changed, subject to approval by the Convenor, with reasonable notice. Scheduled Game Change Request Form (Appendix VII) must be completed and signed by both administrators at least 48 hours prior to the scheduled game. For any game date changes requested after a season begins, for other than a weather related or compassionate reason, the requesting team will be required to pay for cancelled facilities, game officials, and any other non-recoverable expenses related to that game.

NOTE: The HWCAA league schedule takes priority over any tournament play and as such, coaches should avoid rescheduling league games to accommodate tournaments.

VIOLATIONS AND APPEALS

**"Tell me and I forget, teach me and I remember, involve me and I learn."
*Benjamin Franklin***

VIOLETIONS AND APPEALS

VIOLETIONS:

VIOLETIONS AND INFRACTIONS INVOLVING A SCHOOL, SCHOOL TEAM(S). COACH(ES) OR STUDENT-ATHLETE(S).

The Discipline Committee rules on infractions involving student-athletes.

The Executive Committee rules on infractions involving a school(s), school teams and coaches.

These respective bodies shall have the power to suspend a school (Executive Committee), team (Executive Committee), coach (Executive Committee or student-athlete(s) (Discipline Committee) for violation(s) of any Section, Playing Regulation, Policy, Procedure or Standing Rule of the HWCAA. Prior to any such decision or action taken: the school/Principal, coach or student-athlete of the school in question shall be notified.

A Discipline Committee or Executive Committee meeting will be called within (5) working days (from the time the infraction is learned of) to hear from all parties involved and render a decision.

APPEALS:

A team (or individual) formally accused of, or admitting to, violating the Eligibility provision of the Constitution will compete "on temporary probation" while an investigation is conducted by the appropriate body (Discipline Committee, Executive Committee or Superintendent of Athletics) to decide on the appropriate action or penalty. This may include but is not limited to forfeiture of game(s), forfeiture of league points and/or elimination from further competition.

Appeals must be launched no later than sixty (60) school days following the conclusion of the sport schedule during which the matter under appeal occurred.

The team, individual or school shall have the right to appeal (in writing) any Discipline Committee or Executive Committee decision within (5) five work days. Please follow the appeal process as outlined in Appendix IV. It is recommended that before the Discipline or Executive Committee is called, all means should be exhausted to allow the school(s) involved to rectify the situation and affect their own consequences, although it is still important that the Discipline and Executive Committee be informed of the problem.

PROCESS:

1. The Chair of the Executive Committee in conjunction with the Athletic Convenor shall immediately inform the Principals of the school(s) involved that sanctions may be imposed by the HWCAA.
2. The Discipline Committee or Executive Committee may initially meet in camera to review all pertinent written submissions (written protest, game report, and applicable sections of the Constitution).
3. The Discipline Committee or Executive Committee will hear all submissions and evidence by the parties involved.
4. The final decision and rationale will be published and shared with the Superintendent of Education responsible for Secondary Athletics.
5. All matters discussed in the Discipline or Executive Committee will remain strictly confidential and only the final decision and rationale will be discussed publicly.

PRESENTATION OF EVIDENCE AND SUBMISSIONS:

1. Permissible evidence and/or submissions at a Discipline or Executive Committee meeting shall be presented by a Co-Instructional Department Head or his/her designate, of the school(s) being investigated.
2. The Co-Instructional Department Head may be accompanied by the School Principal or Coach of the school team.
3. The Co-Instructional Department Head from the other affected school (if applicable), shall be advised of the Discipline or Executive Committee Meeting and shall be accorded an opportunity to present permissible evidence and/or submissions, relevant to the case.
4. Permissible evidence can be submitted to the committee in the following forms:
 - a. Written submissions
 - b. Oral submissions
 - c. Video tapes
 - d. Character references
 - e. Past history

APPEAL OF GAMES:

If a school wants to appeal the results of a game, then the school in question will notify the referee in charge of the game as well as the opposing school at the time of the alleged infraction.

The appealing school will ask the referee to note that the game is being played under appeal on the game sheet and note the time and reason for the appeal.

The Principal of the appealing school may inform the Chairperson of the Discipline Committee in writing of the decision to appeal the results of the game in question. The timelines for an appeal are such that a letter must be sent to the Chairperson by 11:00 a.m. the next school day stating the reason(s) for the appeal. A meeting will be called at the discretion of the Chairperson of the Discipline Committee.

INELIGIBLE PLAYER PROTOCOL:

In the event that a coach fails to follow proper administrative protocol and unknowingly allows a player to participate in league play, and if the season has not concluded, the following shall take place:

- i) The player shall be removed from the team roster immediately, but may continue to practice until the proper paperwork is completed and the athlete is deemed eligible. At that time, the player will be a full-fledged team member. No removal of team points will occur, but the team will lose home court status throughout the playoffs due to the coach's clerical error.
- ii) In the event the athlete is deemed ineligible, the player shall be removed from the team and the Discipline Committee will impose appropriate sanctions.
- iii) In the event the athlete has concealed information regarding his/her status as a transfer, the student shall be deemed ineligible for the next 12 months.

If the season has concluded and the player is declared eligible, no sanctions shall occur. However, if the athlete is determined to be ineligible, appropriate sanctions shall be applied by the Discipline Committee.

COACH DISQUALIFICATION PROTOCOL:

- a) If a situation occurs that a coach is removed from a game by a referee, the following procedure will apply.
 - The referee will write a report separate from the game sheet giving the reason for ejecting the coach.
 - Copies will be given to the Convenor and the Principal of the school.
 - The Principal shall speak to the coach on receipt of the report and determine the appropriate action.
- b) The coach may submit to the Convenor the HWCAA Coach's Game Report describing the situation. The Principal of the coach named on the game report, may appeal any decision to the Superintendent in charge of athletics.
- c) If the same coach is ejected from another game during the same season (including playoffs, GHAC, OFSAA, etc.) the coach will be suspended by the HWCAA until reinstated by the HWCAA Executive Committee.

NOTE: THE DISCIPLINE COMMITTEE MAY NOT IMPOSE PENALTIES OR SUSPENSIONS ON A COACH.

HAMILTON-WENTWORTH CATHOLIC ATHLETIC ASSOCIATION

APPENDICES

Sports ideally teach discipline and commitment. They challenge you and build character for everything you do in life."

Howie Long

"Good coaching is about leadership and instilling respect in your players."

John Wooden

APPENDIX I

HAMILTON-WENTWORTH CATHOLIC ATHLETIC ASSOCIATION

DUTIES OF THE EXECUTIVE SUB-COMMITTEE

SPECIFIC GUIDELINES

1. Administer the policies of the HWCAA as outlined in Constitution.
2. In June elect a chairman, establish dates and locations for meetings for the following year.
3. Approve final schedule, determine final schedule after considering all tentative schedules submitted by the Athletic Convenor.
4. Consider recommendations for changes to the HWCAA playing regulations.
5. Determine number of official HWCAA sports for the year (list for purposes of Athletic Convenor).
6. Determine number of awards for each sport.
7. Establish ad hoc committees when necessary.
8. Recommend OFSAA events and clinics which the Athletic Convenor and other sports convenors should attend for the purpose of planning and organizing for hosting future OFSAA events.
9. General Duties:

Recommend play off formats to the Executive Committee.

Make recommendations to Principals.

Rule on player disqualifications.

Establish playoff rebate procedure.

Set admission prices for playoffs.

Make recommendations to the Executive Committee regarding changes to the Constitution.

APPENDIX II

HAMILTON-WENTWORTH CATHOLIC ATHLETIC ASSOCIATION

DUTIES OF CHAIRPERSON, EXECUTIVE SUB-COMMITTEE

1. Establish in June, in co-operation with the Executive Sub-Committee, a schedule of meetings for the coming school year.
2. Call special meetings of the committee when necessary.
3. Chair all committee meetings; the Athletic Convenor shall act as secretary at all meetings.
4. Assist Athletic Convenor in making up the agenda for meeting and send it out one week prior to the meeting.
5. Act as liaison with Executive Committee and Principals regarding the work of the Sub-Committee.
6. Correspond in matters relating to decisions of the Executive Sub-Committee when the need arises.
7. Consult when necessary with the Chairperson of the Executive Committee concerning interpretation of the rules with the HWCAA Constitution.
8. Appoint a recording secretary to write minutes of meetings.

APPENDIX III

HAMILTON-WENTWORTH CATHOLIC ATHLETIC ASSOCIATION

DUTIES OF THE ATHLETIC CONVENOR

1. Scheduling

The Athletic Convenor shall schedule sports according to procedures outlined under “Sports Committees”.

He/She shall also:

- Maintain current standings and be responsible for the distribution of standings to the Co-Instructional Heads;
- Be responsible for referees, including payment of fees to referees;
- Be responsible for hiring security and Hamilton Police Services as required; and,
- Reschedule games when required. Final schedules can only be changed with the mutual approval of the Athletic Convenor and the Principals involved.

Final schedules should include duties of home and visiting teams, special rules (rain, etc.), responsibility of teams for phoning in scores to the Athletic Convenor and the media (include all media phone numbers and contact persons).

2. Facilities

The Athletic Convenor shall:

- Reserve parks, rinks, and other outside facilities; and,
- Attend as many games as possible on rented facilities, especially at football events.

3. Publicity

The Athletic Convenor shall:

- monitor publicity received by the HWCAA league;
- publicize championship tournaments, playoff and championship games and other important events pertaining to the HWCAA.

4. Correspondence

The Athletic Convenor shall send all relevant correspondence to the School Principals and Co-Instructional Heads who shall distribute the materials to the appropriate people;

The Athletic Convenor or his/her secretary shall telephone any urgent messages to the schools concerned so that travel by the Athletic Convenor to schools will not be necessary.

5. Treasurer

The Athletic Convenor shall:

- Submit for payment, bills with reference to referees, park board etc.

6. Awards

The Athletic Convenor shall:

- purchase medals and distribute medals according to the numbers outlined by the Executive Sub-Committee;
- collect the required monies for schools wishing to purchase extra awards; and,
- act as Chairperson of the Awards Committee.

7. Meetings

The Athletic Convenor shall:

- Send out agenda for sports Committee, Executive Sub-Committee and Awards Committee meetings at least ten days prior to the meetings;
- Be responsible for the agenda for meetings of the three aforementioned committees;

The agenda for Executive Sub-Committee meetings could include such as topics as:

- Topics submitted by the Executive Committee or from any one of the Co-Instructional Heads;
- Recommendations from Sports Committees;
- Disqualifications and appeals; (The Athletic Convenor shall research all disqualification and appeal procedures, citing records of precedents before the matter comes up at the Executive Sub-Committee meeting.);
- Outstanding items of business from previous meetings;
- Any items relating to the administration of the HWCAA

The Athletic Convenor shall act as liaison to the Chairperson of the Executive Sub-Committee to finalize the agenda.

8. Files

The Athletic Convenor shall maintain a file of player disqualifications. He/She shall also maintain files for all committees within the HWCAA.

9. General Duties

Act as liaison with the Athletic Convenor of the Hamilton Secondary School Athletic Association, the Halton Region Athletic Association, the Chairperson of the Executive Sub-Committee, the Hamilton Parks Board, OFSAA, the media, etc.;

Be responsible for the ordering, printing and distribution of HWCAA athletic cards for all member schools;

Explain the section of the Constitution which deals with player disqualification and make available to all referees written copies of this part of the Constitution and procedures to be followed by the referees;

Be available in his/her office for information except on occasions when he/she is attending events at rented facilities.

APPENDIX IV

HAMILTON-WENTWORTH CATHOLIC ATHLETIC ASSOCIATION

DECISION-MAKING BODIES AND APPEAL BODIES FOR VARIOUS CONSTITUTION APPLICATIONS

<u>By-Law</u>	<u>Topic</u>	<u>Initial Decision</u>	<u>Appeal</u>
1a)	Age	Constitution/Athletic Convenor	Discipline Committee
1b)	Educational Qualifications	Constitution/Athletic Convenor	Discipline Committee
1c) A. i	Transfers Qualifications	Novice/Jr. Executive Committee	Novice/Jr. Supt. of Athletics
		Senior-Supt. of Athletics	Senior-GHAC/OFSAA
1c) Aii	Boundary Exemptions	Constitution	Superintendent Request
1c) A. ii, iii	Two schools	Constitution	Discipline Committee
1d) i ii iii	Limitations	Constitution/Athletic Convenor	Executive Committee
1e) i ii iii	Drug Use	Constitution	School Principal
1f)	Registered Team Member	Constitution/Athletic Convenor	Discipline Committee
1i)	5-Year Rule	Constitution/Athletic Convenor	Discipline Committee
1j) i ii	Post-Secondary Enrolment	Constitution/Athletic Convenor	Discipline Committee
IIa) i-iv.	Team Supervision	Executive Committee	Superintendent Athletics
b)	Med. And Ins. Requirements	Constitution/Official	Discipline Committee
c)	Practices/Competition Limitations	Constitution/Executive Committee	Superintendent Athletics
d)	Competitor Disqualifications	Constitution/Convenor	Discipline Committee
e)	Scouting & Filming	Constitution/Executive Committee	Superintendent Athletics
f) g)	Ties. Game Results	Convenor	Discipline Committee
h)	Game Forfeiture/Abandonment	Executive Committee	Superintendent Athletics
i)	Play-off Venue/Uniforms	Convenor	Discipline Committee
j)	Play-off Structure	Convenor	Executive Committee
k)	Schedule Changes	Convenor	Executive Committee
l)	Discipline Coaches	School Principal/Executive Committee (SO request)	Superintendent Athletics

APPENDIX V (A)

**HAMILTON-WENTWORTH CATHOLIC ATHLETIC ASSOCIATION
STUDENT ATHLETE INFORMATION AND PERMISSION FORM**

INTERSCHOOL TEAM: _____ **DATE (M/D/Y)** _____

(PAGES 3 & 4 MUST BE COMPLETED AND RETURNED TO COACH/STAFF SUPERVISOR BEFORE PARTICIPATING)

A) PARENT/GUARDIAN INFORMATION

Your child/Ward has indicated interest in participating on the school's the interschool team listed above. The information below is intended to assist you in making an informed decision as to whether or not you give consent for your child/ward to participate on the school's interschool team listed above. If after reading the information, you give consent, please complete the Acknowledgement of Risks, Concussion Code of Conduct, Consent to Participate and the Emergency Contact – Medical Information sections and return the forms to the staff supervision/coach **PRIOR TO THE FIRST TRYOUT**.

B) ELEMENT OF RISK

The participation in ALL SPORTS organized by the HWCAA involve risk of injury, minor or serious, including permanent disability. These types of injury may result from the students' own actions, the actions or inactions of others, or a combination of both. The rules and regulations are designed for the safety and protection of participants and it is required that all participants abide by these rules and regulations. All interschool activities offered by the HWCDSB require a minimum level of fitness for safe protection. Therefore, it is recommended that all participants have a **MEDICAL EXAMINATION PRIOR TO PARTICIPATING**.

C) CONCUSSION INFORMATION AND CODE OF CONDUCT

The **HWCDSB Concussion Management Protocol** will be followed if a student sustains a hit or blow to the head or body and shows signs or symptoms of concussion.

The HWCDSB Concussion Management Protocol and other Concussion information/resources for the parent/guardian and the student are available on the HWCDSB website www.hwcdsb.ca.

This will include information pertaining to the steps towards Return to Learn and Return to Physical Activity of the student. Following these steps is key to supporting the student during recovery from a concussion.

Please read this information carefully as both you and the student will be asked to initial under the section of Acknowledgement of Risks that you have reviewed and understand the HWCDSB Concussion Management Protocol Code of Conduct.

Please be advised that your child/ward, to read and review the HWCDSB Support Document for Concussion Related to Brain Injuries, which includes information about the definition and seriousness of a concussion, the signs and symptoms of a suspected concussion, the importance of reporting a suspected concussion, and concussion management including Return to Learn and Return to Physical Activity.

For a diagnosed concussion that occurs as a result of activity outside of the school setting, you are to inform the school as soon as possible.

D) INFORMATION FOR NON-CONCUSSION RELATED INJURIES

When an athlete misses a practice/game due to an injury requiring professional medical attention (e.g. medical doctor, chiropractor, physiotherapist), the parent/guardian must inform the coach/staff supervisor who will then provide the following form – [Permission Return After Injury](#).

A parent/guardian will complete the form and return it to the coach/staff supervisor giving their child/ward permission to return to practice and/or competition.

E) STUDENT ACCIDENT INSURANCE

The Hamilton-Wentworth Catholic District School Board (HWCDSB) strongly recommends the purchase of student accident insurance.

Per s. 176, par.4 of the Education Act, the HWCDSB does not and cannot provide insurance coverage for accidents to students occurring on school premises or during school activities. Some injuries incur medical, dental or other expenses that are not covered by provincial health care or employer group plans. As a parent or guardian, you become responsible for these expenses. However, we do make available the **insuremykids® Protection Plan** exclusively through **Reliable Life Insurance Company**. Coverage may be purchased by the parent(s)/guardian(s) or an adult student, through the Reliable Life Insurance Company.

The insurance agreement is between you as parent/guardian and **Reliable Life Insurance Company**, the Board assumes no responsibility for the cost of the plan, applications, premium payments or claims. To subscribe, apply 24/7 directly online at: www.insuremykids.com or request an insurance brochure from your school if you have not already received one. You can also contact Reliable Life directly at the toll-free telephone number listed below.

If you have any questions, please visit the “Frequently Asked Questions” page at the above website of contact **Reliable Life Insurance Company** toll free at: 1-800-463-KIDS (5437).

STUDENT MEDICAL INFORMATION – EMERGENCY CONTACTS

STUDENT NAME: _____ Date: _____

SCHOOL TEAM: _____

EMERGENCY CONTACT(S) List in order to call

1) Name: _____ Relationship: _____ Phone: _____

2) Name: _____ Relationship: _____ Phone: _____

3) Name: _____ Relationship: _____ Phone: _____

STUDENT MEDICAL INFORMATION

A) Does the student wear or carry a medic alert? (please check)

☐ Bracelet ☐ Neck chain ☐ Card

Please specify what is written on it

B) Does the student have a medical condition or physical limitations that may affect their participation in activities?

Please specify _____

C) What medications (non-prescription and prescription) should the student have with them daily that may affect their participation in activities?

Please specify _____

IT IS RECOMMENDED THAT ALL PARTICIPANTS HAVE A MEDICAL EXAMINATION PRIOR TO PARTICIPATING. Under the Municipal Freedom of Information and Protection of Privacy Act, 1989, information in these forms and documents pertaining to a student registered/enrolled within The Hamilton-Wentworth Catholic District School Board is collected under the legal authority of Education Act and its Regulations, and the Ontario Student Record (O.S.R.) Guideline, 1989. This information is being collected to ensure that the educational program which is provided meets your child's needs.

ACKNOWLEDGEMENT OF RISK – CONCUSSION PROTOCOL – CODE OF CONDUCT

ATHLETICS PERMISSION TO PARTICIPATE – CONSENT FORM

STUDENT NAME: _____ DATE: _____

SCHOOL: _____ TEAM: _____

THE FOLLOWING SECTIONS MUST BE SIGNED OR INITIALED FOR ATHLETICS PARTICIPATION

CONSENT TO PARTICIPATE

I give consent for my child/ward to participate in the above listed interschool athletic team.

 Signature of Parent/Guardian: _____

 Signature of Student (if over 18) _____


ACKNOWLEDGEMENT OF RISKS

I hereby acknowledge and accept the risks in the above listed activity and assume responsibility for my child/ward's personal health, medical, dental and accident insurance.


 Signature of Parent/Guardian: _____

CONCUSSION INFORMATION AND CODE OF CONDUCT

I hereby acknowledge that I have read and understand my responsibilities as outlined in the HWCDSB Concussion Protocol and Code of Conduct for Parents AND that I have watched the Dr. Evans video (<https://www.hwcddb.ca/concussionawarenessandeducation/>) outlining concussion identification, signs and symptoms.


 Initials of Parent/Guardian: _____

I hereby acknowledge that I have read and understand my responsibilities as outlined in the HWCDSB Concussion Protocol and Code of Conduct for Student Athletes AND that I have reviewed the material outlining concussion identification, signs and symptoms found on the HWCDSB website.

 Initials of Parent/Guardian: _____

STUDENT ACCIDENT INSURANCE

I hereby acknowledge that I understand that the HWCDSB does not and cannot provide insurance coverage for accidents to students occurring on school premises or during interschool athletic activities. I also acknowledge that the HWCDSB strongly recommends the purchase of student accident insurance and that the HWCDSB has provided sufficient information and opportunity to purchase third party insurance through **Reliable Life Insurance Company**.

 Initials of Parent/Guardian: _____

[APPENDIX VI](#)

HAMILTON-WENTWORTH CATHOLIC ATHLETIC ASSOCIATION

PERMISSION TO RESUME PARTICIPATION AFTER INJURY

I, _____ have tested/examined
(Physician's name)

_____ after an injury _____
(Athlete's name) (body part)

and acknowledge that he/she is/will be ready to resume participation

in _____ as of _____
(name sport) (date)

COMMENTS:

This completed form must be returned to the coach by any athlete who has received an injury requiring medical attention before he/she may resume participation in that sport, it is the responsibility of the coach to enforce this policy for the safety of the athletes.

(date)

(Physician's Signature)

Under the Municipal Freedom of Information and Protection of Privacy Act, 1989, information in these forms and documents pertaining to a student registered/enrolled within The Hamilton-Wentworth Catholic District School Board is collected under the legal authority of Education Act and its Regulations, and the Ontario Student Record (O.S.R.) Guideline, 1989. This information is being collected to ensure that the educational program which is provided meets your child's needs.

Revised July, 2005

APPENDIX VII

HAMILTON-WENTWORTH CATHOLIC ATHLETIC ASSOCIATION

SCHEDULED GAME CHANGE REQUEST FORM

Sport:



Novice ☐

Junior ☐

Senior ☐

PLEASE ENSURE THAT ALL GAMES AFFECTED (NOVICE, JUNIOR/OR SENIOR)
ARE INCLUDED ON THIS FORM OR A NEW FORM

Name of head coach
requesting the change
Reason for requesting the
game change

Away Team

Home Team

Teams playing

Original date &
time of game

Date

Time

New date & time
of game

Date

Time

Signatures A

Co-Instructional of the school requesting the change

Date Signed

Principal of the school requesting the change

Signatures B

Co-Instructional of the school accepting the change

Date Signed

Principal of the school accepting the change

Note:

1. No changes will be made from coach to coach or co-instructional to co-instructional without approval!
2. Schools requesting the change must give all the information to their principal.
3. If the requesting principal agrees to the change, the accepting principal involved will consider the request and sign the form if so inclined.
4. This form must be completed and e-mailed to the Athletic Convenor's office at least 48 hours in advance of the game by the requesting school
5. Changes will be accommodated only if both schools' involved can facilitate the change AND if Convenor can facilitate the change.

PLEASE NOTE: IT IS THE RESPONSIBILITY OF THE SCHOOL REQUESTING THE CHANGE TO ENSURE THAT THE CONVENOR RECEIVES THE COMPLETED FORM.

Normally, games will not be changes for: (a) Coach Illness (b) Teaching night classes/taking courses (c) Tournaments

HWCAA Game Report

Name of Sport _____ Date _____

OFFICIAL'S REMARKS

Official's Signature

(Please print full name)

HOME COACH REMARKS

Coach's Signature

(Please print full name)

Visiting Coach Remarks

Coach's Signature

(Please print full name)

ROUTING:

White - Convenor

Canary - Home Team

Pink - Visiting Team

[APPENDIX IX](#)

HAMILTON-WENTWORTH CATHOLIC ATHLETIC ASSOCIATION

DISQUALIFICATIONS MEMO

To: Tournament Convenors

From: HWCAA Convenor

Re: Disqualifications

(school) is

Involved in your tournament on _____ (date). Under our constitution,
we are required to inform you that, should a player be disqualified from a tournament game and,
If you feel it was a serious enough offence that further disciplinary action from the HWCAA is
warranted, you must within 24 hours of completion of the tournament, notify us about the concern.

To do so, please e-mail a written report to the HWCAA Convenor.

If you have any other serious concerns about the team deportment by any of our member schools at your tournament, please notify me.



APPENDIX X

Hamilton-Wentworth Catholic District School Board Athletic Association Constitution Documentation Required to Support Appeal

All transfer Appeal from applications must be supported by the required documentation in order for HWCDSB Transfer Representative or Committee to render decision. The documentation required to support an appeal are as follows:

Required Documentation Based on Reasons for Transfer

- Proof of Guardianship
 - Birth certificate/parent documentation
 - Court documentation (if applicable)
 - Evidence of utility bill/lease agreement for a new residence
 - Any other pertinent documents are necessary for the transfer
- Student's timetable
- Student's transcript and/or Credit Counselling Summary
- IRPC letter (if applicable)
- Letter(s) of explanation of support for the transfer

Failure to follow Transfer Policy will result in referral to the Executive Association. Transfer abuses will be protested in writing to the Executive Association. All decisions should be included in the minutes of a regularly scheduled Executive Association meeting.



APPENDIX X (continued)

Hamilton-Wentworth Catholic Athletic Association

Application for Athletic Eligibility

Date of
Application

Month	Day	Year

Policy: Any student player who falsifies documentation or otherwise misleads school officials to establish athletic eligibility shall forfeit athletic eligibility in the HWCAA for a minimum period of twelve months from the end of the season in which the infraction occurred.

(Please print)

Student's Name				<input type="checkbox"/> F
				<input type="checkbox"/> M
	Last Name	First Name	Date of Birth	Sex
New School				
Previous School				
		Entry Date		
Other Previous Secondary Schools	1.			
		Years attended		
	2.			
		Years attended		
Why did you transfer to new school?				
Under which section are applying for eligibility?	Circle one (from Transfer Qualifications) A (i) A (ii) A (iii) B (i) B (ii) B (iii) C(i) C (ii) C (iii) D (i) D (ii) D (iii) D (iv) D (v) D (vi)			

Explanation (attached letter if desired)

Academic Information			
1	Number of credits earned by September of the current school year →		
2	Number of credits enrolled in current school year →		SEM 1 SEM 2



APPENDIX X (continued)

Athletic History

List interscholastic sports you have played in the past twelve months. N.B. Proof must be provided from e-mail or a letter from the former school Co-Instructional Head or Administration.	Sport	Last Month/Date of Participation	School ▼
	1.		School →
			Phys. Ed. Head
			School Phone (905) Fax (905)
	2.		School →
			Phys. Ed. Head →
			School Phone (905) Fax (905)
	3.		School →
			Phys. Ed. Head →
			School Phone (905) Fax (905)

Residency

Bona Fide residency implies that you live in a dwelling on a full-time basis not just visit the premises regularly.

1. What is your new (present) address?					Do you reside with your parent(s)/guardian (name and relationship) please specify. Yes___ No___
(Date In)	No.	Street	City	Postal Code Phone #	Name of Parent(s) / Guardian AND Relationship
2. What was your previous address?					Did you reside with your parent(s) / guardian (name and relationship) please specify. Yes___ No___
(Date In)	No.	Street	City	Postal Code Phone #	Name of Parent(s) / Guardian AND Relationship
(Date Out)	<input type="checkbox"/> Report Card provided (box must be checked off to proceed with the application)				Name of Parent(s) / Guardian AND Relationship
3. Is this intended to be your permanent address?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Legal documentation must be provided (e.g. lease, property, ownership, driver's license telephone bill etc.) to support evidence of a new address.		
4. Do you live within the established boundaries of your new school?	Yes <input type="checkbox"/>	No <input type="checkbox"/>			

I believe that all of the above statements are accurate.

Signatures	Student Applicant	Parent/ Guardian	Parent/Guardian	Date
	Principal's Signature		Co-instructional Head	Date

APPENDIX XI

HAMILTON-WENTWORTH CATHOLIC ATHLETIC ASSOCIATION (HWCAA)

Transfer Qualifications

All teams of the HWCAA must be aware that Athletic Eligibility requirements for participation in HWCAA athletics must align with GHAC/OFSAA Athletic Eligibility. If this is not the case, OFSAA will disqualify an entire team for allowing a non-eligible student-athlete to participate in league (HWCAA) play.

1. No school shall include in its lineup any student who has been registered as a transfer from another school within the previous twelve months. The HWCAA, GHAC and OFSAA Transfer policies apply to all students transferring into Ontario schools.
2. A student or his/her representative may apply to the designated Superintendent in charge of athletics to be deemed eligible to participate in HWCAA sports according to the following criteria:
 - A. i) There has been an accompanying change in permanent residence by the student and his/her immediate family to the designated school from any system (public, Catholic or independent) according to the School Board boundaries (or is the closest school in the student's choice of school system to the student home if no school boundaries exist). The student must have moved out of the school board boundaries of the sending school, or if the sending school has no school board boundaries, the receiving school must be closer to the student's new permanent residence than the sending school (see Note 7). Immediate family is the parent(s) or the student's legal guardian as determined by a court of competent jurisdiction. The student and his/her immediate family must completely and permanently move from the former residence. The student must provide evidence/documentation confirming that they are residing in a new permanent residence and evidence /documentation that they have completely and permanently moved from the former residence (see note 9).
 - A. ii) The student has transferred to an Ontario school from outside Canada **and outside** the United States and is attending the designated school in their choice of system (public, Catholic or independent) according to the school board boundaries (or is attending the closest school in the student's choice of system to the student's home if no school boundary exists); or is attending a school assigned by the school board. **(see note 9).**
 - A. iii) The student has transferred as a result of the closure of his/her former school and is attending the school designated by the School Board.
 - B. i) The student did not participate in any sports at the interschool level for twelve months prior to the date of transfer. Written confirmation from the Vice Principal, Principal, Department Head or Athletic Director at the previous school is required.
****Students in their first year of grade 9 may not apply under this section****
 - B. ii) The student accepts his/her ineligibility under the Transfer Policy, but requests eligibility for the sports he/she did not participate in at the interschool level for twelve months prior to the date of transfer. Written confirmation from the Vice Principal, Principal, Department Head or Athletic Director at the previous school is required.

- B. iii) “The student transferred to another school for a period of less than one year and is returning to the school he/she attended prior to the transfer. The student must not have participated in any sports at the interschool level while attending the other school. Written confirmation from the Vice Principal, Principal, Department Head or Athletic Director at the previous school is required.”
Students in their first year of grade 9 may not apply under this section
- C. i) The student has been placed in a school by (i) an I.P.R.C. (Identification, Placement and Review Committee) decision. The Superintendent in charge of Athletics shall require and receive a letter from the Principal of the school from which the student has transferred, stating the reason for the placement of the student by I.P.R.C.
- C. ii) The student has transferred from an independent school to a public or Catholic school as the result of an educational exceptionality which the independent school was unsuccessful in accommodating. In such cases, the student was unable to access the IPRC process (Identification Placement and Review Committee). The appeal must be accompanied by the following information: a psycho educational assessment diagnosed an educational exceptionality, documentation from the Independent school demonstrating the strategies used to attempt to accommodate the educational exceptionality; and documentation from the receiving school confirming additional and/or new methods being provided to accommodate the educational exceptionality, which were not being provided at the sending school.
- C. iii) The student has completed an English Language Learner or English Dialect Learner program, and as a result, the school board is requiring the student to transfer to their designated school. The student must transfer by the beginning of the school year following completion of the program, and must provide documentation from the school board confirming completion of the English Language Learner or English Dialect Learner program and confirming the student has been placed in his/her designated school.
- D. i) has transferred prior to their grade 10 year for exceptional personal, social or academic reasons; documentation detailing these exceptional reasons must accompany that appeal. The student must attend the next closest school to their home residence if remaining in the same system. If changing systems, the student must attend the designated school according to school board boundaries (or the closest school to the student’s home residence if no school boundaries exist).
- D. ii) has changed residence to live with a custodial parent for exceptional personal reasons or the student has changed residences to live with a new court appointed legal guardian for exceptional personal reasons. Documentation showing that there was just cause for the move must accompany the appeal. See note 9 regarding proof of residence. In this instance, a custodial parent refers to either parent in the case of divorce or separation. Assuming the case of a divorce or separation, the student moving from one parent to another is granted eligibility on the first move only. A court appointed legal guardian is not the biological parent but is determined by the court. The student must attend the next closest school to their home residence if remaining in the same system. If changing systems, the student must attend the designated school according to school board boundaries (or the closest school to the student’s home residence if no school boundaries exist).

- D. iii) The student has transferred to remove him/herself from an abusive environment. Documentation detailing the abusive situation shall be provided by the applicant from the sending school, psychologists, social worker, medical doctor or police, as the case may be (All documentation will be reviewed by respecting confidentiality). The student must attend the designated school from any system (public, catholic, or independent) according to school board boundaries (or the closest school in the student's choice of school system to the student's home residence if no school boundaries exist).
- D. iv) The student has been forced to leave an independent school specifically due to financial hardship. The appeal must include the following information: regarding documentation confirming changes in tuition fees, documentation regarding family requests for bursary assistance to meet financial hardships, documentation regarding significant changes in the financial situation of the family and confirmation that the student will be attending the designated school in their home catchment area. The student must attend the next closest school to their home residence if remaining in the same system. If changing systems, the student must attend the designated school according to school board boundaries (or the closest school to the student's home residence if no school boundaries exist).
- D. v) The student was the victim of bullying and after attempts to resolve the issue the sending school agreed that it was in the best interests of the student to transfer schools. The appeal must be accompanied by the following information: documentation from the sending school's administration or police confirming the seriousness and frequency of the bullying, including a description of the incidents and dates; documentation from the sending school's administration describing strategies put in place to resolve the bullying and the reasons that strategies did not succeed and a letter from the sending school's administration in support of the transfer. The student must attend the next closest school to their home residence if remaining in the same system. If changing systems, the student must attend the designated school according to school board boundaries (or the closest school to the student's home residence if no school boundaries exist).
- D. vi) The student has transferred schools as a result of the recommendation of a regulated mental health professional with education and training to assess, diagnose, and treat mental health conditions (psychiatrist, psychologist, and/or clinical psychiatric nurse). Prior to transferring, the student must have been diagnosed with a mental health condition and be undergoing treatment by the regulated mental health professional. Documentation must be provided by the mental health professional confirming the student is receiving treatment and requires a change in schools to assist with their recovery. Unless otherwise confirmed in writing by the mental health professional, the student must attend the next closest school to their home residence if remaining in the same system. If changing systems, the students must attend the designated school according to school board boundaries (or is the closest school to the student's home residence if no school boundaries exist).

NOTE: DUE TO THE SENSITIVE AND PRIVATE NATURE OF THE INFORMATION BEING COLLECTED ALL MEDICAL DOCUMENTATION MUST BE SUBMITTED BY THE FAMILY DIRECTLY TO THE CONFIDENTIAL ATTENTION OF THE PRINCIPAL WHO WILL THEN FORWARD TO THE SUPERINTENDENT OF EDUCATION WHO OVERSEES SECONDARY ATHLETICS. THIS MEDICAL DOCUMENTATION IS NOT TO BE RETAINED AT THE SCHOOL.

Notwithstanding any of the above, no student may participate in the same sport for more than one school in the same League or municipality in the same school year unless the student is ruled eligible by the Superintendent in charge of athletics. 'Participate' means competing in exhibition games and invitational tournaments/events, not just league play.

Notes:

1. Once a student has changed schools he/she is considered a transfer student and even if he/she returns to a school, he/she must comply with the Transfer Policy.
2. The word "participate" in section (b) of the Transfer Policy means competing for your school in that activity. This includes exhibition games and invitational tournaments / events, not just league play.
3. The Board of Reference will not consider as reasons for transfer:
 - a) The relative ranking of schools or the differences in the delivery courses with the same Ministry course codes,
 - b) That a sport or team is no longer offered at the previous school.
4. Students moving from a school in a strike/lock-out area are ineligible for all sports played in the previous twelve months from their date of entry into the new school.
5. Students who attended an alternative school or alternative program who are returning to the school they attended prior to the alternative school or alternative program, are not considered transfer students provided they did not play sports while at the alternative school or alternative program.
6. Out of province exchange students and out of country exchange students are not considered transfer students and are eligible for all sports.
7. Driving distance shall be used to determine the closest school to a student's home residence.
8. Students transferring from other provinces, states or countries are ineligible for OFSAA competition if they have graduated from high school or equivalent, or if they have used their years of athletic eligibility in the province, state or country from which they are transferring. This does not apply to students who have graduated in the previous school year from secondary school in Quebec, provided they must meet the criteria in sections A.-D. of the transfer policy.
9. When applying under section A (i) the student must provide evidence/documentation confirming that he/she and their immediate family are residing in a new permanent residence and that they have completely and permanently moved from the former residence. When applying under D (ii) of the policy the student must provide evidence/documentation confirming that they are residing in a new permanent residence. In both cases, such evidence/documentation may include:
 - Telephone and utility service operative at the new residence;
 - Telephone and utility disconnected at the former residence;
 - Real estate documentation indicating and verifying a change in residence (e.g. sale and purchase)
 - Parents/court appointed guardians' property tax bill listing the new residence;
 - Insurance slip for the new home and auto insurance;
 - School documentation showing that sibling(s) attend local elementary school and/or the same high school as the transferring student;

- Any other documentation that is required which establishes the student and his/her immediate family is living at the new residence.
- “For a(ii) only, students may provide documentation confirming they have been processed by the school board’s assessment center.”

PRODUCTION OF EVIDENCE/DOCUMENTATION DESCRIBED ABOVE DOES NOT GUARANTEE ELIGIBILITY.

10. “Prep/elite fall into two categories: a school prep/elite team and a non-school prep/elite team. A school prep/elite team is a team that represents the school in competition and/or is under the oversight of the school administration. If a student participates for a school prep/elite team, and then that student transfers schools, he/she may not apply under section B (i), and he/she is considered to have participated in the prep/elite team sport at the interschool level if applying under section B (ii) or B (iii).
11. Also, for GHAC and OFSAA competition or OFSAA sanctioned tournaments, OFSAA eligibility rules apply.
12. All teams of the HWCAA must be aware that Athletic Eligibility requirements for participation in HWCAA athletics must align with GHAC/OFSAA Athletic Eligibility. If this is not the case, OFSAA will disqualify an entire team for allowing a non-eligible student-athlete to participate in league (HWCAA) play.
13. The student must attend the next closest school (of their choice of school system) to their home residence.

[APPENDIX XII](#)

HAMILTON-WENTWORTH CATHOLIC ATHLETIC ASSOCIATION

ELIGIBILITY APPEAL SUMMARY FORM

To: Secondary School Principals, Co-Instructional Heads

From: D. DiFrancesco, Superintendent of Education

ELIGIBILITY APPEAL SUMMARY FORM

For: (month)_____ Year_____

Name	Previous School	Current School	Section	Decision

Superintendent's Signature _____

Date: _____



Hamilton-Wentworth
Catholic District School Board

Believing, Achieving, Serving

**SUPPORT DOCUMENT FOR CONCUSSION RELATED
BRAIN INJURIES**

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CONCUSSIONS: WHAT YOU NEED TO KNOW
A NOTE FOR TEACHERS, ADMINISTRATORS, SCHOOL STAFF, COACHES, PARENTS/GUARDIANS

Recognizing and Understanding Concussions, Procedures for Diagnosed Concussions and Awareness of the Serious Consequences of Brain Injuries.

The Hamilton-Wentworth Catholic District School Board takes every reasonable precaution to protect a student from a head injury and possible concussion. Whether incurred at play or by incidental contact, all head injuries are treated as serious and will be reported to parents/guardians.

A concussion is a traumatic brain injury that causes changes in how the brain functions, leading to signs and symptoms that can emerge immediately or in the hours or days after the injury. It is possible for symptoms to take up to 7 days to appear.

Concussion signs and symptoms can be physical (for example, headache, dizziness), cognitive (for example, difficulty concentrating or remembering), emotional/behavioural (for example, depression, irritability) and/or related to sleep (for example, drowsiness, difficulty falling asleep).

Concussions may be caused by a jarring impact to the head, face, neck or body, with an impulsive force transmitted to the head, that causes the brain to move rapidly within the skull (for a visual description of how a concussion occurs, consult

<https://www.hwcdsb.ca/concussionawarenessandeducation/>

Concussions can occur even if there has been no loss of consciousness, (in fact, most concussions occur without a loss of consciousness).

Concussions normally cannot be seen on X-rays, standard CT scans or MRIs.

A concussion is typically expected to result in symptoms lasting 1-4 weeks in children and youth (18 years or under), but in some cases symptoms may be prolonged.

The terms “**return to learn**” and “**return to physical activity**” are used in the concussion awareness and treatment documents to underline the fact that head injuries not only have a detrimental effect on a person’s physical wellbeing, but can severely impede the cognitive processes of concentration, memory and reasoning.

Return to learn “time out” period is a practice where the concussed student must reduce all cognitive and physical activities for at least 24 hours, as it takes at least this amount of time to recognize the severity of the injury. This period may last 24 hours, several days or even weeks. The rationale is that learning and memory difficulties may make it very difficult for the student to concentrate and recall learning during this period.

Return to physical activity “time out” period is a practice that removes the student from the possibility of re-injury during the healing process. This process has several steps that may seem lengthy to a parent/guardian. However, recent international studies of concussion recovery indicate that in some cases even a small amount of physical activity may lead to a re-injury that can have serious and life-time permanent effects of brain injury.

The Hamilton-Wentworth Catholic District School Board strongly suggests that all students with a suspected concussion seek medical attention and treatment from a medical doctor or nurse practitioner. In cases of head or body trauma where the student was for any time unconscious, unresponsive or dazed, the parent/guardian should seek medical treatment for their child.

The information sheet “**Medically Diagnosed Concussion Injury**” guides the teacher, administrator and parent/guardian through the process of return to learn and return to physical activity.

RESPONSIBILITIES

The Hamilton-Wentworth Catholic District School

Board will:

1. establish a protocol to address head injuries and concussions;
2. distribute awareness information about the prevention of head injuries, the identification of symptoms of concussions and the management of concussions to principals;
3. ensure all relevant staff, students and volunteers are trained as to this protocol;
4. provide exclusion from athletics and physical education after a student is suspected of having sustained a concussion;
5. meet the educational needs of the student while the student is recovering from a head injury or concussion through an individualized learning plan; and,
6. share information contained in this protocol to all Community Use users', parents/guardians, coaches, volunteers and necessary external agencies. (e.g. CYO, childcare) through the Community Use staff.

The school principal will:

1. ensure that all staff/coaches/supervisors of school activities are aware of their responsibilities in promoting awareness about head injury prevention, managing head injuries, and their role in any Return to Learn/Physical Activity Plan as outlined in this procedure;
2. ensure all relevant staff receive necessary training on Concussion Awareness and Prevention;
3. Provide all necessary documentation regarding concussions and the Concussion protocol to students and their parents/guardians;
4. collaborate with the School Education Resource Teacher and classroom teachers on any temporary Individual Education Plans (IEP) that are developed due to a diagnosed concussion;
5. ensure OSBIE and/or Critical Injury Incident forms are properly submitted, if necessary;
6. ensure all Return to Learn/Physical Activity Plans are filed in the Ontario Student Record (OSR); and,
7. provide clerical personnel with needed paperwork for filing and/or submission (paper and/or electronically).

School staff (includes administration, teaching staff, support staff, volunteers, etc.) will:

1. review the Concussion Policy and Support Document, and where appropriate, the Ontario Physical and Health Education Association (OPHEA) guidelines for sport;
2. implement any educational accommodations (as deemed appropriate by the principal/designate as a student suffering from a concussion returns to school;
3. discuss safe play and rules of play with students prior to engaging in physical activity and have players sign the Player Code of Conduct before participating in sport activities;
4. complete necessary training as it relates to concussion awareness and prevention; and,
5. enter date from required forms and tracking sheets will be submitted and filed (electronically and/or paper copy, and placed in the OSR, if necessary).

The coach/supervisor (includes teacher if he/she is the activity supervisor) will:

1. review the Concussion Policy and Support Document and the OPHEA guidelines for sport;
2. complete and submit the Teacher/Coach/Supervisor Concussion Code of Conduct;
3. ensure that parents are made aware of the potential concussion risks inherent in sport by providing them with the Parent Concussion Code of Conduct "Inform Consent for Student Participation and Acknowledgement of Risks Form" and obtain a signed copy;
4. create a practice schedule that takes into consideration the safety and well-being of the athletes;
5. discuss the rules of play, safe play, concussion prevention and concussion management with all students;
6. have a copy of this procedure and the "Tool to Identify a Suspected Concussion" with them during all practices and games;
7. ask all team members to identify all injuries or concerns that may affect play before each practice and game; and,
8. when a head injury is suspected, follow the Concussion Support Document procedure.

The student will:

1. become familiar, in an age appropriate manner, with the signs and symptoms of concussion;
2. notify his or her teachers, coaches of the principal of suspected or diagnosed concussions which occur at school or out of school;
3. take an increasing and age appropriate responsibility for his or her own safety and the safety of others;
4. complete and submit the Student Concussion Code of Conduct and Concussion awareness training, and
5. inform coach/adult if they suspect a teammate may be displaying signs/symptoms of a concussion.

The parent will:

1. complete the parental consent and Parent/Guardian Concussion Code of Conduct forms for extra-curricular activities prior to allowing his or her child to participate or in a timely way;
2. notify the school of any suspected or diagnosed concussions which occur at school or out of school;
3. work in partnership with the school in support of a Return to Learn/Physical Activity strategy; and,
4. be responsible for all required documentation related to the Return to Learn & Return to Physical Activity protocol.
5. discuss the rules of play, safe play, concussion prevention and concussion management with all students;
6. have a copy of this procedure and the "Tool to Identify a Suspected Concussion" with them during all practices and games;
7. ask all team members to identify all injuries or concerns that may affect play before each practice and game; and,
8. when a head injury is suspected, follow the Concussion Support Document procedure.

Medically Diagnosed Concussion Injury

Information for Parent(s)/Guardian(s) and Medical Doctors/Nurse Practitioners

When a student is diagnosed by a medical doctor/nurse practitioner with a concussion, a number of documented stages must be completed before the student is permitted to return to full participation in all physical activities and contact sports. There are six phases to the return to learn and return to play process. The student must remain at each step in the process for a minimum of 24/48 hours before proceeding to the next step in the concussion recovery process.

The following information describes each step in the return to learn and return to play process.

Please note that if symptoms return, the student is required to return to a previous step(s)

AT HOME

Step 1 (Return to Learn)

Completed at home. Includes cognitive rest that limits activities requiring concentration and attention. For example, reading, texting, watching TV/video/electronic monitors/screens, texting and playing video games should be avoided. Physical recreational activities and all physical contact activities should also be avoided.

Step 2A (Return to Learn)

Student returns to school. Contact with the school is required at this step. Student may require individualized classroom strategies/approaches to learning that will assist the student to gradually increase cognitive skills and tasks requiring concentration. Physical recreational activities and all physical contact activities should be avoided.

Step 2B (Return to Learn)

Student returns to regular learning activities at the school. Physical recreational activities and all physical contact activities should be avoided.

***** Return to Learn (Steps 1&2) MUST be completed prior to Return to Physical Activity (Step 3).
If the student has returned to full physical activity (ie. games), the learning accommodations will cease.**

AT SCHOOL (Return to Physical Activity)

Step 3 (Return to light/aerobic activity)

Student can participate in non-contact physical activities, e.g. aerobic exercise. A signed *Diagnosed Concussion Injury Form 1 - Completion of Step 2A: Clearance for Return to Learn Step 2B/Return to Physical Activity Step 3* by parent/guardian is required before the student can proceed to this step. (see Appendices).

Step 4 (Return to light/moderate physical activity)

Student may begin individual sport-specific activities. No activities permitted where there is physical contact. Contact with the school is required at this step. Student may participate in physical activities, non-contact sports and non-contact sport training drills.

Step 5 (Return to full contact physical activities)

Student may resume regular physical activity, physical education/intramural activities and league games for non-contact sports and training for contact sport. A signed *Diagnosed Concussion Injury Form 2 - Completion of Step 4: Clearance for Return to Physical Activity (Step 5)* by parent/guardian, which includes signed medical permission, is required before the student can proceed to this step. (see Appendices)

Step 6 (Return to full contact activities)

Student may resume full participation in all physical activities including contact sports games.

Concussion Awareness and Education

The Hamilton-Wentworth Catholic District School Board requires all staff and coaches complete the OPHEA Concussion Awareness and Prevention e-modules and/or e-booklets.

Completed training information is tracked for each participant and must be completed prior to the start of the sport season.

1. Government of Ontario Rowan's Law: Concussion Awareness Resources

<https://www.ontario.ca/page/rowans-law-concussion-awareness-resources>

2. Government of Ontario Concussion Awareness Resource E-Booklets (by Age)

a) <https://www.ontario.ca/page/ontario-government-concussion-awareness-resource-e-booklet-ages-10-and-under>

b) <https://www.ontario.ca/page/ontario-government-concussion-awareness-resource-e-booklet-ages-11-14>

c) <https://www.ontario.ca/page/ontario-government-concussion-awareness-resource-e-booklet-ages-15-and-up>

3. Ontario Physical and Health Education Association (OPHEA) Concussion E-Module

<https://www.ophea.net/node/6944>

Moreover, each year the Hamilton Wentworth Catholic District School Board will facilitate concussion awareness and prevention strategies on Rowan's Law Day (the last Wednesday of September, annually).

Concussion Prevention Planning

The Hamilton-Wentworth Catholic District School Board Concussion Prevention Plan includes the following:

1. Review OPHEA Guidelines for each sport to determine that the equipment used and training provided to coaches and students includes concussion awareness.
2. Review and inspect equipment worn and/or used by students participating in intramural/competitive sports to ensure proper head protection equipment is being used, the equipment is not damaged or unsafe to use and students are aware that they must wear the head protection equipment at all times when in play.
3. Ensure students and parents are provided with informed consent letters that include the sports the student has requested to participate in and only permit participation by a student who has returned the parental approval consent letter to the teacher/coach.
4. Ensure all relevant staff & coaches have completed documented awareness training for concussions.
5. All relevant students, staff, and coaches will complete and submit required Concussion Codes of Conduct prior to participation in school sponsored activities.
6. A Concussion Steering Committee will meet periodically to review the elements included in the Concussion Policy and Support Document for Concussion Related Injuries and establish training and awareness educational initiatives.

APPENDICES

APPENDIX V (a)

**HAMILTON-WENTWORTH CATHOLIC ATHLETIC ASSOCIATION
STUDENT ATHLETE INFORMATION AND PERMISSION FORM**

INTERSCHOOL TEAM: _____ **DATE (M/D/Y)** _____

(PAGES 3 & 4 MUST BE COMPLETED AND RETURNED TO COACH/STAFF SUPERVISOR BEFORE PARTICIPATING)

A) Parent/Guardian Information

Your child/Ward has indicated interest in participating on the school's the interschool team listed above. The information below is intended to assist you in making an informed decision as to whether or not you give consent for your child/ward to participate on the school's interschool team listed above. If after reading the information, you give consent, please complete the Acknowledgement of Risks, Concussion Code of Conduct, Consent to Participate and the Emergency Contact – Medical Information sections and return the forms to the staff supervision/coach **PRIOR TO THE FIRST TRYOUT**.

B) Element of Risk

The participation in ALL SPORTS organized by the HWCAA involve risk of injury, minor or serious, including permanent disability. These types of injury may result from the students' own actions, the actions or inactions of others, or a combination of both. The rules and regulations are designed for the safety and protection of participants and it is required that all participants abide by these rules and regulations. All interschool activities offered by the HWCDSB require a minimum level of fitness for safe protection. Therefore, it is recommended that all participants have a **MEDICAL EXAMINATION PRIOR TO PARTICIPATING**.

C) CONCUSSION INFORMATION AND CODE OF CONDUCT

The **HWCDsb Concussion Management Protocol** will be followed if a student sustains a hit or blow to the head or body and shows signs or symptoms of concussion.

The HWCDsb Concussion Management Protocol and other Concussion information/resources for the parent/guardian and the student are available on the HWCDsb website www.hwcdsb.ca.

This will include information pertaining to the steps towards Return to Learn and Return to Physical Activity of the student. Following these steps is key to supporting the student during recovery from a concussion.

Please read this information carefully as both you and the student will be asked to initial under the section of Acknowledgement of Risks that you have reviewed and understand the HWCDsb Concussion Management Protocol Code of Conduct.

Please be advised that your child/ward, to read and review the HWCDsb Support Document for Concussion Related to Brain Injuries, which includes information about the definition and seriousness of a concussion, the signs and symptoms of a suspected concussion, the importance of reporting a suspected concussion, and concussion management including Return to Learn and Return to Physical Activity.

For a diagnosed concussion that occurs as a result of activity outside of the school setting, you are to inform the school as soon as possible.

D) INFORMATION FOR NON-CONCUSSION RELATED INJURIES

When an athlete misses a practice/game due to an injury requiring professional medical attention (e.g. medical doctor, chiropractor, physiotherapist), the parent/guardian must inform the coach/staff supervisor who will then provide the following form – Permission Return After Injury.

A parent/guardian will complete the form and return it to the coach/staff supervisor giving their child/ward permission to return to practice and/or competition.

E) STUDENT ACCIDENT INSURANCE

The Hamilton-Wentworth Catholic District School Board (HWCDSB) strongly recommends the purchase of student accident insurance.

Per s. 176, par.4 of the Education Act, the HWCDSB does not and cannot provide insurance coverage for accidents to students occurring on school premises or during school activities. Some injuries incur medical, dental or other expenses that are not covered by provincial health care or employer group plans. As a parent or guardian, you become responsible for these expenses. However, we do make available the **insurmykids® Protection Plan** exclusively through **Reliable Life Insurance Company**. Coverage may be purchased by the paren(s)/guardian(s) or an adult student, through the Reliable Life Insurance Company.

The insurance agreement is between you as parent/guardian and **Reliable Life Insurance Company**, the Board assumes no responsibility for the cost of the plan, applications, premium payments or claims. To subscribe, apply 24/7 directly online at: www.insuremykids.com or request an insurance brochure from your school if you have not already received one. You can also contact Reliable Life directly at the toll-free telephone number listed below.

If you have any questions, please visit the “Frequently Asked Questions” page at the above website of contact **Reliable Life Insurance Company** toll free at: 1-800-463-KIDS (5437).

STUDENT MEDICAL INFORMATION – EMERGENCY CONTACTS

STUDENT NAME: _____ Date: _____

SCHOOL TEAM: _____

EMERGENCY CONTACT(S) List in order to call

1) Name: _____ Relationship: _____ Phone: _____

2) Name: _____ Relationship: _____ Phone: _____

3) Name: _____ Relationship: _____ Phone: _____

STUDENT MEDICAL INFORMATION

A) Does the student wear or carry a medic alert? (please check)

☐ Bracelet ☐ Neck chain ☐ Card

Please specify what is written on it

B) Does the student have a medical condition or physical limitations that may affect their participation in activities?

Please specify

C) What medications (non-prescription and prescription) should the student have with them daily that may affect their participation in activities?

Please specify

IT IS RECOMMENDED THAT ALL PARTICIPANTS HAVE A MEDICAL EXAMINATION PRIOR TO PARTICIPATING. Under the Municipal Freedom of Information and Protection of Privacy Act, 1989, information in these forms and documents pertaining to a student registered/enrolled within The Hamilton-Wentworth Catholic District School Board is collected under the legal authority of Education Act and its Regulations, and the Ontario Student Record (O.S.R.) Guideline, 1989. This information is being collected to ensure that the educational program which is provided meets your child's needs.

ACKNOWLEDGEMENT OF RISK – CONCUSSION PROTOCOL – CODE OF CONDUCT

ATHLETICS PERMISSION TO PARTICIPATE – CONSENT FORM


STUDENT NAME: _____ DATE: _____

SCHOOL: _____ TEAM: _____

THE FOLLOWING SECTIONS MUST BE SIGNED OR INITIALED FOR ATHLETICS PARTICIPATION

CONSENT TO PARTICIPATE


I give consent for my child/ward to participate in the above listed interschool athletic team.

 Signature of Parent/Guardian: _____

 Signature of Student (if over 18) _____


ACKNOWLEDGEMENT OF RISKS

I hereby acknowledge and accept the risks in the above listed activity and assume responsibility for my child/ward's personal health, medical, dental and accident insurance.


 Signature of Parent/Guardian: _____

CONCUSSION INFORMATION AND CODE OF CONDUCT

I hereby acknowledge that I have read and understand my responsibilities as outlined in the HWCDSB Concussion Protocol and Code of Conduct for Parents AND that I have watched the Dr. Evans video (<https://www.hwcdsb.ca/concussionawarenessandeducation/>) outlining concussion identification, signs and symptoms.

 Initials of Parent/Guardian: _____

I hereby acknowledge that I have read and understand my responsibilities as outlined in the HWCDSB Concussion Protocol and Code of Conduct for Student Athletes AND that I have reviewed the material outlining concussion identification, signs and symptoms found on the HWCDSB website.

 Initials of Parent/Guardian: _____

STUDENT ACCIDENT INSURANCE

I hereby acknowledge that I understand that the HWCDSB does not and cannot provide insurance coverage for accidents to students occurring on school premises or during interschool athletic activities. I also acknowledge that the HWCDSB strongly recommends the purchase of student accident insurance and that the HWCDSB has provided sufficient information and opportunity to purchase third party insurance through **Reliable Life Insurance Company**.


 Initials of Parent/Guardian: _____

CHART 1: Steps and Responsibilities for Suspected Concussions

For all suspected concussions/head injuries complete and submit **OSBIE Incident Report** to office. All Critical Injuries must be reported immediately to the Health & Safety Manager at 905

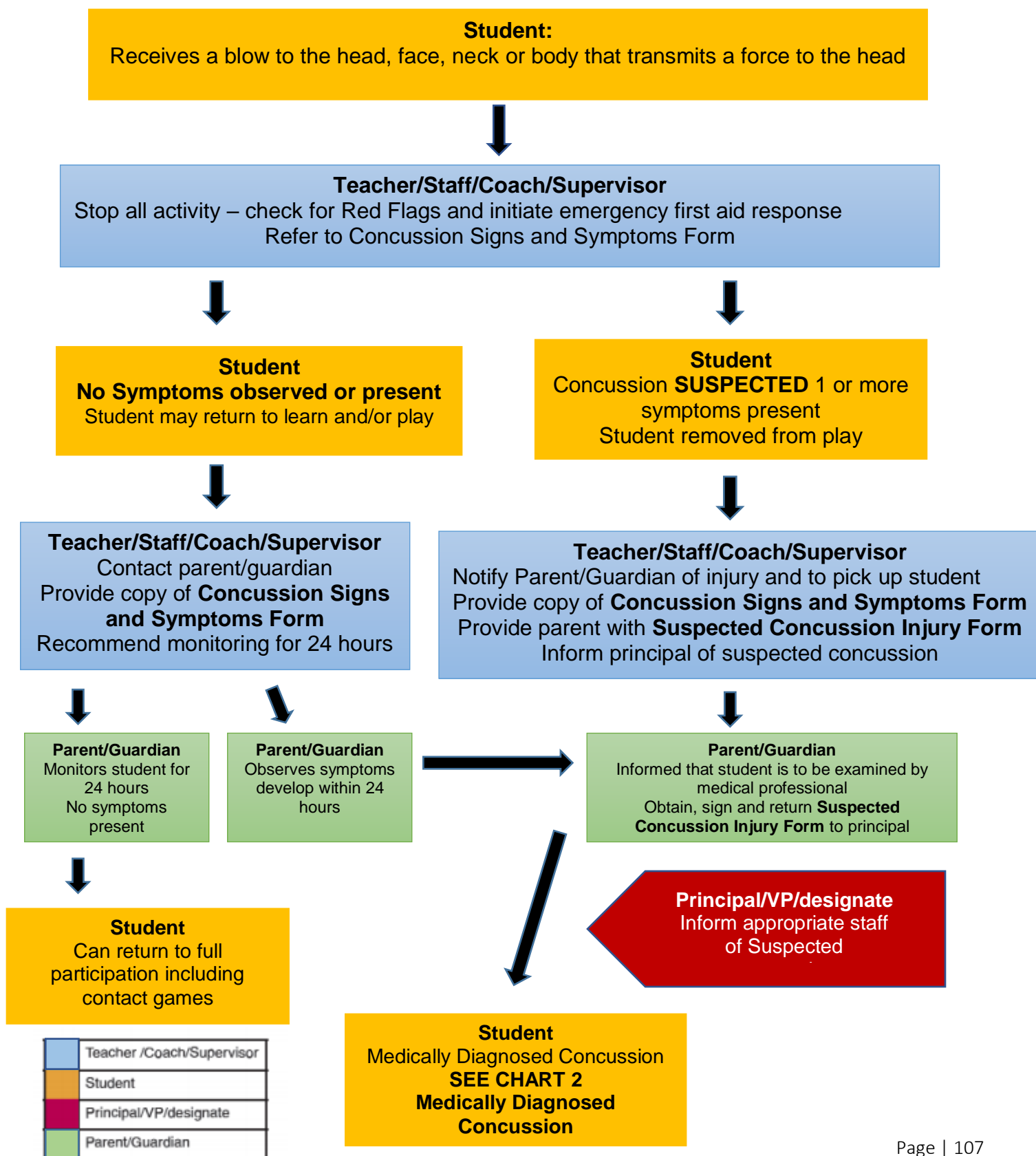


Chart 2: Steps and Responsibilities for Medically Diagnosed Concussions

For all concussions/suspected head injuries complete and submit OSBIE Incident Report to office, and follow Critical Injury protocol if necessary.

PARENT: Return Suspected Concussion Injury Form to Principal/Vice Principal

SIGNS/SYMPTOMS PRESENT

STEP 1 – Complete Cognitive & Physical Rest at home. No screen time or physical activity



Student can return to school

Principal/Designate:

- informs appropriate staff of concussion.
- gives parent **Return to Learn/Return to Physical Activity Plan** and **Medically Diagnosed Concussion Injury Forms 1 and 2.**

Parent/Guardian

Informs principal/designate of completion of Step 1 of Return to Learn/Return to Physical Activity Plan

SYMPTOMS ARE IMPROVING

Step 2A Return to Learn - Some Symptoms Present
Student returns to learn with an Individualized Learning Plan

Note: No Physical Activity until student is symptom free

SYMPTOM FREE

PARENT: Returns signed **Diagnosed Concussion Injury Form 1** to Principal/Designate

CAUTION: If at any time symptoms return, all activities must immediately stop and the student's parent/guardian is requested to have student re-examined by a medical doctor/nurse practitioner to determine what step the student must return to.

Step 2B Return to Learn- No Symptoms
Student returns to regular learning activities



Step 3 Return to light/aerobic activity – no symptoms
(ex. Walking, non-contact games, limited running, lifting, strenuous activities)

PARENT: Informs the principal/designate of completion of Step 2B Return to Learn/Physical Activity form

NOTE: a student NOT involved in any physical activities (Phys. Ed. and/or sports) at school may end the plan after 2B

Step 4 Return to light/moderate physical activity
(ex. skating, exercise programs, non-contact drills, play structures)

Step 5 Return to non-competitive full contact physical activities
(ex. team practices, fitness games, etc.)

PARENT: Returns signed Diagnosed Concussion Injury Form 2 INCLUDING written documentation of a medical examination and clearance.

Step 6 Return to full contact activities (competitive sports)
(ex. soccer, football, hockey, etc.)

Responsibilities:

- Principal/VP/Designate
- Parent/Guardian
- Teacher/Supervisor/Coach
- Student

Tool to Identify a Suspected Concussion/ Concussion Signs and Symptoms Form

This tool was adapted from Davis GA, et al. Br J Sports Med 2017;0:1. doi:10.1136/bjsports-2017-097508CRT5

This sample tool, completed by school staff (for example, teachers/coaches/intramural supervisors), is used to identify the signs and/or symptoms of a suspected concussion, to respond appropriately and to communicate this information and follow-up requirements to parents/guardians. This tool may also be used for continued monitoring of the student.

Complete the appropriate steps.

Student name: _____	Teacher/Coach: _____
Date: _____	Time of Incident: _____

Identification of Suspected Concussion: If after a jarring impact to the head, face or neck or elsewhere on the body, an impulsive force is transmitted to the head (observed or reported), and the individual (for example, teacher/coach) responsible for that student suspects a concussion, the Steps within this tool must be taken immediately.

Step A: Red Flags Signs and Symptoms

Check for Red Flag sign(s) and or symptom(s). If any one or more red flag sign(s) or symptom(s) are present, call 911, followed by a call to parents/guardians/emergency contact.

- | | |
|--|---|
| <ul style="list-style-type: none">○ Deteriorating conscious state○ Double vision○ Increasingly restless, agitated or combative○ Loss of consciousness○ Neck pain or tenderness | <ul style="list-style-type: none">○ Seizure or convulsion○ Severe or increasing headache○ Vomiting○ Weakness or tingling/burning in arms or legs |
|--|---|

Step B: Other Signs and Symptoms

If Red Flag(s) are not identified continue and complete the steps (as applicable) and Step E:

Communication to Parent/Guardians

Check visual cues (what you see).

- Balance, gait difficulties, motor incoordination, stumbling, slow laboured movements
- Blank or vacant look
- Disorientation or confusion, or an inability to respond appropriately to questions
- Facial injury after head trauma
- Lying motionless on the playing surface (no loss of consciousness)
- Slow to get up after a direct or indirect hit to the head

Check what students report feeling.

- Balance problems
- Blurred vision
- Difficulty concentrating
- Difficulty remembering
- Dizziness
- "Don't feel right"
- Drowsiness
- Fatigue or low energy
- Feeling like "in a fog"
- Feeling slowed down
- Headache
- More emotional
- More irritable
- Nausea
- Nervous or anxious
- "Pressure in head"
- Sadness
- Sensitivity to light
- Sensitivity to noise

Quick Memory Function Check:

Questions may need to be modified for very young students, the situation/activity/sport and/or students receiving special education programs and services. Failure to answer any one of the questions correctly indicates a suspected concussion. Record student responses.

What is your teacher/coach's name?

What field are we playing today?

What school do you go to?

What activity/sport/game are we playing?

What room are we in now?

Is it before or after lunch?

Step C: When sign(s) are observed and/or symptom(s) are reported, and/or the student fails to answer any of the Quick Memory Function questions correctly

Actions required

- A concussion should be suspected;
- The student must stop participation immediately and must not be allowed to return to play that day even if the student states that they are feeling better; and
- The student must not:
 - Leave the premises without parent/guardian (or emergency contact) supervision;
 - Drive a motor vehicle cleared to do so by a medical doctor or a nurse practitioner;
 - Take medications except for life threatening medical conditions (for example, diabetes, asthma).

The teacher/coach informs the parent/guardian that the student needs an urgent medical assessment (as soon as possible that day) by a medical doctor or nurse practitioner. Medical doctors and nurse practitioners are the only healthcare professionals in Canada with licensed training and expertise to diagnose a concussion; therefore, all students with a suspected concussion must undergo evaluation by one of these professionals.

The parents/guardians must be provided with a completed copy of this tool and a copy of a **Medical Assessment Form**. The teacher/coach informs the principal of incident.

Step D: If there are no signs observed, no symptoms reported, and the student answers all questions in the Quick Memory Function Check correctly but a possible concussion event was recognized by teacher/coach.

Actions required:

- The student must stop participation immediately and must not be allowed to return to play that day even if the student states that they are feeling better. Principals must be informed of the incident.
- The teacher/coach informs the parent/guardian of the incident and that the student attends school and requires to monitor for 24 hours as signs and or symptoms can appear hours or days after the incident:
- If any red flags emerge call 911 immediately.
- If any other sign(s) and/or symptom(s) emerge, the student needs an urgent medical assessment (as soon as possible that day) by a medical doctor or nurse practitioner.
- The parent/guardian communicate the results of the medical assessment to the appropriate school personnel using a Medical Assessment Form.
- If after 24 hours of monitoring no sign(s) and or symptom(s) have emerged, the parent/guardian communicate the results to the appropriate school official using the school's process and/or form. The student is permitted to resume physical activities. Medical clearance is not required.

Step E: Communication to Parents/Guardians

Summary of Suspected Concussion Check – Indicate appropriate results and follow-up requirements.

Your child/ward was checked for a suspected concussion (that is, Red Flags, Other Signs and Symptoms, Quick Memory Function Check) with the following results:

- Red Flag sign(s) were observed and/or symptom(s) reported and emergency medical services (EMS) called.
- Other concussion sign(s) were observed and/or symptoms reported and/or the student failed to correctly answer all the Quick Memory Function questions.
- No sign(s) or symptom(s) were reported, and the student correctly answered all of the questions in the Quick Memory Function Check but a possible concussion event was recognized. Student attends school, no physical activity, with continued monitoring at school and home for 24 hours. Continued monitoring is required (consult Step D).

This completed form must be copied, with the original filed as per board policy and the copy provided to parent/guardian.

Actions to be taken

No signs or symptoms observed/reported:

1. A concussion is not suspected.
2. The student may return to physical activity.
3. Contact parent/guardian and inform them of the incident.
4. Provide the following information to the parent/guardian:
 - a) Signs and symptoms may not appear immediately and may take hours or days to emerge
 - b) The student should be monitored for 24-48 hours following the incident
 - c) If any signs or symptoms emerge, the student needs to be examined by a medical doctor or nurse practitioner as soon as possible that day
5. Send copy of Concussion Signs and Symptoms Present Form home with student for parents' reference.

One or more signs or symptoms observed/reported:

1. A concussion should be suspected.
2. Remove student from play for rest of day even if the student states that he/she is feeling better.
3. Contact parent/guardian and inform them of the incident.
4. The student must not leave the premises without parent/guardian (or emergency contact) supervision.
5. Give parent copy of **Concussion Signs and Symptoms Present Form** and inform parent/guardian that the student needs to be examined by a medical doctor or nurse practitioner as soon as possible that day.
6. Give parent copy of **Suspected Concussion Injury Form** and inform parent/guardian that they need to communicate to the school principal the results of the medical examination.
7. Inform principal/designate of the incident.
8. Complete and submit OSBIE Incident Report to office.

Parent/Guardian: Concussion Signs/Symptoms Present Form

This form is to be completed by the parent/guardian of the student named in this document and returned to the school Principal/Vice-Principal (school staff should contact school administration when they give this to a parent)

Name of Student: _____ **Grade:** _____

Name of School: _____ **Date of Injury:** _____

As a result of my child's head injury (signs/symptoms of concussion observed and reported by school personnel), I have consulted with a medical doctor/nurse practitioner to assess the head injury and determine if a concussion was sustained.

Name of Medical Doctor/Nurse Practitioner: _____

Address of treatment centre: _____

Phone Number of treatment centre: _____ **Date of appointment:** _____

Results of the medical appointment:

- ☐ No concussion was diagnosed and my child/ward may resume full participation in physical and classroom activities.
- ☐ A concussion was diagnosed (see below)

Medical Recommendations for Return to School

(consider classroom learning, recess, physical education class, extracurricular sports and activities)

Note: A signed doctor's note will be required before the child can return to activities that involve physical contact.

Immediate actions when a concussion has been diagnosed

- ☐ The child should remain at home for at least 24 hours until symptoms have shown signs of improvement.
- ☐ The parent/guardian should contact the school to set up a return to learn/return to play with the principal/vice-principal.

☐ I am aware that my child sustained a head injury and that signs/symptoms of a concussion were observed/reported. I have observed my child and have chosen not to seek medical advice. My child is returning to regular school activities (classroom, recess, physical education class and activities that do not involve physical contact).

Parent/Guardian name (printed)

Parent/Guardian (signature)

Date

Please attach additional information if it is available.

Please refer to the HWCDSB website for the full concussion protocol: www.hwcdsb.ca

RETURN TO LEARN/RETURN TO PHYSICAL ACTIVITY PLAN TRACKING SHEET

Student

Name: _____ School: _____ Principal/Designate Initial (upon completion) _____

**There must be a minimum of 24 hours symptom free between each step.
If at any point symptoms return, the student MUST return to Step 1 and begin again.**

	Steps & Required Forms	Date Completed	Parent/ Guardian Initial
Step 1 – Complete Cognitive and Physical Rest at home	Informed school of completion of Step 1		
Step 2A Return to Learn – SOME SYMPTOMS PRESENT	Completion of Step 2A Diagnosed Concussion Form 1 returned		
Step 2B Return to Learn – NO SYMPTOMS Student returns to regular learning activities	Informed school of completion of Step 2B		
Note: A student not involved in any physical activities (Phys. Ed. and/or sports) may end the plan after 2B.			
Step 3 Return to light/aerobic activity – no symptoms (ex. Walking, non-contact games, limited running.	Informed school of completion of Step 3		
Step 4 Return to light/moderate physical activity (ex. skating, exercise programs, non-contact drills,	Informed school of completion of Step 4 Diagnosed Concussion Form 2 returned Medical clearance received		
Step 5 Return to non-competitive full contact physical activities (ex. team practices, fitness games, etc.)	Informed school of completion of Step 5		
Step 6 Return to full contact activities (competitive sports) (ex. soccer, football, hockey, etc)	Informed school of completion of Step 6		

*Once completed, school staff to file this tracking sheet

Diagnosed Concussion Injury Form 1

Return to Learn Step 2B

Return to Physical Activity Step 3

This form is to be completed by the parent/guardian of the student named in this document before the student is permitted to proceed to Step 2B/Step 3 and return to the school Principal/designate.

Student Name _____

Grade _____ School _____

Please indicate your acknowledgement and agreement by checking all boxes confirming the following:

Parental Consent

Step	Date	Parent/Guardian Signature
My child/ward has completed Step 1 (at least 24 hours of rest at home). His/Her symptoms have improved. I have communicated this information to the school. I agree that my child can proceed to Step 2A: Return to Learn.		
My child/ward has now completed Step 2A and no symptoms are present. I agree that he/she can proceed to Step 2B: Return to Learn. I agree that my child/ward can proceed to Step 3: Return to Light Aerobic Activity.		

If my child/ward experiences a return of concussion-like symptoms, I agree to remove my child/ward from the school for at least 24 hours and to seek the advice of my child's/ward's medical doctor/nurse practitioner for their recommendation to return to the appropriate step in the return to learn/return to play process and to advise the Principal of this medical decision.

Parent/Guardian Name (printed) _____

Parent Guardian Signature _____ Date _____

Please attach additional information if available.

Diagnosed Concussion Injury Form 2

Return to Physical Activity: Completion of Steps 3-5

This form is to be completed by the parent/guardian of the student named in this document before the student is permitted to proceed to Step 2B/Step 3 and return to the school Principal/designate.

Student Name _____

Grade _____ School _____

Please indicate your acknowledgement and agreement by checking all boxes confirming the following:

My child/ward has completed **Steps 3, 4 and 5** for at least 24 hours for each step, is symptom free and may proceed to **Step 6 (Return to contact for training/practices and full participation in non-contact competitive sports)**.

I have consulted with my child's/ward's medical doctor/nurse practitioner and agree with the medical recommendation made on the Medical Assessment for Return to Learn/Play Readiness Form.

Parent/Guardian Name (printed) _____

Parent Guardian Signature _____ Date _____

Medical Assessment for Return to Learn/Play Readiness

To be given to the parent/guardian of the student named in this document for completion by a medical doctor or a nurse practitioner before the student is permitted to return to physical activity.

Name of Student:

Grade:

School:

Date of Injury:

As a result of my child's head injury (signs/symptoms of concussion observed and reported by school personnel), I have consulted with a medical doctor/nurse practitioner to assess the head injury to determine the readiness of my child to return to learning and play activities.

Name of Medical Doctor/Nurse Practitioner:

Address of Treatment Centre:

Date of
Appointment:

Phone Number of Treatment Centre:

Results of the medical appointment:

☐ I have examined my patient named above and confirm he/she is concussion symptom free and he/she is able to return to regular physical education class/intramural and non-contact sports teams and for training/practices for contact competitive sports at this time.

Some symptoms are still present and the student may return to light aerobic activities (Step 3)

Medical Recommendations for Return to Physical Activity

Note: A signed doctor's note will be required before the child can return to activities that involve physical contact. This would involve STEPS 5 & 6. Please attach additional information if the student is able to return to full contact competitive sports immediately.

☐ I have observed and monitored my child and have determined that there are no concussion-like signs or symptoms. **I have chosen not to consult with a medical doctor or a nurse practitioner and am permitting my child to return to light physical activity (Step 3).**

☐ I have observed and monitored my child and have determined that there are no concussion-like symptoms. **I have chosen not to consult with a medical doctor or nurse practitioner. I am permitting my child to return to full learning and play activities (Step 4).**

Parent/Guardian name (printed)

Parent/Guardian (signature)

Date

Concussion Code of Conduct for Coach/Team Trainer/Manager/Staff

Maintaining a safe learning environment

- I will review and adhere to the School Board's safety standards for physical activity and concussion protocol, as they apply to my sport prior to taking on the responsibility as coach/team trainer
- I will check the facilities and equipment take necessary precautions and bring potential hazards to the attention of the students and will provide and maintain a safe learning environment for my students and uphold a culture of safety-mindedness.
- I will inform students and their parent/guardian (for students under the age of 18) about the risks of a concussion or other potential injuries associated with the sport and ways to minimize those risks.

Fair play and respect for all

- I will demonstrate a commitment to fair play and will respect my students, opponents, officials, and spectators.
- I will not pressure a student to participate in practices or games/competitions if they are injured.

Teaching/learning the rules of a physical activity, including the strict enforcement of consequences for prohibited play that is considered high-risk for causing concussions

- I will teach students the rules of the sport and will provide instructions about prohibited play.
- I will strictly enforce, during practice and competition, the consequences for prohibited play.
- I will accept and respect the decisions of officials and the consequences for any prohibited play.

Implementing the skills and strategies of an activity in a proper progression

- I will instruct students in training and practices using the proper progression of skills and strategies of the sport.
- I will encourage students to ask questions and seek clarity regarding skills/strategies of which they are unsure.

Providing opportunities to discuss potential issues related to concussions

- I will provide opportunities by creating an environment for student discussions/conversations related to suspected and diagnosed concussions, including signs and symptoms, questions, and safety concerns, throughout the day, including before and after practice and competition.

Concussion recognition and reporting

- I have read and am familiar with an approved Concussion Awareness Resource identified by the school board.
- I will emphasize the seriousness of a concussion to my students along with outlining the signs and symptoms.
- I will provide instruction to students about the importance of removing themselves from the sport and reporting to a coach/team trainer or caring adult if they have signs or symptoms of a concussion.

- I will provide instruction to students about the importance of informing the coach/caring adult when they suspect a teammate may have a concussion.
- I will immediately remove from play, for assessment, any student who receives a jarring/significant impact to the head, face, neck, or elsewhere on the body and adhere to the School Board's concussion protocol prior to allowing return to physical activity.

Acknowledging the importance of communication between the student, parent, school staff, and any sport organization with which the student has registered

- I will support and adhere to a process for communication to take place between myself and the student, parent/guardian, and relevant school staff.
- I will promote the importance of communication about a suspected or diagnosed concussion between the student, parent/guardian, and all sport organizations with which the student has registered.

Supporting the implementation of a Return to School Plan for students with a concussion diagnosis and Prioritizing a student's return to learning as part of the Return to School Plan

- I will support the implementation of the Return to School Plan for students with a diagnosed concussion.
- I understand the need to prioritize a student's return to learning as part of the Return to School Plan.
- I will follow the Return to School Plan and make sure a student diagnosed with a concussion does not return to training, practice, or competition until permitted to do so in accordance with the Return to School Plan.

Concussion Code of Conduct for Students (Athletes)

Maintaining a safe learning environment and Fair play and respect for all

- I will bring any potential issues related to the safety of equipment and facilities to the attention of the coach.
- I will wear the protective equipment for my sport and wear it properly.
- I will show respect for my teammates, opponents, officials, spectators, and practice fair play.
- I will not pressure injured teammates to participate in practices or games/competitions.

Teaching/learning the rules of a physical activity, including the strict enforcement of consequences for prohibited play that is considered high-risk for causing concussions

- I will learn and follow the rules of the sport and follow the coach's instructions prohibiting behaviours that are considered high-risk for causing concussions.
- I will respect and accept that the coach will strictly enforce, during practice and competition, the consequences for dangerous behaviour.
- I will respect and accept the decisions of the officials and the consequences for any behaviours that are considered high-risk for causing concussion.

Implementing the skills and strategies of an activity in a proper progression

- I will follow my coach's instructions about the proper progression of skills and strategies of the sport.
- I will ask questions and seek clarity for any skills and strategies of which I am unsure.

Providing opportunities to discuss potential issues related to concussions

- I will talk to my coach/adult if I have questions about a concussion or about safety in general.

Concussion recognition and reporting

- I have read and am familiar with an approved Concussion Awareness Resources provided by my coach/school.
- I will remove myself immediately from any sport and will tell the coach/adult if I think I might have a concussion.
- I will tell the coach or caring adult immediately when I think a teammate might have a concussion.
- I understand that if I receive a jarring impact to the head, face, neck, or elsewhere on my body that is observed by or reported to the coach, that I will be removed immediately from the sport, and:
- I am aware that when I have signs or symptoms I should go to a medical doctor or nurse practitioner to be diagnosis as soon as reasonably possible that day, and will report the results to appropriate school staff.
- I am aware that not all signs and symptoms emerge immediately and there are times when signs and symptoms emerge hours or days after the incident and I must stop physical activities and be monitored for 24 hours.
- If no signs or symptoms appear after 24 hours, I will inform the appropriate school staff and I can then be allowed to participate.
- If signs or symptoms begin, I will be assessed by a medical doctor or nurse practitioner as soon as reasonably possible that day and will report the results to appropriate school staff.

Acknowledging the importance of communication between the student, parent, school staff, and any sport organization with which the student has registered

- I will communicate with my coaches, parent/guardian, and school staff and any sport organization with which I am registered about a suspected or diagnosed concussion or general safety issues.

Supporting the implementation of a Return to School Plan for students with a concussion diagnosis

- I understand that I will have to follow the Return to School Plan if diagnosed with a concussion.
- I understand I will not be able to return to full participation, including practice or competition until permitted to do so in accordance with the School Board's Return to School Plan.
- I understand that I will need a Medical Clearance as required by the Return to School Plan, prior to returning to full participation in "non-contact sports" or returning to a practice that includes full contact in "contact sports".
- I will follow the recovery stages and learning strategies proposed by the collaborative team for my Return to School Plan.

Concussion Code of Conduct for Parents/Guardians (of students under the age of 18)

Maintaining a safe learning environment

- I will encourage my child to bring potential issues related to the safety of equipment/facilities to the attention of the coach.
- I will ensure the protective equipment that we provide is properly fitted as per the manufacturer's guidelines, in good working order, and suitable for personal use.

Fair play and respect for all

- I will follow the school board's fair play policy and will support it by demonstrating respect for all students, coaches, officials, and spectators.
- I will encourage my child to demonstrate respect for teammates, opponents, officials, and spectators and to follow the rules of the sport and practice fair play.
- I will not pressure my child to participate in practices or games/competitions if they are injured.

Teaching/learning the rules of a physical activity, including the strict enforcement of consequences for prohibited play that is considered high-risk for causing concussions

- I will encourage my child to learn and follow the rules of the sport and follow the coach's instructions about prohibited play
- I will support the coach's enforcement of consequences during practices and competition regarding prohibited play.
- I will respect the decisions of officials and the consequences for my child for any prohibited play.

Implementing the skills and strategies of an activity in a proper progression

- I will encourage my child to follow their coach's instructions about the proper progression of skills and strategies I will encourage my child to ask questions and seek clarity regarding skills and strategies of which they are unsure.

Providing opportunities to discuss potential issues related to concussions

- I will encourage my child to participate in discussions/conversations related to concussions, including signs and symptoms, with the coach or caring adult.
- I will encourage my child to talk to their coach/caring adult if they have any concerns about a suspected or diagnosed concussion or about their safety in general.

Concussion recognition and reporting

- I have read and am familiar with an approved Concussion Awareness Resource identified by the school board
- I understand that if my child receives a jarring impact to the head, face, neck, or elsewhere on the body that is observed by or reported to the coach my child will be removed immediately from the sport, and:
- I am aware that if my child has signs or symptoms of a suspected concussion they should be taken to a medical doctor or nurse practitioner for a diagnosis as soon as reasonably possible that day and I will report any results to appropriate staff.
- I am aware that not all signs and symptoms emerge immediately and there are times when signs and symptoms emerge hours or days after the incident and in these cases my child must stop all physical activities and be monitored at home and at school for the next 24 hours.

- If no signs or symptoms emerge after 24 hours, I will inform the appropriate school staff and I understand my child will be permitted to resume participation.
- If signs or symptoms emerge, I will have my child assessed by a medical doctor or nurse practitioner as soon as reasonably appropriate that day and will report the results to appropriate school staff.
- I will inform the school principal, coach and/or other relevant school staff when my child experiences signs or symptoms of a concussion, including when the suspected concussion occurs during participation in a sport outside of the school setting.
- I will inform the school principal, coach and/or other relevant school staff any time my child is diagnosed with a concussion by a medical doctor or nurse practitioner.
- I will encourage my child to remove themselves from the sport and report to a coach/adult if they have signs or symptoms of a suspected concussion.
- I will encourage my child to inform the coach/adult when they suspect a teammate may have sustained a concussion.

Acknowledging the importance of communication between the student, parent, school staff, and any sport organization with which the student has registered

- I will share with the coach, school staff, and/or staff supervisor of all sport organizations with which my child has registered if/when my child has experienced a suspected or diagnosed concussion or general safety issues.

Supporting the implementation of a Return to School Plan for students with a concussion diagnosis

- I understand that if my child has a suspected or diagnosed concussion, they will not return to full participation, including practice or competition, until permitted to do so in accordance with the School Board's Return to School Plan.
- I will ensure my child receives a Medical Clearance as required by the Return to School Plan, prior to returning to full participation in "non-contact sports" or returning to a practice that includes full contact in "contact sports".

Prioritizing a student's return to learning as part of the Return to School Plan

- I will follow the recovery stages and learning strategies proposed by the collaborative team for my child as part of the Return to School Plan.

Educational Supports for Students in the HWCDSB Concussion Protocol: Return to Learn

Post-Concussion Symptoms	Impact on Student's Learning	Potential Strategies and/or Approaches
Headache and fatigue	Difficulty concentrating, paying attention, or multitasking	<ul style="list-style-type: none"> • Ensure instructions are clear (for example, simplify directions, have the student repeat directions back to the teacher) • Allow the student to have frequent breaks or return to school gradually (ex. 1-2 hours, half-days, late starts) • Keep distractions to a minimum (ex. move the student away from bright lights or noisy areas) • Limit materials on the student's desk or in their work area to avoid distractions • Provide alternative assessment opportunities (ex. give tests orally, allow the student to dictate responses to tests or assignments, provide access to technology) • Quiet room • No/minimal screen time
Difficulty remembering or processing speed	Difficulty retaining new information, remembering instructions, and accessing learned information	<ul style="list-style-type: none"> • Provide a daily organizer and prioritize tasks • Provide visual aids/cues and/or advance organizers (ex. visual cueing, non-verbal signs) • Divide larger assignments/assessments into smaller tasks • Provide the student with a copy of class notes • Provide access to technology • Repeat instructions • Provide alternative methods for the student to demonstrate mastery • Prompting • Extra time
Difficulty paying attention/concentrating	Limited/short-term focus on schoolwork and difficulty maintaining a regular academic workload or keeping pace with work demands	<ul style="list-style-type: none"> • Coordinate assignments and projects among all teachers • Use a planner/organizer to manage and record daily/weekly homework and assignments • Reduce and/or prioritize homework, assignments, and projects • Extend deadlines or break down tasks • Facilitate the use of a peer note taker • Provide alternate assignments and/or tests • Check frequently for comprehension • Consider limiting tests to one per day and student may need extra time or a quiet environment • Chunking of material

Educational Supports for Students in the HWCDSB Concussion Protocol: Return to Learn (cont'd)

Post-Concussion Symptoms	Impact on Student's Learning	Potential Strategies and/or Approaches
Anxiety/Anxiousness	Decreased attention/concentration Overexertion to avoid falling behind	<ul style="list-style-type: none"> • Inform the student of any changes in the daily timetable/schedule • Adjust the student's timetable/schedule as needed to avoid fatigue (ex. 1-2 hours/periods, half-days, full-days) • Build in more frequent breaks during the school day • Provide the student with preparation time to respond to questions
Irritable or frustrated	Inappropriate or impulsive behaviour during class	<ul style="list-style-type: none"> • Encourage teachers to use consistent strategies and approaches • Acknowledge and empathize with the student's frustration, anger, or emotional outburst, if and as they occur • Reinforce positive behaviour • Provide structure and consistency on a daily basis • Prepare the student for change and transitions • Set reasonable expectations • Anticipate and remove the student from a problem situation (without characterizing it as punishment)
Light/noise sensitivity	Difficulties working in classroom environment (for example, lights, noise)	<ul style="list-style-type: none"> • Arrange strategic seating (ex. move the student away from window or talkative peers, proximity to the teacher or peer support) • Where possible provide access to special lighting (ex. task lighting, darker room) • Minimize background noise • Provide alternative settings (ex. alternative work space, study carrel) • Avoid noisy crowded environments such as assemblies and hallways during high traffic times • Allow the student to eat lunch in a quiet area • Where possible provide ear plugs/headphones, sunglasses • Provide class notes • Avoid SmartBoards/screens
Depression/withdrawal	Withdrawal from participation in school activities or friends	<ul style="list-style-type: none"> • Build time into class/school day for socialization with peers • Partner student with a "buddy" for assignments or activities • Advise parent/guardian to seek medical advice

****Adapted from Davis GA, Purcell LK. The evaluation and management of acute concussion differs in young children. Br J Sports Med. Published Online First 23 April 2013 doi:10.1136/bjsports-2012-092132.** Please Note: Compared to older students, elementary school children are more likely to complain of physical problems or misbehave in response to cognitive overload, fatigue, and other concussion symptoms.

GOLDEN HORSESHOE ATHLETIC CONFERENCE

CONSTITUTION

REVISED: May, 2023



GOLDEN HORSEHOE ATHLETIC CONFERENCE:

ARTICLE I: NAME

The name of this organization shall be known as the Golden Horseshoe Athletic Conference thereafter called GHAC or the Conference.

ARTICLE II: AIMS AND OBJECTIVES

SECTION I – AIMS

The aim of this Conference shall be to make the fullest possible contribution to the health; happiness and physical welfare of the secondary school student by sponsoring well organized and properly supervised athletic activities.

SECTION II – OBJECTIVES

- (i) To provide a forum for the exchange of ideas between Member Associations of the Conference with respect to athletic competition, tournaments or clinics.
- (ii) To organize and conduct competition for the selection of Golden Horseshoe Athletic Conference representatives to the Ontario Federation of School Athletic Associations regional eliminations and/or Championships.
- (iii) To organize and conduct from time to time, other athletic competitions, tournaments or clinics, as sanctioned by the Golden Horseshoe Athletic Conference Executive Council.
- (iv) To organize and conduct Ontario Federation of School Athletic Associations Championships awarded to the Golden Horseshoe Athletic Conference.
- (v) To provide representatives to the Ontario Federation of School Athletic Association's Legislative Council, Board of Directors and Standing Committees.

Article III: Membership

SECTION I – REPRESENTATION

Membership of the Golden Horseshoe Athletic Conference shall be composed of the Hamilton-Wentworth Catholic Athletic Association (HWCAA) representing the secondary schools under the jurisdiction of the Hamilton-Wentworth Catholic District School Board; and the Halton Secondary School Athletic Association (H.S.S.A.A.) representing the secondary schools under the jurisdiction of the Halton District School Board and the Halton Catholic Athletic Association (H.C.A.A.) representing secondary schools under the jurisdiction of the Halton Catholic District School Board.

Independent Secondary Schools and French Language Secondary Schools are eligible for competition and Ontario Federation of School Athletic Associations selection opportunities; provide they are members in good standing of one of the Conference Member Associations.

SECTION II – GOVERNANCE

The Member Associations of the Golden Horseshoe Athletic Conference agree to abide by all Articles of the Constitution as well as all accepted rules and regulations governing athletic competition within the Conference.

ARTICLE IV: EXECUTIVE COUNCIL

SECTION I - REPRESENTATION

The affairs of the Golden Horseshoe Athletic Conference shall be managed by an Executive Council composed of fifteen (15) members. Five (5) members of the Executive Council shall represent the Hamilton-Wentworth Catholic Athletic Association, five (5) members of the Executive Council shall represent the Halton Secondary School Athletic Association, and five (5) members of the Executive Council shall represent the Halton Catholic Athletic Association. Each Association will choose a principal, an additional principal/vice-principal, the league convenor, and two members at-large currently employed by the school board.

SECTION II – EXECUTIVE OFFICERS

(15 executive officers – 5 people from each association)

Golden Horseshoe Athletic Conference Executive Council Members shall serve to fill the following positions as Executive Officers, as determined by the Council:

- i) President (Principal/VP Representative from one of the associations)
- ii) Vice-President (Principal/VP Rep from one of the associations)
- iii) Principal Rep (Principal /VP Rep from one of the associations)
- iv) Secretary-Treasurer (Selected from the 15 executive officers)
- v) OFSAA Committee for Girls' Activities Representative
- vi) OFSAA Committee for Boys' Activities Representative
- vii) One alternate OFSAA Representative
- viii) 1 convenor from each association (total of 3)
- ix) Member at Large (2 members at large from each association - total of 6. Can be a Principal, Vice-Principal, or Teacher)

SECTION III – TERM OF OFFICE

The office of President of the GHAC Council shall be assumed on a yearly basis, by a Council Representative from one of the three Member Associations on a rotating basis, as outlined in Appendix II of the GHAC Constitution.

A Council of Representatives from the Member Associations not represented by the current GHAC President shall assume the offices of Vice-President and Principal Rep of the GHAC Council on a yearly basis.

The term of office of Secretary-Treasurer of the GHAC Council shall be for a 3-year term subject to agreement by the representatives of the Council.

The term of office of the Committee for OFSAA Girls Activities Representative shall be for a 3-year term subject to agreement by the representatives of the Council.

The term of office of the Committee for OFSAA Boys Activities Representative shall be for a 3-year term, subject to agreement by the representatives of the Council.

The term of office of Principal's Association Representative shall be for a 3-year term, subject to agreement by the representatives of the Council.

SECTION IV – DUTIES OF OFFICERS

PRESIDENT: The President of the Golden Horseshoe Athletic Conference shall preside at all meetings of the Council. The President shall represent the Conference at the Ontario Federation of School Athletic Association's Annual General Meeting. The GHAC President shall have the authority to inquire into any matter pertaining to the affairs of the Conference and may ask any representative to attend any meeting. The President shall sign all bylaws and Membership Certificates and have other powers and duties from time to time as prescribed by the Golden Horseshoe Athletic Conference Council.

VICE-PRESIDENTS: The Vice-Presidents of the Golden Horseshoe Athletic Conference may assume any of the duties of the President when that officer is unable to act or prefers not to act due to conflict of interest. The Vice-Presidents shall also perform other duties from time to time as prescribed by the Golden Horseshoe Athletic Conference Council.

SECRETARY-TREASURER: The Secretary-Treasurer of the Golden Horseshoe Athletic Conference shall provide notice to all Executive Council Members of scheduled meetings and the business due to be considered at such meetings. The Secretary-Treasurer shall keep an accurate record of the proceedings of the Council and provide each Council Member with a copy of the minutes of all meetings. The Secretary-Treasurer shall keep an accurate account of all receipts and disbursements of the Conference and provide a statement of the financial position of the Conference at each meeting of the Council. The statement shall include copies of current Bank Statements, a list of all receipts and expenditures and copies of Convenor's Competition Financial Reports. The Secretary-Treasurer shall provide each year at the September Council Meeting, a proposed budget for the upcoming year. The Secretary-Treasurer shall also perform other duties from time to time as prescribed by the Golden Horseshoe Athletic Conference Council.

OFSAA GIRLS' ACTIVITIES REPRESENTATIVE: The OFSAA Girls' Activities Representative of the Golden Horseshoe Athletic Conference shall serve as a member of the Ontario Federation of School Athletic Association's Standing Committee on Girls' Activities or other identified OFSAA Committees and as such, represent the Conference at all scheduled meetings. After each OFSAA Meeting, the OFSAA Girls' Activities Representative shall report the results to all GHAC Council Members. Prior to such scheduled meetings, the OFSAA Girls' Activities Representative shall seek input from the GHAC Council regarding issues or matters to be discussed at such OFSAA Meetings. The OFSAA Girls' Activities Representative may also perform other duties from time to time as prescribed by the Golden Horseshoe Athletic Conference Council.

OFSAA BOYS' ACTIVITIES REPRESENTATIVE: The OFSAA Boys' Activities Representative of the Golden Horseshoe Athletic Conference shall serve as a member of the Ontario Federation of School Athletic Association's Standing Committee on Boys' Activities or other identified OFSAA Committees and as such, represent the Conference at all scheduled meetings. After each OFSAA Meeting, the OFSAA Boys' Activities Representative shall report the results to all GHAC Council Members. Prior to such scheduled meetings, the OFSAA Boys' Activities Representative shall seek input from the GHAC Council regarding issues or matters to be discussed at such OFSAA Meetings. The OFSAA Boys' Activities Representative may also perform other duties from time to time as prescribed by the Golden Horseshoe Athletic Conference Council.

PRINCIPALS' REPRESENTATIVE: The Principals' Representative shall represent the Conference at the Ontario Federation of School Athletic Association's Annual General Meeting. The Principals' Representative shall also perform other duties from time to time as prescribed by the Golden Horseshoe Athletic Conference Council.

MEMBER AT LARGE: A person who has some authority and voting privileges with the organization, but limited responsibility.

SECTION V – ORGANIZATIONAL STRUCTURE

For the purposes of equal representation and the equitable sharing of responsibilities within the Conference, the offices of OFSAA Girls' Activities Representative, OFSAA Boys' Activities Representative and Principals' Representative shall be held by a GHAC Council Member from each of the Member Associations as determined by the Council.

ARTICLE V: CONFERENCE CONVENOR

SECTION I – ATHLETIC CONVENORS

Each Member Association shall provide an Athletic Convenor responsible for the organizing and administering **GHAC events within their association.**

ARTICLE VI: MEETINGS

SECTION I – GENERAL MEETINGS

The GHAC Executive Council shall convene a minimum of four (4) times per school year, with September, December, March and June as suggested dates and/or to coincide prior to scheduled OFSAA Board Meetings – and on other occasions as deemed necessary by the President and/or Vice-Presidents.

SECTION II – ANNUAL MEETING

The Annual Meeting of the GHAC Council shall be held each year at a time, place and date as determined by the GHAC Council, for the purpose of:

- i) Hearing and receiving the reports and statements as required and provided for by Council Members;
- ii) Electing or appointing such Executive Officers or other Council Members as are to be elected or appointed at such a meeting;
- iii) Presenting financial statements and the report of the auditors, as appointed by the GHAC Council; and,
- iv) Transacting any other business of the Council as properly brought before the meeting without notice.

SECTION III – QUORUM

A quorum for the transaction of business at meetings of the GHAC Council shall be a minimum of six (6) Council Members, consisting of at least two (2) members from each of the three (3) Member Associations.

SECTION IV – VOTING

Transacting Conference affairs and business shall be determined by consensus of the Member Associations. However, where consensus is unattainable, each Council Member shall be accorded a vote. The President of the Conference as Chair, shall be accorded an additional voting power in such circumstances as required to break a tied vote.

ARTICLE VII: FINANCES

SECTION I

Responsibility for the disbursement of funds shall be that of the Conference Secretary-Treasurer.

SECTION II – BANKING FACILITY

The GHAC Council shall establish and maintain a bank account and designate a signatory from two (2) of the Member Associations. The account shall be used to fund:

- i) Operating expenses of the GHAC Council
- ii) GHAC and/or OFSAA qualifying competitions
- iii) Other expenditures as prescribed by the GHAC Council

SECTION III – ADMISSION CHARGES

For GHAC competitions or events, an admission charge may be set by the respective Athletic Convenors with a maximum charge of \$5.00, unless otherwise prescribed by the GHAC Council. This admission charge will be limited to football, basketball, and hockey.

SECTION IV – ENTRY FEES

- i) For team sports, an entry fee shall be charged each team as listed in Appendix I, to defray the operating costs of competition events.
- ii) For individual sports, an entry fee shall be levied for each competing athlete, payable by a school cheque on the day of the competition. Any excess funds remaining after all expenses are paid, shall be distributed to the GHAC Treasury. Any shortfalls shall be paid for by the GHAC Treasury.
- iii) OFSAA or Regional Entry Fees for team sports shall be paid for by each GHAC Member School competing at the applicable OFSAA Championship.
- iv) OFSAA or Regional Entry Fees for individual sports will be paid on behalf of Member School athletes by the GHAC Competition Convenor or GHAC Treasurer, upon submission of a list of OFSAA entrants to include full name, school name and total cost summary per school. The GHAC Treasurer shall invoice either or both Member Associations through the Convenors, for their own respective Association's share of the total fees originally paid. The Convenors shall in turn, invoice each of their own member schools as required.

SECTION V – COMPETITION FINANCIAL REPORTS

A financial report shall be submitted by June 1 and tabled at the first regularly scheduled GHAC Council meeting following the conclusion of applicable GHAC competitions, to include date and time, participating schools, facility location, event costs and profits and/or losses. The responsibility for compliance will rest with the convening Member Association.

ARTICLE VIII: PLAYING REGULATIONS

All GHAC competitions shall be conducted in accordance with the GHAC Playing Regulations for that sport. If and/or where issues arise not covered by GHAC Playing Regulations, GHAC shall defer to the OFSAA Playing Regulations of that sport for clarification and/or decision. Any changes to GHAC Playing Regulations are subject to the approval of the GHAC Executive Council.

ARTICLE IX: OFSAA CHAMPIONSHIPS

SECTION I – APPLICATION TO HOST

An individual or group representing the Golden Horseshoe Athletic Conference may apply to OFSAA to host a Championship. The individual or group must be from one or more of the Conference Member Associations and must apply for the Championship through either the OFSAA Representative for Boys' or Girls' Activities. A copy of the proposal to host an OFSAA Championship must be presented to the Council at a regularly scheduled meeting. The GHAC Council reserves the right to reject any proposal to host an OFSAA Championship for insufficient or lack of information, compliance with OFSAA Rules and Regulations or other applicable rationale as determined by the Council.

SECTION II – FINANCES

All expenses, revenues, profits and/or losses incurred from convening an OFSAA Championship shall be the responsibility of the Championship Convenor and/or his or her organizing committee and the Member Associations represented by that committee.

The OFSAA hosting fee varies according to sport. Please reference the OFSAA Convenor Package for more specific details.

Should a profit remain at the conclusion of a GHAC hosted OFSAA Championship, funds shall be disbursed as follows:

- i) 10% of Net Profit is payable to GHAC
- ii) The remainder of the Net Profit shall be retained by the Organizing Committee. The organizing committee will decide where the funds are used.

ARTICLE X: COUNCIL COMMITTEES

SECTION I – TRANSFER COMMITTEE

Each Member Association shall provide a representative who shall act as a member of the Conference Transfer Committee and as such, process and rule on the athletic eligibility of all students who have transferred into Association Member Schools or who have transferred among Association Member Schools within the Conference.

SECTION II – BOARD OF REFERENCE

Each Member Association shall provide three (3) representatives who shall act as members of the Conference Board of Reference and as such, shall investigate and rule on all matters of protest brought to its' attention involving GHAC Competition. (See Article XIII for further information)

SECTION III – OTHER COMMITTEES

The GHAC Council may from time to time, establish a committee or committees for specific purposes. In every case, each Member Association of the Conference shall be represented on such committees.

ARTICLE XI: ELIGIBILITY

SECTION I – GENERAL REGULATIONS

For all GHAC competition or OFSAA qualifying competition, participating students must comply with OFSAA eligibility By-Laws and the Federation Transfer Policy.

a) School/Team Eligibility

- i) To represent a school in any activity coordinated by GHAC, a school/team, must:
- ii) Conduct a bona fide high school team under the supervision of a teacher as certified by the school principal;
- iii) participate in an Association-approved league;
- iv) use only eligible athletes in any competition during the school year, or the school forfeits its right to participate in the GHAC and OFSAA Championships

b) Individual Student Eligibility

To represent a school in any activity coordinated by GHAC a student must:

- i) be eligible for competition under the Constitution, By-Laws and Standing Rules (Playing Regulations) of the Association to which his/her school belongs;
- ii) be certified as eligible by the Principal of the school;
- iii) meet the following age requirement: the individual's birth certificate indicates that he/she has not reached his/her 19th birthday by January 1st prior to the start of the school year in which the competition is held;
- iv) be in Grades 9-12;
- v) be eligible under the OFSAA Transfer Policy (By-Law 5, Section 4(f));
- vi) be eligible for no more than five (5) consecutive years from date of entry into Grade 9 (By-Law 5, Section 4(g));
- vii) have signed the Rules of Behaviour signature form for the competition; and,
- viii) have participated as a member of a bona fide high school program during the current season as outlined in (a) above and attended the majority of practices and games.

ARTICLE XII: COMPETITIVE STRUCTURE

SECTION I – COMPETITION

All GHAC and/or OFSAA qualifying competition shall be structured in accordance with the Golden Horseshoe Athletic Conference Constitution, hereafter described in Appendix II of these By-Laws.

Golden Horseshoe Athletic Conference competition shall be held at an appropriate site as determined by the Convenors. GHAC competition events shall be scheduled at the beginning of each season, at a time that minimizes the loss of instructional time. No change of date or time will occur without the consent of both Principals of the competing schools and the competition Convenor. If a school forfeits a GHAC game, the school principal must present a letter to the president of the GHAC association who will present it to the members of the GHAC Executive. The forfeiting school will have to compensate GHAC for all losses incurred due to the forfeit. A team that forfeits a GHAC playoff game will forfeit the right to advance to OFSAA. The GHAC Championship must be played unless otherwise determine by the GHAC executive.

SECTION II – REPRESENTATION

In the event that only one of the Member Associations sponsors a team(s) in an activity, that Association's designated team(s) shall represent the Conference at OFSAA Championships until such time as the other Member Association sponsors team(s) in league play.

ARTICLE XIII: BOARD OF REFERENCE

SECTION I – PURPOSE

The GHAC Board of Reference shall consider and deal with all matters of policy and principle brought before it, affecting the Conference, its Member Associations and its competition programs.

SECTION II – MEMBERSHIP

The GHAC Board of Reference shall consist of two (2) members of each of the GHAC Member Associations plus the Chairperson, unless otherwise prescribed by the Council. If any member of the GHAC Board of Reference is directly involved with an issue in question or cannot attend a Board of Reference Meeting, said member will attempt to appoint an impartial proxy from the GHAC Executive within his/her Member Association.

SECTION III – CHAIRPERSON

The Chairperson for a GHAC Board of Reference Meeting will be the President of the GHAC Council. In the event that the President cannot act, the Vice-President of the GHAC Council will assume the Chair. If the Vice-President cannot act, the Principal Rep of the GHAC Council shall assume the Chair. No proxy shall be responsible for chairing a Board of Reference Meeting.

SECTION IV – COST

A bond of \$100.00 and a written description of the matter in question are to be forwarded to the Conference Secretary-Treasurer by the school requesting the Board of Reference, within two full school days following the incident in question. The GHAC Board of Reference will meet within five school days after any matter has been brought to its attention. If successful, the \$100 bond shall be returned.

SECTION V – PROCEDURES

Procedures to be followed by the Board of Reference are:

1. The appeal must be supported in person by the school administrator and at least one staff representative (teacher-coach, phys. ed./co-instructional head, other as determined by the school principal) from the school from which the appeal originated.
2. The GHAC Secretary-Treasurer shall immediately inform the Principals of the schools involved that sanctions may be imposed by GHAC.
3. The Secretary-Treasurer, in consultation with the Chairperson of the Board, shall designate the date, location and starting time of a Board of Reference.
4. The Board may initially meet in camera to review all pertinent written material (written protest, game report, applicable sections of the Constitution, etc.).
5. The Board will hear submissions and evidence by the parties involved.
6. All matters discussed in a Board of Reference will remain in camera and only the final decision and rationale will be made public.

SECTION VI - VOTING

Each Board of Reference Member shall have one vote at any regularly called meeting. Voting by each Board of Reference Member shall be by secret ballot. The Chairperson of the Board of Reference shall cast the deciding vote in the case of a tied vote.

SECTION VII - DECISIONS

The decision of the Board of Reference shall be reported directly to the individuals involved by the Secretary-Treasurer with written confirmation provided.

ARTICLE XIV: ROTATION AGREEMENTS

SECTION I – CONFERENCE AWARDS

The order of rotation of recipient of annual award(s) provided to Conference individuals such as the “Pete Beach Award” shall be in accordance with the Golden Horseshoe Athletic Conference Constitution, hereafter described in Appendix II of these By-Laws

SECTION II – PRESIDENCY OF THE GHAC COUNCIL

The order of rotation of the office of President of the GHAC Council shall be in accordance with the Golden Horseshoe Athletic Conference Constitution, hereafter described in Appendix II of these By-Laws.

SECTION III – ROTATION OF CONVENORS

The order of rotation of the convenorship of activities within the Conference shall be in accordance with the Golden Horseshoe Athletic Conference Constitution, hereafter described in Appendix II of these By-Laws.

SECTION IV – GHAC COMPETITION START TIMES

Any GHAC competition held in a school’s home gymnasium or home field may not begin prior to 3:00 pm unless circumstances arise or it is agreed upon by both competing schools.

Note: Fall outdoor sports shall commence at 2:00 pm due to the threat of darkness unless otherwise agreed upon by the schools’ administrators.

GOLDEN HORSESHOE ATHLETIC CONFERENCE

APPENDIX I – COMPETITIVE STRUCTURE

Note: Year 1 – **2022/23**

GHAC COMPETITIVE STRUCTURE

AAA

- A. HCAA
- B. HSSAA
- C. HWCAA

SINGLE ENTRY

Entry to OFSAA - If a single association has 50% (**minimum of 12 GHAC teams combined**) or more of the participating schools in GHAC competition, then there will be a 4 team play down to determine the GHAC Champion, as defined below:

Team Designation

- Team 1 - Most Populous Association Champion (Association with the greater number of schools classified as AAA).
- Team 2 - Finalist from the above association
- Team 3 - Highest GHAC finish from the previous year between the two remaining associations**
- Team 4 - Remaining association

*** In the case where both Team 3 and Team 4 teams lost in the previous year's GHAC semi-finals, then a coin toss witnessed by two GHAC Executive Members would determine the positions.*

Team 1* vs Team 4

Team 2 vs Team 3*

Entry to OFSAA – in the case when largest association is less than 50% of the participating school - the GHAC Champion will be determined with a 3 team play down on a 3-year rotation

Entry to OFSAA – no host entry - 3-year rotation

Year 1: A vs B winner plays C for GHAC Championship

Year 2: B vs C winner plays A for GHAC Championship

Year 3: C vs A winner plays B for GHAC Championship

**Association championships must be completed 5 school days prior to the OFSAA deadline to allow for sufficient time for GHAC play downs or as determined by the convenors.*

***See Appendix II: Rotational Agreement for Host Association*

DOUBLE ENTRY (BASED ON PAST PERFORMANCE)

Double entry, no host (When a second entry is granted for past performance the association with the better performance at the previous OFSAA is granted the second entry).

- | | | | |
|---------|----------|----------|----------------------------|
| A. HCAA | B. HSSAA | C. HWCAA | D. (2 nd entry) |
|---------|----------|----------|----------------------------|

Team Designation

- Team 1 - 1st place from the association who was granted the extra entry due to past performance (Highest finish at OFSAA Championships. If teams were eliminated at same level of OFSAA, highest finish at the GHAC Championships)
- Team 2 - 2nd place from the above association

Team 3 - Highest GHAC finish from the previous year between the two remaining associations*
Team 4 - Remaining association

* In the case where both Team 3 and Team 4 teams lost in the previous year's GHAC semi-finals, then a coin toss witnessed by two GHAC Executive Members would determine the positions.

Team 1* vs Team 4
Team 2 vs Team 3*

Winners must compete for the GHAC Championship (both teams advance to OFSAA)

** Highlighted Association will have their choice of venue for playoffs. For the GHAC Championship game, the highest numbered association to win their semi-final game will host.*

Association championships must be completed 5 school days prior to the OFSAA deadline to allow for sufficient time for GHAC play downs or as determined by the convenors.

A double entry will replace the regular 3-year rotation for current school year. For example, if the interruption occurs in year 2 of the rotation, the following year will continue with year 3 of the rotation. This will maintain the integrity of the rotation throughout all sports.

Double Entry (OFSAA Host or Past Performance)

In any situation where only 2 associations are vying for a GHAC Championship, the following will be used

- If neither association has greater than 50% of the schools competing – then a straight champion vs champion will occur. Home team based on hosting chart.
- If a single association has 50% (minimum of 12 GHAC teams combined) or more of the participating schools in GHAC competition, then there will be a 3 team play down to determine the GHAC Champion, as defined below:

Team Designation

Team 1 – Most Populous Association Champion
Team 2 – Finalist from the above association
Team 3 – Remaining association

Single Entry

Year 1 – Game 1 – Team 2 at Team 3
Game 1 Winner at Team 1

Year 2 – Game 1 – Team 3 at Team 2
Game 1 Winner at Team 1

Year 3 – Team 1 at Team 3

If the Host entry is from Team 3, then both champions will advance to OFSAA. In all other scenarios the normal play down structure will occur with the GHAC Championship game participants both advancing to OFSAA.

AA

Designated "AA" competition (boys' basketball, girls' basketball, boys' soccer, girls' soccer, boys' volleyball, girls' volleyball, and girls' field hockey)

- A. HCAA
- B. HSSAA
- C. HWCAA

Single Entry

Entry to OFSAA - If a single association has 50% (**minimum of 12 GHAC teams combined**) or more of the participating schools in GHAC competition, then there will be a 4 team play down to determine the GHAC Champion, as defined below:

Team Designation

- Team 1 - Most Populous Association Champion (Association with the greater number of schools classified as AA).
- Team 2 - Finalist from the above association
- Team 3 - Highest GHAC finish from the previous year between the two remaining associations**
- Team 4 - Remaining association

** In the case where both Team 3 and Team 4 teams lost in the previous year's GHAC semi-finals, then a coin toss witnessed by two GHAC Executive Members would determine the positions.

Team 1* vs Team 4

Team 2 vs Team 3*

Entry to OFSAA – in the case when largest association is less than 50% of the participating school - the GHAC Champion will be determined with a 3 team play down on a 3-year rotation

Year 1: A vs B winner plays C for GHAC Championship

Year 2: B vs C winner plays A for GHAC Championship

Year 3: C vs A winner plays B for GHAC Championship

*Association championships must be completed 5 school days prior to the OFSAA deadline to allow for sufficient time for GHAC play downs or as determined by the convenors.

**See Appendix II: Rotational Agreement for Host Association

DOUBLE ENTRY (Based on Prior Performance)

Double entry (When a second entry is granted for past performance the association who went further in the previous OFSAA performance would be granted the second entry)

- A. HCAA
- B. HSSAA
- C. HWCAA
- D. (2nd entry)

Team Designation

- Team 1 - 1st place from the association who was granted the extra entry due to past performance (Highest finish at OFSAA Championships. If teams were eliminated at same level at OFSAA, highest finish at previous GHAC Championships)
- Team 2 - 2nd place from the above association
- Team 3 - Highest GHAC finish from the previous year between the two remaining associations**
- Team 4 - Remaining association

** In the case where both Team 3 and Team 4 teams lost in the previous year's GHAC semi-finals, then a coin toss witnessed by two GHAC Executive Members would determine the positions.

Team 1* vs Team 4
Team 2 vs Team 3*

Winners must compete for the GHAC Championship (both teams advance to OFSAA)

* Highlighted Association will have their choice of venue for playoffs. For the GHAC Championship game, see Appendix II: Rotational Agreement for Host Association.

Association championships must be completed 5 school days prior to the OFSAA deadline to allow for sufficient time for GHAC play downs or as determined by the convenors.

In the scenario where an association has earned GHAC an extra OFSAA entry but cannot provide another team to play in the GHAC play downs (only has 1 participating school) the GHAC play downs will revert to the regular playoff structure for AA as noted above.

DOUBLE ENTRY TO OFSAA (HOST ENTRY)

Host Association receives an automatic entry to OFSAA and will enter the GHAC play downs.

A. HCAA B. HSSAA C. HWCAA D. (2nd entry)

Team Designation

Team 1 - 1st place from the association who was granted the host entry (Automatically qualifies for OFSAA.)

Team 2 - 2nd team from the above association (host entry or league finalist if host entry wins' league) *unless otherwise determined by host association

Team 3 - Highest GHAC finish from the previous year between the two remaining associations**

Team 4 - Remaining association

** In the case where both Team 3 and Team 4 teams lost in the previous year's GHAC semi-finals, then a coin toss witnessed by two GHAC Executive Members would determine the positions.

Team 1* vs Team 4
Team 2 vs Team 3*

Winners must compete for the GHAC Championship unless otherwise determine by the GHAC Executive (both the host entry and the GHAC Champion advance to OFSAA. If the host entry is in the GHAC championship, then both teams advance to OFSAA).

* Highlighted Association will have their choice of venue for playoffs. For the GHAC Championship game, see Appendix II: Rotational Agreement for Host Association.

Association championships must be completed 5 school days prior to the OFSAA deadline to allow for sufficient time for GHAC play downs or as determined by the convenors.

In the scenario where an association has earned GHAC an extra OFSAA host entry but cannot provide another team to play in the GHAC play downs (only has 1 participating school) the GHAC play downs will revert to the regular playoff structure for AA as noted above.

A/AA

Designated "A/AA" competition (boys' hockey, girls' hockey, boys' rugby, girls' rugby, lacrosse)

- A. HCAA
- B. HSSAA
- C. HWCAA

Single Entry

Entry to OFSAA - If a single association has 50% (minimum of 12 GHAC teams combined) or more of the participating schools in GHAC competition, then there will be a 4 team play down to determine the GHAC Champion, as defined below:

Team Designation

Team 1 - Most Populous Association Champion. Association with the greatest number of schools classified as AA.

Team 2 - Finalist from the above association

Team 3 - Highest GHAC finish from the previous year between the two remaining associations**

Team 4 - Remaining association

** In the case where both Team 3 and Team 4 teams lost in the previous year's GHAC semi-finals, then a coin toss witnessed by two GHAC Executive Members would determine the positions.

Team 1* vs Team 4

Team 2 vs Team 3*

Entry to OFSAA – in the case when largest association is less than 50% of the participating school - the GHAC Champion will be determined with a 3 team play down on a 3-year rotation

Year 1: A vs B winner plays C for GHAC Championship

Year 2: B vs C winner plays A for GHAC Championship

Year 3: C vs A winner plays B for GHAC Championship

**Association championships must be completed 5 school days prior to the OFSAA deadline to allow for sufficient time for GHAC play downs or as determined by the convenors.*

***See Appendix II: Rotational Agreement for Host Association*

DOUBLE ENTRY (Based on Prior Performance)

Double entry, no host (When a second entry is granted for past performance the association who went further in the previous OFSAA performance would be granted the second entry)

- | | | | |
|---------|----------|----------|----------------------------|
| A. HCAA | B. HSSAA | C. HWCAA | D. (2 nd entry) |
|---------|----------|----------|----------------------------|

Team Designation

Team 1 - 1st place from the association who was granted the extra entry due to past performance (Highest finish at OFSAA Championships. If teams were eliminated at same level at OFSAA, highest finish at previous GHAC Championships)

Team 2 - 2nd place from the above association

Team 3 - Highest GHAC finish from the previous year between the two remaining associations**

Team 4 - Remaining association

*** In the case where both Team 3 and Team 4 teams lost in the previous year's GHAC semi-finals, then a coin toss witnessed by two GHAC Executive Members would determine the positions.*

Team 1* vs Team 4

Team 2 vs Team 3*

Winners must compete for the GHAC Championship unless otherwise determine by the GHAC Executive (both teams advance to OFSAA)

*Highlighted Association will have their choice of venue for playoffs. For the GHAC Championship game, see Appendix II: Rotational Agreement for Host Association.

**see Appendix II: Rotational Agreement for Host Association.

Association championships must be completed 5 school days prior to the OFSAA deadline to allow for sufficient time for GHAC play downs or as determined by the convenors.

In the scenario where an association has earned GHAC an extra OFSAA entry but cannot provide another team to play in the GHAC play downs (only has 1 participating school) the GHAC play downs will revert to the regular playoff structure for AA as noted above.

DOUBLE ENTRY TO OFSAA (HOST ENTRY)

Host Association receives an automatic entry to OFSAA and will enter the GHAC playdowns.

A. HCAA B. HSSAA C. HWCAA D. (2nd entry)

Team Designation

Team 1 - 1st place from the association who was granted the host entry (Automatically qualifies for OFSAA.)

Team 2 - 2nd team from the above association (host entry or league finalist if the host entry wins its league) *unless otherwise determined by host association

Team 3 - Highest GHAC finish from the previous year between the two remaining associations**

Team 4 - Remaining association

** In the case where both Team 3 and Team 4 lost in the previous year's GHAC semi-finals, then a coin toss witnessed by two GHAC Executive Members would determine the positions.

Team 1* vs Team 4

Team 2 vs Team 3*

Winners compete for the GHAC Championship unless otherwise determine by the GHAC Executive (both the host entry and the GHAC Champion advance to OFSAA. If the host entry is in the GHAC championship, then both teams advance to OFSAA).

* Highlighted Association will have their choice of venue for playoffs. For the GHAC Championship game, see Appendix II: Rotational Agreement for Host Association.

**See Appendix II: Rotational Agreement for Host Association

Association championships must be completed 5 school days prior to the OFSAA deadline to allow for sufficient time for GHAC play downs or as determined by the convenors.

In the scenario where an association has earned GHAC an extra OFSAA host entry but cannot provide another team to play in the GHAC play downs (only has 1 participating school) the GHAC play downs will revert to the regular playoff structure for AA as noted above.

A

Designated "A" competition (boys' basketball, girls' basketball, boys' soccer, girls' soccer, boys' volleyball, girls' volleyball)

- A. HCAA
- B. HSSAA
- C. HWCAA

Single and Double Entry

Single Entry

Year 1 – HSSA 2 at HWCAA
Winner at HSSA #1

Year 2 – HWCAA at HSSA #2
Winner at HSSA #1

Year 3 – HSSA #1 at HWCAA #1

Double Entry (OFSAA Host or Past Performance)

If the Host entry is from HWCAA, then both champions from HWCAA and HSSAA will advance to OFSAA. In all other scenarios the normal play down structure will occur with the GHAC Championship game participants both advancing to OFSAA.

****See Appendix II: Rotational Agreement for Host Association**

If all 3 Associations have participating teams in this classification, playoffs will follow the AA GHAC Competitive Structure as noted above

In future, consideration will be given for HCAA to host a single A competition if the number of schools were to increase.

Football

Football will follow the following rotation:

A. HCAA B. HSSAA C. HWCAA D. (2nd entry)

Team D: Finalist from the Association whose team finished highest in previous year's OFSAA competition. If two Associations tie, a coin flip (to take place in June) will determine which of the two associations will get the 2nd entry (witnessed by 2 members of the GHAC executive).

Team Designation

Team 1 - 1st place from the association which was granted the additional entry.

Team 2 - 2nd team from the above association.

Team 3 - Highest GHAC finish from the previous year between the two remaining associations**

Team 4 - Remaining association

**** In the case where both Team 3 and Team 4 teams lost in the previous year's GHAC semi-finals, then a coin toss witnessed by two GHAC Executive Members would determine the positions.**

Team 1* vs Team 4

Team 2 vs Team 3*

In the event that only 1 entry to the OFSAA bowl is granted, a GHAC championship game will be played to determine who advances to the OFSAA bowls.

In the event that 2 entries are granted to the OFSAA bowls, winners of both above games will advance (no GHAC championship game is necessary).

* Highlighted Association will have their choice of venue for playoffs. For the GHAC Championship game, the highest ranked association to win their semi-final game will host.

DOUBLE ENTRY TO OFSAA, (HOST ENTRY)

Host Association receives an automatic entry to OFSAA and will enter the GHAC play downs.

A. HCAA B. HSSAA C. HWCAA D. (2nd entry)

Team Designation

Team 1 - 1st place from the association who was granted the host entry (Automatically qualifies for OFSAA.)

Team 2 - 2nd team from the above association (host entry or league finalist if host entry wins' league) *unless otherwise determined by host association

Team 3 - Highest GHAC finish from the previous year between the two remaining associations**

Team 4 - Remaining association

** In the case where both Team 3 and Team 4 teams lost in the previous year's GHAC semi-finals, then a coin toss witnessed by two GHAC Executive Members would determine the positions.

Team 1* vs Team 4

Team 2 vs Team 3*

Winners must compete for the GHAC Championship (both the host entry and the GHAC Champion advance to OFSAA. If the host entry is in the GHAC championship, then both teams advance to OFSAA).

Highlighted Association will have their choice of venue for playoffs. For the GHAC Championship game, see Appendix II: Rotational Agreement for Host Association.

Association championships must be completed 5 school days prior to the OFSAA deadline to allow for sufficient time for GHAC play downs or as determined by the convenors.

GOLDEN HORSESHOE ATHLETIC CONFERENCE

Appendix II – Rotation Agreement

GHAC EXECUTIVE LEADERSHIP ROTATION:

2023-2024	2024-2025	2025-2026
HSSAA - President	HWCAA - President	HCAA - President
HWCAA – Vice President	HCAA – Vice President	HSSAA – Vice President
HCAA – Principal Rep	HSSAA – Principal Rep	HWCAA – Principal Rep

OFSAA PETE BEACH AWARD ROTATION:

2023-2024	2024-2025	2025-2026
HSSAA	HWCAA	HCAA

GHAC CONVENORSHIP ROTATION:

2023-2024	2024-2025	2025-2026
Girls HWCAA	Girls HSSAA	Girls HCAA
Boys HSSAA	Boys HCAA	Boys HWCAA
CO-ED COMBINED	CO-ED COMBINED	CO-ED COMBINED
Designate HCAA	Designate HWCAA	Designate HSSAA

*If a host association does not qualify for the GHAC final, the designate association will convene the GHAC final.

**If two schools from the same association qualify for the GHAC final, that association will determine the location of the game.

GOLDEN HORSESHOE ATHLETIC CONFERENCE

Appendix III – Participating sports

Fall Sports

Boys' Football
Cross Country

Boys' Volleyball
Girls' Field Hockey

Girls' Basketball Golf

Winter Sports

Boys' Basketball
Girls' Hockey
Wrestling

Boys' Hockey
Girls' Volleyball
Swimming

Spring Sports

Badminton
Boys' Rugby
Girls' Rugby
Girls' Soccer
Tennis
Touch Football

Boys' Baseball
Boys' Soccer
Girls' Slo-pitch
Lacrosse
Track and Field
Ultimate

GOLDEN HORSESHOE ATHLETIC CONFERENCE

Appendix IV – Entry Fees

GHAC Entry Fees:

Due to escalating costs, GHAC has implemented the following entry fees to be paid by participating teams in GHAC events. Each participating school team will be charged a \$100 entry fee. These fees will be applied to the revenue side of all GHAC Financial Reports.

In addition, each participating school will be billed for half of the costs of arranging a game. Game costs include but are not limited to: facility rentals, security, EMS, referees, ticket takers, parking attendant, score-keepers and any miscellaneous items. Schools participating in GHAC games (Semi-finals and finals) will be allowed to use monies derived from ticket sales to cover costs of the GHAC game and keep whatever is left over from sales of tickets at their schools prior to the event.

Basketball (Boys/Girls)	\$100 / team + ½ of [referees]
Volleyball (Boys/Girls)	\$100 / team + ½ of [referees]
Field Hockey	\$100 / team + ½ of [field + umpires]
Football	\$100 / team + ½ of [police + security + referees + therapist + field]
Hockey (Boys)	\$100 / team + ½ of [police + arena + referees + therapist]
Hockey (Girls)	\$100 / team + ½ of [security + arena + referees + therapist]
Soccer (Boys/Girls)	\$100 / team + ½ of [referees + field]
Baseball	\$100 / team + ½ of [umpires + field]
Ultimate	\$100 / team + ½ of fees incurred
Slow Pitch	\$100 / team + ½ of [umpires + field]

NOTE: A team will only be charged the GHAC entry fee once, not for the semi-final and then the final.

Protest Policy

If a game is to be played under protest or a protest condition arises before, during or after a game, proper protest procedures must be adhered to as follows:

1. IF THE PROTEST CONDITION ARISES PRIOR TO THE GAME IN QUESTION:

- (i) Notification that the game is being played under protest must be duly recorded on the game sheet prior to the start of the game.
- (ii) The protesting Schools Association Athletic Convenor must be notified within (12) hours of the game in question, that a protest condition has arisen.
- (iii) Acceptable instruments of notification are: GAMESHEETS, TELEPHONE CALL, TEXT or E-MAIL.

2. IF THE PROTEST CONDITION ARISES DURING A GAME IN QUESTION:

- (i) The protest must be duly recorded on the game sheet, following notification of game officials that the game is being continued under protest.
- (ii) The protesting Schools Association Athletic Convenor must be notified within (12) hours of the game in question, that a protest condition has arisen.
- (iii) Acceptable instruments of notification are: GAMESHEETS, TELEPHONE CALL, TEXT or E-MAIL.

3. IF THE PROTEST CONDITION ARISES AFTER A GAME IN QUESTION:

- (i) The only condition in which a protest may be considered after the conclusion of a game will be questions of eligibility.
- (ii) The protesting Schools Association Athletic Convenor must be notified within (12) hours of the game in question, that a protest condition has arisen.
- (iii) Acceptable instruments of notification are: GAMESHEETS, TELEPHONE CALL, TEXT or E-MAIL.

SECTION II

In all cases, following proper protest procedures, the GHAC Athletic Convenors shall investigate all matters of protest and render decisions to member schools and the GHAC Executive Council within a (24) hour time period.

SECTION III

All GHAC Member Schools have the right to appeal any decision rendered by the Athletic Convenor(s) to the GHAC Executive Council through the Board of Reference procedure.

GOLDEN HORSESHOE ATHLETIC CONFERENCE

Appendix V – PLAYING REGULATIONS



Playing Regulation – GHAC Badminton

1. Ages: All competitors must meet the current OFSAA age requirements as per the OFSAA Age Classification Policy.
2. Events: There will be competition in the following events: Boys Single, Boys Doubles, Girls Singles, Girls Doubles and Mixed Doubles.
3. Eligibility: All competitors must meet the eligibility requirements as per the Article XI, Section I of the GHAC Constitution.
4. Entries: Each event will include eight (8) entries. The GHAC Executive committee will determine the number of representatives from HSAA, HCAA, and HWCAA based on the proportion of athletes competing in each sport in the previous year. These proportions will be decided in June at the GHAC AGM. No association will exceed 50% of the entries.
5. Rule Book: The rules of the Canadian Badminton Association will govern play, unless specified differently in the general regulation section.
6. Officials: It is recommended that monitors be available if required all GHAC games to assist in line calls and scoring. This will mainly consist of coaches of schools not involved in a) the match directly or b) the outcome of the match.
7. Uniforms: Doubles teams must have a matching uniform. All uniforms must have a school logo present. Spandex are not permitted at GHAC events. All shirts must have sleeves.
8. Starting Times: The date and the starting time is to be determined by the GHAC Convenor.
9. Classification: GHAC Badminton Championship shall provide competition for the following:

High School Division:

- (i) A badminton player who exclusively trains with and competes with/for their high school and does not train or compete with/for any other badminton program.
- (ii) A badminton player in grade nine (9) is eligible who ceased to compete with/for any badminton program in the three (3) years prior to the beginning of the school year.
- (iii) A badminton player in grade ten (10) or above is eligible who ceased to compete with/for any badminton program in the three (3) years prior to the beginning of the school year.

Open Division:

All other badminton players (i.e. not high school badminton players) who meet the eligibility requirements as outlined in the OFSAA Playing Regulation five (5), and who are bona fide members of the school program are classified as open participants. All appeals can be made to the OFSAA Badminton Sports Advisory Committee prior to January 1st of that school year.

10. Starting Order of Competitors: Top-seeded players are to be spaced out over the draw sheet. Players seeded for the GHAC tournament based on the previous year's results when available, as well as current year's regional meets.

Entries from the same school will be placed on opposite halves of the draw, when possible.

If an association has only two (2) entries then they will be placed on opposite halves of the draw.

11. General
Regulations:

GHAC tournaments will follow a double elimination format. However, the consolation side winner does not come back around to meet the champion. The Championship side winner is automatically granted eligibility for OFSAA as GHAC's number (1) seed at OFSAA.

ALL first matches are two (2) out of three (3) – Championship side remains 2 out of 3 but consolidation side is just one (1) game to twenty-one (21). Players/teams must win by two (2) with a cap at thirty (30).

All players or teams should be allowed a minimum of five (5) minutes between matches.

Once you qualify for GHAC/OFSAA with a doubles partner you must stay and compete with that same partner – If one person is unable to move on to the next competition that "team" cannot move on and will be replaced by the next highest seed. This applied to singles as well, if a player becomes unable to compete further for any reason, the spot cannot be filled by someone from their school.

Each school must supply its own practice shuttles.

Playing Regulation – GHAC Baseball

1. Ages: All competitors must meet the current OFSAA age requirements as per the OFSAA Age Classification Policy.
2. Events: There will be competition for a GHAC Varsity Boys Champion in accordance with the GHAC Competitive Structure, Appendix II.
3. Eligibility: All competitors must meet the eligibility requirements as per the Article XI, Section I of the GHAC Constitution. No competitor is eligible for the GHAC Baseball Championship if he has signed with a major league baseball team. Any high school team that includes said player on their eligibility sheet will forfeit all games in which the player(s) name appears on the game sheet.
4. Entries: As per the GHAC competitive structure, Appendix II of the GHAC Constitution.
5. Rule Book: The official Baseball Rule Book will apply unless noted below in the “general rules” section.
6. Officials: Officials will be provided by the host convenor of the highest caliber possible. All GHAC Championships shall be officiated by two-person teams of umpires.
7. Uniforms: If possible, all players should be in complete baseball uniform with corresponding tops and caps. Any team entering OFSAA playoffs must be completely and uniformly outfitted, including the coaching staff.

All batters and baserunners must wear a helmet. Metal cleats are allowed. Catchers must wear a mask with a throat protector, helmet, chest protector, shin guards, cup and cup type athletic supporter. Any player warming up a pitcher, must wear a mask with throat protector.
8. Starting Times: **The date and the starting time is to be determined by the GHAC Convenors.**
9. General Regulations:
 - All games will be (7) innings except when a team is leading by 10 or more runs after (5) innings for four and a half (4 ½) innings if the home team is ahead. Then the mercy rule will apply and the game is ended.
 - Ties in playoff games will continue in extra innings until 30 minutes to curfew. At this time, the international tie breaking rule will come into effect. (begin the inning with your last out or a player on the bench at second base, and nobody out.)
 - With two outs, and the catcher on base, the last player making an out shall be substituted for the catcher.
 - Any individual ejected from a game shall be automatically ineligible to participate in his team’s next game; subject to review by the Competition Committee.
 - Only solid wood or composite bats will be allowed.
 - A designated hitter may be used for any position player. The DH must be named in the starting lineup, if you choose to use one. Once

the game has begun, you may not institute a DH. If a DH enters the game as a position player, his team forfeits the DH for the remainder of the game.

- Pitchers may not pitch more than 12 outs on a single game. Outs must be consecutive.

10. Awards: A GHAC Plaque will be awarded to the Champion of GHAC in each GHAC Championship game.

Playing Regulation – GHAC Basketball (Boys and Girls)

1. Ages: All competitors must meet the current OFSAA age requirements as per the OFSAA Age Classification Policy.
2. Events: There will be competition for a GHAC Senior Champion in all classifications in which all three associations (HSSAA, HCAA, HWCAA) are fielding teams.
3. Eligibility: All competitors must meet the eligibility requirements as per the Article XI, Section I of the GHAC Constitution.
4. Entries: As per the GHAC competitive structure, Appendix II of the GHAC Constitution.
5. Rule Book: The current National Federation rule Book shall govern play at the GHAC Championships.
6. Officials: Officials will be provided by the host convenor and will be members of the Approved Board of Officials of the convening association. All GHAC games shall be officiated by three-person teams of officials.
7. Uniforms: Uniforms must be in accordance with the National Federation Rule book. Team players must wear identical or same colour shorts. Teams must provide a second set of uniforms or a set of legally-numbered markers of a different colour in case two opposing teams have the same colour uniforms. A coin toss shall decide which team changes.

All competitors are expected to dress in uniforms that are neat and clean and which maintain the integrity of the school's/Association's name, colour and logos.

Student-athletes must remain fully clothed in the appropriate team uniform in the competition area, AND use the designated locker room or change area to change to and competition attire. Incidents of non-compliance shall be forwarded to the Competition Committee for resolution.
8. Starting Times: **The date and the starting time is to be determined by the GHAC Convenors.**
9. Awards: A GHAC Plaque will be awarded to the Champion of GHAC in each GHAC Championship game.
10. General Regulations: Balls – Girls will use a size 6 ball and boys will use a size 7 ball
The host school will be responsible for having available all the necessary equipment:
 1. Game Ball
 2. A time clock and stopwatch
 3. HSSAA or HWCAA approved Score Sheets
 4. Practice Balls

Any player or coach ejected from a GHAC Championship game will be automatically prohibited from dressing for and participating in the next scheduled game. This does not include disqualification by personal fouls.

Playing Regulation – GHAC Boys Hockey

1. Ages: All competitors must meet the current OFSAA age requirements as per the OFSAA Age Classification Policy.
2. Events: There will be competition for a GHAC Senior Champion in all classifications in which all three associations (HSSAA, HCAA, HWCAA) are fielding teams.
3. Eligibility: There will be a competition for a GHAC Senior Champion in accordance with the GHAC Competitive Structure, Appendix II.
 - All competitors must meet the eligibility requirements as per the Article XI, Section I of the GHAC Constitution.
 - No Competitor is eligible whose name has appeared on a game sheet, and has dressed, after his association/school board first regular season game, for a team in “A”, “B”, “C”, Major Junior, Junior, Intermediate, Senior or GMHL divisions in any National and/or International association, or a league deemed equivalent to “A”, “B”, “C”. This includes any on-ice All-Star or Showcase game organized by leagues/associations named in this clause.
 - A Junior “B” or “C” team is allowed to AP a high school goalie to be called up in an emergency situation and appear on a game sheet and/or play up to a maximum of two exhibition, league and/or playoff games in total during the season after the Association’s first regular season game. An emergency situation would not include an on-ice All-Star or Showcase game organized by leagues/associations name in ii.
4. Entries: As per the GHAC competitive structure, Appendix II of the GHAC Constitution.
5. Rule Book: The current rules of the C.A.H.A. shall govern play in qualifying competition games with the following exceptions:
 - C.A.H.A. approved face masks, throat protectors and mouth guards must be worn by all participants, including goaltenders.
 - The maximum number of players permitted to dress for a game is twenty (20), eighteen (18) skaters, plus two (2) goal tenders.
 - The red line shall be eliminated with regards to off side infractions.
 - Any player incurring four (4) penalties or three (3) or more stick infraction penalties during the same game shall be ejected from that game.

- Suspension for Major Penalties other than fighting, assessed to any player, including goaltender, will be assessed as per the current OHF Minimum suspension List.
 - Any player incurring a Major Penalty for “fighting” shall be immediately ejected from the same game. The penalized player shall be prohibited from dressing for and playing in any further competition until her case has been reviewed by the GHAC convenors.
 - Any school may appeal the suspension of their penalties if the game officials have assessed an instigator penalty to the offending player for the eliminated team.
6. Officials: Officials will be provided by the host convenor and will be members of the Approved Board of Officials of the convening association. All GHAC Championships shall be officiated by a four-person teams of officials.
 7. First Aid: It is the responsibility of the supervising convenor to ensure that a qualified first aid service person is on site for each game(s). Games must be rescheduled if a first aid service is not available.
 8. Starting Times: **The date and the starting time is to be determined by the GHAC Convenors.**
 9. Awards: A GHAC Plaque will be awarded to the Champion of GHAC in each GHAC Championship game.
 10. Supervision: Each team using a non-teacher as a coach must have a teacher supervisor in attendance at all games.
 11. General Regulations:
 - Goal Judges shall not be used for GHAC qualifying competitions.
 - Minor Officials: Shall be provided by the host Convenor.
 - Time of game: three fifteen (15) minute periods of actual playing time will be allowed for each scheduled game.
 - Tied Game: For GHAC playoff and Championship games where so specified, if at the end of regulation periods, the score is tied, a three-minute break will be followed by consecutive ten-minute stop time sudden-death periods until ten minutes to curfew. If still tied, a five-player shootout format will be employed to determine a winner. If still tied, a sudden death shootout using any player will ensue until a winner is determined. (Can be the same player multiple times in a row).

Playing Regulation – GHAC Cross Country

1. Ages: All competitors must meet the current OFSAA age requirements as per the OFSAA Age Classification Policy.
2. Events:

Novice Boys: 4000M	Novice Girls: 4000M
Junior Boys: 5000M	Junior Girls: 5000M
Senior Boys: 6000M	Senior Girls: 6000M
	Para Event: 4000M
3. Eligibility: All competitors must meet the eligibility requirements as per the Article XI, Section I of the GHAC Constitution.
4. Entries: Each member school may enter one (1) girls and one (1) boys team in each event. A team shall consist of an unlimited number of runners with the top five (5) eligible to advance.
5. Rule Book: To be determined by the host convenor. Each competitor will pin on a sticker bearing his/her name, school and competition number. These stickers shall be provided by the convenor at the meet and must be completed by the coaches or each respective team.

The Meet Director is responsible for seeing that the course is clearly marked and properly marshaled for all races. The head official must attend the coaches' meeting, and is encouraged to hold an officials' meeting prior to the start of the first race, when possible. Otherwise the head official is responsible for communicating the information to all officials participating.

Officials will be assigned by the meet convenor and shall be of the highest caliber. Student marshals must be used under teacher/adult supervision as appointed by the convenor. Teacher officials will include a chief starter, start line judge, chief finish line judge, results recorder.

A jury of appeal consisting of three (3) teacher officials shall be appointed by the meet convenor prior to the Championship.

6. First Aid: It is the responsibility of the supervising convenor to ensure that a qualified first aid service person is on site for each race.
7. Uniforms: All runners must compete in appropriate running attire, which includes:
 - School uniforms/singlet/physical education uniform, shorts, sweatpants or tights, running shoes or racing spikes.
 - The uniform tops of all team members must be identical
 - Runners must report at the start line and have their uniforms checked by the start officials.

Failure to comply to the uniform rules will result in disqualification from the competition.

8. Starting Times: The GHAC Championship shall be held no more than two (2) weeks prior to and no less than one (1) week prior to the OFSAA Championships.
9. OFSAA Classification: The top three (3) finishers in each event will advance to the OFSAA Championship. In addition, the top two (2) GHAC teams consisting of five (5) runners from each event will advance to the OFSAA Championship. If an individual qualifier is also a member of a qualifying team, then the next individual finisher in the event (4th place, etc...) will qualify for OFSAA.
10. Finances: Each school shall be charged a fee per competitor to cover the operating costs of the combined GHAC Championship. Each school is responsible for payment of this fee at registration on the day of the meet. Cheques are to be made out to GHAC.
11. Points: To determine a GHAC team Champion, each team's top five (5) runners placing will count toward the overall team Champion. For example, School "A" had runners finish in 1st, 4th, 10th, 15th and 20th. School "A"s overall total would be fifty (50) points. (1+4+10+15+20). The team with the lowest total will be declared champion.

Playing Regulation – GHAC Field Hockey

1. Ages: All competitors must meet the current OFSAA age requirements as per the OFSAA Age Classification Policy.
2. Events: There will be competition for a GHAC Senior champion as per the HAC Competitive Structure, Appendix II.
3. Eligibility: All competitors must meet the eligibility requirements as per the Article XI, Section I of the GHAC Constitution.
4. Entries: As per the GHAC competitive Structure, Appendix II of the GHAC Constitution.
5. Rule Book: The rules of field Hockey Canada will govern play unless specified in this playing regulation below.
6. Officials: Only FHO rated officials will umpire GHAC Championship games. Games must be rescheduled if a rated official is not available for a GHAC game.
7. Uniforms and Equipment: All Players must wear shin pads and mouth guards.
 - Goal Keepers must wear a CSA approved helmet with face protection at all times, except when taking a penalty stroke or shot. The Goal keep must wear a sweater of a different colour from her own and opposing team. Any protective equipment must be underneath the sweater.
 - Skirts are preferred but other school uniforms are acceptable. The visible shirts/sweaters of all team members except the goalkeeper must be the same colour and teams knee socks must be identical. All team members must be dressed in identical skirts or all team members must be in identical shorts.
 - Teams may bring contrasting colour of socks and shirts or markers with numbers. "The team named first on the schedule will be required to wear a contrasting colour if there is a colour similarity.
8. Starting Times: **The date and the starting time is to be determined by the GHAC Convenors.**
9. Spectators: Spectators cannot be on the same side as the players and coaches.
10. Awards: A GHAC Plaque will be awarded to the champion of GHAC in each GHAC Championship game.
11. General Regulations:
 - A) No limit to the number of players dressed for the game.
 - B)
 - (i) Length of Game: tow (2) thirty-minute halves with a five (5) minute intermission;

- (ii) Substitution: the Field Hockey Rule of interchange rule shall be in effect with the following provision: "Players must leave and enter the field near the centre line on the same side as the team benches."
- (iii) Any penalty strokes not taken according to the rules shall be counted as no goal (e.g., shooting prior to the whistle.).

C) Tied Games:

In the event of a tie at the end of regulation time in any playoff game;

- In the event of a tie at the end of regulation time in any playoff game; each team will select any five (5) players from those listed on the match sheet except a player who has received a red card or a temporary suspension at the end of the game. These five (5) players shall have a shootout competition if artificial turf is available. If not, teams will take penalty strokes alternately. A list should be provided within two (2) minutes after the end of the match and the shoot-out or penalty strokes will proceed from then. The first team to shoot being decided by a coin toss. The winner shall be the team scoring the most goals.
- If the score is still tied, a "sudden victory" system will be used with any five (5) players from those listed on the match sheet except a player who has received a red card or a temporary suspension at the end of the game or during the shoot-out. Each team will alternately send one player to take a shoot-out or penalty stroke until the tie is broken. The order of shoot-out or stroking will change with each pair of shoot-outs or penalty strokes. No player may take a second shot or stroke in this series until any five (5) players listed on the match sheet (except any under permanent suspension or temporary suspension at the end of overtime) have take one stroke. Any player that is suspended by a yellow or red card during a shoot-out or penalty strokes may be replaced by any eligible play on the roster.
- Note: During the shoot-out in Tied games for Playoffs – the 8 sec time limit for shoot out will be monitored by one umpire (or coach or designate from each team). The shootout ends due to the following reasons:
 - 8 sec is up;
 - The attacker scores;
 - The ball goes out of play;
 - The attacker commits a foul;
 - The goalie commits a foul and in this case the shoot out is taken again or if the foul is deemed intentional a penalty stroke is awarded to the attacker.

(Note: if the game is being played on Turf a shoot-out will occur to determine the winner; if being played on grass penalty strokes will be used to determine the winner.)

D) Any player or coach ejected from a GHAC Championship game will automatically prohibited from dressing for and participating in the next scheduled game.

11. Safety: A qualified medical person must be in attendance before the game can begin. The host convenor shall provide this care.

Playing Regulation – GHAC Girls Hockey

1. Ages: All competitors must meet the current OFSAA age requirements as per the OFSAA Age Classification Policy.
2. Events: There will be competition for a GHAC Senior champion as per the HAC Competitive Structure, Appendix II.
3. Eligibility: Eligible competitors must meet the following criteria:
 - All competitors must meet the eligibility requirements as per the Article XI, Section I of the GHAC Constitution.
 - No competitor is eligible for OFSAA-sanctioned events whose name has appeared on a game sheet for any teams of the PWHPA or the NWHL within the current school year.
4. Entries: As per the GHAC competitive structure, Appendix II of the GHAC Constitution.
5. Rule Book: The current rules of the CAHA shall govern play in qualifying competition games with the following exceptions:
 - CAHA approved face masks, throat protectors and mouth guards must be worn by all participants, including goaltenders.
 - The maximum number of players permitted to dress for a game is twenty (20), eighteen (18) skaters, plus two (2) goal tenders.
 - The red line shall be eliminated with regards to off side infractions.
 - Any player incurring four (4) penalties or three (3) or more stick infraction penalties during the same game shall be ejected from that game.
 - Suspension for Major Penalties other than fighting, assessed to any player, including goaltender, will be assessed as per the current OHF Minimum Suspension List.
 - Any player incurring a Major Penalty for “fighting” shall be immediately ejected from the same game. The penalized player shall be prohibited from dressing for and playing in any further competition until her case has been reviewed by the GHAC convenors.
 - Any school may appeal the suspension of their penalties if the game officials have assessed an instigator penalty to the offending player for the eliminated team.
6. Officials: Officials will be provided by the host convenor and will be members of the Approved Board of Officials of the convening association. All GHAC Championships shall be officiated by a three-person teams of officials.
7. First Aid: It is the responsibility of the supervising convenor to ensure that a qualified first aid service person is on site for each game(s). Games must be rescheduled if a first aid service is not available.
8. Starting Time: **The date and the starting time is to be determined by the GHAC Convenors.**

9. Awards: A GHAC Plaque will be awarded to the Champion of GHAC in each GHAC Championship game.
10. Supervision: Each team using a non-teacher as a coach must have a teacher supervisor in attendance at all games.
11. General Regulations:
1. Goal Judges shall not be used for GHAC qualifying competitions.
 2. Minor Officials" Shall be provided by the host convenor.
 3. Time of game: **fifteen (15)** minute periods of actual playing time will be allowed for each scheduled game.
 4. Tied game: In the event of a tie game at the end of regulation time, the following apply:
 - (i) One ten (10) minute sudden victory period using a three on three system to be played.
 - (ii) In the event of a penalty during this overtime period, it shall be played four-on-four until the first whistle at which time the teams shall revert back to three-on-three.
 - (iii) If the game is still tied, a three (3) player shootout will take place. Shooters will be declared at the conclusion of the overtime period. Penalized players may NOT participate in the shootout.
 - (iv) If the game is still tied, a one (1) girl sudden victory shootout shall take place using the same players in the same order as above.

Playing Regulation – GHAC Boys Football

1. Ages: All competitors must meet the current OFSAA age requirements as per the OFSAA Age Classification Policy.
2. Events: There will be competition for a GHAC Senior champion as per the GAC Competitive Structure, Appendix II.
3. Eligibility: All competitors must meet the eligibility requirements as per the Article XI, Section I of the GHAC Constitution.
4. Entries: The number of association entries is determined by the Golden Horseshoe Bowl convenor on an annual basis.
5. Rule Book: Canadian Inter-Collegiate Football rules will govern play unless specified in this playing regulation below.
6. Officials: The officials will be that of the highest level possible. For the GHAC Championship game, there will be 5 on-field officials and 3 sideline officials (Stick Crew) provided.
7. Uniforms: Should a conflict occur in uniform colours, a coin toss will be had to determine which team will change jerseys.
8. Starting Time: As per arrangements, through the GHAC convenor.
9. Awards: A GHAC Plaque will be awarded to the Champion of GHAC in each GHAC Championship game.
10. General Regulations:
 - A) No limit to the number of players dressed for the game as long as every player can be properly and safely equipped while playing.
 - B) Procedures:
 - Games will consist of 12-minute quarters with 3 minutes of stop time at the end of each half. A staff member or referee should be assigned the duties of chief timer.
 - The game ball will be a Canadian Football (Wilson CL or CIS branded ball).
 - A coin toss will be held to determine 1st choice of possession. (kick, return, end or defer).
 - The referee has the right to take the watch from the chief timer.
 - C) Overtime: If the game is tied at the end of regulation time, a CFL style tie breaking method will be used.
 - D) Headsets and Phones: Each team will assume complete responsibility for providing and maintaining their own headsets and phones. If one team forgets theirs or they become inoperative, the opposing team will still be allowed to use theirs.

- E) Video: Teams will face no restrictions in terms of videotaping opponents games, however, videotaping opposing teams' practices is prohibited.
- F) Any player or coach ejected from a GHAC Championship game will be automatically prohibited from dressing for and participating in the next scheduled game.

11. Safety: A qualified medical person must be in attendance before the game can begin. The host convenor shall provide this care.

Playing Regulation – GHAC Golf (Boys and girls)

1. Ages: All competitors must meet the current OFSAA age requirements as per the OFSAA Age Classification Policy.
2. Events: One event for the GHAC Championship. This event will be played under stroke play rules.
3. Eligibility: All competitors must meet the eligibility requirements as per the Article XI, Section I of the GHAC Constitution.
4. Entries:

In the individual category, the GHAC championship will include eight (8) entries. The GHAC Executive committee will determine the number of representatives from HSAA, HCAA, HWCAA based on the proportion of athletes competing in the previous year. These proportions will be decided in June at the GHAC AGM. No association will exceed 50% of the entries.

In the team category, the GHAC championship will include four (4) entries (made up of no more than four (4) students). The GHAC Executive committee will determine the number of representatives from HSAA, HCAA, and HWCAA based on the proportion of athletes (teams) competing in the previous year. These proportions will be decided in June at the GHAC AGM. No association will exceed 50% of the entries.
5. Rule Book: The rules of the RCGA will govern play, unless specified differently in the general regulation section.
6. Starting Times: The date and the starting time is to be determined by the GHAC Convenor.
7. Uniforms/
Dress Code: The dress code for student competitors is as follows: Golf Shirt, Appropriate Slacks/Shorts which are knee length, Golf Shoes or some other type or non-destructive footwear. (NO FOOTBALL OR SOCCER CLEATS).
8. General Regulations:
 - The Championship will proceed RAIN OR SHINE, with the exception of Thunder/Lightning. In the case of inclement weather, each School's Coach/Supervisor is required to contact the course to make sure the course is not closed.
 - Teacher and/or Coach/Supervisors are responsible for recording the score for the team he/she is marshalling. Scores are to be recorded at the completion of each hole. Scorecards are to be attested and dated from each school team.
 - Teacher and/or Coach/Supervisors are expected to remind each student participant of their responsibilities as school representatives and as such, throwing clubs, intentional damage to a golf course and abusive or foul language will not be tolerated. Violation of these guidelines will result in an individual(s) being suspended from further competition.

- Balls hit out of bounds (white stakes/local rule boundaries) must be replayed from the exact location where the original stroke was played. Penalty is stroke and distance.
- All issues of concern shall be dealt with by the activity Convenor, consistent with the aims, objectives and philosophies of GHAC and the sport of Golf.

Playing Regulation – GHAC Rugby

1. Ages: All competitors must meet the current OFSAA age requirements as per the OFSAA Age Classification Policy.
2. Events: There will be competition for a GHAC Senior champion in all classification where a minimum of two of the three associations (HSSAA, HCAA, HWCAA) are fielding teams.
3. Eligibility: All competitors must meet the eligibility requirements as per the Article XI, Section I of the GHAC Constitution.
4. Entries: As per the GHAC competitive structure, Appendix II of the GHAC Constitution.
5. Rule Book: Games shall be played by the rules laid down in the Ontario Rugby Union Rule Book, with the exceptions of the modifications listed below:
 - Number of Players: each team may dress an unlimited number of players for games.
 - Substitutions: Substitutions for reasons other than injury shall be limited to six at half time. Unless, an agreement between both coaches has been made prior to the start of the game for unlimited substitutions at half time. These substituted players may return to the game for injury replacement.
 - Length of Game: Each game will consist of two-thirty-minute halves with a three-minute intermission between halves.
 - Over Time: two seven-minute halves with one minute between halves. If still tied the following procedure will be used. Each team will select three players from the players on the field at the end of overtime. Those players shall be organized to kick at the goal posts from designated spots of the field. These spots are on 22 meter line from a) centre, b) the intersection of the 15 meter line and the 22 meter line.
6. Officials: Only qualified ORU officials will referee GHAC Championship games or tournaments. Games must be rescheduled if a rated official is not available for a game. For all GHAC Championships, 3 officials are required.
7. Awards: A GHAC Plaque will be awarded to the Champion of GHAC in each GHAC Championship game.
8. Uniforms: All team members must wear a numbered team jersey. (Home Association is responsible for avoiding colour conflicts.) All players must wear an internal mouth guard.
9. General Regulations:
 - Goal post pads and flexible playing field marks must be used at all games. Dangerous projections near the playing area must be covered to ensure safety for the players.

- It is the responsibility of the Host Convenor to provide sideline care at GHAC Championship game. Games must be rescheduled if a qualified First Aid person is not available.

10. Starting Times: The date and the starting time is to be determined by the GHAC Convenors.

Playing Regulation – GHAC Soccer (Boys and girls)

1. Ages: All competitors must meet the current OFSAA age requirements as per the OFSAA Age Classification Policy.
2. Events: There will be competition for a GHAC Senior champion in all classification where a minimum of two of the three associations (HSSAA, HCAA, HWCAA) are fielding teams.
3. Eligibility: All competitors must meet the eligibility requirements as per the Article XI, Section I of the GHAC Constitution.
4. Entries: As per the GHAC competitive structure, Appendix II of the GHAC Constitution.
5. Rule Book: The Rules of Soccer as they appear in the FIFA Handbook, and the OSA regulations, shall govern play with the following exceptions listed in the general regulations.
6. Officials: Rated referees and linespersons will be assigned by the host convenor.
7. Uniforms: All players must wear identical numbered shirts and shorts. All players must wear shin guards. The referee has sole discretion as to the safety of casts and braces and may rule as per the FIFA protocols.
8. Starting time: **The date and the starting time is to be determined by the GHAC Convenors.**
9. Duration:
 - Each game shall consist of two (2) forty (40) minute halves.
 - If the game is suspended due to weather conditions or curfew, it will be considered complete if ten (10) minutes of the second half have been played.
 - Five (5) minute rest time between halves.
 - Tied Games: Two (2) – complete Ten (10) minute halves. If the game is still tied, teams shall take penalty kicks as per the FIFA rules.
10. General Regulations:
 - Unlimited substitutions
 - Substitutions may occur at goal kicks, goal scored, at half time, on your own throw-in, and on an opponent's throw-in once the opponent has initiated a substitution.
 - A "cooling period" after a caution can be initiated at the referee's discretion.
 - OSA policy in effect for all cautions.
 - Each team may dress a maximum of twenty (20) players for each game. The team eligibility list may have any number of players. Students who are not on the game roster must not be dressed in any team attire and are not permitted to warm-up with the team. However, these students are permitted within the competition (bench) area.

11. Awards: A GHAC Plaque will be awarded to the Champion of GHAC in each GHAC Championship game.

Playing Regulation – GHAC Swimming

A SAC Committee (Sports Advisory Committee) will serve as the governing body of the GHAC Swim Meet, under the authority of the GHAC Executive. Membership of this SAC Committee will consist of three (3) members from each association, selected at the discretion of each association. One member from each association must be in attendance to create a quorum for final decisions. The Chairperson of the SAC committee rests with the association serving as host of the GHAC Swim Meet and will report to the GHAC Executive.

1. **Safety Guidelines:** Each CHAC Member School shall ensure that the Physical Education Safety Guidelines – Secondary Inter School Module 2008, outlined according the following critical components: EQUIPMENT, CLOTHING/FOOTWEAR, FACILITIES, SPECIAL RULES/INSTRUCTION and SUPERVISION, be adhered to at all times. Specific details will be provided at the pre-season coaches meeting.
2. **Supervision:** The Principal shall designate a staff member from his/her own staff or a member from an attending school to accompany the school's competitor, be responsible for them and represent them at the coach's meetings. A swimmer may not compete in the GHAC Swim meet unless accompanied by this said person.
3. **Classification:** a) GHAC Swimming Championship shall provide competition for the following swimmers:
 - i) High School
 - ii) Para
 - iii) Open

High School Division

- i) A swimmer who exclusively trains with and competes with/for their high school and does not train or compete with/for any other aquatic program or program with an aquatic component.
- ii) A swimmer is eligible who has ceases to train or compete with/for any other aquatic program or program with an aquatic component prior to the previous high school season.

Para-Swimmer

All para-swimmers must have a classification provided by an OFSAA designated classifier to compete at the OFSAA Swimming Championship.

Classifications for Para-swimming Competitors:

-S1-10 are for physical impairment;
-S11, S1, S13 are for visual impairment; and,
S14 are for intellectual impairment.

Open Division

All other swimmers (i.e. not Para-swimmers or high school swimmers as defined above) who meet the eligibility requirements, and who are bona fide members of the school team must compete in this division.

4. **Eligibility:** a) Team Eligibility

GHAC Swimming is classified as a Team Sport. Only bona fide school team members coached by a staff member from that school or a volunteer coach that has been approved from the school's principal may enter the GHAC Swim Championship.

- i) a school team is defined as a team composed of a minimum of six (6) members who train as a team during the months from October to March involving pool practices the direction of a coach;
- ii) a coach is a teaching staff member of that school who is responsible for the team and is present at a majority of practices and all competitions. This may still allow for coaching assistance of a purely technical nature;
- iii) a bona fide school team member is a student from that school who actively participates as a swimmer in the majority of practices of his/her school team.
- iv) attendance at ten (10) practices is to be verified by the completions of a practice eligibility form by the coach and principal.
- v) eligibility forms must be handed in to the GHAC Convener by December 15th. Only those swimmers listed at this time will be eligible to compete in the GHAC meet for that school year.
- vi) In order to qualify swimmers for OFSAA, coaches must submit list of names of all potential swimmers in December to the Association Convener to verify eligibility only. Names and times of qualified swimmers will be submitted by the Association Convener to the OFSAA Convener prior to OFSAA Swimming Championship in February.

b) Student Eligibility

- i) Be eligible for competition under the Constitution, By-Laws and Standing Rules (Playing Regulations) of HSSAA, HCAA, or HWCAA;
- ii) Be certified as eligible by the Principal of the school;
- iii) Meet the following age requirements:

JUNIOR - the individual's birth certificate indicates that he/she has not reached his/her 15th birthday by January 1st prior to the start of the school year in which the competition is held.

SENIOR - the individual's birth certificate indicates he/she has not reached his/her 19th birthday by January 1st prior to the start of the school year in which the competition is held.

- iv) Be in Grades 9-12;
- v) Be eligible under the OFSAA Transfer Policy (By-Law 5, Section 4(f));
- vi) Be eligible for no more than five (5) consecutive years from date of entry into Grade 9 (By-Law 5, Section 4(g));
- vii) Developmentally disabled swimmers with an S14 classification should be permitted to compete until the age of 21.
-The eligibility form must be brought to the GHAC Swim Meet by the participating coach(es).

5. Entries:
- Entries must be received by the GHAC Convener no later than one week prior to the championship.
 - Entries will be completed as directed by the convener(s). All entries will come from either the HSSAA or the HWCAA Swim Championship Meets. Seeding will be completed after the entries are received.
 - A school may have a maximum of two (2) competitors in each individual event, in each division and two (2) school relay team in any relay event. NOTE: Only the top relay team from each school will score points.
 - In PARA events a school may enter any number of swimmers with only the top two scoring in each event.
 - Competitors may enter up to **four (4)** events; only two (2) of which may be individual events. Any, or all, of these events for junior swimmers may be at the senior level. Seniors may not swim events at the junior level.
 - Seniors entered in the 4 x 100 relay will not have this event count against their total event entries.
 - Entries for individual events will be scheduled at 3 heats per event and entries for relays will be scheduled at 2 heats per event. The GHAC. The GHAC Executive committee will determine the number of representatives from HCAA, HSSAA, and HWCAA based on the proportion of athletes competing in each sport in the previous year. These proportions will be decided in June at the GHAC AGM. No association will exceed 50% of the entries.
 - All PARA swimmers who participate in the HCAA, HSSAA or HWCAA Swim Championship are eligible to compete at GHAC.
 - A relay team may be made up of six (6) competitors, any four (4) of whom may swim, out for all six (6) listed the relay is considered an event.
 - For the Open Relays, teams may consist of swimmers from the High School Division, the Open Division, or any combination thereof.
 - A PARA competitor who chooses to swim in the PARA division may not swim in the corresponding event in the High School or the Open division. For the other events, however, he/she may swim in the High School division only or the Open division only.
 - PARA swimmers are permitted to swim on relay teams in the appropriate age category.
 - The pool will be available for warm-ups prior to the start of the meet.
 - A warm-up schedule shall be provided prior to the meet. SNC warm-up procedures shall be in effect.
 - The GHAC Convener shall be responsible to ensure that the OFSAA entries are submitted.
 - Scratches for the GHAC Swim Championships are to be submitted to the marshal as early as possible, and at least 20 minutes, prior to the start of the meet. No substitutions will be allowed.
 - THERE WILL BE NO DECK ENTRIES.
6. Rule Book: SNC rules for high schools shall govern all GHAC swim meets.
7. Officials: At the Convener's discretion, and of the highest caliber possible.

8. Uniforms: Participants must be in compliance with OFSAA uniform rules concerning club insignia and sponsorship.
All swimmers from the school shall wear the school team bathing cap or team swim suit.
9. Location: The location of the GHAC Championship shall be at the discretion of the convener(s).
10. Date: The GHAC Swimming Championship shall be scheduled at least 7 days prior to the OFSAA entry deadline.
11. Entry Fees: Entry fees will be determined by the convener(s) as a proportional cost by athlete entries. The budget and receipts will be made available to all coaches and administrators that request it prior to payment.
12. Events: GHAC Swimming Championship will follow the OFSAA numbering and order. These will change as/if the OFSAA event numbering/order changes. Refer to OFSAA swimming for details.

Official split requests are pre-approved by the referee in advance. The requesting teams may have additional responsibilities such as providing additional a minimum of two timers, stop watches, and any other request from the referee.

Girls	Event	Boys
1	Open 200M Freestyle	2
3	Senior 200M Freestyle	4
5	Junior Medley Relay	6
7	Open Medley Relay	8
9	Junior 50M Freestyle	10
11	Senior 50M Freestyle	12
13	Open 50M Freestyle	14
15	Junior 50M Butterfly	16
17	Senior 50M Butterfly	18
19	Open 100M Butterfly	20
21	Junior 50M Breaststroke	22
23	Senior 100M Breaststroke	24
25	Open 100M Breaststroke	26
27	Senior Medley Relay	28
29	Open 200 IM 30	30
31	Junior 200M Free Relay	32
33	Senior 100M IM	34
35	Open 100M IM	36
37	Junior 100M IM	38
39	Senior 100M Freestyle	40
41	Open 100M Freestyle	42
43	Junior 100M Freestyle	44
45	Senior 100 Backstroke	46
47	Open 100M Backstroke	48

49	Junior 50M Backstroke	50
51	Senior 200M Free Relay	52
53	Open 400M Free Relay	54

PARA 50M Freestyle will go after Event #14

100M Freestyle will go after Event #40

50M Backstroke will go after Event #50

13. Entry Fees: Entry fees will be determined by the convener(s) as a proportional cost by athlete entries. The budget and receipts will be made available to all coaches and administrators that request it prior to payment.

14. Scoring:

Finish	Individual Events	Relays
1	19	32
2	13	26
3	12	24
4	11	22
5	10	20
6	9	18
7	7	14
8	5	10
9	4	8
10	3	6
11	2	4
12	1	2

For PARA events ONLY

Only the best two (2) finishes for any school will count for points in scoring the Championship team results. Should a third athlete from a school be in a position to earn points (e.g. have the 10th best time) they will be moved to the bottom of the event results and the 11th, 12th, and 13th place finishers will move up one position each. Should other schools be in the same position in an event, this procedure will be applied in a similar manner. In calculation of GHAC Championship results, all Divisions will count in the total.

Playing Regulation – GHAC Track and field

1. Ages: All competitors must meet the current OFSAA age requirements as per the OFSAA Age Classification Policy.
2. Eligibility: All competitors must meet the eligibility requirements as per the Article XI, Section I of the GHAC Constitution.
3. Events:
 - a) All events will be offered that are offered at the OFSAA Track meet of that year, with the exception of Pole Vault. This will be offered if entries dictate.
 - b) All hurdles and all 400 M events should be added to the time schedules as heats, unless the number of competitors is the same as or less than the lanes available. In that instance, the race will be run as a timed final.

Discuss Weights:

All Girls events plus Midget and Junior Boys – 1K Senior Boys – 1.60KG

Javelin Weights:

All Girls events plus Midget and Junior Boys – 600g Senior Boys – 800g

Shot Put Weights:

Midget and Junior Girls – 3kg, Senior Girls 4kg

Midget and Junior Boys – 4kg, Senior Boys – 5.443kg

Hurdle Information:

	Height of Hurdle	# of Hurdles Used	Distance to 1 st Hurdle	Distance between Hurdles	Last Hurdle to End
80M Midget/ Junior Girls	30"	8	12m	8m	12m
100M Senior Girls	30"	10	13m	8.5m	10.5m
Midget/ Junior Boys	33"/36"	10	13m	8.5m	10.5m
110M Senior Boys	36"	10	15yd	10yd	15yd
300M Midget/ Junior Girls	30"	10	50m	35m	40m
300M Midget/ Junior Girls	33"	8	50m	35m	40m
400M Senior Boys	36"	10	45m	35m	40m
400M Senior Girls	30"	10	45m	35m	40m

4. Entries:
 - a) No entries will be accepted the day of the meet. Coaches bear the sole responsibility of the accuracy and completeness of their entries

- b) Individual schools are allowed three (3) entries per event and one (1) entry per relay.
 - c) Any competitor may enter three (3) events plus one (1) age class relay and one (1) open relay.
 - d) An athlete may compete in the individual Track and Field event in his/her own age classification and then move up to a higher classification for a relay providing he/she does not compete in the relay(s) in his/her own classification.
- 5. Rule Book: The CFTA Rule Book will be used to cover all technicalities not covered in the GHAC Regulations.
- 6. Officials: To be the highest caliber possible.
- 7. Uniforms: All competitors in the GHAC meets shall wear a presentable school uniform or physical education uniform. A violation of this will disqualify the offender from entry into any events. It should be noted that uniform specifications for GHAC relay events are that of identical tops.
- 8. Starting Time: As per the meet schedule distributed prior to the meet.
- 9. South Regional/
OFSAA
Representation: The top 5 finishers in each event advance to the South Regional Meet. The top 4 finishers for the South Regional Meet advance to the OFSAA Championships.
- 10. General Regulations:
 - a) The order of events is to be circulated prior to the meet.
 - b) Calling Events:
All events will be called 3 times –
1st call: 10 minutes prior to start of event
2nd call: 5 minutes prior to start of event
3rd call: 1 minute prior to start of event
 - c) Reporting of Contestants: It is the competitor's responsibility to report to the official in charge of the event immediately after the first call. This should be done before the start of the event if he/she is competing in another event at the same time.
 - d) Order of Precedence: In the event that competitors are entered in events that are being conducted at the same time, track events will take precedence over the Pole Vault and High Jump, which in turn will take precedence over all other field events.
 - e) All measurements shall be made with a certified steel or fiberglass tape.

Distance or height shall be recorded to the nearest 0.5cm below the distance achieved or covered, and if 35M shall be recorded to the

nearest CM below the distance ground and the lowest part of the upper side of the bar.

- g) Scoring:
- 1) 1st place – 10 points
 - 2) 2nd place – 8 points
 - 3) 3rd place – 6 points
 - 4) 4th place – 4 points
 - 5) 5th place – 2 points
 - 6) 6th place – 1 point

In open events, the points won count for an individual championship in the class in which the competition belongs. The competitors placing in these events will be award the number of points awarded for their place in the event. (eg- a junior competitor placing 2nd in the Open 3000M run would be awarded only the points for his place in the event even though he was the best of his class in the event.)

- h) The decision as to whether the meet shall be called off due to weather conditions, the convenor by 10:30am on the day of the meet or at any time during the day when lighting is present. If postponed, the convenors will reschedule the championship as soon as possible.
- i) Jury of Appeal: Shall consist of three (3) individuals (GHAC convenor HWCAA convenor, HSSAA convenor, and HCAA convenor) to handle disputes regarding; meet structure and procedure, rules and officials, uniforms, equipment, scoring. Disputes must be written in writing within 30 minutes of the conclusion of the event in which the incident occurred.
- j) All school competing at GHAC must be prepared to contribute to the officiating at the meet at the convenors discretion.

Playing Regulation – GHAC Tennis

1. Ages: All competitors must meet the current OFSAA age requirements as per the OFSAA Age Classification Policy.
2. Events: The events to be conducted are:
 - Junior High School Division: Boys Singles, Boys Doubles, Girls Singles, Girls Doubles, Mixed
 - Senior High School Division: Boys Singles, Boys Doubles, Girls Singles, Girls Doubles, Mixed
 - Mixed High School Division: Boys Singles, Boys Doubles, Girls Singles, Girls Doubles, Mixed
3. Eligibility: All competitors must meet the eligibility requirements as per the Article XI, Section I of the GHAC Constitution. The GHAC Tennis Championships shall provide competition in Open and High School divisions. Classification of divisions is as follows:
 - Open Division: player must have won a minimum of two rounds in total (one round or more in a tournament and/or at a later date wins a round in another tournament) in 3-star Ontario Tennis Association (OTA) tournaments or higher or the equivalent (USTA, European championship) in the three years prior to the beginning of the school year. Any player who has ever played in the Canadian Nationals or any player that has ever played in any U-14, U-16 or U-18 provincial championships shall also be considered an open player. A bye, defaulted or retired match in an OTA event does not constitute a win.
 - High School Division: any player who has not met the above criteria for an Open player.

*Note that a player deemed “Open” regardless of age. If a player is deemed to be Open he/she must play in the Open event and cannot play in the High School division.

*It is the coach’s responsibility to ensure an Open player does not play in the High School Division.
4. Entries: Entering players into events.
 - No player may compete in more than one event at one tournament. A junior player may play at the senior tournament.
 - Each school may enter one team/competitor per event in the High School Division.
 - Each school may enter multiple teams/competitors into each event in the Open (Ranked) Division. This is under the discretion of the convenor due to court availability on the day of the Open tournament.
 - Each coach shall provide the convenor with event entries (player names and skill levels) one week prior to a tournament.

- In a doubles or mixed pairing, if any individual is an Open player, the entire team shall be considered Open.
- 5. Tournament Structure: Each event in each tournament will be run as a Single Elimination tournament. Each match will consist of a 6 game pro-set (no ad scoring) where the winner must win by two games. A first to 7-point tie-break will occur at 6-6. Depending on the number of entries into each event and number of court hours available, the convenor may increase this to an 8-game pro set (7-7 tie-break)
- 6. Seeding: Coaches will classify each player's skill level.
- 7. Expenses: An Entry Fee shall be charged which shall be sufficient to cover the operating costs of the tournament. Any school that does not meet its entry commitment after it has declared an entry into the tournament will be required to submit the entry fee and a report will be made to the Board of Reference - Sanctions. Those schools having entries are responsible for arranging and financing their own travel, meals and accommodation for the event.
- 8. OFSAA Berths: GHAC is permitted to send two entries per event at OFSAA. This applies only to the Senior and Open (Ranked) tournaments.
 - OFSAA events are High School Boys Singles, High School Girls Singles, High School Boys Doubles, High School Girls Doubles, High School Mixed Doubles, Open Boys Singles, Open Girls Singles, Open Boys Doubles, Open Girls Doubles, and Open Mixed Doubles.
 - The GHAC finalist and winner in each of the above events will receive a berth to OFSAA in that same event.
- 9. Rule Book: The Tennis Canada Rules of the Court will govern play unless specified differently in the General Regulations.
- 10. Officials: At each tournament:
 - Officials will not be provided.
 - Players must make their own calls on the court, and must agree to the score.
 - Each team will call balls in or out on their own side of the court.
 - The other team (opponent(s)) may not challenge calls.
 - Coaches may not call balls in or out for their players, and may not keep score.
 - Coaches may not coach during the match, verbally or otherwise.
 - In the event that players cannot come to an agreement the convenor will make the final call.
 -
- 11. Uniforms: Proper Tennis apparel is required. OFSAA rules will apply.
- 12. General Regulations: A school may enter a partial team.
 - The convenor has discretion to modify tournament conditions, e.g. length of matches.

- Balls shall be supplied by the Convenor.
- The Convenor or his/her designate shall act as Chief Umpire and his/her decision shall be final.
- Operating expenses for the meet will be met by entry fees from the participating schools. Fees are to be charged per competitor, per event as determined by the Convenor.
- A school missing deadlines listed will NOT be permitted to enter a team.
- In the event of a disqualification of a player after a tournament, the convenor shall determine a reasonable replacement for that player taking into consideration past and present tournament results.

13. Dates:

Each year there is a Junior Tournament, a Senior Tournament, and an Open (Ranked) Tournament.

- The Senior and Open (Ranked) tournaments will take place on the same day. These tournaments will take place on the 2nd last Wednesday in May. This is to ensure coaches and the convenor have suitable time to enter team information to OFSAA. While the convenor will do all he/she can to ensure the tournaments are on the second last and last Wednesdays of May, court booking and other factors may force a date change. This will be communicated to all coaches

Playing Regulation – GHAC Volleyball (boys and girls)

1. Ages: All competitors must meet the current OFSAA age requirements as per the OFSAA Age Classification Policy.
2. Events: There will be a competition for a GHAC Senior Champion in all classification where a minimum of two of the three associations (HSSAA, HCAA, and HWCAA) are fielding teams. Each competition will consist of best 3 out of 5 sets. Sets 1 through 4 will be Rally Point up to 25 and the 5th set, if needed will be up to 15. In all sets there is no cap and you must win by at least 2 points. requirements as per the Article XI, Section I of the GHAC Constitution.
3. Entries: As per the GHAC competitive structure, Appendix II of the GHAC Constitution.
4. Rule Book: The rules and regulations of volleyball Canada will be followed unless otherwise specified below:
 - 1) A team may dress a maximum of 18 players for a match.
 - 2) Substitution Rule - For OFSAA competition teams are allowed a maximum of 12 substitutions in any one set. There is no limit to the number of times a player may leave or re-enter a set as long as the maximum number of substitutions is adhered to and they leave or re-enter for the same player. Once a player has a designated substitution partner in a set, that is the only player that they may leave or re-enter that set for. For example, player A for player B - player C may not enter into this rotation.
 - 3) Libero Player:
 - i) Each Team has the right to designate up to two (2) specialist defensive players: Liberos.
 - ii) All Liberos must be recorded on the scoresheet with the team roster.
 - iii) The number of the Libero or Liberos is to be recorded on the lineup sheets for all sets.
 - iv) Coach may re-designate Liberos each set.
 - v) Only one Libero may be on the court at any time.
 - vi) The Libero CAN be either team captain or game captain at the same time as performing as a Libero.
5. Officials: Rated referees and linespersons will be assigned by the host convenor.
6. Uniforms: Uniforms shall have any one or two-digit, legal-size, number on the front and back of the uniform. The numbers on the back must appear in the centre; the numbers on the front must appear in the centre or on the right or left side of the uniform.

7. Starting Time: The date and the starting time is to be determined by the GHAC Convenors.
8. Awards: A GHAC Plaque will be awarded to the Champion of GHAC in each GHAC Championship game.
9. Game Procedures: When the first referee signals for the teams to change court at the end of a set, the teams may go directly to their bench and then proceed to the team bench on the other side of the court.
10. General Regulations: Any player or coach ejected from a GHAC Championship game will be automatically prohibited from dressing for and participating in the next scheduled game.

Playing Regulation – GHAC Wrestling

GHAC WRESTLING PLAYING REGULATIONS

- i. Eligibility:
 - i. All wrestlers must be registered, full-time high school students and meet the age and residence criteria for OFSAA eligibility.
 - ii. Transfer students must meet transfer criteria established by GHAC and OFSAA and have the necessary transfer forms completed and approved prior to the GHAC competition.
 - iii. Wrestlers must attend the minimum amount of practices as determined by OFSAA regulations.
 - iv. All teams must submit, to the GHAC convener, a team list two (2) weeks prior to the GHAC Championships. The GHAC convener will prepare a weigh-in list including seeding information and will forward a copy of the weigh-in list to both weigh-in convenors no later than one (1) week prior to the GHAC Championships.
 - v. The GHAC Wrestling Championships should be held on the Thursday or Friday prior to the OFSAA entry deadline unless scheduling issues make it impossible.
 - vi. The GHAC Wrestling Championships should have Officials represented from both Hamilton and Halton regions, unless availability makes it not possible.
- ii. Format: The tournament format will be an open tournament. There will be no restrictions on the number of wrestlers per school or weight class. (See Appendix A).
- iii. Weight Classes:
 - i. Men: 38, 41, 44, 47.5, 51, 54, 57.5, 61, 64, 67.5, 72, 77, 83, 89, 95, 130kg, over 130kg
 - ii. Women: 38, 41, 44, 47.5, 51, 54, 57.5, 61, 64, 67.5, 72, 77, 83, 89, 95, 115kg, over 115kg
 - iii. In order to compete in the 130 kg class, a male competitor must weigh in over 95 kg and in order to compete in the highest weight class, a competitor must weigh in over 130 kg.
A super heavy weight class will be created if demand is sufficient. In order to compete in the super heavy weight class, a male must weigh in over 130 kg. Wrestlers in the super heavy weight class would not score points for their team.
 - iv. In order to compete in the 115 kg class, a female competitor must weigh in over 95 kg and in order to compete in the highest weight class, a competitor must weigh in over 115 kg.
Rationale: Safety is the first priority for all our student-athletes. The current girls' weight class categories present a significant and unnecessary risk for the girls' wrestling between 83 and 115 kg. The addition of the 89 and 95 weight classes will reduce the chance of injury to the lighter weight student-athletes.

To ensure equitable opportunities for all student-athletes, adding the 3 weight classes to the girls' division (38kg,89kg,95kg) ensures girls and boys the same opportunities to compete.

- iv. Weigh-Ins: Weigh-ins will take place in two locations the night before the tournament (one in Hamilton, one in Halton) from 4 to 5 pm, and be supervised by a GHAC official and a liaison from the opposite region. The tournament convener will request the name of the liaison leading up to the tournament. The completed weigh-in list shall be e-mailed to the GHAC convener/draw master using the e-mail address provided on the GHAC Championship information sheet no later than 6pm. A confirmation of receipt of the weigh-in list will be sent immediately upon receiving the weigh-in list.

- v. Team Scoring: The top 16 competitors per school will count towards team points. A team may score points for more than one wrestler per weight.
 - 1st - 12 pts
 - 2nd - 9 pts
 - 3rd - 6 pts
 - 4th - 4 pts
 - 5th - 2 pts
 - 6th - 1 ptNOTES: OFSAA - If during the weeks leading up to OFSAA it appears that a qualified wrestler from your team may not be able to or is NOT able to represent GHAC, please inform that year's GHAC tournament convener and the coach of the 3rd place wrestler as soon as possible.

Appendix A Open Tournament Format

1. Schools will not be restricted as to the number of wrestlers per school or weight class. The Draw Master shall make every effort to separate wrestlers from the same school where possible.
2. A modified OFSAA style, double elimination draw will be used. The draw sheets shall be posted no later than 45 minutes prior to the start of the tournament. Coaches have up to 15 minutes prior to the start of the tournament to check the draw sheets and report any errors to the Draw Master after which time the draws are final. If bouts are re-drawn for any reason, that mat will be delayed, and coaches will be given 20 minutes, once that draw is reposted to check the draws of that mat for corrections before draws are final. Wrestling will resume immediately following that 20minute period.

The Final round will be modified as follows:

- i) The final two wrestlers on the winning (championship) side of the draw and the final wrestler on the losing (consolation) side of the draw will face each other in a round-robin pool to determine medal placing. If any of the wrestlers have already met in an earlier round, that match will count in the pool standings and they will not wrestle again.
- ii) The final match in the round-robin will be between the two undefeated wrestlers, unless they are on the same team. If two of the wrestlers in the round-robin are from the same

team, they must wrestle first. If all three wrestlers are from the same team, no exception will be made.

- iii) The good point system will be used for matches involving the three finalists.
- iv) If there are five or less wrestlers in a weight class, a single pool, round-robin format will be used.

3. Point System:

Match Result Winning Wrestler Losing Wrestler

Pin 5 0

Default / Disqualification 5 0

Technical Superiority 4 0

(loser scores no points)

Technical Superiority 4 1

(loser scores points)

Decision (loser scores no pts) 3 0

Decision (loser scores pts) 3 1

4. Tie Breakers:

Placement will be determined by the best record in the round-robin. If one or more wrestlers have identical records, good points earned by each wrestler will determine placement. Ties in points will be broken by the following criteria.

- i) If two wrestlers are tied in good points after the round-robin, the wrestler that won the match between the two will place higher.
- ii) If all three wrestlers are tied in good points, the winner will be declared by:
 - a) Fastest pin,
 - b) Fastest superiority, then,
 - c) A one-minute round.

5. A maximum of eight (8) positions in each weight class shall be seeded and placed on the draw as outlined in Appendix B.

Seeding Criteria:

1. Defending OFSAA medalist from the previous season. Higher medal earns the top seed. **
2. OFSAA 4th, 5th, 6th from the previous season. **
3. GHAC champ from the previous season. **
4. GHAC 2nd, 3rd, 4th place finisher from the previous season. **

** If two or more wrestlers had a similar placing in the previous year, the higher weight class gets top seed.

Appendix B

Placement of Seeds on the Draw:

Eight (8) Person Draw Sixteen (16) Person Draw:

- # 1 seed placed in position 1 - # 1 seed placed in position 1
- # 2 seed placed in position 7 - # 2 seed placed in position 15
- # 3 seed placed in position 5 - # 3 seed placed in position 9
- # 4 seed placed in position 3 - # 4 seed placed in position 7
- # 5 seed placed in position 4 - # 5 seed placed in position 5
- # 6 seed placed in position 6 - # 6 seed placed in position 11
- # 7 seed placed in position 8 - # 7 seed placed in position 13
- # 8 seed placed in position 2 - # 8 seed placed in position 3
- All unseeded athletes will be randomly placed

Round Robin Draw:

4-Person 5-Person

Round 1 1 vs 4 2 vs 3 2 vs 5 3 vs 4 1 Bye

Round 2 1 vs 3 2 vs 4 1 vs 5 2 vs 4 3 Bye

Round 3 1 vs 2 3 vs 4 1 vs 4 2 vs 3 5 Bye

Round 4 1 vs 3 4 vs 5 2 Bye

Round 5 1 vs 2 3 vs 5 4 Bye

PLAYING REGULATION – GHAC CURLING (BOYS AND GIRLS)

1. Ages: All competitors must meet the current OFSAA age requirements as per the OFSAA Age Classification Policy.
2. Events: There will be a competition for a GHAC Senior Champion in all classification where a minimum of two of the three associations (HSSAA, HCAA, and HWCAA) are fielding teams.
3. Eligibility: All competitors must meet the eligibility requirements as per the Article XI, Section I of the GHAC Constitution.
4. Entries: As per the GHAC competitive structure, Appendix II of the GHAC Constitution.
5. Rule Book: The OCA Rule Book supplemented with OFSAA Regulations will govern play.
6. Uniforms:
 - (a) Players must bring a clean change of shoes to be worn on the ice surface. Any player without a clean change of shoes will not be allowed to play that game.
 - (b) Jeans and “pajama pants” cannot be worn on the ice surface.
 - (c) All players must wear attire that will not damage the ice surface. Dirty pants, metal chains, and metal lace eyelets are examples of attire that can damage the ice.
 - (d) Inappropriate slogans and advertising/sponsorship reflecting alcohol or tobacco products may not be worn.
 - (e) All other equipment, including sliders and brooms are supplied by the Oakville Curling Club.
7. Rules and Officials:
 - (a) Coaches are to instruct their participants on curling rules, etiquette and expectations.
 - (b) The rules governing play shall be that of the Ontario Curling Association.

GHAC exceptions to the rules are:

- i) A coin toss will take place at the beginning of each scheduled game. The winning team will choose either the hammer or the colour of the rock.
- ii) All GHAC games will be scheduled for six (8) ends. No end shall start with less than 15 minutes of rented ice time left.
- iii) Two (2) one (1) minute timeouts per team, per game are permitted and may be called by a player on the ice when it is their team’s turn to throw, or between ends. Coaches may signal to their team that they wish a time-out, but the time-out must be called for by a player on the ice. No banging on the glass allowed! Note: The one (1) minute time limit MUST be adhered to, to prevent time problems.

- iv) If required, an umpire will be designated by the convenor for a game.
- v) If a game ends in a tie a full end will be played towards the glass to break the tie.
Note: In the event this rule needs to be amended due to ice rental restrictions, one rock will be thrown by each team, closest to the button to break the tie.

8. Jury of Appeal

- A) The Jury of Appeal constructed at the coaches pre-season meeting will consist of the convenor and 3-4 coaches from participating schools.
- B) The Jury of Appeal will rule on disputes and protests.
- C) The Jury of Appeal may only consider matters of policy regarding the operation of the activity concerned within the limits of the playing regulations.

Playing Regulation – 12.0 Skiing (Alpine)

1. Ages: All competitors must meet the current OFSAA age requirements as per the OFSAA Age Classification Policy.
2. Events: A combined GHAC Alpine Skiing Championship shall be held in sufficient time in order to determine entries for the OFSAA Alpine Skiing Championship.

The season will begin November 1 and end March 31.

The GHAC Championship race will be a one-day Giant Slalom event based on place points established using the combined times of two runs.

High School and Open – Girls' Giant Slalom
-Boys' Giant Slalom

Definition of Teams and Team Members:

High School Team Racers:

Participants are school-trained athletes. They have NO ski league affiliation race training beyond Nancy Greene or the age of 10 years.

Open Team Racers:

Participants are those skiers who have ski league affiliation and training beyond the Nancy Greene level or the age of 10 years.

3. Eligibility: All competitors must meet the eligibility requirements as per Article XI, Section I of the GHAC Constitution.

Zone card holders in Canada or in the USA and members of Canada's National team are ineligible to compete.

- (a) Each school eligible to race at OFSAA must have met the team practice requirements by practicing under the direction and supervision of the designated teacher coach, as approved by the school principal, from November 1st until the OFSAA Championship. All athletes must have participated in a minimum of 8 school practice sessions (dry land and on-hill). There must be one on-hill training session with the school team. A ski race is not defined as a practice session.

4. Entries:
 - (a) Each Member School may enter one (1) Girls team and one (1) Boys team in each of the Level I and Level II categories. A team consists of a minimum of 3 and a maximum of 5 athletes.
 - (b) Schools may enter a maximum of 5 individual athletes in each category in addition to their team lists.

- (c) Entries must be received by the Race Convenor one week prior to the race date.

- Late entries or changes prior to the day of the event will only be
- (d) accepted if they can be accommodated.
- All racers must be declared on the entry form prior to the start of the
- (e) race. NO SUBSTITUTIONS are allowed.
5. Starting Order:
- (a) In the first run of each event each school shall have a skier in the first seed section. Seed order will be drawn randomly. Racers will keep the same bib number and seed for both first and second runs.
- (b) The bib number must match the registered athlete on the entry forms. NO SUBSTITUTIONS.
- (c) If an athlete misses their starting order they will be allowed to race at the end of their appropriate division. If their division is over they may be slotted in at the discretion of the Official Starter. At OFSAA an athlete that does not start in the right order is not eligible to race.
6. Disqualifications:
- (a) A disqualified athlete may receive a second run but their score will not count.
- (b) A dispute must be submitted in writing to the Convenor within 30 minutes of the conclusion of the race.
- (c) The Jury of Appeal shall handle disputes and their decision is final.
7. Jury of Appeal: The Jury of Appeal shall consist of three (3) individuals to be agreed to by the current participating coaches at that specific events coaches meeting.
8. Expenses: An entry fee will be charged which shall be sufficient to cover the operating costs of the event. Each school is responsible for submitting the entry fee prior to the start of the race.
9. Rule Book: The current F.I.S. Rule Book shall govern competition.
10. Uniforms and Equipment: All skiers must have ski brakes. Hard shell crash helmets with full ear protection are mandatory for all racers, coaches and volunteers. All competitors are expected to dress in clothing that is safe, neat, clean and which maintains the integrity of the school's/Association's name, colours and logos. No sport insignia on clothing shall be permitted. A sport club is defined as a community, provincially or nationally based organization whose primary purpose is participation in organized competition in single or multi-sport programs. Sponsorship recognition is permitted to be visible but must conform with each boards Constitution.

Playing Regulation – 12.2 Snowboarding

1. Ages: All competitors must meet the current OFSAA age requirements as per the OFSAA Age Classification Policy.

2. Events: A combined GHAC Snowboarding Championship shall be held in sufficient time in order to determine entries for the OFSAA Snowboarding Championship.

The season will begin November 1 and end March 31.

The GHAC Championship race will be a one-day event based on place points established using the combined times of two runs.

Levels I and II – Girls' Giant Slalom
-Boys' Giant Slalom

Definition of Teams and Team Members:

Level I Team Racers: Participants are school trained athletes. They have NO snowboard league affiliation race training beyond the age of 10 years.

Level II Team Racers: Participants are those snowboarders that have competed in A.O.S. and Interclub or equivalent club level racing (including alpine racing and/or boarder cross). This would exclude slopestyle and half-pipe competitions.

A team will consist of a minimum of three and a maximum of five athletes from the same school. Teams must be comprised of the same team members that represented their school in their association qualifying event.

3. Eligibility: All competitors must meet the eligibility requirements as per Article XI, Section I of the GHAC Constitution.

Zone card holders in Canada or in the USA and members of Canada's National team are ineligible to compete.

- (a) Each school eligible to race at OFSAA must have met the team practice requirements by practicing under the direction and supervision of the designated teacher coach, as approved by the school principal, from November 1st until the OFSAA Championship. All athletes must have participated in a minimum of 8 school practice sessions (dry land and on-hill). There must be one on-hill training session with the school team. A snowboard race is not defined as a practice session.

4. Entries:
 - (a) Each Member School may enter three (3) Girls' level 1 teams and three (3) Boys' level 1 teams.
 - (b) Schools may enter a maximum of 5 level 2 Girls and 5 level 2 Boys to compete as individuals.

- (c) Entries must be received by the Race convenor one week prior to the race date.
 - (d) Late entries or changes prior to the day of the event will only be accepted if they can be accommodated.
 - (e) All racers must be declared on the entry form prior to the start of the race. NO SUBSTITUTIONS are allowed.
- 5. Starting Order:
 - (a) In the first run of each event each school shall have a snowboarder in the first seed section. Seed order will be drawn randomly. Racers will keep the same bib number and seed for both first and second runs.
 - (b) The bib number must match the registered athlete on the entry forms. NO SUBSTITUTIONS.
 - (c) If an athlete misses their starting order they will be allowed to race at the end of their appropriate division. If their division is over they may be slotted in at the discretion of the Official Starter. At OFSAA an athlete that does not start in the right order is not eligible to race.
- 6. Disqualifications:
 - (a) A disqualified athlete may receive a second run but their score will not count.
 - (b) A dispute must be submitted in writing to the Convenor within 30 minutes of the conclusion of the race.
 - (c) The Jury of Appeal shall handle disputes and their decision is final.
- 7. Jury of Appeal: The Jury of Appeal shall consist of three (3) individuals to be agreed to by the current participating coaches at that specific events coaches meeting.
- 8. Expenses An entry fee will be charged which shall be sufficient to cover the operating costs of the event. Each school is responsible for submitting the entry fee prior to the start of the race.
- 9. Rule Book: The current F.I.S. Rule Book shall govern competition.
- 10. Uniforms and Equipment: All athletes must have a snowboard leash. A protective helmet designed for snowboarding or skiing is mandatory for all racers, coaches and volunteers. All competitors are expected to dress in clothing that is safe, neat, clean and which maintains the integrity of the school's/Association's name, colours and logos. No sport insignia on clothing shall be permitted. A sport club is defined as a community, provincially or nationally based organization whose primary purpose is participation in organized competition in single or multi-sport programs. Sponsorship recognition is permitted to be visible but must conform with each boards Constitution.

Playing Regulation – GHAC Ultimate

1. Entry:
 - a. All schools that intend to have an Ultimate team for the current school year have until May 1st of that school calendar year to declare to their respective association and GHAC committee that they will be having a team for the current season.
 - b. Once all three associations (HCAA, HSSAA, HWCAA) have declared the number of teams, the GHAC committee will determined based on representation how many schools each association will be allowed to qualify for the GHAC Ultimate playoffs. This may be a tournament or championship structure similar to other sports.
2. Rules: All teams will play under the current rules, available online at Ultimate Canada or USA Ultimate. While the sport is self-refereed, the convenor or another designated Observer will be available for rule clarifications.
3. Uniforms: All competitors must wear a uniform top.
4. General Regulations: All teams will play with 7 players on the field, with a minimum of 3 males and 3 females. The seventh player is either a female or a male.
 - a. The field of play will follow regulation size. Using a 100m Canadian football sized field, each end-zone will be 20 yards/18m deep, with a 70 yard/64m playing field between endzones. The width of the field is intended to be 40 yards/37m wide. If a 100 yard long filed of play is not available and/or more narrow field needs to be used, the convenor will notify all teams of the dimensions of the field before the start of the game or tournament. Teams should be a minimum of 3 yards back from the sideline.
 - b. The following procedures shall take place at each game:
 - i. At the beginning of the game players will flip a disc to determine which team will start with the disc and which end each a team will start at. The winner of the disc flip has the choice of picking the end they wish to begin at or if they wish to pull or receive the disc.
 - ii. At the beginning of the game a disc flip will occur to determine the gender ratio for the first point.
 - iii. At the beginning of the game if there is a conflict over jersey colour then the disc will be flipped to determine which team will change jersey colour.
 - iv. At the completion of the game players and coaches shall shake hands will all opponents.
 - v.

At the completion of the game players will participate in a spirit circle.

- c. Gender ratio - The gender ratio rules will follow the WFDF rule 'A' which prescribes the ratio as follows: At the start of the game, after the first disc flip, an additional disc flip happens with the winner selecting the gender ratio for the first point. For the second and third points, the ratio must be reverse of the first point. For the fourth and fifth points the ratio must be the same as the first point. This pattern of alternating the ratio every two points repeats until the end of the game (half time has no impact on the pattern).
- d. Each team has 1 timeout (70 seconds) per half in a standard game.
 - i. This may be reduced if the standard length of game is not used and shall be announced during the Coaches/Captains meeting.
 - ii. Any player may call a timeout after a goal is scored and before both teams have signaled readiness to start the pull.
 - iii. After the pull, only the thrower (or the coach of the team) in possession of the disc may call a timeout.
 - iv. Substitutions are not permitted during a timeout.
 - v. When an injury timeout (not counted against a team's quota of timeouts) is called, the health and safety of the player are of primary concern.
 - vi. A substitution is permitted for an injured player during an injury timeout. A technical timeout (not counted against a team's quota of timeouts) are permitted for resolution of illegal equipment, a dangerous condition, or a broken disc.
 - vii. A spirit timeout (not counted against a team's quota of timeouts) may be called by the Captains to resolve a perceived Spirit of the Game violation.
 - viii. Team members may not engage in tactical discussion, nor may team members extend the spirit timeout for a tactical advantage.
- e. Spirit of the Game is an important aspect of Ultimate – Spirit scores are awarded by the opposing team. See Appendix for Spirit Score/Game Reporting Sheet – Teams consistently scoring less than 10/20 on Spirit Scores should be reviewed by the convenor with a discussion with the team about how to improve.
- f. Tie breaker is broken down in the following order:
 - i. Head to Head play

ii. Spirit Points

iii. Points Against

5. Jury of Appeals/Conflict Resolution
 - a. A member from each association will be asked in advance of the playoffs to sit on the jury of appeals if needed or deal with any conflict.
 - b. The second purpose is to be proactive and promote the Spirit of the Game.
6. Withdrawal from GHAC playoffs
 - a. Teams need to withdraw by the designated time prior to the start of the playoffs.
 - b. Teams that fail to do so will be responsible for their share of the playoff costs.
7. Foot blocks are not allowed during any high school ultimate competition. A foot block is defined as an attempt to stop the disc that is in the air with a foot or leg. This is especially dangerous while an athlete is marking the person with the disc, but the leg should not be used to stop a disc in the air at any location on the field of play. If a disc is thrown into the leg or foot of a defensive player, it is not a foot block because it was not intentionally using the leg or foot to defend the disc. If a foot block occurs, any offensive player on the field of play that has the best perspective to view the foul may call a foot block foul. This results in the disc being returned to the thrower with a count of 1 uncontested, or the original count minus one if contested with a maximum starting stall count of 6.
8. Spirit of the Game is an important aspect of Ultimate – Spirit scores are awarded by the opposing team.
9. Sixteen (16) teams are in the GHAC tournament and broken into 4 pools. During the robin round play, the top 2 teams from each pool advance to the “Championship side” and the bottom two teams advance to the “Consolidation side”.
10. Tie breaker is broken down in the following order:
 - a. Head to Head play
 - b. Spirit Points
 - c. Points Against
 - d. Coin Toss
11. Tournament

Round Robin Play

Field 1	A1 v A4	B1 v B4	A1 v A3	B1 v B3	A1 v A2	B1 v B2
Field 2	A2 v A3	B2 v B3	A2 v A4	B2 v B4	A3 v A4	B3 v B4
Field 3	D1 v D4	C1 v C4	D1 v D2	C1 v C3	D1 v D2	C2 v C2
Field 4	D2 v D3	C2 v C3	D3 v D4	C2 v C4	D3 v D4	C3 v C4

Playoffs

Field 1	G1 A3 v B4	G5 A1 v B2	G9 W g1 vs W g2	g13 W g5 vs W g6	wg9 vs w g11 (9th)	w g13 vs w g15 (1st)
Field 2	G2 B3 v A4	G6 B1 v A2	G10 L g1 vs L g2	g14 L g5 vs L g6	L g9 Vs L g11 (11th)	L g13 Vs L g15 (3rd)
Field 3	G3 C3 v D4	G7 C1 v D2	g11 W g3 vs W g4	g15 W g7 vs W g8	w g10 vs W g12 (13th)	w g14 vs w g16 (5th)
Field 4	G4 D3 v C4	G8 D1 v C2	g12 L g3 vs L g4	g16 L g7 vs L g8	L g10 Vs L g12 (16th)	L g 14 Vs L g16 (7th)

1. Jury of Appeals/Conflict Resolution:
 - a. A member from each association will be asked in advance of the tournament to sit on the jury of appeals if needed or deal with any conflict.
 - b. Their second purpose is to be proactive and promote the Spirit of the Game.
2. Withdrawal from GHAC Tournament
 - a. Teams need to withdraw by the designated time prior to the start of the tournament

Teams that fail to do so will be responsible for their share of the tournament costs.

Draft Playing Regulations – Touch Football

1. All schools that intend to have a Touch Football team for the current school year have until May 1st of that school calendar year to declare to their respective association and GHAC committee that they will be having a team for the current season.
2. Once all three associations (HCAA, HSSAA, HWCAA) have declared the number of teams, the GHAC committee will determine based on representation how many schools each association will be allowed to qualify for the GHAC Touch Football tournament.
3. All teams will play under the current RFTI Touch Football rules.
http://www.rtfi.ca/download/TouchRuleBook_2013.pdf
4. If a more current version of the rules is released, the newest version of the rules used by RFTI will supersede the 2013 edition of the rules.
5. The participating schools are responsible for the GHAC entry fee for Touch Football, which will include all costs related to the event.

Playing Regulation – GHAC Slo-Pitch

1. Ages: All competitors must meet the current OFSAA age requirements as per the OFSAA Age Classification Policy
2. Events: There will be a competition for a GHAC Senior champion as per the GHAC Competitive Structure, Appendix II.
3. Eligibility: All competitors must meet the eligibility requirements as per the Article XI, Section I of the GHAC Constitution.
4. Entries: As per the GHAC competitive Structure, Appendix II of the GHAC Constitution.
5. Rule Book: O.S.A Rule Book will apply for all games.
6. Officials: To be of the highest caliber obtainable. 2 Umpires are recommended for each GHAC game.
7. Uniforms: All competitors must wear a uniform top; that top must be numbered on the back.
8. Starting Times: The date and the starting time is to be determined by the GHAC Convenors
9. Awards: A GHAC Plaque will be awarded to the GHAC Champion
10. General Regulations:
 - i. A game consists of (7) innings. The home team does not bat if they have the lead after 6 ½ completed innings
 - ii. Tie games will be broken as follows: With no outs in their offensive half of the extra inning the teams will place a runner at second base (last player who made an out) and play extra innings until a winner is declared.
 - iii. 11" official Yellow or White softball will be used.
 - iv. Runners are instructed to slide or attempt to avoid contacting a fielder. A player who maliciously runs into another player is to be declared out (unless she has scored prior to committing the infraction) and is to be automatically ejected from the game.
 - v. A 2' x 3' mat will be used for the strike zone. Pitches must have an arc between 6' and 12' from the ground. Pitching distance: 45' – 55'. A "ball" will be called by the umpire if the pitch is not within this range. A strike is called when it follows an arc of 6 feet to 12 feet and comes into contact with any part of the plate.
 - vi. A scoring line at home plate and a commitment line 21 feet from home plate shall be used
 - vii. The distance between the pitching rubber (or marked line) and home plate is between 45-55 feet at the discretion of the pitcher, measured from the back of the plate. The rubber mat (2x3) to be placed on top of home plate.
 - viii. Base length is 65 feet with a safety bag at 1st base.
 - ix. Jewelry is not allowed.

ONTARIO FEDERATION OF SCHOOL ATHLETIC ASSOCIATIONS (OFSAA)

(REVISED – JUNE 2023)

“Build me an athlete, who will master himself before he seeks to master others. Give him humility, so that he may always remember the simplicity of true greatness, and the meekness of true strength.”

General Douglas MacArthur

OFSAA TRANSFER POLICY APPEAL FORM 2023 - 2024

305 Milner Ave., Suite 207, Toronto, ON M1B 3V4

This form should only be submitted to OFSAA once eligibility for competition has been DENIED by a member Association and an appeal to that decision is desired. Please complete all sections of form fully and accurately.

Association: _____ Date of application to OFSAA: _____

PART A – STUDENT INFORMATION (Please print)

Name: _____ Birth Date: _____
Day / Month / Year

Residences: List all addresses used during high school career together with occupancy dates. In each circumstance indicate if the address given was the same for parent(s) or legal guardian(s) (as appointed by a court of competent jurisdiction).

PRESENT ADDRESS	DATE IN		LIVING WITH (name and relationship) Please specify.
<div style="display: flex; justify-content: space-between; border-bottom: 1px solid black; margin-bottom: 5px;"> Street Apt. # City/Town </div> <div style="display: flex; justify-content: space-between; border-bottom: 1px solid black; margin-bottom: 5px;"> Postal Code Home Tel. # </div>	<div style="border-bottom: 1px solid black; width: 80%; margin: 0 auto;"></div>		
PREVIOUS ADDRESSES	DATE IN	DATE OUT	LIVING WITH (name and relationship) Please specify.
<div style="margin-bottom: 10px;"> (1) _____ <div style="display: flex; justify-content: space-between; border-bottom: 1px solid black; margin-bottom: 5px;"> Street Apt. # City/Town </div> <div style="display: flex; justify-content: space-between; border-bottom: 1px solid black; margin-bottom: 5px;"> Postal Code Home Tel. # </div> </div> <div> (2) _____ <div style="display: flex; justify-content: space-between; border-bottom: 1px solid black; margin-bottom: 5px;"> Street Apt. # City/Town </div> <div style="display: flex; justify-content: space-between; border-bottom: 1px solid black; margin-bottom: 5px;"> Postal Code Home Tel. # </div> </div>	<div style="border-bottom: 1px solid black; width: 80%; margin: 0 auto;"></div>	<div style="border-bottom: 1px solid black; width: 80%; margin: 0 auto;"></div>	

Schools: List all high schools attended in reverse order. Indicate whether each school was semestered (S) or traditional (T) when attended.

PRESENT SCHOOL	DATE OF ENTRY	T/S	SCHOOL – CITY/TOWN
PREVIOUS SCHOOLS	DATE OF ENTRY	T/S	SCHOOL – CITY, PROV., COUNTRY
(1) _____	_____	_____	_____
(2) _____			

Month and year of entry into Grade 9: _____ Number of credits earned as of last June: _____

Number of credits earned Semester I this year if applicable: _____

Sports Played at Interschool level during 12 months prior to transfer:

STUDENT'S RATIONALE FOR ELIGIBILITY: (Please print clearly. Use separate paper if necessary.)

PART B – APPEAL BASED ON (Please mark correct box)

Before determining the section of the Transfer Policy under which your appeal will be made, read the entire Policy carefully so as to ensure that you are appealing under the appropriate section and that you are able to provide the documentation required.

Every student who has been registered as a transfer from another school within the previous twelve (12) months is ineligible for OFSAA-sanctioned events, unless he/she appeals and is deemed eligible by the OFSAA Board of Reference – Transfers under one of the four following sections.

- (a) (i) There has been an accompanying change in permanent residence by the student and his/her immediate family to the designated school from any system (public, catholic or independent) according to school board boundaries (or is the closest school in the student's choice of school system to the student's home if no school boundaries exist). If the independent school is faith-based, the student must attend the closest independent school of that particular faith. ☐
- The student must have moved out of the school board boundaries of the sending school, or if the sending school has no school board boundaries, the receiving school must be closer to the student's new permanent residence than the sending school (see Note 7). Immediate family is the parent(s) or the student's legal guardian as determined by a court of competent jurisdiction. The student and his/her immediate family must completely and permanently move from the former residence. The student must provide evidence/documentation confirming that they are residing in a new permanent residence, and evidence/documentation that they have completely and permanently moved from the former residence. See Note 9.
- (ii) The student has transferred to an Ontario school from outside Canada and outside the United States and is attending the designated school in their choice of system (public, catholic or independent) according to school board boundaries; or is attending the closest school in the student's choice of system to the student's home if no school boundaries exist; or is attending a school assigned by the school board. If the independent school is faith-based, the student must attend the closest independent school of that particular faith. See Note 9. ☐
- (iii) The student has transferred as a result of the closure of his/her former school and is attending the school designated by the School Board. ☐
- (b) (i) the student did not participate in any sports at the interschool level for twelve months prior to the date of transfer. Written confirmation from the vice principal, principal, department head, or athletic director at the previous school is required. Students in their first year of grade 9 may not apply under this section. ☐
- OR**
- (ii) The student accepts his/her ineligibility under the Transfer Policy, but requests eligibility for the sports he/she did not participate in at the interschool level for the twelve months prior to the date of transfer. Written confirmation from the vice principal, principal, department head, or athletic director at the previous school is required. Students in their first year of grade 9 may not apply under this section. ☐
- (iii) The student transferred to another school for a period of less than one school year and is returning to the school he/she attended prior to the transfer. The student must not have participated in any sports at the interschool level while attending the other school. Written confirmation from the vice principal, principal, department head or athletic director at the previous school is required. ☐
- (c) (i) The student **has been placed** in a school by an I.P.R.C. (Identification, Placement and Review Committee) decision. The Federation's Board of Reference shall require and receive a letter from the principal of the school from which the student has transferred, stating the reason for the placement of the student by I.P.R.C. ☐
- (ii) The student has transferred from an independent school to a public or catholic school as the result of an educational exceptionality which the independent school was unsuccessful in accommodating. In such cases, the student was unable to access the I.P.R.C. process (Identification, Placement and Review Committee). The appeal must be accompanied by the following information: a psycho educational assessment diagnosing an educational exceptionality; documentation from the independent school demonstrating the strategies used to attempt to accommodate the educational exceptionality; and documentation from the receiving school confirming additional and/or new methods being provided to accommodate the educational exceptionality, which were not being provided at the sending school. ☐
- (iii) The student has completed an English Language Learner or English Dialect Learner program, and as a result, the school board is requiring the student to transfer to their designated school. The ☐

student must transfer by the beginning of the school year following completion of the program, and must provide documentation from the school board confirming completion of the English Language Learner or English Dialect Learner program and confirming the student has been placed in his/her designated school.

(d) The student:

- (i) has transferred prior to their grade 10 year for exceptional personal, social or academic reasons. The appeal must be accompanied by documentation from the sending school's administration and/or independent sources to confirm the exceptional reasons. The student must attend the next closest school to their home residence if remaining in the same system. If changing systems, the student must attend the designated school according to school board boundaries (or the closest school to the student's home residence if no school boundaries exist). If the independent school is faith-based, the student must attend the closest independent school of that particular faith. ☐
- (ii) has changed residence to live with a custodial parent for exceptional personal reasons or the student has changed residence to live with a new court-appointed legal guardian for exceptional personal reasons. Documentation showing that there was just cause for the move must accompany the appeal. The student must attend the designated school from any system (public, catholic, or independent) according to school board boundaries (or the closest school in the student's choice of school system to the student's home residence if no school boundaries exist). If the independent school is faith-based, the student must attend the closest independent school of that particular faith. ☐
- (iii) has transferred to remove him/herself from an abusive home environment. Documentation detailing the abusive situation shall be provided by the applicant from the sending school, psychologists, social worker, medical doctor or police, as the case may be. (All documentation will be reviewed respecting confidentiality.) The student must attend the designated school from any system (public, catholic, or independent) according to school board boundaries (or the closest school in the student's choice of school system to the student's home residence if no school boundaries exist). If the independent school is faith-based, the student must attend the closest independent school of that particular faith. ☐
- (iv) has been forced to leave an independent school specifically due to financial hardship. The appeal must include the following information: documentation confirming change in tuition fees; documentation regarding family requests for bursary assistance to meet financial hardship; documentation regarding significant changes in the financial situation of the family; and, confirmation that the student will be attending the designated school in their home catchment area. The student must attend the next closest school to their home residence if remaining in the same system. If changing systems, the student must attend the designated school according to school board boundaries (or the closest school to the student's home residence if no school boundaries exist). If the independent school is faith-based, the student must attend the closest independent school of that particular faith. ☐
- (v) The student was the victim of bullying and after attempts to resolve the issue the sending school agreed that it was in the best interests of the student to transfer schools. The appeal must be accompanied by the following information: documentation from the sending school's administration or the police, confirming the seriousness and frequency of the bullying, including a description of the incidents and dates; documentation from the sending school's administration describing the strategies put in place to resolve the bullying and the reasons the strategies did not succeed; and a letter from the sending school's administration in support of the transfer. The student must attend the next closest school to their home residence if remaining in the same system. If changing systems, the student must attend the designated school according to school board boundaries (or the closest school to the student's home residence if no school boundaries exist). If the independent school is faith-based, the student must attend the closest independent school of that particular faith. ☐
- (vi) The student has transferred schools as a result of the recommendation of a regulated mental health professional with education and training to assess, diagnose, and treat mental health conditions ☐

(psychiatrist, psychologist, and/or clinical psychiatric nurse). Prior to transferring, the student must have been diagnosed with a mental health condition and be undergoing treatment by the regulated mental health professional. Documentation must be provided by the mental health professional confirming the student is receiving treatment and requires a change in schools to assist with their recovery. Unless otherwise confirmed in writing by the mental health professional, the student must attend the next closest school to their home residence if remaining in the same system. If changing systems, the students must attend the designated school according to school board boundaries (or is the closest school to the student's home residence if no school boundaries exist).

Notwithstanding any of the above, no student may participate in the same sport for more than one school in the same League or municipality in the same school year unless the student is ruled eligible by the Federation's Board of Reference under subsection (a) of the Transfer Policy. Participate means competing in exhibition games and invitational tournaments/events, not just league play.

Notes:

1. Once a student has changed schools he/she is considered a transfer student and even if he/she returns to a school, he/she must comply with the Transfer Policy.
2. The word "participate" in section (b) of the Transfer Policy means competing for your school in that activity. This includes exhibition games and invitational tournaments/events, not just league play.
3. The Board of Reference **will not consider** as reasons for transfer:
 - (i) The relative ranking of schools or the differences in delivery of courses with the same Ministry course codes;
 - (ii) That a sport or team is no longer offered at the previous school.
4. Students moving from a school in a strike/lock-out area are ineligible for all sports played in the previous 12 months from their date of entry into the new school.
5. Students who attended an alternative school or alternative program who are returning to the school they attended prior to the alternative school or alternative program, are not considered transfer students provided they did not play sports while at the alternative school or alternative program.
6. Out of province exchange students and out of country exchange students are not considered transfer students and are eligible for all sports.
7. Driving distance shall be used to determine the closest school to a student's home residence.
8. Students transferring from other provinces, states or countries are ineligible for OFSAA competition if they have graduated from high school or equivalent, or if they have used their years of athletic eligibility in the province, state or country from which they are transferring. This does not apply to students who have graduated in the previous school year from secondary school in Quebec, provided they meet one of the criteria for eligibility in sections a – d of the transfer policy.
9. When applying under section (a)(i), the student must provide evidence/documentation confirming that he/she and their immediate family are residing in a new permanent residence and that they have completely and permanently moved from the former residence. When applying under section d(ii) of the policy the student must provide evidence/documentation confirming that they are residing in a new permanent residence. In both cases, such evidence/documentation may include:
 - telephone and utility service operative at the new residence
 - telephone and utility service disconnect at the new residence
 - real estate documents indicating and verifying a change of residence (e.g., sale and purchase);
 - parents'/court-appointed guardians' property tax bill listing the new residence;
 - insurance slip for home and auto insurance;
 - school documentation showing that sibling(s) attend local elementary school and/or the same high school as the transferring student;
 - any other documentation that is requested which establishes the student and his/her immediate family is living at the new residence
 - For a(ii) only, students may provide documentation confirming they have been processed by the school

board's assessment centre.

Production of evidence/documentation described above does not guarantee eligibility.

10. Prep/elite teams fall into two categories: a school prep/elite team and a non-school prep/elite team. A school prep/elite team is a team that represents the school in competition and/or is under the oversight of the school administration. If a student participates for a school prep/elite team, and then that student transfers schools, he/she may not apply under section b (i), and he/she is considered to have participated in the prep/elite team sport at the interschool level if applying under section b (ii) or b (iii).

DOCUMENTATION REQUIRED TO SUPPORT THIS APPEAL:

Applying Under	Timetable	Transcripts	Court Order*	IPRC Letter	Letters of Explanation/Support	Proof of Guardianship*	Proof of Residence/Move (see note 9)
Section (a) (i) (ii) (iii)	X	X			X	X X	X X
Section (c) (i) (ii) (iii)	X X X	X X X		X	X X		X
Section (d) (i) (ii) (iii) (iv) (v) (vi)	X X X X X X	X X X X X X	X		X X X X X X	X	X
Section (b) (i) (ii) or (iii)	CONFIRMATION FROM OFFICIAL AT PREVIOUS SCHOOL OF SPORTS PLAYED						
All Sections	Letters denying eligibility from previous appeals						

*If applicable (court document required). Any other pertinent documents are welcome.

To the best of my knowledge the above information is accurate. Any student submitting falsified information will be deemed ineligible for twenty-four (24) months from the date of transfer.

Signature of Student

Signature of School Official

Signature of Parent/Guardian

Name & Title of School Official

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

The Athlete's Prayer

God let me play well, but fairly.
Let competition make me strong, but never hostile,
In this and in all things, guide me to the virtuous path.
If I know victory, grant me happiness;
If I am denied, keep me from envy.
See me not when I am cheered,
But when I bend to help my opponent up.
Seal in my heart, that everyone who takes the field with me becomes my brother.
Remind me that sports are just games.
Teach me something that will matter once the games are over.
And if through athletics I set an example, let it be a good one.

Amen