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Sports & School Teams

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BC School Sports HANDBOOK

OPERATING POLICIES AND PROCEDURES
AND
COMPETITIVE RULES AND REGULATIONS

2016 - 2017



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Greetings

The Hon. Mike Bernier Minister of Education



As a father of five, I have seen the positive impact sports and teamwork have on children. Lifelong friendships are born in sports and the lessons learned from teammates and coaches are invaluable for life. Each year, young athletes pour in their time and energy to challenge themselves as well as their teammates on sports fields, in courts, as well as gymnasiums across B.C. Thank you to the coaches, parents and volunteers for supporting our students along the way.

While recognizing that each school and its community have unique needs, sports promote sportsmanship and good citizenship across B.C. BC School Sports encourages students to participate in extracurricular activities and helps schools organize various games for our students. These tournaments bring together some of the best and brightest students in the province. At the highest level, the provincial championships give future athletes the opportunity to meet and compete with some of the best in their age group and learn from each other. It is a rewarding experience, not only for those aspiring to become professional athletes, but for all participants as they honour the spirit of sportsmanship. B.C.'s schools are home to athletes that will play sports at the highest levels in universities, the Olympics/ Paralympics, and various professional leagues.

An active, healthy lifestyle is fundamental to success in classrooms, into post-secondary schools and then the workforce. The student-athletes in the provincial championship games exemplify the amazing potential of what our students can accomplish through hard work and commitment. As I look around B.C., I am always impressed by the accomplishments of athletes we have here. Best of luck to students and coaches participating in the games.

The Hon. Peter Fassbender

Minister of Community, Sport and Cultural
Development



On behalf of Premier Christy Clark and the Government of British Columbia, I wish all students, coaches and volunteers another year of success in student athletics in 2016/17.

B.C. schools offer a broad range of sports programming, both in school and in the community. These opportunities provide students with a way to get involved, be active and develop friendships that can last a lifetime. Sport also plays an important role in teaching valuable lessons in commitment, determination, focus and teamwork. These are life lessons that can foster a sense of togetherness and perseverance in the face of adversity.

BC School Sports is also a starting point for those students who wish to compete at higher levels. It is where they begin their development with countless coaches and volunteers guiding their way. School sports are also a springboard to those moving on to national and international levels of competition. Many of Canada's Olympians and Paralympians first recognized their own potential while representing their schools at events within their regions.

I congratulate everyone who participates in school sports. And I thank those who support our students: teachers, coaches, volunteers and administrators. Your contributions are invaluable.

Best of luck to all student-athletes. Have a wonderful year!

Greetings

Mike Allina

President, BC School Sports



Welcome athletes, coaches, officials, volunteers and parents. Your dedication and commitment to school sports is an integral element of a quality educational program. School sports play a significant role in establishing positive school cultures and healthy learning environments. Your involvement in school sports is extremely valuable to our students, schools and communities.

The 2015-2016 year was full of accomplishments and successes that highlighted your hard work and dedication to sports. I look forward to continuing to build on the strong traditions that have been established at BC School Sports.

As I enter my first year as president, I am looking forward to building relationships with our stakeholder groups who advocate for our athletes, volunteers and coaches to continue the work of my predecessors.

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 thank the volunteers and coaches for challenging and inspiring our student-athletes. Your commitment to fair play and the true spirit of school sports makes us an outstanding organization. I would also like to acknowledge and thank the BCSS Board of Directors, committee members and office staff for their dedication, commitment and positive energy. In addition, I would like to welcome our new Executive Director Jordan Abney to the BCSS team and I wish him all the best in his new position at BCSS.

On behalf of BC School Sports' Board of Directors, I wish all of you continued success in the 2016 - 2017 school year.

Office Staff BC School Sports



Welcome to the 2016-2017 school year. The BC School Sports (BCSS) staff looks forward to another wonderful year in support of our member schools providing exceptional educational and athletic experiences for over 86,000 student-athletes. As we continue to provide these opportunities, we also wish to recognize and thank the over 20,000 volunteers that contribute to school sports.

As role models, you: the teacher coaches, community coaches, event organizers, commission organizers, athletic associations, family and fans, play a critical role in shaping our leaders of tomorrow as you demonstrate sportsmanship, fair play and the positive impact of sports in schools. The success of our school sports system relies on our collective strength and dedication as we work together to improve sports for all. Thank you so much to all of our members and volunteers!

We also appreciate the support and commitment of the volunteers that make up the BCSS Board of Directors and committee members; their selfless contributions are countless and they are an invaluable asset to our organization. Every year, we marvel at their amazing performances at our 59 provincial championships. We look forward to greater things this year around the province.

Good luck and have fun as you participate and compete in your 2016-2017 school sports

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BC School Sports Mission, Vision & Values

Mission

The mission statement of BC School Sports reflects the membership's drive for service excellence and a commitment to being a student-centered, school driven organization.

Promoting student participation in extra-curricular activities.

Assisting schools in the development and delivery of their programs.

Providing governance for interschool competition.



Values

Support the equity of opportunity for students and coaches to participate in athletics.

Promote quality interschool sports programs as a means of ensuring fair play and ethics.

Encourage participation in physical activity and interschool athletics to foster lifelong physical and emotional well-being.

Vision

Students in British Columbian schools will benefit from participation in physical activity and sport.

Updated as of May 2011

BCSS Contacts & Partners



BCSS Staff Inquiries

EXECUTIVE DIRECTOR

- Stakeholder relationships
- Media inquiries
- Code of conduct complaints
- Eligibility appeal questions
- Sponsorship inquiries

FINANCIAL OFFICER

- Accounts payables and receivables
- Insurance questions and requests
- Sport commission bookkeeping services

MANAGER OF SPORT

- Sport commission, zone and provincial championship questions
- Sanctioning
- Coaching development and athletic director workshops
- Marketing and social media

MEMBERSHIP SERVICES COORDINATOR

- Website updates
- Registration system
- Scholarships and awards
- Rules and regulation questions
- Student-athlete and team eligibility

ELIGIBILITY OFFICER

- Determination of student-athlete eligibility

BCSS Staff

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

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Financial Officer - Merrilla Thorp Direct Line: (604) 477-1486

Manager of Sport - Shannon Key Direct Line: (604) 477-1485

Eligibility Officer - Andy Gilbert

Thank you to Greg Sakaki and everyone who has contributed photos for this Handbook.

If you would like to see your photos in future Handbooks, please email info@bcschoolsports.ca.



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



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2016-2017 Provincial Championships

FALL (SEPTEMBER 6 - DECEMBER 3)

Nov. 2 - 4	Field Hockey - Girls AA	Surrey
Nov. 2 - 5	Soccer - Boys A	TBD
Nov. 5	Cross Country	Kelowna
Nov. 9 - 11	Field Hockey - Girls AAA	Surrey
Nov. 18 - 19	Aquatics	Kamloops
Nov. 20 - 23	Soccer - Boys AA	Burnaby
Nov. 23 - 26	Soccer - Boys AAA	Burnaby
Nov. 24 - 26	Volleyball - Boys A	Smithers
Nov. 30 - Dec. 3	Volleyball - Boys AA	Langley
Nov. 30 - Dec. 3	Volleyball - Boys AAA	Langley
Dec. 1 - 3	Volleyball - Girls A	Kelowna
Dec. 1 - 3	Volleyball - Girls AA	Vanderhoof
Dec. 1 - 3	Volleyball - Girls AAA	Kelowna
Dec. 1 - 3	Volleyball - Girls AAAAA	North Vancouver
Dec. 3	Football - Boys AA	Vancouver
Dec. 3	Football - Boys AAA	Vancouver

WINTER (NOVEMBER 28 - MARCH 11)

Feb. 23 - 25	Gymnastics	Prince George
Mar. 1 - 3	Skiing/Snowboarding	Whistler
Mar. 1 - 3	Basketball - Girls AA	Langley
Mar. 1 - 3	Basketball - Girls AAA	Langley
Mar. 2 - 4	Curling	Smithers
Mar. 2 - 4	Wrestling	Salmon Arm
Mar. 8 - 11	Basketball - Girls A	Duncan
Mar. 8 - 11	Basketball - Boys A	Langley
Mar. 8 - 11	Basketball - Boys AA	Langley
Mar. 8 - 11	Basketball - Boys AAA	Langley
Mar. 8 - 11	Basketball - Boys AAAAA	Langley

SPRING (MARCH 6 - JUNE 10)

May 25 - 27	Tennis - AA	Vancouver
May 25 - 27	Tennis - AAA	Burnaby
May 26 - 27	Track and Field - Combined Events	Surrey
May 27	Mountain Biking	TBD
May 31, Jun. 1 & 3	Rugby - Boys AA	Abbotsford
May 31, Jun. 1 & 3	Rugby - Boys AAA	Abbotsford
May 31, Jun. 1 & 3	Rugby - Boys AAAAA	Abbotsford
May 31 - Jun. 3	Soccer - Girls A	TBD
May 31 - Jun. 3	Soccer - Girls AA	Nelson
May 31 - Jun. 3	Soccer - Girls AAA	TBD
Jun. 1 - 3	Badminton	Richmond
Jun. 1 - 3	Track and Field - A, AA, AAA	Langley
Jun. 5 - 7	Golf - A	TBD
Jun. 5 - 7	Golf - AA	TBD
Jun. 5 - 7	Golf - AAA	TBD

Calendar of Events

SEPTEMBER

- 6 Schools Open
- 6 Start of Fall Season of Play
- 14 **Due:** Eligibility Appeals Committee Submissions
- 24 Eligibility Appeals Committee Meeting

OCTOBER

- 3 **Due:** Membership Fees
- 3 **Due:** Fall Team Registration
- 3 **Due:** Fall Student-Athlete Registration (Minimum Numbers)
- 12 **Due:** Eligibility Appeals Committee Submissions
- 17 **Final Deadline:** Final Roster Deadline (Fall Teams)
- 21 CIAAA Coaching Workshops
- 22 Eligibility Appeals Committee Meeting
- 22 Fall Council and Board of Directors Meeting
- 22 Rules and Regulations Committee Meeting

NOVEMBER

- 23 **Due:** Eligibility Appeals Committee Submissions
- 28 Start of Winter Season of Play
- 28 **Due:** Winter Team Registration

DECEMBER

- 3 End of Fall Season of Play
- 3 Eligibility Appeals Committee Meeting
- 12 **Due:** Winter Student-Athlete Registration (Minimum Numbers)
- 16 Winter Vacation (Schools Close)

JANUARY

- 3 Schools Re-open After Winter Vacation (Varies by District)
- 4 **Due:** Eligibility Appeals Committee Submissions
- 14 Eligibility Appeals Committee Meeting
- 16 **Due:** Competitive Standards Committee Submissions
- 16 **Due:** Ski / Snowboard Team & Student-Athlete Registration (Minimum Numbers)
- 30 **Final Deadline:** Final Roster Deadline (Winter Teams)

FEBRUARY

- 24 CIAAA Coaching Workshops

MARCH

- 1 **Due:** Eligibility Appeals Committee Submissions
- 6 Start of Spring Season of Play
- 6 **Due:** Spring Team Registration
- 11 End of Winter Season of Play
- 11 Eligibility Appeals Committee Meeting
- 25 **Due:** AGM Resolutions

APRIL

- 3 **Due:** BCSS Awards
- 10 **Due:** Spring Student-Athlete Registration (Minimum Numbers)
- 17 **Due:** Mountain Biking / Track and Field Team & Student-Athlete Registration (Minimum Numbers)
- 19 BC Dairy Association Milk Run

MAY

- 1 **Final Deadline:** Final Roster Deadline (Spring Teams)
- 1 **Due:** BCSS and Badminton Scholarship Applications
- 1 Spring Council and Board of Directors Meeting
- 6 Annual General Meeting
- 24 **Due:** Eligibility Appeals Committee Submissions

JUNE

- 3 Eligibility Appeals Committee Meeting
- 10 End of Spring Season of Play
- 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-nine (59) approved provincial championships for the following sports:

Aquatics	Boys	team championship	combined team championship
	Girls	team championship	
Badminton	Coed	combined team championships	
Basketball	Boys	"A", "AA", "AAA" and "AAAA" tier championships	
Basketball	Girls	"A", "AA" and "AAA" tier championships	
Cross Country	Senior	Boys	team championship
		Girls	team championship
	Junior	Boys	team championship
		Girls	team championship
Curling	Boys	team championship	
	Girls	team championship	
Field Hockey	Girls	"AA" and "AAA" team championships	
Football	Boys	"AA" and "AAA" team championships	
Golf	Open	"A", "AA" and "AAA" combined team championships	
Gymnastics	Coed	boys & girls events leading to a combined team championship	
Mountain Biking	Coed	boys & girls events leading to a combined team championship	
Rugby	Boys	"AA", "AAA" and "AAAA" championships	
Skiing - Alpine	Boys	team championship	combined team championship
	Girls	team championship	
Snowboarding	Boys	team championship	combined team championship
	Girls	team championship	
Soccer	Boys	"A", "AA" and "AAA" tier championships	
	Girls	"A", "AA" and "AAA" tier championships	
Tennis	Coed	"AA" and "AAA" combined team championships	
Track and Field	Boys	"A", "AA" and "AAA" tier championships	
	Girls	"A", "AA" and "AAA" tier championships	
Volleyball	Boys	"A", "AA" and "AAA" tier championships	
Volleyball	Girls	"A", "AA", "AAA" and "AAAA" tier championships	
Wrestling	Boys	weight classes for team championship	combined team championship
	Girls	weight classes for team championship	
Season	Start Date for Unrestricted and Restricted Competition		End Date (For exceptions, see Section III E3)
Fall	Tuesday, September 6, 2016		Saturday, December 3, 2016
Winter	Monday, November 28, 2016		Saturday, March 11, 2017
Spring	Monday, March 6, 2017		Saturday, June 10, 2017

2016-2017 Registration Deadline Dates

FALL TEAM REGISTRATION DEADLINE: OCTOBER 3, 2016	
FALL STUDENT-ATHLETE REGISTRATION (MINIMUM NUMBERS) DEADLINE: OCTOBER 3, 2016	
Aquatics	Cross Country
Field Hockey	Football
Soccer - Boys	Volleyball
FINAL STUDENT-ATHLETE REGISTRATION DEADLINE (ADDITIONAL STUDENT-ATHLETES TO ROSTER): OCTOBER 17, 2016 OR 7 DAYS BEFORE ZONE EVENT	
WINTER TEAM REGISTRATION DEADLINE: NOVEMBER 28, 2016	
WINTER STUDENT-ATHLETE REGISTRATION (MINIMUM NUMBERS) DEADLINE: DECEMBER 12, 2016	
Basketball	Curling
Gymnastics	Wrestling
TEAM AND STUDENT-ATHLETE REGISTRATION (MINIMUM NUMBERS) DEADLINE: JANUARY 16, 2017	
Ski	Snowboard
FINAL STUDENT-ATHLETE REGISTRATION DEADLINE (ADDITIONAL STUDENT-ATHLETES TO ROSTER): JANUARY 30, 2017 OR 7 DAYS BEFORE ZONE EVENT	
SPRING TEAM REGISTRATION DEADLINE: MARCH 6, 2017	
SPRING STUDENT-ATHLETE REGISTRATION (MINIMUM NUMBERS) DEADLINE: APRIL 10, 2017	
Badminton	Golf
Rugby	Soccer - Girls
Tennis	
TEAM AND STUDENT-ATHLETE REGISTRATION (MINIMUM NUMBERS) DEADLINE: APRIL 17, 2017	
Mountain Biking	Track & Field
FINAL STUDENT-ATHLETE REGISTRATION DEADLINE (ADDITIONAL STUDENT-ATHLETES TO ROSTER): MAY 1, 2017 OR 7 DAYS BEFORE ZONE EVENT	
2016-2017 ELIGIBILITY APPEALS COMMITTEE MEETING DATES	
Submission Deadlines (Wednesday)	Meeting (Saturday)
September 14, 2016	September 24, 2016
October 12, 2016	October 22, 2016
November 23, 2016	December 3, 2016
January 4, 2017	January 14, 2017
March 1, 2017	March 11, 2017
May 24, 2017	June 3, 2017

LATE APPEALS WILL NOT BE PROCESSED

WE FEED THEIR SPIRIT!

We're so proud to support BC School Sports and student athletes as part of our Commit To Fit program.



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Section II

OPERATING POLICIES & PROCEDURES



Operating Policies
& Procedures



Minimum Roster Numbers

Fall

Aquatics - 1	Cross Country - 1
Field Hockey - 11	Football - 19
Soccer (Boys) - 11	Volleyball - 6

Winter

Basketball - 7	Curling - 4
Gymnastics - 1	Snowboard - 1
Ski - 1	Wrestling - 1

Spring

Badminton - 5	Golf - 4
Mountain Biking 1	Rugby - 15
Soccer (Girls) - 11	Tennis - 5
Track and Field - 1	

STARS HELPFUL HINT

- Athletic Directors can register all teams in September.
- If the team does not participate, schools will not be penalized.

Section II

OPERATING POLICIES & PROCEDURES

SECTION II A: MEMBERSHIP

Section II A1: Categories of 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 one (1), two (2) or three (3), and includes full-time students in any or all of grades seven (7) through twelve (12), and fulfils 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 member schools from 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 3, 2016. Team Registrations must be submitted online by October 3, 2016. The first deadline for online submission of Fall Student-Athlete Registration is October 3, 2016. The membership year will run from September 1, 2016 to August 31, 2017.

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 Annual General Meetings,
- Opportunity to participate in zone and championship competition for all BC School Sports approved sports at the senior or open level,
- E-newsletters for coaches and other interested people,
- Issues of the e-newsletters are available on our website,
- Two (2) copies of the BC School Sports Handbook,
- One (1) copy of the BC School Sports Wall Calendar,
- Opportunity to have students participate in BC School Sports / partner regional Sport Camps,
- Sports Day in Canada,
- 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 labeled 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 athletic directors, 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, 2016 and payment is due October 3, 2016. The school populations will be calculated from the Ministry of Education Headcount Reports for the previous school year, which was submitted by each school to the Ministry of Education. This information is taken from the following website for all member schools: <http://www.bced.gov.bc.ca>

Included in the headcount are all full-time students in grades eight (8) through twelve (12), plus the ungraded students at the secondary level. 2016-2017 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), \$53 (Categories 6 + 7 senior & junior), \$79 (all Category 4 + 5), or \$105 (all Category 1, 2 & 3) will be allowed for newly opened public schools for the first three (3) years of their existence, as assistance in getting their athletic program started.

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 (1) full membership year's notice.

Section II B3: Grants to Commissions

B3.1 CALCULATION OF GRANTS:

B3.1.1 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.

B3.1.2 BC School Sports will remove all funding to any sport commission that does not file complete financial statements to determine if the fees allocated to schools participating in BC championships are fair and equitable (see Section II E1.3 and E1.4 for a complete list of sport commission responsibilities).

B3.2 DISTRIBUTION OF GRANTS:

The grants will be distributed to each commission as per the following calendar:

- Fall Sports - October of each year,
- Winter Sports - December of each year,
- Spring Sports - 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 (i.e. apply in January 2017 for membership year 2017-2018).

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 B5: Remuneration of BC School Sports Board

BC School Sports Directors shall receive an annual honourarium of four hundred fifty dollars (\$450) for their time and energy while performing the duties of the Board.

Section II C

SECTION II C: SPORT PARTICIPATION

Section II C1: Requirements for Team Participation

C1.1 SPORT REGISTRATION:

By October 3, 2016, member schools must submit an online Team Registration indicating the sports in which they will organize teams from grade eight (8) to grade twelve (12). All sports approved by BC School Sports will be listed on the Team Registration.

Member schools need to register all teams that they know will be participating for the entire school year by October 3, 2016. Member schools will be able to add teams to their STARS portal by the following deadlines:

- Fall Sports - **October 3, 2016,**
- Winter Sports - **November 28, 2016,**
- Spring Sports - **March 6, 2017.**

C1.2 ONLINE STUDENT-ATHLETE REGISTRATION:

Grade eight (8), grade nine (9), Junior and Senior teams must also be submitted online (see Section III C2.2.1 for deadlines).

Section II C2: Participation Lists

Sport commissions and athletic associations will be able to access sport participation reports in STARS for each sport, in all tiers or levels (whichever is applicable). Sport commissions use this information to determine berthing structure for playoffs and zone qualifying events.



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 (2) to four (4) times per year.

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

An event management manual for provincial championships published and distributed to all sport commissions.

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 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.

HELPFUL HINT

The BC School Sports Calendar and Website have the contact information for all of the sport commissioners.

Section II E

E1.3 ADDITIONAL INCORPORATED SPORT COMMISSION RESPONSIBILITIES:

The incorporated sport commissions, within their respective sport jurisdiction, are responsible for the following:

- E1.3.1** Compliance with all Federal and Provincial regulations and requirements including but not limited to: up-to-date filing of directors, constitution 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 or schools for future championships;
- E1.3.8** Submission to BC School Sports of the annual report and financial statements for commission and championships;
- E1.3.9** Adherence to BC School Sports membership-approved policies regarding event management and risk management standards;
- E1.3.10** 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;
- E1.3.11** Having a disciplinary committee or group responsible for discipline at the provincial championship;
- E1.3.12** Representation on the BC School Sports Council of Sport Commissioners; and
- E1.3.13** Representation on the Advisory Committee.

E1.4 ADDITIONAL UN-INCORPORATED SPORT COMMISSION RESPONSIBILITIES:

The unincorporated sport commissions, within their respective sport jurisdiction, are responsible for the following:

- E1.4.1** Up-to-date listing of directors and governance documents;
- E1.4.2** Technical rules and regulations of the sport(s);
- E1.4.3** Annual coaches meetings;
- E1.4.4** Within approved membership policies, designate zonal qualifying paths, boundaries and championships berthing structures;
- E1.4.5** Sport liaison with provincial sport organization;
- E1.4.6** Fee and schedule negotiation with provincial officials associations;
- E1.4.7** Within approved membership policies, select host sites or schools for future championships;
- E1.4.8** Submissions to BC School Sports, upon written request by BC School Sports, of the annual report and financial statements for the commissions and championships;
- E1.4.9** Having their bank account sit within the BC School Sports group of accounts at the BC School Sports bank;
- E1.4.10** Adherence to BC School Sports membership-approved policies regarding event management and risk management standards;
- E1.4.11** 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;
- E1.4.12** Having a disciplinary committee or group responsible for discipline at the provincial championships;
- E1.4.13** Representation on the BC School Sports Council of Sport Commissioners; and
- E1.4.14** Representation on the Advisory Committee.

Section II E2: Administrators' Committee

E2.1 COMPOSITION:

The BC School Sports Administrators' Committee will consist of one (1) 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 BC PVP Representative to the BC School Sports Advisory Committee.

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 or withdrawal of support,
- Gender equity,
- Age group equity,
- Community coaches,
- School team supervision,
- Expectations of behaviour for coaches and students,
- Requirements of membership.

The Administrators' Committee may submit resolutions directly to the Annual General Meeting, 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, and
- 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 representative; and

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.

Section II E

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 a 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 D10.

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 D10.22).

Section II E

Section II E7: Scholarships and Awards Committee

E7.1 COMPOSITION:

The BC School Sports Scholarships and 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 scholarship, student bursary award programs, and all other BC School Sports annual member awards.



SECTION II F: ASSOCIATION POLICIES

Section II F1: Policy Statements Regarding Disciplinary Jurisdiction

F1.1 BC School Sports, as the governing body for secondary school sport in British Columbia, its recognized athletic associations, (see Article XIV of the Bylaws {Recognized School Athletic Associations}), and its sport commissions, (see Article XII 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 sport commissions, will be recognized by BC School Sports, its recognized athletic associations and 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, innuendos 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; and

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); and

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.

Section II F

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 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.

(c) 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;

(d) 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;

(e) 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;

(f) 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; and

(g) BC School Sports shall name one (1) female and one (1) male BC School Sports Harassment Advisor who may be contacted for advice 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 Section II F2.1- 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 a 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:
 - (i) Make a determination as to whether the respondent has engaged in conduct constituting harassment, and
 - (ii) If such determination is made, order such disciplinary action to be taken as is appropriate in the circumstances.

Section II F

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 Teacher Regulation Branch 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:

(i) Overturn the decision of the Advisory Committee by eliminating any penalty;

(ii) Overturn the decision of the Advisory Committee by establishing a penalty;

(iii) Overturn the decision of the Advisory Committee by increasing the penalty;

(iv) Overturn the decision of the Advisory Committee by reducing the penalty; or

(v) 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 Teacher Regulation Branch 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 Eligibility 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; or

F3.1.3 Where the committee member declares voluntary exclusion for personal reasons. The personal reasons do not have to be disclosed.

F3.2 CONFIDENTIALITY:

The deliberations, interviews, discussions and submissions made for any Eligibility 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 contract.

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.

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 (3) 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 fifteen percent (15%) of the value of the sponsorship agreement shall be held by BC School Sports.

SECTION II G: MEETINGS

Section II G1: Annual General Meeting

G1.1 The Annual General Meeting (AGM) 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 (1) vote.

G1.3 The AGM shall be held in the Lower Mainland for three (3) out of four (4) years, and shall rotate between the Okanagan and the North Central in the fourth (4th) 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 XV of the 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 XVI of the Bylaws (The Council of Sport Commissioners).

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Section III

COMPETITIVE RULES AND REGULATIONS

Section III A

GENERAL GUIDELINES



Competitive Rules
& Regulations



HELPFUL HINT

Restricted Competition: All league games, playoffs, regional playoffs, zone playoffs and BCSS sanctioned provincial championships are restricted competition.

Unrestricted Competition: Exhibition and invitational games.

Number of Playing Days: Includes both restricted and unrestricted competition (see Section III E6 for more details on playing days).

HELPFUL HINT

- Member school teams can only play competition against other member school teams.
- Hosting or travelling to out of province competitions must be sanctioned by BCSS.

COACHING RESOURCES

For BCSS teacher coaches and community coaches, more information on workshops and other coaching resources can be found at www.bcschoolsports.ca/coaching.

Section III Definitions

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-centered 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 with one (1) or more coaches present.

PLAYING UP:

A student-athlete moving up to a higher age level of competition.

PLAYOFF:

Restricted competition following the conclusion of the regular season.

Section III Definitions

RURAL OR ISOLATED SCHOOLS:

Schools situated outside of a census metropolitan area and / or a census agglomeration. Statistics 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 of which 50,000 or more live in the urban core) or a census agglomeration (must have an urban core population of at least 10,000). See the listings of areas that would be eligible via the website below:

<http://geodepot.statcan.gc.ca/GeoSearch2011-GeoRecherche2011/GeoSearch2011-GeoRecherche2011.jsp?lang=E&otherLang=F>

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 in STARS by the published dates in order to compete in BCSS competitions. Individual student-athletes must be named on the appropriate STARS team roster(s) 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.
- A first (1st) or second (2nd) year student-athlete who plays up to the senior level will not lose grade nine (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 member schools leading to a BCSS provincial championship.
- **Individual sports:** Senior competition for individual sports is any athletic event occurring on one (1) playing day involving the highest level of school competition and leading to a BCSS provincial championship.

SCHOOL DECLARATION:

Is a declaration by a school administrator which declares in writing the details and reasons for a student-athlete's change of residency and is signed by a parent or legal guardian confirming such (see Section III D9.8.3 - D9.8.4).

STARS:

BC School Sports online student-athlete registration system.

STUDENT-ATHLETE:

A student-athlete who is deemed eligible to compete for his / her school.

RESTRICTED COMPETITION:

All league games, playoffs, regional playoffs, zone playoffs and BCSS sanctioned provincial championships are restricted competition.

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 or 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.



Photo Credit: Greg Sakaki

Section III A

Section III A2: Community Coach Guidelines

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 determining 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 should complete the three (3) modules included in the Introduction to Competition course of the National Coaching Certification Program. These modules include: Making Ethical Decisions, Planning a Practice, and Nutrition. Coaches should also complete the Making 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;

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; and

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.

Section III A

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 the accepted school and district standards as judged by the school administrator.

Section III A5: Job Action

A5.1 BCSS believes that student-athletes and their participation in extracurricular activities should be free from political interference; however, the reality is that the majority of teacher-coaches are members of the BCTF and are bound by their professional obligations. In the event of a province-wide strike or job action, the BCSS Board of Directors will make a determination on whether or not restricted competition and championship play will continue and communicate this decision in a timely fashion. Safety of athletes and competitive balance will be guiding factors in the decision. Commissions, local athletic associations and superintendents will be consulted. If it is determined that the safety of student-athletes or the competitive integrity of restricted competition or championship play will be affected, the Board of Directors shall suspend all restricted competition. Public school teams that continue to practise or play during this period of suspension will not be supported by BCSS.

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*"DO NOT LET WHAT YOU CANNOT DO
INTERFERE WITH WHAT YOU CAN DO."*

- JOHN WOODEN

Section III B

COACH'S RESPONSIBILITIES



Photo Credit: Greg Sakaki



COACHING CODE OF CONDUCT

All coaches should follow the Coaching Code of Conduct (see Section III B2).

- Teacher coaches are expected to operate according to the BCSS Rules & Regulations, Policies & Procedures and any regulations of their school, district, professional association(s), and any policies associated with these including the Standards for the Education, Competence and Professional Conduct of Educators in British Columbia.
- Complaints regarding recruiting (Section III B1) and Rules of Conduct (Section III B2) can be directed to the BCSS Executive Director.

SPECTATOR CODE OF CONDUCT

Attendance at this event entitles you to enjoy an exhibition of skills developed by athletes in an educational setting.

Please be respectful and encouraging in your approach to ALL athletes, officials, coaches and fellow spectators.



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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 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; or

(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.

Section III B

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. 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 / 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:

- (a) Be filed only by an administrator (“the complainant”) of a member school; and
- (b) 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 / 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 / her counterpart, naming the counterpart, and that:

- (a) The parties have been unable to resolve the complaint; or
- (b) 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:

- (a) Be in the form approved by BCSS;
- (b) Name the respondent(s);
- (c) Where a deemed instance of recruiting is alleged, cite the specific deeming section under Section III B1.1.3;
- (d) Contain particulars of the date(s), location(s), and individual(s) involved in the event(s) giving rise to the complaint;
- (e) Contain particulars of the alleged statement(s) or action(s) of the respondent(s); and
- (f) 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.

Section III B

B1.2.9 The Executive Director may at any time dismiss a complaint where he / she is of the opinion that:

- (a) The complaint does not fall within the jurisdiction of BCSS;
- (b) The complaint does not contain sufficient information that, if true, would substantiate the complaint;
- (c) The complainant failed to respond to the Executive Director's inquiries or requests under Section III B1.2.8; or
- (d) The complaint is frivolous, vexatious or made in bad faith.

B1.2.10 Unless the Executive Director dismisses a complaint under Section III, he / 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 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 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; or
- (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.

Section III B

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; or
 - (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:
 - (i) \$1,000 if no recruiting fine against school in past five (5) years;
 - (ii) \$2,000 if one (1) recruiting fine against school in past five (5) years; or
 - (iii) \$3,000 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 / 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 / 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 / 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. Coaches, including community coaches:

B2.1 RULES OF CONDUCT:

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 fulfil all restricted competition, unrestricted, invitational, playoff 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 / 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; and

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 playoff 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, TIERING CLASSIFICATIONS & FINES



Team Eligibility,
Tiering & Fines

FINES AND DEADLINES

DESCRIPTION	DEADLINE DATES	FINE AMOUNT
Missed Sport Registration	October 3, 2016 (Fall sports)	\$100
	November 28, 2016 (Winter sports)	
	March 6, 2017 (Spring sports)	
Late Team Registration: Teams must register a minimum number of students per team by the given date for "team registration" to be satisfied Maximum \$200 per season of play	October 3, 2016 (Fall sports)	\$50 per team
	December 12, 2016 (Winter sports)	
	January 16, 2017 (Ski/Snowboard)	
	April 10, 2017 (Spring sports)	
	April 17, 2017 (Mountain Biking, Track & Field, Football – grade 8 boys (NSH only))	\$200 per team
Prior to the start of zone play and after regular season ends		
Late Student-Athlete Registration: Student-athletes additional to the number above will count in this category	October 17, 2016 (Fall sports)	\$25 per student
	January 30, 2017 (Winter sports)	
	May 1, 2017 (Spring sports)	
	Prior to the start of zone play and after regular season ends	\$100 per student
	Prior to the start of provincial championships (all sports)	\$250 per student

REGISTRATION SYSTEM INFORMATION

- To declare a sport, select the "Teams" tab and then add a team. Once saved, your team registration is considered complete for that sport. You must have a coach before you add a team.
- Editing a team's roster will allow you to add students. The minimum number of students must be added by the Student-Athlete Registration Deadline. You can add additional students up until the final student-athlete registration deadline, if minimum numbers were met.
- Always double check that your team and roster registration was successfully saved on STARS (remember to click the save button).
- Print the PDF Roster after every edit made.

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 sport teams must be properly registered by the published deadline dates as per Section II C1 in order to compete in BCSS competition. Individual student-athletes must be registered and approved in STARS as part of their eligibility requirements. Additionally, student-athletes must be registered on the appropriate STARS team roster.

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

Note: *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 register teams and student-athletes using the STARS database 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 Registration: Each year in September, schools are required to register all teams and levels of competition in which they hope to be involved for the entire year. This must be submitted online by October 3, 2016.

- Fall team registration deadline – **October 3, 2016,**
- Winter team registration deadline – **November 28, 2016,**
- Spring team registration deadline – **March 6, 2017.**

C2.1.2 A fine in the amount of \$100 will be assessed to schools that miss the team registration deadlines.



Section III C

C2.2 STUDENT-ATHLETE REGISTRATION:

Grade eight (8), grade nine (9), Junior, Senior and Open teams must be submitted to the BCSS office through STARS and in accordance with approved membership deadlines.

C2.2.1 Deadlines: Student-Athlete Registration for all BCSS registered teams must be submitted through STARS by the deadlines below:

(a) Fall sports:

(i) Deadline for online submission is **October 3, 2016:** aquatics, cross country (senior and junior), field hockey, football, soccer (boys), volleyball (boys and girls).

(b) Winter sports:

(i) Deadline for online submission is **December 12, 2016:** basketball (boys and girls), curling, gymnastics, wrestling;

(ii) Deadline for online submission is **January 16, 2017:** skiing / snowboarding.

(c) Spring sports:

(i) Deadline for online submission is **April 10, 2017:** badminton, golf, rugby, soccer (girls), tennis;

(ii) Deadline for online submission is **April 17, 2017:** mountain biking, track and field and football grade eight (8) (NSH only)



*"THE MORE DIFFICULT THE VICTORY,
THE GREATER THE HAPPINESS IN WINNING."*

- PELE

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

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 STARS team roster by the following deadlines:

C2.3.1 Fall Sports: Must be submitted online by October 17, 2016 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 30, 2017 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 May 1, 2017 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 STARS team roster (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 STARS team roster. No late student-athlete's names will be added to the STARS team roster 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 STARS team roster (due to an administrative error) which would allow for participation at the BCSS 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 year(s) as well as the current year; and

(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 STARS team roster.

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 on the STARS team roster after the final deadline. The request must be in writing and state the extraordinary circumstances and then be 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 eight (8), grade nine (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 D3.8.

Section III C

FINES		
Registration	Rationale	Fines
Sport Team Registration	Deadline Passed	\$100
Restricted Competition: <i>*Schools will be fined no more than a maximum of \$200 per season of play for late 'Team' Registration.</i>	(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 prior to the start of zone play and after regular season ends	\$100
	(b) Late Team Registration prior to start of zone play and after regular season ends	\$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 prior 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 per 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 Team Registration.

C2.6 AUTOMATIC PENALTIES:

C2.6.1 A \$25 fine per late Student-Athlete Registration or \$50 per late Team Registration; and

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:

- (a) Verbal confirmation of the violation with the responding member school; and
- (b) The additional information will be added administratively to STARS.

C3.1.2 Penalties: As per Section III C2:

- (a) Forfeiture of all restricted interschool competitions in which the ineligible team(s) has participated;
- (b) Fines:
 - (i) \$25 for late Student-Athlete Registration;
 - (ii) \$50 for late Team Registration.
- (c) The member school has ten (10) school days to pay the fine (all fines are payable to BCSS); and
- (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.

C3.2 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); and
- (c) The student-athlete and / or team is not eligible to compete until all student-athletes are properly registered by BCSS staff on STARS.

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;
 - (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); and
- (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:

Appeals of fines due to the late submission of Student-Athlete Registration 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 director(s) and / or the administrator to the Executive Director.

C3.3.2 Final and Binding Decision: The decision of the Executive Director is final and binding on all parties. Please refer to the chart on page 48 regarding applicable fines levied for league, zone or provincial championship play.

Section III C

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 per Section III C2; and
- C4.1.3** The 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); and
- (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); and
- (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); and
- (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); and
- (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.

Section III C

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 BCSS 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;
- (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 a blanket approval for all sanctioned restricted competitions and levels of competition by June 30 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 30 numbers as submitted in the 1701 Form. There will be an appeal process for one (1) 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. For senior girls volleyball, the membership population numbers will be determined using the current year's 1701 grade eleven (11) or twelve (12) school population numbers.

Section III C

C7.2 SPORT TIER CLASSIFICATIONS:

Sport commissions may hold one (1) or more provincial championship(s) with school enrollment being the principal determining factor. Below are the existing tier classifications by sport:

BASKETBALL – BOYS

AAAA - 267 or more boys in Grades 11 and 12
AAA - 174 - 266 boys in Grades 11 and 12
AA - 70 - 173 boys in Grades 11 and 12
A - 69 or fewer boys in Grades 11 and 12

BASKETBALL – 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

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 - 275 or more boys in Grades 11 and 12
AA - 274 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 – COED

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.

TRACK & FIELD – BOYS & GIRLS

AAA - 421 or more students in Grades 11 and 12
AA - 126 - 420 students in Grade 11 and 12
A - 125 or fewer students in Grade 11 and 12

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 enrollment 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.

C7.3.1 Boys Basketball Commission can biennially (every second year) submit an approved tiering numbers resolution directly to the BCSS AGM starting in 2017.

(a) Approved tiering numbers are subject to the following conditions:

(i) Student numbers used for tiering are provided by BCSS; and

(ii) Must be approved biennially at the BC Boys Basketball Commission AGM as per their bylaws and Handbook.

(b) If above conditions are not met, no resolution may be presented directly at the BCSS AGM.

C7.4 ADDITIONAL DESIGNATED CRITERIA FOR TIER CLASSIFICATION:

C7.4.1 Sport commissions may use criteria (in addition to enrollment) appropriate to the sport for tier placement. Examples are:

- Circumstances where climate or remoteness significantly affects the length of the season and the number of interschool events,
- Circumstances where schools are either initiating a new program or reactivating one after having been out of competition for a period of time,
- Extenuating circumstances at the discretion of the commission.

C7.4.2 A sport commission wishing to use criteria (in addition to enrollment) for tier placement must develop a rationale, with input from coaches, which must be submitted to the Competitive Standards Committee no later than January 16, 2017 with recommendations going forward to the Legislative Assembly for approval.





Section III D

STUDENT-ATHLETE ELIGIBILITY & TRANSFERS



ELIGIBILITY

Student-athletes must meet the requirements to be eligible to play. Familiarize yourself with the rules regarding school registration, age, number of years of eligibility, residency requirement and gender.

TRANSFERS

When a student-athlete transfers schools, he / she is ineligible to participate in restricted and unrestricted competition for twelve (12) months from the date of transfer. This period of ineligibility applies only to the school sports in which he / she was registered for at the previous school. The student-athlete may continue to compete in his / her previous school's sports if:

- (a) There is an approved transfer reason (see Section III D9.8);
- (b) An Eligibility Application is approved by the Eligibility Officer; or
- (c) An Eligibility Appeal is approved by the Eligibility Appeal Committee.

Penalties for playing ineligible student-athletes can be very serious, and may include forfeiture or games, fines, and in the most serious cases, suspension of membership.

STARS INFORMATION

If you try to add students to your team and it does not work, it could be because the registration system believes the student to be ineligible due to their date of birth, grade or gender. If you receive an error or have difficulty adding a student-athlete to a team, please contact BCSS so we can address the issue.

- To add students to your school's list, use the "Student Import" tab and follow the instructions on the screen.
- To transfer a student into your school, use the "Student Transfer" tab. BCSS will make every effort to respond to your transfer request within two school days. Please initiate the transfer as soon as the student arrives at the school to avoid delays later in the season.
- For both imports and transfers, if a student's name cannot be found or an error occurs stating that there is a duplicate student, please contact the BCSS office immediately for assistance.

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 STARS roster to be eligible for restricted and unrestricted competition (see Section III Definitions).

D1.1 Participation of an ineligible student-athlete in restricted and unrestricted competition will result in the following penalties (see Section III C5 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 the 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 eight(8) to twelve (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 (1) 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 then 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 / 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 1997 or earlier are not eligible for any competition in 2016-2017. Grade eight (8) entry date must be September 2012 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 1999 or earlier are too old for junior competition in 2016-2017. Grade eight (8) entry date must be September 2014 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 2000 or earlier are too old for grade nine (9) competition in 2016-2017. Grade eight (8) entry date must be September 2015 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 2001 or earlier are too old for grade eight (8) competition in 2016-2017. Grade eight (8) entry date must be September 2016).

D3.5 GRADE SEVEN (7) STUDENT-ATHLETE PARTICIPATION:

Grade seven (7) student-athletes are not automatically allowed to participate in BCSS sanctioned sport, restricted or unrestricted. A grade seven (7) eligibility application can be made to the Eligibility Officer for an exemption to allow a grade seven (7) student-athlete to play for a grade eight (8) or bantam team where the member school would not otherwise be able to field a team due to insufficient numbers.

D3.5.1 The Eligibility Officer will review the grade seven (7) eligibility application to ensure that all of the following conditions are met:

- (a) Grade seven (7) student-athletes must be registered as a student at the school applying for the exemption;
- (b) Grade seven (7) student-athletes can only participate on a grade eight (8) or bantam team sports;
- (c) Grade seven (7) student-athletes cannot participate in the individual sports of aquatics, cross country, gymnastics, mountain biking, skiing / snowboarding, track and field, or wrestling;
- (d) Grade eight (8) or bantam student-athletes cannot be registered on the member school's more senior team for the requested team sport;
- (e) Grade seven (7) student-athletes being allowed to participate in a grade eight (8) or bantam level team is to allow a member school to field a grade eight (8) or bantam level team which otherwise would not happen due to an insufficient number of grade (8) student-athletes wanting to participate;
- (f) The number of grade seven (7) student-athletes on the given team must not exceed the number of grade eight (8) or bantam level student-athletes; and
- (g) The maximum number of student-athletes on the given team must not exceed the BCSS minimum numbers required to field the team (see Section III F1.7.3).

D3.5.2 Application and conditional acceptance of grade seven (7) student-athletes may be terminated by the Eligibility Officer if the above D3.5.1 are not met.

D3.5.3 Grade seven (7) student-athletes who play on a grade eight (8) or bantam team will declare that member school as their home school.

Section III D

D3.5.4 Grade seven (7) student-athletes who play on a grade eight (8) or bantam team will begin their five (5) years of eligibility on the date they enter grade eight (8).

D3.5.5 The Eligibility Officer's decision is final and conclusive and shall not be appealed or reviewed in any manner.

D3.6 INDIVIDUAL STUDENT-ATHLETES PLAYING UP TO A MORE SENIOR SCHOOL'S TEAM:

Middle / Junior member school athletes can "play up" to the senior member school that they would normally attend if, by the registration date (see Section III C2.2 and C2.3), they have approval of both member schools' administrators, both member schools' coaches, and parents(s) or legal guardian(s). The local athletic association, the district superintendent, and BCSS must be notified by using the Middle / Junior school, who is a member in good standing. Senior member schools must not be registering these student-athletes in STARS as part of their school. BCSS will place the middle / junior school student-athletes on the senior member schools STARS team roster when the form is received and approved. Any student-athletes not properly registered will be deemed ineligible (see Section III Definitions for Playing up and Moving Up).

D3.6.1 Limits to Playing / Moving Up: Student-athletes attending a middle school or junior secondary school cannot play or move up in the sports of aquatics, cross country, gymnastics, mountain biking, skiing / snowboarding, track & field, or wrestling as the minimum number to form a school team in these sports are one (1) athlete.

D3.6.2 The exemption to this rule is football whereby student-athletes registered on a lower level team may play for the higher level team at the same time without restriction during playoffs.

D3.7 MOVEMENT BETWEEN TEAMS:

A registered student-athlete may play up to a more senior team during league play without restriction on the number of days. Once the player has participated in playoffs: any restricted competition following the conclusion of the regular season. The player must stay up with the more senior team and a Moving Player to a Higher Age-Group Team form must be completed. Once approved, the student will be registered with the more senior team for the remainder of that season. If a school registers two (2) or more teams in the same age group in the same sport, there will not be any movement between those two (2) teams for restricted competitions.

D3.7.1 Football is exempt from D3.7. Any registered student-athlete within the Football Commission may play up to a more senior team during playoffs without restriction - including playing for both teams during the playoffs, provided that the student-athlete playing up on the more senior team is registered on a lower level team. No student-athlete registered on a senior team with BCSS may play down at a lower level.

D3.8 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 playoff schedule. The student-athlete must be added to the appropriate STARS roster 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 D

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 eight (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 eight (8) (e.g. middle school, K-10, K-12 schools), the student-athlete will be considered to be a grade eight (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 eight (8) or the grade eight (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 British Columbia 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:

- (a) The student-athlete has participated in a recognized exchange program;
- (b) The student-athlete is returning to the same BCSS member school that they attended prior to leaving on the exchange program;
- (c) 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;
- (d) The student-athlete meets all other eligibility requirements; and
- (e) A letter from the administrator confirming compliance with (a) to (d) is required (please also see Section III D9.8.9).

Section III D5: Residency Requirement

D5.1 STUDENT-ATHLETES MUST FULFILL ONE OF THE FOLLOWING RESIDENCY REQUIREMENTS:

D5.1.1 Reside with a parent(s) in BC;

D5.1.2 Reside with a legal guardian (see Section III Definition) in BC – guardianship must have been in place for twelve (12) months prior to the period for which eligibility is sought. During the twelve (12) month waiting period the student-athlete may play subject to Section III D9;

D5.1.3 Must be a 'Ward of the Province of BC' and assigned to an individual or family by the Ministry of Children and Family Development;

D5.1.4 Must be attending a BC member 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. During the twelve (12) month waiting period, the student-athlete may play subject to Section III D9; or

D5.1.5 Must be attending a BCSS member school as an international student or exchange student and be recognized by the District Board or Independent School office as such - student-athletes must reside in BC and attend the member school for a period of five (5) months to be eligible to participate in BCSS competition.

D5.2 Any student-athlete who does not meet any of the residency requirements is subject to Section III D9.8.

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.

D6.2 Two (2) or more 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 in the same local association;

D6.3.3 Be for a minimum period of one (1) year; and

D6.3.4 Acknowledgement and support from the member schools' administration and local association president of the conditions of the application (see Section III D6.5).

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; and

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.

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D6.5 An approved joint team application may have restricted access to sanctioned events:

D6.5.1 Rural or isolated (see Section III Definitions) member schools, who are approved for a joint team will not have any restricted access to sanctioned events;

D6.5.2 With the exception of Section III D6.5.1, joint teams may have conditions of play placed as agreed to in Section III D6.3.4 which may include but not restricted to;

D6.5.3 Access to local leagues, access to Tier II leagues, or access to local championships or other restrictions agreed to by the member schools' administrations and local association president in Section III D6.3.4; however,

D6.5.4 No joint team that did not qualify under Section III D6.5.1 will be able to participate in any post season play beyond a local or Tier II championship.

D6.6 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.

D6.7 The Eligibility Officer may terminate a joint team before the expiry of the one (1) year period in the following cases:

D6.7.1 Closure of one (1) of the participating schools;

D6.7.2 Serious breach of the Bylaws, Policies or Rules and Regulations of BCSS of any of the participants; or

D6.7.3 When, in the opinion of the Eligibility Officer, it is in the best interests of the student-athletes of one (1) or more schools.

D6.8 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 girl's sport, and male student-athletes may only play on a team designated as a boy's 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 / her sex in the following circumstances:

D7.2.1 A female student-athlete may play on a boy's team if her school will not offer a girl's team in that sport at the appropriate age level during the same school year. A letter from the administrator confirming a girl's team will not be offered must be sent into the BCSS office. If a female student-athlete plays on the appropriate age level boy's team, she may not play on the more senior girl's 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 / 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.

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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; and
- (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 / 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 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 student; and

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.

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 extracurricular 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; but

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

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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 (1) 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 and D1 for the year and sport(s) 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 D1 for the year and sport(s) referred to in the ruling, provided, however, that:

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

D9.6.2 The student-athlete:

- (a) Is not ineligible for restricted competition on the basis of facts not contained in the application; and
- (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 eight (8) entry, and starts on the first (1st) day of school in the applicable school year.

D9.8 TRANSFERS:

Subject to Section III D10, a student-athlete who transfers from his / her home school after the first day of his / her **second (2nd) year of eligibility (grade 9)** is ineligible for a period of twelve (12) months from the date of transfer (or if the transfer is in September, the start of the next school year), 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 - D9.8.13 is met.

In addition to completion of the transfer form in STARS, 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.

Note: *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 STARS. Please read the conditions below carefully to determine if additional confirmation is required (see Section III D9.8.1 - 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 D9.8.1(a), a student-athlete graduating from a middle school or 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.
- (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.

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 eight (8) entry date;
- (e)** Previous school;
- (f)** New school;
- (g)** Will they be attending their catchment school? Yes or No; and
- (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 / her parent(s) or legal guardian(s) 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 School Declaration Form by the parent or legal guardian in a form acceptable to the Eligibility Officer 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.
- (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.

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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 (1st) 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 (i.e. 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.

(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. The student-athlete does not become eligible under this category until the member school submits to BCSS a School Declaration Form to the Eligibility Officer 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.

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:

- (a)** The district academic program is no more than one (1) school year in length;
- (b)** The student-athlete will be returning to their original school immediately upon the conclusion of the district academic program;
- (c)** The program is a district academic program housed at the particular receiving school;
- (d)** The district academic program is a coherent program, not just a series of courses; and
- (e)** 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 D10. 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).



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D9.8.6 Alternate Program / Schools: If an alternate program or school is an offshoot of a particular member school (home school), and is administered by that home school's administrator, the student-athlete 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).

D9.8.7 Student-Athlete Transferring from an Alternate School or Distributed Learning School:

- (a) 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; or
- (b) 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).

D9.8.8 Short Term Transfer and Return to Home School:

- (a) 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.
- (b) A student-athlete who transfers, for disciplinary reasons, to another school for a period of one (1) school year or less, will regain athletic eligibility upon transferring back to his / her home school.



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 if they meet all of the following conditions:

- (a) The student-athlete transfers into the member school from outside of British Columbia and is not a resident of British Columbia;
- (b) The Exchange Program is an established and recognized program by either provincial or federal governments;
- (c) The student-athlete has been accepted on the basis of academic sustainability;
- (d) The incoming student-athlete will be enrolled at the receiving school for at least a consecutive five (5) months or one (1) semester period;
- (e) The school Administrator or District Office shall verify in writing that:
 - (i) The acceptance of the student-athlete is based solely on academic criteria;
 - (ii) That a student-athlete's possible participation in extracurricular 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 student-athlete participation.
- (iv) This verification will be submitted to the BCSS office prior to any participation in any BCSS-approved sports.
- (f) The student-athlete is eligible as per all other BCSS eligibility policies, including age and the eligibility calendar.

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D9.8.10 Incoming International Student-Athlete: A student-athlete who transfers into a BCSS 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 the member school from outside of Canada;
- (b) The student-athlete is registered in a member school as an international student and pays tuition to that school district according to the 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 (5) months or one (1) semester period;
- (e) The school administrator or District Office shall verify in writing that:
 - (i) The acceptance of the student-athlete is based solely on academic criteria;
 - (ii) That a student-athlete's possible participation in extracurricular 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 student-athlete participation.
 - (iv) This verification will be submitted to the BCSS office prior to any participation in any BCSS-approved sports.
- (f) The student-athlete is placed in a school dormitory or with a family home stay; and
- (g) The student-athlete is eligible as per all other BCSS eligibility policies, including age and the eligibility calendar.

D9.8.11 Incoming Boarding School Student-Athlete: A student-athlete who transfers into a BCSS member school as an incoming boarding school student-athlete is eligible to compete for the receiving school if they meet all of the following conditions:

- (a) The student-athlete transfers into the member school from:
 - (i) **Outside of Canada:** Participate in any BCSS approved sports; or
 - (ii) **Inside of Canada:** 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 their previous school in the twelve (12) months prior to the date of transfer.
- (b) The student-athlete is registered in a member school as a boarding student and pays tuition according to a published boarding 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 or district office shall verify in writing that:
 - (i) The acceptance of the student-athlete is based solely on academic criteria;
 - (ii) That a student-athlete's possible participation in extracurricular 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 student-athlete participation.
 - (iv) This verification will be submitted to the BCSS office prior to any participation in any BCSS-approved sports.
- (f) The student-athlete is placed in a school dormitory.

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; and

(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; 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: Eligibility Applications

D10.1 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.

D10.2 An application under Section III D10.1 shall be submitted to the Eligibility Officer through the BCSS office.

D10.3 THE APPLICATION SHALL CONTAIN:

- A completed and signed BCSS Eligibility Application;
- Disclosure of the eligibility application to the leaving school including reference to the eligibility rule upon which the application is based;
- 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.

D10.4 The applicant school shall submit a \$50 application fee with each application.

D10.5 The Eligibility Officer may request further information from the applicant school.

D10.6 There is no right to a teleconference or oral hearing before the Eligibility Officer.

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D10.7 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.

D10.8 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.

D10.9 Subject to Section III D10.21, 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.

D10.10 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.

D10.11 A member school may appeal a decision under Section III D10.8 denying an exemption application, in accordance with this section.

D10.12 An appeal under Section III D10.11 shall be in writing and shall be submitted to the BCSS office for forwarding to the Eligibility Appeals Committee (EAC) at least eight (8) school days before the next scheduled meeting of the EAC.

D10.13 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
- New information or material that the member school wants the EAC to consider.

D10.14 The EAC may request further information from the applicant school.

D10.15 There is no right to a teleconference or oral hearing before the EAC.

D10.16 The EAC may allow or dismiss the appeal, having regard to the principles set out in Section III D10.7.

D10.17 The EAC may substitute its views for that of the Eligibility Officer.

D10.18 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.

Section III D

D10.19 Subject to Section III D10.21, 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.

D10.20 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.

D10.21 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.

D10.22 The decisions of the EAC under Section III D10.18 and the Eligibility Officer under Section III D10.8 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 2016-2017 as noted below:

Deadlines for Submission (Wednesdays)	Meetings (Saturdays)
September 14, 2016	September 24, 2016
October 12, 2016	October 22, 2016
November 23, 2016	December 3, 2016
January 4, 2017	January 14, 2017
March 1, 2017	March 11, 2017
May 24, 2017	June 3, 2017





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Section III E

SEASONS OF PLAY

Section III F

CHAMPIONSHIP STANDARDS

Section III G

GRADE 8, GRADE 9 AND JR. PROVINCIAL CHAMPIONSHIPS

Section III H

NATIONAL CHAMPIONSHIPS

Section III I

SANCTIONING FOR OUT-OF-PROVINCE TEAMS



HELPFUL HINT

All BCSS member schools must only play BCSS sports within the BCSS seasons of play (see Section III E2.1). If you are playing outside of the season of play, you are considered a club team and must not appear to be representing your school (i.e. your team must not look like or act like a school team). Please ensure that you have insurance for your club team.

For changes to a sport's season of play, classification, championship dates, or to extend a sport program by adding a tier, gender or new sport, BCSS has a process that needs to be adhered to, including an application that must be made to the Competitive Standards Committee by **January 16** of the current school year. Please contact the BCSS office for direction on these matters.

HELPFUL HINT

The following Grade 8 and 9 sports currently have approval to play outside the designated Season of Play as indicated in Section III E2.2. Please contact the BCSS office to request changes or additions to this list. The full list will be available on our website under "Zones and Championships" in the menu on the left.

Fall

- Rugby – 8/9 (BNW, NS, RIC, VAN)

Winter

- Volleyball – 8 (OCSSAA)

Spring

- Basketball – 8 (NCDSSA)
- Football – 8 (NS)
- Volleyball (girls) – 8/9 (FVE)
- Volleyball (boys) – 8/9 (VAN)

HELPFUL HINT

- When playing teams that are not BCSS members, sanctioning is required from BCSS as well as from other provincial or state associations.
- All teams playing out of province and all schools hosting an out of province team must submit a sanctioning application to the BCSS office.

SECTION III E: SEASONS OF PLAY

Section III E1: General

E1.1 The rules in this section 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 - 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 - B2.1.13 for coach rules designed to prioritize in season sports.

Section III E2: Season of Play Dates

E2.1 2016-2017 SEASONS OF PLAY:

Season	Start Date for Unrestricted and Restricted Competition	End Date
Fall	Tuesday September 6, 2016	Saturday December 3, 2016
Winter	Monday November 28, 2016	Saturday March 11, 2017
Spring	Monday March 6, 2017	Saturday June 10, 2017

E2.2 2016-2017 DESIGNATED SEASONS OF PLAY BY SPORT AND AREA:

Grade eight (8) and grade nine (9) sports designate their own seasons of play with permission from the BCSS Board of Directors or its designates.

Season	Senior Seasons of Play	
Fall	Aquatics	Cross Country
	Field Hockey	Football
	Soccer - Boys	Volleyball
Winter	Basketball	Curling
	Gymnastics	Skiing
	Snowboarding	Wrestling
Spring	Badminton	Golf
	Mountain Biking	Rugby
	Soccer - Girls	Tennis
	Track and Field	

Section III E

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

E3.1 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.

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, allow any student-athlete to exceed the maximum number of playing days for that sport, which are:

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

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 / 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 if no violation of this section by the school in the past five (5) years;

(b) \$400 if one (1) violation of this section by the school in the past five (5) years; or

(c) \$800 if more than one (1) violation of this section 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 (1st) 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.



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SECTION III F: CHAMPIONSHIP STANDARDS

Section III F1: Definition of a Provincial 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 boy's team championship, a girl's team championship, a coed team championship, or an open team championship

F1.7.1 Coed Teams: The sport-specific rules for a coed team championship may require that:

- (a) A specific number of boys and girls form one (1) coed 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 coed team point total (aquatics, gymnastics, snowboarding, 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).

F1.7.3 Team Size: Each sport commission will define the minimum number of student-athletes that comprise a school team.

Section III F

F1.7.4 All BCSS approved sports shall lead to one (1) of the defined types of championships:

- Aquatics (boys team; girls team)
- Badminton (coed 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 (coed team)
- Mountain Biking (coed team)
- Rugby (boys team)
- Skiing – Alpine (boys team; girls team)
- Snowboarding (boys team; girls team)
- Soccer (boys team; girls team)
- Tennis (coed team)
- Track & Field (boys team; girls team)
- Volleyball (boys team; girls team)
- Wrestling (boys team; girls team)

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 a typical student-athletes; and
- 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; and
- 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; and
- 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.

Note: *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; and
- 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 standards policies and procedures to the membership;
- F3.4.4** Responsible for production and regular updating of an event management guidelines manual; and
- 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:

- F4.1.1** 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; and
- F4.1.2** To establish criteria and procedures for the approval of a provincial championship.

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 and attending the same member school;
- F4.2.2** Having a coach or coaches approved by the administration at this school;
- 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.

Section III F

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 actively participate in a minimum of six (6) of seven (7) BCSS zones. Should a sport be represented in less 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); and
- (d)** May have up to four (4) tiers, determined by school enrollment 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-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);
- (c)** Must actively participate 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); and
- (d)** May have up to three (3) tiers, determined by school enrollment 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); and
- (d)** May have up to two (2) tiers, determined by school enrollment 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); and
- (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, and
 - Contact details for further information.
- (iii)** The application must be submitted by responsible sport commissioner; and
- (iv)** The sport classification criteria for the requested sport level 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 approval of final application;
- (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)** Sport commissions will determine and advertise to all schools participating in that sport the qualification, procedures to advance to the provincial invitational event, tournament or meet; and
- (v)** Sport commissions 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 in that sport,
 - Proposed criteria for determining tier allocation,
 - 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, and
 - Contact details for further information.
- (iv)** Once approved, invitational events become a part of the sport official records.

Section III F

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 (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, and
 - Contact details for further information.
- (iii)** This notice of intent must be submitted by an existing sport commission; and
- (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;
- (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)** Sport commissions will determine and advertise to all schools participating in that sport the qualification procedures to advance to the provincial invitational event, tournament or meet; and
- (v)** Sport commissions 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 (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, and
 - Contact details for further information.
- (iv)** Once approved, invitational events become a part of the sport official records.

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 (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, and
 - Contact details 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; and
- (v)** After the application is submitted, 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; and
- (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 16 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:
 - Names of participating BCSS member schools (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 XII (Committees of the Society) of the BCSS Bylaws, and
 - Contact details for further information.
- (iv)** Representatives of the applying sport organizers will be asked to speak to the applicable resolutions at the Legislative Assembly; and
- (v)** Once approved, invitational events become a part of championship official records.



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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.

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 (i.e. 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.



*"EXCELLENCE IS THE GRADUAL RESULT
OF ALWAYS STRIVING TO DO BETTER."*

- PAT RILEY

Section III F

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, and
- 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 (see Section III F6.3.3)

- 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) 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 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 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 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 enrollment 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 XIII 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.

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 playoffs 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 F

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; and

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; and

(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 STUDENT-ATHLETES:

Social events such as a banquet or hospitality function may be offered for the tournament participants. The charge to student-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 and 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 website and in the 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,
- Appeal procedures,
- Conduct and discipline,
- Contracts,
- Dress code,
- Finance,
- Hosting guidelines,
- Location and facilities,
- Media relations,
- Officials,
- On-site concessions and sales,
- On-site supervision and security,
- Promotion,
- Protocol,
- Risk management,
- Rules of competition,
- Souvenir programs,
- 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 the school or district regulations.

F10.1.2 Coaches: Any discipline of coaches must follow the procedure outlined in Section III 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 playoff 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

BC High School Cross Country be granted to run a fully sanctioned and BCSS supported BCSS Junior Championship.

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.



SECTION III I: SANCTIONING FOR OUT OF PROVINCE TEAMS

Many BC schools host competitions with schools from outside of the province or travel out of 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 in provinces and states outside BC inviting teams from BC are required to follow the same procedures).

Section III I

Section III I1: Canadian Schools

I1.1 Any member school hosting a team from another province must submit an Application for Sanction - Host to BCSS no later than thirty (30) days prior to the event.

I1.2 Any member school travelling out of province for a competition must submit an Application for Sanction - Travel to BCSS no later than sixty (60) days prior to the event.

I1.3 Upon receipt of an application in Section III I1.1 or I1.2, BCSS will:

I1.3.1 Ensure that the competition is being conducted within BCSS rules and regulations and is in the best interests of the schools concerned;

I1.3.2 Complete and forward endorsement forms to the provincial or state association(s) of the out of province schools; and

I1.3.3 Upon return receipt of the endorsement in Section III I1.3.2, BCSS will notify the member school of the decision (approval or denial).

I1.4 Member schools not completing the required application form in accordance with Section III I1.1 or I1.2 will be fined \$200 per instance.

I1.5 BCSS and Alberta Schools Athletic Association have endorsed a blanket sanctioning policy for member-schools situated near the Alberta - BC border as posted on the BCSS website.

Section III I2: United States Schools

I2.1 Any member school hosting a tournament, meet, or event involving two (2) or more schools where one (1) or more schools are from the United States, must submit an Application for Sanction - Hosting to BCSS no later than sixty days (60) prior to the event.

I2.2 Any member school travelling to a tournament, meet, or event in the United States must submit an Application for Sanction - Travelling to BCSS no later than sixty days (60) prior to the event.

I2.3 Upon receipt of an application in Section III I2.1 or I2.2, BCSS will:

I2.3.1 Ensure that the competition is being conducted within BCSS rules and regulations and is in the best interests of the schools concerned,

I2.3.2 Complete and forward endorsement forms to the state association(s) of the schools.

(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 (NFHS). This process requires:

(i) A processing fee, as determined by NFHS, sent ninety (90) days before the tournament, meet or event; and

(ii) A financial report sent within ninety (90) days after the tournament, meet or event.

I2.3.3 Member schools not completing the required application form in accordance with Section III I2.1 and I2.2 will be fined \$200 per instance.

Section III I

Section III I3: International Tours, Contests and Cultural Exchanges

I3.1 Any member school hosting or travelling to another country other than the United States must submit an Application for Sanction - International to BCSS no later than sixty (60) days prior to the event.

I3.2 Upon receipt of an application in Section III I3.1, BCSS will:

I3.2.1 Ensure that the competition is being conducted within BCSS rules and regulations and is in the best interests of the schools concerned; and

I3.2.2 Notify the member school of the decision (approval or denial).

I3.3 Member schools not completing the required application form in accordance with Section III I3.1 will be fined \$200 per instance.

I3.4 It is the responsibility of the member school to obtain approval(s) from the appropriate Provincial and / or National Sport Organizations (PSO / NSO) as required.



*"YOU CANNOT PUT A LIMIT ON ANYTHING.
THE MORE YOU DREAM, THE FURTHER YOU GET."
- MICHAEL PHELPS*

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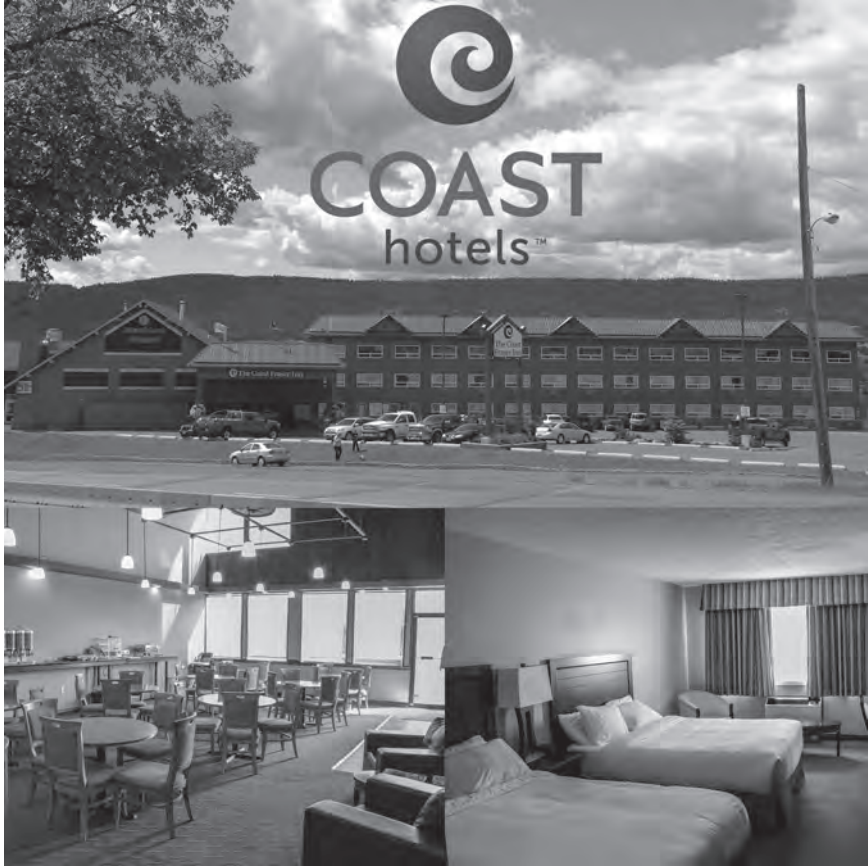


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