

C O N T E N T S

A. A R T I C L E S

- 1. N A M E**
- 2. P U R P O S E**
- 3. M E M B E R S H I P**
- 4. A S S O C I A T I O N L E G I S L A T I V E C O U N C I L**
- 5. O F F I C E R S A N D B O A R D O F D I R E C T O R S**
- 6. F I N A N C E S**
- 7. A P P E A L S**
- 8. A M E N D M E N T S**
- 9. C O N T R A C T U A L S I T U A T I O N S - P O L I C Y**

B. B Y - L A W S

- 1. A C T I V I T I E S**
- 2. F I N A N C E S**
- 3. E L I G I B I L I T Y O F S C H O O L S F O R T D C A A S P O N S O R E D A C T I V I T I E S**
- 4. E L I G I B I L I T Y O F P L A Y E R S F O R T D C A A S P O N S O R E D A C T I V I T I E S**
- 5. P R O T E S T S**
- 6. U N S P O R T S M A N L I K E C O N D U C T**
- 7. A M E N D M E N T S**

TDCAA C O N S T I T U T I O N
TORONTO DISTRICT CATHOLIC ATHLETIC ASSOCIATION

September 2011

ARTICLE 1 - NAME

This Association shall be known as the Toronto District Catholic Athletic Association. It is part of the Toronto Catholic District School Board which has final approval of any changes or amendments.

ARTICLE 2 - PURPOSE

The purpose of the Association shall be provide athletic competition for the Toronto Catholic District School Board Secondary Schools The objective shall be the administration of interscholastic athletics and the development and promotion of fair play.

ARTICLE 3 - MEMBERSHIP

SECTION 1

The TDCAA is a secondary school athletic association. The TDCAA membership will consist of separate high schools (Grade 9 – 12) within the Toronto Catholic District School Board. Independent Schools not affiliated with CISAA within the boundaries of Toronto shall also be invited to participate.

SECTION 2 - GENERAL

Application for membership in this Association shall be open to all the Catholic and Independent Secondary Schools as defined in Sect.1 which meet with such requirements as stated in this constitution. These schools may be Junior or Senior High Schools, or Independent Secondary Schools, or any other schools approved by the Ministry of Education teaching comparable subjects at the secondary school level. Schools within fifteen miles of the Toronto borders must have permission from their local association to seek admission to the T.D.C.A.A.

Schools from other associations which compete within the TDCAA must:

- 1) Abide by the TDCAA Constitution
- 2) Complete the TDCAA eligibility form

- 3) Pay a \$25.00 registration fee per sport
- 4) Pay an equal share of sport expenses

Schools from other Associations are not eligible to win a TDCAA championship unless the sports committee unanimously supports it (100%).

SECTION 3

"CHARTER MEMBER" - is a member of the Association who pays full TDCAA fees, competes in at least eight activities, and will have full voting privileges. A school who competes in both Junior & Senior divisions in one sport will be classified as competing in two sports.

SECTION 4

"ASSOCIATE MEMBER" - is a member of the Association who pays full TDCAA fees, does not compete in at least eight sports, and does not have voting privileges.

NB All schools who were charter members of the TDCAA in May 1990 were exempt from the above clause.

SECTION 5 - METHOD OF APPLICATION AND CONDITIONS OF MEMBERSHIP

- a) A new school wishing admittance shall make application to the Executive Secretary and indicate its willingness to abide by the Articles of the Constitution, rules and regulations and by-laws of the Association, and may be admitted to membership by a two-third majority of the voting members present in person or by proxy at the T.D.C.A.A. Annual Meeting.
- b) Schools shall remain in good standing in the Association upon payment of the current membership fee for the next school year, unless suspended or expelled for good and sufficient reasons.
- c) All school membership fees shall be due September 30th of the school year and shall be paid not later than October 15th of the school year.
- d) A sport fee will be sent out by the executive secretary at the conclusion of each season.
- e) The Executive Committee, exclusive of the representatives from the school involved, by unanimous vote, shall have the power, for cause, to suspend a school from Association membership. In the event that the school of a member of the Executive Committee is involved, the Executive Secretary shall have the power to appoint a substitute from the Board of Directors. The suspended school shall have the right to request a meeting of the Board of Directors within ten days to consider its case. The Board of Directors, exclusive of representatives from the school involved shall have the power of suspension or expulsion for deliberate violation of any Article, rule, regulations, or by-laws of the Association. Suspension or expulsion may be appealed to the Board of Reference within 30 days, the decision of this Board to be final.

- f) Membership in the Association shall cease at the conclusion of the school year in which a member school proceeds with legal action (ie. court injunction or lawsuit) or is party to legal action against the Association as it applies to the eligibility of athletes. If the member school does not attempt to discourage the parent/guardian/student from taking legal action against the association or any of its member schools or directors, the Association **may** consider the member school **not** in good standing with the Association **unless the association or its representatives have not followed due process in upholding the articles and by-laws of the association.** A parent/guardian/student has the right to legal action if the association does not follow the procedures outlined for processing student transfers from one school to the other.
- g) Membership in the Association shall automatically cease should a school enter a team in any outside league under the school name without first securing the permission of the Association at the Annual Meeting or through the Board of Directors.
- h) The Principal and the Athletic Directors of a school which is not represented at the annual meeting or one of the Board of Directors Meetings shall be notified in writing that failure to be represented at the next meeting could result in suspension from Association activities.
- I) All schools who were members of the TDCAA prior to June 1990 are guaranteed Charter Member status even if there numbers drop below the required number.

ARTICLE 4 - LEGISLATIVE COUNCIL

SECTION 1 - COMPOSITION

The Association Legislative Council, herein after referred to as the Council, is composed of the Principals, **the Board of Directors and the Executive Committee.** **Any substitute or proxy for these representatives must be indicated in writing to the Executive Secretary.**

SECTION 2 - DUTIES OF THE COUNCIL

The Council shall determine the policies and establish principles affecting the Association; the Council shall have the power to amend this constitution.

SECTION 3 - RELATIONSHIP WITH BOARD OF DIRECTORS

The Council shall empower the Board of Directors to conduct Association business in the interval between meetings of the council and shall give such direction as may be advisable.

SECTION 4 - VOTING

Each school's delegate, duly authorized substitute or proxy, shall have one vote at regularly called council meeting. On decisions that require a vote, a simple majority suffices unless otherwise specified in the Constitution or By-Laws.

SECTION 5 - QUORUM

A quorum for the transaction of business shall consist of two-thirds of the total number of Delegates, present either in person or by proxy.

SECTION 6 - REGULAR AND SPECIAL MEETINGS

- a) The Annual Meeting shall be held no later than the second week of June each year.
- b) A mid-term meeting shall be held no later than February 28th. At this meeting, amendments, additions and deletions will be reviewed, further amended, and organized for presentation at the Annual Legislative Council Meeting.
- c) An extraordinary meeting of the Legislative Council of the TDCAA may be convened at any time in which full powers may be exercised, constitutional changes made, and decisions put into effect immediately.
- d) Such notices calling a meeting as are necessary shall be issued by the Executive Secretary at least two weeks prior to the meeting.
- e) Order of Business Proceedings:
At the Annual Meeting the order of business will be;
 - 1. Introductions
 - 2. Welcome - President
 - 3. Approval of Previous Meeting Minutes
 - 4. Business Arising From The Minutes
 - 5. Executive Secretary's Financial Report
 - 6. Correspondence
 - 7. Report from Executive Officers:
 - President
 - Vice-President
 - Principal's Representative
 - OFSA Representative

TDCSB Program Coordinator for Health and Physical Education
Committee Chairpersons

- 8. Constitution Amendments
- 9. New Business
- 10. Membership Application to TDCAA Committees
- 11. Election of Officers and Committees

SECTION 7 - CHAIRPERSON OF MEETINGS

The President of the Association shall be the Chairperson of the Council.

ARTICLE 5 - BOARD OF DIRECTORS

SECTION 1 - COMPOSITION

The Board of Directors will consist of:

- I) The official delegates of each of the member schools
- II) The Executive Committee - Past President, President, Vice President, Principals' Representatives, TDCSB Program Coordinator for Health and Physical Education, two OFSAA Representatives; four Councillors; , one member at large , and the Executive Secretary.

The Executive may include teachers and retired teachers as elected by the Board of Directors.

SECTION 2 - DUTIES

- I) The Board of Directors will conduct the business of the Association between meetings of the Legislative Council.
- II) a) The Executive Committee shall:
 - . have charge of the general business of the Association; the supervision of the Board of Directors; and all sub-committees of the Association.
 - . adhere strictly to the Constitution & By-Laws of the Association.
 - . outline the responsibilities of all sub-committees of the Association as well as appoint the chairperson of each committee.
 - . be responsible for the appointment of the Executive Secretary and review this position annually.
 - . make certain that no member of the Executive Committee be permitted to sit on a Board of Reference in dealing with matters pertaining to his/her school.

- . be appointed or elected as follows:
- . President/ Vice President - elected - three years (maximum of 2 terms)
- . Councillors - elected - 3 years

TDCSB Program Coordinator for Health and Physical Education

- . TCDSB Principals' Reps- appointed by Principals- minimum -2 years
- . OFSAA Reps- appointed by the Council - minimum - 2 years
- . Past President - will be assumed by the President upon completion of his/her term of office
- . Executive Secretary - is appointed by the Executive Committee.
His/her position shall be reviewed annually.
- Treasurer – is also appointed by the Executive Committee

II) b) Duties of the Executive Committee

PRESIDENT

- . shall preside at all meetings of the Association i.e. Board of Directors; Legislative Council; and Executive Committee.
- . shall prepare the agenda for all meetings three weeks before the set date, in conjunction with the Executive Committee.
- . shall have the authority to inquire into matters pertaining to the affairs of the Association.
- . shall represent the Association in dealing with the media and the general public.
- . shall be an ex-official member of any committee authorized by the TDCAA.
- . shall attend the OFSAA Legislative Council Meetings in April.
- . has the authorization to appoint chairpersons of the various sub-committees.

PAST PRESIDENT

- . shall be the chairperson of the Protest Committee
- . shall be the chairperson of the Nominations Committee.

VICE PRESIDENT

- . shall attend the meetings of the Council; the Executive Committee; and the Board of Directors.
Shall preside at all meetings of the Association in the absence of the president

PRINCIPALS REPRESENTATIVE

- . shall attend the meeting of the Council, the Executive Committee, and the Board of Directors.
- . shall serve as the liaison between the TDCAA and the Principals= Association.
- . shall preside at any of the above meetings in the absence of the President & Vice President.

OFSAA REPRESENTATIVE(S)

- . shall represent the Association and act on behalf of the Board of Directors at the OFSAA Meetings.

TCDSB COORDINATOR OF HEALTH and PHYSICAL EDUCATION

is the official board representative

EXECUTIVE SECRETARY

he/she shall be appointed annually by the Executive Committee plus a Selection Committee.* (*The Selection Committee shall consist of two male and two female representatives who are elected by the Council.) No two members of the Selection Committee shall be from the same school.

shall be responsible to the Executive and to the Council and shall:

- I) perform such duties as are approved by the Council and the Board of Directors;
- II) conduct all official correspondence of the Association Council and the Board of Directors;
- III) keep an accurate account of the meetings of the Association, Council, Board of Directors. He/She shall mail a copy of the minutes of all meetings to the Principal and official delegates of each member school within three weeks of a regular meeting;
- IV) keep on file all Convenor and Committee reports for the preceding three years;
- V) receive, and under the direction of the Board of Directors, hold in safe-keeping monies paid to the Association;
- VI) maintain an adequate contingency fund;
- VII) make payments in accordance with the instructions of the Board of Directors;
- VIII) keep an accurate accounting of all receipts and expenditures of money by the Association; he/she is authorized to re-possess and distribute the property of the Association.
- IX) give in writing due notice of all meetings and business to come before each meeting to the Principal and official delegates of all member schools at least three days before the meeting except in matters concerning the Constitution in which case 10 days notice is required. (see Art.8,Sec.2)
- X) keep a register of all Association players, their certified ages and eligibility;
- XI) prepare, present and distribute an annual financial statement at the September Board of Directors meetings;
- XII) be responsible for the duties outlined above for the fiscal year (see Art. 6, Sec. 6)

SECTION 3 - RELATIONSHIP WITH LEGISLATIVE COUNCIL

The Board of Directors shall be responsible to the Council and report to the Council at regular meetings of the Council.

SECTION 4 - VOTING

Each school's delegate, duly authorized substitute or proxy, shall have one vote at regularly called Board meetings.

On decisions that require a vote, a simple majority suffices unless otherwise specified in the Constitution or its By-Laws.

The Executive-Secretary does not have a vote.
In matters of discipline/appeal/protest, delegates from participating schools may not vote.

SECTION 5 - Quorum

A quorum for the transaction of business will consist of two-thirds of the total number of delegates, present either in person or by proxy.

SECTION 6 - EXCEPTION: A Special Meeting of the Board is called by the President: will require a quorum of only one-half of delegates to be present.

REGULAR MEETINGS OF THE BOARD OF DIRECTORS

- . shall be a minimum of three meetings annually (Sept; Jan/Feb; May/June.)
- . amendments, additions, deletions to the Constitution may be presented for discussion at the Jan/Feb meeting. These proposals will be reviewed, further amended if required, and organized for presentation at the annual Legislative Council Meeting in June.
- . additional meetings of the Board of Directors may be called by the President or through a request of the majority of the Directors to the Executive Secretary. Such a meeting must be convened within a period of two weeks.
- . the President will set the agenda for all meetings of the Board.
- . the Executive Committee will attempt to meet regularly (at least every second or third month). The Executive Committee will convene, however, as soon as possible after any altercation or appeal that requires its attention.

SECTION 7 - CHAIRPERSON OF MEETINGS

The President of the Association shall be the Chairperson of the meetings for both the Board of Directors and the Executive Committee.

SECTION 8 - SUB-COMMITTEES OF THE BOARD OF DIRECTORS

- A) DISCIPLINARY REVIEW - shall convene when a coach/athlete has been ejected from a TDCAA activity or a sporting event in which the member school is representing the Association.
- B) PROTEST COMMITTEE- shall convene when a protest is lodged by a member of the Association.
- C) CONSTITUTIONAL REVIEW COMMITTEE - shall update & distribute the Constitution to all member schools.
- D) TRANSFER APPEAL COMMITTEE - shall make decisions on eligibility and transfers within the Association.
- E) FUTURES COMMITTEE - shall convene to discuss matters affecting the future of the Association.

ARTICLE 6 - FINANCES

SECTION 1 - DUES AND FEES

The Board of Directors may fix such dues, fees, or assessment as may be authorized by the Council (See Article 3, Section 2 (c) - Membership dues.)

SECTION 2 - COLLECTION OF DUES AND FEES

The Executive may empower the Treasurer to collect and accept such dues, fees, grants, contributions and assessments as may be authorized by the Council.

SECTION 3 - BONDING OF TREASURER

The Treasurer, under the direction of the Executive, shall be responsible for collection of fees and the payment of all bills.

SECTION 4 - CHEQUE SIGNING

The Treasurer , Executive Secretary, the President and Vice-President shall have signing powers with two signatures to appear on each cheque.

SECTION 5 - SERVICE FEE

A fee for services may be charged for material which the Executive, from time to time, may deem advisable to distribute among the member schools.

SECTION 6 - FISCAL YEAR

The fiscal year shall be from September 1st to August 31st of the following year.

SECTION 7 – TRANSPORTATION FUND

The TDCAA has set up a transportation fund to assist teams travelling to OFSAA Championships sponsored by NEOAA and/or NWOSSAA. Funds would be generated from fines assessed to member schools for forfeiture of games; failing to report scores etc. Also the Executive Secretary will assess each member school a \$ 100 assessment with the Fall Fees.

Schools will be required to complete an application form for reimbursement. The amount each school/application will be determined by a committee set up by the TDCAA Executive.

ARTICLE 7 - APPEALS

Any appeals from decisions of any Sports Committee as a whole, or of the Convenor of any Sports Committee, shall be made to the Executive committee of the Association through the Past-President within 24 hours of the time when a protested decision has been given.

**ARTICLE 8 -
AMENDMENTS/MOTIONS**

SECTION 1

This Constitution may be amended at the May/June meeting or at an extraordinary Legislative Council Meeting called by the TDCAA Executive at which a quorum is present either in person or by proxy, by a two-thirds majority of the delegates present.

SECTION 2

Amendments/motions may only be proposed by a member school and must be submitted to the Executive Secretary of the Association not less than 30 days prior to the meeting of the Council at which they are to be considered. Such amendments shall be submitted to the members of the Council by the Executive Secretary at least 10 days in advance of the said meeting.

SECTION 3

Amendments must be voted upon as submitted except for changes in wording for clarification purposes only.

Amendments may be amended at the meeting but may be amended only once.

A motion may be amended several times until the question is called.

SECTION 4

Approved amendments/ motions shall be effective as of September 1st following their adoption unless a specific date is outlined in the amendment / motion.

SECTION 5

Amendments/motions of Fall sports may be conditionally approved at the winter Board of Directors meeting.

Amendments/motions of Winter sports may be approved at the Annual Meeting.

Amendments/motions of Spring sports may be conditionally approved at the September Board of Directors Meeting.

Amendments/motions that have been conditionally approved must be officially approved at the next closest Legislative Council Meeting.

ARTICLE 9 - CONTRACTUAL SITUATIONS - POLICY
--

In the event of a contractual problem (Strike; Work to Rule etc.) all members of the Association will respect the athletic limitations imposed on those affected and follow similar guideline.

NOTES

- 1) If the contractual dispute is between the employer and the custodian staff, activities which occur where custodial staff are required will be terminated. Activities which occur in facilities which do not require custodial staff will continue to function.
- 2) If the contractual dispute is between the TCDSB. and its teaching employees, all TDCAA activities will be discontinued for TCDSB. schools.
Independent Member schools will be permitted to continue activities with other Independent schools to declare a representative to the OFSAA Championship.
- 3) The TDCAA Executive will make all decisions regarding the date of resumption of schedules; the termination of the remainder of the current schedule; rearranging playoff formats etc. once a contract settlement has been reached.
- 4) Since Independent Schools are private and are essentially each a Board of Education, a contractual dispute of an Independent School with its teaching employees will result in the termination of activities for that school. They will be ineligible for TDCAA competition until there is a contract settlement.
The Executive will determine the placement of the Independent School when the settlement has been reached.
- 5) The Executive is empowered to recommend to the negotiating teams of both the Board and the Union that any WORK-TO-RULE recommendations include a clause that such an action commence at the conclusion of a season of play and not at any stage during that season.

B Y - L A W 1 - A C T I V I T I E S

SECTION A

Commencing immediately , the registration of all school teams for the current year must be submitted at the date outlined in the August package to Athletic Directors.

As well:

- 1. Teams may withdraw from the league before the distribution of the final schedule with only the loss of their \$25.00 registration fee**

- 2. Any team withdrawing from competition after the final schedule has been distributed may:**
 - automatically become ineligible from competition in that sport at that division the following year.**
 - pay an automatic \$100.00 fine.**
 - the players who caused the forfeiture to occur must sit out from all sport activities in the TDCAA for at least one calendar year.**

- 3. Each SAC committee may develop a policy regarding the withdrawal of teams. This policy must be presented and approved by the executive**

Activities sponsored by the Association may include:

ALPINE SKIING/SNOWBOARDING	HOCKEY
BADMINTON	RUGBY
BASEBALL	SOCCER
BASKETBALL	SOFTBALL
CROSS COUNTRY	SWIMMING
CURLING	TABLE TENNIS
FIELD HOCKEY	TENNIS
FOOTBALL	TRACK & FIELD
GOLF	VOLLEYBALL
LACROSSE	WRESTLING
	ULTIMATE FRISBEE (Grade Nine)

FLAG FOOTBALL (Grade Nine)	
CO-ED HOCKEY	SEVEN – SIDE RUGBY

Other activities may be sponsored or approved by the Board of Directors.

SECTION B - MEMBERSHIP

- 1) For any TDCAA sponsored activity entries shall be limited to schools that are members in good standing of the Association.
- 2) Any school which enters an event and then withdraws after the Convenor's entry deadline may be ineligible to participate in that activity the following year. For this to be enforced, the convenor must notify the Executive Secretary in writing. It will be the responsibility of the Executive Secretary to notify the offending school of their possible suspension. The offending school may appeal this suspension to the Past President of the TDCAA.
- 3) For any activity approved by the Association as distinct from an activity sponsored by the Association entries shall be open to any accredited school or organization acceptable to the Board of Directors and the sponsoring organization.(See Art. 3)
- 4) To have a recognized activity registered as an official TDCAA Sport, there must be a minimum of four teams competing in any one division or a minimum of four teams competing in an individual sport. When an activity has less than the minimum four teams, the TDCAA may send a representative to the OFSAA Championships. The TDCAA Executive shall determine the format for qualifying for OFSAA for these teams.
 If a league is composed of fewer than four schools:
 - a) all expenses for competition will be paid by the participating schools
 - b) no fees or expenses will be reimbursed to the convenor
 - c) the sport will not be recognized by the TDCAA as an official TDCAA Championship but rather as a TDCAA Invitational or a TDCAA qualifying meet for OFSAA.

The playing regulations for each sport are part of the TDCAA CONSTITUTION. They must adhere to all Articles and By-Laws of the Constitution. They must be reviewed annually at the Sports Committee Meeting. Any proposed changes must be ratified by the Executive. All playing regulations will be displayed on the TDCAA website.

SECTION E - SPORTS COMMITTEES

1. **CONVENOR**

- a) The Board of Directors shall appoint a Convenor for each activity. The Convenor and Coaches shall act as the Sports Committee. Only member schools participating in the activity shall have the right of representation on all such committees. All schools wishing to participate in any sport must be represented at the Sports Committee Meeting called by the Convenor. Failure to attend the Sports Committee Meeting may result in suspension from play for the upcoming season. The Convenor has the authority to set a fine to a maximum of \$25.00 to any school who does not attend the initial sports meeting provided that the notice of meeting was sent to the school two weeks prior to the meeting.

- b) **TERM OF OFFICE**
 - * Convenor will be appointed by the Sports Committee or the Executive for a period of two years (minimum).
 - * Convenor may be appointed to a second term if there is no one willing to assume the convenorship. At the end of four years, the Executive will determine whether to appoint a new convenor or extend the term of the current convenor if he/she is willing to continue on in this capacity.
 - * At any time, the Executive may terminate a convenorship.

2. **REPRESENTATION**

To all meetings of the Sports Committee, each member participating in the activity shall be entitled to send any number of delegates but only one official who shall be named by the Principal from his staff, shall have voting power. An Aofficial@ delegate is defined as a teacher or retired teacher.

3. **OFFICERS OF SPORTS COMMITTEES**

- a) The Convenor appointed by the Executive will act as chairperson of all meetings of a Sports Committee. The Convenor during his/her term of office shall have full control of, and be

responsible for, the management of the affairs and the publicity of the activity, subject to the Constitution By-Laws, rules of the activity, and regulations of the Sports Committee. He/She shall make an annual written reports on his/her activity including the financial statement to the Executive Secretary before the June Legislative Council meeting. The convenor's honorarium will be sent upon receipt of the report.

- b) In cases where the convenor feels he/she cannot make a just and proper decision he/she may consult with the Executive Committee and with them make a decision.
- c) Where the Executive deem it advisable an Assistant Convenor may be appointed for an activity. He/she shall assist the Convenor in any way required and shall act as Chairperson of the Sports Committee in the Convenor's absence. Co-ed activities may have co-convenors.
- d) The Convenor will appoint a Secretary who will forward the minutes to the Executive Secretary of the Association. The Convenor will conduct the necessary correspondence of the Sports Committee. He/she shall keep the minutes of all meetings and make a record of all matters of interest that may occur, including the results of all games played.
- e) Convenors are to complete their schedules as soon as possible after their coaches= meeting but prior to their active playing season. Changes may be made to the tentative schedule in accordance with the convenors guidelines. **A FINAL SCHEDULE** must be distributed by the convenor to the participating schools at least one week prior to the league opener.

4. **MEETINGS**

Regular meetings of the Sports Committee headed by the Convenor will be called by the Executive as follows:

- X Fall Activities - September
- X Winter Activities - October/November
- X Spring Activities - February/March

A Post season meeting of a Sports Committee may be called by the convenor to review the season, the playing regulations, and to submit proposed changes to the playing regulations to the Executive. Additional meetings may be called by the Board of Directors or the Convenor through the Executive Secretary of the Association. He/She shall notify the Athletic Directors of all schools participating in the activity of all meetings of Sports Committees with an Agenda of business at least two weeks in advance, except in case of emergency.

5. **QUORUM**

A Quorum of a Sports Committee shall consist of a majority of official delegates from the participating schools.

6. **ROLE OF CONVENOR**

1. is directly responsible to the Executive & Board of Directors
2. to chair all meetings of the Sports Committee. The Agenda of the pre-season meeting should include:
 - a) review of existing playing regulations. Any proposed changes to the playing regulations must be forwarded to the Executive for approval. See Article 8 (Amendments/Motions) Section 5 in the Constitution.
 - b) to review TDCAA procedures regarding: eligibility; transfers; protests and appeals; media; reporting scores; sports court;
 - c) to discuss and establish a code of behaviour for both coaches competitors, and spectators.
 - d) to review clearly the process by which teams will qualify for post season play. As well, clear rules must be established to break ties in the standings. These rules must be part of the official playing regulations.
 - e) to work closely with the Executive Secretary who is the liaison with the Executive especially in matters such as: finances; Constitution concerns; rules and regulations.
 - f) to ensure the safety of all athletes at all TDCAA sponsored events.
 - g) **OFSAA**
 - i) to make contact with the OFSSA office to ensure that they have your name as the official representative for the TDCAA.
 - ii) review the correct date & location of the OFSAA Championship.
 - iii) make certain that you have the convenors name & telephone #.
 - iv) to work closely with the "Transfer Chairperson" for the TDCAA regarding transfers to OFSAA.
 - v) to make certain that the OFSAA Entry Fee is paid.
 - vi) to work closely with the coach of the team representing the TDCAA making certain that the coach has all the necessary material pertaining to the Championship.
 - h) is responsible for the proper promotion of your sport with the media. There must be a spirit of co-operation with the media who are also attempting to promote high school sport in Toronto.

- i) to submit a brief report to the Executive Secretary including final results.
- j) to ensure that awards are ordered in time for the championship finals.

7. **DUTIES OF THE SPORTS COMMITTEE**

The Sports Committee by simple majority vote shall determine such matters as the schedule, time, and place of games, play-off regulations and arrangements, and other details not covered by the Constitution, By-Laws, and rules of the game. The Executive Committee shall have the power to overrule any Sports Committee decision.

Sports Committees may make amendments and/or motions to their playing regulations using the following guidelines:

- a) If the amendment and/or motion is in reference to either an ARTICLE or BY-LAW of the TDCAA Constitution, it must be presented to the Legislative Council Meeting in June for approval. If passed, it would become effective in September of that year.
- b) If the amendment and/or motion is in reference to a playing regulation, it may be passed by a simple majority of coaches attending the Sports Committee Meeting and forwarded to the Executive for approval. It may become effective immediately or the following September. Amendments... do not have to be circulated prior to the Sports Committee Meeting.

8. **LEAGUE STRUCTURE**

- a) East-West Formal Division for T.D.C.A.A. (Junior **ONLY.**) The border for divisional play will be determined by the number of participating teams and their locations.
- b) No interlocking League play for Junior. This is waived for playoffs.
- c) Further reduction of East-West into Divisions should the number of teams warrant this.
- d) Senior Divisions & Single Day Tournament Structures are exempt from East-West boundary Restrictions.
- e) No League Game begins before 3:30 unless agreed to by the Principals of the participating schools.
All doubleheaders must start no later than 3:30pm or earlier if all participating schools are in agreement.
- f) Maximum number of regular season games be set for each age group as follows: Junior - 16 and Senior - 20.

- g) Convenor has option of holding a single day tournament if weekend facilities are unavailable e.g. Golf, Skiing . The Principal will make the decision as to whether his/her school will enter the competition.
- h) In sports where there are less than six teams, only gold medals will be presented. TDCAA pennants will be awarded to TDCAA Champions in only TDCAA sanctioned sports. Plaques may be awarded to divisional champions only if there are four divisions.
- i) League Convenors and Coaches at a sports advisory meeting may be permitted to establish divisions that are based on a schools level of ability rather than geographical location. Teams would be permitted to move from one division to another based on their performance level of the previous season. Any proposal is subject to approval of the TDCAA EXECUTIVE AND PRINCIPALS.
- j) The border for divisional play will be determined by appropriate geographic boundaries.
- k) The TDCAA Track and Field championship may occur on two school days if possible.
- l) The Junior Boys Soccer will be in the fall season. The Senior Boys and Girls Soccer will be in the spring season.
- m) **Playoff Criteria**
If a team defaults a regular season game, they will not be eligible for TDCAA playoffs .
A school may appeal to the TDCAA Executive if there were extenuating circumstances
Note : Team or player discipline / field trips are not considered extenuating.

B Y - L A W S II - FINANCES

SECTION A - FEES

- a) ANNUAL BASIC SCHOOL FEE: \$125.00
- b) ASSOCIATION DIRECTORS INSURANCE FEE \$ 25 . 00
- c) ENROLMENT FEE: \$.70 per pupil (Grades 9-12; this includes OFSAA fee) subject to change each year.

- d) TEAM REGISTRATION FEE: \$25.00 per team (non-refundable)
\$ 50. 00 (after registration date)
- e) BASIC SPORTS FEE (fall, winter, spring) \$100.00 per school per season
- f) TRANSPORTATION FEE - \$ 100. 00 per school assessed with the Fall Fees
- g) TREASURER HONORARIUM (\$ 7,000.00) : \$ 175.00 PER MEMBER SCHOOL
- g) EXECUTIVE SECRETARY HONORARIUM (\$ 16,000.00) : \$ 400. 00 PER MEMBER SCHOOL
- i) WEB SITE CONVENOR HONORARIUM (\$ 3,000. 00) : \$ 75.00 PER MEMBER SCHOOL

SECTION B - DIVISION OF PLAY OFF RECEIPTS

All receipts from sales at the gate shall go to the Association. All expenses for finals shall be born by the Association. In any sport where tickets are sold in the schools, the split from net ticket sales will be 50% to the Association and 50% to the schools selling tickets. If the facility being used also takes a percentage from total tickets sold the 50% will be determined after the rental fee has been paid.

SECTION C - HONORARIA

- 1. Executive Secretary \$ 15, 000 .00 (Maximum - \$ 16,000. 00)
- 2. Treasurer \$ 7, 000. 00 (Maximum - \$ 7,000. 00)
- 2. Web Site Convenor \$ 3,000. 00 (Maximum - \$ 3,000. 00)
- 2. Teachers who are convenors of:

Basketball (4 divisions @ 200. 00)	\$ 800
Softball (2 divisions @ \$ 200.00)	\$ 400
Baseball	\$ 200
Hockey (3 divisions @ 200 .00)	\$ 600
Track & Field (3 Convenors @ \$200.00)	\$600
Soccer (3 divisions @ \$200. 00)	\$600
Wrestling	\$200

Field Hockey	\$200
Volleyball (4 divisions @ \$200.00)	\$ 800
Badminton	\$200
Table Tennis	\$200
Rugby (3 divisions @ \$ 150)	\$450
Swimming	\$200
Cross-Country (2 Convenors @ \$ 200 . 00)	\$400
Tennis	\$ 200
Golf	\$ 200
Alpine Skiing	\$ 200
Snowboarding	\$ 200
Regional Convenor	\$ 300
OFSSA Convenor	\$ 300

Convenors Honoraria - \$ 200. 00 per division if there are 10 or more total teams entered.

Convenors Honoraria - \$ 150. 00 per division if there are less than 10 ten teams entered.

B Y L A W I I I - ELIGIBILITY OF SCHOOLS FOR TDCAA SPONSORED ACTIVITIES
--

SECTION A - MEMBERSHIP IN THE ASSOCIATION

As per Article 3 of the TDCAA Constitution

SECTION B - PARTICIPATION IN THE ASSOCIATION

Non-member schools may be admitted to a particular sport where circumstances warrant, if approved by the Executive. Such schools will abide by the bylaws and constitution of the TDCAA

SECTION C – PARTICIPATION OF MEMBER SCHOOL IN ANOTHER ASSOCIATION

A member school wishing to participate in an activity offered by another association which is not offered by the TDCAA must:

- a) advise the TDCAA of their intentions
- b) gain approval from the Board of Education
- c) get approval from both the TDCAA and second association
- d) such schools will abide by the bylaws and constitution of the host association

**B Y - L A W I V - ELIGIBILITY OF PLAYERS FOR TDCAA &
OFSAA SPONSORED ACTIVITIES**

SECTION A - GENERAL

An athlete may be eligible for competition for no more than five consecutive calendar years from the date of entry into Grade Nine.

SECTION B – AGE

2011- 2012 Season

Midget – must be born in 1997 or later and must be in your first year of high school

Junior - must be born in 1996 / 1997 or later

Senior - must be born in 1992 or later and must have been in a high school no more than five years from the year you entered grade nine. For the 2011 – 2012 season , a student must have entered Grade Nine in September 2007 or later .

If the student was born in 1991 or earlier, they are ineligible.

NB For single - grade schools, age requirements are waived for team sports to a maximum of 3 players. (They would be ineligible for OFSAA if the team qualified)

NB **EXCEPTIONS:**

Wrestling is governed by weight classification as opposed to an age justification.

SECTION C - THE T.D.C.A.A. ELIGIBILITY LIST

1. The TDCAA Eligibility/Transfer Forms with all required data regarding the participants, managers, and coaches, in each sport, must be filed electronically (AELS – OFSAA) prior to the teams first league game. If a sport championship is determined by a tournament or a meet, the Eligibility list must be filed at least three days prior to the tournament or meet.

Please note: Because we are submitting eligibility lists electronically, and whereas signatures are not possible, athletic directors are advised to print a hard copy of their eligibility sheet ; have it signed by the appropriate people; and keep the hard copy on file

2. Any student who transfers to a new school is ineligible until his/her transfer has been approved by the Transfer Chairperson. Upon notification, the coach should complete the roster addition form and submit it before the athlete can begin competition..
3. Should this Section be violated the coach will be suspended or fined as outlined in the playing regulations. A convenor may not forfeit games as a result of a violation of this section.
4. Each school will be responsible for the checking of the ages of all players with the school's official records with regard to the areas of eligibility.
5. Any student whose transfer has been denied has the right to appeal the decision to the TDCAA Appeal Board. The members of this committee may not consist of any members who were involved with the original transfer decision.
Furthermore, the TDCAA Transfer Appeal Board must consist of three members as determined by the Chair. The members of the committee on any appeal may not be teaching or be an administrator at the current school or the sending school of the transfer student.

Any athlete who transfers into a school and is ruled ineligible may not compete in any exhibition games , any league games , any tournaments (sanctioned /non sanctioned), tours , or OFSAA . The athlete may, however, practice with the school team.

SECTION D - QUALIFYING OF PLAYERS - TDCAA

1. A player must compete in at least one regularly scheduled game before he/she is eligible to compete in the playoff of that division. If an athlete is declared eligible for play prior to the last regular season scheduled game, he/she will be eligible for post season play even if the remaining

game(s) in his/her school remaining scheduled game(s) are cancelled or forfeited. All play-off games, including games held "to" settle ties in final standings, shall not be considered scheduled games.

EXCEPTION (A SCHOOL PARTICIPATING IN LEAGUE PLAY OF AN ASSOCIATION OTHER THAN THE TDCAA WILL ABIDE BY ALL PLAYING REGULATIONS OF THE GOVERNING ASSOCIATION. SIMILARILY , IF A TEAM FROM ANOTHER ASSOCIATION IS PARTICIPATING IN TDCAA LEAGUE PLAY, THEY WILL ABIDE BY THE PLAYING REGULATIONS OF THE TDCAA)

2. A player may not take part in more than two games in a higher division and retain his/her lower division standing. During the regular schedule a Junior may qualify for a higher division but he/she may compete in only one division of the Association playoffs, not both.
In sports which have a split season :
 - a) Boys Soccer – a player who plays Junior in the fall season may play a maximum of two games for the Senior Team in the spring season. He is not eligible for Senior playoffs .
 - b) Boys Volleyball – A Junior aged player may play a maximum of two games at the Senior Level (fall season) . His name must appear on the senior team Eligibility Form with * Jr indicated beside his name . He is not eligible for Senior Playoffs. If he does play in at least one playoff game he will automatically be deemed a senior player and will be ineligible to play any Junior games in the spring season.

3. A player of a lower age group who appears on the eligibility list of a higher age group and plays one game at that level in league play may not be removed and placed on the eligibility sheet of the lower age group. Upon a request in writing with an appropriate signature to the TDCAA Executive Secretary, an athlete who has not played a game (league, exhibition or tournament) at the higher age group may be given approval to be demitted from the higher age group and placed on the eligibility list of the lower age group.

QUALIFYING OF PLAYERS – OFSAA CHAMPIONSHIPS

Individual Sports – athletes must qualify through the TDCAA Championships and regional championships (if applicable)

Team Sports – TDCAA does support senior teams bringing athletes from their Junior rosters to compete at an OFSAA Championship. In order to be eligible the athlete must:

- a) be on the Junior eligibility list
- b) must have competed in at least one league game at the Junior level
- c) must be taking required number of academic courses
- d) must be a student of the school (if OFSAA championship takes place during the second semester)

SECTION E - PLAYERS COMPETING FOR OUTSIDE TEAMS

No competitor is eligible for T.D.C.A.A. Boys Hockey whose name appears on a game sheet, and has dressed , after Dec. 1st for a team in "A", "B", "C", or "D" Major Junior, Junior, Intermediate, Senior, or GMHL divisions in any National and/or Independent Association, or any league deemed equivalent to "A", "B", "C", or "D"

No competitor is eligible for T.D.C.A.A. Girls Hockey whose name appears on a game sheet, and has dressed, after December 1 for the following Senior AAA teams of CWHL or who is a member of the National Junior Under 18 or National Senior team.

SECTION F - ACADEMIC

1. All players in the opinion of their Principal, must be bona fide students of the school they represent.
2. Students who have achieved less than 22 credits must be taking courses which define them as full time students under the Ministry of Education definition. Namely, a student in a traditional school must be registered in a minimum of six (6) full day school credit courses. In a semester school, a student must be registered in a minimum of three (3) full day credit courses in the semester in which he/she participates.
Students who achieved 22 or more credits must be taking four (4) non-semester full day credit courses over the school year or two (2) full day credit courses in the semester school in the semester he/she participates.
3. All participants shall be encouraged to achieve credible academic progress and to make a contribution to the general educational program of the school.
4. Any student who registers ands either (i) attends a full term or semester or (ii) practices or plays **with an intercollegiate team** at a post secondary institution , and then returns to any high school, is **ineligible for TDCAA and OFSAA competition for the remainder of their high school career.**

SECTION G - TRANSFERS

1. For a student to be eligible for TDCAA competition, the TDCAA Eligibility/Transfer Form (see appendix one) must be completed; the transfer approved by the Transfer Chairperson; and the form received by the Executive Secretary before that student plays a game.
2. For students transferring from one school to another , they must complete the "Transfer Appeal Form" with their athletic director. This form along with any required documentation must be forwarded to the Transfer Chairperson . The athlete may not participate in any exhibition, tournament, or league play until the transfer is approved.

PROCESS FOR APPROVING OR DENYING TRANSFER APPLICATIONS

- (a) The TDCAA will appoint a chairperson to handle transfer applications
- (b) The chairperson will not approve or deny applications from his/her school.
- (c) The decision to approve or deny the transfer application will be the responsibility of the transfer chairperson who will make a decision on all transfers.
- (d) In applications that are not clearly automatic, the chairperson plus a member of the TDCAA Executive will make the final decision on the application. Either chairperson must disqualify themselves if this application comes from either the sending or receiving school of either chairperson. The TDCAA Executive will appoint alternative members to make the final decision.
- (e) The student has the right to appeal the decision of the Chairperson to the TDCAA Transfer Appeal Board. This Appeal Board will consist of three different people appointed by the Chair. A member of this panel must disqualify themselves if they are currently teaching or an administrator at either the sending or receiving school of the student.
- (f) In both (d) and (e) the chairperson is required to notify the school of their decision in writing . (e-mail is acceptable)
- (g) If the application is denied by the TDCAA Transfer Appeal Board, the student has the final right of appeal to OFSAA. This appeal must be made in writing to OFSAA by the required dates.

3.

SECTION H - INELIGIBLE PLAYERS PENALTY FOR USE

Where an ineligible player competes in a game, that game shall be automatically counted as a loss for the school for which he/she competes. Points will be awarded to the non-offending team.

SECTION I - RULING ON ELIGIBILITY

All ruling on cases of eligibility shall be made by the Executive Committee of the Association. All complaints or requests for rulings on special cases should be made in writing to the Executive Secretary. **(Note:** Where entry into or within league play-offs is affected by ineligibility the Executive Committee has the authority to alter the play-off/qualifying format.)

SECTION J - CHECKING ELIGIBILITY

Each school will be held responsible for the checking of its own players with regard to the above areas of eligibility.

- a) Coaches and
- b) Principals' signatures on the TDCAA Eligibility list which must be submitted for each entry shall constitute a declaration that the checking has been done.

SECTION K

Coaches

All head coaches must be members of the teaching or support staff of the school in which they coach. Retired teachers may act as head coaches upon the approval of the Principal. All teams must have a teacher from that school affiliated with the team.

Volunteer Coaches

A volunteer coach is defined as any person who is not a member of the teaching or support staff of the school .

A volunteer coach must be approved by the Principal of the school and the TDCAA. This approval applies for one year only.

For final approval by the TDCAA , a volunteer coach must:

- 1) receive approval from school principal
- 2) submit a police check to the principal
- 3) attend a compulsory information session with the athletic director of the school .
- 4) receive approval from the TDCAA

Approval of a volunteer coach is for the current athletic season. The Principal of the school or the TDCAA has the right to reverse their decision of approval at any time during the athletic year.

Volunteer coach must make application each year. However they will need to attend the information session once every three years unless the TDCAA requests the candidate to attend.

SECTION L - QUALIFYING OF ADMINISTRATIVE TRANSFERS

This section applies only to students who were originally enrolled in a member school of the T.D.C.A.A. and where transferred to an annex or extension school of that member school as a result of an

administrative decision of a teaching order/or a school. May it be resolved that these students retain their original right to participate with their originally chosen school where the following conditions are met:

- a) The school the student is presently attending originated as an annex or an extension school for the purpose of future development on its own.
- b) The school the student is presently attending is unable to field a team or provide an individual with his/her chance stated in A.
- c) The decision about whether or not the athlete will participate will be made by both school's Athletic Directors.

SECTION M - TRANSFERS TO A SEMESTERED SCHOOL IN SEMESTER 2

If a student transfers into a semester school in Semester 2, he/she will be eligible to compete once their transfer application has been approved.

Exception:

Students will be ineligible to compete in any winter activities (Boys Basketball ; Girls Volleyball; Boys and Girls Hockey ; Alpine Skiing ; Snowboarding ; Swimming; and Wrestling)

Students will be eligible , if their transfer is approved , for Badminton and Table Tennis as well as all Spring Sports and all Fall Sports of the following year . (exception ; transfer identifies certain sports of ineligibility)

If a transfer student has already played the sport at their previous school in the current year, he/she will be ineligible regardless of the number of games played or the division played.

SECTION N – PROCESS FOR QUALIFYING TEAMS TO OFSAA FROM THE TDCAA

- 1) THE TEAM WHO FINISHES THE HIGHEST DURING THE TDCAA PLAYOFFS WILL REPRESENT THE ASSOCIATION AT THEIR DIVISIONS'S OFSAA COMPETITION. IF TWO OR MORE TEAMS OF THE SAME DIVISION ARE ELIMINATED IN THE SAME PLAYOFF ROUND, A QUALIFYING GAME/TOURNAMENT WILL BE ORGANIZED TO DETERMINE THE QUALIFIER.
- 2) ALL SCHOOLS MUST DECLARE THEIR OFSAA DIVISION AT THEIR COACHES MEETING FOR THEIR SPORT. IF A SCHOOL DOES NOT DECLARE AT THIS TIME, THEIR DESIGNATED DIVISION WILL BE BASED ON THE SCHOOL POPULATION FROM OCTOBER OF THE PREVIOUS ATHLETIC SEASON.
- 3) "AAA" AND "AAAA" ARE NOT PERMITTED TO PARTICPATE IN TIER "B" OR "SECOND" DIVISION LEAGUE COMPETITION.

BY LAW V - PROTESTS

SECTION A

1. All protests must be approved by the Athletic Director and the Principal of the originating school.
2. All protests must be lodged to the Past-President within twenty-four hours of the conclusion of the disputed game. The convenor should also be notified of the protest. All protests will be decided by the Executive Committee.

NOTE: This does not affect the ineligibility clause of the By-Laws, the penalty for which functions automatically upon receipt of proof the Executive. (see By-Law IV, Section G)

SECTION B

A fee of \$50.00 must be deposited with each protest or appeal lodged; this fee to be forfeited to the Association if the protest or appeal is not sustained.

**BY - LAW VI - UNSPORTSMANLIKE
CONDUCT**

SECTION A

If a player or coach is ejected from a competition the coach must notify the convenor of the sport and the chair of the discipline committee within 24 hours. The Convenor will review the incident and report to the President.

The length of suspensions for unsportsmanlike conduct must be outlined in the playing regulations of the sport governing bodies.

SECTION B

1. Reports of alleged "unfair play" conduct while acting as a coach will be reviewed and acted upon by the Executive Committee.
2. The Executive Committee may request that a coach be suspended by his/her Principal.
3. Any player who is ejected from competition will be required to appear before a disciplinary committee to review the incident. A further suspension may be recommended by this body. A player may resume playing once his/her suspension has been served even if it occurs prior to the hearing. Any coach who is ejected from a competition will be suspended indefinitely until the time of his/her hearing. The Disciplinary Committee will meet on the as necessary to discuss any matters of unsportsmanlike conduct.

SECTION C

1. Where there is evidence of a student having been encouraged (by personnel within or representing a member school) to transfer to that school for the purpose of participating in athletics that student will be deemed ineligible for one year (from the date of transfer.)
2. Where there is evidence indicating recruitment of students by a member school, the actions and policies of that school will be reviewed at a meeting of the athletic director and the Executive Committee and/or if necessary, the Board of Directors.

SECTION D

The termination of a game by an official prior to the end of the game must be reported to the Executive for review.

BY - L A W V I I - A M E N D M E N T S

SECTION A

1. These By-Laws may be amended at any regularly called meeting of the Council at which a quorum is present, by a straight majority of those delegates present either in person or by proxy. Amendments approved as above shall be effective as of September 1st following their adoption or the date outlined in the motion.

2. In addition, these By-Laws may be amended under the same conditions as in (b) below to become effective immediately, at a regular meeting of the Board of Directors, where a quorum is present, by a three-quarter majority vote of the Directors present either in person or by proxy. Any such amendments passed must be confirmed at the next Legislative Council Meeting as noted in Section A (1).

SECTION B

Proposed amendments must be circulated to all members of the Council or Board of Directors not less than ten days prior to a called meeting of the Council or Board of Directors at which they are to be considered.