



**METRO EDMONTON HIGH SCHOOL ATHLETIC ASSOCIATION**

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# ***CONSTITUTION***

***and***

# ***BY-LAWS***

Updated September, 2010

## I. GOVERNING PRINCIPLES

1. *That interschool athletics support the goals of schooling as identified by Alberta Education and that they be consistent with the philosophy of the school district and with the overall program of the individual schools.*
2. *That interschool athletics will provide the best possible educational experiences for students; will provide maximum and equal opportunity for both males and females to participate in a variety of individual, dual, and team sports; and will provide for differing levels of size, ability, and interest.*
3. *That interschool athletics be developed to meet the needs, interests, health, and welfare of the students and be governed by the physical, financial and human resources of the school.*
4. *That leadership be of the highest quality so as to exemplify sportsmanship, integrity, courtesy and fair play to the participants.*
5. *That it is a privilege, not a right, to participate in high school athletics. Students are encouraged but not obligated to participate in this voluntary program.*
6. *That the program should be developed to meet the needs and interests of the students, but must also be governed by the physical, financial and human resources of the school.*
7. *That the program in each school should strive to be a program of excellence, affording the best educational experiences for their students.*
8. *That principals must take an active interest in the athletic program viewing it as a valuable part of the educational process of many pupils.*

## **II. STRUCTURE AND ORGANIZATION**

### **A. GOVERNANCE**

The affairs of the Association will be governed by the Metro Edmonton High School Athletic Association Governing Committee. The Governing Committee will be comprised of the Principals or their designates and the Physical Education Department Head/Athletic Director, or their designate, from the participating member schools. Among other duties, the members will authorize all league by-laws.

### **B. ADMINISTRATION**

The Executive Committee, comprised of four (4) people, two Principals and two Athletic Directors, will be responsible for directing the operations of the leagues. The Athletics Coordinator will be a non-voting member of the Committee.

The Committee will rule on all disputes emanating from the leagues which cannot be solved at the league level. The Executive Committee has the authority to rule on any issue not clearly covered in the constitution and League By-Laws.

Meetings of the Executive Committee shall be held as often as the business of the Association requires. The term of Office on the Executive Committee will be for a two year period. In the event an Executive Member is unable to complete their term, an interim Committee Member will be appointed to complete the term.

### **C. ATHLETICS COORDINATOR**

Duties:

- I. To organize and administer all interschool athletic activities:
  - a) To schedule all leagues;
  - b) To convene all leagues;
  - c) To obtain officials as required;
  - d) To arrange for all facilities;
  - e) To organize Provincial competitions hosted by Edmonton Zone;
  - f) To arrange for travel of teams representing MEHSAA to Provincial Competitions held outside of Edmonton;
2. To interpret by-laws and handle all statements on policies in consultation with the Executive Committee Members.
3. To arrange for and to chair all pre-season organizational, special and culmination activity meetings.
4. To manage all athletics program accounts and prepare recommendations regarding budget for submission to the Executive Committee.
5. To maintain a readily accessible data base for effective administration and decision-making as may be required by participating boards.
6. To maintain all accounting practices for the Association including maintaining Bank Account, bank statement reconciliation, financial statements, invoicing and collection of all fees.
7. To act as corresponding secretary for the Edmonton Zone of the Alberta Schools Athletic Association.

**D. LEAGUES**

Each Athletic league will be operated by a league committee made up of one representative from each school participating in that league. The day-to-day management of leagues will be carried out by the Athletics Coordinator who will take direction from the league committee and Executive Committee. All Metro athletic leagues that lead to Provincial Championships will operate within the Policies and guidelines established by the Alberta Schools' Athletic Association (ASAA). The Metro Association may establish policies which are more restrictive than those of the ASAA. The Metro Association may establish policies for leagues which do not lead to Provincial Championships. These leagues would include Junior Leagues, Swimming, Soccer

**E. APPROVED ACTIVITIES**

- Girls: Basketball, Cheerleading, Soccer, Volleyball, Rugby, Wrestling
- Boys: Basketball, Cheerleading, Soccer, Volleyball, Rugby, Football, Wrestling
- Co-Ed: Badminton, Cross-Country, Curling, Swimming, Track and Field, Golf

Addition of New Leagues must be through Notice of Motion to the Governing Committee. The establishment of a new league requires a minimum commitment from four (4) teams.

A City Division II for Basketball and Soccer will be scheduled if a minimum of four teams commit to this Division. City Division II will have the same opportunities as Premier and City Division i.e. medals, banner, trophy, placement in Zone Tournament.

The Metro League will not participate in any Metro vs. Public All-Star Games.

**F. COMMITMENT TO INTERSCHOOL LEAGUES**

Each school will submit, as requested from the Athletics Coordinator, its commitments to activities as follows:

- Fall: Volleyball, Football, Cross Country, Golf
- Mid-Winter: Swimming, Basketball, Cheerleading, Wrestling, Curling
- Spring: Rugby, Badminton, Soccer, Track and Field

When requested by the Athletic Coordinator, the Department head from each school must contact the Athletics Office at least two (2) school days prior to the respective league preseason meetings to confirm entry or non-entry into that league. In the event a school does not contact the Athletics Office prior to that time, a call will be made to the principal of that school indicating that communication has not been made. It is then up to the school to ensure contact is made. If contact is still not made prior to the meeting and there is no representative in attendance at the meeting, the team may not be allowed entry into the league.

**Designated League playdates: (subject to school conflicts)**

- Volleyball, Basketball: Seniors: Monday/Wednesday, Juniors: Tuesday/Thursday
- Soccer: Sr. Boys, Jr. Girls: Monday/Wednesday, Sr. Girls: Tuesday/Thursday
- Rugby: Girls: Tuesday, Boys: Wednesday
- Football: Jr. Boys: Tuesday, Sr. Boys: Wednesday, Thursday or Friday

## **G. TRANSFER OF ATHLETE TO OTHER SCHOOL TEAMS**

Students can be accepted for tryouts at another Metro Member School for an activity which his/her own member school has chosen not to field a team. This transfer must receive the mutual consent, in writing, of the sending and receiving school Principals. Each school team can only accept students from one member school (no school team can accept students from two or more schools). Notice of any transfers to school teams must be provided to the Metro Athletic Office and Eligibility Forms should indicate the home school of the athlete. Every attempt will be made to accommodate students who wish to participate in Metro League activities if their home school does not field a team in a particular sport, however, the transfer of any athlete is at the discretion and approval of the receiving school Principal. Any transfer is also subject to A.S.A.A. Policies (for A.S.A.A. sports) which includes A.S.A.A. approval of the transfer and the receiving school must take on the total school enrollment of the sending school.

## **DUAL SCHOOL REGISTRATION**

Students may participate in Metro League activities provided they are a registered student with a Metro Member School and the Metro Member School is their designated home school, pursuant to Alberta Learning and ASAA.

## **STUDENT TRANSFERS - All Transfers are subject to ASAA Policy**

ASAA Transfer form must be signed by the Coordinator of Athletics/ASAA Zone Secretary for the Metro Edmonton High School Athletic Association, prior to being submitted to the ASAA. Educational rationale for a transfer must be linked to Alberta Education credits or a specialized AB Ed educational experience.

## **H. AMENDMENTS**

1. Proposals to change by-laws governing interschool sports shall be submitted in writing to the Executive Committee.
2. Amendments must receive approval of 2/3 of the membership present. These amendments may be presented at any regular meeting of the Governing Committee.

## **I. PROTESTS**

1. Protests based on infractions of general by-laws will be submitted in writing to the Executive Committee.
2. Protests based on infractions of the by-laws governing leagues, or of an individual league's regulations pursuant to these by-laws, will be submitted in writing to the Executive Committee.
3. Protests of a contest must be initiated by personal contact with the Athletics Coordinator and will be submitted in writing if deemed necessary by the Athletic Coordinator.
4. The Executive Committee shall meet as required but not to exceed five (5) calendar days following receipt of written submission of the Appeal and shall make provision for verbal presentation by the appellant, if so requested. The Executive Committee decision shall be considered unanimous.
5. The decision of the Executive Committee may be appealed to the Governing Committee. The Governing Committee's decision shall be final.

## **J. FEES**

The fees for the operation of MEHSAA will be determined by the Executive Committee and approved by the Governing Committee.

## **III LEAGUE BY-LAWS**

### **A. GOVERNING PRINCIPALS**

1. Leagues will operate in accordance with By-laws governing interschool sports.
2. Leagues will administer all regularly scheduled athletic contests subject to approved by-laws and the regulations of the individual league concerned.

### **B. MEMBERSHIP**

1. One representative for each school entered in the league
2. The Athletic Coordinator

### **C. MEETINGS**

1. A pre-season organization meeting will be conducted:
  - a) To review league operations and decisions of previous meetings;
  - b) To finalize arrangements prior to commencement of competition;
2. Special meetings will be held as required.
3. A culminating meeting may be held as required:
  - a) To evaluate season just completed;
  - b) To decide upon league format for the ensuing year;
4. Quorum  
A quorum will consist of the members present at any meeting duly called.
5. Voting Power
  - a) Each team represented at the meeting is allowed one vote.
  - b) In case of a tie, the Athletic Coordinator's vote will determine the decision.

### **D. CONVENORSHIP**

1. The Athletics Coordinator will convene each activity.
2. The Convenor shall:
  - a) Be responsible for league business related to:
    - meetings
    - scheduling
    - record keeping (league standings, trophy winners, annual reports)
    - finances
    - officials
    - eligibility
    - publicity
    - rules of play
    - protests

## E. LEAGUE DIVISIONS

1. Individual Sports:
  - a) Badminton, wrestling, track and field, swimming, cross-country running;
  - c) Such leagues will declare their own classifications in their regulations pursuant to these by-laws.
  
2. Team sports:
  - a) Basketball, cheerleading, curling, football, golf, rugby, soccer, and volleyball are considered to be team sports.
  - b) Eligibility for junior and senior classifications:
    - i) Any eligible student may compete in the senior division subject to eligibility of athletes. (see F below)
    - ii) Any student within two calendar years of initial registration in Grade 10 or equivalent is eligible for competition in the junior division. Grade 12 students shall not be eligible to participate in a junior designated team sport.
    - iii) A system based on age, height, weight (one, two or three components) may be used by a league to replace ii).
    - iv) Any student who dresses or plays in more than one senior league or playoff contest in a given sport loses his junior status in the sport for that year.
    - v) A student must compete in a minimum of one league game and be registered on the eligibility list to be eligible for playoffs.  
Exception: Soccer – a student must compete in a minimum of three league games to be eligible for playoffs.

## F. ELIGIBILITY OF ATHLETES (A.S.A.A. Policies)

Students may participate as school team members subject to conformance with the following eligibility rules.

1. A student becomes a **bona fide student of a school** on the first day of classes beginning the term or semester in the school in which she/he is registered. In case of transfer from one school to another the student shall become a bona fide student in the new school upon the date of this first attendance at classes following the acceptance of his/her transfer-in by the principal. (subject to A.S.A.A. Transfer Policy)
  
2. The competitor must register in a **minimum of 800 instructional minutes per week** for which Alberta Education credits are granted, during the time of participation in the activity.
  
3. **A student who becomes nineteen (19) before September 1st shall be ineligible for high school competition.** (Note: A student who becomes nineteen (19) on or after September 1st shall remain eligible for the entire school year.)
  
4. It must be the opinion of the principal of the school that it is in the best interest of the competitor and the Association as a whole for him or her to participate.
  
5. Any student who is or has been registered and in attendance at a post secondary institution shall not be eligible for high school competition.
  
6. Students shall be eligible for competition for three (3) **consecutive years** after registering in grade 10. The first year in grade 10 is considered the first year of eligibility.

7. The Principal of each school shall be responsible for the eligibility of the schools competitors for any competition.
8. Grade 9 students are not eligible to participate on any Metro High School Team. This includes league games, tournaments and practices.
9. Student athletes participating in a sport specific school program are not eligible for participation in the same Metro Edmonton High School Athletic Association sanctioned sport.

#### **G. REGISTRATION OF ATHLETES**

1. Metro Eligibility Forms, as requested shall be submitted to the Athletics Coordinator before commencement of league play. For ASAA sanctioned sports, all teams must register on the ASAA Exnet registration site by the ASAA designated deadline dates.
2. The names of late additions to a team must be submitted in writing to the Athletics Coordinator prior to participation in any competition.
3. Failure to comply with the above could result in forfeiture of that team's officials contests held prior to compliance with the registration.
4. In the event of an ineligible player participating, the team for whom he/she has competed shall forfeit all matches in which he/she has participated while ineligible.
5. A PLAYER MUST PLAY IN ONE OR MORE LEAGUE GAMES AND BE LISTED ON THE ELIGIBILITY LIST TO BE ELIGIBLE TO PARTICIPATE IN PLAYOFFS.  
Exemption: Soccer – A player must play in three or more league games and be listed on the Eligibility list to be eligible to participate in playoffs.

#### **H. CONSENT FORMS**

Principals may require students participating in interscholastic athletics to return to the coach a signed "Sports Participation Form" and authorization to release eligibility information pursuant to the Freedom of Information Policy

#### **I. SUPERVISION OF TEAMS AND CONTESTS**

1. Each school team will be sponsored by an employee of the school board approved by the Principal.
2. Principals are responsible for the development of guidelines for the coaching and conduct of their school teams, including practice sessions and competitions.
3. Principals are responsible for determining the criteria for, and the selection of, coaches/sponsors for their school teams. Staff sponsors must be provided for all "out-of-school" coaches and sponsors must be in attendance at games.

Staff sponsors must be employees of the respective School District. The staff sponsor must identify themselves to the opposing team prior to the game and remain on site (in the gym or on the field) for the duration of the game. In the event there is no staff sponsor on site, the game will be considered a default. In the event of extenuating circumstances, the default is subject to Appeal to the Executive Committee.

4. Principals are responsible for ensuring adequate supervision of all league contests held in their schools.

**Note:** At Provincial Competitions, teams must be coached and/or sponsored by a teacher from that school/zone. Participants who require overnight accommodation must be supervised by a chaperone of the same sex.

## **J. COMPETITIONS**

### **I. Leagues/Zones/Provincials**

- a) It shall be the responsibility of each League, at a duly called organizational meeting, to determine the type of competition for that league.
- b) All athletic competitions are to be scheduled outside of the regular school day unless prior approval has been obtained from the Executive Committee.
- c) Any major change in league schedules or any change indicating cost implication must be reviewed by the Executive Committee.
- d) Schools have the right to enter one junior team and one senior team to participate in league play.
- e) All teams participating in the Metro Athletic Association Leagues must be school based and must carry the traditional school name.
- f) In computing team standings, a win shall count two (2) points and a tie shall count one (1) point.
- g) In league playoff games, if the higher ranked school team (home) is unable to host, they have the opportunity to make the necessary arrangements to play at another Metro School facility. The game will be played on the same date and time as would normally be scheduled unless a change of date and time is mutually agreed upon by the home team and the visiting team.  
In the event the home team is unable to make satisfactory arrangements to play at another Metro School facility, the playoff game will be played at the opposing team's facility.
- h) With respect to City Championships, the highest ranked team in league standings will receive the advantage. (All Championship locations are considered "neutral" sites.)
- i) School teams and individual athletes must compete in the Metro League schedule to be eligible for Zone or Provincial competitions. With respect to team sports, at the 3A and 4A classifications, the school team must participate in the Senior League to be eligible to compete in Zone Competitions. At the 1A and 2A classifications, the school team may participate in either the junior or senior leagues to be eligible in Zone competitions.
- j) Schools may bid to host Metro Championships in Volleyball and Basketball. Bids must be provided prior to Spring Meeting of the Metro Membership.
- k) There will be no admission charge for league games, with the exception of Football. There will be an admission charge (determined by Metro Executive Committee) at the Volleyball and Basketball City Championships
- l) Players are prohibited from being equipped with an electronic, mechanical or other signal devices for the purpose of communicating with any source (Exception: A medically prescribed hearing aid of the sound-amplifier type for hearing-impaired players). The use of prohibited devices will result in forfeiture of the game and any other sanctions deemed appropriate by the Metro Edmonton High School Athletic Association.

Television replay or monitor equipment is prohibited at the sidelines or other locations within the playing enclosure for coaching or officiating purposes during the game.

Only voice communication between the press box and team area is permitted. Football headsets which allow communication between coaches are acceptable.

The use of any new technology must be approved by the Metro Edmonton High School Athletic Association.

m) Schools must provide ASAA approved game balls for all home games.  
(approved game balls are listed in the ASAA handbook)

n) Rugby Canada Safe Rugby Training Course  
One coach from each rugby team is required annually, to take the Rugby Canada Safe Rugby Training Course for Coaches. Note: It is recommended that all Coaches take the Canada Rugby Safe Training Course.

o) **Adopted Oct./03** – A no change zone will be in effect in all gymnasiums for all indoor sports. Any players (male or female) who need to change must report to the dressing room.

2. Seasons

Each league will operate within the designated season as per the A.S.A.A. Handbook.

3. Tournaments

- a) Invitations to tournaments will be forwarded to schools as received.
- b) Participation in all tournaments is subject only to the approval of the Principal.

## **K. PRACTICE SESSIONS**

The practice time for interschool teams shall be approved by the Principal with regard to the educational welfare of the students, in consideration of the facilities available, and within the seasons of play as in A.S.A.A. guidelines.

## **L. LIMITS OF COMPETITION**

1. Badminton, Cheerleading, Basketball, Cross Country, Football, Curling, Golf, Track and Field, Volleyball and Wrestling are the approved activities for Provincial-level competition.

2. Championships in the eight activities cited above, plus soccer, rugby and swimming.

## **M. COLOUR OF UNIFORMS**

In league play where conflict is unavoidable, the **HOME TEAM shall wear uniforms of contrasting colours.**

In all playoff schedules, the team finishing league play with the highest placement shall be declared the home team and shall wear the normal designation of uniform as stated in the playing rules for that sport. If no color is designated then the higher placed team shall have its choice of sweater/uniform color. If the teams have equal league records and the two teams cannot reach agreement on sweater/uniform designation, then the Executive Committee shall make the decision and that decision shall be binding on all involved parties.

Football – home team will wear dark jerseys, visitors will wear light jerseys.

## **N. TROPHIES**

1. Each league may have its own trophies and shall declare the basis of selection of the award.
2. The acquisition of further trophies shall be recommended by the league and approved by the Administrative Committee.
3. Banners will be presented for each Metro League Championship (effective. Sept. 97)

## **O. AWARDS TO INDIVIDUAL MEMBERS OF TEAMS**

1. The Metro League custom medallions may be awarded to all members of Championship Teams and the individual winners in each classification (non-team sports) at the City Championships. Other awards (medals, ribbons, crests) may be awarded as determined by specific leagues. The cost of these awards will be borne by participating schools.

## **P. SCHEDULE CHANGES**

Schools are responsible to play games indicated on the schedule or default the games. Notwithstanding this, any requested changes to the league schedule must be documented and submitted to the Athletics Coordinator. All changes must be approved by the Athletics Coordinator and the opposing team. Every effort should be made by the Athletics Coordinator and the opposing team to accommodate the change.

## **Q. DEFAULTS**

If a default occurs, the Principal or Physical Education Department Head must contact the Athletics Office and a \$50.00 fine plus Officials costs (if required) will be levied against the Team.

## **R. PUBLICITY**

All publicity with respect to interschool activities under the jurisdiction of the Metro Edmonton High School Athletic Association will be coordinated by the Athletics Coordinator.

## **S. AFFILIATION**

1. Leagues desiring affiliation or liaison with non-school amateur groups or organizations must obtain approval from the Executive Committee.
2. Leagues will not require competitors to affiliate with outside groups.

## **T. PARTICIPATION IN A.S.A.A. COMPETITION INVOLVING INTER-ZONE TRAVEL**

1. The official travelling party will be designated by the Athletics Coordinator for teams composed of more than one school (Zone Teams - Cross Country, Track and Badminton) . Individual school teams (Volleyball, Football, Cheerleading, Golf, Curling, Basketball, Wrestling) are responsible for designating their own travelling party subject to their district policy.
2. Travel shall be public commercial vehicle or approved school bus, or a means of conveyance acceptable to the principal(s) involved.
3. Teams shall be supervised by school personnel for the entire duration of the trip.

4. Team members must travel to and return from the competition in the transportation provided.  
Exception: Other arrangements may be made only with the prior approval of the principal in consultation with the Athletics Coordinator.
6. The conduct and deportment of team members shall be governed by such further regulations as may be established by the league, the school, and/or the teachers in charge.

## **METRO ATHLETIC ASSOCIATION DISCIPLINE POLICY**

1. The Metro Edmonton High School Athletic Association Executive Committee shall be the Discipline Committee. In the event of a conflict of interest for a specific incident, it may be necessary to go outside the Executive Committee and request another member to sit on the Discipline Committee.

2. General Statements on Discipline:

a) The head coach, as a representative of the school, is responsible for the conduct of all personnel composing the school's team (players, assistant coaches and other bench personnel).

b) For a coach to address, or permit anyone on his/her bench to address uncomplimentary remarks to any official during the progress of a game, or to indulge in conduct which might incite players or spectators against the officials, is a violation of the rules of the game and must likewise be considered conduct unworthy of a coach.

c) Behavior by any member of a team, including all bench personnel, deemed objectionable conduct as defined in the rule book for a sport shall be immediately subject to the penalty prescribed in the rule book for such an offense. In this situation during a game the head official for the game shall be empowered to see that the penalty is carried out (including ejection of a coach from the game site) to allow the game to go on, or if necessary to halt further play and award the game to the non-offending team.

d) Coaching personnel ejected from a game shall be reported to the Athletic Office and to the respective school Principal.

3. Any conduct that results in dishonor to the athlete, the team, the school or the Metro Association will not be tolerated. Competitors, coaches, spectators or teams guilty of misconduct either before, during or after a game shall be reported to the Metro Athletic Office. All reports will be referred to the respective Principal(s) to deal with in the manner which he/she may deem necessary.

4. Fighting in any sport or any conduct that poses a threat to the safety and well being of other participants will bring an automatic suspension for the remainder of the game plus suspension of the next league game. (Participants will include players, coaches, officials, spectators)  
(Fighting shall be construed to consist of an invitation to fight, punching or slugging with fists whether or not a punch is landed, wrestling or tackling an opponent outside a legal play situation.) The game suspension applies to any member of the playing squad who leaves the bench during a fight.

5. The Discipline Committee is at liberty to impose further sanctions or suspensions if warranted for more serious offences and 2nd offences by a given player.

### APPEAL PROCEDURE:

The School Principal, on behalf of the student athlete, may appeal the decision. The appeal will require the following:

1. Written appeal from the School Principal must be presented to the Athletic Coordinator immediately following the initial ruling;
2. The School Principal or School Representative (and the student if required) shall have the privilege of representation.
3. The Discipline Committee shall render a final decision, in writing, to the School Principal.