

LOWER VANCOUVER ISLAND SECONDARY SCHOOLS ATHLETIC ASSOCIATION

SEPTEMBER 2010 (for 2010/2011)

CONSTITUTION AND REGULATIONS

TABLE OF CONTENTS

Constitution	page 3
Bylaws:	3
I. Interpretation	3
II. Structure - Organizational Chart	4
III. Membership	4
1 Terms of Membership LVISSAA	
2 Members' Rights and Responsibilities	5
3 Termination of Membership	5
IV Board of Governors	5
V. Board of Directors :	6
1 Composition	
2 Function	6
VI. Association Executive:	6
1 Composition - Association Executives	
2 Executive Rotation Order	7
3 Appointment/Removal of Directors	7
4 Duties and Powers of Executive Members	8
5 Proceedings of Directors and Officers	9
VII. Meetings of Members	10
1 Timing of Meetings	
2 Notice for Meetings	10
3 Quorum	11
4 Proceedings at General Meetings	11
VIII. Associations' Finance	12
1 Banking and Records	

2 Revenue	12
3 Sport Commission Expenses	12
4. Corporate Sponsorship	13
IX. Amendments	13
Rules and Regulations	
Section 1 Member School Responsibility	15
Section 2 Codes of Conduct	15
Section 3 Code of Ethics – Recruiting – see also www.BCSchoolsports.ca	
Section 4 Sport Commissions Organization	17
Section 5 Commissioners	18
Section 6 League Policy	19
Section 7 Seasons of Play	20
Section 8 Teacher Control	22
Section 9 Protest of Matches or Contests	22
Section 10 Eligibility – see also www.BCSchoolsports.ca	22
Section 11 Violations, Penalties & Appeal Procedure	23
<ul style="list-style-type: none"> Forms -/letters and attachments. See also www.BCSchoolsports.ca SAMPLES ONLY... IF NEEDED DOWNLOAD FROM BCSS 	

LOWER VANCOUVER ISLAND SECONDARY SCHOOLS ATHLETIC ASSOCIATION

2010/11 CONSTITUTION AND REGULATIONS

CONSTITUTION

Preamble:

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

ARTICLE I – NAME

The name of the Association is the Lower Vancouver Island Senior Secondary Schools Athletic Association.

ARTICLE II – PURPOSE

1. To emphasize and encourage interscholastic athletics ,FOR SCHOOLS ENROLLING STUDENTS IN GRADE 9 - 12,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.
2. To legislate and to adopt conditions which shall provide for:
 - a)Regulation of all Inter-school competition including restricted and unrestricted events
 - b)Qualifications of players, teams and coaches and the rules and regulations of all activities in which the Association sponsors or approves.
3. To co-operate with other athletic administrative bodies within the confines of the Province of British Columbia.
4. To be a member and follow the guidelines of B.C. SCHOOL SPORTS and its Sport Governing Commissions, including the organizations of Lower Island and "zone" representatives for Provincial and Island Competitions.
5. To honour the code of desirable practices as set down by B.C. SCHOOL SPORTS.

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

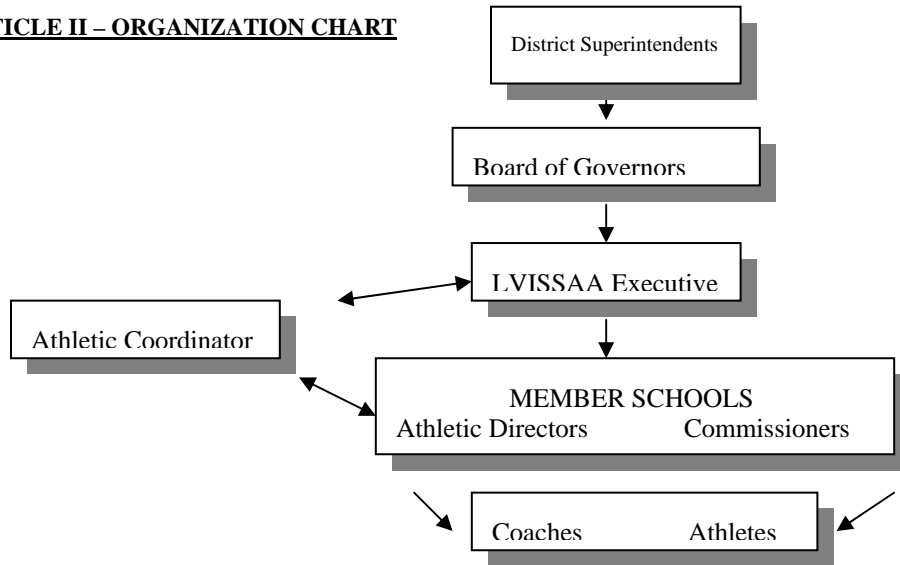
ARTICLE I – INTERPRETATION

In these Bylaws, unless the context otherwise requires:

- a)The "Association" means the Lower Vancouver Island Secondary Schools Athletic 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 shall have final authority over all decisions rendered by the Association for their own districts.

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 9-12,
- 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 9-12, 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 for 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 representatives in attendance. Voting is by show of hands and there will be no proxy votes.

- III-2.5 Only the two individuals designated by his/her member school shall be individual voting members. All individuals involved in the school sports program shall be eligible to attend all meetings of the Association.
- 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. The resolution for suspension shall be accompanied by a brief statement of the reason or reasons for the proposed expulsion.
- III-3.3 No membership shall be suspended without being notified of the charge or complaint against said membership 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 membership which 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 of each member school, of both Associations and the District Superintendents or their representatives.
- 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 and this Board will have one representative on each Association.
- IV -1.3 The Board shall have co-chairpersons, who shall be administrators of the schools of the President of the Associations.
- 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.
- IV -1.6 The Board shall appoint an Executive Committee. The Executive committee shall include the chairperson the following year's chairperson, a representative from each of the School Districts and from the Independent Schools. Middle, Junior, and Senior Schools should be represented. Members of the Executive Committee shall represent the individual needs of their respective School type, and act as the liaison between the Association and their respective District Principals.
- a) all laws affecting the Society
 b) These By-Laws, Rules and Regulations
 c) rules, not being inconsistent with these By-laws, which are made from time to time by the Association in General Meeting.
- IV - 1.8 The Executive Committee of the Board of Governors shall act as the appeal body.
- IV - 1.9 In the case of an equality of votes, the Chair, having previously not voted, shall cast the deciding vote.

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
 - 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. (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 by the 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 and both Associations must be ensured.
- V-1.3 The Board of Governors' Representative for the Board of Directors shall be the Principal from the Chairperson's school and shall act in a liaison capacity between the Board of Governors and the Directors and between the Directors and the Board of Governors.
- V-1.4 The Athletic Coordinator will attend all meetings of the Board of Directors as a non-voting member.
- V-1.5 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 Associations in June of each year, and will meet in September, January and May or as the need arises, for the following reasons:
- a) the good of the Associations
 - b) budgetary considerations
 - c) appointment of Secretary, Treasurer
- V-2.2 The Board of Directors shall exercise all such powers and do all such acts and things as the Associations 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. a) President election or rotation
- b) Vice-President election or rotation
 - c) Past President rotation
 - d) Board of Governors' Representative .
 - e) District Representatives (4)
 - f) Secretary
 - g) Treasurer
- VI-1.3 Athletic Coordinator will attend all meetings of the Executive as a non-voting staff member. The Athletic Coordinator is an employee of School District 61, 62, 63 and the Independent schools of Greater Victoria. In this capacity, the Athletic Coordinator is to assist the teachers and administrators of these groups in offering an effective interschool athletic program in this region
- a) assist the Athletic Associations with the promotion and development of inter-school sports
 - b) maintain a record and an inventory of all Athletic Association trophies

- c) assist the Associations' treasurers if requested
- d) assist the President of the Associations in scheduling and preparing for Committee meetings as required and maintains the records of decisions made
- e) attend and report to the Executive, General and Annual General Meetings of the Lower Vancouver Island Secondary Schools Athletic Association providing information as requested and maintaining records of the proceedings
- f) accompany the President or designate to the Vancouver Island Secondary Schools' Athletic Association General Meetings
- g) accompany the President or designate to the B.C. SCHOOL SPORTS Semi-Annual and Annual General Meetings
- h) perform other duties as assigned by the Board of Governors
- i) assist the Sport Commissioners with
 - i) the arranging of all sport commission meetings and maintaining the records of the minutes of these meetings
 - ii) scheduling and running of leagues and lower island playoffs
 - iii) the organization of playoffs for the Island and Provincial Championships hosted in the Lower Island zone
 - iv) maintaining records of all league and playoff results
 - v) the purchase of appropriate awards
- j) compose letters to Principals, parents, students, etc. for reasons determined at meetings of LIMSSAA / LVISSAA and /or the Executive, Board of Directors and Board of Governors
- k) participate in sport jury and executive discipline committees

VI-1.4 The positions of Secretary and Treasurer are non-voting members unless they are held by representatives of full members' schools.

SECTION 2: EXECUTIVE - ROTATIONAL ORDER

* president "by election" - shown in brackets

Mt. Douglas	2000-01
Oak Bay	2001-02
Pacific Christian	2002-03
St. Margaret's	2003-04
St. Margaret's	2004 -05
Reynolds	2005- 06
Ed Mine	2006- 07
Stellys	2007- 08
Spectrum	2008- 09
Esquimalt	2009- 2010
SMU	2010 - 2011
Belmont	
Lambrick Park	
Claremont	
Vic High	
Parkland	
St. Andrews	
Glenlyon Norfolk	
Mt. Douglas	

SECTION 3: APPOINTMENT / REMOVAL OF EXECUTIVE MEMBERS

- VI-3.1 The office of President and one Vice-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 One Vice President position shall be filled by a representative from the member school next in rotation for the position of President. If there is no election, the second vice-president shall be filled from the member school who is in rotation to fill the president's chair in two year's time.
- VI-3.3 Applications and/or nominations for the positions of Secretary and Treasurer will be accepted by the Board of Governors, no later than May 15. The Bd of Governors recommendation will be presented for ratification by each Assoc, 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 is 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 will be followed)
- VI-3.6 The Associations may, upon resolution of their voting members, award honoraria the Executives of the Associations.
- VI-3.7 Executive members and the Athletic Coordinator shall be reimbursed for mileage expenses incurred for Association business. The rate for reimbursement shall be set by the District administering the Athletic Coordinator's salary.
- VI-3.8 An 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 Board of Governors deem it necessary.
- VI-3.9 Any 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 Executives shall exercise all such powers and do all such acts and things as the Associations 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 every other month, 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 or Vice-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-Presidents' 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
 - c) to be a member of the Executive Discipline Committee

- VI-4.6 **Past-Presidents' duties** Being the person who served as President in the immediate preceding year shall:
- liaise with and provide guidance and assistance to the President
 - be a member of the Constitution Committee
 - be a member of the Eligibility Committee
 - 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:
- act in a liaison capacity between the Board of Governors and the Executive and between the Executive and the Board of Governors.
 - be a member of the Executive Discipline Committee and the Eligibility Committee
- VI-4.8 **Secretary duties* (normally from the President's school)**
- to send out notices of meetings to all people on the mailing list
 - to record minutes and send a copy to each person on the mailing list
 - to establish a permanent file for all matters relating to the activities of the LVISSAA
 - to perform such duties that may be delegated by the LVISSAA /
 - to be a member of the Executive Discipline Committee
- VI-4.9 **Treasurer duties***
- the Treasurer shall accept funds on behalf of the LVISSAA
 - issue cheques on behalf of the LVISSAA upon direction of the LVISSAA
 - 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
 - maintain financial records which will consist of a daily synoptic journal, a receipt book, an invoice file, monthly bank statements, and canceled cheques
 - 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
 - make a financial report to all meetings of the LVISSAA /The report for the first general meeting of the school year shall include final year end statement for the previous year
 - 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
 - be one of the two signatories of LVISSAA
 - be a member of the Executive Discipline Committee

* possible remuneration (see section VI-3.6)

- VI-4.10 **School District Representatives' Duties**
- 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 LVISSAA.
 - to be a member of the Executive Discipline Committee.
 - Represent the Association at Island Athletic Association Meetings

SECTION 5: PROCEEDINGS OF DIRECTORS' 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**
- Executive members and Directors may delegate any, but not all, of their powers to committees consisting of such members as they think fit.
 - A committee is 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 LVISSAA 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 Executive members.

ARTICLE VII MEETINGS OF MEMBERS

SECTION 1: TIMING OF MEETING

- VII-1.1 There shall be an Annual General Meeting of the LVISSAA during June of each year, at such time and place as the Executive decide.
- 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 prior 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 general meeting of the Association members every two (2) months during the school year. The first meeting to take place no later than the first week in October.
- 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 LVISSAA may be held during the year at the discretion of the President
 (a) or the discretion of the Board of Directors.
 (b) within 21 days after receiving a written request signed by at least 10% of the voting members
 (c) 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 II I sec.3, Article VI- 3.8) All schools should be represented at all meetings of the Association.

SECTION 4:PROCEEDINGS AT GENERAL METINGS

VII-4.1 Except unless otherwise provided in these By- Laws, Roberts Rules of Order

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-4.3 (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 sametime 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.

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 15minutes 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.

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.

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 association and the Athletic Coordinator's office shall take place every third year (LVISSAA / Athletic Coordinator office completed 99/00- due for '02/03)
- 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 Athletic Association 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.
 - b) Gate receipts for Island or Provincial Championships may be kept by the host school unless otherwise indicated by the Island (zone)/Provincial Sport Commission.
- 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 on the basis of enrollment in schools of both Athletic Associations

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 For most sports, upon the completion of league and playoffs, an accounting will be made to determine each school's share of the total league expenses and an additional billing to each school in the league will be made by the Treasurer, if required.

- VIII-3.3 Grade 9/10 sports or sports without an officials' Allocator: Deadline dates for application for reimbursement of Commission costs to be received by each Sport Commissioner shall be two weeks after the cessation of the final day of play.
- VIII-3.4 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-3.5 Payment of Referees. Except in cases where Officials are allocated by a central source, all schools are responsible to obtain and pay qualified referees for each home game according to the scale that will be approved by the Athletic Association at a General Meeting.
- VIII-3.6 Allocation fees paid to individuals or organizations to secure referees will be paid according to a scale approved by the Athletic Association at a General Meeting Any fee increase concerning officiating must be submitted by December 31 of the year, to be considered by the membership and put into affect for the following school year. Referee Allocators will be provided an agreement that outlines terms for the provision of services

SECTION 4: CORPORATE SPONSORSHIP

- VIII-4.1 Two credit card size corporate logos which have been approved by the school, and are in accordance with school and/or district policy will be allowed on any team uniform for league, playoff and provincial championship play. A school uniform consists of shirts and short or strip appropriate to the sport. The strip should normally have recognized school colours with or without a school logo
- VIII- 4.2 LVISSAA -will only entertain corporate sponsorship, partnerships or marketing ventures if they are beneficial to the goals and objectives of the association. The benefits of corporate sponsorships partnerships or marketing ventures may be in the form of cash, product or contra and should not exceed three years in duration.
- a) Corporate sponsorships, partnerships or marketing ventures for leagues, championships or other Association activities must be approved by the "Corporate Sponsorship Committee" composed of at least one executive member, one member of the board of governors, and the league commissioner for the particular sport. No member on the committee can be a conflict of interest position and individual school and/or school District policies must be respected in any agreement.
 - b) Any Corporate sponsorships, partnerships or marketing agreement entered into by LVISSAA or a Commission will include a clause stating that LVISSAA, its member schools and its participants do not endorse the company, manufacturer, suppliers, product, goods or service.
 - c) LVISSAA will not enter into any sponsorship agreement wit a company that is directly involved in the manufacture distribution or sales of any product related to alcohol or tobacco.
 - d) LVISSAA may consider industrial exclusivity as part of any sponsorship agreement
 - e) For sponsorship agreements negotiated by LVISSAA , where a portion of the product is directed to a Championship(s), a minimum of 10% of the value of the sponsorship agreement shall be held by LVISSAA.

ARTICLE IX -AMMENDMENTS OF THE CONSTITUTION , BYLAWS 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.

IX-3

Procedures for submitting resolutions.

- a.) Resolutions to make changes to the LVISSAA Constitution and or Bylaws must be received in the office of the President or Athletic Coordinator by June 3rd
- b.) Only school based representatives from LVISSAA member schools can submit resolutions and the mover and the seconder of a resolution must be from two different member schools.
- c.) All resolutions will be read and in some cases may be edited by the President and or Athletic Coordinator for consistency. Resolutions will be pre-circulated to the membership two weeks prior to the AGM
- d.) .Only pre-circulated resolutions will be dealt with at the AGM. Resolutions will not be accepted from the floor except at the discretion of the President/Chairperson. These may be tabled to the next General meeting so that notice may be served.
- e.) The Resolution form must be completed in its entirety and contain sufficient information (data, rationale, precedence, etc.) to enable member schools to discuss the contents and context of the resolution with athletic staff at their respective schools, prior to the AGM.
- f.) The resolution will be presented to the membership at the AGM for the membership's consideration and adoption, referral, tabling or rejection.
- g.) If a resolution is passed at the AGM:
 - i)The resolution may be further edited with not change to the spirit of the resolution.
 - ii)Where applicable the President, and or their designate, will arrange to present the resolution(s) as soon as possible and practical after the AGM.

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 each Association is that Principals will ensure that rules and policies established for interschool athletics will be followed by his/her staff.

1. Each member school is responsible to appoint an Athletic Representative who will serve as the liaison between that school and the Athletic Association.
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 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 unsportsman-like 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 separate but equal opportunities in athletic programming be provided for both boys and girls. All programs should provide an opportunity for excellence by all competitors
7. Each school should recommend that each student athletes have a medical examination prior to a sports season.
8. Loss of instructional time should be kept to a minimum while offering appropriate competitive opportunities.
9. 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.
10. The integrity of schools' coaches, representative teams and competitors shall be above reproach. It is imperative that schools endeavor to honour all commitments. Competition should be in the spirit of rivalry. Emphasis should at all times be on the activity rather than on the result.
11. 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.

SECTION 2. CODES OF CONDUCT

1. COACHES:

LVISSAA 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 LVISSAA 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 their student-athletes.

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

- a) Coaches shall 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 unsportsman like 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) **Coaches shall not, either directly or indirectly, encourage a student to attend a particular school for the purpose of participating in interschool sport..**
- h) Refrain from use of profane, insulting, harassing or otherwise offensive language in the conduct of his/her coaching duties. Not use physical force of any kind in the conduct of coaching duties.
- i) Uphold the rules and regulations of BC SCHOOL SPORTS, the local Athletic Association and applicable Sport Commission.
- 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.
- k) Not, under any circumstances, endorse, recommend or suggest the use of Performance Enhancing Drugs or Supplements by any student-athlete.
- l) Abstain from the use of tobacco products and alcohol while in the presence of student-athletes, and discourage their use by student-athletes.
- m) Not, under any circumstances, 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.
- n) Not, under any circumstances, require or imply that a student cannot or should not participate in any BCSS approved sport of their choice in the season preceding and/or succeeding the coach's particular season-of-play.
- o) Not, under any circumstances, 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) how 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 Secondary 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
 - cheer in a positive manner for all competitors
 - respect the decision of officials
 - not interfere with the play or competition
 - be courteous and respectful to other spectators, all competitors, coaches, event organizers and officials.
- b) Exercise self-control at all times
 - respect the rules and regulations of the facility
 - refrain from the use of foul or profane language
 - refrain for the use of physical force of any kind.

SECTION 3. CODE OF ETHICS – RECRUITING

An important purpose of the Lower Vancouver Island Senior Secondary Schools Athletic Association (LVISSAA) 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 Athletic Associations 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.

PLEASE also REFER TO B.C. SCHOOL SPORTS HANDBOOK: RECRUITMENT POLICY SECTION B1 (Pg 63), OR REFER TO BCSS WEBSITE www.BCSchoolsports.ca

SECTION 4: SPORT COMMISSIONS ORGANIZATION

- 4.1 When five or more schools are interested in participating in a sport, a Commission will be established. This request must be signed by the Principal of the schools concerned and sanctioned by the Association. There will be one Commission per league per gender and one season of play for each sport and each commission will be responsible for the establishment of the leagues required. Badminton, Gymnastics, Track & Field, Cycling , Rowing, and Cross Country will each be considered one Commission.
- 4.2 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.
- 4.3 Each Commission shall make recommendations to LVISSAA regarding changes to the rules and regulations of its particular sport.
- 4.4 Each participating school has one vote in the Commission. Such recommendations (as per 4.3) must be ratified at the annual general meeting of LVISSAA.
- 4.5 Organizational details not controlled by LVISSAA rules and regulations may be determined by Commissions.
- 4.6 A quorum of any meeting of a Sport Commission shall be met when at least 5 member schools are present

- 4.7 Commission meetings shall be held:
- at least two weeks prior to league commencement. Two weeks notice of the meeting is required..
 - immediately following the completion of the sport & prior to the A.G.M.
 - when deemed necessary by the League Commissioner
 - within 10 days after receiving the written request of three (3) Member schools
- 4.8 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 at pre-season commission meeting indicates that those schools are not part of the league for that season.

SECTION 5 : COMMISSIONERS

5.1 Rotation (Sharing) of Leadership :

The Track and Field , Rowing and Cycling Commissions have jointly established their own rotation list to deal with the multiple jobs required to organize the competitions. All other sports use the order as follows:

Commissioners Rotation List. (Note: Schools are eligible only if involved in League play.)

1. Stellys	10. Victoria High	19. Spencer
2. Specturm	11. SMU	20. Victor Brodeur
3. Esquimalt	12. Mt. Douglas	
4. Claremont	13. Oak Bay	
5. Reynolds	14. Glenlyon Norfolk	
6. Ed Mine	15. St. Margarets	
7. Parkland	16. Pacific Christian	
8. Belmont	17. St. Andrews	
9. Lambrick Park	18. Dunsmuir	

- 5.2 Rotation order may be suspended if a coach is willing to act as Commissioner or some other special situation arises. Rotation order should be resumed at the point of departure. A school that has "filled in" may miss their turn, if they so choose, once their name next comes up in the rotation for that sport.
- 5.3 Schools not entered in a Commission will not be expected to take the role of Commissioner for that league.
- 5.4 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. The sponsor must attend Commission meetings
- 5.5 Each League Commissioner or his appointed representative shall be responsible for:
- The calling and chairing of all Commission meetings.
 - General administration of all league and play-off affairs as well as declaring the method of determining the league champion.
 - 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.
 - Submit interim reports to Athletic Coordinator when requested .
 - 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 IX-2.4 c).
 - The League Commissioner will oversee the arranging of officials for the league(s) and playoffs in conjunction with the Athletic Coordinator.
 - A Handbook should be established, updated and forwarded to the succeeding League Commissioner.
 - Supply an updated list of rules specific to that Commission, to the appropriate Association officials to distribute to league officials.
 - Act on protests brought forward by Commission members as per (IX section 6) and submit results of the protest in writing to LVISSAA president within 1 week of its resolution.
 - 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.

SECTION 6 : LEAGUE POLICY

- 6.1 All Sport Commissions and leagues are governed by the rules of the Association. Additional rules may be established by a sports commission at the local or provincial level; such additional rules may not contravene rules of the Association.
- 6.2 All games must be played under:
 a) 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. b) Sports Commissions shall be empowered to amend the rules. Amendments must then be approved by a majority vote of the general membership at the AGM.
- 6.3 Postponement of any league or playoff games:
 (a) 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.
 (b) Notice to change any league or play-off game must be received by the scheduled opponent and the League Commissioner or Athletic Coordinator before 12:00 noon on the day the game is schedule.
 (c) 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 LVISSAA will rule.
 (d) All league games must be completed at least 2 school days prior to the scheduled commencement of playoffs.
 (e) 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.
- 6.4 Default, Forfeitures, and Withdrawals-/font
 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.
- 6.5 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 circulated, the matter will be referred to the Executive Discipline Committee.
- 6.6 The LVISSAA recognizes the BC SCHOOL SPORTS and the Island Playoff system in order that local playoffs in the "senior " age category may determine representatives to the Provincial Playoffs. TheVIJSSAA. (Vancouver Island Junior Secondary School Athletic Association) depends on local playoffs to determine representatives to "junior: aged Island Playoffs. Game regulations for each sport are contained on the Island Website www.islandnet.com/~athletic.
- 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 No more than one team may represent a school in play-off competition at the District level.
- 6.10 No league games are to be scheduled on the second Tuesday of each month which is reserved for school 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. Consideration be given to scheduling some evening games.
- 6.12 Each school may enter only one team per league or as specified by game regulations When there are an insufficient number of 'B' teams (second teams) to warrant a league the sports commissions may accommodate schools 'B' teams with an exhibition schedule.
- 6.13 Payment of Officials. Officials for leagues and playoffs should be certified and paid on the scale negotiated.
- 6.14 With the exception of situations outlined in section D4 of BCSS , a student in attendance at a Junior Secondary School (or Middle school) may not attend any practice of another Senior Secondary School, or compete for another Senior

Secondary School.

- 6.15 All movement of players between teams needs to be in accordance to Section D4, and its subsequent sections, of the BCSS rules and regulations.
- 6.16 **Registration Deadlines:** A copy of the BCSS Player Registration form must be received by the League Commissioner seven (7) days before the playoff competition. Student - athletes or teams who have not submitted their registration form are not eligible to participate in restricted competition after this final deadline. (including local & zone qualifying events and/or provincial championships) (SEE ALSO BCSS REGULATIONS)
- 6.17 Where officials are not allocated, a school may not engage an official from their own school to officiate during a "challenge" or playoff game
- 6.18 All schedules are to be printed in the North American style where the visitors are listed first and the home team listed second. Eg.. Spectrum at Belmont.
- 6.19 Students who **transfer** from a member school and enroll in a specific "sport program" outside of their school catchment area, at another member school, will be in-eligible for restricted competition for the school team in that specific sport for the duration of their enrolment in that sport program.. See BCSS rule d12.4 (pg 91)
- 6.20 When tie breaking information is missing or unclear, the following policy is to be applied to remove any justification for running up scores during league play, with the intention of accumulating points for a future tie breaker.
- a) In the event of a forfeited game, the penalty incurred by the forfeiting team would be the deduction of points equal to a win and the non- forfeiting team gets the points equal to a loss.
- b) in the event that two teams have the same number of points in the placings (based on win-loss record), the game between the two teams involved shall be used to break the ties (step1).If this does not break the tie, see step 3
- c) Step 2” If more than two teams have equal points, the games between the tied teams will similarly be considered in the tie break process. In this case a ratio of “points for” over “points against” will be determined, with the highest quotient(s) placing in the highest order.
- d) Step 3: If the ties(s) is not broken from step 1 or 2, the ratio of points for and against will be applied to all games in the league for the teams that are tied.

SECTION 7 - SEASONS OF PLAY

- 7.1 General : The Rules in this Park are aimed at balancing interschool sport activity through out the school year and fostering a balance for student-athletes between interschool sports and other activities
- 7.1.1 No member school shall participate in restricted or unrestricted competition except as provided in 7.2 – 7.5
- 7.1.2 Within a season of play established in 7.2, a member school’s coaches and administrators are encouraged to cooperate in scheduling matters and facility and resource use, to maximize opportunities for student- athletes
- 7.1.3 Refer to sections on Coach Recruiting and Coach’s code of Conduct for rules designed to prioritize in –season sports.

7.2 DESIGNATED SEASONS OF PLAY LVISSAA SPORTS

FALL SPORTS START: Tuesday **September 7** FINISH: Saturday **December 4**

Sr Field Hockey (26)
 Cross Country (15)
 Sr. Girls and Boys Volleyball (26)
 Jr. Girls and Boys Volleyball
 Jr. Boys Soccer
 Senior Boys Soccer (26)
 Rowing
 Aquatics (15)

WINTER SPORTS START: not before November 29 FINISH: Saturday March 12

Senior Boys & Girls Basketball (32)
 Junior Boys & Girls Basketball
 Curling
 Gymnastics
 Wrestling

SPRING SPORTS START: Monday March 7 FINISH Saturday June 4

Sr. Badminton (26)
 Jr Badminton
 Senior Girls Soccer (26)
 Junior Girls Soccer
 Junior Boys Rugby
 Senior Boys Rugby (26)
 Cycling
 Track & Field (15)
 Tennis (15)
 Golf (15)
 Girls Softball

7.3 Approved Exceptions to the Seasons of Play dates - refer to BCSS for exceptions for Boys AAA Basketball, Football, Boys' Rugby and Track and Field

7.4 **Fund Raising/Promotional Games:** - Despite 7.2, each team at a Member School is permitted to play one fundraising promotional game during a school year , whether the game occurs during the applicable season of play or not.

7.4.1 A Member School shall not participate in a fundraising or promotional game if the opposing team contains one(1) or more student- athletes from another Member School.

7.4.2 The Member School must report the following details to the Executive Director of BCSS by no later than two (2) school days after the game:
 a) the Member school team b)the opposing team c) the date and location of the game

7.5 **Touring or Hosting out of season** -- Despite 7.2, each team at a Member School may travel one tournament outside the applicable season of play and may host one out of province school team for competition outside the applicable season of play.

7.6 Maximum number of playing days –

7.6.1 In this sections, “playing day” means a calendar day on which a member school team or student-athlete participated in restricted or unrestricted competition, excluding playoff, championships and fund raising or promotional games.

7.6.2 No Member School shall, with the season of play for a sport, exceed the maximum number of playing days for that sport as outlines in 7.2

7.7 **Seasons of Play Penalties**

Refer to BCSS Section E7

SECTION 8: TEACHER /SCHOOL CONTROL

- 8.1 **Supervision requirements:** The school team must be accompanied by a teacher-coach, teacher-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 LVISSAA / BCSS 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.
- 8.2 If a teacher or qualified 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.
- 8.3 When a team is away from home one or more nights, the principal must designate an adult supervisor of the same sex as the team.
- 8.4 When a team travels they are considered to be under the teachers sponsor's care at all times. Conduct and misbehavior, showing lack of fair play, including the use of illegal or illicit drugs must be reported to both the Athletic Association president and the school administrator as soon as possible.

*See also Section 4 Sport Commission Organization 4.2 - for information on school control of commission meetings

SECTION 9 PROTESTS OF MATCHES OR CONTESTS

- 9.1 Protest situations that are identified prior to the start of a game must be brought to the attention of the game official(s) immediately and must be noted on the score sheet, or in any case must be made in writing to the league commissioner within 72 hours of the incident.
- 9.2 For information on code of conduct complaints , More details available in Article 11 or refer to BCSSSPORTS HANDBOOK, Section B2

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SECTION 10: ELIGIBILITY AND REGISTRATION

>>>>SEE SECTION C and D OF BCSS HANDBOOK (page69+)

DEFINTIONS, REGISTRATION REQUIRMENTS, MOVEMENT BETWEEN TEAMS, AGE AND COMPETITIVE LEVELS,TRANSFER RULES., APPEAL PROCEDURES..

Note: LVISSAA has adopted BCSS Eligibility Rules and procedures for all its sports, whether the sport is recognized by BCSS or not.

- 10.1 A LVISSAA Eligibility Committee exists to hear and rule on eligibility issues for LVISSAA sports that are not recognized by BCSS (Softball, Bowling, Rowing). The Eligibility Committee shall consist of the LVISSAA President , past President, and one additional Executive member, the Chair of the Board of Governors and the Athletic Coordinator, or their designates, as required. No person on the Eligibility Committee shall be in a conflict of interest position, The Chairman of the Board of Governors will designate a replacement for a member of the Committee who is in conflict of interest.
- 10.2 any appeals of the LVISSAA Eligibility Committee must be made to the Board of Governors within 10 days of receipt of the decision of the LVISSAA eligibility committee

SECTION 11 VIOLATIONS, PENALTIES AND APPEAL PROCEDURE

PART 1 OVERVIEW

- 11-1.1 THE FOLLOWING ARE NOT DETAILED BELOW : Please refer to BCSS HANDBOOK
- Section C3 Procedures for dealing with violations of BCSS Registration Policies :
 - Section C5 Violations of Eligibility Policies - **see also** X-3.1 "Participation of an ineligible student athlete SECTION 9 -"protests of matches or contests"
 - B2.2 Procedures for complaints regarding rules of conduct for Island or BCs (See applicable sport Commission)
 - Section E 7 Penalties for violations of Seasons of Play and/or Maximum Number of Playing Days Policies
- 11-1.2 LVISSAA 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 Commissioners, an Administrator at the Commissioner's school, and the Athletic (or in the case of a 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 shall will include 3 members of the LVISSAA three (3) members of the Board of Governors.
- 11-1.3 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, that 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 Chairman of the Board of Governors will chair his committee and will designate a replacement for a member of the Committee who is in conflict of interest.
- 11-1.4 In the case where specific or automatic penalties are not outlined IN BCSS 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.
- 11-1.5 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.
- 11-1.6 Repeat Violations by student, teams, school personnel or schools shall be dealt with by the Executive Discipline Committee.

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 greater suspension may be imposed by the Sport Jury.
- 11-2.2 The suspended student, together with the team coach and school sponsor 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 LVISSAA and a written report filed in the Athletic Coordinator's Discipline file
- 11-2.7 . In the event the discipline meeting is not attended as required, the ejected individual will be ineligible to represent their school until the matter is resolved to the satisfaction of the Committee."

SECTION 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 teacher or qualified 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 Athletic 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 ATHLETIC 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.

B) 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.

C) The chairperson off the Executive Discipline Committee may appoint an individual to investigate the incident prior to the hearing (the investigator) 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 question of the coach and/or any witnesses during the hearing, but will not take part in any panel deliberations.

D) 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.

E) The ejected coach, accompanied by a supervision administrator for that individual will appear before the Executive Discipline Committee. Other speakers at the hearing will be restricted to witnesses or those having direct or indirect knowledge of the issues.

F) The time frame for submission of evidence or information can be extended or waived, at the discretion of the chairperson of the hearing panel, it 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.

G) The deliberations of the Executive Discipline Committee are closed.

- 11-3.3 In the event the discipline meeting is not attended as required, the ejected individual will be ineligible to represent their school until the matter is resolved to the satisfaction of the Committee."

- 11 -3.4 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) 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 OF 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 SCHOOL SPORT COACHING IN B.C.

- 11-3.5 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 BCSS.
- 11 - 3.6 A report of the actions taken by the EXECUTIVE DISCIPLINE COMMITTEE shall be submitted to a regular meeting of LVISSAA and a written report filed in the Athletic Coordinator's Discipline file.
- 11-3.7 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 school administrator making the appeal.

SECTION 4 : PROCEDURES FOR DEALING WITH VIOLATIONS OF THE COACH'S CODE OF CONDUCT

- 11.4.1 This may include incidents that occur during a game, practice or athletic contest or incidents involving Recruiting or General Misconduct. Refer to Section 3 above.

SECTION 5: APPEAL PROCESS FOR DISCIPLINARY ACTION.

-- to be updated to describe the process with the Board of Governors.