

COSSA

CONSTITUTION

AMENDED TO SEPTEMBER 2011

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ARTICLE 1 - NAME

This association shall be known as the Central Ontario Secondary School Association.

ARTICLE 2 - PURPOSE

The purpose of this Association shall be to establish a closer relationship among the schools of Central Ontario through the promotion of competition in athletic activities.

ARTICLE 3 - MEMBERSHIP**Section 1**

The Association shall consist of all Secondary Schools in Central Ontario between the areas within the present jurisdiction of the following District School Boards (DSB) :

Algonquin & Lakeshore Catholic DSB, Conseil Des Publiques De L'Est De L'Ontario, Hastings and Prince Edward DSB, Limestone DSB, Kawartha-Pine Ridge DSB, Peterborough & Victoria Northumberland-Clarington Catholic DSB, Trillium-Lakelands DSB, Durham District School Board and Independent Schools

Section 2

The term "Secondary Schools", for the purpose of this constitution, shall be taken to include all the Collegiate Institutes, High Schools, Technical, Vocational, and Continuation Schools. Preparatory schools which are not in advance of that required by the High School curriculum may be admitted by unanimous vote of the schools of the district in which they are located.

Section 3

The association shall be divided into two districts: Bay of Quinte District and Kawartha District. The boundaries of these Districts, from time to time, will be determined by the Executive Committee.

ARTICLE 4 - OFFICERS**Section 1**

The regular officers of COSSA shall consist of: the Past President, a President, Principal's Reps from Kawartha and Bay of Quinte, an Executive Secretary - Treasurer, a Men's and Women's Representative to OFSAA, one of whom shall be the Secretary-Treasurer, two District Secretary-Treasurers, and four (4) District Co-Presidents. The COSSA President shall be elected to a term of two years and only 2 consecutive terms.

Nominations for the position of COSSA President will be forwarded by the District's Secretary-Treasurers to the COSSA Executive for selection at their Spring Executive Meeting

As much as possible, the COSSA executive should be balanced in terms of geographical representation, gender equity and other human rights considerations.

Section 2

The Executive Secretary Treasurer's Honorarium shall be \$1500.

The COSSA President shall be paid an Honorarium of \$500.

The OFSAA C.B.A. and C.G.A. Representatives shall be paid an Honorarium of \$500 each

Section 3

Elections for positions of Secretary/Treasurer and Men's and Women's Representatives to OFSAA shall be held every 3 years.

Section 4

The District Secretary and Treasurers shall forward to the COSSA Secretary and Treasurer a list of District Conveners for both District and COSSA championships.

The district conveners shall include: name, school, championship date and email address.

The COSSA conveners shall include: name, school, and email address.

If conveners are not known in June that the information is to be forwarded at the start of each season

ARTICLE 5 - COMMITTEES

Section 1

The Executive Committee of the Association shall consist of the regular Officers and the Secretary Treasurers of the Districts. The Executive shall exercise full control over all funds and over all matters pertaining to the management of the Association, subject to an appeal to the Association as a whole, at the written request of the Principals of any three schools in the Association.

Section 2

Special committees of the Association may be appointed by the Executive in order to carry out the programme of the Association.

ARTICLE 6 - FINANCES

Section 1

A per pupil fee shall be collected by the District Secretary- Treasurers, of which fifteen (15) cents shall be paid to COSSA. OFSAA bills will be sent to the Boards of Education in January by OFSAA. Schools with overage (adult) students do not have to pay District or COSSA fees for the adult students, but the schools will be billed by OFSAA for these students.

Section 2

Information sheets are due within 30 days of first ministry count date. Fees are due within 60 days of billing, and, if not paid, the delinquent school shall not be able to participate in District, COSSA, or OFSAA activities which begin after the billing date plus 60 days.

Section 3

The travelling expenses (30 cents each way per kilometre) of the members of any committee shall be paid from association funds, while they are on Association business. All members of our Association travelling on Association business receive the following meal allowances: Breakfast - \$8.00, Lunch - \$12.00, and Dinner - \$16.00. All requests for reimbursements must be accompanied by receipts.

Section 4

All disbursements shall be made by the Secretary Treasurer, and all amounts shall be open to inspection by the Executive.

Section 5

Districts shall prepay, if necessary, from the following year's fees, the sum of three hundred dollars, at the COSSA Annual Meeting.

Section 6

Meets and Tournaments: All final meets and Tournaments should be conducted as no deficit propositions. The Secretary- Treasurer shall send each Convenor a set of instructions regarding his or her responsibilities to COSSA. Convenors must budget to cover estimated expenses of referees,

COSSA awards, minor officials, administrative expenses, -and set the entry fee accordingly. Admission fees are to be used first to reduce or eliminate the entry fee to teams or individuals involved, and secondly surplus is to be split 70% to the host school or schools and 30% to COSSA. Convenors shall request the most competent officials from their regional Assigners, in order to avoid, as much as possible, a protest situation.

ARTICLE 7- COSSA CHAMPIONSHIPS

Section 1 - Each district shall alternate the responsibility of conducting COSSA Championships.

- a) If a district turns back a COSSA Championship to COSSA, that district forfeits the right to send teams to that championship, unless that district does not have the facilities or equipment.
- b) All attempts will be made to find convenors for the next year at the AGM. If there is no convenor at the start of the season, there shall be no COSSA Competition in that sport for the school year.
- c) In the event that only one district participates in a sport, that District's championship becomes the COSSA Championship and COSSA medals and/or ribbons will be awarded.
- d) No team or individual shall proceed to an OFSAA Festival without the approval of an OFSAA Rep.
- e) The COSSA Secretary/Treasurer shall be notified in writing, and by phone, at least 1 week in advance of a championship if there is a change of convenor or championship location.

Section 2 - Convenor

- a) The 'Convenor' shall be teachers under contract to their respective District School Boards and holding a current Ontario College of Teachers Membership or teachers at a recognized Independent School.
- b) Convenor must provide a financial statement to the COSSA Secretary-Treasurer within 30 days of the completion of their championship.
- c) Convenors must follow the sport by-laws for that particular sport. A board of reference may be called to deal with such infractions.
- d) Convenors must use official COSSA Awards for that particular sport. The secretary - treasurer is responsible for providing and billing the convenor.
- e) Liaison with respective District Convenor , Officials groups.
- f) Any changes to COSSA locations and/or dates must follow the following procedure:
 - (i) Request date change or location change to Secretary/Treasurer. The Secretary/Treasurer will contact league convenors for confirmation.
 - (ii) Date or location will then go to Executive for final approval.
 - (iii) Location changes must be requested at least one week in advance of the tournament.
- g) Must set up a jury of appeal in advance of the tournament (Article 10 Section 5) and communicate those members to the competing teams.

Section 3 - Awards

- a) In all COSSA Championships, only gold and silver medals shall be awarded. All Other awards (where applicable), shall be in the form of ribbons (3rd - 8th).
- b) Individual sports may opt to award gold medals only and ribbons (2nd - 8th) . A written request must be sent to the secretary/treasurer at the start of the season to award gold medals only.

ARTICLE 8 - MEETINGS

Section 1

An Annual Meeting of the Association shall be held following the OFSAA Legislative Council Meeting in

June, at a mutually acceptable time. The meeting location shall alternate between Districts. A notice shall be sent by the Executive Secretary Treasurer to all schools in COSSA stating the location, date, and the time of the meeting. There shall be no smoking at COSSA Meetings. Roberts Rules of order shall be used. Minutes of the Annual Meeting shall be posted to the COSSA website by September 1st.

Section 2

Special meetings of the Association shall be held at the request of the Principal's representative from each District within the Association.

Section 3

All meetings of each committee shall be at the call of the Convenor of the committee.

Section 4

There shall be two Executive Committee meetings held during the school year. The fall meeting will be held at the discretion of the President and the Secretary/Treasurer. At this time the spring meeting and AGM dates will be set.

Section 5

At the Spring Executive meeting all Sport By-laws and the current Constitution will be reviewed and changes put forward to the AGM.

Section 6

Voting at Executive meetings shall be done only by Executive members. If an Executive member is unable to attend, he/ she would be able to vote by *designate from their District Executive* only if the request is in writing to the COSSA President and prior to the meeting.

ARTICLE 9 - AMENDMENTS

The COSSA Constitution may be amended at any Annual Meeting by a majority of the voting members present. One male and one female representative from each school may vote. There shall be only two votes per school in joint meeting. All proposed amendments must be received by the secretary/treasurer two weeks prior to the annual meeting. Boys and Girls motions shall be dealt with separately and there will be one vote per school. A person may only have one vote per issue. The revised Constitution shall be sent out and posted to the COSSA website by Sept. 1st.

OFSAA rule changes, made at the April OFSAA AGM that do not interfere with the safety of the sport will not be implemented at the COSSA level until the following September.

ARTICLE 10 - BOARD OF REFERENCE

Section 1

A Board of reference shall consist of the President of COSSA, the Executive Secretary -Treasurer, and the Convenor of the sport. In the event that any one of the above are involved in the protest, an additional member from the COSSA executive shall be appointed to the Board of Reference.

Section 2

A request for the convening of the Board of Reference shall be made directly to the Secretary -Treasurer of COSSA, who may arrange for a meeting.

Section 3

The Board of Reference has the power to suspend a coach, a player, a team, or affect the outcome of a

Championship.

Section 4

PROCEDURE TO BE FOLLOWED WHEN MAKING A PROTEST:

Any formal protest must be forwarded to the Secretary -Treasurer, signed by the Principal, Physical Education Head and Coach of the protesting school, with copies sent to the following: (A) appropriate District Secretary -Treasurer (B) coach and Principal(s) of the other school(s) involved.

Section 5

DISAGREEMENTS AT COSSA CHAMPIONSHIPS

The Convenors of ALL COSSA Championships shall provide a Jury of Appeal, set up in advance of play, to interpret and enforce By-Laws. The jury of appeal shall consist of three people: the Convenor or neutral designate, and two additional knowledgeable adults. In addition, the head official of the tournament or his/her neutral designate may be called upon as a non-voting member for rules interpretation.

ARTICLE 11 - CLASSIFICATION OF SCHOOLS

Section 1

All schools shall be classified according to the OFSAA classification system.

- a) 'A' schools having an enrolment of 500 or less.
- b) 'AA' schools having an enrolment of 501 - 900.
- c) 'AAA' schools having an enrolment of 901 - 1250.
- d) 'AAAA' schools having an enrolment over 1250.

Student population of all-boy and all-girl schools is to be doubled for the purpose of determining classification.

Section 2

Schools are classified according to their OFSAA classification. The COSSA Executive will review at its Spring meeting classifications of all COSSA schools as of their October 30 FTE numbers. Any schools wishing to be reclassified must complete and send the OFSAA reclassification form to the COSSA Secretary by May 1st. The Executive will meet and forward their rationale to OFSAA by June 1st.

Section 3

Any school wishing to declare a team for a "AAAA" OFSAA Championship must apply in writing to the COSSA executive for discussion and approval. The executive's strict criteria will require a medal performance at the immediate past OFSAA Championship. COSSA must inform OFSAA of the intent to participate at "AAAA" level in June for the upcoming year.

Section 4

The top 2 teams from District competition must compete in their OFSAA classification. Districts may fill other spots based on their by-laws. Teams may elect to compete at a higher level (not AAAA, see Section 3). Declaration must be made to the COSSA Secretary/Treasurer before the first league game. Upon declaration, the team must compete at that level regardless of the outcome of District Championships.

ARTICLE 12 - CLASSIFICATION OF COMPETITORS

Section 1

Any student who shall be registered as a regular day student in the day classes of any Secondary

School, on or before the 20th day of September of the school year, or at least ten days prior to the competition (with the exception of the first ten days of the second semester in a semestered school) and who shall have attended at least 75% of the regular school days intervening between the date of the contest in which the student wishes to take part, shall be eligible except as follows:

Section 2

No students whose school connection has lapsed due to expulsion or suspension shall be eligible to represent his/her school in any athletic competition until he/she has been reinstated as a regular day student in the school.

Section 3

a) A regular student shall be one who is on the Principal's Secondary School register of full time day students.

b) Students who have fewer than twenty-two(22) credits must be taking courses which define them as full time students under the Ministry of Education definition. Namely, a student in a traditional school must be registered in a minimum of six (6) full day school credit courses; in a semestered school, a student must be registered in a minimum of three (3) full day school credit courses in the semester in which he/she participates. Students who have achieved twenty-two (22) credits must be taking four (4) non-semestered full day school credit courses over the school year or two (2) full day school credit courses per semester.

c) A student is eligible for no more than five (5) consecutive calendar years from his/her entry into Grade 9 for **ALL** sports.

Section 4

Any player who plays in two league games or matches at a higher competitive level shall not be eligible to play another game at the lower level, in the same competition, including District and COSSA playdowns and finals during that school year.

Section 5

No player may compete in two levels during the COSSA Championship tournament in any one sport.

Section 6

The OFSAA ALS system shall be used for Eligibility. All teams must register using the AELS. Failure to register using the AELS will result in forfeiture/disqualification.

Section 7

In team sports, a student who has not reached their 16th birthday on or before December 31st of the current school year, shall be eligible for Junior competition.

In team sports, a student who has not reached their 20th birthday on or before December 31st of the current school year, shall be eligible for Senior competition.

OFSAA Classification system for Cross Country and Track and Field shall be used for COSSA competition.

Section 8

To be eligible for COSSA playdowns, a student or school must be eligible in accordance with All of the District's eligibility rules.

Section 9

All competitors must be supervised by a teacher. A teacher is defined as a member of the Ontario

College of Teachers, or a holder of an Ontario Teachers Certificate, or a teacher employed by an Independent School. 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. In addition, a teacher or a retired teacher must be on the bench/sideline during competition.

Section 10

To be eligible for COSSA competition, a student must be part of a bona-fide high school program under the supervision of a teacher/coach.

Section 11

Students competing in a COSSA Championship must adhere to the rules / regulations pertaining to OFSAA Rules of Behaviour. Student(s) not abiding by these rules may be disqualified from further competition by the Jury of Appeal at each Championship.

ARTICLE 13 - TRANSFER POLICY

Section 1

COSSA adopts the OFSAA Transfer Policy in its entirety. The Transfer Policy applies to all COSSA sports on all age levels.

Section 2

The COSSA Transfer Committee is an appeal board only; each District is required to have its own Transfer Committee.

Section 3

The transfer committee shall consist of the following members: the COSSA transfer chair, one administrator, the COSSA President, and two members elected from each District. If a conflict arises, that member shall not take part in the procedure. The members from each District shall be elected at the AGM.

Section 4

OFSAA transfer appeal deadlines will be published with the AGM minutes. COSSA transfer appeals will be heard in the week prior to the deadline. Districts are reminded to hold their meetings at least 2 weeks in advance of the OFSAA appeal date, to allow time for athletes to appeal.

Section 5

No application for eligibility will be considered that has not first been scrutinized and evaluated by the District Committee.

Section 6

A student and/or his/her parents may appear before the committee to provide additional information or to clarify information already presented to the District Committee.

Section 7

After each case has been considered, the members of the committee will cast votes (unrecorded); a simple majority is required to grant eligibility. The chair shall inform the PE Head or designate the next day by phone/fax and if, the student remains ineligible, will in 48 hours mail an explanation of the Committee's decision as well as information necessary for an OFSAA appeal.

Section 8

In keeping with the laws concerning privacy all written material submitted will be kept for a period of one year by the Chair (and only the Chair) and no specifics of the case will be discussed by the Committee members

Section 9**APPEAL OF DECISION OF A DISTRICT TRANSFER COMMITTEE**

If, after the decisions of the district transfer committee are published and distributed to the district schools, a teacher coach or administrator wishes to challenge that decision the protocol outlined below should be followed:

- a. Contact the chair of the COSSA transfer committee and request **in writing** a review with the reasons why the decision should be reviewed.
- b. The COSSA chair will contact the district transfer chair and ask for the documentation accompanying the application to be forwarded to the COSSA Chair.
- c. The COSSA chair will contact the COSSA Executive and it will be their decision whether an appeal hearing is necessary.
- d. The Principal of the school where the student whose eligibility is attending will be notified of the time and place of the hearing and the reason for the challenge by the COSSA chair.

NOTES:

- i) The district decision remains in effect until such time as that eligibility is overturned by the COSSA Transfer Committee.
- ii) Any student whose application contains false or misleading information shall forfeit eligibility from all COSSA sport.

Section 10**Reporting of Results**

- a) Districts are to post all local transfer results to COSSA or district websites. Schools wishing to appeal a decision are to refer to Article 13 Section 9.
- b) COSSA transfer decisions are to be posted to the website. Schools wishing to appeal are to follow the OFSAA appeal process outlined in the OFSAA by-laws.

ARTICLE 14 - OFSAA HOSTS**Section 1**

- a) In an event a COSSA school is hosting an OFSAA tournament and the tournament could accommodate a second COSSA entry, the host school should have the right to enter the OFSAA tournament. In the event that the host school should decline, the entry goes to the COSSA silver medallist.
- b)
 - i) In the event a team will not attend the OFSAA Championships; that declaration **MUST** be made prior to beginning of the championship; and if that team competes in the final game; a bronze medal game between the two teams defeated in the semi-finals will determine the second entry.
 - ii) In the event that COSSA hosts an OFSAA event, the convenor must inform the COSSA Executive, in writing, how the second entry will be decided.

Section 2**OFSAA CONVENOR GUIDELINES**

The following represents a list of duties that each COSSA Convenor of an OFSAA Championship is required to do. This, along with an OFSAA guideline package, shall be sent to any COSSA Convenor of an OFSAA Championship.

The list is by not meant to be intrusive so much as it is intended to be helpful to the Convenor and their Championship Committee.

1. Be familiar with and follow the rules and regulations of conducting an OFSAA Championship as they are written in the OFSAA Constitution.
2. Meet regularly with the Championship Committee.
3. Invite and have the local OFSAA CBA or CGA representative sit on the Championship Committee and attend the Championship.
4. Following the conclusion of the Championship, submit , in writing, a complete summary of their OFSAA Championship as per COSSA Constitution (Article 14 , Section 2). This states:

The report is to be submitted no later than 45 days following the Championship and must include the following information:

- a) Date, site(s) and summary of the Championship
- b) Financial Report, including a proposal for how any profits are to be spent. This proposal must be approved by the COSSA Executive before any funds are spent.
- c) Recommendations for future OFSAA Championship Committees in this sport.

Section 3

Any school withing to host an OFSAA championship must complete the OFSAA bid form and have it signed by the CGA or CBA rep.

ARTICLE 15 - PROTOCOL

A new school wishing to join COSSA should make application to the district of which that school would be a member school and that information will be brought to the COSSA executive.

If more than one school wishes to join and that addition would involve re-alignment within COSSA of its member schools then the executive shall have formed a committee, with representatives from each district and a plan shall be brought to the annual meeting for a vote. The passing of such a plan would require a 2/3 majority of each COSSA DISTRICT.