SCHOOL SPORT ALBERTA

2026/27 POLICY HANDBOOK



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STRATEGIC PLAN 2025-29

VISION STATEMENT

GROWTH THROUGH SPORT

MISSION STATEMENT

To provide ethical, effective governance and promotion of school sport

STRATEGIC GOALS

1. Increase Participation and Opportunity

Specific: Promote the expansion of access to school sport.

Measurable: Increase sport offerings through Demonstration events. These events should allow for equal opportunity for all zones, for female athletes, and where possible, access to students with disabilities or special needs.

Attainable: Collaborate with member schools, zones and PSOs to utilize the New Activities Policy.

Relevant: Aligns with SSA values to ensure equitable access to participation in school sport.

Timely: Implement Demonstration events by the 2026/27 school year, with evaluations as per policy.

Key Performance Indicators (ADMUT):

- **Action:** Percentage increase in overall student participation.
- **Detail:** Demonstration events.
- **Metric:** 10% increase.
- **Unit:** Percentage.
- **Timing:** Within three years, with annual progress reports.

2. Support and Development for Athletic Directors (ADs)

Specific: Provide professional development and mentorship opportunities that are accessible to all Athletic Directors.

Measurable: Offer an annual opportunity for Athletic Directors.

Attainable: Utilize the existing structure and continue to enhance the offering.

Relevant: Enhances quality and retention, reducing the likelihood of burnout among ADs.

Timely: To be held every August, with delegate assessment after each.

Key Performance Indicators (ADMUT):

- **Action:** Provide professional development. Create documentation to educate administrators.
- **Detail:** Offer introductory sessions and mentorship opportunities.
- **Metric:** Increase Athletic Director retention rates by 5%.
- **Unit:** Percentage.
- **Timing:** Within three years.

3. Equitable Competition

Specific: Evaluate competition formats to ensure equitable opportunities for all schools.

Measurable: Revise provincial qualification systems after implementation of the new five classification structure.

Attainable: Gather input from commissioners and zone managers, analyze data from the SRS, and adjust formats accordingly.

Relevant: Ensures balanced competition and across all levels of school sport.

Timely: Conduct reviews after each of the first two years of the new model and implement changes after two years.

Key Performance Indicators (ADMUT):

- **Action:** Assess competition formats to ensure fair opportunities, and revise where appropriate.
- **Detail:** Implement new qualification structures.
- **Metric:** Sports which will be reviewed.
- **Unit:** Two sports.
- **Timing:** Within three seasons, with review after implementation.

4. High-Quality Championship Events

Specific: Enhance championship event organization with professional hosting and improved logistical support.

Measurable: Introduce structured event mechanisms.

Attainable: Collaborate with partners and allocate budget for event upgrades.

Relevant: Elevates the profile and accessibility of school sport.

Timely: Implement enhancements immediately for a limited number of events, with annual progress assessments for those events.

Key Performance Indicators (ADMUT):

- **Action:** Enhance championship events.
- **Detail:** Improvement in event logistics and organization.
- **Metric:** 20% increase in attendance for targeted events.
- **Unit:** Percentage.
- **Timing:** Within three years, with annual progress assessments.

VALUE STATEMENTS

ACCESS

Promote equal opportunity for involvement in school sport.

GROWTH

Provide opportunities for development to empower individuals who assume roles of leadership.

INTEGRITY

Adhere to the spirit of sportsmanship, while achieving excellence and accountability.

PARTICIPATION

Foster a sense of inclusion, belonging, and community for all.

5. Advocacy and Awareness for School Sport

Specific: Increase public awareness of the benefits of school sport.

Measurable: 20% increase in social media engagement and sponsor participation within two years.

Attainable: Utilize digital marketing, testimonials, and partnerships.

Relevant: Reinforces the educational and developmental values of school sport.

Timely: Initiate the campaign immediately, with periodic impact evaluations.

Key Performance Indicators (ADMUT):

- **Action:** Increase public awareness of school sport (including multisport athletes).
- **Detail:** Implement a digital campaign.
- **Metric:** 20% increase in engagement and revenue.
- **Unit:** Percentage.
- **Timing:** Within two years, with periodic evaluations.

6. Operational and Governance Improvements

Specific: Streamline administrative systems and improve transparency.

Measurable: Reduce registration, policy and governance work by 20% within five years.

Attainable: Upgrade systems and implement communication strategies for members.

Relevant: Reduces administrative burdens and increases retention rates.

Timely: Implement new policies and systems in phases over the next four school years.

Key Performance Indicators (ADMUT):

- **Action:** Streamline administrative systems and policy transparency.
- **Detail:** Reduce administrative work and increase compliance with policies.
- **Metric:** 20% reduction in administrative work.
- **Unit:** Percentage based on employee and member feedback.
- **Timing:** Within four years, with phased implementation.

7. Sportsmanship and Character Development

Specific: Promote sportsmanship by integrating educational programs on respectful conduct and conflict resolution.

Measurable: Provide an opportunity for sportsmanship training to all schools, with tracking of implementation.

Attainable: Enhance access to resources.

Relevant: Enhances student-athlete and coach character development.

Timely: Implement programs in the 2025/26 school year, with annual internal evaluations.

Key Performance Indicators (ADMUT):

- **Action:** Promote sportsmanship.
- **Detail:** Provide a plan for school implementation.
- **Metric:** Increase of 20% in school implementation.
- **Unit:** Percentage.
- **Timing:** Within two years, with annual internal evaluations.

8. Collaboration and Communication

Specific: Strengthen collaboration with members and provincial sport organizations (PSO) to align goals and improve communication.

Measurable: Establish quarterly meetings with zones and increase engagement rates with commissioners and PSOs.

Attainable: Leverage digital platforms for efficient communication and knowledge-sharing.

Relevant: Enhances organizational alignment and effectiveness.

Timely: Begin structured collaboration initiatives next semester, with bi-annual reviews.

Key Performance Indicators (ADMUT):

- **Action:** Strengthen collaboration with members and PSOs.
- **Detail:** Establish quarterly meetings and improve communication.
- **Metric:** Increase number of meetings and engagements.
- **Unit:** Number of meetings and engagements.
- **Timing:** Within two years, with bi-annual reviews.

HISTORICAL OVERVIEW

The first organizational meeting of the Alberta Schools' Athletic Association (now known as School Sport Alberta) was held in Calgary on March 17, 1956. The first meeting was inspired by the desire to have a provincial championship in high school boys' basketball and the realization that it was time to establish a structure for the overall coordination of school sport in the province. Out of that meeting came the first provincial basketball tournament as well as the constitution that has been the cornerstone for the growth and development of the association for almost 70 years.

The activities sponsored by the association have continued to grow in accordance with the consistent increase in membership (schools). The participation in boys basketball continued to increase and girls began to compete at the provincial level in 1960. By 1966, both boys and girls were competing in A, B, and C divisions. Track & Field was the second activity sponsored by the Association with the first provincial competition held on a horse track in Stettler in 1958. Badminton was added to the schedule of provincial events in 1963 and soon after, in 1964, the first association volleyball competition was held. It was not until 1968 that cross country was hosted, bringing the total number of activities to five.

In 1970, gymnastics was held in Calgary, followed in 1971 by wrestling and in 1977 by curling. By 1983, there was a demand for golf and cheerleading provincials, so those two sports were adopted by the association. Football was added in 1985 but gymnastics was eliminated in 1989. In 1995, girls' wrestling was introduced on a two-year trial basis and became permanent in 1997. The first provincial rugby championship was held in June 2006, and in April 2010, the association introduced team handball, bringing the total number of activities to twelve. In May 2011, the association added 6-a-side football to its list of sports, and in December 2018 rugby 7s was added. In December 2023, 9-a-side football was added. In June 2024, cheerleading was removed as a sanctioned sport.

As the number of activities increased, there was a growing need for changes in policy, communication, organization, and public relations. In 1970, each activity appointed a commissioner as a resource person, resulting in a continual upgrading of the caliber of provincial competitions. In 1974, four levels of classification were set up for volleyball and basketball based on the size of the participating schools. In 1984, the original geographical structure of ten zones was reduced to eight – two urban and six rural.

In 2008, the association created the Alberta Interscholastic Athletic Administrators Association (AIAAA), a professional development organization offering education and certification for school athletic administrators – a first in Canada. In 2011, the association created Canada's first online coach education program and ten years later partnered with Coaching Association of Canada to move relevant courses to www.coach.ca. Coaches in the association member schools have minimum course completion requirements in order to be able to coach in our schools. Then, in 2015, the association partnered with Special Olympics Alberta to pilot the first official Special Olympics Unified Sports® program in Canada.

GENERAL INFORMATION

School Sport Alberta is a voluntary, non-profit organization that has been established to coordinate a program of worthwhile athletic activities for the young people of Alberta in an educational setting. The membership, currently over 400 high schools, ultimately determines the bylaws and policies of the Association through representation on the Provincial Board of Governors.

The Association holds two meetings annually, typically in June and December. The Executive Committee, comprised of the President, Past President or Vice President, Executive Member at Large, Male and Female Athletic Directors (3) and the Executive Director, is responsible for the management of the SSA on a day-to-day basis.

While SSA activities operate for the benefit of the students, it is the volunteers administering, coaching and promoting the program that are responsible for its success. Over 10,000 school personnel and other volunteers in Alberta donate their time and talent to ensure that the schools' athletic programs will provide enjoyable, positive athletic competition and experiences for their students.

The SSA bylaws and policies are intended to provide direction in the areas of equitable competition and ethical standards for all involved with school athletic programs. Technical expertise is provided through appointed commissioners and close liaison with provincial sports governing bodies. Limiting the length of seasons of play opens the door to multi-sport participation.

The Association's main sources of funding come from: The Alberta Ministry of Tourism and Culture, membership fees, sponsorship, apparel sales and more. The majority of funding is distributed in the following areas: officiating costs for provincial competitions, delegate expenses to meetings, publications; medals, trophies, banners and other provincial championship supplies, live streaming, office administration – postage, printing, telephones, office equipment/computers, web hosting, supplies, etc.; and staff/Executive Commissioners salaries, benefits and travel.

For almost 70 years, the SSA has served as a communications medium for Alberta high schools. The opportunity for teachers and coaches to exchange information and for students to travel province wide to engage in friendly athletic competition is a valuable educational experience for all participants. Currently, the SSA:

- Distributes yearbooks that have been published annually since 1967
- Provides athletic opportunities in 11 different activities
- Has a membership of over 400 schools
- 55,000 student athletes compete on 4,000 high school sports teams
- Provides equal opportunities for male and female athletes
- Supports 25+ provincial championship host locations in awarding 58 championship banners
- Provides e-newsletters, policy handbooks, activity calendars, competition host handbooks and other resources to member schools
- Maintains an active and regularly updated website and Sport Registration System (SRS) and hosts championship websites
- Supports and collaboratively works with the Canadian Interscholastic Athletic Administrators Association (CIAAA)
- Coordinates an online coach education program in conjunction with Coaching Association of Canada
- Implements Para Athletics events in select sports
- Manages Unified Sports in partnership with Special Olympics Alberta

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BYLAWS

ARTICLE I – NAME

The name of the society is – Alberta Schools' Athletic Association. The society operates as School Sport Alberta, which may be hereinafter referred to as SSA or the Association.

ARTICLE II – MEMBERSHIP

1. Membership in SSA is open to any Alberta senior high school that is accredited by Alberta Education. Online registration is required by October 10, and payment of dues shall be made to the zone manager prior to October 15 of the school year in which the school wishes to participate and agrees to comply with all bylaws and policies of the Association.
2. Application for membership is available to any secondary school in Alberta. Requests are submitted by the school principal and can be approved by the Executive Director.
3. Any member wishing to withdraw from membership may do so upon a notice in writing to SSA Executive. If any member is in arrears of annual fees or assessments for any year, such a member shall be automatically suspended and thereafter be entitled to no membership privileges until reinstated by the Executive Committee.
4. Upon a 75 percent majority vote of the provincial Board of Governors at a general meeting, any member can be expelled from the Association for any cause that the board may deem reasonable.
5. The position of SSA regarding schools/individuals becoming members of provincial sport associations (PSAs) is as follows:

   SSA will pay a nominal membership fee annually to associations that will provide automatic membership to all SSA member schools. Information to be provided to the PSAs under such an arrangement will be the same as that received by SSA in the online sport registration system (SRS) and will not include such things as home addresses and telephone numbers of students or other information protected by privacy legislation. PSAs not interested in such a blanket membership arrangement but wishing to obtain school members may contact schools on an individual basis, and schools will decide whether they are interested in taking out such memberships.

ARTICLE III – ORGANIZATION

1. The governing body of SSA shall be the provincial board of governors (hereinafter referred to as the Board of Governors or the Board), consisting of the following:

   A. The Directors (Executive Committee as outlined in ARTICLE IV.)

   B. The President and Manager of each zone or their delegate(s). Zones may send additional representatives to any Board meeting, with each zone having a voting strength of three; any additional expenses beyond three representatives per zone is the responsibility of the zone.

      Voting strength for the Calgary Zone is as follows:

      CSHSAA = two votes

      CISAA = 1 vote

   C. Commissioners, who shall be certified teachers elected by the board of governors on the basis of at least one per sport in which there is competition at the provincial level and serving for a term of four years.

   D. One Sportsmanship Commissioner who shall be a certified teacher elected by the board of governors and serving for a term of four years.

   E. One Unified Sports Commissioner who shall be a certified teacher elected by the board of governors and serving for a term of four years.

   F. One representative from each of the following:

      I. Alberta School Boards Association (ASBA)

      II. Alberta Teachers' Association (ATA)

      III. Association of Independent Schools & College in Alberta (AISCA)

      IV. College of Alberta School Superintendents (CASS)

      V. Indigenous Sport Council of Alberta (ISCA)

      VI. Sport, Physical Activity and Recreation Branch (Ministry of Tourism and Sport)

2. The Board of Governors may on reasonable grounds remove any member of the Board of Governors by a vote of two-thirds majority at a duly constituted meeting before the expiration of that board member's term of office. Any member of the Board of Governors shall be entitled to resign from the Board by delivering written notice of such resignation to the Executive Director.

3. The activities of the Association shall be governed by provincial legislation (bylaws and policies). This legislation shall specifically govern the participation of any team or individual from any member school in any activity leading to an SSA provincial competition.

4. SSA activities shall be administered through eight geographic zones, each having its own governing legislation. Zones are responsible for determining zone representatives to SSA Provincial Championships. Individual zones shall be responsible for determining school representatives to zone competitions. All individuals or teams competing for a berth at zone, regional or provincial competitions must adhere to SSA eligibility policies. All SSA zones and member schools must follow SSA bylaws and policies. Subsequent to this, zones and member schools may establish and follow policies more

restrictive than SSA policies, however, they may not follow policies that are less restrictive than that of SSA format for competitions beyond the zone level will be established by SSA. SSA Zones shall be as follows:

A. South: to include Counties of Cypress, Forty Mile #8, Lethbridge #26, Vulcan, and Warner #5; Municipal Districts of Cardston #6, Pincher Creek #9, Ranchland #66, Taber, and Willow Creek #26; Improvement District 4.

B. South Central: to include Counties of Kneehill, Mountain View, Newell #4, Starland, and Wheatland; Municipal Districts of Acadia #34, Bighorn #8, Foothills #31, and Rocky View #44; Improvement Districts of Kananaskis, and ID 9; Special Areas 2 and 3.

C. Calgary: to include Calgary City.

D. Central: to include Counties of Beaver, Camrose #22, Flagstaff, Lacombe, Paintearth #18, Ponoka, Red Deer, Stettler, and Wetaskiwin #10; Municipal Districts of Clearwater #99, Provost #52, and Wainwright #61; Special Area 4.

E. North Central: to include Counties of Athabasca #12, Barrhead, #11, Lac Ste. Anne, Leduc, Parkland, Strathcona, Sturgeon, Thorhild #7, Westlock, Woodlands, and Yellowhead; Municipal District of Brazeau #77; Improvement Districts of Jasper, ID 12, and ID 25.

F. Edmonton: Includes all schools who are members of the Metro Edmonton High School Athletic Association.

G. North East: to include Counties of Lakeland, Lamont #30, Minburn #27, Smoky Lake, St. Paul #19, Two Hills #21, Vermilion River #24, Municipal District of Bonnyville #87; Improvement Districts 13 and 24; Regional Municipality of Wood Buffalo.

H. North West: to include Counties of Birch Hills, Grande Prairie #1, and Saddle Hills; Municipal Districts of Big Lakes, Clear Hills #21, East Peace #131, Fairview #136, Greenview #16, Lesser Slave River #124, Mackenzie #23, Northern Lights #22, Opportunity #17, Peace #135, Smoky River #130, and Spirit River #133.

NOTE: The above geographic outline indicates the general composition of the zone. Schools located in the geographic areas listed are members of that zone except in cases where a school has received zone and provincial permission to belong to an adjacent zone.

5. For purposes of regional competitions when held, the north region comprises north central, north east and north west zones and the south region comprises central, south central and south zones unless stated otherwise in policy.

SSA ZONES



ARTICLE IV – DIRECTORS

The directors of the Association are the members of the Executive Committee, which shall consist of the following:

Senior Executive (voting members)

The Board of Governors will ensure that an active or retired administrator (principal, superintendent) occupies at least 3 of the following 4 senior executive positions, and the fourth can be an assistant/vice principal:

1. Vice President – must be an Alberta certified teacher and shall, subject to Article V (2), hold the office of Vice-President for a 2-year term and shall be the President for a 2-year term following their term as Vice-President.
2. President – must be an Alberta certified teacher and shall hold the office of President for a 2-year term, subject to Article V(2).
3. Past President – may be appointed into this role by the sitting Executive Committee members at their option and shall only have the duties assigned by them and will serve in that role until the Executive Committee members dismiss them or until they resign.

4. Executive Member at Large – must be a former Executive Committee member of SSA (or equivalent provincial or state governing body) who shall retain office for a 4-year term subject to Article V(2). This member shall be nominated by the Executive and elected by the Board of Governors. This member is also the contact for any Human Resources issues with SSA office staff and is actively involved in hiring new staff.

The President, the Vice-President and the Executive Member at Large shall be the primary contacts for the Executive Director in affairs of the association requiring the urgent input and support of the Executive Committee.

5. Directors of Athletics (voting members)
    A. There shall be three Directors of Athletics all being Alberta certified teachers.
        I. There shall be at least 1 of each gender at all times.
        II. There shall be at least 1 representative from a rural zone at all times.
        III. Each retains office for a 3-year term.
6. Office Staff (non-voting members)
    A. Executive Director – An individual holding the position of Executive Director shall be a paid employee of the Association, selected by the Board of Governors and responsible to it.

ARTICLE V – DUTIES OF THE EXECUTIVE COMMITTEE

1. The **Executive Committee** shall, subject to the bylaws or directions given it by a majority vote at any properly constituted general meeting, have full control of the affairs of the Association. Meetings of the Executive Committee shall be held as often as the business of the Association requires and shall be called by the President. Special meetings of the Executive Committee shall be called by the President upon request of at least any two members of the Executive Committee who make such request for a special meeting and submit in writing to the President the business to be brought before the meeting.
2. The **Executive Committee** may on reasonable grounds remove any member of the Executive Committee before the expiration of that Executive Committee member's term of office by a unanimous vote of the other Executive Committee members at a duly called Executive Committee meeting. Any member of the Executive Committee shall be entitled to resign from the Executive Committee by delivering written notice of such resignation to the Executive Director.
3. When a member of the Executive Committee is removed or resigns, the Executive Committee has the authority to replace that member with a unanimous vote of the Executive Committee. If unanimity cannot be gained, the position will remain vacant until the process outlined in Article VIII can be fulfilled.
4. The Executive may meet with individuals or representatives of other sport/education agencies when deemed appropriate.
5. The Executive Committee has the authority to rule on any issue or circumstance not covered in the official handbook of SSA. Without limiting the generality of the foregoing, the Executive Committee may, under circumstances which in their absolute jurisdiction warrant it, operate the business and activities of SSA in a manner which accommodates any interruption of normal operating activities (e.g. adjusting seasons of play, cancelling or postponing events)
    A. Without limiting the generality of the foregoing, normal operating activities may be considered to be interrupted under any circumstances which render it impossible or inadvisable to follow the specific requirements of these bylaws or the policies of SSA.
    B. Before relying on this article, the Executive Committee must pass a resolution to engage their powers under this article, citing the details of the circumstances which make it necessary to do so and obtain the approval of no less than five of the eight zone executives for the resolution.

ARTICLE VI – DUTIES OF MEMBERS OF THE EXECUTIVE COMMITTEE

1. President

A. To preside at the general and executive meetings of the Association when Present and able to act. The President shall remain in that role for a two-year term. The President will normally serve as the SSA Executive's representative to the School Sport Canada Board of Directors.

B. To represent the Association in contacting the Ministry of Education, the press and the public.

C. To inquire into any matter pertaining to the affairs of the Association. The President may ask any representative to attend any meeting.

D. To be an ex-officio member of each committee authorized by SSA.

2. Past President

The outgoing president may be appointed into this role by the sitting Executive Committee members at their option and shall only have the duties assigned by them and will serve in that role until the Executive Committee members dismiss them or until they resign.
Note: this position is a non-voting position unless any one of the Senior Executive is not in attendance at an Executive Committee or Board of Governors meeting, in which case voting power can be delegated to the Past President.

3. Vice President

The Vice President shall attend general and executive meetings of the Association and the Vice President will preside over executive and board of governors meetings in the absence of both the President and the Past President. The Vice President shall assist with the overall administration of the Association. The Vice President shall become president after serving two years as Vice President.

4. Executive Member at Large

The Executive Member at Large shall have experience in SSA as a member of the Board of Governors in order to provide input and advice from a historical perspective. They shall advise the president on protocol and precedence and shall be a full voting member of the executive. Although not required, the Executive Member at Large should be a past executive member and preferably a past president. In the absence of all other officers of the Executive (President, Past President or Vice President), the Executive Member at Large shall assume the duties and responsibilities of the President. The Member at Large will act as the Facilitator at all Board of Governors meetings. The Executive Member at Large shall assume the role of staff liaison to the Executive Committee.

5. Directors of Athletics

The Directors of Athletics shall be elected for a three-year term. The Directors of Athletics shall be representative of the school athletic administrators. They will assist with the overall administration of the association and shall serve as representatives of the Executive Committee.

6. Executive Director

A. The Executive Director is a non-voting ex-officio of the Executive Committee.

B. It shall be the duty of the Executive Director to attend all the meetings of the Association, the Executive Committee, and of the Board, and to keep and file in the Association office accurate minutes of the same.

C. Association Seal: They shall have charge of the seal of the Association which whenever used shall be authenticated by the signature of the Executive Director or President or, in the case of the inability of either to act, by the Vice President or Past President in the case of absence of the Executive Director.

D. The Executive Director will oversee receipt of all monies paid to the Association and be responsible for the deposit of same in whatever bank, trust company, credit union or treasury branch the board may order. They shall properly account for the funds of the Association and oversee the keeping of such books as may be directed. They shall present a full detailed account of receipts and disbursements to the board whenever requested (given reasonable notice) and shall prepare for submissions to the Annual Planning Meeting of the board, a statement duly audited of the financial position of the Association and file a copy of same in the Association office records. The Executive Director is empowered to hire a bookkeeper as required.

E. The Executive Director shall oversee the keeping of a record of all members of the Association and their addresses, send all notices of the various meetings to the members via the zone manager as well as making those notices available on the Association's website as required.

F. The Executive Director shall oversee the collection and receipt of all annual dues, fees, and/or assessments levied by the Association. Such monies shall be promptly deposited in a bank, trust company, credit union, or treasury branch as required.

7. Any four elected members of the Executive Committee shall constitute a quorum.

ARTICLE VII – REMUNERATION

Unless authorized by the Board of Governors no director, officer, or member of the Association shall receive any remuneration for services rendered to the Association.

ARTICLE VIII – ELECTION OF DIRECTORS

1. Executive Committee members' terms commence on July 1 of the year in which they are elected or acclaimed and end on June 30 of the final year of their term unless the Executive Committee, by a majority vote, extends their term by a period of no more than one year.
2. Nominations for Executive Committee members must be submitted by the nominee's principal or superintendent and be seconded by a teacher or administrator from a different SSA member school.*
3. Completed Nomination Forms must be submitted to the SSA Office by April 30.
4. Completed Nomination Forms will be reviewed by a Nominations Committee, made up of one urban representative (determined by the Edmonton and Calgary Presidents) and one rural representative (determined by the rural zone Presidents). Voting members will be notified either that the nomination of a candidate does or does not have the unanimous support of the Nominations Committee.
5. The elections will take place at the Annual General Meeting. The candidate who receives the most votes for a contested office will be elected.
6. A candidate may be acclaimed if there is only 1 candidate.
7. The President shall appoint 2 election clerks who shall receive and count the ballots. The President shall act as judge of the election.

*Except for the Executive Member at Large who shall be nominated by the Executive and elected by the Board of Governors.

ARTICLE IX – VOTING

1. Voting privileges shall consist of 1 vote for each Board of Governors member with the exception of the Executive Director and any other SSA staff who may have an ex officio role on the Executive Committee or Board of Governors who shall not have voting privileges.
2. At times other than an Annual General Meeting, a mail vote may be taken on matters of general administration. Ballots must be kept until the following general meeting.

ARTICLE X – AUDITING

1. All books and vouchers must be submitted to an auditor appointed by the Executive or two members of the board not serving on the Executive Committee appointed by the Executive, who shall prepare an audited financial statement to be presented annually at the Annual Planning Meeting.
2. The books and records of the Association may be inspected by any member of the Association at any time giving reasonable notice and arranging a time satisfactory to the Executive Director.

3. The fiscal year of the Association shall be September 1–August 31.

ARTICLE XI – DISSOLUTION

1. Dissolution of School Sport Alberta requires a Special Resolution of the membership.
2. Upon the dissolution of School Sport Alberta and after payment of all debts and liabilities, the remaining property of the Association shall be distributed to such other eligible not-for-profit, charitable or religious organization, as defined by the Alberta Gaming, Liquor and Cannabis.

ARTICLE XII – MEETINGS

1. SSA has three different types of board meetings:
   1. Annual Planning Meeting (APM)
   2. Annual General Meeting (AGM)
   3. Special Meeting

   A. A quorum for all three types of meetings will consist of three elected directors and at least one voting member from a majority of SSA zones.

   B. The order of business at general meetings shall be as follows:

      I. Adoption of Minutes
      II. Business Arising
      III. Correspondence
      IV. Financial Report
      V. Reports
      VI. New Business
         - Proposals / Notices of Motion
         - Bids for Championships
      VII. Election of Officers (Annual General Meeting)
      VIII. Other Business / Questions
      IX. Adjournment

   C. The rules contained in Robert's Rules of Order Newly Revised shall govern the proceedings at general meetings unless the rules contradict the bylaws and policies of this Association or the Statutes of Alberta.

   D. In the event of a strike or other interruption of work that affects or may affect the eligibility or availability of any member of the SSA Executive Committee to attend any meeting of the SSA Executive Committee or to fulfil any of the duties of such member of the Executive Committee, then the Board shall have the absolute discretion to appoint another person to fill the position of such unavailable member of the Executive Committee for such period of time as the board determines in its absolute discretion is appropriate.

   E. In the event of a strike or other interruption of work that occurs or continues when the Board is unable to meet to appoint another person to the Executive Committee, then the Executive Committee shall be entitled to make such appointment, and the person so appointed shall be entitled to act as a member of the Executive Committee until the strike or interruption of work ends or until the next Annual General Meeting, whichever occurs first.

2. The Annual Planning Meeting is a partial board meeting held during either the last week of November or the first week of December (at the discretion of the Executive Committee). The goal of this meeting is for the Executive Committee to update the Board of Governors on the status of the association, and provide suggested improvements to policy. The APM will also provide the biannual opportunity to award championship bids. The meeting will be held in-person unless the Executive Committee determines that there are circumstances that favour holding the meeting virtually.

Delegates at the APM are:

Executive Committee

Three representatives from each zone

Commissioners

One representative from each the following:

College of Alberta School Superintendents

Sport, Physical Activity and Recreation Branch of the Government of Alberta

Proposals for Notices of Motion can be presented at the APM, and must be communicated at least three weeks in advance of the meeting. The delegates will discuss the Proposals and decide whether to endorse the Proposal for presentation as a Notice of Motion at the AGM.

The Executive Committee can determine a Proposal to be of an emergent nature and call for a vote for the Proposal to become a Notice of Motion to be implemented immediately (e.g. to allow for proper planning for fall sports).

3. The Annual General Meeting is a full, in-person board meeting held during either the second or third week of June (at the discretion of the Executive Committee).

   All board members as outlined under Article III - Organization are invited to attend.

   The directors (Executive Committee) of the Board of Governors shall be elected by the Board of Governors at the Annual General Meeting.

4. Special Meeting

   A special meeting can be called by the President if there is an emergent issue that must be dealt with before the next upcoming pre-scheduled board meeting. Special meetings are held virtually.

ARTICLE XIII – BORROWING POWERS

For the purpose of carrying out its objectives, the Association may borrow or raise or secure payments of money in such a manner as is deemed necessary and approved by the board.

ARTICLE XIV – AMENDMENTS TO BYLAWS

1. Association bylaws can only be changed by a special resolution of the members. Amendments to these bylaws may be made by a 75 per cent majority vote of the Board in attendance at a duly constituted meeting.
2. Amendments to the bylaws may be submitted by zones, schools or the executive committee. Schools submitting such amendments must advise their respective zone executive.
3. All items under policy may be amended by a majority vote of the Board of Governors. Proposed amendments must be submitted, in writing, to the SSA Office by April 1. The amendments to be considered will be posted on the SSA website and available to all member schools at least three weeks prior to the Annual General Meeting. Proposed amendments of an emergent nature to be considered at the Annual Planning Meeting, must be submitted, in writing, to the SSA Office by September 1.
4. Notices of motion to amend the bylaws may be waived where such an amendment is clearly of a housekeeping nature and does not change the intent of the bylaws.

POLICIES

SECTION I – CODE OF ETHICS

Adults who work with students in interscholastic activities should present a positive role model for them to emulate. Students who represent a school in interscholastic activities must be creditable school citizens.

The Association recognizes that the school administration is responsible for all athletic programs and the conduct of all school representatives, whatever the level and location of the competition. In recognition of this authority and responsibility, the Association presents the following general guidelines.

1. Fair Play and Sportsmanship

All competitions must be conducted with a high standard of courtesy, fair play and sportsmanship. All those involved share this responsibility.

A. Coaches

The coaches must demonstrate qualities of courtesy and good sportsmanship. These are evidenced by proper acceptance of officials' judgment, positive encouragement of player performance and bench behavior.

B. Athletes

Athletes must demonstrate qualities of courtesy and good sportsmanship by proper acceptance of officials' judgment and by showing proper respect for opposing athletes as well as for teammates.

C. Cheerleaders

Cheerleaders must demonstrate courtesy and good sportsmanship by the appropriateness and timeliness of the cheers they lead, respect for the other cheerleaders and athletes, and their attempts at effective crowd control.

D. Spectators

I. Spectators, both student and adult, must demonstrate courtesy and good sportsmanship by positive cheers of encouragement for their team, not against the opposing team. This is evidenced by the absence of booing and vulgarities. Spectators must also show proper acceptance of officials' judgment. Artificial noisemakers are not permitted during provincial championship tournaments/events including: badminton, basketball, curling, golf, team handball, track & field, volleyball and wrestling. With the exception of air horns and electronic megaphones, noisemakers are permitted at cross country, football and rugby. Prohibited noisemakers may include but are not limited to: air horns, cow bells, plastic tube horns, garbage can lids, etc. The provincial championship host shall have the authority to eject from the competition facility individuals who, following a warning, refuse to comply with this requirement.

II. Eviction for inappropriate language and/or behavior

III. The executive committee or its host/designated representative shall have authority to direct any person to immediately leave any premises or venue hosting any SSA sanctioned event if that person:

a. exhibits rude or abusive behavior to any other person

b. uses vulgar, obscene or abusive language and/or gestures

c. fails to promptly follow any reasonable direction given to that person by the designated representative of SSA

IV. The Executive Committee or its designated representative shall have the authority to notify local law enforcement personnel of the failure of any person to immediately comply with a direction to leave any premises or venue hosting any SSA sanctioned event.

E. Administrators and Teachers

Administrators and teachers must demonstrate courtesy and good sportsmanship by their positive examples.

2. Drugs, Alcohol, Tobacco and Cannabis

A. SSA is unequivocally opposed to athletes using any banned substance as identified by Sport Canada. SSA is equally opposed to the use of such substances by individuals in a position of leadership in school sport (i.e. coaches, trainers, managers, and administrators). In addition, SSA is opposed to any illegal and/or unethical physiological manipulation, such as blood doping or hormones, employed for the purpose of performance enhancement.

B. SSA prohibits athletes possessing/consuming any alcoholic beverage or cannabis while involved in SSA activities. It is opposed to the use of such substances by individuals in a position of leadership in school sport (i.e. coaches, trainers, managers, or administrators) while involved in SSA activities.

C. SSA prohibits athletes, coaches/teacher sponsors and any other individuals in a position of leadership such as trainers, managers, and administrators from smoking/vaping any substance and/or using spit tobacco on-site while involved in SSA activities. Vaping refers to any device used to vaporize a substance for initiation including but not limited to e-cigarettes, pocket vaporizers, pen vaporizers, box mod vaporizers or any similar products. This applies to all activities held on school property and rented community facilities for events such as rugby, track & field, football, golf, cross country running or other sports as required.

D. SSA Provincial Championship Hosts reserve the right to eject from the championship facility any person violating the above conditions regarding substance use. If necessary this may involve the host school calling the appropriate authorities to enforce removal.

E. Violations of the above policy will be addressed under SSA's Discipline and Misconduct Policy.

3. Social Media

A. All use of social media by an SSA member school or its representatives (i.e. coaches, students and all school personnel) must demonstrate good citizenship, showing respect and a high standard of courtesy, fair play and good sportsmanship.

B. Exhibits of rude, abusive behavior to any other person, uses of vulgar, obscene or abusive language and/or gestures found on social media outlets is subject to the Discipline and Misconduct policies as found in Section II Discipline and Misconduct, Sections 1–13.

4. Honest and Full Disclosure

A. When providing information to SSA regarding any/all matters, including but not limited to: transfers, appeals or disciplinary matters, all parties involved (students, coaches, educators, parents/guardians and others), are expected to provide complete and accurate information regardless if the information requested may be perceived by the party member(s) to have a less desirable impact on decision outcomes.

B. Full disclosure of information by all parties in all SSA matters is expected. This includes verbal communication, documentation and an expectation that relevant information will not be omitted or altered.

C. SSA reserves the right to investigate and/or follow up to ensure the accuracy of information presented during any SSA matter. Decisions made by SSA (including but not limited to: Executive Committee, Appeal Committee, Compliance Officer, Executive Director, or other) can be reversed afterwards if omitted or dishonest information is discovered or if a party is found to not be in compliance with statements or considerations initially presented.

D. Any third party that is made aware of omission or deceit in a SSA matter may report to the Executive Director of SSA in writing. The ATA Code of Professional Conduct must be adhered to if a teacher is reporting about another teacher's actions. The report to the Executive Director will not be addressed unless it is accompanied by the complainant's full name and contact information with the understanding that this will be provided to the party against whom the complaint is made if requested by that party.

I. If a report is submitted, the SSA Executive Director will conduct an investigation. The Executive Director will prepare a final report for the SSA Executive Committee on the investigation within 30 days of the verified complaint being received. The SSA Executive Committee reserves the right to take action, if any, which may include a hearing. Any party relevant to the SSA matter may be contacted and is expected to comply with any requests for further information. If a contacted party fails to comply with the investigation, that party may be subject to penalties at the discretion of the SSA Executive Committee.

E. If verified during an investigation that either incomplete, omitted or erroneous information was provided by any party in a SSA matter, immediate consequences will apply which may include but are not limited to: immediate retraction of eligibility to participate, application of probation, monetary fines or other action as determined by the appropriate SSA party.

SECTION II – DISCIPLINE AND MISCONDUCT

1. General Statements on Discipline

A. Schools participating in provincial championships shall be responsible for the conduct of their coaches, athletes, cheerleaders and spectators, in accordance with this Policy Handbook.

   i. Any conduct exhibited by coaches, athletes, cheerleaders or spectators which is deemed by SSA to bring any athlete, team, school or SSA itself into disrepute will not be tolerated and will be the subject of disciplinary proceedings at the discretion of SSA. Any such conduct shall be reported immediately to the SSA office in accordance with this policy.

B. The head coach, as a representative of the school, is responsible for the conduct of all personnel comprising the school's team (players, assistant coaches and other bench personnel).

C. For a coach to address, or permit anyone on their bench to address, uncomplimentary remarks to any official during the progress of a provincial championship, or to indulge in conduct that might incite players or spectators against the officials, is a violation of the rules of the game and must likewise be considered conduct unworthy of a coach.

D. All SSA Provincial Championship Hosts will convene a Discipline/Appeal Committee. This committee will have the authority to address issues of a serious nature that may occur before, during or after a provincial championship match, or to hear appeals of the automatic suspension resulting from an ejection. The committee may include, but not be limited to, the tournament chairperson, an official and two coaches not in conflict with the issue. In football, the discipline/appeal committee will be the SSA Executive Committee.

E. Behaviour by any member of a team, including all bench personnel, deemed objectionable conduct as defined in the rule book for a sport shall be immediately subject to the penalty prescribed in the rule book for such an offense. In this situation during a game, the head official for the game shall be empowered to see that the penalty is carried out (including ejection of team personnel from the game site) to allow the game to continue or if necessary, to halt further play and award the game to the non-offending team. In the event that a coach or team official is ejected from a game/match/bout, they are required to immediately leave the building until 30 minutes following the conclusion of the game/match/bout. If an ejection results in a teacher-coach/teacher-supervisor to no longer be present with the team, the game will be forfeited.

F. Any unsportsmanlike or violent behaviour e.g. fighting, that results in an ejection of an athlete or coach from participation in a SSA provincial championship competition shall result in a suspension from the next scheduled match of the current season, where match is understood to mean game, match, round, bout, etc. as appropriate per sport.

G. Any athlete or coach ejected during a SSA provincial championships, including quarter-final and semi-final games in football, is not permitted to practice or warm up with their team nor be in the gym, stands, and/or locker rooms for the team's subsequent game. In the case of football, the athlete or coach is not permitted to attend practice in the week leading up to the team's subsequent game.

H. Any spectators found in violation of the Section I, Code of Ethics; D, including unsportsmanlike, violent or other inappropriate behaviour, may be ejected from a SSA provincial championship by the designated SSA provincial championship hosts. All information collected by the provincial championship hosts, to make the decision of ejection, should be reported to SSA and Executive Committee as soon as possible after the event.

I. Any disciplinary action taken by a zone will be applied at Provincial Championships (e.g. ejection from a zone championship game).

2. Process

A. Any violation of the SSA Code of Ethics, whether actual or suspected, shall be reported to the SSA Office using the incident report form provided by the SSA Office.

B. SSA shall receive and consider incident reports filed by member schools, zones or partners (such as a host committee, officials' association, or hotels involved in housing athletes, coaches, cheerleaders or spectators). SSA is not obliged to receive or process any report of any violation of the Code of Ethics from any other party, but may do so at the discretion of its Executive Committee.

C. Upon receipt of an incident report, the SSA Office will complete an investigation into the alleged violation in accordance with its internal policies and procedures.

D. Upon receipt of any investigatory report regarding an alleged violation of the Code of Ethics, the Executive Committee shall determine whether disciplinary action is warranted, and may thereafter determine the appropriate disciplinary process including but not limited to holding a discipline hearing, subject to the following parameters:

   I. The purpose of the meeting will be to determine if disciplinary action is warranted and what penalties as outlined below are issued.

   II. All affected parties shall be given at least three clear days (see definition of clear days in this handbook, Section VI) notice of the time, date and location of the discipline hearing.

   III. All affected parties who attend the hearing shall be given a reasonable opportunity to be heard.

   IV. In the event a member school fails to provide the information requested by the

Executive Director or fails to attend the discipline hearing the Executive Committee may make their determination based on the evidence presented at the discipline hearing held by the Executive Committee.

V. The Executive Director will report any discipline and/or misconduct reports and any subsequent sanctions issued by the Executive Committee to the respective zones.

3. Penalties

Upon the Executive Committee completing such disciplinary process as it deemed warranted in the circumstances and in accordance with the above, it may recommend the imposition of sanctions including but not limited to:

A. Stripping the team and SSA member school of any medals won in any SSA provincial championship competition;

B. Suspending the coach(es) involved in the subject activity from coaching in any SSA provincial championship competition, or in any activity leading to a SSA provincial championship in any sport, for any period of time that the Executive Committee deems appropriate;

C. Suspending or limiting the participation of spectators in any SSA provincial championship or any other SSA sanctioned event, in addition to any other penalty as the Executive Committee may recommend;

D. Requiring the member school at issue to submit an action plan to the Executive Committee, outlining the actions proposed to be taken to rectify the conduct at issue. The Executive Committee will determine the sufficiency of such an action plan and advise the member school accordingly. Additionally, the Executive Committee may recommend that the team involved be placed on probation for such period of time as the Executive Committee deems necessary in the circumstances.

E. Imposing a fine of up to $1,000 to any relevant member school, and requiring the said school to pay the costs of any disciplinary hearing as assessed by the Executive Committee.

F. Suspending an SSA member team from participating in SSA provincial championships, or undertaking any activity leading to a SSA provincial championship, for up to one full season of play;

G. Requiring the member school at issue to submit an action plan encompassing the entirety of that school's sports program, to the Executive Committee on such terms, timeline and conditions as the Executive Committee may advise. The Executive Committee may recommend that the sports program of the subject member school be placed on probation for up to one full school year;

H. Prohibiting a member of school or team thereof from qualifying athletes for any SSA provincial championship for up to one full school year following the date of violation, on such terms and conditions as may be recommended by the Executive Committee.

The Executive Committee shall, when considering imposing penalties in accordance with the above, consider all relevant factors including the severity of the alleged violation, the impact on SSA, its member schools, athletes, coaches, spectators or others, any prior history of breaches, and any other extenuating circumstances. Additionally, the Executive Committee will give due consideration to principles of progressive discipline including increasing or decreasing the severity of any penalty in accordance with relevant circumstances.

The Executive Committee shall issue a written decision within a reasonable time after the conclusion of any discipline hearing. No appeal of any disciplinary decision of the Executive Committee shall lie to the SSA or its Board of Governors.

The Zone Manager will be included in all communication.

4. **Inappropriate Transfers and Recruitment Policy**

A. Purpose

The SSA has a duty to serve the best interests of its member schools, educational professionals, and students. Part of this duty is to ensure that the SSA membership and its students are treated with fairness, in an environment marked by stability and predictability, and to ensure that the SSA is exposed to as little risk of liability as possible. At the same time, the SSA must facilitate student transfers, where appropriate, and provide a framework for determining when such transfers are inappropriate. As such, the SSA considers that key personnel of its member schools (principals, athletic directors and coaches) must not engage in efforts to encourage students to transfer schools for the primary purpose of participating in athletics, and all SSA member educational personnel shall prohibit such transfers where possible.

B. This policy supports these purposes by defining the conduct that constitutes "recruitment," providing a defined process for the reporting of complaints regarding recruitment, setting out the procedures for referring complaints for investigation and the conduct of any such investigation, and providing for the appropriate resolution of such complaints.

C. Recruitment

"Recruitment" in this Policy is defined as the direct or indirect attempt to cause an eligible student to transfer from their current educational institution ("Current Institution") to a new educational institution ("Destination Institution"). A number of factors – including but not limited to the following list – will be used to assess whether any person or institution has engaged in recruitment:

I. Any offer of monetary or transportation assistance to a student, parent or guardian (including fees, tuition, bus passes or other allowances or waivers);

II. Offering or accepting of school privileges or considerations not normally granted to other students;

III. Any inducement or attempted inducement of parents, guardians or students to change

their location of residence for athletic reasons.

IV. Facilitating a change of guardianship for the purpose of changing the location of a student athlete's residence so that they can transfer schools for athletic reasons;

V. Contact with a student or parent or guardian of a student who attends another school in an attempt to persuade that student, primarily for athletic purposes, to attend the inducer's school; and

VI. The attempt to persuade or induce a student, primarily for athletic purposes, to remain in the inducer's school, when the student had otherwise decided to transfer to another school.

D. Reporting a Complaint

A complaint pursuant to this policy may be initiated by any SSA member school, educational personnel at that school, or any student (or parent or guardian thereof). For better certainty, the Current Institution or Destination Institution may submit a complaint about recruitment in writing to the SSA. Upon receipt of such complaint, the SSA will process the same in accordance with this Policy.

E. Procedures

Upon receipt of a complaint, the SSA shall determine whether the complaint is sufficiently founded so as to require further action. If the SSA makes such a determination, it shall refer the complaint to the Compliance Officer. Upon receipt of such referral:

I. The Compliance Officer shall take all steps as he or she believes are necessary in order to notify all parties reasonably affected by the complaint;

II. The Compliance Officer shall advise all such parties of the process and timeline for the Compliance Officer's anticipated investigation of the complaint, as well as any required information, documentation or statements the Compliance Officer believes may be necessary in order to effectively assess the complaint;

III. Where the Compliance Officer believes that any party involved with the complaint should have the ability to respond to the complaint or to any evidence or allegations anticipated to be part of the investigation, the Compliance Officer shall provide that party with a timeline and mechanism for providing such response;

IV. the Compliance Officer may institute and follow such procedures as the Compliance Officer in his or her reasonable discretion believes are necessary or desirable for the effective investigation of the complaint, including notification (and the contents thereof) to any party with respect to any aspect of the complaint or the investigation.

F. Any party identified by the Compliance Officer as having or potentially having relevant information regarding the complaint shall provide cooperation and assistance to the Compliance Officer and the investigation. Failure to provide such cooperation and assistance may result in disciplinary sanctions in accordance with the SSA's governing documents and policies as published from time to time.

G. The Compliance Officer shall endeavor to complete any investigation of a recruitment complaint no later than 15 days from receipt of the written complaint. Where such investigation may take longer than 15 days, the Compliance Officer shall advise the SSA Executive Director accordingly.

H. Upon the conclusion of such investigation, the Compliance Officer shall submit a report to the SSA Executive Director, summarizing the complaint, outlining the investigative actions undertaken, briefly summarizing the evidence collected during the course of the investigation, identifying any relevant parties who failed to cooperate with the investigation, and outlining the Compliance Officer's conclusions regarding the complaint.

I. The SSA Executive Director will disclose to the SSA Executive Committee the investigative report who will determine within ten (10) days of receipt, if a breach of this Policy occurred, and if so, any sanctions. In making its decision, the SSA Executive Committee may request additional information or oral testimony from the respondent or any students, coaches, teachers, school staff, administrative personnel and others who may have information relevant to the complaint. This timeline may be extended by the SSA Executive Committee at their sole discretion.

J. Failure to Cooperate

Where the SSA Executive Director or SSA Executive Committee determines that any party failed or refused, without reasonable justification, to provide information or response to the investigation, the SSA Executive Committee may impose such penalty as it determines in the circumstances, including potential exclusion from SSA related competitions.

K. Decision

Upon receipt of the final decision by the SSA Executive Committee, the SSA Executive Director will notify the parties and other interested parties as directed by the SSA Executive. The decision will be considered a matter of public record unless decided otherwise by the SSA Executive Committee. In extraordinary circumstances, the SSA Executive Committee may first issue a verbal or summary decision soon after the hearing's conclusion, with the full written decision to be issued thereafter.

L. Other

Unless determined otherwise by the SSA Executive Director, the investigation, the decision or both processes described in this

Policy will not be engaged thirty (30) clear days before the provincial championship in that sport is completed.

M. The decision of the SSA Executive Committee shall be final and binding and not subject to appeal.

SECTION III – MEMBERSHIP

1. High School Membership

Membership in SSA is open to any Alberta senior high school that is accredited by Alberta Education and has paid its annual membership fees. Principals will submit their projected enrollment for the upcoming school year by April 30 in the Sport Registration System (SRS). Fees will be based on the April 30 projection numbers and must be paid by October 31 each year in accordance with the following scale:

Classification Student Population	1A 1–74	2A 75–249	3A 250–699	4A 700–1399	5A 1400+	Home Education Per Student max of 4	JR.
SSA Fee	$400	$450	$530	$610	$650	$100 per student	$35
+1/Student Cap*	$50	$200	$375	$675	$750		
CIAAA Fee	$60	$60	$60	$60	$60	$60	$60
School Coach Fee	$30	$40	$50	$60	$60	$60	
Legal Expense Fee	$30	$50	$70	$100	$130	$50	
Total Maximum	$570	$800	$1,085	$1,505	$1,650	$270	
Legal Contingency Fee (see item E)	$75	$150	$225	$300	$300	$50 one-time	

**A capped annual fee will be applied*

A single fee per school shall be paid to the zone and shall cover the zone membership fee and the provincial school membership fee and other fees as noted above. Zones shall remit all but zone fees to SSA.

Any school that is found to have put incorrect numbers into the SRS is subject to a fine and/or sanctioning. The fine for a school reporting an incorrect student enrollment which impacts classification is $1000. In addition to the fine, that school will vacate any awards won in the incorrect classification at the provincial level, and will be ineligible for SSA Provincial Championships for one full year effective the date that the discretion was confirmed.

Schools will count their student enrolment numbers as of September 30 on an annual basis to confirm their classification for that school year, and these numbers must be submitted in SRS. If the September 30 student count differs from the April 30 projection enough to change a school's classification, the principal or athletic director must report this by email to the SSA Executive Director by October 10. Failure to do so will result in that school competing at whichever is the higher classification at all SSA events in that school year and paying a $500 fine.

A. When determining school enrollment for classification purposes, all students who meet the following SSA eligibility requirements shall be included in the count:

I. Under 19 before September 1 of the current year;

II. Minimum 800 instructional minutes per week i.e. 10 credits or two full time courses and registered as a student in grades 10, 11, or 12;

III. Maximum three consecutive years from date of starting grade 10 (see note to SECTION IV – ELIGIBILITY 2. Student Eligibility).

B. Registration of schools for provincial and zone membership shall be completed online via the Sport Registration System (SRS). It is the responsibility of each school to complete their registration by the October 10 school registration deadline.

C. Registration of schools for provincial and zone membership shall be completed online via the Sport Registration System (SRS). It is the responsibility of each school to complete their registration by October 10. A single fee per school shall be paid to the zone and shall cover the zone membership fee and the provincial school membership fee and other fees as noted above. Zones shall remit all but zone fees to SSA.

D. Coach and Team Official Education Requirements

I. All of the required courses are available online through the Coaching Association of Canada at http://thelocker.coach.ca. It is mandatory for all member schools to ensure that they are in compliance with all coach and team official education requirements.

II. Every member of a team's coaching staff must complete the Making Head Way concussion course and be registered in the SRS by the respective coach registration deadline for that sport.

a. Coaches can complete any of the versions of Making Head Way.

b. A $50 penalty will apply for every coach not in compliance.

III. Each registered school team must include at least one team official (coach, assistant coach, teacher sponsor or team support staff member) who completes the SSA Coach Information Course prior to any interschool sport being played.

IV. Safe Sport Training – one team official (head coach, asst. coach, teacher sponsor, or other) on every team must complete the course prior to any interschool sport being played.

V. A member school must include at least one school staff member (i.e. teacher coach or support staff designated as an "Agent of the Board") who completes Coaching School Sport: Redefining Winning by October 10th of the current school year.

a. Outreach Schools are exempt from this course requirement.

VI. Recompletion of a course may be required at the discretion of the Executive Committee when significant updates are made to respective courses.

VII. Any member school not in compliance with one or more of these requirements may lose eligibility to participate in any SSA sanctioned activities, at the discretion of the SSA Executive Committee.

E. Legal Contingency

I. All member schools will be charged a one-time Legal Contingency Levy based on size of school. The intent of the levy is to allow the Association to sustain a legal contingency fund of at least $60,000. The legal contingency is intended to be a safeguard against any legal action brought or threatened to be brought against the Association. At the direction of the Executive Committee, the fund will be used in the event of a court challenge over an SSA related issue or in the event of significant legal costs around a single issue impacting the Association's annual budgeted legal expenses.

II. At the discretion of the Executive Committee, the fund may be accessed to retain legal counsel to advise the Executive Appeals Committee in the event that the Executive Committee deems an appeal "high-risk"in terms of potential litigation or for other preventative purposes.

III. If the legal contingency fund is accessed during a school year, there will be a pro-rated fee charged to member schools the following school year to bring the fee back up to $60,000 based on the fees noted below.

1A schools $75

2A schools $150

3A schools $225

4A schools $300

5A schools $300

F. Applications from schools not receiving the Alberta Education School Grant shall be considered by the SSA Executive.

G. New member schools shall be placed into the appropriate zone based on their geographic location. The procedure for transfer of schools between zones shall be as follows:

I. Application by April 15 of the current school year to the SSA Executive.

II. Approval of the school and two zones involved.

III. Ratification by the SSA Board of Governors at the AGM.

2. Outreach School Membership

A. Schools classified as an Outreach School by Alberta Education are permitted a modified SSA membership fee structure:

I. 1st SSA sport = $75 + GST

II. 2nd SSA sport = $115 + GST

III. 3rd SSA sport = $155 + GST

IV. 4th SSA sport = Full Membership Fee + GST based on student population of the Outreach School

V. A one time contribution of $50 to the SSA's legal defence fund; only to be charged again on a pro-rated basis if some of the fund is used.

3. Member School Eligibility To Participate

The principal of each school shall be responsible for verifying the eligibility of the school's competitors for any competition via a system of Acknowledgement and Agreement Forms as follows:

A. The principal will require each student and their guardian to complete and sign an Acknowledgement and Agreement Form confirming that all required parties are aware of SSA bylaws and policies; will accept that any application for a review of an outcome of an appeal process of SSA or the respective zone by a judge in a court of law must be brought by the administration of the school and not by the student/guardian. These forms must be completed and kept on file, with copies being provided to SSA only if requested, and for a reasonable purpose.

B. The principal of each school will sign an Acknowledgement and Agreement Form which: confirms their membership in SSA; that school coaches will abide by SSA bylaws and policies; that membership in that school's zone and SSA is a privilege, not a right; that the outcome of any appeal process of SSA or zone is final and binding on the administration of the school; that violation of Bylaws or Policies of the zone or SSA or of the Acknowledgement and Agreement Form may be.

4. Junior High Associate Membership

Junior high associate membership is available for $35 per school. Application should be made directly to the SSA Office. Membership entitles a Junior High School to SSA publications (excluding yearbook).

SECTION IV – STUDENT ELIGIBILITY

The principal of each school shall be responsible for verifying the eligibility of the school's competitors for any competition. The following rules regarding eligibility will apply to all SSA sponsored activities:

1. Student Eligibility

A. A student registered in a member school is eligible to participate in inter-member school

competition unless they are ineligible for any reason as set out in this Handbook.

B. All students must fill out and submit to their school the SSA Student/Guardian Acknowledgment and Agreement form.

2. Specific Reasons for Ineligibility

A. The student will be ineligible to participate in inter-member school competition if:

I. The student is registered in less than a 50% course load during the season of play (e.g. less than 10 credits in the semester in which the sport is occurring).

If a sport covers both semesters, the student must meet eligibility criteria for both semesters;

(note that credits being earned through Registered Apprenticeship Programs or Dual Credit Courses with post-secondary institutions are eligible when interpreting this policy)

II. The student turns 19 years old before September 1 of the current school year;

III. The student has attended high school for any part of 3 years since starting grade 10 at any school within or outside of Alberta and has not applied for and been granted eligibility by the Compliance Officer or by the Appeal Committee;

IV. The student has transferred to a member school after attending another high school within or outside of Alberta and has not applied for and been granted eligibility by the Compliance Officer or by the Appeal Committee;

V. The student has ever been registered in a course of studies at a post-secondary educational institution and has not applied for and been granted eligibility by the Compliance Officer or the Appeal Committee;

VI. A student has participated on or with a non-school team other than as permitted in paragraph 5 of this section; or

VII. the student is participating in sport-specific training during regular school hours (e.g. Sport Specific School Program, Academy Program or Prep School) during the season of play

NOTE: Students who attended a Prep School* are subject to the SSA transfer policy and, additionally, are only eligible to compete in the relevant SSA sport(s) if they attend the school in their catchment area or return to their original school.

*Prep Schools are defined as specialized educational programs that integrate academics with high-level sport-specific training, allowing student-athletes to develop sport-specific skills while pursuing their education. These programs offer structured on-court/field and off-court/field training and provincial (or equivalent) curriculum delivered at a recognized institution.

VIII. A student, their guardian or the Principal of the student's member school has refused or neglected to provide a signed copy of the SSA Student/Guardian Acknowledgment and Agreement form or a successor version of same or has acted in a manner inconsistent with the principles and commitments therein.

B. Eligibility of a student to participate in inter-member school competition may be suspended or terminated by the SSA Executive in the event of any conduct of that student that violates any standard of conduct or ethics set out in this Handbook, including but not limited to, the Code of Ethics found in this Handbook.

C. Eligibility of a student to participate in inter-member school competition may be suspended or terminated by the SSA Executive in the event of any conduct of that student's teammate(s) or coach(es) that violates any standard of conduct or ethics set out in this Handbook, including but not limited to, the Code of Ethics found in the Handbook.

3. Number of School Years of Eligibility

A. Unless approved by the Compliance Officer or the Appeal Committee, no student shall be eligible to participate in inter-member school competition for more than 3 consecutive school years since initially starting grade 10 at one or more member schools.

B. A fourth year of eligibility to participate in inter-member school competition may be approved by the Compliance Officer (or the Appeal Committee on appeal) if the student is absent from any member school for a full school year during which they had no participation in a sport or an activity related to the sport that they wish to play at a member school. If the reason for the absence is other than for medical reasons, the student must seek the approval for an additional year of eligibility in advance of the absence.

4. Joint School Team

Schools may create joint teams in the following activities: Basketball, Curling, Football, Rugby, Team Handball, and Volleyball. Joint school teams are not permitted in the sports of Golf, Cross Country Running, Wrestling, Badminton and Track & Field. Joint team classifications are determined by combining the populations of all schools contributing to the joint team.

Schools creating a joint school team with a Distributed Learning or Home Education (DL/HE) school can only use students from the DL/HE school that reside in the attendance area of the primary school. The primary school must include in their school count for that sport, all DL/HE students residing in the primary school's catchment area for classification purposes.

A. A joint school team is a team composed of students from more than one high school.

B. A joint school team will be allowed to compete in inter-member school competition only if prior to forming the joint team, the Principals of the member schools have obtained approval

from the executive of the zone or zones of the member schools and the Compliance Officer.

C. A decision of the zone executive to approve or not approve a joint school team is not subject to appeal to the SSA Appeal Committee.

D. A decision of the Compliance Officer to approve or not approve a joint school team is subject to appeal to the SSA Appeal Committee.

5. Participation on a Non-School Team

In the team sports of basketball, football, rugby, team handball and volleyball SSA eligible students are permitted to play on a non-school team until the date set in the Seasons of Play Policy.

To maintain SSA eligibility, a student must cease any participation* with a non-school team after that date.

* includes any tryout, practice, exhibition, tournament or league game.

Exceptions:

A. Students are permitted to participate on or with (includes a try-out or Identification Camp) a Regional, Provincial, National or International team, officially recognized by a PSO or NSO as a pathway to those teams, or cultural (e.g. Treaty 7 Games).

B. Students may try out for non-school teams during school breaks (i.e. fall break, Christmas holidays, spring break) and on any statutory holiday.

C. Other exceptions must be requested by or through the PSO if there are local competition breaks within a season of play that allow for tryouts. The request must be directed to the SSA Office and can only be approved by the SSA Executive Director.

D. This policy does not apply to Junior Varsity (JV) student-athletes, however, any JV player who competes on a non-school team during the SSA season of play is ineligible to compete at zones or provincials.

6. Grade 9 Students

Students attending grade 9 at a member high school are eligible to compete in inter-member school competition unless:

A. the sport is cross-country running, wrestling, badminton, track & field or golf;

B. the sport is 3A, 4A or 5A football;

C. the sport is rugby*

D. the sport is team handball and the school is classified as 3A, 4A or 5A; or

E. the sport is 3A, 4A or 5A volleyball, basketball**

*1A and 2A schools may appeal this policy through the SSA appeal process on a case-by-case basis using the Rugby Alberta Dispensation Criteria

**1A & 2A teams cannot use grade 9s if they opt up to 3A, 4A or 5A

For joint school teams, this policy applies to primary and secondary schools.

7. International/Foreign Exchange Students

International/foreign exchange students will not be eligible to participate in inter-member school competition if they are ineligible pursuant to any policy in the Handbook or if they have graduated from high school or its equivalent before enrolling in a member school.

8. Fairness and Safety in Sport Act

A. As per the provincial government legislation, to participate in a girls category of any SSA sport, an athlete must be of the female sex at birth.

B. A confidential challenge may be submitted to the board of a member school authority if there are reasonable grounds to believe that an athlete is ineligible under this policy. A confidential challenge must be made in writing and sent to the board where the athlete is registered. A confidential challenge to an athlete's eligibility must include:

I. the name of the appellant (must be a member school);

II. the name of the athlete, their school/team and sport; and

III. information that supports the grounds for the challenge.

9. Eligibility of Distributed Learning and Home Education Students

A. Participation in Team Sports (basketball, football, curling, team handball, rugby):

Home school associations and/or distributed learning centres can either create their own team within their designated zone or allow their students to participate in joint school programs in accordance with Section 2 herein. Home school associations and distributed learning organizations are limited to one (1) team per gender.

B. Students in distributed learning or home education programs can participate in SSA team activities with another school if the following conditions are met:

I. Residency Requirement: The student must live in the attendance area of the school they wish to participate with. The attendance area is the boundary set by the school jurisdiction to determine which students attend which schools. If the school does not have a defined attendance area, the attendance area will be defined as within 100km radius of the school.

II. Registration: The student must be registered in distributed learning or home education through an SSA member school. Students registered through the central office are not eligible for SSA activities.

III. School Division Policy: The student's school division must have a policy allowing distributed learning or home education students to participate in athletics.

IV. Principal Support: Both the principal of the accepting school and the distributed learning or home education school must approve of the student's involvement in extracurricular activities.

V. Eligibility Rules: The student must comply with all SSA eligibility rules and regulations.

a. If a school uses distributed learning or home education students who live in its attendance area, the number of these

students must be added to the school's September 30 count for that sport. This will determine the school's classification level for that sport, and the SSA Office must be notified.

VI. Confirmation from Distributed Learning or Home Education School: The school the student is registered with must send a letter confirming the student's registration and stating how many distributed learning or home education students live in the accepting school's attendance area. If the accepting school allows students from multiple distributed learning or home education schools, it must include students from each school in the count.

VII. Eligibility to Play: Once a student joins a team from a school, they can only play for that team in that sport for the year.

C. Play Outside Attendance Area:

If a student is not allowed to play for a school in their attendance area, they may join a school outside the area under these conditions:

I. The student must first request permission to play from the school(s) in their attendance area.

II. The distributed learning or home education school must ensure all relevant schools and the zone manager are aware of the student's registration.

D. Participation in Individual Sports (badminton, cross country, golf, track & field, wrestling):

If a distributed learning or home education school fields a team in an individual sport, students can participate in SSA activities if the following conditions are met:

I. The school division must allow distributed learning or home education students to participate in athletics.

II. The student's principal must approve of their involvement in extracurricular activities.

III. The student must follow all SSA eligibility rules.

E. Zone and Classification:

Distributed learning or home education students must participate in the zone the school belongs to, even if some students live outside that zone.

F. Participation Limits:

A student may participate in other sports at the same or different schools, as long as eligibility criteria are met. Once a student joins a team, that student will be affiliated with that team until graduation, unless the student is eligible to transfer schools per the SSA transfer policy.

Any transfers involving students from home education associations or distributed learning centres are subject to the Transfer Policy (Section IV.12).

10. Transfer Policy (athletic eligibility following transfer from one school to another)

A. The objectives of the SSA Transfer Eligibility policy are to:

I. discourage athletically motivated transfers of students to or among member schools;

II. discourage athletically motivated recruitment of students by anyone associated with a member school;

III. encourage the completion of high-school within 3 years for member schools which start high school in grade 10 and within 4 years for member schools which start high school in grade 9;

IV. ensure that every student has a fair opportunity to participate in inter-member school competition at a member school for 3 consecutive years; and

V. encourage school administrators to settle issues and disputes over transfer eligibility between themselves before resorting to any appeal procedure.

B. Subject to this policy, any student who transfers to a member school after the commencement of the school year to attend grade 10, 11 or 12, is ineligible to participate in any school sport at that member school for a period of 1 year if they participated in any sport at any other school prior to the transfer.

C. On application in the form and manner as directed by SSA administration or governing body from time to time, a student may be granted eligibility to participate in a sport at a member school by the SSA Compliance Officer.

D. The Principal of the school from which a student is transferring and the Principal of the school to which the student is transferring may make a joint submission recommending that a student who would otherwise be ineligible to participate in a sport at a member school should be eligible. The Compliance Officer may accept or reject the joint submission of the Principals in making their decision as to the student's eligibility.

E. A student who, pursuant to this policy is otherwise ineligible to participate in a sport at a member school, may be granted eligibility if the student can satisfy the Compliance Officer that the transfer was necessitated by exceptional circumstances beyond their control and was, in no way, athletically motivated.

11. Finding of Ineligibility

Any school that is found to have played an ineligible student is subject to a fine and/or sanctioning. The fine for a school playing an ineligible student is $1000. In addition to the fine, that school will vacate any awards won at the provincial level, and will be ineligible for SSA Provincial Championships for one full year effective the date that the violation was confirmed.

12. Appeal of a Finding of Ineligibility

The Principal of a member school may appeal any

decision made pursuant to this policy as set out in Section VI "Appeals Procedure".

SECTION V – WHISTLEBLOWER POLICY

1. Purpose

The purpose of this Policy is to allow any Member to have a discreet and safe procedure by which they can disclose incidents of wrongdoing without fear of unfair treatment or reprisal.

2. Application

A. This Policy only applies to School Sport Alberta (SSA) and its Members and those who observe or experience incidents of wrongdoing committed by SSA or its Members.

B. Incidents of wrongdoing or misconduct observed or experienced by participants, volunteers, spectators, parents of participants, or other individuals not employed or contracted by SSA can be reported under the terms of SSA's policies for discipline and complaints and/or reported to the SSA's Board or Executive Director to be handled under the terms of the individual individual's Employment Agreement or Contractor Agreement, as applicable, and/or the SSA's policies for human resources.

C. Matters reported under the terms of this Policy may be referred to be heard under SSA's policies for discipline and complaints, at the discretion of the Compliance Officer.

3. Wrongdoing

A. Wrongdoing can be defined as:

B. Matters which SSA govern;

C. A breach of SSA's Code of Ethics and its Handbook, Policies, Guidelines, Rules and Regulations ("Governing Documents");

D. Directing an individual to commit a breach of a SSA Governing Document; or

E. Fraud.

4. Pledge

SSA pledges not to penalize, discipline, or retaliate against any Member who discloses information or submits, in good faith, a report under the terms of this Policy.

5. Reporting Wrongdoing

A. An individual affiliated with a Member who believes that SSA or a Member has committed an incident of wrongdoing should prepare a report that includes the following:

I. Written description of the act or actions that comprise the alleged wrongdoing, including the date and time of the action(s);

II. Identities and roles of other individuals and Members (if any) who may be aware of, affected by, or complicit in, the wrongdoing;

III. Why the act or action should be considered to be wrongdoing; and

IV. How the wrongdoing affects the individual submitting the report (if applicable).

6. Authority

A. SSA has appointed a Compliance Officer to receive reports made under this Policy.

B. After receiving the report, the Compliance Officer has the responsibility to:

I. Connect the individual to the Alternate Liaison if the individual feels that they cannot act in an unbiased or discrete manner due to the individual's role with SSA and/or the content of the report

II. Determine if the report is frivolous, vexatious, or not submitted in good faith (e.g., the submission of the report is motivated by personal interests and/or the content of the report is obviously false or malicious)

III. Determine if SSA's Whistleblower Policy applies or if the matter should be handled under SSA's policies for discipline and complaints

IV. Determine if the local police service be contacted

V. Determine if mediation or alternate dispute resolution can be used to resolve the issue

VI. Determine if the SSA's President and/or Executive Director should or can be notified of the report

VII. Begin an investigation

7. Alternate Liaison

A. If the individual feels that the Compliance Officer is unable to act in an unbiased or discrete manner due to the individual's role with SSA and/or the content of the report, the individual should contact the Alternate Liaison who will act as an independent liaison between the individual and the Compliance Officer.

B. The Alternate Liaison will not disclose the individual's identity to the Compliance Officer or to anyone affiliated with SSA without the individual's consent.

C. An individual who is unsure if they should submit a report, or who does not want to have their identity known, may contact the Alternate Liaison for informal advice about the process.

8. Investigation

A. If the Compliance Officer determines that an investigation should be launched, the Compliance Officer may appoint an investigator. In such cases, the SSA's Executive Director and/or President will be notified that an investigation is necessary without the nature of the investigation, content of the report, or identity of the individual who submitted the report being disclosed. The SSA's Executive Director and/or President may not unreasonably refuse the decision to appoint an investigator. It is with the purview of the SSA's Executive Director and/or President to provide a budget to the Compliance Officer relating to the costs of the investigation.

B. An investigation launched by the Compliance Officer should generally take the following form:

I. Followup interview with the individual who submitted the report

II. Identification of individuals, participants, volunteers or other individuals that may have been affected by the wrongdoing

III. Interviews with such-affected individuals

IV. Interview with the Member(s), individual(s) against whom the report was submitted

V. Interview with the supervisor(s) of the individual(s) against whom the report was submitted, if applicable

C. The investigator will prepare an Investigator's Report – omitting names whenever possible and striving to ensure confidentiality – that will be submitted to the SSA's President and/or Executive Director for review and action.

9. Decision

A. Within fourteen (14) days after receiving the Investigator's Report, the SSA's President and/or Executive Director will take corrective action, as required. Corrective action may include, but is not limited to including:

I. Enacting and/or enforcing policies and procedures aimed at eliminating the wrongdoing or further opportunities for wrongdoing;

II. Revision of job descriptions; or

III. Discipline, suspension, termination, or other action as permitted by SSA's Bylaws, provincial employment legislation, SSA's policies for human resources, and/or the individual's Employment Agreement or Contractor Agreement.

B. The corrective action, if any, will be communicated to the investigator who will then inform the individual who submitted the report.

C. Decisions made under the terms of this Policy may be appealed under the terms of SSA's Appeal Procedure provided that:

I. If the individual who submitted the initial report is appealing the decision, the individual understands that their identity must be revealed if they submit an appeal, and

II. If SSA or Member or individual against whom the initial report was submitted is appealing the decision, SSA or Member or individual understands that the identity of the individual who submitted the report will not be revealed and that SSA will act as the Respondent

10. Confidentiality

A. Confidentiality at all stages of the procedures outlined in this Policy – from the initial report to the final decision – is assured for all individuals (the individual, the individual(s) against whom the report is submitted, and the individuals interviewed during the investigation). An individual who intentionally breaches the confidentiality clause of this Policy will be subject to disciplinary action.

B. In all stages of the investigation, the investigator will take every precaution to protect the identity of the individual who submitted the report and/or the specific nature of the report itself. However, SSA recognizes that there are some instances where the nature of the report and/or the identity of the individual who submitted the report will or may be inadvertently deduced by individuals participating in the investigation.

SECTION VI – APPEAL PROCEDURE

1. The Appeal Committee

A. Each Zone Executive shall put forward the names of 2 individuals who have no governance role with SSA as their nominee to be listed on the Appeals Committee (AC) roster. Roster members, in consultation with the Executive Director, shall select a Chair and a Manager. During any time when an individual has a governance role with SSA, they shall not be eligible to sit on the AC.

B. When an appeal is received, the Chair shall strike an AC of the Chair, the Manager and no less than 1 other roster member to hear the appeal, none of whom are in a position of conflict with respect to the subject matter of the appeal. If the Chair is unavailable, the Chair may appoint an alternate from the roster to act as Chair for a particular appeal. The Quorum for the hearing of an appeal is no less than 3 roster members.

C. The function of the Appeal Committee is to deny or allow appeals arising from decisions made pursuant to SSA policy including, but not limited to, decisions regarding disciplinary matters.

D. The Chair, at any time, may direct those affected by the decision under appeal to engage in discussions or mediation before the hearing of the appeal is scheduled or a decision rendered.

E. The Chair of the AC may utilize SSA staff to assist in an administrative role with respect to arranging for a quorum of roster members, chosen by the Chair, to be in attendance at a hearing of an appeal (if in-person or virtually), related scheduling of hearings as well as other general administrative duties.

F. Members of the Appeal Committee may receive an honorarium as determined by the Executive Committee from time to time.

2. Scope and Application

A. This Policy **will not apply** to decisions relating to:

I. Employment

II. Infractions for doping offenses

III. The rules of the sport

IV. Budgeting and budget implementation

V. SSA's operational structure and committee appointments

VI. Decisions or discipline arising within the business, activities, or events organized by entities other than SSA

VII. Commercial matters for which another appeals process exists under a contract or applicable law

VIII. Decisions made under this Policy

3. Appeals Submission

A. An appeal of a decision made pursuant to the policy is commenced by submitting a Notice of Appeal which:

   I. is submitted in a manner as directed by the SSA Executive from time to time;

   II. is submitted fifteen clear days prior to the fixed appeal hearing schedule published by SSA;

   III. in the case of an expedited process determined by the Chair, submitted in writing within 5 clear days of the date the decision under appeal was communicated to the member school;

   IV. includes (as applicable):

      a. Member school name

      b. Principal Name

      c. Phone number

      d. Email

      e. SSA Principal Form

      f. SSA Student Guardian Form

      g. DAR

      h. Timetable

      i. School Letter of Request

      j. Other supporting documentation (parent letter, student letter, doctor, letter, coach letter, zone letter, etc.)

   V. states the date the member school was advised of the decision being appealed;

   VI. states or otherwise identifies the decision being appealed;

   VII. states the grounds and reasons for the appeal;

   VIII. is accompanied by any evidence or records that the appellant intends to rely upon and the names of any person who will advocate in favour of the appeal;

   IX. is accompanied by both the Principal's Acknowledgement Form and the Parent/ Student Acknowledgement Form; and

   X. is accompanied by a $300 fee of which $100 will be a non-refundable processing fee and $200 will be refunded if the appeal is allowed.

B. ("Notice of Appeal")

   I. No one other than a principal or an assistant principal of a member school may submit a Notice of Appeal.

C. The Chair may direct that the Notice of Appeal will be provided to any person, including to the principal or an assistant principal of a member school and invite submissions accordingly. The appellant will be notified of any such direction in advance of the disclosure.

D. Non-urgent appeals will be heard on dates set by the SSA Executive Committee. The Executive Committee shall schedule at least 5 sittings of the Appeals Committee for the school year and inform member schools of that schedule.

E. Appeals will be heard on an urgent basis if the Notice of Appeal identifies the reason for the urgency and the Chair of the Appeals Committee agrees that there is urgency for the appeal to be decided, in which case the hearing of the appeal shall be scheduled as per the direction of the Chair. A fee of $800, which must accompany a request for an urgent appeal, will apply to any appeal scheduled on an urgent basis, $500 of which will be refunded in the event that the appeal is allowed. The decision of the Chair to deny the request to schedule a hearing on an urgent basis is final and not appealable.

4. Grounds for Appeal

A. A decision cannot be appealed on its merits alone. An appeal may only be heard if there are sufficient grounds for appeal. Sufficient grounds include:

   I. SSA made a decision that it did not have the authority or jurisdiction (as set out in SSA's governing documents) to make;

   II. SSA failed to follow its own procedures (as set out in SSA's governing documents);

   III. SSA made a decision that was influenced by bias (where bias is defined as a lack of neutrality to such an extent that the decision-maker appears not to have considered other views);

   IV. New facts available that were not in existence or could not have been discovered by due diligence when the decision was made; or

   V. SSA failed to properly interpret SSA's governing documents.

5. Screening of Appeal

A. The Chair and the Manager will have the following responsibilities:

   I. To determine if the appeal falls under the scope of this Policy;

   II. To determine if the appeal was submitted in a timely manner; and

   III. To decide whether there are sufficient grounds for the appeal.

B. If the Chair denies the appeal on the basis of insufficient grounds, because it was not submitted in a timely manner, or because it did not fall under the scope of this Policy, the appellant will be notified, in writing, of the reasons for this decision. This decision may not be appealed.

C. If the Chair is satisfied there are sufficient grounds for an appeal, the Chair will appoint the Appeals Committee

6. Hearing Procedure

A. The Chair may direct the procedures to be followed in a hearing for the purposes of ensuring a fair and expeditious resolution of the appeal, including, without limitation, directions (a) respecting the amount of hearing time, (b) respecting the number of persons who may make submissions, (c) respecting the number and type of submissions, (d) confining those who make submissions to the particulars set out in the Notice of Appeal, and (e) the hearing may be determined by document review only.

B. The Chair will determine the format under which the appeal will be heard. The format of the hearing may involve an oral in-person

hearing, an oral hearing by telephone or other electronic means, a hearing based on a review of documentary evidence submitted in advance of the hearing, or a combination of these methods. The hearing will be governed by the procedures that the Chair deems appropriate in the circumstances. The following guidelines will apply to the hearing:

I. The hearing will be held within a timeline determined by the Chair

II. The parties will be given reasonable notice of the day, time and place of an oral in-person hearing or oral hearing by telephone or electronic communications.

III. Copies of any written documents which any of the parties wishes to have the Appeals Committee consider will be provided to all parties in advance of the hearing

IV. The Appeals Committee may request that any other individual participate, including not limited to a student affected by the decision, and give evidence at an oral in-person hearing or oral hearing by telephone or electronic communications.

V. The Appeals Committee may allow as evidence at the hearing any oral evidence and document or thing relevant to the subject matter of the appeal, but may exclude such evidence that is unduly repetitious and shall place such weight on the evidence as it deems appropriate

VI. If a decision in the appeal may affect another party to the extent that the other party would have recourse to an appeal in their own right under this Policy, that party will become an affected party to the appeal in question and will be bound by its outcome

VII. The decision to uphold or reject the appeal will be by a majority vote of Appeal Committee

C. In fulfilling its duties, the Appeal Committee may obtain independent advice.

7. Decision

A. In making its decision, the Appeal Committee may consider the information received by way of written or oral submission and any information available to the public which they are satisfied is accurate and complete. The Appeal Committee may also consider any breach of SECTION I – CODE OF ETHICS, including but not limited to the provisions of the "Honest and Full Disclosure" policy in deciding an appeal.

B. The Appeal Committee will issue its short decision to the Parties within two (2) clear days to allow or deny the appeal and the written decision within 15 clear days of the conclusion of the hearing or a longer period of time on an explanation from the Chair to those involved as to why a longer period of time is required. In the alternative, the Appeals Committee may direct those involved in the appeal to provide additional information or engage in discussions to resolve the subject matter of the appeal among themselves, failing which the Appeal Committee will make a decision with the information they have within a time period as set by the Chair.

C. The Appeal Committee shall issue its decision and may decide to:

I. Reject the appeal and confirm the decision being appealed;

II. Uphold the appeal and refer the matter back to the initial decision-maker for a new decision; or

III. Uphold the appeal and vary the decision.

D. The Appeal Committee will also determine whether costs of the appeal, excluding legal fees and legal disbursements of any parties, will be assessed against any party. In assessing costs, the Appeal Committee will take into account the outcome of the appeal, the conduct of the parties, and the parties' respective financial resources.

8. Confidentiality

A. The Chair may direct that certain information will or will not be disclosed as circumstances require.

B. Unless otherwise directed by the Chair, all information which is provided to the Appeals Committee in relation to the conduct of the appeal and the hearing is confidential and not to be shared by anyone not directly involved in the hearing process.

C. The Chair may direct the disclosure of information necessary to provide reasons for the decision of the Appeals Committee or as necessary to ensure that the decision is enforceable.

9. The Record

A. No one shall make an audio or video recording of the appeal hearing without the express permission of the Chair.

B. The Manager shall make reasonable efforts to ensure that there is a record of the hearing proceeding by way of audio or video recording or in some other format as directed by the Chair. Only the Chair and those authorized by the Chair shall have access to the audio or video record.

C. A copy of any records or documents submitted to the Appeal Committee will only be provided to another person at the direction of the Chair and may be returned to the person who submitted same on the approval of, and at the direction of, the Chair.

10. Final and Binding

A. The administrative personnel of the member schools acknowledge that the members of the Appeal Committee have been appointed from a roster of appointees from the SSA zones in the Province of Alberta. The member schools acknowledge and agree that the Appeals Committee members have specialized knowledge with respect to the matters that come before them that a Court is unlikely to have regarding the subject matter of appeals.

B. The administrative personnel of the member schools acknowledge that it would not be appropriate to pursue judicial review of any decisions of the Appeals Committee. As such, the administrative personnel of the member schools will not make or support an application for Judicial Review of any decision of the Appeals Committee.

11. Definition of Clear Days

A. For the purposes of this policy, wherever there is a reference to clear days:

I. The number of days shall be reckoned exclusively of the first day and exclusively of the last day, and exclusively of Saturdays, Sundays and statutory holidays; and

II. Any action taken on a Saturday, Sunday or statutory holiday shall be deemed to have taken place on the next working day.

For example, where a document is required to be served with three clear days notice, if service is effected on a Monday, then Tuesday, Wednesday and Thursday comprise three clear days. The next step after service can be taken on Friday. If service is affected on Saturday or Sunday, then service shall be deemed to have been affected on Monday, and Tuesday, Wednesday and Thursday will comprise three clear days. The next step after service can be taken on Friday.

SECTION VII – AMENDMENTS

1. All items under policy may be amended by a majority vote of the Provincial Board of Governors. Proposed amendments must be submitted, in writing, to the SSA Office by April 1. The amendments to be considered will be posted on the SSA website and available to all member schools at least three weeks prior to the Annual General Meeting. Amendments may be made through a mail vote and in such cases, the ballots must be retained until the next Annual General Meeting. Notices of Motion to amend policy may be waived where such amendment is clearly of a housekeeping nature and does not change the intent of the policy.
2. Amendments to policy may be submitted by zones, schools, Commissioners and Executive. Schools submitting such amendments must advise their respective Zone Executive.

SECTION VIII – ACTIVITIES

All athletic activities sponsored by SSA shall be conducted according to existing SSA Bylaws and Policy.

1. Classifications are based on the percentage of schools.

1A - no more than 35% of schools

2A - between 25-35% of schools

3A - between 15-25% of schools

4A - less than 15% of schools

5A - less than 15% of schools

A classification must have a larger percentage of schools than the next higher classification.

All Championship activities will operate using the following classification structure:

A. 1A: <75 students

B. 2A: 75-249 students

C. 3A: 250-699 students

D. 4A: 700-1399 students

E. 5A: 1400+ students

The SSA Executive Committee will determine every five years (years ending in 0 and 5) whether this structure should be revisited. If the decision is made to revisit, an ad hoc Classifications Committee will be mandated with this task; this committee will comprise a mix of rural and urban schools, as well as representation from all classifications. If possible, previous committee members will be involved.

Partnered Events will not be officially classified by SSA. Any classifying done at Partnered Events must be approved by the SSA Executive Committee.

2. Supervision of Athletes and Teams

A. Team sports at SSA zone and SSA provincial championships.

I. Every school team must be coached or supervised by a teacher of the school jurisdiction to which that school belongs. Definition of a teacher: "A teacher of that school jurisdiction" may include certified teachers currently registered with that school board including full time, part time or substitute teachers.

II. School support staff cannot replace teachers as supervisors at SSA provincials.

III. All teacher and non-teacher coaches are volunteers.

B. Individual Sports at SSA Provincial Championships

I. Composite zone teams in individual and dual sports (badminton, cross country, golf, track & field, wrestling) shall appoint team supervisors that are certified teachers from a school jurisdiction within the zone. This means that in the sports listed above, one or more certified teachers from the SSA zone will be designated with the responsibility for their zone team.

C. Supervision at all other competitions

I. During all other competitions, individuals and/or teams shall be under the supervision of an agent of the school jurisdiction they represent.

II. Definition of 'agent' of the school board they represent: The 'agent' does not have to be a teacher, but can be any individual who has school board approval to coach student athletes. It is highly recommended that schools and boards complete the appropriate police checks and volunteer forms before any non-teachers are involved in coaching school students.

D. Same Sex Chaperones

I. Students traveling to zone and/or provincial championships who require overnight accommodation must be supervised by a chaperone of the same sex approved by the school jurisdiction.

II. Chaperones of both sexes must accompany co-educational teams that are staying overnight at any activities: provincials, zones, other competition and camps/tours.

E. Insurance and Liability

I. Issues involving interschool or cross-jurisdictional supervision (team, individual and dual sports) and approved non-teacher chaperones are the responsibility of the member schools involved and their local school jurisdictions.

3. (Sanction Policy) Interschool Competition and Invitational Events

All levels of competition, tournaments or interschool competition involving students from SSA member schools must follow all bylaws, code of Ethics and policies set forth in the SSA Handbook, including eligibility and supervision requirements.

A. Requirements for interschool competition and invitational events

I. Each competing team must be a school team in good standing of its own zone and provincial or state high school association and must guarantee that participation in the contest will not violate any standard of that zone and provincial or state association.

II. Each participant must meet the eligibility requirements of their provincial/state association. For Alberta students, please refer to SECTION IV – ELIGIBILITY.

a. Exception: All competitors of sanctioned wrestling events must meet all SSA wrestling eligibility, please refer to SECTION XIX – Wrestling, and Section IV, Eligiblity.

III. Competition against non-school teams:

SSA member school teams are not permitted to participate against non-school teams, with the following exceptions:

a. Exhibition/Fundraiser Games*:

Basketball, volleyball, team handball and rugby: SSA member school teams are not permitted to participate against non-school teams except for one exhibition and one fundraiser game per season. Examples of exhibition/ fundraiser games include games against club, university, college or alumni teams, or against a touring team.

NOTE: Games between an SSA member school team and a Prep School/Sport Academy team in an SSA sport are prohibited.

b. Geographic Isolation Policy*:

School teams in isolated areas may participate in basketball and/or volleyball non-school leagues providing they receive permission from the SSA Executive Committee. Written request must be made well in advance of the season and on an annual basis, and permission will be granted only in those cases where adequate competition is scarce due to the isolation of the community.

* Note: Insurance and liability issues involving these exceptions are the responsibility of the member schools involved and their local school jurisdictions.

IV. Sunday competition is not allowed in Alberta. If Alberta school teams are traveling to an out of province event and Sunday play is allowed in that province or State (e.g. British Columbia), then competition may take place on Sunday.

V. Awards:

a. Cash awards may not be awarded to or received by student athletes, teams or coaches. It is recommended that awards be limited to medals, small plaques and trophies.

b. It is recommended that invitational events do not designate all-stars or most valuable player selections.

VI. Each participant must be subject to the same conditions of participation as other entrants. This includes entry fees, number of guaranteed games, share of gate, etc.

VII. It is recommended that invitational events begin at Friday noon and conclude Saturday in the late afternoon or early evening.

B. Formal written application for sanction of interschool events is required when:

I. SSA member schools host interprovincial/ international events involving three or more school teams in activities of SSA.

II. SSA member schools travel to out of province events involving three or more school teams in activities of SSA. The sanctioning process needs to be initiated by the host school through its own provincial or state governing body.

III. Non-SSA member institutions or organizations wishing to host high school events.

Notification of sanction approval: All schools invited to participate in interschool events are responsible for checking the status of the written application for sanction by visiting the SSA website.

C. Formal written application for sanction is NOT required when:

I. Events are hosted by SSA member schools and involve only SSA member schools. However, these events must meet the same requirements as interprovincial events.

II. Interprovincial/international play occurs between only two school teams.

III. Events include solely those schools that are listed in the blanket sanction agreement below.

D. Process for written application for sanction of interschool events

I. The result of all written sanction requests processed by SSA, approved or not approved, will be posted on the SSA website. Schools that are invited to participate in an event are responsible for checking the SSA website for event approval before accepting an invitation. Invited schools have the option of accepting or declining an invitation to a sanctioned event.

II. SSA Member Schools:

a. SSA member schools hosting interprovincial/international events involving three or more school teams in activities of SSA must apply for sanction using the Interprovincial Competition Sanction Form or, if inviting US teams, the NFHS InterState Sanction Form. The sanction form must be submitted to SSA at least 30 days prior to the event. A $200 late sanctioning fee will be assessed to the host school or institution, if sanction form is not submitted in time. Out of province schools not listed on the sanction form will not be eligible to participate without SSA approval. Visit the Association's website for all forms and submittals.

b. SSA zones and high school leagues: Events hosted by these partners must comply with SSA policies.

c. Non-SSA member educational institutions or organizations: Events hosted by non-SSA member educational institutions or organizations are required to follow SSA policies.

i. Colleges, universities and other non-member educational institutions hosting high school events must apply for sanction using the Non-Member Educational Institution Sanction Form. The sanction form must be submitted to SSA at least 30 days prior to the event. A $200 late sanctioning fee will be assessed to the host school or institution, if the sanction form is not submitted in time. Schools not listed on the sanction form will not be eligible to participate without approval of SSA and the respective school athletic association. If non-school teams and SSA member school teams are participating at a tournament, they must compete in separate categories; i.e. SSA member school teams must not compete against non-school teams. If the event is for an individual sport (i.e. golf, cross country, wrestling, badminton and track & field), high school athletes belonging to club teams should compete only as a member of their high school, with approval from their school and SSA, and only against other high school athletes. Travel of the student athlete to such events must adhere to the designated requirements of the associated school and school board of which the student attends.

ii. No prize money can be awarded.

iii. The non-school entity agrees to be accountable to SSA to uphold the standards and expectations of SSA and to report to SSA as requested. That is, should violation of any conditions occur, consequences will be at the discretion of SSA.

iv. All entry fees for the high school divisions are approved by SSA.

v. All relevant sanction forms must be completed at least 30 days prior to the event as per SSA policy.

vi. A $200 late fee will be assessed to the non-school entity if they fail to submit proof of proper insurance coverage to SSA for approval 30 days prior to the event. Failure to pay the fee prior to the event will result in the event not being sanctioned.

If a non-school entity fails to meet all of the outlined conditions, SSA member school teams will be ineligible to participate at all events hosted by that non-school entity.

E. Blanket Sanction Agreement – British Columbia/ Saskatchewan

By agreement with BC School Sports and the Saskatchewan High School Athletic Association, events or interschool play by SSA member schools from municipalities listed below do not require formal sanctioning. This policy is intended to facilitate play between neighbouring school jurisdictions.

Into Alberta:

From British Columbia: Chetwynd, Cranbrook, Creston, Dawson Creek, Elkford, Fernie, Jaffray, McBride, Sparwood, Tumbler Ridge, Valemount, Fort St. John, Golden, Invermere and Kimberley.

From Saskatchewan: Biggar, Buffalo River, Cabri, Cando, Canoe Lake, Chief Little Pine (Paynton), Chief Napew (Pierceland), Chief Poundmaker (Cut Knife), Clearwater River Dene (LaLoche), Consul, Cut Knife, Eastend, Eatonia, Edam, Elrose, Ernie Studer (Loon Lake), Eston, Fox Valley, Frontier, Glaslyn, Goodsoil, Gull Lake, Hazlet, Hillmond, Island Lake First Nation (Loon Lake), Kerrobert, Kindersley, Kyle, LaLoche Community School, Lashburn, Leader, Lloydminster, Luseland, Macklin, Maidstone, Makwa Sahgaiehcan (Loon Lake), Maple Creek, Marengo, Meadow Lake, Meadow Lake Carpenter, Medstead, Neilburg, North Battleford Composite, North Battleford John Paul II, Paradise Hill, Pierceland, Plenty, Rosetown, Rossignol (Ile-a-laCrosse), Sakaskohc (Onion Lake), Sakewew (North Battleford), Shaunavon, Sonningdale, St. Walburg, Thunderchild (Turtleford), Turtleford, Twin Lakes School (Buffalo Narrows), Unity and Wilkie.

Leaving Alberta

Into British Columbia: Banff, Beaverlodge, Canmore, Crowsnest, Fairview, Grande Cache, Grande Prairie, Hines Creek, Hinton, Jasper, Lundbreck, Pincher Creek, Sexsmith, Silver Valley, Spirit River and Worsley.

Into Saskatchewan: Altario, Bonnyville, Bow Island, Brooks, Chauvin, Cold Lake, Consort, Dewberry, Duchess, Dunmore, Edgerton, Elk Point, Foremost, Frog Lake, Glendon, Hanna, Heinsburg, Hughenden, Irma, Kitscoty, Lloydminster, Mallaig, Marwayne, Medicine Hat, Myrnam, New Cessford, Oyen, Paradise Valley, Provost, St. Paul, Tilley, Two Hills, Vermilion, Wainwright and Youngstown.

Violations

Violations of this policy could be subject to penalties at the discretion of the Executive Committee.

4. Seasons of Play

Preamble:

The intent of establishing seasons of play is to provide a guide as to when competition for particular activities sponsored by SSA may occur.

The rationale for establishing seasons of play is in keeping with SSA philosophy of making competitive opportunities for all members as equitable as possible. Therefore, with all members operating within the same time guidelines for each activity, the opportunity for advancement toward provincial competition should be reasonably equal.

In addition, establishing seasons of play will encourage school jurisdictions to emphasize a varied program of school athletics.

A. Activities sponsored by SSA shall take place within a specific season of play as outlined below.

B. Each season of play will encompass tryouts, practices, exhibition contests, league play and playoffs.

C. Each season of play shall be approximately 12-16 school weeks in duration (factoring in the constraints of the Alberta climate) with holiday and exam periods taken into consideration where applicable.

D. Seasons of Play Deadlines & Dates

Fall (cross country, football, golf, volleyball)	
Spring Season of Play Begins for cross country, football, golf*	May 1
Spring Season of Play Begins for volleyball*	June 1
Fall Season of Play Begins Non-school team participation ends for football	August 16
Non-school team participation ends for volleyball	Second Sunday in September**
Opt up Application Deadline	September 25
Team Roster Registration Deadline	October 1
Season of Play Ends	Sport-Specific Provincials Finals

**The season of play does not include summer holidays*

***club volleyball tryouts in September may only occur on Sundays or on statutory holidays*

Winter (basketball, curling, wrestling)	
Season of Play Begins	November 1
Non-school team participation ends for basketball	November 30
Opt up Application Deadline	Last Monday of School in December
Team Roster Registration Deadline	January 15
Season of Play Ends	Sport-Specific Provincial Finals

Spring 1 (badminton, team handball)	
Season of Play Begins	January 3
Non-school team participation ends for team handball	March 31
Opt up Application Deadline	April 8
Team Roster Registration Deadline	April 15
Season of Play Ends	Sport-Specific Provincial Finals

Spring 2 (rugby, track & field)	
Season of Play Begins	February 15
Non-school team participation ends for rugby	February 28/29
Opt up Application Deadline	May 8
Team Roster Registration Deadline	May 15
Season of Play Ends	Sport-Specific Provincial Finals

E. Game Limits

Sport	*Limit of Competition Before Playoffs Begin*
Basketball	34 Games
Football	10 Games *
Rugby	12 Games **
Volleyball	25 Days of Competition

** Jamborees and/or scrimmages are not included in the total number of games played (jamborees and/scrimmages are defined as having coaches on the field of play).*
*** Must comply with World Rugby maximum minutes in 24 hour period.*

F. Definition of a Practice

I. Schools may not conduct team practices outside the respective SSA season of play. The definition of a 'team practice' is an organized sport specific SSA activity, with multiple team members from the same school, under the supervision of a coach from the same school, where they direct or conduct sport specific drills for the athletes. Contests and practices for all sports shall be restricted to SSA seasons of play for sports. No members of any coaching staff shall direct organized practice or game activities prior to the approved starting dates for in session sports.

II. Allowable 'out of season activities' are weight training and general conditioning programs. 'Open' facilities are permitted but must adhere to the following guidelines: they must be open to public, they must be supervised by school personnel for safety reasons, they cannot be mandatory, and there can be no written or unwritten instructions. Site administrators and athletic directors are responsible for seeing that these rules are adhered to.

III. The intent of this rule is to ensure that high school teams are not assembled for coaching purposes outside of SSA seasons of play and gaining an advantage. Directed team-play and instruction are not permitted. Compliance is the responsibility

of the school site administrators, athletic directors and/or coaches and is an expectation of SSA. Reports of infractions will be dealt with pursuant to SSA Violations Policy listed below.

G. Recommended Minimum Number of Practices/ Sport

Sport	*Recommended Minimum Number of Practices Before 1st Competition*
Badminton	4
Basketball	4
Cross Country	4
Curling	4
Football	10 (can be two/day)
Golf	4
Rugby	10
Team Handball	6
Track & Field	4
Volleyball	4
Wrestling	10

H. Violations of Season of Play

I. Violations of the seasons of play shall be reported to the zone manager of the school in violation and to the SSA Executive Director. Such reports of violations must be corroborated with first hand evidence of individuals who, through their institutions, are members of the Association. All such reports must be in writing.

II. Violation reports received by the Executive Director will be dealt with by the SSA Executive immediately. Penalties imposed are at the discretion of the Executive and may result in the individual or team at fault being ruled ineligible for SSA competition for a specified period.

III. Any school found in violation of the Seasons of Play Policy and penalized may appeal the penalty within 48 hours of notification of penalty.

I. Interpretation and Examples

The dates provided in the Seasons of Play Policy for SSA sponsored activities do indicate when each activity will begin and when it will end as a formal co-curricular activity for all member schools wishing to retain eligibility for such activities.

I. Examples:

a. The season of play for basketball is November 1 to the third Saturday in March. This means there shall be no basketball practice or competition involving school teams prior to November 1 or after the third Saturday in March in any school year. This does not place any restrictions on individuals participating in out-of-school basketball prior to November 1 or after the third Saturday in March. School team camps outside the November 1 to third Saturday in March period are in violation of the Season of Play policy.

II. The season of play for volleyball is June 1 to the fourth Saturday in November. Therefore, volleyball practices may be carried out in schools during the month of June and from the beginning of the school term in the fall until the provincial championships. This precludes any formal school volleyball activity during the summer vacation but does not prevent individuals from attending summer camps. School teams that continue to function as school teams after the completion of SSA playoffs are in violation of the Season of Play Policy.

III. There is no intent that the Seasons of Play Policy will have any effect on physical education classes or on intramural programs.

5. Team & Athlete Registration

A. All teams and athletes must be registered in the system mandated by the SSA Office to be considered eligible for competition against other SSA member schools; this includes Jr and Sr varsity teams. Registration of athletes/teams must occur regardless of whether the team plans to enter provincial competition. Teams & athletes not registered by the respective deadline are considered non-school teams & athletes and are not eligible to compete against SSA member schools until such time that the registration takes place.

B. The onus of responsibility rests on the Principal for confirmation of the required eligibility qualifications.

C. A school cannot register more than one varsity team per gender in each activity for SSA provincial competition.

D. Late Registration Policy

All schools, teams or students registered after the deadline must meet all eligibility requirements of SSA effective on the date of the registration deadline.

the following penalties will apply and be paid to the SSA Office:

I. Late School Projection or Registration Fees are $500

II. Team or athlete registration, or opt-up application occurs within one week after the deadline - $100

III. Team or athlete registration, or opt-up application occurs later than one week after the deadline but before provincial qualification - $200

IV. Team or athlete registration occurs after the athlete or team has qualified for provincials - $300

V. Any late fees incurred afterwards would be in addition.

25% of all team or athlete late registration fees collected from schools within a zone will be remitted to that zone. The other 75% will be allocated to SSA general revenues.

The following fees are paid to the host and the host retains 100% of these fees:

VI. Team or athlete attends provincials and does not pay the registration fee within one week after the start of the championships - $100

VII. Team or athlete attends provincials and does not pay the registration fee within one month after the start of the championships - $200

VIII. Team or athlete attends provincials and does not pay the registration fee within two months after the start of championships - $300

Schools may appeal the above noted penalties via letter to the Executive Committee. These appeals will be reviewed by the Executive Committee and must be submitted to the SSA Office one week in advance of regularly scheduled Executive Committee meetings.

E. Registration Deadlines

Activity	*Deadline* (Prior to midnight)	*Min # Students Required for Team Registration*
Golf	October 1	1 minimum 3 to create a team
Cross Country*	October 1	1
Football	October 1	12-a-side: 28 9-a-side: 18 6-a-side: 9 If joint team, at least one from the secondary school
Volleyball	October 1	6
Basketball	January 15	5
Curling	January 15	4 per category
Wrestling	January 15	1
Badminton	April 15	1
Team Handball	April 15	7
Rugby	May 15	7
Track & Field*	May 15	1

If the deadline falls on a Saturday, Sunday or statutory holiday, the deadline remains in effect.

**Cross Country and Track & Field: zones must submit their team list using the appropriate software to the Meet Director. Deadline for submission is the Monday prior to Provincials at 12:00 noon.*

F. Opting-Up: For the provincial team competitions listed below, a school may elect to opt up to a higher classification for a single team, while still retaining its right to enter teams in other activities in the assigned classification of the school. The athletic director or principal must fill in the opt up application form by the date below. The Executive Director will consult with the appropriate zone manager and sport commissioner before deciding to grant or deny the opt up application, based on the following criteria: previous years' results, roster changes, up-to-date season results that must include zone competition.

Opt up deadlines are as follows:

Cross Country	September 25
Football*	September 25
Volleyball	September 25
Basketball	Last Monday of School in December
Badminton	April 8
Rugby	May 8
Track & Field	May 8

*Note: application is not required for 5A football

Schools not opting up by these deadlines will compete at the classification level at which the school is registered.

G. Withdrawal

Teams that withdraw their intention to compete at provincials after the deadline are subject to fines as outlined below:

I. Late withdrawal fee of $750 payable to the team that steps in to replace to help cover their last-minute costs associated with attending provincials.

II. Payment of the replacement team's tournament entry fee - payable to the host or organizing committee.

III. a $250 penalty, to be payable to the host in order to cover the administrative costs.

Note: In the case where no team is able to step in and fill the berth, the fines must all be paid to the host committee in recognition of the additional costs and inconveniences they face.

6. Sports Commissioners

A. Selecting sports commissioners shall be subject to the following:

I. Commissioners shall be elected by the Board of Governors;

II. They shall be nominated from among the persons eligible to serve on the Board of Governors;

III. Commissioners shall serve for a minimum of two years and a maximum of four years;

IV. A vacancy occurring during a term of office shall be filled by an interim appointment by the Executive until the next Annual General Meeting;

V. Jurisdiction and expenses of Commissioners shall be subject to the approval of the Executive.

B. The duties and responsibilities of Commissioners shall include the following:

I. Providing assistance to host committees to coordinate provincial championships;

II. Being familiar with new developments in rules, equipment, coaching techniques, etc;

III. Distributing information such as noted in b) above;

IV. Presenting recommendations to Provincial Tournament Chairpersons, the SSA Executive, Zone Executive and member schools;

V. Acting as a consultant to meetings and committees conducted by groups noted in iv. above;

VI. Furthering interest in their sport through the use of bulletins, talks and other forms of publicity and promotion;

VII. Liaising with provincial sport governing bodies, the SSA Executive, universities and other agencies;

VIII. Attending provincial tournaments;

IX. Ensuring the records are noted in the proper publications for their sport.

X. Preparing and assisting in annually updating competition handbooks for that sport.

C. Role of Commissioners in coordinating provincial competition.

The Commissioner plays a critical role in the development of their particular sport with SSA. Since the primary responsibility of the Commissioner is coordinating provincial competition, leadership should be provided according to the following format:

I. The Commissioner in concert with the Executive Director shall meet with, or conference call, the competition chairperson (and committee) at least three months prior to the competition for the purpose of reviewing the requirements for the competition as outlined in the SSA handbook and host handbook. For basketball and volleyball, a meeting (or conference call) of the tournament chairpersons for each of the host committees should be called by the Executive Director. For all other sports, the Commissioner, with the approval of the Executive Director, should meet with the tournament chairperson at the site of the competition.

II. The Commissioner shall receive a written organizational plan from the tournament chairperson no less than two months prior to the event.

III. The Commissioner should attend the competition to assist with its operation and to evaluate the event. If at all possible, a short meeting should be organized in conjunction with the competition for coaches and administrators. The purpose of this meeting would be to evaluate the event, propose modifications, suggest rule changes and propose changes to any other aspect of the sport. If such a meeting cannot be arranged, an evaluation form should be circulated to participants and then returned to the Commissioner.

IV. The Commissioner shall be responsible for converting information received from the competitions to handbook modifications and develop Notices of Motion where applicable.

Note: It is expected that Notices of Motion submitted by Commissioners will reflect the wishes of a broad representative sampling of coaches across the province and not just the opinion of the Commissioner. Such notices will be submitted to the Executive Committee, via staff, prior to circulation province wide.

SSA shall provide Commissioners with the financial resources necessary to conduct the role outlined above

7. Championship and Partnered Events Criteria and Requirements

Two forms of competition will occur under the umbrella of SSA:

A. Provincial Championships

B. Partnered Events

Provincial Championships are conducted with the support of SSA and all associated expenses for awards are covered by the SSA. Hosts of these events are required to follow the direction of the SSA in conducting all aspects of the Championship.

Partnered Events are coordinated by the relevant Provincial Sport Organization (PSO). The SSA and/or its zones partner with the PSO to execute a championship event at the conclusion of the season of play.

Each Partnered Event and Provincial Championship will undergo an annual review to be presented by the Executive Director at either the Annual Planning Meeting (APM) or the Annual General Meeting (AGM) to determine if it is meeting the criteria provided below.

I. Activities which have Championship status, and no longer meet the Championship criteria, shall be moved to Partnered status at the meeting immediately following loss of that status and will maintain Partnered status for at least three years*. After the third and each subsequent year, the SSA Executive Committee will review and provide a recommendation to the Board of Governors to either promote that sport to Championship status, maintain Partnered status, or remove it.

II. Activities which have championships for more than one classification should meet the Championship criteria for each classification. If it does not, the Executive Committee will provide a recommendation (along with rationale) to the Board of Governors to maintain status quo, eliminate or combine classifications.

III. Activities which have Championship or Partnered status and do not meet Partnered status are subject to deletion as per relevant policy.

*if the PSO does not want to partner with the SSA to coordinate a high school championship, the activity is subject to deletion as per policy VIII.8

Criteria	CHAMPIONSHIP	PARTNERED
Provincial Sport Organization Support	Required*	Required
Minimum Number of Zones Participating: - Zones must have their own recognized league and/or playoff/SSA qualifying competition.	6 of 8	4 of 8
Minimum Number of Schools Participating	40	20
Minimum Number of Students Participating	300	200
Structure & Event Requirements	**CHAMPIONSHIP**	**PARTNERED**
Registration via SSA website	YES	YES
Sanctioning	YES	YES
SSA eligibility/supervision rules apply	YES	YES
SSA approved playing regulations	YES	YES
Insurance rider if off-site competition is required	YES	YES
Sportsmanship Awards	YES	YES
Maximum # of school days in length	4	2
Opening Ceremonies	YES	OPTIONAL
SSA covers the cost of all awards	YES	NO
SSA classifications	YES	NO[1]
SSA approved qualification format	YES	NO[2]
SSA Commissioners	YES	NO
SSA Support		
Information package templates	YES	YES
Program templates	YES	YES
Website support	YES	YES
Host bid process	YES	NO[3]
SSA approved competition format (including # of entries)	YES	NO
Convenor Requirements		
Live Streaming	YES	OPTIONAL
Clothing sales	YES	OPTIONAL
Formal Awards Ceremony	YES	OPTIONAL
SSA arranged officials	YES	NO
SSA approved rankings	YES[4]	NO
Preliminary Budget submitted 60 days in advance	YES	NO
Final financial report submitted 60 days after the event	YES	NO
Event Benefits		
SSA assigned staff support	YES	YES[5]

[1]organizers can classify at their own discretion
[2]SSA will provide direction if requested
[3]SSA may provide a host rotation if requested or deemed appropriate
[4]SSA only provides rankings for basketball, volleyball, 5A football
[5]SSA staff will provide support but may not be onsite

8. New Activities

A. Any member school, zone or provincial sport association can apply for an activity to be granted Demonstration status. The application must be for a sport that has a PSO. If the application is approved, the activity would be conducted as an invitational competition on an event-by-event basis with SSA supervisory policies in effect. Application forms must be submitted to the SSA Executive Committee .

Progression of Demonstrations is as follows:

B. Request to the SSA Executive.

C. If approved, implementation of the activity for Demonstration.

D. Open invitation from a member school or zone or the PSO, in collaboration with the SSA Office, to all member schools to join the Demonstration.

E. After the first Demonstration event, the SSA Executive will decide whether to do a second Demonstration, or no longer support the activity

I. If a second Demonstration is granted, an advisory committee will be formed for the activity, and that committee will be responsible for coordinating with the PSO moving forward.

F. Open invitation from the Advisory Committee and/or PSO to a second Demonstration.

I. must have participation from at least two zones, five schools, twenty students.

G. After the second Demonstration event, the Advisory Committee will present a report to the SSA Executive outlining:

I. the schools, students and zones participating

II. schedule(s)

III. finances

IV. rules (including enforcement)

V. supervisory protocols

VI. first aid provisions

VII. awards

VIII. any recommendations for the future.

Based on the report, the SSA Executive may decide whether to do a third Demonstration, or no longer support the activity.

H. Open invitation from the Advisory Committee and/or PSO to a third Demonstration.

I. must have participation from at least three zones, ten schools, fifty students.

I. After the third Demonstration event, the process from the second Demonstration will be repeated.

J. Open invitation from the Advisory Committee and/or PSO to a fourth Demonstration.

I. must have participation from at least three zones, twenty schools, 100 students.

After the fourth Demonstration event, the Advisory Committee has six months to decide whether to suspend or cancel the Demonstration, or apply for Partnered status*. Application needs to be made to the SSA Executive by either October 1 or April 1 and include the following:

I. Commitment from the PSO to collaborate with SSA to execute Partnered Events for at least three years.

II. detailed reports from the last two Demonstrations including financial.

III. Supporting statistics to show that the activity meets the criteria numbers (zones, schools, students) for consideration for Partnered status.

IV. Best estimates of the number of schools (by zone) conducting the activity in their school program even if those schools did not attend the event.

V. Proposed Season of Play and annual date of the Partnered Events.

VI. Names of hosts and convenors in place for the first three Partnered Events.

VII. Draft set of rules used in the events.

VIII. Draft section to be added to the SSA Policy Handbook.

IX. Indication of how the events accommodated teams (i.e. hotels, changerooms, hospitality in general).

*Note: if the Demonstration exceeds Partnered status earlier than the fourth Demonstration, the Advisory Committee can apply early for Partnered Event status.

The Executive Committee will review the application, and if all materials are in order and all requirements to become a Partnered Event appear to have been met, the Executive will pass on their recommendation to the Board of Governors for discussion at the AGM, where the final decision will be made. If the application is successful, the activity will be granted Partnered Event status for three years.

Process for moving from a Partnered Event to Championship

Application may be made to the Executive Committee after an SSA recognized Partnered Event has run for three consecutive years*:

A. The Advisory Committee for that activity can make an application to the Executive and/or the Executive can recommend an application for Championship status. Application must be made in writing to the Executive Committee by September 1 to be added to the Annual Planning Meeting Agenda (APM). A representative from the activity must be available to present and answer questions at the APM.

B. Applications must provide the following information:

I. Demonstrate the sport meets all Championship criteria.

II. Demonstrate positive reviews from convenors, that the Partnered Event has moved around the province (if applicable) and provide financial statements showing the sport and the event are financially sustainable.

III. Demonstrate how the activity is a school-based component (i.e. falls under school board jurisdiction, supported by administration, has necessary buy-in from educational staff).

IV. Demonstrate organization and commitment to the sport by having SSA hosts and convenors in place for the next two years.

V. Have a Commissioner selected to assume the role of Commissioner as described in SSA Policy Section V.5.

*Note: if the Partnered Event exceeds Championship status earlier than three years, the Advisory Committee can apply early for Championship status.

Upon receiving and reviewing an application that meets all required criteria for consideration of Championship status, the Executive Committee may make a recommendation to the Board of Governors at either the Annual Planning Meeting (APM) or the Annual General Meeting (AGM) for activity approval to Championship status. At the AGM, members will vote on approval of the application.

Process to add a Classification to a Championship Sport

Application shall be made to the Executive Committee.

A. The commissioner(s) for that activity can make an application to the Executive and/or the Executive can recommend an application to add a classification. Application must be made in writing to the Executive Committee by October 1 or April 1 to be added to the APM or AGM Agenda. A school-based representative from the activity must be available to present and answer questions at the meeting.

B. Applications must demonstrate that the activity meets all Championship criteria for any additional classifications requested.

Following a successful application, the Executive Committee may make a recommendation to the Board of Governors at the APM or AGM for (an) additional classification(s). At the AGM, the Board of Governors will vote on approval of the application. A 50% +1 vote is required to pass.

*Note: a request for more than one classification can be made during an application to move from Partnered Event to Championship.

*Note: multiple classifications can be added at the same time.

9. Deleting Activities

A. Activities which have Championship or Partnered Event status and do not meet the Partnered Event criteria, shall be put on probation for one year. If, at the end of the year, the activity has not met Partnered Event requirements, the continued sponsorship by SSA will be cancelled at the APM (fall activities) or AGM (winter and spring activities).

B. If an activity has partnered event status but the relevant PSO does not want to support the event, the activity will be deleted immediately.

C. Whenever an activity is put on probation, it will be announced at the current APM (fall activities) or AGM (winter and spring activities), thus providing member schools this information one year in advance of possible cancellation.

D. In the event that any classification, tier or category in an activity is cancelled, classifications, tiers or categories for that activity will be adjusted by the SSA Executive Committee and if required, affirmed by the Board of Governors.

E. If a classification, tier, category or activity is removed, the Advisory Committee or Commissioner for the activity can appeal the decision within two months of the respective APM or AGM if there are unique local or global circumstances around the activity.

F. If an activity is cancelled, it cannot apply for demonstration for at least three years from the date of cancellation.

10. Officiating

SSA will, in conjunction with zone executive and various provincial sport associations, work to establish a network of officials that will provide Alberta high schools with personnel qualified to officiate school competitions at the local, regional and provincial levels.

11. Rules

The rules in place at the start of the season of play for each SSA sport will be followed for the entire season, regardless of any provincial, national, or international rule change that may occur during the season. The Executive Committee will have the discretion, under exceptional circumstances, to provide flexibility as required.

12. Provincial Competition

A. SSA governs the following sports:

Badminton	Curling	Team Handball
Basketball	Football	Track & Field
Wrestling	Golf	Volleyball
Cross Country	Rugby	

B. Provincial Competition Dates

I. The dates and locations of the competitions shall be ratified at the Annual General Meeting. Any championship without a host by the beginning of that activity's season of play will be canceled. The Executive Committee may, at its discretion, modify this timeline due to circumstances.

II. It is the intent of SSA, as far as possible, to establish particular weekends for provincial competitions and to adhere to the set times annually.

Provincial Championship Competition Dates

For the purposes of competitions, SSA shall use the following **definition of weekend**:

For activities that require a two day competition, the weekend will consist of Friday and Saturday (no SSA provincial competitions will take place on Sunday). This will apply to all similar activities even though a particular competition may be scheduled for only one day. Cross country and football championships are designated for specific days and do not need to be considered in the weekend concept.

Golf	To be held the last Monday/Tuesday of September as approved by the Golf Commissioner
Cross Country	To be held on the third Saturday in October
Football	To be determined annually, but no later than the fourth Saturday in November and the preceding Friday night
Volleyball	To be held on the fourth weekend in November Provincial dates include Thursday
Wrestling • Rural • Provincial	To be held two weeks prior to Provincial Wrestling To be held on the second weekend in March
Curling	To be held on the first weekend of March
Basketball	To be held on the third weekend in March Provincial date include Thursday
Badminton	To be held on the first weekend in May
Team Handball	To be held on the second weekend in May
Rugby 7s	To be held two weeks before Rugby 15s
Track & Field	To be held on the first weekend in June
Rugby 15s	To be held on the first weekend in June*

**Only to occur in years when the rugby provincials fall during diploma exam blackout dates (to include the day prior to the start of the diploma exam schedule), otherwise it is second weekend in June.*

C. Provincial Representation

I. All teams & athletes advancing to provincials must participate in competition leading to provincial championships where a qualifying competition is required. i.e. district and/or zone qualifying events.

Provincial hosts must compete in their zone's provincial qualifying structure until they are eliminated (or win their zone). Failure to do so will result in the host team being ineligible to compete at provincials and the host berth would become a vacant berth. The withdrawal fees would apply.

II. All participants in provincial competitions (individual and team) must be determined no later than the Saturday preceding the provincial competition, unless noted otherwise in the sport specific policy.

D. Hosting Provincials

I. Each provincial competition shall be organized and administered by a school/committee approved initially by the host zone and subsequently by the SSA Board of Governors.

II. All schools/zones bidding to host provincials shall follow the bid guidelines as indicated in the Appendix of this handbook and on the SSA website.

III. Any group being given the responsibility of hosting an SSA provincial championship event must adhere to SSA Bylaws and Policies as set out in the SSA Handbook.

IV. All SSA provincial events are to be alcohol, tobacco (including chewing tobacco, vaping), cannabis use in all forms and drug free for all players, coaches, parents, team personnel, officials and spectators. This applies to all activities held on school property and rented community facilities, including all outdoor facilities for events such as rugby, track & field, football, golf and cross country.

V. Legacy Clause - To reflect special anniversaries or milestones for SSA sanctioned sports e.g. 50th anniversary. The Executive Committee will have the discretion to modify tournament structure for that year.

VI. All food and beverages sold and provided at SSA provincial championship events held in SSA member school facilities must fit within the Choose Most Often and Choose Sometimes categories of the Alberta Nutritional Guidelines for Children and Youth, details of which can be found in the Appendix and on the SSA website.

VII. All SSA Championships must have an Emergency Action Plan. Included in this plan must be a Medical Emergency Plan specifying who is responsible for executing it. The relevant Provincial Sport Organization requirements will be used as the baseline standard. The Emergency Action Plan must be approved by the SSA Office three months in advance of the event.

E. Finances

I. The intent is that all SSA provincial competitions be organized in such a manner as to be self sufficient while keeping costs to participating teams/individuals minimal.

II. An entry fee, subject to approval by the SSA Executive and the sport commissioner, may be charged by the host committee for provincial competitions.

III. Pay It Forward Loonie Fee: Each provincial championship will charge an additional $1 for each participating student and remit those funds to the SSA Office after the championship. 100% of funds will be directed into an SSA scholarship fund to recognize student athletes who give back to their schools and communities by either coaching or officiating in school or community sport.

IV. Provincial competition hosts will be eligible to apply for a hosting subsidy of a maximum of $500 per event should the event show a loss or a profit of less than $500. In the event of a profit of less than $500 being realized, the host may only apply for a subsidy for the difference between the profit earned and the $500 maximum.

V. Team Sport: Coaches/Schools Failing to Attend Mandatory Coaches Meeting:

Any team (football, volleyball, basketball, curling, rugby, team hanball) that attends provincials as the zone/regional representative and fails to attend or send a team representative to the mandatory coaches meeting will be fined a fee of $250 for failing to send a representative to the coaches meeting. This fee will be collected by the SSA Office and split between the host of the championship and SSA; the latter of which will be earmarked for the SSA subsidy account to help offset costs to SSA provincial hosts. The Executive will have the sole discretion to waive the penalty based on the rationale provided by the school for failure to attend the coaches meeting.

VI. Individual Sports: Individuals Failing to Show

In individual sports (golf, cross country, badminton, track & field), the zone is responsible for submitting a cheque for the applicable entry of all participants confirmed by the deadline for submitting final entries to the host. In wrestling, participating schools will submit a cheque for all athletes confirmed by the entry deadline. In the event an athlete(s) fails to show, the offending athlete's school will be penalized an additional $50 per no show over and above entry fees, to a maximum of $250. The Executive Director will have the sole discretion to impose the penalty based on the rationale provided by the school for the late withdrawal.

Note: any school that has outstanding fees resulting from either the team or individual failing to show policy will be ineligible to participate in an SSA provincial championship in any sport until those fees have been paid to SSA.

F. Awards

I. Awards at Team Championships (basketball, curling, football, rugby, team handball, volleyball)

a. First place team receives:
   i. Banner
   ii. Perpetual plaque
   iii. Keeper plaque
   iv. Gold medals
   v. T-shirts

b. Second and third* place receives:
   i. Perpetual plaque
   ii. Keeper plaque
   iii. Silver and Bronze medals

*except football: both teams losing the semi finals receive a semifinalist keeper plaque

c. Fourth Place and Consolation** receives (basketball and volleyball only):
   i. Keeper plaque

**consolation awards are given to the team obtaining the best possible position after losing the quarterfinals (or equivalent).

II. Awards at Individual Championships (badminton, cross country, golf, wrestling, track & field)

a. First place receives:
   i. Gold medal
   ii. T-shirt

b. Second and third place receives:
   i. Silver and Bronze medals

c. First, second and third place in Category B in badminton receives:
   i. Ribbons

d. Fourth-tenth place in cross country receives:
   i. Ribbons

e. Fourth-sixth place in provincial wrestling receives:
   i. Ribbons

f. Team champions (in applicable classifications per sport) receive:
   i. Banner
   ii. Perpetual plaque
   iii. Keeper plaque
   iv. T-shirts

g. Second and third place teams receive:
   i. Keeper plaques

III. Sportsmanship

a. Team Sportsmanship is recognized in all categories at the following team competitions through the awarding of banners: basketball, curling, team handball, volleyball, rugby. These will be awarded within three weeks of the championship ending.

b. Individual Sportsmanship is recognized:
   i. throughout the year through a nomination process.
   ii. at all SSA Provincial Championship events.

Awards or prizes other than those stipulated in this section of policy may not be presented at any SSA provincial competition unless approved by the SSA Executive Committee.

G. Cheerleaders Supporting School Teams at Provincials

I. Cheerleaders from participating schools may accompany teams to provincial competitions at the invitation of the competition chairperson.

II. All cheerleaders accompanying teams to provincials should be previously registered with the competition chairperson and must be accompanied by a separate adult supervisor or supervisors of the appropriate gender.

III. The competition chairperson has the right to draw up a set of regulations regarding the activities of cheerleaders during the course of the competition/event.

IV. The primary function of the cheerleaders at events is crowd leadership and player encouragement.

H. Special Air Quality Advisories for Outdoor Sports

I. For outdoor sports, in the event that the Air Quality Health Index (AQHI) as posted at http://airquality.alberta.ca is rated as a 7 or higher then all provincial competition will be temporarily suspended until the point at which the AQHI falls to a 6 or lower. In the event than the AQHI does not fall below 7 within a reasonable same-day timeframe (at the discretion of SSA in consult with the tournament chair), then activities will either be rescheduled or cancelled.

SECTION IX BADMINTON

1. Rules

The rules governing badminton shall be the laws of badminton as adopted by the Badminton World Federation and Badminton Canada.

A. Intervals:

A 1 minute interval is allowed during each game once one side reaches 11 points. The athlete is not allowed to leave the court.

B. Coaching:

Coaching will be allowed after the first set for one full minute and after the second set for two full minutes, during which time neither the coach nor the athlete may leave the court.

Note: Sufficient water and extra racquets should be with the player on court at the start of the match.

C. Officials:

There must be a qualified Badminton Alberta official present at every championship.

D. Serving:

1. "The whole shuttle shall be below the server's waist at the instant of being hit by the server's racket. The waist shall be considered to be an imaginary line around the body, level with the lowest part of the server's bottom rib.
2. The shaft and the racket head of the server's racket at the instant of hitting the shuttle shall be pointing in a downward direction." (BWF Alternative Service Laws 9.1.6)

2. Season of Play

The season of play for badminton shall be January 3 to the provincial championships on the first Friday and Saturday in May. The season of play is not intended to include July and August. See SECTION V – ACTIVITIES, 3, for more information.

3. Eligibility

A. A zone team shall consist of:

III. Six boys and six girls to play singles (two each in junior, intermediate and senior)

IV. Twelve boys and twelve girls to play doubles (two teams each in junior, intermediate and senior)

V. Six boys and six girls to play mixed doubles (two teams each in junior, intermediate and senior)

B. Age categories are:

I. Junior under 16 before September 1 of that school year

II. Intermediate under 17 before September 1 of that school year

III. Senior under 19 before September 1 of that school year

Note 1: Students with a birthday on September 1 of that school year must compete in the higher category.

Note 2: An athlete may opt to play at an older age level but may play in only **one** event.

4. Events

A. The location of the Provincial Badminton Championship will be set on a rotating basis:

2027 - Calgary - (hosted by CSHSAA/CISAA)
2028 - Edmonton (hosted by North Region - NC/NE/NW)
2029 - Edmonton (hosted by Edmonton)
2030 - Open to bid (except from Calgary or Edmonton)
2031 - Calgary (hosted by South Region - C/S/SC)
2032 - Calgary (hosted by CSHSAA/CISAA)
2033 - Open to bid (except from Calgary or Edmonton)

*If no bids are received at least 24 months in advance, the rotation will repeat.

If a rural zone does not bid to host the event in their zone, they will be asked to host in either Calgary or Edmonton; the Executive Committee has the authority to assign hosting responsibilities based on recency.

B. Singles, Doubles and Mixed

I. Venue recommendation to be assigned based on age category. If host venue permits, all matches (BS, GS, BD, GD, XD) to be played in the same venue on the same court(s) until the completion of the matches. If host venue cannot accommodate the above, host will do their best to assign venues based on age category (junior, intermediate, senior).

II. Schedule/Placement

All teams (singles, doubles and mixed) will play a minimum of four matches (8–12 games) and a maximum of six matches (12–18 games). All 16 teams in each event/category will be placed into 4 pools of four. Tournament Software will be utilized for the results.

The following annual rotation system will rotate the zones between Pool A, B, C and D. The zones will be ranked according to the prior year results. 1A and 1B will be the zone that finished the highest from the previous year. 1A will be the #1 seed from the first place zone and 1B will be the #2 seed from the first place zone and so on. The zones are ranked using the current point system we have for the team banners.

POOL A	POOL B	POOL C	POOL D
1A	1B	2A	2B
4B	4A	3B	3A
5A	5B	6A	6B
8B	8A	7B	7A

III. Tiebreaks

a. All two-way ties in the round robin will be determined by the result of the match between the two tied players.

b. In a three-way tie, the players will be ranked 1st, 2nd and 3rd based first on games won minus games lost in all three of their matches in the round robin and second on points won minus points lost in all three of their matches in the round robin.

c. If there still remains a tie between two teams in games and points, it will revert to head to head between the two tied teams.

IV. Progress of Play

All players are expected to monitor the progress of play in the gymnasium to which they are assigned. Players that do not report to the gymnasium officials within five minutes of being called will forfeit the match in question.

V. Playoffs

There will be separate playoffs for Category A and Category B. The 1st and 2nd place finishers in each of the pools will go to the Category A playoffs. The 3rd and 4th place finishers in each of the pools will go to the Category B playoffs. (See playoff structure below).

<u>Playoff Draws Category A</u>

It will ensure that all 4 quarterfinal matches have a 1st place team vs a 2nd place team. This will be generated by Badminton Alberta and the Tournament Software Friday night, after completion of the round robin.

<u>Playoff Draws Category B</u>

We will ensure that all 4 quarterfinal matches have a 3rd place team vs a 4th place team. This will be generated by Badminton Alberta and the Tournament Software Friday night, after completion of the round robin.



VI. Scoring

a. The winning school in each classification shall be the school with the greatest number of points awarded.

b. Schools/teams will be awarded points based on their overall finish at provincials. Refer to the point chart below. In the event of a tie between two or more schools when determining the team winners, the tie be broken by the team that has the most gold medals. In the event that there are still ties, we will go to the school that accumulated the most silver medals. We will continue down the results if need be.

PLACING	POINTS
1st	20
2nd	15
3rd	10
4th	8
5th – 8th	6
9th	5
10th	4
11th	3
12th	2
13th –16th	1

**** If there are NO SHOWS on the last day - no team points will be awarded for the team/s that don't show up**

5. Equipment

A. Dress Code

Athletes must compete in a uniform that distinguishes their school or zone. Uniforms contrary to this rule will be considered illegal. When playing doubles, the uniforms shall match. It is highly encouraged that teams have matching shorts, but not mandatory. Clothing with offensive language or symbols will not be allowed. Shorts should be worn during play. Long sleeve shirts are allowed to be worn underneath the team uniform - however it should match the color of the school uniform or be white or black. Athletic pants are also allowed if necessary, however the color of the "undergarments" should match.

For example - if you have a black long sleeve shirt under your team uniform top, then you are allowed to wear black athletic pants. No hats or dew rags shall be worn during competition or warm-up. The venue coordinator will instruct player(s) to change if not in compliance with the dress code.

B. Official Shuttle

The brand of badminton shuttle to be used at the SSA provincial championship shall be the Yonex Mavis 300 - Green Cap (slow).

SECTION X BASKETBALL

1. Rules:

A. The playing rules governing basketball shall be the rules adopted by the International Basketball Federation (FIBA), with the following modifications:

I. No more than fifteen (15) team members are entitled to play.

II. 10 minute half time

III. No protests will be allowed

IV. Players shorts may be of a complementary colour to the primary colour of the uniform.

V. When an offensive team gains a rebound after a shot, they shall have 24 seconds to shoot the ball.

B. Floor markings:

I. The standard key that will be used at the SSA provincial championship level will be the FIBA block key.

II. SSA maintains use a 3-point line of 6.32 m

III. SSA does not adopt use of the FIBA no-charge semi-circle. It is recommended that schools include the markings when redoing gym floors.

IV. Schools who do not have these floor markings are able to use their current markings for exhibition, league, and tournament games, but will not be able to host provincial championships.

2. Season of Play

The season of play for basketball shall be November 1 to the Provincial Championships on the second or third weekend in March depending on the timing of Spring Breaks and venue availability, and may vary by classification. These decisions will be made by the Executive Committee before the June AGM nine months prior to the events.
See SECTION VIII – ACTIVITIES, Item 4 for more information.

3. Playing Equipment

The official basketball to be used for SSA Basketball Provincial shall be either the Spalding Top Flite 1000 or TF1000 ZKPro, size 7 (boys) and size 6 (girls).

4. Officials

A. The Alberta Basketball Officials Association (ABOA) is recognized to provide officials for provincial competitions.

B. Arrangements for officials at all provincial competitions shall be made by the Executive Director and/or appointees of the SSA Executive in cooperation with the ABOA.

5. Number of Games Permitted

A. A team shall be limited to 34 games (including games against SSA sanctioned teams and the one exhibition and one fundraiser game allowed) between November 1 and the commencement of zone playdowns in their respective zone (Any district or city playoffs that directly lead to or result in the advancement of a team in or elimination of a team from their respective zone playoffs shall be considered a part of those playoffs and shall not be counted in the 34 game limit). Any team found to be in violation of the 34 game limit may:

I. Be ineligible for participation in any SSA sponsored games (zones, provincials) within that same season of play;

II. Forfeit any standing within the final provincial rankings for the purpose of seeding in the provincial championships;

III. Forfeit any or all SSA sponsored games (zones, provincials) and any awards or titles earned in these games;

IV. Be ruled ineligible for participation in SSA sponsored events within the next season of play;

V. Be subject to any or all of the aforementioned penalties or to alternative penalties as determined by the SSA Executive.

6. Rankings

A. All classifications for both genders will have rankings done by committee. Recruitment and formation of the Committee is the responsibility of the Commissioner, who shall serve as the Chair of each Committee.

B. Each committee shall consist of three members and the Chair, with all but the Chair having voting privileges. The respective committees will be formed as follows:

North Region
Central Region
South Region

C. Schools shall submit their game results using program mandated by the Office and Commissioners.

D. At least three times per season, based on the submitted scores and utilizing mathematical rating systems if available, each ranking committee will determine a provincial top 10 and a maximum of five honourable mentions.

E. The Chair will resolve any disputes (using an RPI, if available, as a final mechanism).

7. Representation to Provincials

A. Zone Managers are responsible for ensuring that their representatives to Provincial Championships are communicated to the SSA Office and the Basketball Commissioners by:

- 1A/2A/3A - midnight of the Saturday prior to the competition
- 4A & 5A - midnight of the Wednesday eight days prior to the competition.

B. Each zone with at least two registered teams intending to compete at provincials gets one berth for each championship.

I. If a zone only has one registered team in a classification, that team may be required to qualify for provincials in a manner determined by the SSA Office, Basketball Commissioners and impacted Zone Managers, taking into account rankings, potential travel, as well as the logistics of the qualification process.

C. The host zone is given an extra berth. Determination of which school/team receives that berth is at the discretion of the host zone. The decision must be made by 10pm of the Saturday preceding the provincial championship.

D. All remaining spots to fill the 12-team draw will be filled by wildcard berths as per the wildcard allocation policy below:

Wildcards

1A/2A/3A/4A: The Commissioner will use the following criteria when awarding wildcard berths:

E. Teams in the final ranking will be awarded points (12 for 1st, 10 for 2nd and so on until the 10th ranked team receives 2 points. The 5 honourable mentions will each receive one point)

I. Host school point forfeiture: If a host team appears in the final rankings, the points associated with that ranking position are not awarded to any team or zone. For example, if the host is ranked 2nd, the 10 points for that slot are removed from the calculation and are not included in the zone's total.

a. A zone's total points will consist only of the points earned by its non-host teams.

II. Teams not eligible for provincials are not eligible for final rankings

F. Zone points are added up and wildcard berths awarded to the zones with the most points.

G. In the event of a tie, the zone with the highest ranked 2nd team will be awarded the berth (for example, if one zone has the 2nd and 5th ranked teams and another zone has the 3rd and 4th ranked teams, the zone with the 4th ranked team would get the wildcard berth).

Note: There will be a maximum of three representatives per zone (does not include the host).

5A: Wildcards will be awarded to zones before provincial qualifiers commence at the discretion of the respective Ranking Committees, using the above as a guide. There is no maximum number of representatives per zone.

Vacant Berths

H. A berth will be considered vacant when:

I. A zone eligible for a berth vacates their berth for any reason.

II. A zone does not have enough teams in the final ranking period to fill the wildcard berth (for example, a zone has 1 team ranked 2nd in the final rankings and qualifies for a berth with 10 zone points but no other team ranked).

Note: similar to the wildcard policy, host teams in the final rankings are not factored.

I. Who receives the vacant berth(s)

I. In the event of one vacant berth, the zone with the highest point total and sufficient number of teams in the final rankings will receive the berth.

II. In the event of multiple vacant berths, or if there is still a vacant berth after allocating all zone and wildcard berths, or if a team withdraws from provincials after qualifying, these vacancies will be filled at the discretion of the respective commissioner in consultation with the SSA Office, factoring in the number of berths a zone already has, and teams each zone has in the top 10, then top 15.

(**Note:** There will be a maximum of three representatives per zone (does not include the host)

The zone, not an individual team, will receive the vacant and/or wildcard berth. The zone will allocate this berth to a team based on its placing in the zone tournament.

8. Provincial Championships

All draws are 12-team tournaments using an Oregon-style bracket that must meet the following criteria:

A. If a second gym (that meets criteria in the apendix) is available within a reasonable driving distance of the accommodations and/or host school, it is expected to be utilized.

B. The teams ranked 1-4 are placed in the quarterfinals.

C. The teams ranked 5-12 play opening round games to determine the other four quarterfinal spots.

D. All teams play on Thursday/Friday/Saturday.

E. Teams playing twice in one day will receive at least four hours between the end of their first game and the start of their second game.

F. When possible, 2-hour time slots shall be used, granting 15-minute warm-ups and half-times.

G. Every effort will be made to keep teams from the same zone from meeting in the first round.

H. All draws must be approved by the SSA Office and the respective commissioner before being finalized. (Hosts will be given templates by the SSA Office.)

Provincial Basketball Championships are open for host bids. Bids must be received by November 1 (17 months before the championship). Zones/schools that can commit to hosting both the boys and girls championships for a classification will be given priority.
If there are no bids received by November 1, the SSA Office will work with the zone managers and basketball commissioners to find suitable hosts, ensuring that zones who have not hosted recently will receive appropriate first right of refusal.

The 5A Provincial Basketball Championships are organized by a committee comprised of the following representatives:
Chairperson (appointed by the SSA Office)
Volunteer Coordinator - Member School or Zone Representative
SSA Office Representative
Host Venue or Partner Representative

Semifinals and Finals will be held at an event centre to be approved by the Executive Committee. Additional games may also be played at that venue, at the discretion of the Event Committee. The SSA Office will work with potential hosts to secure an agreement with a venue. The Executive Committee has the discretion to award a bid that does not meet this requirement if a venue cannot be secured.

SECTION XI CROSS COUNTRY

1. Rules

A. Hosting of the provincial championship will be set on a rotating basis by zone.

2026	Edmonton	2030	North Central
2027	North East	2031	South Central
2028	South	2032	North West
2029	Central	2033	Calgary

B. Athletes will not be permitted to wear and/or use any form of audio device while competing.

C. The meet shall be run in accordance with the cross country rules as published by World Athletics.

D. The appeal committee for cross country provincials will be decided at the coaches meeting prior to the competition. Each zone coach will be eligible to sit on this committee. Three of the zone coaches will be chosen by the race director to sit on the appeal committee. Those chosen will be announced at the coaches meeting before the competition. In case any of the original three zone coaches are in a conflict of interest (having an athlete from their school involved in the appeal), the remaining five coaches will be alternates and will be chosen by the race director based on availability. The Commissioner will chair this committee and will not vote.

2. Season of Play

The season of play for cross country shall be May 1 to the provincial championship on the third Saturday in October. The season of play is not intended to include July and August. Practice in the fall may begin August 16. See SECTION V – ACTIVITIES, Item 3, for more information.

3. Zone Representation

A. There shall be three race classifications for both boys and girls:

I. Junior – under 16 before September 1 of that school year

II. Intermediate – under 17 before September 1 of that school year

III. Senior – under 19 before September 1 of that school year

Note: Students with a birthday on September 1 of that school year mustcompete in the higher category.

B. A zone may enter a team of up to 18 members for each of the six events – not including:

C. All athlete substitutions must be submitted to the provincial host by 4 p.m. on the Wednesday prior to provincials. **No additions or changes may be made after this date.**

4. Events

A. The race distances for boys & girls shall be as follows:

I. Junior 4000 metres

II. Intermediate 5000 metres

III. Senior 6000 metres

IV. Para Ambulatory 2000 metres

5. Scoring

A. All competitors will score points on the following criteria: First place will receive 144 points and each competitor after that will get a fraction of 144 based upon the number of competitors in the event.

I. A separate scoring system will be developed by the SSA Commissioner and approved by the SSA Executive Director, to take into account the number of competitors in the para category. This scoring system will be noted in the event information package.

B. School team champions will be determined in each classification. Here is the timeline for establishing classifications:

April 30 - projection numbers will be used by SSA unless the school's classification changes.

September 30 - any school which changes classification based on their September 30 count must report this to the SSA Executive Director on this date (this policy supersedes Policy Section III.Membership 1.A). Failure to do so will result in that school competing at whichever is the higher classification and paying a $500 fine; any team award that may have been won by that school at the wrong classification will be vacated.

C. The championship trophies and banners will be awarded to the top school in each classification accumulating the highest number of points regardless of the number of competitors entered.

D. In case of a tie for school placing, the championship banner will be awarded to both schools.

SECTION XII CURLING

1. Rules

A. The rules governing SSA curling shall be the blended rules of Curling Canada, with the following modifications:

I. Each team is permitted to take two 60-second time outs per game. The time outs must be taken when the team is in possession of the rock. They may be called by the skip or coach. The time outs cannot be carried forward to the extra end(s).

II. One 60-second timeout is available to each team for each extra end.

III. A five minute break is allowed after the 4th end.

IV. In the event of a 4-end tie-breaker, one 60-second time out per team will be permitted.

B. SSA Provincial Championships shall use the five rock free guard zone rule currently used by Curling Canada.

C. SSA Curling Provincial Championships will not use the no-tick rule currently used by Curling Canada.

D. The following limited broom head rule will be used at SSA provincial championships

I. Broom heads used for sweeping can be any fabric that is commercially purchased. No homemade heads and modifications to commercial heads will be permitted.

II. No hair brooms or corn brooms will be used to sweep a rock. Additionally, the plastic insert from Hardline brooms must be removed. The WCF approved fabric is NOT required for SSA provincial curling.

III. A player may use any device (including hair and corn brooms) to deliver the stone; however, the device may not be used to sweep unless it complies with i and ii.

IV. Failure to comply with the above will result in the loss of hammer if used during practice, removal of stone if used during a game, or forfeiture if a replacement head in compliance with these rules cannot be found.

2. Eligibility

A. Schools are required to submit the names of their curling athletes in the Sport Registration System by the registration deadline. All students on the curling team are eligible to compete on any of the school curling teams; however, the athletes that play together at all qualifying events for provincials (e.g. districts, zones) are the ones that form the team that moves on to the Provincial competition.

B. Each boys and girls team will consist of five students and mixed teams will consist of six students. Mixed teams shall comprise two girls and two boys, with girls and boys alternating at the various team positions.

C. Only one team per category may compete per school.

3. Teams

A. A team may play with three (3) players with the first two (2) players each delivering three (3) consecutive stones at each end. Under no circumstance may a team play with fewer than three (3) players delivering stones. If a team plays with three players in the mixed division, the alternate order of delivery must be maintained (M, F, M – or – F, M, F). If this occurs while a game is in progress, the delivery rotation can be changed to meet this criterion.

B. Substitutions may be made during or between games by using the non-playing team member(s) for any team positions (in mixed play, a boy can only be substituted for a boy, and a girl for a girl, following 3.B. above). In mixed play, if a substitute of the correct gender is not available then the team will continue the game with three players in their existing order, throwing 3, 3, and 2 stones. All team members must meet SSA eligibility requirements and cannot be members of other school representative curling teams as established at the qualifying events for provincials (see 3 above). All teams must continue throughout the competition with the listed team members as constituted in the first post-district game of the competition.

4. Events

A. The SSA Provincial Curling Championships shall be held the weekend prior to the Curling Alberta U20 Championships (normally this would put the SSA Provincial Championship on the last weekend of February). The SSA Curling Championships will be held no later than the first weekend of March.

B. Format

I. Each provincial competition shall be a 10 team spiel with each zone having one entry in each of the three categories. The Curling Commissioner will build competitively-balanced pools based on previous years' results while ensuring that teams from the same zone are placed in separate pools.

a. The host school will be granted a berth in each of the three categories

b. In each category, a wildcard berth will be awarded. The SSA Office will calculate provincial championship history for teams representing their zones for the three years prior to the current school year. Teams that win the gold medal will receive 3 points. Teams that won the silver medal will receive 2 points. Teams that win the bronze medal will receive 1 point. The zone that has the highest total will receive the additional berth in that category.

* note: if a zone has more than one berth in provincials, only the top finishing team from that zone at the end of provincials collects these points for the zone.

c. There will be a maximum of 3 representatives from a zone (includes the host teams) in any category.

II. All games will be eight ends duration. If tied at the completion of eight ends, an extra end or ends shall be played.

III. Competition in each event shall be two section round robins. At the completion of the round robin, the first place team from each pool will play the second place team from the opposite pool. The winners play to determine the gold and silver medal winners, and the losing teams play to determine the bronze medal winner.

C. Hammer

Practice and draw to the button procedures for round robin, tie breakers and medal games:

I. 30 minutes prior to the scheduled start time, the thirds will flip a coin. The winner of the coin toss will pick practice order and turn for LSD or rock colour. At the end of practice and prior to the first four round robin games, each player, beginning with the lead for game one, the 2nd for game 2, etc.) will deliver a draw to the button. The total distance of the best 3 draws shall be recorded and used as tie breaks after round robin play.

II. Draws to button may be swept and line called by players on the ice. The coach must stand on the backboards and not be involved in the line calling or sweeping.

III. Each stone must be measurable in the house.

a. If the stone is in the free-guard zone or not in play, a score of 185.4 cm will be recorded. If all four players do not deliver a measurable rock, the skip shall re-throw until a rock is measurable.

b. If the stone covers the pin, a score of 0 cm will be recorded for that player. In the event both throwers from each team fail to deliver a measurable stone on their draw to the button, additional throws shall be thrown until a measurable rock is delivered to determine hammer for that game.

IV. After warmup for the 4th round robin game is complete and all four team members have delivered their draws to the button, the worst measurement shall be discarded and the top three shall be added up for a total team distance. This distance will be used to break multiple way ties after round robin play.

a. The team with the lower measure at the end of each team's practice will be awarded hammer in the first end of play.

b. The measurements of the three best round robin games will be recorded and totalled for tie breaking placing and determining the hammer in medal games

c. All measurements will be done by the third and supervised by the coaches and head official. Measurements will be recorded and collected by the host so that they can go towards the cumulative draw to the button score. Only the first delivered rock is recorded for the cumulative distance. The distance by additional rocks is only used to determine the hammer in the first end if there are ties between the first LSD throwers.

d. 1 vs 2 crossover playoff game – The team which finished first in their pool will be rewarded with hammer in this game and a LSD is not required for this game.., The team with hammer receives first practice, the other team selects rock colour.

e. For the tie-breakers and medal games, the team with the lower combined total from the draws to the button from the round robin games will be awarded hammer and first practice. The other team will select rock colour and have second practice.

D. Tie Breaker Policy

The tie-breaking procedure will include the total distance of the top three draws to the button by each team. The measurements of the four round robin games will be recorded and totaled for tie breaking placing only. Head to head records will be used when possible, total measurements from the draws to the button will be used if teams are still tied.

I. If two teams are tied for first, the game between the two teams will determine first and second places.

II. If two teams are tied for 2nd, the head to head record between the two tied teams shall be the tie breaker.

III. If three or more teams are tied for first, teams will be ranked according to policy C i, the top ranked team will be awarded 1st place in the pool. 2nd and 3rd place shall be determined by their draw to the button totals.

IV. If three or more teams are tied for second place, the teams shall be ranked according to policy C i. The team with the best draw to the button total distance shall be awarded 2nd place and shall advance to playoffs.

E. Practice Time

I. Each team will have a practice of a maximum of five (5) minutes to deliver one (1) rock per player down and back. An extra rock will be thrown by one player at the conclusion of practice for the last stone draw that determines hammer in the first end.

SECTION XIII FOOTBALL

1. Rules

The playing rules used by SSA Football shall be those endorsed by the Canadian Amateur Football Association, as approved and administered by Football Alberta as per their Minor Provincials Policy and Procedures Manual.

Schools and leagues are responsible for complying with the safety standards regarding equipment. These standards are stipulated in Rule 1, Section 11, Uniforms and Equipment, Articles 1, 2, 3 and 4 of the Canadian Amateur Football Rulebook.

2. Season of Play

The season of play for football shall be May 1 to the Alberta Bowl (SSA Provincial Football Championship). Quarterfinals will commence on the second Saturday of November.

The season of play is not intended to include summer holidays, however, teams may begin their season on August 16. See SECTION V – ACTIVITIES, Item 3, for more information.

3. Eligibility

A. SSA shall have football competitions in five classifications:

6-a-side: only 1A/2A teams are eligible

9-a-side: no school population criteria

3A: <700

4A: 700-1399

5A: 1400+

Football classifications are determined using projection numbers (see Policy Section III).

B. 3A and 4A teams may opt up to a higher classification. Once a team declares their intention, they cannot rescind it after the deadline and are no longer eligible, that season, to compete at any other classification. After the Football Registration Deadline of October 1, a comprehensive list of all football teams will be posted on the SSA website.

C. Two or more schools may combine to form one football team if the zone(s) approve of such an arrangement. In such cases, the combined populations of the schools will determine at which classification the team will compete.

Note: Insurance and liability issues involving students from one school playing for another school are the responsibility of the member schools involved and their local school jurisdictions.

D. SSA accepts out-of-province high school football teams who are full members in a recognized Alberta high school football league into provincial competition provided they advance through the appropriate zone playoff and are prepared to travel to all games in which they might be involved.

4. Representation to Provincials

6-a-side and 9-a-side

A. SSA supports the Alberta 6-a-side and 9-a-side Football Leagues by providing SSA Provincials Playoffs and the Provincial Championship at the Alberta Bowl.

I. This support will be revisited every 5 years (years ending in 0 & 5), with the goal of eventually having SSA take over jurisdiction.

II. This support is contingent on the premise that all 6-a-side and 9-a-side teams and associated schools in the SSA Provincial Playoffs abide by SSA bylaws and policies and are registered appropriately.

III. The playoff structure needs to be approved by the SSA Executive Director by June 25.

3A & 4A

A. The 3A and 4A Football Playoffs are 8-team brackets made up of a north region and a south region for each classification.

B. Zones will determine their representatives to provincials for 3A and 4A.

I. The North Central Zone and North West Zone are combined and must coordinate with one another to determine their representative to SSA quarterfinals.

II. If a team plays in a league that is made up mostly of teams from a different zone, that school (or the zone manager of the impacted school(s)) may submit a request to the SSA Executive to compete out of their league's zone for football only. Requests must be submitted by June 15.

C. Quarterfinal and semifinal matchups will be determined based on proximity (i.e. north and south regions).

I. North Region - Edmonton, North Central/North West, North East

II. South Region - Calgary, South, South Central

III. Central Zone will float and act as an opposite to the wildcard

D. Regional matchups and host privileges will alternate on an annual basis. Ideally, zones will host once every two years, but may have to travel two years in a row because of wildcard allocations.

E. All teams must register and declare their intention to participate in provincials through their zone manager by June 15.

F. If a zone does not have a team registered (with intention to compete in provincials) by June 15, their spot in that classification will be considered a wildcard.

G. Wildcards are awarded to the zone with the highest number of registered teams as of June 15 in that classification. If that zone already has a second berth, the wildcard will go to the zone with the next highest number of teams. A zone cannot receive more than one wildcard.

   I. Where a zone has more than one berth, it is that zone's responsibility to determine which team is their #1 representative and which team is #2. This must be communicated to the SSA Office by the Monday before the quarterfinals.

   II. If there is a tie between zones for the highest number of teams registered, the SSA Office, in consultation with the commissioner and the ranking committee, will make the final decision on which zone receives the wildcard.

H. If the wildcard allocation results in an unreasonable travel expectation for the wildcard team, the SSA reserves the right to adjust the brackets to ensure greater travel equity.

Wildcards will not be granted home field advantage unless mutually agreed upon by both teams and approved by the SSA Office.

I. If a team receives an automatic berth into the quarterfinals by virtue of being the only team in a zone at a given classification and pulls out of the quarterfinal game after September 30, that team will be charged $1,000. The $250 quarterfinal entry fee payable to the SSA Office and $750 to the replacement team.

J. The final draws for each classification (absent of team names) will be sent out by the SSA Office no later than June 30.

5A

A. The 5A Football Playoff is an 8-team Oregon-style bracket which is seeded 1-8, with the higher seed acting as host.

B. There is no limit to the number of teams that can register for 5A. The top 10 teams will be ranked, and the top 8 teams after the final rankings will move into the playoffs. Once the top 8 are finalized, they will be seeded, and the single game elimination playoff structure will be followed.

C. To be eligible for 5A SSA playoffs, teams must be registered in the highest division of their league (if relevant) and must participate in any relevant league or zone playoff game.

D. Independent teams must schedule at least four games against SSA competition, one of which must be against 5A teams.

Rankings

A. 5A teams must submit their game results into SRS throughout the season as soon as possible after each game. Rankings will be determined on submitted game results only. Teams are required to submit at least three games in order to be ranked.

B. Rankings shall be done for 5A by a rankings committee. Recruitment and formation of the committee will be the responsibility of the Commissioner, who shall serve as the Chairperson of the Committee.

C. The committee shall consist of five members and the Chairperson, with all but the Chair having voting privileges except in the event to break a tie. A Football Alberta representative will have an opportunity to be on the committee but not as a voting member. The committee will be formed as follows:

   Chairperson: SSA Football Commissioner

   Northern Representative (NC/NW/NE Zones)

   Edmonton Representative

   Central Representative

   Calgary Representative

   South Representative (SC/South Zones)

D. Ranking Committee members cannot be a coach or Athletic Director at a school with a 5A team.

E. The official SSA Football Rankings Information Package will be posted on the SSA website by June 15 each year. This will include ranking guidelines, timelines for score submissions, ranking submissions, ranking postings, and the appeal process.

F. There will be two ranking periods. Based on the results submitted, each ranking committee member will determine a provincial top 10.

G. For each ranking period, the Chair shall review the ranking committee selections and award points to the teams according to their ranking (#1 – 10 points, #2 – 9 points, etc). The Chair shall then total the points into a single listing and rank the teams from highest to lowest according to their total points for that ranking period.

H. In the event of a tie, the Chairperson shall apply the following:
   I. Outcomes of any games between the tied teams.
   II. Outcome of any games against common ranked opponents.
   III. Outcome of any games against common unranked opponents.
   IV. Previous ranking of both teams.
   V. Chair's decision – based on the information provided.

I. Undefeated teams at the time of final rankings will be guaranteed a spot in the top 8.

J. After the final rankings are completed, the ranking committee will create the SSA provincial draw by seeding the top 8 teams. It is the job of the committee to produce the most competitive draw. The goal is to have a balanced draw that best reflects the entire season. The seedings will avoid opening round games matching up two teams from the same league or zone provided that the integrity of the draw is not compromised.

K. The final draw (including the seedings) shall be posted on the SSA website. Teams not in the provincial draw will not receive a public final ranking. Individual ranking committee member selections are not provided.

L. Schools wishing to appeal the final rankings and/or draw will be able to in accordance with the timelines established in the official SSA Football Rankings Information Package. Such an appeal must be accompanied by a $50 payment. The SSA Football Commissioner will consult with the rankings committee based on the information available, and, with the approval of the Executive Director, will render a decision to the school. If the appeal results in a change to the rankings and/or draw and the subsequent inclusion of the appellant school, the $50 will be refunded to that school. Appeals will only be considered if it has been submitted by the submission deadline and includes a complete season record along with a suggested alternate ranking.

5. Events

A. Zones are responsible for hosting SSA quarterfinal and semifinal games. Zones may delegate this responsibility to a school. All playoff games will be broadcasted, and played in a turf field stadium, which must have a score clock, change rooms, lights, spotter booth, adequate media and timers/scorekeeper booth, and appropriate spectator capacity. Furthermore, proceeds from gate admissions will cover costs of hosting the game (i.e. field rental, officials, medical, etc.).
   I. Zones will be asked to submit their preferred location for quarterfinal and semifinal games to the SSA Office by June 15. The SSA will include the preferred quarterfinal locations when it publishes the schedules (by June 30).
      a. Zones may request an exception from the turf field requirement for quarterfinal games provided all other hosting requirements are met. The request must be made to the SSA Executive Director within two weeks of the quarterfinal.

B. All five provincial finals will be played no later than the fourth Saturday in November and the preceding Friday night.

C. The SSA Football Provincial Championships (Alberta Bowl) will be organized by a committee comprised of the following representatives:
   Chairperson (appointed by the SSA Executive Director)
   Host Zone Manager
   Host Zone Member at Large
   SSA Football Commissioner
   SSA Office
   Venue Liaison (non-voting member)
   Football Alberta (non-voting member)

The venue for the SSA Alberta Bowl will be set on a rotating basis. The adequacy of the stadium will be determined by the Chairperson and SSA office based on the criteria above. If they determine the stadium to be inadequate, the Chairperson will look to use another venue, perhaps in a different zone.
2026 - South
2027 - South Central
2028 - Calgary
2029 - Central
2030 - South
2031 - Edmonton

D. The Alberta Bowl schedule will be as follows:

Friday at 2:30pm	6-a-side
Friday at 6:00pm	9-a-side
Saturday at 11:00am	3A
Saturday at 2:30pm	4A
Saturday at 6:00pm	5A

E. All provincial quarterfinal and semifinal playoff games will take place on Saturdays, with game times as follows:

I. Single Game: game time will be 1 pm

II. Doubleheader: game times will be 12 pm and 2:30 pm

III. Tripleheader: game times will be 11 am, 1:30 pm and 4 pm

Note: Where two or more games are scheduled for the same facility then the lowest class game would be scheduled first and the highest class game would be scheduled last.

Note: As per the Football Alberta Minor Provincials Policy & Procedures – in the case of minor provincial games being a part of multiple scheduled games in the same facility on the same day, the high school game(s) shall be the last scheduled game of the day, unless one or more of the minor games is a championship final, in which case they would be the last scheduled event of the day. This is subject to the cooperation of the minor leagues and the pecking order for booking facilities. Game times will be confirmed and finalized by the Football Commissioner with the approval of the Executive Director. Game times will be posted no later than 2 p.m. on the Monday preceding the games

F. Decisions relating to postponement or cancellation of any provincial playoff game will be made by the Executive Director in consultation with the Football Commissioner, participating teams, the organizing committee, and Executive Committee where appropriate.

G. In provincial playoffs, all games will begin with a coin toss. The head referee will toss the coin and the home team will make the heads or tails call. The winner of the coin toss will get the choice to kick, receive or defer to the second half.

H. When the weather forecast predicts conditions of –15 or colder, the host team shall arrange sideline heating for both teams. Regardless of the forecast, if, for any provincial playoff game, the host team has sideline heating and/or player shelter, they must also provide the opponent with sideline heating and/or player shelter.

I. All teams in all classifications who qualify for provincials must submit their two most recent game films to their opponent. Game film must be submitted to their opponent Sunday by noon prior to the provincial game. If there are any technical difficulties, the opposing team has to be notified by the Sunday deadline. Teams can request the involvement of the SSA Football Commissioner if any issues are raised. Any member school not in compliance will receive a fine of $250, at the discretion of the SSA Executive Committee. Any member school not in compliance will receive a fine of $250, at the discretion of the SSA Executive Committee.

6. Fees and Officials

A. Each team participating in provincial quarterfinals will be charged an entry fee. If the team advances, additional fees will be applied per round to cover:

I. Officials' game fees, travel, accommodations and meals for all provincial quarter, semi and final games.

II. Snow removal contingency annual allocation of $1,000. Any unused funds will go to the snow removal contingency fund; available to partially or fully support financial losses incurred as a result of snow removal costs. Hosts wishing to request snow removal reimbursement must submit their financials and requests by January 30 of the following calendar year in order to be considered

III. Any funds left over will go into an Official Contingency Fund to cover any shortfalls resulting from the costs noted in (I.) above.

B. All provincial playoff games will use five officials for the 6-a-side and 9-a-side games and six officials for 12-a-side games.

7. Equipment

A. Jerseys

It is the responsibility of the visiting team to ensure that there is not a conflict regarding similar jersey colour (i.e. primary and base colours the same). To do this, the visiting team will contact the host team by Monday prior to the game to inquire about team jersey colour. In the event of a conflict, the visiting team is responsible for wearing another set of jerseys.

B. The official game ball to be used for SSA provincial football games (quarterfinals, semifinals and finals) will be the Nike Championship or Nike Vapor Elite (leather).

I. Each team will supply the referees with three balls and the referees will choose three balls from the six provided to be used as the game balls.

SECTION XIV GOLF

1. Rules

The playing rules of the RCGA and local rules as proclaimed by the host club shall govern the golf tournament of the SSA.

2. Season of Play

The season of play for golf shall be May 1 to the last Monday/Tuesday in September. The season of play is not intended to include July and August. Practices in the fall may begin August 16. See SECTION V – ACTIVITIES, Item 3, for more information.

3. Zone Representation

A. Team Berths

Each zone will receive two berths per gender to the Provincial Golf Championship. Zone Managers must declare their entry into provincial golf by 4:00 p.m. on the Tuesday prior to the provincial golf championships. Player/team information, other than from the zone manager or designate as confirmed with the SSA Office, will be discarded.

I. The school(s) hosting provincial golf shall have an automatic berth in provincials for both boys and girls teams. Schools from two zones will be allowed to co-host provincials. If there are two schools co-hosting provincials, each will receive a host berth for both girls and boys teams. These berths are in addition to the zone berths.

B. Individual Berths

I. Each zone can send four golfers per gender. It is up to the zone to determine their representatives.

II. At a zone competition qualifying tournament, players must show competency in the sport by scoring under 135 for 18 holes. Any player shooting more than 135 will not be eligible to compete at provincials. In the event that a zone tournament is played with a maximum stroke limit per hole, then the enforced maximum total score that golfers will need to meet will be 130. Scores above 130 can still be appealed as per the note below.

Note: For individuals shooting between 135 and 140, (130 if zone has stroke limit), it will be at the discretion of the Golf Commissioner and the Executive Director to allow participation at provincials. Any appeal made will require the submission of the golfers scorecard from zone tournament.

III. Girls will also be allowed to go to provincials as individuals if they score 90 or better in their zone tournament and have not qualified with their respective teams.

IV. Boys will also be allowed to go to provincials as individuals if they score 76 or better in their zone tournament and have not qualified with their respective teams.

4. Events

A. The tournament shall consist of two rounds of 18 holes.

B. Hosting of the provincial championship will be set on a rotating basis through the establishment of eight regional hosting Zones.

Rotation:

2026 - Edmonton	2027 - Calgary
2028 - Central	2029 - North Central
2030 - South Central	2031 - North East
2032 - North West	2033 - South

C. Team Competition

I. There shall be a separate team competition for boys and girls.

II. Team Composition

a. Each team shall consist of three or four members from the same school. Each member shall play two rounds of 18 holes.

b. Each team that qualifies for provincials will be allowed to name one alternate for the provincial tournament. At the provincial tournament, if a player who qualified is unable to play on either or both days due to circumstances beyond their control (illness, injury, family emergency) the coach may substitute in this player. This player's score will count towards the team tournament score only. This player will be ineligible for the individual trophy (having not qualified themselves) regardless if they play both days.

c. Inclusion of alternates must be approved by the Executive Director or the Golf Commissioner.

III. A team's score shall be compiled for each round using the best three gross scores on each hole (not necessarily the same three golfers for each hole).

IV. Playoffs

a. Teams tied for first after the two rounds will play extra holes until the tie is broken. If two teams are tied at the end of the two days, all players from each team will be used to determine a winner. Each coach will select the players to form one group (paired with the players from the opposing team), while the remaining players from each team will form the second group. Both groups will play the same hole, as determined by the course professional in consultation with the golf commissioner. The winner will be decided based on the lowest three of four combined scores from each team.

b. If three or more teams are tied, the golf commissioner will determine the groupings after coaches have selected which players will play together.

The team winning the playoff will be awarded gold medals, and the losing team(s) will be awarded silver. Bronze medals will not be awarded if multiple teams win silver medals.

c. Teams tied for second place after the two rounds will all receive silver medals. No playoff will be held and bronze medals will not be awarded.

d. Teams tied for third place after the two rounds will all receive bronze medals. No playoff will be held.

D. Individual Competition

I. There shall be two individual competitions: one for boys and one for girls.

II. All members of boys and girls zone teams are eligible to compete in their respective individual competitions.

III. Each individual competitor shall play two rounds of 18 holes and the total gross score shall be used to determine the champion. The maximum score on any hole will be a score of 10. Once a participant hits their 10th stroke, that participant will pick up their ball if they have not already putted out. If a player does pick up their ball, an asterisk will be placed beside their score on the scorecard. The score of ten can still be used for team scoring purposes, if needed.

IV. It is recommended that golfers with higher handicaps play in groups of three rather than four. It is also recommended that groups of three with a combined index of more than 75 and groups of four with a combined index of more than 100 have an adult walker with the group.

V. Playoffs

a. Individuals tied for first after the two rounds will play extra holes until the tie is broken. The host coordinator will determine the extra hole(s) to be played at the time of the playoff in conjunction with the course director. The individual(s) winning the playoff will be awarded gold medals and the losing individual(s) will be awarded silver. Bronze medals will not be awarded if multiple participants win silver medals.

b. Individuals tied for second place after the two rounds will all receive silver medals. No playoff will be held and bronze medals will not be awarded.

c. Individuals tied for third place after the two rounds will all receive bronze medals. No playoff will be held.

VI. Power Cart

If an athlete provides medical certification showing that they have a permanent disability and require the use of a power cart, that athlete will be allowed to use a power cart at provincials. Discretion for acceptance of the medical certificate will be the responsibility of the Golf Commissioner and the Executive Director.

5. Officials

SSA recognizes the Alberta Golf Association as the official organization for the training and certifying of officials and gives its full support through the use of certified officials. Officials shall be appointed as follows:

A. In provincial competition, the competition Chair and the SSA Commissioner are responsible for ensuring that qualified and certified RCGA rules officials are present to deal with all issues, interpretations and questions arising out of rule interpretations and infractions

B. Course marshals shall be on course at all times with the capability to communicate immediately with the rules official where rule interpretations are required.

SECTION XV RUGBY

1. Laws

The playing laws used by SSA for Rugby shall be those endorsed by World Rugby for Rugby U-19 play with the following clarification:

A. Should any player be ejected from a game due to dangerous play, that player is ineligible to participate in the following game of the tournament. Appeals of any cards must follow the guidelines set out in the tournament package.

2. Season of Play

The season of play for rugby shall be February 15 to the Provincial Championships on the weekend prior to the start of provincial exams (the first or second weekend of June). See SECTION VIII – ACTIVITIES, Item 3, for more information.

3. Eligibility

All levels of competition involving students from SSA member schools must follow all Bylaws, Code of Ethics and Policies set forth in the SSA handbook, including eligibility and supervision requirements.

A. High school students are not permitted to play on a non-school rugby team during the SSA rugby season of play.

B. Schools may register one rugby program per gender; the deadline is May 1. Students registered on the school's rugby program are permitted to play both 7s and 15s for their school. Students may not be registered on more than one rugby program (e.g. if school A has a 7s team but not a 15s team, any student registered in school A's rugby program may not compete on another school's 15s team and/or a joint team).

C. 15s teams are eligible to compete in 7s tournaments.

D. For 15s teams to be eligible for participation at the SSA Provincial Rugby 15s Championships they must have played an equivalent of at least 180 minutes of game participation.

E. Two or more schools may combine to form one rugby team if the zone approves of such an arrangement. Insurance and liability issues involving students from one school playing for another school are the responsibility of the member schools involved and their local school jurisdictions.

4. Events

A. 7s

I. A Rugby 7s Championship will occur two weeks before the Rugby 15s Provincial Championships.

II. Regarding Policy VIII.6: as an existing activity prior to the implementation of that policy, SSA will continue to support 7s by providing provincial championships in two classifications:

3A: <700

4A/5A: 700+

This support will be revisited every five years (years ending in 0 & 5).

III. Hosting of the 7s Championship is open to bids from a school or zone. If no bids are presented, the championship will be awarded based on a rotation as follows:
2027 - Calgary
2028 - Edmonton
2029 - South
2030 - Calgary
The Rugby Commissioners, will confirm the draw one week after the May 15 deadline, when the number of zones with teams intending to attend the Championship is confirmed. The following criteria will be used to determine the draw:

a. Zones will determine their representatives to the Championship

b. Each zone with at least one eligible team will be guaranteed a berth

c. If there are less than six teams in a gender and classification, classifications will be combined. If the total number after combining classifications is still less than six teams, that category will be canceled for that season.

d. The number of teams competing cannot exceed 10 in each classification per gender

e. Wildcard or Vacant Berth Allocation:

In the event that there is a vacant spot in a draw, the host zone will be given first priority to fill the spot, to a maximum of one "host" berth per draw. Determination of which school/team receives the berth is at the discretion of the host zone. The decision must be made by 10pm of the Saturday preceding the provincial championship.

In the event that a draw needs to be filled with non-zone-winning teams, the Commissioners will award berths to zones at their discretion upon approval by the Executive Director. The commissioners will use a number of factors, including, but not limited to the following (not necessarily in order):

- previous years results

- current season perceived strength of zones

- number of teams registered in each zone

f. Teams will be divided into pools by the commissioners

i. Teams from the same zone will be placed in separate pools when possible

IV. Event rosters shall not exceed 19 players. The number of interchanges must not exceed 14.

V. Teams will play the other teams within their pool and be ranked at the conclusion of pool play. The following point system will be used:

Win	4 Points
Tie	2 Points
Bonus: 4 tries or more	1 Point
Bonus: Loss by 7 or less	1 Point
Loss by more than 7	0 Points

a. Tie Break
   i. Head to Head
   ii. Win/Loss Ratio
   iii. Number of Tries
   iv. Coin Toss

B. 15s

I. Hosting of the Provincial Rugby 15s Championships will be set on a rotating basis:
2027 - Calgary
2028 - Other*
2029 - South
2030 - Edmonton
2031 - Calgary

* If no host bids are received, South will assume the 2028 host responsibility and the rotation will continue with Edmonton in 2029.

SSA will declare provincial rugby 15s champions in two classifications for boys and girls:
4A: <1400
5A: 1400+

II. The Rugby Commissioners, in consultation with the Executive Director, will confirm the draw one week after the registration deadline of May 15, and the number of zones with teams intending to attend Provincials is determined. The following criteria will be used to determine the draw:

7 or 8 zones = 8-team draw (2 pools of 4 or an Oregon draw if required)

6 zones or less = 6-team draw (2 pools of 3)

Every effort will be made to keep teams from the same zone from meeting in the first round or being placed in the same pool.

Notes

a. Teams that withdraw their intent to compete at Provincials after the draw has been confirmed will be subject to a penalty equal to the tournament entry fee, which will be paid to the organizing committee directly. This fee will be in addition to the late withdrawal fee of $250. The Executive will have the sole discretion to impose the penalty based on the rationale provided by the offending school.

b. Wildcard or Vacant Berth Allocation:

In the event that there is a vacant spot in a draw, the host zone will be given first priority to fill the spot, to a maximum of one "host" berth per draw. Determination of which school/team receives the berth is at the discretion of the host zone. The decision must be made by 10pm of the Saturday preceding the provincial championship.

In the event that a draw needs to be filled with non-zone-winning teams, the Commissioners will award berths to zones at their discretion upon approval by the Executive Director. The commissioners will use a number of factors, including, but not limited to the following (not necessarily in order):

- previous years results

- current season perceived strength of zones

- number of teams registered in each zone

Note: If there are less than six teams in a gender and classification, classifications will be combined. If the total number after combining classifications is still less than six teams, that category will be canceled for that season.

III. There shall be a limit of 35 players registered on each team's Provincial Roster. Before each match a team must nominate 25 players on a game sheet that indicates name, unique jersey number or letter, captain(s) and designated forwards as per World Rugby law 3.5 (a) and U-19 Variation 3.5 (c). Only players on the game sheet may play, with a maximum of 10 substitutions.

IV. Length of provincial tournament games will be reduced as necessary to keep within the World Rugby maximum number of minutes allowed.

V. Decisions relating to the postponement or cancellation of any provincial playoff game will be made by the SSA Executive Director in consultation with the SSA Rugby Commissioners, the Rugby Alberta Minor Officials Association, and the participating teams. In the event of postponement, the championship will be held before the last operational school day in June.

VI. In provincial competition, all games will begin with a coin toss. The referee will toss the coin and the home team (higher seeded team) will make the heads or tails call. The winner of the coin toss will have the choice of kick or side.

VII. Tie Break Procedures

a. If there is a tie at the end of any of the qualification games, each team shall choose three (3) kickers from the athletes on the field at the conclusion of the game, to drop kick at goal from the 15m line.

The referee shall select the spot from which the kicks shall be taken (approximately at centre). The kickers from each team will alternate. All kickers will kick and the team that scores the higher number of successful kicks out of three (3) shall be deemed the winner of the match.

b. If there is no winner at the conclusion of "a", teams choose one player that was on the field at the conclusion of the game (this may include one of the first 3 kickers) to take all remaining kicks. The kick will take place at approximately the 15m mark and may be either a place kick or drop kick. This series of kicks will end once one team has had a successful kick and the opponent an unsuccessful kick. After the first kick at the 15m mark, subsequent kicks will be placed using the following:
   i. If both kickers are unsuccessful twice, the kick will be moved 5m closer to the posts to a minimum of 10m.
   ii. If both kickers are successful, the kick will be moved 5m further from the posts until one kicker is successful and the other is not.
   iii. If there is a tie at the end of final/classification games, the teams will play one ten minute overtime period with teams switching ends at half, provided the game is not longer than 60 minutes. If there is still a tie at the conclusion of the overtime, the game will be decided by the tie break procedure for qualification games.

VIII. Round Robin Play

a. If a round robin game ends in a tie, the tie breaking procedure must be used immediately (drop kicks) in case there is a "points tie" between teams at the end of round robin play. This does not determine a game winner, but facilitates breaking a tie later if necessary.

b. In an 8-team draw, the first place team from each pool will compete for the championship, second place teams for 3rd, third place teams for 5th, and fourth place teams for 7th. In a 6-team draw, the top two teams from each pool move onto the championship side on Saturday, and the 3rd place teams will play each other for 5th.

c. Teams will earn points in the standings after each game according to the following:

Win	4 Points
Tie	2 Points
Bonus: 4 tries or more	1 Point
Bonus: Loss by 7 or less	1 Point
Loss by more than 7	0 Points

d. The standings at the completion of the round robin will be determined by the ranking of teams according to points awarded above.

e. If, at the conclusion of the round robin, there is a tie between teams based on points awarded, the team with the better win/loss record against the teams with which they are tied shall be deemed higher in the standings.

f. If the teams are tied had a draw in the round robin, the team that won in drop kicks will be ranked ahead

g. If there is still a tie, the team that scored the most tries in games against each other shall be deemed higher in the standings.

h. If there is still a tie, the team that scored the most goals (converted tries being of higher value than unconverted tries) in games against each other shall be deemed higher in the standings.

i. If there is still a tie, the team that scored the most drop goals in games against each other shall be deemed higher in the standings.

j. If there is still a tie, the team that scored the most penalty goals in games against each other shall be deemed higher in the standings.

k. If there is still a tie, the team that has a higher points differential (game points for divided by points against) shall be deemed higher in the standings.

l. If there is still a tie, the above process will begin again and include complete pool results.

m. If there is still a tie, there will be a coin toss.

5. Fees and officials

A. Each team participating in the Rugby 7s Championship or the Rugby 15s Championship will pay an entry fee to cover the costs of the Championship.

B. The SSA will work with the Rugby Alberta Minor Officials Association to provide officials for the 7s and the 15s Championships.

C. All provincial games will use one match official and two assistant referees for each match.

6. Equipment

A. Uniforms

I. Uniforms, protective equipment and any additional clothing, must conform to World Rugby laws. Players shall wear kits consisting of numbered jerseys, shorts and stocking colour that is uniform with that of their team. No duplication of numbers is allowed. All competitors are expected to dress in uniforms that are neat, clean and that maintain the integrity of the school's name, colours and logo. No sport club insignia on uniforms shall be permitted.

II. In the event of a clash, the host will provide jerseys to one team for the duration of the match. If a change in jersey is necessary, the lower ranked team will change jerseys (15s) or it will be decided at the coaches' meeting (7s).

B. Official ball

The official game ball to be used for SSA provincial rugby games (7s & 15s) will be the Rhino Comet Match Rugby Ball.

SECTION XVI TEAM HANDBALL

1. Rules

The playing rules used by SSA shall be those endorsed by the International Handball Federation (IHF), with the following modifications:

A. Players are not permitted to use Stickum during any competitions.

B. Appeal Procedure

I. If a school team wishes to appeal a match, such appeal must be written on the appropriate score sheet within 10 minutes of the conclusion of the match. The scorekeeper will then hand it in to the Disciplinary/ Grievance Committee.

II. The decision of the appeal will be made public one hour prior to the next match in the tournament or 24 hours in league play, to the team of the player or official involved.

III. Appeal decisions are final.

IV. Matches cannot be appealed due to court lines or jersey number related matters.

C. Any disqualification due to a blue card should go to the Disciplinary/Grievance Committee for a decision.

2. Season of Play

The season of play for team handball shall be February 15 to the Provincial Championships on the second Friday and Saturday of May. See SECTION V –ACTIVITIES, Item 3, for more information.

3. Eligibility

A. Schools must declare their intent to participate in provincials on or before the registration and opt-up deadline and additional players may be added until the 15th of April.

B. There shall be a maximum of 4 coaches. For each game a maximum of 16 players can dress and must be designated on the game sheet prior to commencement of game.

4. Representation to Provincials

A. Zones must declare intent to participate in the provincial tournament by March 22. Determination of the draw will be made following the March 22 registration deadline.

B. Each SSA Zone will determine their representative to provincials annually by the Saturday prior to provincials.

C. If multiple zones have six or less teams combined, they may be mandated to combine for one berth to provincials. This decision will be made by the Executive Director, in consultation with the Team Handball Commissioner, factoring in travel distance and other logistics. This decision will be made by April 1.

D. In the event that the Team Handball Provincial Championships are hosted by a specific school or zone, that school or zone will get a host berth separate from the zone berth into the tournament for each gender.

Notes:

I. Teams that withdraw from provincials following the confirmation of the Provincial schedule may be subject to the SSA no-show fee of $250.

II. Vacancies in provincial berths will be filled by the Team Handball Commissioner with the approval of the SSA Executive Director.

5. Events

A. The SSA Provincial Team Handball Championships will be played in Edmonton on the second Friday and Saturday of May, plus the preceding Thursday.

The event will be organized by a committee comprised of the following representatives:

Chairperson (appointed by the SSA Executive Director)

SSA Team Handball Commissioner

At Large Member

SSA Office Liaison

Venue Liaison (non-voting member)

Alberta Team Handball Federation (non-voting member)

B. The Team Handball Commissioner, in consultation with the Executive Director, will confirm the girls and boys draws one week after the April 15 deadline, when the number of zones with teams intending to attend Provincials is confirmed. The following criteria will be used to determine the draw:

I. There must be an even number of teams. To ensure this, some zones may receive more than one berth; determination of which zone(s) get(s) extra berths is at the discretion of the Team Handball Commissioner, in consultation with the SSA Executive Director

II. The number of teams cannot exceed 8 per gender

III. The number of teams cannot be less than 6 per gender: in this instance, the Championship will be canceled for that season

IV. Teams will be divided into two pools

a. Teams from the same zone will be placed in separate pools when possible

C. Length of provincial championship games will be two twenty five (25) minute halves and a five minute half time. This is in accordance with the (ATHF) rules of the game.

D. Tournament Play

I. Two points will be awarded for a win and zero points for a loss per match.

II. If two or more teams are tied at the end of round robin play, the following tiebreaker order will take place – head-to-head win, then goals for and against between the teams, then goals for and against in round robin, then most goals for in round robin, then least goals against in round robin. If still tied a coin toss will take place by the championship chair or SSA representative.

III. Ties in round robin and play-offs will go into two 2-minute overtime with no half time break. If still tied, there will be a three player shoot-out, and if still tied after three shooters, a sudden death shoot-out will take place.

IV. After round robin play, the top two teams from each pool will move to the championship side.

a. If the tournament is 8 teams, the bottom two teams from each pool will play on the consolation side.

b. If the tournament is 6 teams, the third place teams from each pool will play for consolation.

Notes

Teams that withdraw their intent to compete at Provincials after the draw has been confirmed will be subject to a penalty equal to the tournament entry fee, which will be paid to the organizing committee directly. This fee will be in addition to the late withdrawal fee of $250. The Executive Committee will have the sole discretion to impose the penalty based on the rationale provided by the offending school.

6. Fees and Officials

A. Each team participating in team handball provincials will pay an entry fee to cover the costs of the tournament.

B. The SSA will work with the ATHF to provide officials for the provincial tournament.

C. All provincial championship games will use two referees.

7. Equipment

A. Uniforms

Uniforms and protective equipment must conform to IHF rules and regulations. All players are expected to dress in team uniforms that are consistent with school colors; no club insignia shall be permitted. The goalkeeper must wear colors that distinguish them from the court players of both teams and the goalkeeper of the other team. No duplication of numbers is allowed.

B. Official Ball

The official game ball will be an Alberta Team Handball Federation approved size 2 (boys) and size 1 (girls).

8. Championship Status

As an existing activity prior to June 2023, team handball will maintain championship status with the SSA provided the following conditions are met:

A. There are separate competitions for boys and girls

B. There is only one classification for each gender

C. Championship hosts are in place by the start of the season of play

D. A commissioner is in place by the start of the season of play

E. By the 2027/28 season, there will be at least five zones, thirty schools, and 250 students competing in both boys and girls.

F. By the 2029/30 season, there will be at least six zones, forty schools, and 300 students competing in both boys and girls.

If team handball does not meet the above criteria, it will be moved to Partnered Event status and/or be subject to the deletion policy.

SECTION XVII TRACK & FIELD

1. Rules

The World Athletics (WA) rule book and World Para Athletics (WPA) is to be used to govern SSA events with the following exception:

A. The SSA will allow one (1) false start. The first infraction will be charged to the field, with the second resulting in the disqualification of the athlete and/or team.

2. Season of Play

The season of play for track & field shall be February 15 to the SSA provincial championship on the first Friday and Saturday in June. The season of play is not intended to include July and August. See SECTION V – ACTIVITIES, Item 3, For more information.

3. Eligibility

A. There shall be three age categories for both boys and girls:

I. Junior - under 16 before September 1 of that school year

II. Intermediate - under 17 before September 1 of that school year

III. Senior - under 19 before September 1 of that school year

Note: Students with a birthday on September 1 of that school year must compete in the higher category.

B. Competitors are limited to competition in one category only with the exception of open events. Any competitor may compete in an open event.

C. Zones are permitted two competitors/relay teams per event.

D. Each competitor may enter a maximum of four events. The relay is considered a track event.

E. All zone entries must be in the hands of the meet director (regional or provincial) by 12:00 p.m. on the Tuesday preceding the respective meet.

F. Athletes registered in an age category as of the deadline must remain in that age category. At the coaches meeting prior to the meet, substitutions and scratches will be allowed but changing age categories will not be allowed.

4. Events

A. The SSA provincial competition will be a two-day event beginning Friday morning. There will be a morning and afternoon session on Friday and Saturday.

B. The SSA Provincial Track & Field Championships will be organized by a committee comprised of the following representatives:

Local Organizing Committee (LOC)
- Competition Secretary (appointed by the SSA Executive Director)
- Meet Director (appointed by the SSA Executive Director)
- Assistant Meet Director
- Volunteer Coordinator

Other members
Host Zone Manager (if not already on LOC)
Host Zone Member at Large (if not already on LOC)
Previous Year's Host Zone Member at Large (if applicable)

SSA Office Staff
SSA Track & Field Commissioner

Athletics Alberta (non-voting member)
Venue Liaison (non-voting member)

The location of the Provincial Championships will be set on a rotating basis
- 2027 - Open to bid (except from Calgary or Edmonton)*

2028 - Edmonton (hosted by North Region - NC/NE/NW)
2029 - Edmonton (hosted by Edmonton)
2030 - Open to bid (except from Calgary or Edmonton)
2031 - Calgary (hosted by Central Region - C/SC)

2032 - Calgary (hosted by CSHSAA/CISAA)

*If no bids are presented by the November 1 deadline, the event will be held in Calgary or Edmonton (whichever is up next).

If a rural zone does not bid to host the event in their zone, they will be asked to host in either Calgary or Edmonton; the Executive Director has the authority to assign hosting responsibilities based on recency.

The Board of Governors will review bids to host in venues other than Foothills Athletic Park or Foote Field; the board has the authority to reject bids that do not meet the standards appropriate for a Provincial Championship

C. The track & field events shall be scheduled by the provincial chairperson in conjunction with the Track &

Field Commissioner.

D. Events

I. Boys Events

100 m	100m Ambulatory	100m Wheelchair
200 m	200m Ambulatory	200m Wheelchair
Shot Put	Shot Put Ambulatory	Shot Put Seated
400 m	Javelin	Pole Vault
800 m	Triple Jump	Discus
1500 m	Long Jump	4x400 m Open Relay
3000 m	High Jump	4x100 m Relay
100 m Hurdles		300 m Hurdles*

Pentathlon (100m-SP-LJ-HJ-800m) – open event**

** Open event*

***A student athlete participating in Pentathlon may compete in one other SSA event (individual or relay)*

II. Girls Events

100m	100m Ambulatory	100m Wheelchair
200m	200m Ambulatory	200m Wheelchair
Shot Put	Shot Put Ambulatory	Shot Put Seated
400 m	Javelin	Pole Vault
800 m	Triple Jump	Discus
1500 m	Long Jump	4x400 m Open Relay
3000 m	High Jump	4x100 m Relay
80 m Hurdles		300 m Hurdles*

Pentathlon (100m-SP-LJ-HJ-800m) – open event**

** Open event*

***A student athlete participating in Pentathlon may compete in one other SSA event (individual or relay)*

III. Mixed Events

4x400 Mixed Relay

Unified Multi-event (turbo javelin, long jump, 2x200m)

IV. Para Division and Physical and Intellectual Disabilities

Classifications Key – T = Track F = Field

Athletes with a Visual Impairment – Ambulatory
T/F 11–13

Athletes with an Intellectual Impairment – Ambulatory
T/F 20

Athletes with Cerebral Palsy
T/F 35–38 – (Ambulatory)

Athletes with an Amputation & Les Autres – Ambulatory
F 40–41, Short Stature
T/F 42–44 – Lower limb amputees
T/F 45–47 – Upper limb Amputees

WheelChair Seated

T/F 51–54
F 55–58
F 32–33
T/F 44

V. Standards

Discus	All girls use 1 kg
	Junior and Intermediate Boys use 1.5 kg
	Senior Boys use 1.75 kg
Shot Put	Junior and Intermediate Girls use 3 kg
	Senior Girls use 4 kg
	Para Girl athletes use 3kg
	Girls Pentathlon use 3 kg
	Junior and Intermediate Boys use 5 kg
	Senior Boys use 6 kg
	Para Boy athletes use 4 kg
	Boys Pentathlon use 5 kg

Javelin — Junior and Intermediate Girls use 500 g
Senior Girls use 600g
Junior and Intermediate Boys use 700 g
Senior Boys use 800g
Unified Turbo Jav use 500g

Hurdles

Category	Distance of Race	Height of Hurdle	Distance from Start Line to 1st Hurdle	Distance between Hurdles	Number of Hurdles
Jr. Girls	80m	76cm (30")	12m	8m	8
Int. Girls	80m	76cm (30")	12m	8m	8
Sr. Girls	80m	84cm (33")	12m	8m	8
Girls	300m	76cm (30")	50m	35m	7
Jr. Boys	100m	84cm (33")	13m	8.5m	10
Int. Boys	100m	84cm (33")	13m	8.5m	10
Sr. Boys	100m	91cm (36")	13m	8.5m	10
Boys	300m	84cm (33")	50m	35m	7

Pole Vault standards will be set at a depth range of 45-80cm.

VI. All competitors in throwing events and horizontal jumping events will receive three trials with the top eight competitors receiving an additional three trials.

VII. The 4x400m relays (open and mixed) will consist of two timed finals with random lane selection.

VIII. All races up to and including the 400 m will be divided into two semifinals. Each race will include a maximum of one competitor from each zone. If possible, each semifinal in each event will have an equal number of competitors. Lane assignments will be selected randomly. First, second and third place finishers in each semifinal and the next two fastest competitors will advance to the finals. Lane assignments in the final will be according to the rules, using times from the semi finals.

5. Fees and Officials

A. Officials shall be appointed as follows:

I. At zones – entire responsibility of the Zone Executive.

II. At provincial meet – the responsibility of the SSA Track & Field Commissioner.

III. At the provincial meet, the Jury of Appeal shall consist of one representative from each region (4) plus the Commissioner as Chair.

B. An entry fee may be levied at the discretion of the provincial host.

6. Scoring

A. Points will be awarded to all competitors numerically starting at 16 for 1st through to 1 point for 16th place.

I. In running events where there is a preliminary heat, the athletes ranked 9th through 16th, will receive points accordingly.

II. All field events and 800m, 1500m, 3000m, 4 x 400m relay, and 4 x 400 mixed relay will have competitors ranked 1st through 16th.

III. All relay competitions will have points allocated depending upon the number of competitors representing a particular school. Each athlete from a school will be awarded ¼ of the allocated points for finishing position.

IV. In Pentathlon, points will be awarded as follows: 1st – 24 points; 2nd – 22; 3rd – 20; 4th – 18; 5th – 16; 6th–14; 7th–12; 8th –10; 9th – 9; 10th –8; 11th –7; 12th –6; 13th – 5; 14th –4; 15th –3; 16th –2.

V. Para contributes to school/zone points and the scoring is as follows:

5 competitors or fewer: 1st – 8 points; 2nd – 6; 3rd– 4; 4th – 3; 5th– 2.
6-10 competitors: 1st – 16 points; 2nd – 14; 3rd – 12; 4th – 10; 5th – 8; 6th – 6; 7th – 4; 8th – 3; 9th – 2; 10th – 1,
11 or more competitors – use a scoring system as per all events.

B. School team champions will be awarded to the top school in each classification accumulating the highest number of points.

7. Equipment

A. Bib Numbers

Each athlete is to wear a number bib, which is to be 6" high. The allocation of numbers will be determined by the Provincial Host.

B. Hip Numbers

Photo timing is to be used at the provincial track & field meet. Track athletes will be required to wear hip numbers to aid the photo timers with lane placement.

C. Uniform

Athletes must compete in a uniform top that distinguishes their school or zone. Tops contrary to this rule will be considered illegal.

D. Footwear

Footwear must be worn while competing, with the exception of the kicking leg in the high jump event.

SECTION XVIII VOLLEYBALL

1. Rules

The rules of Volleyball Canada shall govern SSA Volleyball, with the following modifications:

A. Substitutes – The unlimited12 substitute rule will be used. The rule is as follows:

I. A team shall be allowed a maximum of 12 substitutions in any one game.

II. A player may leave the game and re-enter the game, but only for the same player. Players are 'tied' together; e.g., 7 for 12 – these two players are attached for that game and a player must re-enter for the same player.

B. The top of the net is to be set at the height of 2.43 m for males and 2.24 m for females.

C. Allow teams to list up to 15 players on the scoresheet.

D. The libero must wear a uniform whose jersey must contrast in colour with that of the other members of the team. The libero uniform may have a different design but it must be numbered like the rest of the team members.

I. The libero must wear a uniform shirt or jersey that is immediately recognized from all angles as being in clear contrast to and distinct from the other members of the team. The primary color of the libero's jersey/shirt must be different from any colour that appears on more than half of the body of his/her teammates' jerseys. In determining the body of the uniforms, the sleeves and collar should be ignored. The style and trim of the libero's shirt, jersey and/or shorts may differ from their teammates.

E. A team must start every match with six eligible players. In the event of an injury where a team has no eligible players available, the team may continue play with five players. The position in rotation that becomes vacant remains in the same rotational position and continues in the rotational order. Therefore, if the vacant position is in the front row, there are only two front row players, similarly in the back row. A point and the ball is awarded to the opposition when the vacant spot rotates into position one.

2. Scoresheet

SSA requires Provincial Championship hosts to use the most up-to-date scoresheet recommended by Volleyball Alberta for 17U.

3. Playing Equipment

The official game ball to be used for SSA Provincial Volleyball competitions shall be the Molten V5M5000.

4. Season of Play

The season of play for volleyball shall be June 1 to the fourth weekend in November. The season of play is not intended to include summer holidays, however, teams may begin their season on August 16. See SECTION VII – ACTIVITIES, Item 3, for more information.

5. Officials

The SSA recognizes Volleyball Alberta (VA) as the official organization for training and certifying officials and gives its full support through the use of certified officials.

A. In provincial competition, VA is responsible for appointing officials.

B. In provincial competition, the competition chairperson is responsible for ensuring that the minor officials – line judges and scorekeepers – are provided and properly trained.

6. Rankings

All schools are responsible for entering their complete results for all games (exhibition, tournament, league play, league and zone playoff) into the SRS volleyball ranking system by the dates indicated in the SSA Volleyball Rankings Information Package as posted on the SSA website.

I. There will be separate ranking committees for each gender consisting of at least three members and the Commissioner, with all but the Commissioner having voting privileges. The respective committees will be formed as follows: North Region (NE, NW, Edmonton), Central Region (C, NC), South Region (SC, S, Calgary)

II. Recruitment of ranking committee members as well as determination of the ranking timeline will be the responsibility of the Volleyball Commissioners annually.

III. A total of three (3) rankings will be developed prior to the power pool rankings for the provincial tournament. A final ranking will take place on the Sunday preceding the championship Tournament after all qualifying teams have been identified. A ranking timeline will be posted no later than September 7 annually.

IV. By 12:00 p.m. on Monday prior to each release date, each committee member is responsible for procuring and emailing all other committee members any information deemed important to an accurate and valid ranking. This information shall include, but not be limited to:

a. final standings from tournament play that involve prospective ranked teams in their zone

b. match results for league play involving prospective ranked teams in their zone

c. general comments about prospective ranked teams and their players (injuries, etc.)

d. a preliminary ranking based on all available information collected to that point (1st, 2nd, 3rd, etc.)

All members will have access to the results through SRS. By 6:00 p.m. on Tuesday of the ranking week, each member will submit their rankings on the SRS; a reverse points ranking will be applied, meaning that a team that receives a first place ranking will receive 10 points. A second place ranking receives 9 points and so on.

The SSA will post the rankings on the SSA website. On the Sunday prior to the championship, the ranking committee will create a final ranking for all 12 qualifying teams by conference call. Once ranked, the teams will be placed into competition pools as outlined below in point 9.

7. Competitions

A. Each zone with at least one registered team intending to compete at provincials gets one berth for each championship.

B. The host zone is given an extra berth. Determination of which school/team receives that berth is at the discretion of the host zone. The decision must be made by 10pm of the Saturday preceding the provincial championship.

C. All remaining spots to fill the 12-team draw will be filled by wildcard berths as per point 8.

8. Representation to Provincials

A. Zone Managers are responsible for ensuring that their representatives to Provincial Championships are communicated to the SSA Office and the Volleyball Commissioners by:

- 1A/2A/3A - midnight of the Saturday prior to the competition
- 4A & 5A - midnight of the Wednesday eight days prior to the competition

B. During the provincial championship ranking conference call, the Ranking Committee will discuss the merits of each team, based on the strength of their zone, as well as each individual team's provincial schedule throughout the season. Based on the discussion and the recommendation of the Ranking Committee, the Volleyball Commissioners will choose the best team(s) to receive wild card berths into the Provincial Championship.

Wildcard Berths 1A-4A

Teams that finish in the top three of their zone are eligible to be considered for a wildcard berth.

Note: There will be a maximum of three representatives per zone (includes host team).

Wildcard Berths 5A

Wildcards will be awarded based on results from zone tournaments, using point B above.

There is no maximum number of representatives per zone.

9. Provincial Championships

The Volleyball Commissioners, in consultation with the Executive Director, will confirm the draws one week after the registration deadline of October 1, and the number of zones with teams intending to attend Provincials is determined. All championships are 12-team tournaments, however, if there is only one available host and they are limited to facilitating a 10-team tournament, the Executive Committee may acquiesce.

A. After each zone and the host berths are determined, wildcards will be allocated as per Point 8 to fill out the draws

Every effort will be made to keep teams from the same zone from being placed in the same pool so long as the integrity of the draw is not compromised.

B. 10-team tournaments are two pools of five.

Pool A	Pool B
#1	#2
#3	#4
#5	#6
#7	#8
#9	#10

Playoffs:

The #1 seeds from the two pools move directly into the semifinals.

The #2 seeds play the #3 seeds in crossover quarter finals - winners advance to the semifinals, losers play for consolation.

The bottom two teams in each pool are eliminated.

C. 12-team tournaments follow the Power Pool format

The teams will be ranked into three competition pools by an SSA ranking Committee. Teams ranked 1–4 are in Pool A; teams 5–8 are in Pool B; and teams 9–12 are in Pool C. All teams will play a best two-of-three match against each of the other teams in the pool on the Thursday of the championship. After these matches, the teams will be seeded into the playoff round based on the final standings in the pool. The current CVA VC tie-breaking procedures will apply if necessary to complete the final standing of teams in each pool. Teams that finish last in their pool will drop to the next lower pool for seeding in the playoff round and teams that finish first in their pool will move up to the next higher pool for seeding in the playoff round. For example, if a team plays in Pool B (5–8) and finishes last, it will drop to the top of Pool C and be seeded 9th for the playoff round. The team finishing first in Pool C (9–12) will move up to the bottom of Pool B and be seeded 8th for the playoff round.

Playoff Round

Based on the power pool results all teams will then be seeded from 1–12. The playoff round follows a 12-team elimination schedule.

3A/4A/5A

First round play will be a best three-of-five match involving team 5 vs 12, 6 vs 11, 7 vs 10 and 8 vs 9 – with the top 4 teams receiving a bye for the first round. Every match on the championship side of the playoff round, including the bronze medal match, will be best three-of-five. Once a team has been eliminated from the championship side, all remaining matches will be best two-of-three. Teams will continue to play for final placement (1–12).

1A/2A follows the same format, but all matches are best two of three.

All draws must be approved by the SSA Office and the respective commissioner before being finalized. (Hosts will be given templates by the SSA Office.)

All volleyball provincial championships are open for host bids. Bids must be received by April 1 (17 months before the championship). Zones/schools that can commit to hosting both the boys and girls championships for a classification will be given priority.

If there are no bids received by April 1, the SSA Office will work with the zone managers and volleyball commissioners to find suitable hosts, ensuring that zones who have not hosted recently will receive appropriate first right of refusal.

SECTION XIX WRESTLING

1. Rules

The rules shall be those of the Wrestling Canada Lutte (WCL) with the exceptions being those specifically adopted by the SSA:

A. All wrestlers competing in an SSA sanctioned event have the option of wearing a mouth guard or not. If during competition the mouth guard comes out, it may be replaced at an appropriate time at the official's discretion.

B. Wrestlers are required to wear a red or blue singlet for SSA rural championship and provincial championship events asper the requirements in the WCL rulebook for a national championship. As exceptions to this rule, the SSA allows a school team to wear a singlet of school colour(s) which may or may not display a school logo and/or name. Also, the SSA will allow the new two-piece uniform, which may or may not include a United World Wrestling (UWW) logo or emblem or in particular situations, competitors may wear athletic short or leggings of matching colour over the singlet or close-fitting long-sleeve shirt and leggings of matching colour or black under the singlet. Also athletes are permitted to wear a sport hijab also black or matching colour . All permitted items must be free of metal or plastic fastenings and free of pockets. Aside from these exceptions, the SSA does not allow any club logos or colours, provincial and/or national logos and/or emblems on singlets or warm-ups to be worn.

C. Illegal Moves

The following are illegal moves in SSA Wrestling and are not permitted:

I. Full Nelson

II. West Point Ride (T-Bar)

III. Full Suplay, Front Suplay, Front Salto, Standing Firemans' Carry and throws initiated by a back bending motion where grand amplitude points are awarded.

The penalty for performing illegal moves in (i–iii.) shall be disqualification from the match and tournament.

D. One person, in addition to the coach, may be in the corner up to a maximum of two people during competition. These may comprise any combination of coach, trainer, photographer or videographer. For purposes of challenges coach in the chair will be deemed "head coach" to throw in signal and explain point of challenge.

Note: Coaching includes shouting at or calling encouragement to the athletes. Coach apparel should be neat and tidy in appearance. Any team apparel must represent high school teams or zones not clubs.

A list of the rule deviations adopted by the SSA shall be given to the head official in advance of the meet.

E. Protests

Protest procedures and resultant consequences will follow the WCL on mat protocol. An iPad (or similiar device) will be used to review any on mat protest. The AAWOA will provide the technology and tripod, as necessary, to host venues for the wrestling rural and provincial finals events.

2. Provincial Affiliation

Each athlete and/or coach registered through the SSA process will also receive discounted access to Alberta Amateur Wrestling (AAWA) membership. A nominal event fee per athlete and/or coach will apply to all AAWA-sanctioned tournaments, camps and clinics. This fee will not apply to any athlete and/or coach whom is already a current AAWA member through club programming**.** AAWA membership grants access to AAWA programming. AAWA membership allows SSA members to access the AAWA officials for coverage at SSA events. SSA members do not gain access to any non-SSA event (i.e., Alberta Junior Olympics, Alberta Open, Alberta Winter Games, Arctic Winter Games, Camps, etc.) and/or AAWA programming (Including AAWA funded programs) without purchase of specific AAWA membership at additional cost. In order to facilitate this process, the SSA will provide demographic information with many include names, genders, age/birthdates, school location/residence (i.e. team and location) as required by the AAWA for insurance purposes and/or AAWA funding requirements.

3. Season of Play

The season of play for wrestling shall be November 1 to the conclusion of the SSA provincial championship. The season of play is not intended to include July and August. See SECTION V – ACTIVITIES, Item 3, for more information.

4. Representation to Rurals and Provincials

A. The rural championship shall be an open competition for all rural high school wrestlers.

B. At provincials, Calgary, Edmonton and rural zones may each enter five male and female wrestlers per weight class who attended the qualifying tournament at that weight class. In the event that any zone cannot send five athletes per weight class to the provincial tournament, an attempt will be made to fill those vacancies from the other zones. Preference for filling single vacancies will be offered first to the host zone. In situations where there is more than one vacancy in a weight class, preference for filling weight classes will follow the provincial tournament host rotation with the host zone having first opportunity to fill and will alternate with the remaining zones. Athletes filling vacancies in this manner will not count towards team points. Team rosters must be submitted to the host chairs for rural and provincial meets at least 48 hours prior to the commencement of the competition.

5. Weigh Ins

A. Weight classifications for SSA wrestling shall be as follows:

I. Male competitors:

44 kg,	47 kg	56 kg	65 kg	76 kg	98 kg	120+ kg*
50 kg	59 kg	68 kg	82 kg	108 kg		
53 kg	62 kg	72 kg	90 kg	120 kg		

**In order to compete in the 120+kg category, the wrestler must weigh over 120kg.*

Note: Each weight listed represents the upper limit of the weight class. In addition provisional weight classes above 120+ male and 90+ female are eligible when required. The first increment will be 135kg male and 100kg female with additional increments in 15kg steps male and 10kg steps female. zone hosts are responsible to notify tournament organizers and creation of these weight classes shall be approved by committee as structured in section 6. B. vii.

II. Female competitors:

44 kg	53 kg	65 kg	82 kg
47 kg	57 kg	70 kg	90 kg
50 kg	61 kg	75 kg	90+ kg*

**In order to compete in the 90+ category, the wrestler must weight over 90kg.*

Note: Each weight listed represents the upper limit of the weight class.

B. Scales

I. The weigh-ins for both the rural and provincial competitions shall be held on the first day of the competition. It will be the only weigh-in of the competition.

II. The SSA will follow the weigh-in procedures as outlined in the WCL rulebook.

III. See the WCL rulebook regarding weight loss by an athlete and the discipline for athletes and coaches involved in such behaviour. The SSA does not tolerate inappropriate methods of weight loss.

IV. All athletes must have their arms and shoulders exposed for the skin check.

6. Events

There shall be one wrestling competition for boys and one for girls at each of the rural and provincial competitions.

A. Rural Championships

I. The rotation for rural championship host sites will be as follows:
2027 - South/South Central
2028 - Central
2029 - North (NC/NE/NW)
2030 - South/South Central
Should no school or zone within the region bid to host the championship, the next region in the rotation will have first right of refusal to submit a bid to host the championship.

II. The rural championships shall be a two-day competition held two weeks prior to the provincial championship. On the first day, no matches will be called after 8:40 p.m.

III. Any weight class with six or fewer competitors at the rural championship will use a single pool round robin format. Upon the completion of the round robin competition involving three to six wrestlers, the top two placements in the pool will wrestle in the final with the winner getting the gold medal. Any weight class with between seven and twelve competitors will use a double pool round robin format. When the number of competitors in any weight class reaches thirteen or more, that category shall be wrestled as a bracket draw according to the WCL rulebook with the exceptions of a cross-over wrestle back semifinal and a re-wrestle for the bronze medal. Ideally, athletes shall not re-wrestle a previous competitor during the cross-over wrestle back. To determine cross-over pairings, the first criteria shall be straight across, the second criteria shall be top-right versus bottom-left and also top-left versus bottom-right. Should both criteria produce a pairing where athletes have previously met during the rural provincial championship, then the first criteria will be used and a re-wrestle during the cross-over will occur.

IV. The SSA will follow the rules for match lengths, etc. as per the WCL rulebook.

B. Provincial Championships

I. The rotation for provincial championship host sites will be:
2027 - Edmonton
2028 - Calgary
2029 - Rural
2030 - Edmonton
Should no school or zone within the region bid to host the championship, the next region in the rotation will have first right of refusal to submit a bid to host the championship.

II. The provincial championships shall be a two-day competition, beginning in the second week in March no earlier than the Wednesday of the week and no later than the Friday. On the first day, no matches will be called after 8:40 p.m. The host site is to be able to fit five competition mats with full safety zones and accommodate a minimum of 750 people meeting required bylaws and regulations for public gatherings.

III. In the event that no host has come forward to run the Wrestling Provincial Championships by the date of the AGM submission deadline the year prior to the event the SSA Board or their designate will be authorized to book an appropriate venue and appoint a host. This will not alter subsequent years rotation.

IV. The seeding of weight classes for SSA provincial wrestling championships shall be based upon the following system, where the results of the rural provincal championships, Edmonton city championships and Calgary city championships determine seeding for the Provincial Championships. If an athlete who placed in any of these events does not compete in the provincal championships, the next athlete from that area will be moved up based upon the area results. When a zone is not represented at provincials, the pairing master will have the flexibility to seed the first seeded zone wrestlers, out rotation, so you will have a top seeded wrestler from each of the other two zones in opposite brackets.

Rotation 2 – 2026/27*		**Rotation 3 – 2027/28***		**Rotation 1 – 2028/29***	
Bracket One	**Bracket Two**	**Bracket One**	**Bracket Two**	**Bracket One**	**Bracket Two**
1. Calgary A	1. Edmonton A	1. Edmonton A	1. Rural A	1. Rural A	1. Calgary A
2. Edmonton B	2. Calgary B	2. Rural B	2. Edmonton B	2. Calgary B	2. Rural B
3. Rural A	3. Rural B	3. Calgary A	3. Calgary B	3. Edmonton A	3. Edmonton B

**Repeat Rotation*

2027 Boys **Rotation 1** – 53 kg 62 kg 72 kg 90 kg 120 kg **Rotation 2** – 44kg 47 kg 56 kg 65 kg 76 kg 98 kg **Rotation 3** – 50 kg 59 kg 68 kg 82 kg 108 kg 120+ kg	**2027 Girls** **Rotation 1** – 44 kg 53 kg 65 kg 80 kg **Rotation 2** – 47 kg 57 kg 70 kg 90 kg **Rotation 3** – 50 kg 61 kg 75 kg 90+ kg
2028 Boys **Rotation 2** – 53 kg 62 kg 72 kg 90 kg 120 kg **Rotation 3** – 44 kg 47 kg 56 kg 65 kg 76 kg 98 kg **Rotation 1** – 50 kg 59 kg 68 kg 82 kg 108 kg 120+ kg	**2028 Girls** **Rotation 2** – 44 kg 53 kg 65 kg 80 kg **Rotation 3** – 47 kg 57 kg 70 kg 90 kg **Rotation 1** – 50 kg 61 kg 75 kg 90+ kg
2029 Boys **Rotation 3** – 53 kg 62 kg 72 kg 90 kg 120 kg **Rotation 1** – 44 kg 47 kg 56 kg 65 kg 76 kg 98 kg **Rotation 2** – 50 kg 59 kg 68 kg 82 kg 108 kg 120+ kg	**2029 Girls** **Rotation 3** – 44 kg 53 kg 65 kg 80 kg **Rotation 1** – 47 kg 57 kg 70 kg 90 kg **Rotation 2** – 50 kg 61 kg 75 kg 90+ kg

Subsequent years will repeat this schedule

V. Any weight class at the provincial championship with five or fewer competitors shall wrestle in a single pool round robin format. Upon the completion of the round robin the top two placements in pools with five or fewer competitors will wrestle in the finals with the winner getting the gold medal. Each weight class during the provincial championship with six or more competitors shall be wrestled as a bracket draw according to the WCL rulebook with the exceptions of a cross-over wrestle back semifinal and a re-wrestle for the bronze medal. Ideally, athletes shall not re-wrestle a previous competitor during the cross-over wrestle back. To determine cross-over pairings, the first criteria shall be straight across, the second criteria shall be top-right versus bottom-left and also top-left versus bottom-right. Should both criteria produce a pairing where athletes have previously met during the provincial championship, then the first criteria will be used and a re-wrestle during the cross-over will occur.

VI. The first place and second place wrestlers from each of the qualifying tournaments (Calgary, Edmonton, Rural) are the only eligible athletes for seeding and shall be seeded according to item B.iii. above. Athletes are placed in the draw in positions as outlined in the WCL rulebook. Byes, if any, shall be placed in the draw in positions as outlined in the WCL rulebook. All other athletes shall be randomly placed with the exception that the Seeding Committee will attempt to prevent athletes from the qualifying Tournament (Calgary, Edmonton, Rural) from meeting in the first round. If athletes are to be moved in a bracket for this reason, the Committee will move athletes and/or replace them on a random basis.

VII. For procedures on bracket draw, seeding, placement of byes, disqualification, classification, round robin procedures, team classification and tie-breaking criteria for round robin pools and/or team placement see the current WCL rulebook (Part Six: Responsibilities of the Pairing Master). Where there is conflict between the WCL rulebook and the policies in the SSA Handbook, the SSA Policy shall prevail.

VIII. Once an athlete has been registered and it is less than 48 hours before the start of the event, they can only be substituted for in the event of an injury, sickness or extenuating circumstance by another athlete that competed at the same provincial qualifying tournament in the same weight class. For an athlete to be substituted, they must be nominated by their coach and their provincial qualifying tournament host (Calgary, Edmonton or Rural) to a committee by the start of weigh-ins. The committee shall consist of the three qualifying tournament hosts or their proxy, the Provincial Championship Committee Chair or proxy, the drawmaster and the SSA Wrestling Commissioner. In the event of a tie, the SSA Wrestling Commissioner shall carry the deciding vote.

C. Coaches Meeting

A meeting shall be held for all coaches during the first day of competition; the time and place to be decided by the competition Chairman.

7. Officials

There shall be a minimum of two nationally ranked officials per competition surface. From the cross-over wrestle-back portion of the event until the completion of each weight class there shall be a minimum of three officials assigned to each mat surface. All officials must be assigned through the Alberta Amateur Wrestling Officials' Association.

8. Scoring

A. At the rural championships, school team champions will be awarded in three categories:
   I. 1A/2A schools
   II. 3A schools
   III. 4A/5A schools

B. At the provincial championships, school team champions will be awarded in three categories:
   I. 1A/2A schools
   II. 3A/4A schools
   III. 5A schools

C. Each school team will select its 10 highest finishing wrestlers and combine placement points to determine the top school in each category. The team points awarded shall be proportional to the number of participants in each weight class and shall be weighted in the following manner:

# of comp.	**6 +**	**5**	**4**	**3**	**2**	**1**
Gold	10	9	7	5	4	3
Silver	7	6	5	3	2	
Bronze	5	4	3	2		
4th	3	2	1			

THANK YOU

School Sport Alberta thanks the following partners and suppliers for their support towards improving sport for Albertan high school athletes.

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APPENDIX

The appendix contains guidelines that are followed by SSA and is not considered policy per se.

SECTION I – PROVINCIAL CHAMPIONSHIP INFORMATION

1. Procedure for bidding to host Provincial Competitions

Bid application information is available at schoolsportalberta.ca.

A. Deadline

I. Bids for winter and spring sports will be accepted at the Annual Planning Meeting (APM) ~16 months prior to the event. The deadline for bids to be received for this meeting is November 1.

II. Bids for fall sports will be accepted at the Annual General Meeting (AGM) ~16 prior to the event. The deadline for bids to be received for this meeting is April 1.

III. If there is more than one bid from a zone, the zone will determine which bid will move forward and the zone manager will inform the SSA Office of their choice.

IV. Bids will only be considered and voted on one year at a time.

V. Events that are on rotation do not require a bid form.

VI. All Provincial Championship hosts, including those on rotation, will be required to sign an MOU within one month of the meeting in which the bid has been awarded.

B. Executive Committee Review

I. All bids received by the deadline will be reviewed by the SSA Executive Committee at a meeting prior to the APM or AGM. The SSA Office will work with bid applicants to ensure bids are complete.

II. The Executive Committee will either accept or reject applications. Combined bids will be given priority (e.g. 1A boys & girls for basketball or volleyball). Accepted applications will be forwarded to the SSA Board of Governors for ratification at the appropriate meeting (APM or AGM).

C. Review & Acceptance

I. Championships with only one bid by the respective deadline will win the right to host by acclamation, provided it gets Executive Committee approval.

II. Contested bids will be required to submit a presentation (~five-minutes) for the Board, who will then determine the winning bid.

III. Commissioners for that sport and the Executive Committee cannot speak to support a particular bid but may speak to address concerns they may have about the ability of a school to host a particular provincial championship.

D. Bids from the Floor will not be accepted.

E. Vacant Bids

If there are vacant bids following the APM or AGM, the Executive Committee may accept a bid without approval of the Board, provided the bid applicant has submitted the bid through their zone, and has the ability to successfully host provincials. If more than one bid is received, the schools bidding have the option to submit a 5-minute AV presentation as noted above.

2. Recommended Facility Requirements for Housing Competitions

A. Competitions

I. Accommodations

If there is not an official Partner Hotel within a 30-minute drive of the main event site the tournament committee should attempt to negotiate a reduced rate for visiting competitors and inform all zones of the arrangements. The hotel should be requested to hold all blocked rooms until 9 p.m. on the Monday prior to provincials.

II. Concessions

Concessions should be provided at the discretion of the organizing committee and with menu choices that keep the best interests of student athletes in mind.

III. The following facility requirements are needed at the host locations:

a. Badminton

A minimum of 24 courts are required and ideally these should be located at a maximum of two

schools (ideally one location for all if possible). All matches in a particular event should be played at one location. The ceiling height should be a minimum of 22 feet and all court markings should be clearly legible with at least five feet clearance on all sides. Adequate change, shower and locker facilities for all competitors must be provided.

b. Basketball

Floor size, floor markings and backboards must comply with current rule specifications. An adequate score clock is essential, as is a safe clearance around court boundaries. Due to the increased number of teams attending Provincials, a draw format now appears in policy.

Suggested minimum spectator capacity:

1A/2A - 500

3A - 1000

4A - 1500

5A - 2000

c. Cross Country

The course should be laid out in an area that will provide a variety of terrain for all distances to be run. It is essential that each route be clearly marked to avoid confusion for the participants. Although parts of the course should be challenging, care must be taken to avoid routes that could be dangerous in the event of rain or snow conditions. An adequate sound system is essential along with showers, ample toilet and change facilities and a first aid station**.**

d. Curling

The host must be able to accommodate the boys, girls and mixed competitions. Minimum number of sheets is 6, with 8 being the most ideal.

e. Football

See Football Policy 5. Events

f. Golf

Two 18-hole courses in the same vicinity are required. Courses should be in reasonably good condition with grass greens. Clubhouse facilities are not essential but a concession is desirable.

g. Rugby

The host facility should have a minimum of four fields, equipped with regulation rugby posts. Parking facilities should be sufficient to accommodate spectators. Several medical aid personnel are essential.

h. Team Handball

This event is held at Level 1 Sports in Edmonton on an annual basis.

i. Track & Field

See Track & Field Policy 4. Events Point B

j. Volleyball

A minimum of two regulation courts are required to host a tournament. If two tournaments are hosted at the same location, then four courts are required. Courts should have a ceiling clearance of at least 20' and 4'5" clearance around all boundaries.

Suggested minimum spectator capacity:

1A/2A - 200

3A - 400

4A - 600

5A - 1000

k. Wrestling

The primary requisite is to have sufficient good quality mats available to allow the meet to run in the time available. At least three quality competitive mats and a warm-up area are essential, and if the number of entries warrant, a fourth competitive mat might be required. It is recommended that mats be 9m in diameter, with a 1.2m protection area. Scoring and timing devices are needed as well as accurate scales (at least two), mat transporter, sound system, first aid supplies, several medical aid personnel and items essential for the officials. Spectator accommodation for up to 300 should be provided.

3. Procedure for Final Reporting on Provincial Competitions

A. The business day after the Provincial Competitions:

I. Sportsmanship summary of banner and pin winners' names, roles, and school names submitted to Sportsmanship Commissioner

II. Submit any photos taken by hosts (action or team) into the Google Drive host folders to be used for the SSA website and yearbook.

III. For badminton, cross country, golf, track & field and wrestling:

a. The host must provide head and shoulders pictures of 1st place finisher in each event

b. The SSA Office will acquire team photos for the winning teams in each classification

For basketball, curling, football, rugby, team handball and volleyball the SSA Office will acquire the team photos of the top three teams for each Championship (except football - top two). This is not the responsibility of the host.

B. Competition coordinators will be supplied with a standardized final report form to submit the following:

I. Yearbook write-up – Please refer to previous yearbooks for examples

II. Tournament Evaluation

III. Financial Statement

The completed forms are required to be submitted within two weeks of the completion of the competition.

C. Livestreaming of Provincial Championships:

I. All SSA Provincial Championships (except golf, cross country and track & field) must be livestreamed.

SECTION II – Awards

Additional information to Awards Policy (Section VIII.11) the SSA Office will provide hosts with the following:

Basketball (per classification and gender):
20 gold, silver and bronze medals
20 champion t-shirts

Curling (per category):
6 gold, silver and bronze medals
6 champion t-shirts

Football
6-a-side - 40 gold and silver medals
40 champion t-shirts (35 player and 5 coach)

9-a-side - 50 gold and silver medals
50 champion t-shirts (42 player and 8 coach)

12-a-side - 75 gold and silver medals
75 champion t-shirts (60 player and 15 coach)

Rugby 7s (per classification and gender):
25 gold, silver and bronze medals
25 champion t-shirts

Rugby 15s (per classification and gender):
40 gold, silver and bronze medals
40 champion t-shirts

Team Handball (per gender):
20 gold, silver and bronze medals
20 champion t-shirts

Volleyball (per classification and gender):
20 gold, silver and bronze medals
20 champion t-shirts

Any additional medals or t-shirts deemed necessary by the receiving school will not be the financial responsibility of SSA.

Board of Governors Awards

Nominations can be submitted on the SSA website (1-2 September 30th, 3-6 February 1st)

1. Lorne Wood Award

The Lorne Wood Award is presented annually to recognize school administrators who actively model, support, and promote sportsmanship through direct involvement in their school's athletic programs. Established to honor the association's first Executive Director, the award celebrates Lorne Wood's legacy of dedication, superb organizational leadership, and his pivotal role in securing provincial funding for school sport. By honoring exemplary administrators, this award perpetuates Lorne's lifelong commitment to the growth of athletic initiatives and community recreation. This award is presented at the Annual Planning Meeting (APM).

2. Zone Award of Merit (nominations to be submited to zone managers)

To recognize teacher-coaches and administrators who have made significant contributions to school sport within their specific SSA zone. This award specifically targets those whose impact is felt at the Zone level, even if they have not had direct involvement at the provincial level. This award is presented at the Annual Planning Meeting (APM).

3. Robert H. Routledge Award of Merit

The Robert H. Routledge Award is presented annually to recognize individuals who demonstrate outstanding service and province-wide contributions to Alberta high school sport, with a specific priority given to those actively involved in the association's committees and initiatives. The award honors the legacy of Robert H. Routledge—a dedicated physical educator, supervisor, and professor—whose infectiously enthusiastic, high-integrity approach to policy-making and professional responsibility elevated school athletic programs at every level. By celebrating leaders who mirror his unique blend of intellect, professional dedication, and service, the award ensures his profound impact on the athletic community continues to inspire future generations. This award is presented at the Annual General Meeting (AGM).

4. Media Recognition Award

The Media Recognition Award is presented annually to honor individuals in print, radio, or television journalism who make a consistent effort to highlight school athletics in their reporting. Because high school sports historically receive limited media coverage, this award specifically recognizes those who go above and beyond to draw attention to and support student-athletes, coaches, and schools. By celebrating these contributions, the association highlights the vital role the media plays in elevating high school sports issues and bringing valuable public recognition to school athletic communities. This award is presented at the Annual General Meeting (AGM).

5. Most Sportsmanlike Coach Award

The Most Sportsmanlike Coach Award is presented to recognize coaches who have consistently brought credit to themselves and their schools by modeling exemplary sportsmanship on and off the court. This award honors individuals who lead by example, demonstrating a proper and respectful acceptance of officials' decisions, providing positive encouragement for player performance and bench behavior, and maintaining an admirable standard of deportment in all interactions with opposing coaches and athletes. This award is presented at the Annual General Meeting (AGM).

6. Hall of Fame

The Alberta High School Sports Hall of Fame award is presented to recognize, preserve, and honor individuals and teams who have made extraordinary, long-term contributions to the heritage of high school sports in Alberta. Spanning the categories of coach, athlete, administrator, and special achievements—such as officiating or volunteering—inductees are chosen because they exemplify the highest standards of sportsmanship, ethical conduct, and moral character. Ultimately, this provincial recognition celebrates those with long and distinguished careers whose superb accomplishments have left a significant, lasting impact on the Alberta school sports community. This award is presented at the Annual General Meeting (AGM).

SECTION III – MEETINGS

1. Expenses

The Association shall pay expenses for all approved delegates to the Executive Committee Meetings, the Annual General Meetings and the Annual Planning Meetings at the College of Alberta School Superintendents rate.

Note: the mileage rate for the zone delegates is one half the regular rate and will only be paid for one vehicle.

The SSA Office will set the mileage rate annually on September 1 for that fiscal year based on the rate used by the Government of Alberta at that time.

At the discretion of the Executive Committee, the Association may pay certain expenses to attendees of Ad Hoc Committee meetings and Provincial Host Committee meetings. The office will provide advance notice to attendees of such meetings as to what expenses will be covered.

SECTION IV
MISCELLANEOUS

1. Alberta Teachers' Association - SSA Covention Agreement

The Alberta Teachers' Association and School Sport Alberta have agreed to the following procedure for releasing teacher coaches from their convention attendance obligations. Such releases only apply to teacher coaches involved with teams reaching the SSA provincial finals.

1. The ATA staff officer responsible for conventions will analyze the schedule and notify convention associations of any potential conflict of dates between the ATA conventions and SSA Provincial finals.
2. The SSA will notify all zones to avoid local convention dates for Zone playoffs.
3. Teacher coaches of teams reaching the provincial finals will request the minimum time required
for traveling to competitions when these conflict with conventions and complete the required
form found on the SSA website under forms and publications.
4. The Convention Attendance Committee will receive and verify all requests from teacher coaches
to be absent from convention to fulfill their coaching responsibilities.
5. The SSA will avoid, whenever possible, assigning teachers to officiate at provincial finals when these conflict with the annual teachers' convention.

2. The Alberta Teachers' Association

This document shows the contents of Schedule 1.1 of the Professional Conduct and Competency for Teachers and Teacher Leaders Regulation.

Definitions

1 In this Regulation,

(c) "ideological advantage" means perspectives taught to students in a biased manner with the intent to take advantage of a student's uninformed or under-informed opinions, but does not include programs of study established under the Act;

(d) "student", for the purposes of the code of professional conduct referred to in section 225.5 of the Act, includes a child enrolled in an early childhood services program.

Preamble

This code of professional conduct for teachers and teacher leaders is established in accordance with section 1.1 of this Regulation.

This code does not prejudicially affect any right or privilege guaranteed by the Canadian Charter of Rights and Freedoms or any constitutionally protected religious instruction right or privilege under section 93 of the Constitution Act, 1867.

Teachers and teacher leaders shall comply with this code.

Sections 225.4, 225.5, 225.91 and other sections of the Act provide the legal framework for this code, including mandatory compliance and procedures for alleged non-compliance.

Conduct that does not comply with this code constitutes unprofessional conduct in accordance with the Act.

Any person may make a complaint pursuant to the Act about alleged unprofessional conduct of a teacher or teacher leader, which may result in disciplinary action impacting a teacher's or teacher leader's suitability to hold a certificate.

Unprofessional conduct and professional incompetence are defined separately in the Act. This code does not apply for the purposes of determining professional incompetence.

The Teaching Quality Standard, Leadership Quality Standard, and Superintendent Leadership Quality Standard establish professional development requirements for teachers and teacher leaders.

This code applies to the conduct of an individual teacher or teacher leader. Matters pertaining to the administration of school authorities are subject to applicable legislation.

The conduct of teachers and teacher leaders, both on and off duty, bears directly on the community's perception of the ability of teachers and teacher leaders to fulfill their unique position of trust and influence. Society and the school community hold teachers and teacher leaders to a high standard of conduct. Teachers and teacher leaders are accountable for their conduct, on and off duty, and are expected to conduct themselves with due regard to the honour, dignity, welfare, rights and best interests of students and the teaching profession.

Professional Conduct Requirements

1. In relation to students
   a. the teacher or teacher leader shall respect the dignity and rights of all students and persons without prejudice as to the prohibited grounds of discrimination set out in the Alberta Human Rights Act and with regard to rights as provided for in the Canadian Charter of Rights and Freedoms, and be considerate of the circumstances of students and persons.
   b. the teacher or teacher leader is required to demonstrate a welcoming, caring, respectful and safe learning environment that respects diversity and nurtures a sense of belonging, which students are entitled to under the Act.
   c. the teacher or teacher leader shall teach or lead in a manner that does not intentionally contravene applicable
      i. legislation, and
      ii. policies of Alberta Education
   d. the teacher or teacher leader shall not
      i. intentionally harm or abuse a student verbally, psychologically or emotionally, or
      ii. harm or abuse a student physically or sexually.
   e. the teacher or teacher leader shall not

i. intentionally engage in an illegal activity or other activities that may cause a student to be put ator to remain at risk of harm or abuse, or

ii. knowingly encourage or enable a student to engage in an illegal activity or other activities thatmay cause a student to be put at or to remain at risk of harm or abuse.

f. the teacher or teacher leader shall not disclose information received about a student in confidence or in the course of performing the teacher's or teacher leader's professional duties except

i. as required by law, or

ii. where

A. in the teacher's or teacher leader's judgment, it would be in the best interests of thestudent to disclose the information, and

B. the disclosure of the information is permitted by law.

g. the teacher or teacher leader shall not

i. accept pay for tutoring a student in any subjects in which the teacher or teacher leader is responsible for giving classroom instruction to that student, but may provide tutoring to other students not in the teacher's or teacher leader's charge, subject to local school policy,

ii. take advantage of a professional position to profit from the sale of goods or services to or for students in the teacher's or teacher leader's charge, or

iii. while in a position of authority, teach or lead in a manner that exploits the teacher's or teacher leader's relationship with students for ideological advantage, material advantage or other advantage.

h. the teacher or teacher leader may delegate specific and limited aspects of instructional activity to non-certificated personnel, provided that the teacher or teacher leader supervises such activity.

2. In relation to parents of students, the teacher or teacher leader shall

a. respect parents and be considerate of their circumstances

b. treat information received from and about parents with discretion,

c. be respectful in communications with and about parents, and

d. not discuss other students except where the matters being discussed are relevant to their child and then only to the extent that, in the teacher's or teacher leader's judgment, is necessary.

3. In relation to colleagues, the teacher or teacher leader shall

a. not undermine the confidence of students in other teachers or teacher leaders,

b. not criticize the professional competence or professional reputation of another teacher or teacher leader, except

i. in confidence to appropriate officials, or

ii. in making a complaint about the alleged unprofessional conduct or alleged professional incompetence of a teacher or teacher leader under the Act,

c. not take any steps to pursue the discipline or dismissal of another teacher or teacher leader because of animosity or for personal advantage, and

d. in addition to other reporting required by law, report to the Commissioner the conduct of another teacher or teacher leader who is alleged to cause or have caused psychological, emotional, physical or sexual harm or abuse to a student

4. In relation to the teaching profession, the teacher or teacher leader shall

a. behave in a manner that maintains the honour and dignity of the profession, and

b. not engage in activities that adversely affect the quality of the teacher's or teacher leader's professional service.

3. Comments on Harrassment, Screening and Hazing

Harassment

All participants in school sport are entitled to an environment which is pleasant, professional and free of harassment. This entitlement however carries with it expectation that all participants in school sporting activities including, but not limited to: athletes, coaches, administrators, officials, spectators will conduct themselves in an appropriate and responsible manner, with due respect and regard for the rights and feeling of others.

SSA will neither tolerate nor condone any inappropriate or irresponsible conduct, including any form of behaviour which creates an intimidating, hostile or offensive environment for school sport as a result of harassment of an individual or group on the basis of but not limited to the following: gender, ethnicity, race, socio-economic status or religion.

Reports of school athletic related harassment occurring at any time during the school year may be made to the Executive Director, who will first confirm that any ATA related requirements have been followed (i.e. if a teacher is involved in reporting on another teacher, the ATA Code of Professional conduct, items #13 and #14 requires a copy of the complaint to be provided to the teacher in question). If the Executive Director is satisfied that the appropriate steps have been followed, they will provide written information pertaining to the harassment complaint to the SSA Executive Committee. Upon review of the complaint by the Executive Committee, they will direct the Executive Director in whichever manner they choose appropriate. Most likely this will include submitting the report directly to the Principal of the school and the superintendent of the school board(s) that has teachers, students, coaches or other individuals involved in the reports. The school and board involved will be expected to invoke its policy on harassment to deal with the incident and will be asked to report back to the SSA in writing with any decisions they have made. The SSA will adhere to all decisions made by the school and board(s). The school board, not the SSA, will deal with appeals to decisions made by the school board(s).

Screening

SSA understands that it is the responsibility of schools and school boards to conduct the appropriate level of screening and background checks for teacher coaches, non-teacher coaches and other volunteers who will be working in any capacity with high school student athletes or school sport teams.

Hazing

Hazing, sometimes known as initiation, has been receiving media attention in recent years and is an area that SSA feels schools need to be aware of. Similar to comments raised in the Harassment section on the previous page, it is the responsibility of schools and boards to handle any concerns that may arise from hazing behaviour in an appropriate manner. While not all inclusive, the SSA defines hazing as follows:

"Any humiliating or dangerous activity expected of a student to belong to a group, regardless of their willingness to participate."

4. Conflict of Interest

SSA will follow these general procedures in relation to Conflict of Interest:

1. **Appeals:** Conflict of interest in relation to appeals of SSA policy is covered in the Appeals section of the SSA Policy Handbook (Section VI. F.13)
2. **Disciplinary (Code of Ethics Policy):** A conflict of interest is any situation in which the private interest of an individual member may interfere with his/her responsibility to carry out his/her duties in an official capacity with objectivity and integrity. Such situations may involve the individual directly or indirectly through a family member, business partner or involvement with the SSA or the applicant. Executive Committee members must disclose any potential conflict of interest situation to the Executive Director or Chair at the earliest opportunity and in any case, prior to the participation in any Disciplinary Committee discussions. Any Executive Committee member who is in conflict of interest shall not participate in the appeal and may be replaced by another person who is not in conflict of interest. In the event that two or more members of the Executive Committee are in a conflict of interest position, the Executive Committee may appoint two or more Past Presidents of the SSA to sit on the Disciplinary Committee in substitution of those individuals who are in a conflict position.
3. **Recruitment or Undue Influence (Code of Ethics Policy):** Same as #2 above
4. **Financial:** No member of the SSA Staff or Executive Committee shall sign any Association cheques made out in their name. Any such cheques (salary for staff members or expense claims by executive or staff) must be signed by the appropriate signing authority. All cheques require two signatures.
5. **Other Issues:** Similar procedures regarding conflict of interest will be followed for all other issues as noted in #2 above.

SCHOOL SPORT ALBERTA

SET THE BAR