

LOWER ISLAND MIDDLE SCHOOL SPORTS ASSOCIATION
 (Enacted on June 24, 2003)
 --updated June 2010

CONSTITUTION, BYLAWS, RULES, AND REGULATIONS

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CONSTITUTION

LOWER ISLAND MIDDLE SCHOOL SPORTS ASSOCIATION

Preamble:

The operations of the Association shall be carried on within the boundaries of school districts 61, 62 and 63 in the Province of British Columbia.

ARTICLE I – NAMES

The name of the Association is the Lower Island Middle Schools Sports Association.

ARTICLE II - PURPOSE

LIMSSA :

1. To encourage-participatory and competitive athletics between Association member schools.
2. To promote commitment, fundamental skill development, teamwork, and sportsmanship.
3. To Legislate and administer common rules and regulations, policies, and schedules,-for all activities of which the Association sponsors or approves. The over riding purpose of these rules is to promote fair, equitable and safe competition.
4. To honour the code of desirable practices as set down by the LIMSSA Code of Ethics.

ARTICLE III – DISSOLUTION

In the event of winding up or dissolution of the Association, any funds of the Association remaining after the satisfaction of its debts and liabilities shall be given or transferred to such organizations promoting the same object of this Association as may be determined by the members of the Association at the time of winding up or dissolution.

ARTICLE IV – PROFITS

The Association shall be carried on without purpose of gain for its members and any profits or other accretion to the Association shall be used for promoting its objects.

BY-LAWS

ARTICLE I – INTERPRETATION

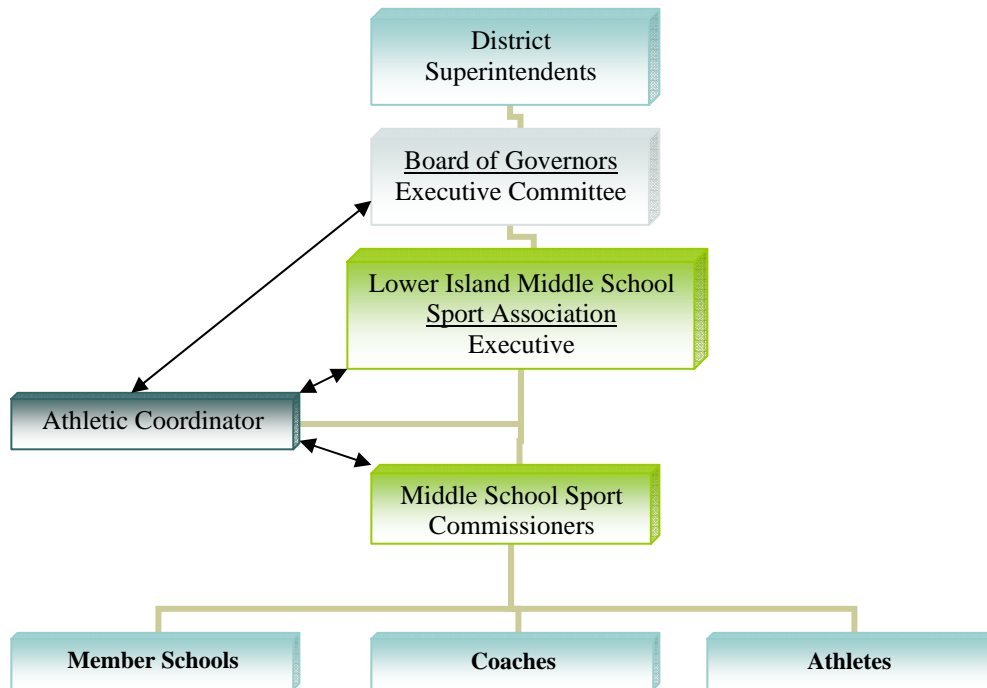
In these Bylaws, unless the context otherwise requires:

- a) The “Association” means the Lower Island Middle Schools Sports Association.
- b) "Executive" means executive members of the Association for the time being.
- c) “Registered address” of the members means the school address as recorded in the Register of Members (Treasurer).
- d) “Notice of Motion” refers to the requirement to circulate a motion to members two weeks in advance of the Annual General Meeting.
- e) Words importing the singular include the plural and vice-versa; and words imparting the neuter include the masculine and the feminine gender and vice-versa.

The Constitution, Bylaws and Regulations become valid upon resolution of the membership.

Where reference is made to the Athletic Coordinator and no Athletic Coordinator position exists, responsibility will fall to members of the Executive.

ARTICLE II – ORGANIZATION CHART



II-1.1 The Superintendents of School Districts 61, 62, and 63 and the Principals/Heads of independent schools shall have final authority over all decisions rendered by the Association for their own districts and/or schools.

ARTICLE III – MEMBERSHIP

SECTION I: TERMS OF MEMBERSHIP

III-1.1 **Full School Membership.** All schools (public and independent) located within the boundaries of the School Districts 61, 62 and 63, enrolling students in Grade 6, 7 or 8.

III-1.2 **Associate School Membership:** All schools (public and independent) located within the boundaries of the School Districts 61, 62 and 63, enrolling students in Grade 6,7 or 8, become an Associate Member following a written request by the school’s principal, his/her written agreement to this Constitution, a majority vote in favor of its entry and upon payment of appropriate dues for each league entered.

- a) Associate members enter each league individually and will have a vote only in the individual league or leagues they enter.
- b) An Associate Member must become a full member, with its responsibilities and duties, upon registration in four (4) or more leagues in any one school year.

III-1.3 **Members at large:** Those non-voting persons appointed to represent a particular school district as provided in the bylaws.

SECTION 2: MEMBERS RIGHTS AND RESPONSIBILITIES

III-2.1 Every member shall uphold the constitution and comply with these bylaws and the rules and the regulations of the Association passed pursuant thereto.

III-2.2 There may be annual dues for member schools, which shall be a sum, fixed by Resolution at the AGM. Dues will be payable by October 15.

III-2.3 On being admitted to membership, a member is entitled to and the Association shall give without charge, a copy of the Constitution and By-laws and rules and regulations of the Association currently in force.

III-2.4 Each full member school shall have two votes providing there are two school members present. Voting is by show of hands and there will be no proxy votes.

- III-2.5 All individuals involved in the school sports program shall be eligible to attend all meetings of the Association. Only the two individuals designated by his/her member school shall be individual voting members.
- III-2.6 Associate member schools will have a vote only in the individual league or leagues they enter. See also Rules & Regs. Section 1 (pg.16) re: Member School Responsibilities

SECTION 3: TERMINATION OF MEMBERSHIP

- III-3.1 A school may voluntarily cease to be a member of the Association by notifying the executive in writing to the effect that it desires to withdraw from membership in the Association.
- III-3.2 Any membership may be suspended:
- a) for violation of this constitution and its bylaws
 - b) upon its failure to pay any membership fees, subscription or indebtedness to the Association
 - c) by a resolution adopted by a two-thirds majority vote of the members of the Association present at any special or general meeting. A brief statement of the reason or reasons for the proposed expulsion shall accompany the resolution for suspension.
- III-3.3 No member shall be suspended without the member school being notified of the charge or complaint against said member and without having first been given an opportunity to be heard by the Executive at a regular meeting of the said Executive or a special meeting called for that purpose.
- III-3.4 The member who is the subject of the proposed resolution for the suspension shall be given an opportunity to be heard at the general meeting before the special resolution is put to a vote. Notice of such meeting shall specify the reason for the meeting, and the grounds upon which the removal of such member shall be sought. Similar notice shall be given to the School whose removal is sought. The meeting shall take place not less than fourteen (14) days and not more than thirty (30) days after such notice has been given.

ARTICLE IV – THE BOARD OF GOVERNORS

- IV -1.1 There shall be a Board of Governors consisting of the Principal (or designate) of each member school and the District Superintendents or their representatives. This Board will meet annually, in the fall season, with the Executive of the Association and as required thereafter.
- IV -1.2 The Board of Governors shall act as the ultimate body of authority and appeal by virtue of the responsibility granted to principals by the provisions of the School Act.
- IV -1.3 The Board shall have a chairperson, who shall be the Principal (or designate) of the school of the President of the Association.
- IV -1.4 Special general meetings of the Board of Governors may be called as required.
- IV -1.5 A quorum at Board of Governors meetings shall be where there are individual members representing at least 40% of the full member schools.
- a) Voting is by show of hands and there will be no proxy votes
 - b) One vote per school.
 - c) When a quorum is not present voting shall revert to members of the Executive Committee.
 - d) In the case of an equality of votes, the chair, having previously not voted, shall cast the deciding vote
- IV -1.6 The Board shall appoint an Executive Committee.
- a) The Executive committee shall include
 - i) the chairperson,
 - ii) the following year's chairperson,
 - iii) a representative from each of the School Districts,
 - iv) a representative from the member Independent Schools.Members of the Executive Committee shall represent the individual needs of their respective School Districts and independent schools, and act as the liaison between the Association and their respective Principals/Heads. The member Independent school shall be represented by one Head / Principal in all voting. Member Independent schools shall determine that voting representative.
 - b) The Executive Committee shall exercise all such powers and do all such acts and things as the Board of Governors may exercise and do, subject to the provisions of:
 - i) all laws affecting the Society
 - ii) these By-laws, Rules and Regulations
 - iii) rules, not being inconsistent with these By-laws, which are made from time to time by the Association in General Meeting.
 - c) The Executive Committee of the Board of Governors shall act as the appeal body.

ARTICLE V – BOARD OF DIRECTORS

SECTION 1: COMPOSITION OF BOARD OF DIRECTORS

- V-1.1 The Board of Directors of the Association shall consist of:
- a) Presidents of LVISSAA and LIMSSA(2 persons)
 - b) Chairperson of the LVISSAA & LIMSSA Board of Governors) (2)
 - c) Vice-Presidents of LVISSAA and LIMSSA (2)
 - d) Treasurer
 - e) One Board of Governors' Representative from each of the participating school districts and a representative from Independent Schools. (up to 4)
 - e) Past Chairperson of the LVISSAA LIMSSA Board of Governors (includes Past Chairperson of the Bd of Directors
 - f) Athletic Coordinator (ex officio)
- V-1.2 The office of Chairperson and Vice-Chairperson shall be on a rotational basis. In odd years the Chair will be filled by the President of LVISSAA and Vice-Chair will be filled but he President of the Middle School Athletic Association. If the rotation order (see Article VI, section 2) for these positions is altered for any reason, representation from two different School Districts must be ensured.
- V-1.3 The Athletic Coordinator will attend all meetings of the Board of Directors as a non-voting member.
- V-1.4 The positions of Secretary and Treasurer are non-voting members unless they are held by representatives of full member schools.

SECTION 2: FUNCTION OF BOARD OF DIRECTORS

- V- 2.1 The Board of Directors shall assume office after the Annual General Meeting of the Association in June of each year, and will meet as the need arises, for the following reasons:
- a) the good of the Association
 - b) budgetary considerations
 - c) appointment of Secretary, Treasurer, Athletic coordinator (in conjunction with Lower Vancouver Island Secondary Schools Athletic Association – LVISSAA).
- V-2.2 The Board of Directors shall exercise all such powers and do all such acts and things as the Association may exercise and do, and which are not by these By-laws or by Statute or otherwise lawfully directed or required to be exercised or done by the Association in General Meeting, but subject nevertheless to the provisions of:
- a) all laws affecting the Association
 - b) these By-laws
 - c) rules, not being inconsistent with these By-laws which are made from time to time by the members in a General Meeting

ARTICLE VI – ASSOCIATION EXECUTIVES

SECTION 1: COMPOSITION OF THE EXECUTIVE

- VI -1.1 **LIMSSA**
- a) President election or rotation
 - b) Vice-President election or rotation
 - c) Past President rotation
 - d) Board of Governors' Representative
 - e) District Representatives (3)
 - f) Independent Schools' Representative (1)
 - g) Secretary (election or appointment)
 - h) Treasurer (election or appointment)
- VI-1.2 The Board of Governors' Representative for the Executive shall be the Principal from the President's school and shall act in a liaison capacity between the Board of Governors and the Executive.
- VI-1.3 The Athletic Coordinator's position is salaried. The athletic coordinator is an employee of School District 61, 62, 63, and the Independent schools of Greater Victoria. This is a non-voting position. In this capacity, the athletic coordinator is to assist the teachers and administrators of LIMSSA and LVISSAA in offering an effective inter-school athletic program in this region. And, the Athletic Coordinator will attend all meetings of the Executive to assist with all duties as per the following:
- The Athletic Coordinator with respect to LIMSSA shall:
- a) assist the Association with the promotion and development of inter-school sports

- b) maintain a record and an inventory of all Association trophies
- c) assist the Association treasurer if requested
- d) assist the President of the Association in scheduling and preparing for Committee meetings as required and maintains the records of decisions made
- a) attend and report to the Executive, General and Annual General Meetings of the Association providing information as requested and maintaining records of the proceedings
- f) perform other duties as assigned by the Board of Governors
- g) assist the Sport Commissioners with:
 - i) the arranging of all sport commission meetings and maintaining the records of the minutes of these meetings
 - ii) the scheduling and running of leagues and LIMSSA playoffs
 - iii) maintaining records of all league and playoff results
 - iv) the purchase of appropriate awards
- h) compose letters to Principals, parents, students, etc. for reasons determined at meetings of LIMSSA and /or the Executive, Board of Directors and Board of Governors
- i) participate in sport jury and executive discipline committees

this is not a complete Job description - full job description is available from the athletic coordinators office

- VI-1.4 The position of an Assistant Athletic Coordinator is to be reviewed annually and be hired as deemed necessary. Remuneration is to be included in the annual Athletic coordinator's office budget.
- VI-1.5 The positions of Secretary and Treasurer are non--voting members unless they are held by representatives of full member schools.
- VI-1.6 Unless there is a volunteer, the position/duties of Secretary for a given year will be filled by a person from the school of the current President.
- VI- 1.7 The Executive will meet at least once a year, with the Board of Governors.

SECTION 2: EXECUTIVE - ROTATIONAL ORDER ♣ * any president "by election" will be shown in brackets

Dunsmuir	2003- 2004
Royal Oak	2004- 2005
St. Margaret's	2005- 2006
Shoreline	2006- 2007
Journey	2007- 2008
Bayside	2008- 2009
Pacific Christian	2009- 2010
Central	2010 - 2011
Spencer	2011- 2012 rotation order to be re-evaluated this year
Rock Heights	2012- 2013
Arbutus	
North Saanich	
Landsdowne	
St. Micheal's University	
Colquitz	
Glanford	
Glenlyon Norfolk	
Cedar Hill	
Gordon Head	
Monterey	
Dunsmuir	

Continued...

Journey		Pres 2007-2008	Past Pres 2008-2009
Bayside		Pres 2008-2009	Past Pres 2009-2010
Pacific Christian	VP 2008-2009	Pres 2009-2010	Past Pres 2010-2011
Central	VP 2009-2010	Pres 2010-2011	Past Pres 2011-2012
Spencer	VP 2010-2011	Pres 2011-2012	Past Pres 2012-2013
Rockheights	VP 2011-2012	Pres 2012-2013	Past Pres 2013-2014

SECTION 3: APPOINTMENT / REMOVAL OF EXECUTIVE MEMBERS

- VI-3.1 The office of President shall be elected or shall automatically be assumed by a representative of the member school that in the immediately preceding year held the position Vice-President of the Association. Application and/or nominations will be taken during the month preceding the Annual General Meeting at which the executive members are to be determined. Nominations shall also come from the floor at the Annual General Meeting.
- VI-3.2 The Vice President position shall be filled by a representative from the member school next in rotation for the position of President.
- VI-3.3 Applications and/or nominations for the positions of Secretary and Treasurer will be accepted by the Board of Directors, no later than May 15. The Board of Directors' recommendation will be presented for election or ratification by the association at its AGM.
- VI-3.4 Executive members may each serve any number of consecutive terms.
- VI-3.5 In the event that the rotation order is interrupted (for example the President and/or Vice President are elected) the elected individual, representing a member school, will assume the obligation of the school named in the rotation order, for that year. The rotation sequence will resume at the point departed from at the time of the interruption. For example, if the President is elected, the Vice President shall come from the school whose place has been taken through election and will follow as President next year if no election takes place (published rotation order will be followed with adjusted dates).
- VI-3.6 The Association may, upon resolution of their voting members, award honoraria to the Treasurer and/ or Secretary.
- VI-3.7 Executive members and the Athletic Coordinator shall be reimbursed for mileage expenses incurred for Association business. The District administering the Athletic Coordinator's salary shall set the rate for reimbursement.
- VI-3.8 A Director or Executive Member shall cease to hold office in the event:
- a) he or she resigns
 - b) he or she becomes medically or mentally incapacitated
 - c) he or she ceases to be a teacher or an administrator in one of the member schools herein before described; or ceases to be a professional district administrative staff employee of one of the school boards that operates member schools
 - d) the school in which he or she teaches ceases to be a member school
 - e) he or she has been convicted of a criminal act as defined by the Criminal Code of Canada, providing the Directors deem it necessary.
- VI-3.9 Any Director or Executive member may be removed by passage of a resolution adopted by a two-thirds majority vote of the members of the Association present at any special or general meeting. Quorum for such a meeting shall be set at 2/3 of the full school membership. Notice of such meeting shall specify the reason for the meeting, and the grounds upon which the removal of such director shall be sought. Similar notice shall be given to the Director whose removal is sought. The meeting shall take place not less than fourteen (14) days and not more than thirty (30) days after such notice has been given. Any Director whose removal is sought shall have the right to attend such meetings and to speak and to present such arguments and evidence as he or she may consider necessary and proper.

SECTION 4: DUTIES AND POWERS OF EXECUTIVE MEMBERS

- VI-4.1 The Association Executive shall exercise all such powers and do all such acts and things as the Association may exercise and do, and which are not by these By-laws or by Statute or otherwise lawfully directed or required to be exercised or done by the Association in General Meeting, but subject nevertheless to the provisions of:

- a) all laws affecting the Association b) these By-laws c) rules, not being inconsistent with these by-laws, which are made from time to time by the members in a General Meeting.
- VI-4.2 No rule, made by the Members in General Meeting, invalidates a prior act of the Directors and Executive that would have been valid if that rule had not been made.
- VI-4.3 The Executive members shall assume office at the Annual General Meeting of the Association in June of each year and shall meet in January or as the need arises.
- VI-4.4 **President's duties**
- a) to call meetings
 - b) to preside at all meetings
 - c) to appoint committees as required
 - d) to be ex-officio of all commissions and committees
 - e) to hold the office of Chairperson of the Board of Directors
 - f) to be a member of the Executive Discipline Committee (see Section X1-1.2)
 - g) to be a member of the Eligibility Committee
- VI-4.5 **Vice-President's duties**
- a) to perform all the duties of the President in the absence of the latter
 - b) to be a member of the Discipline Committee
 - b) to be a member of the Executive Discipline Committee
 - c) to hold the office of Vice-Chair of the Board of Directors
- VI-4.6 **Past-President's duties**
Being the person who served as President in the immediate preceding year shall:
- a) liaise with and provide guidance and assistance to the President
 - b) be a member of the Constitution Committee
 - c) be a member of the Eligibility Committee
 - d) be a member of the Executive Discipline Committee
- VI-4.7 **Board of Governors Representative** shall be the Principal from the President's school & shall:
- a) act in a liaison capacity between the Board of Governors and the Executive and between the Executive and the Board of Governors.
 - b) be a member of the Executive Discipline Committee and the Eligibility Committee
- VI-4.8 **Secretary duties***
- a) to send out notices of meetings to all people on the mailing list
 - b) to record minutes and send a copy to each person on the mailing list
 - c) to establish a permanent file for all matters relating to the activities of the LIMSSA
 - d) to perform such duties that may be delegated by the LIMSSA
 - e) to be a member of the Executive Discipline Committee
- VI-4.9 **Treasurer duties***
- a) the Treasurer shall accept funds on behalf of the LIMSSA
 - b) issue cheques on behalf of the LIMSSA upon direction of the LIMSSA
 - c) present and publish a signed and audited income and expense statement and balance sheet for each year upon the date of the Annual General Meeting
 - d) maintain financial records, which will consist of a daily synoptic journal, a receipt book, an invoice file, monthly bank statements, and canceled cheques.
 - e) submit a year-to-date financial statement for the present school year, and a written budget for the upcoming school year to the President and the Chair of the Board of Governors at least 3 weeks prior to the Association's Annual General Meeting
 - f) make a financial report to all meetings of the LIMSSA. The report for the first general meeting of the school year shall include final year-end statement for the previous year
 - g) by resolution of the Association, the Treasurer shall arrange for the opening of a bank account in some chartered bank, trust company or credit union in which funds of the Association shall be authorized by resolution of the Association
 - h) be one of the two signatories of LIMSSA
 - i) be a member of the Executive Discipline Committee
- * possible remuneration (see section VI-3.6)

VI-4.10 **School District Representatives' Duties**

- a) The District Representatives shall assist the Executive and represent the individual needs of their respective school district. District Representatives be considered as Executive members of the LIMSSA.
- b) to be a member of the Executive Discipline Committee.

SECTION 5: PROCEEDINGS OF DIRECTOR'S AND EXECUTIVE MEETINGS

VI-5.1 Executive members/Directors may meet together at such places as they think fit for the dispatch of business, adjourn and otherwise regulate their meetings and proceedings as they see fit.

VI-5.2 The President shall be Chairman of all meetings. But, if at any meeting the President is not present within 30 minutes after the time appointed for holding the meeting, the Vice-President shall act as Chairman, but if neither is present the members present may choose one of their number to be Chairman at that meeting.

VI-5.3 An Executive member and the Secretary or Athletic Coordinator, on the request of an Executive member, may at any time convene a meeting of the Directors on Executive.

VI-5.4 **Committees**

- (a) Executive members and Directors may delegate any, but not all, of their powers to committees consisting of such members as they think fit.
- (b) A committee so formed in the exercise of the powers so delegated shall conform to any rules that may from time to time be imposed on it by the Executive, and shall report every act or thing done in exercise of those powers to the earliest meeting of the Executive or Directors to be held next after it has been done.
- (c) A committee shall elect a Chairperson of its meetings. But if no Chairperson is elected, or if at any meeting the Chairperson is not present within 30 minutes after the time appointed for holding the meeting, the Executive members present who are members of the committee shall choose one of their number to be Chairman of the meeting
- (d) The members of a committee shall meet and adjourn as they think proper.

VI-5.5 For a first meeting of Executive members or Directors held immediately following the appointment or election of the Executives at an annual or other General Meeting of Members, or for a meeting of the Directors and Executive members at which a Director or Executive member is appointed to fill a vacancy in the Directors or Executive, it is not necessary to give notice of the meeting to the newly-elected or appointed Executive members for the meeting to be duly constituted, if a quorum of the Directors and Executive members is present.

VI-5.6 An Executive member who may be absent temporarily from British Columbia may send or deliver to the address of the LIMSSA a waiver of notice which may be by letter, telegram, telex, or fax, of any meeting of the Directors and Executive members and may, at any time withdraw the waiver, and until the waiver is withdrawn:

- (a) No notice of meetings of Directors and Executive members shall be sent to that Director or Executive member
- (b) Any and all meetings of the Directors and Executive members of the Association, notice of which has not been given to that Director or Executive members shall, if a quorum of the Directors and Executive members is present, be valid and effective.

VI-5.7 (a) Questions arising at any meeting of the Directors or Executive and committee of Directors and Executive shall be decided by a majority of votes.

- (b) In the case of an equality of votes, the Chair, having previously not voted, shall cast the deciding vote.

VI-5.8 A motion in writing signed by all Directors or Executive members and placed with the minutes of the Directors or Executive is as valid and effective as if regularly passed at a meeting of Directors or Executive members.

ARTICLE VII - MEETINGS OF MEMBERS

SECTION 1: TIMING OF MEETINGS

VII-1.1 There shall be an Annual General Meeting of the LIMSSA during June of each year, at such time and place as the Executive decides.

VII-1.2 a) Notice of the Annual General Meeting shall be circulated to the membership one month prior to the date of the Annual General Meeting. The agenda will be circulated one week to the AGM.

- b) Notices of Motion are required for amendments to the Constitution and must be circulated to members' schools 14 days prior to the Annual General Meeting.

VII-1.3 There shall be a minimum of three regular LIMSSA general meetings each school year. The first will **take place on the Wednesday of the 3rd week in September. The other two will be in November and March respectively.**

VII-1.4 An agenda shall be circulated to Member schools, one week prior to each general meeting.

VII-1.5 Special General meetings for the LIMSSA may be held during the year

- (a) at the discretion of the President
- (b) or the discretion of the Board of Directors.
- (c) or within 21 days after receiving a written request signed by at least 10% of the voting members
- (d) or as provided in Bylaws III-3.3 & III- 3.4 herein.

VII-1.6 A notice of any annual, general or special meeting shall be circulated to member schools two calendar weeks prior to each meeting.

SECTION 2: THE MANNER IN WHICH NOTICE IS TO BE GIVEN

VII-2.1 A notice may be given to a Member, either personally or by mail at his registered address.

VII-2.2 A notice sent by mail shall be deemed to have been given on the second day following that on which the notice is posted. And in proving that notice has been given it is sufficient to prove that the notice was properly addressed and put in a Canadian post office receptacle.

VII-2.3 Schools other than those on the membership roster are not entitled to receive a notice of General Meeting.

SECTION 3: QUORUM

VII-3.1 A quorum for all meetings of the Association shall be where there are individual members representing at least 50% of the full member schools. Special Quorums apply to situations where suspension of Members or Executive members is sought. (see Article III sec.3.2 Article VI- 3.9) All schools should be represented at all meetings of the Association.

SECTION 4: PROCEEDINGS AT GENERAL MEETINGS

VII-4.1 Except unless otherwise provided in these By- Laws, Roberts Rules of Order shall be used at all Association meetings.

VII-4.2 The Order of Business for all General Meetings shall be:

1. Roll Call
2. Adoption of the Agenda
3. Minutes of the Previous Meeting (Previous A.G.M. minutes at the A.G.M.)
4. Business Arising from the minutes
5. Correspondence
6. President's Report
7. Athletic Coordinator's Report
8. Treasurer's Report
9. Sport Commission Reports
10. Committee Reports
11. New Business
12. Adjournment

VII-4.3 (a) No business, other than the election of a Chairperson and the adjournment or termination of the meeting, shall be conducted at a General Meeting at a time when a quorum is not present

(b) If at any time during a General Meeting there ceases to be a quorum present, business then in progress shall be suspended until there is a quorum present or until the meeting is adjourned or terminated.

VII-4.4 (a) If within 30 minutes from the time appointed for a General Meeting a quorum is not present, the meeting, if convened on the requisition of Members, shall be terminated. But in any other case, it shall stand adjourned to the same day in the next week at the same time and place and if, at the adjourned meeting, a quorum is not present within 30 minutes from the time appointed for the meeting, the Members present constitute a quorum.

(b) Subject to Bylaw VII-4.5 the President of the Association, the Vice-President or, in the absence of both, one of the other Executive members present shall preside as Chairperson of a General Meeting.

- VII-4.5 If at a General Meeting:
- (a) there is no President, Vice-President or other Executive member present within 15 minutes after the time appointed for holding the meeting, or
 - (b) the President and all the other Executive members present are unwilling to act as Chairperson, the Members present shall elect one of their number to be Chairperson.
- VII-4.6
- (a) A General Meeting may be adjourned from time to time and from place to place, but no business shall be transacted at an adjourned meeting other than the business left unfinished at the meeting from which the adjournment took place.
 - (b) Where a meeting is adjourned for ten days or more, notice of the adjourned meeting shall be given as in the case of the original meeting.
 - (c) Except as provided in this Bylaw, it is not necessary to give notice of an adjournment or of the business to be transacted at an adjourned General Meeting.

ARTICLE VIII - ASSOCIATIONS FINANCE

SECTION 1: BANKING AND RECORDS

- VIII-1.1 The Associations shall have no power to borrow.
- VIII-1.2 By resolution of the Association, the Treasurer shall arrange for the opening of a bank account in some charter bank, trust company or credit union in which funds of the Association shall be deposited. Withdrawal shall be made by cheque signed by two executive members as may be authorized by resolution of the Association.
- VIII-1.3 The Treasurer of the Association shall be authorized to disperse funds of the Association which have been budgeted and approved at the Annual General Meeting. The Treasurer shall disperse funds in excess of budget limits only by resolution of the general membership or as specified by Commission regulations.
- VIII-1.4 The Treasurer of the Association is responsible for the finances of Sport Commissions.
- VIII-1.5 All financial records (other than claims pertaining to specific Commissions) must be in the hands of the Treasurer no later than June 30 of the current school year. A final year-end statement will be presented at a general meeting in September of the following school year. (* see VIII Section 3) A final year end statement, audited under the direction of the Board of Governors, will be presented at a general meeting in September of the following school year. A formal audit of each LIMSSA and the Athletic Coordinator's office shall take place every third year.
(first audit of the LIMSSA shall be in 2004/2005)
- VIII-1.6 The Treasurer will submit a year to date financial statement for the existing school year, that includes accounts payable and a proposed budget for the coming school year to the President (with a copy to the Athletic Coordinator) 3 weeks prior to the AGM.

SECTION 2: REVENUE

- VIII-2.1 Membership Dues
- a) Dues from member schools and/or their respective Boards shall be set by the Executive and ratified at the Annual General Meeting.
 - b) Dues shall be used to cover meeting expenses. These fees are due and payable by **October 15** of each school year.
 - c) **Membership dues not paid by October 15 of each school year shall be compounded with 10% interest for every calendar month in arrears.**
- VIII-2.2 Gate Receipts
- a) Gate receipts for Lower Island Championships shall be turned over to the Treasurer of the LIMSSA at the completion of the tournament. These monies will be distributed to teams participating in the league or according to the rules established at the Sport Commission level and approved by the general membership once all expenses have been met.
- VIII-2.3 Fees for Athletic Coordinator's Office
- a) The budget for this office will be prepared by the Treasurer for the Board of Directors with input from the Board of Governors and ratified by each Association general membership. Funds will be requested from each participating school district and Independent schools on the basis of enrollment in the member schools of the LIMSSA. (The budget for this office will also be supported by the LVISSAA).

SECTION 3: SPORT COMMISSION EXPENSES

- VIII-3.1 Expenses of all leagues will be borne by the schools that participate in the particular Commission. In cases where referees fees are allocated from a central source or playoff or other expenses are anticipated, an advance towards the total costs will be requested and must be submitted to the Treasurer by each school entered in the league.
- VIII-3.2 When possible Soccer tournaments, Competitive leagues and Playoffs will have allocated officials. All other divisions will not have allocated officials. In cases where allocation of officials is not possible, and for Recreational tournaments, schools will find their own officials and are responsible to pay them. The costs will be shared equally between participating teams. Entry fees may be charged by the hosts of Recreational tournaments to cover the cost of certified officials.
- VIII-3.3 Upon the completion of leagues (competitive divisions) schools will submit a record of the expenses they incurred for officials. An accounting will be made to determine each schools' share of the total league expenses and an additional billing will be made (or credit given) to each school in the league by the Treasurer, as required.
- VIII-3.4 Reimbursement will not be accepted in cases where a claim is made for a coach to officiate their own team or games in the league in which they are coaching.

VIII-3.5 Deadline dates for application for reimbursement of Commission costs to be received by each Sport Commissioner shall be three weeks after the cessation of the final day of play.

- VIII-3.6 Schools that fail to meet their share of the league expenses by May 31 will lose their good standing and will not be eligible to enter any league in the following year until the outstanding balance and an advance for the current year are submitted to the Treasurer.
- VIII-3.7 Payment of Referees. Except in cases where Officials are allocated by a central source, all schools are responsible to obtain and pay referees for each home game according to a scale for ticketed or non-ticketed referees that will be reviewed by each Sport Commission. - The Association must approve any fee increase at a general meeting. See also Rules & Regs. 6. 13.
- VIII-3.8 Referee allocators will be provided an agreement which outlines terms for the provision of services and includes the requirement of 12 months notice for any fee increase. Any fee increase concerning officiating must be submitted by Dec 31 of the school year to be considered by the membership and put into affect for the following school year.

ARTICLE IX -AMENDMENTS OF THE CONSTITUTION, BYLAWS, RULES, AND REGULATIONS

- IX-1 Amendments to the Constitution and By Laws may only be made at the Annual General Meeting through notice of motion and passed by 75% of the voting members present. Notice of motion must be circulated to member schools 14 days prior to the Annual general Meeting (see VII-1.2). Amendments to the Constitution and By Laws, as passed at the Annual General Meeting shall supersede all previous By Laws and shall become effective as of the date of the AGM at which amendments were passed.
- IX - 2 The Rules and Regulations of the Association may be altered at a general meeting of the Association by a simple majority of the voting members present at such a meeting. Notice of motion must be circulated to member schools 14 days prior to the general Meeting. Amendments to the Rules and Regulations, as passed at a General Meeting shall supersede all previous Rules and Regulations and shall become effective as of the date of the general meeting at which amendments were passed.

RULES AND REGULATIONS

SECTION 1. MEMBER SCHOOL RESPONSIBILITY FOR INTERSCHOOL COMPETITION

The Athletic Associations recognize that the Administrative head of each school is held ultimately responsible in all matters in his /her school which concern interscholastic athletic contests. The expectation of LIMSSA is that Principals will ensure that his/her staff will follow rules and policies established for inter-school athletics.

1. Each member school is responsible to appoint an Athletic Representative who will serve as the liaison between that school and the Athletic Association. **** A table of school contacts for the year will be included in the handbook**
2. Each member school is responsible to provide a qualified coach and school sponsor for each team who will be familiar with the rules and regulations of the particular Sport Commission in which the school is participating.
3. Each school is responsible for ensuring the participants (and their parents) are aware of the governing rules and that students are fully eligible to compete in a particular league.-
4. Each school is responsible for sharing the responsibility of organizing activities of the Association. This includes providing qualified officials at home games, participating in the hosting of playoffs, and filling the office of Commissioner or Executive member as per rotation.
5. Each member school should encourage coaches to report unsportsmanlike conduct or misbehavior and any breach of rules and regulations on the part of students and coaches to the school administrator and Athletic Association as soon as possible.
6. Schools should actively work to ensure that equal opportunities are provided in interschool sport programs. Schools should encourage student athletes to participate on same gender teams where both the girls program and boys program are equitable.
7. Each school should recommend that each student athlete have a medical examination prior to a sports season.
8. Each school must ensure that the safety and welfare of all student athletes be always paramount. Adequate protective equipment and safety precautions must be utilized and enforced for all interschool athletics. Parents must be informed of the risks associated with participation and provide their written permission for participation.
9. The integrity of schools' coaches, representative teams and competitors shall be above reproach. Competition should be in the spirit of rivalry. Emphasis should at all times be on the activity rather than on the result.
10. Each school should develop policies and procedures in the areas of team try-outs, team practices, team selection and participant playing opportunities, to be made available to coaches, students and parents each year. All member schools should recognize that they have the option to enter programs that are either participatory or competitive
11. Schools should ensure sufficient numbers of players before leagues are entered. It is imperative that schools endeavor to honour all commitments.

SECTION 2. CODES OF CONDUCT

2.1 SCHOOLS AND COACHES:

LIMSSA recommends that each school principal have coaches for school teams sign a coach's code of conduct form and retain this form in the school office. This form should reflect the LIMSSA coach's code of conduct.

The coach / student-athlete relationship is a privileged one. Coaches play a critical role in the personal and athletic development of their students. Therefore, coaches are expected to model the fundamentally positive aspects of school sport and project a favorable image of their sport and of coaching. Coaches are responsible for their own behavior as well as that of their student-athletes.

The athletic area is a classroom, with moral and legislative obligation required of the coach at all times.

Coaches shall:

- a) Treat all participants fairly and equitably, by refraining from discriminating against any student-athlete with respect to race, colour, ancestry, place of origin, religion, family status, physical or mental disability, sex or sexual orientation.
- b) Inspire a love of game and a desire to compete fairly. Actively encourage athletes to uphold the rules of their sport and the spirit of such rules and encourage student-athletes to do the same.

- c) Ensure the safety of the athletes with whom they work
- d) Discipline those on the team who display unsportsmanlike behavior
- e) Respect the judgment and interpretation of the official without gesture or argument, and require student-athletes to do the same.
- f) Refrain from public criticism of athletes, fellow coaches, or officials
- g) Abstain from the use of tobacco products and alcohol while in the presence of student-athletes, and discourage their use by student-athletes.
- h) Refrain from the use of profane, insulting, harassing or otherwise offensive language in the conduct of his/her coaching duties and refrain from the use physical force of any kind.
- i) Uphold the rules and regulations of LIMSSA, and the applicable Sport Commissions.
- j) Fulfill all league, exhibition, invitational, play-off and championship competitive and event obligations, in accordance with Athletic Association policy, Sport Commission policy or Tournament Organizer agreements.

Coaches shall not under any circumstances:

- a) Either directly or indirectly encourage a student to attend a particular school for the purpose of participating in inter-school sport.
- b) Endorse, recommend or suggest the use of Performance Enhancing Drugs or Supplements by any student-athlete.
- c) Require or imply that a student must be involved in any summer program or club program as part of their obligation to participate on a school team.
- d) Require or imply that a student cannot or should not participate in any sport of their choice in the season preceding and/or succeeding the coach's particular season-of-play.
- e) Start pre-season try-outs or practices to the detriment of any in-season sport.

2.2 PLAYERS/ ATHLETES

Players shall:

- a) Treat opponents with respect
- b) Play hard, but within the rules
- c) Exercise self control at all times
- e) Respect the decision of the officials without gesture or argument
- f) Win with humility, lose with dignity
- g) Know that it is a privilege to represent their school and community
- h) Recognize and applaud honestly and wholeheartedly the efforts of teammates or opponents regardless of colour, creed or race.

2.3 SPECTATORS CODE OF CONDUCT -

Spectators are encouraged and welcomed to attend Middle School Sporting activities, and as guests of the Host school, will come within the authority of the Host school.

Spectators should:

- a) Treat everyone with respect
- b) Cheer in a positive manner for all competitors
- c) Respect the decision of officials
- d) Not interfere with the play or competition
- e) Be courteous and respectful to other spectators, all competitors, coaches, event organizers and officials.
- f) Exercise self-control at all times
- g) Respect the rules and regulations of the facility
- h) Refrain from the use of foul or profane language
- i) Refrain from the use of physical force of any kind.

SECTION 3. CODE OF ETHICS – RECRUITING

An important purpose of the Lower Island Middle School Sports Association (LIMSSA) is to emphasize interscholastic athletics as an integral part of the total educational process and to formulate and maintain policies, which will cultivate high ideals of good citizenship and sportsmanship.

In this respect a primary goal of the Athletic Association is to provide fair and equal opportunities for all schools and participants.

While students should have the opportunity to participate in extra-curricular sports, they should not be directly or indirectly coerced or unduly influenced to participate for a particular school. Members of the LIMSSA believe that students who demonstrate special skills and talent in a particular sport should not be subjected to pressures or influences to enroll in a public or private school outside of their designated school boundary.

Recruiting Violations

No member shall commit a recruiting violation. Recruiting violations include, but are not limited to, the following:

1. School personnel permitting a non-enrolled student to participate in school scheduled activities, events, practices or team meetings.
2. School personnel permitting a non-enrolled student to accompany his team to school functions.
3. School personnel engaging in discussions with a non-enrolled student, or the student's coach or parent, which involves discussing in any way student transfer matters including explaining, encouraging or suggesting the student transfer. If the student or parent contacts a coach, the coach should not discuss the matter of a student transfer beyond referring the individual to the school administration.
4. School personnel encouraging any other person to engage in discussion with an enrolled or non-enrolled student concerning transfer.
5. School personnel providing a non-enrolled student with complimentary admittance to any school functions or events in which the school is participating.
6. School personnel providing or allowing a non-enrolled student:
 - school equipment or supplies
 - opportunity to accompany team members on scheduled team activities
 - to practice with the school team
 - pre- and post-season practice participation including open gyms, spring and summer leagues where sponsored and coached by personnel from a single school
 - school team practice, game or other plans issued to team members.
7. A student athlete being influenced to transfer by a student's former coach to a school at which the former coach is presently employed.
8. School personnel suggesting to or encouraging present or past players to approach non-enrolled students or parents regarding transferring.
9. School personnel offering or providing special inducements such as preferential accommodation, reduced fees, employment or other special considerations to non-enrolled students primarily for participation in athletics.
10. School personnel, while participating in an out-of-season program or camp, using the opportunity to suggest to a player that he would improve if he played in a better program or stronger league.
11. School personnel facilitating participation, providing transportation and/or providing financial payment (including reducing or waiving of fees) for any non-enrolled student for out-of-season contests leagues, camps or related programs.
12. Any conduct by any member which is intended to or which has the effect of causing a student to enroll in a school outside of his/her designated school boundary for any reason related to sports or participation in sports.

Note: In this policy:

1. "Enrolled student" means a student who is registered and attending a Member School.
2. Students enrolled in a school which normally feeds a second school are considered enrolled in that second school for the purposes of applying the conditions of this recruiting policy.

If the student attends a feeder school but his/her place of residence does not coincide with the second school attendance boundaries then, for the purpose of applying the conditions of this policy, said student is not considered enrolled.

SECTION 4. ELIGIBILITY OF PARTICIPANTS

In order to maximize and encourage participation, Association events have been organized into leagues or tournaments with categories for "Girls" and "Boys". There are also categories for various grade groupings, in competitive and recreation divisions. Schools will make their own decision to enter the leagues for which they have sufficient participants and for which they have sufficient resources (for example coaches, drivers) - more info in section 7 Competition Policy.

- 4.1 Eligible athletes will be enrolled in grade 6, 7 or 8 in a member school that is in good standing. Students may play only for the school at which they are registered in the LIMSSA leagues the school has entered. All schools may not be able to enter teams in every league)
- 4.2 Prior to participation in each sport, the student must have submitted evidence of parental (or legal guardian) permission.
- 4.3. A member Middle School may have their own expectations that affect eligibility such as attendance at practices, grades etc. (taken from section 6)
- 4.4. A student can participate in up to two (2) playing days at a higher age level than the team for which the student is registered. On the third (3rd) playing day the player remains with the higher age level team.
- 4.5 A student in attendance at a Middle School may not attend any practice **or compete for** any Secondary School unless all permissions and rules are followed as outlined in BC School Sports rules and regulations.
- 4.6 Students registered in grade 5 and under are not generally eligible to compete in LIMSSA leagues.
- 4.7 Any exception to these Eligibility rules policies must be submitted by the School to the Executive of the Athletic Association, who shall meet within 1 week of the appeal submission

SECTION 5: SPORT COMMISSIONERS AND COMMISSION ORGANIZATION

In order to maximize and encourage participation, Association events have been organized into leagues or tournaments with categories for “Girls” and “Boys”. There are also categories for various grade groupings, in competitive and recreation divisions. Schools will make their own decision to enter the leagues for which they have sufficient participants and for which they have sufficient resources (for example coaches, drivers) - more info in section 7 Competition Policy.

- 5.1 When FIVE (5) or more schools are interested in interschool competition in a sport, a commission will be established. Principals of the schools concerned must sign this request. Commissioner and season of play will be determined by the schools involved. Where current programs exist in LVISSAA and where a LIMSSA Commission is not established, the competition may continue under the auspices of LVISSAA with their consent. (Rowing, Cycling)
- 5.2 There will be separate competition in the following categories for Volleyball, Basketball and Soccer:

Girls Grade 6/7 Recreational	Boys Grade 6/7 Recreational
Girls Grade 6/7 Competitive	Boys Grade 6/7 Competitive
Girls Grade 7/8 Recreational	Boys Grade 7/8 Recreational
Girls Grade 7/8 Competitive	Boys Grade 7/8 Competitive

Each of the recreational and competitive divisions, for each age category, should have its own Commissioner and the two Commissioners will come from the same school to facilitate communication. However, one person may choose to take on the organization of both recreational and competitive divisions in the same age category.

- 5.2 These Commissions shall consist of the coach(s) from each participating school. Non-teaching coaches must be accompanied to Commission meetings by the teacher-sponsor (qualified school sponsor) who has the voting privilege. Coaches who are not also qualified school sponsors do not have a vote at Commission meetings.
- 5.3 Each Commission shall make recommendations to LIMSSA regarding changes to the rules and regulations of its particular sport.
- 5.4 Each participating school has one vote in the Commission. Such recommendations as per must be ratified at the annual general meeting of LIMSSA.
- 5.5 Commissions may determine organizational details not controlled by LIMSSA rules and regulations.
- 5.6 A quorum of any meeting of a Sport Commission shall be met when at least 3 member schools are present.
- 5.7 Commission meetings shall be held:
 - a) at least two weeks prior to league commencement. Two weeks notice of the meeting is required.
 - b) immediately following the completion of the sport & prior to the A.G.M.

- c) when deemed necessary by the League Commissioner
- d) within 10 days after receiving the written request of three (3) Member schools

5.8 Attendance at a Pre-season Commission meetings or prior personal contact with the Commissioner, by teacher sponsor, coach or qualified school designate is compulsory. Non attendance (or no prior personal contact) at pre-season commission meeting indicates that those schools are not part of the league for that season.

5.9 Rotation lists for Commissioners

b) LIMSSA Commissioners Rotation List.

Note: Schools are eligible only if involved in League play.

- | | | |
|-----------------------------------|------------------------------|---------------------------|
| 1. Pacific Christian (elem + sec) | 10. St. Patrick's | 19. Monterey |
| 2. Arbutus | 11. Royal Oak | 20. St. Michael's |
| 3. Spencer | 12. St. Andrews (elem + sec) | 21. Cedar Hill |
| 4. North Saanich | 13. Journey | 22. John Stubbs |
| 5. GNS | 14. St. Margaret's | 23. Shoreline |
| 6. Bayside | 15. Rock Heights | 24. Lansdowne |
| 7. Central | 16. Glanford | 25. Victor Brodeur |
| 8. Dunsmuir | 17. St. Joseph's | |
| 9. Colquitz | 18. Gordon Head | |

The Track and Field, Rowing and Cycling Commissions are part of the LVISSAA have jointly established their own rotation list to deal with the multiple jobs required when organizing their competitions

**** A table of Commissioner assignments for the year will be included in the handbook**

5.10 Rotation order may be suspended if a coach (from an out of rotation school) is willing to act as Commissioner or some other special situation arises. Rotation order should be resumed at the point of departure. **ROTATION ORDER MAY BE ALTERED IN ORDER TO SHARE DUTIES FAIRLY BETWEEN ALL MEMBER SCHOOLS. ALLOWANCE SHOULD BE MADE FOR SCHOOLS THAT HAVE SEVERAL LEAGUES TO COMMISSION. FOR EXAMPLE, SUCH A school may miss their "turn", if they so choose, once their name next comes up in the rotation list.**

5.11 Schools not entered in a Commission will not be expected to take the role of Commissioner for that league.(but may choose to do so)

5.12 Each League Commissioner or his appointed representative shall be responsible for:

- (a) The calling and chairing of all Commission meetings.
- (b) General administration of all league and play-off affairs, as well, as insuring the method of determining the league champion is followed.
- (c) Filing a final report consisting of: an updated list of rules, regulations, championship dates and budget for the following school year, within 3 weeks of the completion of the season or for Spring Sports, by May 31. This must be submitted to the Athletic Coordinator.
- (d) Submit interim reports to Athletic Coordinator when requested.
- (e) Prepare a budget for playoffs, which shall include a written report to be submitted at the beginning of the league. A copy of this budget and report is to be submitted to the Treasurer. (as per VIII 3.1)
- (f) The League Commissioner will oversee the arranging of officials for the league(s) and playoffs in conjunction with the Athletic Coordinator.
- (g) A Handbook should be established, updated and forwarded to the succeeding League Commissioner.
- (h) Supply an updated list of rules specific to that Commission, to the appropriate Association officials to distribute to league officials.
- (i) Act on protests brought forward by Commission members as per (Section 9) and submit results of the protest in writing to the LIMSSA president within 1 week of its resolution.
- (j) Altering any league and or playoff format or structure only with consultation and consent from (at a minimum) the coaches of those teams directly affected by any such necessary alteration.

5.13 Commissioners who are not employed by a member school or the school district of a member school must be sponsored by an individual who meets these requirements. This sponsor must attend Commission meetings.

SECTION 6: COMPETITION POLICY

- 6.1 **LOSS OF INSTRUCTIONAL TIME SHOULD BE KEPT TO A MINIMUM WHILE OFFERING APPROPRIATE COMPETITIVE OPPORTUNITIES OF LEAGUE PLAY, JAMBOREES OR PLAYOFFS.(I.E. 3:45 – 4:00 P.M. START TIMES AND TOURNAMENTS AFTER SCHOOL AND/OR WEEKENDS)**
- 6.2 All Sport Commissions and leagues are governed by the rules of the Association. A sport commission may establish additional rules; such additional rules may not contravene rules of the Association.
- 6.3 All games must be played under:
- The rules of the recognized authority for that game as endorsed by each sport commission. Each coach is responsible for obtaining an up to date copy of these rules.
 - Sports Commissions shall be empowered to amend the rules. Amendments must then be approved by a two-thirds (2/3)-majority vote of the general membership of the commission prior to first league play.
- 6.4 Postponement of any league, play-off games or jamborees:
- It will be understood that once a schedule is made up it is deemed to be inviolate. However, it may be changed for legitimate reasons by mutual consent of the coaches concerned.
 - Notice to change any league or play-off game or jamboree must be received by the scheduled opponent and the League Commissioner or Athletic Coordinator before 12:00 noon on the day the game is scheduled.
 - In the case of disagreement the decision will be made by the League Commissioner. In the case where the League Commissioner is one of the coaches involved, the President of LIMSSA will rule.
 - All league games must be completed at least 2 school days prior to the scheduled commencement of playoffs.
 - Points for any games postponed and remaining undecided at the end of league play will be awarded to the team not responsible for the postponement. The score to be decided upon by the commission.
- 6.5 Default, Forfeitures, and Withdrawals
Schools participating in leagues are expected to meet all commitments. Teams defaulting any scheduled games without adequate reason shall be eliminated from the league finals. If they default two consecutive games, the League Commissioner will inform the school in writing that they have forfeited all future games. All points gained by other teams as a result of playing this team shall not be used for league standings.
- 6.6 Withdrawal from leagues is a serious matter. Coaches should ensure sufficient number of players before leagues are entered and ensure that all players are aware of the commitment they have made to remain with the team. If a school repeatedly withdraws teams after the league schedule has been referred to the Executive Discipline Committee. **Any school that withdraws from a league is responsible to contact the Commissioner, then all league teams and officials allocator (if one exits).**
- 6.7 Teams representing the Association will not be involved in exhibition or league play against schools from Districts in dispute. When possible games missed due to disputes will be rescheduled. When the dispute has ended, members of the Commission will meet to evaluate the league format.
- 6.8 Only teams that compete in league play are eligible for play-off competition where applicable.
- 6.9 Schools may enter more than one team in each division provided they are able to provide coaches and the required field or gym time.
- 6.10 Member schools are encouraged to reschedule games when in conflict with staff meetings.
- 6.11 If possible, only one home game per league per week to be scheduled. This does not include championships. Commissioners of leagues shall consult with other league Commissioners or the Athletic Coordinator to avoid conflict of facilities, prior to establishing a final schedule.
- 6.12 Officials for league and playoff games should be paid on the scale negotiated. See Article VII - Section 3 (Expenses) Wherever possible league and playoff games will be allocated for the competitive division. Coaches in the recreations division will find their own officials and are responsible to pay them. WHERE POSSIBLE TOURNAMENTS will offer certified officials and costs will be shared equally between participating teams. (ESPECIALLY SOCCER WHERE NO LEAGUE EXISTS)
- 6.13 In leagues that require scores to be reported to determine standings, it shall be the duty of the **HOME** team to report the score. If the score is not reported to the commissioner by the stated deadline date, the visiting school(s) will be given the win.

- 6.14 In order to provide support for student participants, it is desirable for schools to find officials for games whenever possible, rather than expect coaches to take on the additional responsibility of officiating. In all LIMSSA sports, during “challenge” or “playoff” games, individuals from the schools involved in the match, are not permitted to officiate.
- 6.15 All schedules are to be printed in the North American style where the visitors are listed first and the home team listed second.
E.g.. Journey at North Saanich.
- 6.16 Schools will be divided into "zones" as a convenience to facilitate scheduling, and start times when a large number of schools sign up for any division of play. These zones will be used a guide so that equal size, geographical “pools” are created in any given division.
- 6.17 Predetermined Host schools- Each member school needs to share in the responsibility of hosting tournaments and playoffs and is expected to host some games for the competition categories they enter. Schools will have the opportunity to sign up for preferred “Tournament Hosting dates” at Commission meetings, then additional “Hosting assignments” will be made by the Commissioner considering need and “rotation.” Schools that are not able to host may choose to book an outside site or, alternately, will be expected to contribute by providing officials.
Host schools will work with Commissioners to ensure a schedule is ready and will act as Event Director on the day of the tournament. This will include finding officials.

**** A table of league duties will be distributed with the Handbook.**

- 6.18 Records will be kept for the Middle School Track and Field Championship.

SECTION 7 –COMPETITION FORMAT

7.1 Competition format for Volleyball, Basketball, Rugby, Field Hockey:

	Gr. 7/8 Competitive (7/8 C)	Gr. 7/ 8 Recreational Tournaments (7/8 R)	Gr. 6/7 Competitive (6/ 7 C)	Gr. 6/7 Recreational – Tournaments (6/ 7 R)
Age level	One division of grade 8s, or combined Gr. 7/8 teams	One division of grade 8s, or combined Gr 7/8 teams	One division only could be comprised of grade 7s,combined Gr. 6/7 or competitive Gr. 6 teams	Could be separate events for grade 6s, 7s or combined Gr. 6/7 teams
Format	Scheduled League Games Standings and Playoffs Up to two play dates per week	-Schools arrange own games (coach contact info is exchanged) - up to 3 scheduled mini tournaments (must sign up) - individual schools may set own tournaments	Scheduled League Games Standings and Playoffs Up to 2 play dates per week	-Schools arrange own games (coach contact info is exchanged) - up to 2 scheduled mini tournaments (must sign up) - individual schools may set own tournaments
Character- istics	- team selection -each team has own coach - teams commit -playoffs and consolation event	- No cuts -Fewer play days (practice days when no competition). - equal playing time - Teams can share coaches - no standings - coaches officiate	- team selection (can cut only if player has another team to play on) -each team has own coach - teams commit -playoffs and consolation event	- No cuts -Fewer play days (practice days when no competition). - equal playing time - Teams can share coaches - no standings - coaches officiate
Sports	Rugby Volleyball Basketball *Soccer	Field Hockey * Soccer Volleyball Basketball	Volleyball Basketball *Soccer Rugby	Field Hockey Rugby *Soccer Volleyball Basketball

* tournaments only – refs will be provided if possible.

7.2 Competition format for Badminton, Track & Field and Cross Country – competition groups will be “by grade” competition. One Commissioner for each sport. Track and Field will have a separate rotation system to deal with the multiple jobs required when organizing their competition. Likewise Rowing and Cycling have separate rotation lists through LVISSAA.

SECTION 8 - SEASONS OF PLAY

8.1 Overview / Objectives:

The Seasons of Play Rules Divide the school year into four “seasons” and determine the start and end dates for all school team competition for all LIMSSA – approved sports at all levels of activity. The seasons of play rules affect any meeting between a school team and any team outside of that school. (i.e. scrimmage, school team, school-based “club team”, club team, etc.): All sports have a defined season and no sport shall operate out of its season of play notwithstanding Section 7.4.1.

- a) In season sports shall have precedence over out of season sports
- b) Students should have the opportunity for try out for the appropriate in season sport if available
- c) Cooperation should exist between coaches to reduce conflicts for students
- d) The support of the athletic director and school administrators is critical to the management of the seasons of play policy.

8.2 – DESIGNATED SEASONS OF PLAY LIMSSA PROGRAM OF EVENTS FOR 2010/11

Most sports take place after school 3:45 to 5:30 pm (always confirm start time with host school)

Staff meeting days, - To play on this day, schools GET PRIOR PERMISSION FROM SCHOOL ADMIN (Approved 06/18/08)

* Tournament dates to be confirmed at Commission meetings.

2010/11	Sport	Start	End	Coach Meeting	Description
Season 1	Soccer	Week of Sept 20 – Sept 24	Week ending Oct 22	September 21	Max of 3 tourn + one practice week (4 weeks)
No break					
Season 2	Basketball	Week of Oct 25 - 29	Week ending Dec 10	October 6	6 weeks + playoffs, 3 tournaments + 3 weeks practice
No play Dec 13 – Jan 14 (3 weeks after holidays)					
Season 3	Volleyball	Week of Jan 17 – 21	Week ending March 4	January 10	6 weeks + playoffs, 3 tournaments + 3 weeks practice
No play March 8 – 26 (3 weeks including holidays)					
Season 4	Badminton, Rugby, Field Hockey	Week of Mar 29 – Apr 1	Week ending Mat 13	March 15	6 weeks + playoffs / tournaments
Season 5	Track & Field	May 2 est	Second week of June (est)	April	5 weeks + championships

8.3 A student registered with a seasonal sport team, which is still participating in an association league or playoff shall not take part in practices or exhibition games of a sport of the following season unless there is mutual consent between the two coaches of the sports concerned and that it is within the Association published start dates. If both coaches do not consent, then the school Principal shall decide in the best interests of all concerned.

8.4 **Out of Season Competition** -Consistent with the concept that interscholastic athletics are part of the educational system, and consistent with the established goals of health, safety, sportsmanship, and equality of competition, the following rule for groups of students and school coaches wanting to compete outside of the LIMSSA approved seasons of play have been established:

- a) A letter must be sent to the LIMSSA executive for approval of any out of season competition.
- b) Both student athletes and coaches should be able to pursue excellence in a particular sport or sports. In order to do so, some student athletes and coaches will have a desire to participate in their chosen sport outside of their school team involvement and the LIMSSA season of play. The involvement of a teacher – coach or school coach and student athletes for the same school in an out of season competitive environment may incorrectly, often lead parent, coaches and athletes to believe that the program is part of

the annual interscholastic calendar. They may also incorrectly assume that school district and athletic association liability coverage is in place for these activities.

- c) Notwithstanding fundraising/promotional activities or approval from the LIMSSA executive for out of season play, a school coach, student- athlete or combination group who wishes to participate in LIMSSA approved sport outside of the defined LIMSSA Season of Play must follow the out of season play policies as outlined below: **THIS SECTION TO BE UPDATED – THIS HAS BEEN CHANGED AT OTHER LEVELS OF COMPETITION**
- i) The individual or team must register as a member of the appropriate Provincial Sport Organization. This cannot be a 'school team' registration category if such a category exists, but must be considered to be a "club membership category". The registration must in no way imply affiliation with the school or schools.
 - ii) The individual or team must not use the school name, stationary, accounting system, school uniform or wear school colors during out-of-season competition.
 - iii) The parents of the athletes must be informed that the activity is not a school activity but is being organized as a club activity.
 - iv) The individual, team, league or Provincial Sport Organization is responsible for suitable and appropriate insurance coverage (medical, dental, liability etc). Parents must be informed as to what the coverage is, and which team, or organization is named on the policy.
 - v) The individual, team, league or Provincial Sport Organization is responsible for suitable and appropriate insurance coverage (medical, dental, liability etc). Parents must be informed as to what the coverage is, and which team, or organization is named on the policy.
 - vi) The individual, team, or league must book school facilities in accordance with school district policy for outside users. These facility bookings must not override or be in conflict with in-season sport practices, training or competition.
 - vii) The administrators of the school shall ensure that the out-of-season sport does not operate to the detriment of any in-season sport.
 - viii) Individuals or teams must not use school-based transportation without the usual "outside user" insurance and rental policies being followed.

8.5 Seasons of Play violations:

- a) Violating team(s) be reported to the LIMSSA President and/or the Athletic Coordinator's office..
 - b) Following due process, the Association may rule violating team(s) ineligible for competition.
 - c) The team(s) in violation will have the right to appeal to the LIMSSA Appeals Committee.
 - d) A student registered with a seasonal sport team which is still participating in an association league schedule or playoff shall not take part in practices or exhibition games of a sport of the following season unless there is mutual consent between the two coaches of the sports concerned, and that it is within the association published starting dates.
- If both coaches do not consent, then the school principal shall decide In the best interest of all concerned.

SECTION 9: STAFF /SCHOOL CONTROL

- 9.1 **Supervision requirements:** The school team must be accompanied by a staff-coach, staff-sponsor, administrator or responsible adult approved by the Administrator, and in accordance with the applicable School District Policy,. The school administrator must ensure that the supervision follows policies and desirable practices outlined in the LIMSSA handbook. The competition official and coordinator must be aware of who the adult supervisor is if that supervisor is a different individual than the coach. The supervisor must be in attendance for the duration of the competition.
- 9.2 If a teacher or approved school sponsor is not present within 15 min. of the scheduled start time (unless otherwise specified in sport rules); the team at fault will forfeit the game.
- 9.3 When a team travels they are considered to be under the teacher sponsor's care at all times. Conduct and misbehavior, showing the lack of fair play including the use of illegal or illicit drugs must be reported to both the LIMSSA Association president and the school administrator as soon as possible.

SECTION 10 PROTESTS OF MATCHES OR CONTESTS

- 10.1 Protest situations that are identified prior to the start of a game must be brought to the attention of the game official(s) immediately. They must also be noted on the score sheet and in all cases must be made in writing to the league commissioner within 72 hours of the incident.
- 10.2 For information on code of conduct complaints see Section 10.

SECTION 11 VIOLATIONS, PENALTIES AND APPEAL PROCEDURE

PART 1 OVERVIEW

11.1-1 DISCIPLINE/ PROTEST COMMITTEES:

a) The sport Jury shall be empowered to deal with ejections or code of conduct infractions for players and game protest situations. The Sport Jury shall consist of the League Commission Chair, an Administrator at the Commissioner's school, and non-partisan LIMSSA executive member. The athletic coordinator will attend in a consultative capacity and/or in the case of a league game protest, a certified official may participate.

b) The Executive Discipline Committee shall be empowered to deal with ejections or code of conduct infractions for coaches. The Executive Discipline Committee will include 3 members of the LIMSSA Executive, three (3) members of the Board of Governors. The Executive Discipline Chair will be determined by a vote of the Executive Discipline Committee members. (see Article VI-5.4c)

11-1.2 In the event the Commissioner's school is involved in the INCIDENT, or a Sport Jury member is unavailable, the Commissioner may fill a position in the Sport Jury by an impartial member in the Commission, who is acceptable to both parties in the dispute. Similarly, no person on the Executive Discipline Committee shall be in a conflict of interest position. The Chair of the Board of Governors will chair the committee and will designate a replacement for a member of the Committee who is in conflict of interest.

11-1.3 In the case where specific or automatic penalties are not outlined IN FOLLOWING POLICIES, the Sport Jury or Executive Discipline Committee will determine a course of action that may include the suspension of a student, team, or school personnel from participation in activities of the Leagues for a breach of the Constitution, Bylaws or the Rules and Regulations of the Association after providing the alleged offender with an opportunity to be heard by the Jury members.

11-1.4 Any appeal of the decision of the Sport Jury shall be made to the Executive Discipline Committee in writing and must include the support of the school administrator of the school making the appeal.

11-1.5 Repeat Violations by student, teams, school personnel or schools shall be dealt with by the Executive Discipline Committee.

11- 1-6. Penalties for violations of "Seasons of Play" will be determined by the Sport Jury.

11-1.7 Eligibility appeals will be ruled on by the Executive.

11-1.8 Any Appeal of Decision of the Executive or the Executive Discipline Committee shall be made to the Board of Governors.

11-1.9 District Superintendents and the Principals/Head of the Independent Schools shall have final authority over all decisions rendered by the Association for their own Districts and/or schools.

PART 2: PLAYER VIOLATIONS PROCEDURES

- 11-2.1 Any time a referee is required to remove a student from a game, or in the case of three official / recorded warnings over one season to the same individual, (pursuant to sport concerned), it shall be the duty of the teachers or qualified school sponsors from both teams to report the incident in writing within 24 hours to the league commissioner. The coach of the home team shall inform the referee that he must file a written report of the incident within 24 hours to the league. It is recommended that all reports be prefaced with the words "In my opinion the following took place". The student shall normally be suspended from his teams' next SCHEDULED ATHLETIC CONTEST, but a lesser or the Sport Jury may impose greater suspension.

- 11-2.2 The suspended student, together with the team coach and a school representative shall appear before the Sport Jury at its next meeting. If the Sport Jury is not able to meet prior to the third day of competition then the player shall be reinstated upon recommendation of the Sport Jury Chair.
- 11-2.3 The Sport Jury shall review the referee's report, the coach's reports and shall hear the student's submission. The student's parents may be invited to attend. The Sport Jury shall rule whether further action shall be taken.
- 11-2.4 If requested, the Sport Jury must provide the opportunity for the player(s), coaches and principals from both schools to make a presentation before any decision is reached.
- 11-2.5 Principals of the school concerned, or his/her delegate, shall be informed by letter of the Sport Jury's decision prior to the enactment of any additional action against an individual or team.
- 11-2.6 A report of the actions taken by the Sport Jury shall be submitted to a regular meeting of LIMSSA and a written report filed in the Athletic Coordinator's discipline file.

PART 3: PROCEDURES DEALING WITH COACH EJECTION

- 11-3.1 Any time a referee is required to remove a coach from a game, or in the case of three official/recorded warnings over one season to the same individual (pursuant to sport concerned), it shall be the duty of the approved school sponsors from both teams to make a report. The offending coach is required to submit, within 72 hours, and in writing, an incident report to his/her Athletic Director, School Administrator and Sport Association President. The coach of the home team shall inform the referee that he must file a written report of the incident within 24 hours to the PRESIDENT OF THE SPORT ASSOCIATION. The ejected coach and principal will appear before the Executive Discipline Committee. The coach shall have an automatic suspension from the team's next athletic contest. The Executive Discipline committee may impose further sanctions.
- 11-3.2 The hearing between the executive disciplinary Committee and the "ejected coach" will take place within 15 school days of the formal written complaint being received.
- 11-3.2.1 The official who ejected the coach will be invited to appear at the hearing. Copies of all reports must be provided to all at least 48 hours before the hearing takes place. The hearing may take place as a conference call if most expedient.
- 11-3.2.2 The chairperson of the Executive Discipline Committee may appoint an individual (the investigator) to investigate the incident prior to the hearing and to may request specific documents or reports to be submitted, and /or witnesses to be present or make a written statement for the hearing. The investigator will ensure that all such written submissions are available to all parties at least 48 hours prior to the hearing. The investigator may also ask questions of the coach and/or any witnesses during the hearing, but will not take part in any panel deliberations.
- 11-3.2.3 The investigator may also provide all parties with information on previous ejections involving similar circumstances or previous ejections involving the same coach, as well as the hearing panel decisions made on such ejections.
- 11-3.2.4 A school administrator should accompany the ejected coach. Other speakers at the hearing will be restricted to witnesses or those having direct or indirect knowledge of the issues.
- 11-3.2.5 The time frame for submission of evidence or information can be extended or waived, at the discretion of the chairperson of the hearing panel, if it is clearly demonstrated that the applicable information could not be brought forward on time, or if the information in response to a submission is made near or at the 48 hour deadline.
- 11-3.2.6 The deliberations of the Executive Discipline Committee are closed.
- 11 -3.3 Discretionary Penalties: The Executive Discipline Committee will rule on the complaint. Options available include, but are not limited to, the following. (These are not written as progressive penalties, but should be applied with due care taken regarding the severity of the offence and the discipline history of the "Respondent")
- A) No suspension
 - B) Minimum one game suspension
 - C) A letter of reprimand to offending coach
 - D) A letter of reprimand to offending coach and instructions to take a coaching certification theory course within 12 months
 - E) A letter of reprimand and a probationary period for the offending coach up to twelve (12) months
 - F) The suspension of the offending coach from coaching restricted and unrestricted school competition in British Columbia (all sports and all levels) for a minimum period, to a maximum permanent suspension from coaching LIMSSA member school teams.

11-3.4 The Ruling Response: The Ruling may be given orally, but a written response must be sent to the coach within 7 school days of the hearing. Copies of the response letter shall be sent to the coach's athletic direction, school administrator and LIMSSA executive.

11 - 3.5 A report of the actions taken by the Executive Discipline Committee shall be submitted to a regular meeting of LIMSSA and a written report filed in the Athletic Coordinator's Discipline file.

11-3.6 Any appeals of the Executive Discipline Committee must be made to the Board of Governors in writing within 10 days of the receipt of the decision and must include the support of the appellant's school administrator making the appeal.

PART 4: Procedures for dealing with violations of the coach's code of conduct

– see BC school Sports BCSchoolsports.ca -- **THIS SECTION TO BE UPDATED FOR LIMSSA AND LVISSAA – NO LONGER IN BCSS RULES**

PART 5: APPEAL PROCESS FOR DISCIPLINARY ACTION.

11-5.1 The first level of appeal for sport Jury decisions is to the Executive Discipline Committee.

11-5.2 The second level of appeal is to the LIMSSA Board of Governors.

11 -5.3 All appeals must be supported by the appellant's school's Principal or Vice-principal and be submitted in writing within 5 school days of the original decision.

District Superintendents and the Principals/Head of the Independent Schools shall have final authority over all decisions rendered by the Association for their own Districts and/or schools.