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*2017
2018*

BOOK BOOK



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HANDBOOK

2017-2018

OPERATING POLICIES AND PROCEDURES
COMPETITIVE RULES AND REGULATIONS
CONSTITUTION AND BYLAWS

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MIKE ALLINA**PRESIDENT, BC SCHOOL SPORTS**

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

The 2016-2017 year was full of accomplishments and successes. We celebrated all our BCSS championships in great style with a very high standard of athletic prowess. Congratulations and thanks to all our student-athletes, teachers, administrators, coaches and officials for a job well done. You are an inspiration to us all.

As I enter my second year as president, I am looking forward to continuing to build the strength of BCSS with the collaboration of all our stakeholders and partners. We must establish a strategic plan to continue to enhance our sport delivery model and increase its potential, and offer greater opportunities for all our members to be involved in school sports.

BCSS is a self-governing and membership-driven organization, and is truly defined by the collective strength of its members. This was clearly demonstrated this past year with the acceptance of our new constitution at an extraordinary AGM last November. A new era has started for BCSS and the relationship with all our partner associations and commissions has greatly improved. The work we did this year was outstanding with greater transparency, purpose and collaboration.

I would like to acknowledge and thank the BCSS Board of Directors, Committee members and office staff for their leadership, dedication, commitment and positive energy.

On behalf of the BC School Sports Board of Directors, I wish all of you continued success in the 2017-2018 school year.

**JORDAN ABNEY****EXECUTIVE DIRECTOR, BC SCHOOL SPORTS**

On behalf of the dedicated staff and volunteers at BC School Sports, it is my pleasure to welcome you to the 2017-18 school year. We are thrilled to see gymnasiums, fields and arenas filling up as the calendar turns to September.

To our 90,000 student-athletes participating in BCSS sports across British Columbia in one of our 18 activities, we wish you the best of luck this year. We look forward to providing the best experience that educational athletics can provide. We believe that school sport develops the whole person, and the life lessons that only sport teaches help shape the citizens and leaders of tomorrow.

To our teachers and community leaders who generously give hours of their time and expertise to supporting our student-athletes, I say thank you! You are the backbone of our school sport community and without your dedication, this couldn't happen. Let me remind you, we also have the highest expectations and standards for our coaches and volunteers; you are the role models for our youth. It is imperative that you demonstrate fair play, sportsmanship and goodwill on a daily basis.

To our school Athletic Directors, there isn't a more thankless job in education or sport. You give so much, and receive so little for the countless hours ensuring coaches are educated, fields are booked, players are registered, officials are requested, and shot clocks are functioning. Your role is endless, and you do it with such commitment and passion. Thank you!

Lastly, I would like to thank the Board of Directors and our committee volunteers. It is a tireless and thankless job, but the Board has provided great stewardship and leadership for the organization this past year, and we look forward to engaging with the membership throughout our strategic planning process in the months to come.

Good luck to all of you, and best wishes to your school and teams throughout the year.

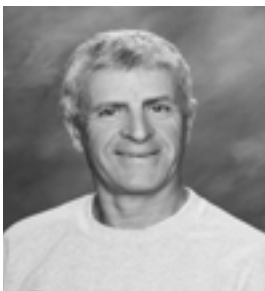


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BC SCHOOL SPORTS BOARD OF DIRECTORS

President
Mike Allina

Athletic Director
Vancouver Technical Secondary School



Vice President
Mykola Misiak

Teacher
Earl Marriott Secondary



Director
Brent Sweeney

Athletic Director
South Delta Secondary



Director
Rick Thiessen

Vice Principal
Mennonite Educational Institute



Director
Sean Juteau

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Fall September 5th – December 2nd

September 19	Eligibility Appeals Committee Submission Deadline (2:00pm)
September 23	Eligibility Appeals Committee Meeting
September 30	Membership Fees Due
October 1	Tiering Appeal Deadline
October 4	Team Registration Deadline (Fall)
October 10	Eligibility Appeals Committee Submission Deadline (2:00pm)
October 14	Eligibility Appeals Committee Meeting
October 18	Roster Registration Deadline (Fall)
October 20-21	Council Meeting and Board of Directors Meeting
October 31	Eligibility Appeals Committee Submission Deadline (2:00pm)
November 4	Eligibility Appeals Committee Meeting

Winter November 27th – March 10th

November 28	Eligibility Appeals Committee Submission Deadline (2:00pm)
December 2	Eligibility Appeals Committee Meeting
December 19	Eligibility Appeals Committee Submission Deadline (2:00pm)
December 20	Team Registration Deadline (Winter)
December 23	Eligibility Appeals Committee Meeting
January 16	Competitive Standards Committee Submissions Due
January 17	Roster Registration Deadline (Winter)
December 27 - January 5	Winter Vacation (most school districts)
January 8	Schools Re-open
January 30	Eligibility Appeals Committee Submission Deadline (2:00pm)
February 3	Eligibility Appeals Committee Meeting

Spring March 5th – June 9th

March 6	Eligibility Appeals Committee Submission Deadline (2:00pm)
March 10	Eligibility Appeals Committee Meeting
March 16	Annual General Meeting Resolutions Deadline
April 3	Eligibility Appeals Committee Submission Deadline (2:00pm)
April 4	Team Registration Deadline (Spring)
April 7	Eligibility Appeals Committee Meeting
April 18	Roster Registration Deadline (Spring)
April 20	BCSS Awards Submission Deadline
May 7	Scholarship Deadline
May 8	Eligibility Appeals Committee Submission Deadline (2:00pm)
May 11-12	Annual General Meeting
May 12	Eligibility Appeals Committee Meeting

2017-2018 PROVINCIAL CHAMPIONSHIP DATES

Fall September 5th - December 2nd

November 2-4	A Boys Soccer	Nakusp
November 4	Cross Country	Vancouver
November 8-10	AA Field Hockey	Surrey
November 15-17	AAA Field Hockey	Richmond
November 17-18	Aquatics	Richmond
November 20-22	AA Boys Soccer	Burnaby
November 23-25	AAA Boys Soccer	Burnaby
November 23-25	A Boys Volleyball	Kamloops
November 29 - December 2	AA Boys Volleyball	Langley
November 29 - December 2	AAA Boys Volleyball	Langley
November 30 - December 2	A Girls Volleyball	Fernie
November 30 - December 2	AA Girls Volleyball	Vanderhoof
November 30 - December 2	AAA Girls Volleyball	Vancouver
November 30 - December 2	AAAA Girls Volleyball	Langley
December 2	AA Football	Vancouver
December 2	AAA Football	Vancouver

Winter November 27th - March 10th

February 28 - March 3	AA Girls Basketball	Langley
February 28 - March 3	AAA Girls Basketball	Langley
March 1-3	Gymnastics	Burnaby
March 1-3	Curling	New Westminster
March 1-3	Wrestling	Port Alberni
March 5-7	Skiing and Snowboarding	Sun Peaks
March 7-10	A Girls Basketball	Chilliwack
March 7-10	A, AA, AAA, AAAA Boys Basketball	Langley

Spring March 5th - June 9th

May 24-26	AA Tennis	Burnaby
May 24-26	AAA Tennis	Vancouver
May 25-26	Track and Field Combined Events	Surrey
May 26	Mountain Biking	Salmon Arm
May 30-31, June 2	AA, AAA Boys Rugby	Abbotsford
May 30 - June 1	AAA Girls Soccer	Vancouver
May 31 - June 2	A Girls Soccer	TBA
May 31 - June 2	AA Girls Soccer	TBA
May 31 - June 2	Badminton	Richmond
May 31 - June 2	A, AA, AAA Track and Field	Langley
June 4-6	A Golf	Osoyoos
June 4-6	AA Golf	Chase
June 4-6	AAA Golf	Nanaimo

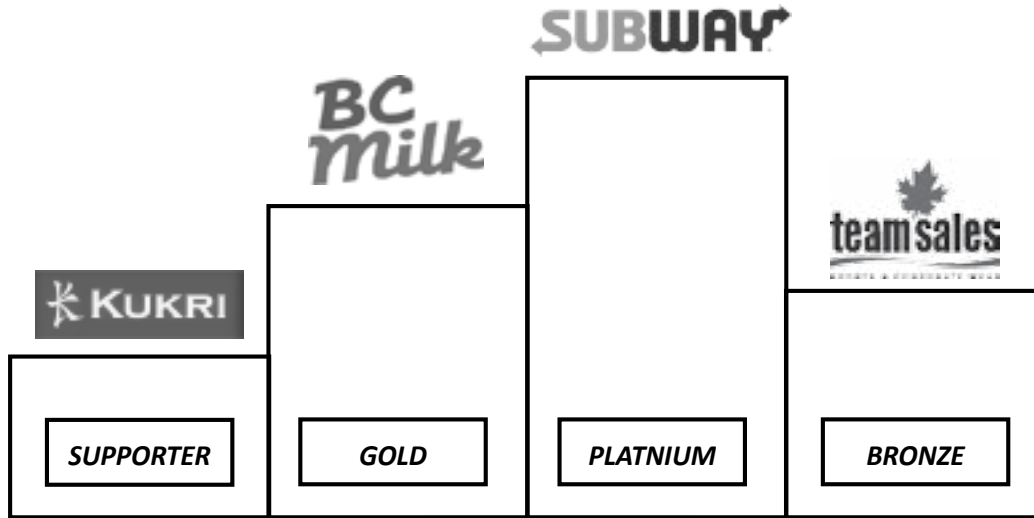
BC SCHOOL SPORTS CHAMPIONSHIPS

BC School Sports has nineteen (19) active sport commissions within its organizational structure. The sport commissions of BC School Sports are responsible for organizing and conducting well qualifying events leading up to approved provincial championships as well as the sixty-two (62) approved provincial championships for the following sports:

AQUATICS	Boys	A, AA, AAA Team Championships	
	Girls	A, AA, AAA Team Championships	
BADMINTON	Coed	Combined Team Championships	
BASKETBALL	Boys	A, AA, AAA, AAAA Team Championships	
	Girls	A, AA, AAA Team Championships	
CROSS COUNTRY	Junior	Boys	Team Championships
		Girls	Team Championships
	Senior	Boys	Team Championships
		Girls	Team Championships
CURLING	Boys	Team Championships	
	Girls	Team Championships	
FIELD HOCKEY	Girls	AA, AAA Team Championships	
FOOTBALL	Boys	AA, AAA Team Championships	
GOLF	Open	A, AA, AAA Combined Team Championships	
GYMNASTICS	Coed	Boys and Girls Events Leading to a Combined Team Championship	
MOUNTAIN BIKING	Coed	Boys and Girls Events Leading to a Combined Team Championship	
RUGBY	Boys	AA, AAA, AAAA Team Championships	
SKIING	Boys	Team Championships	Combined Team Championships
	Girls	Team Championships	
SNOWBOARDING	Boys	Team Championships	Combined Team Championships
	Girls	Team Championships	
SOCCER	Boys	A, AA, AAA Team Championships	
	Girls	A, AA, AAA Team Championships	
TENNIS	Coed	AA, AAA Team Championships	
TRACK AND FIELD	Boys	A, AA, AAA Team Championships	Combined Team Championships
	Girls	A, AA, AAA Team Championships	
VOLLEYBALL	Boys	A, AA, AAA Team Championships	
	Girls	A, AA, AAA, AAAA Team Championships	
WRESTLING	Boys	Weight Classes for Team Championship	
	Girls	Weight Classes for Team Championship	



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



BC School Sports gratefully acknowledges the continued financial assistance of the Province of British Columbia

*Thank you to everyone who contributed photos found in this handbook.
If you'd like to see your picture in the next handbook, email them to info@bcschoolsports.ca*

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OPERATING POLICIES AND PROCEDURES

Note: Any sections highlighted in grey were changes made at the 2017 Annual General Meeting



1.0.0 CATEGORIES OF MEMBERSHIP

1.1.0 As per BC School Sports Bylaw 2.2 {Classes of Membership}, BC School Sports has one (1) class of membership:

MEMBER SCHOOL (voting) – A school in British Columbia that is accredited by the Ministry of Education as an elementary-junior secondary, elementary-secondary, middle school, junior secondary, senior secondary, distributed learning school, alternate school or non-public school in funding group classifications 1, 2 or 3, and includes full-time students in any or all of grades seven (7) through twelve (12), and fulfills the requirements of membership in BC School Sports.

2.0.0 REGISTRATION INFORMATION

2.1.0 **MEMBER SCHOOLS** – At the end of August each year, BC School Sports will send membership registration packages to all member schools from the previous year. The packages will be sent to the school athletic director of record. Contained in the membership registration package will be:

- Invoice for membership fee,
- Two (2) copies of the BC School Sports Handbook,
- Two (2) copies of the BC School Sports Wall Calendar.

Member school administrators will also receive a package containing a handbook and a wall calendar. Member schools must submit the membership fee by **September 30, 2017**. The membership year will run from September 1, 2017 to August 31, 2018.

2.2.0 **MEMBER'S COMPLIANCE WITH THE RULES OF BCSS** - All member schools of BCSS must comply with the rules as stipulated in the BCSS Constitution, Bylaws, and Operating Policies and Procedures and the Competitive Rules and Regulations relating to interscholastic programs. Failure to adhere to the Rules and Regulations of the Association are grounds for sanction at the discretion of the Board of Directors. The rules shall not be waived by agreement or otherwise.

2.2.1 When a school becomes a member of BCSS, all of its activities which come under BCSS jurisdiction must be included in that membership.

2.2.2 Each member school has a responsibility to educate its student-athletes, coaches, and other appropriate persons on BCSS rules, regulations and policies that could affect them. Further, the member school should monitor its compliance with such BCSS information.

2.2.3 Member schools must maintain appropriate crowd control at all interscholastic contests and events.

NOTE: Schools that operate sport "academies" are not precluded from membership on the basis of that academy, provided that the academy registrants do not compete as a team outside of BCSS.

3.0.0 BASIC SERVICES

3.1.0 **MEMBER SCHOOLS** – Basic Services for member schools will include:

- One (1) vote per member school at BC School Sports Annual General Meetings,
- Opportunity to participate in zone and championship competition for all BC School Sports approved sports at the senior or open level,
- E-newsletters for coaches and other interested people,
- Issues of the e-newsletters are available on our website,
- Two (2) copies of the BC School Sports Handbook,
- One (1) copy of the BC School Sports Wall Calendar,
- Opportunity to have students participate in BC School Sports/partner regional Sport Camps,
- Sports Day in Canada,
- Opportunity to participate in the annual School Sport Week,
- Centralized administration/ mailing/production services,
- Centralized advocacy services,
- Centralized services for regulatory issues,
- Centralized communication services.

4.0.0 COMMUNICATION

- 4.1.0 **MEMBER SCHOOL MAILINGS** – BC School Sports will coordinate a centralized mailing to go to all member schools. Sport commissions will be able to access this centralized mailing. Sport-specific pieces will be labeled to the sport coach. General mailings will be sent c/o the school. Sport commissions will be charged back for only their portion of the mailing. BC School Sports continues to provide an electronic newsletter for athletic directors, coaches and other interested personnel.

5.0.0 MEMBERSHIP FEES

- 5.1.0 **MEMBER FEES** – Fees for member schools are charged on an annual basis. Schools receive invoices by September 1, 2017 and payment is due **September 30, 2017**. The school populations will be calculated from the Ministry of Education Headcount Reports for the previous school year, which was submitted by each school to the Ministry of Education. This information is taken from the following website for all member schools: <http://www.bced.gov.bc.ca>. Included in the headcount are all full-time students in grades eight (8) through twelve (12), plus the ungraded students at the secondary level. 2017-2018 membership fees per school population category are:

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

An additional new school discount of \$35 (Category + 7 middle), \$53 (Categories 6 + 7 senior & junior), \$79 (all Category 4 + 5), or \$105 (all Category 1, 2 & 3) will be allowed for newly opened public schools for the first three (3) years of their existence, as assistance in getting their athletic program started.

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

- 5.2.0 **LEGAL CONTINGENCY FUND** – In May 1997, the membership approved the establishment of a BC School Sports Legal Contingency Fund to be used in the event of legal action being taken against the association. The Legal Contingency Fund will be maintained at about \$50,000 with annual surcharges being added to membership fees as required. A one-time fee of \$30.00 will be collected from each member school with the 2017-2018 membership fees to maintain the legal contingency fund.

6.0.0 SETTING MEMBERSHIP FEES

- 6.1.0 Fees are established by the BC School Sports membership at an Annual General Meeting. Any change in membership fees can only be made with the approval of the membership, and with at least one (1) full membership year's notice.

7.0.0 GRANTS TO COMMISSIONS

7.1.0 CALCULATION OF GRANTS

- 7.1.1 BC School Sports will make annual financial grants to each sport commission. The commission grant amount will be calculated as a multiple of the number of BCSS registered participants for that sport.
- 7.1.2 BC School Sports will remove all funding to any sport commission that does not file complete financial statements to determine if the fees allocated to schools participating in BC championships are fair and equitable (see 10.1.2 and 10.1.3 for a complete list of sport commission responsibilities).

- 7.2.0 **DISTRIBUTION OF GRANTS** - The grants will be distributed to each commission as per the following calendar:

- Fall Sports – October of each year,
- Winter Sports – December of each year,
- Spring Sports – January of each year.

Sport commissions can apply for an increase in the commission grant by submitting an application to the Board of Directors in January for the next school year. Rationale for the increase and financial statements for the commission and from the sport-specific tournaments for the previous two (2) years must accompany the application (i.e. apply in January 2018 for membership year 2018-2019).

8.0.0 FINES COLLECTED FOR VIOLATIONS OF BC SCHOOL SPORTS POLICIES

- 8.1.0** The money collected by BC School Sports from member schools fined in accordance with the approved disciplinary procedures will be allocated as follows:
- 8.1.1 Fifty percent (50%) of fine revenue will be directed to operating revenue, specifically targeted to offset the costs of the Eligibility Officer, the Eligibility Appeals Committee and the Disciplinary Committee of BC School Sports. Education information and session for coaches, re: the eligibility policies, will also be noted as a possible expenditure item.
 - 8.1.2 Fifty percent (50%) of fine revenue will be directed to a line item established for BC School Sports student-athlete scholarships. The allocation procedures for the scholarship money will be based on recommendations made by the BC School Sports Scholarships and Awards Committee, and approved by the BC School Sports membership.

9.0.0 ATHLETIC ASSOCIATIONS

9.1.0 LOCAL ATHLETIC ASSOCIATIONS – BC School Sports recognizes the importance of local athletic associations to support and enhance the student-athlete experience throughout the province. Local athletic associations play an integral role in the coordination and delivery of school sport activities at the district and local levels. For local athletic associations to be affiliated with BCSS they must:

- 9.1.1 Have stated purposes that are aligned with the purposes of BCSS;
- 9.1.2 Adopt the competitive policies of BCSS, for activities sanctioned by both BCSS and the local athletic association;
- 9.1.3 Require membership in BCSS for all local athletic association member schools;
- 9.1.4 Be recognized by the school district(s) located within the geographic boundaries of the local athletic association as the organizing body of school sports and athletics;
- 9.1.5 Have a committee responsible for discipline, with defined processes and procedures;
- 9.1.6 Have a President who is not on a personal leave of absence from a school district or an independent member school for more than five (5) months of the term to be served and who is:
 - 9.1.6.1 A teacher or administrative officer assigned to a public member school; or
 - 9.1.6.2 Be a non-instructional teacher or school district administrator paid by a school district; or
 - 9.1.6.3 Be a teacher or Administrator at an Independent member school.

9.2.0 SCOPE OF THE RESPONSIBILITY – Local athletic associations are responsible for the following:

- 9.2.1 Applying the policies, procedures and competitive rules and regulations of BCSS within its geographic region;
- 9.2.2 Organizing league competitions within its geographic region;
- 9.2.3 Supporting the goals and programs of BCSS within its geographic region;
- 9.2.4 Promoting the purposes and values of BCSS within its geographic region; and
- 9.2.5 Being represented on the BCSS Council of School Athletic Association Presidents.

9.3.0 DISAFFILIATION – A local athletic association may be disaffiliated by the BCSS Board of Directors.

10.0.0 COMMITTEE TERMS OF REFERENCE

10.1.0 SPORT COMMISSIONS – 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:

- BC Secondary Schools Badminton Association – boys and girls badminton;
- BC High School Boys Basketball Association – boys basketball;
- BC Secondary Schools Girls Basketball Association – girls basketball;
- BC Secondary Schools Cross Country Association – boys and girls cross country;
- BC Schools Curling Association – boys and girls curling;
- BC Secondary Schools Girls Field Hockey Association – girls field hockey;
- BC Secondary Schools Football Association – boys football;
- BC Secondary Schools Golf Association – boys and girls golf;
- BC Secondary Schools Gymnastics Association – boys and girls gymnastics;
- BC Secondary Schools Mountain Biking Association – boys and girls mountain biking;

- BC Secondary Schools Rugby Union – boys rugby;
- BC Secondary Schools Soccer Association – boys and girls soccer;
- BC Secondary Schools Ski Association – boys and girls alpine skiing and snowboarding;
- BC Secondary Schools Swimming Association – boys and girls swimming and synchronized swimming;
- BC Secondary Schools Tennis Association – boys and girls tennis;
- BC Secondary Schools Track and Field Association – boys and girls track and field;
- BC Secondary Schools Boys Volleyball Association – boys volleyball;
- BC Secondary Schools Girls Volleyball Association – girls volleyball;
- BC Secondary Schools Boys Wrestling Association – boys and girls wrestling.

10.1.1 **SPORT COMMISSIONER** – Must be a teacher or administrative officer assigned to a public member school, or be a non-instructional teacher or school district administrator paid by a school district (public school), or be a teacher or administrator at a non-public member school, and who is not on a personal leave of absence from a school district or non-public member school for more than five (5) months of the term to be served.

10.1.2 **ADDITIONAL INCORPORATED SPORT COMMISSION RESPONSIBILITIES** – The incorporated sport commissions, within their respective sport jurisdiction, are responsible for the following:

- 10.1.2.1 Compliance with all Federal and Provincial regulations and requirements including but not limited to: up-to-date filing of directors, constitution and bylaw changes to the Provincial Registrar to keep their society status intact;
- 10.1.2.2 Technical rules and regulations of the sport(s);
- 10.1.2.3 Annual coaches meetings;
- 10.1.2.4 Within approved membership policies, designate zonal qualifying paths, boundaries and championship berthing structures;
- 10.1.2.5 Sport liaison with provincial sport organization;
- 10.1.2.6 Fee and schedule negotiation with provincial officials associations;
- 10.1.2.7 Within approved membership policies, select host sites or schools for future championships;
- 10.1.2.8 Submission to BC School Sports of the annual report and financial statements for commission and championships;
- 10.1.2.9 Adherence to BC School Sports membership-approved policies regarding event management and risk management standards;
- 10.1.2.10 Adherence to BC School Sports membership-approved Competitive Rules and Regulations regarding areas such as eligibility, seasons of play, codes of conduct, discrimination in school sport, recruiting, selection of community coaches, tier classification, junior provincial championships and national championships;
- 10.1.2.11 Having a disciplinary committee or group responsible for discipline at the provincial championship;
- 10.1.2.12 Representation on the BC School Sports Council of Sport Commissioners;
- 10.1.2.13 Representation on the Advisory Committee.

10.1.3 **ADDITIONAL UN-INCORPORATED SPORT COMMISSION RESPONSIBILITIES** – The unincorporated sport commissions, within their respective sport jurisdiction, are responsible for the following:

- 10.1.3.1 Up-to-date listing of directors and governance documents;
- 10.1.3.2 Technical rules and regulations of the sport(s);
- 10.1.3.3 Annual coaches meetings;
- 10.1.3.4 Within approved membership policies, designate zonal qualifying paths, boundaries and championships berthing structures;
- 10.1.3.5 Sport liaison with provincial sport organization;
- 10.1.3.6 Fee and schedule negotiation with provincial officials associations;
- 10.1.3.7 Within approved membership policies, select host sites or schools for future championships;
- 10.1.3.8 Submissions to BC School Sports, upon written request by BC School Sports, of the annual report and financial statements for the commissions and championships;

- 10.1.3.9 Having their bank account sit within the BC School Sports group of accounts at the BC School Sports bank;
- 10.1.3.10 Adherence to BC School Sports membership-approved policies regarding event management and risk management standards;
- 10.1.3.11 Adherence to BC School Sports membership-approved Competitive Rules and Regulations regarding areas such as eligibility, seasons of play, codes of conduct, discrimination in school sport, recruiting, selection of community coaches, tier classification, junior provincial championships and national championships;
- 10.1.3.12 Having a disciplinary committee or group responsible for discipline at the provincial championships;
- 10.1.3.13 Representation on the BC School Sports Council of Sport Commissioners; and
- 10.1.3.14 Representation on the Advisory Committee.

10.2.0 ADMINISTRATORS' COMMITTEE

- 10.2.1 **COMPOSITION** – The BC School Sports Administrators' Committee will consist of one (1) representative from each of the designated zones of the Society. Zone administrator representatives will be appointed for a two (2) year term. The Administrators' Committee will be chaired by the appointed BC PVP Representative to the BC School Sports Advisory Committee.
- 10.2.2 **MEETINGS** – The Administrators' Committee will meet once per year, between September and February.
- 10.2.3 **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 or withdrawal of support,
 - Gender equity,
 - Age group equity,
 - Community coaches,
 - School team supervision,
 - Expectations of behavior for coaches and students,
 - Requirements of membership.

The Administrators' Committee may submit resolutions directly to the Annual General Meeting, submit recommendations to the Board of Directors for consideration or refer an issue to a specific standing or ad hoc committee of BC School Sports.

10.3.0 COACHING DEVELOPMENT COMMITTEE

- 10.3.1 **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.
- 10.3.2 **MEETINGS** – The Coaching Development Committee shall meet at least once per year.
- 10.3.3 **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.

10.4.0 COMPETITIVE STANDARDS COMMITTEE

- 10.4.1 **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.
- 10.4.2 **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.
- 10.4.3 **SCOPE OF RESPONSIBILITY** – The Competitive Standards Committee has three (3) areas of responsibility:
 - 10.4.3.1 **CHAMPIONSHIPS**
 - Make recommendations to the membership, and ensure the maintenance of regulations for standards and

organizational excellence for all BC School Sports approved sport championships,

- Receive submissions and make recommendations to the Board of Directors and/or member schools in accordance with the championship standards regulations.

10.4.3.2 SEASON OF PLAY

- Review the seasons of play regulations on a regular basis, and make recommendations to the Board of Directors and/or member schools for revisions, additions or deletions as necessary.

10.4.3.3 OTHER COMPETITIVE AREAS

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

10.5.0 DISCIPLINARY APPEALS COMMITTEE

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

10.5.1.1 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;

10.5.1.2 The chairperson is appointed by BC School Sports Board of Directors and is not included as a zone representative; and

10.5.1.3 The Appeal Hearing Panel, for any one hearing, will consist of a minimum of three (3) members, not including the chairperson who is non-voting. The chairperson will select the personnel for each Appeal Hearing Panel.

10.5.2 **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.

10.5.3 SCOPE OF RESPONSIBILITY

10.5.3.1 The BC School Sports Disciplinary Appeal Committee will act as the only level of appeal for a disciplinary matter filed under 24.2.14.

10.5.3.2 The BC School Sports Disciplinary Appeal Committee will also act as the appeal body for any decision made by the Advisory Committee concerning a harassment matter (see 12.0.0 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.

10.6.0 ELIGIBILITY APPEALS COMMITTEE

10.6.1 **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.

10.6.1.1 **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.

10.6.1.2 **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.

10.6.1.3 **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.

10.6.2 **MEETINGS** – The BC School Sports Eligibility Appeals Committee will meet as approved by the BCSS Board of Directors but no more than nine (9) times per academic 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. Eligibility Appeals Committee dates and submission deadlines will be published in the handbook, calendar, and on the website annually.

10.6.3 **SCOPE OF RESPONSIBILITY** – The Eligibility Appeals Committee hears appeals from decisions of the Eligibility Officer in accordance with 38.0.0.

10.7.0 SCHOLARSHIP & AWARDS COMMITTEE

- 10.7.1 **COMPOSITION** – The BC School Sports Scholarships and Awards Committee shall consist of up to three (3) members appointed by the BC School Sports Board of Directors from applications solicited from the membership. Appointments will be for a two (2) year term. Committee members may be re-appointed.
- 10.7.2 **MEETINGS** – The Scholarships and Awards Committee shall meet at least once per year.
- 10.7.3 **SCOPE OF RESPONSIBILITY** – The Scholarships and Awards Committee shall be responsible for making selection recommendations to the BC School Sports Board of Directors for scholarships, student bursary award programs, and all other BC School Sports annual member awards.

11.0.0 POLICY STATEMENTS REGARDING DISCIPLINARY JURISDICTION

- 11.1.0 BC School Sports, as the governing body for secondary school sport in British Columbia, its recognized athletic associations, (see 9.0.0), and its sport commissions, (see Section 14 of the Bylaws {Committees} and 10.1.0) have jurisdiction over disciplinary policies and procedures as stated in the BC School Sports Competitive Rules and Regulations and the BC School Sports Harassment Policies (see 12.0.0).
- 11.2.0 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.
- 11.3.0 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.
- 11.4.0 Disciplinary action taken by a member school against its students, school coaches, volunteers and/or any other participant, including spectators, that is over and above any participatory disciplinary action taken by BC School Sports, its recognized athletic associations or sport commissions, will be recognized by BC School Sports, its recognized athletic associations and sport commissions.

12.0.0 HARASSMENT

- 12.1.0 **HARASSMENT** – Is defined as behavior 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:
- 12.1.1 Written or verbal abuse or threats;
- 12.1.2 Physical assault;
- 12.1.3 Unwelcome remarks, jokes, innuendos or taunting about a person's body, sexual orientation, attire, age, marital status, ethnic or racial origin or religion;
- 12.1.4 Displaying of sexually explicit, racist or other offensive or derogatory material, sexual, racial, ethnic or religious graffiti;
- 12.1.5 Practical jokes which cause awkwardness or embarrassment, endangering a person's safety or negatively affecting performance;
- 12.1.6 Hazing or initiation rites;
- 12.1.7 Leering or other suggestive or obscene gestures;
- 12.1.8 Intimidation;
- 12.1.9 Condescension, paternalism or patronizing behavior which undermines self-respect or adversely affects performance or working conditions;
- 12.1.10 Conduct, comments, gestures or contact of a sexual nature that is likely to cause offense or humiliation or that might, on reasonable grounds, be perceived as placing a condition of a sexual nature on employment or any opportunity for selection, training or advancement; and
- 12.1.11 False accusations of harassment motivated by malice or mischief and meant to cause other harm, is considered harassment.
- 12.2.0 **SEXUAL HARASSMENT** – Is defined as behavior involving one (1) or more incidents of unwelcome sexual advances, requests for sexual favors or other verbal conduct of a sexual nature:
- 12.2.1 When such conduct might reasonably be expected to cause embarrassment, insecurity, discomfort, offense or humiliation to another person or group;
- 12.2.2 When submission to such conduct is made either implicitly or explicitly as a basis for making decisions which affect the individual;
- 12.2.3 When submission to such conduct is made either implicitly or explicitly as a condition of employment;
- 12.2.4 When submission to or rejection of such conduct is used as a basis for any employment decision (including but not limited

to matters of promotion, raise in salary, job security or benefits affecting the employee); and

- 12.2.5 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.

12.3.0 POLICY STATEMENTS REGARDING HARASSMENT

- 12.3.1 BC School Sports does not condone any form of harassing behavior on the part of any participant in BC School Sports programs, projects and/or activities.
- 12.3.2 BC School Sports is committed to providing a participatory work environment in which all individuals are treated with respect and dignity.
- 12.3.3 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.
- 12.3.4 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):
- 12.3.4.1 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;
 - 12.3.4.2 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;
 - 12.3.4.3 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;
 - 12.3.4.4 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;
 - 12.3.4.5 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;
 - 12.3.4.6 In the event of an incident of harassment or accusation of harassment where there is duplicate jurisdiction between a school district or non-public school and BC School Sports, or a provincial sport organization and BC School Sports, the disciplinary jurisdiction of BC School Sports is limited to an individual's involvement in BC School Sports programs and projects, including competitive involvement under the authority of a BC School Sports recognized athletic association or BC School Sports sport commission; and
 - 12.3.4.7 BC School Sports shall name one (1) female and one (1) male BC School Sports Harassment Advisor who may be contacted for advice regarding any incident of harassment or accusation of harassment.

12.4.0 PROCEDURES FOR DEALING WITH HARASSMENT

- 12.4.1 An individual who thinks that they have been subjected to conduct which constitutes harassment (see 12.1.0-12.2.0) 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.
- 12.4.2 **DEALING WITH COMPLAINTS** – Any inquiry received by a BC School Sports Harassment Advisor will be dealt with as follows:
- 12.4.2.1 If the Harassment Advisor and complainant agree that the conduct does not constitute harassment, then the Harassment Advisor will take no further action.
 - 12.4.2.2 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).
 - 12.4.2.3 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.
 - 12.4.2.4 Rights of the Complainant – If an informal resolution is not possible, the Harassment Advisor shall inform the complainant of:
 - a) The right to make a formal written complaint,
 - b) The availability of counselling and other resources,
 - c) 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,

- d) Other avenues of recourse, including the right to file a complaint to the BC Human Rights Tribunal, or, where appropriate, to contact the police where the conduct may have been offensive pursuant to the Criminal Code,
- e) The referral of a formal harassment complaint received by BC School Sports to a Harassment Officer, as designated by Sport BC, for arms-length investigation.

- 12.4.3 **FILING A FORMAL COMPLAINT** – If the complainant wishes to file a formal complaint, the following steps will be followed:
- 12.4.3.1 A written complaint will be filed with a Harassment Advisor, with a copy going to the respondent and the administrator of the member school(s) involved.
 - 12.4.3.2 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.
 - 12.4.3.3 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.
 - 12.4.3.4 The investigative report from the Harassment Advisor will be submitted to the BC School Sports Advisory Committee, who shall:
 - a) Make a determination as to whether the respondent has engaged in conduct constituting harassment; and
 - b) If such determination is made, order such disciplinary action to be taken as is appropriate in the circumstances.
- 12.4.4 **ADVISORY COMMITTEE DECISION** – The decision of the Advisory Committee will be made within ten (10) school days of receiving the report from the Harassment Officer, and will be sent to the complainant, the respondent and to the administrator of the member school(s) involved. BC School Sports will also inform the BCTF and the Teacher Regulation Branch if the respondent is a member.
- 12.4.5 **APPEALING THE DECISION** – The decision of the Advisory Committee may be appealed, in writing, by either the complainant or the respondent, within fifteen (15) school days of the original decision being rendered. The written appeal shall be directed to the BC School Sports Disciplinary Committee.
- 12.4.5.1 The Disciplinary Committee will meet within ten (10) school days of receiving the written appeal.
 - 12.4.5.2 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.
 - 12.4.5.3 The decision of the Disciplinary Committee may be to:
 - a) Overturn the decision of the Advisory Committee by eliminating any penalty;
 - b) Overturn the decision of the Advisory Committee by establishing a penalty;
 - c) Overturn the decision of the Advisory Committee by increasing the penalty;
 - d) Overturn the decision of the Advisory Committee by reducing the penalty; or
 - e) Uphold the decision of the Advisory Committee.
 - 12.4.5.4 The decision of the Disciplinary Committee will be made within ten (10) school days from receiving the report from the Harassment Officer, and will be sent to the complainant, the respondent and to the administrator of the member school(s) involved. BC School Sports will also inform the BCTF and the Teacher Regulation Branch if the respondent is a member.
- 12.4.6 **BINDING DECISION** – The decision of the Disciplinary Committee is final and binding on all parties.

13.0.0 CONFLICT OF INTEREST AND CONFIDENTIALITY

- 13.1.0 **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:
- 13.1.1 For any appeal submitted by a member school from within the boundaries of the same local athletic association as the school with which that Eligibility Appeals Committee or Disciplinary Committee person works or coaches;
 - 13.1.2 For any appeal submitted where there is a close personal relationship between the appellant and the committee member; or
 - 13.1.3 Where the committee member declares voluntary exclusion for personal reasons. The personal reasons do not have to be disclosed.
- 13.2.0 **CONFIDENTIALITY** – The deliberations, interviews, discussions and submissions made for any Eligibility Application or disciplinary hearing and/or appeal are confidential in nature, and shall not be discussed, disclosed nor referred to outside of the realm of the appeal or disciplinary committee meetings.

- 13.2.1 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.

14.0.0 MARKETING POLICIES

- 14.1.0** BC School Sports will only entertain marketing partnerships and ventures if they are beneficial to the goals and objectives of the association. Such partnership or ventures could be in the form of cash, product or contract.
- 14.2.0** 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.
- 14.3.0** 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.
- 14.4.0** BC School Sports will consider industrial exclusivity as part of a marketing agreement.
- 14.5.0** It is highly recommended that any marketing contract not exceed three (3) years.
- 14.6.0** For sponsorship agreements negotiated by BC School Sports where a portion of the product or cash is directed to the BC School Sports provincial championship(s), a minimum of fifteen percent (15%) of the value of the sponsorship agreement shall be held by BC School Sports.

15.0.0 ANNUAL GENERAL MEETING

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

16.0.0 FUNDING FOR ANNUAL GENERAL MEETING

- 16.1.0** 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 observer's fee may be charged.

17.0.0 COUNCIL MEETINGS

- 17.1.0 COUNCIL OF ASSOCIATION PRESIDENTS** – The Council of Association Presidents shall meet at least once (1) per year, and shall assume responsibilities and conduct their business as per section 16.1 of the Bylaws {Council of Athletic Association Presidents}.
- 17.2.0 THE COUNCIL OF SPORT COMMISSIONERS** – The Council of Sport Commissioners shall meet at least once (1) per year, and shall assume responsibility and conduct business as per Section 16.2 of the Bylaws {Council of Sport Commissioners}.



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COMPETITIVE RULES AND REGULATIONS

Note: BCSS recognizes that the administrator of each school is held ultimately responsible in all matters in his/her school which concern interscholastic athletic contests. The expectation of the association is that administrators will ensure that BCSS policies established for member school interscholastic athletics will be followed by his/her staff. The following Competitive Rules and Regulations have been accepted and passed as resolutions at an Annual General Meeting by the member schools of BCSS. The membership consists of a school representative from each of the BCSS member schools.



18.0.0 MEMBER SCHOOL ATHLETIC PROGRAM GUIDELINES FOR INTERSCHOOL COMPETITION

- 18.1.0** Contribute toward the improvement of the health, fitness and general welfare of all individuals taking part in the program.
- 18.2.0** Engage a maximum number of students in both the activity and administrative areas of the program.
- 18.3.0** Encourage all student-athletes to make a contribution to the general education program of the school.
- 18.4.0** Encourage all student-athletes to reach their full academic and educational potential.
- 18.5.0** Ensure that loss of instructional time be kept to a minimum while offering appropriate competitive opportunities.
- 18.6.0** Ensure that the safety and welfare of all student-athletes should always be paramount. Adequate protective equipment, safety precautions and risk management policies should be utilized for all practices, training sessions and interschool competitions.
- 18.7.0** Recommend that each student-athlete have an annual medical examination prior to participating during that school year.
- 18.8.0** Recommend that each student-athlete and parent or legal guardian be advised to carry appropriate insurance coverage.
- 18.9.0** Promote the highest ideals of fair play by coaches, student-athletes, students and spectators in accordance with the BCSS Codes of Conduct.
- 18.10.0** Encourage coaches to report unsportsmanlike conduct and misbehavior to the school administrator and local athletic association as soon as possible.
- 18.11.0** Aim for equal opportunities in athletic programming for boys and girls, having regard to factors including: funding, equipment, facilities, practice and competition time, coaching demand, available competition, and the range of sports offered.

19.0.0 BC SCHOOL SPORTS ACTIVITY

- 19.1.0** BC School Sports officially recognizes and therefore governs the following as BCSS interschool activities:

<i>Team Sports</i>	<i>Individual Sports</i>
Badminton	Aquatics
Basketball (Boys/Girls)	Cross Country
Curling	Gymnastics
Field Hockey (Girls)	Mountain Biking
Football	Skiing
Golf	Snowboarding
Rugby (Boys)	Track and Field
Soccer (Boys/Girls)	Wrestling
Tennis	
Volleyball (Boys/Girls)	

20.0.0 COMMUNITY COACH GUIDELINES

- 20.1.0** 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.
- 20.2.0** Community coaches should complete the Community Coaches Application Form and submit copies to both the athletic director and school administrator. The form will enable school representatives to start determining the qualifications and suitability of the prospective community coach to supervise and coach student-athletes of school age, and to receive from the prospective community coach authorization to conduct a criminal record check.
- 20.3.0** It is strongly recommended that the community coach should complete the three (3) modules included in the Introduction to Competition course of the National Coaching Certification Program. These modules include: Making Ethical Decisions, Planning a Practice, and Nutrition. Coaches should also complete the Making Ethical Decisions online evaluation available through the Coaching Association of Canada website once they have completed the appropriate in-class course work for this respective module.
- 20.4.0** 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:
 - 20.4.1** The expectations for the supervision of student-athletes;
 - 20.4.2** Emergency protocol within the school;
 - 20.4.3** Accountability for equipment, uniforms, finances;
 - 20.4.4** Competition schedules and deadlines;

- 20.4.5 Practice times, restrictions, policies and access;
 - 20.4.6 School and/or district travel policies and insurance requirements;
 - 20.4.7 The BCSS Coach's Code of Conduct and procedures;
 - 20.4.8 The BCSS Competitive Rules and Regulations;
 - 20.4.9 The decision-making process and jurisdictional boundaries of the school, school district, athletic association, sport commission and BCSS;
 - 20.4.10 Required paperwork for team and student-athlete registration and entry into events; and
 - 20.4.11 How and where to register for NCCP clinics.
- 20.5.0** The school administrator and/or athletic director should request and check at least two (2) references for each community coach candidate. Reference checks should include questions about previous conduct, suspensions or probationary penalties served, technical skill and ability, age group and/or gender previously coached and degree of commitment and interest.
- 20.6.0** 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.
- 20.7.0** The BCSS supervision requirements (see 21.1.0) do not require that a teacher-sponsor be present with adults who have been approved by the school administrator. It is therefore strongly recommended that periodic observations of the community coach at practice and in competition be conducted by the athletic director and/or administrator.

Note:

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

21.0.0 SUPERVISION REQUIREMENTS

- 21.1.0** 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.

22.0.0 SCHOOL STANDARDS

- 22.1.0** Student-athletes must live up to the accepted school and district standards as judged by the school administrator.

23.0.0 JOB ACTION

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

24.0.0 COACHES RESPONSIBILITIES

- 24.1.0 RECRUITING** – BCSS is strongly opposed to the recruiting of student-athletes. Recruiting runs contrary to BCSS's longstanding commitment to the principle that interschool athletic competition best serves the overall interests of student-athletes by being fair and balanced.
- 24.1.1 A coach, administrator, athletic director or athletic coordinator shall neither directly nor indirectly, recruit a student-athlete.
 - 24.1.2 For the purposes of these Competitive Rules and Regulations, to recruit is to encourage a student-athlete to attend a school other than the school into which the student-athlete's school feeds, for the purpose of participating in interschool sport, whether or not the student-athlete eventually attends the school.
 - 24.1.3 Without limiting the generality of 24.1.2, the following are deemed to be instances of recruiting:
 - 24.1.3.1 Permitting a student-athlete who is not enrolled at a given school or whose current school does not feed into

the school to participate in:

- a) Team practices, workouts, camps, competition, meetings, travel, or other team activities; or
 - b) Open gyms, workouts, or similar activities intended for student-athletes enrolled at the school, without the prior agreement of the student-athlete's current school.
- 24.1.3.2 Offering financial inducements or incentives of any kind, including, without restricting the foregoing, inducements or incentives concerning fees, accommodation or transportation, to a student-athlete who is not enrolled at a given school or whose current school does not feed into the school, in connection with a transfer by the student-athlete to the school for the purpose of participating in interschool sport;
- 24.1.3.3 Encouraging a parent or legal guardian of a student-athlete who is not enrolled at a given school or whose current school does not feed into the school, to transfer the student-athlete to the school for the purpose of participating in interschool sport; or
- 24.1.3.4 Inviting student-athletes who are not enrolled at a given school or whose school does not feed into the school, or the parents or legal guardians of such student-athletes, to attend an information session, open house, fundraising meeting, or similar event of which the primary purpose is the promotion of the school's interschool athletic team(s) or program(s).
- 24.1.4 Where a coach is approached by a student-athlete who is not enrolled at the coach's school or at a school feeding into the coach's school with inquiries concerning the school's sports teams or programs, the coach is strongly advised to direct the student-athlete to the school administration.

24.2.0 PROCEDURE FOR COMPLAINTS REGARDING RECRUITING – Nothing in these Competitive Rules and Regulations prevents parties from attempting at any time to resolve complaints regarding recruiting through informal means, whether with or without the assistance of a mediator. BCSS may maintain a roster of persons available to act as mediators for the purpose of assisting parties informally to resolve complaints regarding recruiting. A member coach who is a member of a professional association and who believes a fellow member of that association has committed a recruiting violation is encouraged to consider his/her obligations to the fellow member, if any, under the rules of that association. In all cases, BCSS encourages the informal resolution of recruiting concerns through direct communication.

- 24.2.1 A complaint regarding recruiting may:
- 24.2.1.1 Be filed only by an administrator ("the complainant") of a member school;
 - 24.2.1.2 Be filed against one or more coaches, administrators, athletic directors, or athletic coordinators ("the respondents") of a member school.
- 24.2.2 Subject to 24.2.3, a complaint regarding recruiting shall not be considered unless it is received by BCSS within four (4) months of the event giving rise to the complaint.
- 24.2.3 A complaint received after the time provided in 24.2.2 must contain a detailed explanation of the reasons why the complaint was not submitted within that time and may only be considered if, in the sole discretion of the Executive Director, it would be in the interests of BCSS for the complaint to be considered.
- 24.2.4 Before submitting a complaint to BCSS, the complainant must deliver the complaint to his/her administrative counterpart at the school of the respondent(s).
- 24.2.5 In submitting a complaint to BCSS, the complainant must certify in writing that he or she has contacted his/her counterpart, naming the counterpart, and that:
- 24.2.5.1 The parties have been unable to resolve the complaint; or
 - 24.2.5.2 In the complainant's opinion, the complaint is sufficiently serious to warrant a hearing by BCSS.
- 24.2.6 A complaint delivered or submitted under these Competitive Rules and Regulations must be submitted to the Executive Director and must:
- 24.2.6.1 Be in the form approved by BCSS;
 - 24.2.6.2 Name the respondent(s);
 - 24.2.6.3 Where a deemed instance of recruiting is alleged, cite the specific deeming section under 24.1.3;
 - 24.2.6.4 Contain particulars of the date(s), location(s), and individual(s) involved in the event(s) giving rise to the complaint;
 - 24.2.6.5 Contain particulars of the alleged statement(s) or action(s) of the respondent(s); and
 - 24.2.6.6 Contain a written statement with as much detail as reasonably possible by each person whose evidence the complainant wishes BCSS to consider in connection with the complaint.
- 24.2.7 Upon receipt of a complaint, the Executive Director shall review the complaint for compliance with these Competitive Rules and Regulations. The Executive Director may make inquiries of the complainant and may request that the complainant submit additional information.
- 24.2.8 The Executive Director may at any time dismiss a complaint where he/she is of the opinion that:

- 24.2.8.1 The complaint does not fall within the jurisdiction of BCSS;
 - 24.2.8.2 The complaint does not contain sufficient information that, if true, would substantiate the complaint;
 - 24.2.8.3 The complainant failed to respond to the Executive Director’s inquiries or requests under 24.2.7; or
 - 24.2.8.4 The complaint is frivolous, vexatious or made in bad faith.
- 24.2.9 Unless the Executive Director dismisses a complaint under Competitive Rules and Regulations, he/she shall deliver the complaint to the respondent(s) and to the administrator at the respondent(s)’s school referred to in 24.2.5, together with a statement of the respondent(s)’s obligations under Competitive Rules and Regulations.
- 24.2.10 Within fifteen (15) school days of receipt of the complaint from the Executive Director, the respondent(s) shall submit a response to the Executive Director containing the following:
- 24.2.10.1 A statement either that the respondent(s) accepts or denies the complaint in whole or in part; and
 - 24.2.10.2 Where the respondent(s) denies the complaint or any part of it, a written statement with as much detail as reasonably possible by each person whose evidence the respondent(s) wishes BCSS to consider in connection with the complaint.
- 24.2.11 The Executive Director may make inquiries of the respondent(s) and may request that the respondent(s) submit additional information.
- 24.2.12 The respondent(s) may request from the Executive Director an extension of the time allowed for a response under 24.2.10.
- 24.2.13 Where the respondent(s) fails to provide a response within the time provided under 24.2.10 or 24.2.12, the complaint may proceed under 24.2.19 on the basis that the complaint has been proven.
- 24.2.14 Upon receipt of a response from the respondent(s) or upon the expiry of the time provided for a response, the Executive Director shall deliver a copy of the response, if any, to the complainant and shall appoint a Hearing Panel comprised of three (3) members of the BCSS Disciplinary Committee. If it is not possible to appoint three (3) members from the Disciplinary Committee, the Executive Director may appoint members from the BCSS Board of Directors.
- 24.2.15 The Hearing Panel may request written submissions from the parties at any time.
- 24.2.16 The Hearing Panel shall conduct a hearing into the complaint. A hearing may take the form of one or more of the following in the sole discretion of the Hearing Panel:
- 24.2.16.1 A hearing in writing consisting of a consideration of the written complaint and response and written submissions, if any;
 - 24.2.16.2 A teleconference; or
 - 24.2.16.3 An oral hearing.
- 24.2.17 The Hearing Panel may make such rulings and give such directions as it considers appropriate in dealing with a complaint.
- 24.2.18 Following the hearing, the Hearing Panel will issue a ruling to the parties determining whether the complaint has been proven or not.
- 24.2.19 If the Hearing Panel determines that the complaint has been proven:
- 24.2.19.1 The ruling shall be in writing and shall contain a brief summary of the reasons for the Hearing Panel’s conclusions;
 - 24.2.19.2 The Hearing Panel shall request and set a schedule for the exchange and submission of written submissions on the appropriate sanction;
 - 24.2.19.3 Having regard to the subject matter of the proven complaint, the interests of BCSS and its participants, the written submissions, if any, of the parties, and the prior BCSS disciplinary record of the respondent(s), if any, the Hearing Panel shall either impose no sanction or impose one or more of the following sanctions on the respondent(s) in its sole discretion:
 - a) A letter of reprimand;
 - b) A probationary period; or
 - c) A suspension of the respondent(s)’s coaching privileges for a duration and on such terms and conditions as may be determined by the Hearing Panel, and
 - 24.2.19.4 Subject to the results of an appeal under 24.2.20, if the Hearing Panel acts under 24.2.19.3 a) to c) there shall be a fine against the respondent(s)’s school calculated as follows and payable within thirty (30) school days of a written demand being made by the Executive Director:
 - a) \$1,000 if no recruiting fine against school in past five (5) years;
 - b) \$2,000 if one (1) recruiting fine against school in past five (5) years; or
 - c) \$3,000 if more than one (1) recruiting fine against school in past five (5) years.

- 24.2.20 Where a Hearing Panel acts under 24.2.19.3 a) to c), the respondent(s) may, within fourteen (14) school days of receipt of the ruling of the Hearing Panel by the respondent(s)'s school, appeal in writing to the BCSS President, who may in his/her sole discretion and with or without a hearing and with or without giving reasons dismiss the appeal, reduce the sanction under 24.2.19.3, or reverse the Hearing Panel's ruling, in whole or in part, under 24.2.19.1.
- 24.2.21 Where the Executive Director is unable to act under this section, his/her powers and duties may be exercised by a substitute appointed by the President.
- 24.2.22 Where the President is unable to act under this section, his/her powers and duties may be exercised by a substitute appointed by the Executive Director.
- 24.2.23 The decisions of the Executive Director (or substitute), the Hearing Panel and the President (or substitute) are final and binding on the parties and shall not be questioned or reviewed in any court or tribunal, and no order shall be made or process entered or proceeding taken in any court or tribunal whether by way of injunction, declaration, prohibition or otherwise to question, review, prohibit or restrain the proceedings. It is the intention of BCSS and its members that, to the extent permitted by law, all matters concerning its Competitive Rules and Regulations be private matters not subject to any form of adjudication by any court or tribunal.

25.0.0 COACHES CODE OF CONDUCT

25.1.0 The coach/student-athlete relationship is a privileged one. Coaches play a critical role in the personal and athletic development of their student-athletes. Therefore, coaches are expected to model the fundamentally positive aspects of school sport. Coaches, including community coaches:

25.2.0 RULES OF CONDUCT

- 25.2.1 Shall recognize that school sport is an extension of the classroom, and shall conduct themselves accordingly when performing coaching duties;
- 25.2.2 Shall observe the Competitive Rules and Regulations of BCSS, and those of their local athletic association and applicable sport commission;
- 25.2.3 Shall observe the rules of the sport, the spirit of the rules of the sport, and shall encourage student-athletes to do the same;
- 25.2.4 Shall fulfil all competition, invitational, playoff and championship competitive and event obligations, in accordance with athletic association policy, sport commission policy and tournament-related agreements;
- 25.2.5 Shall treat all participants fairly and equitably, by refraining from discriminating against any student-athlete with respect to race, color, ancestry, place of origin, religion, family status, physical or mental disability, sex or sexual orientation;
- 25.2.6 Shall respect the rulings of officials without gesture or argument, and shall require student-athletes to do the same;
- 25.2.7 Shall not use foul, profane, harassing or offensive language or gestures in the conduct of coaching duties;
- 25.2.8 Shall not use physical force of any kind in the conduct of coaching duties;
- 25.2.9 Shall not, under any circumstances, endorse, recommend, or suggest the use of performance-enhancing drugs or supplements by any student-athlete;
- 25.2.10 Shall abstain from the use of tobacco products and alcohol while in the presence of student-athletes, and shall discourage their use by student-athletes;
- 25.2.11 Shall not, under any circumstances, require or imply that a student-athlete must be involved in any summer program or club program as part of his/her responsibilities as a school team member;
- 25.2.12 Shall not, under any circumstances, require or imply that a student-athlete cannot or should not participate in any BCSS-approved sport in the season preceding or following the coach's season of play; and
- 25.2.13 Shall not, under any circumstances, start pre-season tryouts or practices to the detriment of any in-season sport.

25.3.0 PROCEDURE FOR COMPLAINTS REGARDING RULES OF CONDUCT

- 25.3.1 Subject to 25.3.2, all complaints alleging a violation of the Rules of Conduct by a coach shall be processed in accordance with the Rules and Regulations of the local athletic association to which the coach's school belongs.
- 25.3.2 All complaints alleging a violation of the Rules of Conduct by a coach during or in connection with zone playoff or provincial championship competition shall be processed in accordance with the Rules and Regulations of the applicable sport commission.
- 25.3.3 There is no appeal to BCSS or any of its committees from a decision of a local athletic association or sport commission.

26.0.0 TEAM ELIGIBILITY AND TIERING CLASSIFICATIONS

26.1.0 A member school team is defined as any one (1) student-athlete or group of student-athletes who are representing the member school in interschool sport activity, and are supervised by a school district approved coach/sponsor and under the authority of the school administrator. All member school sport teams must be properly registered in STARS by the published deadline dates in order to compete in BCSS competition. Individual student-athletes must be registered and approved in STARS as part of their eligibility requirements. Additionally, student-athletes must be registered on the appropriate STARS team roster.

26.1.1 SCHOOL MEMBERSHIP IN BCSS – The school that is being represented by a team must be a member school of BCSS as per 1.0.0.

26.1.2 A member school team is prohibited to compete against non-member school teams, club teams and community teams in BCSS activity.

26.2.0 REGISTRATION REQUIREMENTS

26.2.1 TEAM REGISTRATION DEADLINES – In each season of play, member schools are required to register their teams by meeting the minimum numbers of student-athletes (26.5.0) in the age levels of competition in which they wish to participate. Member schools will not be penalized for registering a team and then choosing not to participate. Team Registration must be completed in STARS by:

- Fall – October 4, 2017
- Winter – December 20, 2017
- Spring – April 4, 2018

26.2.2 PENALTIES FOR REGISTRATION AFTER TEAM REGISTRATION DEADLINES

26.2.2.1 In the event a team is not registered in STARS after the Team Registration Deadline (Team and Minimum Numbers) and twenty-one (21) days or more prior to the start of Provincial Championships (inclusive of the first (1st) day of Provincials), the member school will be assessed an automatic fine of \$50 per team. There is a maximum fine of \$300/member school per season of play.

26.2.2.2 In the event a team is not registered in STARS after the Team Registration Deadline and between twenty (20) to eleven (11) days (inclusive) prior to the start of Provincial Championships (inclusive of the first (1st) day of Provincials), the member school will be assessed an automatic fine of \$150 per team (the season maximum does not apply).

26.2.2.3 In the event a team is not registered in STARS after the Team Registration Deadline and ten (10) days or less prior to the start of Provincial Championships (inclusive of the first (1st) day of Provincials), the member school will be assessed an automatic fine of \$250 per team (the season maximum does not apply).

	<i>Days Until Provincials</i>	<i>Fine Amount</i>
Missed Team Registration Deadline (Team and Minimum Numbers) <i>*Maximum only applies to 21 days or more prior to Provincial Competition</i>	21 Days or more	\$50 per team *Maximum \$300 per season of play
	From 20 - 11 Days	\$150 per team
	10 Days or less	\$250 per team
The first (1 st) day of a provincial championship is counted as day one (1)		

26.3.0 ROSTER REGISTRATION DEADLINE – In each season of play, member schools may add any additional student-athletes to complete their rosters by the Roster Registration Deadline. This includes, eligible student-athletes who are new to the member school or who are joining the team after the Team Registration Deadline (these student-athletes must not have participated in any competition(s) prior to being registered with BCSS). Roster Registration must be completed in STARS by:

- Fall – October 18, 2017
- Winter – January 17, 2018
- Spring – April 18, 2018

26.4.0 PENALTIES FOR REGISTRATION AFTER THE ROSTER REGISTRATION DEADLINE

26.4.1 In the event an individual student-athlete is not registered on the STARS team roster after the Roster Registration Deadline and twenty-one (21) days or more prior to the start of Provincial Championships (inclusive of the first (1st) day of Provincials) and is deemed eligible to play by BCSS, the member school will be assessed an automatic fine of \$25.

26.4.2 In the event an individual student-athlete is not registered on the STARS team roster after the Roster Registration Deadline and between twenty (20) to eleven (11) days (inclusive) prior to the start of Provincial Championships (inclusive of the first (1st) day of Provincials) and is deemed eligible to play by BCSS, the member school will be assessed an automatic fine of \$100.

26.4.3 In the event an individual student-athlete is not registered on the STARS team roster after the Roster Registration Deadline and ten (10) days or less prior to the start of Provincial Championships (inclusive of the first (1st) day of Provincials) and is deemed eligible to play by BCSS, the member school will be assessed an automatic fine of \$250.

Missed Roster Registration Deadline	Days Until Provincials	Fine Amount
	21 Days or more	\$25 per student-athlete
	From 20 - 11 Days	\$100 per student-athlete
	10 Days or less	\$250 per student-athlete
The first (1 st) day of a provincial championship is counted as day one (1)		

26.4.4 In extraordinary circumstances, the BCSS Executive Director may in his or her sole discretion, reduce or waive a fine for registration after the roster deadline. The request must be in writing, state the extraordinary circumstances on the late registration and be received within five (5) days of notice of the fine. The request shall be e-mailed to the BCSS office. The decision of the Executive Director is final and binding on all parties.

26.5.0 MINIMUM NUMBER FOR BC SCHOOL SPORTS ROSTERS

26.5.1 Member schools are required to register a minimum number of students on the STARS team rosters as per 26.2.1 Team Registration Deadlines. Minimum roster numbers are as follows:

Aquatics	1	Mountain Biking	1
Badminton	5	Rugby	18
Basketball	7	Snowboarding	1
Cross Country	1	Skiing	1
Curling	4	Soccer	11
Field Hockey	11	Tennis	5
Football	19	Track and Field	1
Golf	4	Volleyball	6
Gymnastics	1	Wrestling	1

26.6.0 PROCEDURES FOR DEALING WITH VIOLATIONS OF THE REGISTRATION POLICIES

26.6.1 **THE OFFENDING SCHOOL SELF-REPORTS** – A violation of Registration Policies occurs when a student-athlete who otherwise would be eligible competes in interschool athletics in a BCSS activity without properly being registered in STARS.

26.6.1.1 BCSS Investigation by the Executive Director

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

26.6.1.2 Penalties as per 26.2.0

- a) Fines will be assessed in accordance with the approved fine schedule in 26.2.0;
- b) The member school has ten (10) school days to pay the fine (all fines are payable to BCSS); and
- c) If the fine is not paid within ten (10) school days, the team will not be eligible to compete in any BCSS activity until the fine payment is received.

26.6.2 **ELIGIBILITY VIOLATION DISCOVERED WITHOUT SELF-REPORTING**

26.6.2.1 BCSS Investigation by the Executive Director

- a) Verbal confirmation of the violation with the responding member school;
- b) Written “cease and desist” notification stating that the student-athlete and/or team is ineligible and the fine (cc: athletic association and sport commission); and
- c) The student-athlete and/or team is not eligible to compete in any BCSS activity until all student-athletes are properly registered by BCSS staff in STARS.

26.6.2.2 Penalties as per 26.2.0

- a) Fines will be assessed in accordance with the approved fine schedule in 26.2.0;
- b) The member school has ten (10) school days to pay the fine (all fines payable to BCSS); and
- c) If the fine is not paid within ten (10) school days, the team will not be eligible to compete in any BCSS activity until the fine payment is received.

26.7.0 PROCEDURES FOR DEALING WITH VIOLATIONS OF ELIGIBILITY POLICIES

26.7.1 THE OFFENDING SCHOOL SELF-REPORTS – A violation of eligibility policies occurs when a student-athlete who is not eligible to compete in interschool athletics in a BCSS activity competes in an activity. It is considered an eligibility infraction if the athlete has competed before being deemed eligible, or in the case of a member school neglecting to initiate the eligibility application process, after the fact is deemed ineligible.

26.7.1.1 BCSS Investigation by the Executive Director

- a) Verbal confirmation of the violation with the member school;
- b) Written “cease and desist” notification stating the circumstances of ineligibility and the fine (cc: athletic association & sport commission); and
- c) The student-athlete(s) is not eligible unless an Eligibility Application is filed with BCSS and accepted by the Eligibility Officer.

26.7.1.2 Penalties as per 29.0.0

- a) Forfeiture of any competition in a BCSS activity in which the ineligible student-athlete(s) has participated;
- b) A \$50 fine per instance, to a maximum of \$200; this is separate from registration fines, should they be necessary;
- c) The member school has ten (10) school days to pay the fine (all fines are payable to BCSS); and
- d) If the fine is not paid within ten (10) school days, the team will not be eligible to compete in any BCSS activity until the fine payment is received.

26.7.2 REGISTRATION VIOLATION DISCOVERED WITHOUT SELF-REPORTS

26.7.2.1 BCSS Investigation by the Executive Director

- a) Verbal confirmation of the violation with the member school;
- b) Written “cease and desist” notification stating the circumstances of ineligibility and the fine (cc: athletic association & sport commission); and
- c) The student-athlete(s) is not eligible unless an Eligibility Application is filed with BCSS and accepted by the Eligibility Officer.

26.7.2.2 Penalties as per 29.0.0

- a) Forfeiture of any competition in a BCSS activity in which the ineligible student-athlete(s) has participated;
- b) A \$50 fine per instance, to a maximum of \$200; this is separate from registration fines, should they be necessary;
- c) The member school has ten (10) school days to pay the fine (all fines are payable to BCSS); and
- d) If the fine is not paid within ten (10) school days, the team will not be eligible to compete in any BCSS activity until the fine payment is received.

27.0.0 ATHLETIC ASSOCIATION APPROVAL

27.1.0 The local and/or regional athletic association must approve the participation of a school team for all age levels and genders. This may be done through a blanket sanctioning procedure in the local Rules and Regulations, or special dispensation given by the association, and sent to BCSS. It is recommended that the athletic association submit a blanket approval for all competition in a BCSS activity and levels of competition by June 30 of the previous school year.

28.0.0 TIERING CLASSIFICATION

28.1.0 NUMBER CALCULATION FOR ALL TIER CLASSIFICATIONS – Member school population numbers will be determined using the previous year’s grade ten (10), grade eleven (11), and Secondary Ungraded (SU) numbers as submitted September 30th to the Ministry of Education on the 1701 report. Tiering appeals can be submitted to BCSS until October 1st of the current school year. Accepted appeals will determine the member schools tiering numbers for all sports for a one (1) year period. Tiering appeals will not be accepted for Boys Basketball in the second (2nd) year of their two (2) year tiering cycle.

28.2.0 APPEALS

28.2.1 Appeals can be submitted for the following:

28.2.1.1 Addition or deletion of grades in a member school;

28.2.1.2 School/District Re-organization; or

28.2.1.3 Changes in enrollment in excess of five percent (5%) of the current year’s grade eleven (11) and grade twelve (12) (senior grades) students in a member school compared to the previous year’s 1701.

28.2.2 Appeals will not be accepted for the following:

28.2.2.1 Changes or reclassification of secondary ungraded students in a member school; or

28.2.2.2 Generalized fluctuation of less than five percent (5%) of the current year's grade eleven (11) and grade twelve (12) (senior grades) students in a member school

28.3.0 Girls volleyball will use the current school year's September 30th grade eleven (11) and grade twelve (12), and secondary ungraded numbers as submitted to the Ministry of Education on the 1701 form.



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

<i>Aquatics (Coed)</i>
AAA - 421 or more students in grades 11 and 12 AA - 126-420 students in grades 11 and 12 A - 125 or less students in grades 11 and 12
<i>Basketball (Boys)</i>
AAAA - 271 or more boys in grades 11 and 12 AAA - 178-270 boys in grades 11 and 12 AA - 75-177 boys in grades 11 and 12 A - 74 or less boys in grades 11 and 12
<i>Basketball (Girls)</i>
AAA - 226 or more girls in grades 11 and 12 AA - 81-225 girls in grades 11 and 12 A - 80 or less girls in grades 11 and 12
<i>Field Hockey (Girls)</i>
AAA - 251 or more girls in grades 11 and 12 AA - 250 or less girls in grades 11 and 12
<i>Football (Boys)</i>
AAA - 275 or more boys in grades 11 and 12 AA - 274 or less boys in grades 11 and 12
<i>Golf (Coed)</i>
AAA - 361 or more students in grades 11 and 12 AA - 161-360 students in grades 11 and 12 A - 160 or less students in grades 11 and 12
<i>Rugby (Boys)*</i>
AAA - 251 or more boys in grades 11 and 12 AA - 250 or less boys in grades 11 and 12
<i>Soccer (Boys)*</i>
AAA - 226 or more boys in grades 11 and 12 AA - 81-225 boys in grades 11 and 12 A - 80 or less boys in grades 11 and 12
<i>Soccer (Girls)*</i>
AAA - 226 or more girls in grades 11 and 12 AA - 81-225 girls in grades 11 and 12 A - 80 or less girls in grades 11 and 12
<i>Tennis (Coed)*</i>
AAA - 501 or more students in grades 11 and 12 AA - 500 or less students in grades 11 and 12
<i>Track and Field (Boys and Girls)</i>
AAA - 421 or more students in grades 11 and 12 AA - 126-420 students in grades 11 and 12 A - 125 or less students in grades 11 and 12
<i>Volleyball (Boys)</i>
AAA - 226 or more boys in grades 11 and 12 AA - 81-225 boys in grades 11 and 12 A - 80 or less boys in grades 11 and 12
<i>Volleyball (Girls)</i>
AAAA - 251 or more girls in grades 11 and 12 AAA - 161-250 girls in grades 11 and 12 AA - 66-160 girls in grades 11 and 12 A - 65 or less girls in grades 11 and 12

* plus specific climatic, facility and calibre criteria. See Commission Registration information

28.5.0 SPORTS CHANGING TIER CLASSIFICATION NUMBERS – A commission wishing to change its tier classification based on enrollment must develop a rationale, with input from coaches, which must be submitted to the Competitive Standards Committee no later than **January 16** of the current school year, with recommendations going forward to the next meeting of the member schools for approval.

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

28.5.1.1 Approved tiering numbers are subject to the following conditions:

- a) Student numbers used for tiering are provided by BCSS; and
- b) Must be approved biennially at the BC Boys Basketball Commission AGM as per their bylaws and Handbook.

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

28.6.0 ADDITIONAL DESIGNATED CRITERIA FOR TIER CLASSIFICATION:

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

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

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

29.0.0 STUDENT-ATHLETE ELIGIBILITY

29.1.0 BCSS recognizes the right of all student-athletes to choose which school they attend and which subjects they study. BCSS, however, is charged with the responsibility of drafting, implementing and enforcing rules on eligibility for those student-athletes who seek the privilege of participating in interschool competition. The overriding purpose of these rules is to ensure fair and equitable competition for all student-athletes participating in BCSS activity. Individual student-athletes must meet the applicable eligibility requirements of BCSS and any applicable sport commission gender-based equity rule to participate in BCSS activity, and be listed on the appropriate STARS roster to be eligible for competition.

29.2.0 REGISTRATION OF ELIGIBLE STUDENT-ATHLETES – Prior to participating in competition of a BCSS activity, the member school is responsible for ensuring that any:

29.2.1 Student-athletes are eligible as per the entirety of the Competitive Rules and Regulations;

29.2.2 Student-athletes are registered on the applicable STARS roster by published deadlines; and

29.2.3 Student-athletes have not competed in more than one (1) interscholastic season of play per sport each year as defined by BCSS.

30.0.0 STUDENT-ATHLETES REGISTERED AT AND COMPETING FOR A MEMBER SCHOOL

30.1.0 A student-athlete can only play for the member school at which they are registered. Student-athletes must be in grades eight (8) to twelve (12) at a BCSS member school in order to compete in any BCSS competition.

30.1.1 An individual student-athlete is only eligible to compete in one (1) thirteen (13) week sanctioned season of play per sport in each school year.

30.2.0 STUDENT-ATHLETES REGISTERED AT MORE THAN ONE (1) MEMBER SCHOOL

30.2.1 If a student-athlete is registered at two (2) schools, the student-athlete may only participate in BCSS activities for the member school at which the student-athlete has the largest percentage of the credit load.

30.2.2 If the credit load at the two (2) member schools is equal, the school at which the student-athlete was first registered at in a BCSS activity would be considered their home school.

30.2.3 If, at any time after the student-athlete's home school has been established, the member school at which the student-athlete is enrolled in the majority of his/her credit load changes, the school which now has the majority of course load, must establish eligibility by meeting the conditions outlined in 37.0.0.

30.3.0 FULL-TIME STUDENT-ATHLETE STATUS - A student athlete must be enrolled in and attending a minimum of a sixty-two and a half percent (62.5%) course load. A one hundred percent (100%) course load is defined as thirty two (32) credits or eight (8) standard courses.

30.3.1 Student-athletes must be enrolled in and attending a minimum of five (5) full time courses (20 credits) within the school year to be considered eligible and they must be enrolled in and attending a minimum of two (2) full time courses (8 credits) in each semester, if in a semester system school.

30.3.2 Any student-athlete who completes his/her school graduation requirements mid-year (January) and does not continue to enroll in courses, is not eligible for the following season of play (spring). The student-athlete may complete the season of play they are currently in (winter).

30.3.3 Student-athletes who complete graduation requirements during the current school year and continue to take courses, will remain eligible, should they continue to meet all other eligibility requirements.

31.0.0 STUDENT-ATHLETE AGE AND COMPETITIVE LEVELS

31.1.0 SENIOR COMPETITION – To compete in a senior competition, student-athletes must be under nineteen (19) years of age as of December 31 of the current school year, and be in no more than their fifth (5th) year of eligibility (student-athletes born in 1998 or earlier are not eligible for any competition in 2017-2018. Grade eight (8) entry date must be September 2013 or later).

31.2.0 GRADE TEN (10) OR JUNIOR COMPETITION – To compete in a grade ten (10) or junior competition, student-athletes must be under seventeen (17) years of age as of December 31 of the current school year, and be in no more than their third (3rd) year of eligibility (student-athletes born in 2000 or earlier are too old for junior competition in 2017-2018. Grade eight (8) entry date must be September 2015 or later).

31.3.0 GRADE NINE (9) OR JUVENILE COMPETITION – To compete in a grade nine (9) or juvenile competition, student-athletes must be under sixteen (16) years of age as of December 31 of the current school year, and be in no more than their second (2nd) year of eligibility (student-athletes born in 2001 or earlier are too old for grade nine (9) competition in 2017-2018. Grade eight (8) entry date must be September 2016 or later).

31.4.0 GRADE EIGHT (8) OR BANTAM COMPETITION – To compete in a grade eight (8) or bantam competition, student-athletes must be under fifteen (15) years of age as of December 31 of the current school year, and be in their first (1st) year of eligibility (student-athletes born in 2002 or earlier are too old for grade eight (8) competition in 2017-2018. Grade eight (8) entry date must be September 2017).

31.5.0 GRADE SEVEN (7) STUDENT-ATHLETE COMPETITION – Grade seven (7) student-athletes are not automatically allowed to participate in competition of a BCSS activity. A grade seven (7) eligibility application can be made to the Eligibility Officer for an exemption to allow a grade seven (7) student-athlete to play for a grade eight (8) or bantam team where the member school would not otherwise be able to field a team due to insufficient numbers.

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

31.5.1.1 Grade seven (7) student-athletes must be registered as a student at the school applying for the exemption;

31.5.1.2 Grade seven (7) student-athletes can only participate on a grade eight (8) or bantam team sports;

31.5.1.3 Grade seven (7) student-athletes cannot participate in the individual sports of aquatics, cross country, gymnastics, mountain biking, skiing/snowboarding, track and field, or wrestling;

31.5.1.4 Grade eight (8) or bantam student-athletes cannot be registered on the member school's more senior team for the requested team sport;

31.5.1.5 Grade seven (7) student-athletes being allowed to participate in a grade eight (8) or bantam level team is to allow a member school to field a grade eight (8) or bantam level team which otherwise would not happen due to an insufficient number of grade (8) student-athletes wanting to participate;

31.5.1.6 The number of grade seven (7) student-athletes on the given team must not exceed the number of grade eight (8) or bantam level student-athletes; and

31.5.1.7 The maximum number of student-athletes on the given team must not exceed the BCSS minimum numbers required to field the team (see 26.5.0).

31.5.2 Application and conditional acceptance of grade seven (7) student-athletes may be terminated by the Eligibility Officer if the 31.5.1 conditions are not met.

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

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

31.6.0 INDIVIDUAL STUDENT-ATHLETES PLAYING UP TO A MORE SENIOR SCHOOL'S TEAM – Middle/Junior member school athletes can "play up" to the senior member school that they would normally attend if, by the registration date (see 26.2.0 and 26.3.0), they have approval of both member schools' administrators, both member schools' coaches, and parents(s) or legal guardian(s). The local athletic association, the district superintendent, and BCSS must be notified by using the Middle/Junior school, who is a member in good standing. Senior member schools must not be registering these student-athletes in STARS as part of their school. BCSS will place the middle/junior school student-athletes on the senior member schools STARS team roster when the form is received and approved. Any student-athletes not properly registered will be deemed ineligible (see Competitive Rules and Regulations Definitions for Playing up and Moving Up).

31.6.1 **LIMITS TO PLAYING/MOVING UP** – Student-athletes attending a middle school or junior secondary school cannot play or move up in the sports of aquatics, cross country, gymnastics, mountain biking, skiing/snowboarding, track and field, or wrestling as the minimum number to form a school team in these sports are one (1) athlete.

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

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

31.7.1 Football is exempt from 31.7.0. Any registered student-athlete within the Football Commission may play up to a more senior team during playoffs without restriction - including playing for both teams during the playoffs, provided that the student-athlete playing up on the more senior team is registered on a lower level team. No student-athlete registered on a senior team with BCSS may play down at a lower level.

31.8.0 INDIVIDUAL STUDENT-ATHLETES MOVING UP AT THE END OF THEIR AGE GROUP SEASON – A student-athlete who is otherwise eligible and is registered on one (1) of the school teams in the same sport, or is registered on one (1) of the direct feeder school teams in the same sport, is eligible to join the more senior team in that sport after the completion of the lower age level team's league competition and playoff schedule. The student-athlete must be added to the appropriate STARS roster for the more senior team before competing. The addition of the student-athlete is made by notification in writing to the BCSS office of the student-athlete's name, name of the team on which they were originally registered, and the signature of the coach and athletic director (use the Moving Student-Athlete to a Higher Age-Group Team form).

32.0.0 NUMBER OF YEARS OF ELIGIBILITY

32.1.0 FIVE (5) YEARS ELIGIBILITY – Student-athletes have five (5) consecutive years of BCSS competition eligibility, starting on the entry date into grade eight (8). A year is considered to be the twelve (12) month period between September of one (1) school year and September of the next school year.

32.1.1 **IF A STUDENT-ATHLETE DOESN'T PARTICIPATE**– If a student-athlete chooses not to participate during one (1) or more years of the five (5) year period, or is not on a team roster during one (1) or more years of the five (5) year period, or leaves school (withdraws) for a time period during the five (5) year eligibility time period, that time period will still count toward the five (5) years of eligibility.

32.1.2 **UNGRADED STUDENT-ATHLETES** – For ungraded student-athletes in schools where it is difficult to determine when a student-athlete entered grade eight (8) (e.g. middle school, K-10, K-12 schools), the student-athlete will be considered to be a grade eight (8) student-athlete in the school year commencing in September of the calendar year in which the student-athlete becomes thirteen (13) years of age.

32.1.3 **EXTENSION OF FIVE (5) YEARS OF 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 submit an eligibility application on the student-athlete's behalf to have up to one (1) year of eligibility restored (See 38.0.0). Medical documentation must show that the loss of an academic year due to medical reasons resulted in the student-athlete having to repeat a grade and prevented the standard five (5) year progression through school. The eligibility time restored will not include any seasons of play in which the student-athlete had been enrolled in school during the academic school year in question. The eligibility application must include medical documentation, academic records and absentee records for the school(s). No student-athlete will be granted a sixth (6th) year of eligibility in any sport he/she has already participated in for part or all of five (5) seasons. Nor will that student-athlete be granted a sixth (6th) year of eligibility if they have participated in any part of both a fourth (4th) and fifth (5th) year of eligibility.

32.1.4 **ELIGIBILITY FOR FAMILIES MOVING TO BRITISH COLUMBIA** – A student-athlete whose family is coming into British Columbia from another province or another country is eligible for five (5) years from their date of entry into grade eight (8) or the grade eight (8) equivalent in their previous place(s) of residence. If documentation is unavailable, a combination of age and grade level as determined by the school will determine the student-athlete's year of eligibility.

32.1.5 **RETURNING EXCHANGE STUDENT-ATHLETE** – A BC student-athlete who is returning to British Columbia after conclusion of a one (1) year or less outgoing student exchange program, and who has concluded their eligibility calendar in accordance with 32.0.0, may have up to one (1) year of eligibility restored only if all of the following conditions are met:

32.1.5.1 The student-athlete has participated in a recognized exchange program;

32.1.5.2 The student-athlete is returning to the same BCSS member school that they attended prior to leaving on the exchange program;

32.1.5.3 The student-athlete does not participate in any BCSS competition in BCSS approved sports in which the student-athlete participated in interschool and/or club competition while on the exchange;

32.1.5.4 The student-athlete meets all other eligibility requirements; and

32.1.5.5 A letter from the administrator confirming compliance with 32.1.5.1-32.1.5.4 is required.

33.0.0 RESIDENCY REQUIREMENT

33.1.0 STUDENT-ATHLETES MUST FULFILL ONE OF THE FOLLOWING RESIDENCY REQUIREMENTS

33.1.1 Reside with parent(s) in BC;

33.1.2 Reside with a legal guardian (see Competitive Rules and Regulations Definitions) in BC. Guardianship must have been in place for twelve (12) months prior to the period for which eligibility is sought. During the twelve (12) month waiting period the student-athlete may play subject to 37.0.0.

- 33.1.3 Must be a 'Ward of the Province of BC' and assigned to an individual or family by the Ministry of Children and Family Development;
- 33.1.4 Must be attending a BC member school as a 'residing full-time boarding student' – this must have been in place for twelve (12) months prior to the period for which eligibility is sought. During the twelve (12) month waiting period, the student-athlete may play subject to 37.0.0; or
- 33.1.5 Must be attending a BCSS member school as an international student or exchange student and be recognized by the District Board or Independent School office as such - student-athletes must reside in BC and attend the member school for a period of five (5) months to be eligible to participate in BCSS competition.

33.2.0 Any student-athlete who does not meet any of the residency requirements is subject to 37.0.0.

34.0.0 JOINTLY SPONSORED TEAMS

34.1.0 BCSS believes there is merit in allowing student-athletes to participate in sports programs that are not offered at their home school due to low student enrollments and insufficient numbers. The goal of allowing joint teams is to increase the number of student-athletes that participate in activities.

34.2.0 Two (2) or more member schools may make an application for a Joint Team. If approved student-athletes from those member schools will be able to participate together on the joint team.

34.3.0 Each Application must be made only for team sports and be submitted to the BCSS Office. The application shall:

34.3.1 Be made with regard to member schools that are located in the same local association;

34.3.2 Indicate which specific team sport and identified time period; a minimum period of one (1) year, up to a maximum of three (3) consecutive years; and

34.3.3 Include acknowledgement and support from the member schools' administration and local association president.

34.4.0 To maintain the competitive balance and ensure a fair field of play, a joint school team may be approved but the ability for the team to compete in playoffs, zones and championships may be restricted based on the following:

34.4.1 Member schools who join together and have a combined "category" total of 11 or higher as found in Membership Fees (5.1.0) are eligible to compete in all competition in a BCSS activity (playoffs, zones and provincials);

34.4.2 Member schools who join together and have a combined "category" total of 10 or lower in the Membership Fees Categories (5.1.0) are not eligible to compete in any post season competition beyond a local or Tier II championship in BCSS activity.

34.5.0 The tiering classification of the joint team will be determined by combining the appropriate tiering numbers of the two (2) or more schools forming the joint team.

34.6.0 A joint team may be terminated by written request, before the expiry of the requested time period in the following cases:

34.6.1 Closure of one (1) of the participating schools;

34.6.2 Serious breach of the Bylaws, Policies or Rules and Regulations of BCSS of any of the participants; or

34.6.3 When, it is in the best interests of the student athletes of one (1) or more schools.

34.7.0 The decision is final and conclusive and shall not be appealed or reviewed in any manner.

35.0.0 STUDENT-ATHLETE GENDER

35.1.0 Female student-athletes may only play on a team designated as a girl's sport, and male student-athletes may only play on a team designated as a boy's sport. Both female and male student-athletes may compete on a team designated as a coed sport, in accordance with the sport-specific roster allocations.

35.2.0 Notwithstanding 35.1.0, a student-athlete may be permitted to participate in a sex-segregated sport inconsistent with his/her sex in the following circumstances:

35.2.1 A female student-athlete may play on a boys' team if her school will not offer a girls' team in that sport at the appropriate age level during the same school year. A letter from the administrator confirming a girls' team will not be offered must be sent into the BCSS office. If a female student-athlete plays on the appropriate age level boys' team, she may not play on the more senior girls' team in a different season of play during the same school year.

35.2.2 A student-athlete may participate with the opposite sex in a sex-segregated sport on the basis that doing so would be consistent with his/her gender identity if the student-athlete's application under 35.3.0 is granted.

35.3.0 A student-athlete seeking eligibility pursuant to 35.2.2 must make an application to the Eligibility Officer.

35.3.1 Each application under 35.2.2 must include the following:

35.3.1.1 A written statement from the student-athlete and/or parent or guardian documenting a student-athlete's consistent gender identification with the opposite sex;

35.3.1.2 A professional opinion concerning the student-athlete's gender identity from a physician, psychiatrist, psychologist

or other professional with experience in gender identity health care; and

35.3.1.3 Any other information or documentation that may be pertinent to the Eligibility Officer's decision and the application of the factors set out in 35.2.2.

35.3.2 The Eligibility Officer shall consider the following factors together with any other factors that he/she considers reasonable when making a decision under 35.2.2:

35.3.2.1 Flexibility, and the student-athlete's privacy, will be prioritized in decision-making;

35.3.2.2 The importance of fair and equitable competition for all students participating in the sport in which the student is applying to participate;

35.3.2.3 Existing practices regarding female student-athletes' participation on boys teams, as per 35.2.2, are to be preserved; and

35.3.2.4 An environment where intersex, transitioning and transgender students can exist and thrive should be provided.

35.3.3 The Eligibility Officer's decision is final and conclusive and shall not be appealed or judicially reviewed.

35.3.4 Once a student-athlete has been granted eligibility under 35.3.0, his/her eligibility shall be effective for the duration of the student-athlete's participation in the sport and does not need to be renewed every sport season or school year.

35.4.0 If there is a conflict between 35.1.0 or 35.2.1 and a bylaw, rule or similar provision of a sport commission, the bylaw, rule or similar provision prevails.

36.0.0 HOME STUDY, DISTRIBUTED LEARNING, AND ALTERNATE SCHOOL STUDENT-ATHLETES

36.1.0 Home study and alternate school student-athletes may compete in BCSS competition provided that:

36.1.1 INDIVIDUAL SPORTS – The student-athlete competes for the school they currently attend (home study or alternate school) in individual sports.

36.1.2 TEAM SPORTS

36.1.2.1 The student-athlete competes for the last member school they were registered as a full-time student; or

36.1.2.2 If the student-athlete has not been previously registered at a member school, they must compete for the school in whose catchment area they reside.

36.2.0 Distributed learning school student-athletes may compete in BCSS competition provided that:

36.2.1 The student-athlete competes for the last school they were registered as a full-time student; or

36.2.2 If the student-athlete has not been previously registered at a member school, they must compete for the school in whose catchment area they reside.

Note: A student enrolled at a Home Study, Distributed Learning or Alternate school is not eligible to compete in a relay event within an individual sport, (i.e. track, swimming) for any school other than the school in which they are formally registered as a student with the Ministry of Education.

37.0.0 STUDENT-ATHLETE TRANSFERS

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

37.2.0 FIVE (5) YEARS OF ELIGIBILITY – A student-athlete has five (5) consecutive years of athletic eligibility that begins on their first (1st) day of grade 8.

37.3.0 ESTABLISHING A STUDENT-ATHLETE'S HOME SCHOOL – A student-athlete's eligibility is tied to their home school. Any subsequent school transfers after it is established are subject to the transfer rules established by BCSS. The student-athlete's home school will be established at the member school at which:

37.3.1 A student-athlete plays up to a Senior School (31.6.0) and is listed on a grade nine, junior or senior team roster OR;

37.3.2 The student-athlete registers on the first (1st) day of their second year of eligibility (grade 9).

NOTE: If a student-athlete participates on or plays up to a senior school and is registered only on a Grade 8 roster, this does NOT establish a home school.

37.4.0 TRANSFERS – Subject to 38.0.0, a student athlete who transfers from his/her home school after the first day of his/her second (2nd) year of eligibility (Grade 9) is ineligible for a period of twelve (12) months from the date of transfer. Student-athletes are ineligible to participate in any competition in a BCSS activity in which he/she was registered at for the previous twelve (12) months prior to the date of transfer unless one (1) of the conditions in 37.5.0-37.16.0 is satisfied.

37.4.1 A compliance and authorization form must be signed and submitted by the principals and athletic directors of both the leaving and receiving schools, and the student-athletes parent(s) or legal guardian(s) for the transfer to be completed.

NOTE: For middle school and junior secondary students who will feed into a more senior school, that school will be deemed their home school as the student advances into the more senior grades.

37.5.0 STUDENT-ATHLETE ADVANCING TO A MORE SENIOR SCHOOL

37.5.1 A student-athlete graduating from a middle school or junior secondary school may proceed to the school into which his/her middle school or junior secondary school normally feeds, without any restrictions.

37.5.2 Notwithstanding 37.5.0, a student-athlete graduating from a middle school or junior secondary may proceed to any other public school in the same school district, as long as district policy is followed, and the administrators and athletic directors of the two (2) schools involved are in agreement.

37.5.3 If the student-athlete attended a non-public school not offering senior grades, this student-athlete can transfer to a similar non-public school offering senior grades, providing the receiving school is the next closest similar non-public school geographically to where the student-athlete lives. The student-athlete can also advance to a public school offering senior grades, as per the normal catchment boundaries of the school district in which the student-athlete resides.

37.6.0 **NEW SCHOOL CONSTRUCTED, SCHOOL DISTRICT RE-ORGANIZED OR SCHOOL IS CLOSED** – School districts and/or schools must apply for approval from the BCSS office prior to any student-athlete being eligible. A complete list of those student-athletes impacted must be provided to BCSS with the following information for each student-athlete:

- Name;
- Date of birth;
- Current grade being eligible for competition in a BCSS activity;
- Grade eight (8) entry date;
- Previous school;
- New school;
- Will they be attending their catchment school? Yes or No; and
- If “no” to previous, then reasons for choosing the school to be identified.

37.7.0 **CHANGE IN PRINCIPAL RESIDENCE** – The student-athlete has moved with his/her parent(s) or legal guardian(s), who have changed their principal residence within the previous twelve (12) months. The change of residence must be bona fide. In order for change of residence to be considered bona fide, the following facts must exist:

37.7.1 The change in residence must not be for the purpose of making the student-athlete eligible for competition in BCSS activity at a member school;

37.7.2 The original residence must be abandoned as a residence; (i.e. sold, rented or disposed of as a residence, and must not be used as a residence by another member of the family)

37.7.3 The entire family must make the change and take with them household goods and furniture appropriate to the circumstances;

37.7.4 The change must be made with the intent that it is permanent;

37.7.5 The student is ineligible to compete for the receiving school until the actual change of residence has occurred.

37.7.6 If the new principal residence is:

37.7.6.1 Within the same public school district, the student-athlete may:

- a) Remain eligible by not transferring schools; or
- b) Become eligible at the public school into whose catchment boundaries the family has moved.

37.7.6.2 In a different public school district, the student-athlete may:

- a) Become eligible at the public school into whose catchment boundaries the family has moved; or
- b) Become eligible at the nearest independent school to the new residence.

Note: Although a school district may allow out-of-catchment registration for a new-to-district student, this does NOT satisfy the criteria to be deemed athletically eligible.

37.7.7 The student-athlete does not become eligible under this category until the member school submits a School Declaration Form by the parent(s) or legal guardian(s) in a form acceptable to the Eligibility Officer which attests to the details and reason for the change of residence.

Note: The member school may be requested to provide evidence/documentation that the family is residing in a new principle residence and that they have completely moved from the former residence.

37.8.0 PARENT-TO-PARENT MOVE – The student-athlete moves to reside with the parent with whom they have not been living and is required as a result of the move, to transfer schools. Only two (2) transfers for the purpose of moving from parent to parent are allowed after the first (1st) day of the student-athlete's first (1st) year of eligibility. The move must not be for the purpose of making the student-athlete eligible for competition in a BCSS activity at a member school. The residence of the student shall be that of the parent to whom custody has been awarded by a court of competent jurisdiction. If no custody order has been entered, the residence shall be that of the parent who has custody immediately upon separation. If the move is to a parent:

37.8.1 Within the same school district, the student-athlete may:

37.8.1.1 Remain eligible if the transfer is to the school within the catchment area the receiving parent resides, and the transfer must be to the same kind of school (i.e. independent to independent, public to public, etc.)

37.8.2 In a different school district, the student-athlete may:

37.8.2.1 Be eligible at the public or independent school into whose catchment boundaries the family has moved.

Note: Although a school district may allow out-of-catchment registration for a new-to-district student, this does NOT satisfy the criteria to be deemed athletically eligible.

37.9.0 MOVE TO A LEGAL GUARDIAN – The student-athlete moves to reside with a legal guardian(s), and as a result is required to transfer schools. Only two (2) transfers for the purpose of moving to a legal guardian(s) are allowed after the first (1st) day of the student-athlete's first (1st) year of eligibility. Legal guardianship must be in place for twelve (12) months prior to when eligibility is sought.

37.9.1 Eligibility will only be granted for the member school whose catchment area (public school) the guardian(s) resides or the nearest independent school.

37.9.2 If the student transfers to any other school, the receiving (new) school must submit an Eligibility Application.

37.9.3 The student-athlete does not become eligible under this category until the member school submits a School Declaration Form by the parent(s) or legal guardian(s) in a form acceptable to the Eligibility Officer which attests to the details and reason for the change of residence.

37.10.0 DISTRICT ACADEMIC PROGRAM – A student-athlete who is enrolled in a recognized district academic program as offered by their school district will be eligible to compete in BCSS activity if they meet all BCSS eligibility requirements and will be able to compete as per 30.2.0. The district academic program must meet the following conditions:

37.10.1 The district academic program is a coherent program, not just a series of courses; and

37.10.2 The program is not a work experience program.

37.10.3 Student-athletes who are enrolled in the district academic program, TREK, for a period of one (1) school year and are returning to their original home school immediately upon the conclusion of the program will remain eligible to compete for their home school.

37.10.3.1 If the student-athlete wishes to participate in competition in BCSS activity for the school hosting the TREK program, the school must file an Eligibility Application in accordance with 38.0.0. If the student-athlete is approved and participates for the host school in a BCSS activity, they will not be eligible at their original school upon return after the conclusion of the district academic program and will be subject to the transfer rules in 37.0.0.

37.11.0 ALTERNATE PROGRAM/SCHOOLS – If an alternate program or school is an offshoot of a particular member school (home school), and is administered by that home school's administrator, the student-athlete in the alternate program are eligible to compete for the home school. If a student-athlete transfers to an alternate program administered by a different principal, the move is considered to be a transfer, and transfer restrictions shall apply (36.0.0).

37.12.0 STUDENT-ATHLETE TRANSFERRING FROM ALTERNATE SCHOOL OR DISTRIBUTED LEARNING SCHOOL – A student-athlete who is attending an alternate school in a school district remains eligible upon transfer to the public school in whose catchment area the student-athlete resides; or a student-athlete who is registered at a Ministry of Education distributed learning school remains eligible upon transfer to the public school in whose catchment area the student-athlete resides (36.0.0).

37.13.0 SHORT-TERM TRANSFER AND RETURN TO HOME SCHOOL – A student-athlete who transfers to another school for a period of one (1) school year or less, and who has not participated in interschool competition in any BCSS-approved sport while attending that school, will regain athletic eligibility upon transferring back to his/her home school. A student-athlete who transfers, for disciplinary reasons, to another school for a period of one (1) school year or less, will regain athletic eligibility upon transferring back to his/her home school.

37.14.0 INTERNATIONAL STUDENTS – For International Students (Boarding, Exchange, and International) to become eligible to participate in a BCSS activity, the school Principal or District Office shall verify in writing and submit to the BCSS office that:

37.14.1 The acceptance of the student-athlete is based solely on academic criteria;

37.14.2 The student-athlete is enrolled at the receiving school for at least five (5) consecutive months or one (1) semester;

37.14.3 That a student-athlete's participation in extracurricular athletics was not a factor in acceptance to the school;

37.14.4 The student-athlete is not receiving a scholarship, bursary, or financial awards resulting from or relating to student-athlete participation;

37.14.5 The student-athlete is eligible as per all other BCSS eligibility policies, including age and the eligibility calendar.

37.14.6 In addition to the above, International Students must meet the criteria in one of the following International Student Designations to be deemed eligible for BCSS activity:

37.14.6.1 EXCHANGE STUDENT-ATHLETE

- a) The Exchange Program is an established and recognized program by either the federal or provincial government;
- b) The student-athlete transfers into the member school from outside British Columbia and is not a resident of British Columbia;

37.14.6.2 BOARDING STUDENT ATHLETE

- a) The student-athlete is registered at a member school as a boarding student and pays tuition according to the published boarding student policy and fee schedule;
- b) The student-athlete resides in a school dormitory;
- c) The student-athlete transfers into BCSS member school from:
 - Outside of Canada: The student-athlete can compete in any BCSS activity; or
 - Inside of Canada: The student-athlete is ineligible for a period of twelve (12) months from the date of transfer to compete in any BCSS activity in any school sport in which he/she was registered for at their previous school in the twelve (12) months prior to the date of transfer. This student-athlete does not become eligible under this category until the member school submits compliance and authorization form to the Eligibility Officer for review.

37.14.6.3 INTERNATIONAL STUDENT ATHLETE

- a) The student-athlete is registered at a member school as an international student and pays tuition to that school district according to the published international student policy and fee schedule;
- b) The student-athlete is placed with a home-stay family;
- c) The student-athlete transfers into the member school from outside of Canada.

37.15.0 WARD OF THE PROVINCE – The student-athlete who transfers is a Ward of the Province and whose move has been arranged by the province. The receiving school must submit a letter from the school administrator confirming that the placement has been arranged by the ministry having jurisdiction or the government agency responsible for the student-athlete. This letter will include the time of the move, the location of the new residence, and that participation in school sports was not a factor in the placement, and the receiving school must also confirm that the residence of the family or the residence in which the student-athlete has been placed is within the catchment area boundaries of the school.

37.16.0 STUDENT-ATHLETE TRANSFERS DURING THE MONTH OF SEPTEMBER AS A RESULT OF SCHOOL DISTRICT TRANSFER PROCESS – Per Section 74.1 of the School Act, a board must have a protocol in place to allow student movement among schools. Per school district policy, the deadline for application for student transfer is in the spring, prior to the new school year, yet the board reserves the right to make a final decision after space and facility availability are known in the month of September. Therefore, since the school district controls the date of transfer, a student-athlete should not be prejudiced in participating in athletics. The student-athlete may participate in athletics in their third (3rd) year of eligibility in their new school, provided the board gives final approval for attendance prior to September 30th each year.

37.17.0 Should a member school apply for the waiver of the one-year ineligibility period under the Transfer Policy (37.4.0) through the use of a Compliance and Authorization, Home Study, School Declaration, or an International Student Form and the form is denied by the Eligibility Officer(s); the member school may appeal the decision directly to the Eligibility Appeals Committee as per 39.1.0.

38.0.0 ELIGIBILITY APPLICATIONS

38.1.0 Where a student-athlete is ineligible for BCSS competition pursuant to the Competitive Rules and Regulations, the member school may apply for exemption for the student-athlete in accordance with this section.

38.2.0 An application under 38.1.0 shall be submitted to the Eligibility Officer through the BCSS office.

38.3.0 The Eligibility Application shall contain:

38.3.1 A completed and signed BCSS Eligibility Application;

38.3.2 Disclosure of the eligibility application to the leaving school including reference to the eligibility rule upon which the application is based;

38.3.3 A copy of the student-athlete's personal record card (public schools), or report cards and transcripts (independent schools);

- 38.3.4 A list of the student-athlete's current courses;
 - 38.3.5 A copy of a primary source document showing the student athlete's date of birth (e.g. birth certificate, passport, baptismal certificate, permanent resident card, provincial identification card);
 - 38.3.6 A letter from the student-athlete's parent or legal guardian supporting the application;
 - 38.3.7 Copies of relevant medical documentation where the application is based on medical grounds; and
 - 38.3.8 Any other information or material the school wants the Eligibility Officer to consider.
- 38.4.0** The applicant school will be invoiced a \$50 non-refundable application fee upon receipt of the application.
- 38.5.0** The Eligibility Officer may request further information from applicant school.
- 38.6.0** The Eligibility Officer may use information as available to them in their capacity as the Eligibility Officer of BC School Sports, or otherwise publically available to assist in the rendering of a decision.
- 38.7.0** The Eligibility Officer may request further information from other parties deemed relevant by the EO. Any information received for consideration under 38.7.0 will be disclosed to the applying member school, with an invitation for response from the applying school, prior to rendering a decision.
- 38.8.0** There is no right to teleconference or oral hearing before the Eligibility Officer.
- 38.9.0** The Eligibility Officer shall thoroughly evaluate the submissions for completeness and veracity. He/she shall then consider the information in the application against the Bylaws, Operating Policies and Procedures and Competitive Rules and Regulations as approved by the membership of BCSS. The Eligibility Officer does not have the authority to grant exemptions beyond what is outlined in 38.0.0. The Eligibility Officer shall allow or deny the application, having regard to the following principles:
- 38.9.1 The primary purpose of the eligibility criteria in the Competitive Rules and Regulations is to promote fair and equitable competition for all student-athletes participating in BCSS competition;
 - 38.9.2 If a student-athlete transfers due to a member school not offering a sport, this is **not** grounds for the one-year ineligibility period to be waived by the Eligibility Officer;
 - 38.9.3 An exemption shall be granted where the Eligibility Officer is satisfied that:
 - 38.9.3.1 The student-athlete has transferred schools for a bona fide academic reason;
 - a) "Bona fide academic reason" is defined as a minimum of three (3) courses in a 'related program of study' not available to the student-athlete at their prior school;
 - 38.9.3.2 The student-athlete has transferred schools because of financial hardship;
 - a) "Financial hardship" is defined as a when a student-athlete or their family is willing but unable to meet their obligations because of unexpected events or unforeseen changes that impacts their financial viability (i.e. Changes in income or expenditure. Changes in employment status, such as losing a job or having hours reduced).
- 38.10.0** The Eligibility Officer shall issue a written ruling to the applicant school (to the attention of the administrator and the athletic director) either approving or denying the application, and containing a brief summary of the reasons for the decision.
- 38.11.0** Subject to 39.13.0, if the Eligibility Officer allows the application, the student athlete becomes eligible for competition on the date the decision is issued, provided, however, that the student-athlete's eligibility remains otherwise subject to the Competitive Rules and Regulations.
- 38.12.0** It is the responsibility of the applicant school to notify the student-athlete and the student-athlete's parent(s) or legal guardian(s) of the decision of the Eligibility Officer and of any requests or other communications from the Eligibility Officer.

39.0.0 ELIGIBILITY APPEALS

- 39.1.0** A member school may appeal a decision under 37.0.0 (Student-Athlete Transfers) or 38.10.0 (Eligibility Application), in accordance with this section.
- 39.2.0** An appeal under 39.1.0 shall be in writing and shall be submitted to the BCSS office for forwarding to the Eligibility Appeals Committee (EAC) three (3) full days before the next scheduled meeting of the EAC.
- 39.3.0** The Appeal shall contain:
- 39.3.1 A completed and signed BCSS Eligibility Appeal Form;
 - 39.3.2 Copies of all materials submitted to the Eligibility Officer;
 - 39.3.3 The member school appealing will be invoiced \$250 upon the receipt of the appeal;
 - 39.3.4 \$200 of the appeal fee is refundable if the appeal is accepted;
 - 39.3.5 New information or material that the member school wants the EAC to consider.

- 39.4.0** The EAC may request further information from the applicant school.
- 39.5.0** The EAC may use information as available to them in their capacity as a committee of BC School Sports, or otherwise publically available to assist in the rendering of a decision.
- 39.6.0** The EAC may request further information from other parties deemed relevant by the EAC. Any information received for consideration under 39.6.0 will be disclosed to the applying member school, with an invitation for response from the applying school, prior to rendering a decision.
- 39.7.0** There is no right to a teleconference or oral hearing before the EAC.
- 39.8.0** The Eligibility Appeals Committee (EAC) shall thoroughly evaluate the Eligibility Appeal submissions for completeness and veracity. The committee shall then consider the information in the application and shall approve or dismiss the appeal, having regard of the Purposes, Bylaws, Operating Policies and Procedures, and Competitive Rules and Regulations of BCSS. EAC is granted authority to make exemptions to the policies of BCSS, as noted above.
- 39.9.0** The EAC may substitute its views for that of the Eligibility Officer.
- 39.10.0** The EAC shall issue a written ruling to the applicant school (to the attention of the administrator and the athletic director) either approving or dismissing the appeal, and containing a brief summary of the reasons for the decision.
- 39.11.0** Subject to 39.8.0, if the EAC allows the appeal, the student-athlete becomes eligible for competition on the date the decision is issued, provided, however, that the student-athlete's eligibility remains otherwise subject to the Competitive Rules and Regulations.
- 39.12.0** It is the responsibility of the applicant school to notify the student-athlete and the student-athlete's parent(s) or legal guardian(s) of the decision of the EAC and of any requests or other communications from the EAC.
- 39.13.0** Where an exemption is granted by the Eligibility Officer or by the EAC on the basis of a transfer for an academic reason, the exemption shall cease to have effect if the student-athlete withdraws from the program, group of courses or other academic offering underlying the exemption, unless and until the Eligibility Officer, on written application by the school, confirms the exemption.
- 39.14.0** The decisions of the EAC under 39.0.0 and the Eligibility Officer under 38.10.0 are final and binding and shall not be questioned or reviewed in any court or tribunal, and no order shall be made or process entered or proceeding taken in any court or tribunal whether by way of injunction, declaration, prohibition or otherwise to question, review, prohibit or restrain the proceedings.
- 39.15.0** The Eligibility Appeals Committee will meet for the school year in 2017-2018 as noted below:

<i>Deadlines for Submission (Tuesdays - 2:00pm)</i>	<i>Meetings (Saturdays)</i>
September 19, 2017	September 23, 2017
October 10, 2017	October 14, 2017
October 31, 2017	November 4, 2017
November 28, 2017	December 2, 2017
December 19, 2017	December 23, 2017
January 30, 2018	February 3, 2018
March 6, 2018	March 10, 2018
April 3, 2018	April 7, 2018
May 8, 2018	May 12, 2018

40.0.0 SEASONS OF PLAY

- 40.1.0** The rules in this section are aimed at balancing interschool sport activity throughout the school year and fostering a balance for student-athletes between interschool sports and other activities.
- 40.2.0** No member school shall participate in restricted or unrestricted competition of a BCSS activity except as provided in 41.0.0-44.0.0.
- 40.3.0** Within a season of play established by 41.0.0, a member school's coaches and administrators are encouraged to cooperate in scheduling matters and facility and resource use to maximize opportunities for student-athletes.
- 40.4.0** See 25.2.11-25.2.13 for coach rules designed to prioritize in season sports.

41.0.0 SEASONS OF PLAY DATES

41.1.0 2017-2018 SEASONS OF PLAY DATES:

<i>2017-2018 Seasons of Play</i>		
<i>Season</i>	<i>Start Date</i>	<i>End Date</i>
Fall	September 5 th , 2017	December 2 nd , 2017
Winter	November 27 th , 2017	March 10 th , 2018
Spring	March 5 th , 2018	June 9 th , 2018

41.2.0 2017-2018 SEASONS OF PLAY BY SPORT AND AREA:

<i>Senior Seasons of Play</i>		
Fall	Aquatics	Cross Country
	Field Hockey	Football
	Soccer (Boys)	Volleyball
Winter	Basketball	Curling
	Gymnastics	Skiing
	Snowboarding	Wrestling
Spring	Badminton	Golf
	Mountain Biking	Rugby
	Soccer (Girls)	Tennis
	Track and Field	

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

41.3.1 The following grade eight (8) and grade nine (9) sports currently have approval to play outside the designated Season of Play as indicated in 41.1.0. Please contact the BCSS office to request changes or additions to this list. The full list will be available on our website under “Sports” in the menu on the left.

<i>Seasons of Play</i>	
Fall	Rugby 8/9 BNW, NS, RIC, VAN
Winter	Volleyball 8 OCSSAA
Spring	Volleyball (Boys) 8/9 VAN
	Basketball 8 NCDSSA
	Volleyball (Girls) 8/9 FVE
	Football 8 NS

42.0.0 APPROVED EXCEPTIONS TO THE SEASON OF PLAY DATES

42.1.0 FOOTBALL

42.1.1 A school team may meet another team or participate in a jamboree with several school teams on one (1) occasion between the date of the last provincial championship and the end of the school year. This should be done in conjunction with spring practice.

42.1.2 A provincial all-star team of student-athletes in grade 12, under the direction and control of the BCSS Football Commission (BCSSFA) may compete at one (1) event with other all-star teams from outside the province of BC. This event is to occur between spring practice and the last day of school.

42.2.0 BOYS RUGBY

42.2.1 Schools in the North Central District SSAA, the Northwest Zone SSAA and the two (2) Kootenay SSAA may play senior boys rugby during the fall season of play, as long as the combined number of weeks in the Fall and the Spring leading up to and including the BCSS provincial championship week does not exceed thirteen (13) weeks of play.

43.0.0 FUNDRAISING/PROMOTIONAL GAMES

43.1.0 Despite 41.0.0, each team at a member school is permitted to play one (1) fundraising or promotional game per school year, whether the game occurs during the applicable season of play or not.

43.2.0 A member school shall not participate in a fundraising or promotional game if the opposing team contains one (1) or more student-athletes from another member school.

- 43.3.0** The member school must report the following details to the Executive Director, by no later than two (2) school days after the game:
- 43.3.1 The member school team;
 - 43.3.2 The opposing team; and
 - 43.3.3 The date and location of the game.

44.0.0 TOURING/HOSTING OUT-OF-SEASON

- 44.1.0** Despite 41.0.0, each team at a member school:
- 44.1.1 May travel on one (1) tour outside of the applicable season of play; or
 - 44.1.2 May host one (1) out of province school team for competition outside of the applicable season of play.
- 44.2.0** A member school touring or hosting under 44.1.0 shall comply with all sanctioning requirements in Competitive Rules and Regulations.

45.0.0 NUMBER OF PLAYING DAYS

- 45.1.0 PLAYING DAY** – Is defined as a calendar day on which a member school team or student-athlete participates in competition of a BCSS activity, excluding playoffs, championships and fundraising or promotional games.
- 45.2.0** No member school shall, within the season of play for a sport, allow and student-athlete to exceed the maximum number of playing days for that sport, which are:

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

46.0.0 SEASONS OF PLAY PENALTIES

- 46.1.0** Where, as a result of a complaint or otherwise, the Executive Director determines that a member school has violated any provision of 40.0.0-45.0.0:
- 46.1.1 He/she shall issue a written summary of the reasons for the determination;
 - 46.1.2 The member school shall, in the case of competition played above the maximum number of playing days, forfeit all such competition; and
 - 46.1.3 The Executive Director shall impose a fine against the member school calculated as follows and payable within thirty (30) school days of a written demand being made by the Executive Director:
 - 46.1.3.1 \$200 if no violation of this section by the school in the past five (5) years;
 - 46.1.3.2 \$400 if one (1) violation of this section by the school in the past five (5) years; or
 - 46.1.3.3 \$800 if more than one (1) violation of this section by the school in the past five (5) years.
- 46.2.0** The Executive Director shall not make a determination under 46.1.0 without first (1st) giving the member school notice when writing of the allegation against it and a reasonable opportunity to be heard concerning the allegation.
- 46.3.0** A member school shall submit promptly such information or documentation as may be required by the Executive Director for the purpose of making a determination under 46.1.0.
- 46.4.0** There is no appeal from a determination under this section. A determination is final and binding and shall not be questioned or reviewed in any court or tribunal, and no order shall be made or process entered or proceeding taken in any court or tribunal whether by way of injunction, declaration, prohibition or otherwise to question, review, prohibit or restrain the proceedings. It is the intention of BCSS and its members that, to the extent permitted by law, all matters concerning its Competitive Rules and Regulations be private matters not subject to any form of adjudication by any court or tribunal.

47.0.0 DEFINITION OF A PROVINCIAL BCSS CHAMPIONSHIP

- 47.1.0 BCSS CHAMPIONSHIP** – Is an interschool event, tournament or meet approved at a meeting of the membership, organized under the auspices of a BCSS sport commission, and having the following characteristics:

- 47.1.1 Only BCSS member schools may participate in qualification play leading up to a BCSS championship, and in championship play.
- 47.1.2 The championship is for school teams participating at the senior level of competition. Senior competition is defined as the highest level of school competition in British Columbia, and is open to student-athletes up to and including the fifth (5th) year of eligibility.
- 47.1.3 Only one (1) team from a member school may enter the final qualification event, tournament or meet that leads up to a championship.
- 47.1.4 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.
- 47.1.5 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.
- 47.1.6 A championship may only be approved for a sport that meets the classification criteria as a Level I, II, III, IV sport, as approved by the BCSS membership. The responsibility for a championship must be assigned to a BCSS sport commission.
- 47.1.7 Each championship shall be defined as being a boys' team championship, a girls' team championship, a coed team championship, or an open team championship.
- 47.1.7.1 COED TEAMS – The sport specific rules for a coed team championship may require that:
- a) A specific number of boys and girls form one (1) coed team that competes against other school teams with the same gender make-up (badminton, tennis); or
 - b) A minimum to maximum number of boys and girls combine as one (1) team, but compete against individuals of the same gender. Individual participant points are then added to determine the coed team point total (aquatics, gymnastics, track and field, snowboarding).
- 47.1.7.2 OPEN TEAMS – An open team championship may have either boys or girls who compete against all other participants to determine team point totals (golf).
- 47.1.7.3 TEAM SIZE – Each sport commission will define the minimum number of student-athletes that comprise a school team.
- 47.1.7.4 All BCSS approved sports shall lead to one (1) of the defined types of championships:
- Aquatics (boys team; girls team)
 - Badminton (coed team)
 - Basketball (boys team; girls team)
 - Cross country (boys team; girls team)
 - Curling (boys team; girls team)
 - Field hockey (girls team)
 - Football (boys team)
 - Golf (open team)
 - Gymnastics (coed team)
 - Mountain biking (coed team)
 - Rugby (boys team)
 - Skiing (boys team; girls team)
 - Snowboarding (boys team; girls team)
 - Soccer (boys team; girls team)
 - Tennis (coed team)
 - Track and field (boys team; girls team)
 - Volleyball (boys team; girls team)
 - Wrestling (boys team; girls team)

48.0.0 GOALS OF THE PROVINCIAL CHAMPIONSHIPS

- 48.1.0** To promote and maintain sports which are appropriate to the school system by:

- 48.1.1 Concentrating on sports that are best represented at the school level, based on available coaching, facility and technical resources; and
- 48.1.2 Protecting sports that are traditional to the school system.
- 48.2.0** To provide the opportunity for all member school teams and individual student-athletes to qualify for provincial championship competition by:
 - 48.2.1 Ensuring geographical representation from competing schools;
 - 48.2.2 Attempting to ensure equitable accessibility;
 - 48.2.3 Attempting to ensure pursuit of experiences for a typical student-athlete; and
 - 48.2.4 Attempting to ensure gender equity in opportunities offered.
- 48.3.0** To provide appropriate levels of competition for all member school teams and individual student-athletes by having:
 - 48.3.1 Schools of similar size competing together when warranted by scope of provincial program; and
 - 48.3.2 Individual student-athletes of similar ability competing together when warranted by sport traditions.
- 48.4.0** To promote excellence in provincial championship competition while maintaining:
 - 48.4.1 A qualification path requirement for all championships.

49.0.0 LEVELS OF RESPONSIBILITY/TERMS OF REFERENCE

- 49.1.0 SCHOOL/SCHOOL DISTRICT** – The school and/or school district shall be:
 - 49.1.1 Responsible for developing and communicating policies regarding student-athlete safety and supervision; and
 - 49.1.2 Responsible for developing and communicating policies regarding travel.
- 49.2.0 CHAMPIONSHIP ORGANIZING COMMITTEE** – The tournament organizing committee shall be:
 - 49.2.1 Responsible for implementing policies and procedures with respect to the integrity and technical competency established by commissions Competitive Rules and Regulations, Competitive Standards Committee and/or the membership.

Note: *the policies and procedures must be set out in the Event Management Guideline Manual.*
- 49.3.0 SPORT COMMISSION** – The sport commission shall be:
 - 49.3.1 Responsible for the technical aspects and policies of the provincial championship;
 - 49.3.2 Responsible for ensuring that the BCSS Competitive Rules and Regulations are followed;
 - 49.3.3 Responsible for ensuring that every school competing in a sport has the opportunity to qualify for the provincial championship in a fair and equitable manner; and
 - 49.3.4 Responsible for making recommendations to the Competitive Standards Committee and/or membership concerning competitive standards.
- 49.4.0 COMPETITIVE STANDARDS COMMITTEE** – The Competitive Standards Committee shall be:
 - 49.4.1 Responsible for receiving recommendations from sport commissions, the membership, committees and other interested groups regarding competitive standards;
 - 49.4.2 Responsible for conducting research on competitive standards and related policies and procedures;
 - 49.4.3 Responsible for recommending competitive standards policies and procedures to the membership;
 - 49.4.4 Responsible for production and regular updating of an event management guidelines manual; and
 - 49.4.5 Responsible for determining BCSS organizational support for provincial championships.
- 49.5.0 BCSS MEMBERSHIP** – The BCSS member schools, at a General Meeting, shall be:
 - 49.5.1 Responsible for determining Competitive Standards Policies and Procedures, based on recommendations from sport commissions, the Competitive Standards Committee, and other interested parties.

50.0.0 PROVINCIAL CHAMPIONSHIP CLASSIFICATION

50.1.0 OBJECTIVES – The objectives shall be:

- 50.1.1 To establish a multi-level sport classification system that best reflects the number of BCSS member schools who are actively participating in various approved sports and the areas of the province in which the schools are located; and
- 50.1.2 To establish criteria and procedures for the approval of a provincial championship.

50.2.0 ACTIVE PARTICIPATION – Active participation of a school shall be defined as:

- 50.2.1 An eligible student-athlete or student-athletes, comprising a team as per 47.1.7 and attending the same member school;
- 50.2.2 Having a coach or coaches approved by the administration at this school;
- 50.2.3 A team actively training, practicing and competing as a unit against other schools throughout the designated season of play for that sport; and
- 50.2.4 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.

50.3.0 SPORT LEVELS**50.3.1 LEVEL IV SPORT:**

- 50.3.1.1 Must be approved as a BCSS sport by the membership;
- 50.3.1.2 Must have a minimum of two hundred (200) member schools actively participating in competition leading to provincial championship play. Should a sport fall below the minimum number of actively participating schools for three (3) consecutive years, it shall be reclassified as a Level III Sport (appeals may be made to the Competitive Standards Committee);
- 50.3.1.3 Must actively participate in a minimum of six (6) of seven (7) BCSS zones. Should a sport be represented in less than the minimum required number of zones for three (3) consecutive years, it shall be reclassified as a Level III Sport (appeals may be made to the Competitive Standards Committee); and
- 50.3.1.4 May have up to four (4) tiers, determined by school enrollment and other designated criteria.

50.3.2 LEVEL III SPORT:

- 50.3.2.1 Must be approved as a BCSS sport by the membership;
- 50.3.2.2 Must have a minimum of one hundred-fifty (150) member schools actively participating in competition leading to provincial championship play. Should a sport fall below the minimum number of actively participating member schools for three (3) consecutive years, it shall be reclassified as a Level II Sport (appeals may be made to the Competitive Standards Committee);
- 50.3.2.3 Must actively participate in a minimum of six (6) of seven (7) BCSS zones. Should a sport be represented in fewer than the minimum required number of zones for three (3) consecutive years, it shall be reclassified as a Level II Sport (appeals may be made to the Competitive Standards Committee); and
- 50.3.2.4 May have up to three (3) tiers, determined by the school enrollment and other designated criteria.

50.3.3 LEVEL II SPORT:

- 50.3.3.1 Must be approved as a BCSS sport by the membership;
- 50.3.3.2 Must have a minimum of one hundred (100) member schools actively participating in competition leading to provincial championship play. Should a sport fall below the minimum number of actively participating member schools for three (3) consecutive years, it shall be reclassified as a Level I Sport (appeals may be made to the Competitive Standards Committee);
- 50.3.3.3 Must have schools actively participating in minimum of five (5) of seven (7) BCSS zones. Should a sport be represented in fewer than the minimum required number of zones for three (3) consecutive years, it shall be reclassified as a Level I Sport (appeals may be made to the Competitive Standards Committee); and
- 50.3.3.4 May have up to two (2) tiers, determined by school enrollment and other designated criteria.

50.3.4 LEVEL I SPORT:

- 50.3.4.1 Must be approved as a BCSS sport by the membership;
- 50.3.4.2 Must have a minimum of fifty (50) member schools actively participating in competition leading to provincial championship play. Should a sport fall below the minimum number of actively participating member schools for three (3) consecutive years, it shall be reclassified as an approved invitational competition or event (appeals may be made to the Competitive Standards Committee);

50.3.4.3 Must have schools actively participating in a minimum of four (4) of seven (7) BCSS zones. Should a sport be represented in fewer than the minimum required number of zones for three (3) consecutive years, it shall be reclassified as an approved invitational competition or event (appeals may be made to the Competitive Standards Committee); and

50.3.4.4 May have only one (1) tier of provincial championship competition.

50.4.0 PROCESS FOR SANCTIONING A CHAMPIONSHIP

50.4.1 **EXTENSION OF APPROVED SPORT PROGRAM** – Adding a tier:

50.4.1.1 Notice of Intent to Make Application for a Championship

- a) Notice of intent to make application for BCSS approval for an additional tier championship to be submitted to the Competitive Standards Committee at least one (1) year prior to the official application being presented to the membership;
- b) The application must include the following information:
 - Names of participating BCSS member schools in that sport,
 - Proposed criteria for determining tier allocation,
 - Growth plans for the sport for next five (5) years, and
 - Contact details for further information.
- c) The application must be submitted by responsible sport commissioner; and
- d) The sport classification criteria for the requested sport level must be followed.

50.4.1.2 Organization of Provincial Invitational Events:

- a) Sport commissions must organize and conduct at least one (1) provincial invitational event, tournament or meet prior to approval of final application;
- b) The provincial invitational event, tournament or meet must be conducted in accordance with current BCSS Competitive Rules and Regulations;
- c) The competition must be at the senior level only;
- d) Sport commissions will determine and advertise to all schools participating in that sport the qualification, procedures to advance to the provincial invitational event, tournament or meet; and
- e) Sport commissions will submit a summary report to the Competitive Standards Committee within forty-five (45) days of the conclusion of the provincial invitational, including a list of participating schools, results, financial statement and an overview of tournament organization.

50.4.1.3 Final Application for Championship Status:

- a) Application for approval of a new championship must be submitted by the sport commission to the Competitive Standards Committee by January 16 of the year that the BCSS membership vote is to be taken;
- b) The Competitive Standards Committee will review the application and make a recommendation to the BCSS Board of Directors;
- c) The application must include the following information:
 - Names of participating BCSS member schools in that sport,
 - Proposed criteria for determining tier allocation,
 - Schematic showing the reconfiguration of the sport with the new tier system,
 - Pertinent dates and deadlines to be used for tier determination,
 - Growth plans for the sport for next five (5) years,
 - The qualification process to be used for championships,
 - A resolution to go to the meeting of the member schools, and
 - Contact details for further information.
- d) Once approved, invitational events become a part of the sport official records.

50.4.2 **EXTENSION OF APPROVED SPORT PROGRAM** (existing commission) – Adding a gender or new sport:

50.4.2.1 Notice of Intent to Make Application for a Championship:

- a) Notice of intent to make application for BCSS approval for a new gender-specific or new sport championship to be submitted to the Competitive Standards Committee at least one (1) year prior to the official application being presented to the membership;

- b) The application must include the following information:
 - Names of participating BCSS member schools (minimum of fifty (50) schools),
 - Names of coaches and sponsors,
 - Length of time that each school has offered the program,
 - Number of student-athletes involved at each school for last two (2) years,
 - Growth plans for the sport for next five (5) years, and
 - Contact details for further information.
- c) This notice of intent must be submitted by an existing sport commission; and
- d) The sport classification criteria for the particular sport level being requested must be followed.

50.4.2.2 Organization of Provincial Invitational Events:

- a) 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;
- b) The provincial invitational event, tournament or meet must be conducted in accordance with current BCSS Competitive Rules and Regulations;
- c) The competition must be at the senior level only;
- d) Sport commissions will determine and advertise to all schools participating in that sport the qualification procedures to advance to the provincial invitational event, tournament or meet; and
- e) Sport commissions will submit a summary report to the Competitive Standards Committee within forty-five (45) days of the conclusion of the provincial invitational, including a list of participating schools, results, financial statement and an overview of tournament organization.

50.4.2.3 Final Application for Championship Status:

- a) Application for approval of a new championship must be submitted by the sport commission to the Competitive Standards Committee by January 16 of the year that the BCSS membership vote is to be taken;
- b) The Competitive Standards Committee will review the application and make a recommendation to the BCSS Board of Directors;
- c) The application must include the following information:
 - Names of participating BCSS member schools (minimum of fifty (50) schools),
 - Proposed criteria for determining tier allocation,
 - A schematic showing the reconfiguration of the sport with the new tier system,
 - Pertinent dates and deadlines to be used for tier determination,
 - Growth plans for the sport for next five (5) years,
 - The qualification process to be used for championships,
 - A resolution to go to the meeting of the member schools, and
 - Contact details for further information.
- d) Once approved, invitational events become a part of the sport official records.

50.4.3 **NEW SPORT PROGRAMS** (under a new commission):

50.4.3.1 Notice of Intent to Make Application for BCSS Approval

- a) 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;
- b) The application must include the following information:
 - Names of participating BCSS member schools (minimum of fifty (50) schools);
 - Names of coaches and sponsors,
 - Length of time that each school has offered the program,
 - Number of student-athletes involved at each school for last two (2) years,

- Growth plans for the sport for next five (5) years,
 - Plans for the development of a new sport commission, and
 - Contact details for further information.
- c) 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;
 - d) The sport classification criteria for the particular sport level being requested must be followed; and
 - e) After the application is submitted, representatives from the new sport organizers may be invited to attend the Council of Sport Commissioners meetings (two (2) per year) as an observer and at their own expense.

50.4.3.2 Organization of Provincial Invitational Events:

- a) The individuals taking on responsibility for the new sport (sport organizers) must organize and conduct at least two (2) provincial invitational events, tournaments or meets prior to the final application being made for approval. The Competitive Standards Committee may determine that more than two (2) invitational events must be organized;
- b) The provincial invitational events, tournaments or meets must be conducted in accordance with current BCSS Competitive Rules and Regulations;
- c) The competition must be at the senior level only;
- d) The sport organizers will determine and advertise to all schools participating in that sport the qualification procedures to advance to the provincial invitational event, tournament or meet; and
- e) The sport organizers will submit a summary report to the Competitive Standards Committee within forty-five (45) days of the conclusion of the provincial invitational, including a list of participating schools, results, financial statement and an overview of tournament organization.

50.4.3.3 Final Application for Championship Status:

- a) Application for approval of a new championship must be submitted by the sport organizers to the Competitive Standards Committee by January 16 of the year that the membership vote is to be taken;
- b) The Competitive Standards Committee will review the application and make a recommendation to the BCSS Board of Directors;
- c) The application must include:
 - Names of participating BCSS member schools (minimum of fifty (50) schools),
 - Names of coaches and sponsors at each school,
 - Length of time that each school has offered the program,
 - Number of student-athletes involved at each school for last four (4) years,
 - Growth plans for the sport for next five (5) years,
 - The qualification process to be used for championships,
 - Resolutions for the meeting of the member schools, including the addition of a new sport commission to Section 14 {Committees} of the BCSS Bylaws, and
 - Contact details for further information.
- d) Representatives of the applying sport organizers will be asked to speak to the applicable resolutions at the meeting of the member schools; and
- e) Once approved, invitational events become a part of championship official records.

51.0.0 APPROVED BCSS INVITATIONAL COMPETITIONS AND EVENTS

51.1.0 OBJECTIVES – The objectives shall be:

- 51.1.1 To establish criteria and procedures for the approval of invitational competitions and events (not a provincial championship category).

51.2.0 INVITATIONAL COMPETITION OR EVENT CATEGORIES:

- 51.2.1 **INVITATIONAL COMPETITION** – A minimum of twenty-five (25) schools in a minimum of four (4) of seven (7) zones engaged in a sport and desiring an official affiliation and status with BCSS. The event must be advertised as invitational only. Competition must be at senior level of competition. All BCSS Competitive Rules and Regulations must be followed. Schools participating must have the approval of the appropriate local and regional athletic associations.
- 51.2.2 **JUNIOR DESIGNATED ZONE COMPETITION** – A minimum of fifty (50) schools throughout the province participating at junior level competition. Senior Level I, Level II, Level III, or Level IV sport championships already exists. All BCSS Competitive Rules and Regulations must be followed. Schools participating must have the approval of the appropriate local and regional athletic associations. The junior designated zone competition should be the top level of competition available to junior teams from one (1) or more local athletic associations.
- 51.2.3 **SCHOOL-ORGANIZED INVITATIONAL EVENTS** – Invitational events where the approval of BCSS is desired to give status to the event (i.e. to draw an international field, provide credibility for sponsors etc.). All BCSS Competitive Rules and Regulations and applicable sport commission rules and regulations must be followed.
- 51.2.4 **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.

52.0.0 PROVINCIAL CHAMPIONSHIP CALENDAR

52.1.0 OBJECTIVES – The objectives shall be:

- 52.1.1 To achieve optimal utilization of instructional time, costs, and human resources.

52.2.0 RESPONSIBILITY FOR CHAMPIONSHIP CALENDAR

- 52.2.1 Sport commissions must maintain a calendar (minimum three (3) year period) which sets out:
- Championship dates,
 - The number of school days involved, and
 - Where possible, the location at which the championship is to be held. The initial three (3) year calendar was submitted to the Competitive Standards Committee in June 1997.
- 52.2.2 Proposed changes to established dates and locations must be submitted to the Competitive Standards Committee no later than June 15 of any given year, with recommendations going forward to the Board of Directors for approval.

52.3.0 SPECIFIC DAYS OF THE WEEK FOR CHAMPIONSHIP PLAY

- 52.3.1 BCSS approved championships must end on a Saturday (52.3.3)
- The Saturday may be the final day of competition, or
 - The Saturday may be the only day of competition.
- 52.3.2 Sport commissions may request an exemption for the next school year from 52.3.1 by:
- Submitting the request, including appropriate rationale to the Competitive Standards Committee by January 16 of the current school year,
 - The Competitive Standards Committee will make a recommendation to the BCSS Board of Directors,
 - If approved, the Board of Directors will forward a recommendation to the next meeting of the member schools,
 - The membership may grant an exemption on a one (1) year basis, or as a blanket exemption.

52.3.3 BLANKET EXEMPTIONS:

- 52.3.3.1 The BC Secondary Schools Skiing Association is granted a blanket exemption from 52.3.1 for the Alpine Skiing and Snowboarding championships, provided that the championship event(s) starts on a Monday or concludes on a Friday. This is to facilitate team travel to or from the event on a weekend.
- 52.3.3.2 The BC Secondary Schools Golf Association is granted a blanket exemption from 52.3.1 for the Golf championship provided that the championship event starts on a Monday or concludes on a Friday. This is to facilitate team travel to or from the event on a weekend.
- 52.3.3.3 The BC Secondary Schools Soccer Association is granted a blanket exemption from 52.3.1 for the Girls AA and AAA Soccer championships, provided that the championship events start on a Sunday and end on a Tuesday.
- 52.3.3.4 The BC Secondary Schools Soccer Association is granted a blanket exemption from 52.3.1 for the Boys AA and AAA Soccer championships, provided that the championship starts on a Monday or ends on a Friday to accommodate facility bookings and conflicts with community users.

52.3.3.5 The BC Secondary Schools Girls Field Hockey Association is granted a blanket exemption from 52.3.1 for the AA and AAA Field Hockey championships, provided that the events start on a Monday or end on a Friday. This is to facilitate team travel to or from the events on a weekend.

52.3.3.6 The BC Secondary Schools Rugby Union is granted a blanket exemption from 52.3.1 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.

52.4.0 PROVINCIAL CHAMPIONSHIPS AND PROVINCIAL EXAM CALENDARS

52.4.1 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.

53.0.0 PROVINCIAL CHAMPIONSHIP QUALIFICATION PROCESS

53.1.0 **OBJECTIVES** – The objectives shall be:

53.1.1 To establish an opportunity for all member schools to qualify for provincial championships.

53.1.2 To establish a hierarchy of championship levels which reflect the enrollment of participating member schools, as well as other designated criteria.

53.2.0 RESPONSIBILITY FOR ALLOCATION OF BERTHS AND QUALIFICATION PROCESS

53.2.1 **BCSS DESIGNATED ZONES** – The seven (7) BCSS designated zones are defined in Schedule B of the Bylaws {Zones} as follows:

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

53.2.2 **COMMISSION QUALIFICATION LEVELS**– Sport commissions may establish regions for qualification within the BCSS designated zones.

53.2.3 **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.

53.2.3.1 The Burnaby/New Westminster Secondary School Athletic Association schools may qualify through the (Zone G) Fraser Valley Zone playoffs for the sport of wrestling, as long as each school meets the wrestling affiliation requirements of the Fraser Valley Secondary Schools Athletic Association.

53.2.3.2 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.

53.2.4 **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.

53.2.5 **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.

54.0.0 CHAMPIONSHIP ENTRY AND/OR PARTICIPATION FEES

54.1.0 **OBJECTIVES** – The objectives shall be:

54.1.1 To keep the direct participation costs of BCSS championships as low as possible; and

54.1.2 To provide a financial framework for the sport commissions and the tournament organizing committees.

54.2.0 ENTRY FEES

54.2.1 The entry fee charged to teams and/or student-athletes competing in a BCSS provincial championship should cover or contribute to the expenses of:

54.2.1.1 Facility rental and equipment;

54.2.1.2 Event officials/judges;

54.2.1.3 Medical coverage at the tournament; and

54.2.1.4 Other expenses directly related to the costs of staging the competitive aspects of the tournament.

54.2.2 Competing schools must be provided with a tournament budget on request. Sport commissions are strongly encouraged to have a maximum entry fee level in their rules and regulations.

54.3.0 SOCIAL EVENTS FOR STUDENT-ATHLETES – Social events such as a banquet or hospitality function may be offered for the tournament participants. The charge to student-athletes and coaches or competing schools for social events cannot be mandatory unless the applicable sport commission has included the social event and maximum cost per person as a required part of the championship in the published Commission Rules and Regulations. The inclusion in the rules and regulations of a mandatory social event must be approved through a mail vote of schools participating in the appropriate tier, and should be reviewed at least every four (4) years.

54.4.0 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.

54.5.0 COMMUNICATION OF ENTRY FEES AND OTHER TOURNAMENT COSTS

54.5.1 **MANDATORY CHARGES** – Maximum entry fees and any mandatory social event charges (see 54.3.0) should be published in the BCSS handbook, on the BCSS website and in the Commission Rules and Regulations before the school year begins.

54.5.2 **OTHER TOURNAMENT CHARGES** – Tournament organizers should communicate all non-mandatory tournament charges to all possible competing teams at least six (6) weeks before the tournament starts.

55.0.0 PROVINCIAL CHAMPIONSHIP EVENT MANAGEMENT GUIDELINES

55.1.0 OBJECTIVES – The objectives shall be:

55.1.1 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.

56.0.0 DISCIPLINARY COMMITTEE

56.1.0 During provincial championships, sport commissions shall form a disciplinary committee to deal with any gross violations of behavior or conduct by a student-athlete or coach considered to be unacceptable by the committee.

56.1.1 **STUDENT-ATHLETES** – While discipline might include banning a student-athlete from further participation in a tournament, the coach of the student-athlete must still assume responsibility for the supervision of the student-athlete and deal with further disciplinary action in accordance with the school or district regulations.

56.1.2 **COACHES** – Any discipline of coaches must follow the procedure outlined in 25.0.0 of these policies.

57.0.0 COMMERCIAL LOGOS

- 57.1.0** Two (2) credit card size commercial logos which have been approved by the sport commissions will be allowed on any team uniform (for playoff and provincial championship play). A school uniform consists of shirts and shorts or strip appropriate to the sport. The strip should normally have recognized school colors with or without a school logo or cresting.

58.0.0 GRADE 8, GRADE 9, AND JUNIOR PROVINCIAL CHAMPIONSHIPS

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

59.0.0 NATIONAL CHAMPIONSHIPS

- 59.1.0** BCSS, in conjunction with all other provincial associations, is opposed to national interscholastic championships. Therefore, BCSS will not sanction competition at this level.

60.0.0 SANCTIONING FOR OUT OF PROVINCE TEAMS

- 60.1.0** Many BC schools host competitions with schools from outside of the province or travel out of province. To ensure that competition is conducted or approved by secondary school authorities and that competition is equitable and fair, sanctioning policies have been developed by all provincial school sport associations in Canada and state associations in the U.S.A. Sanctioning assures that competition is being conducted in the best interests of the schools concerned. The competition must be conducted by an educational institution or subject to the controls of school authorities. For sanctioning purposes, each BC school will guarantee that each student-athlete meets the eligibility requirements of BCSS.

- 60.2.0** The following procedure must be used for sanctioning of competition involving schools from outside the province (schools in provinces and states outside BC inviting teams from BC are required to follow the same procedures).

60.2.1 CANADIAN SCHOOLS

- 60.2.1.1** Any member school hosting a team from another province must submit an Application for Sanction – Host to BCSS no later than thirty (30) days prior to the event.
- 60.2.1.2** Any member school travelling out of province for a competition must submit an Application for Sanction – Travel to BCSS no later than sixty (60) days prior to the event.
- 60.2.1.3** Upon receipt of an application in 60.2.1.1 or 60.2.1.2, BCSS will:
- a) Ensure that the competition is being conducted within BCSS rules and regulations and is in the best interest of the schools concerned;
 - b) Complete and forward endorsement forms to the provincial or state association(s) of the out of province schools; and
 - c) Member schools not completing the required application form in accordance with 60.2.1.1 or 60.2.1.2 will be fined \$200 per instance.
- 60.2.1.4** BCSS and Alberta Schools Athletic Association have endorsed a blanket sanctioning policy for member-schools situated near the Alberta-BC border as posted on the BCSS website.

60.2.2 UNITED STATES SCHOOLS

- 60.2.2.1** Any member school hosting a tournament, meet, or event involving two (2) or more schools where one (1) or more schools are from the United States, must submit an Application for Sanction - Hosting to BCSS no later than sixty days (60) prior to the event.
- 60.2.2.2** Any member school travelling to a tournament, meet, or event in the United States must submit an Application for Sanction Travelling to BCSS no later than sixty days (60) prior to the event.
- 60.2.2.3** Upon receipt of an application in 60.2.2.1 or 60.2.2.2, BCSS will:
- a) Ensure that competition is being conducted within BCSS rules and regulations and is in the best interests of the schools concerned,
 - b) Complete and forward endorsement forms to the state association(s) of the schools.
 - i) Tournaments, meets or events involving schools from three (3) or more states must also receive sanction from the National Federation of State High School Associations (NFHS). This process requires:
 - A processing fee, as determined by NHFS, sent ninety (90) days before the tournament, meet, or event; and
 - A financial report sent within ninety (90) days after the tournament, meet, or event.
- 60.2.2.4** Member schools not completing the required application form in accordance with 60.2.2.1 or 60.2.2.2 will be fined \$200 per instance.

60.2.3 **INTERNATIONAL TOURS, CONTESTS, AND CULTURAL EXCHANGES**

- 60.2.3.1 Any member school hosting or travelling to another country other than the United States must submit an Application for Sanction - International to BCSS no later than sixty (60) days prior to the event.
- 60.2.3.2 Upon receipt of an application in 60.2.3.1, BCSS will:
 - a) Ensure that the competition is being conducted within BCSS rules and regulations and is in the best interests of the schools concerned; and
 - b) Notify the member school of the decision (approval or denial).
- 60.2.3.3 Member schools not completing the required application form in accordance with 60.2.3.1 will be fined \$200 per instance.
- 60.2.3.4 It is the responsibility of the member school to obtain approval(s) from the appropriate Provincial and/or National Sport Organizations (PSO/NSO) as required.



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Do your student athletes worry about their weight and how they look?

Are you looking for resources and tips to help you discuss body image concerns?

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- examine our attitudes related to weight
- explore determinants of body shape and size
- identify the factors that influence body image and self-esteem in students, using case studies featuring students with various concerns
- learn about resources that help address these risk factors
- develop strategies and language to help us become more confident promoting positive body image at school.

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Teachers and coaches can play a powerful role in promoting positive body image among their students. Book this nutrition education workshop and find out how.



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APPENDICES



APPENDIX I: DEFINITIONS

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

BONA FIDE ACADEMIC REASON – A minimum of three (3) courses in a “related program of study” not available to the student-athlete at their prior school.

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

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

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

ELIGIBILITY OFFICER – The Eligibility Officer is responsible for determination of student-athlete eligibility as defined in the BCSS policies and Rules and Regulations.

FINANCIAL HARDSHIP – When a student-athlete or their family is willing, but unable, to meet their obligations because of unexpected events or unforeseen changes that impacts their financial viability (i.e. Changes in income or expenditure. Changes in employment status, such as losing a job or having hours reduced).

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

HOME STUDY STUDENT – A student who is in the home education program in which a portion of an education program is delivered by a parent to a student in accordance with the School Act of British Columbia.

LEGAL GUARDIAN – Includes a person having custody rights recognized by the law.

MEMBER SCHOOL TEAM COMPETITION – Is any game, match, scrimmage, contest or event that occurs between student-athletes from a member school and participants from another school with one (1) or more coaches present.

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

PLAYOFF – Competition following the conclusion of the regular season.

RECRUIT – Encourage a student-athlete to attend a school other than the school into which the student-athlete’s school feeds, for the purpose of participating in interschool sport, whether or not the student-athlete eventually attends the school.

SCHOOL DECLARATION – Is a declaration by a school administrator which declares in writing the details and reasons for a student-athletes change of residency and is signed by a parent or legal guardian confirming such (see 37.7.0 - 37.8.0)

SCHOOL TEAM ELIGIBILITY – Any one (1) student-athlete or a group of student-athletes who are representing the school in interschool sport activity, and are supervised by a school district-approved coach/sponsor and under the authority of the school administrator. All school teams must be properly registered in STARS by the published dates in order to compete in BCSS competitions. Individual student-athletes must be named on the appropriate STARS team roster(s) as part of their eligibility requirements.

SENIOR ATHLETE – A senior athlete is:

- Any student-athlete in their fourth (4th) or fifth (5th) year of eligibility.
- A first (1st) or second (2nd) year student-athlete who plays up to the senior level will not lose grade nine (9) or junior eligibility for the next school year, provided that the student-athlete is eligible in all other aspects.

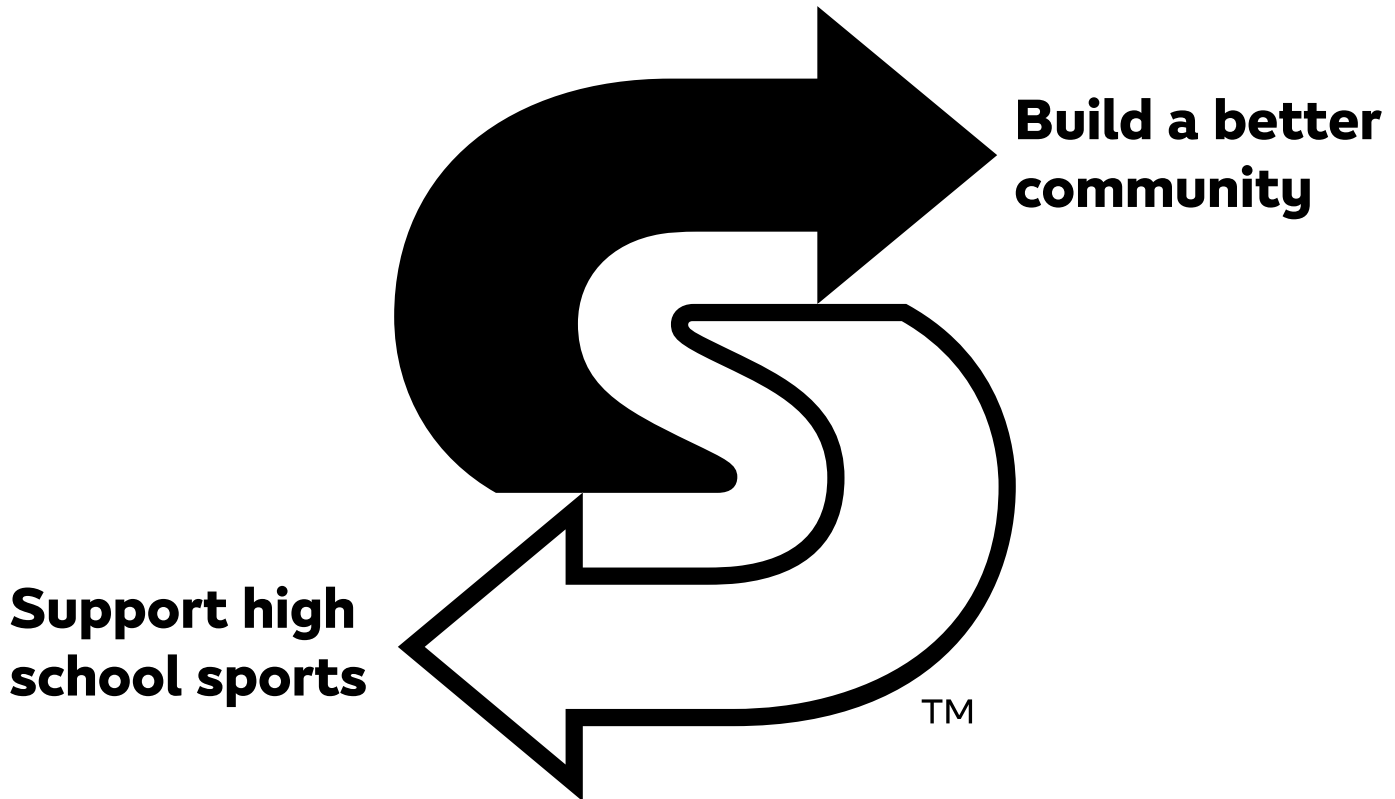
SENIOR COMPETITION – Senior competition is defined as the highest level of school competition in a particular sport in British Columbia and is open to all eligible student-athletes.

- **TEAM SPORTS:** Senior competition for team sports is any athletic event occurring on one (1) playing day between teams competing in senior level competition, involving member schools leading to a BCSS provincial championship.
- **INDIVIDUAL SPORTS:** Senior competition for individual sports is any athletic event occurring on one (1) playing day involving the highest level of school competition and leading to a BCSS provincial championship.

SPORT COMMISSIONER – Must be a teacher or administrative officer assigned to a public member school, or be a non-instructional teacher or school district administrator paid by a school district (public school), or be a teacher or administrator at a non-public member school, and who is not on a personal leave of absence from a school district or non-public member school for more than five (5) months of the term to be served.

STARS – BC School Sports online student-athlete registration system.

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



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CONSTITUTION

BC Society • Societies Act

NAME OF SOCIETY: **BC SCHOOL SPORTS**

Incorporation Number:	S0009112
Business Number:	11880 1265 BC0001
Filed Date and Time:	January 6, 2017 03:33 PM Pacific Time

The name of the Society is BC SCHOOL SPORTS

The purposes of the Society are:

The purpose of the Society shall be to provide leadership for and service to school sports in the Province of British Columbia by:

- (a) coordinating, advocating, promoting and protecting interschool athletics in and among Member Schools;
- (b) establishing, maintaining, and promoting among the Society's members, students, and others, an interest in athletics, physical recreation and sports;
- (c) fostering the growth and development of a coordinated athletic program in and between the schools of the province;
- (d) assisting in planning and coordinating interschool, interregional and provincial championship activities of Society members;
- (e) promoting the acquisition of athletic skills in the development of and appreciation of athletics through competition;
- (f) promoting fair play in all activities;
- (g) establishing and enforcing policies, rules and regulations for participants involved in interschool competition among Member Schools.



1. INTERPRETATION

1.1 Definitions

In these Bylaws and the Constitution of the Society, unless the context otherwise requires:

- (a) **“Act”** means the *Societies Act*, S.B.C. 2015, c. 18, as amended from time to time, and includes any successor legislation thereto;
- (b) **“Address of the Society”** means the address of the Society as filed from time to time with the Registrar;
- (c) **“Advance Votes”** means votes cast by Member Schools by mail-in or electronic ballot, as authorized pursuant to these Bylaws and conducted in accordance with such policies as may be adopted by the Board;
- (d) **“Alter”** means amend, add to, delete or replace;
- (e) **“Board”** means the Directors acting as authorized by Act, the Constitution and these Bylaws in managing or supervising the management of the affairs of the Society and exercising the powers of the Society;
- (f) **“Board Resolution”** means:
 - (i) a resolution passed by a simple majority of the votes cast in respect of the resolution by the Directors entitled to vote on such matter in person at a duly constituted meeting of the Board;
 - (ii) a resolution that has been submitted to all Directors and consented to in writing by 2/3 of the Directors who would have been entitled to vote on the resolution at a meeting of the Board, and a resolution so consented to is effective as though passed at a meeting of the Board;
- (g) **“Bylaws”** means the bylaws of the Society as filed with the Registrar;
- (h) **“Constitution”** means the constitution of the Society as filed with the Registrar;
- (i) **“Designated Representative”** of a Member School means the Person, being a teacher or administrator assigned to that Member School, who is appointed by the Principal of a Member School to be the representative and contact for that Member School and to exercise the rights and obligations of membership on behalf of the Member School;
- (j) **“Directors”** means those Persons who are, or who subsequently become, directors in accordance with these Bylaws and have not ceased to be directors
- (k) **“Executive Director”** means the person who has been appointed by the Board as executive director;
- (l) **“General Meeting”** means a meeting of the Member Schools, and includes any annual general meeting and any special or extraordinary general meetings of the Society;
- (m) **“Honorary Award Recipient”** means a person who has been named as a recipient of the BC School Sports Honor Award;
- (n) **“Income Tax Act”** means the *Income Tax Act*, R.S.C. 1985 (5th Supp.), c.1 as amended from time to time;
- (o) **“Member Schools”** means those Schools that are or that subsequently become members of the Society in accordance with these Bylaws and, in either case, have not ceased to be members;
- (p) **“Ministry of Education”** means the Ministry of Education of the Province of British Columbia, or its successor ministry;
- (q) **“mutatis mutandis”** means with the necessary changes having been made to ensure that the language makes sense in the context;
- (r) **“Ordinary Resolution”** means:
 - (i) a resolution passed by a simple majority of the votes cast in respect of the resolution by those Member Schools in good standing entitled to vote in person, Advance Vote, or by Proxy Holder, at a duly constituted General Meeting; or
 - (ii) a resolution that has been submitted to the Member Schools and consented to in writing by at least 2/3 of the voting Member Schools who would have been entitled to vote on the resolution in person at a General Meeting,

and an Ordinary Resolution approved by any one or more of these methods is effective as though passed at a General Meeting of the Society;
- (s) **“Organization”** means an association, corporation or society;
- (t) **“Person”** means a natural person;
- (u) **“President”** means the Person elected to the office of president in accordance with these Bylaws;
- (v) **“Principal”** means a person who is the head administrator of a Member School.

- (w) **“Proxy Holder”** means a Member School designated in accordance with these Bylaws to attend a General Meeting and to exercise voting rights on behalf of another Member;
- (x) **“Registered Address”** of a Member School or Director means the address of that School or Person as recorded in the register of Member Schools or the register of Directors;
- (y) **“Registrar”** means the Registrar of Companies of the Province of British Columbia;
- (z) **“School”** means a school in British Columbia that is accredited by the Ministry of Education as an elementary-junior secondary school, elementary-secondary school, middle school, junior secondary school, senior secondary school, secondary school, distributed learning school, alternate school or independent school;
- (aa) **“School Athletic Association”** means an Organization (whether or not separately incorporated) existing to coordinate school sport competitions within a defined geographic boundary within the Province of British Columbia;
- (bb) **“Secretary”** means a Person elected to the office of secretary in accordance with these Bylaws;
- (cc) **“Society”** means the “BC School Sports”;
- (dd) **“Special Resolution”** means:
 - (i) a resolution, of which the notice required by the Act and these Bylaws has been provided, passed by the majority of votes required by the Act cast in respect of the resolution by those Member Schools entitled to vote in person, Advance Vote, or by Proxy Holder, at a duly constituted General Meeting; or
 - (ii) a resolution that has been submitted to the Member Schools and consented to in writing by every Member School that would have been entitled to vote on the resolution in person at a General Meeting,
 and a Special Resolution approved by any one or more of these methods is effective as though passed at a General Meeting;
- (ee) **“Sport Commission”** means a sport-specific Organization (whether or not separately incorporated) or committee of the Society responsible for the organization of secondary school zone and provincial competitions in accordance with the terms of reference established by the Society;
- (ff) **“Treasurer”** means a Person elected to the office of treasurer in accordance with these Bylaws;
- (gg) **“Vice-President”** means a Person elected to the office of vice-chair in accordance with these Bylaws; and
- (hh) **“Zone”** or **“Designated Zone”** means those geographic regions set out in Schedule B, to facilitate representative structure for the Society, as amended from time to time by Ordinary Resolution.

1.2 Societies Act Definitions

Except as otherwise provided, the definitions in the Act on the date these Bylaws become effective apply to these Bylaws and the Constitution.

1.3 Plural and Singular Forms

In these Bylaws, a word defined in the plural form includes the singular and vice-versa.

1.4 Schedules

The schedules attached to these Bylaws do not form part of the Bylaws and may be updated or altered by the Directors from time to time.

1.5 Preamble

Recognizing the need for a co-operative agency to plan, co-ordinate and assist the inter-school activities of this province. It is recommended that the following principles be used as a guide to the Federation for this purpose.

1. The aims and objectives of this Federation shall be in complete harmony with the aims of education as set forth by the Department of Education.
2. Participation in the activities of this Federation should be encouraged because they are an integral part of the total education process.
3. All students should have the opportunity to realize the physical, social and emotional values that can be derived from inter-school competition.

This preamble is unalterable.

All of the foregoing in this section 1.5 was previously unalterable and formed part of the Society’s Constitution and is reproduced as it read immediately before the coming into force of the Act. This provision may be revised or removed from the Bylaws, despite the fact that it was previously unalterable.

2. MEMBERSHIP

2.1 Admission to Membership

Membership in the Society will be restricted to those Schools that:

- (a) are Member Schools in good standing on the date these Bylaws come into force; and
- (b) subsequently become Member Schools in accordance with these Bylaws,

provided, in each case, that such School has not ceased to be a Member School pursuant to section 2.9.

2.2 Classes of Membership

There will be one (1) class of voting membership in the Society, called Member Schools.

2.3 Eligibility for Membership

A School may be eligible to be accepted as a Member School if it:

- (a) meets the definition of a School as provided in Section 1.1; and
- (b) is a member in good standing of a School Athletic Association and/or regional athletic association,

provided that the Board may, on application by a School, waive the requirements of paragraph (b) of this section if the School demonstrates a valid reason why it cannot be a member of the applicable local and/or regional School Athletic Association.

2.4 Transition of Membership

Each School that is a Member School in good standing on the date these Bylaws come into force will continue as a Member School until the following September 30, at which point membership will lapse unless renewed in accordance with these Bylaws.

A School that is not a Member School in good standing, and any other Organization that is a member of the Society on the date these Bylaws come into force will automatically cease to be a member of the Society and will be deemed to have resigned immediately prior to that date.

2.5 Application for Membership

A School may submit to the Society a written application, in such form as may be approved by the Board, to become a Member School.

An application for membership must include:

- (a) all information required by the Society to process the application;
- (b) the name and contact information of a Person to be the Designated Representative of the School; and
- (c) payment of applicable membership dues and fees.

2.6 Acceptance of Application for Membership

Following the receipt and review of its application, confirmation of eligibility and receipt of applicable membership dues or fees, the Board, or its designate, on behalf of the Society, may accept a School as a Member School by entering the School into the register of Member Schools.

The Board may, by Board Resolution, postpone or refuse an application for membership for any reason which, in the Board's view, is necessary or prudent to protect the reputation and integrity of the Society.

2.7 Designated Representative

A Member School may exercise the rights of membership through its Designated Representative, who will be the primary point of contact between the Society and the Member School. Normally, the Principal of a Member School will be the Designated Representative for that Member School, provided that the Principal may designate in writing another employee of the Member School as Designated Representative.

A Member School may have only one Designated Representative at a time and may change its Designated Representative by providing notice in writing to the Address of the Society.

2.8 Membership not Transferable

Membership is not transferable by a Member School.

2.9 Cessation of Membership

A Member School will immediately cease to be a Member School:

- (a) upon the date which is the later of the date of delivering its resignation in writing to the Secretary or to the Address of the Society and the effective date of the resignation stated thereon;
- (b) upon the date which is two (2) months from the date on which such Member School ceases to be in good standing for non-payment of an amount due and owing to the Society;
- (c) upon ceasing to be a School, or ceasing to be otherwise eligible for membership in accordance with section 2.3; or
- (d) upon its expulsion.

3.1 Rights of Membership

In addition to any rights conferred by the Act, a Member School in good standing has the following rights and privileges of membership, to be exercised by their designated representative:

- (a) to receive notice of, and to attend, all General Meetings;
- (b) to make or second motions at a General Meeting and to speak in debate on motions under consideration in accordance with such rules of order as may be adopted;
- (c) to exercise a vote on matters for determination at General Meetings;
- (d) to nominate eligible Persons for election as a Director, in accordance with these Bylaws;
- (e) may serve on committees of the Society, as invited;
- (f) may participate in the programs and initiatives of the Society, in accordance with such criteria as may be determined by the Board from time to time.

3.2 Member not in Good Standing

A Member School that is not in good standing has the right to receive notice of, and to attend, all General Meetings, and the right to participate in programs or initiatives of the Society (subject to eligibility) but is suspended from all of the other rights set out in section 3.1 for so long as he or she remains not in good standing.

3.3 Dues

All fees payable by Member Schools to the Society, including annual fees and special levies and assessments, will be determined by the Board, provided that any such fees, levies or assessments may be subsequently overturned by Ordinary Resolution passed at a general meeting.

Any portion of an amount paid to the Society that is subsequently overturned will be refunded to each Member School who paid such amount.

Annual membership fees are payable by every Member School no later than September 30 of each year. Any changes to annual fees will take effect not less than one (1) year from the date of original approval, unless a sooner effective date is approved by Ordinary Resolution.

3.4 Renewal and Reapplication of Membership

A Member School may renew its membership prior to its expiry by paying applicable annual membership fees before September 30 of each year.

A Member School whose membership has lapsed may reapply for membership after its expiry in accordance with Bylaw 2.5.

3.5 Standing of Members

All Member Schools are deemed to be in good standing except:

- (a) a Member School that has failed to pay such annual membership dues as are determined by the Board, if any, when due and owing and such Member School is not in good standing so long as such amount remains unpaid; and
- (b) a Member School that has been suspended by the Society.

3.6 Compliance with Constitution, Bylaws and Policies

Every Member School will, at all times:

- (a) uphold the Constitution and comply with these Bylaws, the Regulations and the policies of the Society in effect from time to time;
- (b) abide by such codes of conduct and ethics adopted by the Society; and
- (c) further the purposes, aims and objectives of the Society.

3.7 Suspension or Discipline of Member Schools

A Member School may be expelled, suspended or otherwise disciplined for breach of section 3.6 or for any conduct which the Board considers to be illegal, improper, unbecoming or likely to endanger the interests or reputation of the Society.

On receipt of a complaint, or of its own motion, the Board, or a committee thereof, may investigate, in accordance with such policies and procedures as the Board has established, the conduct of a Member School with a view to determining whether discipline is appropriate. Where a Member School is under investigation, the Board or its designate will promptly provide notice in writing to the Member School of the nature of the investigation and the alleged wrongful conduct and provide the Member School with an opportunity to submit a response, in writing or in person, as the Board or designate determines appropriate in the circumstances, prior to the close of the investigation.

Following an appropriate investigation, the Board or its delegate will issue a report of its findings and may suspend or otherwise discipline the Member School under investigation, if discipline is determined to be warranted in the circumstances.

The Board may establish policies and procedures to administer and facilitate the process of Member School discipline, provided that such policies and procedures are not contrary to the Society Act or these Bylaws.

3.8 Expulsion of Member Schools

Following an appropriate investigation in accordance with section 3.7, a Member School may be expelled by Board Resolution.

Notice of a Board Resolution to expel a Member School will be accompanied by a brief statement of the reasons for the proposed expulsion and a copy of the notice will be provided to the Member School in question.

The Member School that is the subject of the proposed expulsion will be provided an opportunity to respond to the statement of reasons at or before the time the Board Resolution for expulsion is considered.

3.9 No Distribution of Income to Members

To operate without purpose of gain or profit to its members and any profits or other accretions to the Society shall be used in promoting its objects and this provision shall be unalterable.

The foregoing paragraph was previously unalterable and formed part of the Society's Constitution and is reproduced as it read immediately before the coming into force of the Act. This provision may be revised or removed from the Bylaws, despite the fact that it was previously unalterable.

4. MEETINGS OF MEMBERS**4.1 Time and Place of General Meetings**

The General Meetings of the Society will be held at such time and place, in accordance with the Act, as the Board decides.

4.2 Annual General Meetings

An annual general meeting will be held at least once in every calendar year and in accordance with the Act.

4.3 Extraordinary General Meeting

Every General Meeting other than an annual general meeting is an extraordinary general meeting.

4.4 Calling of Extraordinary General Meeting

The Society will convene an extraordinary general meeting by providing notice in accordance with the Act and these Bylaws in any of the following circumstances:

- (a) at the call of the President;
- (b) when resolved by Board Resolution; or
- (c) when such a meeting is requisitioned by the Member Schools in accordance with the Act.

4.5 Notice of General Meeting

The Society will provide notice of every General Meeting to each Member as follows:

- (a) by e-mail sent to the address provided by each Member who has provided the Society with an e-mail address not less than 14 days and not more than 60 days prior to the date of the General Meeting; and
- (b) by posting notice of the General Meeting on the Society's website for Members, for at least 21 days immediately prior to the date of the General Meeting.

If necessary in the Board's discretion, the Society may send notice of a General Meeting to one or more Members either personally, by delivery, courier or by mail posted to such Member's Registered Address, or, where the member has provided a fax number or e-mail address, by fax or e-mail, respectively.

4.6 Contents of Notice

Notice of a General Meeting will specify the place, the day and the time of the meeting and will include the text of every Special Resolution and Ordinary Resolution to be proposed or considered at that meeting.

4.7 Omission of Notice

The accidental omission to give notice of a General Meeting to a Member School, or the non-receipt of notice by a Member School, does not invalidate proceedings at that meeting.

5. PROCEEDINGS AT GENERAL MEETINGS**5.1 Business Required at Annual General Meeting**

The following business is required to be conducted at each annual general meeting of the Society:

- (a) the adoption of an agenda;
- (b) the adoption of rules of order;

- (c) the approval of the minutes of the previous annual general meeting and any extraordinary general meetings held since the previous annual general meeting;
- (d) consideration of the report of the Directors;
- (e) consideration of the financial statements and the report of the auditor thereon, if any;
- (f) the consideration of any Member Schools' proposals submitted in accordance with the Act;
- (g) the announcement of Directors.

The annual general meeting may include other business as determined by the Board in its discretion.

5.2 Attendance at General Meetings

In addition to Member Schools, Directors and the Society's auditor, if any, the Board may also invite any other Person or Persons to attend a General Meeting as observers and guests. All observers and guests may only address the assembly at the invitation of the Person presiding as chair, or by Ordinary Resolution.

5.3 Requirement of Quorum

No business, other than the election of a Person to chair the meeting and the adjournment or termination of the meeting, will be conducted at a General Meeting at a time when a quorum is not present.

5.4 Quorum

Quorum for a General Meeting is the greater of:

- (a) fifty (50) Member Schools in good standing; or
- (b) 20% of the current number of Member Schools in good standing, provided, in either case, that representation from each of the Designated Zones is required for a quorum.

Member Schools that are represented in person at the meeting, by Advance Vote or by a Proxy Holder cast in respect of the General Meeting will be deemed to be present at the meeting and counted towards quorum.

5.5 Lack of Quorum

If within 30 minutes from the time appointed for a General Meeting a quorum is not present, the meeting, if convened on the requisition of Member Schools, will be terminated, but in any other case it will stand adjourned to the next day, at the same time and place, and if, at the adjourned meeting, a quorum is not present within 30 minutes from the time appointed for the meeting, the Member Schools present will constitute a quorum and the meeting may proceed.

5.6 Loss of Quorum

If at any time during a General Meeting there ceases to be a quorum present, business then in progress will be suspended until there is a quorum present or until the meeting is adjourned or terminated.

5.7 Chair of General Meeting

The President (or in the absence or inability of the President, a Vice-President) will, subject to a Board Resolution appointing another Person, preside as chair at all General Meetings; but if at any general meeting the President and Vice-President, or such alternate Person appointed by a Board Resolution, is not present within 15 minutes after the time appointed for the meeting or requests that he or she not chair that meeting, the Directors present may appoint one of their number to preside as chair at that meeting. If the President and all other Directors present are unwilling to act as chair, the Member Schools present will choose one of their number to be a chair.

5.8 Alternate Chair

If a Person presiding as chair of a General Meeting wishes to step down as chair for all or part of that meeting, he or she may designate an alternate to chair such meeting or portion thereof, and upon such designated alternate receiving the consent of a majority of the Member Schools present at such meeting, he or she may preside as chair.

5.9 Role of Chair

The Person presiding as chair of a General Meeting may not move or second a motion or resolution, but may speak in debate on, or answer questions related to, any motion or resolution without surrendering the chair.

5.10 Adjournment

A General Meeting may be adjourned from time to time and from place to place, but no business will be transacted at an adjourned meeting other than the business left unfinished at the meeting from which the adjournment took place.

5.11 Notice of Adjournment

It is not necessary to give notice of an adjournment or of the business to be transacted at an adjourned meeting except where a meeting is adjourned for more than fourteen (14) days, in which case notice of the adjourned meeting will be given as in the case of the original meeting.

5.12 Minutes of General Meetings

The Secretary or such other Person designated by the Board will ensure that minutes are taken for all General Meetings.

6. VOTING BY MEMBERS**6.1 Ordinary Resolution Sufficient**

Unless the Act, these Bylaws or adopted rules of order provide otherwise, every issue for determination by a vote of the Member Schools will be decided by an Ordinary Resolution.

6.2 Entitlement to Vote

Each Member School in good standing is entitled to one (1) vote on matters for determination by the Member Schools, which vote may be exercised by the Member School's Designated Representative. No other Person is entitled to vote on a matter for determination by the Member Schools, whether at a General Meeting or otherwise.

6.3 Advance Voting

The Board may determine to conduct a vote of the Member Schools, in whole or in part, by Advance Votes to be cast prior to a General Meeting provided that the system of voting meets the following criteria:

- (a) the identity of each voter can be authenticated;
- (b) the votes can be gathered in a manner that permits their subsequent verification; and
- (c) the tallied votes can be presented anonymously, in such a way as to be impossible for the assembly to identify how an individual Member School voted.

A Member School that casts an Advance Vote is deemed to be present at a General Meeting and will be counted towards quorum at such meeting.

The results of a vote conducted by Advance Votes prior to a General Meeting will be announced at a General Meeting and added to those votes cast at a General Meeting by the Member Schools present at the meeting by their Designated Representatives to determine the total votes cast on a question.

Notwithstanding section 6.5, a Member School that casts an Advance Vote may not grant its proxy to a Proxy Holder.

A Member School that casts an Advance Vote may attend in person (via the designated representative) at the General Meeting to which their Advance Vote applies, but as their vote has already been counted, each such Member School may not :

- (a) cast an in person vote on any matter for which it could have cast an Advance Vote; or
- (b) amend its previously submitted Advance Votes, at the meeting. Such Member School will not be counted toward quorum a second time.

6.4 In Person Voting at General Meetings

Voting in person at a General Meeting will be by show of voting cards, except that, at the request of any two (2) Member Schools present, a secret vote by written ballot will be required.

Matters arising at a General Meeting will be determined by a vote of those Member Schools present at the meeting by their Designated Representatives.

6.5 Voting by Proxy

Proxy voting is permitted at General Meetings, subject to these Bylaws and in accordance with the following rules:

- (a) a Member School may, by form of proxy, appoint another Member School from within the same Zone as its Proxy Holder and to attend and act at a specified General Meeting on or its behalf;
- (b) a form of proxy appointing a Proxy Holder must:
 - (i) be in a form approved by the Board; and
 - (ii) be signed and dated by an authorized representative of the Designated Representative of the Member School; and
 - (iii) not be from a school that has submitted an Advanced Ballot or it is void and of no effect; and
- (c) a form of proxy must state the specific meeting at which the Proxy Holder is authorized to act on behalf of the Member School, provided that if a form of proxy does not state the General Meeting at which it is to have effect, the authority of the Proxy Holder is deemed to be for the next General Meeting held on or after the date indicated on the form of proxy.

7. DIRECTORS**7.1 Management of Property and Affairs**

The Board will have the authority and responsibility to manage, or supervise the management of, the property and the affairs of the Society.

7.2 Duties of Directors

Pursuant to the Act, every Director will:

- (a) act honestly and in good faith with a view to the best interests of the Society;
- (b) exercise the care, diligence and skill that a reasonably prudent individual would exercise in comparable circumstances;
- (c) act in accordance with Act and the regulations thereunder; and
- (d) subject to Sections 7.2(a) to 7.2(c), act in accordance with these Bylaws.

Without limiting sections 7.2 (a) to (d), a Director, when exercising the powers and performing the functions of a Director, must act with a view to the purposes of the Society.

7.3 Qualifications of Directors

Pursuant to the Act, a Person may not be nominated, elected or appointed to serve (or continue to serve) as a Director if he or she:

- (a) is less than 18 years of age;
- (b) has been found by any court, in Canada or elsewhere, to be incapable of managing his or her own affairs;
- (c) is an undischarged bankrupt; or
- (d) has been convicted of a prescribed offence within the prescribed period, for which no pardon has been granted, all in accordance with the Act.

In addition to the foregoing, a Person may not be nominated, elected or appointed to serve (or continue to serve) as a Director if he or she:

- (e) is not a teacher or administrator at a Member School;
- (f) is not a non-instructional teacher or school district administrator paid by a school district; or
- (g) is suspended or on a significant leave of absence from his or her position at his or her Member School.

7.4 Composition of Board

The Board will be composed of a minimum of five (5) and a maximum of seven (7) Directors, as follows:

- (a) the President;
- (b) at least one (1) and not more than two (2) Vice-Presidents; and
- (c) not less than two (2) and not more than four (4) Directors-at-large.

7.5 Invalidation of Acts

No act or proceeding of the Board is invalid by reason only of there being less than the required number of Directors in office.

7.6 Election of Directors

Directors will be elected by the Member Schools at, or prior to, a General Meeting and will take office fourteen (14) days after the date of such meeting.

Separate elections or ballots, as the case may be, will be held for the President and for each Vice-President to be elected. Elections for Directors-at-large may be conducted on a single ballot.

7.7 Transition of Directors' Terms

Each Person who is a Director on the date these Bylaws become effective will continue as a Director for the term to which he or she was most recently elected.

Any previous terms served by Directors are not counted towards the term limits set out below.

7.8 Term of Directors

The term of office of Directors will normally be two (2) years. However, the Board may by Board Resolution determine that some or all vacant Directors' positions will have a term of less than two (2) years, the length of such term to be determined by the Directors in their discretion.

For purposes of calculating the duration of a Director's term of office, the term will be deemed to commence fourteen (14) days after the date of the annual general meeting at which such Director was elected. If, however, the Director was elected at an extraordinary general meeting his or her term of office will be deemed to have commenced fourteen (14) days after the annual general meeting next following such extraordinary general meeting.

7.9 Consecutive Terms and Term Limits

Directors may be elected for up to three (3) consecutive full terms. A Person who has served six (6) consecutive years as a Director, by any combination of terms, may not be re-elected for at least one (1) year following the expiry of his or her latest term.

7.10 Election by Acclamation

In elections where the number of candidates is equal to or less than the number of vacant positions for Directors, the nominated candidates are deemed to be elected by acclamation, provided that if any two (2) Member Schools so request, a vote will be required, to be conducted as determined appropriate by the Person presiding as chair of the meeting.

7.11 Election by Secret Ballot

In elections where there are more candidates than vacant positions for Directors, election will be by secret ballot with the name of each duly nominated candidate appearing individually on the ballot. Candidates will be deemed to be elected in order of those candidates receiving the most votes.

7.12 Voiding of Ballot

No Member School will vote for more Directors than the number of vacant positions for Directors. Any ballot on which more names are voted for than there are vacant positions will be deemed to be void.

7.13 Extension of Term to Maintain Minimum Number of Directors

Every Director serving a term of office will retire from office on the date which is fourteen (14) days after the annual general meeting in the year in which his or her term expires, provided that if insufficient successors are elected and the result is that the number of Directors would fall below five (5), the Person or Persons previously elected as Directors may, if they consent, continue to hold office, and the term of such Director or Directors is deemed to be extended, until such time as successor Directors are elected.

7.14 Appointment to fill Vacancy

If a Director ceases to hold office before the expiry of his or her term, the Board, by Board Resolution, may appoint a Person qualified in accordance with section 7.3 to fill the resulting vacancy.

The position occupied by an appointed replacement Director will become available for election at the next annual general meeting and each such appointed replacement Director will continue in office until the date that is fourteen (14) days after the next annual general meeting unless sooner ceasing to be a Director. The appointed replacement Director may run for the vacant position.

The period during which a Person serves as an appointed replacement Director does not count toward the term limits set out above.

7.15 Removal of Director

The Member Schools may remove a Director before the expiration of such Director's term of office by Special Resolution and may elect a replacement Director by Ordinary Resolution to serve for the balance of the removed Director's term.

7.16 Ceasing to be a Director

A Person will immediately and automatically cease to be a Director:

- (a) upon the date which is the later of:
 - (i) the date of delivering his or her resignation in writing to the President or to the Address of the Society; and
 - (ii) the effective date of the resignation stated therein;
- (b) upon the expiry of his or her term, unless re-elected;
- (c) upon the date such Person is no longer qualified pursuant to section 7.3;
- (d) upon his or her removal; or
- (e) upon his or her death.

8. POWERS AND RESPONSIBILITIES OF THE BOARD**8.1 Powers of Directors**

The Board may exercise all such powers and do all such acts and things as the Society may exercise and do, and which are not by these Bylaws or by statute or otherwise lawfully directed or required to be exercised or done by the Member Schools in a General Meeting, but nevertheless subject to the provisions of:

- (a) all laws affecting the Society; and
- (b) these Bylaws and the Constitution.

Without limiting the generality of the foregoing, the Board will have the power to make expenditures, including grants, gifts and loans, whether or not secured or interest-bearing, in furtherance of the purposes of the Society. The Board will also have the power to enter into trust arrangements or contracts on behalf of the Society in furtherance of the purposes of the Society.

8.2 Board Acts Valid

No rule, decision or resolution of the Society invalidates a prior act of the Board that would have been valid if that rule, decision or resolution had not been made.

8.3 Policies and Procedures

The Board may establish such rules, regulations, policies or procedures relating to the affairs of the Society as it deems expedient, provided that no rule, regulation, policy or procedure is valid to the extent that it is inconsistent with the Act, the Constitution or these Bylaws.

8.4 Remuneration of Directors and Officers and Reimbursement of Expenses

Directors shall not be remunerated for serving in their capacity as a Director. Directors may be reimbursed for all expenses necessarily and reasonably incurred by him or her while engaged in the affairs of the Society, provided that all claims for reimbursement are in accordance with established policies.

8.5 Investment of Property and Standard of Care

If the Board is required to invest funds on behalf of the Society, the Board may invest the property of the Society in any form of property or security in which a prudent investor might invest. The standard of care required of the Directors is that they will exercise the care, skill, diligence and judgment that a prudent investor would exercise in making investments in light of the purposes and distribution requirements of the Society. The Board may establish further policies related to the investment of the Society's funds and property, provided that such policies are not contrary to the Act or these Bylaws.

8.6 Investment Advice

The Directors may obtain advice with respect to the investment of the property of the Society and may rely on such advice if a prudent investor would rely upon the advice in comparable circumstances.

8.7 Delegation of Investment Authority to Agent

The Directors may delegate to a stockbroker, investment dealer, or investment counsel the degree of authority with respect to the investment of the Society's property that a prudent investor might delegate in accordance with ordinary business practice.

9. PROCEEDINGS OF THE BOARD**9.1 Schedule and Place of Board Meetings**

The Board will meet not less than twice each fiscal year, but may meet more often and may schedule meetings and otherwise regulate meetings of the Board as it sees fit.

Meetings of the Board may be held at any time and place determined by the Board, provided that notice is provided to every Director.

9.2 Calling of Meetings

The President may at any time call a meeting of the Board.

Any two (2) Directors may require a meeting of the Board be called as soon as possible by submitting a notice of meeting signed by two or more Directors to the Address of the Society.

9.3 Notice of Board Meetings

At least two (2) days' notice of a meeting of the Board will be sent to each Director. However, no formal notice will be necessary if all Directors were present at the preceding meeting when the time and place of the meeting was decided or are present at the meeting or waive notice thereof in writing or give a prior verbal waiver to the Secretary.

For the purposes of the first meeting of the Board held immediately following the election of a Director or Directors conducted at a General Meeting, or for the purposes of a meeting of the Board at which a Director is appointed to fill a vacancy in the Board, it is not necessary to give notice of the meeting to the newly elected or appointed Director or Directors for the meeting to be properly constituted.

9.4 Attendance at Board Meetings

Every Director is entitled to attend each meeting of the Board.

No other Person is entitled to attend meetings of the Board, but the Board may invite any Person or Persons to attend one or more meetings of the Board as advisors, observers or guests.

9.5 Quorum

Quorum for meetings of the Board will be a majority of the Directors currently in office.

9.6 Director Conflict of Interest

A Director who has a direct or indirect material interest in a contract or transaction (whether existing or proposed) with the Society, or a matter for consideration by the Directors:

- (a) will be counted in the quorum at a meeting of the Board at which the contract, transaction or matter is considered;

- (b) will disclose fully and promptly the nature and extent of his or her interest in the contract, transaction or matter;
- (c) is not entitled to vote on the contract, transaction or matter;
- (d) will absent him or herself from the meeting or portion thereof:
 - (i) at which the contract, transaction or matter is discussed, unless requested by the Board to remain to provide relevant information; and
 - (ii) in any case, during the vote on the contract, transaction or matter; and
 - (iii) refrain from any action intended to influence the discussion or vote.

The Board may establish further policies governing conflicts of interest of Directors and others, provided that such policies must not contradict the Act or these Bylaws.

9.7 Chair of Meetings

The President (or, in the absence or inability of the President, a Vice-President) will, subject to a Board Resolution appointing another Person, preside as chair at all meetings of the Board.

If at any meeting of the Board the President, the Vice-President(s) and such alternate Person appointed by a Board Resolution, if any, are not present within 15 minutes after the time appointed for the meeting or requests that he or she not chair that meeting, the Directors present may choose one of their number to chair that meeting.

9.8 Alternate Chair

If the Person presiding as chair of a meeting of the Board wishes to step down as chair for all or part of that meeting, he or she may designate an alternate to chair such meeting or portion thereof, and upon such designated alternate receiving the consent of a majority of the Directors present at such meeting, he or she may preside as chair.

9.9 Role of Chair

The Person presiding as chair of a meeting of the Board may, if the Person is a Director, move, second and speak in debate on any motion or resolution at the meeting.

In the event of any doubt, dispute or ambiguity in relation to procedural matters or parliamentary process at a meeting of the Board, the person presiding as chair will have the authority to interpret and apply such rules of order as the meeting has adopted and determine matters in accordance with those rules, as well as the Act and these Bylaws.

9.10 Minutes of Board Meetings

The Secretary or such other Person designated by the Board will ensure that minutes are taken for all meetings of the Board.

10. DECISION MAKING AT BOARD MEETINGS

10.1 Passing Resolutions and Motions

Any issue at a meeting of the Board which is not required by the Act, these Bylaws or such rules of order as may apply to be decided by a resolution requiring more than a simple majority will be decided by Board Resolution.

10.2 Resolution in Writing

A Board Resolution may be in two or more counterparts which together will be deemed to constitute one resolution in writing. Such resolution will be filed with minutes of the proceedings of the Board and will be deemed to be passed on the date stated therein or, in the absence of such a date being stated, on the latest date stated on any counterpart.

10.3 Entitlement to Vote

Subject to section 9.6, each Director is entitled to one (1) vote on all matters at a meeting of Board. No other Person is entitled to a vote at a meeting of the Board.

10.4 Procedure for Voting

Except where expressly provided for in these Bylaws, voting on matters at a meeting of the Board may occur by any one or more of the following mechanisms, in the discretion of the Chair:

- (a) by show of hands;
- (b) by written ballot; or
- (c) by roll-call vote or poll.

On the request of any one (1) or more Directors, a vote will be conducted by written ballot or other means whereby the tallied votes can be presented anonymously, in such a way that it is impossible for the assembly to discern how a given Director voted.

11. OFFICERS**11.1 Officers**

The officers of the Society are the President, one (1) or two (2) Vice-Presidents, Secretary and Treasurer, together with such other offices, if any, as the Board, in its discretion, may create. The above required officers must be Directors.

The Board may, by Board Resolution, create and remove such other offices of the Society as it deems necessary and determine the duties and responsibilities of all officers.

11.2 Election of President and Vice-President(s)

The President and Vice-President(s) will be elected by the Member Schools with the election of Directors held at, or prior to, a General Meeting at which a vacancy in these offices will arise.

The President and each Vice-President must also be a Director.

11.3 Appointment of Secretary and Treasurer

Each year at the first meeting of the Board following the annual general meeting the Board will appoint from amongst themselves Directors to serve as the Secretary and the Treasurer.

11.4 Term of Officer

The term of office for each officer will be two (2) years, commencing on the date the Director is elected or appointed as an officer in accordance with these Bylaws and continuing until the first meeting of the Board held after the annual general meeting that is held two years later. A Director may be elected or appointed as an officer for consecutive terms.

11.5 Removal of Officers

A Person may be removed as an officer by Board Resolution.

11.6 Replacement

Should the President or any other officer for any reason be unable to complete his or her term, the Board will remove such officer from his or her office and will elect a replacement without delay. In the case of the President or a Vice-President, the replacement will hold office until the close of the next annual general meeting.

11.7 Duties of President

The President will supervise the other officers in the execution of their duties and will preside at all meetings of the Society and of the Board.

11.8 Duties of Vice-President

A Vice-President will assist the President in the performance of his or her duties and will perform those duties in the absence or inability of the President.

A Vice-President will perform such other duties as may be assigned by the Board.

11.9 Duties of Secretary

The Secretary will be responsible for making the necessary arrangements for:

- (a) the issuance of notices of meetings of the Society and the Board;
- (b) the keeping of minutes of all meetings of the Society and the Board;
- (c) the custody of all records and documents of the Society, except those required to be kept by the Treasurer;
- (d) the maintenance of the register of Member Schools; and
- (e) the conduct of the correspondence of the Society.

11.10 Duties of Treasurer

The Treasurer will be responsible for making the necessary arrangements for:

- (a) the keeping of such financial records, reports and returns, including books of account, as are necessary to comply with the Act and the *Income Tax Act*; and
- (b) the rendering of financial statements to the Directors, Member Schools and others, when required.

11.11 Absence of Secretary at Meeting

If the Secretary is absent from any General Meeting or meeting of the Board, the Directors present will appoint another Person to act as secretary at that meeting.

11.12 Combination of Offices of Secretary and Treasurer

The offices of Secretary and Treasurer may be held by one Person who will be known as the Secretary-Treasurer.

12. INDEMNIFICATION

12.1 Indemnification of Directors and Eligible Parties

To the extent **permitted** by the Act, each Director and eligible party (as defined by the Act) will be indemnified by the Society against all costs, charges and expenses, including legal and other fees, actually and reasonably incurred in connection with any legal proceeding or investigative action, whether current, threatened, pending or completed, to which that Person by reason of his or her holding or having held authority within the Society:

- (a) is or may be joined as a party to such legal proceeding or investigative action; or
- (b) is or may be liable for or in respect of a judgment, penalty or fine awarded or imposed in, or an amount paid in settlement of, such legal proceeding or investigative action.

12.2 Purchase of Insurance

The Society may purchase and maintain insurance for the benefit of any or all Directors, officers, employees or agents against personal liability incurred by any such Person as a Director, officer, employee or agent.

13. ORGANIZATION OF SOCIETY

In addition to the Board and the Member Schools, the Society will include the following contributing groups:

- (a) committees;
- (b) the advisory committee;
- (c) the council of athletic association presidents;
- (d) the council of sport commissioners;
- (e) the Sport Commissions.

Terms of reference for these various contributing bodies can be found in the schedules and in the policies and procedures of the Society.

14. COMMITTEES

14.1 Creation and Delegation to Committees

The Board may create such standing and special committees, working groups or task forces as may from time to time be required. Any such committee will limit its activities to the purpose or purposes for which it is appointed and will have no powers except those specifically conferred by a Board Resolution.

The Board may delegate any, but not all, of its powers to committees which may be in whole or in part composed of Directors as it thinks fit.

The Member Schools may, by Ordinary Resolution, require the Board to establish a standing committee or Sport Commission.

14.2 Standing and Special Committees

Unless specifically designated as a standing committee, a committee is deemed to be a special committee and any special committee so created must be created for a specified time period only.

A special committee will automatically be dissolved upon the earlier of the following:

- (a) the completion of the specified time period; or
- (b) the completion of the task for which it was created.

A list of the current committees of the Society is appended as Schedule A to these Bylaws, which schedule may be amended by the Board to reflect changes to committees from time to time.

14.3 Terms of Reference and Rules

In the event the Board decides to create a committee, it must establish Terms of Reference for such committee. A committee, in the exercise of the powers delegated to it, will conform to any rules that may from time to time be imposed by the Board in the Terms of Reference or otherwise, and will report every act or thing done in exercise of those powers at the next meeting of the Board held after it has been done, or at such other time or times as the Board may determine.

14.4 Meetings

The members of a committee may meet and adjourn as they think proper and meetings of the committees will be governed *mutatis mutandis* by the rules set out in these Bylaws governing proceedings of the Board.

15. ADVISORY COMMITTEE**15.1 Advisory Committee Established**

The Society will have an advisory committee as a major standing committee. The advisory committee will be governed by terms of reference adopted by the Board, and composed of such of the Directors, officers and other Persons as are required by the terms of reference or invited by the Board. The role of the advisory committee is to provide information and recommendations to the Board in its administration of the affairs of the Society.

The President (or, in the absence of the President, a Vice-President) will preside as chair at all meetings of the advisory committee.

16. COUNCILS OF THE SOCIETY**16.1 Council of Athletic Association Presidents**

Council members are the presidents of the Athletic Associations, including Regional Athletic Associations, who are representatives of the recognized School Athletic Associations as approved by the Board and outlined in the BC School Sports Handbook. The Council of Athletic Association presidents will discuss and make recommendations to the Board and to Member Schools on areas of concern that are common to the School Athletic Associations. Additional Council of Athletic Association Presidents terms of reference are listed in schedule and in the policies and procedures of the Society.

16.2 Council of Sport Commissioners

The Council of Sport Commissioners will discuss and make recommendations to the Board and to Member Schools on areas of concern that are common to the Sport Commissions. The members of this council are Sport Commissioners who are representatives of the Sport Commissions as outlined in Schedule A. Additional Council of Sport Commissioners terms of reference are listed in schedule and in the policies and procedures of the Society.

17. SPORT COMMISSIONS**17.1 Creation of Sport Commissions**

The Board may, of its own volition or as may be required by Ordinary Resolution, establish a Sport Commission or recognize and thereby affiliate with an existing Sport Commission.

A list of the recognized Sport Commissions as currently constituted is appended as Schedule A to these Bylaws, which schedule may be amended by the Board to reflect changes to the number of Sport Commissions operating from time to time.

17.2 Role of Sport Commissions

A recognized Sport Commission, whether separately incorporated or otherwise, will operate as a standing committee of the Society. Additional Sport Commission terms of reference are listed in the schedule and in the policies and procedures of the Society.

Each Sport Commission will:

- (a) promote the purposes and values of the Society;
- (b) support the goals and programs of the Society as applicable to its sport;
- (c) organize competitions for Zone and Provincial Championships in accordance with the terms of reference established by the Society;
- (d) be represented at the Council of Sport Commissioners; and
- (e) adhere to such policies as may be established by the Board.

17.3 Dissolution or Disaffiliation

A Sport Commission may be dissolved (if not separately incorporated) or disaffiliated with the Society (if separately incorporated) by Ordinary Resolution.

17.4 Sport Commissioner

The Society may appoint a Person as a sport commissioner for a recognized Sport Commission, in accordance with the terms of reference contained in the policies and procedures of the Society. A sport commissioner appointed by the Society may be revoked by Board Resolution.

17.5 Reporting

A Sport Commission will report to the Society from time to time as directed by the Board.

18. EXECUTION OF INSTRUMENTS**18.1 No Seal**

The Society may have a corporate seal but will not use the seal for the purpose of executing documents.

18.2 Execution of Instruments

Contracts, documents or instruments in writing requiring the signature of the Society may be signed as follows:

- (a) for any contract, instrument or document relating to the receipt, payment or obligation for an amount greater than or equal to \$10,000, by any two (2) Directors, or by any one (1) Director and one (1) senior management employee; and
- (b) for contract, instrument or document relating to the receipt, payment or obligation for an amount less than \$10,000, by any two (2) employees, including at least one (1) all contracts, documents and instruments in writing so signed will be binding upon the Society without any further authorization or formality.

The Board will have power from time to time by Board Resolution to appoint any officer or officers, or any Person or Persons, on behalf of the Society either to sign contracts, documents and instruments in writing generally or to sign specific contracts, documents or instruments in writing.

19. FINANCIAL MATTERS AND REPORTING**19.1 Fiscal Year**

The fiscal year of the Society may be determined by the Board from time to time.

19.2 Accounting Records

The Society will maintain such financial and accounting records and books of account as are required by the Act and applicable laws.

19.3 Borrowing Powers

In order to carry out the purposes of the Society, the Board may, on behalf of and in the name of the Society, raise or secure the payment or repayment of money in any manner it decides, including the granting of guarantees, and in particular, but without limiting the foregoing, by the issue of debentures.

19.4 Restrictions on Borrowing Powers

The Member Schools may by Ordinary Resolution restrict the borrowing powers of the Board.

19.5 When Audit Required

The Society is not required to be audited. However, the Society will conduct an audit or review of its annual financial statements if:

- (a) the Directors determine to conduct an audit or review engagement by Board Resolution; or
- (b) the Member Schools require the appointment of an auditor by Ordinary Resolution,

in which case the Society will appoint an auditor qualified in accordance with, and will comply with all relevant provisions of, Part 9 of the Act and these Bylaws.

19.6 Appointment of Auditor at Annual General Meeting

If the Society determines to conduct an audit or review engagement, an auditor will be appointed at an annual general meeting, to hold office until such auditor is reappointed at a subsequent annual general meeting or a successor is appointed in accordance with the procedures set out in the Act or until the Society no longer wishes to appoint an auditor.

19.7 Vacancy in Auditor

Except as provided in section 19.8, the Board will fill any vacancy occurring in the office of auditor and an auditor so appointed will hold office until the next annual general meeting.

19.8 Removal of Auditor

An auditor may be removed and replaced by Ordinary Resolution in accordance with the procedures set out in the Act.

19.9 Notice of Appointment

An auditor will be promptly informed in writing of such appointment or removal.

19.10 Restrictions on Appointment

A Person who is not independent of the Society in accordance with section 113 of the Act must not be appointed or act as the auditor for the Society.

19.11 Auditor's Report

The auditor, if any, must prepare a report on the financial statements of the Society in accordance with the requirements of the Act and applicable law.

19.12 Participation in General Meetings

The auditor, if any, is entitled in respect of a General Meeting to:

- (a) receive every notice relating to the meeting to which a Member School is entitled;
- (b) attend the meeting; and
- (c) to be heard at the meeting on any part of the business of the meeting that deals with the auditor’s duties or function.

An auditor who is present at a General Meeting at which the financial statements are considered must answer questions concerning those financial statements, the auditor’s report, if any, and any other matter relating to the auditor’s duties or function.

20. NOTICE GENERALLY

20.1 Entitlement to Notice

Notices of a General Meeting will be given to:

- (a) the Designated Representative for every Member School shown on the register of Member Schools on the day the notice is given;
- (b) every Director shown on the register of Directors on the day the notice is given; and
- (c) the auditor, if any is appointed.

20.2 Method of Giving Notice

Except as otherwise provided in these Bylaws, a notice may be given to a Member School or a Director either personally, by delivery, courier or by mail posted to such Member School or Director’s Registered Address, or, where the Member School or Director has provided a fax number or electronic mail address, by fax or electronic mail, respectively.

20.3 When Notice Deemed to have been Received

A notice sent by mail will be deemed to have been given on the day following that on which the notice was posted. In proving that notice has been given, it is sufficient to prove the notice was properly addressed and put in a Canadian Government post office receptacle with adequate postage affixed, provided that if, between the time of posting and the deemed giving of the notice, a mail strike or other labour dispute which might reasonably be expected to delay the delivery of such notice by the mails occurs, then such notice will only be effective when actually received.

Any notice delivered personally, by delivery or courier, facsimile, or electronic mail will be deemed to have been given on the day it was so delivered or sent.

20.4 Days to be Counted in Notice

If a number of days’ notice or a notice extending over any other period is required to be given, the day the notice is given or deemed to have been given and the day on which the event for which notice is given will not be counted in the number of days required.

21. MISCELLANEOUS

21.1 Dissolution

On the winding up or dissolution of the Society, the assets of the Society shall not be distributed among the members or any of them, unless such recipient member or members are charitable institutions in existence solely for charitable purposes. After all debts have been paid, or provision for their payment has been made, the assets remaining shall be paid, transferred and delivered to one or more charitable institutions in existence solely for charitable purposes, which shall be chosen by resolution of the members of the Society, or failing such resolution, by resolution of the directors of the society. This provision is unalterable.

The foregoing paragraph was previously unalterable and formed part of the Society’s Constitution and is reproduced as it read immediately before the coming into force of the Act. This provision may be revised or removed from the Bylaws, despite the fact that it was previously unalterable.

21.2 Inspection of Documents and Records

The documents and records of the Society, including the financial and accounting records and the minutes of General Meetings, committee meetings and meetings of the Board, will be open to the inspection of any Director at reasonable times and on reasonable notice.

A Designated Representative of a Member School in good standing is entitled, upon providing not less than fourteen (14) days’ notice in writing to the Society, to examine any of the following documents and records of the Society at the Address of the Society during the Society’s normal business hours:

- (a) the Constitution and these Bylaws, and any amendments thereto;
- (b) the statement of directors and registered office of the Society;
- (c) minutes of any General Meeting, including the text of each resolution passed at the meeting;
- (d) resolutions of the Member Schools in writing, if any;

- (e) annual financial statements relating to a past fiscal year that have been received by the Member Schools in a General Meeting;
- (f) the register of Directors;
- (g) the register of Member Schools;
- (h) the Society's certificate of incorporation, and any other certificates, confirmations or records furnished to the Society by the Registrar;
- (i) copies of orders made by a court, tribunal or government body in respect of the Society;
- (j) the written consents of Directors to act as such and the written resignations of Directors; and
- (k) the disclosure of a Director regarding a conflict of interest.

Except as expressly provided by statute or at law, the Designated Representative of a Member School will not be entitled or have the right to examine or inspect any other document or record of the Society. However, subject to such policies as the Board may establish, a Designated Representative of a Member School in good standing may request, in writing delivered to the Address of the Society, to examine any other document or record of the Society and the Board may allow the Designated Representative of a Member School to examine the document or a copy thereof, in whole or in part and subject to such redaction as the Board deems necessary, all in the Board's sole discretion.

Copies of documents to which a Designated Representative of a Member School is allowed to examine may be provided on request by such Person for a fee to be determined by the Board.

21.3 Right to become Member of other Society

The Society will have the right to subscribe to, become a member of, and cooperate with any other society, corporation or association whose purposes or objectives are in whole or in part similar to the Society's purposes.

22. BYLAWS

22.1 Entitlement of Members to copy of Constitution and Bylaws

On being admitted to membership, each Member School is entitled to, and upon request the Society will provide him or her with, access to a copy of the Constitution and these Bylaws.

22.2 Special Resolution required to Alter Bylaws

These Bylaws will not be altered except by Special Resolution.

22.3 Effective Date of Alteration

Any alteration to the Bylaws or Constitution will take effect on the date the alteration application is filed with the Registrar in accordance with the Act.

THESE BYLAWS ADOPTED BY SPECIAL RESOLUTION DATED: November 23, 2016.

SCHEDULE A**LIST OF STANDING COMMITTEES**

1. Advisory Committee
2. Administrators' Committee
3. Coaching Development Committee
4. Competitive Standards Committee
5. Disciplinary Committee
6. Eligibility Appeal Committee
7. Rules and Regulations Committee
8. Nominations Committee
9. Scholarships and Awards Committee
10. Council of School Athletic Associations
11. Council of Sport Commissioners
12. British Columbia Secondary Schools Badminton Association
13. B.C. High Schools Boys' Basketball Association
14. British Columbia Secondary Schools Girls' Basketball Association
15. British Columbia Secondary Schools Mountain Biking Association
16. British Columbia Secondary Schools Cross Country Association
17. British Columbia Schools Curling Association
18. British Columbia Secondary Schools Girls' Field Hockey Association
19. British Columbia Secondary Schools Football Association
20. British Columbia School Golf Association
21. British Columbia Secondary Schools Gymnastics Association
22. British Columbia Secondary Schools' Rugby Union
23. British Columbia Secondary Schools Soccer Association
24. British Columbia Secondary Schools Ski Association
25. BC High School Swimming
26. British Columbia Secondary Schools Tennis Association
27. British Columbia Secondary Schools Track and Field Association
28. B.C. High School Boys Volleyball Association
29. British Columbia Secondary Schools Girls' Volleyball Association
30. British Columbia Secondary Schools Wrestling Association

SCHEDULE B ZONES**Zone A**

Comprising the East Kootenay Schools Athletic Association and the West Kootenay Secondary Schools Athletic Association

Zone B

Comprising the North Okanagan Secondary Schools Athletic Association, the Okanagan Central Schools Athletic Association, the South Okanagan-Similkameen Athletic Association and the West Okanagan Valley Secondary Schools Athletic Association

Zone C

Comprising the North Central Districts Schools Athletic Association

Zone D

Comprising the Northwest Zone Athletic Association

Zone E

Comprising the Lower Vancouver Island Senior Secondary Schools Athletic Association, and the North Vancouver Island Senior Secondary Schools Athletic Association

Zone F

Comprising the Burnaby-New Westminster Secondary Schools Athletic Association, the Lower Mainland Independent Secondary Schools Athletic Association, the North Shore Secondary Schools Athletic Association, the Richmond Secondary Schools Athletic Association and the Vancouver Secondary Schools Athletic Association

Zone G

Comprising the Abbotsford/Mission Secondary Schools Athletic Association, the Coquitlam Secondary Schools Athletic Association, the Delta Secondary Schools Athletic Association, the Fraser Valley East Secondary Schools Athletic Association, the Langley District Secondary Schools Athletic Association, the Maple Ridge/Pitt Meadows Secondary Schools Athletic Association and the Surrey Secondary Schools Athletic Association

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