



BAA Convenor Information Package

(This is Package is in place of the Convenor Binder used in the past)

- **Playing Regulations**
 - A copy of the Sport Playing Regs for your particular Sport is available through the BAA website: <http://bluewaterathletics.com/playing-regulations/>
- **BAA Constitution**
 - An updated copy of the BAA Constitution is available through the BAA website: <http://bluewaterathletics.com/constitution/>
 - A copy of the BAA Constitution is also available as an Appendix in this Coaches Info Package
- **Scheduling**
 - work backwards from CWOSSA dates (refer to cwossa.ca for CWOSSA schedule)
 - consider gym/field conflicts, if applicable (e.g., Basketball, Volleyball, Soccer, Rugby)
 - send draft schedule to BAA VP for approval (prior to sending out to league).
 - After approval, send official schedule to BAA league contacts, including Referee/Officials Assignor, if applicable (e.g., Basketball, Volleyball, Soccer, Rugby)
- **Communicating with League contacts**
 - Compile league contacts from previous Convenor/Season and/or BAA VP
 - Create group email with correct email addresses, and please include the BAA Directors (comprised of Executive and School Athletic Directors)
 - League contacts are given:
 - Schedule, Playoff Format (if applicable)
 - Playing Regs
- **Accounting for Eligibility**
 - As per Playing Regs/Constitution, collect AELS (Eligibility) Forms, and make certain all Forms are received one week prior to first league competition or one week prior to the day of a 1-day competition.

- **Game Sheets**
 - If applicable, ensure game sheets are provided by home team for BAA Regular Season and Playoff Competition.

- **Inputting League Information on www.bluewaterathletics.com**
 - Input schedule on BAA website
 - Contact website administrator ([Darcy Werger@bgcdsb.org](mailto:Darcy_Werger@bgcdsb.org)) for your Convenor login/password
 - As season progresses, ensure game scores are being reported to website by Coaches, so that standings (via website) are as up-to-date as possible

- **Organizing Presentation of BAA Championship Medals/Plaques**
 - Be present or make arrangement with a BAA Athletic Director or Executive Member to Awards Championships medals
 - Make arrangements that Championships medals and plaque are on site the day of the BAA Championship

- **Communicating with BAA President**
 - In the event of a player or coach suspension, contact BAA President asap
 - deal with protests and suspensions as in By-Law 4 Protests and Complaints and Suspensions and report to the President

- **Completing Convenor Report**
 - complete a summary of the season and submit it to the Secretary of the Association along with a financial report (if applicable).
 - by the end of November for Fall sports
 - by the end of March for Winter sports
 - Please see Appendix 3 in BAA Constitution for Convenor Report Template
 - **call a pre-season meeting if necessary; call a sports meeting shortly after the completion of the season or survey all coaches for input about any proposed changes.**
 - prior to the June Board of Directors' Meeting for Spring sports
 - make recommendations and motions for changes to:
 - the Constitution to the Secretary
 - the playing rules and regulations to the Secretary using time guidelines as outlined in Article V, Section 2.

CONSTITUTION OF THE BLUEWATER ATHLETIC ASSOCIATION

Article I **Section 1: Name**

This organization will be known as the Bluewater Athletic Association.

Section 2:

This constitution dated Sept 2017 supersedes all other Constitutions and will be the Official Constitution of the Bluewater Athletic Association.

Article II **Section 1: Objectives**

- a) **To establish and govern all interschool athletic activities.**
- b) **To encourage an interest in sports among the secondary school students of Grey and Bruce Counties.**
- c) **To provide opportunities for a large number of students to participate in interschool sports.**
- d) **To develop healthy attitudes towards both competition and co-operation among students.**
- e) **To provide the best possible opportunity for a high standard of competition.**
- f) **To regulate the conduct of coaches and students during B.A.A. competition.**

Article III **Section 1: Membership**

- a) **The membership of the Association will be:**
 - Bruce Peninsula District School**
 - Georgian Bay Community- School**
 - Grey Highlands Secondary School**
 - John Diefenbaker Secondary School**
 - Kincardine District Secondary School**
 - Owen Sound District Secondary School**
 - Peninsula Shores District School**
 - Sacred Heart High School**

St. Mary's High School
Saugeen District Secondary School
Walkerton District Community School

b) The conditions for school membership in the Association are;

- 1. Agreement to comply with all pertinent decisions of the Board of Directors, as promulgated in the Constitution, By-Laws and regulations or conveyed to member schools by other official means of communication.**
- 2. Payment of pertinent fees by the dates specified.**
- 3. Payment of fees admits willingness to comply with all such decisions of the Board.**

c) Neglect or refusal by the Principal or the designated authority of a member school to so comply constitutes a breach of the membership agreement. This renders the school liable to cancellation of its membership in the Association and joint liability with the responsible parties for any financial loss to the B.A.A. resulting from the incident .

d) Acceptance of a new member school shall require approval of the application by a majority of the member schools at the June B.A.A. Board of Directors' meeting. This application should be made to the Executive prior to June 1.

e) Predominant school colours and names:

The home team must change uniforms when there is a conflict in colours.

<u>SCHOOL</u>	<u>CODE</u>	<u>TEAM NAMES</u>	<u>COLOURS</u>
Bruce Peninsula District School	BPDS	Panthers	Red, Blue with Gold
Georgian Bay Community School	GBCS	Thunder	<u>Black and Gold</u>
Grey Highlands Secondary School	GHSS	Lions	Green and White

John Diefenbaker Secondary School	JDSS	Trojans	Purple and White
Kincardine District Secondary School	KDSS	Knights	Green and White
Owen Sound District Secondary School	OSDSS	Wolves	Black, Purple and Silver
Peninsula Shores District School	PSDS	Phoenix	Red, White, Blue
Sacred Heart High School	SHHS	Crusaders	Red, Black and White
St. Mary's High School	SMHS	Mustangs	Navy and Grey
Saugeen District Secondary School	SDSS	Royals	Blue and White
Walkerton District Community School	WDCS	River Hawk	Silver, Blue, Black

Alignment: North	Bruce Pen. D.H.S.	South
	Georgian Bay C.S.	John Diefenbaker S.S.
	Grey Highlands S.S.	Kincardine D. S.S.
	Owen Sound D.S.S	Saugeen D.S.S.
	Peninsula Shores D.S.	Sacred Heart H.S.
	St. Mary's H.S.	Walkerton D.C.S.

Article IV Section 1: The Executive

The executive of the Association shall consist of the following members:

- **i) President**
- **ii) Vice-President**
- **iii) Secretary (a) – Treasurer (b) - Two positions if two members available**
- **iv) C.W.O.S.S.A. Directors: The B.A.A. will be represented on the C.W.O.S.S.A. Board of Directors. Two of the three C.W.O.S.S.A. Directors will be elected for a two-year term at the B.A.A. June Board of Directors' Meeting on odd number years. The number of C.W.O.S.S.A. Directors elected is determined by C.W.O.S.S.A. guidelines. "Each district shall be entitled to a male and female Director who shall normally be chosen for a two year term by the member schools of that District from among the active staff member of their schools." The B.A.A. President will be the fourth C.W.O.S.S.A. Director. The third C.W.O.S.S.A. Director will be elected, along with the B.A.A. President on even number years.**

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Article IV Section 1: The Executive (cont'd)

- **v) Principals' Representative**
- **vi) Immediate Past President**
- **vii) Executive Director**
- **viii) Program Supervisor (Board Liaison) - non-voting member**

Positions i), ii), iv – one representative) and vi) will be elected at the June Board of Directors’ Meeting in even number years, for a two (2) year term. Positions iiiia), iiib), iv), will be elected at the June Board of Directors’ Meeting in odd number years, for a two (2) year term. The position of Immediate Past President will not be filled should the President be elected to a consecutive two - year term. Nominations for Executive positions shall be submitted to the Secretary fifteen (15) days prior to the June meeting. A member of the BAA may hold only one position. In extenuating circumstances, a school’s executive member may also serve as that school’s Athletic Director

The Principal’s Representative is appointed to the Executive by mutual agreement of the Bluewater District Principals’ Association and the Bruce-Grey Catholic District School Principals’ Association.

Section 2: Duties of the Executive

- a) To supervise the general and financial business of the Association and of all committees and activities.
- b) To administer the policies laid down in the constitution and by-laws.
- c) To deal with all matters pertaining to the eligibility of schools and competitors, interpretation of rules and playing regulations, financial matters and the general philosophy and direction of the interschool athletic program.
- d) To form Standing or Ad Hoc Committees as the need arises.
- e) To have one Executive member available to attend end of season sports meetings.
- f) The Executive will determine which of their BAA members will assume the following duties;
 - i) Receive and validate the AELS eligibility form for all B.A.A. activities,
 - ii) Determine the eligibility of transfer students from their appeals for eligibility,
 - iii) Determine the responsibility of maintenance for the BAA website.

- g) **The President shall:**
 - i) **Call the meetings.**
 - ii) **Act as Chairperson of the meetings.**
 - iii) **Act as spokesperson for the Association.**
 - iv) **Vote if a tie is recorded.**
 - v) **Have the authority to inquire into any matter pertaining to the affairs of the Association and ask any representative to attend a meeting.**
 - vi) **Represent the B.A.A. as one of its C.W.O.S.S.A. Directors.**
 - vii) **Be an ex-officio member of any committees authorized by the Association.**

- h) **The Vice-President shall:**
 - i) **Assume the duties of the President when necessary.**
 - ii) **Assume other duties assigned at the direction of the President.**
 - iii) **Review and validate schedules as submitted by convenors.**

- i) **The Secretary (iiia) shall:**
 - i) **Record minutes of the Board of Directors' meeting and forward a copy to all members.**
 - ii) **Record minutes of the Executive meetings and forward a copy to Executive members and member schools.**
 - iii) **Distribute to the B.A.A. Directors the proposed amendments to the B.A.A. Constitution, By-Laws, and playing regulations after the June 1st deadline and prior to the year-end B.A.A. Board of Directors meeting.**
 - iv) **Provide notice of up-coming elections prior to the Board of Directors' Meetings.**
 - v) **Keep record of all protest and their results.**

- j) **The Treasurer (iiib) shall:**
 - i) **Purchase and distribute the B.A.A. championship medallions and score sheets.**
 - ii) **Keep up-to-date accounts of all financial matters and submit a written financial report at the June Board of Directors' Meeting.**
 - iii) **Collect (from all schools) the Association fees by November 1 of each school year. The school fee will be determined at the June meeting.**
 - iv) **Pay all approved expenses.**

- k) **The Principals' representative shall be the liaison between the Principals and the Association.**

Article IV Section 2: Duties of the Executive (cont'd)

- l) The Executive Director shall:**
- i) Execute the policies of the B.A.A. Board of Directors and the wishes of the President as they pertain to the Constitution and the By-Laws and Playing Regulations of the Association.**
 - ii) Act on behalf of the Executive , but any such actions shall be subject to review at the next meeting of the Board of Directors .**
 - iii) Act on behalf of the Board of Directors for any matters requiring special consideration.**
 - iv) Act as a member of the Competition Committee.**
 - v) Act as a member of the Protests, Complaints, and Suspension Committees.**

Section 3: The Board of Directors

- 1. The Board of Directors of the Association shall consist of the following members;**
 - a. The members of the B.A.A. Executive.**
 - b. One Athletic Director, who shall be a member of the school's teaching staff, as selected by each member school.**
- 2. The method of selection of a school's Athletic Director is the responsibility of the Principal.**
- 3. The term of office for an Athletic Director will be one school calendar year.**
- 4. The Athletic Director shall;**
 - i) Attend three (3) meetings of the B.A.A. Board of Directors or send a representative in their place who is not on the BAA executive**
 - ii) Act as the liaison between the B.A.A. and coaches , staff and**

administration of their school, distribute information, score sheets as provided at B.A.A. Meetings,

iii) Bring any issues from their school to the general B.A.A. meetings .

iv) Sign the eligibility forms for each participating team in their school along with the coach and Principal .

iv) Act as the liaison between the B.A.A. and any activity convener in their school by obtaining information about their possible availability for future service .

Section 4: Duties of the Board of Directors

- a) To attend Board of Directors' Meetings in September, March and June at the Bluewater Administration Center in Chesley, when available ,or at any other time as called by the President with two (2) weeks prior notice.
- b)
 - (i) To vote on motions that relate to the Constitution, Playing Regulations, schedules and finances.
 - (ii) All Board of Directors or designated representatives receive one vote with the exception of the Executive Director, the Principal's Representative and the President.
 - iii) The President may be called upon to vote in the event of a tie vote.
- c) To discuss and make decisions about concerns and issues brought forward from Sports Meetings/Communications.

Article V Meetings

Section 1: Executive

- a) Regular meetings of the Executive shall be held as determined by the B.A.A. President
- b) Special meetings of the Executive shall be called at the request of the President and any three member schools of the Association.

Section 2: Board of Directors

- a) There shall be three (3) Board of Directors' Meetings each year. A quorum shall consist of representation from a majority of the member schools.

- b) **Constitutional or By-Law motions must be ratified by a 2/3 majority of the Board of Directors present and voting. Notice of a proposed Constitutional or By-Law change must be made to the Secretary by June 1. Constitutional or By-law motions shall be made only at the year-end meeting of the Board of Directors.**
- c) **Motions to amend the Playing Regulations must be ratified by a simple majority of the Board of Directors present and voting. Motions that concern Playing Regulations may be voted on at any Board of Directors' Meeting. Proposed changes to the playing regulations must be made to the Secretary fifteen (15) days prior to the meeting.**
- d) **Amendments to the B.A.A. Constitution and By - Laws or Playing Regulations which are submitted and do not satisfy time line requirements as outlined in Section 2 b) or c) may be introduced at a Board of Directors' meeting if a vote of 85 % of the Board of Directors in attendance permits the introduction of the proposed amendment .**

Section 3: Sport Meetings/Communications

- a) **To be presented by the Convenor prior to, during or at the completion of the sport season.**
- b) **The coaches, Executive representative and, where appropriate, a representative of the officials may participate in these meetings/communications**
- c) **It is the responsibility of these meetings/communications to make recommendations to the Board of Directors and, where necessary, propose motions to amend the Playing Regulations.**
- d) **Refer to BY-LAW 1: SECTION 3 for directions on voting and an agenda at Sport Meetings/Communications.**

Article VI Finances

- a) **Member schools shall pay, to the Treasurer, the Association fees by November 1 of each school year.**
- b) **The school fee will be determined at the June Board of Directors' Meeting.**
- c) **Failure to pay the B.A.A. school levy by the stated deadline will result in the suspension of participation by that school in B.A.A. activities until payment is received.**

Article VII Affiliation

The B.A.A. is a member of O.F.S.A.A. through affiliation with C.W.O.S.S.A. and this constitution is in agreement with and complements the respective

constitutions of O.F.S.A.A. and C.W.O.S.S.A. which shall be used when no clear constitutional direction can be found in the B.A.A. constitution.

Article VIII Appeals

- a) Any member school may appeal any item in this constitution or any decision made by the Executive of the Association. This appeal must be signed by the Principal.**
- b) This appeal shall be addressed in writing to the president of the B.A.A. who will in turn call a special meeting of the entire Board of Directors. The decision of the Board of Directors will be final and is not subject to appeal unless to C.W.O.S.S.A. and/or O.F.S.A.A. for matters pertaining to those associations.**
- c) If a decision to be made by the Board of Directors could have a negative effect on a member school that is unable to attend the Board of Directors meeting through no fault of its own (e.g. job action), then the executive will be charged with the task of meeting with the principal(s) of the affected school(s) prior to the Board of Directors meeting in order to provide the membership at the meeting with any insights regarding the absent member school(s) before any vote is taken.**
- d) If an appeal committee is required, the President shall appoint three executive members to form the appeal committee of impartial members. If a conflict of interest does not allow for a committee of three to be formed, the Principal or Athletic Director of impartial schools (in alphabetical order) shall be appointed by the President to complete the committee.**

ARTICLE IX STANDING COMMITTEES

Section 1 : COMPETITION COMMITTEE

i) MEMBERS : B.A.A. Vice - President [Chair]

Executive Director

Member-at-Large [appointed by the B.A.A. Executive]

ii) RESPONSIBILITIES :

- 1. Determine B.A.A. championship dates**
- 2. Distribute a B.A.A. championship calendar**
- 3. Produce schedule templates for each sport**
- 4. Approve all schedules , B.A.A. championship formats and CWOSSA qualifiers .**
- 5. Recruit and approve convenors for each B.A.A. activity .**
- 6. Determine dates for team commitments for Fall , Winter and Spring activities .**

iii) POLICIES

- 1. Convenors must have the approval of the committee to make any changes to the template format .**
- 2. Activities that do not have a convenor by the commitment date will be canceled for that year.**
- 3. Schools that do not commit a team to a B.A.A. activity by the commitment date will not be allowed to participate in that activity.**
- 4. Schools that drop out of an activity after the commitment date may be sanctioned by the B.A.A.**

Section 2 : PROTEST , COMPLAINTS COMMITTEE

i) MEMBERS : B.A.A. President [chair] **

Principals' Representative **

Executive Director **

**** a designate will be named should a conflict arise**

from the school of the member's school . Retired

personnel will be affiliated with their last school

ii) RESPONSIBILITIES :

- 1. To adjudicate protests , complaints or suspensions that are forwarded from the convenor of any activity under the auspices of the B.A.A.**

BY-LAWS OF THE BLUEWATER ATHLETIC ASSOCIATION

By-Law 1 Section 1: Convenors

The Convenor shall be nominated and elected or approved at a Board of Directors' Meeting.

Section 2: Duties of the Convenor

Convenors shall:

- a) plan schedules, play-offs, and championship tournaments and submit them to the Vice-President as requested for Executive approval by the end of the first week of school for Fall and Winter sports.
- b) call a pre-season meeting if necessary; call a sports meeting shortly after the completion of the season or survey all coaches for input about any proposed changes.
- c) Reports
 - i) Sports Report - complete a summary of the season and submit it to the Secretary of the Association along with a financial report.
 - by the end of November for Fall sports
 - by the end of March for Winter sports
 - prior to the June Board of Directors' Meeting for Spring sports
 - ii) make recommendations and motions for changes to:
 - the Constitution to the Secretary
 - the playing rules and regulations to the Secretary using time guidelines as outlined in Article V, Section 2.
- d) make certain all eligibility forms (Appendix 1) are received one week prior to the first league competition or one week prior to the day of a 1-day competition.
- e) arrange for the presentation of the B.A.A. plaque at the championship game or tournament.
- f) set up an account or arrange for funds to operate through the Principal and Athletic Director for 1-day events.
- g) arrange for the presentation of B.A.A. medallions for individual and team B.A.A. champions according to By-Law 6 , Section 1 (b).
- h) deal with protests and suspensions as in By-Law 4 Protests and Complaints and Suspensions and report to the President
- i) supply the referee-in-chief with the league schedule and any additional

information applying to the league

- j) supply the B.A.A. Director from each school with the most recent referee fee schedule and list of referees if there is no referee-in-chief to provide officials for playoffs.

By-Law 1 Section 2 Duties of the Convenor (cont'd)

- k) Each convenor will be given a binder outlining regulations and expectations of his/her sport. Convenors are requested to maintain this binder by including in it any information that might be helpful in convening the activity. When a convenor completes his/her term, it is expected that this binder will be forwarded to the B.A.A. Executive so that the next convenor may use it. Should a binder go missing, please contact the B.A.A. Secretary for a replacement.
- l) In the event a Convenor of a particular sport has to withdraw services, a new Convenor must be appointed immediately by the Executive.

Section 3: Sports Meetings/Communications

- a) Voting at a sports meeting/communications will be limited to the responding coaches and the number of votes for each school will be determined by the number of teams involved in the sport.
- b) Agenda items for sport meetings should include:
 - starting times
 - playing regulations
 - schedules
 - playoffs for B.A.A. championship or qualification for C.W.O.S.S.A.
 - constitutional and playing regulation motions
 - refereeing

- eligibility

- league expectations regarding coaches' and players' conduct

A copy of the communication should be forwarded to the Secretary.

By-Law 2 Section 1: Player Eligibility

Age rules, as stated by C.W.O.S.S.A. and O.F.S.A.A will be observed.

All players will be eligible for no more than five (5) consecutive calendar years from date of entry into Grade 9.

Age Classifications

Senior

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

Junior

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

Midget

The individual's birth certificate indicates that he/she has not yet reached his/her 14th birthday by January 1st prior to the start of the school year in which the competition is held. Students may compete in this category for one year only in Grade 9.

Section 2: Validation of Age, Year Entered High School and Course Load

To determine the eligibility of competitors as to age, year of entry to Grade 9 and course load, the Ontario School Record folder of each competitor will be consulted. The principal, coach and Athletic Director will certify that athlete information is correct and recorded via AELS.

Section 3: Academic Standing and Department

The principal of the school shall decide if a participant's academic standing and overall department shall permit him or her to engage in a contest.

Section 4: Attendance

A competitor in any B.A.A. contest must be a student in regular attendance as defined by O.F.S.A.A. and C.W.O.S.S.A.

A student who has earned less than 22 course credits 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 credit courses in the semester in which he/she participates. A student who has earned 22 or more course credited must be taking four non-semestered full day credits. In a semestered school, a student must take two (2) full day credit courses in the semester in which he / she participates .

For students not currently in secondary school, a student must register and be in attendance either within two weeks of the first day of classes for Semester one and/or Semester two or at least four (4) weeks prior to the event concerned. Student status can be determined by consulting the daily registers of the schools.

A student will be eligible for no more than five (5) consecutive calendar years from the date of his/her entry into Grade 9.

By-Law 2 Section 5: Eligibility

All competitors in each B.A.A. activity shall be certified eligible as to course credit information and attendance. Such certification shall be in the form of an AELS signed by the Principal, Coach and Athletic Director. This form must be taken to any B.A.A. and C.W.O.S.S.A. event.

Completed AELS must be submitted to the convenor one week

prior to the first league competition or one week prior to the day of a 1-day competition.

A coach / teacher representative is responsible to ensure that team members competing in B.A.A. competition remain eligible throughout the entire season. Failure to do so will result in forfeiting games played with ineligible players.

Forward one copy of the AELS to the B.A.A. designated Executive member one week prior to league competition or the one (1) - day competition. If eligible for C.W.O.S.S.A. competition a copy of the AELS must be sent to the C.WO.S.S.A. convenor.

Changes to the AELS may be made by submitting an amended eligibility form, duly signed by school personnel to the convenor and the B.A.A. designated Executive member .

By-Law 2 Section 6 : B.A.A. Transfer Policy

The B.A.A. follows the O.F.S.A.A. Transfer Policy.

“ No school shall include in its lineup 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.”

Refer to ofsaa.on.ca/resources

B.A.A. Transfer Policy PROCEDURES

- a) **Students requesting eligibility must fill out the Appeal for Eligibility Form along with supporting documentation and have it submitted for consideration to the B.A.A. at least two (2) weeks prior to the start of competition. Any appeal of a decision on eligibility by the B.A.A. must be made to C.W.O.S.S.A. (or then to O.F.S.A.A.), observing their deadlines for Eligibility Meeting dates.**
- b) **If a transfer, (non-resident), or a private school student, at a later date during the same school year, returns to his/her original school, or to a school area of his/her parent's residence, he/she shall be eligible immediately *if registered at the beginning of the school year*. If he/she registers after the second week of the school year, the four week rule shall apply as stated in Section 4 of this By-Law.**
- c) **THE STUDENT IS INELIGIBLE TO PARTICIPATE in any school game until the signed application is approved by the B.A.A. Executive and the school is notified that he/she is eligible to play. The student will be allowed to practice with the school team until the appeal for eligibility is reviewed.**
- d) **A student who has been declared ineligible by the B.A.A. under By-Law 2, Section 6 will not be allowed to practice, to participate in exhibition games for the school and cannot participate in any B.A.A. events.**

By-Law 2 Section 7: Participation

- a) **A player who plays in more than one B.A.A. - scheduled contest of a higher age classification, shall be ineligible for the lower age (Exhibition games do not apply.)**
- b) **A player to qualify for a play-off game in an age classification must have played in one of the regular league games in that classification.**
- c) **Expulsion or suspension from school shall render the competitor ineligible until he/she is re-instated by the Principal of the school concerned.**

By-Law 2 Section 8: Penalties

- a) **If an ineligible player competes in a game, that game will be counted as a loss for the school for which he/she competes, a win for the opposing school and an adjustment in the standings. See specific sport playing regulations.**
- b) **Students who have been declared ineligible by reason of expulsion or suspension shall not be eligible to practice or participate in exhibition games for the school during his/her period of ineligibility.**
- c) **If the offense is not discovered until after the season for that sport has concluded, the matter shall be referred to the Executive for**

- appropriate action.
- d) Any team which does not submit an AELS to the appropriate Convenor and the B.A.A. designate as per By- Law 2, Section 5 will;
 - i) in a single-day B.A.A. competition, be permitted to participate; however, team members cannot eliminate any other school team and the team will not be eligible for B.A.A. medals , the B.A.A. championship or participation in C.W.O.S.S.A. events.
 - ii) in a B.A.A. team schedule, be permitted to play; however, will forfeit all points granted for wins (or ties) in games played prior to the date when the eligibility form is received by the Convenor or Vice-President.
 - e) If a visiting team forfeits a scheduled game without proper notification *[within 24 hours of the scheduled time]* to the home team , the member school of the visiting team compensate the member school of the home team for any expenses which were incurred because of the improper notification *[i.e. referee costs, supply teacher]*. The member school of the home team will prepare a statement of expenses and forward that statement to the offending school for compensation . A copy of the statement will be sent to the B.A.A. Secretary in order that the B.A.A. Executive is aware of the accounting and can follow up to ensure that the compensation is paid .
 - f) If a home team forfeits a scheduled game without proper notification *[within 24 hours of the scheduled time]*, the member school of the visiting team will prepare a statement of expenses which were incurred *[i.e. bussing costs, supply teacher costs]* and forward that statement to the offending member school for compensation. A copy of the statement will be sent to the B.A.A. Secretary in order that the B.A.A. Executive is aware of the accounting and can follow up to ensure that the compensation is paid .
 - g) If a member school forfeits a scheduled game and no expenses are incurred by the offended member school, then the B.A.A. Executive will determine the monetary penalty to be assessed .

By-Law 2 Section 9: Student Withdrawal During School Year

Withdrawal from the school shall render the student ineligible for a period of one (1) year from the date of withdrawal, “unless, upon his/her return to school, the Principal of that school certifies in writing through the B.A.A. to the Executive Secretary of C.W.O.S.S.A. that participation in athletics was not the primary

reason for either withdrawal or return”.

All appeals for waiving of this rule for B.A.A. competition must be submitted to the President for consideration by the Executive. These appeals must be accompanied by appropriate documentation and a supporting rationale.

By-Law 3 Section 1: Coaching Personnel and Department

- a. All coaches must be approved by the Principal and provide a current criminal record check.
- b. Coaches are responsible to the Principal for their program.
- c. The coach shall be a certified member of the teaching staff or ESA of the school concerned. However, the Principal may designate a non-school person to coach with full privileges as long as a certified teacher of the school concerned *[staff advisor]* accompanies that person. Such representation *[staff advisor]* must be identified to the officials involved prior to the start of a competition and present on the bench or team area. Any B.A.A. game may not start or continue without the designated representative present. [If the designated representative is ejected from the game , the game is forfeited . If the non-staff coach is ejected from the game , the game is forfeited unless the designated representative is named as an assistant coach on the game sheet]. *An exception will be allowed if the staff advisor is coaching a game being played simultaneously in the competition venue.* In individual sports, where a coach is unable to attend a competition, participants may be supervised by a teacher from another BAA school, provided written permission is given by the participants’ Principal and Athletic Director.
- d) A member in good standing with the College of Teachers may be allowed to coach without a regular teaching staff advisor.
- e) An educational support assistant (ESA) employed by the Bluewater District School Board or the Bruce-Grey Catholic School Board is eligible to coach without teaching staff supervision at the B.A.A. level .
- f) See Appendix 1 for guidelines.
- g) See safety.ophea.net/safety-plan/165 for the following;
 - i) Resume to athletic participation - Appendix B-1, Appendix B-2
 - ii) Physical Activity and Sport - Related Concussion - Appendix C
 - iii) Coaching Expectations - Appendix K
 - iv) Criteria for Non-Teacher Coaches - Appendix L

By-Law 4 **Section 1: Protests, Complaints, Unsportsmanlike Conduct, and Suspensions,**

a) **Protests**

The following procedures are to be used in all cases in which a protest is being considered.

- i. If a Coach intends to protest a game, courtesy requires that the head official and opposing coach be informed of the proposed protest.
- ii. The Athletic Director is the only person who can formally submit a protest.
- iii. This protest must be submitted in writing to the Convenor of the sport within two (2) school days of the event.
- iv. The protest must be signed by the Athletic Director, the Coach and the Principal.
- v. A copy of the protest must be delivered at the same time to the other school. The Convenor will investigate the matter promptly and thoroughly and will report to the President of the Association, together with his/her recommendations.
- vi. A fee of \$25 will be charged to the protesting school if the protest is not upheld.
- vii. If the Convenor, the President and the Principal's Representative are in agreement with respect to the way in which the protest should be resolved, they shall make the necessary decision(s) and report the decision(s), all with detailed rationale, to all persons affected by the decision(s). Their decision(s), along with relevant information and supporting rationale, shall be kept by the Secretary.
- viii. If the above persons mentioned in (vi) do not agree, the protest will be referred to the Executive .
- ix. If the decision of (vii) is to be appealed, the following process will occur :
 - Members of the Appeal Board will be the Executive of the Bluewater Athletic Association. Members of the original decision-making body [*President and Principals' Representative*] are not eligible to vote

during the appeal. If a member of the Bluewater Athletic Association is involved in the initial dispute , he/she may sit on the Board of Appeal but are not eligible to vote.

- An appeal must be submitted within(2)weeks of the delivery of the initial decision.
- The appeal process is to be a meeting which may involve the Executive of the B.A.A., the Athletic Director and Principal of the schools involved, the person making the appeal and the complainant.
- Each presenter may speak for ten (10) minutes with questions from the members of the Appeal Board to follow. The President will determine the order of presentations. A decision on the appeal must be reached within forty-eight (48) hours of the appeal hearing.

ix) If the decision of the Appeal Board [viii] is disputed , an appeal panel consisting of the Director of Education of the Bluewater District School Board or designate , the Director of the Bruce Grey Catholic District School Board or designate , and the Superintendent of Secondary Activities [BWDSB] will make the final ruling .

b) Complaints :

- i) If a game official, or any member of the B.A.A., submits a negative report on a player, coach, game official or fan to a Convenor, the Convenor shall investigate the matter promptly and submit a report to the President.
- ii) Any decisions or recommendations made shall be communicated to all affected, along with supporting rationale.

c) Unsportsmanlike Conduct

i) **Unsportsmanlike means any action by a member school representative that tends to bring discredit to B.A.A. and/or high school sport in general .**

ii) **Action by the member school concerned :**

1. **The coach of the team concerned , as the Principal's Representative is expected to immediately report any such incident to his / her Principal. The Principal will fulfill the membership agreement of his/her school;**

with B.A.A. as outlined in Article III - section 1 b) of the Constitution.

2. He/She [Principal] will report the incident to the President of the B.A.A. and cooperate with him/her in the investigation of the affair .

i) As part of this investigation, the Principal will summon the accused to meet with him/ her and all available eyewitnesses. He/She shall inform the accused of the charge and hear the accused's side of the story.

iv) Without delay, the Principal will then consider the evidence and after consultation and agreement with the B.A.A.

President, will determine and enforce appropriate, fair action in the situation .

d) Suspensions :

- i) A player or Coach who is ejected from a game/match will automatically be suspended from the next game/match.
- ii) A suspension report must be completed for every suspension occurring during play involving athletes under B.A.A. auspices.
- iii) Suspensions must be reported to the President by the Convenor for appropriate communication with the Principal, Coach and/or player .
- iv) A player or coach suspended from a game must be interviewed by the Coach [when a player is suspended], B.A.A. Director and Principal to discuss his/her conduct before returning to play.
- v) If the official, opposing coach, or player so recommends, the Executive will meet to consider the matter further, and if necessary, a representative of the Executive will meet with the Principal, Athletic Director, Coach and player.

By-Law 5 Section 1: Scheduling

- a) The playing dates for B.A.A. events will be provided on a timely basis.
- b) The setting of dates must respect examination periods for all schools. No league play will be scheduled for any school during their exam period.
- c) Where it is necessary to change the printed and circulated schedule, the following procedure should be used:
 - Contact the Coach and/or Athletic Director of the school affected by the request at least one (1) week prior to the requested change, unless it is an emergency situation.
- d) Any rescheduled game as arranged by the two coaches concerned must be approved by the convenor .
- e) If there is not a mutual agreement, the schedule is to be followed or

the game/match will be forfeited.

- f) A sport that has eight or more competing schools will have North and South divisions, with the approval of the B.A.A. Vice-President.
- h) The Competition Committee will decide on alignment restructure if there is an imbalance of teams between the North and South divisions.
- i) The divisions will be based on geographic location.

Section 2: Postponed Games

a) Games may be postponed for the following reasons:

- - i) Inclement weather/protection of players and/or playing fields
 - ii) Extenuating circumstances :

All communication with respect to the postponement should occur, for league play, before 10:00 a.m. on the game day or before 7:00 a.m. for 1-day events.

The following must be contacted by the host school:

- visiting school (Coach/Athletic Director and/or Principal)
- Convenor
- Officials

b) To cancel a scheduled game , the Coach and Athletic Director of the home team will confer and then recommend postponement after consulting with the convenor and the visiting team . The convenor will determine the date of the rescheduled game after consulting the concerned teams.

c) Rescheduling of canceled contests:

- The duty to reschedule a postponed game will be the responsibility of the convenor in consultation with the concerned teams.

By-Law 6 Section 1: Program of Interschool Activities

a) **B.A.A. Activities** : To be considered a B.A.A. championship, the league must have a minimum of 4 teams.

These activities are considered BAA championship activities and are eligible for a B.A.A. plaque and for B.A.A. championship medallions.

BOYS

CO-ED

GIRLS

Fall	Jr/Sr Volleyball	Mgt/Jr/Sr X-Country Run	Jr/Sr Basketball
	Football	Tennis	Golf
	Golf		

Winter	Jr/Sr Basketball	Jr/Sr Badminton	Jr/Sr Volleyball
	Curling	Nordic Skiing	Curling
	Ice Hockey		Ice Hockey

Spring	Jr./Sr Rugby 15's	Track and Field	Soccer
	Soccer	Mountain Biking	Rugby 15's

b) B.A.A. championship medallions will be awarded to activities with B.A.A. championships based on the following information:

Tennis (8-individual)	Track & Field (6-individual)
Golf (2-individual, 8-team)	Volleyball-Junior (24-2 teams)
Badminton-Junior (8-individual)	-Senior (24-2 teams)
-Senior (8-individual)	Ice Hockey (40-2 teams)
Basketball - Junior (24-2 teams)	Curling (10-2 teams)
- Senior (24-2 teams)	Football (45-team)
Soccer Girls (40-2 teams)	Rugby (15s') -Junior (25 team)
Soccer Boys (40-2 teams)	-Senior (50-2 teams)
Cross-Country (6-individual)	Mountain Biking (6-individual)
Nordic Skiing (4-individual)	

***Additional medallions may be purchased by member schools as needed.**

The following sports are approved as B.A.A. activities, allowing for participation in CWOSSA competition without a B.A.A. championship:

swimming	girls' field hockey
alpine skiing	rugby 7's
softball	wrestling
gymnastics	

If less than four (4) schools wish to compete in a new activity, the activity must be presented as a new Festival activity for approval according to Section 1 .

A Festival activity may be moved to By-Law 6, Section 1, B.A.A. Activities, upon written motion at the June Board of Directors' Meeting.

****All Bluewater District School Board sanctioned sports will qualify for financial assistance for championships beyond the B.A.A. level.

By-Law 6 Section 3: Introduction of New Activities

- a) Application for the introduction of an activity must be made to the Executive of the B.A.A. through the Secretary by March 1 in the year prior to participation.
- b) The application must include the following information:
 - i) a rationale to justify the introduction of the new sport.
 - ii) a set of recommended playing rules and regulations for the sport.
 - iii) a statement regarding the availability of facilities.
 - iv) a statement regarding the availability of officials .
 - v) the name of the Sport Convenor.
 - vi) a written statement, from each school intending to participate, that this activity has been sanctioned by the Principal and the Athletic Director.
 - vii) the projected cost of the new activity per school.
- c) A vote on the application to introduce a new activity will occur at the June B.A.A. Board of Directors' Meeting.
- d) If approved, a representative of the Executive, along with the Sport

Convenor, will make a formal presentation to the Principal's Association and to the Senior Administration for approval of funding and inclusion as a "new activity".

APPENDIX 1

GUIDELINES FOR DEPARTMENT OF B.A.A. COACHES

In all competitions within the B.A.A., the coaches and teams represent the schools whose members have subscribed to the objectives contained in the B.A.A. Constitution. In keeping with the spirit of these objectives, the B.A.A. sets forth the following guidelines for coaches:

- 1. The coach is responsible for his/her team in all aspects related to competition. This pertains to behaviour such as personal appearance and conduct, in public, during travel, and in overnight accommodation.**
- 2. The coach exemplifies a teacher and social leader. The educational objectives concerned with positive changes in the lives of the participants are more important than winning any particular contest. Attributes such as: desiring to achieve excellence, living a more healthful and purposeful life, respecting the dignity of others, making personal sacrifices for others' benefit and becoming a more useful and loyal citizen, are lasting benefits of athletic**

participation.

3. The coach must strive to recruit the most highly competent officials possible and respect their judgement and interpretation of rules.

4. The coach must teach fair play. Players who display unsportsmanlike or unethical conduct must be disciplined by their coaches.

5. The coach's conduct during competition is a matter of public record. He/she should maintain poise and self-control and display good sportsmanship in both winning and losing.

6. The coach is a host for visiting teams and should urge others in his/her school to be courteous and fair to them. If he/she has specific expectations or instructions for the visiting teams, the teams should be informed of them well in advance.

APPENDIX 2

THE BLUEWATER ATHLETIC ASSOCIATION

SUSPENSION REPORT

This report is to be submitted by the coach of the school from which the athlete has been suspended as a result of an athletic contest.

Activity: _____

Game: _____ **vs** _____

Date: _____ **Place** _____

Name of Participant ejected from game: _____

School: _____

Reason for Ejection: (include referee report where appropriate)

Terms of Suspension:

Appealed: Yes: _____ No: _____ Date of Appeal: _____

Result of Appeal: _____

Any previous suspensions: Date: _____ Sport: _____

Signature Principal/Designate Signature Athletic Director Signature Coach

Note: A player suspended from a game must be interviewed by the Coach, B.A.A. Director and Principal to discuss his/her conduct before returning to play.

Original: to Principal

Copies to: Coach of opposing team
 Convenor of the sport
 Bluewater Athletic Association President
 Bluewater Athletic Association Secretary

APPENDIX 3

**BLUEWATER ATHLETIC ASSOCIATION
CONVENOR REPORT**

CONVENOR _____ DATE _____

CONVENOR'S SCHOOL _____

YEAR _____ SPORT _____

LEVEL: BOYS GIRLS CO-ED

Event Results or Standings (please attach a list if it is more appropriate/convenient.)

Brief comments on how well the event was run:

Budget/expense account:

Officials/Coaches/Players: Comments on sportsmanship

Discussion items or proposals/motions for the future

“Specific forms for individual sports are also completed for reports by the convenor and these forms are revised as required.

APPENDIX 4

BLUEWATER ATHLETIC ASSOCIATION **APPRECIATION AWARD**

This award may be presented at the annual B.A.A. General Meeting in recognition of distinguished service to the B.A.A. as a Teacher-Coach, or Supervisor, or an active or former B.A.A. member.

CRITERIA:

- 1. To be presented to an individual retiring from the profession or leaving the B.A.A.**
- 2. The individual should have at least 5 years service and membership in the B.A.A. or its founding associations.**

NOMINATION PROCEDURE:

- 1. Any member of the B.A.A. is entitled to nominate persons for the award, provided the endorsement of one other member is obtained.**
- 2. Nominations should be made to the Executive before the March meeting.**

PROCEDURE:

A committee made up of the B.A.A. Executive will consider all nominations.

APPENDIX 6

BLUEWATER ATHLETIC ASSOCIATION

CONVENOR'S GUIDELINES

Convenors are responsible for completing responsibilities as outlined in the Bluewater Athletic Association Constitution.

- a) **Schools should commit to teams by May 31st. (Secretary of BAA will send out the Request for Sports' Commitment form by May 15th)**
 - b) **It is recommended that Convenors make a 2 year commitment to convening a sport.**
 - c) **All sports' schedules should be submitted for approval by the June Directors' Meeting.**
 - d) **Each sport will have a Convenor; an assistant Convenor may be designated from the non-represented division (North or South).**
1. **The BAA sports' schedule shall not commence until the completion of the regular schedule in the previous sport season.**
 2. **The following sports may hold a modified league/exhibition schedule with a one full-day**

championship: Badminton, Cross Country Running, Girls' Fastball, Golf, Gymnastics, Nordic Skiing, Tennis, Track and Field.

- 3. The following sports may schedule league games and playoff/championship format, commencing no earlier than 2:00 p.m.: Basketball, Curling, Field Hockey, Football, Ice Hockey, Rugby, Soccer, Volleyball. Exemptions must be submitted to BAA for approval.**
- 4. It is recommended that in league play format, schedule no more than 3 games in a two week period.**
- 5. Whenever possible, regular league and playoff formats should be uniform for both divisions (North and South).**
- 6. If the two divisions vary greatly in the number of teams participating, division lines can be redrawn.**
- 7. Venues for playoffs/crossovers for the North and South shall follow the following format:**
 - Even numbered years (e.g. 2000) = South**
 - Odd numbered years (e.g. 1999) = North**

Convenors are responsible for obtaining feedback from the coaches for adjustments in Playing Regulations and the season. Such feedback can be obtained at full day tournament meetings, special meetings called for such a purpose, or from surveys.

Convenors should:

- obtain initial feedback**
- send/deliver recommendations and changes to coaches for consensus**
- submit recommended changes to the BAA Secretary (ideally at the completion of the season OR 2 weeks prior to the June Directors' Meeting so that this information can be disbursed to the Athletic Directors for approval).**

Following sanctions, a waiting period of 7 days must be observed before a team can re-enter BAA competition (Ont. Safety Guidelines for Interscholar Sports take precedence where applicable). Each school should check the Appendix 3 in the B.A.A. Constitution for **a Convenor's checklist and the Convenor's Report.**

APPENDIX 7

BLUEWATER ATHLETIC ASSOCIATION

McNALLY CONVENOR AWARD WINNERS

1998 - 1999	Doug Coultres - Kincardine D.S.S. Earl Farrell - Bruce Cty. Bd. Office
1999 - 2000	Marcy McGill - West Hill S.S. Barry Mutrie - Chesley D.H.S.
2000 - 2001	No Nominees [Work to rule]

2001 - 2002	No Nominees
2002 - 2003	Bruce McGill - Wiarton D.H.S. Christy Mount - Sacred Heart H.S.
2003 - 2004	Harry Baker - Wiarton D. H.S. Larry Kreis - West Hill S.S.
2004 - 2005	Dale Ahrens - Chesley D.H.S. Tim Smith - Saugeen D.S.S.
2005 - 2006	Teresa Boley - Owen Sound C.V.I. Tanya Byers - Kincardine D.S.S.
2006 - 2007	Seamus Keane - Kincardine D.S.S. Ruth Scheel - West Hill S.S.
2007 – 2008	Marg Poste - John Diefenbaker S.S. [retired] Barb Osborne - West Hill S.S.
2008 – 2009	Dave Charette - Sacred Heart H.S. Gene Cassidy - Owen Sound C.V.I.
2009—2010	Don Bartley – Owen Sound C.V.I. Sandra Brown – Kincardine D.S.S.
2010 – 2011	Randy Millar - Saugeen D.S.S. Mark Dunn – Sacred Heart H.S.
2011-2012	Diane Pennington – Kincardine D.S.S. Chad VanderDuim – Grey Highlands S. S.
2012-2013	Tim Woods – Owen Sound C.V. I. Mark Klages – Bruce Peninsula D. S.

Pre Amalgamation Recipients :

1994 - 1995 Bill King [District 1]

1995 - 1996 **John Woodley [District 1]**
 1996 - 1997 **Jan Stocovaz [District 7]**
 1997 -1998 **Ross King [District 1] , Lorne Johnson [District 7]**

CWOSSA Pete Beech AWARD RECIPIENTS

Jim Griffin
 2006 -2007 **Marcy McGill**

APPENDIX 8 [revised as required - may not be current form in use]

**BLUEWATER ATHLETIC ASSOCIATION
 REQUEST FOR OVER AND ABOVE FUNDING**

to cover CWOSSA, REGIONAL and OFSAA expenses

PLEASE SUBMIT ONE FORM PER EVENT

School : _____	Teacher in charge :
Sport : _____	Level : CWOSSA / regional / OFSAA (circle)
Destination : _____	Submission Date :

******* Please attach all receipts *******

Category	Costs Incurred	Paid By :	Paid To :	Date Paid :
Transportation - Bus				

Transportation - Personal				
Entry Fee				
Banquet Fee				
Coaches Accommodation				
Total Owning		To be paid by B.A.A.		
Number of athletes competing (if an individual sport)				

Authorization / Approval	Signature	Date
Principal		
Athletic Director		
Coach		

1. Transportation is the only item to be included for CWOSSA events
2. Items which may be included in regional / OFSAA event submissions are :
 - a) transportation
 - b) entry fee
 - c) banquet fee
3. Team sports may access this fund to a maximum of \$ 1500.00 PLUS coach's accommodation.
4. Individual sports may access this fund to a maximum of \$ 100.00 per athlete PLUS coach's accommodation.
5. It is understood that the least expensive method of transportation / accommodation will be utilized. If coach buses rather than school buses are used ,for example, the extra costs are to be absorbed by the individual school.
6. Sports are only eligible for these funds if there has been a qualifying meet.

Submit to : President , Bluewater Athletic Association

cc : Treasurer , Bluewater Athletic Association

Office use on reverse

side

<i>For office use only :</i>	Debit	Account Code for Transfer (if applicable)
Pay to :	Amount :	

Revised form Sept.6, 2002