

BC SCHOOL SPORTS

# GOVERNANCE PROPOSAL

BCSS Board of Directors & Ad-Hoc Governance Committee



**VERSION 3.0**

**February 2, 2021**

# PROPOSAL REVISION HISTORY

| <b>VERSION</b> | <b>PUBLISH DATE</b> | <b>KEY REVISIONS</b>   |
|----------------|---------------------|--|
| 1.0            | February 26, 2020   |  |
| 2.0            | October 30, 2020    | <ul style="list-style-type: none"> <li>• Provided far greater clarity on the Governing and Operating Committees, specifically, what outcomes would be required from the operating committees (Page 11)</li> <li>• Added clarity around the number of persons on the legislative assembly, that was unclear in version 1.0 (Page 13)</li> <li>• Added further roles (Zone President, Local Association President, District Athletic Coordinator) that would qualify someone to sit on the Board of Directors, creating a larger pool or possible candidates (Page 13)</li> </ul>  |
| 3.0            | January 27, 2021    | <ul style="list-style-type: none"> <li>• Updated language on zone representatives to Legislative Assembly for clarity that it is open to anyone employed by a school or school district and more gender-inclusive language.</li> <li>• Inclusion of the Indigenous Sport, Physical Activity and Recreation Council (ISAPRC) as a partner on the Legislative Assembly, that was an oversight from Version 2.0 (Page 13)</li> <li>• Changing the criteria for one Board Position from Female Athletic Director to Director at large, but still requiring a minimum of two women in board positions at all times (Page 16)</li> <li>• Replacing the Coaches Committee from the operating committees in version 2.0 with Sport Advisory Committees for each BCSS Activity. (Page 21)</li> <li>• Updated terminology from Governing Committees to Policy Committees, to more accurately reflect their role, and to avoid confusion with traditional Board Governance Committees.</li> </ul> |

**Updates to this document from Version 2.0 are highlighted to assist in your tracking**

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*While we encourage all interested parties and stakeholders to read the full report, as it will contain a far greater depth of background, process, and rationale of the recommendation, this executive summary provides a quick, easy to understand snapshot of the recommendations made by the Governance Ad-Hoc Committee.*

## **Executive Summary**

In late 2017 BCSS undertook a significant strategic planning process to assess organizational strengths and weaknesses, and to develop a long-term vision for the future. This process involved the engagement of the BCSS membership through member-wide surveys, focus groups, and interviews with key stakeholders. The feedback collected from the membership along with the best practices review identified an overwhelming need to address limitations of the existing BCSS governance structure.

In December of 2018, the BCSS Board of Directors appointed the Governance Ad-Hoc Committee from various stakeholders including superintendents, school administrators, commissions, local associations, ADs, and coaches. The committee was tasked with completing a thorough review of the current structure strengths and weaknesses, assessing alternate models utilized by similar organizations in Canada and the U.S., and ultimately recommending changes or improvements.

The committee began their work in January of 2019 meeting numerous times over the next 12 months, including a full-day meeting in November 2019. In particular, the committee's review revealed significant philosophical, financial, operational and legal limitations with the current organizational structure.

The committee worked through a detailed 4 stage process as described below:

1. Review of the summarized feedback collected from the initial strategic planning process
2. Clarification of the most significant governance issues facing the organization
3. Completed a detailed examination of the governance structures of eight comparable organizations in Canada and the U.S. to identify best practices
4. Explored potential alternate structures for consideration as an improved model for BCSS

The year-long work of the committee culminated in a full-day workshop to complete a final analysis and deliberation of the potential models under consideration.

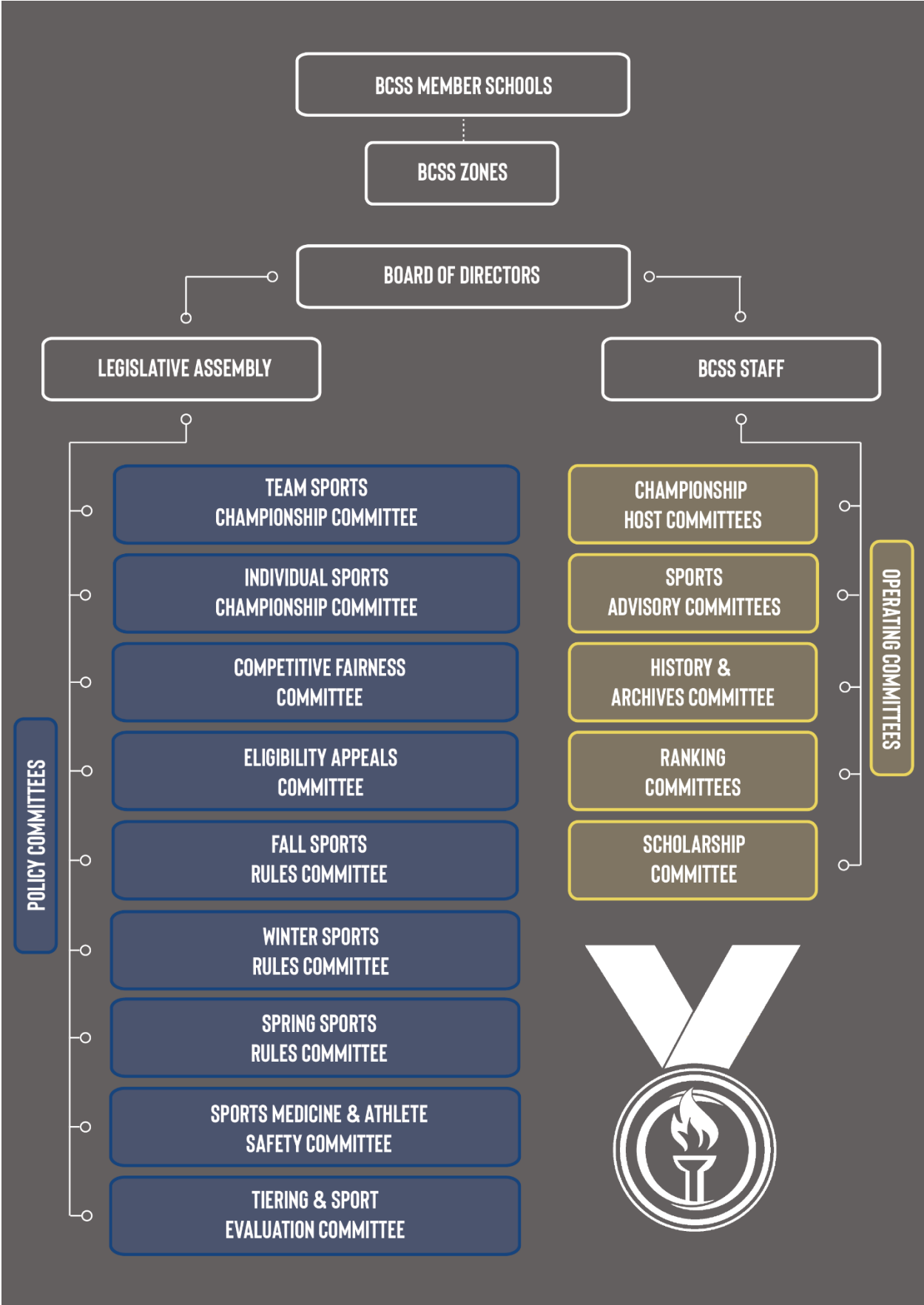
The committee made a recommendation to the Board of Directors in January 2020, which was supported and presented to the membership in February 2020 with the intention of a membership vote at the Spring 2020 AGM. With the onset of COVID-19 and the shutdown of schools, the Board of Directors felt the appropriate discussion and education couldn't happen while schools were closed, and paused the process.

Before COVID-19, there was a lot of feedback and discussion received by the Board, staff and committee members. The Board took advantage of the opportunity presented by COVID to make some changes as were presented in Version 2.0 and restart the

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conversation. This final version has seen some changes as a result with more comprehensive dialogue with stakeholder groups, primarily our BCSS Sport Commissions. The Board has engaged in multiple meetings, letters, discussions and phone calls, and as a result you see the Sport Advisory Committees added to this version.

The following structure was identified as best meeting the key needs of the organization:



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## Why a Governance Review?

The Board of Directors initiated a strategic planning process in June 2017. The process led by DACATA Performance Group included 2 member-wide surveys for coaches, athletic directors, school administrators and district administrators to provide feedback on the direction for BC School Sports. Also, the development of the plan sought feedback from smaller working groups and 1-on-1 interviews with Commissioners, Athletic Association Presidents, Staff and Board Members. The result was a strategic plan released to the membership in May 2018, which focused on 3 core pillars for the next 5 years. The highest priority Phase I target of the Strategic Plan was to conduct a thorough governance review.

The Board, based on their high level of satisfaction with DACATA Performance Group throughout the Strategic Planning process and their familiarity with BCSS, again engaged them to lead the Governance Ad-Hoc Committee in the governance review process.

### Committee Composition/Members and Mandate

The Committee was made up of:

- Kim Senecal, Lead Consultant, DACATA Performance Group
- Greg Kitchen, Assistant Superintendent, School District 61 (Victoria)
- James Johnston, Principal, Semiahmoo Secondary
- Troy White, Principal, Kelowna Secondary School
- Lindsay Brooke, Athletic Director, St. Michaels University School
- Rick Thiessen, Athletic Director/Vice Principal, MEI
- Mark Fenn, Athletic Director, Sentinel Secondary School
- Jordan Abney, Executive Director, BC School Sports

The members of the Governance Ad-Hoc committee were appointed by the Board of Directors in December 2018 and began work in January 2019. Their mandate was to explore all aspects of governance, specifically but not limited to, Membership Classes, General Meetings, Board Composition, Voting Rights, Tiering, Sport Commissions, and Local Associations. The committee was encouraged to examine best practices and requested to create an expert recommendation.

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## **Governance Review Process**

### **Results of Exploration of Current Structure Strengths and Weaknesses**

The Committee began by exploring the current BCSS structure and assessing its limitations as well as its strengths. The committee broke down many identified areas into 4 categories:

#### **1) Philosophical**

- a) Representation
  - i) While providing a vote to each of the 460+ member schools, this model does not foster an appropriate forum for educated, informed discussion and decision making, which often leads to drastic non-uniform policy decisions year-over-year motivated by small special interests;
  - ii) Entertains proxies and advanced voting which leads to a large number of ballots cast without engaging members in the appropriate discussion to understand the issues and impact of the decisions - this approach reinforces special interests;
  - iii) Lack of diversity and appropriate representation on decision-making bodies such as region, gender, school type, etc. (i.e. one female on Board in the last four years, or 2 members from outside Lower Mainland in the past 4 years).
- b) Competing approaches
  - i) Education vs. sport development focus; whereas the organization has struggled as a result of its structure to ensure the focus remains centred around educational values and objectives;
  - ii) Multisport vs. single sport focus; where the organization, as a result of its structure, often made decisions considering only one sport, as opposed to its multisport effect.

#### **2) Financial**

- a) Questionable reliability of funding from Government sources (i.e., letter from Gaming Branch in July 2018);
- b) Challenges in transparency and accountability due to BCSS Sport Commissions independent finance and accounting practices;
- c) BCSS does not derive financial benefit from our championships to sustain ongoing operations; profits or benefits go directly to independent commissions;
- d) The current commission model does not allow a global corporate approach towards sponsorship to support the operations of the organization.

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### **3) Operational**

- a) We have 19 BCSS Sport Commissions, each operating at various levels of autonomy and each with different memberships, rules, processes and procedures;
- b) Due to this decentralized model, a heavy burden is placed on stakeholders, especially athletic directors, to be aware of the various bylaws, policies, and constantly changing requirements which contributes to an increase in athletic director burnout. (Approximately 30% of AD's turnover every year);
- c) BCSS Staff spends a significant amount of time responding to constantly changing commission decisions and directives that limit staff from serving member schools through programming and other services.

### **4) Legal / Liability**

- a) BCSS purchases the insurance for commissions and its volunteers, creating exposure through the independent decision making of these bodies, with no consultation of the greater BCSS membership who is paying for the insurance and inheriting this risk (i.e. Should a commission make a decision independently that ends up in a legal challenge, BCSS and its member schools will inherit the costs of defending the challenge);
- b) Each Commission is listed as a standing committee under BCSS bylaws and policy, yet functions in an autonomous manner, leading to further ambiguity about finances, risk exposure and decision-making;
- c) Commissions often pass bylaws or policies of their own that conflict with BCSS member-approved policies (i.e. appointing a President/Commissioner who is not an active teacher, as per the requirements of a commissioner in the BCSS Policies).



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## Findings of Exploration of Alternative School Sport Jurisdictions

After understanding some of the strengths and limitations of our current structure, the committee then engaged in a comprehensive review of other school sport \ bodies.

The committee performed a thorough examination of the organizational structures and governing mechanisms in Alberta, Arizona, Colorado, Iowa, Nevada, Ontario, Oregon and Washington. The committee examined the Mission and Vision of these organizations, as well as their Legislative practices and procedures, governing body composition, committee purposes and composition and tiering philosophy and approach.

These provinces and states were chosen for their similarities in approximate population and some cultural similarities to BC. For example, the committee did not look at Texas, California or Louisiana due to the significant differences in population size and culture.

With the understanding of our current structure's weaknesses and the knowledge of other similarly purposed organizations, the committee was tasked with finding common principles to begin exploring potential options. The committee agreed that:

- 1) The current BCSS structure was a significant outlier and not consistent with the generally accepted best practices or commonly used governance structures.
- 2) Provinces and States had specifics and purpose to the structure of their organization that ensured the appropriate diversity of representation were present in decision making bodies.
- 3) A new BCSS structure should:
  - a) Ideally include a voting body of 40-60 people
  - b) Build in the appropriate diversity in decision-making bodies appropriate of a provincial organization relative to geographic diversity, recognition of both urban and rural schools, gender, school size etc.
  - c) The Legislative Assembly, Board of Directors, and committees should have a diversity of district administrators, school administrators and athletic directors where appropriate

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### **Summary of Options Explored by Committee**

Kim Senecal, Lead Consultant, DACATA Performance Group along with the BCSS staff, then took these agreed-upon principles from the Governance Committee and built many high-level variations of potential governance models. In all, there were two significantly different approaches, with four to six different variations within each model.

The Governance Committee was presented with the different approaches and the variety of options within each approach. Each option was reviewed and evaluated. Some were immediately discarded, while others were tweaked. The committee quickly came to a consensus on the Legislative Assembly and then used pieces of three different Board of Directors options to create an entirely new structure.

Lastly, the governance committee had long deliberations and debate around the role of commissions, the majority of our day-long face to face meeting was around this topic. Discussion took place on the various implications and scenarios based on the options. The committee was ultimately able to come to a consensus, which is presented below.

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## Policy vs Operating

While the focus of this proposal is on the governance structure of BCSS, it should not be ignored that organizational governance and its operations are always linked. One of the primary changes made from the original publication is providing more clarity and explanation about the operating effects of the proposed change.

The primary distinction between governance and operations is that those involved in the Board of Directors, Legislative Assembly or Policy Committees are primarily responsible for evaluating, debating, creating and revising the policies of the organization. One of the core objectives of the Ad-Hoc Governance Committee was to ensure that the decision making for school sport was done by educators and those who are part of the education system.

Conversely, what was heard loudly from many in response to the initial proposal in February 2020 was “where does this fit?” or “who would do this now? Lastly, we heard from many “where do I fit?” These were all good questions and while the Ad-hoc committee had discussed many of these issues, much of it wasn’t included in the original document with a mind to keep things simple. We learned that the membership wanted to understand this important information as well. The operating committees play essential roles in delivering quality experiences for our student-athletes, coaches and stakeholders. These committees are not restricted to educators as we recognize there are years of invaluable knowledge and experience from coaches and other dedicated volunteers who wish to continue to stay involved in school sport. These committees will all have terms of reference approved by the Board of Directors and committee chairs but are generally stewarded by staff, as they are focused on deliverables rather than policy.

Many BCSS Sport commissioners and others in commission leadership roles asked the question of “what happens to us?” The Committee and The Board of Directors are acutely aware of the expertise that many of our commission leaders possess. Under the proposed format, each sport will have a handful of critical sport specific positions to be filled, that will have significant influence on the direction of the sport within BCSS. For example, the proposed format requires a chair for each of the championships. Many in the commission are heavily involved in running their championships and this expertise is critical to ensuring the special nature of our events remain. Additionally, there are requirements for sport experts on both the rules and championship go committees. What has been added to this final version, is the creation of Sport Advisory Committees (SAC). BCSS will have one committee for each of its sports. These SAC’s will have representation from each BCSS zone. The primary objectives of the SACs will be: a) selecting the persons who sit on the rules and championship committees for their sport; b) assisting with coordination and delivery of coach development, coach training, and networking events; c) provide policy committees and staff with ideas and feedback relative to their sport and championship;

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and, d) assist the staff with officials planning and contracts. These are critical roles and will forum for a sport specific discussion to take place.

BCSS continues to be and will always remain a volunteer-driven organization, and that will remain the case regardless of which governance structure is in place. What hopefully is demonstrated here is there is a role for everyone who wants to be involved, and we hope that many of those who are involved now, will continue to do so moving forward.

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## Recommendation from Governance Committee Legislative Assembly (54 Members)

### Roles & Responsibilities:

The Legislative Assembly is the key legislative and decision-making body responsible to the membership for reviewing, discussing and passing the bylaws, policies, and rules of play for the organization. (“The Rule-Making Body”).

### Composition:

- Three (3) representatives from each BCSS Zone **(27)**
  - Zone Representatives must be an employee of a member school or school district. One (1) representative must be an administrator. A zone cannot have 3 representatives that identify as the same gender.
- Board of Directors Members **(9)**
  - Each member elected to the Board of Directors will be a member of the legislative assembly
- One (1) representative from each of the following stakeholder organizations **(10)**:
  - BC Schools Superintendents’ Association (BCSSA)
  - BC School Trustees’ Association (BCSTA)
  - BC Confederation of Parent Advisory Councils (BCCPAC)
  - BC Principals and Vice Principals Association (BCPVPA)
  - Ministry of Education
  - Ministry of Tourism, Arts & Culture (Sport Branch)
  - BC Teachers Federation (BCTF)
  - Federation of Independent Schools (FISA)
  - Indigenous Sport, Physical Activity and Recreation Council (ISAPRC)
- The chair of each BCSS Policy Committee (except for TSE Chair) **(8)**
  - Individual Sports Championships Committee
  - Team Sports Championship Committee
  - Fall Sports Rules Committee
  - Winter Sports Rules Committee
  - Spring Sports Rules Committee
  - Eligibility Appeals Committee
  - Competitive Fairness Committee Chair
  - Sport Medicine & Athlete Safety Chair
  - Tiering & Sport Evaluation Committee Chair (chair already on Legislative Assembly)

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### **Frequency of Meetings:**

The Legislative Assembly will meet twice per year, for 1.5-to-2 days at each meeting. These meetings will be the location where regular business can be conducted (debating and passing motions.)

- Fall Planning Meeting (Fall)
- Annual General Meeting (Spring)

### **Legislative Assembly: Explanation and Rationale**

The best way to think of the Legislative Assembly is as the “Rule Makers” of the organization. This body is responsible for managing all BCSS Bylaws, Policies and Rules. Any change to these must be approved by the Legislative Assembly. The current voting body of BCSS is the entire membership with each school receiving a vote. The committee could not find a single other school sport governing body in North America that followed this model. It was noted by the committee that as a result of the current structure, the AGM is much more transactional than discussion based. Currently, many of the attendees have limited knowledge of BCSS policies and are generally approaching any motion with a singular focus on their school or sport of choice, rather than a more holistic approach. Also, we currently use both proxy and advance voting, both of which are not accepted as best practices for good governance. Before Advance Voting was introduced, 2-3 people would carry the majority vote and would control the entire direction of the organization. Advanced voting was introduced to provide a more balanced voice among all member schools, but the downside is often members using this voting method are doing so without any true understanding of BCSS policy or the desired or sometimes unintended effects of motions.

When looking at other organizations, most had a legislative entity responsible for the discussion and approval of policies, in the range of 40-60 people that was composed specifically to ensure a proper diversity of voices. With a group this size, people in attendance are expected to be well versed in the issues at hand and can partake in substantive discussion before voting on any motions.

Further, with a smaller legislative body, we would be able to meet twice per year to conduct business. This allows more time to discuss concepts and ideas while providing an opportunity for further consultation with the schools throughout the year. It also reduces the challenge spring sports currently have where the BCSS AGM happens before their season of play concludes, which can mean a full 2-year delay before the implementation of desired changes.

When considering the appropriate composition of the Legislative Assembly, the committee felt that it was important to have equal representation from each of the BCSS zones, which is consistent with common practice across North America. The committee also felt it was important to have a mix of administrators and athletic directors, as well as both male and female representation.

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The committee recommends that each BCSS Zone has three (3) representatives in the Legislative Assembly. This will make up the majority of the Legislative Assembly. Of those three persons, one must be the opposite gender of the other two, and at least one must be an administrator. This will guarantee there will be at least 9 administrators and 9 females from the zone representatives, providing the desired perspective and diversity.

The Committee also recommends the inclusion of the Board of Directors in the Legislative Assembly as this is common practice in nearly all organizations. Currently, many of the motions at our AGM come from the Board. However, as they do not have a formal voice or vote at the AGM, the motions are attached to a school rather than the Board, causing greater confusion on the origin of a motion. The new model would ensure the Board of Directors has a formal voice and vote at the AGM. The Board of Directors would be elected by the Legislative Assembly. Note, the rationale for the recommendation as it pertains to the Board of Directors is in the next section.

It is also common to have various partners and stakeholder organizations with a seat at the decision-making table. This provides a strong and formal connection with the organizations so they feel a level of ownership and responsibility which helps unify and support the educational purposes of BCSS. Each of these organizations would have one vote.

Lastly, the committee's recommendation is to include the Policy Committee Chairs on the Legislative Assembly. A strong organization relies on its committees to dig expertly into various issues to bring information and recommendations forward to the Legislative Assembly. To do that properly, the chair of these committees should have a voice and vote. Currently, committee chairs and even BCSS Sport Commissioners don't have a voice at our AGM. This again means many sport-related motions come through schools that have little-to-no responsibility for the authoring of the motion.

In summary, this structure will allow enhanced geographical diversity, gender diversity, and administrative presence while allowing the organization to conduct business twice a year. The intended outcome is to have a more stable legislative process, with an engaged and educated legislative body responsible to ensure proper consideration is given to future policy changes.

## Board of Directors (9 members)

### Roles & Responsibilities:

The Board of Directors is responsible for the interpretation, implementation and enforcement of the policies and rules as created by the Legislative Assembly. It also has the responsibility for the traditional Board oversight of the organization which includes:

- Strategic Planning
- Budget Approval, Audit and Fiscal Oversight
- Managing Risk (i.e., Legal, Insurance etc.)
- Hiring, Supervising and Supporting the Executive Director/CEO
- Alignment of Mission and Vision
- Monitor Programs and Deliverables

### Composition:

The Board of Directors consists of the following persons, elected by the Legislative Assembly:

| Position:  | Requirements and Terms:  | Notes:  |
|--|--|---|
| <b>PRESIDENT</b><br><br><i>and either</i><br><br><b>VICE PRESIDENT</b><br><br><i>or</i><br><br><b>PAST-PRESIDENT</b> | Elected as Vice President and serves 1-year as VP. Automatically assumes Presidency after one year. Serves 2-year term as President, serves 1-year as Past-President, in a voting capacity. (4-year commitment)<br><br>The Board will have either a Vice President or Past-President, but never both concurrently. | <ul style="list-style-type: none"> <li>• Board positions are elected by the Legislative Assembly</li> <li>• To be eligible for election by the Legislative Assembly, any candidates must be a current Athletic Director, School Administrator, or District Administrator at a Member School or district; or, a current or past BCSS Zone President, current or past Local Association President, or current District Athletic Coordinator and in all cases be employed by a member school or school district. Various Board positions may have further requirements.</li> </ul> |
| <b>DIRECTOR AT LARGE: ADMIN</b>  | School (A/AA) or District Admin (3-year term)  |   |
| <b>DIRECTOR AT LARGE: ADMIN</b>  | School (AAA/AAAA) or District Admin (3-year term)  |   |
| <b>DIRECTOR AT LARGE: RURAL/SEMI RURAL</b>   | From a Rural/Semi-Rural School* (3-year term)  |   |



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|---|---|---|
| <b>DIRECTOR AT LARGE:<br/>SECTION 1</b> | Okanagan & Vancouver Island Zones<br>(3-year term)                                      | <ul style="list-style-type: none"> <li>• Directors from Sections will be required, on a set rotation, to put forth (a) female candidate(s). Once every 3 cycles (9years).</li> <li>• The Legislative Assembly will ensure there are no more than 7 people who identify as male on the Board of Directors at any one time</li> </ul> |
| <b>DIRECTOR AT LARGE:<br/>SECTION 2</b> | North Central, Northwest & Kootenays Zones<br>(3-year term)                             |   |
| <b>DIRECTOR AT LARGE:<br/>SECTION 3</b> | Eastern Valley, South Fraser, Fraser North & Vancouver Sea-2-Sky Zones<br>(3-year term) |   |
| <b>DIRECTOR AT LARGE</b>                | 3-year term   |   |

**NOTE:** Sections are used for governance purposes only and do not affect competition or championship berthing. They are used to ensure geographic diversity and representation by commonality.

**NOTE:** Rural and Semi-Rural schools are defined as schools in municipalities with fewer than 30,000 residents, and more than 85km from the closest municipality exceeding 30,000 persons.

**Frequency of Meetings:**

The Board of Directors will meet as required; generally, 7-10 times per year, in a combination of in-person and virtual meetings.

**Board of Directors: Explanation and Rationale**

The Board of Directors will assume many of its current duties. The Board of Directors is elected by the Legislative Assembly, ensuring the member representatives are democratically electing the people who are most involved in the oversight and direction of the organization.

In addition to traditional organizational oversight and responsibilities, such as fiscal accountability, hiring of the CEO/Executive Director, Strategic Planning and more, the Board of Directors is also responsible for the interpretation, application and enforcement of the policies as created by the Legislative Assembly. Think of them as the “Rule Enforcers.”

The Committee’s recommendation includes a combination of identified best practices, such as sectional representation, succession planning as well as gender and administrative considerations.

The role of the President is critical for any organization and BCSS is no different. In this new model, the Presidential term is 2 years but includes one-year as a Vice President which automatically ascends to the Presidency and one year as a Past-President in a voting capacity. The Board of Directors will never have both a Vice President and Past

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President at the same time. It will always be one or the other in alternating years, allowing the Board of Directors to remain at 9 members at all times while ensuring a smooth and continual transition of leadership.

The rest of the positions are designed to bring forth different perspectives. The committee aspired to bring both Athletic Directors and Administrators together, from different regions, different sized schools, and different experiences in the proposed structure.

Two positions must be filled by administrators. Most organizations in Canada and the US require the President or in some cases, all the Officer positions to be filled by administrators. Some organizations even require superintendents to fill the Board of Director roles. The recommendation put forward ensures that there will be a minimum of two school administrators on the Board of Directors. In addition, the structure also ensures there will be a minimum of two females on the Board at all times. The sport sector in BC and Canada, much like society is working to promote females in leadership roles through sport. While we stand rooted firmly in education, a glance back at the historical composition of our Boards, reveals a terrible track record of ensuring gender diversity is present in our decision-making bodies.

The concept of Sections is new for BC School Sports. It is borrowed from the NFHS and many different states, where regions are grouped for governance purposes. It's important to note that Sections will be used for governance and administrative purposes only and will have no effect on competitive pathways for provincials. It is simply a way to group zones of similar characteristics together to ensure the proper diversity of voices.

They are broken out as follows:

- Section I: Vancouver Island Zone, Okanagan Zone
- Section II: Northwest Zone, North Central Zone, Kootenay Zone
- Section III: Vancouver Sea-2-Sky Zone, Valley East Zone, South Fraser Zone, Fraser North Zone

Each of these sections will have a representative on the Board of Directors in 3-year terms. One of the three-section representatives will be a female as per an established rotation. Of course, if others are nominated and elected, that is certainly encouraged, but the designated section on the rotation will be required to put forth a female nominee.

Ultimately, the Board of Directors will be an appropriate cross-section of persons, from different regions and experiences, elected by the Legislative Assembly to manage the affairs of the association and enforce the rules the Legislative Assembly passes.

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## Policy Committees

### Sport Championship Committees (2)

- These are two (2) separate committees: Team Sports Championship Committee and Individual Sports Championship Committee.
- These committees are focused on the policy of championships. Such as:
  - Size and Structure of Championships
  - Berthing (policy on how berthing is awarded for each sport/tier)
  - Seeding and Ranking Process and Procedures (not conducting the seeding/ranking)
  - Discipline and Appeal Policies for Zone and Provincial Championship contests
- They are not responsible for the coordination or hosting of championships
- The Chair of each championship committee is elected by the Legislative Assembly
- In addition to the chair, committee members will be appointed as one per sport, by the Sport Advisory Committees. (Basketball and Volleyball will have one each for boys and girls, until the SAC's merge in 23/24)
  - Individual Sport Committee: Aquatics, Cross-Country, Gymnastics, Mountain Biking, Skiing, Snowboarding, Track & Field, Wrestling
  - Team Sport Championship Committee: Badminton, Basketball, Curling, Field Hockey, Football, Golf, Rugby, Soccer, Tennis, Ultimate, Volleyball
- Members of this committee must be an Athletic Director or Administrator at a Member School or School District; a current or past BCSS Zone President; a current or past Local Association President; or a District Athletic Coordinator
- Each Sport Championship Committee will meet 3-4 times per year, predominately by video conference

### Rules Committees (3)

- There are three (3) separate committees, one for each BCSS Season of Play (Fall Sports Rules Committee, Winter Sports Rules Committees, Spring Sports Rules Committees)
- Each committee is focused on the rules of play for the sports in their season of play including:
  - Technical Rules and Game Protocols
  - Field of Play Specifications/Requirements
  - Uniforms
  - Equipment
  - Officials/Scoring
- The Chair is elected by the Legislative Assembly and must be an AD or Administrator
- The committee will have one female and one male expert from each sport. They will be appointed by the Sport Advisory Committee.
- Committee members must be employed by a member school or school district
- Each committee will meet 2-3 times per year, predominately by video

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### **Eligibility Appeals Committee**

No Change in Mandate or Structure.

### **Competitive Fairness Committee**

No Change in Mandate or Structure.

### **Sport Medicine & Athlete Safety Committee**

No change in mandate or Structure

### **Tiering & Sport Evaluation Committee (new)**

- The TSE Committee will make recommendations to the Legislative Assembly on tiering thresholds, structures and timelines
- This committee is responsible to make recommendations for the addition and removal of sports based on established criteria and data
- Create and evaluate application process for adding new sports to make recommendations to the Legislative Assembly
- Composition:
  - BCSS Board of Directors Member (Chair)
  - Team Sport Championship Committee Member
  - Individual Sport Championship Committee Member
  - BC Superintendent Association Representative
  - BC Principals and Vice Principals Association Representative
- Meets twice per year

**NOTE: All policy committees make recommendations to the Legislative Assembly through their committee chair and cannot directly change the policies or rules of BCSS.**

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## Operating Committees

Operating Committees have the responsibility of assisting in the execution of various BCSS functions and services to the membership. Each committee has a chair and a specific mandate or task to execute as per the Terms of Reference, under the guidance of and with the support of BCSS staff. These committees do not have a legislative function but are essential in providing essential feedback and ideas to the appropriate legislative committee. Operating Committee Terms of Reference are approved by the Board of Directors and the committee members are named by the Executive Director based on the expression of interests.

### Championship Host Committees (25-35 Committees)

Each year BCSS awards 64 championship banners. Due to various championships awarding multiple banners, the number of different championship events generally ranges from 28-35 each year. Some of these championships are school-based which usually rotate around the province, while other championships remain at a centralized location and are moved intermittently. The intent is that those with centralized locations would remain so, and those that are school-based would continue in their traditional way as well. School-based championships would be awarded through a bid process, evaluated by the Legislative Assembly, while any movement of centralized championships also would be decided to the Legislative Assembly when required from time to time.

We intend to keep the championships looking very much like they do now. Each championship whether centralized or school-based would have a host committee that would have a Tournament Chair, as they do now. BCSS would guide hosts on things like budgets, sponsor obligations etc., but the host committee would be charged with putting on a memorable event for the student-athletes. We have a lot of wonderful events, and we are optimistic many of those who have contributed to those events will be open to doing so in the future.

### Sport Advisory Committees

The Sport Advisory Committees has been added for the final version of the proposal after lengthy discussions with the commissioners. It is meant to provide a forum for sport specific dialogue and providing support for the continued growth and development of our coaches and sports.

Each BCSS sport will have a Sport Advisory Committee. For the sake of supporting this transition, basketball and volleyball who currently have gender specific commissions, will have a period of two years where they can have a gendered Sport Advisory Committee, before they become a single non-gendered SAC for each volleyball and basketball.

The Board, in listening to the commissioner concerns, understood the need for a more direct connection with the coaches and those passionate about their sport. While the

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proposal moves BCSS to a multi-sport decision making perspective, the Board recognizes many are passionate about the sport they coach.

Each SAC chair will be appointed by the Board of Directors, upon the submission of an expression of interest. The Board has extended the offer to the current BCSS Sport Commissioners to take on this role, if they would like.

Each BCSS zone will then appoint one person for each of the BCSS Sport Advisory Committees. Each committee will then consist of ten people. The mandate of the committee will include:

- Appointing the two (2) representatives for their sport to the appropriate rules committee
- Appointing the one (1) representative for their sport to the appropriate championship committee
- Providing sport specific feedback on championships, rules, and other sport specific matters of importance to the coaches and student-athletes
- Working with BCSS staff to coordinate and deliver workshops, courses, and other development and networking opportunities for coaches around the province
- Assist the BCSS staff with the securing and requesting of officials

The SAC's would be required to meet at least once per year, but at the discretion of the Chair and its members may meet more frequently.

### **Ranking Committees**

In the sports that use weekly or bi-weekly rankings as a way to generate interest in the season as well as create a small foundation for which eventual Championship Seeding can be based, BCSS would establish a ranking committee for each sport and gender required. Currently, the sports that use rankings are Football, Boys Volleyball, Girls Volleyball, Boys Basketball and Girls Basketball. Each would have a committee made of coaches from around the province who would execute the ranking process as required. The process would be stewarded by BCSS staff on a weekly or biweekly basis, with the coaches on the committee submitting their rankings in an approved method to be consolidated by BCSS for publication.

Each ranking committee would consist of an active coach from each BCSS Zone. There is no requirement that the coach is an employee of a member school or district. Where reasonable there may be subcommittees for the different tiers within a sport.

### **History & Archives Committee**

BCSS has historically, not done a great job of documenting, and celebrating our history. Partially this is due to the sport-specific nature that we have operated in, and some commissions have done a nice job with this, but BCSS has a rich history that needs to be documented, preserved and celebrated moving forward. This committee which would

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open to anyone interested would again be stewarded by staff, but work on filling gaps in championship history, documenting important periods in BCSS history including seminal commission moments. This committee would be open to anybody interested in contributing to BCSS and may be of great interest to retired coaches and teachers.

### **Scholarship Committee**

BCSS awards 18 zone and 2 provincial-wide scholarships on behalf of the membership. Also, we handle the process for scholarships from various endowments, donations, and sponsorships such as the BC Dairy Sponsorships. BCSS puts together an annual comprehensive package for our member schools outlining the available awards, and the criteria. The Scholarship Committee is tasked with evaluating and selecting the winners. The Committee is currently functioning well, and the members take its responsibility of awarding over \$30,000 each year very seriously. The committee is made up of 5 individuals who are all employed by a member school or school district. BCSS receives hundreds of applications and packages them for the committee. This process will remain largely unchanged. This is a great example of a committee that currently functions in this way to help deliver an important service to the membership but has no legislative function.

### **Commissions and Committees: Explanation and Rationale**

When looking at the appropriate structure for committees, it became apparent to those on the committee that BCSS was very much the outlier with its current commission structure. As previously stated, there is no other governing body for school sport in North America that has the semi-autonomous bodies make decisions outside of the formal decision-making process. This is a holdover from our creation as an organization over 50 years ago when we were formed with the support of the Provincial Government bringing together the associations that had formed to handle a specific sport in the school setting. BCSS was created, but our governance didn't evolve with best practices and never resulted in centralized decision making.

The decision making within commissions has predominantly been done by coaches. We are lucky to have over 7000 school coaches in BC, for without them, school sport could not happen. However, with the significant increase of non-educators coaching in schools, we have seen an increase in decision-making centered on the purpose and philosophy of sport development, often with the narrow focus of a specific sport or sometimes only a specific tier. This is in contrast to the desired educational, multi-sport, organization-wide focus we strive to maintain.

Despite no other governing bodies operating in this way, the committee wrestled with the notion of this change, understanding that the recommendation presented in this document will be a significant paradigm shift. Ultimately, the committee felt based on their research and discussions this model will provide the highest level of consistency and sustainability for school sport in the long term, and keeps school-based athletics firmly rooted within education.

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Operationally, the Legislative Assembly will identify which championships will be school-based, as we have many wonderful school-based events. These events will be awarded by either bid or rotation as per the decisions of the Legislative Assembly. The other events will be neutral-site events and will be coordinated by BC School Sports. To be clear, BCSS does not have the manpower to physically act as coordinator or event director for each of these events. The staff will engage someone to work as the Event Director under contract for BCSS, with the link between the Sport Liaison in the office and the Event Director bringing consistency and efficiency to our events.

There is a lot of history in the BCSS commissions, including a history of coordinating some amazing championship experiences for our student-athletes. BCSS plans to retain this history and work with our member schools and stakeholders to maintain a high quality of championship events moving forward. We are confident that those individuals who have been committed to seeing school sport succeed within a commission framework, will continue to work with BCSS to ensure the student-athletes are a priority.

There will be two (2) committees responsible for the Championship policy. Due to the nature of the differences in the types of sports, one committee will be responsible for Team Sports while the other will be responsible for Individual Sports. These committees will bring forth recommendations to the Legislative Assembly regarding policies for championship size, berthing, draw types and details, rankings/championship seeding and discipline at zone and provincial championships. It is important to recognize these committees are not responsible for executing or hosting championships but to be experts in the area with a multi-sport focus to provide recommendations, which becomes the framework for our provincial championships in our team sports. There will be another committee with the same mandate but for individual sports. They will investigate the same types of issues, but also include discussion on which disciplines to include in championships. These committees, consistent with all BCSS committees, cannot execute any changes independently but have the responsibility to bring forth the recommendations to the Legislative Assembly.

The other major set of committees will be the creation of three (3) rules committees. These committees will be broken down by season of play. They will be responsible for evaluating the rules of play, and making suggestions to the Legislative Assembly with regards to Technical Rules, Field of Play Specifications, Equipment, Uniforms and Scoring. The committees will consist of a variety of educators with multi-sport backgrounds, who will become knowledgeable and receive feedback from coaches and schools, consider suggestions, and where appropriate make recommendations for approval by the Legislative Assembly.

The existing operating committees (Eligibility Appeals Committee, Competitive Fairness Committee, Scholarships Committee, and lastly, the Sport Medicine and Athlete Safety Committee) will all continue to operate under their current terms of reference. The final



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new committee is the Sport Evaluation and Tiering Committee, whose role will be to provide recommendations to the Legislative Assembly on the inclusion of new sports, the removal of current sports and the tiering of the organization.

This structure will bring BCSS in alignment with best practices across North America and should streamline the experience and process for all stakeholders. It will provide a multi-sport and holistic lens upon decision making for all BCSS activities.

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## Conclusion

### Strengths and Rationale for Recommended Structure

#### 1. *Philosophical*

- a. Representation
  - a. A Legislative Assembly of 54 persons, conducting two meetings per year, given the appropriate time, and expectation to educate themselves and each other on each issue and the various viewpoints from around the province allowing for a fully informed decision should result in fewer special interest motions and more stability in policy.
  - b. Eliminates proxy and electronic votes, to ensure a small group of people do not control the meeting and the people discussing and voting on issues are well informed and present for all discussions.
  - c. The proposed model mandates diversity requirements for all bodies (Legislative Assembly, Board of Directors, and committees) to ensure appropriate representation based on region, gender, school type, etc. (details provided in structure descriptions).
- b. Competing approaches
  - a. The proposed model emphasizes and reinforces an education focus.
  - b. The proposed model emphasizes and reinforces a multisport focus where all BCSS activities are provided equitable support.

#### 2. *Financial*

- a. Government concerns regarding the future of gaming funds are addressed through these changes, leading to a better chance of success in achieving gaming funds consistently in the future.
- b. The BCSS budget and financials will include the finances for championships consistently and transparently and will continue to be externally audited. All committees will receive the appropriate budget within the BCSS budget.
- c. The proposed model ensures that any revenue generated from BCSS Championships will directly benefit all BCSS members by sustaining ongoing operations.
- d. The proposed model allows for a global corporate approach to sponsorship, providing support to operations of the entire organization and all of its activities.

#### 3. *Operational*

- a. The proposed model ensures that all activities are operating under a common set of shared values, rules, processes and procedures.
- b. The proposed model will streamline information for AD's relative to BCSS and its activities, which should support retention in the role.
- c. The proposed model creates consistency in the decision-making process, ensuring a more proactive approach can be developed. This will reduce the

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significant policy changes from year to year and allow more time for BCSS staff to focus on delivering programming and services.

#### **4. *Legal / Liability***

- a. The Legislative Assembly, representing the membership, will be responsible for approving any changes to rules or activities. Thus, ensuring decision making is aligned with the philosophy of the organization and minimizing unknown risk.
- b. Adopts a multi-sport model for discussing rule changes, which eliminates single-sport bias and potential for conflict or inequity between activities.
- c. The proposed model eliminates independent commissions which ensure all activities have equitable representation within committees and the Legislative Assembly.

This recommendation has been carefully crafted by the committee after over a year of research, discussion, consideration and debate. It has now been further tweaked in response to the feedback received after its publication in February 2020. It is intended to bring BCSS in alignment with best practices in not-for-profit governance and utilizes a combination of strategies and structures from several school sport governing bodies, modified in a way that is appropriate for the challenges unique to British Columbia. This recommendation is made with the intent to ensure educational athletics remains under the direction of the education system while ensuring stability, sustainability, and increasing the diversity and provincial representation of those making decisions. Should this recommendation be approved by the membership at the 2021 Annual General Meeting, it will allow for BCSS to strengthen its focus on program delivery and creating meaningful experiences for student-athletes across BC.

The Board of Directors, who are elected by the membership to guide the organization, have fully endorsed this recommendation and feel it is in the best interest of the organization moving forward. They encourage all member schools to support the recommendation and look for ways to become involved in supporting the continued growth and evolution of BC School Sports.