

SMALL SCHOOL ATHLETIC FEDERATION

CONSTITUTION

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Philosophy of the Small School Athletic Federation

The Small School Athletic Federation was developed to provide small schools and/or independent schools with a definite avenue for, but not limited by, the expression of physical talents. Our purpose is multi-fold. We want to provide girls and boys with the opportunity to participate in a variety of activities at a higher level of skill than generally found in the intramural program. The Federation of small schools also encourages students to participate in activities in a climate of fair play and sportsmanship.

The pursuit of physical excellence is encouraged but is not the ultimate objective. We aspire to instill in our athletes those qualities which enable them to lead socially able and physically fit lives outside of the educational environment. We wish to reinforce qualities of courtesy, sportsmanship and self-respect. It is our desire to instill an appreciation of and a realistic appraisal of the concepts of success and failure. We aim to combine satisfying interpersonal relationships with competition and offer a positive social environment in which one may pursue friendship and social responsibility. In short, sport is a medium through which we acknowledge the many capacities of the individual, and we reinforce these experiences which will bolster the rewards and satisfaction of total participation in each given school.

The Constitution provides guidance towards the development of interscholastic educational and athletic philosophy. It is, therefore, attendant on all participants and supporters that they adhere to the rules and regulations set down in the articles that follow.

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History of the Small School Athletic Federation

The SSAF began in 1995 with initial member schools PACE, Hawthorn, Children's College (Village Academy), Linden School and a very small collection of Toronto-area independent schools who required an avenue for inter school athletics for their students. Since its inception, the SSAF has grown year after year to its current membership level of over forty independent and small schools.

Article I) Name

The association shall be known as The Small School Athletic Federation (SSAF). Further, the SSAF is divided into two main divisions, the Elementary Division and the High School Division.

Article II) Objectives

- a) To encourage and develop good sportsmanship.
- b) To provide competition in athletics for as many students as possible.
- c) To improve the standard of performance in all athletic activities.
- d) To ensure a good standard of officiating for all athletic activities.
- e) To offer all SSAF member schools the opportunity to compete in extramural activities.
- f) To foster the development of friendly relationships between member schools through athletics.

Article III) Code of Sportsmanship

- a) Guideline for teaching sportsmanship
 1. Be a good role model.
 2. Emphasize sportsmanship from the beginning.
 3. Talk about combining seriousness and playfulness.
 4. Talk about the relationship between sportsmanship and success.
 5. Regularly use the language of sportsmanship.
 6. Expect sportsmanship
 7. Establish team rules, customs, rituals and traditions that reinforce the principles of sportsmanship
 8. Encourage players to take the perspective of other participants in sports.
 9. Develop clear guidelines for dealing with un-sportsmanslike behavior.
 10. Reinforce good sportsmanship.
 11. Communicate the importance of good sportsmanship to fans.
 12. Communicate the importance of good sportsmanship to parents.
 13. Talk about news stories concerning sportsmanship with your players.
 14. Talk about specific incidents with your players.
 15. Promote reflection by asking questions.
 16. Expect your players to know the rules of the game.
 17. Show, by your actions and your words, what you are trying to teach is important.
 18. Have fun.
- b) Respect for opponents
 1. Don't allow your players to yell at opponents from the floor or bench.
 2. Teach your players that it is all right to cheer when your teammates do something good but not when your opponents make errors.
 3. Have your players shake hands meaningfully after the game whether they win or lose.
 4. Treat the opposing coach with respect and demand that your parents do as well.
 5. Don't allow players to act cocky.

6. Don't allow players to change their attitude or approach to the game whether you're winning or losing. If you are winning don't allow your players to laugh or make wisecracks about the game or opponents.
7. After an away game make sure that the room or playing area is left clean.
8. Insist that your team accept defeat gracefully without making excuses.
9. If you are winning by a large margin, don't run up the score or tell your players to quit playing.

c) Respect for Officials

1. Players should address officials in a formal manner.
2. Insist that players be polite and civil when talking to an official.
3. Don't allow players to argue with an official - the coach should address the situation
4. The captain and the coach should shake hands with the official after the game.

Article IV) Policy for New Members

Section 1 – Membership

A school may participate in regular exhibition play after providing a sincere and genuine expression of interest in SSAF membership. This submission to the Heads and/or Chair of the SSAF should be accompanied by representation at the General Meetings in August, December, March, and June. This does not represent an application for membership.

Section 2 – Application for Membership

- a) Written application signed by the Head of the School and the Athletic Director for "Membership" must be submitted to the SSAF Executive *before April 1* of the school year prior to the school year in which membership is sought. This application may be submitted to the SSAF Executive. The Executive will immediately circulate this application to the SSAF member schools.
- b) This application must include the proposed athletic involvement of the applying school with the SSAF and a list of sports and teams (age groups) offered by the applying school.
- c) This application must also include a detailed list of home playing venues for the sports in which the applying school wishes to participate. These venues must meet minimum safety requirements as detailed in Provincial safety guidelines, and be of the required dimensions for game competition at the applicable level(s). If rental facilities are used, regular availability for booking must be confirmed.
- d) Prior to acceptance by the SSAF as a Full Member, the school seeking membership must have participated on an exhibition basis for a minimum of one sports team in each of the sports in which the applicant wishes to participate. Exhibition play would constitute a minimum of three games with three different SSAF member schools in each of the sports in which the applicant wishes to participate.
- e) If the application for membership is accepted by the SSAF member schools, then the applying school shall be accepted, on a probationary level for a period of one year from the date of acceptance, and assigned a Mentor Member School. For this one year period, the school shall be deemed a Probationary Member. The Probationary Member School will have all the responsibilities and privileges of a member school. The Athletic Director of the probationary school must meet with the Co-Chairs of the SSAF prior to the next General Meeting (May). In the event that a probationary school breaches its responsibilities as set out in the Constitution, the school may be put on probation for a further period of time, as determined by the Executive, or in serious matters, expelled from the SSAF. In the event that the probationary member fulfills its responsibilities as set out in the Constitution, *and has satisfactorily met the expectations of exhibition play*, then it shall be deemed a Full Member of the SSAF.
- f) The school seeking membership will be granted league playing status immediately after the SSAF has received written application for membership, a year of exhibition play has been completed, and the applicant has declared their teams.

Article V) Responsibilities and Commitments of SSAF Member Schools

Section 1 - Membership

- a) The membership shall consist of all Elementary and Secondary schools who:
 - i) abide by the by-laws of this constitution;
 - ii) pay full membership dues;
 - iii) commit to SSAF leagues as their first priority;
 - iv) support the SSAF by convening at least one SSAF event per year;
 - v) support the SSAF by hosting SSAF events;
 - vi) agree to have an athletic designate or school representative (teaching staff or school administration) in attendance at all SSAF meetings. Any school not represented at an SSAF general meeting will be subject to a fine of \$100.00. Schools that miss the first and last SSAF meetings in a school calendar year will have their membership put under review pending an appeal process.
- b) Continual failure to fulfill a member school's obligations under this section may lead to an Executive review of the school's membership.
- c) Member schools competing in two school leagues must make the SSAF scheduling a priority. Commitment to a second league may not be entered as a non-play date when preparing SSAF schedules. Teams with commitments to other leagues may not seek rescheduling of SSAF competitions to accommodate another league's games. In the event that this occurs, games rescheduled will be considered forfeitures.
- d) Membership shall be in effect from September 1st to the following August 31st. Membership is automatic unless status is under review.
- e) If at the end of the year a school has not convened or co-convened an SSAF event a \$200 non convening fee will be levied at the start of the next year. All monies collected will be put into a fund to offset the banner/award fee.
- f) Any school that participates in a league sport (basketball or volleyball), and is a 'non-host' school, needs to be responsible for arranging a suitable facility when two 'non-host' schools play each other.

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Section 2 - Member Schools

Please refer to Appendix A: Information Chart for Member Schools.

Section 3 – Penalty for Intentional Disregard of Constitution

The Executive shall have the power to suspend a member/coach/school/team from SSAF membership should a member/coach/school/team knowingly and intentionally disregard the Constitution, sport playing regulations, or policies of the SSAF. Before such action is taken, the principal of the school concerned shall be notified. The suspended coach/school/team shall have the right to request a meeting of the Executive within ten days to consider its case. Upon suspension of membership, all fees for the year are forfeited to the SSAF.

Section 4 – Athletic Designate

Schools must declare an athletic designate contact at their school. Athletic designates are responsible to the SSAF for the following:

- i) Communicating the aims and objectives and other pertinent information to teacher/coaches;
- ii) Submitting declaration of teams and non-play dates;
- iii) Communications within the school and with the SSAF Executive;
- iv) Handling finances as needed;
- v) Attending all SSAF meetings;
- vi) Having all non-teacher coaches interviewed and made aware of the philosophical, administrative and educational approaches to be used in working with our student/athletes.
- vii) Ensuring non-teacher coaches are always accompanied by a school teaching faculty member or school administration.
- viii) Providing an e-mail contact for immediate supervising administration (ie. Vice Principal).

Failure to identify an athletic designate will result in that school being excluded from participating until one is identified.

Article VI) Positions and Responsibilities

Executive Council

The executive council will be composed of a Elementary President, High School President, Vice President, and Treasurer. Each position will be held for a two-year term, unless a nomination is not forwarded, thereby the existing Executive Council will continue operating until a nomination is heard in a subsequent year. The executive council is responsible for the following duties:

- 1) to conduct business
- 2) to adhere to constitution
- 3) to act on policies discussed at general meeting
- 4) to collect federation fees
- 5) to act as final authority of all decisions

President (Elementary and High School)

- 1) converse with current convenors for each activity when required.
- 2) assist convenors when required.
- 3) ensure information on website is current and correct
- 4) set dates and chair meetings of the SSAF.
- 5) put into action and research any necessary changes.
- 6) conduct all official correspondence on behalf of the SSAF
- 7) to inquire into any matter pertaining to the affairs of the SSAF and to oversee any necessary action.
- 8) to authorize the release of information regarding SSAF matters to the public and to the media.
- 9) to call an Executive meeting before each general meeting and at his/her discretion.

Vice-President

- 1) order standardized official SSAF Banners for championship teams and events
- 2) order standardized official SSAF Medallions for first place team and individual champs.
- 3) custodian of all awards for respective division.
- 4) collaborate with coaches and convenors to update playing regulations as needed.
- 5) to prepare an agenda for general meetings.
- 6) attend and take minutes during general and executive meetings.
- 7) prepare and promptly forward meeting minutes to all SSAF members.
- 8) handle all SSAF correspondence
- 9) receive and record final standing of all championships.
- 10) file the complete results of each sport each year.
- 11) prepare annually, a sports directory of athletic directors and school contact info.

Treasurer

- 1) open account for SSAF.
- 2) in charge of all finances.
- 3) establish and administer school accounts within central SSAF account
- 4) prepare financial statements for executive and general meetings.
- 5) submit all financial books and statements.
- 6) ensure all fees are paid by schools.
- 7) pay outstanding debts to convenors, officials, etc.
- 8) collect financial statements from convenors

Convenors

- 1) ask for participating teams to forward declarations and non-play dates as soon as possible to make master schedule within one week of SSAF season starting.
- 2) Be informed of and act on any problems or questions that may arise during the season. This may mean quoting the appropriate sport guideline section or informing the Executive of a situation.
- 3) When the need arises for a coaches' meeting, itemize an agenda from suggestions sent in by participating coaches. The agenda should be sent to all participating coaches before the meeting date.
- 4) provide officials with a schedule and deal with any questions pertaining to officiating.
- 5) provide a league/tournament schedule for each of the teams playing.
- 6) keep track of the league/tournament results and inform teams of standings.
- 7) prepare play-off schedule if necessary.
- 8) prepare pre-season/pre-tourney information package; including relevant rules, schedule, directions, responsibilities of home teams and away teams and send to president and teams participating.
- 9) provide summary of league or tourney prior to term end meetings.
- 10) must be present during the entire event (excepting league play).
- 11) provide a schedule and a results schedule to the webmaster in a timely manner.
- 12) coordinate and publicize all dates of SSAF events.

Convenors of Sports Without A League Format

Convenors will:

- 1) Give each school that is participating at the age level, instructions as to how and when to report scores to prepare seeding for the final tournament. (If necessary).
- 2) Organize the tournament to allow, when possible, the two best teams to meet in the final of the tournament (seeding).
- 3) Inform the respective schools of the tournament structure and playoff format.
- 4) Inform the host school of the participants for the final tournament. It would then be the responsibility of the host school to make information available with regard to start times, meal arrangements etc.
- 5) Perform the duties of the convenor with regard to a Coaches' meetings exactly the same as the league convenor directives.
- 6) The convenor of an event must be present during the entire event
- 7) Ask for participating teams to forward declarations.
- 8) Be informed of and to act on any problems or questions that may arise during the tournament. This may mean informing the Executive of a situation.
- 9) Inform all participating schools and the webmaster a copy of the schedule and results from the day.

Article VII) Eligibility and Voting Privileges of the Executive

- a) a member may be eligible to run for an executive position if he/she has been an athletic designate for at least 3 years, and personally convened at least one event over the last two years.
- b) each position must win by a majority vote. In the event of a tie the 2 Presidents and the Vice-President will break the tie with their votes.
- c) each school has one vote for each position.
- d) the election will be by secret ballot.
- e) the member running for the position must be present at the meeting.

Article VIII) Meetings of the SSAF Members and Executive Committee

- a) there will be a minimum of three General Meetings to be held before the beginning of each season, and one Annual General Meeting at the end of the school year.
- b) there will be a minimum of three Executive Meetings to be held up until two weeks before the

General Meetings to ensure enough time to allow for discussion of pertinent issues by member schools.

- c) proposed changes to the constitution must be presented through a SSAF Notice of Motion Form to the Executive Council two weeks before the Annual General Meeting. Notices of Motion will be sent to all member schools one week prior to the general meeting. Changes to the Constitution will only take place at the Annual Meeting, and will be effective September 1st of the following school year.
- e) The Notice of Motion Form requires: a mover of the motion, an individual to second the motion from a separate member school, the motion topic, the motion itself, and the rationale behind the motion.
- f) motions can only be passed by a 2/3 SSAF membership majority by those in attendance, providing 2/3 of the membership are present.
- g) playing regulation motions, if passed, will be effective for the upcoming playing season.
- h) only the mover or the individual who seconded the motion will speak to notices of Motion. There will be opportunities for members to speak for or against the motion but a fair time limit may be set by the Executive to allow the meeting to proceed.

Article IX) Executive Review of Coaches' Conduct

- a) Coaches are responsible to the SSAF for their actions while acting as a teacher/coach on behalf of a member school. In this context, "teacher/coach" shall mean any member of the teaching staff in charge of or accompanying a team or individual representing a SSAF school at an inter-school competition.
- b) Coaches who display unsportsmanlike conduct or coach teams where three separate written complaints are assessed are open to review and subject to possible sanctions from the Executive of the SSAF.
- c) Any SSAF member or game official is empowered to report misconduct on the part of a coach to the President, and such coach may be required to appear before the Executive of the SSAF. The complainant must file their complaint in writing to the Executive.
- d) Any coach, having been **ejected** from a game for **any reason**, must notify the President of the incident within twenty-four (24) hours. An appearance before the Executive will be arranged within ten (10) days of the receipt of the official's game report, if deemed necessary by the President. The coach may continue to fulfill his/her coaching duties until he/she appears before the SSAF Executive. If the coach involved refuses to appear, either by so stating explicitly or by failing to provide reasonable time when he/she can appear at a hearing, the hearing shall be convened without him/her and the coach must comply with any decisions of the Executive.
- e) Any game sheets with the game official's report are to be e-mailed or faxed to the President within twenty-four (24) hours of the contest by the *home* team of the contest, where the incident occurred. In addition, the original game sheet should be mailed to the President within 48 hours.
- f) The Executive shall ensure that the ejected coach receives a copy of the ejection report and will also contact the Administration of the school directly.
- g) If the Executive receives a written report suggesting misconduct on the part of any coach (but not involving ejection from a game), the President will initiate an investigation and may convene an Executive meeting, to be held within fifteen (15) school days.
- h) Decisions by the Executive shall be based on an analysis of the facts presented at the time. Questions of clarification may be allowed at the discretion of the Executive.
- i) The Executive, if it finds that an infraction took place, shall be empowered to take the following actions:
 - 1) To reprimand the coach involved.
 - 2) To suspend the coach involved from coaching activities in that sport for a fixed time.
 - 3) To suspend the coach involved from coaching activities indefinitely, depending on the severity of the offence.

j) A written copy of the Executive Committee's decision (with respect to sanctions only) shall be sent by the President to:

- 1) The coach involved.
- 2) The principal.
- 3) The athletic designate.

Article X) Financial

- a) For the Annual General Meeting, the Treasurer will prepare an invoice for each school based on participation during the current year. These monies will be due at the Fall Meeting and placed in a central fund from which any fees owed by each school for participation in leagues/tournaments, administration fees, referee costs, and awards will be drawn.
- b) If any member school has not paid their yearly fee within **ten** working days after the Fall General Meeting their membership will be suspended until fees are paid in full. They may apply for re-instatement after their fees have been paid in full.
- c) Schools that declare at a pre-season meeting and withdraw from a league or tournament after the withdrawal deadline set by the convenor, will pay a fine of \$300.00. Withdrawal date will be no earlier than 4 weeks prior to each event, and no later than 2 weeks prior to said event.
- d) Schools that withdraw from a league or tournament after the schedule has been prepared will pay a \$500.00 fine.
- e) With regard to points c) and d), there may arise exceptional conditions that may warrant the SSAF Executive granting an honourable release from the fulfillment of a team's obligations. Intent to violate points c) or d) due to exceptional conditions must be communicated to the SSAF Executive and the respective convenor prior to competition, if possible.
- f) In the event that a school cancels a game, it is responsible for any fees incurred.
- g) Money collected will remain in a contingency fund to offset outstanding payments.
- h) Payments for each activity will be used to pay for medallions, engraving, banners, play off officials, etc.
- i) All convenors must submit a financial report at the end of the event. The report should include all receipts and must be forwarded to the treasurer within 2 weeks of the final game or tournament. Failure to do this will result in forfeiting 50% of the convenor fee.

Compensation for Administration of SSAF and Events

Convenors

- Convenors of a single day SSAF Championship tournament receive \$10 per team involved.
- Convenors of a league (Basketball or Volleyball) would receive \$15 per team involved.
- Convenors of Track and Field, Golf, Bowling and Cross-Country SSAF Championship Meets/Tournaments would receive \$1 per participant.
- These fees should be built into the costs of the events.

Executive

- For the Executive, the SSAF Annual Administration Fee of \$35 per school division (Elementary plus U20) per year, \$10 goes towards administrative costs and the remaining \$25 per school per division would be put in a pool to be divided equally among the members of the Executive, pending each member's fulfillment of his/her duties for the year.
- A \$500.00 fee will be paid annually to the SSAF Treasurer. This amount will be divided equally amongst all member schools. If a school has both Elementary and High School divisions, they will be billed per division.

Annual Membership Fees

At the beginning of the athletic year the Treasurer will prepare an invoice for each school based on participation during the previous year. These monies will be placed in a central fund from which any fees owed by each school for participation in leagues/tournaments, administration, etc. will be drawn. At end of year, any monies outstanding will be owed or credited.

At the annual June SSAF General Meeting the executive will direct the Vice President/Acting Awards Officer to order the medallions and banners for the next complete season. The total fee will be determined and divided by all the member schools and the schools that participate in both U20 and Elementary will pay a fee for both totaled together. This fee will be announced in time for the subsequent September meeting and will be included in the membership fees announced at the September meeting.

The SSAF Annual Administration Fee is \$35 per school division (Elementary and U20)

In the event that a new school has gained membership in the SSAF they will carry a minimum deposit of \$750.00 to start the year. Additional deposits will be made 10 business days by the school after being notified by the treasurer.

Article XI) SSAF Sports

<u>Fall Season</u>	<u>September - December</u>	<u>Age Group</u>
Coed Cross Country Running		U8, U10, U12, Elementary, U16, U20
Open Flag Football		Elementary, U20
Coed Ultimate		Elementary, U20
Co Ed Soccer (Indoor)		U12
Boys' Soccer (Indoor)		Elementary
Girls' Soccer (Indoor)		Elementary
Boys' Volleyball		Elementary, U20
Girls' Basketball		Elementary, U20
Open Golf		Elementary, U20

<u>Winter Season</u>	<u>January - March</u>	<u>Age Group</u>
Boys' Basketball		Elementary, U16, U20
Girls' Volleyball		Elementary, U20
Coed Basketball		U12, U10
<u>Coed Curling</u>		<u>Elementary, U20</u>

Spring Season	March - June	Age Group
Open Bowling		Elementary, U20
Boys' Ball Hockey		U12, Elementary, U20
Girls' Ball Hockey		Elementary, U20
Girls' Soccer (outdoor)		Elementary, U20
Boys' Soccer (outdoor)		Elementary, U20
Coed Soccer (outdoor)		U10, U12
Coed Softball		Elementary, U20
Coed Badminton		U12, Elementary, U20
Coed Track and Field		U10, Elementary, U20

Article XII) SSAF Eligibility Definitions

Section I

1) SSAF Division Classifications:

U8, U10, U12, Elementary, U16, U20. For further details, please refer to Appendix B: SSAF Division Classification Chart.

- 2) It is the responsibility of the teacher/coach to ensure that eligibility forms are complete and accurate.
- 3) Any player who, during the course of the season, has played (name appears on the game sheet) above his/her age group in more than two games or meets forfeits his/her status at the lower age group in that sport for that season.
- 4) Where an ineligible player competes in an individual or team sport, the game result will be a loss for the school with the ineligible player and a win for the opposing school.
- 5) [Students enrolled in Elementary school are ineligible to compete in High School sports, if there is the opportunity to participate in that sport at the Elementary level.](#)
- 6) The SSAF prohibits shifting of players from one age group/team to another for the end of season tournament or playoffs.
- 7) During the season a SSAF team may add players to their eligibility list due to injuries, and/or suspensions as long as they play 2 matches or games before the playoffs to be eligible for the playoffs. Any additions to the eligibility lists must be submitted to the convenor in writing, on proper forms, duly signed 2 business days before this additional player(s) participates in any games. If the convenor and coach are the same, the President of the relevant division must be notified.
- 8) To be eligible for the end of season tournament or playoffs, teams must have played at least three matches against three different SSAF member teams prior to the end of season tournament or playoffs.
- 9) In genuinely small schools (50 students or less in Grades 5-8) students who have played on Under 12 teams are allowed to participate in Elementary teams if the school is unable to field a team without them. A letter from the principal of the school to the league verifying numbers would be required so that the Executive can waive the eligibility rule in individual cases. Any school wishing to apply for small school eligibility exemption must do so by the last day of September of the applicable school year. If a school does not apply, it is unable to apply during the school year except for exceptional circumstances.
- 10) Any athlete who misrepresents his/her age or birth date to gain extra eligibility will be ineligible for a period of 12 months.
- 11) An official SSAF Eligibility Form including all required data must be completed and received by the convenor a minimum 2 business days prior to the commencement of competition (or as specified by the convenor). This list must be reviewed and approved by the athletic director and the teacher/coach to certify that the specified student/athletes are eligible.
- 12) If a school fails to comply with the above regulations, the convenor will advise the Executive. The team or individual is ineligible until an accurate Eligibility Form has been submitted to the convenor.

- 13) When an ineligible team or player competes in a game, that game shall automatically be counted as a loss for the ineligible player or team and a win for the opposition. Resulting defaults will be applied according to the sport playing regulations
- 14) Student/Athletes are considered to have competed or participated should their name appear on the score or game roster sheet. Suspended players should also appear with a notation that they are suspended.
- 15) A student/athlete may compete only for the school in which he/she is registered as a full-time student.

Article XIII) Postponed or Cancelled Matches

1) General

The team that is responsible for a cancellation or postponed game is required to communicate with the opposing team and determine if it is possible to re-schedule or a cancellation is required. All communication with respect to the postponement must occur with as much lead-time as possible, and no later than three hours before the scheduled match. If the schools involved cannot agree on a suitable date and time for a re-schedule, the specific sport convenor will be contacted and a decision will be made by the convenor. If a team fails to appear for a game or cancels outside the acceptable time period for the officials of that event, they will be solely responsible for the fees incurred to the officials.

The following are to be contacted by the team/school responsible for the cancellation or postponement:

- Opposing school/team coach and A.D
- Convenor, who will contact the officials
- Press/media contact (if necessary)

2) Failure of Officials to appear for the game.

If, after waiting one half hour, the official(s) fail(s) to appear and a suitable official cannot be arranged by the host school, the contest will be cancelled or postponed, depending upon the mutual decision by both coaches and athletic directors, if possible, involved.

If alternative arrangements are made with respect to officiating, the coaches may agree to play the game but it will not be recorded as an official game.

3) Emergency Situations

When a contest is postponed or interrupted while in progress, refer to the specific sport playing regulations.

When rescheduling a cancelled game or match the Athletic Director of the host school is responsible for the rescheduling of a postponed game. The postponed game should be rescheduled before the next game takes place for either team where possible.

The Athletic Director will reschedule the postponed match after communicating with the schools involved. If the schools involved cannot agree on a suitable date and time, the specific sport convenor will be contacted and a decision will be made by the convenor.

4) Inclement Weather Situations

A) In the event of inclement weather, games may be cancelled and rescheduled if:

- i) The Transportation Company (bus) cancels the booking OR
- ii) The school principal determines that the weather is unsafe for teams to travel. Whenever possible, it is recommended that a decision to cancel a game due to inclement weather be made by 1:00pm the day of the game.

B) Once this has happened the coach or AD of the school canceling shall:

- i) Notify the school(s) being played that they will not be able to play due to inclement weather
- ii) Contact the SSAF Executive to notify them that the game is being cancelled
- iii) Make arrangements with the school(s) involved to reschedule the game(s) at a date that is acceptable to all parties and does not conflict with any other SSAF leagues or tournaments. If the

teams cannot agree within 48 hours the convenor will assign a date that fits into the SSAF schedule.

- iv) Both schools will be equally responsible for the cancellation fee.

C) The Convenor will:

- i) keep a record of cancelled games in order to make sure that they are rescheduled
- ii) **Notify the referee assignor that the games are cancelled and will be rescheduled so that unnecessary travel by officials can be avoided.**

Article XIV) General Information

1) Practice and Competition Limitations

Practice and competition are prohibited:

- a) During the summer holidays
- b) During the examination period of the school
- c) For sports specific limits see playing regulations

2) Special Equipment Requirements

- a) See sports specific playing regulations
- b) Jerseys

(i) *Regular Season*

It is the home team's responsibility to make the appropriate changes to its uniforms if the referee or coaches have deemed the uniforms are too similar.

(ii) *Tournaments*

The higher ranked team shall have the option of home venue and choice of uniforms, unless the host school (convenor) has predetermined another method.

3) Scoresheets

All SSAF schools must use official triplicate scoresheets for volleyball and basketball games. Official triplicate scoresheets for basketball and volleyball will be provided at the Fall and Winter SSAF Meetings for participating schools, who will be billed accordingly.

4) Safety

Efforts must be made by conveners to have adequate first aid staff such as St. John's Ambulance or other First Aid Services available on site for events such as track and field, cross-country, or any other large tournament where the student head count is above 100.

5) Security

All coaches, athletic directors or supervising adults attending an SSAF event must wear a nametag indicating their name and school. Ensure that you check individual school policies regarding signing in upon arrival.

6) Insurance

All SSAF member schools must produce proof of insurance and liability for both hosting and away tournaments. This must be produced by September 1st of each year. If this is not submitted schools will forfeit the fall season and all subsequent seasons until submitted. Proof of insurance must be provided to the SSAF Vice-President within two weeks of expiry, or face possible sanctions.

7) Banners – League Division Winners

- a) All SSAF League and Championship Tournaments will be awarded a banner. Included in the cost of these banners is the application of the winning calendar year. The banner need only be taken to

Marchant's Sports for the application.

- b) All SSAF leagues that have a North and South division will be awarded a spot on the respective wood plaque for divisional champions. Winning schools are responsible to cover the cost of engraving and to return the plaque to the SSAF at the meeting prior to the season commencing.
- c) All SSAF Championship winners individual or team members (1st place) will be awarded blank medallions. In addition, 2nd place teams will also be awarded blank medallions.

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8) **Playing regulation changes**

Amendments to sport playing regulations are to be in the form of Notices of Motion and should be presented only at the appropriate general meeting. Proposed fall season playing regulation changes will be put forward during June General Meeting; winter playing regulation changes will be put forward in the fall meeting; and spring playing regulation changes will be put forward during the winter meeting.

9) **Double Team Entries**

In all SSAF Tournaments and Leagues all schools will be given the opportunity to declare a team for the tournament or league. After the convener sets a deadline, that convener may put out a call to allow for a second team entry, if the facility and schedule allows. Each team must have a separate coach. If a school has 2 teams entered, the convener must set up the schedule so that they do not meet in the final.

10) **Team Supervision**

- a) Each member school participating in exhibition, regular season, and/or championship tournaments must have in attendance a teacher/administrator, responsible for the team or athletes. The teacher/administrator is responsible and accountable for all behaviour by the team or athletes.
- b) Only Head Coaches of the team shall be involved in exchanges with officials, opposing coaches and members of the opposing team.
- c) Any person is permitted to assist in coaching an individual or team provided that a teacher/administrator of the school is present for all games.

11) **General Conduct**

- a) In the event that a school breaches the SSAF Constitution, brings disrepute to the SSAF and its member schools, or disrupts the orderly functioning of the SSAF, the matter shall be referred to the SSAF Executive for further review.
- b) In the event that a Sport Convenor or member of the Executive receives a written complaint with respect to any of the above, then the matter shall be referred to the Executive within two business days of the receipt of the complaint.
- c) Players and coaches who are guilty of criticizing officials who act in their games, whether the criticism is to him/her in person or in public, or are guilty of unsportsmanlike conduct, are open to sanctions from the SSAF Executive, and are liable to the SSAF for their actions. Any official is empowered to report any misconduct on the part of the player or coach to the Executive of the SSAF.
- d) An incident of player or coach misconduct should be noted on the back of the game form or reasonable facsimile. The official must mail a letter describing the offences and naming the parties concerned to the SSAF Executive within two days.
- e) Any player or coach who strikes, threatens or conducts overt unsportsmanlike behaviour towards an official, coach or fan during an SSAF competition, is subject to sanctions. Heads and AD's will be given prior notice of possible sanctions against him/her if deemed necessary.
- f) Smoking is not permitted while an athlete, coach, athletic director or other supervising adult represents his/her school at any time during any SSAF event. The incident must be reported to the SSAF Executive.

12) Sanctions

The executive shall, in a timely fashion, review and reach a decision with respect to the complaint and advise both parties accordingly.

The following sanctions, individually or in conjunction, can be considered:

- a) A written apology;
- b) Letter of reprimand;
- c) Costs incurred by affected schools;
- d) Suspension of the players who caused the complaint for the remainder of the season and/or a period of up to one year in all SSAF sports;
- e) Expulsion of the offending team for the remainder of the season including playoffs;
- f) Probation of a school for such a period of time and under such conditions as determined by the Executive;
- g) Expulsion of the offending school for a period as determined by the Executive.

The member school may appeal the decision in writing to the Executive. The Executive's decision is final and binding. The Executive may dismiss the complaint or may sanction the offending school as it deems fit.

13) Protests and Complaints

- a) If a coach intends to protest a game, or make a complaint about the opposing team, an official SSAF game report must be completed. The head official and opposing coach must be informed of the proposed complaint or protest. Coaches are encouraged to remind officials to record any inappropriate conduct, ejections, or disqualifications of event participants on the official SSAF game report. In the case where no SSAF game report form is available, the official may record any complaint or protest on the back of the gamesheet with his/her name printed, certification number listed, and signature. In the case of serious inclement weather, where a written document is unable to be completed, an e-mail within 24 hours is appropriate.
- b) This SSAF game report must be delivered in writing, fax, or e-mail to the specific Sport Convenor and the Executive within one day of the event. Official SSAF game reports are available on the SSAF website.
- c) The SSAF game report must be signed by the head official and both coaches at an appropriate time.
- d) The Sport Convenor with consultation of an Executive member, if possible, will make a decision and inform the school involved. If the Executive has not been consulted, they must be informed immediately.
- e) If a school wishes to appeal the convenor's decision, it may appeal through the Executive. The Executive's decision is final.

14) Game Disqualifications

- a) A player or coach will receive a game disqualification for taunting by word or gesture, or using obscenities towards others by word or gesture.
Note: If the taunting/obscenity noted above involves racial, cultural or religious slurs, the disqualification will be reviewed and further action may be taken.
- b) For engaging in a fight or attempting to injure an opponent.
- c) A second disqualification in the same sport in the same season will result in automatic suspension for the remainder of the season.
- d) A player or coach who joins a fight (already in progress) or leaves the designated team area or penalty box will be automatically ejected from the playing area. The individual will be suspended from all activities until the Executive can complete an investigation.
- e) A player or coach who physically abuses or threatens an official, coach or player will be automatically suspended from all SSAF activities until a suspension is determined by the Executive of the SSAF.

- f) A player or coach who verbally abuses an official will be automatically suspended for a minimum of two additional games.

Appendix A: Information Chart for Member Schools

School Name	Elementary or High School	Uniform Colours	School Mascot	School Acronym
All Canadian Hockey School	Elementary	White, Blue, and Red	Hockey Player	ACHS
ARS Day School	Both	Black and White	Lions	ARS
Aurora Montessori School	Elementary	Red, Blue, or Yellow	Wolverine	AMS
Blaisdale Montessori School	Both			BMS
Bond Academy	Both	Red and White	Bearcat	BOND
The Claremont School	Elementary	Blue and Yellow		CS
Country Garden Montessori Academy	Both	Navy and White	Timberwolf	CGMA
Crestwood Preparatory College (7-12)	Both	Navy and Silver	Lions	CWP
Crestwood School (JK-6)	Elementary	Blue and Grey	Cougar	CWJ
Everest Academy	Both	Baby Blue and Dark Blue		
Fieldstone Day School	Both	Blue and Gold	Grizzly	FDS
Foundations Private School	Elementary	White and Blue	Flames	FPS
The Giles School	Elementary			GS
Glenn Arbour Academy	Elementary	Blue and Yellow	Hugh the Highlander	GA
Hitherfield School	Elementary	Blue and Yellow	Hawks	HITH
Hudson College	Both	Navy Blue	Huskies	HC
Junior Academy	Elementary	Blue and White	Jaguar	JA
La Citadelle Academy	Both	Red, Blue, and White	Lion	LCA
Laurel Academy	Elementary	Burgundy and Grey	Lynx	LAUR
Leo Baeck Day School – North	Elementary	Blue and White		LBN
Leo Baeck Day School - South	Elementary	Blue, White, and Yellow	Lion	LBS
Linden School	Both (girls only)	Purple and White		LIN
Lycee Francais de Toronto	Both	Blue		LFT
Lynn Rose Heights Private School	Elementary	Navy Blue and Grey	Knight	LRH

Metamorphosis Greek Orthodox School	Elementary	White and Blue	Minotaur	MGOS
Metro Prep Academy (7-12)	Both	Red and Black	Predators	MPA
Mississauga Private School - Etobicoke	Both	Royal Blue and White	Cougars	MPS
Montessori Learning Centre of Pickering	Elementary	Light Blue	Squirrel	MLCP
Northmount School	Elementary (boys only)	Green	Knight	NOR
North Toronto Christian Schools (formerly Yorkland)	Both	Red, White, Blue		NTCS
Pace the Academy for Gifted Children	Both	Forest Green	Panther	PACE
People's Christian Academy	High School	Navy Blue	Eagles	PCA
Prestige School	Both	Blue (soccer) Red, Black (basketball)	Panther	PRES
Richland Academy	Elementary	Blue and White	Husky	RICH
Richmond Hill Montessori & Private Elementary School	Elementary	Red, White, and Black	Eagles	RHMS
Rosedale Day School	Elementary	Red	Gryphon	RDS
Rowntree Montessori School	Both	Green, White, and Black		RMS
Springfield Preparatory School	Elementary	Red, Blue, and White		SPS
Somerset Academy	Elementary	Blue and Gold	Scorpion	SOM
Sunnybrook School	Elementary	Blue, Yellow, and White		SUN
Tall Pines School	Elementary	Blue and White	Eagle	TP
Thor College	Both	Green and Gold	Thunderbolts	THOR
Toronto Montessori Schools – Bayview (K-6)	Elementary	Green and Blue	Tiger	TMS
TMS College – Elgin Mills (7-12)	Both	Red, White, and Black	Titan	TMSE
Toronto New School	High School	Red and White	TNS Tornado	TNS
Toronto Prep School	Both	Red and Grey	Spartans	TPS
Town Centre Private Schools	Both	Blue and White (elementary) Black, Blue, and White (high school)	Tiger	TCMPS (elementary) TCPHS (high school)
Toronto Waldorf School	Both	Navy and White	Wolves	TWS
Unionville Montessori Private School	Elementary	Burgundy OR White	Montesaurus (dinosaur)	UMS
Voice Intermediate School	Elementary	Forest Green	Vikings	VIS

Waldorf Academy	Elementary	Green and White		WA
Willowood School	Both	Blue, Black, and White	Warriors	WW
Wishing Well Montessori School	Elementary	Burgundy and Grey	Wildcats	WISH

Appendix B: SSAF Division Classification Chart

SCHOOL YEAR	YEAR OF BIRTH					
	U8	U10	U12	ELEMENTARY (enrolled in grade 8 & under)	JUNIOR (High School U16)	SENIOR (High School U20)
2011-2012	2004	2002	2000	1997	1996	1992
2012-2013	2005	2003	2001	1998	1997	1993
2013-2014	2006	2004	2002	1999	1998	1994
2014-2015	2007	2005	2003	2000	1999	1995
2015-2016	2008	2006	2004	2001	2000	1996
2016-2017	2009	2007	2005	2002	2001	1997
2017-2018	2010	2008	2006	2003	2002	1998

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