

N.D.A.

BY-LAWS

(Revised June 2013)

BY-LAW I**FORFEITS AND DEFAULTS****SECTION I (Forfeits)**

1. Any team failing to meet the eligibility requirements as specified in Article XIV, Section III, #2, shall forfeit the contest(s) in question and the points for a win shall be awarded to the opposing team or individual.
2. Game score sheets for all N.D.A. sports will list the names of all school designated coaching staff members for the game. When any two members of the school designated coaching staff are removed during a game as a result of a decision by the official(s) in charge, the game is terminated and forfeited by the offending team. If there is only one coach on the score sheet and that coach is removed from the game by the official(s) in charge, the game is terminated and forfeited.
3. Any team who will not be participating in the NDA play-offs shall make their intentions known at least 48 hours prior to the start of the playoff round.

The playoff format for the new number of teams shall then be put into place.

Any team who removes themselves after that time period shall be subject to By-law 1, Section 1, page 1 of the constitution.

SECTION II (Defaults)

1. When a team or individual participating in an N.D.A. activity, without first obtaining the consent of the Convenor of the activity and the coach of the opposing team, fails to meet a scheduled date and time for a game or contest, or refuses to complete the game, the team or individual shall default the game or contest.
2. On the first occasion of a defaulted game or contest by any team or individual participating in an N.D.A. activity, the Principal, the Supervisors of Athletics, and the Coach of the school involved shall receive a letter of concern from the N.D.A. Executive. Any expense incurred as a result of the default shall be met by the defaulting team.
3. In the event of a second defaulted game or contest by a team or individual participating in an N.D.A. activity, the situation will automatically be referred to the Board of Review by the Convenor, in writing. The Board of Review shall decide if the individual or the team in question is to be suspended for the remainder of the season.
4. League suspensions do not apply to defaulted games.

BY-LAW II**AWARDS****SECTION I**

1. Guidelines for all awards are outlined in the Playing Regulations for each activity.
2. Additions to the award system for any activity may be made only if a proposal has been submitted and approved by N.D.A. prior to the beginning of competition for that activity.
3. Cost of all awards (pennants and ribbons only) is to be assumed by all schools taking part in league and/or meet and/or tournament play.
4. All existing awards should be retained. (i.e. all trophies that are presently sanctioned by N.D.A.)
5. Most Valuable Player Awards - Any sports committee presenting MVP Awards shall submit the conditions of the award to the N.D.A. Executive for approval prior to selection and presentation of such awards. Written records of the approved conditions are to be kept on file with N.D.A.
6. N.D.A. Sports Committees wishing to make "All Star" or "All City" selections shall provide the N.D.A. Executive with a list of criteria for the selection of the teams or individuals prior to the commencement of the league or schedule.
7. The Convenor shall be responsible for the presentation of awards.

BY-LAW III**N.D.A. CONVENORSHIPS****SECTION I****ALL SPORTS**

Eligibility - See the NDA Constitution.

Schedules -

There shall be no overlapping of NDA schedules (including NDA play-off games) for season sports.

Fall - beginning of school to the end of 2nd week of November

Winter - beginning of the 3rd week of November to March Break

Spring - from March Break to the end of the school year

There shall be no NDA scheduled games, or activities, for **3 days** preceding any examination day in a school calendar.

There shall be no league games on Sundays or holidays.

There shall be a maximum of 2 games per week in all sports.

No NDA contest or activity shall be scheduled that "**affects school time**", unless authorized by these guidelines, or arranged through the mutual agreement of the Principals of the schools involved.

The schedules for all NDA sports must be made available to all Principals for approval, at least two weeks prior to the beginning of each sport season.

SECTION II

1. be responsible for the complete supervision, organization, administration, and financing of the N.D.A. activity.
2. be responsible for the drafting and revision of all schedules for the particular activity including playoffs. In drafting and revising the necessary schedules, the convenor should consult the Principals' Guidelines with regard to N.D.A. activities, the examination dates for each school, the gym time available at each school, and the availability of fields including time, date, place, additional facilities (if necessary), etc. Revised schedules shall be in the hands of the Supervisor of Athletics concerned at least forty-eight (48) hours in advance of any change. Inform the coaches that for rescheduled games, the coaches, Supervisor of Athletics and Principals involved must decide on a mutually acceptable date and time for the game and inform the convenor. The convenor must arrange for officials and inform the coaches of all final arrangements prior to the rescheduled contest.

3. be responsible for making the necessary arrangements with the Referee-in-Chief of the particular activity regarding officials fees for all league and final games or contests and notify the First Vice-President as to the number of games which each school will play (excluding exhibition games). If the officials have not been contracted, the convenor is responsible for informing the N.D.A. Treasurer and the participating schools of their costs for meets, league and/or play-offs as soon possible.
4. be responsible for recommending and arranging, where necessary, coaches' clinics, referee clinics, referee-coaches meetings and referee-player meetings.
5. be responsible for promoting awareness of N.D.A.'s *Code of Ethics* for Coaches and Players (see By-Law VIII - P.10-11) and arrange to have copies of this item available for coaches at pre-season coaches' meeting.
6. be responsible for recommending the rule book to be used for the coming season. N.D.A. Playing Regulations take precedence over this rule book. The Convenor must obtain consent of the Assembly before instituting experimental changes which are not supported by the Playing Regulations or the selected rule book.
7. be responsible for reporting in writing all disputes arising from player eligibility to the N.D.A. President.
8. be responsible for reporting in writing all matters of misconduct (i.e.: abuse of officials, attempt to injure, etc.) of any athlete, spectator or coach connected with a team belonging to N.D.A. or participating in an N.D.A. activity to the N.D.A. President
9. be responsible for reporting in writing to the N.D.A. President all matters arising from defaulted games or contests.
10. be responsible for keeping and publishing the statistics necessary in order to maintain interest in, and to determine league and individual championships.
11. Receive eligibility forms from the member schools the day before the contest concerned for every N.D.A. activity in which a member school participates.
12. Check all eligibility forms received, and all game reports with eligibility forms for errors and report any error immediately to the appropriate Supervisor of Athletics of the school concerned. (see Article XIV, Section III #2)
13. Attempt to notify, on the day before the contest concerned, those schools whose teams have not fulfilled the eligibility requirements.
14. Make eligibility forms available to other coaches upon written request.
15. Receive score sheets of all games and notify the school(s) not sending score sheets of their responsibility. At the conclusion of Regular Season and Playoffs, remit all original score sheets to the N.D.A. Executive.
16. Work closely with the Public Relations Officer in an effort to promote and sell the activity to the administration and staff, parents of the athletes and general public.
17. be responsible for insuring that the necessary awards are available for presentation and the presentation of awards is carried out for all championship games or contests.

18. File with the Secretary of the Incorporation a complete written report on the operation of the N.D.A. activity including a list of recommendations for the improved operation of the particular activity for the following year. Convenor reports should be available to the membership at the first N.D.A. meeting following the season's events. All rules re: *Notices of Motion* still apply.
19. Follow the channel of communications for convenors given below:
 - (a) For General Matters: Convenor - Supervisor of Athletics
- Coach
 - (b) For Principals' Guidelines and Emergency Situations:
- Convenor - Principals' Liaison
- Supervisor of Athletics
20. be responsible for either (a) or (b) depending on the sport:
 - (a) For sports with contracted officials - inform the First-Vice President as to the number of games which each particular school will play during the season.
 - (b) For sports that do not contract officials - inform the N.D.A. Treasurer and the participating schools of their costs for meets, league and/or play-offs as soon as known.
21. Inform the N.D.A. Secretary of the need for printed material (i.e. score sheets) one (1) month before the start of league play so that such materials may be ordered if necessary.

BY-LAW IV

CLINIC CONVENORSHIPS

SECTION I

An N.D.A. Convenor provided he/she desires the financial support of the Incorporation shall:

1. Obtain approval from N.D.A. for conducting such clinics.
2. Distribute the necessary literature regarding the nature, place, date, time, and entry fee of said clinic prior to the date of its being conducted.
3. Make all the necessary arrangements for transportation, accommodation, meals, and remuneration for all personnel required for the operation of said clinic.
4. Arrange for duplication of all necessary literature as requested by the clinic personnel.
5. Make all necessary arrangements for all physical facilities including audio-visual aids.
6. Provide refreshments, writing materials, and name tags as necessary.
7. File with the Secretary of the Incorporation a written report on the operation of the said clinic together with a list of recommendations.

NOTE: All transportation arrangements for clinic personnel arriving from out of town should be made through a local agency and forwarded to clinic personnel prior to the date of the clinic.

BY-LAW V**INCORPORATION FEES****SECTION I**

Each member school shall pay an annual Incorporation Fee.

SECTION II

The actual amount of the Incorporation Fee payable by each member school shall be determined by the Treasurer when drawing his annual Incorporation budget.

SECTION III

The Treasurer shall inform each member school in writing of the amount of its annual Incorporation Fees not later than October 1 of the current school year.

SECTION V

A school which fails to pay its Incorporation fee by November 15 of each school year shall automatically be assessed a penalty fee of 10% to a maximum of \$50.00.

SECTION VI

An Associate Member of N.D.A. shall pay fees as per By-Law V, Section I.

BY-LAW VI**SPECIAL REPRESENTATIVES - SPECIAL COMMITTEES****SECTION I**

Special Committees may be appointed by the Incorporation, the Executive and by the President in order to carry out the programs and activities of the Incorporation.

SECTION II

The size of each committee, its degree of authority and its scope of power shall be determined by the appointing body.

SECTION III

All committees and special representatives appointed by the Incorporation, Executive, or President shall file with the Secretary of the Incorporation a written report of its findings, decisions, or recommendations.

SECTION IV

No N.D.A. committee shall keep or maintain a bank account of any kind without the annual approval of the N.D.A. Executive.

BY-LAW VII**PROTESTS****SECTION I**

All protests of N.D.A. games or activities shall be lodged in writing with the Convenor of the activity who will in turn report same to the N.D.A. President.

SECTION II

All protests are to be accompanied by a fifty dollar (\$50.00) deposit, said deposit to be refunded if the protest is upheld.

SECTION III

Except as otherwise provided, all protests of N.D.A. games or contests, shall be lodged within forty-eight (48) hours of the conclusion of the disputed game or contest.

SECTION IV

All protests arising out of player eligibility may be brought at any time upon request of the Convenor, or a registered member of the Incorporation. (By-Law VII Protests Section I)

SECTION V

If the age of a student participating in an N.D.A. activity is questioned by a registered member of the Incorporation, the matter should be referred in writing to the convenor of the activity that will in turn reference the submitted eligibility list.

BY-LAW VIII**NDA CODE OF ETHICS FOR COACHES AND PARTICIPANTS**

"N.D.A. strives to present a complete and varied range of sport programs because scholastic sport benefits society in general and participants in particular."

SECTION I COACHES' CODE OF ETHICS

N.D.A. coaches are encouraged to:

1. act on and promote positive and clearly articulated values related to coaching and scholastic sport;
2. Be respectful of all individuals involved in scholastic sport. N.D.A. is opposed to any form of discrimination on the basis of gender, race, place of origin, athletic potential, colour, sexual orientation, religion, socio-economic status, age or other condition;
3. respect and promote the rights and dignity of all participants;
4. build mutual support among fellow coaches, officials, athletes and spectators;
5. be honest, sincere and honourable in their relationships with others;
6. act in the best interests of the athlete's development as a whole person;
7. strive to maximize benefits and minimize risks for all participants;
8. Notify other coaches when working with these coaches' athletes. The Incorporation is opposed to the recruiting of athletes in any form;
9. respect officials and accept their decisions and accept both the letter and the spirit of the rules that define and govern sport;
10. be a leader in demonstrating fair play and sportsmanship to all involved in sport;
11. provide an environment that is free of drugs, tobacco and alcohol, and refrain from their use at all scholastic sport events;
12. Prepare participants with regard to behaviour expected of them at all N.D.A. activities and supervise their athletes for the duration of the activity.

SECTION II ATHLETES' CODE OF ETHICS

N.D.A. athletes are encouraged to:

1. be responsible for their participation in scholastic sport by respecting this Code of Ethics;
2. treat coaches, other players, officials and spectators with respect regardless of gender, race, place of origin, athletic potential, colour, sexual orientation, religion, socio-economic status, age or other condition;
3. Promote the rights and dignity of all participants;
4. be honest, sincere and honourable in their relationships with others;
5. Encourage good sportsmanship from fellow players, coaches and officials at every game and practice by demonstrating good sportsmanship;
6. Respect officials and accept their decisions and accept both the letter and the spirit of the rules that define and govern sport;
7. Attempt to meet the academic standards and expectations of their schools;
8. Refrain from the use of alcohol, drugs and tobacco while participating in an N.D.A. activity.

BY-LAW IX**OFFICIALS FOR N.D.A. ACTIVITIES****SECTION I**

1. Whenever possible all officials for N.D.A.-sponsored activities should be contracted by the Executive on behalf of the Incorporation.
2. The intermediary between the Incorporation and the officials shall be the Convenor.
3. It will be the duty of the Convenor, in conjunction with the Incorporation, to provide all necessary officials for the particular activity, excluding exhibition games.

SECTION II

1. Whenever the Incorporation contracts officials for N.D.A. activities, a statement of the referee's fees for the entire season for that activity (excluding exhibition games) should be sent by the Officials Association to the Treasurer of N.D.A. before the start of the season.
2. If the officials have not been contracted by the Incorporation, the time and manner of payment for officials must be approved by the Executive.

BY-LAW X**TRANSFER COMMITTEE****SECTION I**

The N.D.A. Executive shall annually appoint a transfer committee that will consist of one (1) representative from each member school. The Chairperson for the N.D.A. Transfer Committee shall keep a record of all transfer cases, shall select the dates, times and place of Transfer meetings and shall submit a summary of each meeting to the Transfer Committee members and to the N.D.A. President and Secretary. It shall be each members' responsibility to advise student-athletes at their respective schools that submitted their application to the committee as to the status of their application.

SECTION II

The N.D.A. Transfer Committee shall meet prior to each O.F.S.A.A. Board of Reference Transfers meeting in order to allow students the opportunity to appeal the decision to O.F.S.A.A.

SECTION III

Appeals to decisions rendered by the N.D.A. Transfer Committee can be made to the OFSAA Transfer Board Appeal Committee by following the O.F.S.A.A. appeal procedures.

BY-LAW XI**SCHEDULES AND CHANGES TO SCHEDULES**

Sport schedules are prepared by the Convenor(s). Numerous factors are considered when schedules are created. Availability of facilities and officials, games per week, back to back games, conflict with special school events are all investigated in the development of the schedules.

Schools are expected to honour their commitment to their league game which **must** take precedence over invitational events such as tournaments etc...

However, there may be extenuating circumstances requiring a change in schedule. When that occurs the following procedure must be followed.

Procedures to change a Draft (Pre-approved) Schedule

1. Schools must declare their intent to participate in the following sporting season to the convenor by the following dates:
 - Fall sports: first Friday of the starting school year.
 - Winter sports: October 31 of the competitive year.
 - Spring sports: February 1 of the competitive year.
2. The Convenor must:
 - (a) Hold a coaches meeting a minimum of two weeks and one day prior to the potential start date of the season based on the draft schedule.
 - (b) Have a draft schedule prepared and distributed to all participating schools 24 hours before coaches meeting.
3. Schools (coaches) should communicate with the convenor about foreseeable non-play dates for their respective teams in order to make the draft as accurate as possible.

At the Coaches' Meeting:

4. School representatives must present foreseeable schedule changes such as known facility closures due to repair, school functions, field trips affecting players or events, etc... It must be noted that unavailability due to tournament dates may be presented and discussed, however approval of the change will reside with the Convenor, the group's discussion will be used as supportive evidence for his/her decision.
5. It is the Convenor's responsibility to alter the schedule and have it prepared for the distribution at the adjournment of the meeting or when not possible, have the new draft schedule distributed to all participating schools by noon the next day for athletic director and principal approval.
6. Teams must return the completed Schedule Approval Form to the convenor five (5) days before the first league game.

Procedures to change an Approved League Schedule

1. The coach of the requesting team:
 - Notifies his/her Athletic Director of the request for change, the details, and the reason for the change. If the Athletic Director does not approve of making the request, then the change cannot occur.
2. The Athletic Director (or coach with the Athletic Director's approval) of the requesting school is supportive of the change:
 - a) Obtains the approval of the Principal of his/her school to proceed with the request for change;
 - b) Contacts the Athletic Director and Coach of the affected school(s) and provides all the reasons for the request and the details of the change (ie: date, time and location);
 - c) If the affected school's Athletic Director and Principal agree with the change, the requesting school must complete the Schedule Change Form in its entirety and submit the completed for to the Convenor.
3. If the Convenor, given the restraints of rescheduling specific to the situation, deems the changes to be possible, he/she shall:
 - a) Notify the officials, the media (if appropriate);
 - b) Send a copy of the request form, stamped approved to both schools involved;
 - c) Alter the existing schedule to reflect changes.
4. If emergency extenuating circumstances arise, and the affected school does not approve, the original schedule shall stand, however the Convenor upon request of the requesting school may request a Board of Review. The Board of Review decision will be final. In this case, the reason for the change would have to be exceptional.
5. In cases of inclement weather:
 - Note: All schools must be made aware of their boards' inclement weather policy.*
 - (a) Where all district schools are affected it is the convenor's responsibility to reschedule blocks of games as a whole to another date and the schools responsibility to obtain Principal's approval.
 - (b) Where only some schools are affected, the affected schools must contact each other's opponent during the day of the cancellation and within 24 hours resolve the situation; complete the Schedule Change Form in its entirety and submit it to the Convenor for approval. (*Ex: Northern at Chippewa, Northern has inclement weather day, Chippewa doesn't, Northern is to communicate with Chippewa, complete the Schedule Change Form and submit it to the Convenor.*)