
BC School Sports HANDBOOK

OPERATING POLICIES AND PROCEDURES AND COMPETITIVE
RULES AND REGULATIONS

2013 - 2014



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The Hon. Peter Fassbender

Minister of Education

I want to welcome educators, Coaches, volunteers, education partners and most importantly, our province's future sports stars to what I'm sure will be another thrilling year in B.C. school athletics.

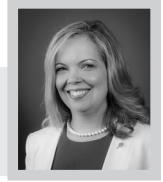
For some students the opportunity to play on a school sports Team is a stepping-stone to bigger stages and brighter lights, for others it is just a chance to be active and enjoy the spirit of competition. Regardless of their motivation, none of it would be possible without the unwavering dedication and support from volunteers and organizations such as BC School Sports (BCSS).

For almost 50 years BCSS has provided generations of young British Columbians with the opportunity to compete against their peers in a variety of extracurricular sports and activities throughout the province. Today, more than 100,000 students from 425 public and independent schools annually contend for dozens of Provincial Championships.

BCSS is a leader in promoting healthy, active lifestyles in our students, our schools and our communities, and the Ministry of Education shares this goal by promoting a number of healthy initiatives in B.C. schools. This includes the selling of only healthy foods and beverages in vending machines, cafeterias and at school-based events as well as the requirement of daily physical activity for students at all grade levels.

As a former school trustee and former president of the BC Sports Federation, I've had a front-row seat to the growth and development of many student athletes over the years. Now, as Minister of Education I am proud to partner with all our education stakeholders to ensure our student athletes continue to have every opportunity to succeed both inside and outside the classroom.

I want to once again thank everyone for their ongoing support to the tremendous student athletes we have in B.C. and best of luck to all players, Coaches and Teams in their respective sports.



The Hon. Coralee Oakes

Minister of Community, Sport and Cultural Development

On behalf of Premier Christy Clark and the government of British Columbia, I want to welcome all students, Coaches and volunteers to another great year of student athletics.

We are proud in British Columbia to have one of the most active populations in Canada and we know it starts in school. Getting involved in sport teaches us so much including the value of Teamwork, perseverance, determination, and how to win and lose with dignity. Some of my own most valuable life lessons came through sport when I was growing up in Quesnel.

British Columbia's diverse sport sector is one of our province's great success stories. Students have the opportunity to participate for fun and fitness either through school-based or community-based programming.

For those students who want to compete at higher levels, B.C.'s sport sector is there to support them. Groups like BC School Sports, Provincial Sport Organizations and Multi-Sport Organizations help student athletes with their development along with countless Coaches and volunteers. School sports often represent the starting point for B.C.'s athletes – many of Canada's Olympians and Paralympians achieved their first successes representing their schools.

I congratulate all who participate in school sports. You are creating memories to last a lifetime and setting a path for fitness that will benefit you for years to come. And I want to thank those who support our students: Teachers, Coaches, volunteers and administrators. Best of luck to all student athletes.

Have a wonderful year!

Deb Whitten

President, BC School Sports



I would like to welcome our athletes, Coaches, parents, officials and volunteers. Your commitment to school sports is valued and appreciated. School sports play a significant role in establishing positive school cultures and healthy learning environment. Your passion and commitment to school sports is an integral element of a quality educational program. The benefits from involvement in school sports are invaluable for students.

The 2012-2013 year was full of many accomplishments successes that highlighted the hard work and achievements of students and Coaches. We look forward to continuing to build on the outstanding traditions that have been established and look forward to more success at BC School Sports.

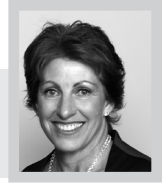
As I enter my second year as president I am excited to continue the work of reaching out to our stakeholder groups who advocate for our athletes, volunteers and Coaches. I believe that effective communication is the key to the success of the organization. BCSS is a self-governing and membership driven organization and is truly defined by the collective strength of its members. Active involvement, engagement and awareness of our BCSS policies and procedures are crucial to the organization's continued success.

I would like to acknowledge and thank the BCSS Board of Directors, Executive Director, the Committee members and the Office staff for their dedication, commitment and energy. I would also like to thank the volunteers and Coaches for challenging and inspiring our athletes. Your commitment to fair play and the true spirit of school sports makes us an outstanding organization.

On behalf of BC School Sports' Board of Directors, I wish all of you continued success in the 2013-2014 school year.

Christine Bradstock

Executive Director, BC School Sports



Welcome to a new school year and a new year of school sports. As an extension of the classroom school sport will continue to focus on our mission, our vision and our values, as well as our strategic plan as we continue to provide opportunities for Student-Athletes.

We have had a very busy and productive summer in the BC School Sports office. Our location has moved to the new Fortius Sport and Health building in Burnaby. We feel very privileged to be a resident sport partner and to collaborate each day with amazing partners and stakeholders.

Our new website was launched in mid-August please have a look. Staff have spent a considerable amount of time and creative power developing the site. Thank you to everyone who provided input in the survey that was sent out at the end of last year. Our website will continue to enhance the communication with and between all stakeholders as we advocate for our athletes, volunteers and Coaches.

As you know there have been some changes to the Bylaws, policies and Rules and Regulations. Please become familiar with all of these documents and refer to the website for the most up to date information.

We very much appreciate the support and commitment of the BCSS Board of Directors, the Councils, the Committees, and all of the volunteers. As role models they demonstrate sportsmanship, fair play and the positive impact of sport in schools.

It is my hope that the 2013- 2014 school year brings you continued success as you participate and compete in school sport.

BC School Sports gratefully acknowledges the generous support of its partners.

PLATINUM



GOLD



BRONZE



SUPPORTERS



BC SCHOOL SPORTS GRATEFULLY ACKNOWLEDGES THE CONTINUED FINANCIAL ASSISTANCE OF THE PROVINCE OF BRITISH COLUMBIA



BCSS Staff

WHO TO CALL AT BCSS

BC School Sports has many programs, publications and services available to Member Schools. Refer to the www.bcschoolsports.ca for additional contacts.

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Provincial Championships

2013-2014 PROVINCIAL CHAMPIONSHIPS

FALL

| | | |
|--------------|--------------------------|-----------------|
| Nov. 2 | Cross Country | Langley |
| Nov. 6 - 8 | Field Hockey - Girls AA | North Vancouver |
| Nov. 7 - 9 | Soccer - Boys A | Abbotsford |
| Nov. 13 - 15 | Field Hockey - Girls AAA | Burnaby |
| Nov. 15 - 16 | Aquatics | Richmond |
| Nov. 18 - 20 | Soccer - Boys AA | Burnaby |
| Nov. 21 - 23 | Soccer - Boys AAA | Burnaby |
| Nov. 21 - 23 | Volleyball - Boys A | Duncan |
| Nov. 27 - 30 | Volleyball - Boys AA | Kelowna |
| Nov. 27 - 30 | Volleyball - Boys AAA | Kelowna |
| Nov. 27 - 30 | Volleyball - Girls AA | Surrey |
| Nov. 28 - 30 | Volleyball - Girls A | Duncan |
| Nov. 28 - 30 | Volleyball - Girls AAA | Delta |
| Nov. 28 - 30 | Volleyball - Girls AAAAA | Penticton |
| Nov. 30 | Football - Boys AA & AAA | Vancouver |

WINTER

| | | |
|-------------------|-------------------------|---------------|
| Feb. 27 - March 1 | Wrestling | Prince George |
| March 3 - 5 | Skiing/Snowboarding | Whistler |
| March 5 - 8 | Basketball - Boys A | Langley |
| March 5 - 8 | Basketball - Boys AA | Langley |
| March 5 - 8 | Basketball - Girls A | Lumby |
| March 5 - 8 | Basketball - Girls AA | Langley |
| March 5 - 8 | Basketball - Girls AAA | Langley |
| March 6 - 8 | Curling | Victoria |
| March 6 - 8 | Gymnastics | Nanaimo |
| March 12 - 15 | Basketball - Boys AAA | Langley |
| March 12 - 15 | Basketball - Boys AAAAA | Langley |

SPRING

| | | |
|-----------------|----------------------------------|------------|
| May 22 - 24 | Tennis - AA | Burnaby |
| May 22 - 24 | Tennis - AAA | Vancouver |
| May 24 | Mountain Biking | Burns Lake |
| May 24, 28 - 31 | Rugby - Boys AA & AAA | Abbotsford |
| May 25 - 27 | Golf - A | Osoyoos |
| May 25 - 27 | Golf - AA | Oliver |
| May 26 - 28 | Golf - AAA | Squamish |
| May 29 - 31 | Badminton | Richmond |
| May 29 - 31 | Soccer - Girls A | Vancouver |
| May 29 - 31 | Soccer - Girls AA | Penticton |
| May 29 - 31 | Soccer - Girls AAA | Vancouver |
| May 29 - 31 | Track and Field - Boys and Girls | Langley |
| TBA | Track and Field - Combined | TBA |

Calendar of Events

SEPTEMBER

- Sept. 3 - Schools Open
- Sept. 3 - Start of Fall Season of Play
- Sept. 13 - DUE: Eligibility Appeals Committee Submissions
- Sept. 21 - Eligibility Appeals Committee Meeting 1

OCTOBER

- Oct. 3 - DUE: Grade 7 Eligibility Application - Fall
- Oct. 4 - DUE: Membership Fees
- Oct. 4 - DUE: Sport Declaration Forms (All Seasons)
- Oct. 4 - DUE: Fall Student-Athlete Registration Forms, Enrollment Numbers
- Oct. 11 - DUE: Eligibility Appeals Committee Submissions
- Oct. 19 - Eligibility Appeals Committee Meeting 2
- Oct. 21 - Final Deadline: Student-Athlete Registration Forms & Additional Players (Fall)
- Oct. 25 - Pro-D Day (Varies by District)
- Oct. 26 - Fall Council Meeting and Board of Directors Meeting

NOVEMBER

- Nov. 22 - DUE: Eligibility Appeals Committee Submissions
- Nov. 25 - DUE: Additional Sport Declaration - Winter
- Nov. 25 - Start of Winter Season of Play
- Nov. 29 - Jersey Day in Canada
- Nov. 30 - Eligibility Appeals Committee Meeting 3
- Nov. 30 - Sports Day in Canada

DECEMBER

- Dec. 5 - DUE: Grade 7 Eligibility Application - Winter
- Dec. 9 - DUE: Winter Student-Athlete Registration Forms
- Dec. 20 - Winter Vacation (Schools Close)

JANUARY

- Jan. 6 - Schools Re-open After Winter Vacation (Varies by District)
- Jan. 10 - DUE: Eligibility Appeals Committee Submissions
- Jan. 16 - Board of Directors Meeting
- Jan. 17 - DUE: Skiing and Snowboarding Student-Athlete Registration Forms
- Jan. 18 - Eligibility Appeals Committee Meeting 4
- Jan. 31 - Final Deadline: Student-Athlete Registration Forms and Additional Players (Winter)

FEBRUARY

- Feb. 28 - DUE: Eligibility Appeals Committee Submission

MARCH

- March 3 - DUE: Additional Sport Declaration - Spring
- March 3 - Start of Spring Season of Play
- March 8 - Eligibility Appeals Committee Meeting 5
- March 17 - Spring Break (Varies by District)
- March 28 - Schools Re-open After Spring Break (Varies by District)

APRIL

- April 2 - DUE: Grade 7 Eligibility Application - Spring
- April 4 - DUE: Spring Student-Athlete Registration Forms
- April 14 - DUE: Mountain Biking and Track and Field Student-Athlete Registration Forms
- April 16 - BC Dairy Association Milk Run
- April 30 - Final Deadline: Student-Athlete Registration Forms and Additional Players (Spring)

MAY

- May 9 - Spring Council Meeting and Board of Directors Meeting
- May 10 - Annual General Meeting
- May 23 - DUE: Eligibility Appeals Committee Submissions
- May 31 - Eligibility Appeals Committee Meeting 6

JUNE

- June 10 - DUE: BCSS Scholarship Applications
- June 14 - Board of Directors Meeting
- June 30 - Summer Vacation (Schools Close)

BCSS Sport Commissions

BC School Sports has nineteen (19) active Sport Commissions within its organizational structure. The Sport Commissions of BC School Sports are responsible for organizing and conducting qualifying events leading up to approved Provincial Championships as well as the fifty-three (53) approved Provincial Championships for the following sports:

| Aquatics | Boys | boys Team championship | combined Team championship |
|--------------------|--|---|--|
| | Girls | girls Team championship | |
| Badminton | | combined Team championship | |
| Basketball (Boys) | | "A", "AA", "AAA" and "AAAA" tier championships | |
| Basketball (Girls) | | "A", "AA" and "AAA" tier championships | |
| Cross Country | Boys | Team championship | |
| | Girls | Team championship | |
| Curling | Boys | Team championship | |
| | Girls | Team championship | |
| Field Hockey | | girls "AA" and "AAA" tier championships | |
| Football | | boys "AA" and "AAA" tier championships | |
| Golf | | "A", "AA" and "AAA" combined Team championships | |
| Gymnastics | | boys and girls events leading to a combined Team championship | |
| Mountain Biking | | boys and girls events leading to a combined Team championship | |
| Rugby | | boys "AA" and "AAA" championships | |
| Skiing Alpine | Boys | girls Team championship | combined Team championship |
| | Girls | boys Team championship | |
| Snowboarding | Boys | "A", "AA" and "AAA" tier championships | |
| | Girls | "A", "AA" and "AAA" tier championships | |
| Tennis | | "AA" and "AAA" combined Team championships | |
| Track and Field | Boys | boys events for boys Team championship | combined Team championship |
| | Girls | girls events for girls Team championship | |
| Volleyball (Boys) | | "A", "AA" and "AAA" tier championships | |
| Volleyball (Girls) | | "A", "AA", "AAA" and "AAAA" tier championships | |
| Wrestling | Boys | boys weight classes for boys Team championship | combined Team championship |
| | Girls | girls weight classes for girls Team championship | |
| Season | Start Date for Unrestricted and Restricted Competition | | End Date (all play unless specified in Section III E3 Exceptions) |
| Fall | Tuesday, September 3, 2013 | | Saturday, November 30, 2013 |
| Winter | Monday, November 25, 2013 | | Saturday, March 8, 2014 |
| Spring | Monday, March 3, 2014 | | Saturday, June 7, 2014 |

BCSS Sport Commissioners

| | | |
|--|--|---|
| Aquatics Scott Abt, Commissioner | York House School 4176 Alexandra St. Vancouver, BC V6J 2V6 | P: (604) 736-6551 F: (604) 736-6530 E: scott_abt@yorkhouse.ca |
| Badminton Jeff Hunt, Commissioner | St. Michaels University 3400 Richmond Rd. Victoria, BC V8P 4P5 | P: (250) 592-2411 F: (250) 592-2812 E: jhunt@smus.ca |
| Basketball (Boys) Kerry Taylor, Commissioner | Fleetwood Park Secondary 7940 156 St. Surrey, BC V3S 3R3 | P: (604) 597-2301 F: (604) 597-6481 E: taylor_k@surreyschools.ca |
| Basketball (Girls) Brett Westcott, Commissioner | Spectrum Community School 957 Burnside Rd. W. Victoria, BC V8Z 6E9 | P: (250) 479-8271 F: (604) 479-8204 E: westcott@shaw.ca |
| Cross Country Nancy Champagne, Commissioner | Fleetwood Park Secondary 7940 156 St. Surrey, BC V3S 3R3 | P: (604) 597-2301 F: (604) 597-6481 E: champagne_n@surreyschools.ca |
| Curling Janet Dunkin, Commissioner | Argyle Secondary 1131 Frederick Rd. North Vancouver, BC V7K 1J3 | P: (604) 984-7565 or (604) 679-7565 Asst. Commissioner: (604) 988-9701 E: jdunkin@nvnsd44.bc.ca |
| Field Hockey Alanna Martin, Commissioner | Brentwood College 2735 Mount Baker Rd. Mill Bay, BC V0R 2P1 | P: (250) 743-5521 F: (250) 743-2911 E: alanna.martin@brentwood.bc.ca |
| Football Brien Gemmell, Commissioner | Lord Tweedsmuir Secondary 6151 180 St. Surrey, BC V3S 4L5 | P: (604) 574-7407 F: (604) 574-4759 E: gemmell_b@surreyschools.ca |
| Golf Bill Richards, Commissioner | Seaquam Secondary 11584 Lyon Rd. Delta, BC V4E 2S7 | P: (604) 591-6166 F: (604) 591-5800 E: brichards@deltasd.bc.ca |
| Gymnastics Adrian Wong, Commissioner | Moscrop Secondary 4433 Moscrop St. Burnaby, BC V5G 2G3 | P: (604) 664-8575 F: (604) 664-8581 E: adrian.wong@sd41.bc.ca |
| Mountain Biking Chris Stromgren, Commissioner | Salmon Arm Secondary 551 14 St. NE Salmon Arm, BC V1E 2S5 | P: (250) 832-2188 F: (250) 832-6112 E: cstromgr@sd83.bc.ca |
| Rugby Stephen Rowell, Commissioner | Robert Bateman Secondary 35045 Exbury Ave. Abbotsford, BC V2S 7L1 | P: (604) 864-0220 F: (604) 864-0109 E: stephen_rowell@sd34.bc.ca |
| Skiing/Snowboarding Hubert Wohlgenuth, Commissioner | St. George's School 4175 W 29th Ave. Vancouver, BC V6S 1V1 | P: (604) 224-1304 ext. 3715 F: (604) 224-7066 E: hwohl@stgeorges.bc.ca |
| Soccer Don Moslin, Commissioner | Woodlands Secondary 1270 Strathmore St. Nanaimo, BC V9S 2L9 | P: (250) 753-2271 F: (250) 753-5429 E: dmoslin@sd68.bc.ca |
| Tennis Marci McLean, Commissioner | Brentwood College 2735 Mount Baker Rd. Mill Bay, BC V0R 2P1 | P: (250) 743-5521 F: (250) 743-2911 E: marci.mclean@brentwood.bc.ca |
| Track and Field Andrew Lenton, Commissioner | Thomas Haney Secondary 23000 116 Ave. Maple Ridge, BC V2X 0T8 | P: (604) 463-2001 F: (604) 467-9081 E: andrew_lenton@sd42.ca |
| Volleyball (Boys) Fane Triggs, Commissioner | Kelowna Secondary 1079 Raymer Ave. Kelowna, BC V1Y 4Z7 | P: (250) 762-2805 F: (250) 870-5005 E: ftriggs@sd23.bc.ca |
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| Wrestling Ian McDonald, Commissioner | Carson Graham Secondary 2145 Jones Ave. North Vancouver, BC V7M 2W7 | P: (604) 903-3555 F: (604) 903-3556 E: imcdonald@nvnsd44.bc.ca |



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Section II

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Online

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We are a philanthropic endeavour bringing together an integrated, world-class team of sport & exercise medicine practitioners in a state-of-the-art facility.

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Section II

OPERATING POLICIES & PROCEDURES

SECTION II A: MEMBERSHIP

Section II A1: Membership

A1.1 As per BC School Sports Bylaw 2.1 (Categories of Membership), BC School Sports has one (1) category of membership: Member School (voting) - a school in British Columbia that is accredited by the Ministry of Education as an Elementary-Junior Secondary, Elementary-Secondary, Middle School, Junior Secondary, Senior Secondary, Distributed Learning School, Alternate School or Non-Public School in funding group classifications 1, 2 or 3, and includes fulltime students in any or all of Grades 7 through 12, and fulfills the requirements of membership in BC School Sports.

Section II A2: Registration Information

A2.1 MEMBER SCHOOLS:

At the end of August each year, BC School Sports will send Membership Registration Packages to all Public Schools and Non-Public Schools who had been members in the previous year. The packages will be sent to the school Athletic Director of record. Contained in the Membership Registration Package will be:

- Invoice for Membership Fee
- two (2) copies of the BC School Sports Handbook
- two (2) copies of the BC School Sports Wall Calendar

Member School Administrators will also receive a package containing a Handbook and a Wall Calendar. Member Schools must submit the Membership Fee by October 4. Membership enrollment applications and Sport Declarations must be submitted online by October 4. The first deadline for online submission of fall sport Student-Athlete Registration Forms is October 4. The membership year will run from September 1 to August 31.

Section II A3: Basic Services

A3.1 MEMBER SCHOOLS:

Basic Services for Member Schools will include:

- one (1) vote per Member School at BC School Sports General Meetings
- opportunity to participate in Zone and championship competition for all BC School Sports approved sports at the Senior or open level
- opportunity to apply for the BCSS Scholarships
- e-newsletters for Coaches and other interested people
- issues of the E-Newsletter are available on our website
- two copies of the BC School Sports Handbook
- one copy of the annual BC School Sports Wall Calendar
- opportunity to have students participate in BC School Sports/partner Regional Sport Camps
- Canada Sports Day
- opportunity to participate in the annual School Sport Week
- centralized administration / mailing / production services
- centralized advocacy services
- centralized services for regulatory issues
- centralized communication services

Section II A

Section II A4: Communication

A4.1 MEMBER SCHOOL MAILINGS:

BC School Sports will coordinate a centralized mailing to go to all Member Schools. Sport Commissions will be able to access this centralized mailing. Sport-specific pieces will be labelled to the sport Coach. General mailings will be sent c/o the school. Sport Commissions will be charged back for only their portion of the mailing. BC School Sports continues to provide an electronic newsletter for ADs, Coaches and other interested personnel.



SECTION II B: FINANCES

Section II B1: Membership Fees

B1.1 MEMBER FEES:

Fees for Member Schools are charged on an annual basis. Schools receive invoices by September 3, and payment is due October 4. The school populations will be calculated from the Ministry of Education Headcount Reports for the previous school year.

The school population will be calculated using information submitted by each school to the Ministry of Education for the previous school year. This information is taken from the following website for all Member Schools:

<http://www.bced.gov.bc.ca/apps/imcl/imclWeb/SchoolContacts.do>

Included in the headcount are all fulltime students in Grades 8 through 12, plus the ungraded students at the secondary level. 2013-2014 membership fees per school population category are:

| Category | School Population | Sr. Grades | Jr. Secondary | Mid. School |
|----------|----------------------|------------|---------------|-------------|
| 1 | 1400+ | 2,103.50 | 1,398.25 | 350.00 |
| 2 | 1000-1399 | 1,757.00 | 1,186.50 | 350.00 |
| 3 | 600-999 | 1,398.25 | 1,015.00 | 350.00 |
| 4 | 351-599 | 974.75 | 483.00 | 175.00 |
| 5 | 176-350 | 675.50 | 329.00 | 175.00 |
| 6 | 76-175 | 346.50 | 213.50 | 87.50 |
| 7 | 1-75 | 213.50 | 136.50 | 87.50 |
| 8A | Alternate Schools | 175.00 | 87.50 | 87.50 |
| ADE | Distributed Learning | 175.00 | 87.50 | 87.50 |

An additional "New school discount" of \$35 (Category +7 middle), OR \$53 (Categories 6 + 7 Sr & Jr) OR \$79 (all Category 4 + 5) OR \$105 (all Category 1, 2 & 3) will be allowed for newly opened public schools for the first three years of their existence, as assistance in getting their athletic program started. This discount is not available for schools that are being rebuilt and/or amalgamated with another school.

Adjusting Fees: Significant changes to a school population due to an addition or deletion of a grade or grades, or the re-designation of a school will be adjusted on an individual Member School basis, at the time that the applicable school-year Ministry report is published.

B1.2 LEGAL CONTINGENCY FUND:

In May 1997, the membership approved the establishment of a BC School Sports "Legal Contingency Fund" to be used in the event of legal action being taken against the Association. The Legal Contingency Fund will be maintained at about \$50,000 with annual surcharges being added to membership fees as required.

Section II B2: Setting Membership Fees

Fees are established by the BC School Sports membership at an Annual General Meeting. Any change in membership fees can only be made with the approval of the membership, and with at least one full membership year's notice.

Section II B

Section II B3: Grants to Commissions

B3.1 CALCULATION OF GRANT:

BC School Sports will make annual financial grants to each Sport Commission. The Commission grant amount will be calculated as a multiple of the number of BCSS registered participants for that sport.

B3.2 DISTRIBUTION OF GRANTS:

The grants will be distributed to each Commission as per the following calendar.

- Fall Sports - in October of each year;
- Winter Sports - in December of each year;
- Spring Sports - in January of each year;
- Sport Commissions can apply for an increase in the Commission grant, by submitting an application to the Board of Directors in January for the next school year. Rationale for the increase and financial statements for the Commission and from the sport-specific tournaments for the previous two (2) years must accompany the application. (ie: apply in January 2014 for membership year 2014-2015)

Section II B4: Fines Collected for Violations of BC School Sports Policies

The money collected by BC School Sports from Member Schools fined in accordance with the approved disciplinary procedures will be allocated as follows:

- 50% of fine revenue will be directed to operating revenue, specifically targeted to offset the costs of the Eligibility Officer, the Eligibility Appeals Committee and the Disciplinary Committee of BC School Sports. Education information and session for Coaches re: the Eligibility Policies will also be noted as a possible expenditure item.
- 50% of fine revenue will be directed to a line item established for BC School Sports Student-Athlete scholarships. The allocation procedures for the scholarship money will be based on recommendations made by the BC School Sports Scholarships and Awards Committee, and approved by the BC School Sports membership.

SECTION II C: SPORT PARTICIPATION

Section II C1: Requirements for Sport Team Participation

C1.1 SPORT DECLARATION FORMS:

By October 4, 2013 Member Schools MUST submit an online Sport Declaration Form indicating all of the sports in which they will organize Teams at all levels from Grade 8 to Grade 12. All sports approved by BC School Sports will be listed on the Sport Declaration Form. Member Schools are asked to specify the age level and tier level (for Senior sports) at which they will participate for each applicable sport, and the name and contact information for the Team Coach and Teacher sponsor. All Member Schools need to declare all sports they know they will be participating in for the entire school year by October 4. Member Schools will be able to add sports to their online Sport Declaration Form by the following deadlines:

- Fall Sports - October 4
- Winter Sports - November 25
- Spring Sports - March 3

C1.2 ONLINE STUDENT-ATHLETE REGISTRATION FORMS:

For all Grade 8, Grade 9, Junior and Senior Teams must be submitted online by the following deadlines: (see Section III C2.2.1).

Section II C2: Participation Lists

Sport Commissions and Athletic Associations will be able to access Sport Participation Reports online for each sport, in all tiers or levels (whichever is applicable). Sport Commissions use this information to determine berthing structure for play-offs and Zone qualifying events. (Contact BCSS office for login information)

SECTION II D: PUBLICATIONS

Section II D1: BC School Sports Handbook

The annual publication of the BCSS operations, Competitive Rules and Regulations, and championship information.

Section II D2: Athletic Director's E-Newsletter

A newsletter for Athletic Directors, distributed two to four times per year.

Section II D3: BC School Sports Provincial Championship Event Management Guidelines

An event management manual for Provincial Championships has been published and distributed to all Sport Commissions.

Section II E

SECTION II E: STANDING COMMITTEE TERMS OF REFERENCE

Section II E1: Sport Commissions

- E1.1 The Sport Commissions of BC School Sports are responsible for the organization and conducting of qualifying events leading up to approved Senior Provincial Championships, and responsible for the organization and conducting of the approved Senior Provincial Championships for sports as follows:
- E1.1.1 BC Secondary Schools Badminton Association - Boys and Girls Badminton
 - E1.1.2 BC High School Boys Basketball Association - Boys Basketball
 - E1.1.3 BC Secondary Schools Girls Basketball Association - Girls Basketball
 - E1.1.4 BC Secondary Schools Cross Country Association - Boys and Girls Cross Country
 - E1.1.5 BC Schools Curling Association - Boys and Girls Curling
 - E1.1.6 BC Secondary Schools Girls Field Hockey Association - Girls Field Hockey
 - E1.1.7 BC Secondary Schools Football Association - Boys Football
 - E1.1.8 BC Secondary Schools Golf Association - Boys and Girls Golf
 - E1.1.9 BC Secondary Schools Gymnastics Association - Boys and Girls Gymnastics
 - E1.1.10 BC Secondary Schools Mountain Biking Association - Boys and Girls Mountain Biking
 - E1.1.11 BC Secondary Schools Rugby Union - Boys Rugby
 - E1.1.12 BC Secondary Schools Soccer Association - Boys and Girls Soccer
 - E1.1.13 BC Secondary Schools Ski Association - Boys and Girls Alpine Skiing and Snowboarding
 - E1.1.14 BC Secondary Schools Swimming Association - Boys and Girls Swimming and Synchronized Swimming
 - E1.1.15 BC Secondary Schools Tennis Association - Boys and Girls Tennis
 - E1.1.16 BC Secondary Schools Track and Field Association - Boys and Girls Track and Field
 - E1.1.17 BC Secondary Schools Boys Volleyball Association - Boys Volleyball
 - E1.1.18 BC Secondary Schools Girls Volleyball Association - Girls Volleyball
 - E1.1.19 BC Secondary Schools Boys Wrestling Association - Boys and Girls Wrestling
- E1.2 **THE SPORT COMMISSIONER:**
Must be a Teacher or Administrative Officer assigned to a Public Member School, or be a non-instructional Teacher or School District Administrator paid by a School District (public school), or be a Teacher or Administrator at a Non-Public Member School, and who is not on a personal leave of absence from a School District or Non-Public Member School for more than five (5) months of the term to be served.
- E1.3 **ADDITIONAL SPORT COMMISSION RESPONSIBILITIES:**
The Sport Commissions, within their respective sport jurisdiction, are responsible for the following:
- E1.3.1 up-to-date filing of directors, financial statement and Bylaw changes to the Provincial Registrar to keep their society status intact;
 - E1.3.2 technical Rules and Regulations of the sport(s);
 - E1.3.3 annual Coaches meetings;
 - E1.3.4 within approved membership policies, designate zonal qualifying paths, boundaries and championship berthing structures;
 - E1.3.5 sport liaison with Provincial Sport Organization;
 - E1.3.6 fee and schedule negotiation with Provincial Officials Associations;
 - E1.3.7 within approved membership policies, select host sites/schools for future championships;
 - E1.3.8 submission to BC School Sports of Annual Report and Financial Statement for Commission;
 - E1.3.9 submission to BC School Sports of the Financial Statements for championships held during the particular school year;
 - E1.3.10 adherence to BC School Sports membership-approved policies regarding Event Management and Risk Management Standards;

- E1.3.11 adherence to BC School Sports membership-approved Competitive Rules and Regulations regarding areas such as Eligibility, Seasons of Play, Codes of Conduct, Discrimination in School Sport, Recruiting, Selection of Community Coaches, Tier Classification, Junior Provincial Championships and National Championships;
- E1.3.12 having a Disciplinary Committee or group responsible for discipline at the Provincial Championship;
- E1.3.13 representation on the BC School Sports Council of Sport Commissioners; and
- E1.3.14 representation on the Advisory Committee.

Section II E2: Administrators' Committee

E2.1 COMPOSITION:

The BC School Sports Administrators' Committee will consist of one representative from each of the Designated Zones of the Society. Zone Administrator Representatives will be appointed for a two (2) year term. The Administrators Committee will be chaired by the appointed BCPVP Representative to the BC School Sports Board of Directors.

E2.2 MEETINGS:

The Administrators' Committee will meet once per year, between September and February.

E2.3 SCOPE OF RESPONSIBILITY:

The Administrators Committee will be responsible for making recommendations to the BC School Sports Membership. The Committee's recommendations will most likely be in the areas of:

- school timetables and extracurricular activities;
- lost instructional time;
- travel costs;
- competitive schedules;
- district policies and support/withdrawal of support;
- gender equity;
- age group equity;
- community Coaches;
- school Team supervision;
- expectations of behaviour - Coaches and students;
- requirements of membership;

The Administrators Committee may submit resolutions directly to the AGM, submit recommendations to the Board of Directors for consideration or refer an issue to a specific Standing or Ad Hoc Committee of BC School Sports.

Section II E3: Coaching Development Committee

E3.1 COMPOSITION:

The BC School Sports Coaching Development Committee will consist of up to five (5) representatives from the membership. Applications will be solicited by the Board of Directors. Appointments to the Committee will be made by the Board of Directors for a minimum two (2) year term. Committee members may be re-appointed.

E3.2 MEETINGS:

The Coaching Development Committee shall meet at least once per year.

E3.3 SCOPE OF RESPONSIBILITY:

The Coaching Development Committee will be responsible for making recommendations to the BC School Sports membership regarding the Association's programming involvement in Coaching development.

Section II E

Section II E4: Competitive Standards Committee

E4.1 COMPOSITION:

The Competitive Standards Committee shall consist of a minimum of five (5) members appointed by the BC School Sports Board of Directors from applications solicited from the membership. Appointment consideration shall be given to geographical representation and representation from both individual and Team sports. At least one (1) member of the Committee must be a current member of the Council of Sport Commissioners, and one (1) member should be a school-based Administrator. Members of the Competitive Standards Committee shall be appointed for a two (2) year term, and be eligible for re-appointment. The Competitive Standards Committee shall elect a Chairperson from amongst its members. The Chairperson will be responsible to the membership through the Board of Directors, and shall be non-voting.

E4.2 MEETINGS:

The BC School Sports Competitive Standards Committee will meet as necessary. The Committee may conduct their meetings by conference call or other means for expediency.

E4.3 SCOPE OF RESPONSIBILITY:

The Competitive Standards Committee has three areas of responsibility.

E4.3.1 Championships:

- make recommendations to the membership, and ensure the maintenance of regulations for standards and organizational excellence for all BC School Sports-approved sport championships
- receive submissions and make recommendations to the Board of Directors and/or Legislative Assembly in accordance with the Championship Standards regulations

E4.3.2 Seasons of Play:

- review the Seasons of Play regulations on a regular basis, and make recommendations to the Board of Directors and/or Legislative Assembly for revisions, additions or deletions as necessary

E4.3.3 Other Competitive Areas:

- make recommendations with reference to age group competition opportunities
- make recommendations with reference to competitive opportunities and sport development in school sport
- make recommendations regarding medical coverage at competitions and for other risk management issues
- research and develop "best practices" documentation and information for competition organizers and participants

Section II E5: Disciplinary Appeals Committee

E5.1 COMPOSITION:

The BC School Sports Disciplinary Appeals Committee will consist of ten (10) members:

- E5.1.1 at least one (1) member per BC School Sports Designated Zone, with a maximum of two (2) per Zone, and appointed by the BC School Sports Board of Directors from applications solicited from the membership
- E5.1.2 the Chairperson is appointed by BC School Sports Board of Directors and is not included as a Zone rep.
- E5.1.3 The Appeal Hearing Panel for any one hearing will consist of a minimum of three (3) members, not including the Chairperson who is non-voting. The Chairperson will select the personnel for each Appeal Hearing Panel.

E5.2 MEETINGS:

An Appeal Hearing Panel will meet as needed, and in accordance with the Disciplinary Appeal procedures approved by the BC School Sports Membership. The Appeal Hearing Panel may meet by conference call.

E5.3 SCOPE OF RESPONSIBILITY:

- E5.3.1 The BC School Sports Disciplinary Appeal Committee will act as the only level of appeal for a disciplinary matter filed under Section III B1.2.15.

E5.3.2 The BC School Sports Disciplinary Appeal Committee will also act as the Appeal Body for any decision made by the Advisory Committee concerning an harassment matter (See Section II F2 for Harassment Policy). The decisions made by the BC School Sports Disciplinary Appeals Committee are final and binding on all parties, and no decision, order, direction or ruling of the Committee shall be questioned or reviewed in any court and no order shall be made or process entered or proceeding taken in any court whether by way of injunction, declaratory judgement, prohibition or otherwise to question, review, prohibit or restrain the Committee or any of its proceedings.

Section II E6: Eligibility Appeals Committee

E6.1 COMPOSITION:

The BC School Sports Eligibility Appeals Committee consists of six (6) appointees of the Board of Directors of BC School Sports for a two (2) year term.

E6.1.1 Chairperson or Designate: If the Eligibility Appeals Committee Chairperson is unable to attend a meeting, or declares a conflict of interest with a particular appeal, the Chairperson may designate another member of the Eligibility Appeals Committee to chair the meeting or portion thereof. The individual assuming the position of Chairperson is non-voting while in the chair.

E6.1.2 Minimum Numbers to Hear an Appeal: No fewer than three (3) members of the Eligibility Appeals Committee must be in attendance in order that appeals can be heard.

E6.1.3 Declaration of Conflict of Interest:

No fewer than three (3) members of the Eligibility Appeals Committee must declare that they have no conflict of interest in a particular appeal for the appeal to be heard.

E6.2 MEETINGS:

The BC School Sports Eligibility Appeals Committee will meet as required up to a maximum of six (6) meetings per year. The Eligibility Appeals Committee may meet by conference call or video conferencing if warranted by time and expense.

The manner in which the Eligibility Appeals Committee will meet is the decision of the Chairperson of the Eligibility Appeals Committee.

E6.3 SCOPE OF RESPONSIBILITY:

The Eligibility Appeals Committee hears appeals from decisions of the Eligibility Officer in accordance with Section III D11.

E6.3.1 Final and Binding Appeal Decision

The Eligibility Appeals Committee's decision will be final and binding on all parties (See Section III D11.22).

Section II E7: Scholarships and Awards Committee

E7.1 COMPOSITION:

The BC School Sports Scholarships & Awards Committee shall consist of up to three (3) members appointed by the BC School Sports Board of Directors from applications solicited from the membership. Appointments will be for a two (2) year term. Committee members may be re-appointed.

E7.2 MEETINGS:

The Scholarships and Awards Committee shall meet at least once per year.

E7.3 SCOPE OF RESPONSIBILITY:

The Scholarships and Awards Committee shall be responsible for making selection recommendations to the BC School Sports Board of Directors for scholarships, student bursary award programs, and all other BC School Sports Annual Member Awards.

Section II F

SECTION II F: ASSOCIATION POLICIES

Section II F1: Policy Statements Regarding Disciplinary Jurisdiction

- F1.1 BC School Sports (BCSS), as the governing body for secondary school sport in British Columbia, its recognized Athletic Associations, (See Article XIII of the Bylaws {Recognized School Athletic Associations}), and its Sport Commissions, (See Article XI of the Bylaws {Committees of the Society} and Section II E1) have jurisdiction over disciplinary policies and procedures as stated in the BC School Sports Competitive Rules and Regulations - and the BC School Sports Harassment Policies (See Section II F2).
- F1.2 Any disciplinary action taken by a Member School, BC School Sports, a Recognized Athletic Association or a Sport Commission against a participant will be recognized by all Member Schools, Athletic Associations and Sport Commissions. This includes membership-wide adherence to any disciplinary action taken involving a probationary period, a suspension or a warning.
- F1.3 The disciplinary jurisdiction of BC School Sports, its recognized Athletic Associations and its Sport Commissions is limited to a disciplined participant's current, continued or future participation in activities, programs or projects of BC School Sports, its recognized Athletic Associations and its Sport Commissions.
- F1.4 Disciplinary action taken by a Member School against its students, school Coaches, volunteers and/or any other participant, including spectators, that is over and above any participatory disciplinary action taken by BC School Sports, its Recognized Athletic Associations or its Sport Commissions, will be recognised by BC School Sports, its recognized Athletic Associations and its Sport Commissions.

Section II F2: Harassment

- F2.1 **HARASSMENT:**
is defined as behaviour including comments, conduct or gestures which are insulting, intimidating, humiliating, hurtful, malicious, degrading or otherwise offensive to an individual or group of individuals or which creates an uncomfortable environment, or which might reasonably be expected to cause embarrassment, insecurity, discomfort, offense, or humiliation to another person or group, including but not limited to:
- F2.1.1 written or verbal abuse or threats;
 - F2.1.2 physical assault;
 - F2.1.3 unwelcome remarks, jokes, innuendoes or taunting about a person's body, sexual orientation, attire, age, marital status, ethnic or racial origin or religion;
 - F2.1.4 displaying of sexually explicit, racist or other offensive or derogatory material, sexual, racial, ethnic or religious graffiti;
 - F2.1.5 practical jokes which cause awkwardness or embarrassment, endangering a person's safety or negatively affecting performance;
 - F2.1.6 hazing or initiation rites;
 - F2.1.7 leering or other suggestive or obscene gestures;
 - F2.1.8 intimidation;
 - F2.1.9 condescension, paternalism or patronizing behaviour which undermines self-respect or adversely affects performance or working conditions;
 - F2.1.10 conduct, comments, gestures or contact of a sexual nature that is likely to cause offense or humiliation or that might, on reasonable grounds, be perceived as placing a condition of a sexual nature on employment or any opportunity for selection, training or advancement;
 - F2.1.11 false accusations of harassment motivated by malice or mischief and meant to cause other harm, is considered harassment.
- F2.2 **SEXUAL HARASSMENT:**
is defined as behaviour involving one (1) or more incidents of unwelcome sexual advances, requests for sexual favours or other verbal conduct of a sexual nature:

- F2.2.1 when such conduct might reasonably be expected to cause embarrassment, insecurity, discomfort, offense or humiliation to another person or group;
- F2.2.2 when submission to such conduct is made either implicitly or explicitly as a basis for making decisions which affect the individual;
- F2.2.3 when submission to such conduct is made either implicitly or explicitly as a condition of employment;
- F2.2.4 when submission to or rejection of such conduct is used as a basis for any employment decision (including but not limited to matters of promotion, raise in salary, job security or benefits affecting the Employee);
- F2.2.5 when such conduct has the purpose or the effect of interfering with an individual's performance or creating an intimidating, hostile or offensive work or participation environment.

F2.3 POLICY STATEMENTS REGARDING HARASSMENT:

- F2.3.1 BC School Sports does not condone any form of harassing behaviour on the part of any participant in BC School Sports programs, projects and/or activities.
 - F2.3.2 BC School Sports is committed to providing a participatory and work environment in which all individuals are treated with respect and dignity.
 - F2.3.3 participants shall include any Member School Student-Athlete, Member School Team Coach, Member School Team manager, Member School volunteer, Recognized Athletic Association volunteer, Sport Commission volunteer, BC School Sports volunteer, BC School Sports Staff, Spectator, official or event volunteer.
 - F2.3.4 BC School Sports encourages any individual who is subjected to any form of harassment to report such harassment to the appropriate public school district, public school, Non-Public school, BC School Sports or provincial sport organization, as designated below: (volunteer is defined as an individual acting in their capacity of an event organizer, Committee member, officer, director or other BC School Sports-assigned task)
 - (a) Any incident of harassment or accusation of harassment involving a student shall be referred to the applicable School District as per the particular School District's policy, or Non-Public School as per the particular Non-Public School policy.
 - (b) Any incident of harassment or accusation of harassment involving an Employee of a School District, when the Employee is acting as a Team Coach, Team sponsor, Team chaperone, Competition Official or director of a local or regional Athletic Association, shall be referred to the applicable School District as per the particular School District's policy. Any incident of harassment or accusation of harassment involving an Employee of a Non-Public School, when the Employee is acting as a Team Coach, Team sponsor, Team chaperone, Competition Official or director of a local or regional Athletic Association, shall be referred to the applicable Non-Public School.
 - (c) Any incident of harassment or accusation of harassment involving an individual who is acting in their capacity as a Director of BC School Sports, an Employee of BC School Sports, a Director of a BC School Sports Sport Commission or a volunteer organizer or worker of a BC School Sports-Sanctioned Event, shall be dealt with as per the BC School Sports harassment policy.
 - (d) Any incident of harassment or accusation of harassment involving an individual who is a Competition Official at a BC School Sports-sanctioned event shall also be referred to the Provincial Sport Organization with whom the official is affiliated.
 - (e) In the event of an incident of harassment or accusation of harassment where there is duplicate jurisdiction between a School District or Non-Public School and BC School Sports, or a Provincial Sport Organization and BC School Sports, the disciplinary jurisdiction of BC School Sports is limited to an individual's involvement in BC School Sports programs and projects, including competitive involvement under the authority of a BC School Sports Recognized Athletic Association or BC School Sports Sport Commission.
-

Section II F

- (f) BC School Sports shall name one female and one male BC School Sports Harassment Advisor who may be contacted for advise regarding any incident of harassment or accusation of harassment.

F2.4 PROCEDURES FOR DEALING WITH HARASSMENT:

- F2.4.1 An individual who thinks that they have been subjected to conduct which constitutes harassment (See Definitions, Section II F2.1 and Section II F2.2) is encouraged to make it known to the person responsible for this conduct that the behaviour is not welcome and is contrary to this policy.
- F2.4.2 Dealing with Complaints: any inquiry received by a BC School Sports Harassment Advisor will be dealt with as follows:
- (a) If the Harassment Advisor and complainant agree that the conduct does not constitute harassment, then the Harassment Advisor will take no further action.
 - (b) Informal Resolution: the individuals involved will be invited to attempt an informal resolution with the BC School Sports Harassment Advisor mediating the meeting. (i.e.: conversation, conference call, meeting)
 - (c) A confidential written summary report of the resolution telephone call or meeting will be sent to the Administrator of the Member School(s) involved, as well as to the complainant and respondent.
 - (d) Rights of the Complainant: if an informal resolution is not possible, the Harassment Advisor shall inform the complainant of:
 - (i) the right to make a formal written complaint
 - (ii) the availability of counselling and other resources
 - (iii) the right to be represented by another designated individual at any stage in the complaint process. Any costs incurred by the complainant due to their decision to be represented by another individual will be the responsibility of the complainant.
 - (iv) other avenues of recourse, including the right to file a complaint to the BC Human Rights Tribunal, or, where appropriate, to contact the police where the conduct may have been offensive pursuant to the Criminal Code.
 - (v) the referral of a formal harassment complaint received by BC School Sports to a Harassment Officer, as designated by Sport BC, for arms-length investigation.
- F2.4.3 Filing a Formal Complaint: if the complainant wishes to file a formal complaint, the following steps will be followed:
- (a) a written complaint will be filed with an Harassment Advisor, with a copy going to the respondent and the Administrator of the Member School(s) involved.
 - (b) the Harassment Advisor will provide the respondent with a written copy of the BC School Sports Harassment Policy, including a request for a written response to the complaint within ten (10) school days of receiving the information, and the right to be represented at any stage of the process by a designated individual. Any costs incurred by the respondent due to their decision to be represented by another individual will be the responsibility of the respondent.
 - (c) within sixty (60) days of receiving the initial written complaint, the Harassment Advisor shall conduct an investigation and prepare a written report. The investigation will follow the process of natural justice.
 - (d) the investigative report from the Harassment Advisor will be submitted to the BC School Sports Advisory Committee, who shall:
 - make a determination as to whether the respondent has engaged in conduct constituting harassment, and
 - if such determination is made, order such disciplinary action to be taken as is appropriate in the circumstances.
- F2.4.4 Advisory Committee Decision: the decision of the Advisory Committee will be made within ten (10) school days of receiving the report from the Harassment Officer, and will be sent to the complainant, the respondent and to the Administrator of the Member School(s) involved. BC School Sports will also inform the BCTF and the College of Teachers if the respondent is a member.

F2.4.5 **Appealing the Decision:** the decision of the Advisory Committee may be appealed, in writing, by either the complainant or the respondent, within fifteen (15) school days of the original decision being rendered. The written appeal shall be directed to the BC School Sports Disciplinary Committee.

- (a) The Disciplinary Committee will meet within ten (10) school days of receiving the written appeal.
- (b) The Disciplinary Committee shall review all of the information compiled in the investigation, and meet with both the complainant and the respondent regarding the reasons that the appeal was filed. (Meetings may be by conference call)
- (c) The decision of the Disciplinary Committee may be to:
 - overturn the decision of the Advisory Committee by eliminating any penalty
 - overturn the decision of the Advisory Committee by establishing a penalty
 - overturn the decision of the Advisory Committee by increasing the penalty
 - overturn the decision of the Advisory Committee by reducing the penalty
 - uphold the decision of the Advisory Committee
- (d) the decision of the Disciplinary Committee will be made within ten (10) school days from receiving the report from the Harassment Officer, and will be sent to the complainant, the respondent and to the Administrator of the Member School(s) involved. BC School Sports will also inform the BCTF and the College of Teachers if the respondent is a member.

F2.4.6 **Binding Decision:** The decision of the Disciplinary Committee is final and binding on all parties.

Section II F3: Conflict of Interest and Confidentiality

F3.1 **CONFLICT OF INTEREST:**

A member of the BC School Sports Eligibility Appeals Committee or Disciplinary Committee will declare themselves to be in conflict of interest:

- F3.1.1 For any appeal submitted by a Member School from within the boundaries of the same local Athletic Association as the school with which that Appeals Committee or Disciplinary Committee person works or Coaches.
- F3.1.2 For any appeal submitted where there is a close personal relationship between the appellant and the Committee member
- F3.1.3 Where the Committee member declares voluntary exclusion for personal reason. The personal reasons do not have to be disclosed.

F3.2 **CONFIDENTIALITY**

The deliberations, interviews, discussions and submissions made for any Eligibility Exemption Application or Disciplinary Hearing and/or Appeal are confidential in nature, and shall not be discussed, disclosed nor referred to outside of the realm of the Appeal or Disciplinary Committee meetings.

- F3.2.1 Disclosure of any information or matter other than the decision shall not be made to a Committee member who has declared a conflict of interest for a particular appeal.

Section II F4: Marketing Policies

- F4.1 BC School Sports will only entertain marketing partnerships and ventures if they are beneficial to the goals and objectives of the Association. Such partnership or ventures could be in the form of cash, product or contra.
- F4.2 Any marketing agreement entered into by BC School Sports will also contain a clause stating that BC School Sports, its Member Schools and its participants do not endorse the company, manufacturer, supplier, product, goods or service.
- F4.3 BC School Sports will not enter into any sponsorship agreement with a company that is directly involved in the manufacture, distribution or sales of any product related to alcohol or tobacco.

Section II F

F4.4 BC School Sports will consider industrial exclusivity as part of a marketing agreement.

F4.5 It is highly recommended that any marketing contract not exceed three years.

F4.6 For sponsorship agreements negotiated by BC School Sports where a portion of the product or cash is directed to the BC School Sports Provincial Championship(s), a minimum of 15% of the value of the sponsorship agreement shall be held by BC School Sports.



FALL SPORTS



SECTION II G: MEETINGS

Section II G1: Annual General Meeting

- G1.1 The Annual General Meeting shall be held in May on a Saturday, with appropriate cost effective travel and accommodation arrangements being made for delegates.
- G1.2 Each Member School shall be eligible to be represented in person and will have the right to one vote.
- G1.3 The AGM shall be held in the Lower Mainland for three (3) years out of four (4), and shall rotate between the Okanagan and the North Central in the fourth year of the cycle.

Section II G2: Funding for Annual General Meeting

BC School Sports will contribute a travel subsidy to each Designated Zone by funding travel for the Association President to attend the Council meeting and AGM, and by allocating a budgeted amount of money to assist other delegates to travel. Accommodation and non-scheduled meals will be the responsibility of the school delegate. Observers will not be funded by BC School Sports. A small observers fee may be charged.

Section II G3: Council Meetings

G3.1 COUNCIL OF ASSOCIATION PRESIDENTS

The Council of Association Presidents shall meet at least once per year, and shall assume responsibilities and conduct their business as per Article XIV Bylaws (The Council of Association Presidents).

G3.2 COUNCIL OF SPORT COMMISSIONERS

The Council of Sport Commissioners shall meet at least once per year, and shall assume responsibility and conduct business as per Article XV of the Bylaws (The Council of Sport Commissioners).



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Section III

Competitive Rules & Regulations

BCSS recognizes that the Administrator of each school is held ultimately responsible in all matters in his/her school which concern interscholastic athletic contests. The expectation of the Association is that Administrators will ensure that BCSS policies established for Member School interscholastic athletics will be followed by his/her staff. The following Competitive Rules and Regulations have been accepted and passed as resolutions at an Annual General Meeting by the Legislative Assembly of BCSS. The Legislative Assembly consists of a school representative from each of the BCSS Member Schools.

DEFINITIONS

BC SCHOOL SPORTS:

Throughout the Rules and Regulations, BC School Sports will be referred to as BCSS.

DATE OF TRANSFER:

A transfer is deemed to have occurred on the date the student is physically present and taking courses in the receiving school.

DISTRIBUTED LEARNING STUDENT:

A student-centred approach to learning that uses technology in the learning process. Allows a student to complete courses without leaving the community and without having to attend classes full time.

DISTRICT ALTERNATE STUDENT:

A student who is enrolled in a separate program within a school district established to serve and provide youth a choice or option when needs are not met in the traditional school setting.

ELIGIBILITY OFFICER:

The Eligibility Officer is responsible for determination of Student-Athlete eligibility as defined in the BCSS policies and Rules and Regulations.

FRANCOPHONE STUDENT:

A student who is in a program which provides instruction (some or all) in the French language.

HOME STUDY STUDENT:

Home education program in which a portion of an education program is delivered by a parent to a student in accordance with the School Act of British Columbia.

LEGAL GUARDIAN:

Includes a person having custody rights recognized by law.

MEMBER SCHOOL TEAM COMPETITION:

Is any game, match, scrimmage, contest or event that occurs between Student-Athletes from a Member School, representing that Member School and participants from another school or a club, with one (1) or more Coaches present.

PLAYING UP:

A Student-Athlete moving up to a higher age level of competition.

RURAL OR ISOLATED SCHOOLS:

Schools situated outside of a census metropolitan area and/or a census agglomeration. Stats Canada defines areas consisting of one (1) or more neighbouring municipalities situated around a major urban core as either a census metropolitan area (must have a total population of at least 100,000 (one hundred thousand) of which 50,000 (fifty thousand) or more live in the urban core or a census agglomeration (must have an urban core population of at least 10,000 (ten thousand). See the BC map and the listings of areas that would be eligible via the websites below:

<http://geodepot.statcan.ca/GeoSearch2006/GeoSearch2006.jsp?resolution=H&lang=E&otherLang=>

<http://www12.statcan.ca/english/census01/products/reference/dict/geo009.htm>

Section III Definitions

SCHOOL TEAM ELIGIBILITY:

Any one (1) Student-Athlete or group of Student-Athletes who are representing the school in interschool sport activity, and are supervised by a school district-approved Coach/sponsor and under the authority of the school Administrator. All school Teams must be properly registered by the published dates in order to compete in BCSS competitions. Individual Student-Athletes must be named on the appropriate Student-Athlete Registration Form as part of their eligibility requirements.

SENIOR ATHLETE:

A Senior Athlete is:

- any Student-Athlete in their fourth (4th) or fifth (5th) year of eligibility.
- any Student-Athlete in their first (1st), second (2nd) or third (3rd) year of eligibility who has participated in more than the allotted number of sport-specific Senior competitions (See Section III D3) Allotted Senior competitions are four (4) playing days of which no more than two (2) can be restricted, provincial qualifying/provincial tournament competition.
- a first (1st) or second (2nd) year Student-Athlete who plays up to the Senior level will not lose Grade 9 or Junior eligibility for the next school year, provided that the Student-Athlete is eligible in all other aspects.

SENIOR COMPETITION:

Senior competition is defined as the highest level of school competition in a particular sport in British Columbia and is open to all eligible Student-Athletes.

- Team Sports: Senior competition for Team sports is any athletic event occurring on one (1) playing day between Teams competing in Senior level competition, involving a Member School and another school, and leading to a BCSS Provincial Championship.
- Individual Sports: Senior competition for individual sports is any athletic event on one (1) playing day involving the highest level of school competition and leading to a BCSS Provincial Championship.

SPORT SPECIFIC EDUCATION PROGRAM:

A sport specific education program combines education with specific sport instruction/education for curriculum credit. The sport specific education program allows for sport specific training, instruction and/or competition; provides sport skills training in a targeted sport; provides other training/education such as, but not limited to, weight training, sport nutrition, or mental training to support the targeted sport.

STATUTORY DECLARATION:

Is a declaration sworn before a Notary Public or Commissioner of Oaths, and has the same effect as an oath given in a courtroom. A Statutory Declaration is considered to be sworn evidence. (See Section III D9.8.3 - D9.8.4)

STUDENT-ATHLETE:

A Student-Athlete training to compete for his or her school.

STUDENT-ATHLETE PARTICIPATION:

A Student-Athlete has participated in a game/ match/contest/event if the Student-Athlete has actually competed in the interschool competition.

RESTRICTED COMPETITION:

- all league games (at all levels), play-offs, regional play-offs or championships, Zone play-offs or championships and provincial competition at the Senior level in BCSS-approved sports (ie: Grade 8, Grade 9, Junior and Senior) are restricted.
- all competitors must meet all of the BCSS eligibility requirements. (See Section III E6)
- all restricted competition is included in a Team's "playing days" calendar.

UNRESTRICTED COMPETITION:

- exhibition games and invitational tournaments are "unrestricted" competition.
- all unrestricted competition is included in a Team's "playing days" calendar. (See Section III E6)

SECTION III A: GENERAL GUIDELINES

Section III A1: Member School Athletic Program Guidelines for Interschool Competition

- A1.1 Contribute toward the improvement of the health, fitness and general welfare of all individuals taking part in the program.
- A1.2 Engage a maximum number of students in both the activity and administrative areas of the program.
- A1.3 Encourage all Student-Athletes to make a contribution to the general education program of the school.
- A1.4 Encourage all Student-Athletes to reach their full academic and educational potential.
- A1.5 Ensure that loss of instructional time be kept to a minimum while offering appropriate competitive opportunities.
- A1.6 Ensure that the safety and welfare of all Student-Athletes should always be paramount. Adequate protective equipment, safety precautions and risk management policies should be utilized for all practices, training sessions and interschool competitions.
- A1.7 Recommend that each Student-Athlete have an annual medical examination prior to participating during that school year.
- A1.8 Recommend that each Student-Athlete and Parent / Legal Guardian be advised to carry appropriate insurance coverage.
- A1.9 Promote the highest ideals of fair play by Coaches, Student-Athletes, students and spectators in accordance with the BCSS Codes of Conduct.
- A1.10 Encourage Coaches to report unsportsmanlike conduct and misbehaviour to the School Administrator and local Athletic Association as soon as possible.
- A1.11 Aim for equal opportunities in athletic programming for boys and girls, having regard to factors including: funding, equipment, facilities, practice and competition time, Coaching demand, available competition, and the range of sports offered.

Section III A2: Community Coach Guidelines

PREAMBLE:

BCSS understands that Community Coaches are integral to the school sport system, and that they are necessary to ensure further opportunities for Student-Athletes. Recognized Athletic Associations, Member Schools and/or School Districts are encouraged to adopt the following guidelines to ensure that the philosophy, objectives and values of the BCSS system are maintained.

GUIDELINES:

- A2.1 Community Coaches should complete the Community Coaches Application Form and submit copies to both the Athletic Director and School Administrator. The form will enable School Representatives to start to determine the qualifications and suitability of the prospective Community Coach to supervise and Coach Student-Athletes of school age, and to receive from the prospective Community Coach authorization to conduct a criminal record check
- A2.2 it is strongly recommended that the Community Coach have completed the three (3) modules included in the "Introduction to Competition" course of the National Coaching Certification Program. These modules include; Make Ethical Decisions, Planning a Practice, and Nutrition. Coaches should also complete the "Make Ethical Decisions" online evaluation available through the Coaching Association of Canada website once they have completed the appropriate in-class course work for this respective module.
- A2.3 the School Administrator and/or Athletic Director should meet with each prospective Community Coach to discuss school athletic policy and school sport philosophy, ensuring that the Coach understands:
 - A2.3.1 the expectations for the supervision of Student-Athletes
 - A2.3.2 emergency protocol within the school
 - A2.3.3 accountability for equipment, uniforms, finances
 - A2.3.4 restricted competition schedules and deadlines

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- A2.3.5 practice times, restrictions, policies and access
 - A2.3.6 school and/or District travel policies and insurance requirements
 - A2.3.7 the BCSS Coach's Code of Conduct and Procedures
 - A2.3.8 the BCSS Competitive Rules and Regulations
 - A2.3.9 the decision-making process and jurisdictional boundaries of the School, School District, Athletic Association, Sport Commission and BCSS.
 - A2.3.10 required paperwork for Team and Student-Athlete registration and entry into events
 - A2.3.11 how and where to register for NCCP clinics.
- A2.4 the School Administrator and/or Athletic Director should request and check at least two (2) references for each Community Coach candidate. Reference checks should include questions about previous conduct, suspensions or probationary penalties served, technical skill and ability, age group and/or gender previously Coached and degree of commitment and interest
- A2.5 the School Administrator and/or Athletic Director should undertake a Criminal Records check on the prospective Community Coach, looking for convictions under the Criminal Code of Canada, the Narcotics Control Act and the Food and Drugs Act
- A2.6 the BCSS Supervision Requirements (See Section III A3.1) do not require that a Teacher-Sponsor be present with adults who have been approved by the School Administrator. It is therefore strongly recommended that periodic observations of the Community Coach at practice and in competition be conducted by the Athletic Director and/or Administrator.

Note:

- (a) there may be a nominal cost to conduct a Criminal Record Check. It is recommended that this be the responsibility of the School or School District
- (b) the National Coaching Certification Program (NCCP) has been designed to meet the needs of Coaches who are training athletes in specific contexts, and is based on the required "outcomes" relevant to the athletes they are Coaching in these contexts. In this paradigm, Coaches who are training athletes within a 'competitive' environment will be trained and certified in the "Competition Stream". Within this specific 'stream' Coaches will be trained and certified in either the "Introduction" context, "Developmental" context, or the "High Performance" context, depending on the outcomes relevant to the athletes they will be Coaching. Each sport will have their own specific requirements a Coach must attain in order to meet either the 'trained' status, or the 'certified' status. Please contact your Provincial Sport Organization to determine what your specific NCCP Coaching requirements may be for your sport. Specific details on the NCCP program for your respective sport can be found on the Coaching Association of Canada website at www.Coach.ca.

Section III A3: Supervision Requirements

- A3.1 The school Team must be accompanied by a Teacher-Coach, Teacher-sponsor, Administrator or responsible adult approved by the Administrator, and in accordance with the applicable School District policy. The School Administrator must ensure that the supervisor adheres to the Athletic Program objectives, Guidelines for Community Coaches and Coach's Code of Conduct as outlined in the BCSS Handbook. The Competition Official and coordinator must be aware of who the adult supervisor is if that supervisor is a different individual than the Coach. The supervisor must be in attendance for the duration of the competition.

Section III A4: School Standards

- A4.1 Student-Athletes must live up to accepted School and District standards as judged by the School Administrator.

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SECTION III B: COACH'S RESPONSIBILITIES

Section III B1: Recruiting

BCSS is strongly opposed to the recruiting of Student-Athletes. Recruiting runs contrary to BCSS's longstanding commitment to the principle that interschool athletic competition best serves the overall interests of Student-Athletes by being fair and balanced.

B1.1 RULES PROHIBITING RECRUITING:

- B1.1.1 A Coach, Administrator, Athletic Director or Athletic Coordinator shall neither directly nor indirectly, recruit a Student-Athlete.
- B1.1.2 For the purposes of these Competitive Rules and Regulations, to recruit is to encourage a Student-Athlete to attend a school other than the school into which the Student-Athlete's school feeds, for the purpose of participating in interschool sport, whether or not the Student-Athlete eventually attends the school.
- B1.1.3 Without limiting the generality of Section III B1.1.2, the following are deemed to be instances of recruiting:
- (a) permitting a Student-Athlete who is not enrolled at a given school or whose current school does not feed into the school to participate in
 - (i) Team practices, workouts, camps, competition, meetings, travel, or other Team activities, or
 - (ii) open gyms, workouts, or similar activities intended for Student-Athletes enrolled at the school, without the prior agreement of the Student-Athlete's current school.
 - (b) offering financial inducements or incentives of any kind, including, without restricting the foregoing, inducements or incentives concerning fees, accommodation or transportation, to a Student-Athlete who is not enrolled at a given school or whose current school does not feed into the school, in connection with a transfer by the Student-Athlete to the school for the purpose of participating in interschool sport.
 - (c) encouraging a parent or legal guardian of a Student-Athlete who is not enrolled at a given school or whose current school does not feed into the school, to transfer the Student-Athlete to the school for the purpose of participating in interschool sport.
 - (d) inviting Student-Athletes who are not enrolled at a given school or whose school does not feed into the school, or the parents or legal guardians of such Student-Athletes, to attend an information session, open house, fundraising meeting, or similar event of which the primary purpose is the promotion of the school's interschool athletic Team(s) or program(s).
- B1.1.4 Where a Coach is approached by a Student-Athlete who is not enrolled at the Coach's school or at a school feeding into the Coach's school with inquiries concerning the school's sports Teams or programs, the Coach is strongly advised to direct the Student-Athlete to the school administration.

B1.2 PROCEDURE FOR COMPLAINTS REGARDING RECRUITING:

- B1.2.1 Nothing in these Competitive Rules and Regulations prevents parties from attempting at any time to resolve complaints regarding recruiting through informal means, whether with or without the assistance of a mediator.
- BCSS may maintain a roster of persons available to act as mediators for the purpose of assisting parties informally to resolve complaints regarding recruiting.

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A member Coach who is a member of a professional association and who believes a fellow member of that association has committed a recruiting violation is encouraged to consider his or her obligations to the fellow member, if any, under the rules of that association. In all cases, BCSS encourages the informal resolution of recruiting concerns through direct communication.

- B1.2.2 A complaint regarding recruiting may:
- be filed only by an administrator (“the complainant”) of a Member School; and
 - be filed against one or more Coaches, administrators, athletic directors, or athletic coordinators (“the respondent(s)”) of a Member School.
- B1.2.3 Subject to Section III B1.2.4, a complaint regarding recruiting shall not be considered unless it is received by BCSS within four (4) months of the event giving rise to the complaint.
- B1.2.4 A complaint received after the time provided in Section III B1.2.3 must contain a detailed explanation of the reasons why the complaint was not submitted within that time and may only be considered if, in the sole discretion of the Executive Director, it would be in the interests of BCSS for the complaint to be considered.
- B1.2.5 Before submitting a complaint to BCSS, the complainant must deliver the complaint to his or her administrative counterpart at the school of the respondent(s).
- B1.2.6 In submitting a complaint to BCSS, the complainant must certify in writing that he or she has contacted his or her counterpart, naming the counterpart, and that:
- the parties have been unable to resolve the complaint; or,
 - in the complainant’s opinion, the complaint is sufficiently serious to warrant a hearing by BCSS.
- B1.2.7 A complaint delivered or submitted under these Competitive Rules and Regulations must be submitted to the Executive Director and must:
- be in the form approved by BCSS;
 - name the respondent(s);
 - where a deemed instance of recruiting is alleged, cite the specific deeming section under Section III B1.1.3;
 - contain particulars of the date(s), location(s), and individual(s) involved in the event(s) giving rise to the complaint;
 - contain particulars of the alleged statement(s) or action(s) of the respondent(s); and,
 - contain a written statement with as much detail as reasonably possible by each person whose evidence the complainant wishes BCSS to consider in connection with the complaint.
- B1.2.8 Upon receipt of a complaint, the Executive Director shall review the complaint for compliance with these Competitive Rules and Regulations. The Executive Director may make inquiries of the complainant and may request that the complainant submit additional information.
- B1.2.9 The Executive Director may at any time dismiss a complaint where he or she is of the opinion that:
- the complaint does not fall within the jurisdiction of BCSS;
 - the complaint does not contain sufficient information that, if true, would substantiate the complaint;
 - the complainant failed to respond to the Executive Director’s inquiries or requests under Section III B1.2.8; or,
 - the complaint is frivolous, vexatious or made in bad faith.

- B1.2.10 Unless the Executive Director dismisses a complaint under Section III B1.2.9, he or she shall deliver the complaint to the respondent(s) and to the administrator at the respondent(s)'s school referred to in Section III B1.2.6, together with a statement of the respondent(s)'s obligations under Section III B1.2.11.
- B1.2.11 Within fifteen (15) school days of receipt of the complaint from the Executive Director, the respondent(s) shall submit a response to the Executive Director containing the following:
- (a) a statement either that the respondent(s) accepts or denies the complaint in whole or in part; and,
 - (b) where the respondent(s) denies the complaint or any part of it, a written statement with as much detail as reasonably possible by each person whose evidence the respondent(s) wishes BCSS to consider in connection with the complaint.
- B1.2.12 The Executive Director may make inquiries of the respondent(s) and may request that the respondent(s) submit additional information.
- B1.2.13 The respondent(s) may request from the Executive Director an extension of the time allowed for a response under Section III B1.2.11.
- B1.2.14 Where the respondent(s) fails to provide a response within the time provided under Section III B1.2.11 or Section III B1.2.13, the complaint may proceed under Section III B1.2.20 on the basis that the complaint has been proven.
- B1.2.15 Upon receipt of a response from the respondent(s) or upon the expiry of the time provided for a response, the Executive Director shall deliver a copy of the response, if any, to the complainant and shall appoint a Hearing Panel comprised of three (3) members of the BCSS Disciplinary Committee. If it is not possible to appoint three (3) members from the Disciplinary Committee, the Executive Director may appoint members from the BCSS Board of Directors.
- B1.2.16 The Hearing Panel may request written submissions from the parties at any time.
- B1.2.17 The Hearing Panel shall conduct a hearing into the complaint. A hearing may take the form of one or more of the following in the sole discretion of the Hearing Panel:
- (a) a hearing in writing consisting of a consideration of the written complaint and response and written submissions, if any;
 - (b) a teleconference;
 - (c) an oral hearing.
- B1.2.18 The Hearing Panel may make such rulings and give such directions as it considers appropriate in dealing with a complaint.
- B1.2.19 Following the hearing, the Hearing Panel will issue a ruling to the parties determining whether the complaint has been proven or not.
- B1.2.20 If the Hearing Panel determines that the complaint has been proven:
- (a) the ruling shall be in writing and shall contain a brief summary of the reasons for the Hearing Panel's conclusions;
 - (b) the Hearing Panel shall request and set a schedule for the exchange and submission of written submissions on the appropriate sanction;
 - (c) having regard to the subject matter of the proven complaint, the interests of BCSS and its participants, the written submissions, if any, of the parties, and the prior BCSS disciplinary record of the respondent(s), if any, the Hearing Panel shall either impose no sanction or impose one or more of the following sanctions on the respondent(s) in its sole discretion:
 - (i) a letter of reprimand;
 - (ii) a probationary period;

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- (iii) a suspension of the respondent(s)'s Coaching privileges for a duration and on such terms and conditions as may be determined by the Hearing Panel; and,
 - (d) subject to the results of an appeal under Section III B1.2.21, if the Hearing Panel acts under Section III B1.2.20(c)(i) to (iii), there shall be a fine against the respondent(s)'s school calculated as follows and payable within thirty (30) school days of a written demand being made by the Executive Director:
 - \$1,000.00 if no recruiting fine against school in past five (5) years
 - \$2,000.00 if one (1) recruiting fine against school in past five (5) years
 - \$3,000.00 if more than one (1) recruiting fine against school in past five (5) years.
- B1.2.21 Where a Hearing Panel acts under Section III B1.2.20(c)(i) to (iii), the respondent(s) may, within fourteen (14) school days of receipt of the ruling of the Hearing Panel by the respondent(s)'s school, appeal in writing to the BCSS President, who may in his or her sole discretion and with or without a hearing and with or without giving reasons dismiss the appeal, reduce the sanction under Section III B1.2.20(c), or reverse the Hearing Panel's ruling, in whole or in part, under Section III B1.2.20(a).
- B1.2.22 Where the Executive Director is unable to act under this section, his or her powers and duties may be exercised by a substitute appointed by the President.
- B1.2.23 Where the President is unable to act under this section, his or her powers and duties may be exercised by a substitute appointed by the Executive Director.
- B1.2.24 The decisions of the Executive Director (or substitute), the Hearing Panel and the President (or substitute) are final and binding on the parties and shall not be questioned or reviewed in any court or tribunal, and no order shall be made or process entered or proceeding taken in any court or tribunal whether by way of injunction, declaration, prohibition or otherwise to question, review, prohibit or restrain the proceedings.

It is the intention of BCSS and its members that, to the extent permitted by law, all matters concerning its Competitive Rules and Regulations be private matters not subject to any form of adjudication by any court or tribunal.

Section III B2: Coach's Code of Conduct

The Coach/Student-Athlete relationship is a privileged one. Coaches play a critical role in the personal and athletic development of their Student-Athletes. Therefore, Coaches are expected to model the fundamentally positive aspects of school sport.

B2.1 RULES OF CONDUCT:

Coaches, including community Coaches:

- B2.1.1 shall recognize that school sport is an extension of the classroom, and shall conduct themselves accordingly when performing Coaching duties;
- B2.1.2 shall observe the Competitive Rules and Regulations of BCSS, and those of their Local Athletic Association and applicable Sport Commission;
- B2.1.3 shall observe the rules of the sport, the spirit of the rules of the sport, and shall encourage Student-Athletes to do the same;
- B2.1.4 shall fulfill all restricted competition, unrestricted, invitational, play-off and championship competitive and event obligations, in accordance with Athletic Association policy, Sport Commission policy and tournament-related agreements;

- B2.1.5 shall treat all participants fairly and equitably, by refraining from discriminating against any Student-Athlete with respect to race, colour, ancestry, place of origin, religion, family status, physical or mental disability, sex or sexual orientation;
- B2.1.6 shall respect the rulings of officials without gesture or argument, and shall require Student-Athletes to do the same;
- B2.1.7 shall not use foul, profane, harassing or offensive language or gestures in the conduct of Coaching duties;
- B2.1.8 shall not use physical force of any kind in the conduct of Coaching duties;
- B2.1.9 shall not, under any circumstances, endorse, recommend, or suggest the use of performance-enhancing drugs or supplements by any Student-Athlete;
- B2.1.10 shall abstain from the use of tobacco products and alcohol while in the presence of Student-Athletes, and shall discourage their use by Student-Athletes;
- B2.1.11 shall not, under any circumstances, require or imply that a Student-Athlete must be involved in any summer program or club program as part of his or her responsibilities as a school Team member;
- B2.1.12 shall not, under any circumstances, require or imply that a Student-Athlete cannot or should not participate in any BCSS-approved sport in the season preceding or following the Coach's season of play;
- B2.1.13 shall not, under any circumstances, start pre-season tryouts or practices to the detriment of any in-season sport.

B2.2 PROCEDURE FOR COMPLAINTS REGARDING RULES OF CONDUCT:

- B2.2.1 Subject to Section III B2.2.2, all complaints alleging a violation of the Rules of Conduct by a Coach shall be processed in accordance with the Rules and Regulations of the Local Athletic Association to which the Coach's school belongs.
- B2.2.2 All complaints alleging a violation of the Rules of Conduct by a Coach during or in connection with Zone play-off or Provincial Championship competition shall be processed in accordance with the Rules and Regulations of the applicable Sport Commission.
- B2.2.3 There is no appeal to BCSS or any of its Committees from a decision of a local Athletic Association or Sport Commission.



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Section III C: TEAM ELIGIBILITY AND TIERING CLASSIFICATIONS

Section III C1: General

A School Team is defined as any one (1) Student-Athlete or group of Student-Athletes who are representing the school in interschool sport activity, and are supervised by a school district-approved Coach/sponsor and under the authority of the School Administrator. All school Teams must be properly registered by the published deadline dates as per Section II C in order to compete in BCSS competition. Individual Student-Athletes must be named on the appropriate Student-Athlete Registration Form as part of their eligibility requirements.

C1.1 SCHOOL MEMBERSHIP IN BCSS:

the school that is being represented by a Team must be a Member School of BCSS as per Section II A.

Section III C2: Registration Requirements

*Please note that all registration deadlines are in addition to all eligibility rules which state that all Student-Athletes must be duly registered prior to competing in any 'restricted competition.'

C2.1 A school must submit the required Sport Declaration Form, Student-Athlete Registration Forms and pay all required membership and/or entry fees by the published deadlines in order to remain eligible for interschool competition, or pay such fines as approved by the BCSS membership.

C2.1.1 Sport Declaration: In September each year, schools are required to declare all Teams and levels of competition in which they hope to be involved for the entire year. This form must be submitted online by October 4 (submission of this form does not replace the Team Student-Athlete Registration Form).

- Final additional fall Sport Declaration deadline – October 4
- Final additional winter Sport Declaration deadline – November 25
- Final additional spring Sport Declaration deadline – March 3

C2.1.2 A fine in the amount of \$100 will be assessed to schools that miss the final declaration dates as noted above.

C2.1.3 A fine in the amount of \$100 will be assessed to schools that miss the final registration dates as noted below.

C2.2 STUDENT-ATHLETE REGISTRATION FORMS:

for all Grade 8, Grade 9, Junior, Senior and Open Teams must be submitted to the BCSS office through the BCSS online registration system and in accordance with approved membership deadlines.

C2.2.1 Deadlines: Student-Athlete Registration Forms for all BCSS registered Teams must be submitted through the BCSS online registration system by the deadlines below:

(a) Fall Sports:

- (i) Deadline for online submission is October 4, 2013: Aquatics, Cross Country (Senior and Junior), Field Hockey, Football, Rugby (Grade 8 and 9 BNW,NSH,RIC,VAN), Soccer (boys, boys Grade 8 and 9 FVE), Volleyball (boys and girls);

(b) Winter Sports:

- (i) deadline for online submission is December 9, 2013: Basketball (boys and girls), Curling, Gymnastics, Winter Volleyball (Grade 8 OCSSAA), Wrestling;
- (ii) deadline for online submission is January 17, 2014: Skiing/ Snowboarding;

(c) Spring Sports:

- (i) deadline for online submission is April 4, 2014: Badminton, Basketball (Grade 8 NCD only), Golf, Rugby, Soccer (Girls),Tennis, Volleyball (Girls Grade 8 and 9 FVE only), Volleyball (Boys Grade 8 and 9 Vancouver only);

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- (ii) deadline for online submission is April 14, 2014: Football Grade 8 (NSH only), Mountain Biking and Track and Field.

C2.3 ADDING NAMES TO A STUDENT-ATHLETE REGISTRATION FORM:

Student-Athletes who are new to the school or who are joining a Team after the initial registration has been submitted, [these Student-Athletes must not have participated in any competition(s)] and who are otherwise eligible, can be added to the BCSS Student-Athlete Registration Form by the following deadlines:

C2.3.1 Fall Sports - must be submitted online by October 21 or at least seven (7) days before the Zone qualifying event (whichever date is earlier)

C2.3.2 Winter Sports - must be submitted online by January 31 or at least seven (7) days before the Zone qualifying event (whichever date is earlier)

C2.3.3 Spring Sports - must be submitted online by April 30 or at least seven (7) days before the Zone qualifying event (whichever date is earlier)

C2.3.4 In the event an individual Student-Athlete for any sport is not included on the Student-Athlete Registration Form (due to an administrative error) prior to Zones and is deemed eligible to play by BCSS, the school will be assessed an automatic fine of \$100 that must be paid prior to the Student-Athlete's name being entered by BCSS on the BCSS Student-Athlete Registration Form. No late Student-Athlete's names will be added to the BCSS Student-Athlete Registration Form after the start of the Zone playoffs, or where no Zone playoffs exist, after restricted competition playoffs.

C2.3.5 In the event an individual Student-Athlete for any sport is not included on the Student-Athlete Registration Form (due to an administrative error) which would allow for participation at the BC Provincial Championships and that Student-Athlete is deemed eligible to play by BCSS as verified by the school administration through the submission of the following documentation:

(a) Copy of PR card or school registration documents that indicates they have previously attended that Member School in preceding years as well as the current year.

(b) Written verification that the Student-Athlete has participated on either a Team or individual sport for that school during that school year. (Team roster lists, score cards, Team uniform deposit receipts, etc.) Then the school will be assessed an automatic fine of \$250 which must be paid prior to the Student-Athlete's name being entered by BCSS on the online BCSS Student-Athlete Registration Form.

C2.3.6 Exception to Section III C2.2.1: in extraordinary circumstances, the BCSS Executive Director may, in consultation with the Zone Tournament Coordinator and the Sport Commissioner (if applicable), accept a Student-Athlete Registration Form or an "Adding Student-Athlete to a SRF" after the final deadline. The request must be in writing and state the extraordinary circumstances and then be faxed or e-mailed to the BCSS office. The decision of the Executive Director is final and binding on all parties.

C2.4 STUDENT-ATHLETES MOVING TO A HIGHER LEVEL OF COMPETITION:

Student-Athletes who are properly registered by the deadlines at a Grade 8, Grade 9 or Junior level of competition can be moved up to a higher age level of competition at the end of their season, as per Section III D3.6.

| FINES | | |
|--|--|-------|
| REGISTRATION | RATIONALE | FINES |
| Sport Declaration | Deadline Passed | \$100 |
| Restricted competition *Schools will be fined no more than a maximum of \$200 per season of play for late 'Team' registration. | (a) Late Student-Athlete Registration (after final deadline) | \$25 |
| | (b) Late Team Registration (after final deadline) | \$50 |
| Zone Play If a protest is filed for playing ineligible Student-Athletes, (Student-Athletes who are not duly registered) Teams face forfeiture and financial penalties. | (a) Late Student-Athlete Registration <u>PRIOR</u> to the start of Zone play and after League play | \$100 |
| | (b) Late Team Registration <u>PRIOR</u> to start of Zone play and after League play | \$200 |
| Provincial Championships If a protest is filed for playing ineligible Student-Athletes, (Student-Athletes who are not duly registered) Teams face forfeiture and financial penalties. | Late Student-Athlete Registration <u>PRIOR</u> to the start of the Provincials. | \$250 |

C2.5 LATE FINES FOR STUDENT-ATHLETE REGISTRATION:

Schools must pay a late fee of \$25 per late Student-Athlete registration or \$50 for a late Team registration with BCSS after the deadlines stated in Section III C2.2.1. Schools will only pay a maximum of \$200 per season of play for late Student-Athlete Team registration.

C2.6 AUTOMATIC PENALTIES:

C2.6.1 a \$25 fine per late Student-Athlete athlete or \$50 for a late Team registration.

C2.6.2 if the fine is not paid by the stated due date on the invoice, the Member School Team is NOT eligible for any further restricted competition until the fine is paid.

Section III C3: Procedures for Dealing with Violations of the Registration Policies

C3.1 THE OFFENDING COACH OR MEMBER SCHOOL SELF-REPORTS:

C3.1.1 BCSS Investigation by the Executive Director:

- verbal confirmation of the violation with the Member School
- the additional information will be added administratively to the online registration system.

C3.1.2 Penalties: as per Section III C2.1:

- forfeiture of all restricted interschool competitions in which the ineligible Team(s) has participated
- fines:
 - \$25 for late Student-Athlete Registration
 - \$50 for late Team Registration
- the Member School has ten (10) school days to pay the fine (all fines are payable to BCSS)
- if the fine is not paid within ten (10) school days, the Team will not be eligible for restricted competition until the fine payment is received.

Section III C

C3.2 A COMPLAINT IS FILED WITH BCSS:

C3.2.1 BCSS Investigation by the Executive Director:

- (a) verbal confirmation of the violation with the responding Member School
- (b) written "cease and desist" notification stating that the Student-Athlete and/or Team is ineligible and the fine (cc: Athletic Association)
- (c) the Student-Athlete and/or Team is not eligible to compete until all Student-Athletes are properly registered by BCSS staff on the online registration system.

C3.2.2 Penalties: as per Section III C2.1

- (a) forfeiture of all restricted interschool competitions in which the ineligible Team(s) has participated
- (b) fines:
 - (i) \$50 for late Student-Athlete Registration Forms
 - (ii) \$100 for late Team Registration
- (c) the Member School has ten (10) school days to pay the fine (all fines are payable to BCSS)
- (d) if the fine is not paid within ten (10) school days, the Team will not be eligible for restricted competition until the fine payment is received.

C3.3 APPEALING FINES FOR LATE STUDENT-ATHLETE REGISTRATION FORMS:

appeals of fines due to the late submission of Student-Athlete Registration Forms must be submitted by fax or mail and received at the BCSS office within five (5) school days of a notice of penalty being sent to a Member School.

C3.3.1 Documentation: documentation citing the extraordinary circumstances that explain why Student-Athlete Registration Forms were late should be submitted by the Athletic Directors and/or the Administrator to the Executive Director.

C3.3.3 Final and Binding Decision: the decision of the Executive Director is final and binding on all parties.

Please refer to the chart regarding applicable fines levied for league, Zone or Provincial Championship play.

Section III C4: Registration of Eligible Student-Athletes

C4.1 To be able to participate in BCSS restricted competition, the school is responsible for ensuring that:

C4.1.1 Student-Athletes are eligible as per Section III D.

C4.1.2 Student-Athletes are listed on the applicable school Student-Athlete Registration Form as per Section III C2

C4.1.3 an individual Student-Athlete is only eligible to compete in one (1) thirteen (13) week Sanctioned Season of Play (restricted and unrestricted competition) per sport in each school year.

Section III C5: Violations of Eligibility Policies

C5.1 THE OFFENDING COACH OR MEMBER SCHOOL SELF-REPORTS:

C5.1.1 BCSS Investigation by the Executive Director:

- (a) verbal confirmation of the violation with the Member School
- (b) written "cease and desist" notification stating the circumstances of ineligibility and the fine (cc: Athletic Association)
- (c) the Student-Athlete(s) is NOT eligible unless an Eligibility Application is filed with BCSS and accepted by the Eligibility Officer.

C5.1.2 Penalties: as per Section III D1.1:

- (a) forfeiture of all restricted interschool competitions in which the ineligible Student-Athlete(s) has participated
- (b) a \$50 fine per instance (each restricted competition), to a maximum of \$200
- (c) the Member School has ten (10) school days to pay the fine (all fines are payable to BCSS)
- (d) if the fine is not paid within ten (10) school days, the TEAM will not be eligible for restricted competition until the fine payment is received.

C5.2 A COMPLAINT IS FILED WITH BCSS:

C5.2.1 BCSS Investigation by the Executive Director:

- (a) verbal confirmation of the violation with the responding Member School
- (b) written "cease and desist" notification stating the circumstances of ineligibility and the fine (cc: Athletic Association)
- (c) the Student-Athlete(s) is NOT eligible unless an Eligibility Application is filed with BCSS and accepted by the Eligibility Officer.

C5.2.2 Penalties: as per Section III D1.1:

- (a) forfeiture of all restricted interschool competitions in which the ineligible Student-Athlete(s) has participated
- (b) a \$50 fine per instance (each restricted competition), to a maximum of \$200
- (c) the Member School has ten (10) school days to pay the fine (all fines are payable to BCSS)
- (d) if the fine is not paid within ten (10) school days, the TEAM will not be eligible for restricted competition until the fine payment is received.

C5.3 APPEALING FINES FOR VIOLATIONS OF ELIGIBILITY POLICIES: the fine for playing an ineligible Student-Athlete may be appealed. The original fine is still due for receipt at BCSS within the ten (10) school day period, but will be held if an appeal is received, until such time as the appeal procedure is concluded.

C5.3.1 Appeals: the fine can be appealed to the BCSS Advisory Committee through the President. The written appeal, citing the situation and circumstances under which the appeal is being filed must be submitted within ten (10) school days of the ruling being announced.

C5.3.2 Appeal Hearing: the Advisory Committee will conduct an Appeal Hearing within ten (10) school days of receipt of the appeal. The Coach and/or School Athletic Director may be represented at the Hearing, with those additional representation costs to be borne by the school. They cannot be present during deliberation by the Advisory Committee. An Appeal Hearing may be conducted by conference call, for expediency sake. The Advisory Committee can make one (1) of three (3) decisions:

- (a) uphold original fine, or
- (b) uphold a fine but of a reduced amount, or
- (c) overturn the original fine, with no further penalty.

C5.3.3 Appeal Decisions: the decision of the Advisory Committee must be sent, in writing, to the appealing School Athletic Director and Coach within five (5) days of the Appeal Hearing. If the fine amount has been lowered or cancelled, the original fine payment will be returned to the school, with a new invoice for the reduced amount or a "notice of cancellation" of the applicable invoice.

Section III C6: Athletic Association Approval

C6.1 The local and/or regional Athletic Association must approve the participation of a school Team for all age levels and genders. This may be done through a blanket sanctioning procedure in the local Rules and Regulations, or special dispensation given by the Association, and sent to BCSS.

It is recommended that the Athletic Association submit blanket approval for all Sanctioned Restricted Competitions and levels of competition by June 30th of the previous school year.

Section III C7: Tiering Classification

C7.1 NUMBER CALCULATION FOR ALL TIER CLASSIFICATIONS:

Member School population numbers will be determined using the previous year's September 30th numbers as submitted in the 1701 Form. There will be an appeal process for one year to the next for Member Schools requesting to have their numbers reviewed due to a substantial discrepancy with the numbers from the previous years.

Section III C

C7.2 SPORT TIER CLASSIFICATIONS:

Sport Commissions may hold one (1) or more Provincial Championship(s) with school enrolment being the principal determining factor. Below are the existing tier classifications by sport.

| | |
|----------------------|---|
| BASKETBALL - BOYS | AAAA - 284 or more boys in Grades 11 and 12 AAA - 185 - 283 or more boys in Grades 11 and 12 AA - 76 - 184 boys in Grades 11 and 12 A - 75 or fewer boys in Grades 11 and 12 |
| BASKETBALL - GIRLS | AAA - 226 more girls in Grades 11 and 12 AA - 81 - 225 girls in Grades 11 and 12 A - 80 or fewer girls in Grades 11 and 12 |
| FIELD HOCKEY - GIRLS | AAA - 251 or more girls in Grades 11 and 12 AA - 250 or fewer girls in Grades 11 and 12 |
| FOOTBALL - BOYS | AAA - 301 or more boys in Grades 11 and 12 AA - 300 or fewer boys in Grades 11 and 12 |
| GOLF - COED | AAA - 361 or more students in Grades 11 and 12 AA - 161 - 360 students in Grades 11 and 12 A - 160 or fewer students in Grades 11 and 12 |
| *RUGBY - BOYS | AAA - 251 or more Boys in Grades 11 and 12 AA - 250 or fewer Boys in Grades 11 and 12 * plus specific climatic, facility and calibre criteria. See BCSSRU Commission Registration information. |
| *SOCCER - BOYS | AAA - 226 or more boys in Grades 11 and 12 AA - 81 - 225 boys in Grades 11 and 12 A - 80 or fewer boys in Grades 11 and 12 * plus specific climatic, facility and calibre criteria. See BCSSSA Commission Registration information. |
| *SOCCER - GIRLS | AAA - 226 or more girls in Grades 11 and 12 AA - 81 - 225 girls in Grades 11 and 12 A - 80 or fewer girls in Grades 11 and 12 * plus specific climatic, facility and calibre criteria. See BCSSSA Commission Registration information. |
| *TENNIS | AAA - 501 or more students in Grades 11 and 12 AA - 500 or fewer students in Grades 11 and 12 * plus specific climatic, facility and calibre criteria. See BCSSTA Commission Registration information. |
| VOLLEYBALL - BOYS | AAA - 226 or more boys in Grades 11 and 12 AA - 81 - 225 boys in Grades 11 and 12 A - 80 or fewer boys in Grades 11 and 12 |
| VOLLEYBALL - GIRLS | AAAA - 266 or more girls in Grades 11 and 12 AAA - 161 - 265 girls in Grades 11 and 12 AA - 71 - 160 girls in Grades 11 and 12 A - 70 or fewer girls in Grades 11 and 12 |

C7.3 SPORTS CHANGING TIER CLASSIFICATION NUMBERS:

a Commission wishing to change its tier classification based on enrolment must develop a rationale, with input from Coaches, which must be submitted to the Competitive Standards Committee no later than January 16 of the current school year, with recommendations going forward to the next Legislative Assembly for approval.

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SECTION III D: STUDENT-ATHLETE ELIGIBILITY

BCSS recognizes the right of all Student-Athletes to choose which school they attend and which subjects they study. BCSS, however, is charged with the responsibility of drafting, implementing and enforcing rules on eligibility for those Student-Athletes who seek the privilege of participating in interschool competition. The overriding purpose of these rules is to ensure fair and equitable competition for all Student-Athletes participating in BCSS restricted competition.

Section III D1: Student-Athlete Eligibility

Individual Student-Athletes must meet the applicable eligibility requirements of BCSS and any applicable Sport Commission gender-based equity rule to participate in restricted and unrestricted competition, and be listed on the appropriate Student-Athlete Registration Form to be eligible for restricted and unrestricted competition. (See Definitions for "Restricted and Unrestricted Competition")

- D1.1 Participation of an ineligible Student-Athlete in restricted and unrestricted competition will result in the following penalties (Section III C5: Violations of the Eligibility Policies for reporting procedure and appeal procedure):
- D1.1.1 the Member School forfeits all restricted competition in which the ineligible Student-Athlete has participated, and
 - D1.1.2 the Member School must pay a \$50 fine per Student-Athlete, per restricted competition, to a maximum of \$200.
- D1.2 The Student-Athlete may be ineligible because:
- D1.2.1 they are ineligible under Section III D of these rules, or
 - D1.2.2 the Student-Athlete may not be properly registered with the school Team as per Section III C2.2 of these rules.

Section III D2: Student-Athletes Registered at and Competing for a Member School

- D2.1 A Student-Athlete can only play for the Member School at which they are registered. Student-Athletes must be in Grades 8 - 12 at a BCSS Member School in order to compete in any BCSS competition.
- D2.1.1 An individual Student-Athlete is only eligible to compete in one (1) thirteen (13) week Sanctioned Season of Play per sport in each school year.
 - D2.1.2 Student-Athletes registered at more than one Member School:
 - (a) if a student-athlete is registered at two (2) schools, the student-athlete may only participate in BCSS activities for the member school at which the student-athlete has the largest percentage of the credit load.
 - (b) This Member School would be considered their 'home school' if the credit load at the two (2) Member Schools is equal, the Student-Athlete is eligible to participate for the Member School at which the Student-Athlete first registered for a BCSS activity.
 - (c) if, at any time during the student-athlete's second (2nd), third (3rd), fourth (4th), and fifth (5th) year of eligibility, the Member School at which the student-athlete has the majority of his or her credit load changes, the school must establish eligibility at this Member School by either filing an eligibility application or meeting the conditions outlined in Section III D9.
- D2.2 FULL-TIME STUDENT-ATHLETE STATUS:
a Student-Athlete must be full-time as judged by the School Administrator based on a full-time course load of seventy-five percent (75%) or more within a school year with courses taken in the season of play in which the Student-Athlete competes.

Section III D

Section III D3: Student-Athlete Age and Competitive Levels

D3.1 SENIOR COMPETITION:

to compete in a Senior competition, Student-Athletes must be under nineteen (19) years of age as of December 31 of the current school year, and be in no more than their fifth (5th) year of eligibility (Student-Athletes born in 1994 or earlier are not eligible for any competition in 2013-2014. Grade 8 entry date must be September 2009 or later).

D3.2 GRADE TEN (10) OR JUNIOR COMPETITION:

to compete in a Grade Ten (10) or Junior competition, Student-Athletes must be under seventeen (17) years of age as of December 31 of the current school year, and be in no more than their third (3rd) year of eligibility (Student-Athletes born in 1996 or earlier are too old for Junior competition in 2013-2014. Grade 8 entry date must be September 2011 or later).

D3.3 GRADE NINE (9) OR JUVENILE COMPETITION:

to compete in a Grade Nine (9) or juvenile competition, Student-Athletes must be under sixteen (16) years of age as of December 31 of the current school year, and be in no more than their second (2nd) year of eligibility (Student-Athletes born in 1997 or earlier are too old for Grade 9 competition in 2013-2014. Grade 8 entry date must be September 2012 or later).

D3.4 GRADE EIGHT (8) OR BANTAM COMPETITION:

to compete in a Grade Eight (8) or Bantam competition, Student-Athletes must be under fifteen (15) years of age as of December 31 of the current school year, and be in their first (1st) year of eligibility (Student-Athletes born in 1998 or earlier are too old for Grade 8 competition in 2013-2014. Grade 8 entry date must be September 2013).

D3.5 INDIVIDUAL STUDENT-ATHLETES MOVING UP AT THE END OF THEIR AGE GROUP SEASON:

Member School Middle School Student-Athletes and Member School Junior Secondary School student-athletes who can "play up" to the Member School Senior School that they would normally attend if, by the registration date, (See Section III C2.2 and Section III C2.3) they have the approval of both Member School Administrators, both Member School Coaches, and the parent(s)/legal guardian(s). The local Athletic Association, the District Superintendent and BCSS must be notified using the "Middle School / Junior School Student-Athlete Playing Up" Form. These student-athletes must be registered on their own school's EXNET registration site and be a Member School in good standing. Member Schools must not be registering these student-athletes on their database. BCSS will create a link between the feeder school and the Senior School's database for you to register them on your Team. Any student-athletes not properly registered will be deemed ineligible. See Definitions for Playing Up and Moving Up.

D3.5.1 Limits to Playing/Moving Up: student-athletes attending a Middle School or Junior Secondary School cannot "play/move up" in the sports of gymnastics, mountain biking, wrestling, skiing/snowboarding, aquatics, track & field, or cross country as the minimum number to form a school Team in these sports is one (1) athlete.

D3.6 INDIVIDUAL STUDENT-ATHLETES MOVING UP AT THE END OF THEIR AGE GROUP SEASON:

a Student-Athlete who is otherwise eligible and is registered on one (1) of the school Teams in the same sport, or is registered on one (1) of the direct feeder school Teams in the same sport, is eligible to join the more Senior Team in that sport after the completion of the lower age level Team's restricted competition and play-off schedule. The Student-Athlete must be added to the appropriate Student-Athlete Registration Form for the more Senior Team before competing. The addition of the student-athlete is made by notification in writing to the BCSS office of the student-athlete's name, name of the Team on which they were originally registered, and the signature of the Coach and Athletic Director. (Use the "Moving Student-Athlete to a Higher Age-Group Team Form")

Section III D4: Number of Years of Eligibility

D4.1 FIVE (5) YEARS ELIGIBILITY:

Student-Athletes have five (5) consecutive years of BCSS competition eligibility, starting on the entry date into Grade 8. A year is considered to be the twelve (12) month period between September of one (1) school year and September of the next school year.

D4.1.1 If a Student-Athlete Doesn't Participate: if a Student-Athlete chooses not to participate during one (1) or more years of the five (5) year period, or is not on a Team roster during one (1) or more years of the five (5) year period, or leaves school (withdraws) for a time period during the five (5) year eligibility time period, that time period will still count toward the five (5) years of eligibility.

D4.1.2 Ungraded Student-Athletes: for ungraded Student-Athletes in schools where it is difficult to determine when a Student-Athlete entered Grade 8 (e.g.: middle school, K - 10, K - 12 schools), the Student-Athlete will be considered to be a Grade 8 Student-Athlete in the school year commencing in September of the calendar year in which the Student-Athlete becomes thirteen (13) years of age.

D4.1.3 Request for Extension of Five (5) Years Eligibility Due to Lost School for Medical Reasons: if a significant portion of a school year is lost due to illness or accident, the Member School may appeal on the Student-Athlete's behalf to have up to one (1) year of eligibility restored. Medical documentation must show that the loss of an academic year due to medical reasons resulted in the Student-Athlete having to repeat a grade and prevented the normal five (5) year progression through school. The eligibility time restored will not include any seasons of play in which the Student-Athlete had been enrolled in school during the academic school year in question. The appeal must include medical documentation, academic records and absentee records for the school(s). No Student-Athlete will be granted a sixth (6th) year of eligibility in any sport he/she has already participated in for part or all of five (5) seasons. Nor will that Student-Athlete be granted a sixth (6th) year of eligibility if they have participated in any part of both a fourth (4th) and fifth (5th) year of eligibility.

D4.1.4 Eligibility Calendar for Families Moving to British Columbia: a Student-Athlete whose family is coming into British Columbia from another province or another country is eligible for five (5) years from their date of entry into Grade 8 or the Grade 8 equivalent in their previous place(s) of residence. If documentation is unavailable, a combination of age and grade level as determined by the School will determine the Student-Athlete's year of eligibility.

D4.1.5 Returning Exchange Student-Athlete: a BC Student-Athlete who is returning to BC after conclusion of a one (1) year or less outgoing student exchange program, and who has concluded their eligibility calendar in accordance with Section III D4, may have up to one (1) year of eligibility restored only if all of the following conditions are met:

- the Student-Athlete has participated in a recognized exchange program
- the Student-Athlete is returning to the same BCSS Member School that they attended prior to leaving on the exchange program
- the Student-Athlete does not participate in any BCSS competition in BCSS-approved sports in which the Student-Athlete participated in interschool and/or club competition while on the exchange
- the Student-Athlete meets all other eligibility requirements
- a letter from the Administrator confirming compliance with (a) to (d) is required. (Please also see Section III D9.8.9)

Section III D

Section III D5: Residency Requirement

- D5.1 STUDENT-ATHLETES MUST FULFILL ONE OF THE FOLLOWING RESIDENCY REQUIREMENTS:
- D5.1.1 reside with a parent or parents
 - D5.1.2 reside with a Legal Guardian – Guardianship must have been in place for twelve (12) months prior to the period for which eligibility is sought
 - D5.1.3 must be a ‘Ward of the Province’ and assigned to an individual or family by the Ministry of Children and Family Development
 - D5.1.4 must be attending a non-public school as a ‘residing full time boarding student’ – this must have been in place for twelve (12) months prior to the period for which eligibility is sought.

Section III D6: Jointly Sponsored Teams

- D6.1 There is merit in allowing Student-Athletes to participate in sports programs that are not offered at their home school due to insufficient numbers in small rural or isolated communities.
- D6.2 Two (2) or more rural or isolated (see definitions) Member Schools may make an application to the Eligibility Officer to sponsor a joint Team which will involve the participation of Student-Athletes from more than one (1) Member School.
- D6.3 Each application must:
- D6.3.1 be made for Team sports only;
 - D6.3.2 be made with regard to Member Schools that are located within close geographical proximity within the same Zone;
 - D6.3.3 be for a minimum period of one (1) year; and
 - D6.3.4 be accompanied by a letter of request from the Member Schools' Administrators, setting out the reasons for and in support of making the application.
- D6.4 In deciding whether or not to grant an application for a joint Team the Eligibility Officer shall consider, but is not limited to, the following:
- D6.4.1 the goal of allowing joint Teams is to increase the number of Student-Athletes that participate in activities by making activities available for Student-Athletes that would not otherwise be available if joint Teams were not accepted
 - D6.4.2 it is preferable to combine smaller schools rather than having a small school combine with a larger school
 - D6.4.3 improving the quality of a Team (i.e. better win/loss record) shall not be a criterion in deciding whether approval will be granted.
- D6.5 When an application is granted, the tiering classification of the joint Team will be determined by the combined population of the two (2) schools forming the joint Team.
- D6.6 The Eligibility Officer may terminate a joint Team before the expiry of the one (1) year period in the following cases:
- D6.6.1 closure of one (1) of the participating schools, or
 - D6.6.2 serious breach of the Bylaws, policies or Rules and Regulations of BCSS by any of the participants, or
 - D6.6.3 when, in the opinion of the Eligibility Officer, it is in the best interests of the student-athletes of one (1) or more schools.
- D6.7 The Eligibility Officer's decision is final and conclusive and shall not be appealed or reviewed in any manner.

Section III D7: Student-Athlete Gender

- D7.1 Female Student-Athletes may only play on a Team designated as a “girls” sport, and male Student-Athletes may only play on a Team designated as a “boys” sport. Both female and male Student-Athletes may compete on a Team designated as a “coed” sport, in accordance with the sport-specific roster allocations.
- D7.2 Notwithstanding Section III D7.1, a Student-Athlete may be permitted to participate in a sex-segregated sport inconsistent with his or her sex in the following circumstances:
- D7.2.1 A female Student-Athlete may play on a “boys” Team if her school will not offer a girls Team in that sport at the appropriate age level during the same school year. A letter from the Administrator confirming a girls Team will not be offered must accompany the appropriate Student-Athlete Registration Form. If a female Student-Athlete plays on the appropriate age level boys Team, she may not play on the more Senior girls Team in a different season of play during the same school year.
 - D7.2.2 A Student-Athlete may participate with the opposite sex in a sex-segregated sport on the basis that doing so would be consistent with his or her gender identity if the Student-Athlete’s application under Section III D7.3 is granted.
- D7.3 A Student-Athlete seeking eligibility pursuant to Section III D7.2.2 must make an application to the Eligibility Officer.
- D7.3.1 Each application under Section III D7.2.2 must include the following:
 - (a) a written statement from the Student-Athlete and/or parent or guardian documenting a Student-Athlete’s consistent gender identification with the opposite sex;
 - (b) a professional opinion concerning the Student-Athlete’s gender identity from a physician, psychiatrist, psychologist or other professional with experience in gender identity health care; and
 - (c) any other information or documentation that may be pertinent to the eligibility officer’s decision and the application of the factors set out in Section III D7.2.2.
 - D7.3.2 The Eligibility Officer shall consider the following factors together with any other factors that he/she considers reasonable when making a decision under Section III D7.2.2:
 - (a) Flexibility, and the Student-Athlete’s privacy, will be prioritized in decision-making;
 - (b) The importance of fair and equitable competition for all students participating in the sport in which the student is applying to participate;
 - (c) Existing practices regarding female Student-Athletes’ participation on boys Teams, as per Section III D7.2.2, are to be preserved;
 - (d) An environment where intersex, transitioning and transgender students can exist and thrive should be provided.
 - D7.3.3 The Eligibility Officer’s decision is final and conclusive and shall not be appealed or judicially reviewed.
 - D7.3.4 Once a Student-Athlete has been granted eligibility under Section III D7.3, his or her eligibility shall be effective for the duration of the Student-Athlete’s participation in the sport and does not need to be renewed every sport season or school year.
- D7.4 If there is a conflict between Section III D7.1 or Section III D7.2 and a Bylaw, rule or similar provision of a Sport Commission, the Bylaw, rule or similar provision prevails.

Section III D8: Home Study, Distributed Learning and Alternate School Student-Athletes

- D8.1 Home study, distributed learning and alternate school student-athletes may compete in BCSS competition provided that:
- D8.1.1 the Student-Athlete competes for the last school they were registered as full-time students,
 - D8.1.2 if the Student-Athlete has not been previously registered at a Member School, they must compete for the school in whose catchment area they reside.

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Section III D9: Student-Athlete Transfers

A transfer occurs whenever a Student-Athlete who is registered at any school (within or outside of BC) transfers and is registered at a different school. A transferring Student-Athlete who competes on a Team at the new school changes the competitive balance that would have been in place prior to the transfer. Consequently, the BCSS membership has developed regulations governing the eligibility of Student-Athletes who transfer schools and wish to participate in extra-curricular school sport.

D9.1 ADVANCE RULING ON ELIGIBILITY:

A Member School may apply in writing to the Eligibility Officer through the BCSS office for an advance ruling on a Student-Athlete's eligibility to participate in restricted competition at the school for one (1) or more sports.

D9.1.1 An application for the current school year may be brought at any time.

D9.1.2 An application for the following school year may only be brought after the BCSS Annual General Meeting for the current school year.

D9.2 An application under Section III D9.1 shall contain a completed and signed BCSS Eligibility Advance Ruling Form.

D9.3 The Eligibility Officer may request further information from the applicant school, and may decline to issue a ruling if he or she considers that the applicant school has not provided sufficient information.

D9.4 Subject to Section III D9.3, the Eligibility Officer shall issue a written ruling to the applicant school stating that the Student-Athlete is eligible or ineligible for restricted competition in one or more sports for the current or following year based on the facts submitted by the applicant school.

D9.5 Where a Student-Athlete is ruled ineligible, the Student-Athlete is deemed to be ineligible for the purposes of Section III C5 (Violations of Eligibility Policies) and Section III D1 (Student-Athlete Eligibility) for the year and sport or sports referred to in the ruling.

D9.6 Where a Student-Athlete is ruled eligible, the Student-Athlete is deemed to be eligible for the purposes of Section III C5 and Section III D1 (Student-Athlete Eligibility) for the year and sport or sports referred to in the ruling, provided, however, that:

D9.6.1 the facts submitted by the applicant school are correct; and,

D9.6.2 the Student-Athlete:

(a) is not ineligible for restricted competition on the basis of facts not contained in the application.

(b) does not become ineligible after the ruling is issued.

D9.7 STATEMENT REGARDING THE STUDENT-ATHLETE'S HOME SCHOOL:

the school at which the Student-Athlete is registered on the first (1st) day of their first (1st) year of eligibility is the Student-Athlete's "home school" and is the school at which the Student-Athlete has athletic eligibility. The exception would be where a local district policy has prejudiced the Student-Athlete's ability to attend their new school on the first (1st) day of the new school year. A Student-Athlete's first (1st) year of eligibility is counted from the September of Grade 8 entry, and starts on the first (1st) day of school in the applicable school year.

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D9.8 TRANSFERS:

Subject to Section III D11, a Student-Athlete who transfers from his/her “home school” after the first day of his/her first (1st) year of eligibility (Grade 8) is ineligible for a period of twelve (12) months from the date of transfer to participate in restricted and unrestricted competition in any school sport(s) in which he/she was registered for a Member School in the twelve (12) months prior to the date of transfer unless one (1) of the conditions in Section III D9.8.1 - Section III D9.8.13 is met.

In addition to completion of the transfer form as part of the online registration process, a Compliance and Authorization Form must be submitted and be signed by the Administrators and Athletic Directors of both the leaving and receiving schools, and by the Student-Athlete's parent or legal guardian.

Notes:

for middle school and Junior secondary students who will feed into a more Senior school that school will be deemed their home school as the student advances into the more Senior grades.

At the time of online registration of a transferred Student-Athlete as an eligible Student-Athlete in the school, there must be a confirmation as to why the Student-Athlete is eligible. This is done through the online registration system. Please read the conditions below carefully to determine if additional confirmation is required. (Section III D9.8.1 - Section III D9.8.13)

D9.8.1 Student-Athlete Advancing to a More Senior School:

- (a) a Student-Athlete graduating from a middle school or Junior secondary school may proceed to the school into which his/her middle school or Junior secondary school normally feeds, without any restrictions
- (b) notwithstanding Section III D9.8.1 (a) (above), a Student-Athlete graduating from a middle school / Junior secondary may proceed to any other public school in the same school district, as long as District policy is followed, and the Administrators and Athletic Directors of the two (2) schools involved are in agreement. (An Online Transfer must be completed for the Student-Athlete before the Student-Athlete's name is added to the roster.)
- (c) if the Student-Athlete attended a non-public school not offering Senior grades, this Student-Athlete can transfer to a similar non-public school offering Senior grades, providing the receiving school is the next closest similar non-public school geographically to where the Student-Athlete lives. The Student-Athlete can also advance to a public school offering Senior grades, as per the normal catchment boundaries of the school district in which the Student-Athlete resides. (An Online Transfer must be completed for the Student-Athlete before the Student-Athlete's name is added to the roster.)

D9.8.2 New School Constructed, School District Reorganized or School is Closed: School Districts and /or schools must apply for approval from the BCSS Eligibility Officer prior to any Student-Athlete being eligible. A complete list of those Student-Athletes impacted must be provided to BCSS with the following information for each Student-Athlete:

- (a) name
- (b) date of birth
- (c) current grade being eligible for restricted and unrestricted competition
- (d) Grade 8 entry date
- (e) previous school
- (f) new school
- (g) will they be attending their catchment school? Yes or No
- (h) if 'No' to 'g'; then reasons for choosing the school to be identified.

- D9.8.3 **Change of Principal Residence:** the Student-Athlete and his or her parent(s) or legal guardian(s) [See Definitions] have changed their principal residence in the previous twelve (12) months. The change of residence must not be for the purpose of making the Student-Athlete eligible for restricted competition at a Member School. The Student-Athlete does not become eligible under this category until the Member School submits to BCSS a statutory declaration by the parent or legal guardian in a form acceptable to the Executive Director which attests to the details and reason for the change of residence. (Please also refer to Section III D5).
- (a) **Move within the Same Public School District:** if the new principal residence is within the boundaries of the same school district, the Student-Athlete can remain eligible by not changing schools, or will be immediately eligible at the public school into whose catchment boundaries the family has moved (An Online Transfer must be completed for the Student-Athlete before the Student-Athlete's name is added to the roster. In addition, a Statutory Declaration Form must be forwarded to the BCSS office within seven (7) school days of the online registration)
 - (b) **Move into a Different Public School District:** if the parents' or legal guardians' new principal residence is in a different public school district, the Student-Athlete will be eligible at any public school in the new district in accordance with school district policy concerning Student-Athlete placements, or will be eligible at any non-public school whose main school building is located within the geographical boundaries of the new public school district (An Online Transfer must be completed for the Student-Athlete before the Student-Athlete's name is added to the roster. In addition, a Statutory Declaration Form must be forwarded to the BCSS office within seven (7) school days of the online registration)
- D9.8.4 **Parent to Parent Move:** the Student-Athlete transfers from one (1) school to another school in order to reside with the parent with whom he/she has not been living. Only two (2) transfers for the purpose of moving from parent to parent are allowed after the first day of the Student-Athlete's first (1st) year of eligibility. The move must not be for the purpose of making the Student-Athlete eligible for restricted or unrestricted competition at a Member School. If the move is within the same school district, the eligible transfer must be to the school within whose catchment area the receiving parent lives, and must be a transfer into the same kind of school (ie: public to public, regional secondary to regional secondary, non-public to non-public). If the move is from within the boundaries of one (1) school district into another, the Student-Athlete will be eligible at any public or non-public school within the geographical boundaries of the new school district. (An Online Transfer must be completed for the Student-Athlete before the Student-Athlete's name is added to the roster. In addition, a Statutory Declaration Form must be forwarded to the BCSS office within seven (7) school days of the online registration)
- (a) **Move to Legal Guardian:** The rules in Section III D9.8.4 apply with necessary changes where a Student-Athlete moves from any living circumstance to live with a legal guardian [See Definitions]. The Student-Athlete does not become eligible under this category until the Member School submits to BCSS a statutory declaration by the legal guardian in a form acceptable to the Executive Director which attests to the details and reason for the change of residence. Eligibility will only be granted for the secondary school in whose catchment area the 'Guardian' resides (Public School to Public School transfer) or the nearest non-public school (Non-Public School to Non-Public School transfer). If the Student-Athlete transfers to any other school that 'receiving school' must submit an Eligibility Application. The legal guardian must also have supported or maintained the child for the previous twelve (12) months. (An Online Transfer must be completed for the Student-Athlete before the Student-Athlete's name is added to the roster. In addition, a Statutory Declaration By Legal Guardian Form must be forwarded to the BCSS office within seven (7) school days of the online registration)

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- D9.8.5 **District Academic Program:** a Student-Athlete in a public school transfers to another public school in the same school district for a special, short-term academic program that meets the conditions outlined below. The Student-Athlete is only eligible to compete for their original school. The district academic program must meet all of the following conditions for the Student-Athlete to be eligible to compete at their original school during attendance at the district academic program:
- the district academic program is no more than one (1) school year in length
 - the Student-Athlete will be returning to their original school immediately upon the conclusion of the district academic program
 - the program is a district academic program housed at the particular receiving school
 - the district academic program is a coherent program, not just a series of courses
 - the program is not a career preparation program. If the Student-Athlete wishes to participate in restricted or unrestricted competition for the school housing the special district academic program, the school must file an Eligibility Application in accordance with Section III D11. If the Student-Athlete does participate for the receiving school in either restricted or unrestricted competition, they will not be eligible at their original school upon return after the conclusion of the district academic program (See Section III D9.8.9). (An Online Transfer must be completed for the Student-Athlete before the Student-Athlete's name is added to the roster.)
- D9.8.6 **Alternate Program / Schools:** if an alternate program / school is an offshoot of a particular Member School (home school), and is administered by that home school's Administrator, the Student-Athletes in the alternate program are eligible to compete for the home school. If a Student-Athlete transfers to an alternate program administered by a different Principal, the move is considered to be a transfer, and transfer restrictions shall apply (See Section III D8). (An Online Transfer must be completed for the Student-Athlete before the Student-Athlete's name is added to the roster.)
- D9.8.7 **Student-Athlete Transferring from an Alternate School or Distributed Learning School:**
- a Student-Athlete who is attending an alternate school in a school district remains eligible upon transfer to the public school in whose catchment area the Student-Athlete resides
 - a Student-Athlete who is registered at a Ministry of Education Distributed Learning School remains eligible upon transfer to the public school in whose catchment area the Student-Athlete resides (See Section III D8). (An Online Transfer must be completed for the Student-Athlete before the Student-Athlete's name is added to the roster.)
- D9.8.8 **Short Term Transfer and Return to Home School:** a Student-Athlete who transfers to another school for a period of one (1) school year or less, and who has not participated in interschool competition in any BCSS-approved sport while attending that school, will regain athletic eligibility upon transferring back to his/her home school. (An Online Transfer must be completed for the Student-Athlete before the Student-Athlete's name is added to the roster.)
- D9.8.9 **Incoming Exchange Student-Athlete:** a Student-Athlete who transfers into a BCSS Member School as an incoming exchange Student-Athlete is eligible to compete for the receiving school only if the conditions in either (a) or (b) are met:
- Non-profit Exchange Program:
 - the Student-Athlete is registered as a Student-Athlete in a BCSS approved exchange program and appropriate confirmation is submitted during online registration

- (ii) the Student-Athlete is only eligible for the duration of the actual exchange program
 - (iii) the British Columbia family with whom the Student-Athlete is residing is considered to be the family of record for the duration of the Student-Athlete's stay
 - (iv) the Student-Athlete's exchange period in BC is of at least five (5) months or one (1) semester's duration. The only exception will be for the BC Ministry of Education, Germany and Quebec exchanges.
 - (v) the Student-Athlete is eligible as per all other BCSS eligibility policies, including age and the eligibility calendar
 - (vi) the Student-Athlete has not graduated from the high school program International Exchange, Student Travel Schools, World Youth in their home country or province. BCSS approved Exchange Programs are: AFS Interculture Canada, Cultural Homestay International, Educational Foundation Exchange, Rotary Services and the Ministry of Education German and Quebec Exchange Programs. ("Online Transfer Form" must be completed online with the registration of the Student-Athlete on the online Student-Athlete Registration Form.)
- (b) School-to-School Exchange Programs:
- (i) the school-to-school exchange agreement has been in place at least five (5) years prior to automatic eligibility status being conveyed, and the exchange program must go in both directions
 - (ii) the appropriate registration confirmation is submitted during online registration
 - (iii) the Student-Athlete is only eligible for the duration of the actual exchange program
 - (iv) the British Columbia family with whom the Student-Athlete is residing is considered to be the family of record for the duration of the Student-Athlete's stay
 - (v) the Student-Athlete's exchange period in BC is of at least five (5) months or one (1) semester's duration
 - (vi) the Student-Athlete is eligible as per all other BCSS eligibility policies, including age and the eligibility calendar

D9.8.10 Incoming International Student-Athletes to a Public School District: A Student-Athlete who transfers into a BCSS Public School Member School as an incoming international Student-Athlete is eligible to compete for the receiving school if they meet all of the following conditions:

- (a) the Student-Athlete transfers into British Columbia from a country other than Canada or the United States.
- (b) the Student-Athlete is registered in a public school district as an "International Student-Athlete", and pays tuition to that school district as per established and published school district policy
- (c) the Student-Athlete has been accepted by that school district on the basis of academic suitability
- (d) the incoming Student-Athlete will be enrolled at the receiving school for at least a consecutive five month or one semester period.
- (e) the Superintendent of the school district or their district designate responsible for the international student program shall verify in writing that:
 - (i) the acceptance of the Student-Athlete and placement of the Student-Athlete in a particular school is based solely on academic criteria, and
 - (ii) that a Student-Athlete's possible participation in extra-curricular athletics was not a factor in acceptance to the school district or a particular school, and

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- (iii) this verification will be submitted to the BCSS office prior to any participation in restricted competition in BCSS-approved sports.
- (iv) the incoming Student-Athlete will be enrolled at the boarding school for at least five (5) consecutive months, or one (1) semester
- (f) guardianship has been established by school district personnel or the custodial homestay or the Student-Athlete has been assigned to the homestay family as the off-shore family designate.
- (g) the Student-Athlete has been placed in a homestay with a family who has been resident in the school district for a period of at least six (6) months prior to the homestay placement. ("Confirmation of Eligible Student-Athlete Transfer Form" must be completed online with the registration of the Student-Athlete on the online Player Registration Form)

D9.8.11 **Incoming International Student-Athletes to a Non-Public School:** A Student-Athlete who transfers into a BCSS Non-public Member School as an incoming international Student-Athlete is eligible to compete for the receiving school if they meet all of the following conditions:

- (a) the Student-Athlete transfers into British Columbia from a country other than Canada or the United States.
- (b) the Student-Athlete is registered in a member non-public school as an "international student", and pays tuition to that school according to a published International student policy and fee schedule
- (c) the Student-Athlete has been accepted on the basis of academic suitability
- (d) the incoming Student-Athlete will be enrolled at the receiving school for at least a consecutive five months or one semester period.
- (e) the school Administrator shall verify in writing that:
 - (i) the acceptance of the Student-Athlete is based solely on academic criteria, and
 - (ii) that a Student-Athlete's possible participation in extra-curricular athletics was not a factor in acceptance to the school, and
 - (iii) the Student-Athlete is not receiving a scholarship, bursary or financial award resulting from or relating to athlete participation, and
 - (iv) this verification will be submitted to the BCSS office prior to any participation in restricted competition in BCSS-approved sports
- (f) the school or the Board of the school has registered as the Student-Athlete's custodian (guardian) for the duration of the Student-Athlete's stay at the school, and provides a copy of the Letter of Custodianship
- (g) the Student-Athlete is placed in a school dormitory or with a family who has been resident in the community for a period of at least six (6) months prior to the homestay placement. ("Confirmation of Eligible Student-Athlete Transfer Form" must be completed online with the registration of the Student-Athlete on the online Player Registration Form. In addition, an incoming international student transfer form must be forwarded to the BCSS office within seven (7) school days of the online registration)

D9.8.12 **Ward of the Province:** the Student-Athlete who transfers is a Ward of the Province and whose move has been arranged by the province:

- (a) the receiving school must submit a letter from the School Administrator confirming that the placement has been arranged by the ministry having jurisdiction or the government agency responsible for the Student-Athlete. This letter will include the time of the move, the location of the new residence, and that participation in school sports was not a factor in the placement
- (b) the receiving school must also confirm that the residence of the family or the residence in which the Student-Athlete has been placed is within the catchment area boundaries of the school.

D9.8.13 Student-Athlete Transfers During the Month of September as a result of the School District Transfer process:

- (a) per Section 74.1 of The School Act, a Board must have a protocol in place to allow student movement among schools and, therefore,
- (b) per School District Policy, the deadline for application for student transfer is in the spring, prior to the new school year, yet the Board reserves the right to make a final decision after space and facility availability are known in the month of September.

Therefore, since the school district controls the date of transfer, a Student-Athlete should not be prejudiced in participating in athletics. The Student-Athlete may participate in athletics in their third (3rd) year of eligibility in their new school, provided the Board gives final approval for attendance prior to September 30 each year.

Section III D10: Sport Specific Education Programs

A sport specific education program combines education with specific sport instruction/ education for curriculum credit. The sport specific education program allows for sport specific training, instruction and/or competition; provides sport skills training in a targeted sport; provides other training/education such as, but not limited to, weight training, sport nutrition, or mental training to support the targeted sport. A Student-Athlete is considered to be enrolled in a sport specific education program if:

- 10.1 a Student-Athlete is enrolled in a catchment/home school for a sport specific education program and the Student-Athlete receives five (5) or more credits for educational courses of sports instruction (compliance and authorization must be submitted). These Student-Athletes would be ineligible to compete in that sport for their school based Team.
- 10.2 a Student-Athlete is enrolled in a non-catchment school for a sport specific education program and the Student-Athlete receives four (4) or more credits for educational courses of specific sports instruction

10.3 STUDENT- ATHLETE TRANSFERS FOR SSEP:

- 10.3.1 any student-athlete in their first (1st), second (2nd), third (3rd), fourth (4th), or fifth (5th) year of eligibility transferring into a sport-specific education program is ineligible to participate in BCSS competition in the sport in which they receive specific sports instruction and is ineligible for a period of 12 months from the date of transfer to participate in any BCSS competition in which he/she was registered for a Member School in the twelve (12) months prior to the date of transfer unless one of the conditions in Section III D9 apply.
- 10.3.2 any student-athlete transferring from a sport specific education program back to their home school is ineligible to compete in that specialized sport and in any BCSS competition in which he/she was registered for a Member School in the twelve (12) months prior to the date of transfer unless one of the conditions in Section III D9 apply.

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Section III D11: Eligibility Applications

- D11.1 Where a Student-Athlete is ineligible for BCSS competition pursuant to the Competitive Rules and Regulations, the Member School may apply for an exemption for the Student-Athlete in accordance with this section.
- D11.2 An application under Section III D11.1 shall be submitted to the 'Eligibility Officer' through the BCSS office.
- D11.3 THE APPLICATION SHALL CONTAIN:
- a completed and signed BCSS Eligibility Application Form;
 - if the ineligibility arises from a school transfer, a letter from the Administrator of the Student-Athlete's former school confirming that the school is aware of the exemption application and indicating whether the school supports or objects to an exemption, together with its reasons;
 - a copy of the Student-Athlete's personal record card (public schools), or report cards and transcripts (non-public schools);
 - a list of the Student-Athlete's current courses;
 - a copy of a primary source document showing the Student-Athlete's date of birth (e.g., birth certificate, passport, baptismal certificate, permanent resident card, provincial identification card);
 - a letter from the Student-Athlete's parent or legal guardian supporting the application;
 - copies of relevant medical documentation where the application is based on medical grounds; and,
 - any other information or material the school wants the Eligibility Officer to consider.
- D11.4 The applicant school shall submit a \$50 application fee with each application.
- D11.5 The Eligibility Officer may request further information from the applicant school.
- D11.6 There is no right to a teleconference or oral hearing before the Eligibility Officer.
- D11.7 The Eligibility Officer may allow or deny the application, having regard to the following principles:
- (a) the primary purpose of the eligibility criteria in the Competitive Rules and Regulations is to promote fair and equitable competition for all Student-Athletes participating in BCSS competition;
 - (b) in the case of school transfers, although there are many bona fide reasons why a Student-Athlete might change schools, an exemption should almost invariably not be granted in respect of a transfer for the purpose of playing a sport still offered by the Student-Athlete's former school; and,
 - (c) an exemption shall be granted where the Eligibility Officer is satisfied that:
 - (i) the Student-Athlete has transferred schools for a bona fide academic reason;
 - (ii) the Student-Athlete has transferred schools because of financial hardship; or,
 - (iii) in any other case, the exemption would not unduly prejudice the BCSS goal of fair and equitable competition.
- D11.8 The Eligibility Officer shall issue a written ruling to the applicant school (to the attention of the Administrator and the Athletic Director) either allowing or denying the application, and containing a brief summary of the reasons for the decision.
- D11.9 Subject to Section III D11.21, if the Eligibility Officer allows the application, the Student-Athlete becomes eligible for competition on the date the decision is issued, provided, however, that the Student-Athlete's eligibility remains otherwise subject to the Competitive Rules and Regulations.
- D11.10 It is the responsibility of the applicant school to notify the Student-Athlete and the Student-Athlete's parent(s) or legal guardian(s) of the decision of the Eligibility Officer and of any requests or other communications from the Eligibility Officer.
- D11.11 A Member School may appeal a decision under Section III D11.8 denying an Exemption application, in accordance with this section.

- D11.12 An appeal under Section III D11.11 shall be in writing and shall be submitted to the BCSS office for forwarding to the Eligibility Appeals Committee (the “EAC”) at least eight (8) school days before the next scheduled meeting of the EAC.
- D11.13 The appeal shall contain:
- a completed and signed BCSS Eligibility Application;
 - copies of all of the materials submitted to the Eligibility Officer;
 - a cheque for \$200 which is refundable if the appeal is allowed; and,
 - any other information or material that the school wants the EAC to consider.
- D11.14 The EAC may request further information from the applicant school.
- D11.15 There is no right to a teleconference or oral hearing before the EAC.
- D11.16 The EAC may allow or dismiss the appeal, having regard to the principles set out in Section III D11.7.
- D11.17 The EAC may substitute its views for that of the Eligibility Officer.
- D11.18 The EAC shall issue a written ruling to the applicant school (to the attention of the Administrator and the Athletic Director) either allowing or dismissing the appeal, and containing a brief summary of the reasons for the decision.
- D11.19 Subject to Section III D11.21, if the EAC allows the appeal, the Student-Athlete becomes eligible for competition on the date the decision is issued, provided, however, that the Student-Athlete’s eligibility remains otherwise subject to the Competitive Rules and Regulations.
- D11.20 It is the responsibility of the applicant school to notify the Student-Athlete and the Student-Athlete’s parent(s) or legal guardian(s) of the decision of the EAC and of any requests or other communications from the EAC.
- D11.21 Where an exemption is granted by the Eligibility Officer or by the EAC on the basis of a transfer for an academic reason, the exemption shall cease to have effect if the Student-Athlete withdraws from the program, group of courses or other academic offering underlying the exemption, unless and until the Eligibility Officer, on written application by the school, confirms the exemption.
- D11.22 The decisions of the EAC under Section III D11.18 and the Eligibility Officer under Section III D11.8 are final and binding and shall not be questioned or reviewed in any court or tribunal, and no order shall be made or process entered or proceeding taken in any court or tribunal whether by way of injunction, declaration, prohibition or otherwise to question, review, prohibit or restrain the proceedings.

The Eligibility Appeals Committee will meet for the school year in 2013-2014 as noted below:

| | | | |
|------------|--------------------|--------------------------|--------------------|
| Meeting 1: | September 21, 2013 | Deadline for submission: | September 13, 2013 |
| Meeting 2: | October 19, 2013 | | October 11, 2013 |
| Meeting 3: | November 30, 2013 | | November 22, 2013 |
| Meeting 4: | January 18, 2014 | | January 10, 2014 |
| Meeting 5: | March 8, 2014 | | February 28, 2014 |
| Meeting 6: | May 31, 2014 | | May 23, 2014 |

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SECTION III E: SEASONS OF PLAY

Section III E1: General

- E1.1 The rules in this Part are aimed at balancing interschool sport activity throughout the school year and fostering a balance for Student-Athletes between interschool sports and other activities.
- E1.2 No Member School shall participate in restricted or unrestricted competition except as provided in Section III E2 to Section III E5.
- E1.3 Within a season of play established by Section III E2, a Member School's Coaches and Administrators are encouraged to cooperate in scheduling matters and facility and resource use to maximize opportunities for Student-Athletes.
- E1.4 See Section III B2.1.11 to Section III B2.1.13 for Coach rules designed to prioritize in-season sports.

Section III E2: Season of Play Dates

E2.1 2013-2014 SEASONS OF PLAY:

| Season | Start Date for Unrestricted and Restricted Competition | End Date (all play unless specified in Section III E3 Exceptions) |
|--------|--|--|
| Fall | Tuesday, September 3, 2013 | Saturday, November 30, 2013 |
| Winter | Monday, November 25, 2013 | Saturday, March 8, 2014 |
| Spring | Monday, March 3, 2014 | Saturday, June 7, 2014 |

E2.2 2013 - 2014 DESIGNATED SEASONS OF PLAY BY SPORT AND AREA:

| Season | Senior/Open and Age-Group Seasons | | Locally Designated Age-Group Seasons Different than Senior/Open Seasons |
|--------|-----------------------------------|---------------------------------|---|
| Fall | • Aquatics | • Cross Country | • Rugby Gr. 8/9 (BNW,NSH,RIC,VAN) |
| | • Field Hockey | • Football | |
| | • Soccer - Boys | • Soccer - Boys Gr.8/9 (FVE) | |
| | • Volleyball | | |
| Winter | • Basketball | • Curling | • Volleyball Gr.8 (OCSAA only) |
| | • Gymnastics | • Skiing | |
| | • Snowboarding | • Wrestling | |
| Spring | • Badminton | • Golf | • Basketball Gr. 8 (NCDSSA only) |
| | • Mountain Biking | • Rugby | • Football Boys Gr. 8 (NS only) |
| | • Soccer - Girls | • Tennis | • Volleyball Girls Gr.8/9 (FVE only) |
| | • Track & Field | | • Volleyball Boys Gr. 8/9 (VAN only) |

Section III E

Section III E3: Approved Exceptions to the Season of Play Dates

E3.1 BASKETBALL:

E3.1.1 Basketball AAAA: the BC High School Boys Basketball Association AAAA championship may be held leading up to and including the twenty-sixth (26th) weekend of play during the school year.

E3.1.2 Basketball AAA: For BC High School Boys Basketball Association the season of play would be extended by one week for AAA for one year only; 2013 – 2014 Season. The expectation is that AAA will revert back to the regular 13 weeks for season of play for 2014-2015. Restricted play for the AAA will begin one week later in the 2013-2014 season; thus beginning December 2, 2013.

E3.2 FOOTBALL:

E3.2.1 a school Team may meet another Team or participate in a jamboree with several school Teams on one (1) occasion between the date of the last Provincial Championship and the end of the school year. This should be done in conjunction with spring practice

E3.2.2 a provincial all-star Team of Student-Athletes in Grade 12, under the direction and control of the BCSS Football Commission (BCSSFA) may compete at one (1) event with other all-star Teams from outside the province of BC. This event is to occur between spring practice and the last day of school.

E3.2.3 Grade 8 Boys Football on the North Shore can compete in the spring season of play.

E3.3 BOYS RUGBY:

schools in the North Central District SSAA, the Northwest Zone SSAA and the two (2) Kootenay SSAA may play Senior boys rugby during the fall season of play, as long as the combined number of weeks in the fall and the spring leading up to and including the BCSS Provincial Championship week does not exceed thirteen (13) weeks of play.

E3.4 TRACK AND FIELD:

the BCSS Track & Field championship may be held leading up to and including the thirty-eighth (38th) weekend of play during the school year.

Section III E4: Fundraising / Promotional Games

E4.1 Despite Section III E2, each Team at a Member School is permitted to play one (1) fundraising or promotional game per school year, whether the game occurs during the applicable season of play or not.

E4.2 A Member School shall not participate in a fundraising or promotional game if the opposing Team contains one (1) or more Student-Athletes from another Member School.

E4.3 The Member School must report the following details to the Executive Director, by no later than two (2) school days after the game:

E4.3.1 the Member School Team;

E4.3.2 the opposing Team; and,

E4.3.3 the date and location of the game.

Section III E5: Touring / Hosting Out-of-Season

E5.1 Despite Section III E2, each Team at a Member School:

E5.1.1 may travel on one (1) tour outside of the applicable season of play; and,

E5.1.2 may host one (1) out-of-province school Team for competition outside of the applicable season of play.

E5.2 A Member School touring or hosting under Section III E5.1 shall comply with all sanctioning requirements in Section III I.

Section III E6: Maximum Number of Playing Days

- E6.1 In this section, "playing day" means a calendar day on which a Member School Team or Student-Athlete participates in restricted or unrestricted competition, excluding playoffs, championships and fundraising or promotional games.
- E6.2 No Member School shall, within the season of play for a sport, exceed the maximum number of playing days for that sport, which are:

| | | | |
|---------------|----|-----------------|----|
| Aquatics | 15 | Mountain Biking | 26 |
| Badminton | 26 | Rugby | 26 |
| Basketball | 32 | Skiing | 15 |
| Cross Country | 15 | Soccer | 26 |
| Curling | 15 | Tennis | 24 |
| Field Hockey | 26 | Track & Field | 15 |
| Football | 15 | Volleyball | 26 |
| Golf | 15 | Wrestling | 26 |
| Gymnastics | 15 | | |

Section III E7: Penalties for Section III E

- E7.1 Where, as a result of a complaint or otherwise, the Executive Director determines that a Member School has violated any provision of Section III E:
- E7.1.1 he or she shall issue a written summary of the reasons for the determination;
 - E7.1.2 the Member School shall, in the case of competition played above the maximum number of playing days, forfeit all such competition; and,
 - E7.1.3 the Executive Director shall impose a fine against the Member School calculated as follows and payable within thirty (30) school days of a written demand being made by the Executive Director:
 - (a) \$200.00 if no violation of this Part by the school in the past five (5) years;
 - (b) \$400.00 if one (1) violation of this Part by the school in the past five (5) years;
 - (c) \$800.00 if more than one (1) violation of this Part by the school in the past five (5) years.
- E7.2 The Executive Director shall not make a determination under Section III E7.1 without first giving the Member School notice in writing of the allegation against it and a reasonable opportunity to be heard concerning the allegation.
- E7.3 A Member School shall submit promptly such information or documentation as may be required by the Executive Director for the purpose of making a determination under Section III E7.1.
- E7.4 There is no appeal from a determination under this section. A determination is final and binding and shall not be questioned or reviewed in any court or tribunal, and no order shall be made or process entered or proceeding taken in any court or tribunal whether by way of injunction, declaration, prohibition or otherwise to question, review, prohibit or restrain the proceedings.
- It is the intention of BCSS and its members that, to the extent permitted by law, all matters concerning its Competitive Rules and Regulations be private matters not subject to any form of adjudication by any court or tribunal.



WINTER SPORTS



SECTION III F - CHAMPIONSHIP STANDARDS

Section III F1: Definition of a BCSS Championship

A BCSS Championship is an interschool event, tournament or meet approved at a meeting of the Legislative Assembly, organized under the auspices of a BCSS - Sport Commission, and having the following characteristics:

- F1.1 only BCSS Member Schools may participate in qualification play leading to a BCSS Championship, and in championship play
- F1.2 the Championship is for school Teams participating at the “Senior” level of competition. Senior competition is defined as the highest level of school competition in British Columbia, and is open to Student-Athletes up to and including the fifth (5th) year of eligibility
- F1.3 only one (1) Team from a Member School may enter the final qualification event, tournament or meet that leads to a Championship
- F1.4 school Teams participating in the event, tournament or meet must have qualified for the Championship through a competitive qualification process as determined by the applicable Sport Commission
- F1.5 the Championship must be organized and conducted under the Championship Standards Policies and Procedures approved by the BCSS Membership, and the Rules and Regulations of the applicable Sport Commission
- F1.6 a Championship may only be approved for a sport that meets the classification criteria as a Level I, II, III or IV sport, as approved by the BCSS Membership. The responsibility for a Championship must be assigned to a BCSS Sport Commission.
- F1.7 each Championship shall be defined as being a “boys Team” Championship, a “girls Team” championship, a “co-ed Team” championship, or an “open Team” championship
 - F1.7.1 Co-ed Teams: the sport-specific rules for a co-ed Team championship may require that:
 - (a) a specific number of boys and girls form one (1) co-ed Team that competes against other school Teams with the same gender make-up (badminton, tennis), or
 - (b) a minimum to maximum number of boys and girls combine as one (1) Team, but compete against individuals of the same gender. Individual participant points are then added to determine the co-ed Team point total (diving, gymnastics, snowboarding, swimming, track and field).
 - F1.7.2 Open Teams: an open Team championship may have either boys or girls who compete against all other participants to determine Team point totals (golf, synchronized swimming)
 - F1.7.3 Team Size: each Sport Commission will define the minimum number of Student-Athletes that comprise a school Team
 - F1.7.4 All BCSS approved sports shall lead to one (1) of the defined types of championships:
 - Aquatics (Co-ed Swim, Synchronized Swim)
 - Badminton (Co-ed Team)
 - Basketball (Boys Team; Girls Team)
 - Cross Country (Boys Team; Girls Team)
 - Curling (Boys Team; Girls Team)
 - Field Hockey (Girls Team)
 - Football (Boys Team)
 - Golf (Open Team)
 - Gymnastics (Co-ed Team)
 - Mountain Biking (Co-ed Team)
 - Rugby (Boys Team)
 - Skiing - Alpine (Boys Team; Girls Team)
 - Snowboarding (Co-ed Team)
 - Soccer - (Boys Team; Girls Team)
 - Tennis (Co-ed Team)
 - Track & Field (Boys Team; Girls Team; Co-ed Team)
 - Volleyball (Boys Team; Girls Team)
 - Wrestling (Boys Team; Girls Team)

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Section III F2: Goals of the Provincial Championships

- F2.1 To promote and maintain sports which are appropriate to the school system by:
 - F2.1.1 concentrating on sports that are best represented at the school level, based on available Coaching, facility and technical resources, and
 - F2.1.2 protecting sports that are traditional to the school system
- F2.2 To provide the opportunity for all Member School Teams and individual Student-Athletes to qualify for Provincial Championship competition by:
 - F2.2.1 ensuring geographical representation from competing schools
 - F2.2.2 attempting to ensure equitable accessibility
 - F2.2.3 attempting to ensure pursuit of experiences for atypical Student-Athletes
 - F2.2.4 attempting to ensure gender equity in opportunities offered.
- F2.3 To provide appropriate levels of competition for all Member School Teams and individual Student-Athletes by having:
 - F2.3.1 schools of similar size competing together when warranted by scope of provincial program
 - F2.3.2 individual Student-Athletes of similar ability competing together when warranted by sport traditions.
- F2.4 To promote excellence in Provincial Championship competition, while maintaining:
 - F2.4.1 a qualification path requirement for all championships.

Section III F3: Levels of Responsibility / Terms of Reference

- F3.1 **SCHOOL / SCHOOL DISTRICT:**
The School and/or School District shall be:
 - F3.1.1 responsible for developing and communicating policies regarding Student-Athlete safety and supervision
 - F3.1.2 responsible for developing and communicating policies regarding travel.
- F3.2 **CHAMPIONSHIP ORGANIZING COMMITTEE:**
The Tournament Organizing Committee shall be:
 - F3.2.1 responsible for implementing policies and procedures with respect to the integrity and technical competency established by Commissions Competitive Rules & Regulations, Competitive Standards Committee and/ or the Membership.
N.B. The policies and procedures must be set out in the Event Management Guideline Manual.
- F3.3 **SPORT COMMISSION:**
The Sport Commission shall be:
 - F3.3.1 responsible for the technical aspects and policies of the Provincial Championship
 - F3.3.2 responsible for ensuring that the BCSS Competitive Rules & Regulations are followed
 - F3.3.3 responsible for ensuring that every school competing in a sport has the opportunity to qualify for the Provincial Championship in a fair and equitable manner
 - F3.3.4 responsible for making recommendations to the Competitive Standards Committee and / or Membership concerning Competitive Standards.
- F3.4 **COMPETITIVE STANDARDS COMMITTEE:**
The Competitive Standards Committee shall be:
 - F3.4.1 responsible for receiving recommendations from Sport Commissions, the Membership, Committees and other interested groups regarding Competitive Standards
 - F3.4.2 responsible for conducting research on Competitive Standards and related policies and procedures
 - F3.4.3 responsible for recommending Competitive Standard policies and procedures to the Membership

F3.4.4 responsible for production and regular updating of an Event Management Guidelines Manual

F3.4.5 responsible for determining BCSS organizational support for Provincial Championships.

F3.5 BCSS MEMBERSHIP:

The BCSS Legislative Assembly, at a General Meeting, shall be:

F3.5.1 responsible for determining Competitive Standards policies and procedures, based on recommendations from Sport Commissions, the Competitive Standards Committee and other interested parties.

Section III F4: Provincial Championship Classification

F4.1 OBJECTIVES:

The Objectives shall be:

F4.4.1 to establish a multi-level sport classification system that best reflects the number of BCSS Member Schools who are actively participating in various approved sports and the areas of the province in which the schools are located;

F4.4.2 to establish criteria and procedures for the approval of a Provincial Championships.

F4.2 ACTIVE PARTICIPATION:

Active Participation of a school Team shall be defined as:

F4.2.1 an eligible Student-Athlete or Student-Athletes, comprising a Team as per Section III F1.7.3, and attending the same Member School, and

F4.2.2 having a Coach or Coaches approved by the administration at this school, and

F4.2.3 a Team actively training, practising and competing as a unit against other schools throughout the designated season of play for that sport, and

F4.2.4 participating in a competitive process leading to and/or including qualification play for the Provincial Championship. Philosophically, the intent is that a school Team is school-based.

F4.3 SPORT LEVELS:

F4.3.1 Level IV Sport:

(a) must be approved as a BCSS sport by the Membership

(b) must have a minimum of two hundred (200) Member Schools actively participating in competition leading to Provincial Championship play. Should a sport fall below the minimum number of actively participating schools for three (3) consecutive years, it shall be reclassified as a Level III Sport (appeals may be made to the Competitive Standards Committee)

(c) must have schools actively participating in a minimum of six (6) of seven (7) BCSS Zones. Should a sport be represented in fewer than the minimum required number of Zones for three (3) consecutive years, it shall be reclassified as a Level III Sport (appeals may be made to the Competitive Standards Committee)

(d) may have up to four (4) tiers, determined by school enrolment and other designated criteria.

F4.3.2 Level III Sport:

(a) must be approved as a BCSS sport by the Membership

(b) must have a minimum of one hundred and fifty (150) Member Schools actively participating in competition leading to Provincial Championship play. Should a sport fall below the minimum number of actively participating Member Schools for three (3) consecutive years, it shall be reclassified as a Level II Sport (appeals may be made to the Competitive Standards Committee)

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- (c) must have schools actively participating in a minimum of six (6) of seven (7) BCSS Zones. Should a sport be represented in fewer than the minimum required number of Zones for three (3) consecutive years, it shall be reclassified as a Level II Sport (appeals may be made to the Competitive Standards Committee)
- (d) may have up to three (3) tiers, determined by school enrolment and other designated criteria.

F4.3.3 Level II Sport:

- (a) must be approved as a BCSS sport by the Membership
- (b) must have a minimum of one hundred (100) Member Schools actively participating in competition leading to Provincial Championship play. Should a sport fall below the minimum number of actively participating Member Schools for three (3) consecutive years, it shall be reclassified as a Level I Sport (appeals may be made to the Competitive Standards Committee)
- (c) must have schools actively participating in minimum of five (5) of seven (7) BCSS Zones. Should a sport be represented in fewer than the minimum required number of Zones for three (3) consecutive years, it shall be reclassified as a Level I Sport (appeals may be made to the Competitive Standards Committee)
- (d) may have up to two (2) tiers, determined by school enrolment and other designated criteria.

F4.3.4 Level I Sport:

- (a) must be approved as a BCSS sport by the Membership
- (b) must have a minimum of fifty (50) Member Schools actively participating in competition leading to Provincial Championship play. Should a sport fall below the minimum number of actively participating Member Schools for three (3) consecutive years, it shall be reclassified as an Approved Invitational Competition or Event (appeals may be made to the Competitive Standards Committee)
- (c) must have schools actively participating in a minimum of four (4) of seven (7) BCSS Zones. Should a sport be represented in fewer than the minimum required number of Zones for three (3) consecutive years, it shall be reclassified as an Approved Invitational Competition or Event (appeals may be made to the Competitive Standards Committee)
- (d) may have only one (1) tier of Provincial Championship competition.

F4.4 PROCESS FOR SANCTIONING A CHAMPIONSHIP:

F4.4.1 Extension of Approved Sport Program (adding a tier):

- (a) Notice of Intent to Make Application for a Championship:
 - (i) notice of intent to make application for BCSS approval for an additional tier Championship to be submitted to the Competitive Standards Committee at least one (1) year prior to the official application being presented to the membership
 - (ii) the application must include the following information:
 - names of participating BCSS Member Schools in that sport,
 - proposed criteria for determining tier allocation,
 - growth plans for the sport for next five (5) years,
 - contact people for further information
 - (iii) the application must be submitted by the Sport Commission responsible for that sport
 - (iv) the Sport Classification criteria for the particular sport level being requested must be followed.
- (b) Organization of Provincial Invitational Events:
 - (i) Sport Commissions must organize and conduct at least one (1) Provincial Invitational event, tournament or meet prior to final application being made for approval

- (ii) the Provincial Invitational event, tournament or meet must be conducted in accordance with current BCSS Competitive Rules and Regulations
 - (iii) the competition must be at the Senior level only
 - (iv) the Sport Commission will determine and advertise to all schools participating in that sport the qualification procedures to advance to the Provincial Invitational event, tournament or meet
 - (v) the Sport Commission will submit a summary report to the Competitive Standards Committee within forty-five (45) days of the conclusion of the Provincial Invitational, including a list of participating schools, results, financial statement and an overview of tournament organization.
- (c) **Final Application for Championship Status:**
- (i) Application for Approval of a New Championship must be submitted by the Sport Commission to the Competitive Standards Committee by January 16th of the year that the BCSS membership vote is to be taken
 - (ii) the Competitive Standards Committee will review the application and make a recommendation to the BCSS Board of Directors
 - (iii) the application must include the following information:
 - names of participating BCSS Member Schools in that sport,
 - proposed criteria for determining tier allocation,
 - a schematic showing the reconfiguration of the sport with the new tier system,
 - pertinent dates and deadlines to be used for tier determination,
 - growth plans for the sport for next five (5) years,
 - the qualification process to be used for Championships,
 - a resolution to go to the Legislative Assembly,
 - contact people for further information.
 - (iv) once approved, the invitational event becomes part of the official records of the sport.
- F4.4.2 **Extension of Approved Sport Program (Existing Commission) (adding a gender or new sport):**
- (a) **Notice of Intent to Make Application for a Championship:**
- (i) notice of intent to make application for BCSS approval for a new gender-specific or new sport Championship to be submitted to the Competitive Standards Committee at least one (1) year prior to the official application being presented to the membership
 - (ii) the application must include the following information:
 - names of participating BCSS Member Schools (a minimum of fifty (50) schools),
 - names of Coaches and sponsors,
 - length of time that each school has offered the program,
 - number of Student-Athletes involved at each school for last two (2) years,
 - growth plans for the sport for next five (5) years,
 - contact people for further information.
 - (iii) this notice of intent must be submitted by an existing Sport Commission
 - (iv) the Sport Classification criteria for the particular sport level being requested must be followed.
- (b) **Organization of Provincial Invitational Events:**
- (i) Sport Commissions must organize and conduct at least one (1) Provincial Invitational event, tournament or meet prior to final application being made for approval. The Competitive Standards Committee may determine that more than one (1) invitational event must be organized
-

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- (ii) the Provincial Invitational event, tournament or meet must be conducted in accordance with current BCSS Competitive Rules and Regulations
 - (iii) the competition must be at the Senior level only
 - (iv) the Sport Commission will determine and advertise to all schools participating in that sport the qualification procedures to advance to the Provincial Invitational event, tournament or meet
 - (v) the Sport Commission will submit a summary report to the Competitive Standards Committee within forty-five (45) days of the conclusion of the Provincial Invitational, including a list of participating schools, results, financial statement and an overview of tournament organization.
- (c) **Final Application for Championship Status:**
- (i) Application for Approval of a New Championship must be submitted by the Sport Commission to the Competitive Standards Committee by January 16 of the year that the BCSS membership vote is to be taken
 - (ii) the Competitive Standards Committee will review the application and make a recommendation to the BCSS Board of Directors
 - (iii) the application must include the following information:
 - names of participating BCSS Member Schools, (a minimum of fifty (50) schools),
 - proposed criteria for determining tier allocation,
 - a schematic showing the reconfiguration of the sport with the new tier system,
 - pertinent dates and deadlines to be used for tier determination,
 - growth plans for the sport for next five (5) years,
 - the qualification process to be used for Championships,
 - a resolution to go to the Legislative Assembly,
 - contact people for further information.
 - (iv) once approved, the invitational event becomes part of the official records of the sport.
- F4.4.3 **New Sport Programs (under a New Commission):**
- (a) **Notice of Intent to make application for BCSS approval**
- (i) notice for application for a new Championship (new sport) to be given to the Competitive Standards Committee at least two (2) years prior to the official application being presented to the membership
 - (ii) the application must include the following information:
 - names of participating BCSS Member Schools, (a minimum of fifty (50) schools),
 - names of Coaches and sponsors,
 - length of time that each school has offered the program,
 - number of Student-Athletes involved at each school for last two (2) years,
 - growth plans for the sport for next five (5) years,
 - plans for the development of a new Sport Commission,
 - contact people for further information.
 - (iii) the notice of intent must be submitted by a group of at least ten (10) school Coaches from BCSS Member Schools, actively Coaching in the sport. Seven (7) of these Coaches must be Teachers or Administrators working at BCSS Member Schools
 - (iv) the Sport Classification criteria for the particular sport level being requested must be followed
 - (v) after the application is submitted, a representatives from the new Sport Organizers may be invited to attend the Council of Sport Commissioners Meetings (two (2) per year) as an observer and at their own expense.

- (b) Organization of Provincial Invitational Events:
- (i) the individuals taking on responsibility for the new Sport (Sport Organizers) must organize and conduct at least two (2) Provincial Invitational events, tournaments or meets prior to the final application being made for approval. The Competitive Standards Committee may determine that more than two (2) invitational events must be organized
 - (ii) the Provincial Invitational events, tournaments or meets must be conducted in accordance with current BCSS Competitive Rules and Regulations
 - (iii) the competition must be at the Senior level only
 - (iv) the Sport Organizers will determine and advertise to all schools participating in that sport the qualification procedures to advance to the Provincial Invitational event, tournament or meet
 - (v) the Sport Organizers will submit a summary report to the Competitive Standards Committee within forty-five (45) days of the conclusion of the Provincial Invitational, including a list of participating schools, results, financial statement and an overview of tournament organization.
- (c) Final Application For Championship Status:
- (i) Application for Approval of a New Championship must be submitted by the Sport Organizers to the Competitive Standards Committee by January 16th of the year that the membership vote is to be taken
 - (ii) the Competitive Standards Committee will review the application and make a recommendation to the BCSS Board of Directors
 - (iii) The application must include:
 - the names of participating BCSS Member Schools (a minimum of fifty (50) schools),
 - names of Coaches and sponsors at each school,
 - length of time that each school has offered the program,
 - number of Student-Athletes involved at each school for last four (4) years,
 - growth plans for the sport for next five (5) years,
 - the qualification process to be used for Championships,
 - resolutions for the Legislative Assembly, including the addition of a new Sport Commission to Article XI (Committees of the Society) of the BCSS Bylaws,
 - contact people for further information.
 - (iv) representatives of the applying Sport Organizers will be asked to speak to the applicable resolutions at the Legislative Assembly
 - (v) once approved, the invitational events become part of the official records of that championship.

Section III F5:

Approved BCSS Invitational Competitions and Events

F5.1 OBJECTIVES:

The Objectives shall be:

- F5.1.1 to establish criteria and procedures for the approval of invitational competitions and events. (not a Provincial Championship category)

F5.2 INVITATIONAL COMPETITION OR EVENT CATEGORIES:F5.2.1 Invitational Competition:

a minimum of twenty-five (25) schools in a minimum of four (4) of seven (7) Zones engaged in a sport and desiring an official affiliation and status with BCSS. The event must be advertised as invitational only. Competition must be at Senior level of competition. All BCSS Competitive Rules and Regulations must be followed. Schools participating must have the approval of the appropriate Local and Regional Athletic Associations

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F5.2.2 Junior Designated Zone Competition:

a minimum of fifty (50) schools throughout the province participating at Junior level competition. Senior Level I, Level II, Level III, or Level IV Sport championships already exists. All BCSS Competitive Rules and Regulations must be followed. Schools participating must have the approval of the appropriate Local and Regional Athletic Associations. The Junior Designated Zone Competition should be the top level of competition available to Junior Teams from one (1) or more local Athletic Associations

F5.2.3 School-organized Invitational Events:

invitational events where the approval of BCSS is desired to give status to the event (ie: to draw an international field, provide credibility for sponsors etc.) All BCSS Competitive Rules and Regulations and applicable Sport Commission Rules and Regulations must be followed. Club entries must be clearly designated as such

F5.2.4 Modified Sports / Games:

invitational competition among Member Schools in a "modification" of a sport already approved as a Provincial Championship Sport. All BCSS Competitive Rules and Regulations and applicable Sport Commission Rules and Regulations must be followed.

Section III F6: Provincial Championship Calendar

F6.1 OBJECTIVES:

The Objectives shall be:

F6.1.1 to achieve optimal utilization of instructional time, costs and human resources.

F6.2 RESPONSIBILITY FOR CHAMPIONSHIP CALENDAR:

F6.2.1 Sport Commissions must maintain a calendar (minimum three (3) year period) which sets out:

- championship dates
- the number of school days involved
- where possible, the location at which the championship is to be held

The initial three (3) year calendar was submitted to the Competitive Standards Committee in June 1997.

F6.2.2 Proposed changes to established dates and locations must be submitted to the Competitive Standards Committee no later than June 15 of any given year, with recommendations going forward to the Board of Directors for approval.

F6.3 SPECIFIC DAYS OF THE WEEK FOR CHAMPIONSHIP PLAY:

F6.3.1 BCSS approved Championships must end on a Saturday;

- the Saturday may be the final day of competition, or
- the Saturday may be the only day of competition.

F6.3.2 Sports Commissions may request an exemption for the next school year from Section III F6.3.1 by:

- submitting the request, including appropriate rationale to the Competitive Standards Committee by January 16, of the current school year the Competitive Standards Committee will make a recommendation to the BCSS Board of Directors,
- if approved, the Board of Directors will forward a recommendation to the next Legislative Assembly,
- the membership may grant an exemption on a one (1) year basis, or as a
- blanket exemption.

F6.3.3 Blanket Exemptions:

- (a) the BC Secondary Schools Skiing Association is granted a blanket exemption from Section III F6.3.1 for the Alpine Skiing and Snowboarding Championships, provided that the championship event(s) either starts on a Monday or concludes on a Friday. This is to facilitate Team travel to or from the event on a weekend
- (b) the BC Secondary Schools Golf Association is granted a blanket exemption from Section III F6.3.1 for the Golf Championship, provided that the championship event either starts on a Monday or concludes on a Friday. This is to facilitate Team travel to or from the event on a weekend
- (c) the BC Secondary Schools Soccer Association is granted a blanket exemption from Section III F6.3.1 for the Girls AA and AAA Soccer Championships, provided that the championship events start on a Sunday and end on a Tuesday
- (d) the BC Secondary Schools Soccer Association is granted a blanket exemption from Section III F6.3.1 for the Boys AA and AAA Soccer Championships, provided that the championship starts on a Monday or ends on a Friday, in order to accommodate facility bookings and conflicts with community users.
- (e) the BC Secondary Schools Girls Field Hockey Association is granted a blanket exemption from Section III F6.3.1 for the AA and AAA Field Hockey Championships, provided that the events either start on a Monday or end on a Friday. This is to facilitate Team travel to or from the events on a weekend.
- (f) the BC Secondary Schools Rugby Union is granted a blanket exemption from Section III F6.3.1 for the Boys AA and AAA Rugby Championships, provided the championship starts on a Wednesday and ends on a Sunday to accommodate a day of rest due to safety concerns.

F6.4 PROVINCIAL CHAMPIONSHIPS AND PROVINCIAL EXAM CALENDARS:

- F6.4.1 BCSS-approved championships shall not be held during the week of, or on a weekend immediately following any Ministry of Education Provincial Exams. This policy was implemented in school year 1998-99.

Section III F7: Provincial Championship Qualification Process**F7.1 OBJECTIVES:**The Objectives shall be:

- F7.1.1 to establish an opportunity for all Member Schools to qualify for Provincial Championships
- F7.1.2 to establish a hierarchy of championship levels which reflect the enrolment of participating Member Schools, as well as other designated criteria.

F7.2 RESPONSIBILITY FOR ALLOCATION OF BERTHS AND QUALIFICATION PROCESS:**F7.2.1 BCSS Designated Zones:**

the seven (7) BCSS Designated Zones are defined in Article XII of the Bylaws (Designated Zones of the Society) as follows:

- Zone A: the two (2) Kootenay Secondary Schools Athletic Associations
- Zone B: the four (4) Okanagan Valley Schools Athletic Associations
- Zone C: the North Central District Secondary Schools Athletic Association
- Zone D: the Northwest Zone Secondary Schools Athletic Association
- Zone E: the two (2) recognized Vancouver Island Athletic Associations
- Zone F: the five (5) Lower Mainland Athletic Associations
- Zone G: the seven (7) Fraser Valley Secondary Schools Athletic Associations

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F7.2.2 Commission Qualification Levels:

Sport Commissions may establish regions for qualification within the BCSS Designated Zones.

F7.2.3 Allocation of Berths:

within the parameters of established BCSS policies and procedures, sport-specific policies and procedures for the allocation of berths are within the jurisdiction of each individual Sport Commission. (Note: all Sport Commissions must ensure geographic representation at all approved Provincial Championships)

- (a) the Burnaby/New Westminster Secondary School Athletic Association schools may qualify through the (Zone G) Fraser Valley Zone Play-offs for the sport of Wrestling, as long as each school meets the wrestling affiliation requirements of the Fraser Valley Secondary Schools Athletic Association
- (b) the Richmond Secondary Schools Athletic Association may join with the Delta Secondary Schools Athletic Association and the Surrey Secondary Schools Athletic Association to form a region for qualification for the boys Curling championships and the girls Curling championships.

F7.2.4 Qualification Process:

within the parameters of established BCSS policies and procedures, sport-specific policies and procedures as to how individuals and/or Teams qualify for approved Provincial Championships are within the jurisdiction of each individual Sport Commission.

F7.2.5 Ranking / Tournament Format:

within the parameters of established BCSS policies and procedures, sport-specific policies and procedures for the ranking of individuals and/or Teams, as well as the tournament format are within the jurisdiction of each individual Sport Commission.

Section III F8: Championship Entry and / or Participation Fees

F8.1 OBJECTIVES:

The Objectives shall be:

- F8.1.1 to keep the direct participation costs at BCSS Championships as low as possible
- F8.1.2 to provide a financial framework for the Sport Commissions and the tournament organizing Committees.

F8.2 ENTRY FEES:

- F8.2.1 the entry fee charged to Teams and/or Student-Athletes competing in a BCSS Provincial Championship should cover or contribute to the expenses of:
 - (a) facility rental and equipment,
 - (b) event officials / judges,
 - (c) medical coverage at the tournament,
 - (d) other expenses directly related to the costs of staging the competitive aspects of the tournament.
- F8.2.2 competing schools must be provided with a tournament budget on request. Sport Commissions are strongly encouraged to have a maximum entry fee level in their Rules and Regulations.

F8.3 SOCIAL EVENTS FOR ATHLETES:

social events such as a banquet or hospitality function may be offered for the tournament participants. The charge to athletes and Coaches or competing schools for social events cannot be mandatory unless the applicable Sport Commission has included the social event and maximum cost per person as a required part of the championship in the published Commission Rules & Regulations. The inclusion in the Rules and Regulations of a mandatory social event must be approved through a mail vote of schools participating in the appropriate tier, and should be reviewed at least every four (4) years.

F8.4 OTHER RELATED CHARGES:

tournament items such as t-shirts, souvenir programs, tournament premiums and non-mandatory social activities can enhance a championship. However, tournament organizers cannot make the purchase of these value-added elements mandatory for participants. Tournament organizers should assist their own planning through pre-ordering opportunities for the competing schools.

F8.5 COMMUNICATION OF ENTRY FEES AND OTHER TOURNAMENT COSTS:

F8.5.1 mandatory charges: maximum entry fees and any mandatory social event charges (See Section III F8.3) should be published in the BCSS handbook, on the BCSS web site and in the Sport Commission Rules and Regulations before the school year begins

F8.5.2 other tournament charges: tournament organizers should communicate all non-mandatory tournament charges to all possible competing Teams at least six (6) weeks before the tournament starts.

Section III F9: Provincial Championship Event Management Guidelines

F9.1 OBJECTIVES:The Objectives shall be:

F9.1.1 to ensure that BCSS approved championships meet minimum acceptable standards with respect to:

- | | |
|--------------------------|-----------------------------------|
| -awards | -officials |
| -appeal procedures | -on-site concessions and sales |
| -conduct and discipline | -on-site supervision and security |
| -contracts | -promotion |
| -dress code | -protocol |
| -finance | -risk management |
| -hosting guidelines | -rules of competition |
| -location and facilities | -souvenir programs |
| -media relations | -sponsorship |

Section III F10: Disciplinary Committee

F10.1 During Provincial Championships, Sport Commissions shall form a Disciplinary Committee to deal with any gross violations of behaviour or conduct by a Student-Athlete or Coach considered to be unacceptable by the Committee.

F10.1.1 Student-Athletes: while discipline might include banning a Student-Athlete from further participation in a tournament, the Coach of the Student-Athlete must still assume responsibility for the supervision of the Student-Athlete and deal with further disciplinary action in accordance with school or district regulations.

F10.1.2 Coaches: any discipline of Coaches must follow the procedure outlined in Section B2 of these policies.

Section III F11: Commercial Logos

F11.1 Two (2) credit card size commercial logos which have been approved by the Sport Commissions will be allowed on any Team uniform (for play-off and Provincial Championship play). A school uniform consists of shirts and shorts or strip appropriate to the sport. The strip should normally have recognized school colours with or without a school logo or cresting.

Section III G

SECTION III G: GRADE 8, GRADE 9 AND JUNIOR PROVINCIAL CHAMPIONSHIPS

BCSS will introduce a pilot project by running no more than four (4) Junior Provincial Championships. Two (2) at the Team level and two (2) at the individual sport level for the year 2013-2014. After the pilot the Executive Director will report back to the membership with recommendations.

SECTION III H: NATIONAL CHAMPIONSHIPS

BCSS, in conjunction with all other Provincial Associations is opposed to national interscholastic championships. Therefore, BCSS will not sanction competition at this level.

SPRING SPORTS



SECTION III I: SANCTIONING FOR OUT-OF-PROVINCE TEAMS

Many BC schools host competitions with schools from outside of the province. To ensure that competition is conducted or approved by secondary school authorities and that competition is equitable and fair, sanctioning policies have been developed by all Provincial School Sport Associations in Canada and State Associations in the U.S.A. Sanctioning assures that competition is being conducted in the best interests of the schools concerned. The competition must be conducted by an educational institution or subject to the controls of school authorities. For sanctioning purposes, each BC school will guarantee that each Student-Athlete meets the eligibility requirements of BCSS.

The following procedure must be used for sanctioning of competition involving schools from outside the province. (Schools outside BC inviting Teams from BC are required to follow the same procedures). Before leaving to attend an out of province competition, BC schools should check with the BCSS office to ensure sanctioning has been completed.

Section III I1: Canadian Schools

- 11.1 Any Member School hosting a Team from another province must submit an Application for Sanction of an Interprovincial Athletic Competition to the BCSS executive director no later than thirty (30) days prior to the event.
- 11.2 Upon receipt of an application in Section III I1.1, the Executive Director will:
 - 11.2.1 ensure that the competition is being conducted in the best interests of the schools concerned.
 - 11.2.2 complete and forward endorsement forms to the executive director of the provincial association from which schools have been invited to participate
 - 11.2.3 upon return receipt of the endorsement in Section III I1.2.2, the BCSS staff will notify the host Member School of the decision (approval or denial)
- 11.3 Member schools not completing the required application form in accordance with Section III I1.1 will be fined \$200.00 per instance.
- 11.4 BCSS and the Alberta Schools Athletic Association have endorsed a blanket sanctioning policy for member-schools situated near the Alberta – BC border:
 - 11.4.1 Northwest Alberta – Northeast BC:
 - 11.4.1.1 Northwest Alberta schools:
 - (a) Beaverlodge
 - (b) Fairview
 - (c) Grande Cache
 - (d) Grande Prairie
 - (e) Hines Creek
 - (f) Hinton
 - (g) Jasper
 - (h) Sexsmith
 - (i) Silver Valley
 - (j) Spirit Creek
 - (k) Worsley
 - 11.4.1.2 Northeast BC schools:
 - (a) Bert Bowes
 - (b) Central Middle
 - (c) Chetwynd
 - (d) Dr. Kearney
 - (e) McBride
 - (f) North Peace
 - (g) South Peace
 - (h) Tumbler Ridge
 - (i) Upper Pine
 - (j) Valemount

Section III I

11.4.2 Southwest Alberta – East Kootenay BC

11.4.2.1 Southwest Alberta schools:

- (a) Banff
- (b) Canmore
- (c) Crownsnest
- (d) Lundbreck
- (e) Pincher Creek

11.4.2.2 East Kootenay BC schools:

- (a) David Thompson Secondary
- (b) Elkford Secondary
- (c) Fernie Secondary
- (d) Fernie Academy
- (e) Golden Secondary
- (f) Jaffray Elementary Junior Secondary
- (g) Kootenay Christian
- (h) Laurie Middle
- (i) Mount Baker Secondary
- (j) Parkland Middle
- (k) Prince Charles Secondary
- (l) Selkirk Secondary
- (m) Sparwood Secondary

Section III I2: United States Schools

12.1 Any Member School hosting a tournament, meet, or event involving four (4) or more schools where one (1) or more schools are from the United States, must submit an Application for Sanction of an Athletic Competition Involving US School(s) to the BCSS Executive Director no later than ninety (90) days prior to the event.

12.2 Upon receipt of an application in Section III I2.1, the Executive Director will:

12.2.1 ensure that the competition is being conducted in the best interests of the schools concerned.

12.2.2 complete and forward endorsement forms to the executive director of the state association from which schools have been invited to participate

(a) tournaments, meets or events involving schools from three (3) or more states must also receive sanction from the National Federation of State High School Associations. This process requires:

- (i) a \$75 processing fee sent ninety (90) days before the tournament, meet or event
- (ii) a financial report sent within ninety (90) days after the tournament, meet or event

12.2.3 Member schools not completing the required application form in accordance with Section III I2.1 will be fined \$200 per instance.

Section III I3: International Contests and Cultural Exchanges

13.1 Any Member School hosting or travelling to another country other than the United States must submit an Application for Sanction of International Athletic Competition to the Executive Director no later than sixty (60) days prior to the event.

13.2 Upon receipt of an application in Section III I3.1, the Executive Director will:

13.2.1 ensure that the competition is being conducted in the best interests of the schools concerned.

13.2.2 notify the Member School of the decision (approval or denial).

13.3 Member schools not completing the required application form in accordance with Section III I3.1 will be fined \$200.00 per instance.

EXNET REGISTRATION INFORMATION

BC SCHOOL
SPORTS

[ExNet Main Menu](#)
[ExNet Help Page](#)

BC SCHOOL SPORTS
 ExNet Version 2.0



MAIN MENU SECTION OPTIONS

- Membership Application ~ Enrolment Form
- Sport Declaration Form
- Player Registration Form
- Student Look/Transfer
- Insert New Student
- School Enrollment Report
- Member Schools 2013-2014
- Athletic Directors Checklist (1 page PDF File)
- Tournament

When you see this "information" sign displayed - BCSS is drawing your attention to information that you should be aware of:

USERNAME

PASSWORD

1. Logging onto ExNet:

- (a) Go to www.bcschoolsports.ca
- (b) Select "Exnet Registration"
- (c) Input your user ID and password
(User ID and passwords must be obtained from the Administrator, Athletic Director or the BCSS office)

2. Editing or Updating School Information:

(The AD, Administrator, and school information must be updated by the AD at the beginning of each school year. This information is used to send out mail. If we have the wrong name, the AD and Administrator will not get their mail)

* With the online system BCSS communicates with the Athletic Directors by email. AD's & Administrators' email addresses are mandatory fields on the online registration system. Please don't type "&","/","?" or "N/A" in these fields.

- (a) Select "Edit School Information"
- (b) Make necessary change
- (c) Select current month and year from the drop down menu in the "Update Verified by User" section
- (d) Select "Save School Information"
(Changes will not take effect, if you do not save the information)

3. Enrollment Numbers:

Tier classification is based on the previous year's 1701 enrollment number as declared by each Member School to the Ministry of Education.

3.1 MEMBERSHIP FEES: DEADLINE: OCTOBER 4

Membership Fees are based on the previous year enrollment numbers. An invoice will be in the Athletic Director's membership package. Fees are due the first week of October of each school year.

ExNet Registration

4. Sport Declaration Form: Deadline: October 4

In September each year, schools are required to declare the Teams and levels of competition in which they hope to be involved in.

- (a) On the Main Menu - Select "Sport Declaration Form"
- (b) Check off all the sports your school intends to be involved in for that year
- (c) Enter the Coach's information (Team contact, phone number & email is mandatory)
- (d) Select - "Save your Sport Declaration Form Now"
- (e) You may only declare 1 tier for each sport (declaring AA and AAA for the same sport is not allowed)

* To declare a sport after the deadline – contact the BCSS office.

- The declaration must be completed for all 3 seasons by October 4. The system is designed to deny access after this deadline date has passed.
- If you do not declare your sports first, you will not be able to move onto the register forms
- The declaration forms are used by BCSS to send out information from the commissioners and Zone reps on that sport prior to that season
- To declare a sport after the deadline – contact the BCSS office

5. Player Registration Form: Deadline: October 4

- (a) (On the Main Menu - Select "Player Registration Form" (A list of declared sports will appear. If not, go back to the Sport Declaration Screen))
- (b) Select "Create Player Registration Forms" on the desired sport
- (c) Complete Coach information (the Coach's email is mandatory)
- (d) Select - "Save Coach Information Now"

5.1 COACH INFORMATION:

(The Coach's information needs to be entered only once for each sport)

- (a) Complete Coach Information (email is mandatory)
- (b) Select "Save your Coach Information Now"

The following fields are mandatory:

- | | | |
|--------------|--------------|-----------------|
| - Coach Name | - Coach Type | - Email Address |
|--------------|--------------|-----------------|

5.2 EDITING COACH INFORMATION:

- (a) Select "Edit Team Information"
- (b) Select "Save your Coach Information Now"

5.3 SELECTING STUDENT-ATHLETES FOR THE TEAM:

- (a) On the Main Menu - Select "Player Registration Form"
- (b) Select "View Player Registration Forms" for the desired sport
- (c) Select "Add/Remove Eligible Student to this Roster" (a list of eligible Student-Athletes that have been entered, should appear)
- (d) Select Student-Athletes from the list by $\sqrt{\quad}$ the "Active" box (left of the screen)
- (e) Select – "Save Roster Selection"
- (f) Only the Student Athletes who have been selected for the Team will be visible
- (g) Select "Printer Version of Roster" to print this information
If the Student-Athletes' names are not visible on the printout then the registration process was unsuccessful. Please review these steps and try again.

5.4 ADDING A STUDENT-ATHLETE'S NAME TO YOUR SCHOOL LIST:

- (a) On the Main Menu - Select "Insert New Student" and enter the Student-Athlete's information OR Select "Player Registration Form" and proceed from (b) to (f) below.
- (b) Select "View Player Registration Form" for the desired sport
- (c) Select "Add/Remove Eligible Students to this Roster"
- (d) Select "Add one eligible student to your school"

- (e) Input student information
- (f) Select "Save Student Information"
 - **DO NOT** add Student-Athletes to your Student-Athlete list that do not attend your school.
 - If the final deadline date has passed you will need to contact the BCSS office.

5.5 ADDING "FEEDER SCHOOL" STUDENT-ATHLETE'S NAME TO YOUR SCHOOL LIST:

- (a) These Student-Athletes' names **must be** registered on their own school's list.
- (b) Contact BCSS to have a "School Relationship Link" connected to your school's list, once the link is established, these Student-Athletes' names will appear on your list.

5.6 DELETING A STUDENT-ATHLETE'S NAME FROM YOUR SCHOOL LIST:

- Student-Athlete names cannot be deleted from the system by the AD or BCSS. The computer programmers are the only ones that can delete a Student-Athlete's name from the system.
- Send a fax or email to the BCSS office with the Student-Athlete's name, grade and date of birth, and BCSS will send a request to the programmers to have the name removed.

5.7 EDITING A STUDENT-ATHLETE'S INFORMATION:

- (a) On the Main Menu - Select "Player Registration Form"
- (b) Select - "View Player Registration Form" for the desired sport
- (c) Find Student-Athlete's name on the player registration form
- (d) Select "Edit" (to the right of the Student-Athlete's name)
- (e) Make changes to the Student-Athlete's information
- (f) Select "Save Student Information"

5.8 MOVING STUDENT-ATHLETE TO A HIGHER AGE-GROUP TEAM:

- (a) Complete "Moving Player to a Higher Age-Group Team" form
- (b) Complete and send to BCSS
- (c) BCSS will move the Student-Athletes once the form is received

6. Student-Athlete Transfer:

A transfer occurs whenever a Student-Athlete who is registered at any school (within or outside of BC) transfers and is registered at a different school.

- All transfers are done online, however, you need to have the following details in front of you before the transfer is started:
 - Reason for Transfer – Please select one of the reasons listed in Section III D9.8.1 – D9.8.13.
 - Details – Each transfer reason has a set of questions pertaining to that particular transfer reason. For further information please refer to our website or the Online Transfer Guide on the following page.
- (a) On the Main Menu - Select "Insert New Student"
- (b) Enter student's details
- (c) Question 7 "Previous School" – Select previous school name from the drop down list or select NON-BCSS Member for out of province/country schools
Select "Add ONE eligible student to your school"
- (e) Select "Save Student Information"
- (f) You will now be required to select the "Transfer Reason"
- (g) Save your selection
- (h) Each transfer reason will display a set of questions, complete all the questions
- (i) Save the questions section – the transfer is now done!

ExNet Registration

7. Searching for a Student-Athlete's Name:

If you would like to know if a Student-Athlete is already in your system, you can do so as follows:

- (a) On the Main Menu - Select "Student Transfer/Lookup"
- (b) Enter the Student-Athlete's Last Name or the first few letters of the Last Name followed by a % sign
- (c) Select "View Students"
- (d) A list of Student-Athletes will appear – if the Student-Athlete's name does not appear in the list, then they are not in the system for your school.

8. Printing a copy of the Player Registration Form:

- A copy of the Player Registration Form for each registered Team must be printed and given to the Coach to ensure all Student-Athlete names appear and are correctly registered.
- When printing please do not use the "print screen" function on your keyboard as this will not give you an accurate copy of the player registration form.
- Instructions to print the Player Registration Form:
 - (a) On the Main Menu - Select "Player Registration Form"
 - (b) Select "View Player Registration Forms" for the desired sport
 - (c) Select "Print version of Roster" (bottom left of screen)
 - (d) Select "File" and "Print"

9. Questions Required for Student-Athlete Transfers:

- Each transfer reason has a set of questions pertaining to that particular transfer reason that needs to be completed online. (See Appendix 1 below)

10. 'Do's and 'Don't's:

DO:

- The school information must be updated in June or September for mailing purposes
- Declare all your known sports for the year for each season by the deadline date. After this date online registration access will be denied. (\$100 fine for late declaration)
- When declaring a gender and/or sport-specific tier cross reference it with your school population number (See Section III C7)
- Pay membership fees by the deadline date

DON'T:

- Do not declare more than one tier at a Senior level for the same sport
- Do not enter a student's name more than once in your system
- Do not register a student on your Team if they are not registered at your school

ELIGIBLE REASONS FOR TRANSFERS AND DOCUMENTS REQUIRED:

Notes:

For middle school and Junior Secondary students who will feed into a more Senior school that school will be deemed their home school as the student advances into the more Senior grades.

At the time of online registration of a transferred Student-Athlete as an eligible Student-Athlete in the school, there must be a confirmation as to why the Student-Athlete is eligible. This is done through the online registration system. Please read the conditions below carefully to determine if additional confirmation is required.

1. Transfers:

Subject to Section III D11, a Student-Athlete who transfers from his/her "home school" after the first day of his/her first (1st) year of eligibility (Grade 8) is ineligible for a period of twelve (12) months from the date of transfer to participate in restricted and unrestricted competition in any school sport(s) in which he/she was registered for a Member School in the twelve (12) months prior to the date of transfer unless one (1) of the conditions in Section III D9.8.1 - Section III D9.8.13 is met.

In addition to completion of the transfer form as part of the online registration process, a Compliance and Authorization Form must be submitted and be signed by the Administrators and Athletic Directors of both the leaving and receiving schools, and by the Student-Athlete's parent or legal guardian.

-Transfer Date:

-Previous School Athletic Director Name:

-Previous School Administrator Name:

-Parent/Legal Guardian Name:

2. Student-Athlete Advancing to a More Senior School:

- Transfer Date:

- Previous School Athletic Director Name:

- Previous School Administrator Name:

3. New School Constructed, School District Reorganized or School is Closed:

School Districts and /or schools must apply for approval from the BCSS Eligibility Officer prior to any Student-Athlete being eligible. A complete list of those Student-Athletes impacted must be provided to BCSS with the following information for each Student-Athlete:

- Transfer Date:

- (a) name
- (b) date of birth
- (c) current grade being eligible for restricted competition
- (d) Grade 8 entry date
- (e) previous school
- (f) new school
- (g) will they be attending their catchment school? Yes or No
- (h) if 'No' to 'g', then reasons for choosing the school to be identified.

Online Transfer Guide

4. Change Of Principal Residence:

or

5. Parent to Parent Move:

- Transfer Date:
 - Parent/Legal Guardian Name:
 - Date of Move (Month-Year)
 - Name of Parent with whom student WAS Residing: (if applicable)
 - Student's Previous Address
 - Student's New Principal Address
 - For Legal Guardian – date guardianship was established
 - Moving into Which School's Catchment Area
- * A statutory declaration must be completed and signed by the parent or legal guardian and submitted to the home school for confirmation prior to being forwarded to the BCSS office.

6. District Academic Program:

or

7. Alternate Program / Schools:

- Transfer Date:
- District Academic Program
- District Academic Program School
- Expected Date of Completion
- Alternate School/Program
- Administrator: -Confirm that the alternate program/school shares the Administration with the Home School

8. Student-Athlete Transferring from an Alternate School or Distributed Learning School:

- Transfer Date:
- Resides in Catchment Area of Which School
- Name of Alternate or Distributed Learning School

9. Short Term Transfer and Return to Home School:

- Transfer Date:
- Short Term School
- Date of Entry
- Date of Exit
- Did the student participate in any BCSS-approved restricted or unrestricted competition

10. Incoming Exchange Student-Athlete:

- Transfer Date:
- Date of Entry to School
- Date of Program Completion
- Student's BCSS-approved exchange program (choose from selection)

School-to-School Exchange Programs:

11. Incoming International Student-Athletes to a Public School District:
or

12. Incoming International Student-Athletes to an Non-Public School:

- An incoming international student transfer forms must be completed:
- Transfer Date:
- Date student registered at this school: (Month/Year)
- Country from which student is transferring:
- Address of homestay family hosting student:
- How long has homestay family been at the present address:
- Is the School District (or SD Personnel) OR the Board or school legally registered as the student’s custodian (guardian) for the duration of the international student’s stay at the school:
ALSO REQUIRED: (as per Part V) above, a letter of confirmation from the Superintendent or District designate for public schools or letter of confirmation from Administrator for Non-Public Schools should be submitted.
- Athletic Director Name
- Administrator Name

13. Ward of the Province:

- Transfer Date:

14. Student-Athlete Transfers During the Month of September as a result of the School District Transfer process:

- Transfer Date:

Notes:

Standard School Calendar

| | |
|--|--------------------------|
| DESIGNATION | 2013 - 2014 |
| Days in Session | 194 |
| Minimum Number of School Days | 187 |
| Maximum Number of Non-Instructional Days | 6 |
| Schools Open | September 4 |
| Thanksgiving Day | October 8 |
| Remembrance Day | November 12 |
| Schools Close for Winter Vacation | December 21 |
| Winter Vacation Period | December 24 to January 4 |
| Schools Re-Open After Winter Vacation | January 7 |
| Schools Close for Spring Vacation | March 15 |
| Spring Vacation Period | March 18-22 |
| Schools Re-Open After Spring Vacation | March 25 |
| Good Friday | March 29 |
| Easter Monday | April 1 |
| Victoria Day | May 20 |
| Administrative Day | June 28 |
| Schools Close | June 28 |