

**BYLAWS OF THE  
NORTHWEST HIGH SCHOOLS  
ATHLETIC ASSOCIATION**

**ATHLETIC LEAGUES OF THE DISTRICT**

**BATTLE RIVER**

**BEAVER RIVER**

**CENTRAL**

**LLOYDMINSTER**

**MEADOW LAKE**

**The 5 Athletic Leagues include any independent schools that compete through them.**

## **BYLAWS – NORTH WEST HIGH SCHOOL ATHLETIC ASSOCIATION**

### **Bylaw I – Objectives, Aims, Purposes**

In addition to and in elaboration of the Objectives in the North West High School Athletic Association Constitution the following are the objectives of North West High School Athletic Association:

1. To help coordinate and publicize the athletic activities of all Division III and Division IV good athletics programs for the individual students involved, for the school and for the community.
2. To help to promote and develop athletic activities and programs which fulfill the needs of the schools.
3. To ensure that neither the funds nor the property of the North West High School Athletic Association be used for the personal profit of any individual or group of individuals.
4. The North West High School Athletic Association shall only become involved in activities which positively promote the athletic objectives of the North West District area.
5. The North West High School Athletic Association shall be organized and maintained in a democratic manner as outlined in the Constitution, bylaws, policies and subsequent amendments.
6. The Association encourages the following goals:
  - develop a level of fitness relative to the sport the participant is involved in
  - strive to maintain or improve quality coaching in the North West High School Athletic Association
  - develop positive attitudes and commitment
  - develop team sport skills
  - develop individual sport skills
  - develop interpersonal skills
  - promote fun and enjoyment through participation in the pursuit of excellence
  - develop an understanding and appreciation of good sportsmanship
  - to ensure that athletics is a priority among administrators, boards, and staff
  - develop an understanding in the communities that coaching is a voluntary activity and that coaches give large amounts of their time
7. Encourage the best possible officiating at all levels so as to help the athletes learn and perform at their best.
8. Athletes or Coaches at the Division III level should especially stress the encouragement of a broad based of participation and the development of good sportsmanship.
9. To follow the rules, direction and objectives of the Association as they apply to the North West High School Athletic Association.

## **Bylaw II – Acceptance**

Each school that registers any team(s) and/or individual(s) with the North West District is agreeing to try to abide by the letter and the spirit of the Constitution and Bylaws of North West District and of the Association. This agreement will apply to all teams/individuals that are eligible to be included by the rules of either association; whether or not that particular team or individual is registered with North West District or the Association. In registering, the schools are agreeing to use the appeal procedures and sequences outlined before resorting to outside agencies.

## **Bylaw III – Elections**

1. Elections of officers for the North West Executive shall be held at the annual general meeting of the NWHSAA (Spring meeting). The North West High School Athletic Association Executive Council shall be responsible for presenting the name of at least one candidate for each position. Further nominations may be made at the general meeting.
2. The President shall be elected for a two-year term.
3. The Officials Commissioner shall be elected for a two-year term by the North West Athletic Association at the Spring annual general council meeting.
4. The Assistant Official Commissioner shall be elected for a two-year term by the North West Athletic Association at the Spring annual general council meeting.
5. The Vice President shall be elected for a two-year term by the North West High School Athletic Association at the Spring annual general council meeting.
6. The Secretary shall be elected for a two-year term by the North West High School Athletic Association at the Spring annual general council meeting.
7. The Equity Representative shall be elected for a two-year term by the North West High School Athletic Association at the Spring annual general council meeting.
8. The President, with the approval of the Executive Council, shall name the Treasurer of the North West High School Athletic Association.
9. Athletic League Representatives shall be named at every meeting, on the recommendation of members present from that 'Athletic Division'. If possible, the people who are going to be named as the Athletic League Representative should be in attendance at the meeting. **These Athletic League Representatives will serve as voting delegates for their league at any NWHSAA meeting. Should any representatives not be present at the meeting, a substitute voting replacement may be named.**

## **Bylaw IV – Executive**

The Executive of the NWHSAA shall consist of the following:

President

Vice President

Past President (if President is in his/her first year of office)

Officials Commissioner

Assistant Officials Commissioner

Secretary

Equity Representative

1 Representative from each of the 5 Athletic Leagues

1. The President shall preside at all meetings and shall act as chief executive of the association. The President shall be a member of ex-officio of all committees. **In the case of a tied vote, the President shall cast the deciding vote.** The President shall have power to call special meetings. All documents binding upon the Association shall be signed by the President and the Secretary or Treasurer. The President shall be responsible for the conduct of the meetings. The President shall perform other such duties as are normally expected of the Presidents of an organization. The President shall have the power to make decisions on issues not specifically addressed in the constitution, bylaws or policies. If the President is unable to perform his/her duties, the Vice President shall act on behalf of the President. The Vice President shall have all the powers and duties of the President until the President shall resume office.
2. Athletic League Representatives shall be responsible to represent the wishes of the district to the best of their ability. They shall also be the communication link with the divisions they represent. In addition to the above, the representative should expect that:
  - a) District activity host commissioners (host schools) **must** contact each athletic league representative to determine which teams have qualified for the North West Championship.
  - b) District activity commissioner must contact each qualifying team to confirm championship details (format, draws, time zone).
3. Each year the District Officials Commissioner shall propose District Officials Clinics.
4. Tenure of office – The executive shall hold office until the next fall general meeting. An exemption to the above shall be the term of the President and the District Officials Commissioner, both of whom are elected for two-year terms. Should a vacancy occur in the North West District Executive Council, the Executive Council may name another member to complete the term.
5. The immediate Past President shall be on the executive for one year providing he/she remains a representative of a school in the North West District. The Past President shall give advice and assistance to the Executive when called upon to do so.
6. A quorum of the executive shall be a majority of the executive officers.

7. The executive is empowered to rule on such cases which are not covered by the Constitution, Bylaws or Activity Guidelines. These decisions are not considered as precedents, and they must be reported to the next general meeting, together with an explanation and a recommendation for possible legislative action.

### **Bylaw V – Finance**

1. The North West District shall raise such funds as it sees fit in order to carry out the aims of the North West District. Any funds raised for the North West District shall be deposited to the accounts of the North West District.
2. The annual fees paid by each Member School shall be \$200.00.
3. Each Snior and Junior team must forward entry fees for each team entering playoffs by September 30 to the SHSAA. Fees will be set at the North West District Council Annual Meeting. NWHSAA will collect a fee of \$20.00 per each Senior and Junior team.
4. Teams wishing to take part in North West District sponsored playoffs shall indicate their intention by submitting the SHSAA forms and the fees as set as the general meeting.
5. Signatures of all cheques and official documents shall be the President’s and either the treasurer or Vice President of the North West District Executive Council.
6. Honorarium – to be paid annually to the following:
 

a) President	\$500.00
b) Officials Commissioner	\$300.00
c) Assistant Officials Commissioner	\$200.00
d) Treasurer	\$300.00
e) Secretary	\$100.00
f) Website Technician	\$200.00
g) Person who provides computer service for district track and field meet	\$300.00 max (\$100.00 + sub if needed)
h) If host Curling <b>DO NOT</b> charge a rental fee	\$100.00 donation to facilities
i) Person who acts as an official at the Jr. and/or Sr. District and/or Regional Curling playoff	\$100.00
7. Anyone sent by the North West District on official business shall have his/her legitimate expenses paid.
8. The mileage rate for all North West District Association business shall be a floating rate as per the NWSD #203 rates during that month. The mileage shall be paid upon the completion and submission of the approved travel expense voucher and if the two signing authorities agree that the expense was incurred on North West business.
9. Meal allowance for people travelling on North West District business shall be as follows:
 

Breakfast	\$15.00
Lunch	\$18.00
Supper	\$20.00

10. The President shall be authorized to pay all bills related to the operation of the North West District as they are received and funds are available. This shall include such items as: meeting costs, playoff costs and supplies, registration fees, North West District representative expenses, honoraria, etc. If the President and/or Secretary feel that any bill is questionable they shall receive direction from an AGM, or from an executive meeting or by consultation with a majority of the North West District Executive members.
11. The North West District will pay registration and accommodation for a maximum of two (2) observers to attend the SHSAA AGM.
12. Official Pay Scale  
The NWHSAA shall pay the following:
  - Officials mileage as per SHSAA rate
  - Officials game fees as per SHSAA rate
  - \*\*\*Exceptions include the Lloydminster Basketball Officials Association
  - Officials' meals and any other costs are the responsibility of the host school unless expenditures have been approved by the district President prior to the event.

#### **Bylaw VI – Order of Business**

- 1) Registration
- 2) Agenda and introduction of those present
- 3) Declaration of league voting members (2 per league)
- 4) Minutes
- 5) Business arising out of the minutes.
- 6) Reports:
  - i. Financial
  - ii. Activity Commissioners
  - iii. SHSAA Delegates Report
  - iv. Section IV Report
  - v. Officials Commissioner
  - vi. Vice President
  - vii. President Report
- 7) Correspondence
- 8) New Business
  - i. Appointments of Activity Commissioners (Fall)
  - ii. Outlining upcoming activities
  - iii. Setting membership fees (Spring)
  - iv. Election of Officers (Spring)
  - v. A.G.M. resolutions (Spring)
  - vi. Appointment of District AGM Delegates (Spring)
  - vii. Outstanding Coach, Official, Service, Merit Nominations (Spring)

- viii. Amendments to North West Bylaws and Policies
- ix. Other
- 9) Unfinished Business
- 10) Next Meeting
- 11) Adjournment

### **Bylaw VII – Conduct of Meetings**

Meetings shall be conducted according to commonly accepted meeting procedures.

### **Bylaw VIII – Meetings**

1. The NWHSAA shall meet a minimum of 3 times during a school year.  
September – General Meeting  
December – General Meeting  
April – Annual General Meeting
2. Any two members of the North West District, by giving two weeks notice in writing to the President, may call a special meeting of the North West District Executive Council.
3. The North West District Executive Council shall meet at the call of the President. They may also fix a time and place for regular meetings.
4. The President shall call such special meetings as the President deems advisable.

### **Bylaw IX – Appeals**

(For North West High School Athletics Association activities only)

1. Protest shall be made to the commissioner of the sport. The decision of the commissioner can be appealed to the President under Bylaw IX 2) of these bylaws.
2. Appeals shall be directed to the president. The President shall confer with the Officials Commissioner, the District Officials Clinician of that sport, if one sport is involved, and other parties as are deemed relevant by the President. The majority decision of this group shall stand until the next general meeting.
3. If the appeal procedures do not apply or do not result in an adequate solution to the problem the school involved may request a special committee hearing. This request shall be made to the President. The special committee shall be appointed by the President. The committee shall consist of three NWHSAA members, none of whom may be a current member of the North West District Executive Council.

The committee will hear evidence from the school making the appeal, from any other schools involved and from any other sources they chose to consult. The committee shall decide the validity of the appeal. The decision of the majority of the committee shall be binding. The committee may recommend other action. The North West District is bound by the decision, but not by the recommendations.

If the appeal is upheld the North West District will pay the costs of the appeal. If the appeal is denied, the North West District will bill the Member costs up to \$300.00. Any costs in excess of what is billed to the Member will be paid by the North West District.

### **Bylaw X – Sponsored Activities**

1. Athletics – boys and girls
2. Badminton – boys, girls and mixed
3. Basketball – boys and girls
4. Cross Country – boys and girls
5. Curling – boys, girls, open, and doubles
6. Football 6 person, 9 person and 12 person
7. Grass Golf – single and team
8. Volleyball – boys and girls
9. Wrestling – boys and girls
10. Soccer – boys and girls
11. Others as approved by the North West District Executive Council

### **Bylaw XI – Eligibility**

1. All North West District activities shall be carried out in accordance with SHSAA regulations, policies and instructions. In addition to the Association policy and regulations the following rules shall apply.
2. Schools will be classified as a 1A, 2A or 3A school based on their grade level/geographical location/School population of each gender for grades 7-9. Each member/school will compete only in 1 classification (1 team per gender available for districts). This is applicable for the sports of Volleyball and Basketball.

Classification shall be designated as of September 30 of the current school year.

- 1A Classification
  - All rural schools in our district that host a grade 7-9
- 2A Classification
  - Most city schools with grade 7/8s (exception La Loche)
- 3A Classification
  - Most city schools that have only grade 8/9 students in our district

1A schools will have a rotating championship hosting between the leagues. League president will announce host at general meetings.

2A and 3A will host both the boys and the girls District Playoffs at the same time in order to coordinate travel, and will be hosted in a rotation set by the District Executive.

See Activity Guidelines for the hosting rotation.

3. Two schools may apply to the NWHSAA for permission to form a jointly sponsored junior team. This sponsorship will last for 1 season. The following activities are available for joint sponsorship: Soccer, Volleyball, Curling and Basketball.

Decisions for approval will be based on the schools proximity to one another and the opportunities for student benefit. Decisions for joint sponsorship will be made by the President with help from the Vice President, Official Commissioner and Secretary. Application for joint sponsorship must be made 3 weeks prior to the district competition date.

Permission will NOT be granted if:

- The two sponsor schools have enough players to field teams of their own.
- The motivation of the team is to bolster the quality of the team.

4. Student eligibility for Junior Activities

A student who is eligible for “Junior Activities” in the NWHSAA can be defined as: A student who is enrolled in grade 7, 8, or 9 in a member school. Any student who is 16 years of age as of September 1 of the current school year is deemed ineligible.

Students enrolled in grade 6 may be used **only if necessary** for that member school to be able to field a team. Grade 6 students are therefore not eligible for the following activities:

Badminton

Golf

Track and Field

Wrestling

Any school using grade 6 student(s) must complete the “NWHSAA Use of Grade 6 Students” form, and have NWHSAA approval from the President prior to the student(s) participating in any competition.

5. North West District Rules of Play

- a) All teams must be accompanied by a teacher or supervisor who meets SHSAA criteria. This person will be the coach and/or supervisor for the athlete(s) or team.
- b) If it is possible to accept late entry, the entry will be accepted upon payment of regular fees plus late penalty as decided by the Association.
- c) Any team dropping out of District Playoffs after entering the playoffs submitting the assigned fees may face disciplinary action. It shall be the policy of the North West District to support schools that find it necessary to discipline their school teams. If a team receives permission to withdraw more than 96 hours prior to the playoff, no action shall be taken by the North West District. **If the team drops out less than 96 hours before the playoffs, they shall be assessed a \$100 fine and the school suspended from further play at any level until payment to North West District. It is important that the Activities Commissioner contacts the President and reports**

**any problems or concerns.** The President shall investigate and report the circumstances to the North West Athletic Association Executive Council. The President shall also recommend one of the following courses of action to be taken:

- 1) No further action be taken
- 2) A letter of concern be sent to the principal of the school involved
- 3) A letter of reprimand be sent to the principal of the school involved
- 4) The school be suspended from that sport for up to one year
- 5) The school may be refunded the \$100 fine.

### **Bylaw XII – Activity Play Down Direction**

1. The following shall be used for all playoffs:
  - a) Bids will be open for hosting junior and district championships as well as SHSAA Conference and Regional playoffs at the Fall General meeting. Championship Rotation Host will be applied.
  - b) The President shall prepare a list of activity playoffs for the upcoming year. This list shall include all of the activities. Dates will be determined by an accepted agreement by the association's members in attendance at the fall meeting. Dates will be based on school calendars, SHSAA playoff dates and any other concerns brought forward during the establishment of the date.

### **Bylaw XIII – Suspension of Players, Coaches, Teams, or Schools**

1. Any case of unsportsmanlike conduct by a player, coach, team, or school including any serious violation and any disregard for regulations established by the North West District, shall be reported to the President by the head official of the contest. This report shall be in writing with copies to be sent to the principal and coach concerned and shall be submitted within two days of the contest. In addition to writing the report, the head official is encouraged to phone the President as soon as possible after the contest.
2. The President shall have the power to suspend players or coaches for a period not more than three games (leagues, tournaments, or playoffs) on the recommendation of a majority of the North West District Executive Council. In cases which might merit longer periods of suspension, a team or school shall be reported to the President who shall in turn refer the case to the discipline committee for action.
3. Spectator Control – the responsibility lies with the host. An official may request the host for appropriate action. If satisfactory action does not result, the official has the right to postpone or forfeit the game if the official feels that by continuing the game, there would be increased danger to the athletes. The official must submit immediately a complete report of this situation and action to the President. **Refer to the SHSAA handbook policy regarding spectator control.**

4. Conduct of visiting teams
  - a) Inappropriate conduct of teams occurring within the boundaries of a division shall be handed by the organization within that division.
  - b) Should an incident occur as a result of teams crossing school division borders, appropriate action should be directed toward the coach. If condition warrants it, the principal of the school and the coach will be asked to meet the Commissioner and the committee.
5. Alcohol/Drugs – the North West District goes on record as not condoning the use of alcohol or drugs at any time. Players under the jurisdiction of the North West District found guilty of the use of any of these substances by officials, school officials, or athletic officials shall be suspended from that athletic activity immediately. The person(s) discovering a suspected violation shall report the violation to the supervisor of the team involved and to the senior representative of the host school. The host school shall report the matter and action taken to the President and to the Officials Commissioner. Further action may be taken.

#### **Bylaw XIV – Protests and Complaints**

In case of a concern/complaint about a player, coach, official, spectator, etc., the complaint must be brought to the attention of the officials and/or tournament organizers within one hour of the completion of the game/contest in which the concern is first observed. The official and/or tournament organizer shall try to solve the problem. In the event a satisfactory solution cannot be reached, the person raising the complaint shall, before leaving, tell the tournament organizer that a problem still exists. He/she shall write out as completely as possible the circumstances causing the problem and provide for the tournament organizer within 24 hours of the end of the tournament. The tournament organizer will gather any information he/she thinks is relevant, add that information to the written complaint and email the information to the President of the North West within 72 hours of the end of the tournament. The President shall review the situation as described, investigate it as much as he/she thinks is necessary and make a ruling.

The Association should be contacted by the concerned parties only if the concerned party is unable to get satisfaction by following the above steps. Failure to meet the one hour or 24 hour or 72 hour time deadline shall be taken as an indication that the person does not want to continue with the complaint.

#### **Bylaw XV – SHSAA Annual General Meeting – NWHSAA Delegate Selection Procedure**

The NWHSAA will cover all approved expenses for the following to attend the SHSAA Annual General Meeting.

- Leads Representative
- Board Trustee Representative

- District Officials Commissioner
- In School Administration Representative
- Three (3) large individuals, whereas a minimum of two-identify as : Indigenous, oppressed by racism, 2SLGBTQ+, new to Canada, female, with disabilities, neurodiverse, from non-dominant faith communities, or any people who historically were and currently are under-represented in Saskatchewan High School Athletics (These should be from different under-represented backgrounds)
- Observer 1 – non-voting delegate
- Observer 2 – non-voting delegate

#### Selection Procedure and Criteria

1. The NWHSAA district President shall fill one of the Voting delegate roles.
2. NWHSAA Executive and members – in the following order
  - a. Secretary
  - b. Assistant Officials Commissioner
  - c. League Presidents
  - d. School Athletic Director
  - e. School Representative
  - f. Other
3. In the event of more individuals seeking to be a SHSAA AGM delegate that spaces available, the following criteria will be used in the following order.
  - a. District geographical consideration
  - b. A member school sending more than one (1) delegate
  - c. Committee decision

Committee to consist of 3 people:

District President

Officials Commissioner

One(1) of the following

- a. Vice President
- b. Secretary
- c. Other person as appointed by the President

Committee decision to be based on the following:

- a. The individuals district involvement, including attendance at NWHSAA meetings
- b. Individuals who have attended the SHSAA AGM less than 3 times
- c. Other as deemed by the selection committee
- d. Variety or rotation of delegate(s)
- e. Lottery

## NWHSSAA USE OF GRADE 6 STUDENT FORM

SCHOOL NAME:	
Athletic Director:	Date:
Phone:	School Division:
E-Mail Address:	

**The use of student(s) at the grade 6 level is approved by the following criteria:**

- a) **Use of the grade 6 student is required for the school to be able to field a team.**
- b) Students must attend the school they play for.
- c) Use is restricted to the sports of basketball, volleyball, and curling.
- d) Permission must be granted by, and signature obtained of the Principal and school Athletic Director.
- e) Application must be made to and approval given by the NWHSSAA President **prior** to the grade 6 student's participation.
- f) **If approved, no more than 25% of the team may consist of Grade 6 students.**
- g) **In the case of a school's low enrollment in a gender in grades 7-9, this application may be approved by the NWHSSAA President with a greater percentage of grade 6 students. If you students in grades 7-9 not playing, please try to convince them to play Jr. Sports (exhaust all avenues before coming to the President).**
- h) **A complete roster including player grades is submitted.**

PLEASE CIRCLE: The sport and gender your school wishes to have the following student(s) declared eligible for:

**BOYS**
**GIRLS**  
**VOLLEYBALL**
**BASKTEBALL**
**CURLING**

Student Name	Grade	Gender

The undersigned are aware of the use of these students and approve of this application.

School Principal: \_\_\_\_\_ (Signature)

Athletic Director: \_\_\_\_\_ (Signature)

NWHSSAA Approval                      Yes    No                      Date: \_\_\_\_\_

President: \_\_\_\_\_ (Signature)

**Please submit this form along with a complete roster including the grade of each player.**