

HAMILTON-WENTWORTH INTERSCHOLASTIC ATHLETIC COUNCIL (HWIAC)

Constitution & By Laws

Updated: March 2026

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ARTICLES

Article I: **MISSION STATEMENT**

The Hamilton-Wentworth Interscholastic Athletic Council of the Hamilton-Wentworth District School Board-provides the opportunity for student athletes to participate in competitive secondary school interscholastic sport, maximizing participation in athletics in a safe and inclusive atmosphere that promotes character development and lifelong learning.

Article II: **GOALS OF THE HAMILTON-WENTWORTH INTERSCHOLASTIC ATHLETIC COUNCIL**

- To enhance and complement the total school experience for each student athlete
- To create an atmosphere in which students can achieve their full potential and develop a sense of personal worth, belonging and competence.
- To promote and develop the life skills of leadership, fair play, respect following True Sport principles sportsmanship that will enable individuals to be positive and effective team members
- To enhance school sports' contribution to lifelong learning and a positive, healthy lifestyle.
- To support equitable opportunities for student involvement in school sport.
- Work to develop coaching skills and provide training opportunities to promote the value of teachers and coaches and their contribution to school sport.

Article III: **MEMBERSHIP**

All secondary schools under the jurisdiction of the Hamilton-Wentworth District School Board.

Article IV: **ASSOCIATE MEMBERSHIP**

Any school outside the Hamilton-Wentworth District School Board will be eligible to apply for associate membership within the Hamilton-Wentworth Interscholastic Athletic Council. Consideration of membership will be contingent upon meeting the following criteria:

Compliance with:

- Current HWIAC constitution and playing regulations
- Current risk management policy and guidelines
- HWIAC code of ethics for coaches and players

Associate members will be responsible for:

- Payment of an equitable share of costs for the sports in which the school participates
- Providing representation on the District Athletic Council

Associate members can expect to receive:

- Voting privileges on the District Athletic Council and the Sports Advisory Committees
- Full inclusion in league schedules and playoffs including championship games
- Access to SOSSA and OFSAA competition

Article V: **ORGANIZATIONAL STRUCTURE**

Section 1 – The District Athletic Council (DAC)

The District Athletic Council shall consist of the two Physical Education Department Heads from each Hamilton-Wentworth District School Board member school and a teacher representative for each Associate Member school. Each school and associate member shall have one vote for all voting matter. The assigned Supervisory Officer or designate and the HWDSB Athletics Supervisor shall be non-voting, ex officio members of the DAC. Members will rotate as chair of the meetings and Athletics will provide a recording secretary. For meetings of the DAC, a quorum shall consist of 50% of the members.

Duties of the DAC:

- a. To develop and administer the policies of the Association in accordance with the Mission Statement and Goals of the HWIAC.
- b. To receive and act on recommendations from the DAC Executive.
- c. To establish various Boards of Reference and committees as necessary to carry out the business of the Council.

Section 2 – The DAC Executive

The Executive shall consist of:

- i. 7 Representatives from the DAC (see Appendix A)
- ii. two secondary school administrators, 1 Associate Member representative
- iii. the HWDSB Athletics Supervisor (non-voting)
- iv. the SOSSA representative, the OFSAA representative (if such exists in Zone 1)
- v. a member at large. The Member at Large will be nominated by the DAC and appointed by the Executive annually.

The HWDSB Athletics Supervisor designate shall chair all meetings of the Executive. For meetings of the Executive, a quorum shall consist of 66% of the voting members or their alternate from the DAC.

Duties of the Executive:

- a. to interpret, enforce and propose revisions to the policies and procedures of the HWIAC.
- b. to receive, consider, and make recommendations to the DAC on proposed constitutional amendments.
- c. to act as the body of appeal for any matters (except transfers) which are brought to its attention.
- d. to appoint representation to the SOSSA Executive.

Section 3 – Boards and Committees

The DAC may deem it necessary to establish Boards of Reference or Committees to fulfill the work of the Council. Boards of Reference shall be those whose work will continue for an indeterminate period, while ad hoc committees will have a specific role and a time limited term.

Membership to Boards of Reference shall come from the DAC, shall not be limited by number, and shall not include any members of the current Executive Committee.

Membership to Committees shall come from the DAC, shall not be limited by number, and may include any members of the current Executive Committee.

The Council has determined a need for and the role of the following Boards of Reference:

a. Board of Reference – Transfers

- i. shall be comprised of an unspecified number of members from the DAC and may include administrative representation.
- ii. shall receive and adjudicate student transfers on behalf of the Council.
- iii. shall produce a summary of student transfers reviewed, including the status of each transfer, for distribution to member schools.
- iv. shall facilitate appeals to SOSSA.
- v. may propose changes to the local appeal process for consideration by the Executive.

b. Board of Reference – Sanctions

- i. shall not include representation from school administrators or the Superintendent of Schools.
 - i. In the event of Teacher Coach sanction, the Board of Reference will not include

- any teacher colleague.
- ii. shall respond to allegations of violation of Articles, Bylaws and standing rules of the Council.
 - iii. shall be empowered to adjudicate any such alleged violations.
 - iv. shall be empowered to adjudicate the level of any sanctions to be imposed.
 - v. shall be empowered to adjudicate any incidents that occur during HWIAC sanctioned events and assign any supplemental discipline it deems appropriate.
 - vi. may propose changes to the sanctions process for consideration by the Executive.

Article VI: APPROVING AN HWIAC SPORT/ACTIVITY

Any consideration to include a sport/activity as an approved HWIAC sport/activity will be made by the DAC only after review by the HWIAC Executive. The following criteria will be used when a sport/activity is being considered for approval:

- The sport/activity must meet all the goals of the HWIAC
- The cost per participant must fall within reasonable limits compared to the cost per participant of other sports
- Must have appropriate risk management guidelines for the sport/activity
- The availability of coaches with appropriate expertise
- The availability of certified game officials in sufficient quantity to cover regular season and playoff games
- The availability of appropriate facilities
- The participation of a minimum 50 % of member schools (see Article IX)

Article VII: FUNDING CLASSIFICATIONS FOR AN APPROVED HWIAC SPORT/ACTIVITY

There are three categories of approved HWIAC sports/activities:

a. APPROVED - FUNDED

Sports/activities which fit the criteria as outlined in Article VI. An approved-funded sport can expect funding to include the following:

- i. management of all league functions including regular season and playoff games, standings, player and coaching eligibility, and championship events by the Athletics Department
- ii. the cost of all league functions managed by the Athletics Department
- iii. rental charges for game facilities (and possibly practice facilities) as required by the sport and scheduled by the Athletic Office
- iv. HWIAC awards
- v. fees for SOSSA events for member schools only

b. APPROVED - NON-FUNDED

Sports/activities that are either new, and/or in the process of establishing minimum levels of participation, or sports that have moved from the approved- funded list reduced levels of participation. These activities are required to abide by all HWIAC policies including those governing Approved – non funded sports/activities.

c. PROBATIONAL AND UNDER REVIEW

These sports are under review for the purpose of moving to the approved-funded list or to the approved-non-funded list.

A sport can be placed on the probation and review list when, at the conclusion of a season, it has a participation level below the minimum required. The HWDSB Athletics Supervisor will indicate at the

June meeting of the Council that the sport is to be placed on the probation and review list for the upcoming season.

Should the sport fail to meet the minimum level of participation after spending one year on the probation and review list, it will automatically be placed on the approved non-funded list.

A sport shall remain on the approved non-funded list for at least one season or until participation levels are sufficient to warrant a request to the HWIAC Executive to have the sport returned to the approved-funded list. This would require the sport to be placed on the probation and review list for a season to prove there is sufficient interest, after which it can be placed on the approved-funded list or returned to the approved-non-funded list.

A sport that has been on the approved-funded list and is placed on the probation and review list for the upcoming season will continue to be funded.

A sport that is new or attempting to return to the approved-funded list from the approved non-funded list will be placed on the probation and review list (at the discretion of the DAC) but will not be funded.

A sport on the probation and review list would fall into one of these categories:

- i. **Category A**
Designates sports which will maintain funding during the probationary and review process.
- ii. **Category B**
Designates sports which will not be funded during the probationary and review process.

Article VIII: MINIMUM REQUIRED RATE OF PARTICIPATION

To be considered for or remain on the Approved/Funded list, there must be at least 50% of member schools entering a team. For the purposes of defining a team in the following sports, the minimum levels of student participation are:

<i>Sport</i>	<i>Minimum Number</i>
Alpine Skiing	6 students
Badminton	6 students
Golf	5 students
Cross-Country	6 students
Tennis	6 students
Track/Field	12 students
Swimming	6 students

Article IX: SPONSORSHIP

Commercial sponsorship (non-alcohol/non-tobacco) is appropriate for the funding of HWIAC activities. Schools securing sponsorship must comply with the HWIAC regulations on uniform logos or facility signage.

Article X: CONSTITUTIONAL AMENDMENTS

Amendments to the HWIAC Constitution may be proposed by:

- i. The DAC
- ii. The Executive
- iii. The Hamilton-Wentworth Secondary School Principals' Association

The DAC shall determine at least one annual date to vote on proposed amendments.

Proposed amendments must be submitted in writing to the HWDSB Athletics Supervisor at least two weeks before the day of the vote. The HWDSB Athletics Supervisor will distribute any proposed amendments to the DAC and Principals Association at least one week prior to the vote.

For constitutional amendments, an amendment must receive a 2/3 majority to be approved at the DAC.

BY-LAWS

By-Law I: BASIC ELIGIBILITY

To establish basic eligibility, the following must occur:

- i. a student must be registered at the school they wish to represent.
- ii. a student must have submitted a permission form signed by parent(s)/guardian(s) that specifies the activity/activities the student wishes to play.
- iii. once registered, a student may only play for the school at which their Ontario Student Record (OSR) resides.
- iv. where a specialty program requires a student to attend a member school full time for only one (1) semester, the student shall remain eligible to participate at the school from which they came. For the purposes of establishing eligibility under this By-Law, a specialty program shall be defined as a course or series of courses that have a Ministry of Education approved course code, are not sport specific and do not take place in a designated sport academy.

By-Law II: AGE

For **team sports**, participant age shall be:

- i. Senior – the individual’s birth certificate indicates that they have not reached their 19th birthday by January 1st prior to the start of the school year in which the competition is held.
- ii. Junior – the individual must be in grade 9 or 10 and their birth certificate indicates that they have not reached THEIR16th birthday by September 1st of the current school year.
- iii. Novice – the individual must be in grade 9 and their birth certificate indicates that they have not reached their 14th birthday by January 1st prior to the start of the school year in which the competition is held.

For **individual sports** (cross-country, tennis, badminton, track, and field), participant age shall be:

- i. Senior – the individual’s birth certificate indicates that they have not reached their 19th birthday by January 1st prior to the start of the school year in which the competition is held.
- ii. Junior –the individual’s birth certificate indicates that they have not reached their 15th birthday by January 1st prior to the start of the school year in which the competition is held.
- iii. Novice – the individual must be in grade 9 and their birth certificate indicates that they have not reached their 14th birthday by January 1st prior to the start of the school year in which the competition is held.

By-Law III: OTHER CONSIDERATIONS

Participation In Competition

For purposes of establishing the participation of an athlete in competition, listing on the game sheet or draw sheet shall be considered as having competed unless it is noted on the game sheet or draw sheet that the player has been scratched prior to the start of the competition.

Participation Limitations

- i. No student may participate in any activity in an age category lower than their own.
- ii. For team sports where junior and senior seasons run concurrently, a student who participates in

a higher age classification for two HWIAC league games/matches shall not be eligible to participate in the lower category in the same sport until the next school year.

- iii. Except for soccer, no student may appear on more than one team eligibility list for the same sport in the same school year unless a junior player is being moved to a senior team as noted in (ii) above.
- iv. Students participating in an HWIAC match/event in an individual sport at a higher age classification shall not be eligible to participate in the lower category in the same match/event until the following school year.

Minimum Age - Senior Football

- v. For Senior Football, the competitor must be at least 15 years old as of December 31st, current school year. Exceptions to this rule will only be considered once a letter of informed consent signed by the parent and the principal is on file with HWDSB Athletics prior to the first game. The student's age shall be accepted as shown on the OSR card/record. Should further proof be required, HWDSB Athletics may demand a birth certificate or other suitable document.

Limitation of Participation – Football and Hockey

- i. A student participating on an HWIAC football team may not play a game (appear on game sheet) for another tackle team during the HWIAC regular season and playoffs.
- ii. A student participating on an HWIAC hockey team may not play a game (appear on game sheet) for an Ontario Hockey Association (Junior D and above) team during the HWIAC regular season and playoffs.
- iii. No student may appear on a game sheet for an organization (team or club) who can grant OSSD credits outside of where the student's OSR resides during the current school year in the same sport.

Course Registration Qualifications:

- vi. Students are limited to a maximum of 5 years of interscholastic eligibility beginning with the month and year the student enters grade 9.
- vii. Students must be registered in a minimum of three (3) full time day school credit courses in each semester of participation. In non-semestered schools, students must be registered in a minimum of six (6) full time day school credit courses. A student who has achieved 22 or more credits must be registered in a minimum of two (2) full time day school credit courses in each semester of participation. In non-semestered schools, a student who has achieved 22 or more credits must be registered in a minimum of four (4) full time day school credit courses.
- viii. Alternative Education: a student registered at an alternative education school may participate in an HWIAC sport at the composite secondary school previously attended.
- ix. Vocational School: a student registered at a vocational secondary school that is not participating in an HWIAC sport may participate in that sport at the composite secondary school in the area where they live or the composite secondary school closest to the vocational school they attend, provided student participation has the approval of the sending and receiving principals.

Returning From a Post-Secondary Institution

A student who attends a postsecondary institution and practiced or played a sport at an interschool level is ineligible for all HWIAC competition

Student Transfers

For all sports, the OFSAA. Transfer Rule (most current version) will apply to every student athlete who moves from school to school and/or board to board. The OFSAA. Transfer Rule stipulates that every student who has been registered as a transfer from another school within the previous 12 months is ineligible for all events until deemed eligible through the transfer review process. Students may appeal their ineligibility at the following three levels:

- i. Hamilton-Wentworth Interscholastic Athletic Council (through the school Phys-Ed Department Head).
- ii. Southern Ontario Secondary Schools Association (SOSSA) through the HWIAC representative.
- iii. Ontario Federation of School Athletic Associations (OFSAA.) through the SOSSA representative.

NOTE: Notwithstanding the above, a student may not play the same sport for more than one HWIAC school in the same playing season.

To facilitate appeals of student ineligibility because of transfer from another school, the DAC has established a Board of Reference - Transfers.

- i. Students transferring from one school to another who wish to appeal their ineligibility may do so through **the school phys-ed department** by having the appropriate current year form properly completed and submitted to HWDSB Athletics not less than 24 hours prior to the meeting of the Board of Reference - Transfers. (This will be the first level of appeal)

By-Law IV: PRACTICE AND COMPETITION LIMITATIONS

a) Team/Individual limitations

- i. Practice and competition for teams and individuals are limited as noted below unless approval otherwise has been granted by the DAC:
- ii. No practice or competition before the last Monday in August.
- iii. No competition five (5) school days prior to and during system-wide examinations as identified on the Board's Ministry of Education approved school year calendar.

NOTE: A practice is defined as an activity session specific to the sport concerned at which team members and any member of the coaching staff are present.

b) Recruitment

Recruiting is defined as a representative of a school, either directly or through another party, encouraging a student to attend a school other than that in whose catchment area he or she resides, for the purpose of being involved in extracurricular sport. The school representative could be a teacher, administrator, school district employee, school employee, student, parent, alumnus, or any person representing themselves as a school contact.

This policy against recruiting discourages exploitation of students; prevents over-emphasis of athletics; gives average student-athletes more opportunity to participate; discourages adults from jeopardizing a student's eligibility and prevents the misuse of athletic programs.

It is inequitable and unethical to recruit or entice players from the jurisdiction of another school. No school may include in its lineup a student who is shown to have transferred to that school under these circumstances.

By-Law V: COMPLAINTS, PROTESTS AND SANCTIONS

a) Letters of Concern

- (i) Letters of Concern (complaints directed towards an individual or team) must be submitted in writing to the Administration, and a copy to the Physical and Health Education (PHE) Head of the complainant school. A copy shall be forwarded to the Athletics Department.
- (ii) In consultation with the Athletics Department, the PHE Head of the complainant school may forward the complaint to the PHE Head of the opposing school, and the individual concerned. If appropriate, a copy may be forwarded to the principal of the opposing school.
- (iii) Continued occurrences of complaints directed towards an individual will be referred to the HWIAC Board of Reference - Sanctions for further consideration and action.

NOTE: Concerns regarding running up scores, inappropriate fan behaviour, verbal abuse by players and/or coaches directed at minor officials are examples of incidents which may prompt a Letter of Concern.

b) Official Protests

- (i) Protests involving the outcome of a game are to be directed (within 24 hours of the incident) through HWDSB Athletics to the DAC Executive Committee. Such appeals shall be in writing and must include written support from a school administrator. Any appeal must include the following:
 - date
 - event
 - time
 - players involved
 - officials
 - opposing team
 - incident
 - request for specific action

Such protests shall receive a response within 24 hours of a meeting of the Executive Committee.

- (ii) For one day meets/competitions, unless governing rules of the event dictate otherwise, protests must be made in writing to the convenor of the event within thirty (30) minutes of the incident/end of the event and must be signed by the coach of the school making the protest. The protest will be heard by an Appeal committee established by the event convenor. The decision of the Appeals Committee is final.
- (iii) For one day meets/competitions, unless governing rules of the event dictate otherwise, the event convenor shall establish an Appeal Committee consisting of the convenor and two designated people appointed prior to the start of the event.

c) Sanctions – Eligibility Violations

A team or individual formally accused of, or admitting to, violating any of the preceding eligibility requirements shall compete "on temporary probation" while a confidential investigation takes place. Playing an ineligible player will result in a default of games played, and supplemental discipline may be applied.

The Board of Reference - Sanctions may:

- (i) Impose suspension for up to one year or, in the case of an individual (on a team or athlete), for the remainder of their years in secondary school.
- (ii) Place the team (or individual) on "Probation A or B":

- a) Probation A - Ineligible for "play-off" or championship.
- b) Probation B - Team may not earn additional league points.
- (iii) Remove league points already earned.
- (iv) Reprimand the coach and/or apply sanctions against the coach as it deems appropriate.
- (v) Apply such other sanctions as it deems appropriate.
- (vi) Reinstate the team/individual.

d) Sanctions Against Community Coaches

- (i) where a coach has been formally accused of or admitting to violating any Council Articles, Bylaws or Standing Rules, the HWDSB Athletics Supervisor (or designate) shall gather all relevant details of the situation, which can include input from the coach, for presentation to the HWIAC Board of Reference – Sanctions.
- (ii) the Board of Reference – Sanctions will be convened at the call of the HWIAC Athletics Supervisor (or designate) as need arises. Once a meeting date has been determined, the coach in question shall be given the opportunity to be present and will be given a minimum of 48 hours' notice of the meeting.
- (iii) the Board of Reference – Sanctions shall hear and consider all information related to the situation and shall adjudicate the level of sanctions to be imposed. Their decision shall be communicated in writing to the individual(s) with a copy to the school Principal, the Health and Physical Education Department Head and, for information purposes only, the Superintendent for Athletics.
- (iv) a coach wishing to appeal a decision must do so in writing to the HWDSB Athletics. Any appeal must include written support from the school principal. Appeals will be heard by the HWIAC Executive, and their decision shall be final.

e) Sanctions Against Teacher Coaches

- (i) Should a teacher coach be brought up for sanction automatically goes to a committee of Supervisor of Athletics, Principal Representative(s), and SOSA representative.

By-Law VI: EXPECTED STANDARDS OF BEHAVIOUR

- a) Teams and individuals are expected to follow the principles of True Sport - before, during and after every athletic contest.
- b) Coaches will encourage their players to conduct themselves at all times in a sportsmanlike manner, promoting desirable attitudes and behaviour – especially leadership, cooperation, and the pursuit of excellence. Coaches will reprimand their players for any unsportsmanlike behaviour.
- c) Principals of member schools shall make obvious to their student bodies acceptable fan behaviour.
- d) Team members should not arrive at the host school before the end of regularly scheduled classes. Where a scheduled activity requires team members to arrive at a host school early or participate in an activity during the school day, the team members must be accompanied by their coach and/or staff supervisor, respect the school environment and remain in an area designated by the host school.

- e) As part of the team selection process, a coach shall review with team members the Participant's Code of Behaviour included in the Student Athlete and Information Package.
- f) Coaches are expected to fulfill all aspects of the HWIAC Code of Ethics for Coaches
- g) Teams shall refrain from running up the score on an opponent. Should an athletic environment become detrimental, the coaches shall, as soon as possible, mutually attempt to implement adjustments that support respect for the opponent and promote the development of self-esteem.
- h) All competitors are expected to dress in uniforms that maintain the integrity of the school's name, colours and logo.
- i) Teams that are participating in an event at a community facility are expected to respect the rules of the facility, patrons who may be in attendance, and leave the areas of the facility they have used clean and free of any debris.
- j) Incidents of unruly fan, player or team behaviour may result in the loss or change of location of games. **See Appendix G HWIAC Expected Behaviours for Spectators**

By-Law VII: ADMINISTRATION

a) Team Supervision

Team supervision must comply with requirements specified in the Ontario Physical and Health Education Association (OPHEA) Safety Guidelines. The designated supervisor is in direct charge of the school team and responsible for the conduct of competitors and students associated with the team.

b) Non-Teacher Coaches

All non-staff coaches must comply with the requirements outlined in the Hamilton-Wentworth District School Board's policy on Volunteer Participation in Board Athletic Activities. All non-staff coaches must be supervised (in the vicinity) by an HWDSB Teacher staff member.

c) Medical Requirements

All competitors must comply with Hamilton Wentworth District School Board risk management practices which requires form HWDSB #2709 Student Medical Information to be signed and carried with the coach at all activities.

d) Eligibility Lists

To be eligible for competition, an eligibility list for each team or individual activity with all relevant sections completed must be on file electronically in the OFSAA Hub-by the date specified in the current year playing regulations. Where a paper copy is filed, the list must bear the signature of the Principal, Phys-ed Head and Coach and must be on file with the school principal by the date specified in the current year playing regulations.

e) Flags and Banners

Only flags and banners that are Board approved may be present at HWIAC events.

f) Competitor Disqualifications

When a competitor has been disqualified from a contest, the contest official shall note all details of the disqualification on a scoresheet and give it to the home/host school. The home/host school shall provide each coach with a copy and email a copy of the original of the form along with the game scoresheet to the Athletics Department within 24 hours.

When a disqualification has been reported the following shall occur:

Automatic Discipline to follow a disqualification in the following circumstances:

- i. If a competitor was removed from contest for an accumulation of infractions, that athlete may not return to the game. See sport specific playing regulations for any further discipline.
- ii. If a competitor was removed from the contest as a result of a direct ejection by the official, that athlete must not return to the game and must serve a one game suspension at the next HWIAC contest. *****Note: All disqualifications are subject to supplemental discipline review by HWIAC DAC.**

Supplemental discipline review:

- i. HWIAC Athletics reviews the reports regarding the disqualification and will determine with input from DAC Executive on if a Board of References – Sanctions shall be convened.
- ii. The Board of References – Sanctions will be comprised of a PE Heads not affiliated with the sport/division in discussion and will not include the DAC Executive Council members.

Demerit Strikes: HWIAC Discipline includes a demerit strike system.

- i. A competitor who is disqualified directly by an official from a contest will automatically receive an additional game/match suspension AND shall receive 1 demerit strike
- ii. A competitor who is disqualified directly by an official from a contest will automatically receive an additional game/match suspension which must be served during their team's next scheduled HWIAC sanctioned contest.
 - a. A competitor who receives a suspension at a point in the season where they are unable to serve the suspension in its entirety shall be immediately ineligible for all HWIAC activities until reinstated by the Board of Reference - Sanctions. ****Note: Supplementary discipline may be applied**
- iii. A competitor who is disqualified by the accumulation of infractions shall see sport specific playing regulations for any supplementary discipline.
- iv. A competitor that receives a second demerit strike within twelve months of receiving the first demerit strike will be subject to automatic suspension from all HWIAC activities for twelve months, commencing with the date of the contest in which the second demerit strike was assessed.
- v. **See Appendix G for Supplementary Discipline & breakdown by Sport/Violation**

g) Supplementary Discipline - Appeal Process

To appeal any supplementary discipline applied, athlete/school must present new or additional information to the Board of References – Sanctions.

Please note, automatic discipline applied is not eligible for appeal (****See Appendix E**). A competitor who is the subject of supplementary discipline (including 2 strikes) may appeal the

decision of the Board of Reference/Sanctions only under the following circumstances:

- a) There is information that is new to the situation or was not considered initially by the Committee, and
 - b) The appeal is supported in writing by the school principal, and/or the appeal is supported in writing by the Superintendent for the school the student in question attends.
 - c) A competitor who has received a formal letter informing student of supplementary discipline has 3 school days to appeal to HWIAC.
 - d) The Board of References – Sanctions must review and provide a decision within 5 school days of receiving the appeal.
 - e) Should an appeal be granted, the competitor shall have the right to representation of legal guardian or school administration. School shall receive notification of the hearing no less than 48 hours prior.
 - f) DAC Executive shall act as the appeal committee for all supplementary discipline. Following the formal hearing, a final decision shall be communicated in writing to School Admin & Pe Heads, no further appeals are permitted.
- h) In-Game Coaching Disqualifications**
- When a coach or any person associated with a team who is not a competitor has been disqualified from a game/event, the game/event official shall note all the details of the disqualification on a Game Sheet and give the completed form to the home/host school. The home/host school shall provide each coach with a copy, email a copy of the form along with the game scoresheet (where available) to the HWDSB Athletics within 24 hours.
- Unless a teacher, administrator or accredited non-staff coach from the same school is available to continue coaching the team, the game will be stopped and forfeited to the non-offending team.
- When a coach has been ejected from a game, it will be the responsibility of the school principal to assure the coach is informed of the suspension, the date the suspension is to be served and that a qualified replacement coach is appointed for the date the suspension is to be served.
- a) A coach ejected from a game/event shall be subject to an automatic one (1) game suspension, which cannot be appealed, to be served during the next scheduled HWIAC sanctioned league or playoff game.
 - b) A coach ejected from a game/event as a result of player incurred or player accumulated penalties shall be subject to discipline defined in the rules of the sport and can be appealed to the Board of Reference – Sanctions comprised of Athletics Supervisor and Principal representatives at the request of the school principal.
 - c) A coach ejected from a game as a result of threatening or striking an official will be suspended from all further competition until such time as the Board of Reference - Sanctions can review the case and forward a recommendation to the school principal. The Board shall review such cases within seven (7) days.

i) Tie Breaking Procedure

*NOTE: A team that **forfeits** a regular season game loses all rights to tiebreakers and will automatically be designated as the last team among the tied teams.*

a) Two (2) TEAMS TIED:

Where two (2) teams are tied for playoff positions, the following steps will be used, in order, to establish a ranking of the tied teams:

1. higher standing awarded to the team which defeated the other during league play.
2. higher standing awarded to the team with the greater number of wins against all teams in regular season play.
3. higher standing awarded to the team with the better point differential (**see note below**).
4. higher standing awarded to the team with the better record against the highest ranked common opponent.
5. higher standing awarded to the team with the better point differential against the highest ranked common opponent; *(note should a tie still exist using the highest ranked common opponent than continue to use the next highest common opponent until tie is broken).*
6. if time permits, a tie break game shall be played.
7. positioning will be determined by a coin toss.

b) Three (3) OR MORE TEAMS TIED

Where three (3) or more teams are tied for playoff positions, the following steps will be used, in order, to establish a ranking of the tied teams. Once ranked, teams will be slotted into available playoff positions, starting with the team ranked first and continuing in descending order until all playoff positions are filled. At that point, any remaining teams in the ranking will be excluded from the playoffs.

At each stage, should the process identify a team, that team shall be added to the established ranking and the team, and its record shall be removed from the tie breaking process. Each step is to be repeated among the remaining tied teams until it is no longer relevant.

1. higher standing to the team which defeated the other tied teams during league play.
2. higher standing to the team with the greatest number of wins against all teams in regular season games.
3. higher standing to the team with the better point differential (**see note below**) in the games played between the tied teams (except volleyball).
4. higher standing to the team with the fewest points allowed against common

opponents.

5. Higher standing to the team with the fewest points allowed against all opponents *if unequal number of games played, use defensive point percentage*.
6. once all the above steps have been exhausted, any remaining tied teams shall have their placing determined by a coin toss.

NOTE:

- a. **UPDATED 2025-2026: Volleyball** If three (3) teams are tied at the end of the season, the following criteria (in sequence) shall be applied to determine the ranking of teams:
 - i. Teams are ranked according to the ratio of won/lost **matches**, considering matches played in season *among the tied teams only*.
 - ii. are ranked according to the ratio of won/lost **sets (games)**, considering matches played in season *among the tied teams only*.
 - iii. Teams are ranked according to the ratio of **points** for/against, considering sets (games) played in season *among the tied teams only*, will be ranked higher.
 - iv. Teams are ranked according to the ratio of won/lost **sets (games)**, *considering all matches* in the season schedule.
 - v. Teams are ranked according to the ratio of **points** for/against, *considering all sets (games)* played in regular season, will be ranked higher.

Note: When applying the above criteria, if two (2) of the tied teams have the same ratio at any criteria, the third team is eliminated from the tie break, ranked appropriately (either above or below the other two teams), and the remaining two teams break the tie using head to head results.

- b. Point differential is the value reached when points scored against are subtracted from points scored in the games played between the tied teams.
- c. Points against is the value of points scored against a team (defensive points). If the tied teams played an unequal number of games the percentage of this is used – divide points allowed per game by number of games played.
- d. When a game result reaches or exceeds the maximum point differential per game noted below, only the value of the maximum point differential will be considered in the tie breaking process.

Baseball	=	7 runs
Basketball	=	20 points
Field Hockey	=	5 Goals
Football	=	28 points
Hockey	=	5 goals
Rugby	=	21 points
Softball	=	7 runs
Soccer	=	5 goals
Water Polo	=	5 goals

(i) Play-off Venues:

Unless play-off venues have been preselected by the DAC, the higher ranked team shall have the home venue. If the higher ranked team is unable to use their school, the school of the lower ranked team shall be used. **All avenues will be pursued to use the highest-ranking school facility. If neither school has a usable facility, a third site will be acquired. Finals shall be at a prearranged venue.

(j) Awards

The number of medallions supplied will be as outlined in Appendix D. Additional HWIAC medals and ribbons may be purchased by the school concerned.

(k) Finances

- i. Gate receipts from home venue league competition shall be retained by the school.
- ii. Profits from tickets sold at non-Board facilities shall be retained by the HWIAC
- iii. When an HWIAC championship event is hosted by a member school, the host school shall retain the profits.
- iv. HWDSB Athletics will provide 100% reimbursement of travel costs to SOSSA championships and reimbursement of up to 50% of travel and accommodation costs where funding permits not borne by OFSAA for teams travelling to OFSAA championships. Reimbursement is contingent upon discussion of travel/accommodation plans with the HWDSB Athletics Supervisor to the event and upon submission of a completed SOSSA/OFSAA. Travel Claim Form along with appropriate receipts to HWDSB Athletics.

By-Law VIII POLICY FOR SCHEDULES & FORMAT

(a) General

- i. Divisional alignment and the playoff format for each sport will be determined by the DAC (DAC). Member schools will be sent a commitment form and are required to submit a response each sport/activity for the coming year (based on a reasonable expectation to participate) to HWDSB Athletics by June 30th (firm deadline).
- ii. Similarly, by June 30th, schools will be required to submit any dates for the coming school year that are to be avoided in the scheduling process since all schedules are prepared for distribution at the beginning of the school year.
- iii. Schools wishing to enter a team in a sport after the initial deadline specified in item (i) above, must request to do so no later than seven (7) calendar days prior to the scheduled pre-season meeting for the sport concerned.
- iv. Where a school decides to withdraw a team at any point after the pre-season meeting for the sport concerned, the HWDSB Athletics Supervisor will determine, in consultation with the Executive, any changes to the schedule and playoff format.
- v. In special circumstances such as school closure, the sudden unavailability of facilities or referees, or the legitimate inability of one team to compete, HWDSB Athletics may, in consultation with the assigned Supervisory Officer and/or the HWIAC Executive, postpone, reschedule, or cancel scheduled activities.
- vi. HWDSB Athletics will attempt to include in each winter season schedule a make-up day between the last regular season date and the first date of playoffs. Schools are required to keep this day available in the event a make-up game is necessary. Schools wishing to reschedule a regular season game to the makeup date may do so only with the approval of the HWDSB Athletics. The inability of a school to participate in a rescheduled game on the designated makeup day will result in forfeiture of that rescheduled game.

(b) Sport Format Change

Changes to a sport format cannot be altered 60 days prior to the traditional beginning of the sport season. To make a format change, a proposal must receive a vote of 51% of DAC member schools to pass (one vote per school). Schools who have not participated in the league in the previous two seasons of which the format is proposed are ineligible to cast a vote.

- i. HWDSB Athletics reserves the right to change the format of a league less than 60 days prior to the start of the season under extenuating circumstances (example - teams dropping out of play, budget restrictions... etc.) or by approval of the Superintendent responsible for Athletics. Athletics will consult the Sport Advisory Person in this scenario and notify the DAC Executive of the circumstance / rationale of the change.
- ii. **Process To Change a Format**
 - i. Head Coaches have 1 month from the end of the HWIAC championship to submit a proposal suggesting a format change.
 - ii. The format change must be made in writing and submitted to HWDSB Athletics detailing the change of structure, potential budget implications, regular season, and postseason structure.
 - iii. Once received, HWDSB Athletics will circulate to all registered Head Coaches for review and call a post season meeting. The school proposing the change will chair this meeting and present to all coaches. The Sport Advisory Person for each sport should be present at this meeting and be responsible for documenting attendance and position of each school. A post season meeting can be conducted by conference call or via e-mail if needed.
 - iv. If ratified at the Post Season Meeting the proposal will be sent to the DAC for review and be judged on validity of format, feasibility, and overall objectives.

(c) Forfeits

- i. Should a team forfeit a game with less than 24 hours' notice, all costs associated with the game shall be charged to the forfeiting school.
- ii. Should a team forfeit a game, they will charge the maximum point differential, as a result of the forfeit
- iii. Should a team forfeit two (2) games during regular season play, the team shall be removed from the league and all points earned in games played against that team shall be removed from league standings.
- iv. A team that forfeits a playoff game shall also forfeit the right to play any further playoff games at the current or subsequent level of playoffs

(d) Playoffs

- i. All playoff rounds will be one game/match, sudden death unless an alternate playoff format has been approved by the DAC.
- ii. Playoff format for each sport will pair team's highest versus lowest through each round of playoffs (unless an alternate format has been approved by the DAC) with the higher ranked team considered the home team.
- iii. The playoff format for each sport will be published in the Playing Regulations.

(e) Starting Times

- i. HWDSB Athletics will attempt to schedule school-based games with a 3:15 starting time with a variation of +/- 15 minutes. Specific situations may require an earlier or later start time.
- ii. Non-Board owned facilities -- to be determined by the HWDSB Athletics with consideration given to the time required for completion of the contest and compliance with any curfew imposed by the facility owner.

APPENDIX A

Hamilton-Wentworth Interscholastic Athletic Council Order of Representation to the Executive Committee

One Member group shall be represented each term. The designated school will rotate every 2 years (except for the first term 2022-2025 for member groups 4-6). Schools will determine internally the representative for the term. Other members include: 2 School Administrators, HWDSB Athletics Supervisor (non-voting), SOSSA Rep, OFSAA Rep (if one exists), 1 Member-at-large

Member	SECONDARY SCHOOLS	2 Year	Schools must rotate, ex. Glendale cannot go back-to-back terms.
Member 1 EAST	Glendale Orchard Park	2024-2026 Orchard Park	2026-2028 Glendale
Member 2 MOUNTAIN	Sir Allan MacNab Sherwood	2024-2026 Sherwood	2026-2028 Sir Allan MacNab
Member 3 NORTH	Sir Winston Churchill Bernie Custis	2024-2026 SWC	2026-2028 Bernie Custis
		3 years	*** For one rotation only. After 2025 it will be a 2-year term
Member 4 CENTRAL	Westdale Westmount	2022-2025 Westmount	2025-2027 Westdale
Member 5 WEST	Ancaster High Dundas Valley Waterdown	2022-2025 Ancaster	2025-2027 Waterdown/DVSS
Member 6 SOUTH	Saltfleet Nora Frances Henderson	2022-2025 Saltfleet	2025-2027 Nora Frances
ASSOCIATE MEMBERSHIP**	Hamilton DCH, Guido de Bres CHS, GP Vanier	2026-2028 HDCH	Rotate through the 3 schools every term

APPENDIX B

Hamilton-Wentworth Interscholastic Athletic Council - School Designated Colours

1. Each school has been assigned its dominant colour. Any other colour belonging to your school will be referred to as the contrasting colour(s).

School	Dominant Colour	Contrasting Colour
Ancaster	Purple	gold, white
Bernie Custis SS	Yellow	Black, red
Dundas Valley*	Gold	black
Georges P. Vanier	Blue	blue, gold
Glendale	Orange	black
Guido de Bres	Navy blue	white
Hamilton District Christian	Red	white
Nora Frances Henderson	Blue	white, grey
Orchard Park	Blue	white, red
Saltfleet	Navy blue	gold, white
Sherwood	Green	white
Sir Allan MacNab	Blue/Orange	Blue, orange, white
Sir Winston Churchill	Grey	cardinal red
Waterdown	Black	red, white
Westdale	Green	gold
Westmount	Powder Blue	navy blue, white

2. A school wanting to alter or replace its dominant colour shall request permission in writing from the DAC. Any such request will be reviewed only at the annual general meeting and must be submitted to Athletics at least four (4) weeks in advance of the annual general meeting.
3. Each school is required to use its dominant colour as the majority colour in all athletic uniforms. Should an individual or team wearing a uniform that does not contain a majority of its dominant colour conflict with another school's dominant colour, the "offending" school must provide an alternative colour for that game. Failure to provide an alternate colour in such circumstances shall result in forfeit by the offending school.
4. Should two teams have conflict with colours the home team will wear an alternate colour for that game.
5. The officials will waive rules regarding proper numbering should "emergency" jerseys be used.

APPENDIX C

**Hamilton-Wentworth Interscholastic Athletic Council
School Designated Colours**

The HWIAC will, as part of the celebration of student success, provide the following awards for the each of the activities noted below. As team sizes vary, for practical purposes the Council will provide only the number of awards stipulated. However, if schools wish to purchase additional awards, they may do so through the HWDSB Athletics.

Sport	Total awards provided	Sport	Total awards provided
Baseball	25 gold 25 silvers	Badminton Singles/Doubles/Mixed Double (Novice, Junior, Senior)	24 gold 24 silvers
Basketball	18 gold 18 silvers	Tennis Single/Doubles/Mixed Double (Junior, Senior)	16 gold 16 silvers
Field Hockey	18 gold 18 silvers	Cross-Country Running (Novice, Junior Senior) (Plus, winning team)	36 gold 36 silvers 36 bronzes
Football	50 gold 50 silvers	Track and Field (Boys /Girls - Novice/Junior/Senior)	120 gold 120 silvers 120 bronzes
Ice Hockey	25 gold 25 silvers	Water polo	18 gold 18 silvers 18 bronzes
Softball -Slo-Pitch	20 gold 20 silvers	Volleyball	18 gold 18 silvers
Soccer	20 gold 20 silvers		
Touch Football	20 gold 20 silvers		

APPENDIX D

Hamilton-Wentworth Interscholastic Athletic Council - SOSSA Representation Selection Process

It is the intent of the HWIAC to send representation to SOSSA at all classification levels. The following is a summary of the process to determine SOSSA representation in each of "A", "AA", "AAA" classifications.

All references to "challenge games" shall mean games played to determine SOSSA representation. "A", "AA", and "AAA" levels will be considered as separate levels with separate entries unless SOSSA or OFSAA determine otherwise.

At all levels:

- a team that does not qualify for league playoffs cannot challenge for a SOSSA entry
- a team that has been defeated by another team twice during the regular season cannot challenge the team that defeated them
- if all teams fail to qualify for league playoffs, then the challenge process outlined below shall apply.

In all scenarios the teams from each classification that advance the farthest in play offs will represent HWIAC at SOSSA. In the following scenarios a challenge match can be requested:

- (i) The final is composed of 2 different classifications, and the semifinals were comprised of two teams of the third classification. A challenge match of the third classification (losers of the semifinals) shall play a challenge match. (ex. Final A v AA, semifinal losers were AAA 1 & AAA 2)
- (ii) Where two teams of different classifications make the finals, and a second entry is available to SOSSA, and there are two of that classification in the semifinals (losers of semifinals) shall play a challenge match. (ex. AAA v. A in the final, AAA2 & AAA3 were the semifinal losers, AND a second entry is available)
- (iii) If the only teams of the same classification do not advance to semifinals, the team that went the furthest in playoffs will advance. If neither makes playoffs, a challenge game will be played.

Appendix E

HWIAC Supplementary Discipline

When a competitor has been disqualified from a contest, the contest official shall note all details of the disqualification on a Competitor Disqualification Form or the contest scoresheet and give the completed form to the home/host school. The home/host school shall provide each coach with a copy and email the original of the form along with the game scoresheet (where available) to the Athletics Department within 24 hours.

HWIAC Athletics reviews the reports regarding disqualification, and will determine with input from DAC Executive, if a Board of References – Sanctions shall be convened.

Demerit System

- Any disqualification receives 1 Strike, unless the disqualification came from accumulation of infractions, and may subject to additional discipline.
- 2 strikes in one 12-month span will result in a 12-month suspension from all HWIAC activities

Infraction	Automatic Discipline ** not appealable	Demerit Strike	Subject to Supplementary Discipline	Appealable **may only appeal Supplementary Discipline
Accumulation of infractions	See sport specific regulations	no	Yes	Yes
Direct Disqualification from context	Removal from current game & 1 further game suspension	1	Yes	Yes
Engages in a fight during HWIAC contest (outside of the rules of the sport)	Removal from current game & 1 further game suspension	1	Yes	Yes
Identified by Official as Instigator of the fight	Removal from current game & 1 further game suspension	1	Yes	Yes
A competitor who joins a fight in	Indefinite suspension	1	Yes	Yes

progress or leaves the player's bench or penalty area to engage in a fight	pending investigation			
A competitor who abuses or becomes involved in an altercation with an official	Indefinite suspension pending investigation	1	Yes	Yes
A team involved in fighting where players leave their bench and/or the game is ended by the game official	Indefinite suspension pending investigation	1	Yes	Yes
A competitor who engages in a fight in connection with, but not during, a contest	Indefinite suspension pending investigation	1	Yes	Yes

Appendix F

Sport Specific Infraction Summary

Accumulation of Minor of penalties varies in severity and impact across sports. A breakdown of sports and the specific penalty discipline process is below:

SPORT	ACCUMULATION OF PENALTY/INFRACTION	DISCIPLINE
Soccer (m/f)	1 yellow card	Removal from game until next allowable point of substitution
	2 yellow cards in one game	Removal from current game, no further discipline
	1 Red card	1 game suspension & 1 demerit strike
	3 yellow cards in one season	1 game suspension & 1 demerit strike
	2 red cards in one season	12-month suspension from all HWIAC activities
Soccer team card accumulation (m/f)	<p>a) A team accumulating the total number (number of season games + 2) of penalty cards allowed during regular season play - except during the last game of the regular season schedule - (yellow/red/ in any combination)</p> <p>b) Last regular season game – a team that receives their 2nd to last or last card in this game</p> <p>c) Last regular season game – last card during this game</p>	<p>a) Default next match</p> <p>b) Immediately default the game in progress</p> <p>c) The game is to be ended and the non-carded team awarded the game by default</p>
	Total cards + 2 Team Penalty cards in regular season (ex. 8 games – 10 cards regular season, 12 cards in regular season = discipline)	Disqualified from further league or playoff games
	At the start of Playoffs: the number of cards is carried forward, and the ceiling is raised by 2 cards total (ex 8 games – 10 cards regular season, 12 cards total for reg season and playoffs).	Maximum cards received at any time – immediately default the game in progress

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Hockey – Boys Contact	3 minor penalties in one game	Removed from current game, no further discipline
	3 Minor Penalties in 2 games in succession	Removed from current game, and 1 game suspension
	Game disqualification (not 3 penalty)	Removed from game, 1 game suspension & 1 demerit strike
	Match Penalty, Gross Misconduct, or Major 5 Minute (e.g., Fighting, high sticking, boarding)	3 game suspension & 1 demerit strike (if identified as instigator + 1 game suspension)
	Minor penalty for hitting from behind	Removed from the game (coach designate who will serve the penalty)
	Major penalty for hitting from behind	Removed from game, 1 additional game suspension & 1 demerit strike (coach designate who will serve the penalty)
Hockey – Non-Contact & Girls	3 minor penalties in one game	Removed from current game, no further discipline
	3 Minor Penalties in 2 games in succession	Removed from current game, and 1 game suspension
	Game disqualification (not 3 penalty)	Removed from game, 1 game suspension & 1 demerit strike
	Fighting Major	3 game suspension & 1 demerit strike (if identified as instigator + 1 game suspension)
Junior Football	Game Disqualification (Directly)	1 additional game & 1 demerit strike
	3 Major Penalties (UA, OC, RP, UR)	Removed from current game
	3 Major Penalties in 2 games in succession	Removed from current game, and 1 game suspension
	Targeting	Removed from current game, no further discipline

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Senior Football	Game Disqualification (Directly)	1 additional game & 1 demerit strike
	3 Major Penalties (UA, OC, RP, UR)	Removed from current game
	3 Major Penalties in 2 games in succession	Removed from current game, and 1 game suspension
	Targeting	Removed from current game, no further discipline
	Targeting and additional major penalty was assessed	See 3 Major penalty rule
	3 Targeting penalties in one season	Automatic discipline review by HWIAC and supplementary discipline may be applied

APPENDIX G

Code of Conduct for Spectators to Hamilton-Wentworth Interscholastic Athletic Council (HWIAC) Events

HWDSB & HWIAC are committed to providing a safe and inclusive environment that is free of violence, abuse and harassment. Everyone is welcome and should expect to help promote an environment where people are treated in a courteous, professional, considerate and respectful manner by all spectators, staff and participants. Accordingly, in alignment with the Ontario Safe Schools Act, HWDSB has a zero-tolerance policy and will not tolerate unsafe, abusive, unlawful or offensive conduct at our events. The Spectator Code of Conduct reminds spectators to:

- Cheer in a positive manner
- Respect officials decisions
- Not interfere with the competition
- Keep off of the playing area
- Be courteous and respectful

The following conduct addresses conduct that is inconsistent with HWDSB:

- Behaviour that is unruly, disruptive, threatening or violent in nature, including verbal or physical harassment of officials, student-athletes, teacher-coaches, staff or other spectators
- Conduct that is illegal
- Conduct that results in damage to the facility or other personal property
- Displaying signs, symbols, images (including those associated with hate-based organizations), using language or making gestures that are threatening, abusive, or discriminatory, including on the basis of race, ethnicity, national origin, religion, gender, gender identity, ability, and/or sexual orientation
- Interfering with the competition, including entering the field of play, throwing objects of any kind, incidents of distraction (e.g. artificial noisemakers, noise during a serve or foul shot, etc.)
- Failing to follow requests regarding event operations, policies, and emergency response procedures
- Consumption or being under the influence of any alcoholic beverage or drugs, other than medication prescribed by a medical doctor, whether of legal age or not, at any time during a HWIAC event.
- Any disruptive, harmful, or disorderly behaviour or any act which presents a risk to the safety of other individuals, interferes with the competition, or otherwise targets other spectators or other spectators' enjoyment of the competition.

Failure to comply with the Code of Conduct for Spectators may lead to ejection and/or penalties listed below:

Ejection, suspension of entry privileges, notification of local authorities including police, notification to appropriate sport governing bodies, requiring

written letter of apology and/or requiring appropriate restitution.