
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 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.

FRANCOPHONE STUDENT: a student who is in a program when instruction (some or all) to students is offered 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: a legal guardian is:

- a person who has been appointed legal guardian of the child by will, and has supported, maintained or cared for the child since the death of the parent(s) with whom the child was previously residing, or
- an adult who is under a legal duty to support or maintain the child under a court ordered or under a written agreement, and has supported or maintained the child for the previous twelve (12) months, or
- an adult who has signed a Statutory Declaration stating that they consider themselves to be the parent of the child, and who has maintained, cared for and financially supported the child for the previous twelve (12) months.

MEMBER SCHOOL TEAM COMPETITION: Member School Team competition is any game, match, scrimmage, contest or event that occurs between students from a Member School, representing that Member School and participants from another school or a club, with one or more coaches present.

***PLAYING UP:** a student moving up to a higher age level of competition.

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

SCHOOL TEAM ELIGIBILITY: any one student or group of students who are representing the school in interschool sport activity, and are supervised by a school district-approved coach/sponsor and under the authority of the school administrator. All school teams must be properly registered by the published dates in order to compete in BCSS competitions. Individual student-athletes must be named on the appropriate player registration form as part of their eligibility requirements.

SENIOR ATHLETE: a senior athlete is:

- any student in their fourth (4th) or fifth (5th) year of eligibility.
- any student in their first (1st), second (2nd) or third (3rd) year of eligibility who has participated in more than the allotted number of sport-specific senior competitions [See **D4.2**] Allotted senior competitions are four (4) playing days of which no more than two (2) can be league, provincial qualifying / provincial tournament competition.
- a first (1st) or second (2nd) year student-athlete who plays up to the senior level will not lose grade 9 or junior eligibility for the next school year, provided that the student 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.

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

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

STATUTORY DECLARATION: is a declaration sworn before a Notary Public or Commissioner of Oaths, and has the same effect as an oath given in a courtroom. A Statutory Declaration is considered to be sworn evidence.

STUDENT-ATHLETE: a student-athlete training to compete for his or her school.

STUDENT PARTICIPATION: a student has participated in a game / match / contest / event if the student has actually competed in the interschool competition.

- an HIV positive individual should not be excluded from participating in BCSS exclusively on the basis of his/her HIV infection.

RESTRICTED COMPETITION:

- all league games, local play-offs, regional play-offs or championships, zone play-offs or championships and provincial competition at all levels in BCSS-approved sports (ie: grade 8, grade 9, junior and senior) are restricted.
- all competitors must meet all of the BCSS eligibility requirements.
- all restricted competition is included in a team's "playing days" calendar.

UNRESTRICTED COMPETITION:

- exhibition games and invitational tournaments are "unrestricted" competition.
- all student-athletes must be registered at the school for which they are playing, be age eligible and not have graduated to be able to compete in unrestricted competition.
- all unrestricted competition is included in a team's "playing days" calendar.
- all unrestricted competition shall be included in the calculation of an individual student-athlete's "number of playing days at a higher age level" as described in **D4.2**.

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COMPETITIVE RULES AND REGULATIONS

BCSS recognizes that the Administrative head 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 Principals will ensure that BCSS policies established for Member School interscholastic athletics will be followed by his/her staff. The following 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.

PART A: GENERAL GUIDELINES

**Section 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 and safety precautions and risk management policies [D2.3] should be utilized for all practices, training sessions and interschool competitions.
- A1.7** Recommend that each student-athlete have an annual medical examination prior to participating during that school year.
- A1.8** Recommend that each student-athlete and parent / legal guardian be advised to carry appropriate insurance coverage.
- A1.9** Promote the highest ideals of fair play by coaches, student-athletes, students and spectators in accordance with the BCSS Codes of Conduct.
- A1.10** Encourage coaches to report unsportsmanlike conduct and misbehaviour to the School Administrator and local Athletic Association as soon as possible.
- A1.11** Actively work to ensure that separate but equal opportunities in athletic programming be provided for both boys and girls. All programs should provide an opportunity for excellence by all participants.

The ultimate goal of BCSS in this area is to secure equal opportunity in athletic programs for both sexes, while allowing schools and Sport Commissions flexibility in determining how best to provide such opportunity. BCSS maintains the philosophy that separate but equal quality programs should be provided for students. We recommend that each school attempt to provide equal availability of opportunity for both sexes to get involved in the athletic program. In determining if equal opportunities are available, such factors as these should be followed:

- a) time available for athletic programs
- b) money available for athletic programs
- c) equipment available for athletic programs
- d) facilities available for athletic programs
- e) sports or activities offered
- f) expertise of coaches and game officials
- g) safety and welfare of participants.

Section A2: COMMUNITY COACH GUIDELINES

Preamble:

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

Guidelines:

- A2.1** Community Coaches should complete the Community Coaches Application Form and submit copies to both the Athletic Director and School Administrator. The form will enable School Representatives to start to determine the qualifications and suitability of the prospective Community Coach to supervise and coach students of school age, and to receive from the prospective Community Coach authorization to conduct a Criminal Records check
- A2.2** **it is strongly recommended that the Community Coach have completed the three modules included in “Introduction to Competition” course of the National Coaching Certification Program. These modules include; Make Ethical Decisions, Planning a Practice, and Nutrition. Coaches should also complete the “Make Ethical Decisions” on-line evaluation available through the Coaching Association of Canada website once they have completed the appropriate in-class course work for this respective module. (May 2007)**
- 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 students
 - A2.3.2** emergency protocol within the school
 - A2.3.3** accountability for equipment, uniforms, finances
 - A2.3.4** league 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 player registration and entry into events
- A2.3.11** how and where to register for NCCP clinics.
- A2.4** the School Administrator and/or Athletic Director should request and check at least two references for each Community Coach candidate. Reference checks should include questions about previous conduct, suspensions or probationary penalties served, technical skill and ability, age group and/or gender previously coached and degree of commitment and interest
- A2.5** the School Administrator and/or Athletic Director should undertake a Criminal Records check on the prospective Community Coach, looking for convictions under the Criminal Code of Canada, the Narcotics Control Act and the Food and Drugs Act
- A2.6** the BCSS Supervision Policies **[A3.1]** does 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

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- b) the new 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 new 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 (May 2007)

Section 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 A4: SCHOOL STANDARDS

- A4.1** Students must live up to accepted school and District standards as judged by the School Administrator.

Section A5: JOB ACTION

- A5.1** BCSS believes that students and their participation in extra-curricular 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 league 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 students or the competitive integrity of league 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.

PART B: COACH'S RESPONSIBILITIES

Section B1: 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 students. Therefore, coaches are expected to model the fundamentally positive aspects of school sport. Coaches are responsible for their own behaviour as well as their student-athletes and shall:

- B1.1** recognize that school sport is an extension of the classroom, with moral and legislative obligations required of the coach at all times
- B1.2** shall uphold the rules and regulations of BCSS, the local Athletic Association and applicable Sport Commission
- B1.3** shall actively uphold the rules of the sport, the spirit of the rules of the sport, and encourage student-athletes to do the same
- B1.4** shall fulfill all league, exhibition, invitational, play-off and championship competitive and event obligations, in accordance with Athletic Association policy, Sport Commission policy or Tournament Organizer agreements
- B1.5** 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
- B1.6** shall respect the judgement and interpretation of officials without gesture or argument, and require student-athletes to do the same
- B1.7** shall not use foul, profane, harassing or offensive language or gestures in the conduct of coaching duties
- B1.8** shall not use physical force of any kind in the conduct of coaching duties
- B1.9** shall not, under any circumstances, endorse, recommend or suggest the use of performance enhancing drugs or supplements by any student-athlete
- B1.10** shall abstain from the use of tobacco products and alcohol while in the presence of student-athletes, and discourage their use by student-athletes
- B1.11** 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 their obligation to participate on a school team
- B1.12** shall not, under any circumstances, require or imply that a student-athlete cannot or should not participate in any BCSS approved sport of their choice in the season preceding and/or succeeding the coach's particular season-of-play.
- B1.13** shall not, under any circumstances, start pre-season tryouts or practices to the detriment of any in-season sport
- B1.14** shall not, either directly or indirectly, encourage a student to attend a particular school for the purpose of participating in interschool sport. **This is perceived as recruiting as outlined below:**
 - B1.14.1** **Definition:** recruiting is defined as a representative of a school, either directly or through another party, encouraging a student to attend a school other than that in whose catchment area he or she resides, for the purpose of being involved in extracurricular sport. The school representative could be a teacher, administrator, school district employee, school employee, student, parent, alumnus or any person representing themselves as a school contact.
 - B1.14.2** **Statement on Recruiting:** in support of the BCSS overriding purpose of the eligibility rules, which is to ensure fair and equitable competition for all students participating in BCSS competition, the BCSS membership strongly condemns any attempt to recruit a student-athlete into a particular member school.
 - B1.14.3** **Indicators of Recruiting:** there are many legitimate times that a school representative and/or coach of a school team will be in contact with students from another school. Therefore, indicators of recruiting have been developed to provide parameters of behaviour expectations for coaches and other school representative(s). For brevity, the term "coach" is used, but the policy applies equally to coaches and any other school representative(s).

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- a) a coach shall not initiate contact with any student who does not attend, or does not directly feed into the coach's school, in order to suggest, encourage or explain a transfer to a different school
- b) a coach shall not encourage any other person, including past and present players, to contact any student to suggest, encourage or explain a transfer to a different school
- c) a coach shall not permit a student who is not currently enrolled at the coach's school, or whose present school does not directly feed into the coach's school, to participate in team practices or participate in scheduled team activities (including travel to games/events, team meetings or trips), unless specifically agreed to by the student's present school [**see D1.1**]
- d) a coach shall not permit a student who is not currently enrolled at the coach's school, or whose present school does not directly feed into the coach's school, to attend "open gym" at the coach's school or attend spring or summer practices, games or camps specifically designated for enrolled students
- e) a coach shall not entice a student who is not currently enrolled at the coach's school, or whose present school does not directly feed into the coach's school, into transferring to the coach's school. Examples of some applicable situations are listed below, but are not limited to:
 - i) providing particular inducements such as preferential accommodation, reduced fees or employment at any camp program
 - ii) allowing the non-enrolled student to accompany the team to a school or team function, or by offering a discounted or special admission to any school function, including team games
 - iii) providing a non-enrolled student with team plans, practice outlines or game plans
 - iv) providing transportation or equipment or clothing/shoes or financial inducement in order to facilitate a non-enrolled student's involvement in out-of-season contests, leagues, camps, clinics or related programs
 - v) inviting or allowing a student who is transferring to the coach's school to reside with the coach (and/or coach's family) who is not the student's parent or legal guardian or being financially supported in anyway by a coach
 - vi) a coach shall not use an evaluation process from an out-of-season program or camp to suggest that a student transfer to any other school other than the one at which he or she is currently enrolled or into which they will directly feed.
- f) **Student Approaching a Coach:** if a coach is approached by any student who is not enrolled at the coach's school, or by any student who will not directly feed into the coach's school, with questions or comments regarding any sports program at the coach's school, the coach is advised to direct the student to the school or school district registrar. Once a student has registered at the coach's school, the coach may discuss school teams.

BCSS will provide a "Coach's Code of Conduct" Form to Member Schools, and recommends that each coach be asked to read and sign the form, a copy of which should be kept on file by the school.

Section B2: PENALTIES FOR VIOLATIONS OF THE COACH'S CODE OF CONDUCT

The role and conduct of a coach in a school sport setting is crucial and critical for the positive development of student-athletes. A strong Code of Conduct and decisive steps in dealing with violations supports the education-first and student-centered philosophy of the organization. Unless specified otherwise, all the references in this policy refer to days that school is in session.

B2.1 Procedures for Dealing with Incidents That Occur During a Game, Practice or Athletic Contest:

B2.1.1 Filing a Complaint:

- a) the offending coach ("respondent") must be notified in writing at least 24 hours (1 school day) prior to a formal complaint being filed with the applicable disciplinary body. Notification may be affected by delivery of a fax, e-mail or letter to the coach, c/o his/her school
- b) the complainant and the respondent may wish to pursue informal resolution prior to the formal complaint being filed with the local Athletic Association or Sport Commission, but this process will not preclude a formal complaint submission if the informal resolution attempt affects the 5 working days timeline
- c) a written complaint for the specific incident must be filed with the president of the applicable Athletic Association (league or Athletic Association play) or Sport Commission (zone play-offs and championships). The written complaint must be copied to the "respondent", School Athletic Director, School Administrator of the "respondent" and BCSS. Complaints should be filed using a BCSS code of conduct complaint form, available from athletic directors, the BCSS office, or the BCSS website
- d) the formal complaint filed under this policy must be filed within 5 school days after the situation or incident has occurred, unless the Athletic Association or Sport Commission receiving the complaint determines that the that period should be extended
- e) the complaint must cite the specific clause of the Coach's Code of Conduct alleged to have been violated, the date of the occurrence and the particulars of the alleged violation, including naming other parties involved (if applicable)
- f) the complaint can be filed by any person who has information that leads him or her to believe that a violation has occurred
- g) additional information in support of the complaint can be submitted as written evidence and be attached to the complaint. This additional information may take the form of letters from students or spectators, reports or letters from tournament or game/event officials, or confirming information from other coaches or school officials. If any of the evidence is submitted by a minor, the letter must be co-signed by the minor's parent or guardian. All submitted information must be dated.

B2.1.2 Disciplinary Hearing:

- a) the hearing between the Athletic Association or Sport Commission Disciplinary Committee, the complainant and the "respondent" will take place within 15 school days of the formal written complaint being received.

Contact your local Athletic Association President or the BCSS office for a complete set of procedures for a Disciplinary Hearing for a complaint filed under rule **B2.1**.

B2.1.3 Discretionary Penalties: the Athletic Association or Sport Commission Disciplinary Committee will rule on the complaint, with the following options available to them. These are not written as progressive

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penalties, but should be applied with due care taken regarding the severity of the offence and the discipline history of the respondent:

- a) no steps taken; complaint not upheld
- b) the complaint upheld, but no action taken
- c) a letter of reprimand to offending coach
- d) a letter of reprimand to offending coach and instructions to take a Coaching Certification Theory course within 12 months
- e) a letter of reprimand and a probationary period for the offending coach of up to twelve (12) months
- f) penalty as in (d) and (e) but with an additional probationary period for the member school of the offending coach
- g) the suspension of the offending coach from coaching restricted and unrestricted school competition in British Columbia (all sports and all levels) for a minimum period as decided by the Athletic Association or Sport Commission Disciplinary Committee, to a maximum permanent suspension from coaching school sport in B.C.
- h) any coach disciplined under (g) will receive an automatic minimum twelve (12) month suspension for a second instance of a violation of the Coach's Code of Conduct, within a three (3) year period from the first instance.

B2.1.4 The Ruling: the Ruling must be made within five (5) days of the Hearing, in writing, to the offending coach. cc: Complainant, Offending Coach's School Athletic Director and School Administrator, School District Superintendent, the Athletic Association President (if ruling made by the Sport Commission) and BCSS. BCSS will inform the BCTF and the College of Teachers if the offending coach is a member.

B2.1.5 Reminder: in the case of any probationary period or suspension that continues past the end of a school year, prior to the next school year, BCSS will send a reminder letter of the penalty and the terms of the penalty to the Coach, the School Athletic Director, the School Administrator, the School District superintendent, the Athletic Association President and the applicable Sport Commission.

B2.1.6 Membership Notification: at the conclusion of the hearing and any appeal period, BCSS will publish the names and applicable time period for any coach who is on probation or under suspension for the remainder of a season of play or more, in the next issue of the BCSS Report magazine.

B2.2 Procedures for Dealing with Incidents Involving Recruiting, Multiple Athletic Associations or General Misconduct:

B2.2.1 Filing a Complaint:

- a) the offending coach (respondent) must be notified in writing at least 5 school days prior to a formal complaint being filed with BCSS. Notification may be affected by delivery of a fax, e-mail or letter to the coach, c/o his/her school
- b) the complainant and the respondent may wish to pursue informal resolution prior to the formal complaint being filed with BCSS, but this attempt will not preclude a formal complaint submission if the informal resolution attempt affects the 365 day time line noted in this regulation
- c) a written complaint for the specific situation or occurrence is filed with the President of BCSS. Copies of the written complaint must also be distributed to the respondent, the respondent's School Athletic Director and School Administrator, and to the President of the respondent's local Athletic Association, at least 48 hours before the written complaint is filed with BCSS. Complaints should be filed using a BCSS code of conduct complaint form, available from Athletic Directors, the BCSS office, or the BCSS website

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- d) the formal complaint submitted under this policy must be filed within a 12 month period after the situation or incident has occurred, (12 months consecutive time, not school in session) unless the Hearing Panel chairperson determines that the period should be extended
- e) the complaint must cite specific clause of the Coach's Code of Conduct alleged to have been violated, the date of the occurrence and the particulars of the alleged violation, including the naming of other parties involved (if applicable)
- f) the complaint can be filed by any person who has information that leads him or her to believe that a violation has occurred
- g) additional information in support of the complaint can be submitted as written evidence and be attached to the complaint. This additional information may take the form of letters from students or spectators, reports or letters from tournament or game/event officials, or confirming information from other coaches or school officials. If any of the evidence is submitted by a minor, the letter must be co-signed by the minor's parent or guardian. All submitted information must be dated.

B2.2.2 Disciplinary Hearing:

- a) four members of the BCSS Management Committee shall act as the Hearing Panel, and shall select the chairperson from the panel. If four members of the Management Committee are not available due to conflict of interest or time or location, the BCSS President will appoint other members from the BCSS Board of Directors to sit on the panel
- b) the hearing will take place within 30 school days of the complaint being received. The hearing may take place as a conference call if most expedient.

Contact the BCSS office for a complete set of procedures for a Disciplinary Hearing for a complaint filed under rule **B2.2**.

B2.2.3 Discretionary Penalties: the Hearing Panel will rule on the complaint, with the following options available to them. These are not written as progressive penalties, but should be applied with due care taken regarding the severity of the offence and the discipline history of the "respondent":

- a) no steps taken; complaint not upheld
- b) the complaint upheld, but no action taken
- c) a letter of reprimand to offending coach
- d) a letter of reprimand to offending coach and instructions to take a Coaching Certification Theory course within 12 months
- e) a letter of reprimand and a probationary period for the offending coach of up to twelve (12) months
- f) penalty as in (d) and (e) but with an additional probationary period for the Member School of the offending coach
- g) the suspension of the offending coach from coaching restricted and unrestricted school competition in British Columbia (all sports and all levels) for a minimum period as decided by the Athletic Association Disciplinary Committee or the Sport Commission Disciplinary Committee, to a maximum permanent suspension from coaching school sport in B.C.
- h) any coach disciplined under (g) will receive an automatic minimum twelve (12) month suspension for a second instance of a violation of the Coach's Code of Conduct, within a three (3) year period from the first instance.

B2.2.4 The Ruling: the Ruling must be made within five (5) days of the Hearing, in writing, to the offending coach. cc: Complainant, Offending Coach's School Athletic Director and School Administrator, School

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District Superintendent, the Athletic Association President (if ruling made by the Sport Commission) and BCSS. BCSS will inform the BCTF and the College of Teachers if the offending coach is a member.

B2.2.5 Reminder: in the case of any probationary period or suspension that continues past the end of a school year, prior to the next school year, BCSS will send a reminder letter to the coach, the School Athletic Director, the School Administrator, the School District Superintendent and the Athletic Association President and the applicable Sport Commission (if a sport-specific penalty).

B2.2.6 Membership Notification: at the conclusion of the Hearing and any Appeal Period, BCSS will publish the names and applicable time period for any coach who is on probation or under suspension for the remainder of a season of play or more, in the next issue of the BCSS Report magazine.

B2.3 Procedures for Dealing with a Coach Ejection from a Game / Meet / Tournament / Event:

B2.3.1 for ALL game ejections, the offending coach is REQUIRED to submit, within 72 hours and in writing, an incident report to his/her Athletic Director, School Administrator and Athletic Association President. The School Athletic Director and/or School Administrator may choose to take disciplinary action.

The offending coach should be notified in writing of any disciplinary action by the school, with copies to the School Athletic Director, School Administrator and the Athletic Association President.

a) there is no BCSS appeal procedure regarding a school's decision to reprimand the coach.

B2.3.2 if a complaint on the same incident is received from another source by the Athletic Association, Sport Commission or BCSS, then (Procedures for Dealing with Violations of the Coach's Code of Conduct) must be initiated.

B2.4 Appealing Penalties - Coach's Code of Conduct Policies

Any discretionary penalty ruling handed down by an Athletic Association Disciplinary Committee, Sport Commission Disciplinary Committee or BCSS Disciplinary Panel involving Section B1 (Procedures Dealing with Violations of the Coach's Code of Conduct) may be appealed:

- a) the complainant may only appeal if they have new information that was not available at the time of the first hearing
- b) the respondent may appeal if he/she does not believe that the ruling is warranted.

B2.4.1 Appeal: the ruling may be appealed by the complainant or respondent using the following procedure documentation, citing the situation and circumstances under which an appeal is being filed, must be submitted to the chair of the Athletic Association Disciplinary Appeals Committee [for B2.1] Sport Commission Disciplinary Appeals Committee [for B2.1] or to the chair of the BCSS disciplinary appeal committee [for B2.2] within 10 school days of the ruling being announced

a) the appeal should include any or all documentation generated for the original hearing. The "respondent" must have a letter supporting the appeal from the Athletic Director and/or Administrator of his/her school.

B2.4.2 Appeal Hearing:

a) an appeal hearing will be held within 15 school days by the Athletic Association Disciplinary Appeals Committee or Sport Commission Disciplinary Appeals Committee [for B2.1] or by the BCSS Disciplinary Appeals Committee [for B2.2]. These committees can make one of five decisions:

i) uphold original decision with penalty intact,

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- ii) uphold original decision with an increased penalty, or
- iii) uphold original decision with a reduced penalty, or
- iv) overturn the original decision with no penalty, or
- v) overturn the original decision and apply a penalty.

B2.4.3 BCSS Disciplinary Appeal Committee: for any appeal filed regarding decisions made under **policy B2.2**, the decision of the BCSS Disciplinary Appeals Committee is 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 judgment, prohibition or otherwise to question, review, prohibit or restrain the committee or any of its proceedings.

B2.5 Second Level of Appeal - B2.1 Violations of Coach's Code of Conduct

B2.5.1 Filing a Second Level Appeal: the decision handed down by an Athletic Association appeal committee or a Sport Commission appeal committee may be appealed only if:

- a) the Athletic Association or Sport Commission Disciplinary Appeals Committee committed a technical error in their hearing and handling of the appeal.

B2.5.2 Appeal: documentation, citing the situation and circumstances under which a second appeal is being filed, must be submitted to the chair of the BCSS Disciplinary Appeals Committee, through the BCSS office, within 10 school days of the original appeal ruling being announced.

B2.5.3 Second Level Appeal Hearing:

- a) an appeal hearing will be held within 20 school days by the BCSS disciplinary appeal committee. This committee can make one of five decisions:
 - i) uphold original decision with penalty intact, or
 - ii) uphold original decision with an increased penalty, or
 - iii) uphold original decision with a reduced penalty, or
 - iv) overturn the original decision with no penalty, or
 - v) overturn the original decision and apply a penalty.

B2.5.4 BCSS Disciplinary Appeal Committee: the decision of the BCSS Disciplinary Appeals Committee is 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.

PART C: TEAM ELIGIBILITY AND TIERING CLASSIFICATIONS

Section C1: GENERAL

A School Team is defined as any one student or group of students who are representing the school in interschool sport activity, and are supervised by a school district-approved coach/sponsor and under the authority of the School Administrator.

All school teams must be properly registered by the published deadline dates [B2.2] in order to compete in BCSS competition. Individual student-athletes must be named on the appropriate Player Registration Form as part of their eligibility requirements.

C1.1 SCHOOL MEMBERSHIP IN BCSS: the school that is being represented by a team must be a Member School of BCSS as per the BCSS **Bylaw 2.3 (a)**.

Section C2: REGISTRATION REQUIREMENTS

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

C2.2 Sport Declaration: in September each year, schools are required to declare the teams and levels of competition in which they hope to be involved for the year. This form must be submitted on-line by October 2nd (submission of this form does not replace the team Player Registration Form).

Notification of additional sports can be made to the BCSS office using the on-line sport declaration system by the following dates:

C2.2.1 Fall Sport Declaration deadline - October 1st

C2.2.2 Winter Sport Declaration deadline - November 26th

C2.2.3 Spring Sport Declaration deadline - March 3rd

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

C2.3 Player Registration Forms: Player Registration Forms for all Grade 8, Grade 9, Junior, Senior and Open teams must be submitted to the BCSS office through the BCSS on-line registration system and in accordance with approved membership deadlines.

C2.3.1 Deadlines: Player Registration Forms for all BCSS registered teams must be submitted through the BCSS on-line registration system by the deadlines below:

a) Fall Sports

i) deadline for on-line submission is October 1st - •badminton (*Lower Mainland Gr. 8, Junior and Senior*), •cross country, •field hockey, •football, •rugby (*Grade 8, 9 & Junior {BNW, Ric & Van}*), •soccer boys, •volleyball

ii) deadline for on-line submission is October 5th – •aquatics.

b) Winter Sports

i) deadline for on-line submission is December 11th - •badminton (*Lower Vancouver Island, Upper Vancouver Island, Kootenay, Okanagan, North Central (Gr. 8, Junior and Senior), and Fraser Valley (Senior Only)*), •basketball, •curling, •gymnastics, •volleyball (*Gr. 8 -OCSSAA only*), •wrestling

ii) deadline for on-line submission is January 21st - •skiing/snowboarding.

c) Spring Sports

i) deadline for on-line submission is April 7th - •badminton (*Fraser Valley Junior and Gr. 8*), •basketball (*Gr. 8-NCD*), •golf, •rugby,

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•soccer girls, •soccer jr. boys (*Island*), •tennis, •volleyball (*FVE, LM, PG*),

- ii) deadline for on-line submission is April 21st - •mountain biking, •track & field.

C2.4 Adding Names to a Player Registration Form: students who are new to the school or who are joining a team after the initial registration has been submitted, and who are otherwise eligible, can be added to the BCSS Player Registration Form by the following deadlines:

C2.4.1 Fall Sports - must be submitted on-line by October 19th or at least seven (7) days before the zone qualifying event (whichever date is earlier)

C2.4.2 Winter Sports - must be submitted on-line by February 1st or at least seven (7) days before the zone qualifying event (whichever date is earlier)

C2.4.3 Spring Sports - must be submitted on-line by May 2nd or at least seven (7) days before the zone qualifying event (whichever date is earlier).

C2.5 Final Deadlines for Player Registration Forms: student-athletes or teams who are not properly registered are not eligible to participate in restricted competition after these final deadlines, including zone qualifying events and/or provincial championships.

C2.5.1 Fall Sports - Late Player Registration Forms must be submitted on-line by October 19th or at least seven (7) calendar days before the zone qualifying event (whichever date is earlier)

C2.5.2 Winter Sports - Late Player Registration Forms must be submitted on-line by February 1st or at least seven (7) calendar days before the zone qualifying event (whichever date is earlier)

C2.5.3 Spring Sports - Late Player Registration Forms must be submitted on-line by May 2nd or at least seven (7) calendar days before the zone qualifying event (whichever date is earlier)

C2.5.4 In the event an individual player for any sport is not included on the Player Registration Form by the final deadline date and 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's name being entered by BCSS on the BCSS Player Registration Form. No late player's names will be added to the BCSS Player Registration Form after the start of the zone playoffs, or where no zone playoffs exist, after league playoffs

C2.5.5 In the event an individual player for any sport is not included on the player registration form (due to an administrative error) which would allow for participation at the BC Provincial Championships and that student is deemed eligible to play by BCSS as verified by the school administration through the submission of the following documentation:

- a) copy of PR card or school registration documents that indicates they have previously attended that member school in preceding years as well as the current year
- b) written verification that the student 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 \$250.00 which must be paid prior to the student's name being entered by BCSS on the on-line BCSS Player Registration Form.

C2.5.6 Exception to Rule C2.5 (Final Deadlines): in extraordinary circumstances, the BCSS Executive Director may, in consultation with the zone Tournament Coordinator and the Sport Commissioner (if applicable), accept a Player Registration Form or an "Adding Player to a PRF" after the final deadline. The request must be in writing and state the extraordinary circumstances and then be faxed or e-mailed to the

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BCSS office. The decision of the Executive Director is final and binding on all parties.

- C2.6** Students Moving to a Higher Level of Competition: students who are properly registered by the deadlines at a grade 8, grade 9 or junior level of competition can be moved up to a higher age level of competition at the end of their season, as per **D4.3**.

FINES		
REGISTRATION	WHY	FINES
Sport Declaration	Deadline Passed	\$100
League Play *Schools will be fined no more than a maximum of \$200 per season of play for late 'team' registration.	a) Late Player Registration (after 1st deadline date)	\$25
	b) Late Team Registration (after 1st deadline date)	\$50
	c) Late Player Registration (after the final deadline)	\$50
	c) Late Team Registration (after the final deadline)	\$100
Zone Play	a) Late Player Registration prior to the start of Zones	\$100
	b) Late Team Registration prior to start of Zones	\$200
Provincial Championships	Late Player Registration prior to the start of the Provincials. <ul style="list-style-type: none"> No teams will be allowed to register at the Provincial Championships Teams whose players are not duly registered for any/all "restricted competition" will face forfeiture and financial penalties if a protest is filed by another member school. 	\$250

- C2.7** Late Fines for Player Registration Forms: schools must pay a late fee of \$50 per late Player Registration Form for teams registered with BCSS after the deadlines stated in rule **C2.2** and prior to the final deadlines noted in rule **C2.5**. Schools will only pay a maximum of \$200 per season of play for late Player Registration Forms.

C2.8 Automatic Penalties:

- C2.8.1** a \$50 fine per late Player Registration Form. Late Forms will only be accepted until the final deadline as listed in **C2.5**
- C2.8.2** 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 C3: PROCEDURES FOR DEALING WITH VIOLATIONS OF THE REGISTRATION POLICIES

- C3.1** Schools must notify BCSS via fax or e-mail of any outstanding information and reasons for non-compliance after published deadline dates:
- a) verbal confirmation will be available to Member Schools and the additional information will be added administratively to the ExNet registration system. Member Schools will be directly invoiced for all payable fines

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- b) the Member School has 10 working days to pay the fines (received at BCSS). All fines are payable to BCSS
 - c) the TEAM is NOT eligible for restricted competition after the 10-day fine period UNTIL the fine is paid.
- C3.2** If a player is not properly registered on the BCSS ExNet registration system, and a complaint is received by BCSS, or if information has to be requested because a team is competing in league or other restricted play:
- a) written "Cease and Desist" notification from BCSS to the Member School stating that the team is ineligible and has been fined. cc: Athletic Association, Sport Commission (if a provincial deadline was missed)
 - b) the TEAM is NOT eligible to compete until the player is properly registered by BCSS staff on the ExNet registration system
 - c) the Member School has 10 working days to pay the fine (received at BCSS). All fines are payable to BCSS
 - d) the TEAM is NOT eligible for restricted competition after the 10-day fine period UNTIL the fine is paid.
- C3.3 Appealing Fines for Violations of Eligibility Policies:** the fine for playing an ineligible player may be appealed. The original fine is still due for receipt at BCSS within the 10 working day period, but will be held if an appeal is received, until such time as the appeal procedure is concluded.
- C3.3.1 Appeals:** the fine can be appealed to the BCSS Management Committee through the President. The written appeal, citing the situation and circumstances under which the appeal is being filed must be submitted within 10 working days of the Ruling being announced.
 - C3.3.2 Appeal Hearing:** the Management Committee will conduct an Appeal Hearing within 10 working 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 Management Committee.

An Appeal Hearing may be conducted by conference call, for expediency sake. The Management Committee can make one of three decisions:
 - a) uphold original fine, or
 - b) uphold a fine but of a reduced amount, or
 - c) overturn the original fine, with no further penalty.
 - C3.3.3 Appeal Decisions:** the decision of the Management Committee must be sent, in writing, to the appealing School Athletic Director and Coach within five 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.
- C3.4 Appealing Fines for Late Player Registration Forms:** appeals of fines due to the late submission of Player Registration Forms must be submitted by fax or mail and received at the BCSS office within five (5) working days of a notice of penalty being sent to a Member School.
- C3.4.1 Documentation:** documentation citing the extraordinary circumstances that explain why Player Registration Forms must be late should be submitted by the Athletic Directors and/or the Administrator.
 - d12. Appeal Hearing:** the Appeal Hearing will be held within ten (10) working days of the appeal deadline. The Appeal Hearing may be conducted in person, by conference call or by telephone vote of the committee members. The Registration Appeal Committee can make one of three decisions:
 - a) uphold the original fine, or
 - b) reduce the original fine, or

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- c) eliminate the original fine and declare the Player Registration Form received on time.
- C3.4.3** Personal Representation: the Appealing School may be present in person or by conference call if they wish. They cannot be present during deliberations. Any additional costs incurred due to the representation by the Appealing School is the responsibility of the Appealing School
- C3.4.4** Appeal Decisions: the decision of the Registration Appeal Committee will be sent, in writing, to the school within five (5) working days of the Hearing
- C3.4.5** Final and Binding Decision: the decision of the Registration Appeals Committee is final and binding on all parties.

Section 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 **PART D** of these Competitive Rules and Regulations
 - C4.1.2** student-athletes are listed on the applicable school Player Registration Form as per **C2**
 - C4.1.3** **an individual student-athlete is only eligible to compete in one thirteen (13) week sanctioned season of play (restricted and unrestricted competition) per sport in each school year. (May 2007)**

Section C5: VIOLATIONS OF ELIGIBILITY POLICIES

- C5.1** Automatic Penalties: as per **D1.1 of the BCSS Eligibility Policies**, allowing an ineligible student to participate in restricted competition results in the following automatic penalties:
 - C5.1.1** a Member School forfeits all restricted interschool competitions in which the ineligible student has participated
 - C5.1.2** a \$50 fine per instance (each restricted competition), to a maximum of \$200.
- C5.2** Procedures for Dealing with Violations of the Eligibility Policies:
 - C5.2.1** a complaint is received and/or the Member School notifies BCSS of the mistake
 - C5.2.2** confirmation between Athletic Association President and Member School Athletic Director, or the BCSS Executive Director and Member School Athletic Director, that the student is ineligible [**see D13 preamble**]. This is considered to be the "Ruling"
 - C5.2.3** a written confirmation of the "Ruling", the amount of the fine and due date, and a "Cease and Desist" letter is sent by BCSS to the Member School Athletic Director; cc: Athletic Association, School Administrator
 - C5.2.4** the Member School has 10 working days to pay the fine (received at BCSS), regardless of whether or not an appeal of the fine will be filed. All fines are payable to BCSS
 - C5.2.5** the student is NOT eligible unless an Eligibility Appeal is properly filed with BCSS, and has been accepted by the Compliance Officer.
 - C5.2.6** if the fine is not paid within 10 working days (received at BCSS), the TEAM is not eligible for restricted competition [**based on C2**]
 - C5.2.7** all notification must be in writing; this could be a fax or e-mail.
 - C5.2.8** if a complaint is received from another party as per **Section 3 - Violation of the Coach's Code of Conduct, the procedures for Section C3 will be in effect.**

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Section C6: ATHLETIC ASSOCIATION APPROVAL

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

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

Section C7: TIERING CLASSIFICATION

C7.1 Number Calculation for all Tier Classifications:

Tier classification is based on enrolment as declared by each Member School to the Ministry of Education (Independent and Public Schools) and to their respective School Districts (Public Schools).

C7.1.1 The tier designation count must be taken on September 30th of each school year, and include:

- a) students in grades 11 and 12, and ungraded students in their fourth or fifth years of eligibility, for whom full funding is received and who are declared 1.0000 full time equivalent as recorded on the school's 1701 form and student data collection report, and who are under 19 years of age as of December 31st of the current school year,
- b) PLUS, full time international students enrolled at the school who are under 19 years of age as of December 31st of the current school year,
- c) PLUS full time students at the school who are registered in one of the BCSS approved exchange programs, and who are under 19 years of age as of December 31st of the current school year,
- d) PLUS, full time students at the school who are registered as School District #93 students, but who are attending classes at the school compiling tier designation numbers, and who are under 19 years of age as of December 31st of the current school year,

C7.1.2 Football will use the enrolment figures for the previous school year.

C7.1.3 Enrolment numbers by gender will be specific to the Sport Commission.

C7.2 Sport Tier Classifications:

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

BASKETBALL - 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
BASKETBALL - GIRLS	AAA - 226 more girls in Grades 11 and 12 AA - 81 - 225 girls in Grades 11 and 12 A - 80 or fewer girls in Grades 11 and 12
FIELD HOCKEY - GIRLS	AAA - 251 or more girls in Grades 11 and 12 AA - 250 or fewer girls in Grades 11 and 12
FOOTBALL - BOYS	AAA - 301 or more boys in Grades 11 and 12 AA - 300 or fewer boys in Grades 11 and 12
GOLF - COED	AAA - 321 or more students in Grades 11 and 12 AA - 161-320 or fewer students in Grades 11 and 12 A - 160 or fewer students in Grades 11 and 12 - tier numbers are halved (80) for single gender schools

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*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 Grade 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 Grade 11 and 12 * plus specific climatic, facility and calibre criteria. See BCSSSA Commission Registration information.
*TENNIS	AAA - 501 or more students in Grades 11 and 12 AA - 500 or fewer students in Grades 11 and 12 * plus specific climatic, facility and calibre criteria. See BCSSA Commission Registration information.
VOLLEYBALL - BOYS	AAA - 226 or more boys in Grades 11 and 12 AA - 81 - 225 boys in Grades 11 and 12 A - 80 or fewer boys in Grades 11 and 12
VOLLEYBALL - GIRLS	AAAA - 251 or more girls in grade 11 and 12 AAA - 161- 250 girls in Grade 11 and 12 AA - 81 - 160 girls in Grades 11 and 12 A - 80 or fewer girls in Grade 11 and 12

C7.3 Sports Changing Tier Classification Numbers:

a Commission wishing to change its tier classification based on enrolment must develop a rationale, with input from coaches, which must be submitted to the Competitive Standards Committee no later than January 15th of the current school year, with recommendations going forward to the next Legislative Assembly for approval.

C7.4 Additional Designated Criteria for Tier Classification:

C7.4.1 Sport Commissions may use criteria (in addition to enrolment) 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 enrolment) for tier placement must develop a rationale, with input from coaches, which must be submitted to the Competitive Standards Committee no later than January 15th, with recommendations going forward to the Legislative Assembly for approval.

PART D - STUDENT ELIGIBILITY

BCSS recognizes the right of all students 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 students who seek the privilege of participating in interschool competition. The over-riding purpose of these rules is to ensure fair and equitable competition for all students participating in BCSS restricted competition.

Section D1: STUDENT ELIGIBILITY

Individual students must meet the applicable eligibility requirements of BCSS to participate in restricted competition, and be listed on the appropriate Player Registration Form to be eligible for restricted competition. [See Definitions for “Restricted and Unrestricted Competition”]

- D1.1** Participation of an ineligible student in restricted competition will result in the following penalties [also see Section C5 - Penalties for Violations of the Eligibility Policies for reporting procedure and appeal procedure]:
- D1.1.1** the Member School forfeits all restricted competition in which the ineligible student has participated, and
 - D1.1.2** the Member School must pay a \$50 fine per student, per restricted competition, to a maximum of \$200.
- D1.2** The student may be ineligible because:
- D1.2.1** they do not meet the Student Eligibility Rules of BCSS as outlined in **Part D** of these rules, or
 - D1.2.2** the student may not be properly registered with the school team as per **C2.3** of these rules.

Section D2: STUDENTS REGISTERED AT AND COMPETING FOR A MEMBER SCHOOL

- D2.1** A student can only play for the Member School at which they are registered. Students must be in grades 7 - 12 at a BCSS Member School in order to compete in any BCSS-approved competitive activity. [Please note competitive restrictions in rules **D4.4.1**].
- D2.1.1** **An individual student-athlete is only eligible to compete in one thirteen (13) week sanctioned season of play (restricted and unrestricted competition) per sport in each school year. (May 2007)**
- D2.2** **FULL-TIME STUDENT STATUS:** a student 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 competes.
- D2.3** **PARENTAL APPROVAL:** prior to participation, the student must have submitted evidence of parental or legal guardian approval of participation, IN EACH SPORT, to be kept on file at the school. In addition, evidence acknowledging the "RISK" factors must also be given to the Parent/Legal Guardian by the school for each sports team a student plays on.
- D2.4** **GRADUATION:** the student must not have completed graduation requirements in the preceding school year or accepted a Senior Secondary Certificate of Standing in the current school year. A student may complete graduation requirements within the school year, continue to take courses and remain eligible as long as they do not accept a Certificate of Standing, and they remain at their home school.
- D2.5** **Travelling / Training with Another School:** student-athletes may train and/or travel with another BCSS Member School in accordance with their School District or school policies, but can only compete for the school at which they are registered. [Please see **A3.1 - Supervision Policy**].
- D2.6** Participation of Students in Kindergarten to Grade 7:
- D2.6.1** **Student enrolled in Grade 7 at a BCSS Member School:** students who

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are in grade 7, and who are registered at a BCSS Member School may compete in all BCSS-approved sports at the local league level, and may compete at the zone qualifying and provincial levels in all BCSS-approved sports except tennis, track & field and cross country. Grade 7 students at BCSS Member Schools do not use a year of eligibility if they compete in BCSS-approved competition prior to entry to grade 8.

D2.6.2 Students enrolled in Grade 7 at a non-BCSS Member School: these students are not eligible to participate in any BCSS restricted or unrestricted competition.

D2.6.3 Students Enrolled in Kindergarten through Grade 6 at any BC School: students who are in grade 6 or lower at any BC school are NOT eligible to compete in any BCSS restricted or unrestricted competition.

(In accordance with the definition of "Member" in the BCSS Bylaws, elementary schools cannot be full members of BCSS.)

Section D3: SPORT SPECIFIC EDUCATION PROGRAMS

D3.1 A sport specific education program combines education with specific sport instruction/education for curriculum credit. The sport specific education program allows for sport specific training, instruction and/or competition; provides sport skills training in a targeted sport; provides other training/education such as, but not limited to, weight training, sport nutrition, or mental training to support the targeted sport.

A student is considered to be enrolled in a sport specific program if:

D3.1.1 a student is enrolled in a catchment/home school for a sport specific education program and the student receives 5 or more credits for educational courses of sports instruction (compliance and authorization must be submitted)

D3.1.2 a student is enrolled in a non-catchment school for a sport specific education program and the student receives 4 or more credits for educational courses of specific sports instruction (compliance and authorization form must be completed). These student-athletes would be ineligible to compete in that sport for their school based team.

Section D4: MOVEMENT BETWEEN TEAMS

D4.1 School Teams Playing Up: a grade 8, grade 9 or junior team that participates in more than four (4) playing days of either restricted or unrestricted competition at a higher age level of competition, or more than two (2) playing days involving league or any post season play, must remain at that higher age level competition and must then be appropriately registered on that applicable higher age level team.

D4.2 Individual Students Playing Up: a student can participate in up to four (4) playing days of either restricted or unrestricted competition at a higher age level than the team for which the student is registered. Only two (2) of the four (4) playing days may involve restricted competition. The student can only play up at the senior school into which the student's school directly feeds.

On the fifth (5) playing day over-all or the third (3) playing day involving restricted competition, the player remains with the higher age level team and must be immediately registered with the higher age level team.

***NOTE: ANY DAYS THAT A TEAM PLAYS UP (D4.1) MUST BE INCLUDED IN THE OVERALL CALCULATION OF THE TOTAL NUMBER OF DAYS ALLOWABLE FOR PLAYING UP BY EACH INDIVIDUAL STUDENT-ATHLETE. (MAY 2007)**

D4.2.1 Limits to playing up for play-offs / post-season: a student-athlete who plays up to a more senior level play-off / post-season play is ineligible to return to play in any competition in any lower age group (this includes Grade 8 and 9 competition) in that sport in any season of play that school year. (May 2007)

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D4.3 Individual Students Moving Up at the End of Their Age Group Season: a student who is otherwise eligible and is registered on one of the school teams in the same sport, or is registered on one 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 league and play-off schedule.

The student must be added to the appropriate Player Registration Form for the more senior team before competing. The addition of the player is made by notification in writing to the BCSS office of the student's name, name of the team on which they were originally registered, and the signature of the coach and Athletic Director. (use the "Moving Player to a Higher Age-Group Team Form").

D4.4 Exception to D2.1 for Middle School and Junior Secondary Students Playing Up: an exception to D2.1 shall be Member School Middle School students and Member School Junior Secondary School students who can "play up" to the Member School Senior School that they would normally attend if, by the registration date, [see C2.2 and C2.3] they have the approval of both Member School Administrators, both Member School coaches, and the parent(s)/legal guardian(s). The local Athletic Association, the District Superintendent and BCSS must be notified using the "Middle School / Junior School Student Playing Up" Form. These students must be registered on their own school's ExNET registration site and be a Member School in good standing. High Schools must not be registering these students on their database. BCSS will create a link between the feeder school and the Senior School's database for you to register them on your team. Any students not properly registered will be deemed ineligible.

D4.4.1 Definition and Limits to Playing Up:

- a) "playing up" is a student moving up to a higher age level of competition than CAN exist at the student's present school
- b) Sport Specific Limit to Playing Up: students attending a Middle School or Junior Secondary School cannot "play up" in the sports of gymnastics, mountain biking, wrestling, swimming, synchronized swimming, track & field, or cross country as the minimum number to form a school team in these sports is one athlete.

D4.5 Exception to D2.1 for Jointly Sponsored Teams: student-athletes eligible to compete for a jointly sponsored team are exempt from D2.1

School Team Eligibility – Jointly Sponsored Teams Criteria: two or more Member Schools may make an application to the Compliance Officer to allow Member Schools to sponsor a joint team which will involve the participation of students from more from two or more isolated or rural schools. (contact the BCSS Office for the Joint Sponsorship Application Forms).

D4.5.1 Each application must:

- a) be made for team activities only;
- b) be made with regard to Member Schools that are located within close geographical proximity within the same zone;
- c) be for a minimum period of one (1) year (on a trial basis); and
- d) be accompanied by a letter of request from the Member School(s) Principals, setting out the reasons for and in support of making the application.

D4.5.2 Applications for Jointly Sponsored Teams from Member Schools shall be made:

- a) by September 15th for teams to be involved in Fall activities;
- b) by November 1st for teams to be involved in Winter activities;
- c) by February 1st for teams to be involved in Spring activities.

D4.5.3 In deciding whether or not to grant an application for a joint team the Compliance Officer shall consider, but is not limited to, the following:

- a) the goal of allowing joint teams is to increase the number of

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- students that participate in activities by making activities available for students that would not otherwise be available if joint teams were not accepted
- b) it is preferable to combine smaller schools rather than having a small school combine with a larger school
 - c) improving the quality of a team (i.e. better win/loss record) shall not be a criterion in deciding whether approval will be granted.
- D4.5.4** When an application is granted, the tiering classification of the joint team will be determined by the combined population of the two schools forming the joint team.
- D4.5.5** Applications, when granted, shall be for a 1 year term (trial basis).
- D4.5.6** The Compliance Officer may terminate a joint team before the expiry of the 1 year period in the following cases:
- a) closure of one of the participating schools, or
 - b) serious breach of the bylaws, policies or rules of the Association by any of the participants, or
 - c) when, in the opinion of the Compliance Officer, it is in the best interests of the students of one or more schools.
- D4.5.7** The Compliance Officer's decision is final and conclusive and shall not be appealed or reviewed in any manner. (May 2007)
- D4.6** Individual Students Playing at Two Levels of Competition in the Same Season of Play: if it is deemed necessary to have players compete at two (2) different levels in order to field teams, an exception can be made with written approval from the parent/legal guardian, administrator, local Athletic Association and Provincial Sport Commission.
- D4.7** Registering More Than One Team per Age-Group: if a school registers two or more teams in the same age-group and same sport, there will not be any movement of players between those teams for restricted competition. If a school has two or more groups of students competing in two or more different leagues or sets of competitions, then all of those teams must be properly and separately registered.

Section D5: STUDENT GENDER

- D5.1** Female students can only play on a team designated as a "girls" sport, and male students can only play on a team designated as a "boys" sport. Both genders can compete on a team designated as a "coed" sport, in accordance with the sport-specific roster allocations. The only exception to this rule is that female students may play on a "boys" team only if their school will not offer a girls team in that sport at the appropriate age level during the same school year. A letter from the principal confirming a girls team will not be offered must accompany the appropriate player registration form. If a girl plays on the appropriate age level boys team, she may not play on the more senior girls team during the same school year.

Section D6: STUDENT AGE AND COMPETITIVE LEVELS

- D6.1** Senior Competition: to compete in a senior competition, students must be under nineteen (19) years of age as of December 31st of the current school year, and be in no more than their fifth year of eligibility (students born in 1988 or earlier are NOT eligible for any competition in 2007-2008. Grade 8 entry date must be September 2003 or later).
- D6.2** Grade Ten (10) or Junior Competition: to compete in a grade ten (10) or junior competition, students must be under seventeen (17) years of age as of December 31st of the current school year, and be in no more than their third (3rd) year of eligibility (students born in 1990 or earlier are too old for junior competition in 2007-2008. Grade 8 entry date must be September 2005 or later).

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- D6.3 Grade Nine (9) or Juvenile Competition:** to compete in a grade nine (9) or juvenile competition, students must be under sixteen (16) years of age as of December 31st of the current school year, and be in no more than their second (2nd) year of eligibility (students born in 1991 or earlier are too old for grade 9 competition in 2007-2008. Grade 8 entry date must be September 2006 or later).
- D6.4 Grade Eight (8) or Bantam Competition:** to compete in a grade eight (8) or Bantam competition, students must be under fifteen (15) years of age as of December 31st of the current school year, and be in their first (1st) year of eligibility (students born in 1992 or earlier are too old for grade 8 competition in 2007-2008. Grade 8 entry date must be September 2007). (May 2007)

Section D7: NUMBER OF YEARS OF ELIGIBILITY

- D7.1 Five Years Eligibility:** Students have five (5) consecutive years of athletic program eligibility, starting on the entry date into grade 8. A year is considered to be the 12 month period between September of one school year and September of the next school year.
- D7.1.1 If a Student Doesn't Participate:** if a student chooses not to participate during one or more years of the five year period, or is not on a team roster during one or more years of the five year period, or leaves school (withdraws) for a time period during the five-year eligibility time period, that time period will still count toward the five years of eligibility.
- D7.1.2 Ungraded Students:** for ungraded students in schools where it is difficult to determine when a student entered grade 8 (e.g.: middle school, K - 10, K - 12 schools), the student will be considered to be a grade 8 student in the school year commencing in September of the calendar year in which the student becomes thirteen (13) years of age.
- D7.1.3 Request for Extension of 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's behalf to have up to one year of eligibility restored. Medical documentation must show that the loss of an academic year due to medical reasons resulted in the student having to repeat a grade and prevented the normal 5 year progression through school. The eligibility time restored will not include any seasons of play in which the student 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 will be granted a sixth year of eligibility in any sport he/she has already participated in for part or all of 5 seasons. Nor will that student be granted a sixth year of eligibility if they have participated in any part of both a fourth and fifth year of eligibility.
- D7.1.4 Eligibility Calendar for Families Moving to British Columbia:** a student whose family is coming into British Columbia from another province or another country is eligible for five years from their date of entry into grade 8 or the grade 8 equivalent in their previous place(s) of residence. If documentation is unavailable, a combination of age and grade level as determined by the School will determine the student's year of eligibility.
- D7.1.5 Returning Exchange Student:** a BC student who is returning to BC after conclusion of a one year or less outgoing student exchange program, and who has concluded their eligibility calendar in accordance with **D7**, may have up to one year of eligibility restored only if all of the following conditions are met:
- a) the student has participated in a BCSS-approved outgoing exchange program
 - b) the student is returning to the same BCSS Member School that they attended prior to leaving on the exchange program

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- c) the student is returning to the same BCSS Member School that they attended prior to leaving on the exchange program
- c) the student does not participate in any restricted competition in BCSS-approved sports in which the student participated in interschool and/or club competition while on the exchange
- d) the student meets all other eligibility requirements
- e) a letter from the principal confirming compliance with a) to d) is required.

(Approved exchange programs - AFS Interculture Canada, Cultural Homestay International, Educational Foundation Exchange, Rotary International, Student Travel Schools, World Youth Services, Ministry of Education Germany and Quebec Exchange Programs)

Section D8: HOME STUDY STUDENTS

D8.1 A student who is registered as a Home Study Student is eligible to participate only if:

- D8.1.1** the Principal of the school, the Athletic Director of the school and the sport-specific school coach support the student's involvement, and
- D8.1.2** the School District has a published policy (as per the Public School Act) that allows the home study student to participate in extra-curricular activities at the school with which they are registered, and a copy of said policy has been submitted to BCSS, to be kept on file, and
- D8.1.3** the student actively trains and participates with the school team unit for the sport, and
- D8.1.4** the student meets all of the other eligibility criteria as written.

Section D9: DISTRIBUTED LEARNING SCHOOL STUDENTS AND/OR VIRTUAL DELIVERY STUDENTS

D9.1 A student registered at a Ministry of Education designated Distributed Learning School or an Electronic Delivery School is eligible to compete for a BCSS Member School only if the Distributed Learning School or Electronic Delivery School is a Distributed Learning Member of BCSS, and the applicable regulation below is followed:

- D9.1.1** For students who previously attended a BC middle, junior secondary or secondary school:
 - a) the student is immediately eligible to compete for the most recent BCSS member school (home school) at which they were previously enrolled
 - b) any request to compete for a school other than that of his / her initial athletic eligibility while still enrolled at the Distance Education or Electronic Delivery school, will have to be appealed to the Compliance Officer.
- D9.1.2** For students who are in their 1st or 2nd year of eligibility, have never competed in interschool sport since grade 8 entry and have never been enrolled at a BC middle, junior secondary or secondary school:
 - a) the student is immediately eligible to compete for any member school
 - b) once the student has participated in any sport for a particular school, and while they are still enrolled at the Distance Education or Electronic Delivery school, he / she is only able to compete at the school of initial athletic eligibility
 - c) any request to compete for a school other than that of his / her initial athletic eligibility while still enrolled at the Distance Education or Electronic Delivery school, will have to be appealed to the Eligibility Appeals Committee.

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- D9.1.3** For students whose families have moved into a new school district after the start of their 3rd year of eligibility, and who have not previously been enrolled at a BC middle, junior secondary or secondary school in that district:
- the student is immediately eligible to compete for his / her catchment public school
 - any request to compete for a school other than his / her catchment school while still enrolled at the distance education or electronic delivery school, will have to be appealed to the Compliance Officer.
- D9.1.4** Compliance Requirements:
- the principal of the distance education or electronic delivery school must submit a letter of authorization and approval to the school at which the student will play (ie: home school)
 - the principal of the "home school", the Athletic Director and the sport-specific school coach supports the student's involvement
 - the student actively trains and participates with the school team unit for the sport
 - the student meets all other BCSS eligibility requirements as written, including being a full-time student.

Section D10: FRANCOPHONE SCHOOL DISTRICT (#93) STUDENTS

- D10.1** A student registered at a Ministry of Education designated Francophone school (part of SD #93) is eligible to compete for a BCSS Member School only if:
- D10.1.1** the Francophone school is a stand-alone school with its own school teams, is a full member of BCSS, and the student meets all other eligibility requirements
- D10.1.2** the Francophone school is housed as part of a school ("holding school") within the boundaries of a different school district, and the student takes all non-Francophone school courses at that "holding school"
- D10.1.3** the student has not transferred to the Francophone school after the start of their 3rd year of eligibility, unless they meet one of the conditions outlined in D12.3.1 – D12.3.14
- D10.1.4** the Francophone school district has paid a membership fee to BCSS, on behalf of the students able to participate with "holding schools"
- D10.1.5** the principal of the "holding school", the Athletic Director and the sport-specific coach supports the student's involvement
- D10.1.6** the student actively trains and participates with the school team unit for the sport
- D10.1.7** the student meets all other BCSS eligibility requirements as written.

Section D11: DISTRICT ALTERNATE SCHOOL STUDENTS

- D11.1** A student who is attending a District Alternate School is eligible to compete if the District Alternate School is a Member School of BCSS and if the following conditions are met:
- D11.1.1** for students who previously attended a BC middle, junior secondary or secondary school:
- the student is immediately eligible to compete for the most recent BCSS Member School (home school) at which they were previously enrolled
 - any request to compete for a school other than that of his / her initial athletic eligibility while still enrolled at the District Alternate School will have to be appealed to the Compliance Officer.
- D11.1.2** for students who are in their 1st or 2nd year of eligibility, have never competed in interschool sport since grade 8 entry and have never been enrolled at a BC middle, junior secondary or secondary school:

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- a) the student is immediately eligible to compete for any Member School
- c) any request to compete for a school other than that of his / her initial athletic eligibility while still enrolled at the District Alternate School will have to be appealed to the Compliance Officer.

D11.1.3 for students whose families have moved into a new school district after the start of their 3rd year of eligibility, and who have not previously been enrolled at a BC middle, junior secondary or secondary school in that district:

- a) the student is immediately eligible to compete for his / her catchment public school
- b) any request to compete for a school other than his / her catchment school while still enrolled at the District Alternate School will have to be appealed to the Compliance Officer.

D11.1.4 Compliance Requirements:

- a) the District Alternate School is not fielding a team in the particular sport and age-group in question
- b) the student participates for the school at which he/she was most recently enrolled
- c) the District Alternate School is in the same school district as the school for whom the student will compete
- d) the student meets all other eligibility requirements
- e) the BCSS office receives confirmation letters of compliance from the principals of both schools.

* Please refer to Sections D12.3.7 and D12.3.8 that reference a transfer

Section D12: STUDENT TRANSFERS

A transfer occurs whenever a student who is registered at any school (within or outside of BC) transfers and is registered at a different school. A transferring student 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 students who transfer schools and wish to participate in extra-curricular school sport.

D12.1 Student Transfers during 1st and 2nd Year Eligibility: a student who transfers schools during their 1st or 2nd year of eligibility has athletic eligibility immediately at their new school. This allowable transfer must occur before the first day of school of the student's 3rd year of eligibility.

D12.2 Statement Regarding the Student's Home School: the school at which the student is registered on the first day of their 3rd year of eligibility is the student's "home school" and is the school at which the student has athletic eligibility. The exception would be where a local district policy has prejudiced the student's ability to attend their new school on the first day of the new school year. A student's 3rd year of eligibility is counted from the September of grade 8 entry, and starts on the first day of school in the applicable school year.

D12.3 Transfers During 3rd, 4th and 5th Year of Eligibility: a student who transfers from his/ her "home school" after the start of his/her 3rd year of eligibility is ineligible for a period of twelve (12) months from the date of transfer to participate in any school sport(s) in which he/she was registered for a member school in the 12 months prior to the date of transfer unless one of the conditions D12.3.1 – D12.3.14 is met.

If the student does not meet any one of the regulations in **D12.3**, the student will sit out from BCSS-approved sports restricted competition for 12 months from the date of transfer.

At the time of on-line registration of a transferred student as an "eligible

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student" in the school, there must be a confirmation as to why the student is eligible. This is done through the on-line registration system. Please read the conditions below carefully to determine if additional confirmation is required.

In addition to completion of the transfer form as part of the on-line registration process, a "Compliance and Authorization Form" must be submitted and be signed by the Principal and Athletic Directors of both the leaving and receiving schools, and by the student's parent or legal guardian, confirming that: (May 2007)

D12.3.1 Student Advancing to a More Senior School:

- a) a student 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 D12.3.1a) above, a student graduating from a junior secondary may proceed to any other public school in the same school district, as long as District policy is followed, and the Principals and Athletic Directors of the two (2) schools involved are in agreement that the move is for academic program reasons (*"Confirmation of Eligible Student Transfer Form" must be completed on-line with the registration of the student on the on-line Player Registration Form. In addition, all requested documents as noted above must be forwarded to the BCSS office within 7 days of the on-line registration*)
- c) if the student attended an Independent School not offering senior grades, this student can transfer to a similar Independent School offering senior grades, providing the receiving school is the closest similar Independent School geographically to where the student lives. The student can also advance to a public school offering senior grades, as per the normal catchment boundaries of the school district in which the student resides. (*"Confirmation of Eligible Student Transfer Form" must be completed on-line with the registration of the student on the on-line Player Registration Form. In addition, all requested documents as noted above must be forwarded to the BCSS office within 7 days of the on-line registration*)

D12.3.2 New School Constructed, School District Reorganized or School is Closed: School Districts and /or schools must apply for approval from the BCSS Compliance Officer prior to any student being eligible. A complete list of those students impacted must be provided to BCSS with the following information for each student:

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

D12.3.3 Parental / Legal Guardian Change Of Principal Residence: the student and his / her parents or the student and his / her legal guardian [**see Definitions for BCSS** definition of legal guardian] have changed their principal residence within the previous 12 months. The expectation of the BCSS membership is that this move is long-term and that the new living circumstances will be maintained. For the purpose of these athletic eligibility regulations, legal guardianship must be in place for at least 12 months prior to the change of principal residence. An official statutory declaration indicating that the transfer is based on a FAMILY MOVE MUST be signed by the family, notarized and submitted to BCSS PRIOR TO THE STUDENT BEING ELIGIBLE.

- a) Move within the Same Public School District: if the new principal residence is within the boundaries of the same school district, the

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student can remain eligible by not changing schools, or will be immediately eligible at the public school into whose catchment boundaries the family has moved (*"Confirmation of Eligible Student Transfer Form" must be completed on-line with the registration of the student on the on-line Player Registration Form. In addition, all requested documents as noted above must be forwarded to the BCSS office within 7 days of the on-line registration*)

- b) **Move into a Different Public School District:** if the parents' or legal guardians' new principal residence is in a different public school district, the student will be eligible at any public school in the new district in accordance with school district policy concerning student placements, or will be eligible at any Independent School whose main school building is located within the geographical boundaries of the new public school district (*"Confirmation of Eligible Student Transfer Form" must be completed on-line with the registration of the student on the on-line Player Registration Form. In addition, all requested documents as noted above must be forwarded to the BCSS office within 7 days of the on-line registration*)
- c) **Move to within the Parish Boundary of the Applicable Regional Secondary Catholic School:** if the parents' or legal guardians' new principal residence is within the boundary of a different parish than the one in which the family previously lived, and the student transfers from one Regional Secondary to the Regional Secondary school located within the boundary of the new parish, the student remains eligible. (*"Confirmation of Eligible Student Transfer Form" must be completed on-line with the registration of the student on the on-line Player Registration Form. In addition, all requested documents as noted above must be forwarded to the BCSS office within 7 days of the on-line registration*)

D12.3.4 Parent to Parent Move: the student transfers from one school to another school in order to reside with the parent with whom he/she has not been living. Only two transfers for the purpose of moving from parent to parent are allowed during the five year eligibility period. If the move is within the same school district, the eligible transfer must be to the school within whose catchment area the receiving parent lives, and must be a transfer into the same kind of school (ie: public to public, regional secondary to regional secondary, independent to independent). If the move is from within the boundaries of one school district into another, the student will be eligible at any public or independent school within the geographical boundaries of the new school district. [See D12.5.1a)] for appeal information). (*"Confirmation of Eligible Student Transfer Form" must be completed on-line with the registration of the student on the on-line Player Registration Form. In addition, all requested documents as noted above must be forwarded to the BCSS office within 7 days of the on-line registration*)

An official statutory declaration indicating that the transfer is based on a parent to parent move MUST be signed by the parents, notarized and submitted to BCSS PRIOR TO THE STUDENT BEING ELIGIBLE.

D12.3.5 District Academic Program: a student in their 3rd or 4th year of eligibility 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 is only eligible to compete for their original school!

The district academic program must meet all of the following conditions for the student 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 school year in length
- b) the student 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

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series of courses

- e) the program is not a career preparation program. If the student wishes to participate in restricted competition for the school housing the special district academic program, the school must file an eligibility appeal in accordance with D12.5 of these Rules and Regulations. If the student 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 D12.3.9]. (*Confirmation of Eligible Student Transfer Form* must be completed on-line with the registration of the student on the on-line Player Registration Form. In addition, all requested documents as noted above must be forwarded to the BCSS office within 7 days of the on-line registration)

D12.3.6 Alternate Program / Schools: if an alternate program / school is an offshoot of a particular Member School (home school), and is administered by that home school's principal, the students in the alternate program are eligible to compete for the home school. If a student transfers to an alternate program administered by a different principal, the move is considered to be a transfer, and transfer restrictions shall apply. (*Confirmation of Eligible Student Transfer Form* must be completed on-line with the registration of the student on the on-line Player Registration Form. In addition, all requested documents as noted above must be forwarded to the BCSS office within 7 days of the on-line registration) ***Please Also Refer to Section D11.**

D12.3.7 Student Transferring from an Alternate School or Distributed Learning School:

- a) a student who is attending an alternate school in a school district remains eligible upon transfer to the public school in whose catchment area the student resides
- b) a student 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 resides. (*Confirmation of Eligible Student Transfer Form* must be completed on-line with the registration of the student on the on-line Player Registration Form. In addition, all requested documents as noted above must be forwarded to the BCSS office within 7 days of the on-line registration) ***Please also refer to Section D11.**

D12.3.8 Short Term Transfer and Return to Home School: a student who transfers to another school for a period of one 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. (*Confirmation of Eligible Student Transfer Form* must be completed on-line with the registration of the student on the on-line Player Registration Form. In addition, all requested documents as noted above must be forwarded to the BCSS office within 7 days of the on-line registration)

D12.3.9 Incoming Exchange Student: a student who transfers into a BCSS Member School as an incoming exchange student is eligible to compete for the receiving school only if the conditions in either i) or ii) are met:

- a) Non-profit Exchange Program:
- i) the student is registered as a student in a BCSS-approved exchange program and appropriate confirmation is submitted during on-line registration
 - ii) the student is only eligible for the duration of the actual exchange program
 - iii) the British Columbia family with whom the student is residing is considered to be the family of record for the duration of the student's stay
 - iv) the student's exchange period in BC is of at least 5 months or one semester's duration. The only exception will be for the BC Ministry of Education Germany and Quebec exchanges.
 - v) the student is eligible as per all other BCSS eligibility policies, including age and the eligibility calendar
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- vi) the student has not graduated from the high school program in their home country or province. BCSS approved Exchange Programs are AFS Interculture Canada, Cultural Homestay International, Educational Foundation Exchange, Rotary International Exchange, Student Travel Schools, World Youth Services and the Ministry of Education German and Quebec Exchange Programs. (*"Confirmation of Eligible Student Transfer Form" must be completed on-line with the registration of the student on the on-line Player Registration Form. In addition, all requested documents as noted above must be forwarded to the BCSS office within 7 days of the on-line registration*)

b) School-to-School Exchange Programs:

- i) the school-to-school exchange agreement has been in place at least 5 years prior to automatic eligibility status being conveyed, and the exchange program must go in both directions
- ii) the appropriate registration confirmation is submitted during on-line registration
- iii) the student is only eligible for the duration of the actual exchange program
- iv) the British Columbia family with whom the student is residing is considered to be the family of record for the duration of the student's stay
- v) the student's exchange period in BC is of at least 5 months or one semester's duration
- vi) the student is eligible as per all other BCSS eligibility policies, including age and the eligibility calendar
- vii) the student is eligible as per all other BCSS eligibility policies, including age and the eligibility calendar.

D12.3.10 Boarding School Students: a student transferring into a boarding school is immediately eligible to compete for the receiving school if the student meets the conditions of a) or b):

- a) the student is transferring from a British Columbia public or independent school to a BCSS Member School as a boarder, and
 - i) both the leaving school and the boarding school submit letters supporting the transfer, the request for athletic eligibility and confirming that the student has not transferred for athletic reasons, and
 - ii) the incoming student will be enrolled at the boarding school for at least 5 consecutive months, or one semester
 - iii) the student will only be eligible to participate in restricted competition in any sport in which they have not participated (practice or competition) for any school team during the 12 months prior to the date of transfer. The student is not eligible to participate in restricted competition in any sport in which he / she did participate in practices or games in the 12 month period prior to the transfer. In addition to completion of the transfer form as part of the on-line registration process, a "Compliance and Authorization Form" must be submitted and signed by the Principals and Athletic Directors of both the leaving and receiving schools, and the student's parent or guardian, confirming that the student has not participated in the particular sport in school competition during the 12 month period prior to the date of transfer. The completed form must be received by the BCSS office before the student can participate in any restricted competition
 - iv) the administrator of the boarding school assumes "in loco parentis" responsibility for the student.
- b) the student is transferring from any school outside of British

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Columbia to a BCSS Member School as a boarder, and

- i) the boarding school submits a letter confirming that the student has not transferred for athletic reasons and,
- ii) the letter also confirms that the student is not receiving any financial assistance (scholarship or bursary) from the boarding school, and
- iii) the incoming student will be enrolled at the boarding school for at least 5 consecutive months, or one semester
- iv) the administrator of the boarding school assumes "in loco parentis" responsibility for the student. (*"Confirmation of Eligible Student Transfer Form" must be completed on-line with the registration of the student on the on-line Player Registration Form. In addition, all requested documents as noted above must be forwarded to the BCSS office within 7 days of the on-line registration*)

D12.3.11 Incoming International Students to a Public School District: a student who transfers into a BCSS public school Member School as an incoming international student is eligible to compete for the receiving school if they meet all of the following conditions:

- a) the student transfers into British Columbia from a country other than Canada or the United States
- b) the student is registered in a public school district as an "international student", and pays tuition to that school district as per established and published school district policy
- c) the student has been accepted by that school district on the basis of academic suitability
- d) the incoming student will be enrolled at the receiving school for at least a consecutive five month or one semester period
- e) the superintendent of the school district or their district designate responsible for the international student program shall verify in writing that:
 - i) the acceptance of the student and placement of the student in a particular school is based solely on academic criteria, and
 - ii) that a student's possible participation in extra-curricular athletics was not a factor in acceptance to the school district or a particular school, and
 - iii) this verification will be submitted to the BCSS office prior to any participation in restricted competition in BCSS-approved sport.
 - iv) the incoming student will be enrolled at the boarding school for at least 5 consecutive months, or one semester
- f) guardianship has been established by school district personnel or the custodial homestay or the student has been assigned to the homestay family as the off-shore family designate (*"Confirmation of Eligible Student Transfer Form" must be completed on-line with the registration of the student on the on-line Player Registration Form. In addition, all requested documents as noted above must be forwarded to the BCSS office within 7 days of the on-line registration*)
- g) the student has been placed in a home-stay with a family who has been resident in the school district for a period of at least six (6) months prior to the home-stay placement. (*"Confirmation of Eligible Student Transfer Form" must be completed on-line with the registration of the student on the on-line Player Registration Form*)

D12.3.12 Incoming International Students to an Independent School: a student who transfers into a BCSS Independent School Member School as an incoming international student is eligible to compete for the receiving school if they meet all of the following conditions:

- a) the student transfers into British Columbia from a country other than Canada or the United States
- b) the student is registered in a Member Independent School as an "international student", and pays tuition to that school according to a

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- published International student policy and fee schedule
- c) the student has been accepted on the basis of academic suitability
 - d) the incoming student will be enrolled at the receiving school for at least a consecutive five month or one semester period
 - e) the Head of School or Principal shall verify in writing that:
 - i) the acceptance of the student is based solely on academic criteria, and
 - ii) that a student's possible participation in extra-curricular athletics was not a factor in acceptance to the school, and
 - iii) the student is not receiving a scholarship, bursary or financial award resulting from or relating to athlete participation, and
 - iv) this verification will be submitted to the BCSS office prior to any participation in restricted competition in BCSS-approved sports
 - f) the school or the Board of the school has registered as the student's custodian (guardian) for the duration of the student's stay at the school, and provides a copy of the Letter of Custodianship
 - g) the student is placed in a school dormitory or with a family who has been resident in the community for a period of at least six (6) months prior to the homestay placement. (*"Confirmation of Eligible Student Transfer Form" must be completed on-line with the registration of the student on the on-line Player Registration Form. In addition, all requested documents as noted above must be forwarded to the BCSS office within 7 days of the on-line registration*)

D12.3.13 Ward of the Province: the student 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. This letter will include the time of the move, the location of the new residence, and that participation in school sports was not a factor in the placement
- b) the receiving school must also confirm that the residence of the family or the residence in which the student has been placed is within the catchment area boundaries of the school.

D12.3.14 Student Transfers in During the Month of September as a result of the School District Transfer process:

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

Therefore, since the school district controls the date of transfer, a student should not be prejudiced in participating in athletics. The student may participate in athletics in their 3rd year of eligibility in their new school, provided the board gives final approval for attendance prior to September 30th each year.

D12.4 Sport Specific Education Program: a sport specific education program combines education with specific sport instruction/education for curriculum credit. The sport specific education program allows for sport specific training, instruction and/or competition; provides sport skills training in a targeted sport; provides other training/education such as but not limited to weight training, sport nutrition, or mental training to support the targeted sport. A student is considered to be enrolled in a sport specific program if:

- D12.4.1** a student is enrolled in a catchment/home school for a sport specific education program and the student receives 5 or more credits for educational courses of specific sports instruction

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D12.4.2 a student is enrolled in a non-catchment school for a sport-specific education program and the student receives 4 or more credits for an educational course of specific sports instruction.

Student Transfers for SSEP:

- a) any student athlete in their 3rd, 4th, or 5th year of eligibility transferring into a sport-specific education program is ineligible to participate in BCSS competition in the sport in which they receive specific sports instruction
- b) any student athlete transferring from a sport specific education program back to their home school is ineligible to compete in that specialized sport for the next BCSS season of play for that sport from the date the transfer is physically completed, but is immediately eligible for all other BCSS competition for which they meet eligibility requirements.

D12.5 Appealing Transfers for Ineligible Students: the eligibility of a student who has transferred schools but does not meet any of the conditions outlined in **D12.3** may be appealed if the school believes that extraordinary circumstances exist and that the applicable eligibility policy should be waived for the student. A student cannot participate in restricted competition prior to being declared eligible by the Compliance Officer or the Jury of Appeal. Students who are not made eligible upon appeal will still be required to sit out 12 months of restricted competition following their transfer.

D12.5.1 Appeal Examples: listed below are some examples of situations that the Compliance Officer or the Jury of Appeal may consider to be extraordinary circumstances. This list is not inclusive of every situation for which an appeal might be filed, but is representative of circumstances for which appeals in prior years have been accepted

- a) Multiple Parent-to-Parent Moves: the student transfers more than twice during their five (5) year eligibility period in order to reside with their other parent. (If a court-ordered or notarized shared living arrangement is documented, a blanket appeal for the duration of the eligibility period may be requested)
- b) Legal Guardian: the student transfers to live with a Legal Guardian. **[See Definitions]**
- c) Administrative Transfers: for the purpose of these guidelines, an administrative transfer is defined as a student being forced to leave a school and transfer to another school due to circumstances outlined in (i), (ii) or (iii) listed below. Future athletic eligibility should not be assumed if the student returns to the original school or transfers again to another Member School
 - i) Academic Transfer for Special Needs: the school Principal or School District has initiated the transfer. The student has to leave his/her school to access a required special needs program:
 - A) the student is being transferred to another school to enrol in an academic program for students with special needs. The student requires learning assistance, confirmed by the student's IEP and school Counsellor
 - B) the student has been identified as a special needs student, is Ministry funded, and under the auspices of district student support services
 - C) the administrators at both schools confirm that the applicable special needs program is not offered at the leaving school
 - D) the transfer is to the next closest school with the particular special needs program required by this student.

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- ii) Disciplinary Transfer: the school Principal or School District has initiated the transfer due to disciplinary problems at the leaving school. The student is being forced to leave the school. This is not an optional transfer on the part of the student
- A) the student has gone through the required school and/or district disciplinary procedures
 - B) the receiving school shall be determined after consideration of proximity, timetable compatibility and school and/or program capacity.
- The administrators at both the leaving and receiving school confirm that this is a transfer for disciplinary reasons, and that the student is being placed in the specific receiving school.
- iii) Student Safety: the school Principal or School District has initiated the transfer. The student is being forced to transfer out of the leaving school for reasons of personal safety. This is not an optional transfer on the part of the student
- A) the leaving school confirms that the student has accessed all of the available school district and school-based intervention opportunities and procedures for issues of personal safety
 - B) the student is being transferred to the nearest secondary school with a compatible timetable
 - C) the administrators at both the leaving and receiving school confirm that this is a transfer for reasons of personal safety, and that the student is being placed in the specific receiving school
- d) Home School Drops Previously Offered Sport: the student transfers because his/her home school has, since the previous school year, dropped a sport at the level at which the student should participate. Such a transfer may be considered on appeal if all of the following conditions have been met
- i) the student must have participated in the sport for the leaving school in the previous school year
 - ii) there should be a logical academic transition for the student
 - iii) the transfer must be to the next closest school with the applicable sport at the appropriate age level
 - iv) the Principal of the leaving school confirms that the school will not offer the sport at the applicable level of competition
 - v) The appeal submission must also include the following:
 - A) the leaving school must outline the steps taken and efforts made to continue to offer the sport at the applicable level of competition
 - B) the student should provide information on the timing of the his/her decision to transfer in relation to the timing of the school's final decision not to offer the applicable sport.
- Future athletic eligibility should not be assumed if the student returns to the original school or transfers again to another Member School.
- e) Academic Transfer: to be considered as an academic transfer by the Compliance Officer, the appeal must show that the student has transferred to a new school in order to access certain types of academic opportunities that may meet the guidelines listed below.
- The Member School must be convinced that the student transferred specifically to enrol in an academic program or courses not available at the leaving school. It is anticipated that an academic transfer will

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be between schools in the same school district.

These guidelines are not intended to provide a "checklist" for credits, courses or programs to which a student should be directed by anyone in, or affiliated with, the receiving school. Any indication or information that the student's timetable has been changed or manipulated to parallel these guidelines will result in a declaration of ineligibility for the student and disciplinary action against the Member School. There cannot be any change of a student's timetable between the two levels of appeal.

An appeal for a student who transfers for academic reasons to a different school after the start of their 3rd year of eligibility, should meet one of the following sets of conditions:

- i) Transfer into an International Baccalaureate (I.B.) Diploma Program: the student must be enrolled in the full I.B. Diploma Program (6 courses plus I.B. theory and knowledge), and remain in the full I.B. Diploma Program for at least one school year after the date of transfer
- ii) Transfer into a Career Preparation Program: the Career Preparation Program (or equivalent program) must offer at least 8 credits (focus courses) in each of grades 11 and 12 (including work experience) that are unique to the particular Career Preparation Program, and are not available at the student's leaving school. This does not include other support courses in which a student may choose to enrol. The receiving school must be the next closest school with the applicable CPP (or equivalent program) into which the student can enrol. The student must remain fully enrolled in the CPP (or equivalent program) for at least one school year to remain eligible. The appeal must include a copy of the school's course description handbook information for the applicable CPP (or equivalent program)
- iii) Other Academic Transfers: BCSS recognizes that a student may want to focus their course of studies on a theme. A direct relationship to career or post-secondary aspirations linked to this course work must be demonstrated.

In the year of the transfer, the student:

- A) must be enrolled in at least sixteen (16) credits of study that are not offered at the leaving school during the same school year. The receiving school must be the next closest school offering the applicable sixteen (16) credits.

OR

- B) STUDENTS MUST BE ENGAGED IN EIGHT CREDITS (8) OF CONNECTED STUDIES IN A FOCUSED PROGRAM THAT ARE NOT OFFERED AT THE LEAVING SCHOOL DURING THE SAME SCHOOL YEAR. THE RECEIVING SCHOOL MUST BE THE NEXT CLOSEST SCHOOL OFFERING THE APPLICABLE EIGHT (8) CREDITS.**

In the appeal submission, the leaving school must confirm that the specific courses for which the student has transferred are not available in this school year. There must be information from a Counsellor that the career or post-secondary goal has been part of this student's educational plan.

The administrator of the receiving school must confirm that the incoming student has not communicated with

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any school coaches, the athletic director or other school personnel about school teams prior to enrolling at the school, except for the normal information provided by the Counsellor or School Registrar about the BCSS eligibility regulations. (May 2007)

- f) **Financial Hardship:** the student has been forced to leave an independent school specifically due to financial hardship. The appeal must include the following information:
- i) **to be provided by the leaving school:**
 - A) information about any significant change in the school tuition for the year in question
 - B) confirmation as to whether or not the family has requested scholarship or bursary assistance from the leaving school, and if the request was made, information about assistance availability for the student.
 - ii) **to be provided by the family:**
 - A) general information about any significant change in the financial situation of the family
 - B) information about the timing sequence leading to the transfer decision
 - C) information about any request to the leaving school re: financial assistance.
 - iii) **to be provided by the receiving school:**
 - A) confirmation of the public school catchment area in which the student's family resides
 - B) if the receiving school is not the catchment school, information about the academic reasons and/or other reasons that the school was selected.

Section D13: APPEAL PROCEDURES

Ascertaining the eligibility of a student is the responsibility of the school at which the student is registered. The BCSS Compliance Officer should be the first level of interpretation in reference to determining eligibility.

In situations not provided for in these Eligibility Policies or where extraordinary circumstances inhibit a student's opportunity to participate in school athletics, the Compliance Officer and the Jury of Appeal shall be empowered to exercise their authority to waive the eligibility rules to ensure a fair and reasonable decision as per the philosophy of BCSS as stated in the preamble to PART D.

D13.1 BCSS COMPLIANCE OFFICER: the BCSS Compliance Officer will be responsible for hearing and ruling on all student eligibility appeals properly directed by Member Schools to BCSS.

D13.1.1 Appellants' Rights: each appealing school and/or student has the right to give evidence and the right to have an adult provide advice. BCSS is not responsible for any costs over and above the normal procedure for dealing with appeals (ie. conference calls).

D13.1.2 Compliance Officer's Decision: the Compliance Officer's decision will be final for all first level appeals.

D13.2 SUBMISSION OF APPEALS: all required written documentation must be submitted to the Compliance Officer either via the BCSS office or directly by fax.

D13.3 DOCUMENTATION: the following documents are required or recommended for each appeal:

D13.3.1 Required:

- a) BCSS Eligibility Appeal Form with all signatures and the \$50 appeal fee

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- b) letter from the appealing school Principal verifying support and providing an explanation for the appeal
- c) if the appeal is for a transfer, a letter of support from the principal of the leaving school with an explanation of the reason for the transfer
- d) copy of the student's personal record card or, for schools not using PR cards, a copy of report cards and/or transcripts
- e) list of courses being taken
- f) copy of primary source for proof of birth date (birth certificate, passport, baptismal certificate, landed immigrant/visa, provincial ID card
- g) letter from parent or guardian
- h) medical documentation if pertinent to appeal.

D13.3.2 Recommended:

- a) letter from student
- b) other supporting information.

D13.4 DECISIONS MADE BY THE COMPLIANCE OFFICER: when the appeal for a student is either accepted or denied, that student becomes eligible or remains ineligible to compete in all BCSS sanctioned play for the current school year. The coach and the administrator are responsible for monitoring the situation of appellants to ensure that they remain eligible.

D13.4.1 DEFERRAL OF DECISION: the Compliance Officer has the right to defer a decision until such time as specified written documentation as requested is submitted to render a proper decision on a complete appeal. Written notification of the deferral, and a list of the additional documentation required will be sent to the Principal and Athletic Director (coordinator) of the school that submitted the appeal, and to the student and parents. This notification will be post-marked or faxed within five (5) working days after receiving the appeal.

D13.5 COMMUNICATING A DECISION BY THE COMPLIANCE OFFICER: the Athletic Director of the school that submitted the appeal, (cc: parents, Coach and Administrator) will receive written notification of the decision of the Compliance Officer post-marked or faxed within five (5) working days after receiving the appeal.

D13.6 COSTS OF AN APPEAL: there is a \$50 administration fee for every appeal submitted. A refund of \$25 will be reimbursed for all successful appeals. Any costs incurred by BCSS over and above administrative costs for the COMPLIANCE OFFICER, will be charged to the school submitting the appeal. The additional costs may include a conference call at the request of the school representative and/or parent/student.

D13.7 APPEALING THE DECISION OF THE COMPLIANCE OFFICER: (May 2007): the decision of the Compliance Officer may be appealed to the BCSS Jury of Appeal.

The Jury of Appeal will meet for the school year in 2007-2008 as noted below:

Meeting #1	September 22, 2007	Deadline for Submission	September 14, 2007
Meeting #2	October 13, 2007	Deadline for Submission	October 5, 2007
Meeting #3	December 8, 2007	Deadline for Submission	November 30, 2007
Meeting #4	February 2, 2008	Deadline for Submission	January 25, 2008
Meeting #5	April 5, 2008	Deadline for Submission	March 29, 2008
Meeting #6	June 14, 2008	Deadline for Submission	June 6, 2008

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and only if:

D13.7.1 new written evidence is submitted with the request to reconsider the original decision, or

D13.7.2 evidence shows that the original appeal did not follow due process, or was incorrectly conducted.

Appeals to the Jury of Appeal must be made by the Member School at which the student is registered.

D13.8 **JURY OF APPEAL**: the Jury of Appeal exists to hear the second level of appeal concerning a student's eligibility.

D13.8.1 **Jury of Appeal Meetings**: Jury of Appeal meetings will be scheduled as noted above and on annual Eligibility Appeal Forms.

D13.8.2 **Appellants' Right to Attend Jury of Appeal Meetings**: each appealing school and/or student has the right to be present to give evidence and the right to have an adult present to give advice. BCSS is not responsible for schools or students or adult advisors costs to attend the meeting. Schools, students and adult advisors will not have the right to be present during debate by the Jury of Appeal.

D13.8.3 **Committee Decision**: the Jury of Appeal will require all of the documentation compiled from the initial appeal plus the new information being submitted. They shall make their decisions by majority vote. The actual number for majority will be based on the number of voting Jury of Appeal members hearing a particular appeal (ie: 2 of 2, 2 of 3, 3 of 4, 3 of 5). The Chairperson will not vote. In the case of a tie the appeal will be considered to be denied.

D13.9 **FINAL AND CONCLUSIVE APPEAL DECISION**:

D13.9.1 the Jury of Appeal has exclusive jurisdiction to exercise the powers conferred upon it by or under competitive policies and regulations and to determine all questions of fact or interpretations of the competitive policies and regulations that arise in any matter before it, and the action or decision of the Jury of Appeal is final and conclusive for all purposes

D13.9.2 no decision, order, direction or ruling of the Jury of Appeal 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 Jury of Appeal or any of its proceedings.

D13.10 **COMMUNICATING A DECISION OF THE JURY OF APPEAL**: the Athletic Director (Coordinator) of the school that submitted the appeal, (cc: parents, Coach and Administrator), will receive written notification of the decision of the Jury of Appeal post-marked or faxed within five (5) working days after the committee meeting is held.

D13.11 **COSTS OF THE JURY OF APPEAL**: there is no administrative fee for submitting an appeal to the Jury of Appeal. Any costs incurred by BCSS over and above the regular meeting and administrative costs for the Jury of Appeal, will be charged to the school submitting the appeal. The additional costs may include a conference call arranged at the request of the school representative and/or parent/student or travel costs for a school representative and/or parent/student to attend the appeal meeting.

PART E - SEASONS OF PLAY

Section E1: OBJECTIVE

- E1.1** The Seasons of Play rules divide the school year into three "seasons" and determine the start and end dates for all school team competition for all BCSS-approved sports at all levels of activity. The Seasons of Play rules affect any meeting between a school team and any team outside of that school (ie: scrimmage, school team, school-based "club" team, club team, etc).
- E1.2** All sports have a defined season and no sport shall operate to the detriment of any other sport.
- E1.3** In-season sports shall have precedence over out-of-season sports.
- E1.4** Students should have the opportunity to try out for the appropriate in-season sport if available.
- E1.5** Cooperation should exist between coaches to reduce conflicts for students.
- E1.6** The support of the Athletic Director and School Administrator is critical to the management of the Seasons of Play policy.

Section E2: SEASON OF PLAY DATES

E2.1 2007-2008 Seasons of Play: (May 2007)

Season	Start Date for Exhibition & League	End Date (<i>all play unless specified in 7.2 Exceptions</i>)
Fall	Tuesday, September 4, 2007	Saturday, December 1, 2007
Winter	Monday, November 26, 2007	Saturday, March 9, 2008
Spring	Monday, March 3, 2008	Saturday, June 8, 2008

2008-2009 Seasons of Play: (May 2007)

Season	Start Date for Exhibition & League	End Date (<i>all play unless specified in 7.2 Exceptions</i>)
Fall	Tuesday, September 2, 2008	Saturday, November 29, 2008
Winter	Monday, November 24, 2008	Saturday, March 7, 2009
Spring	Monday, March 2, 2009	Saturday, June 6, 2009

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E2.2 2007 - 2008 Designated Seasons of Play by Sport and Area:

Season	Senior/Open & Age-Group Seasons		Locally Designated Age-Group Seasons Different Than Senior/Open Seasons
Fall	<ul style="list-style-type: none"> • Aquatics • Field Hockey • Soccer - Boys 	<ul style="list-style-type: none"> • Cross Country • Football • Volleyball 	<ul style="list-style-type: none"> • Rugby gr.8, gr.9, jr. (BNW, RIC & VAN) • Badminton (Lower Mainland-grade 8, junior and senior) • Rugby junior (Island)
Winter	<ul style="list-style-type: none"> • Badminton • Curling • Skiing • Wrestling 	<ul style="list-style-type: none"> • Basketball • Gymnastic • Snowboarding 	<ul style="list-style-type: none"> • Badminton (Lower & Upper Vancouver Island, Kootenay, Okanagan & North Central (Grade 8, junior and senior) plus Fraser Valley Senior level to qualify for Provincial Championships) • Volleyball gr. 8 (OCSSAA only)
Spring	<ul style="list-style-type: none"> • Golf • Rugby • Tennis 	<ul style="list-style-type: none"> • Mountain Biking • Soccer - Girls • Track & Field 	<ul style="list-style-type: none"> • Badminton (Fraser Valley: junior, gr. 8 levels only) • Basketball gr. 8 (NCDSSAA) • Soccer boys junior (Island) • Volleyball boys gr. 8, gr. 9 & jr. (FVE, LM, PG)

Section E3: APPROVED EXCEPTIONS TO THE SEASONS OF PLAY DATES

- E3.1** Badminton: local associations that have historically competed at a time other than the BCSS-designated season of play may continue to compete at their selected time and those schools shall still be eligible to qualify for the BCSS Provincial Championship providing that:
- E3.1.1** the over-all length of the time for competitive participation (including play-offs and championships) does not exceed 13 weeks, and
 - E3.1.2** all teams attempting to qualify for the Provincial Championship are registered with BCSS by the applicable winter seasons of play deadlines, and
 - E3.1.3** the BCSS Badminton Championship must be held by April 15th of each school year.
- E3.2** Basketball: the BCSS Boys AAA Basketball championship may be held leading up to and including the 26th weekend of play during the school year.
- E3.3** Football:
- E3.3.1** a school team may meet another team or participate in a jamboree with several school teams on one occasion between the date of the last provincial championship and the end of the school year. This should be done in conjunction with spring practice
 - E3.3.2** a provincial all-star team of athletes in grade 12, under the direction and control of the BCSS Football Commission (BCSSFA) may compete at one event with other all-star teams from outside the province of BC. This event is to occur between spring practice and the last day of school.
- E3.4** Boys' Rugby: schools in the North Central District SSAA, the Northwest Zone SSAA and the two 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 13 weeks of play.

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E3.5 Track and Field: the BCSS Track & Field championship may be held leading up to and including the 38th weekend of play during the school year.

Section E4: MAXIMUM NUMBER OF PLAYING DAYS

E4.1 Within the parameters of the sport season-of-play, BCSS will enforce the maximum number of playing days per sport, excluding play-offs and championships, as follows:

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

E4.2 A playing day is defined as a single day of the week, from 12:00 am to 11:59 pm.

Section E5: FUNDRAISING/PROMOTIONAL GAMES

E5.1 Each registered school team is allowed to play one fundraising/promotional game during a school year.

E5.2 The game can be in-season or out-of-season.

E5.3 If in-season, the game does not count in the number of playing days.

E5.4 If out-of-season, the BCSS office must be advised by letter of the game, including date, team involved and competition involved. Failure to report the out-of-season fundraising/promotional game contravenes these seasons-of-play policies.

E5.5 The fundraising/promotional game must not involve any students from another secondary school.

Section E6: TOURING/HOSTING OUT-OF-SEASON

E6.1 Each registered school team may travel on one out-of season tour during each school year.

E6.2 Each registered school team may host one out-of-province school team for one out-of-season competition during each school year.

E6.3 School teams being hosted from other provinces or from the United States must not contravene their respective provincial or state in-season or out-of-season touring policies.

E6.4 Sanction forms must be completed and submitted to the BCSS office as per the BCSS sanctioning policy. Failure to report the out-of-season tour or hosting contravenes these seasons-of-play policies.

Section E7: OUT-OF-SEASON OPPORTUNITIES & COMPETITION

E7.1 Consistent with the concept that interscholastic athletics are part of the educational system, and consistent with the established goals of health, safety, sportsmanship and equality of competition, the following rules for groups of students and school coaches wanting to compete outside of the BCSS-approved seasons of play have been established.

The basic responsibility of all administrators, teachers and coaches is to provide students, who are participating in interscholastic sport with a worthwhile educational experience.

E7.2 Out of Season Competition: both student-athletes and coaches should be able to pursue excellence in a particular sport or sports. In order to do so, some student-athletes and coaches will have a desire to participate in their chosen sport outside of their school team involvement and the BCSS seasons of play. The involvement of a teacher-coach or school coach and student-athletes from the same school

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in an out-of-season competitive environment may, incorrectly, often lead parents, coaches and athletes to believe that the program is part of the annual interscholastic calendar. They may also incorrectly assume that School District and Athletic Association liability coverage is in place for these activities.

Notwithstanding fundraising / promotional games [E5] or the allowed one tour/one hosting policy contained in E6, a school coach, student-athlete or combination group who wishes to participate in a BCSS approved sport outside of the defined BCSS season of play must follow these out-of-season play policies:

- E7.2.1 the individual or team must register as a member of the appropriate provincial sport organization. This cannot be a 'school team' registration category if such a category exists, but must be considered to be a "club membership category." The registration must in no way imply affiliation with the school or schools
- E7.2.2 the individual or team must not use the school name, stationary, accounting system, school uniforms or wear school colours during out-of-season competition
- E7.2.3 the parents of the athletes must be informed that the activity is not a school activity but is being organized as a club activity
- E7.2.4 the individual, team, league or provincial sport organization is responsible for suitable and appropriate insurance coverage (medical, dental, liability etc). Parents must be informed as to what the coverage is, and which team, or organization is named on the policy
- E7.2.5 the individual, team, or league must book school facilities in accordance with school district policy for outside users. These facility bookings must not override or be in conflict with in-season sport practices, training or competition
- E7.2.6 the administrators of the school shall ensure that the out-of-season sport does not operate to the detriment of any in-season sport
- E7.2.7 individuals or teams must not use school-based transportation without the usual "outside user" insurance and rental policies being followed.

Section E8: PENALTIES FOR VIOLATIONS OF "SEASONS OF PLAY" OR "MAXIMUM NUMBER OF PLAYING DAYS" POLICIES

E8.1 Automatic Penalties:

- E8.1.1 for exceeding the Maximum Number of Playing Days Policy, a forfeiture of the restricted competition(s)
- E8.1.2 a \$100 fine per instance (additional playing day)
- E8.1.3 twelve (12) month Member School competitive probation from the date of ruling, for the first instance of violation of the policy by a school
- E8.1.4 Sport Team suspension from ALL restricted and unrestricted competition for twelve (12) months or more from the date of a new ruling for a Member School who is already under probation for violation of these policies
- E8.1.5 the conduct of a Member School who violates these competitive policies two or more times within any twelve (12) month period will automatically be referred through the BCSS President to the School Membership Discipline Committee for review. **[see Bylaw 3.2.2.1, 3.2.2.2 and 3.2.2.3], and possible further referral to the Board of Reference. [see Bylaw 3.2.2.4 - 3.2.2.10]**

E8.2 Procedures for Dealing with Violations of "Seasons of Play" and/or "Maximum Number of Playing Days" Policies

- E8.2.1 a complaint, in writing, is received from a Member School stating that the "Seasons of Play" and/or "Maximum Number of Playing Days" policies have been violated by another Member School. The complaint must include the date(s), opponent(s) and location(s) of the

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competition(s). The complaint can be forwarded to either the BCSS office or the Athletic Association President of the accused team, with the other party being copied (BCSS or Association). The accused School Team Coach, Athletic Director and School Administrator should also receive a copy of the complaint

- E8.2.2** a complaint, in writing, may also be received from a Member School (Athletic Director and/or Team Coach) stating that they have inadvertently or purposefully violated the “Seasons of Play” and/or “Maximum Number of Playing Days” policies. The complaint must include the date(s), opponent(s) and location(s) of the competition(s). The complaint can be forwarded to either the BCSS office or the Athletic Association President of the self-accusing Member School, with the other party being copied (BCSS or Association)
- E8.2.3** the appropriate penalty [**see E8.1**] is invoked with a “Cease and Desist” letter and fine notification being directed to the Athletic Director by BCSS. cc: School Team Coach, the School Administrator, School District Superintendent and Athletic Association President. This is called “the Ruling”
- E8.2.4** the Member School has 10 working days to pay the fine (received at BCSS), regardless of whether or not an appeal of the Ruling will be filed. All fines are payable to BCSS
- E8.2.5** in August of each year, BCSS will send a letter to the Athletic Director of any Member Schools under probation and/or suspension, stating date of reinstatement, and the restrictions that are in place during the time of probation and/or suspension. cc: Team Coach (if team suspension), School Administrator, School District Superintendent and Athletic Association President
- E8.2.6** each issue of the BCSS Report Magazine will contain a list of all Member Schools under probation and/or suspension for violation of BCSS policies.

Section E9: APPEAL PROCESS FOR DISCIPLINARY ACTION TAKEN

E9.1 Fines:

- E9.1.1** there is NO appeal of a fine for:
- violating the Seasons-of-Play Policy
 - violating the Maximum Number of Playing Days policy.
- E9.1.2** ALL fines MUST be paid within 10 working days from the date of notification of the fine. All Fines are payable to BCSS.

E9.2 Forfeiture of Competition:

- E9.2.1** there is NO appeal of forfeiture of competition for:
- playing an ineligible player (inadvertent or deliberate)
 - violating the Maximum Number of Playing Days policy.

E9.3 Appealing Penalties - Violations of the Seasons of Play Policies: any suspension or probationary ruling invoked through **E8.1** for violating any portion of Section E2 Seasons of Play (including maximum number of playing days) is appealable if the Member School and/or penalized coach does not believe that the ruling is warranted.

The ruling may be appealed by the Member School and/or penalized coach using the following procedure:

- E9.3.1 Appeal Submission:** documentation, citing the situation and circumstances under which an appeal is being filed, must be submitted to the chair of the Athletic Association Disciplinary Appeals Committee within 10 school days of the ruling being announced.=
- E9.3.2 Appeal Hearing:** an appeal hearing will be held within 10 school days by the Athletic Association Disciplinary Appeals Committee. The

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committees can make one of three decisions:

- a) uphold original decision with penalty intact, or
- b) uphold original decision with a reduced penalty, or
- c) overturn the original decision with no penalty.

An appeal hearing may be conducted by conference call for expediency sake. A member school representative and/or the coach has the right to be in attendance to speak to the committee. They cannot be in attendance during deliberation. Any additional costs incurred due to the representation by the appealing school / coach is the responsibility of the school or coach.

- E9.3.3 Appeal Decisions:** the decision of the appeals committee must be sent, in writing, to the member school and appealing coach within five schools days of the hearing. Copies should be sent to the School Athletic Director, the School Administrator and BCSS.

PART F - CHAMPIONSHIP STANDARDS

Section F1: DEFINITION OF A BCSS CHAMPIONSHIP

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

- F1.1** only BCSS Member Schools may participate in qualification play leading to a BCSS Championship, and in championship play
- F1.2** the Championship is for school teams participating at the “senior” level of competition. Senior competition is defined as the highest level of school competition in British Columbia, and is open to student-athletes up to and including the fifth year of eligibility
- F1.3** only one 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 or III sport, as approved by the BCSS Membership. The responsibility for a Championship must be assigned to a BCSS Sport Commission.
- F1.7** each Championship shall be defined as being a “boys team” championship, a “girls team” championship, a “co-ed team” championship, or an “open team” championship
 - F1.7.1** Co-ed Teams: the sport-specific rules for a co-ed team championship may require that:
 - a) a specific number of boys and girls form one co-ed team that competes against other school teams with the same gender make-up (badminton, tennis), or
 - b) a minimum to maximum number of boys and girls combine as one team, but compete against individuals of the same gender. Individual participant points are then added to determine the co-ed team point total (diving, gymnastics, snowboarding, swimming, track and field).
 - F1.7.2** Open Teams: an open team championship may have either boys or girls who compete against all other participants to determine team point totals (golf, synchronized swimming)
 - F1.7.3** Team Size: each Sport Commission will define the minimum number of student-athletes that comprise a school team
 - F1.7.4** All BCSS approved sports shall lead to one of the defined types of championships:
 - Aquatics (Co-ed Swim, Synchronized Swim)
 - Badminton (Co-ed Team)
 - Basketball (Boys Team; Girls Team)
 - Cross Country (Boys Team; Girls Team)
 - Curling (Boys Team; Girls Team)
 - Field Hockey (Girls Team)
 - Football (Boys Team)
 - Golf (Open Team)
 - Gymnastics (Co-ed Team)
 - Mountain Biking (Co-ed Team)
 - Rugby (Boys Team)
 - Skiing - Alpine (Boys Team; Girls Team)
 - Skiing - Snowboarding (Co-ed Team)
 - Soccer (Boys Team; Girls Team)

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- Tennis (Co-ed Team)
- Track & Field (Boys Team; Girls Team; Co-ed Team)
- Volleyball (Boys Team; Girls Team)
- Wrestling (Boys Team; Girls Team)

Section F2: GOALS OF THE PROVINCIAL CHAMPIONSHIP

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

Section 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 safety and supervision
- F3.1.2** responsible for developing and communicating policies regarding travel.

F3.2 Championship Organizing Committee

The Tournament Organizing Committee shall be:

- F3.2.1** responsible for implementing policies and procedures with respect to the integrity and technical competency established by Commissions & Competitive Standards Committee and/or the Membership.

N.B. The policies and procedures must be set out in the Event Management Guideline Manual.

F3.3 Sport Commission

The Sport Commission shall be:

- F3.3.1** responsible for the technical aspects and policies of the Provincial Championship
- F3.3.2** responsible for ensuring that the BCSS Competitive Policies are followed
- F3.3.3** responsible for ensuring that every school competing in a sport has the opportunity to qualify for the Provincial Championship in a fair and equitable manner
- F3.3.4** responsible for making recommendations to the Competitive Standards Committee and / or Membership concerning Competitive Standards.

F3.4 Competitive Standards Committee

The Competitive Standards Committee shall be:

- F3.4.1** responsible for receiving recommendations from Sport Commissions, the Membership, committees and other interested groups regarding Competitive Standards

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F3.4.2 responsible for conducting research on Competitive Standards and related policies and procedures

F3.4.3 responsible for recommending Competitive Standard policies and procedures to the Membership

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

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

F3.5 BCSS Membership

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

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

Section F4: PROVINCIAL CHAMPIONSHIP CLASSIFICATION

F4.1 Objectives

The Objectives shall be:

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

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

F4.2 Active Participation

Active Participation of a school team shall be defined as:

F4.2.1 an eligible student or students, comprising as team as per **F1.7.3**, and attending the same Member School, and

F4.2.2 having a coach or coaches approved by the administration at this school, and

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

F4.2.4 participating in a competitive process leading to and/or including qualification play for the Provincial Championship.

Philosophically, the intent is that a school team is school-based.

F4.3 Sport Levels

F4.3.1 Level IV Sport

A 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 consecutive years, it shall be reclassified as a Level III Sport (appeals may be made to the Competitive Standards Committee)

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

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

F4.3.2 Level III Sport

A Level III Sport:

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

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- b) must have a minimum of one hundred and fifty (150) Member Schools actively participating in competition leading to Provincial Championship play. Should a sport fall below the minimum number of actively participating Member Schools for three consecutive years, it shall be reclassified as a Level II Sport (appeals may be made to the Competitive Standards Committee)
- c) must have schools actively participating in a minimum of six (6) of seven (7) BCSS zones. Should a sport be represented in fewer than the minimum required number of zones for three consecutive years, it shall be reclassified as a Level II Sport (appeals may be made to the Competitive Standards Committee)
- d) may have up to three (3) tiers, determined by school enrolment and other designated criteria.

F4.3.3 Level II Sport

A 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 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 consecutive years, it shall be reclassified as a Level I Sport (appeals may be made to the Competitive Standards Committee)
- d) may have up to two (2) tiers, determined by school enrolment and other designated criteria.

F4.3.4 Level I Sport

A 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 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 consecutive years, it shall be reclassified as an Approved Invitational Competition or Event (appeals may be made to the Competitive Standards Committee)
- d) may have only one (1) tier of Provincial Championship competition.

F4.4 Process for Sanctioning a Championship:

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

- a) Notice of Intent to Make Application for a Championship:
 - i) notice of Intent to make application for BCSS approval for an additional tier Championship to be submitted to the Competitive Standards Committee at least one 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 years,
 - contact people for further information

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- iii) the application must be submitted by the Sport Commission responsible for that sport
 - iv) the Sport Classification criteria for the particular sport level being requested must be followed.
- b) Organization of Provincial Invitational Events:
- i) Sport Commissions must organize and conduct at least one (1) provincial Invitational Event, Tournament or Meet prior to final application being made for approval
 - ii) the Provincial Invitational event, tournament or meet must be conducted in accordance with current BCSS Competitive Rules and Regulations
 - iii) the competition must be at the senior level only
 - iv) the Sport Commission will determine and advertise to all schools participating in that sport the qualification procedures to advance to the Provincial Invitational event, tournament or meet
 - v) the Sport Commission will submit a summary report to the Competitive Standards Committee within 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 15th of the year that the BCSS membership vote is to be taken
 - ii) the Competitive Standards Committee will review the application and make a recommendation to the BCSS Board of Directors
 - iii) the application must include the following information:
 - names of participating BCSS Member Schools in that sport,
 - proposed criteria for determining tier allocation,
 - a schematic showing the reconfiguration of the sport with the new tier system,
 - pertinent dates and deadlines to be used for tier determination,
 - growth plans for the sport for next five years,
 - the qualification process to be used for Championships,
 - a resolution to go to the Legislative Assembly,
 - contact people for further information.
 - iv) once approved, the invitational event becomes part of the official records of the sport.
- F4.4.2 Extension of Approved Sport Program (Existing Commission) (adding a gender or new sport):**
- a) Notice of Intent to Make Application for a Championship:
- i) Notice of Intent to make application for BCSS approval for a new gender-specific or new sport Championship to be submitted to the Competitive Standards Committee at least one year prior to the official application being presented to the membership
 - ii) the application must include the following information:
 - names of participating BCSS Member Schools (a minimum of 50 schools),
 - names of coaches and sponsors,
 - length of time that each school has offered the program,
 - number of students involved at each school for last two years,
 - growth plans for the sport for next five years,
 - contact people for further information.

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- iii) this Notice of Intent must be submitted by an existing Sport Commission
- iv) the Sport Classification criteria for the particular sport level being requested must be followed.

b) Organization of Provincial Invitational Events:

- i) Sport Commissions must organize and conduct at least one (1) Provincial Invitational Event, Tournament or Meet prior to final application being made for approval. The Competitive Standards Committee may determine that more than one (1) invitational event must be organized
- ii) the Provincial Invitational event, tournament or meet must be conducted in accordance with current BCSS Competitive Rules and Regulations
- iii) the competition must be at the senior level only
- iv) the Sport Commission will determine and advertise to all schools participating in that sport the qualification procedures to advance to the Provincial Invitational event, tournament or meet
- v) the Sport Commission will submit a summary report to the Competitive Standards Committee within 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 15th of the year that the BCSS membership vote is to be taken
- ii) the Competitive Standards Committee will review the application and make a recommendation to the BCSS Board of Directors
- iii) the application must include the following information:
 - names of participating BCSS Member Schools, (a minimum of 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 years,
 - the qualification process to be used for Championships,
 - a resolution to go to the Legislative Assembly,
 - contact people for further information.
- iv) once approved, the invitational event becomes part of the official records of the sport.

F4.4.3 New Sport Programs (under a New Commission):

a) Notice of Intent to make application for BCSS approval

- i) notice for application for a new Championship (new sport) to be given to the Competitive Standards Committee at least two (2) years prior to the official application being presented to the membership
- ii) the application must include the following information:
 - names of participating BCSS Member Schools, (a minimum of 50 schools),
 - names of coaches and sponsors,
 - length of time that each school has offered the program,
 - number of students involved at each school for last two years,
 - growth plans for the sport for next five years,

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- plans for the development of a new Sport Commission,
 - contact people for further information.
 - iii) the Notice of Intent must be submitted by a group of at least ten (10) school coaches from BCSS Member Schools, actively coaching in the sport. Seven (7) of these coaches must be teachers or administrators working at BCSS Member Schools
 - iv) the Sport Classification criteria for the particular sport level being requested must be followed
 - v) after the application is submitted, a representatives from the new Sport Organizers may be invited to attend the Council of Sport Commissioners Meetings (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 event must be organized
 - ii) the Provincial Invitational events, tournaments or meets must be conducted in accordance with current BCSS Competitive Rules and Regulations
 - iii) the competition must be at the senior level only
 - iv) the Sport Organizers will determine and advertise to all schools participating in that sport the qualification procedures to advance to the Provincial Invitational event, tournament or meet
 - v) the Sport Organizers will submit a summary report to the Competitive Standards Committee within 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 15th of the year that the membership vote is to be taken
 - ii) the Competitive Standards Committee will review the application and make a recommendation to the BCSS Board of Directors
 - iii) The application must include:
 - the names of participating BCSS Member Schools (a minimum of 50 schools),
 - names of coaches and sponsors at each school,
 - length of time that each school has offered the program,
 - number of students involved at each school for last four years,
 - growth plans for the sport for next five years,
 - the qualification process to be used for Championships,
 - resolutions for the Legislative Assembly, including the addition of a new Sport Commission to Article XI (Committees of the Society) of the BCSS Constitution and Bylaws,
 - contact people for further information.
 - iv) representatives of the applying Sport Organizers will be asked to speak to the applicable resolutions at the Legislative Assembly
 - v) once approved, the invitational events become part of the official records of that championship.

Section 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 4 of 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 or more local athletic associations

F5.2.3 School-organized Invitational Events:

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

F5.2.4 Modified Sports / Games:

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

Section 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 year period) which sets out:

- championship dates
 - the number of school days involved
 - where possible, the location at which the championship is to be held
- The initial three 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 15th of any given year, with recommendations going forward to the Board of Directors for approval.

F6.3 Specific Days of the Week for Championship Play

- F6.3.1** BCSS approved Championships must end on a Saturday;
- the Saturday may be the final day of competition, or
 - the Saturday may be the only day of competition.

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

- submitting the request, including appropriate rationale to the Competitive Standards Committee by January 15th, 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-year basis, or as a blanket exemption.

F6.3.2 Blanket Exemptions:

- a) the BC Secondary Schools Skiing Association is granted a blanket exemption from **F6.3.1** for the Alpine Skiing and Snowboarding Championships, provided that the championship event(s) either starts on a Monday or concludes on a Friday. This is to facilitate team travel to or from the event on a weekend
- b) the BC Secondary Schools Golf Association is granted a blanket exemption from **F6.3.1** for the Golf Championship, provided that the championship event either starts on a Monday or concludes on a Friday. This is to facilitate team travel to or from the event on a weekend
- c) the BC Secondary Schools Soccer Association is granted a blanket exemption from **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 **F6.3.1** for the Boys AA and AAA Soccer Championships, provided that the championship starts on a Monday or ends on a Friday, in to accommodate facility bookings and conflicts with community users. This exemption is to be reviewed after the 2006-2007 boys soccer season
- e) the BC Secondary Schools Girls Field Hockey Association is granted a blanket exemption from **F3.6.1** for the AA and AAA Field Hockey Championships, provided that the events either start on a Monday or end on a Friday. This is to facilitate team travel to or from the events on a weekend. (This exemption is to be reviewed after the 2006-2007 girls field hockey season.)
- f) **the BC Secondary Schools Rugby Union is granted a blanket exemption from **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. (May 2007)**

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 F7: PROVINCIAL CHAMPIONSHIP QUALIFICATION PROCESS

F7.1 Objectives

The Objectives shall be:

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

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F7.2 Responsibility for Allocation of Berths and Qualification Process:

F7.2.1 BCSS Designated Zones:

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

Zone A - the two Kootenay Secondary Schools Athletic Associations

Zone B - the Okanagan Valley Schools Athletic Association

Zone C - the North Central District Secondary Schools Athletic Association

Zone D - the Northwest Zone Secondary Schools Athletic Association

Zone E - the three recognized Vancouver Island Athletic Associations

Zone F - the five Lower Mainland Athletic Associations

Zone G - the Fraser Valley Secondary Schools Athletic Association

F7.2.2 Commission Qualification Levels:

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

F7.2.3 Allocation of Berths:

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

a) the Burnaby/New Westminster Secondary School Athletic Association schools may qualify through the (Zone G) Fraser Valley Zone Play-offs for the sport of Wrestling, as long as each school meets the wrestling affiliation requirements of the Fraser Valley Secondary Schools Athletic Association

b) the Richmond Secondary Schools Athletic Association may join with the Delta Secondary Schools Athletic Association and the Surrey Secondary Schools Athletic Association to form a region for qualification for the boys Curling championships and the girls Curling championships.

F7.2.4 Qualification Process:

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

F7.2.5 Ranking / Tournament Format:

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

Section F8: CHAMPIONSHIP ENTRY AND/OR PARTICIPATION FEES

F8.1 Objectives

The Objectives shall be:

F8.1.1 to keep the direct participation costs at BCSS Championships as low as possible

F8.1.2 to provide a financial framework for the Sport Commissions and the tournament organizing committees.

F8.2 Entry Fees:

F8.2.1 the entry fee charged to teams and/or students 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,

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(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 & regulations.

F8.3 Social Events for Athletes:

social events such as a banquet or hospitality function may be offered for the tournament participants. The charge to athletes and coaches or competing schools for social events cannot be mandatory unless the applicable Sport Commission has included the social event and maximum cost per person as a required part of the championship in the published Commission Rules & Regulations. The inclusion in the rules and regulations of a mandatory social event must be approved through a mail vote of schools participating in the appropriate tier, and should be reviewed at least every 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 F8.3] should be published in the BCSS handbook, on the BCSS web site and in the Sport Commission rules and regulations before the school year begins

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

Section 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 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 and considered to be unacceptable by the Committee.

F10.1.1 Students: while discipline might include banning an athlete from further participation in a tournament, the coach of the player must still assume responsibility for the supervision of the athlete and deal with further disciplinary action in accordance with school or district regulations.

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

Section F11: COMMERCIAL LOGOS

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

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PART G: JUNIOR PROVINCIAL CHAMPIONSHIPS

BCSS is philosophically opposed to Provincial school championships below the senior level and will not sanction, sponsor or support events having the organization format of, or implied or designated as being Provincial Junior Championships.

PART 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.

PART I: SANCTIONING FOR OUT-OF-PROVINCE COMPETITION

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

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

11.1 Canadian Schools (except Alberta)

- 11.1.1 an "Application For Sanction of an Inter-Provincial Athletic Competition Form" is to be submitted to the BCSS office by the HOST SCHOOL no later than 30 days prior to the event
- 11.1.2 BCSS staff will consider the application for sanction and if approved, the BCSS office will complete and forward forms for endorsement purposes to the Executive Officers of each Provincial Association from which schools have been invited to participate
- 11.1.3 Executive Officers receiving endorsement forms will indicate their action (approval or denial) and sign and return the forms to the BCSS office
- 11.1.4 when forms are received, the BCSS office will notify the host school.

11.2 Alberta Blanket Policy

BCSS and the Alberta Schools Athletic Association have endorsed a blanket approval policy for schools situated near the Alberta/B.C. border. This proposal allows schools in the corridor along the Alberta/B.C. border to compete against each other without having to apply for sanctioning from their respective Provincial Association.

11.2.1 NORTH WEST ALBERTA - NORTH EAST B.C.

Alberta: Beaverlodge, Grande Prairie, Worsley, Hines Creek, Spirit River, Fairview, Sexsmith, Silver Valley, Jasper, Hinton and Grande Cache. B.C.: Fort St. John, Dawson Creek, Taylor, Pouce Coupe, Chetwynd, Tumbler Ridge, McBride and Valemont.

11.2.2 SOUTH WEST ALBERTA - EAST KOOTENAY, B.C.

Alberta: Crowsnest, Lundbreck, Pincher Creek, Banff and Canmore. B.C.: Creston, Elkford, Fernie, Sparwood, Kimberley, Golden, Jaffray, Canal Flats, Cranbrook and Invermere.

11.2.3 OTHER

For communities in B.C. or Alberta not covered by the Blanket Sanction Approval, please apply the regulations for competition with other Canadian Schools.

11.3 United States Schools

11.3.1 No Sanction is necessary for:

- a) 2 or 3-school competitions which necessitate a round trip of an American school of less than 600 miles
- b) 2 or 3-school competitions involving schools from Alaska, Washington, Idaho or Montana when the event is sponsored by a B.C. school.

11.3.2 Sanction from the applicable State Association is required for:

- a) any tournament involving 4 - 7 schools where one or more schools are from the U.S.

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b) any competition involving schools from 3 or 4 states.

11.3.3 Sanction from the National Federation of State Activity Associations is required if:

- a) the event is co-sponsored by an organization outside of the high school community (e.g. a university or shoe company), and involves any U.S. school;
- b) the competition involves eight (8) or more schools, at least one (1) of which is from a U.S. state that does not border B.C. and which is co-sponsored by or titled in the name of an organization outside the high school community (e.g. a university, a theme park, an athletic shoe/apparel company)
- c) the competition involves five (5) or more states, at least one (1) of which does not border B.C.

Schools requiring sanctioning from the National Federation State High School Associations (NFHS) will have to submit a \$75 application fee to the NFHS 90 days prior to the event, and a financial report within 90 days after the event.

11.3.4 To obtain Sanction:

- a) an "Application for Sanction of an Athletic Competition Involving U.S.A. Schools Form" is to be submitted to the BCSS office by the HOST SCHOOL no later than 90 days prior to the event
- b) BCSS staff will consider the application for sanction and, if approved, copies of the application will be forwarded to the Executive Officer of each State Association from which schools have been invited to participate and to the National Federation of State High School Associations (if applicable) for processing
- c) upon receipt of approval or denial of sanction, the BCSS office will notify the host school.

Note: Hosting Schools from the U.S. are required to follow the same procedures.

11.4 International Contests and Cultural Exchanges

The opportunity to promote closer relations with students of foreign countries and the ease of travel has resulted in increased participation in international athletic competition. BCSS supports the development of international understanding and goodwill through athletic exchanges.

In the absence of established policy at the Canadian national level, BCSS requires that not later than 90 days prior to the international event, the travelling school advises the office using the "Application for Sanction of An International Athletic Competition". It is anticipated that B.C. participants will meet the eligibility requirements of BCSS and that competition is being conducted in the best interests of the schools concerned and by an educational institution or subject to the controls of school authorities.

A report of results should be filed with the BCSS office within 30 days following the final competition.

11.5 Application for Sanction Forms

There are 3 types of Application for Sanction Forms. **Please ensure that the correct form is used when making application to the BCSS Office.**

11.5.1 APPLICATION FOR SANCTION OF AN INTERPROVINCIAL ATHLETIC COMPETITION

- a) To be used by the **HOST** B.C. school when inviting team(s) from another Canadian Province to compete in B.C.

11.5.2 APPLICATION FOR SANCTION OF AN ATHLETIC COMPETITION INVOLVING U.S.A. SCHOOL(S)

- a) To be used by the **HOST** B.C. school when inviting team(s) from the United States to compete in B.C. as per part **11.3.2** or **11.3.3** above

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(a \$75 U.S fee must be submitted plus a post-competition financial report will have to be completed for **I1.3.3**)

I1.5.3 APPLICATION FOR SANCTION OF AN INTERNATIONAL ATHLETIC COMPETITION

THIS FORM IS NOT TO BE USED FOR COMPETITIONS INVOLVING U.S.A. SCHOOLS. It is intended for use when school(s) from Europe, Asia, etc. are involved.

Application for Sanction Forms are available from the BCSS Office, #100, 4585 Canada Way, Burnaby BC V5G 4L6

a) To be used by a B.C. school hosting a team from outside Canada or the USA or a B.C. school travelling to competition(s) outside Canada or the U.S.A.

b) **THIS FORM IS NOT TO BE USED FOR COMPETITIONS INVOLVING U.S.A. SCHOOLS.** It is intended for use when school(s) from Europe, Asia, etc. are involved. Application for Sanction Forms are available from the BCSS office, #100, 4585 Canada Way, Burnaby, BC V5G 4L6