

ONTARIO CHRISTIAN
SECONDARY SCHOOL
ATHLETIC ASSOCIATION

CONSTITUTION

Last updated October 2020

Past Executive Members (Information prior to 1981 – 1982 is not available)

Years	Position	Individual	School
81/82	Chairperson Secretary/Treasuer	Gerda Brouwer B. Mitchell	Beacon
82/83	Chairperson Secretary/Treasuer	J. Bronsema Andy VanHuis	Durham Smithville
83/84	Chairperson Secretary/Treasuer	J. Bronsema Andy VanHuis	Durham Smithville
84/85	Chairperson Secretary/Treasuer	Brian Doornenbal Ken VanderZwaag	Chatham Woodland
85/86	Chairperson Secretary/Treasuer	Brian Doornenbal Ken VanderZwaag	Chatham Woodland
86/87	Chairperson Secretary/Treasuer	Andy VanHuis	Smithville
87/88	Chairperson Secretary/Treasuer		
88/89	Chairperson Secretary/Treasuer		
89/90	Chairperson Secretary/Treasuer	Gerda Brouwer	Beacon
90/91	Chairperson Secretary/Treasuer	Gerda Brouwer Ted Harris	Beacon Chatham
91/92	Chairperson Secretary/Treasuer	Ken VanderZwaag Ted Harris	Woodland Chatham
92/93	Chairperson Secretary/Treasuer	Ken VanderZwaag Ted Harris	Woodland Chatham
93/94	Chairperson Secretary/Treasurer	Evelyn Dengerink Gina VandenDool	Toronto Smithville
94/95	Chairperson Secretary/Treasurer	Evelyn Dengerink Gina VandenDool	Toronto Smithville
95/96	Chairperson Secretary/Treasurer	Pat Vos Steve Wassing	Redeemer London
96/97	Chairperson Secretary/Treasurer	Pat Vos Steve Wassing	Redeemer London
97/98	Chairperson Secretary/Treasurer	Ron Smeding Jeff Wiersma	Quinte Guido de Bres
98/99	Chairperson Secretary/Treasurer	Ron Smeding Jeff Wiersma	Quinte Guido de Bres
99/00	Chairperson Vice-Chairperson Secretary-Treasurer	Ron Oppertshauer Ron Smeding Jeff Wiersma	Lambton Quinte Guido de Bres
00/01	Chairperson Vice-Chairperson Secretary/Treasurer	Ron Oppertshauer Evelyn Dengerink Jeff Wiersma	Hamilton Toronto Guido de Bres
01/02	Chairperson Vice-Chairperson Secretary/Treasuer	Jessica Brooks Evelyn Dengerink Jeff Wiersma	Beacon Toronto Guido de Bres
02/03	Chairperson Vice-Chairperson Secretary/Treasuer	Jessica Brooks Evelyn Dengerink Jeff Wiersma	Beacon Toronto Guido de Bres
03/04	Chairperson Vice-Chairperson Secretary/Treasuer	Ron Oppertshauer Evelyn Dengerink Keith Verburg	Hamilton Toronto Heritage
04/05	Chairperson Vice-Chairperson Secretary/Treasuer	Ron Oppertshauer Evelyn Dengerink Keith Verburg	Hamilton Toronto Heritage
05/06	Chairperson Vice-Chairperson Secretary/Treasuer	John VanderWindt Ron Oppertshauer Keith Verburg	Quinte Hamilton Heritage
06/07	Chairperson Vice-Chairperson	John VanderWindt Ron Oppertshauer	Quinte Hamilton

	Secretary/Treasuer	Keith Verburg	Heritage
07/08	Chairperson Vice-Chairperson Secretary/Treasuer	John VanderWindt Ron Oppertshouser Keith Verburg	Quinte Hamilton Heritage
08/09	Chairperson Vice-Chairperson Secretary/Treasuer	John VanderWindt Steve Wassing Jessica Brooks	Quinte London Beacon
09/10	Chairperson Vice-Chairperson Secretary/Treasurer	Fred Bruekelman John VanderWindt Jessica Brooks	Smithville Quinte Beacon
10/11	Chairperson Vice-Chairperson Past-Chairperson Secretary/Treasurer	Fred Bruekelman Eric Vrieling John VanderWindt Jessica Brooks	Smithville Toronto Quinte Beacon
11/12	Chairperson Vice-Chairperson Past-Chairperson Secretary/Treasurer	Eric Vrieling Scott Kooy John VanderWindt Anita Kralt	Toronto Woodland Quinte Durham
12/13	Chairperson Vice-Chairperson Past-Chairperson Secretary/Treasurer	Scott Kooy Rich Fontanna John VanderWindt Anita Kralt	Woodland Brampton Quinte Durham
13/14	Chairperson Vice-Chairperson Past-Chairperson Secretary/Treasurer	Rich Fontanna Sharon Smith Scott Kooy Anita Kralt	Brampton Chatham Woodland Durham
14/15	Chairperson Vice-Chairperson Past-Chairperson Secretary/Treasurer	Sharon Smith Nick Mans Rich Fontanna Anita Kralt	Chatham Emmanuel Brampton Durham
15/16	Chairperson Vice-Chairperson Past-Chairperson Secretary/Treasurer	Nick Mans Dwayne Williams Sharon Smith Anita Kralt	Chatham Great Lakes Chatham Durham
16/17	Chairperson Vice-Chairperson Past-Chairperson Secretary/Treasurer	Dwayne Williams Tim Wildeboer Nick Mans Anita Kralt	Great Lakes Guido Emmanuel Durham
17/18	Chairperson Vice-Chairperson Past-Chairperson Secretary/Treasurer	Tim Wildeboer Brad Heidburrt Dwayne Williams Anita Kralt	Guido HDCH Great Lakes Durham
18/19	Chairperson Vice-Chairperson Past-Chairperson Secretary/Treasurer	Brad Heidburrt Jeff Wiersma Tim Wildeboer Anita Kralt	HDCH Heritage Guido Durham
19/20	Chairperson Vice-Chairperson Past-Chairperson Secretary/Treasurer	Jeff Wiersma Eric Bulthuis Brad Heidburrt Anita Kralt	Heritage King's HDCH Durham
20/21	Chairperson Vice-Chairperson Past-Chairperson Secretary/Treasurer	Eric Bulthuis John Lise Jeff Wiersma Colin Hoving	King's London Heritage TDCH

Past Tournament Convenors (Information prior to 1981 – 1982 is not available)

	Cross Country	Girls' B-ball	Boys' B-ball	Girls' V-ball	Boys' V-ball	Badminton	Girls' Soccer	Boys' Soccer	Track & Field
82/83	Woodland	Toronto	Toronto	London	London	Durham	Durham	Durham	Smithville
83/84	Hamilton	Toronto	Toronto	London	London	Durham	Woodland	Woodland	Beacon
84/85	Hamilton	Toronto	Toronto	London	London	Durham	Woodland	Woodland	Beacon
85/86	Hamilton	Toronto	Toronto	London	London	Durham	Woodland	Woodland	Woodland
86/87	Hamilton	Toronto	Toronto	London	London	Durham	Woodland	Woodland	London
87/88	Guido	Toronto	Toronto	London	London	Durham	Woodland	Woodland	London
88/89	Guido	Hamilton	Hamilton	London	London	Durham	Woodland	Woodland	London
89/90	Guido	Hamilton	Hamilton	London	London	Guido	Woodland	Woodland	London
90/91	Guido	Hamilton	Hamilton	London	London	Durham	Woodland	Woodland	London
91/92	Guido	Hamilton	Hamilton	Beacon	Beacon	Durham	Smithville	Smithville	London
92/93	Guido	Hamilton	Hamilton	Beacon	Beacon	Durham	Smithville	Smithville	Guido Hamilton
93/94	Guido	Hamilton	Hamilton	Beacon	Beacon	Toronto	Smithville	Smithville	Guido Hamilton
94/95	Guido	CAWO	Beacon	Toronto	London	Durham	Smithville	Smithville	Guido Hamilton
95/96	Guido	Hamilton	Guido	Redeemer	London	Smithville	Woodland	Lambton	Guido Hamilton
96/97	Guido	Hamilton	Guido	Quinte	London	Smithville	Woodland	Toronto	Woodland London
97/98	Guido	Hamilton	Guido	London	London	Smithville	Chatham	Toronto	Woodland Brampton
98/99	Heritage	Hamilton	Guido	Redeemer	London	Smithville	Toronto	Beacon	Woodland Durham
99/00	Heritage	Hamilton	Guido	Chatham	London	Smithville	Toronto	Beacon	Woodland Durham
00/01	Heritage	Hamilton	Guido	Quinte	London	Smithville	Toronto	Beacon	Woodland London
01/02	Heritage	Smithville	Guido	U.M.E.I.	London	Durham	Toronto	Beacon	Woodland London
02/03	Heritage	Smithville	Guido	Redeemer	London	Quinte	Toronto	Durham	Woodland London
03/04	Heritage	Smithville	Guido	Chatham	London	Smithville	Toronto	Kings	Woodland London
04/05	Heritage	Chatham	Guido	Hamilton	London	Smithville	Kings	Toronto	Woodland London
05/06	Brampton	Chatham	Guido	Hamilton	London	Smithville	Toronto	Kings	Woodland London
06/07	Brampton	Hamilton	Hamilton	Chatham	Quinte	Smithville	Toronto	Kings	Woodland London
07/08	Brampton	Hamilton	London	Guido	Quinte	Smithville	Toronto	Kings	Woodland London
08/09	Brampton	Hamilton	Guido	Quinte	Durham	Smithville	Woodland	Kings	Woodland London
09/10	Unity	Hamilton	Guido	Quinte	Durham	Smithville	Chatham	Kings	Woodland London
10/11	Unity	Hamilton	Guido	Durham	Quinte	Smithville	Chatham	Kings	Woodland London

	Cross Country	Girls' B-ball	Boys' B-ball	Girls' V-ball	Boys' V-ball	Badminton	Girls' Soccer	Boys' Soccer	Track & Field
11/12	Unity	Hamilton	Guido	Quinte	Durham	Smithville	Hamilton	Kings	Woodland London
12/13	Unity	Woodland	Guido	Quinte	Durham	Smithville	Hamilton	Kings	Woodland London
13/14	Woodland	Kings	Guido	Quinte	Durham	Smithville	Hamilton	Kings	Woodland London
14/15	Woodland	Great Lakes	Guido	Quinte	Durham	Smithville	Hamilton	Kings	Woodland London
15/16	Woodland	Great Lakes	Guido	TDCH	Quinte	Smithville	Hamilton	Kings	London Brampton
16/17	Woodland	Great Lakes	Heritage	TDCH	Quinte	Smithville	Hamilton	Kings	London Brampton
17/18	Woodland	Great Lakes	Heritage	TDCH	Quinte	Smithville	Hamilton	Kings	London Brampton
18/19	Woodland	Great Lakes	Rehoboth	Providence	Quinte	Smithville	Hamilton	Kings	London Brampton
19/20	Woodland	Guido	Rehoboth	Providence	Quinte	Smithville	Hamilton	Kings	London Brampton
20/21	Woodland	Guido	Rehoboth	Providence	Quinte	Smithville	Hamilton	Kings	London Brampton

Article I. Name

The organization shall be known as the Ontario Christian Secondary School Athletic Association, abbreviated as OCSSAA.

Article II. Objectives

The objectives of the OCSSAA are:

- To encourage and strive for excellence in sports play among the associations' schools
- To provide quality Christian competition for the athletes and their coaches
- To create opportunities for fellowship with Christian athletes
- To provide the arenas in which coaches and athletes model and learn leadership in athletics
- To create opportunities for everyone involved, from the organizers, helpers, players, coaches, officials, and spectators, to glorify God through serving, helping, encouraging, challenging, and having fun together

Article III. Membership

Section III.01

The regular members of the OCSSAA are:

1. Brampton Christian Academy (membership since June 1996)
2. Chatham District Christian High
3. Durham Christian High School
4. Emmanuel Christian High School (membership since March 2010)
5. Great Lakes Christian High School (membership since June 1997)
6. Guido de Bres Christian High School (membership since September 1984)
7. Hamilton District Christian High School
8. Heritage Christian High School (membership since October 1995)
9. King's Christian Collegiate (membership since October 2007)
10. London District Christian High School
11. Providence Reformed Colligate (membership since Oct 2007)
12. Quinte Christian High School (membership since October 1989)
13. Redeemer Christian High School (membership since June 1985)
14. Rehoboth Christian School (membership since April 2016)
15. Smithville District Christian High School
16. Toronto District Christian High School
17. United Mennonite Educational Institute (membership since March 2004)
18. Unity Christian High School (membership since March 2010)
19. Woodland Christian High School

The associate members of the OCSSAA are:

1. Calvary Christian Academy (associate member since April 2017)
2. Niagara Christian Collegiate (associate member since April 2019)

Section 3.02

Benefits of membership includes the following:

- a) Regular members are permitted to vote at association meetings, hold executive positions, convene tournaments, and attend all tournaments.
- b) Associate members are entitled to attend all tournaments and convene tournaments.

Section 3.03

Eligibility criteria for regular membership includes the following:

- a) The school must provide a mission statement that is consistent with Biblical directives
- b) Provide evidence that the mission statement is incorporated into all aspects of the school
- c) Be parent-run tuition based
- d) Pay the annual association fees
- e) Attend the meetings on a regular basis
- f) Agree to follow the constitution of the association

Section 3.04

Removal of regular membership

- a) The board may on its own initiative, or a member in good standing, bring before the board a motion to remove a member in the event that the structure and direction of a member school changes so they no longer meet the eligibility criteria
- b) Failure to pay the association fees for two consecutive years constitutes grounds for removal
- c) Failure to have representation at the board meetings for two consecutive years constitutes grounds for removal

Section 3.05

The process to apply for associate membership is as follows:

- a) Submit written application to the Executive. The Executive will distribute copies of the application to member schools 10 days before the next meeting. The application should include:
 - i) Letter of request for associate membership from principal.
 - ii) Statement of eligibility for regular membership as outlined in Section 3.03.
 - iii) Documentation of school's mission statement.
- b) At the meeting a personal presentation is required. Following the presentation, a regular member can make a motion for membership. If seconded, this motion is then tabled to the following meeting.
- c) At the following meeting, the motion is voted upon. The motion must receive 75% approval of a quorum (2/3 of regular members), which includes those in attendance and any proxy votes cast beforehand. Associate membership will begin after the motion has been passed. Associate members may maintain associate membership status for no more than three years. After this time, application for regular membership or re-- - application for associate membership must be made.

Section 3.06

The process to apply for regular membership is as follows:

- a) School must be an associate member for a minimum of 2 years before applying for regular membership.
- b) Submit written application to the Executive. The Executive will distribute copies of the application to member schools 10 days before the next meeting. The application should include:
 - i. Letter of support from principal.
 - ii. List of tournament participation.
 - iii. List of tournaments convened.
- iv. Outline of changes to school structure since the associate application was received (eg. Additional grades, increased enrolment, etc.).
- c) At the meeting, a personal presentation is required. Following the presentation, a regular member can make a motion for membership. If seconded, this motion is then tabled to the following meeting.
- d) At the following meeting, the motion is voted upon. The motion must receive 75% approval of a quorum (2/3 of regular members), which includes those in attendance and any proxy votes cast beforehand. Regular membership will begin after the motion has been passed.

Article IV. Board of Directors

The Board of Directors shall consist of one representative from each of the regular member schools. It is recommended that the representative should be the Athletic Director or Physical Education Department Head. It is acknowledged that each Director is accountable to the schools they are serving.

Article V. Executive

Section 5.01

The officers of the association, known as the Executive, shall be: (i) the Chairperson, (ii) the Vice-Chairperson, the (iii) Past-Chairman and (iv) the Secretary-Treasurer. The positions secretary/treasurer will be filled through nominations and voting at the Spring meeting.

Section 5.02

Members of the Executive must have been a Director for two years before being eligible for a position on the Executive.

Section 5.03

The position of Chairperson is filled by the out-going Vice-Chairperson at the end of the Vice-Chair's one-year term in the Executive. This position is therefore, typically, a one-year term.

The duties of the Chairperson shall be the following:

- a) To call meetings
- b) To circulate a notice of meeting and an agenda ten days prior to the meeting

- c) To act as a chairperson at the meetings
- d) To represent the Association as contact and spokesperson

Section 5.04

The position of the Vice-Chairperson will be filled on a rotating basis of the regular member schools in the order as listed alphabetically in Section 3.01. This position is a one-year term.

A Director will be skipped in the rotation if:

- a) They are not a regular member school as listed in Section 3.01, or
- b) They do not meet the criteria for an Executive position as outlined in Section 5.02, or
- c) They currently serve on the Executive in another capacity

The duties of the Vice-Chairperson shall be the following:

- a) To assist the chairperson with his/her duties as necessary and requested
- b) To fill the duties of the chairperson as may become necessary
- c) To update the constitution as required
- d) To provide an updated contact list of all members at the beginning of each year

Section 5.05

The position of Past-Chairperson is filled by the out-going Chairperson at the end of the Chairperson's one-year term in the Executive. This position is therefore, typically, a one-year term.

The duties of the Past-Chairperson shall be the following:

- a) To assist the chairperson with his/her duties as necessary and requested
- b) To fill the duties of the chairperson as may become necessary

Section 5.06

The duties of the Secretary-Treasurer shall be the following:

- a) To create a budget for the next academic year
- b) To distribute funds as necessary
- c) To distribute one copy of the minutes to each member within one week of every meeting
- d) To collect the membership dues from all the member schools
- e) To keep an up-to-date account of all the financial matters and submit a report at each meeting
- f) To provide the convenors with money to help cover the costs of the tournaments

This position is a three-year term.

Article VI. Membership Dues

Each school will be assessed a yearly fee based on their school's enrolment. The membership dues shall be determined as part of the budget at the April meeting. The fiscal year shall be from September 1st to August 31st. The membership dues shall be paid to the Secretary-Treasurer before November 1st. A 10% penalty shall be levied on schools that pay after this date.

The membership dues are used to cover budget expenses. Budget expenses shall include: tournament funding, purchasing medallions, updating trophies, and meeting expenses.

Article VII. Tournaments

Section 7.01 Tournaments held

The OCSSAA tournaments include Cross-Country Meet, Girls Basketball, Boys Basketball, Girls Volleyball, Boys Volleyball, Badminton, Girls Soccer, Boys Soccer, Track & Field Meet.

Section 7.02 Tournaments participants

- a) To participate in a tournament the school must be a regular or associate member of OCSSAA
- b) Each regular or associate member school may only submit one team per tournament

Section 7.03 Tournaments awards

- 1) For Individual Sports (Cross-country, Badminton, and Track & Field):
 - a) Gold, Silver and Bronze medallions awarded in each division/category for Badminton and Cross-country only.
 - b) Gold medallions only awarded to the winners in each age category in Track & Field.
 - c) Plaque and Annual trophy for each winning team.
 - i) Badminton: 1st place team
 - ii) Cross-country: winning male & winning female team
 - iii) Track & Field: Small school & Large school champion
- 2) For Team Sports (Volleyball, Basketball, and Soccer):
 - a) Gold and Silver medallions awarded to the "A" flight.
 - i) 15 medallions/team for volleyball & basketball
 - ii) 20 medallions/team for soccer
 - b) Plaque & Annual trophy to the "A" flight championship team
 - c) Plaque & Annual trophy to the "B" flight championship team

Article VIII. Meetings

Section VIII.01

The first meeting of the school year will be held in late October or early November. The agenda items include financial statement from previous year, budget update for current year, reports on past tournaments, preparations for up-coming tournaments, and constitutional changes.

The second meeting of the school year will be held in late March or early April. The agenda items include budget update for current year, budget proposal for the following year, reports on past tournaments, preparations for up-coming tournaments, next year's schedule of tournaments and constitutional changes.

Section VIII.02

A member school is responsible for notifying the Chairperson at least 48 hours prior to the meeting if that school will not be represented at any meeting.

Article IX. Voting Privileges and Requirements

Each regular member school is permitted one vote, however, all coaches and principals may attend the meetings and participate in discussions. Proxy votes will be permitted if written notification is sent to the Chairperson prior to the meeting.

Article X. Constitution Amendments

Amendments to the constitution require the following:

- a) A notice of motion sent to all member schools at least 14 days prior to the meeting.
- b) A discussion by a quorum. A quorum shall be two-thirds of regular member schools.
- c) A two-thirds approval is required for amendments to Articles 1 – 12.
- d) A 50 percent plus one approval is required for amendments to the by-laws in Article 13.

Article XI. Coaches of Teams

The preferred coaching personnel are teaching staff. If a non-staff member fills this position, a school appointed coach/chaperone must accompany the team to all the OCSSAA tournaments; this includes being on the bench/sidelines during competitions. Every coach must be familiar with the OCSSAA Code of Conduct. In situations requiring overnight accommodations during OCSSAA tournaments, one adult of the same gender must accompany the team.

Article XII. Eligibility of Athletes

Eligibility for athletes include the following:

- a) An athlete must be registered in day classes of a member school and be enrolled in 2 credit courses in a semestered system and 4 credit courses in a non-semestered system.
- b) An athlete must be familiar with and accept the OCSSAA Code of Conduct.
- c) A female athlete will be allowed to participate on a male team in basketball, soccer, and/or volleyball at OCSSAA tournaments in the case where there is no school team at the school represented in that sport during that year.
- d) An athlete who has been suspended from school is ineligible until the school has reinstated him/her.
- e) If an ineligible athlete competes, that game/event will be counted as a loss for the team for which he/she participates and a win for the opposition.

Article XIII. By-Laws of the OCSSAA

By-laws govern the organization and running of tournaments. The by-laws can be amended with a 50% plus one vote.

Section 13.01	Code of Conduct
Section 13.02	Board of Reference
Section 13.03	Duties of Tournament Convenors

Section 13.01 Code of Conduct

We, the participating schools of the OCSSAA, strongly believe that when sports are participated in within a Christian lifestyle, we must encourage positive play and healthy interaction between players of all teams and between the schools these players represent. Therefore, we must conform to the following expectations:

- In all we do and say we are first and foremost Ambassadors for Christ our Lord and Saviour.
- Coaches will show respect for their athletes and refrain from humiliating an athlete under their control. Coaches shall be positive role models.
- Athletes are expected to display respect for their coach, as he/she is the leader of the team.
- Individuals will seek to resolve differences and to treat others, both team mates and opponents, as one would wish to be treated.
- Participants will show respect to officials and accept their judgement without undue emotion.
- Participants will respect the playing facilities and equipment.
- Participants will relate to the rules of the game in a positive, honest and respectful manner.
- Profanities and negative gestures of any sort are unacceptable.
- Spectators must show respect to the participating teams. They will refrain from boos, catcalls, or other forms of derision.
- All participants will respect their bodies as temples of God and honour governmental, school, and facility bans concerning the use of tobacco, alcohol, and drugs.
- It is the responsibility of the coach to ensure that the Code of Conduct is followed for the enjoyment of all participants and spectators.

Any person who has a concern regarding behaviour during a OCSSAA tournament is asked to follow this sequence.

First, speak directly to the coach of the team that has demonstrated the inappropriate behaviour. It is hoped that Christian dialogue (speaking and listening) will produce wise results.

Second, if the concern cannot be rectified, contact the tournament convenor. Provide a written account of the inappropriate behaviour that was witnessed.

Third, provide a copy of the written account to your school's athletic representative at OCSSAA.

Section XIII.01 Board of Reference

In the event that disciplinary action is needed, a Board of Reference consisting of four school representatives that are not directly involved in the incident, and the convenor of the tournament will rule. If available and possible, two members of the Board of Reference should be OCSSAA representatives. The ruling of the Board of Reference will be final.

Participants who fail to adhere to the Code of Conduct risk sanctions imposed by the Board of Reference. Appropriate coaches and Athletic Directors will inform those who receive sanctions from the Board of Reference. The tournament report shall include all sanctions ruled by the Board of Reference, providing names and school affiliations and reason for each ruling.

Section 13.03 Duties of Tournament Convenors

The duties of OCSSAA tournament convenors include the following:

- a) To book proper facilities as soon as possible and get confirmation in writing, along with the original booking date.
- b) Send invitations to all OCSSAA member schools at least six weeks prior to the date of the tournament.
- c) Follow the specific OCSSAA by-laws regarding the tournament/meet they are convening.
- d) Plan the tournament schedule of games/events.
- e) Arrange for officials for all games/events.
- f) Order medallions through the OCSSAA secretary/treasurer and request specific engraving. The cost of engraving is to be covered under the tournament budget.
- g) Arrange a budget and pay invoices for officials, medallion engraving, and facilities. Collect entry fees from each participating school.
- h) Charge 100% of the tournament fee to any school that withdraws from a tournament within two weeks of the event. A school that drops out two weeks prior to an OCSSAA tournament can appeal to the convenor of the tournament who may consult the OCSSAA executive for an exception to Section 13.03 h due to special circumstances.
- i) Send tournament schedule and information to each participating school at least seven days prior to the tournament.
- j) Ensure that a safe environment and suitable first-aid procedures are present at each facility.
- k) Organize a Board of Reference to deal with any protests or discipline matters.
- l) Arrange for the presentation of medallions and trophies at the conclusion of the tournament.
- m) Prepare a written summary of the tournament and send to all OCSSAA schools within seven days after the tournament.
- n) Any budget surplus must be forwarded to the secretary/treasurer. Any reasonable budget deficit will be covered by OCSSAA upon approval of the executive
- o) Prepare a written summary of the tournament and submit at the next OCSSAA meeting. This report should include the summary mentioned above, any discipline concerns, a financial statement, and any proposals for the next year's tournament (ie. rules, equipment, set-up). This report should be distributed at the OCSSAA meeting either in person or by your school's representative. The presenter of this report is requested to take extra copies of the report for distribution at the meeting.

