

April 23, 2018

**Yukon School Sports
YSS**

**Constitution
&
General Bylaws**
(April, 2018)
Updated May 2023

Section A - Constitution

Article 1 - Name

This organization shall be known as the Yukon School Sports (YSS).

Article 2 - Vision

YSS believes that participation in extra-curricular school sport plays an integral role in the total education of the student by contributing to their physical, intellectual, mental, personal and social development.

Article 3 - Mission

YSS, as a partner in public education fosters, develops and administers student athletic activities within Yukon schools through fair play and equal opportunity.

Article 4 - Objectives

Section 1 - To plan, promote, supervise and administer a program of inter-school athletics in all approved competitions.

Section 2 - To encourage participation of students in inter-school athletics, holding the welfare of the participants as the primary criterion upon which all policies of the association are based.

Section 3 - To emphasize inter-school athletics as an integral part of the total educational process; and to formulate and maintain policies which will cultivate high ideals of good sportsmanship and good citizenship.

Section 4 - To offer extra-curricular athletic programming.

Section 5 - To delegate to Yukon schools, the responsibility to offer students the opportunity to participate in all inter-school athletics that are approved by YSS.

Article 5 - Membership

Section 1 - All Yukon schools will be entitled to membership.

Article 6 - Organization

Section 1 - Directors

The Directors of the Association are YSS representatives from each Yukon School. All Yukon schools are allowed one representative with one vote, Secondary Schools are allowed two representatives.

Section 2 – Executive Board/Officers

The Officers of the Executive Board shall be:

1. President - must be a YAEP member.
2. Vice – President - must be a YAEP member.
3. Secretary/Treasurer - must be a YAEP member.
4. Administrative Representative - must be a YAEP member.
5. Rural Representative - must be a YAEP member.
6. Department of Education Representative – Superintendent
7. Director at Large Elementary - must be a YAEP member.
8. Director at Large Secondary - must be a YAEP member.

Any four members of the Executive Board shall constitute a quorum.

Section 3 - This Association shall operate through

- a) The Executive Board
- b) YSS Representatives (1 rep. per school except for President)
- c) Meetings of the Association
- d) Site Coordinators and Sport Conveners
- e) Team Lead formerly ED
- f) AGM

Section 4 – If a school does not choose a YSS representative, then the school administrator assumes the duties of YSS rep.

Section 5 - The voting members are YSS representatives and the officers. 1 Vote per school.

Section 6 - All other interested teachers and administrators may attend the general meetings and will be able to provide input, but shall not have voting power.

Section 7 - The offices of President, Vice-President Secretary/Treasurer, Administration Representative, Rural Representative shall be elected annually at YSS annual general meeting. People holding office are eligible for re-election. The President and Vice-President must represent a secondary and an elementary school.

Section 8 - The Association will meet together for the dispatch of business, and regulate their meetings, as it deem's necessary. Questions arising during a meeting shall be decided by a majority of votes, but in the case of an equality of votes, the President shall cast the deciding vote.

Section 9 - The A.G.M. of the Association will be in April. YSS sub code will be used.

Section 10 – The Team Lead will conduct the duties of the association.

Article 7 - Powers of the executive board

Section 1 - The duties of YSS office are assigned/delegated/shared among the Team Lead, President, Officers and YSS Representatives.

Section 2 - YSS Executive Board shall, subject to the Bylaws or directions given it by a majority vote at any properly constituted general meeting, have full control of the affairs of the Association. Meetings of the Executive Board shall be held as often as the business of the Association requires and shall be called by the President or Team Lead.

Section 3 - The Executive may meet with individuals or representatives of other sport/education agencies when deemed appropriate.

Section 4 - The Executive Board has the authority to rule on any issue or circumstance covered or not covered in YSS Constitution and by-laws. These decisions are not to be considered as precedent setting.

Section 5 - Identify a dispute resolution process.

Section 6 - Rule on all cases of doubtful or disputed player eligibility.

Section 7 - Decide upon the number of sports to be included in YSS sports calendar at the AGM.

Section 8 - Establish the start and finish dates of each sport season.

Section 9 - Establish appropriate grade categories for each sport.

Article 8 - Duties of Officers.

1. President

Preside at all general and executive meetings of the Association. (See Section 2)

2. Vice President

Attend all general and executive meetings of the Association. The Vice-President shall assume all duties of the President's office in the absence of the President.

3. Secretary/Treasurer

Take minutes at all YSS meetings and submit them to the Team Lead.

4. Rural Representative

Attend Executive Board meetings. Be the spokesperson for rural schools on the Executive Board.

5. Administrative Representative

Attend Executive Board meetings. Be the spokesperson for school administrators on the Executive Board.

6. Department of Education Representative

Attend Executive Board meetings. Be the spokesperson for the Department of Education on the Executive Board.

7. Team Lead (Team Lead)

Attend all general and executive meetings of the Association. The Team Lead is a non-voting member of the Executive Board. (See Section 1)

Section 1 - The Team Lead of YSS shall:

The Team Lead's primary areas of responsibility include finances and ensuring compliance to the bylaws and policies of the Association as well as overseeing the entire operation of the Association.

1. Oversee all YSS events.
2. Act as the liaison with outside agencies. (Department of Education, Sport Yukon, Sports and Recreation Branch, City of Whitehorse, RPAY, AYSA, YPEA, Canada Games Center, Sport Governing Bodies, etc.)
3. Prepare agendas for all YSS meetings including AGM.
4. Prepare an agenda prior to each meeting.
5. Act as the official delegate to School Sport Canada.
6. Be responsible for the distribution of YSS discretionary days.
7. Establish sport rules and regulations.
8. Present financial year in review at AGM and to Department of Education.
9. Determine official's rates of pay.
10. Prepare YSS calendar for AGM.
11. Communicate all YSS information to YSS representatives.

12. Deliver YSS calendar territory wide and to School Sport Canada.
13. Assist in developing policy that will provide an educationally sound inter-school activities program.
14. Maintain correspondence and communication with other provinces and territories concerning sanctions, Bylaws and Policy interpretation, appeals and eligibility rulings.
15. Attend School Sport Canada meetings.
16. Establish site coordinators and sport conveners for YSS events.
17. Be the liaison with school athletic associations of other provinces, School Sport Canada and the National Federation of State High School Associations.
18. Provide information and results to the media and be YSS spokesperson to that end.
19. Control all financial operations: prepare budgets and be responsible for the payment of bills.
20. Edit YSS calendar of events and YSS website.
21. Receive nominations for the Coaching Excellence Award and forward to President.
22. Represent the Association in contacting the Department of Education, the press and the public.
23. Interpret and ensure compliance with YSS Constitution and Bylaws and Codes of Conduct.
24. Organize YSS Annual General Meeting and distribute the AGM minutes to YSS representatives.
25. Organize and administer all officials' clinics.
26. Deliver on YSS objectives as set in YSS Constitution.
27. Oversee receipt of all monies paid to the Association and be responsible for the deposit of same in YSS bank account. The ED shall properly account for the funds of the Association and oversee the keeping of such books as may be directed. The ED shall present a full account of receipts and disbursements to the Board whenever requested (given reasonable notice) and shall prepare for submissions to the Annual General Meeting of the Board, a statement duly audited of the financial position of the Association and file a copy of same in the Association office records. The Team Lead is empowered to hire a bookkeeper as required.
28. Team lead shall send Trust Account documentation to the finance department of Education monthly. This includes Synoptic Journal, bank statements, and bank Reconciliation forms.
29. The Team Lead shall oversee the collection and receipt of all participation fees, membership fees and Department of Education funding levied by the Association. Such monies shall be promptly deposited in YSS bank account as required.
30. Prepare and distribute minutes of meetings to YSS representatives and relevant Yukon Education officials.

31. Present the Athletic Association's calendar to Department of Education after YSS annual general meeting for the ensuing calendar year. The calendar is also to be sent to Sport Yukon for distribution to their sport governing bodies.
32. Circulate all available literature pertaining to clinics, seminars and workshops to YSS representatives.

Section 2 - The President shall:

1. Chair all meetings of YSS.
2. Be a representative of YSS with School Sport Canada, AYSA, Sport Yukon and other jurisdictions.
3. Attend School Sport Canada AGM.
4. Select the times and dates for the general meetings of YSS.
5. Act as a liaison with the news media for YSS.
6. Preside at all general meetings of the Association and all Executive Board meetings.
7. The President may ask any representative to attend any meeting.
8. Assist the Team Lead in evaluating, interpreting and administering the Constitution and Bylaws.
9. Assist the Team Lead in determining the Coaching Excellence Award recipient.
10. Appoint board members on a yearly basis to review the Constitution and Bylaws and to draft respective revisions.
11. Appoint Team Lead to chair nomination/elections at Annual General Meeting.

Section 3 - The Vice-President shall assume all duties of the President's office in the absence of the President.

Section 4 - The Secretary shall take the minutes at YSS AGM and at any other subsequent YSS meeting as deemed necessary by the President.

Article 9 – Duties of YSS Representatives

Section 1 - YSS Representatives shall:

1. Be YAEP member.
2. Manage school coaches and athletes with support of schools' administration.
3. Ensure YSS Conduct Codes are completed by all coaches and athletes before play.
4. Ensure all coaches have taken Respect in Sport Training
5. Ensure all community coaches have a Criminal Record Check before coaching.

6. Provide a school staff member when hosting a YSS event.
7. Communicate YSS information to all coaches.
8. Prepare necessary set up including minor officials when hosting YSS events.
9. Represent school at YSS meetings.
10. Be the spokesperson for YSS in their school.
11. Provide league and tournament invoices to Team Lead.
12. Report any Joint User issues through proper channels and to Team Lead.
13. Communicate any conduct issues to Team Lead and President

Article 10 - Activities

Section 1 - Each school must register before that sport's organizational deadline.

Section 2 – Registration must include YSS fess and rosters when applicable.

Section 3 – For YSS events a sport committee will be formed to rule on immediate issues stemming from the event. The rulings of this sport committee are final.

Article 11 - Appeals

Section 1 - Any school or individual (student or staff) has the right to appeal regarding any decision of YSS involving inter-school athletics. Such appeals must first be submitted in writing to YSS President and signed by YSS representative and the principal of the school involved.

Section 2 - To hear this appeal a three-member board will be formed as soon as possible, consisting of the Team Lead of YSS, president, and a third YSS representative selected from the voting members of YSS.

Section 3 - Should the appeal directly involve the President or Team Lead of YSS, then the Vice-President will fill his/her place on the appeal board.

Section 4 - Should the appeal directly involve any member of the appeal board, than a second independent member will be selected from the voting members of YSS to complete the three member board of appeal.

Section 5 - The board of appeal shall make a complete report to the person or persons involved and to YSS including any decision made and/or any action taken within 15 calendar days.

Article 12 – Changes to Constitution

- a. Written notice of proposed amendments to the constitution shall be forwarded by the 1st Monday in April to the Team Lead, who shall inform all board members and YSS reps of the proposed amendment.
- b. Proposed amendments shall be voted upon at the AGM, and if passed, shall become effective at the conclusion of the AGM, for the following school year.
- c. Amendments to the Constitution may only be made by $\frac{3}{4}$ vote majority of the YSS members

Section B - General Bylaws

Article 1 - Eligibility

Section 1 - Categories within YSS will consist of:

- Grades 4/5
- Grades 6
- Grades 7
- Grade 8
- Grades 9/10
- Grades 11/12
- Some sports such as basketball and softball
- Jr Gd-8-9
- Sr Gd 10-12

Section 2 - Participation in YSS activities shall be open to all students currently enrolled in a Yukon school who are 18 years of age or under as of midnight on the 31st of August in that school year.

- A) Graduated students are not eligible.
- B) Students playing beyond their graduating class are ineligible.
- C) Students can only play on one school team per sport season.
- D) Where student's eligibility does not meet the criteria, a committee of YSS members will meet to determine the eligibility of this player.
- E) Students are allowed to play up a division. The first game that a student plays in after the Early bird tournament (volleyball and basketball) will be the team on which that student plays for the remainder of the season.
- F) In some cases, a school may not be able to field a team because of the small number of students registered at that particular school. Rural communities can find themselves in a situation where they do not have enough same grade students to meet the Associations' grade categories. Special arrangements will be made to accommodate these teams allowing a maximum of two overage players to play down one grade level from their appropriate grade level.

- G) Exceptions can be made to accommodate teams that require additional players for the purpose of fielding a team. This request is solely when a team has an insufficient number of players. These requests must be made in writing to YSS Team Lead and approved by YSS executive.
- H) A student shall be eligible to participate as a representative of only that school in which he/she first registered during that school year for all YSS team events
- I) For Grade 7 league and tournaments, players are to be grade 7 students. If not enough Grade 7 students are available to field a team, then grade 6 students may be used to complete the Grade 7 team. If a school is entering two teams in the same category, all students must be in Grade 7.
- J) In individual sports team, a student must participate in their proper grade group unless the activity is not offered at that level. In that instance the student will be allowed to advance to the next age group that offers that activity.
- K) Aurora Virtual School, Yukon Wild School, and home school students must play on the school team in their catchment area. If fielding their own team, they must abide by YSS constitution, it's rules and general by-laws.
- L) Playing ineligible players, or unregistered players is a violation of the rules and is liable for penalty as determined by YSS.
- M) In the event that a school does not offer a specific sport team, a formal request may be made to YSS executive requesting placement on another team. Placement, if available at another school, will be determined by YSS executive.
- N) Mixed gender teams will participate in the boy's category. If a school wishes a mixed gender team to play in the girl's category, they must submit a request to YSS. YSS executive will decide in which category said team will play.
- O) All doubtful cases of student eligibility should be submitted to YSS for clarification. An application for an appeal of a ruling on a student's eligibility should follow normal appeal procedures outlined in Article 11.

- P) Transgender/ Non Binary athletes requests will be considered with the Department of Education on a case by case basis, using the overarching SOGI Policy, safety and consent.
- Q) Non-Yukon teams from rural territorial communities can play fully in our Yukon School Sports Yukon Championships, including playoffs and earning medals and banner if they are earned.

Article 2 - Penalties

Section 1 - Any athlete, coach, or member school is liable for suspension from YSS for a period of up to one year for the following Minor offences:

- a) Any athlete or coach who lays a hand on or attempts to lay hands on an official in protest, shall be declared ineligible for all YSS athletic competitions for one year.
- b) The school, whose coach is in breach of the YSS Code of Conduct, behaves in a manner likely to have an adverse influence on the attitudes of players and spectators shall be provided with the choice of suspending its coach from representing the school in athletic events for two weeks or having the entire school suspended from the Association as deemed by YSS
- c) In the case of fans physically and/ or verbally abusing an official, the applicable school shall be given one of two options. Either to take appropriate action against the offenders or accept suspension from the Association.
- d) Other unsportsmanlike conduct shall be resolved in a manner sufficient to correct the problem existing, and may range from a warning to a probationary period for the school, coach, or athlete.
- e) While a school is under suspension, all other member schools are prohibited from participating in YSS competition with it under pain of similar suspension. All schools will be informed off suspended school.
- f) While serving a YSS suspension, the suspended individual may not participate in any YSS activity.

Section 2 - For Major offences or repeat minor offences, YSS Team Lead, President and Superintendent will review violations, investigate, and provide suspensions. In serious cases this may include a lifetime ban from YSS. Any offence of a criminal nature, such as, Sexual harassment/abuse, physical assault, is out of the jurisdiction of YSS, will be referred to the RCMP and/or Child Protection Services

Section 3 - Violations pertaining to eligibility regulations as set out in Article 1 shall result in the automatic forfeiture of all games played under such circumstances.

Section 4 - Violations of YSS regulations, including bylaws for individual sports, as revealed when protests are upheld, may result in the forfeiture of games played, to suspension of a school from further participation in the sport in question, or all sports for the year, as deemed by YSS.

Section 5 – Further disciplinary action by Yukon Education may also result from infractions during YSS events. (See Inter-Schools Athletics Policy)

Section 6 - Game ejections

- a) Any player who is ejected from a game shall be suspended for a minimum of one additional game. (Suspensions would carry over to the next tournament, league game, etc.
- b) Any coach who gets ejected from a game shall forfeit the game in progress and be automatically suspended for at least one more game. (Suspension would carry over to the next game, tournament, etc. Teams would still be required to have a coach with Respect in Sport Certification on the bench.

Article 3 – Protests – *Submit using protest form*

Section 1 - Protests concerning player eligibility must be submitted to the Team Lead immediately during the season of the sport.

Section 2 - Protests arising from the conduct of a game must be submitted to the Team Lead in writing within 48 hours of the incident, and signed by the coach, and an administrator of the school.

Section 3 - Any protests regarding procedures or rulings of the Team Lead during a YSS event shall be put in writing and presented to the site coordinator/Team Lead and YSS executive within 30 minutes of the completion of that game.

Section 4 - Protests shall be dealt with as early as possible by the specific sport convener and protest committee in consultation with the executive of YSS .

Article 4 - Finances

Section 1 - YSS shall compile a yearly budget to be submitted for

acceptance by the Department of Education. The total financing of YSS athletic program is the responsibility of the Department of Education.

Article 5 -

APPENDIX

1. The schools presently holding membership in YSS and the official school colors and logos are listed below:

School	Logo	Basic Color
Porter Creek Secondary	Ram	Red / Black/White
FH Collins Secondary	Warrior	Gold/Black/White
St. Francis of Assisi Catholic Secondary	Crusader	Navy/Red/White
CSSC Mercier	Lynx	Orange/Blue
École Émilie Tremblay	Grizzlies	Royal Blue/ White
Holy Family	Hurricanes	Black/Teal
Takhini	Timber Wolves	Black/Silver
Hidden Valley	Huskies	Teal/White
Selkirk Elem	Coyotes	Yellow
Jack Hulland	Hawks	Blue/White
Elijah Smith Elem.	Eagles	
Whitehorse Elem	Wolves	Purple/White/Black
Christ the King Elem	Wolverines	
St. Elias Community School		
Golden Horn Elem	Glaciers	Green/Gold
Teslin School		
Grey Mt. Primary		
Beaver Creek School		
Del Van Gorder School		
Watson Lake Sec	Bears	Black/Red/White
Robert Service School		
Eliza Van Bibber School		
J.V Clark School	Polar Bears	Black/White
Ghuchl Tla School		Black/Red
Johnson Elem		
Kluane Lake School		
Ross River School		
Chief Zzeh Gittlit School		
Tantalus School		
Johnson Elem		
Kluane Lake School		
Ross River School		
Chief Zzeh Gittlit School		
Tantalus School		

2. The recognized inter-school athletic activities at the **secondary** level shall be:

- Disc Golf
- Volleyball
- Basketball
- Track & field
- Mountain biking
- Badminton
- Cross Country Running
- Golf
- Soccer
- Wrestling
- Softball
- Rugby

3. The recognized inter-school athletic activities at the **elementary** level shall be:

- Volleyball
- Basketball
- Badminton
- Wrestling
- Soccer
- Floor Hockey
- Disc Golf
- Track & field
- Cross Country Running
- Ultimate
- Hockey
- Grade 7 Track and Field