

# **WOSSAA CONSTITUTION - APPENDICES**

## **APPENDIX 1**

PLEASE REFER TO THE WOSSAA DIRECTORY OF  
SCHOOLS ON THE WEBSITE

## **APPENDIX 2**

# **METHOD OF APPLICATION FOR CHAMPIONSHIP STATUS**

**Revised: June 2016**

- 1.0** Application may be made to the WOSSAA Legislative Assembly to have a sport added to the list of WOSSAA Championships in ByLaw 1.1 provided that all of the following criteria have been met.
  - a) Sport Specific Playing Regulations must be established.
  - b) These Playing Regulations must follow the format that currently exists for other WOSSAA Championships, which may include the following subsections: Date, Location, Tournament Structure and Procedures, Entry and Entry Fees, Eligibility, Seeding, Rules and Officials, Scoring, Uniforms and Equipment, Dress, Awards and OFSAA entry.
  - c) The sport must be an approved activity in at least fifty percent of the Conferences.
  - d) At least twenty percent of WOSSAA schools must be offering the sport.
- 2.0** Application must be received in writing to the Executive Director by May 15<sup>th</sup> in order to be approved for the following year.
- 3.0** Compliance with ByLaw 1 is required to make application but does not guarantee approval as a Championship sport.
- 4.0** Conferences may apply to the Board of Directors to have a school represent WOSSAA at an OFSAA Championship in a sport which does not have a WOSSAA Championship provided that it is a Conference approved activity and that a regular league schedule has been completed.

## **APPENDIX 3**

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

## **APPENDIX 4**

# **WOSSAA TRANSFER APPEAL PROCEDURAL PROCESS**

**Revised: Oct 2016**

1. All transfer students are ineligible for WOSSAA competition until cleared by their Conference Transfer Board or the WOSSAA Board of Reference – Transfers through the current OFSAA Transfer Policy.
2. Students seeking eligibility under the OFSAA policy must submit an "OFSAA Transfer Policy Application and Appeal Form" for eligibility to their Conference Transfer Board.
3. The meeting dates of Conference Transfer Boards must be publicized in all Conference schools at least two weeks in advance.
4. WOSSAA must publish the dates of the meeting of the WOSSAA Board of Reference – Transfers in June of the previous school year.
5. Conferences with eligibility rules and/or transfer rules which are different from those of OFSAA and WOSSAA must rule on the student's OFSAA eligibility as well as Conference eligibility. Conferences ruling on only Conference eligibility must submit the applications of all transfer students to the WOSSAA Board of Reference – Transfers for eligibility beyond Conference play.
6. Students declared ineligible by the Conference Transfer Board must be given the right to appeal that decision to the WOSSAA Board of Reference – Transfers.
  - a) The appeal must be made through the Athletic Director to the WOSSAA Executive Director.
  - b) The appeal must be in writing on the current OFSAA Transfer Policy Application and Appeal Form. Additional documentation may be included.
  - c) The WOSSAA Executive Director must receive the Appeal at least 48 hours before the WOSSAA Board of Reference – Transfers meeting.
  - d) The appeal must be submitted along with a fee of \$100, paid by school cheque.
7. Students ruled ineligible by the WOSSAA Board of Reference – Transfers may appeal in writing to the OFSAA Board of Reference - Transfers. (See OFSAA Transfer Policy Procedural Process)
8. A student ruled eligible by the Conference Transfer Board or the WOSSAA Board of Reference – Transfers may have that decision challenged.
  - a) That challenge must be processed through the Athletic Director or a member of the WOSSAA Board of Directors.
  - b) The challenge to the eligibility of the student shall be in writing and shall include the reasons for the challenge, and shall refer to the section or sections of the OFSAA Transfer Policy on which the challenge is based.

- c) A challenge of a decision made by the Conference Transfer Board will be reviewed by the WOSSAA Board of Reference – Transfers.
  - d) A challenge decision made by the WOSSAA Board of Reference – Transfers can be made to the OFSAA Board of Reference – Transfers. (See OFSAA Transfer Policy Procedural Process)
  - e) All challenges must be made at least 21 days prior to the WOSSAA Championship.
  - f) Upon receipt of a challenge, the WOSSAA Board of Reference – Transfers shall notify the student and the student's Principal, in writing, of the date, time and place that the appeal will be heard. In conjunction with the aforesaid notification, the Board of Reference shall also include a copy of the challenge as submitted to the Board of Reference.
9. The WOSSAA Executive Director shall maintain an eligibility list of all transfer students ruled on by WOSSAA. This list will be available to Conference Coordinators and any WOSSAA Convenors upon request.
10. At all WOSSAA Championships:
- a) All competitors must be listed on an eligibility sheet with all transfers noted as well as the date and section under which the transfer was approved. The list must be received by the WOSSAA Convenor prior to the Championship.
  - b) If the eligibility form's accuracy with respect to transfer students is questioned the Convenor can confirm the student's eligibility through the eligibility list on file with each Conference Convenor.
  - c) If a transfer student appears on an eligibility form but the eligibility is not documented, then that student is immediately ineligible, unless the eligibility can be verified via correspondence (verbal, email or text) with the Conference Convenor or Conference Coordinator. In those circumstances, a paper copy outlining the transfer date and section under which the transfer was approved **MUST** be provided to the WOSSAA Convenor before the end of the day of the WOSSAA Championship.

## **APPENDIX 5 PETE BEACH AWARD SELECTION**

**Revised: June 2016**

1. a) Conferences will have the opportunity to nominate a recipient.
- b) The nominee's information must be forwarded to the Executive Director by January 15<sup>th</sup>.
- c) Nominees may be active, retired, or deceased teacher-coaches.
- d) All nominees will be reviewed and selection of a recipient will be the responsibility of the WOSSAA Board of Directors.
- e) The Executive-Director shall inform OFSAA of the name of the recipient.
- f) The recipient shall be presented with the award at the annual meeting of the Legislative Assembly.

### **THE PETE BEACH AWARD**

The Pete Beach Award is named in honour of Mr. N.A. Beach, a former Executive-Director of OFSAA, who died in 1984. Mr. Beach recognized, early in his career, that school sport possessed a substantial and verifiable trait of the capacity to contribute beyond sport to a young person's future career and life. For the next fifty years, he devoted his energy to the organizational development of school sport and thus to the service of young people. In view of the complexity of the developmental process, it is a rare educator indeed who has the capacity to utilize the medium of school sport in such a way as to positively and sufficiently influence students in the remainder of their lives. That educator is one who consistently provides an impression of stability and optimism; one who enjoys the company, and the respect of young people; one who embodies, and initiates by example, the highest traditions of the sports person; one who best typifies the true function of the teacher-coach, a source of discipline, a mentor and a friend.

### **CRITERIA**

During his/her career, the nominee has been:

- a) Active as a teacher-coach
- b) Active as a Convenor
- c) Active in the administration of WOSSAA activities
- d) Influential in the development of their student athletes as a source of athletes as a source of discipline, as a mentor and as a friend.

The nomination should include the following subheadings:

- a) Contributions as a Teacher-Coach
- b) Contributions in Athletic Administration
- c) Personal Attributes

## APPENDIX 6

### WOSSAA Duties of Convenors

**Revised: June 2018**

1. Shall verify that all teams and participants meet all TVRA/HP, WOSSAA and OFSAA eligibility requirements as well as provide each team/coach with a copy of the playing regulations prior to the start of the Championship.
2. Shall coordinate the scheduling of the Championship as outlined in the WOSSAA Playing Regulations for their sport.
3. Shall coordinate the officiating for the Championship and communicate the sport's WOSSAA Playing Regulations to the officials prior to the competition.
4. Shall coordinate the facility for the Championship.
5. Shall coordinate the minor officials for the Championship. It is expected that the minor officials will be competent/experienced in the tasks that they are assigned. It is also suggested that (where applicable) each team could be asked to bring a minor official with them to the Championship.
6. Shall arrange for all awards to be presented at the Championship.
7. Shall keep an accurate record of the results of all contests.
8. Shall arrange for media coverage of the Championship.
9. Shall ensure that all materials necessary for the OFSAA Championship be made available to qualifying schools.
10. Shall ensure that the host school pays the same entry fee as all other schools.
11. Shall ensure that Articles 9.1c and 9.1d are followed, which state that entry fees shall only cover fixed cost and fixed costs DO NOT include meals for participants.
12. Shall ensure that if there is a spectator entry fee ("gate fee") the maximum student cost is \$2 and the maximum adult cost is \$5.
13. Shall submit a WOSSAA Convenor's General Report, WOSSAA Convenor's Financial Report, and the Convenor's Box to the WOSSAA Executive Director not later than 30 days after the Championship.

## **APPENDIX 7**

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

**Revised: June 2016**

1. Individuals, schools or Conferences wishing to host OFSAA Championships must complete the OFSAA Championship/Festival Application form and give the completed form to the WOSSAA Executive Director.
2. Potential OFSAA Convenors should review the current OFSAA 3-Year Calendar for availability and review the following OFSAA documents:
  - a. Championship/Festival Bid Process
  - b. Convenor Manual
  - c. 3 Year Calendar policy
3. OFSAA Convenors should attempt to attend the Championship in the year prior to their convenorship as well as attend an OFSAA Championship Convenors workshop two years prior to their convenorship.
4. OFSAA Convenors should establish a working committee under the direction of the OFSAA Constitution and OFSAA office.

## **APPENDIX 8 CLASSIFICATION OF SCHOOLS**

**Revised: June 2015**

- 1.0** There shall be three classifications of schools, A, AA, and AAA as follows:
- 1.1** "A" - Schools having an enrolment of 500 or less
- 1.2** "AA" - Schools having an enrolment of 501-950
- 1.3** "AAA" - School having an enrolment of 951+
- 1.4** OFSAA uses the October 31<sup>st</sup> enrolment to determine school classification for the subsequent school year and communicates that information to Associations on or around April 1<sup>st</sup>.
- 1.5** Schools will have the opportunity to appeal their classification DOWN. First to the WOSSAA Classifications Appeals committee and then to the OFSAA Classifications Appeal committee (if unsuccessful with their WOSSAA Classifications appeal).

The WOSSAA Classifications Appeal committee will be formed from members of the WOSSAA Executive and/or WOSSAA Directors. School's that wish to submit an appeal of their classification must complete the OFSAA form, and submit that form to the Executive Director by May 15<sup>th</sup>.

- 1.6** If schools wish to declare UP a classification for the coming school year, they should do so by May 15<sup>th</sup>, by contacting the Executive Director. The declaration must clearly indicate support from the Athletic Director and the Principal of the school. Note that the effect of declaring up is schoolwide and is not just in one sport or a selected sport, but for all sports, from September to June.

# APPENDIX 9

## Tournament Format

Revised: November 2018

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

### Rotation for 2018-2019

TVDSB Central	vs	Huron Perth
LDA	vs	TVDSB Southeast

### Rotation for 2019-2020

TVDSB Southeast	vs	TVDSB Central
LDA	vs	Huron Perth

### Rotation for 2020-2021

Huron Perth	vs	TVDSB Southeast
LDA	vs	TVDSB Central

## Guidelines

1. Agree to operate WOSSAA as four constituent Conferences (TVRA-TVDSB Central, TVRA-TVDSB Southeast, TVRA-London District and Huron-Perth).
2. Implement a rotation for hosting WOSSAA among the four constituent Conferences, based on the number of participating schools in that classification (see Appendix 3).
3. Each of the four Conferences would get one entry to the WOSSAA Championship. **If WOSSAA is the host Association for OFSAA, and the WOSSAA host school for OFSAA is participating in the WOSSAA Championship, then the WOSSAA semifinal opponents will be determined by seeding.** The seeding committee must involve the WOSSAA Championship Convenor, the WOSSAA Executive Director, and a Convenor from each Conference.
4. If any one of the four Conferences are not represented in any classification, the additional entry would go to the Conference with the most participating schools in that sport, at that level (Junior, Senior, Varsity), and in that classification (A, AA, AAA). If Conferences are equally represented, then a coin flip will determine the Conference that gets the additional entry. The additional entry would replace the Conference that is not represented. **If WOSSAA is the host Association for OFSAA, and the WOSSAA host school for OFSAA is participating in the WOSSAA Championship, then the WOSSAA semifinal opponents will be determined by seeding.** The seeding committee must involve the WOSSAA Championship Convenor, the WOSSAA Executive Director, and a Convenor from each Conference.
5. If any two of the four constituent Conferences are not represented in a certain classification, the Championship becomes a one game contest.
6. Should there only be representatives to WOSSAA from one Conference, no Championship will be held. The Conference Champion will be declared the WOSSAA representative to OFSAA. A WOSSAA plaque will be presented to the Senior Champion. There will be no games at the Junior level since there is no Junior representation to OFSAA. A WOSSAA plaque will be presented to the Junior Champion.