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Operating Policies & Procedures

BC SCHOOL SPORTS OPERATING POLICIES AND PROCEDURES

Section I: MEMBERSHIP

1.1 CATEGORIES OF MEMBERSHIP

As per BC SCHOOL SPORTS Bylaw 2.1, BC SCHOOL SPORTS has two (2) categories of membership:

- a) **Member School (voting)** - a school in British Columbia that is accredited by the Ministry of Education as an Elementary-Junior Secondary, Elementary-Secondary, Middle School, Junior Secondary, Senior Secondary, Distributed Learning School, Alternate School or Non-Public School in funding group classifications 1, 2 or 3, and includes fulltime students in any or all of grades 7 through 12, and fulfills the requirements of membership in BC SCHOOL SPORTS.
- b) **Honourary Member (non-voting)** - an individual who has been named as a recipient of the BC SCHOOL SPORTS Honour Award.

1.2 REGISTRATION PROCEDURES:

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

- * Detailed information for the ExNet On-line Registration System for membership and all team and athlete registration. The on-line system will include School Membership Applications, Sport Declaration, registration of all eligible students in the school, and registration of each team.
- * Invoice for Membership Fee {see Section II, Part 2.1.1 (s)}
- * Eligibility Exemption Application Forms & Waiver of Appeal Forms
- * Multiple copies of the BC SCHOOL SPORTS Handbook & Directory and other annual publications

Member Schools must submit the Membership Fee by October 7.

Membership applications and Sport Declarations must be submitted on-line by October 7. The first deadline for on-line submission of fall sport Student-Athlete Registration Forms is October 7. The membership year will run from September 1st to August 31st.

1.2.2 Honourary Members: Individuals who have been inducted to the BC SCHOOL SPORTS Honour Roll will automatically become Honorary Members of BC SCHOOL SPORTS.

1.3 BASIC SERVICES:

1.3.1 Member Schools:

Basic Services for Member Schools will include:

- * one vote per Member School at BC SCHOOL SPORTS General Meetings
- * opportunity to participate in zone and championship competition for all BC SCHOOL SPORTS approved sports at the senior or open level
- * on-line copies x three issues of the BC SCHOOL SPORTS Report Magazine
- * e-newsletters for coaches and other interested people
- * issues of the E-Newsletter are available on our website
- * two copies of the BC SCHOOL SPORTS Handbook
- * opportunity to participate in the BC SCHOOL SPORTS Spirit of Coaching Conference Series
- * opportunity to have students participate in BC SCHOOL SPORTS/partner Regional Sport Camps
- * opportunity to have students participate in BC SCHOOL SPORTS Athletic Leadership programs
- * one copy of the annual BC SCHOOL SPORTS Wall Calendar
- * opportunity to participate in the annual Milk Run - Ultimate Challenge
- * opportunity to participate in the annual School Sport Week

- * centralized administration / mailing / production services
- * centralized advocacy services
- * centralized services for regulatory issues
- * centralized communication services

1.3.2 Honourary Members

Honourary Members will receive an Honour Roll Certificate and a BC SCHOOL SPORTS Gold Card, allowing them free admission to all BC SCHOOL SPORTS-approved events (except Boys Basketball).

1.4 **COMMUNICATION:**

1.4.1 Member School Mailings

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

1.4.2 Use of Publications

Member Schools and Commissions will be invited to submit information about clinics, special camps or invitational tournaments for inclusion in the BC SCHOOL SPORTS Report Magazine. Commissions will be invited to submit "Seasonal Sport Previews" for the October, January and April issue of the BC SCHOOL SPORTS Report. All BC SCHOOL SPORTS-approved Sport Championship results will be included in the appropriate issue of the BC SCHOOL SPORTS Report, published on-line.

Section II: FINANCES

2.1 **MEMBERSHIP FEES:**

2.1.1 Member Fees

Fees for Member Schools are charged on an annual basis. Schools receive invoices by September 1st, and payment is due October 1st. The school populations will be calculated from the Ministry of Education Headcount Reports for the previous school year

- (a) report 1555B - Public School Headcount Enrolment by District, School Type, School, Gender and Grade
- (b) report 4551A - Non-Public School Headcount Enrolment by School and Grade.

Included in the headcount are all fulltime students in grades 8 through 12, plus the ungraded students at the secondary level. 2011-2012 membership fees per school population category are:

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

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

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2.1.1.1 Adjusting Fees

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

- 2.1.2 Legal Contingency Fund:** In May 1997, the membership approved the establishment of a BC SCHOOLS SPORTS "Legal Contingency Fund" to be used in the event of legal action being taken against the Association.

There will be no levy for all member schools collected and directed to the BC SCHOOL SPORTS Legal Contingency Fund for the 2011-2012 school year.

The Legal Contingency Fund will be maintained at about \$50,000 with annual surcharges being added to membership fees as required.

2.1.3 Honorary Member

There shall not be a fee charged to any individual for Honorary Membership.

2.2 SETTING MEMBERSHIP FEES

- 2.2.1** Fees are established by the BC SCHOOL SPORTS membership at an Annual General Meeting. Any change in membership fees can only be made with the approval of the membership, and with at least one full membership years notice.

2.3 GRANTS TO COMMISSIONS

2.3.1 Calculation of Grant

BC SCHOOL SPORTS will make annual financial grants to each Sport Commission. The Commission grant was originally calculated as the equivalent of the highest amount that the Commission received in registration dollars in the three (3) years from 1991-92 to 1993-94, minus the annual \$200 Commission fee charged at that time.

2.3.2 Distribution of Grants

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

- * Fall Sports - by October 12th
- * Winter Sports - by November 13th
- * Spring Sports - by January 12th

Sport Commissions can apply for an increase in the Commission grant, by submitting an application to the Board of Directors in January for the next school year. Rationale for the increase and financial statements for the Commission and from the sport-specific tournaments for the previous two (2) years must accompany the application. (*ie: apply in January 2012 for membership year 2012-2013*)

2.4 FINES COLLECTED FOR VIOLATIONS OF BC SCHOOL SPORTS POLICIES

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

- a)** 50% of fine revenue will be directed to operating revenue, specifically targeted to off-set the costs of the Eligibility Officer, the Eligibility Appeals Committee and the

Disciplinary Committee of BC SCHOOL SPORTS. Education information and session for coaches re: the Eligibility Policies will also be noted as a possible expenditure item.

Section III: SPORT PARTICIPATION

3.1 REQUIREMENTS FOR SPORT TEAM PARTICIPATION

3.1.1 Sport Declaration Forms

By OCTOBER 7, 2009 Member Schools MUST submit an on-line Sport Declaration Form indicating all of the sports in which they will organize teams at all levels from grade 8 to grade 12. All sports approved by BC SCHOOL SPORTS will be listed on the Sport Declaration Form.

Member Schools are asked to specify the age level and tier level (for senior sports) at which they will participate for each applicable sport, and the name and contact information for the team coach and teacher sponsor. All Member Schools need to declare all sports they know they will be participating in for the entire school year by October 7. Member Schools will be able to add sports to their on-line Sport Declaration Form by the following deadlines:

- * Fall Sports - October 7
- * Winter Sports - November 23
- * Spring Sports - March 1

3.1.2 On-Line Student-Athlete Registration Forms for all grade 8, grade 9, junior and senior teams must be submitted on-line by the following deadlines: (see C2.2.1 of the BC SCHOOL SPORTS Eligibility Policies).

3.2 PARTICIPATION LISTS

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

Section IV: PUBLICATIONS

4.1 BC SCHOOL SPORTS REPORT

A magazine published online at www.bcschoolsports.ca

4.2 BC SCHOOL SPORTS COMPETITIVE RULES & REGULATIONS

The annual publication of the Association's Competitive Rules and Regulations, and championship information.

4.3 ATHLETIC DIRECTOR'S E-NEWSLETTER

A newsletter for Athletic Directors, distributed 2 - 4 times per year.

4.4 BC SCHOOL SPORTS PROVINCIAL CHAMPIONSHIP EVENT MANAGEMENT GUIDELINES

An event management manual for provincial championships has been published and distributed to all Sport Commissions.

Section V: STANDING COMMITTEE TERMS OF REFERENCE

5.1 SPORT COMMISSIONS

5.1.1 The Sport Commissions of BC SCHOOL SPORTS are responsible for the organization and conducting of qualifying events leading up to approved senior Provincial Championships, and responsible for the organization and conducting of the approved senior Provincial Championships for sports as follows:

- (a) BC Secondary School Badminton Association - Boys and Girls Badminton
- (b) BC High School Boys Basketball Association - Boys Basketball
- (c) BC Secondary Schools Girls Basketball Association - Girls Basketball
- (d) BC Secondary School Cross Country and Track and Field Association - Boys and Girls Cross Country and Track & Field
- (e) BC Schools Curling Association - Boys and Girls Curling
- (f) BC Secondary School Girls Field Hockey Association - Girls Field Hockey
- (g) BC Secondary School Football Association - Football
- (h) BC Secondary Schools Golf Association - Golf
- (i) BC Secondary Schools Gymnastics Association - Boys and Girls Gymnastics

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- (j) BC Secondary School Mountain Biking Association - Mountain Biking
- (k) BC Secondary Schools Rugby Union - Boys Rugby
- (l) BC Secondary Schools Soccer Association - Boys and Girls Soccer
- (m) BC Secondary Schools Ski Association - Boys and Girls Alpine Skiing and Snowboarding
- (n) BC Secondary Schools Swimming Association - Boys and Girls Swimming and Synchronized Swimming
- (o) BC Secondary Schools Tennis Association - Boys and Girls Tennis
- (p) BC Secondary Schools Boys Volleyball Association - Boys Volleyball
- (q) BC Secondary Schools Girls Volleyball Association - Girls Volleyball
- (r) BC Secondary Schools Boys' Wrestling Association - Boys and Girls Wrestling

5.1.2 The Sport Commissioner must be a Teacher or Administrative Officer assigned to a Public Member School, or be a non-instructional Teacher or School District Administrator paid by a School District (public school), or be a Teacher or Administrator at an Non-Public Member School, and who is not on a personal leave of absence from a School District or Non-Public Member School for more than five (5) months of the term to be served.

5.1.3 Additional Sport Commission Responsibilities

The Sport Commissions, within their respective sport jurisdiction, are responsible for the following:

- (a) up-to-date filing of Directors, Financial Statement and bylaw changes to the Provincial Registrar to keep their Society status intact;
- (b) technical rules and regulations of the sport(s);
- (c) annual coaches meetings;
- (d) within approved membership policies, designate zonal qualifying paths, boundaries and championship berthing structures;
- (e) sport liaison with Provincial Sport Organization;
- (f) fee and schedule negotiation with Provincial Officials Associations;
- (g) within approved membership policies, select host sites/schools for future championships;
- (h) submission to BC SCHOOL SPORTS of Annual Report and Financial Statement for Commission;
- (i) submission to BC SCHOOL SPORTS of the Financial Statements for championships held during the particular school year;
- (j) Adherence to BC SCHOOL SPORTS membership-approved policies regarding Event Management and Risk Management Standards;
- (k) adherence to BC SCHOOL SPORTS membership-approved Competitive Rules and Regulations regarding areas such as Eligibility, Seasons of Play, Codes of Conduct, Discrimination in School Sport, Recruiting, Selection of Community Coaches, Tier Classification, Junior Provincial Championships and National Championships; and
- (l) having a Disciplinary Committee or group responsible for discipline at the Provincial Championship.
- (m) representation on the BC SCHOOL SPORTS Council of Sport Commissioners.
- (n) representation on the Board of Directors

5.2 ADMINISTRATORS' COMMITTEE

5.2.1 Composition

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

5.2.2 Meetings

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

5.2.3 Scope of Responsibility

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

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

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

5.3 COACHING DEVELOPMENT COMMITTEE

5.3.1 Composition

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

5.3.2 Meetings

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

5.3.3 Scope of Responsibility

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

5.4 COMPETITIVE STANDARDS COMMITTEE

5.4.1 Composition

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

5.4.2 Meetings:

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

5.4.3 Scope of Responsibility:

The Competitive Standards Committee has three areas of responsibility.

5.4.3.1 Championships:

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

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5.4.3.2 Seasons of Play:

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

5.4.3.3 Other Competitive Areas:

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

5.5 DISCIPLINARY APPEALS COMMITTEE

5.5.1 Composition

The BC SCHOOL SPORTS Disciplinary Appeals Committee will consist of ten (10) members:

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

5.5.2 Meetings

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

5.5.3 Scope of Responsibility

- 5.5.3.1** The BC SCHOOL SPORTS Disciplinary Appeal Committee will act as the only level of appeal for a disciplinary matter filed under Competitive Rule and Regulation B1.2.15.
- 5.5.3.2** The BC SCHOOL SPORTS Appeal Disciplinary Committee will also act as the Appeal Body for any decision made by the Management Committee concerning an harassment matter. (See 6.2 in Operating Policies for Harassment Policy) The decisions made by the BC SCHOOL SPORTS Disciplinary Appeals Committee are final and binding on all parties, and no decision, order, direction or ruling of the Committee shall be questioned or reviewed in any court and no order shall be made or process entered or proceeding taken in any court whether by way of injunction, declaratory judgement, prohibition or otherwise to question, review, prohibit or restrain the committee or any of its proceedings.

5.6 ELIGIBILITY APPEALS COMMITTEE

5.6.1 Composition

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

- 5.6.1.1 Chairperson or Designate:** If the Eligibility Appeals Committee Chairperson is unable to attend a meeting, or declares a conflict of interest with a particular appeal, the Chairperson may designate another member of the Eligibility Appeals Committee to chair the meeting or portion thereof. The individual assuming the position of Chairperson is non-voting while in the chair.
- 5.6.1.2 Minimum Numbers to Hear an Appeal:** No fewer than three (3) members of the Eligibility Appeals Committee must be in attendance in order that appeals can be heard.
- 5.6.1.3 Declaration of Conflict of Interest:** No fewer than three (3) members of the Eligibility Appeals Committee must declare that they have no conflict of interest in a particular appeal for the appeal to be heard.
- 5.6.2 Meetings**
The BC SCHOOL SPORTS Eligibility Appeals Committee will meet as required up to a maximum of six (6) meetings per year. The Eligibility Appeals Committee may meet by conference call or video conferencing if warranted by time and expense.
The manner in which the Eligibility Appeals Committee will meet is the decision of the Chairperson of the Eligibility Appeals Committee.
- 5.6.3 Scope of Responsibility**
The Eligibility Appeals Committee hears appeals from decisions of the Eligibility Officer in accordance with Section D13 of the Competitive Rules and Regulations.
- 5.6.3.1 Final and Binding Appeal Decision**
The Eligibility Appeals Committee's decision will be final and binding on all parties. (See Eligibility Policy D13.9)

5.7 SCHOLARSHIPS & AWARDS

5.7.1 Composition

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

5.7.2 Meetings

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

5.7.3 Scope of Responsibility

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

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Section VI: ASSOCIATION POLICIES

6.1 POLICY STATEMENTS REGARDING DISCIPLINARY JURISDICTION:

- 6.1.1** BC SCHOOL SPORTS (BCSS), as the governing body for secondary school sport in British Columbia, its Recognized Athletic Associations (Bylaw XIII) and its Sport Commissions (Bylaw 11.1.5 and Operating Policy 5.1) have jurisdiction over disciplinary policies and procedures as stated in the BC SCHOOL SPORTS Competitive Rules and Regulations - and the BC SCHOOL SPORTS Harassment Policies (Operating Policies - 6.2).
- 6.1.2** Any disciplinary action taken by a Member School, BC SCHOOL SPORTS, a Recognized Athletic Association or a Sport Commission against a participant will be recognized by all Member Schools, Athletic Associations and Sport Commissions. This includes membership-wide adherence to any disciplinary action taken involving a probationary period, a suspension or a warning.
- 6.1.3** The disciplinary jurisdiction of BC SCHOOL SPORTS, its Recognized Athletic Associations and its Sport Commissions is limited to a disciplined participant's current, continued or future participation in activities, programs or projects of BC SCHOOL SPORTS, its Recognized Athletic Associations and its Sport Commissions.
- 6.1.4** Disciplinary action taken by a Member School against its students, school coaches, volunteers and/or any other participant, including spectators, that is over and above any participatory disciplinary action taken by BC SCHOOL SPORTS, its Recognized Athletic Associations or its Sport Commissions, will be recognised by BC SCHOOL SPORTS, its Recognized Athletic Associations and its Sport Commissions.

6.2 HARASSMENT:

- 6.2.1** Harassment is defined as behaviour including comments, conduct or gestures which are insulting, intimidating, humiliating, hurtful, malicious, degrading or otherwise offensive to an individual or group of individuals or which creates an uncomfortable environment, or which might reasonably be expected to cause embarrassment, insecurity, discomfort, offense, or humiliation to another person or group, including but not limited to:
- 6.2.1.1** written or verbal abuse or threats;
 - 6.2.1.2** physical assault;
 - 6.2.1.3** unwelcome remarks, jokes, innuendoes or taunting about a person's body, sexual orientation, attire, age, marital status, ethnic or racial origin or religion;
 - 6.2.1.4** displaying of sexually explicit, racist or other offensive or derogatory material, sexual, racial, ethnic or religious graffiti;
 - 6.2.1.5** practical jokes which cause awkwardness or embarrassment, endangering a person's safety or negatively affecting performance;
 - 6.2.1.6** hazing or initiation rites;
 - 6.2.1.7** leering or other suggestive or obscene gestures;
 - 6.2.1.8** intimidation;
 - 6.2.1.9** condescension, paternalism or patronizing behaviour which undermines self-respect or adversely affects performance or working conditions;
 - 6.2.1.10** conduct, comments, gestures or contact of a sexual nature that is likely to cause offense or humiliation or that might, on reasonable grounds, be perceived as placing a condition of a sexual nature on employment or any opportunity for selection, training or advancement;

- 6.2.1.11** false accusations of harassment motivated by malice or mischief and meant to cause other harm, is considered harassment.
- 6.2.2** Sexual Harassment is defined as behaviour involving one or more incidents of unwelcome sexual advances, requests for sexual favours or other verbal conduct of a sexual nature:
- 6.2.2.1** when such conduct might reasonably be expected to cause embarrassment, insecurity, discomfort, offense or humiliation to another person or group;
 - 6.2.2.2** when submission to such conduct is made either implicitly or explicitly as a basis for making decisions which affect the individual;
 - 6.2.2.3** when submission to such conduct is made either implicitly or explicitly as a condition of employment;
 - 6.2.2.4** when submission to or rejection of such conduct is used as a basis for any employment decision (including but not limited to matters of promotion, raise in salary, job security or benefits affecting the employee);
 - 6.2.2.5** when such conduct has the purpose or the effect of interfering with an individual's performance or creating an intimidating, hostile or offensive work or participation environment
- 6.2.3** Policy Statements regarding Harassment:
- 6.2.3.1** BC SCHOOL SPORTS does not condone any form of harassing behaviour on the part of any participant in BC SCHOOL SPORTS programs, projects and/or activities.
 - 6.2.3.2** BC SCHOOL SPORTS is committed to providing a participatory and work environment in which all individuals are treated with respect and dignity.
 - 6.2.3.3** participants shall include any Member School student-athlete, Member School team coach, Member School team manager, Member School volunteer, Recognized Athletic Association volunteer, Sport Commission volunteer, BC SCHOOL SPORTS volunteer, BC SCHOOL SPORTS staff, spectator, official or event volunteer.
 - 6.2.3.4** BC SCHOOL SPORTS encourages any individual who is subjected to any form of harassment to report such harassment to the appropriate public school district, public school, Non-Public school, BC SCHOOL SPORTS or provincial sport organization, as designated below: (volunteer is defined as an individual acting in their capacity of an event organizer, committee member, officer, director or other BC SCHOOL SPORTS-assigned task)
 - a)** Any incident of harassment or accusation of harassment involving a student shall be referred to the applicable School District as per the particular School District's policy, or Non-Public School as per the particular Non-Public School policy.
 - b)** Any incident of harassment or accusation of harassment involving an employee of a School District, when the employee is acting as a team coach, team sponsor, team chaperone, competition official or director of a local or regional Athletic Association, shall be referred to the applicable School District as per the particular School District's policy. Any incident of harassment or accusation of harassment involving an employee of a Non-Public School, when the employee is acting as a team coach, team sponsor, team chaperone, competition official or director of a local or regional Athletic Association, shall be referred to the applicable Non-Public School.

- c) Any incident of harassment or accusation of harassment involving an individual who is acting in their capacity as a Director of BC SCHOOL SPORTS, an employee of BC SCHOOL SPORTS, a Director of a BC SCHOOL SPORTS Sport Commission or a volunteer organizer or worker of a BC SCHOOL SPORTS-sanctioned event, shall be dealt with as per the BC SCHOOL SPORTS harassment policy.
- d) Any incident of harassment or accusation of harassment involving an individual who is a competition official at a BC SCHOOL SPORTS-sanctioned event shall also be referred to the Provincial Sport Organization with whom the official is affiliated.
- e) In the event of an incident of harassment or accusation of harassment where there is duplicate jurisdiction between a School District or Non-Public School and BC SCHOOL SPORTS, or a Provincial Sport Organization and BC SCHOOL SPORTS, the disciplinary jurisdiction of BC SCHOOL SPORTS is limited to an individual's involvement in BC SCHOOL SPORTS programs and projects, including competitive involvement under the authority of a BC SCHOOL SPORTS Recognized Athletic Association or BC SCHOOL SPORTS Sport Commission.
- f) BC SCHOOL SPORTS shall name one female and one male BC SCHOOL SPORTS Harassment Adviser who may be contacted for advice regarding any incident of harassment or accusation of harassment.

6.2.4 Procedures for Dealing with Harassment:

- 6.2.4.1** An individual who thinks that they have been subjected to conduct which constitutes harassment (see definitions 6.2.1 and 6.2.2) is encouraged to make it known to the person responsible for this conduct that the behaviour is not welcome and is contrary to this policy.
- 6.2.4.2 Dealing with Complaints:** any inquiry received by a BC SCHOOL SPORTS Harassment Adviser will be dealt with as follows:
 - a) If the Harassment Adviser and complainant agree that the conduct does not constitute harassment, then the Harassment Adviser will take no further action.
 - b) **Informal resolution:** the individuals involved will be invited to attempt an informal resolution with the BC SCHOOL SPORTS Harassment Advisor mediating the meeting. (i.e.: conversation, conference call, meeting)
 - c) A confidential written summary report of the resolution telephone call or meeting will be sent to the Administrator of the Member School(s) involved, as well as to the complainant and respondent.
 - d) **Rights of the complainant:** if an informal resolution is not possible, the Harassment Advisor shall inform the complainant of:
 - the right to make a formal written complaint
 - the availability of counselling and other resources
 - the right to be represented by another designated individual at any stage in the complaint process. Any costs incurred by the complainant due to their decision to be represented by another individual will be the responsibility of the complainant.

- other avenues of recourse, including the right to file a complaint to the BC Council of Human Rights, or, where appropriate, to contact the Police where the conduct may have been offensive pursuant to the Criminal Code.
 - the referral of a formal harassment complaint received by BC SCHOOL SPORTS to an Harassment Officer, as designated by Sport BC, for arms-length investigation.
- 6.2.4.3 Filing a Formal Complaint:** if the complainant wishes to file a formal complaint, the following steps will be followed:
- a)** a written complaint will be filed with an Harassment Advisor, with a copy going to the respondent and the Administrator of the Member School(s) involved.
 - b)** the Harassment Advisor will provide the respondent with a written copy of the BC SCHOOL SPORTS Harassment Policy, including a request for a written response to the complaint within ten (10) school days of receiving the information, and the right to be represented at any stage of the process by a designated individual. Any costs incurred by the respondent due to their decision to be represented by another individual will be the responsibility of the respondent.
 - c)** within sixty (60) days of receiving the initial written complaint, the Harassment Advisor shall conduct an investigation and prepare a written report. The investigation will follow the process of natural justice.
 - d)** the investigative report from the Harassment Advisor will be submitted to the BC SCHOOL SPORTS Management Committee, who shall:
 - make a determination as to whether the respondent has engaged in conduct constituting harassment, and
 - if such determination is made, order such disciplinary action to be taken as is appropriate in the circumstances.
- 6.2.4.4 Management Committee Decision:** the decision of the Management Committee will be made within ten (10) school days of receiving the report from the Harassment Officer, and will be sent to the complainant, the respondent and to the Administrator of the Member School(s) involved. BC SCHOOL SPORTS will also inform the BCTF and the College of Teachers if the respondent is a member.
- 6.2.4.5 Appealing the Decision:** the decision of the Management Committee may be appealed, in writing, by either the complainant or the respondent, within fifteen (15) school days of the original decision being rendered. The written appeal shall be directed to the BC SCHOOL SPORTS Disciplinary Committee.
- a)** The Disciplinary Committee will meet within ten (10) school days of receiving the written appeal.
 - b)** The Disciplinary Committee shall review all of the information compiled in the investigation, and meet with both the complainant and the respondent regarding the reasons that the appeal was filed. (Meetings may be by conference call)
 - c)** The decision of the Disciplinary Committee may be to:
 - overturn the decision of the Management Committee by eliminating any penalty
 - overturn the decision of the Management Committee by establishing a penalty

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- overturn the decision of the Management Committee by increasing the penalty
- overturn the decision of the Management Committee by reducing the penalty
- uphold the decision of the Management Committee

d) the decision of the Disciplinary Committee will be made within ten (10) school days from receiving the report from the Harassment Officer, and will be sent to the complainant, the respondent and to the Administrator of the Member School(s) involved. BC SCHOOL SPORTS will also inform the BCTF and the College of Teachers if the respondent is a member.

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

6.3 CONFLICT OF INTEREST AND CONFIDENTIALITY

6.3.1 Conflict of Interest

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

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

6.3.2 Confidentiality

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

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

6.4 MARKETING POLICIES

- 6.4.1** BC SCHOOL SPORTS will only entertain marketing partnerships and ventures if they are beneficial to the goals and objectives of the Association. Such partnership or ventures could be in the form of cash, product or contra.
- 6.4.2** Any marketing agreement entered into by BC SCHOOL SPORTS will also contain a clause stating that BC SCHOOL SPORTS, its Member Schools and its participants do not endorse the company, manufacturer, supplier, product, goods or service.
- 6.4.3** BC SCHOOL SPORTS will not enter into any sponsorship agreement with a company that is directly involved in the manufacture, distribution or sales of any product related to alcohol or tobacco.
- 6.4.4** BC SCHOOL SPORTS will consider industrial exclusivity as part of a marketing agreement.
- 6.4.5** It is highly recommended that any marketing contract not exceed three years.
- 6.4.6** For sponsorship agreements negotiated by BC SCHOOL SPORTS where a portion of the product or cash is directed to the BC SCHOOL SPORTS Provincial Championship(s), a minimum of 15% of the value of the sponsorship agreement shall be held by BC SCHOOL SPORTS.

Section VII: MEETINGS

7.1 ANNUAL GENERAL MEETING

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

7.2 FUNDING FOR ANNUAL GENERAL MEETING

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

7.3 COUNCIL MEETINGS

7.3.1 Council of Association Presidents

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

7.3.2 Council of Sport Commissioners

The Council of Sport Commissioners shall meet at least once per year, and shall assume responsibility and conduct business as per Article XIV of the BC SCHOOL SPORTS Bylaws.

