



**LAKE ONTARIO
SECONDARY SCHOOL
ATHLETIC ASSOCIATION**



LAKE ONTARIO SECONDARY SCHOOL ATHLETICS ARTICLES AND BY-LAWS

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ARTICLE 1 NAME AND CORPORATE MATTERS

Section 1 Name

The corporation shall be known as the Lake Ontario Secondary School Athletic Association (hereinafter in this by-law referred to as LOSSA or the Association).

Section 2 Seal

The seal, an impression whereof is stamped in the margin hereof, shall be the corporate seal of the Association.

Section 3 Head Office

The head office of the Association shall be in the Regional Municipality of Durham, Province of Ontario, the location of which the directors will determine.

ARTICLE 2 AIMS AND OBJECTIVES

Section 1 Objectives

- i. To organize and coordinate all inter school competitions and related activities sanctioned by LOSSA.
- ii. To provide opportunities and development of the individual coach and to stimulate professional growth.
- iii. To provide the best possible opportunity for a high standard of competition through the finest inter school programs possible for the Association.
- iv. To encourage and promote fair play, good sportsmanship and to enjoy a spirit of good fellowship with those who hold the same interest within the Association.
- v. To provide student athletes with opportunities for the development of athletic skills and physical fitness.
- vi. To promote physical wellness by providing an environment in which student athletes become aware of their strengths and limitations, work towards their potential, and develop an interest in long term participation in athletics beyond their school years.
- vii. To develop in student athletes, through the effort and personal conduct of the teacher/coach, positive relationships with peers and a sense of self control, sportsmanship and respect for others.
- viii. To stimulate credible academic progress and respect for other worthwhile interests.
- ix. To promote a variety of sports and encourage participation of the maximum number of students.
- x. To promote a closer relationship by participating with Boards of Education.



Section 2 **Means of Achieving the Objectives**

- i. To contribute to the health, happiness and general welfare of the student athletes from member schools by sponsoring well organized and properly supervised athletic activities.
- ii. To acknowledge and promote the integral role of sport in schools.
- iii. To encourage fair play and equitable opportunities for success in all levels of play.
- iv. To conduct competitions, under OFSAA rules for the selection of LOSSA representatives to OFSAA championships.
- v. To host OFSAA championships awarded to LOSSA.
- vi. To provide representatives to the OFSAA legislative council, Board of Directors and Standing Committees.
- vii. To conduct such other tournaments, competitions and clinics where deemed mutually beneficial by LOSSA.

ARTICLE 3 **MEMBERSHIP**

Section 1 **General**

The members of the Association shall consist of:

- i. School members: eligible member secondary schools in that area so designated as LOSSA by the Ontario Federation of School Athletic Associations. Currently, this consists of the secondary schools within the Regional Municipality of Durham (excluding Brock HS), as well as Courtice SS, Bowmanville HS, Holy Trinity CSS, Clarington Central SS, Clarke HS, Durham Christian HS, Ecole Ronald-Marion, St. Stephen's CSS, ESC Saint Charles Garnier and Kingsway College.
- ii. Individual members: only the current members of the Board of Directors of the Association are eligible for membership as individual members.

Section 2 **Conditions of Membership**

- i. All LOSSA-designated schools are eligible for membership upon payment of the annual LOSSA fees (as shall be fixed from time to time by the Board of Directors). Membership carries with it an obligation to abide by the Letters Patent, By-laws and playing regulations of LOSSA.
- ii. Each member school must be represented at the Annual General Meeting and at any other meeting by the Athletic Co-ordinator/Phys. Ed. Dept. Head from such school or by a teacher coach from such



school. Each member school in good standing shall have one vote on each motion arising at any special or general meeting of the members. Individual members are not eligible to vote at member's meetings. School members may vote by proxy. Such proxy need not be a member but before voting shall produce and deposit with the Secretary-Treasurer sufficient appointment in writing from its constituent or constituents. No voting member shall be entitled either in person or by proxy to vote at meetings of the Association unless it has paid all dues or fees, if any, then payable by it.

- iii. Only those member schools which abide by the LOSSA Letters Patent, by-laws and playing regulations shall be allowed to participate at OFSAA activities.

Section 3 Discipline and Suspension

The Board of Directors shall have the power to discipline and/or suspend a member school for non-payment of membership dues or fees or non-compliance with the Letters Patent, by-laws or playing regulations of LOSSA.

ARTICLE 4 BOARD OF DIRECTORS AND EXECUTIVE

Section 1 Board of Directors

The affairs of the Association shall be managed by a board of eight (8) directors. The directors may administer the affairs of the Association in all things and make or cause to be made for the Association, in its name, any kind of contract which the Association may lawfully enter into and, save as hereinafter provided, generally, may exercise all such other powers and do all such other acts and things as the Association is by its charter or otherwise authorized to exercise and do. Directors shall receive no remuneration for acting as such unless specifically set out herein. Directors must be individual members of the Association.

Without in any way derogating from the foregoing, the directors are expressly empowered, from time to time, to purchase, lease or otherwise acquire, alienate, sell, exchange or otherwise dispose of shares, stocks, rights, warrants, options and other securities, land, buildings and other property, movable or immovable, real or personal, or any right or interest therein owned by the Association, for such consideration and upon such terms and conditions as they may deem advisable.

A slate of nominated candidates shall be presented to the June AGM by the Past President. Nominations will also be accepted from the floor before the election. Their names will be added to the candidate slate. The Board of Directors shall be chosen at the AGM by ballot. Directors must at the time of their election and throughout their term be employed at member schools and be Individual Members. Newly elected directors shall be deemed to apply for membership upon their election and shall be granted such membership by the Association automatically. Any board members whose terms as directors shall have terminated or expired shall be deemed to have resigned from their individual memberships. Each director shall be elected to hold office for three (3) years; that is, until the third annual meeting after he or she shall have been elected or until his or her successor shall have been duly elected and qualified. Directors shall be eligible for re-election if otherwise qualified.

The voting members of the Association may, by resolution passed by at least two-thirds of the votes cast at a general meeting of which notice specifying the intention to pass such resolution has been given, remove any director before the expiration of his or her term of office, and may, by a majority of



the votes cast at that meeting elect any person in his or her stead for the remainder of his or her term. Vacancies on the board of directors may, so long as a quorum of directors remain in office, be filled by the directors from among those people who would qualify to be directors of the Association, if they shall see fit to do so, otherwise such vacancy shall be filled at the next annual meeting of the members, but if there is not a quorum of directors, the remaining directors shall forthwith call a meeting of the members to fill the vacancy. If the number of directors is increased between the terms, a vacancy or vacancies, to the number of the authorized increase, shall thereby be deemed to have occurred, which may be filled in the manner above provided.

The members of the Board of Directors so elected shall from among themselves elect the following Officers: President, 1st Vice-President, 2nd Vice-President, Secretary-Treasurer, OFSAA Representative (Boys & Girls), Physical Education Representative (Boys & Girls), each of whom will be on the Executive (as set out below).

A majority of the directors shall form a quorum for the transaction of business. Except as otherwise required by law, the board of directors may hold its meetings at such place or places as it may from time to time determine. No formal notice of any such meeting shall be necessary if all the directors are present, or if those absent have signified their consent to the meeting being held in their absence. Directors' meetings may be formally called by the President or 1st Vice-President or by the Secretary-Treasurer on direction of the President or 1st Vice President, or by the Secretary-Treasurer on direction in writing of two directors. Notice of such meetings shall be delivered, telephoned or faxed or emailed to each director not less than two (2) days before the meeting is to take place or shall be mailed to each director not less than seven (7) days before the meeting is to take place. The statutory declaration of the Secretary-Treasurer or President that notice has been given pursuant to this by-law shall be sufficient and conclusive evidence of the giving of such notice. The board may appoint a day or days in any month or months for regular meetings at an hour to be named and of such regular meeting no notice need be sent. A directors' meeting may also be held, without notice, immediately following the annual meeting of the Association. The directors may consider or transact any business either special or general at any meeting of the board.

No error or omission in giving such notice for a meeting of directors shall invalidate such meeting or invalidate or make void any proceedings taken or had at such meeting and any director may at any time waive notice of any such meeting and may ratify and approve of any or all proceedings taken or had thereat.

Questions arising at any meeting of directors shall be decided by a majority of votes. In case of an equality of votes, the Chairperson, in addition to his or her original vote, shall have a second or casting vote. All votes at such meeting shall be taken by ballot if so demanded by any director present, but if no demand be made, the vote shall be taken in the usual way by assent or dissent. A declaration by the Chairperson that a resolution has been carried and an entry to that effect in the minutes shall be admissible in evidence as prima facie proof of the fact without proof of the number or proportion of the votes recorded in favour of or against such resolution. In the absence of the President, his or her duties may be performed by the 1st Vice President or such other director as the board may from time to time appoint for the purpose.

Provided he or she has acted honestly and in good faith in respect of the performance of his or her duties, every director and officer of the Association, and his or her heirs, estate trustees, and estate and effects, respectively, may, with the consent of the Association, given at any meeting of the



members, from time to time and at all times, be indemnified and saved harmless out of the funds of the Association, from and against,

- i. all costs, charges and expenses whatsoever that he or she sustains or incurs in or about any action, suit or proceeding that is brought, commenced or prosecuted against him or her, for or in respect of any act, deed, matter or thing whatsoever, made, done or permitted by him or her, in or about the execution of the duties of his or her office; and
- ii. all other costs, charges and expenses that he or she sustains or incurs in or about or in relation to the affairs thereof, except such costs, charges or expenses as are occasioned by his or her own willful neglect or default.

Section 2 Execution of Documents

Deeds, transfers, licenses, contracts and engagements on behalf of the association shall be signed by either the President or 1st Vice President and by the Secretary-Treasurer, and the Secretary-Treasurer shall affix the seal of the Association to such instruments as require the same.

Contracts in the ordinary course of the Association's operations may be entered into on behalf of the Association by the President, 1st Vice President, Secretary-Treasurer or by any person authorized by the Board.

Section 3 Books and Records

The Directors shall see that all necessary books and records of the Association required by the by-laws of the Association or by any applicable statute or law are regularly and properly kept.

Section 4 Executive

There shall be an Executive of the Association which shall consist of the members of the board of directors who are also officers (being the President, 1st Vice-President, 2nd Vice-President, Secretary-Treasurer, OFSAA Boys and Girls Representatives and Physical Education Representatives (Boys & Girls), the immediate Past President of the Association and the following officer positions (the Past President and such other officers do not have to be members of the board of directors):

Principals' Representatives
DDSB Athletic Coordinator
DCDSB Athletic Coordinator

Advising and reporting to the Board of Directors, the Executive shall provide day-to-day operational direction and supervision for the Association. Members of the Executive shall not be entitled to remuneration for acting as such unless specifically set out herein.

- i. Each member of the Executive shall hold office for three (3) year terms (renewable) except for the positions of Athletic Coordinator (Board appointed) and Principal Representatives (Board appointed), who shall each hold office for 1 year terms . The terms of the President, 1st Vice-President, 2nd Vice-President and Secretary-Treasurer shall be concurrent with the terms of their respective directors of the board (and shall terminate or expire at the same time as



the termination or expiration of such terms).

- ii. The members of the Executive shall take office within ten (10) days after their appointment.
- iii. Any vacancy occurring during the term of office shall be filled by an appointee of the Board of Directors.
- iv. No more than two of the Board of Directors shall be appointed from the same school. In the event that a member of the Executive moves to another member school, the Executive shall remain unchanged unless a member of the Executive is already at that school. An attempt should be made that each Board in the region be represented by at least one member of the Executive.

Section 5

The Board of Reference shall be a three person sub-committee of the Executive and shall have charge of settling disputes arising out of these by-laws as they pertain to interscholastic athletics.

The Board of Reference will hear:

- i. any issue that a sport convenor deems serious enough to warrant an immediate hearing or extenuating circumstances not clearly defined in the playing regulations.
- ii. disciplinary issues

Section 6

The Board of Appeal will listen to all appeals arising from the Board of Reference. Appeals must be submitted to the Secretary within 10 school days of the date of the Board of Reference. The Board of Appeal will consist of a three person sub-committee of the Executive who did not participate in the Board of Reference. All decisions made by the Board of Appeal are final.

Section 7

The Transfer Appeal Board will listen to appeals arising from the denial of an application for eligibility to the Association under the Transfer Policy. The Transfer Appeal Board will consist of a three person sub-committee of the Executive. The OFSAA Committee Representative who processed and denied the initial application for eligibility may not sit on the Transfer Appeal Board. Decisions made by the Association's Transfer Appeal Board may be appealed to OFSAA, following the procedure outlined in By-Law 3, Section 2.

ARTICLE 5 DUTIES OF THE EXECUTIVE

Reporting to the Board of Directors, the Executive shall:

- i. make available to all LOSSA membership schools by September 30th, the By-laws, Playing Regulations and the LOSSA Directory.
- ii. enforce the Letters Patent, By-laws and Playing Regulations.
- iii. direct the day-to-day operations of the Association, subject to an appeal to the Association as a whole. Such an appeal must be at the written request of any three (3) schools in the Association.
- iv. conduct the general operations and activities of the Association.
- v. act on policies passed at the general meetings of the Association.



Executive Members - Roles and Responsibilities

Section 1 Past President:

- provide experience, information and assistance to the Executive.
- be the nomination chairperson and shall conduct the election of directors at the June General Meeting.

Section 2 President:

- preside at (chair) all regular meetings of the Executive and members of the Association and conduct business in an orderly manner.
- call and preside at (chair) any emergency or special meetings.
- be an ex-officio member of all committees.
- be a contact to the public and media on Association matters.
- assume the office of Past President when his or her term is completed.
- collate and distribute classification numbers to schools for the following year.
- chair the appeal process for school classification discrepancies.
- shall liaise with the Board of Directors.

Section 3 1st Vice-President:

- shall assume the duties of President should the President be unable to carry out such responsibilities.
- shall sit on the By-law Review Committee.
- shall update the Playing Regulations after the AGM and present it to the Secretary-Treasurer for September 30th distribution.
- shall chair the Board of Reference/Appeal Committee and maintain a complete record of all disciplinary action(s) taken by the Board.

Section 4 2nd Vice-President:

- shall assume the duties of the 1st Vice President should the 1st Vice President be unable to carry out such responsibilities.
- shall chair bi-annual By-law Review Committee.
- shall, with the President, form committees as required.
- shall assist the 1st Vice-President with updating the Sport Playing Regulations.
- shall be the LOSSA convenor liaison.
- shall chair the Board of Reference/Appeal Committee and maintain a complete record of all disciplinary action(s) taken by the Board.

Section 5 Secretary-Treasurer:

- shall carry on any correspondence on behalf of the Association.
- shall keep and provide copies of the minutes and financial statement to the membership before general meetings.



- shall maintain a ledger including all the details of the LOSSA bank account to be submitted to the LOSSA Executive at each Executive meeting and shall prepare an Annual Statement for the AGM.
- shall forward all financial records to the Auditor annually.
- shall collect and receive fees and assessments from member schools.
- shall order all awards.
- the outgoing Secretary-Treasurer shall receive an honorarium of \$200.00 payable in December of the turnover year.
- the outgoing Secretary-Treasurer will assist the incoming Secretary-Treasurer with duties until December of the coming year and provide him or her with a complete, up to date set of financial records, minutes, By-laws and other constitutional matters, suppliers and other relevant information.

Section 6 Physical Education Representative(s):

- shall act as a liaison with the Physical Education Department Heads/Curriculum Chairs of all School Boards of Education represented in LOSSA.
- shall coordinate an information package and sessions for the convenors and hold three (3) meetings, 1/season.

Section 7 OFSAA Boys' and Girls' Representatives:

- shall represent the Association at OFSAA meetings.
- shall receive all OFSAA information and distribute pertinent information to the membership of the Association.
- shall contact and assist convenors in the Association who are hosting OFSAA events.
- shall receive all OFSAA transfer forms.
- shall sit on the Transfer Committee and Transfer Appeal Committee.

Section 8 Principals' Representatives:

- shall act as a liaison between the Association and the School Boards.
- one of whom shall serve on the Board of Reference/Appeal Committee.
- shall chair the Transfer Appeal Committee.

Section 9 Athletic Coordinator(s)

- shall act as a liaison between the Association and the School Boards.



ARTICLE 6 MEETINGS

Section 1 General

- i. There shall be a minimum of three (3) Executive meetings and one (1) Annual General Meeting in each school year.
- ii. Special meetings and/or by-law or other constitutional review may be called at the discretion of the Board of Directors.
- iii. The conduct and procedure of all LOSSA meetings shall be governed by Robert's Rule of Order.
- iv. The annual or any other general meeting of the members shall be held at the head office of the Association or elsewhere in Ontario as the Board of Directors may determine and on such a day as the said directors shall appoint.
- v. At every annual meeting, in addition to any other business that may be transacted, the report of the directors, the financial statement and the report of the auditors shall be presented and a board of directors elected (if applicable) and auditors appointed for the ensuing year and the remuneration' of the auditors shall be fixed. The members may consider and transact any business either special or general without any notice thereof at any meeting of the members. The Board of Directors or the President or 1st Vice-President shall have power to call at any time a general meeting of the members of the Corporation. No public notice nor advertisement of members' meetings, annual or general, shall be required, but notice of the time and place of every such meeting shall be given to each member by sending the notice by prepaid mail, facsimile or email, twenty (20) days before the time fixed for the holding of such meeting; provided that any meetings of members may be held at any time and place without such notice if all the members of the Corporation are present thereat or represented by proxy duly appointed, and at such meeting any business may be transacted which the Corporation at annual or general meetings may transact.

Section 2 Quorum at a Members Meeting

- i. A quorum of any meeting of the members of the Association shall consist of representation by at least 50% of the member schools.

Section 3 Motions Requiring a Majority Vote

- i. Subject to section 4 below, at all meetings of members every question shall be decided by a majority of the votes of the voting members present in person or represented by proxy unless otherwise required by the by-laws of the Association, or by law. In case of an equality of votes, the Chairperson, in addition to his or her original vote, shall have a second or casting vote.

Section 4 Motions Requiring a Two-Thirds (2/3) Vote by the Members

At all meetings of members, every question of the kind set out in this section shall be decided upon by a vote of two-thirds of the voting members present in person or represented by proxy, unless otherwise required by-law and will only take into consideration schools that vote to motion, (either in favour or not in favour of the motion). Schools that abstain or are not present for the vote will not have their vote tabulated towards the overall voting percentage.



- i. To confirm a new by-law enacted by the Board of Directors or to amend (annul, repeal, or rescind) any part of the Letters Patent, by-laws, etc.
- ii. Previously confirmed by the members or enacted by the Board of Directors;
- iii. To amend or rescind a standing rule, order of business, or a resolution, previously adopted, if previous notice was not given.
- iv. Close nominations or the polls limiting the names to be voted for at an election.
- v. Correction of adopted minutes if proposed at a later meeting than the one at which it was originally adopted, unless previous notice of proposed amendment (correction) has been given.
- vi. To limit or extend debate.
- vii. To make a specific order of business.

ARTICLE 7 FINANCES

Section 1 All finances shall be under the jurisdiction of the Board of Directors.

Section 2 Any school that has declared a team and withdraws that team after the schedule has been drawn up shall be responsible for the payment of the Entry Fee, an Administrative Fee or \$50.00, whichever is applicable, payable to the Secretary-Treasurer of LOSSA.

Section 3 A fee per student will be billed to each member school by LOSSA, which is due Sept. 30th.

Section 4 Each Convenor shall collect the appropriate fees in an attempt to cover all costs. All revenue generated including admission to all LOSSA playoff and all-star games/OFSAA revenue must be submitted to the Secretary-Treasurer with a financial report.

Section 5 Unless otherwise ordered by the Board of Directors, the fiscal year of the Association shall terminate, the 30th day of June in each year.

Section 6 All cheques, bills of exchange or other orders for the payment of money, notes or other evidence of indebtedness issued in the name of the Association, shall be signed by the President and the Secretary-Treasurer.

Section 7 The securities of the Association shall be deposited for safekeeping with one or more bankers, trust companies or other financial institutions to be selected by the Board of Directors.



ARTICLE 8 NEW BY-LAWS, REPEALS AND AMENDMENTS

- i. Subject to the Corporations Act, the Board of Directors may make new by-laws or repeal or amend an existing by-law. However, such new by-law, repeal or amendment shall have effect only until the next annual meeting of the members and unless confirmed thereat, ceases to have effect.
- ii. Any new by-laws, or repeals or amendments to this by-law must be in the form of a written motion, submitted to the President at least 30 days prior to the AGM. The President will distribute the amendments to all members at least 2 weeks prior to the AGM.
- iii. Approved by-laws, repeals or amendments shall be effective following their confirmation by the voting members (unless the amendment as voted on has stipulated a future date of effectiveness).
- iv. A copy of the Playing Regulations will be distributed with the by-laws.

ARTICLE 9 NOTICE

Any notice (which term includes any communication or document) to be given, sent, delivered or served pursuant to the Act, the letters patent, the by laws or otherwise to a member, director, officer or auditor shall be sufficiently given if delivered personally to the person to whom it is to be given or if delivered to his or her or its recorded address or if mailed to him or her or it at his or her or its recorded address by prepaid mail, or if sent to him or her at his or her recorded facsimile number or email address by any means of facsimile or email. A notice so delivered shall be deemed to have been given when it is delivered personally or at the recorded address as aforesaid; a notice so mailed shall be deemed to have been given when deposited in a post office or public letter box; and a notice sent by facsimile or email shall be deemed to have been given when sent by the sending party from its facsimile machine or email provider. The Secretary-Treasurer may change or cause to be changed the recorded address, facsimile number or email of any member, director, officer or auditor in accordance with any information believed by him or her to be reliable.

ARTICLE 10 INTERPRETATION

In these by-laws and in all other by-laws of the Association hereafter passed unless the context otherwise requires, words importing the singular number or the masculine gender shall include the plural number or the feminine gender, as the case may be, and vice versa, and references to persons shall include firms and corporations.

Passed by the Board of Directors and sealed with the corporate seal this _____ day of _____, 20__.

President

Secretary



BY-LAWS

BY-LAW 1 CONVENORS

Section 1 All convenors shall be declared by the LOSSA AGM in June.

Section 2 Convenors shall liaise with the 2nd Vice President regarding any questions or concerns he/she may have with respect to their duties or to that specific sport.

Section 3 **All sports must declare a Convenor and may choose to declare a co-convenor. Any and all additional convenors must be requested and approved by the LOSSA Executive. All LOSSA Convenor days must be preapproved by the LOSSA Executive.**

Section 4 Duties of Convenor:

- i. The Convenor shall abide by the by-laws.
- ii. All Convenors will attend the mandatory convenor meeting designated by the LOSSA executive.
- iii. The Convenor is responsible to chair and to arrange for all coaches' meetings.
- iv. The Convenor shall chair and hold a coaches' meeting for their sport within one month of the completion of their sport. This meeting would be for the purpose of proposing changes (if any) in the Playing Regulations for the next year.
- v. The Convenor shall draw up a schedule (where applicable) and organize a play-off schedule in accordance with the specific Playing Regulations.
- vi. The Convenor shall collect and file LOSSA eligibility lists and LOSSA official game sheets in accordance with Sport Regulations. Any discrepancies in these should be reported to the Secretary-Treasurer.
- vii. The Convenor shall collect entry fees (see Article 7)
- viii. The Convenor shall appoint in advance a Jury of Appeal consisting of three (3) LOSSA members.
- ix. The Convenor must report any incident to the 1st Vice-President who will rule on the severity of the incident.
- x. The Convenor shall compile a list of all player and coach ejections throughout the season. This list shall be submitted to the 1st Vice-President following LOSSA championship.
- xi. At the conclusion of the season, the Convenor must:
 - a) file a financial statement
 - b) file a list of notices of motion for Playing Regulation changes OR
 - c) file a current set of Playing Regulations indicating "No Change"
 - d) file champion name/s
 - e) declare names of Convenors for next year
 - f) file a list of any declared team(s) that has (have) withdrawn after the schedule has been drawn up to the Secretary-Treasurer.

Section 5 Scheduling

- i. Keeping in mind competitive start and end dates, any exceptions to the season of play must be approved by the LOSSA Executive.
- ii. No competition may start prior to 2:00pm for any LOSSA event unless approved by the LOSSA Executive.
- iii. No league or play-off games are to be scheduled on days that have been declared as Bad Play Dates, because of school evaluation, at the June Annual General Meeting. **A team may only be scheduled a**



maximum of two league play dates in a week (during instructional class time).All scheduled LOSSA league games must count in the league standings. All playing regulations must abide by this policy.

- iv. **All LOSSA league games are to be recorded on the provided LOSSA official game sheets.**
- v. **All schedules must be posted on the LOSSA Website which will be the official schedule for each league.**
- vi. The Convenor shall have final decisions on all games (defaults/withdrawal) except in the case of a protested game.
- vii. The appointment of officials for authorized games shall be arranged with the various officials' boards by the Convenor where applicable.
- viii. Convenors of individual sports shall be free to set a minimum and a maximum charge per school, in conjunction with a maximum charge per competitor. Charges are to be set to try and break even.
- ix. Only those teams which have been declared prior to or at the scheduling meeting shall be included in schedules. Exceptional cases shall be reviewed by the Convenor and the LOSSA Executive. The Convenor shall instruct the coaches who enter into the revised schedule to contact all teams they will be playing or were scheduled to play and the officials by telephone a minimum of two days in advance. Failure to do so will result in forfeiture of the game(s).

Section 6 Championships and Awards

- i. Convenors are to award medals according to policy outlined in By-Law 7.
- ii. It shall be the responsibility of the Convenor to ensure that Awards are present at the completion of the competition.
- iii. Convenors will have received from the Secretary-Treasurer, medals, neck ribbons and team pennants at least one week prior to LOSSA Championship.
- iv. The Convenor shall be on site or appoint an on-site Convenor for the final competition.
- v. Site Convenors assume all duties of the Convenor in the convenor's absence.
- vi. The Convenor shall appoint a host school that is prepared to host playoffs and prepared to arrange the physical setting of that facility for said playoffs.
- vii. The Convenor must personally contact the coach or P.E. Head with regard to all playoff arrangements.

BY-LAW 2 ELIGIBILITY

Section 1 General Eligibility:

- i. Any student who is a bonafide member of the school's student body and meets all of the criteria of the LOSSA Letters Patent and by-laws and sport playing regulations is eligible to participate in all league play, tournaments, exhibition games and invitationals for that school.
- ii. A bonafide member of a school student body is a student who is on the Principals Secondary School register of full-time students. Your home school is where your Ontario Student Record (OSR) is filed.



- iii. Students who have fewer than twenty-two (22) credits must be taking a minimum of six (6) credits in a non-semestered school or three (3) credits in a semestered school during the sport season in which he or she is competing.
- iv. Students who have achieved twenty-two (22) credits must be taking a minimum of four (4) credits in a non-semestered school and two (2) credits in a semestered school during the sport season in which he or she is competing.
- v. 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-semestered school must be registered in a minimum of 2 full day credit courses; in a semestered 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.
- vi. If a player fails to satisfy the eligibility requirements he/she cannot participate in any competition representing their school

Section 2 **Number of Years of Eligibility:**

Students will be eligible to participate for no more than five (5) consecutive school years from entry into grade 9.

Section 3 **Age Classification:**

- i. Age eligibility depends on whether the sport is played in one division (Varsity), two divisions (Junior, Senior) or three divisions (Novice, Junior, Senior).

- ii. **Age Groupings for Three Division Sports**

Senior

A senior boy or girl shall not have attained their 19th birthday by January 1st prior to the start of the current school year in which the competition is held.

Junior

A junior boy or girl shall not have attained their 15th birthday by January 1st prior to the start of the current school year in which the competition is held.

Novice

A novice boy or girl shall not have attained their 14th birthday by January 1st prior to the start of the school year in which the competition is held. In addition, they must be in their first year of high school.



iii. **Age Groupings for Two Division Sports**

Senior

A senior boy or girl shall not have attained their 19th birthday by January 1st prior to the start of the current school year in which the competition is held.

Junior

A junior boy or girl shall not have attained their 15th birthday by January 1st prior to the start of the current school year in which the competition is held

iv. **Age grouping for One-Division Sports**

Varsity

A senior boy or girl shall not have attained their 19th birthday by January 1st prior to the start of the current school year in which the competition is held.

Section 4 **Classification of Schools:**

- i. The classification of schools shall be as per the OFSAA guidelines.
- ii. Student populations of all boy or all girl schools are to be doubled for the purpose of determining classification.
- iii. In LOSSA, all areas of the Association shall be considered high density; exceptions as per the OFSAA guidelines.
- iv. Total enrolment each year shall be the number of full-time equivalent students as of October 30th, not including students aged 20 or over as of September 1st.

Section 5 **Team Eligibility:**

- i. In order to be able to sponsor students in a LOSSA activity, a school must have an organized schedule of practice supervised by a staff member.
- ii. Each school within LOSSA is allotted one (1) team entry per age division or one (1) team per tiered age division within their designated league.
- iii. Any player who plays in two league games at a higher competitive level shall not be eligible for competition at the lower level in the same sport including LOSSA playoffs during that school year.
- iv. A player must participate in a minimum of one league game (unless a greater number is required as per Playing Regulations) for the school he or she is representing to be eligible for LOSSA playoffs. Participation is defined as being listed on the game sheet. A defaulted game can not be used to gain eligibility.
- v. In team sports, a player may compete in playoff games at one level only (i.e. A junior aged player cannot move up to senior after participating in a junior playoff game)



- vi. Students whose schools are involved in labour disputes are not eligible for any LOSSA competition, exhibition, tournament, or all-star activity.
- vii. No student whose school connection has lapsed shall be eligible to represent his or her school in any athletic competition until he or she has been reinstated as a regular student in the school.
- viii. No student may play the same sport for more than one school in the same league or municipality in the same year unless the student is ruled eligible by the Federation's Board of Reference under subsection (a) in the Transfer Policy.
- ix. No student may play the same sport within the same school year. (i.e. A student may not play on the boys soccer team and the girls soccer team in the same school year. For the purposes of this section, baseball and softball will be considered the same sport)

Section 6 Sex Eligibility:

- i. In schools where a sports activity is not available for a female on a girls' team, she is eligible to participate on a boys' team following a successful tryout.
- ii. In schools where a sport activity is available for a female on a girls' team, she is eligible to participate on a boys' team following a successful tryout.
- iii. If a sport activity does not exist for a boy, he is not eligible to participate on a girls' team.

Section 7 Gender Identity (Eligibility):

- i. A student is eligible to participate on the team that most closely reflects their lived gender identity.

Section 8 Sport Schools, Sport Academies and Sport Programs

- i. Sport schools and sport academies are schools that offer flexible or modified timetabling to accommodate students' athletic training, competition and/or travel schedules; or schools that admit athletes due to their level of athletic status who are required to take additional credits in health and physical education specific to fundamental and fitness training principles.
- ii. Sport programs are considered to be a course or courses offered by a school which are sport specific curricular programs.
- iii. Any student enrolled in a sport school, sport academy, or sport program will be eligible to compete in all individual sports. Students in a sport school or sport academy are not eligible for a team component of an individual sport if the sport in question is their sport of specialty and they are not attending their designated school (or closest school where no boundaries exist). Students in a sport program for an individual sport who are not attending their designated school (or closest school where no boundaries exist) cannot compete in the team component of that sport. Schools that are a sport school or sport academy are not eligible for team awards in individual sports. Schools that have a sport program in an individual sport are not eligible for team awards in that sport.



- iv. Any student enrolled in a sport school, sport academy, or sport program will be eligible to compete in any team sport provided they are attending the designated school according to school board boundaries (or the closest school where no boundaries exist).
- v. Any student enrolled in a sport program and the school is not his/her designated school according to school board boundaries (or not their closest school where no boundaries exist), will be eligible to compete in any team sport except the team sport being provided through their sport specific curricular program. The period of ineligibility will continue as long as the student attends the school where the sport program exists.
- vi. Any student enrolled in a sport school or sport academy and the school is not their designated school according to school board boundaries (or not their closest school where no boundaries exist), will be eligible to compete in any team sport except their declared or designated team sport of specialty. The period of ineligibility will continue as long as the student attends the sport school or sport academy.
- vii. The declared or designated individual or team sport of specialty shall be the sport played at the highest level within the 12 months prior to the student entering the sport school, sport academy or sport program. Schools must submit each new student's declared or designated sport of specialty along with a list and the level of all sports played outside the school system for approval by the local athletic association (e.g. district, zone) by September 15th of the current school year or within 15 school days of the student's enrolment at the school (see Appendix C)
- viii. An appeal of a student's declared or designated sport may be made by the school's athletic director, principal, or vice principal to LOSSA by September 30 of the current school year. A challenge of an association approved sport of specialty can be made by another school's athletic director, principal, or vice principal to LOSSA. Such challenge must be received by the LOSSA Executive no later than fourteen (14) days prior to the LOSSA competition in question.

Section 9 Post-Secondary Eligibility:

- i. Any student who has been registered and attended a post-secondary institution is ineligible for participation in LOSSA activities.

Section 10 Eligibility Sheets:

- i. Printed consent forms are required for each competitor for all activities.
- ii. Each sport must use the OFSAA HUB to generate an eligibility sheet and submit that sheet prior to the first league game, unless otherwise specified in each sport's Playing Regulations.
- iii. All official eligibility sheets shall be signed by the Principal of the school and the Physical Education head and the coach.
- iv. A student's name must appear on the eligibility list prior to his or her first league game. Names may be added to the eligibility list any time prior to the final league game.
- v. The P.E. department heads are to be responsible for verifying the academic, attendance and age eligibility of the athletes who represent their school.



Section 11 Formal School Suspensions:

- i. Any student who is suspended (whether in-school or regular) or expelled,(under the Education Act), shall not be eligible while serving the term of their suspension or expulsion.

Section 12 Penalties:

- i. Any student athlete, who deliberately falsified their age or birth date to gain extra eligibility at a lower age level, shall be ineligible for a period of two years for all LOSSA activities.
- ii. Any student who deliberately falsified their address to gain entry into a given school is assumed to have done so to gain eligibility and shall be ineligible for a period of two years for all LOSSA activities.
- iii. Failure to comply with any of these eligibility rules will result in the Convenor declaring the team(s) and/or individual(s) ineligible. A school will forfeit all games in which an ineligible player participates. This includes Championship games.

BY-LAW 3 TRANSFERS

Section 1

- i. LOSSA will adopt the most current OFSAA transfer policy.

(Reference: OFSAA By-Law 5, Section 4 (g), The Federations Transfer Policy. Should there be any discrepancy on the website between this edition of the Policy and the quoted By-Law, the By-Law shall take precedence.) See LOSSA Appendix A

Section 2 PROCEDURE FOR TRANSFER APPEALS

- i. All transfer students are ineligible for LOSSA and/or OFSAA competition until cleared by their Association Transfer Appeal Board (LOSSA), or the Federation's Board of Reference - Transfers (OFSAA) under Transfer Policy sections (a), (b), (c), (d), (e) or (f).
- ii. Students not eligible under these criteria may appeal in writing in the following manner:
 - a) through their coach to the Association Transfer Appeal Board;
 - b) through the Association Transfer Appeal Board to the Federation's Board of Reference - Transfers.

Note: In all sections above, proper documentation must be received by the appropriate group before a decision may be rendered at that level.

- iii. All decisions of the Federation's Board of Reference - Transfers are final.
- iv. The deadline for any appeal of eligibility to the Federation's Board of Reference - Transfers is fifteen (15) days prior to the scheduled dates of the meetings of the Federation's Board of Reference. Such appeals must be accompanied by a \$50.00 fee, refundable if the appeal is successful.



- v. A challenge to the eligibility of a student may be made to the Federation's Board of Reference Transfers by any member of an Association through that Association's representative.

- vi. In the event that a student, deemed ineligible by the Association Transfer Appeal Board, seeks to appeal his or her ineligibility to the Federation's Board of Reference – Transfers (hereinafter referred to as the "Board of Reference") the following procedure shall be followed:
 - a. The student, or his or her representative, shall submit, in writing, on the designated form, to the Board of Reference, the grounds of the appeal and the reasons why the student claims to be eligible;

 - a. Upon receipt of the application for appeal, the Board of Reference shall notify the student, in writing, of the date, time and place that the appeal is to be heard. The student shall also be advised that he or she may personally attend the hearing of the appeal, along with his or her representative;

 - b. the Board of Reference shall send letters, postmarked or delivered, no later than fourteen (14) days before the date of hearing, addressed to the student and principal at the school which the student attends;

 - c. at the hearing the student or representative may make whatever submissions, or call whatever witnesses he or she chooses, and which the Board of Reference shall permit in its sole and exclusive discretion;

 - d. the Board of Reference shall render its decision, in writing, and in doing so shall state briefly the reason(s) for its decision. The decision of the Board of Reference shall be final and conclusive and there shall be no right of appeal to anybody or court of competent jurisdiction.

- vii. If a student is declared eligible by the Association Appeal Board, and that determination of eligibility is challenged by way of an appeal to the Federation's Board of Reference, the following procedure shall be followed:
 - a. The challenge to the eligibility of the student shall be in writing and shall include the reasons for the challenge, and shall refer to the section or sections of the Transfer Policy on which the challenge is based. The challenge shall be directed through the Association Appeal Board Chairperson to the Federation's Board of Reference and shall be received no later than fourteen (14) days prior to the Federation competition in question. This challenge must be accompanied by a \$50.00 fee, refundable if challenge is upheld.

 - b. Upon receipt of a challenge, the Board of Reference shall notify the student and the student's principal, in writing, of the date, time and place that the appeal will be heard. In conjunction with the aforesaid notification, the Board of Reference shall also include a copy of the challenge as submitted to the Board of Reference;

 - c. the Board of Reference shall notify the student and the student's principal of the date, time and place of the appeal, by way of letters postmarked or delivered, no later than fourteen (14) days before the date of the appeal hearing;



- d. at the hearing, the student and/or representative may attend and may call whatever witnesses or make whatever submissions he/she/they choose(s) and the Board of Reference shall permit in its sole and exclusive discretion;
 - e. the Board of Reference shall render its decision, in writing, and in so doing shall state briefly the reason(s) for its decision. The decision of the Board of Reference shall be final and conclusive and there shall be no right of appeal to any body or court of competent jurisdiction.
- viii. The procedures as set out in this section shall apply only to vi and vii. In the event that there has been imperfect compliance with the procedures as set out herein, the Board of Reference may, in its sole discretion, waive any failure to comply with the procedures.

BY-LAW 4 DISCIPLINE

Section 1 Player

- i. Individuals and teams may be sanctioned by LOSSA for inappropriate behaviour before, during or after competition.
- ii. Any student who knowingly falsified information on his or her LOSSA transfer policy shall be suspended from LOSSA competition for two full years from the date of infraction.
- iii. Games missed by a student while under school suspension will not count toward any suspension levied by LOSSA.
- iv. Individual players shall be sanctioned within the By-laws of LOSSA and/or the Playing Regulations of each individual sport.
- v. Any game ejection (league/tournament/exhibition) results in an automatic suspension of one league game, to be served in the team's next league game.
- vi. Any player involved in a fight prior to, during, or after a competition, shall receive an automatic minimum suspension of two games.
- vii. All suspensions shall be carried over to subsequent sports and/or season as determined by the Board of Reference - Discipline.
- viii. It is the expectation of LOSSA that once suspended; a player will not participate in or be in attendance at any regular season, play-off, exhibition or tournament game(s) which may occur during the time of their suspension.
- ix. Players given game suspensions must serve those suspensions in league play (including playoffs).
- x. Students moved to another school by their Board/school for disciplinary reasons through a formal Board/school process are ineligible from participation until LOSSA eligibility has been granted.
- xi. Any other instances not covered in Sections 1, (i – x) must be forwarded to the LOSSA 2nd Vice President.



Section 2 **Coach**

- i. If an incident should occur which results in a coach ejection, the convenor and the school administration must be contacted by the coach themselves. The ejected coach will be suspended until a LOSSA Board of Reference - Discipline is convened.
- ii. Formal complaints concerning alleged misconduct or unacceptable behaviour by coaches shall be submitted in writing, to the LOSSA President. NOTE: It is OSSTF policy that when a member makes a critical report on another member, he or she must provide the member being criticized with a written copy of the comment.

In this context, "coach" shall mean any member of the teaching staff in charge of or accompanying a team or individual representing a LOSSA school at an inter-school competition. The complaint shall include details of the alleged infraction.

- a) On receipt of the complaint, the President shall ensure that the coach and Principal involved have received a copy of the complaint and shall contact the principal directly.
- b) The President shall then investigate the circumstances of the alleged infraction and with the help of the Principal(s) attempt to resolve the situation informally.
- c) If the President and/or Principal(s) feel that a hearing is warranted he or she shall notify the Board of Reference chairperson and a hearing will be held. The Board of Reference shall be comprised of a total of three LOSSA executive members consisting of i) either the President or the first Vice-President or second Vice-President ii) a Principal's Representative and iii) one other LOSSA executive member. All persons on the Board of Reference shall be in no perceived conflict of interest with either the complainant or the accused. A perceived conflict of interest would include: being from the same school, or personal conflicts of interest. The persons on the Board of Reference shall be made known to all parties prior to the hearing. Such a hearing shall be scheduled within 15 days of the decision to hold a hearing and all parties shall be notified and confirmed at least 48 hours (2 in-school days) prior to the hearing.
- d) At any hearing of the Board of Reference, the accused coach shall be present and accompanied by the Principal, or his or her designate. The head of the Boys' and Girls' Physical Education Department of her or his school shall be invited to attend. If the accused coach refuses to appear, either by stating explicitly or by failing to provide a reasonable time when he or she can appear at a hearing, the hearing shall be convened without him or her.
- e) The Board of Reference shall take into account the formal complaint, the response of the accused coach, and any information available from witnesses produced by the complainant, the accused coach, and/or the Board of Reference and will not involve a gathering of facts by the Board of Reference itself. All evidence used at a hearing must be presented to both the complainant and the accused coach at the hearing. The procedure will involve an analysis of facts presented to the Board of Reference and will not involve cross-examination. Questions of clarification may be allowed at the discretion of the Board of Reference chairperson.



- f) The Board of Reference, if it finds that an infraction took place, shall be empowered to make the following recommendations to the Principal(s).
- To reprimand the coach involved.
 - To suspend the coach involved from coaching activities in that sport for a fixed time.
 - To suspend the coach involved from coaching activities indefinitely, depending on the severity of the offense.
- g) A written copy of the decision of the Board of Reference shall be sent to:
- Principal(s);
 - The LOSSA Executive;
 - Each of the accused coach and the complainant;
 - The respective P.E. Heads;
 - The officials' Board if applicable
- iii. Coaches breaching the LOSSA Letters Patent and/or By-Laws in an attempt to gain an advantage over an opponent shall be sanctioned as follows:
- a) First Offense – Minimum two game suspension.
 - b) Second Offense – Minimum suspension of the remainder of the regular season plus all playoff, tournament games.
- Note: All coach sanctions must be heard by the Board of Reference.

Section 3 Team

- i. Withdrawal from a sport after league competition begins shall be subject to a fine equal to current league fees for that sport.
- ii. When a team withdraws from competition after the season has started;
- a) All game results involving that team will be voided.
 - b) Consequences of behaviour that occurred prior to withdrawal will be enforced and remain on record.
- iii. A team that competes with an ineligible student, coach or staff advisor (whether due to transfer ineligibility or suspension) shall forfeit the competition.
- iv. Teams breaching the LOSSA Letters Patent and/or By-Laws in an attempt to gain an advantage over an opponent shall appear before the Board of Reference.

BY-LAW 5 COACHING PERSONNEL

Section 1 Personnel

- i. A teacher from the same school or a retired teacher, as approved by the Principal of the school, must accompany and be responsible for the team.
- ii. If outside personnel wish to coach or assist the team they must complete the LOSSA OUTSIDE COACHES FORM (see Appendix I). The form must be completed and signed by the Physical Education Department Head and Principal then submitted to the Secretary-Treasurer, prior to the first league game. Failure to do so could result in sanctions against the school, team, and/or coaches.



- iii. There shall be no gender discrimination in the coaching of boys' or girls' sports.

Section 2 Recruiting

- i. Recruiting is defined as a representative of a school, either directly or through another party, encouraging a student to attend a school other than that in whose catchment area he or she resides, for the purpose of being involved in extracurricular sports. The school representative could be a teacher, administrator, school district employee, a school employee, student, parent, alumnus or any person representing themselves as a school contact.
- ii. LOSSA strongly condemns any attempt to recruit a student athlete into a member school.

BY-LAW 6 PROTESTS

Section 1

- i. All protests of a LOSSA tournament game, league game or playoff game must be lodged in writing with the convenor, the 1st Vice President, and the opposing team(s) prior to the start of the next game involving any of the teams in question and within the 24 hours of the competition in question. A copy of the written protest with a \$50 fee must be sent to the Secretary-Treasurer within 24 hours.
Note: 24 hours means the following school day.
- ii. Note that (i) does not relate to the eligibility clause of the By-laws.
- iii. All protests, regarding the breach of sport by-laws, must be lodged in writing with the Secretary/Treasurer and all parties involved within 24 hours of the incident.
- iv. A protest sub-committee shall be formed with a total of three LOSSA executive members consisting of either i) the President or the first Vice-President or second Vice-President ii) a Principal's Representative and iii) one other LOSSA executive member. All information will be considered and the decision will be rendered in writing.

BY-LAW 7 AWARDS

Section 1 Individual Awards

- i. There shall be an official LOSSA medal in gold, silver, and bronze. Bronze medals are to be awarded in individual sports. Gold and silver medals are to be awarded to the finalists in all team sports. Convenors must award silver (second place) team medals when 50% of all the LOSSA schools take part in a team activity.
- ii. Individual sports may request, from the Secretary-Treasurer up to 15 Gold medals to be awarded to members of a championship team. No athlete is eligible to receive more than one team championship medal.
- iii. There shall be no individual awards presented other than the official LOSSA medals. The only exception would be items donated by sponsors.



- iv. LOSSA is opposed to any type of award presentation at zone qualifying competitions.
- v. LOSSA Team Sport leagues with a tiering system are permitted to receive LOSSA banners and medals for the finalists in Tier 1 and Tier 2 divisions only.
- vi. Medals will be provided by the Secretary-Treasurer to the convenors.

Section 2 Trophies

- i. Each LOSSA team competition shall have a championship trophy. Some individual sports lend themselves to having a team trophy as well.
- ii. First time purchases of trophies will only be funded from LOSSA general funds with approval of the Executive.
- iii. Replacement of LOSSA trophies will only be funded with the prior approval of the LOSSA Executive.
- iv. Only the LOSSA Executive shall be empowered to purchase trophies.
- v. The P.E. Head shall report to the Secretary-Treasurer within 72 hours of receipt of championship trophy any state of disrepair. Failure to report such conditions will indicate that the school is accepting financial responsibility for all repairs. When damages are reported, the previous year's winner will be held responsible for the cost of repairs.
- vi. All engraving is the responsibility of the winning team.
- vii. LOSSA encourages a uniform standard in style, size and cost of championship trophies.
- viii. LOSSA pennants will be provided for team sports by the Secretary-Treasurer.

BY-LAW 8 UNIFORM

Section 1 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 from competition attire. Incidences of non-compliance will be forwarded to the LOSSA Board of Reference for resolution.

Section 2 Student uniforms must comply as outlined in the LOSSA Playing Regulations. Any sponsorship advertising on uniforms must be approved through the LOSSA Executive.

Section 3 Religious headgear will be permitted at the discretion of the official(s), with respect to the specific sport.



BY-LAW 9 SANCTIONING

Section 1 Sanctioning of a sport means that the sport is recognized by LOSSA, as an official activity, which entitles it to receive awards. The following criteria apply to both individual and team sports.

Section 2 **Criteria for Sanctioning:**

For a sport to be recognized as official, it must have the following criteria:

- i. There must be a probation period of one year, in which the sport will be played on an exhibition basis, without granting awards.
- ii. A minimum of 3 LOSSA member schools must declare teams in that sport by the specified-declaration date of the preceding school year. Applications for exceptions to this section should be made in writing to the LOSSA Executive *prior* to the preseason meeting of that sport.
- iii. The sport must have a set of legitimate playing rules.
- iv. A set of Playing Regulations must be presented to the LOSSA Executive and approved by the LOSSA membership.
- v. A written notice of motion must be made to the LOSSA Executive for sanctioning, by the specified due date for motions to be presented at Annual General Meeting.
- vi. A verbal report must be made to LOSSA, as part of the motion, at the Annual General Meeting.
- vii. A 2/3 majority of all votes cast by individual members is required, for acceptance of the sport.
- viii. The written and verbal report must include the following:
 - a. the season in which the sport will be played
 - b. the age and sex classifications of the sport
 - c. the rules of the game
 - d. a competition format
 - e. equipment and facilities required
 - f. costs to LOSSA and its member schools
 - g. the interest in the sport, in LOSSA

Section 4

- i. A sport that has not met the minimum number of a 3 team requirement for 3 consecutive seasons may have its sanction removed. As a result of the removal of sanctions, the sport may be played on an exhibition basis, without LOSSA awards, for 1 year. All costs incurred while the sanction is removed, are paid for by the schools involved.
- ii. A sport may have its sanction removed, if there are fewer than 3 teams declared by the specified declaration date. If the sport sanction is removed, the remaining teams will be eligible to compete in all aspects of the league in the next higher category. If a higher category does not exist, the sport may be played on an exhibition basis, without LOSSA awards for 1 year. All costs incurred while the sanction is removed, are paid for by the schools involved.



Section 5 Once a sport has been sanctioned, it is not necessary to apply to have it reinstated if the minimum number of teams, (3), is declared.

BY-LAW 10 OFSAA

Section 1 LOSSA by-laws: In all matters not covered by LOSSA By-laws, the OFSAA by-laws shall be the governing authority.

Section 2 LOSSA Representation at OFSAA Championships:

- i. If more schools are declared in any given LOSSA activity OFSAA will accept for their championships, there must be a LOSSA competition conducted by a LOSSA appointed convenor to determine the LOSSA representatives.
- ii. Deportment of the LOSSA representatives at OFSAA Championships: Behaviour of all LOSSA personnel (players, coaches, spectators,... etc.) at OFSAA championships are subject to review by LOSSA.
- iii. All OFSAA events hosted by a LOSSA member shall be required to meet with the executive 1 year, 6 months and 3 months prior to the event. Further to this, there must be an executive member on the host committee. All contracts must be signed by both the OFSAA host convenor and a director of LOSSA
- iv. Any profit from hosting OFSAA events is to be shared equally with LOSSA and OFSAA. The LOSSA portion will be saved to assist future hosts of OFSAA.
- v. At the beginning of each season an OFSAA rep will contact the convenor from each sport to determine if LOSSA will be sending a representative to OFSAA for the current season.

BY-LAW 11 STRIKE/WORK TO RULE PROCEDURES

There shall be no official LOSSA competition or participation of LOSSA schools at OFSAA unless there is a LOSSA Executive.

Section 1

- i. In the event of a strike, the striking district members shall cease all coaching, playing and practice activities, and duties as officers of LOSSA.
- ii. In the event of a work-to-rule, the work-to-rule district members shall cease all coaching, playing and practice activities, and duties as officers of LOSSA.
- iii. In the event of a labour dispute infringing upon LOSSA activities, the members involved in the dispute must through their Executive members notify the Executive of the official start and end of sanctions.
- iv. Students whose schools are involved in a labour dispute are not eligible for any LOSSA competition, tournament or all-star activity.



- iv. All scheduled games during the strike/work-to-rule will be forfeited and not replayed or rescheduled.
- v. When the labour dispute is resolved any regular league schedules will continue including playoffs. If, before the playoffs start, a team's point total including forfeited games is sufficient to win a berth in the playoffs, members and teams may participate.
- vi. Convenorships shall be assumed by the remaining LOSSA body in order for a sport to run.
- vii. Convenorships and all eight LOSSA Director positions shall be assumed by the remaining LOSSA body. These positions shall be held throughout the labour dispute until a mutually agreeable date is reached to resume normal functions.

BY-LAW 12 PLAYING REGULATIONS

Section 1 Each convenor must file with the Secretary-Treasurer prior to the June LOSSA Annual General meeting, a copy of the Playing Regulations to be used in their sport. **If no approved changes in Playing Regulations are filed, the previous year's format must be used.**



APPENDIX A

OFSAA TRANSFER POLICY

B Y - L A W 5 - Eligibility For Competition

Section 4 - Individuals

(g) The Federation's Transfer Policy

No school shall include in its line-up any student who has been registered as a transfer from another school within the previous twelve (12) months. The Federation's Transfer Policy applies to all students transferring into Ontario high schools.

In accordance with the Federation's Transfer Policy Procedural Process, a student or his/her representative may apply to the Federation's Board of Reference to be deemed eligible to participate in Federation sponsored events 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 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). 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 8.
- (ii) The student has transferred to an Ontario school from outside Canada or 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).
- (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.
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.



(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.

(d) The student:

- (i) has transferred prior to their grade 10 year for exceptional personal, social or academic reasons. Documentation detailing these exceptional reasons must accompany the appeal.

- (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. See Note 8 regarding proof of residence.

- (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.)

- (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.

- (v) 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.

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. Out of province exchange students and out of country exchange students are not considered transfer students and are eligible for all sports.
6. Students transferring from other provinces, states, or countries who have graduated from high school or equivalent, are ineligible for OFSAA competition. 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.
7. Students applying under Section D must attend the next closest school (of their choice of school system) to their home residence.
8. 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;
 - vehicle registration listing 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.

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

The Federation's Board or Reference shall, in its sole and exclusive discretion and authority, consider such application and rule the student eligible or ineligible.



APPENDIX B

LOSSA OUTSIDE COACHES FORM

NAME: _____

ADDRESS: _____

PHONE NUMBER: _____

SCHOOL NAME:	
SPORT:	
STAFF SPONSOR:	
PHYS. ED. HEAD:	
PRINCIPAL:	

- PREVIOUS COACHING EXPERIENCE: (Please include number of years, sport, and age of athletes)
- DESCRIBE CURRENT CERTIFICATIONS THAT WOULD BE RELEVANT TO YOUR COACHING:
- DO YOU HAVE FIRST AID CERTIFICATION? Yes No EXPIRY DATE: _____
- WHAT ARE YOUR PRIMARY GOALS THAT YOU ARE TRYING TO ACHIEVE AS A COACH?
- HAVE YOU EVER BEEN CONVICTED OF A CRIMINAL OFFENSE UNDER THE CRIMINAL CODE OF CANADA FOR WHICH A PARDON HAS NOT BEEN GRANTED? Yes No
IF YES, PLEASE EXPLAIN: _____
- DO YOU HAVE A RECENT CRIMINAL CHECK WITH THE SCHOOL? Yes No
- I HAVE READ THE CODE OF CONDUCT FOR ATHLETES AND COACHES AS OUTLINED IN THE LOSSA CONSTITUTION. Yes
- I WILL ABIDE BY THE RULES AND GUIDELINES AS OUTLINED IN THE LOSSA CONSTITUTION. Yes

SIGNATURE	DATE
OUTSIDE COACH	
STAFF SPONSOR	
PHYS. ED. HEAD	
PRINCIPAL	

LOSSA USE ONLY FORM RECEIVED: _____ DATE

By: _____ LOSSA MEMBER



APPENDIX C

This form is to be completed each year by all students entering or continuing at a sport school/ sport academy/sport specialist program.

Completed forms must be submitted to the OFSAA rep (Geoff Whent or Carly Harrison), through the school Athletic Designate or PHE Department Head by the 15th of September for Grade 9 students or within 15 days of attending the sport school/sport academy for transfer students.

Student Name: _____ **Gender:** F M

Ontario Education Number: _____ **Date of Birth:** _____
DD /MM/YY

Home Phone: _____ **Cell Phone:** _____

Home Address: _____, (where family is living)
Street Address

_____, _____
City / Town/ Province Postal Code

School History (state years)			Street Address	City/Town/Province/ Postal Code	Phone Number
Current School	Grades and years attended	School Board			
Previous School	Grades and years attended	School Board			
Previous School	Grades and years attended	School Board			
Previous School	Grades and years attended	School Board			
Closest School to home address		School Board			



LAKE ONTARIO SECONDARY SCHOOL ATHLETIC ASSOCIATION

Sport(s) of Focus /Specialization At ASAD	Highest Level of Competition <small>(eg. Tier/Division, Regional, Provincial, National)</small>	Club Affiliation & Team Name <small>(Include phone # or e-mail of contact person)</small>	Hours of Training & Competitions per Week

List all other sports played outside of school in the previous 12 months.

Sport <small>(For Track and Field list events)</small>	Level of Competition <small>(eg. Tier/Division, Regional, Provincial, National)</small>	Club Affiliation & Team Name <small>(Include phone # or e-mail of contact person)</small>	Hours of Training & Competitions per Week

Notes: This completed form is required for students to participate in interschool sport.

- Students submitting inaccurate or misleading information will appear before a Board of Reference and may lose their eligibility to play interschool sport.
-

Student Signature

Parent/Guardian Signature

School Athletic Director Signature

Principal Signature

Personal information is collected pursuant to the Education Act and will be used to determine eligibility for interschool sport. Information will be retained for four years from the date of last use. For more information, contact the LOSSA Secretary