



Saskatoon Secondary Schools Athletic Directorate

HANDBOOK

Developed Sept. 2002
Reviewed/Updated: June 2023

SSSAD

HANDBOOK

The Saskatoon Secondary Schools Athletic Directorate (SSSAD) has developed this handbook to coordinate the efforts of its members toward the ultimate educational objectives of interschool activities. Adherence to the SSSAD Handbook ensures cooperation with other schools toward the orderly and effective administration of an educationally desirable interschool athletic program. To that end, each school is committed to accept the standards and procedures as put forth in the SSSAD Handbook upon entry into any SSSAD activity. This handbook is to provide a means for schools to enhance and protect their interschool athletic programs.

This handbook will be the basis of decision-making for the SSSAD. However, it must be remembered that all participants in SSSAD are individuals, affected by unique situations and thus all decisions must take into consideration the uniqueness of the problem. Using this handbook as the basis for decision-making in consultation with the personnel involved, SSSAD should ensure that all decisions benefit the member schools.



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Section A

Philosophy

1. Statement of Purpose

The purpose of SSSAD shall be to emphasize interschool athletics as an integral part of the total education process.

The major objective of interschool athletics is to provide opportunities for students to develop physical, emotional, and social skills and attitudes that reflect fair play, sportsmanship, and citizenship.

The interschool athletic programs shall always be conducted in such a way to justify it as an educational activity. Measurement of success should not be in terms of the tangible evidence of the victory and defeat record, but rather, in the intangible personality development factors that are an outgrowth of the major objectives of the athletic program.

2. Academic Program Relationship

SSSAD shall support member schools in ensuring that interschool athletics are an integral part of the total secondary school educational program, which shall be kept in proper perspective, supplementing the school academic program.

The athletic program should always conform to the general objectives and policies of the school and in complete harmony with the goals and values of the Saskatoon Public Schools Board of Education and the Greater Saskatoon Catholic Schools Board of Education.

3. Objectives

- a. To promote, encourage, plan, supervise and administer healthy competition in all interschool athletics between member schools and with schools from other districts.
- b. To ensure member schools strive for excellence within the bounds of fair play, good sportsmanship, and student welfare.
- c. To encourage participation of students in a varied athletic program.
- d. To ensure a positive image of the interschool athletic programs.
- e. To consider the welfare of the participant as the primary criteria upon which all regulations and decisions of SSSAD are based.

4. Guiding Principals

Athletics are a highly desirable part of the interscholastic program. Competent and qualified coaches should provide all instruction in school sports, so that proper educational goals may be achieved.

Reasonable seasonal limits should be set for each sport. Due care should be exercised not to devote an excessive number of hours to a sport with the result that the participants have neither the time nor energy for productive scholarship.

The playing rules should provide for equitable competition, sportsmanship, fair play, health and safety. The athletic program must engender respect for the rules, the officials who interpret the rules and the policies under which the school and SSSAD conduct their activities.

Recruiting of athletes by students, parents and teachers is not consistent with SSSAD policy of providing equitable competition.

Interscholar athletics are for amateurs who are bona fide undergraduates and who must be protected from exploitation of professionalism.

SSSAD will not condone practices in the conduct of a sport which prevent the realization of the association's purposes.

A Code of Ethics for Athletes

The school requires the athletes to:

- Conduct themselves at all times with honor and dignity.
- Treat visiting teams, spectators, and officials as honored guests.
- Faithfully complete schoolwork as practical evidence of their loyalty to school and team.
- Show that it is a privilege to represent their school.
- Remember that there is no place in school athletics before, during or after competition for the use of drugs or alcohol of any kind.

The game requires the athletes to:

- Maintain a high degree of physical fitness.
- Be fair at all times no matter what the cost.
- Believe in the honesty and integrity of opponents and officials.
- Play the game for the game's sake.
- Accept peacefully and without question the decision of the official.

Sportsmanship demands those athletes:

- Recognize and applaud honestly and whole-heartedly the efforts of their teams or opponents regardless of color, creed, or race.
- Give opponents full credit when they win and learn to correct their own faults through failures.
- Play hard and to the limit of their abilities regardless of discouragement. True athletes do not give up, nor do they quarrel, cheat, bet, or show off.
- Accept both victory and defeat with pride and compassion, being never boastful nor bitter.

A Code of Ethics for Coaches

The school expects the coaches to:

- Be an integral part of the school system with its educational contribution.
- Remember that the athletic area is a classroom with moral and educational obligations required at all times.
- Insist upon high scholarship and enforcement of all rules of eligibility.

The athletes expect the coach to:

- Maintain a genuine and up-to-date knowledge of that which he/she proposes to teach.
- Maintain fair, unprejudiced relationships with all squad members.
- Pay careful attention to the physical condition of players.
- Inspire a love of game and a desire to compete fairly.

Sportsmanship demands that coaches:

- Take a strong stand against profanity, unfair play, and unsportsmanlike behavior of their teams.
- Maintain self-control at all times, accepting decisions of officials without outward appearance of vexation.
- Teach athletes to win by use of legitimate means only.
- Believe in the honesty and integrity of opponents and officials.
- Teach that to win is always desirable but to win at any cost defeats the purpose of the game.

From the Saskatchewan High School Athletic Association

A Code of Ethics for Officials

The contest expects the official to:

- Maintain a professional relationship toward the event, the players, the coaches and spectators.
- Be thorough in his/her preparation.
- Be on time for duty and appear in appropriate uniform.
- Be rested and alert.

The rules expect the official to:

- Adhere to right decisions despite disapproval of spectators, coaches, and players.
- Control his/her temper at all times in dealing with players, coaches and crowds.
- Respect and aid companion officials in making decisions.
- Make interpretations and announcements clear to both teams.

Sportsmanship demands that officials

- Maintain a pleasant, impartial attitude toward all players and coaches.
- Know and enforce SHSAA rules and regulations.
- Carry out their duties so as not to distract from the players or the game.
- Discourage any acts of poor sportsmanship.

Spectator Code of Conduct

Attendance at this event entitles you to enjoy an exhibition of skills developed by student athletes in an educational setting.

Expectations of PARENTS, STUDENTS, AND OTHER FANS

Respect the Players and Coaches in the game.

1. Fans should cheer to show support ***for*** their team and not cheer ***against*** the opposition and not cheer for the purpose of disrespecting their opponents.
2. Spectators are expected not to jeer, heckle, call out, name call, gesture, or disrespect individuals of either team. It is considered inappropriate to applaud mistakes made by opponents.

Respect the Officials.

1. Respect all decisions made by contest officials. They are providing a valuable service for high school sports and should be applauded for their efforts.
2. Verbal or physical abuse is totally unacceptable. Inappropriate jeering and comments at officials are not acceptable.

Respect the Minor Officials.

1. Understand that students who are minor officiating are in an educational setting. They are doing their best and are learning at the same time.

Respect the Facility.

1. Refrain from taking food or drink into gymnasiums when posted or when asked not to by a gym supervisor.
2. Stay off the playing surface at all times.
3. The guiding principle for all sportsmanship is RESPECT. All team supporters are asked to be positive role models in every possible manner. All spectators must adhere to the SHSAA Spectator Code of Conduct.
4. **School administrators and coaches should make certain that school teams, parents, the student body, and any other team followers taking part in a high school athletic event are made aware of these expectations. The ultimate authority as to the proper respect for facilities and appropriate behavior of spectators at SSSAD events is the host school (School administrators, teacher supervisors, coaches, and officials) and security personnel.**

Section B

Employing Boards Regulations

The interschool athletic program is part of the student's total education and is authorized by the employing boards.

The SSSAD receives authority to conduct the interschool athletic program from the employing Board of Education and the Secondary Principals' Committees.

This section is reserved for special regulations that apply only to the member schools of each employing board. The employing board may include material in the SSSAD Handbook specific to their schools only if their regulations are more restrictive in the scope of the rules and regulations established by the SSSAD Constitution, Bylaws and Sport Bylaws.

1. Policies, Regulations and Procedures

Saskatoon School Division # 13

Refer to SPSD Policy Manual. Can be viewed at: www.spsd.ca - Reports and Documents – Policies Regulations and Procedures.

St. Paul's R.C.S.S.D. # 20

Refer to GSCS Policy Manual. Can be viewed at www.gscs.ca - policies.

2. Principals' Committees

SSSAD receives its authority to conduct the interschool athletic program from the employing Boards of Education whose link with SSSAD is through the Secondary Principals' Committees.

a. TERMS OF REFERENCE

- The Saskatoon Public School Division and the Saskatoon Catholic Board of Education holds the Principals' Committee (Secondary) responsible for all organized interschool athletic activities of the collegiates/high schools under their control.
- For the exercise of the responsibility, the Principals' Committee delegate to the Saskatoon Secondary Schools Athletic Directorate the administration, organization, control and supervision of the interschool athletic competitions for the students of Saskatoon Secondary Schools, subject to the limitations listed below.
- The Principals' Committee considers the S.S.S.A.D. autonomous. This means that unless the

SSSAD goes beyond the immediate scope of the athletic competition or contravenes one of the limitations listed below, S.S.S.A.D. decisions are final. If the Principals' Committee sees unfavorable implications, in a particular decision, SSSAD will consider any advice offered as the result of experience, in the spirit of cooperation and in the best interest of the student athletes, coaches and SSSAD.

- In order that the Principals' Committee be informed of all decisions of the SSSAD, prompt forwarding of the minutes of SSSAD meetings is required.
- The Athletics Consultant will attend meetings of the Principals' Committee and will serve as the liaison between the SSSAD and the Principals' Committee.

The Limitations (subject to amendment by mutual agreement of principals):

1. Academic qualifications for student eligibility other than number of subjects required, are reserved for the decision of the school principal. It is strongly recommended that a student be taking a minimum of 3 classes in the semester.
2. The SSSAD will prepare a budget for each school year.
3. The annual assessment, Student Levy, for each school is 50 cents per student, grades 9 through 12, enrollment as of September 30.
4. A User Fee will be charged to each athlete listed on E-5 Student Eligibility Forms. Schools will be required to collect and submit fees to SSSAD.
5. An admission charge must be made for any scheduled interschool competition approved by SSSAD.
 - a. Students not presenting student cards will be required to pay adult admission.
 - b. It is understood that in the fall, temporary student cards will be recognized.
6. League schedules and playoff arrangements, for all sports shall be presented to the Principals' Committee.
7. No staff member and/or out of school volunteer shall be assigned to coach/supervise an athletic team without approval of the principal.
8. Interschool competitions shall not be scheduled for or require the services of a staff member on a non-school day. This restriction does not apply to certain provincial championships (as scheduled by the SHSAA) and certain SSSAD playoffs and specific situations that may arise which may require scheduling on some non-school days.
9. No interschool competitions (including exhibition competitions) may be scheduled on a Sunday.
10. Interschool practices and competitions shall not be scheduled during the period of the semester end examinations (all practices and competitions to stop two days prior to the commencement of exams).

Practices may resume following the completion of all scheduled exams and scheduled interschool competitions to resume second semester.

11. Interschool activities in lower classifications may be required to compete beyond the city stage in conference and regional competition two weeks and one week prior to provincial competitions to qualify for a provincial championship.
12. The Principals' Committee requires the Directorate keep in mind the problem of too many activities and demand that scrutiny be conducted of any additional activity that may be requested to be sanctioned for interschool, inter-district and provincial championship participation.
13. S.S.S.A.D. is the governing body of the Saskatoon District of the S.H.S.A.A. (Saskatchewan High Schools Athletic Association) and is governed by the constitution, bylaws and policies of the S.H.S.A.A. except where the S.S.S.A.D. constitution, bylaws and policies are more restrictive.

b. Guidelines for Team Travel

1. School teams must follow their respective school board administrative policies with appropriate approvals for travel. For out-of-town travel which includes an overnight stay, a staff supervisor must accompany the team for travel and be responsible along with the independent volunteer or support volunteer for the supervision of the team. A same sex supervisor must accompany any team on an overnight stay.
2. Travel for exhibition games (non-tournament) to any point outside of Saskatoon:
 - a. Teams must first meet the requirements of their league schedule.
 - b. The number of these trips will not be limited except the distance is restricted to a 100 km radius of Saskatoon. North Battleford and Prince Albert are included in the radius.
 - c. Cannot require an overnight stay.
 - d. If a team exceeds the 100 km distance for an exhibition game, it will be designated as one of their four tournaments as stated in number 3
3. Tournament Play:
 - a. School teams may travel to a maximum of four SHSAA sanctioned tournaments.
 - b. Schools may attend a 5th tournament if they host a home tournament.
 - c. One tournament may be out of province (school board policy for out of province travel must be adhered to).
4. To participate in out of province tournaments the following guidelines must be followed:
 - a. Permission must be obtained from the principal.
 - b. Principal must obtain permission from superintendent.
 - c. Appropriate travel forms must be completed.
 - d. The Athletics Consultant must be notified via the tournament declaration form.
5. Finances for Travel

- a. The Board will not be asked to provide any financial assistance.
 - b. Student Councils may assist in the raising of money to finance out of town travel but must not raise student fees for this purpose.
6. Where travel to a tournament necessitates a teacher being absent from school, internal arrangements must be made as no substitute will be provided.
7. Where travel to a SHSAA provincial competition necessitates a teacher(s) being absent from school, the involved teacher(s) upon approval from the school principal shall have the substitute paid for by the respective school board.
8. The type of transportation and accompanying coach/teacher supervisor must meet the respective school boards regulations for insurance purposes.
 - a. Transportation of students, when required, is the responsibility of teachers, division employees, or independent volunteers (who have been approved as a non-faculty coach).

Section C

History

SSSAD

Saskatoon Central Athletic Directorate (CAD) was composed of schools from both the Saskatoon Public and Catholic Boards of Education. Original members included Bedford Road, Nutana, City Park, Saskatoon Technical Collegiate, St. Paul's and Sion schools.

The CAD was administered by a board composed of one physical education teacher from each of the member schools. This structure is still used today. In 1969, the name of this board was changed to the Saskatoon Secondary Schools Athletic Directorate (SSSAD). The mandate of this organization is to organize and administer high school athletics in Saskatoon.

Of these original CAD schools, Bedford Road, City Park, and Nutana are still members.

Member Schools (date of joining)

Aden Bowman Collegiate (1958)
Mount Royal Collegiate (1961)
Walter Murray Collegiate (1962)
Holy Cross High School (1964)
Evan Hardy Collegiate (1965)
E D Feehan High School (1967)
Bishop James Mahoney High School (1983)
Marion Graham Collegiate (1984)
St. Joseph High School (1995)
Centennial Collegiate (2000)
Tommy Douglas Collegiate (2007)
Bethlehem High School (2007)
Nutana,
City Park

Associate and Qualified Independent School Members (date of joining)

Legacy Christian Academy (1998) Previously Christian Center Academy
ECF-PGD (1998)
Oskayak High School (2001) Previously Joe Duquette High School
Saskatoon Christian School (2001)
Misbah School (2021)

SSSAD Presidents

1993 – 1995	Bob Bevan	Marion Graham
1995 – 1997	Carol Howlett	Nutana
1997 – 1999	Mike Harrington	Mount Royal
1999 – 2001	Scott Hundseth	St. Joseph
2001 – 2004	Brian Thorstad	Walter Murray
2004 – 2006	Wendy Benson	Aden Bowman
2007 – 2009	Jesse Reis	Bedford Road
2009 – 2011	Rayanne Taylor	Bethlehem
2011 – 2013	Kirby Frey	Bishop James Mahoney
2013 – 2015	Adam Ewart	Centennial
2015 – 2017	Scott Hundseth	Holy Cross
2017 – 2018	Mark Andrews	Marion Graham
2018 – 2020	Carla Puetz	St. Joseph
2020 - 2022	Jennifer Holtsman	Evan Hardy
2022 - 2023	Ryan Okrainetz	Tommy Douglas
2023 -	Will Redl	Aden Bowman

SSSAD Athletic Consultants

In 1967, the Saskatoon Public Board of Education created a consultant position for high school physical education and athletics. This position had as a major part of its job description the organization and administration of high school athletics and, as such, the person in this position works very closely with the SSSAD executive. Over the years, the following people have held this position:

Mr. Bob Adams	1967 – 1983
Mr. Ed Lepp	1979 – 1980
Mr. Blaine Knoll	1983 – 1987
Mr. Basil Hughton	1987 – 1991
Mr. Gil Wist	1991 – 1995
Mr. Kelly Bowers	1995 – 1998
Ms. Lee Reimer	1998 – 2002
Mr. Kelly Bowers	2002 – 2007
Mr. Jeff Colquhoun	2007 – 2011
Mr. Brad Smith	2011 – 2015
Mr. Brian Thorstad	2015 – 2019
Mr. Jud Heilman	2019 -

These people have contributed immensely to high school athletics as both coaches and administrators. The nature of this position has changed over the years and has been placed on a four-year rotation.

Section D

ADMINISTRATION

1. ORGANIZATIONAL STRUCTURE AND FUNCTION

Intercollegiate activities are a part of the student's educational experience, which is authorized by the participating Boards of Education.

- a. The participating Boards involved with SSSAD activities are:
 - i. Saskatoon Public Schools
 - ii. Greater Saskatoon Catholic Schools
 - iii. # 310 ECF-PGD
 - iv. Legacy Christian Academy
 - v. Saskatoon Christian School
- b. The Saskatoon Public Schools and Greater Saskatoon Catholic Schools shall be the Boards that employ the Athletic Consultant.
- c. The Principals' Committee (Secondary) shall be composed of the principal of each member school.

The SSSAD receives its authority to conduct the interschool athletic program from the participating Boards of Education, whose link with the organization is through the Principals' Committees.

- a. The SSSAD Executive Council shall perform the organization, administration, and supervision of intercollegiate athletic competitions, within the guidelines of the constitution established by the SSSAD General Council and The Terms of Reference by the Principals' Committee.
- b. The Athletic Consultant will receive a role description from the employing Boards, which includes functions deemed necessary by the SSSAD Executive.
- c. The Athletic Consultant shall be responsible to the Director of the employing Board(s) for performing the duties as coordinator of all intercollegiate athletics.

Organizational, Structure and Functions

Body	Composition	Function
Participating Boards	<ul style="list-style-type: none"> - Saskatoon Public Schools - Greater Saskatoon Catholic Schools - ECF-PGD - Legacy Christian Center Inc. -Saskatoon Christian School 	<ul style="list-style-type: none"> - Authorize the program of interschool athletics.
Employing Boards	The Board from which the Athletic Consultant was employed	<ul style="list-style-type: none"> - To whom the Athletic Consultant is responsible. The final decision relative to the performance of the Athletic Consultant rests with the employing Board(s)
Principals Committee	Principal from each member school	<ul style="list-style-type: none"> - To ensure that the activities are conducted according to Board's policies and The Education Act. - To submit recommendations to the Director of the employing Board to the operation of the office of the Athletic Consultant.
Athletic Consultant	Selected by competition. Four-year rotation	<ul style="list-style-type: none"> - See Role Description SSSAD Constitution Article 8 Duties of Officers, 8.3 Athletic Consultant
SSSAD General Council	Four voting delegates from each member school	<ul style="list-style-type: none"> - Amend Constitution / Bylaw - Approve policy and procedures - Approve operating budget
SSSAD Executive Council	Principal appoints a teacher from each member or associate member school	<ul style="list-style-type: none"> - Receives authority from the General Council to administer the business of SSSAD within the framework of the Bylaws and regulations established by the Constitution.
SSSAD Board of Review	<ul style="list-style-type: none"> - Commissioner of the sport - Admin Links from SSSAD - Principal from Catholic division - Principal from Public division - Athletic Consultant will act in an advisory capacity, with no voting privileges 	<ul style="list-style-type: none"> -To resolve all grievances, appeals and disciplinary action passed on by the Executive Council. - Decision of this Board shall be the final recommendation to SSSAD.
Sport Committee	<ul style="list-style-type: none"> - Athletic Consultant - Commissioner of Sport - One staff member coach/teacher supervisor from each member school participating in the activity - Official association representative - Any other personnel necessary 	<ul style="list-style-type: none"> - Shall recommend roles and regulations for administration and organization of the sport.

SSSAD Executive

Athletic Consultant

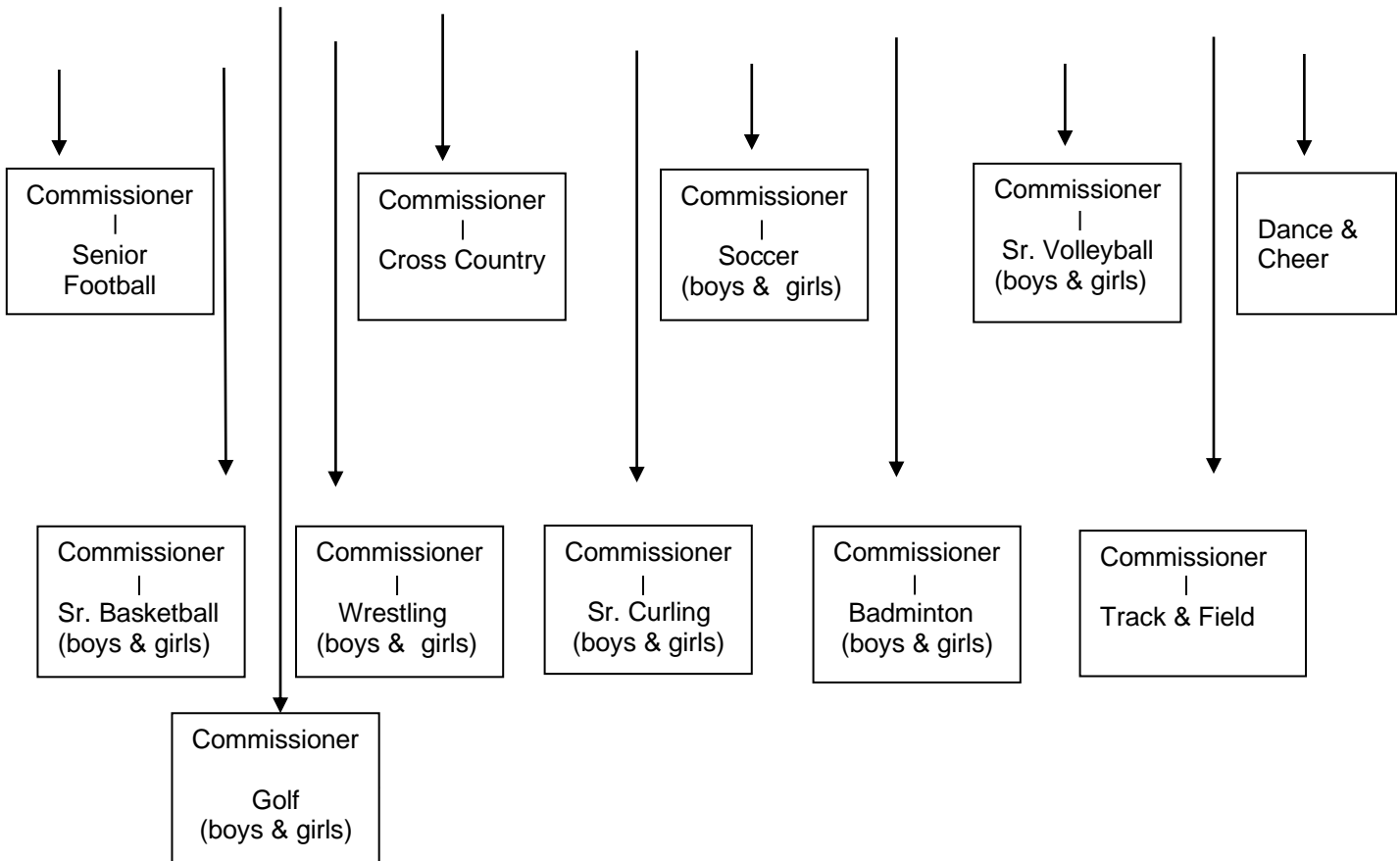
(Non-voting)
Catholic Board Representative

Administrative Links

(Voting members)
President

One representative from each school:

Aden Bowman	Bishop James Mahoney	Bedford Road	City Park
E D Feehan	Evan Hardy	Holy Cross	Oskayak
Marion M. Graham	Mount Royal	Nutana	St. Joseph
Walter Murray	ECF-PGD	Saskatoon Christian School	Bishop Murray
Centennial	Tommy Douglas	Bethlehem	Legacy Christian Academy



Athletic Consultant:

ROLE EXPECTATIONS – Authority and Accountability

Without limiting the scope and expectations of this role, the incumbent shall be expected:

Administration

1. To be the Athletic Consultant for all SSSAD approved sports, being responsible for:
 - a. Schedules
 - b. Playoffs
 - c. Officials
 - d. Sanctioning tournaments
 - e. Arranging for facilities for all events
2. To serve as commissioner for S.H.S.A.A. sponsored provincial championships held in Saskatoon.
3. To initiate the process for dealing with protests according to the SSSAD Constitution and Bylaws.
4. To make recommendations for the revision of the SSSAD's Constitution and Bylaws.
5. To attend all meetings of the SSSAD's Executive and SSSAD's General council, and report regularly to the Executive and, if necessary, the Principal's Committee.
6. To handle all correspondence and record keeping of financial and athletic records as delegated by the SSSAD Executive.
7. To provide an annual budget.
8. To organize and publicize meetings of the Executive and Council.
9. To keep an accurate record of the number of athletic activities in which each high school participates.

Community Relations

1. To be responsible for all press releases and publicity for the SSSAD.
2. To be the liaison person between SSSAD and the community.

Professional Growth and Development

1. To be responsible for the organization of coaching clinics, officials' clinics, and other in-service programs.

Additional Role Expectations

1. To perform such other duties as may be identified from time to time by the Principals' Committee and the SSSAD Executive and approved by the Superintendents of the employing Boards.

2. AFFILIATIONS

The SSSAD is directly affiliated with the Saskatchewan High School Athletic Association (SHSAA) and will abide by the rules and regulations set forth by the SHSAA as they apply to the operation of SSSAD.

SSSAD is a member of the Canadian School Sport Federation, National Federation of High Schools, and National Interscholastic Athletic Administrators Association.

A liaison is maintained with the provincial sport governing bodies and the Saskatchewan High School Athletic Association (SHSAA).

3. SSSAD AWARDS

- a. Service Award Criteria
 - i. Awarded to an individual who has made a significant contribution to Saskatoon High School Athletic programs, in areas other than coaching.
 - ii. Does not need to be a coach.
- b. Coaching Merit Award Criteria
 - i. Awarded to teacher coaches who have coached for 30 sport seasons (can be in more than one sport) or 20 years. The years and number of seasons is a guideline only.
 - ii. Awarded to teacher coaches who are superannuating or leaving the Saskatoon system.
- c. Hall of Fame / Golden Merit Award Criteria (no longer in existence)
 - i. Awarded to individuals who have made significant contributions to Saskatoon High School Athletics as a coach, sport commissioner, tournament organizer or an administrator.
 - ii. Guidelines: have been involved in high school sport for 30 sport seasons (can be in more than one sport) or 30 years.
- d. SSSAD Spirit of Service Award (initiated 2005)
 - i. SSSAD Spirit of Service Award to pay tribute to outstanding teacher/coach and community people who unfortunately passed away during their tenure of providing service to SSSAD.
 - ii. Criteria
 - Male or female - any grade - could be parent or community person
 - Willingness to volunteer and provide service to schools intramural or athletic program (example: managers, statisticians, minor officials, intramural organizer, official, tournament event worker, etc)
 - Positive role model in the school
 - Each school to have a permanent large plaque, hopefully permanently displayed in a suitable place, with their school logo and SSSAD logo on plaque.
 - Each winner will receive a smaller version of the plaque, with their high school logo and SSSAD logo on.

- Upon recipient selection, each school to make a formal presentation at a school function (graduation, athletic banquet, color, or awards day) depending upon the school.
- June of each year names to be printed in the SSSAD TCU Luncheon program.

4. FINANCIAL FACTS

a. **Student Levy Fees:**

- i. Schools must fill out on-line a SHSAA E-10 School Enrolment Declaration Form by September 30.
- ii. Each school will be assessed a student levy amount per student who are enrolled in grades nine through twelve.

b. **SSSAD User Fees:**

- i. Schools must fill out on-line SHSAA E-5 Eligibility Forms for every Green, Blue or Junior and senior team.
- ii. Submission dates will be set at Pre-Season Coaches Meetings.
- iii. Each athlete listed on eligibility forms (E-5) will be charged a **User Fee**.
- iv. Schools will be invoiced at least 3 times a year for Fall Sports, Winter Sports, and Spring Sports.

c. **SHSAA Team Fees:**

- i. Schools must fill out on-line a SHSAA E-3 Team Entry Form by Sept. 30th.
- ii. All provincial SHSAA Team Fees will be paid by SSSAD.
- iii. All senior, junior (blue, green, and intermediate) teams must be entered.

d. **Gate Admissions**

- i. An admission must be collected at all SSSAD sponsored exhibition contests, league contests, playoff contests and city championships.
- ii. Schools must submit all Gate Receipts (less home game - minor official payment) and Gate Reporting Forms to SSSAD upon the completion of the sport.
- iii. Member schools who fail to set up a gate admission for a designated SSSAD activity including year-end tournaments shall receive a warning letter for the first offense, further violations for that given year the member school will be fined \$100.00 for each violation, payable to SSSAD.
- iv. Gate admission prices are to be determined by the Athletic Consultant

e. **Conference and Regional Championships**

- i. Financial assistance for travel and accommodation is not the responsibility of the SSSAD.

f. **Provincial Hosting Grant**

- i. Schools who host a SHSAA Provincial Championship in basketball, volleyball and wrestling will receive a hosting grant from SSSAD.

g. **Provincial Travel Assistance**

- i. The responsibility for funding of **provincial** championship travel will be 100% the responsibility of SSSAD
- ii. Teams not participating in SSSAD leagues will not receive any financial assistance from SSSAD for provincial travel.
- iii. Additional vehicles may be booked, however all costs associated will be borne by the school. Schools must pay for additional vehicles and all associated travel costs.

h. **Provincial Accommodation Assistance**

- i. Accommodations will be paid for all teams advancing to provincial championships which require an overnight stay/or number of nights to be determined by Athletic Consultant.
- ii. Additional rooms may be booked. Schools to pay for additional rooms.

i. **Provincial Championship Coach Assistance**

- i. Teacher coaches involved in provincial championships, with the approval of the school principal, shall receive a substitute teacher for one day paid for by the respective school board.

j. **Officials Pay Scale**

- i. Officials hired by SSSAD will be paid at the going rate.

Section E

CONSTITUTION

Article 1: **Name**

- 1.1 The name of the district association is the:
 SASKATOON SECONDARY SCHOOLS ATHLETIC DIRECTORATE (SSSAD)

Article 2: **Philosophy**

- 2.1 The philosophy of SSSAD shall be to emphasize interschool athletics as an integral part of the total educational process. Participation in the activities of this organization will cultivate high ideals of fair play, good sportsmanship, and good citizenship. This shall be done in complete harmony with the goals and values of the member school's Boards of education, conseils scolaire, independent and Band Schools.

Article 3: **Objectives**

- 3.1. To plan, promote, supervise, and administer a program of interschool and inter-district athletics, in all approved competitions.
- 3.2. To encourage member schools to provide a variety of interschool sports programs for their students.
- 3.3. To encourage participation of students in a variety of interschool athletic programs, by restricting play to the recognized school sport seasons.
- 3.4. To place emphasis on the skills learned and the appreciation's developed through competition rather on winning.
- 3.5. To encourage participation by all students as representatives of their school and to discourage all-star competitions whereby coaches are directly involved in the selection process. This objective is consistent with the philosophy of the SHSAA and the Canadian School Sport Federation.

Article 4: Definitions

Appeal – a request for the transfer of a decision to a higher authority for rehearing or review

Approved coach or supervisor – a coach or supervisor who is employed by the Member or a coach or supervisor who has been approved by the Association

Association - Saskatchewan High School Athletics Association (SHSAA)

Athletic consultant – the executive director of the District as approved by the Members

Board of Education - a board of education or conseil scolaire established pursuant to The Education Act, 1995 but does not include district (local) boards of trustees.

Board of Review – a board established each year to resolve all concerns passed on by Executive Council

Bylaws – the rules of SSSAD

Collegiate – a public school conducting classes in grades 9 through 12 or any of those grades.

District – Saskatoon Secondary Schools Athletic Directorate (SSSAD)

Executive Council - a representative from each member, a representative from each associate member, a representative from each SSSAD member school and the athletics consultant.

General Council – the four voting delegates from each SSSAD member schools and associate member schools

Grievance – a circumstance, event or behavior thought to be unjust and grounds for complaint.

High school – a catholic school conducting classes in grades 9 through 12 or any of those grades.

Independent school – a school registered as an independent school with Saskatchewan Education.

Member – a board of education, conseil scolaire, Band School or other body corporate who is a member of the Association

Official – any person authorized to officiate in a game or contest organized by SSSAD

Out-of-School Coach – Non-Faculty Supervised - a person who is approved by the principal of a SSSAD member school and who is directly supervised by a member employee.

Out-of-School Coach – Non-Faculty Unsupervised - a person who is approved by the principal of a SSSAD member school and who is not directly supervised by a member employee. Must be registered with the SHSAA via the E14 Form

Protest – a written document formally objecting to something, circumstances and/or events thought to be unjust.

Principals' Committee – the principals from each SSSAD member school

Sport Policy – the rules relating to the individual sport sanctioned by SSSAD

SSSAD – Saskatoon district organization for interschool and inter-district athletics.

Volunteers - all volunteers must follow their corresponding board education administrative policies and procedures particular to their volunteering duties/role. Please see school principal.

Article 5: **Membership**

5.1. Members

- a. The membership of the SSSAD shall be open to:
 - i) Saskatoon Public School Division collegiates
 - ii) Saskatoon Greater Catholic Board of Education high schools

5.2. Associate Members

- a. SSSAD may pass bylaws allowing conseil scolaires, independent schools registered with Saskatchewan Education, and which is a body corporate or association and which operates a high school, to be Associate Members.
- b. Associate Members will be required to pay associate membership fees as set by General Council.
- c. Associate Members will be required to send representatives to Executive Council and General Council.
- d. Associate Member representatives will have voting privileges.
- e. Current Associate member schools:
 - ECF-PGP
 - Saskatoon Christian School
 - Legacy Christian Academy

5.3. The schools presently holding membership in SSSAD, and the official school colors are listed below:

Aden Bowman Collegiate	Bears	Green/Gold
Bedford Road Collegiate	Redmen	Red/Black/White
Bethlehem High School	Stars	Navy Blue/White/Vegas Gold
Bishop Mahoney High School	Saints	White/Royal Blue/Kelly Green
Centennial Collegiate	Chargers	Gold/Red/Black
City Park School	Knights	Black/Maroon/White
Changed 2010 to	Eagles	Black/Purple
E.D. Feehan High School	Trojans	Royal Blue/Gold
ECF-PGP	Patriots	Blue/Black/Gold
Evan Hardy Collegiate	Souls	Navy Blue/Gold
Holy Cross High School	Crusaders	Forest Green/White

Legacy Christina Academy	Eagles	Green/Gold/White
Marion M. Graham Collegiate	Falcons	Maroon/White
Mount Royal Collegiate	Mustangs	Black/Gold
Nutana Collegiate	Blues	Navy Blue/Royal Blue
Oskayak High School	Eagles	White/Red
Saskatoon Christian School	Royals	blue/White
St. Joseph High School	Guardians	Black/Silver/White
Tommy Douglas Collegiate	Tigers	Navy Blue/Orange
Walter Murray Collegiate	Marauders	Blue/Grey

5.4. Membership Application

- a. Collegiate/high schools that wish to apply to be members of SSSAD, must make a formal application (signed by principal and member) to the Athletics Consultant and the Executive Council by March 31st.
- b. Applications to be reviewed by Executive Council and Principals' Committee of the Saskatoon Public Schools and the Greater Saskatoon Catholic Schools.
- c. Administrative Councils of Member school boards will make final decision on new membership applications.

5.5 Membership Dues

- a. Each member school will be required to pay annual membership fees as set by the Principals' Committee. See Terms of Reference.
- b. Each Associate Member school will be required to pay an annual membership fee as follows:
 - Part I *League Administration Operation*
 1. SSSAD Athlete User Fee - per athlete per activity registered in SSSAD Sports/Activities. Billing to be completed three times per year:

December 1	Fall Sports
April 1	Winter Sports
June 15	Spring Sports

 - All financial transactions and arrangements involving SSSAD Senior and junior (green and blue) competitions shall be followed.

- Part II *Administrative and Provincial Operation*
 1. Administrative Position: 1% annual Operational Budget (minus the sports not involved in) as approved at SSSAD Annual General Meeting. Billing Date: June 1
 2. SHSAA District Membership: % Calculated on total number of member schools. Billing date: October 1
 2. Student Levy: 50 cents per student, grades 9 through 12. Billing Date: October 1

- Part III *Off Campus Facility Rental*

Practice rental costs are borne by the school
 Game rental costs are borne by the school divisions

- Part IV *Provincial Championship Competitions*

Regional or pre provincial playoff competitions

The individual school will be responsible for arrangements and payment of team travel and accommodations to these competitions.

Provincial Championships

SSSAD will be responsible for arrangements and payment for team travel and accommodations to the Provincial Championship as set by the General Council.

SSSAD will fund 50% of travel and accommodation costs for Private Schools and Associate Schools advancing to team Provincial Championships if the teams did not participate in league competition.

Article 6: **Organization**

6.1. General Council

- a. The General Council shall consist of four members from each SSSAD member school and are entitled to one vote.
- b. The representatives of each school shall be:
 - The principal or vice principal (in case of absence, a teaching staff member appointed by the principal)
 - Three members of the teaching staff appointed by the principal, one of whom should be the school’s Athletic Director or Physical Education Department Head.
 - Both genders must be represented.
- c. Other interested teachers, administrators and superintendents may attend the General

Meetings, but shall not have voting privileges.

6.2. **Executive Council**

- a. A representative of each member school as designated by the principal shall form the Executive Council.
- b. SSSAD Executive Council shall consist of the following:
 - President
 - Vice-President
 - Member School Representative
 - Associate Member School representative
 - Administrative Link – SPS Principal (appointed/non-voting)
 - Administrative Link – GSCS Principal (appointed/non-voting)
 - Athletic Consultant (appointed/non-voting)
 - Catholic Board of Education - Liaison (appointed/non-voting)
 - Saskatoon SHSAA Executive Member (elected/non-voting)
- c. The president and the vice president of the SSSAD shall be appointed to a two-year term (according to established rotation) by and from this council.
- d. The Athletics Consultant shall be the executive secretary.
- e. The treasurer shall be appointed at the discretion of the Athletics Consultant.
- f. There must be a minimum of two representatives who are of the opposite gender when comparing total membership of this council.

6.3. **District Council S.H.S.A.A. – Voting Delegates to the A.G.M.**

- a. The seven voting delegates of the district shall be made up of the following:
 - One trustee (alternating SPS and GSCS representative with LEADS representative)
 - One school administrator
 - One representative of LEADS (League of Educational Administrators, Directors and Superintendents) – (alternating SPS and GSCS representative with Trustee representative)
 - One person who has been elected as a District Officials Commissioner
 - Three delegates at large (including both genders).

- b. Delegates at large to the SHSAA A.G.M. shall be selected in the following manner:

- i The Principal of each high school in the district shall designate a representative for the high school and such selection shall be brought to the Member (board of education) operating the high school for approval and upon approval by the Member, the person so named shall be one of the High School Representatives for the district and shall represent the Member.
 - ii The High School Representative from each school shall attend a district meeting of all High School Representatives before the A.G.M of the Association in each year to elect the seven voting delegates for the District.
 - iii The three delegates at large do not have to be the high school representatives.
- c. Each voting delegate of a district must hold a valid Saskatchewan Teaching Certificate and must be employed by a Member in Saskatchewan at the time of the annual meeting of the Association, except for the delegate appointed as a Trustee who must be a sitting member as a current elected representative of a Member at the time of the annual meeting of the Association.
 - d. The SSSAD shall file a certified copy of the list of the seven delegates of the district with the Executive Director of the Association prior to the start of Annual Meeting of the Association.

6.4. The Board of Review

- a. To resolve all grievances, appeals and disciplinary action for athletes, teacher coaches and/or supervisors passed on by the Executive Council.
- b. To make recommendations arising out of any dispute to help prevent a recurrence of the grievance in question.
- c. The Board of Review shall consist of the following:
 - Administrative Link to SSSAD - Public Collegiate Principal
 - Administrative Link to SSSAD – Catholic School Principal
 - Designated Greater Saskatoon Catholic High School Principal
 - Designated Saskatoon Public Schools Principal
 - Commissioner of Sport
 - Athletics Consultant and GSCS Board Representative – both are non-voting
- d. The Athletics Consultant shall be responsible for establishing the Board of Review at the start of each year and will be responsible for convening meetings of this board as required during the school year.
- e. The Athletics Consultant will act in an advisory capacity for the Board of Review and shall not have voting privileges.

- f. When members of the Board of Review are in conflict of interest, the Athletics Consultant will select an appropriate substitute.
- g. When the Board of Review is convened to act on the discipline of a coach, the principal or his/her designate and the appropriate superintendent will be added as part of the Board of Review.
- h. The decision of this Board shall be the final recommendation to SSSAD and binding on the member schools involved in the grievance, appeal, or disciplinary action.

6.5 Sport Committees (Coaches Meetings)

- a. A committee for each interschool sport activity shall consist of the following:
 - Athletics Consultant
 - Commissioner of Sport
 - One staff member (approved coach/teacher supervisor) from each school participating in the activity.
 - Officials' Association representative
 - Any other necessary personnel
- b. The Athletics Consultant shall act in an advisory capacity to all the sport committees and shall not have voting privileges.
- c. There shall be a commissioner of the sport named each year. The sport committee may name its own commissioner, subject to the acceptance by SSSAD Executive Council and the school principal of that staff member. The commissioner will act as chairperson and shall act in advisory capacity. The commissioner shall only vote if he or she represents a school or is required to break a tie.
- d. Each participating school shall have one voting representative on the sport committee for organizing the league and playoffs.
- e. The Officials' Association may be represented at the meetings of the sport committee to have direct communication with coaches on matters of rule interpretations and procedures.
- f. The committee shall work with the Athletics Consultant and the Sport Commissioner in the administration and organization of the sport according to SSSAD Sport bylaws.
- g. The committee shall recommend to Executive Council the rules and regulations for administration and organization of the sport.
 - i. When such rules and regulations are approved by Executive Council they shall be ratified by the General Council at the Annual Meeting.
 - ii. When the Executive Council is not prepared to approve a provision of the rules and

regulations submitted by the Sport Committee, the members of the committee shall be informed of the objections and if agreement cannot be reached, the matter may be brought to the next meeting of the General Council.

Article 7: **Duties and Powers**

7.1. General Council

- a. To approve any amendments to the constitution and bylaws.
- b. To approve the annual budget.

7.2. Executive Council

- a. To govern interschool athletic activities by:
 - i. Enforcing the constitution and bylaws of SSSAD.
 - ii. Convening the annual meeting of the General Council.
 - iii. Administration of the financial affairs of SSSAD. Signing authority shall be any two of president, treasurer, or executive secretary.
 - vi. Arbitrating disputes arising from league competition and playoffs
 - vii. It is a premise of SSSAD that eligibility requirements may be more restrictive than the SHSAA eligibility requirements.
 - viii. A member must act honestly, in good faith, and in the best interests of the SSSAD
- b. To rule on situations and circumstances not covered by the constitution and bylaws. These decisions are not to be considered as precedents, and they must be reported to the next General Council Meetings, together with any explanation and a recommendation for possible legislative action.

7.3. Board of Review - see article 6.4

Article 8: **Duties of Officers**

8.1. The President shall:

- a. Act as chairperson of the Executive Council and General Council.
- b. Cast the vote for the school they represent.
- c. Be a SSSAD representative to the SHSAA Annual General Meeting.

8.2. The Vice President shall:

- a. Assume the duties of the president in the absence of the president.
- b. Be a SSSAD representative to the SHSAA Annual General Meeting.

8.3. The Athletics Consultant shall:

- a. Attend all meetings of the District
- b. Represent SSSAD at SHSAA meetings in the capacity of an administrator.
- c. Circulate advance notice of General Council and Executive Council meetings. Circulate an agenda prior to the meeting day.
- d. Prepare minutes of General Council and Executive Council meetings. Circulate one copy to each approved high school representative and one copy to each high school principal, as soon as possible after each meeting.
- e. Distribute copies of the Constitution and Bylaws to Principals as required.
- f. Distribute copies of changes to the Constitution and Bylaws as they occur.
- g. File copies of pertinent correspondence.
- h. Receive and deposit in a credit union or chartered bank all monies received by or paid to SSSAD.
- i. Keep an account of all financial transactions and present to the Executive Council a full and detailed account of all receipts and disbursements when required.
- j. Prepare and present a financial statement of SSSAD for Annual General Meeting.
- k. Prepare and present a tentative budget at the Annual General Meeting.
- l. Contact Sport Commissioners and advise them of the meeting dates.
- m. Prepare and distribute the Sport commissioners' information.
- n. Ensure that all, provincial and local, regulations which govern sport activities be followed.
- o. Arrange with the help and advice of sport committees, league scheduling, officiating, facilities, play-offs, city championships and provincial championships.
- p. Receive a copy of eligibility lists twenty fours prior to each team's first league game.
- q. Submit school team entry forms, eligibility lists, and team fees for all SSSAD teams entering SHSAA provincial competition.
- r. Coordinate publicity and the collection of statistics for all contests.
- s. Ensure that SSSAD and SHSAA disciplinary decisions are followed
- t. Submit a written report of SSSAD activities, participation, league results, play-off results and finances.
- u. Act as liaison with the news media.
- v. Be the contact person for out-of-town activities requesting District representation.
- w. Sanction any local tournaments organized by SSSAD members.
- x. Represent SSSAD on matters having to do with policy, publicity and athletics.
- y. Perform other duties as directed by the Principals' Committee and Executive Council.

8.4 The Role of the SSSAD Representative:

1. The responsibility for administration of athletics should include being part of the athletic administrative team and providing leadership and service in athletics.
2. Display qualities of organization, leadership, and an active interest in extra curricular athletic and school activities.
3. Provide leadership in the formation of the schools Athletic Policy and represent the school in disputes or appeals involving coaches and athletes in the school.
4. Keep the principal informed through good communication of all athletic activities, problems, and progress.
5. Organize and supervise the entire athletic program.

6. Supervise, coordinate, and schedule athletic facilities and equipment.
7. Promote, administrate, and help supervise athletic events.
8. Communicate with the Athletic Consultant, the principal, the staff, and other coaches in the school and around the league.
9. Make necessary arrangements for all high school interscholastic athletic activities.
10. Supervise, advise, and counsel all coaches in their duties and responsibilities.
11. Advise and recommend to the principal changes and selections of coaching personnel.

SSSAD Representative Responsibilities:

1. Help find volunteer coaches for all teams with the principal's involvement and knowledge
2. Hold annual or seasonal coaches' meetings in each school year.
3. Help establish duties, responsibilities, and procedures for staff in athletics
4. Establish regular communication channels with all staff members and assist coaches in understanding bylaws pertaining to the sport.
5. Communicate opportunities for coaches to attend professional clinics.
6. Aid your coaches with problems related to their sport. Provide encouragement and proper perspective on educational athletics.
8. Deal with eligibility, practice limitations, transfer rules, out of season limits, scheduling parameters, and gym bookings.
9. Coordinate advanced eligibility requirements; assist in completion of required forms, E-5 student entries for and with athletic coaches. Oversee the monitoring/recording/reporting of results on SSSAD website.
10. Help with official assignments and payments, dressing accommodations, and minor official assignments.
11. Supervise readiness and assist in planning or monitoring game personnel, facilities, and equipment: fields, gym, score boards, PA system, transportation, medical or emergency, security, supervisory and security personnel, seating and crowd control, gate admission and ticket takers, officials, scorers, timers, lines people, spotters, ball people, locker rooms and countless other details that place your school in a positive light.
12. Establish first aid and training room procedures.
14. Establish good equipment procedures and security, cleaning, storage, issue, collection, reconditioning etc. Maintain a sensible replacement schedule and stick to an established budget.
15. Purchase all necessary equipment and uniforms. Include coaches in on your purchasing sessions. Enlist responsible and trustworthy help and hold coaches responsible for their program regarding equipment and uniforms.
16. Prepare a yearly budget and make short term and long-term budget decisions. Monitor budget spending. Keep records of income and expenses.
18. Encourage communication with parents, public, media, students, and faculty.
19. Attend executive meetings as scheduled and communicate information, concerns, and developments from SSSAD executive table to the school and from the school to the executive.

20. Be willing to host city, and provincial events and help the athletic consultant to administrate city and provincial championships which involve your school team.
22. Encourage students in the school into athletic programs.
23. Stimulate the faculty to take an active interest in athletics and help promote SSSAD activities in the school.
24. Promote good sportsmanship and conduct from fans, athletics, and coaches.
25. Promote the goal to aid in proper planning and building better and stronger athletic programs.

8.4 Sport Commissioners

- a. Executive Council shall appoint a commissioner for each SSSAD sanctioned athletic activity, following an established alphabetical rotation of schools. The Executive Council may approve exceptions to this rotation
- b. The underlying responsibility of the commissioner is to carry out the regulations and policies of the SSSAD as it applies to the sport.
- c. Duties of A Commissioner. The duties of a commissioner will vary from sport to sport depending on the sport, the frequency of competitions, the venue for games, the number of participants, etc. Listed is an outline of the role of a sport commissioner.
 1. Attendance at the pre-season and post-season meetings of the coaches.
 2. Become familiar with the bylaws of the sport so as to respond to any possible inquiries concerning them.
 3. Become familiar with the basis of league standings leading to the league playoffs and tie breaking procedures.
 4. Become familiar with the advancement procedure leading to the S.H.S.A.A. provincial playoffs.
 8. Assist in the organization and coordination of City Championship and medal presentation.
 9. Assist in planning regional or provincial championships when hosted by Saskatoon.
 10. Recommendations to SSSAD sport policy for change.
 11. Refer discipline matters of either players or coaches to the SSSAD office (also game protests) for the attention of SSSAD.

Article 9: **Meetings**

9.1. **General Council**

- a. Annual General Meeting shall be held on the second Monday of June.
- b. Emergency meetings shall be called at the discretion of the Executive Council.
- c. Voting:
 - i Four approved voting delegates from each member school may vote on motions.
 - ii Motions shall be carried by a simple majority. (if you have quorum, 50% plus one vote) The chair shall break a tie vote. The school the chair is from is not included in their school's four delegates.

9.2. **Executive Council**

- a. The regular meeting dates of SSSAD will set each year by the Athletics Consultant.
- b. Emergency meetings may be called by the president, in consultation with the Athletics Consultant or on the written request of a member school. Two days notice shall be given except when waived by unanimous consent of the Executive Council.
- c. Voting:
 - i Each approved high school representative shall have one vote
 - ii The President shall cast his/her vote for the school he/she represents
 - iii The Athletics Consultant shall not have a vote
 - iv Two thirds of the Executive must be present to ensure a quorum.
 - v Abstention votes will be recorded as abstentions.
 - vi A tied vote will defeat the motion.

9.3 **Board of Review**

- a. The Board of Review shall meet at the call of the Athletics Consultant, on behalf of the Executive Council.

9.4 **Sport Committees**

- a. The Sport Committees shall meet at the call of the Athletics Consultant.
- b. Be responsible to the SSSAD and SHSAA sport policy documents.
- c. Sport policy recommendations
 - i Consensus of members in attendance can make recommendations to the SSSAD Executive Council

Article 10 **Discipline of Members**

10.1 SSSAD shall have the right to impose disciplinary sanctions on member schools in the event a member school violates the constitution, bylaws, policies, or rules of SSSAD and may pass bylaws to set out the procedures to be followed.

Article 11 **Bylaws**

11.1 **The Executive Council may propose bylaws for SSSAD.**

- a. Such bylaws shall be brought forward before the next Annual Meeting of SSSAD and shall be voted upon by the General Council.
- b. If passed, the bylaws shall become effective at the conclusion of the Annual Meeting or from the date noted in the bylaws.

11.2 **The bylaws of SSSAD may be amended in the following manner:**

- a. Amendments to the bylaws may be proposed by:
 - Member Schools
 - Associate Member Schools
 - Sport Committees
 - Executive Council
 - Principals' Committee
- b. Any notice of motion to amend bylaws must be forwarded to the Athletics Consultant, in writing, four weeks prior to the Annual Meeting of General Council. Each member and school principal shall receive a written notice of the proposed amendments at least one week prior to Annual Meeting.
- c. Proposed amendments to the Bylaws must be approved by the SSSAD Executive Council prior to the Annual General Council Meeting.
- d. Proposed amendments to the bylaws brought forward by the SSSAD Executive Council shall be ratified at the Annual General Council Meeting. The ratified amendments become effective when they are approved at a SSSAD Executive Council Meeting.

Article 12: **Amendments to the Constitution**

12.1 **Amendments to the constitution may be proposed by:**

- Member schools
- Executive Council
- Principals' Committee

12.2. Any notice of motion to amend the constitution must be forwarded to the Athletics Consultant in writing, four weeks prior to the Annual General Meeting. Each member school and school principal shall receive a written notice of the proposed amendment at least one week prior to the Annual Meeting at which the amendment is to be considered.

- a. Proposed constitutional amendments shall be voted upon at the Annual General Meeting, at which at least a quorum (two-thirds of the member schools) exists. Passed amendments shall become effective at the conclusion of the Annual General Meeting or from the date noted in the amendment.
- b. Constitutional amendments require a two-thirds majority vote of a properly constituted quorum.
- c. Constitutional amendments submitted without the required four weeks prior notice, shall require a three-quarters majority vote of a properly constituted quorum, to be passed.

Section F

Bylaws

Article 13: Eligibility

13.1 General Requirements

- a. In any school year participation in activities organized or sponsored by the Association or by any Member of the Association shall be open to any high school student:
 - i. whose principal certifies that the student meets the eligibility requirements of the Association as set out in clause (b); and
 - ii. who is not otherwise ineligible pursuant to the bylaws or policies of the Association.

- b. The eligibility requirements of the Association are that, in any school year, each student:
 - i. must be enrolled in Grade 9 through 12 during that school year, and
 - ii. must not hold a Grade 12 certificate as of September 1 of that school year, and
 - iii. must provide a signed and completed parent's permission form on a form approved by the SSSAD which is on file with the high school, and
 - iv. must be within the period of eligibility as set out in these bylaws, and
 - iv. must not be in violation of any school or board of education policy that would prevent the student from participating in the activity.

13.2 Grade 8 Students

- a. In the case of a high school designated as 1A, 2A, 3A by the Association a Grade 8 student may play as a representative of the high school in the sports of basketball, volleyball, soccer, and curling provided that:
 - i the use of Grade 8 students is required to establish a team, and
 - ii the Executive Director has approved of the use of grade 8 students,

- iii no more than 25% of the team consists of Grade 8 students,
- iv other than being in Grade 8, each student otherwise meets all the eligibility requirements of the Association.
- v. **Must be attending the school which is making the application**

13.3 Older Students

- a. In the event a student is 15 years of age as of September 1 in any school year but has not yet entered Grade 9, that student may be designated as eligible to participate provided:
 - i the board of education approves of the participation of the student; and
 - ii the student otherwise meets all the eligibility requirements of the Association.

13.4 Home School Students

- a. Students who are not enrolled in a high school operated by a Member of the Association may participate in activities organized or sponsored by the Association or by Members of the Association provided:
 - i A Member of the Association agrees that such students may represent a high school operated by the Member; and
 - ii the student otherwise meets all the eligibility requirements of the Association.
 - iii. Schools that have Home School or Distance Learning Students representing them in interschool competitions must submit form E18 to the SHSAA office and
 - iv when submitting enrolment numbers as required by the SHSAA policies, the school shall only report the numbers reported to the Ministry of Education and any adjustments for classification purposes will be completed by the SHSAA office upon receipt of form E-18.

13.5 Foreign-Exchange Students

- a. Foreign-exchange students are permitted one school year of eligibility provided the sponsoring organization is listed on the CSIET (Council on Standards for International Education Travel) approved programs. Foreign-exchange students must meet all SHSAA eligibility rules.

13.6 Refugee Student Status

- a. Students with refugee status who are eligible for SHSAA competition as per the policies of the Association but whose birth year is current year less 19 years (for example, current year 2021 less 19 years is birth year of 2002) are permitted to participate in SHSAA

activities for a period of time not exceeding two consecutive semesters. Schools must submit documentation supporting refugee status to the Executive Director who will determine the period of eligibility.

13.7 Alternative Education Programs

- a. The following shall be considered Alternative Education Programs for SSSAD:
Nutana Collegiate, City Park Collegiate, Outdoor School,
Oskayak High School, Bishop Murray High School, the Farm School, Opening Doors, CNYC,
White Buffalo, or others as approved by members.
- b. Students participating in alternative education programs at another school are eligible to participate in SHSAA activities provided students must meet all SHSAA eligibility rules:

13.8 Special Programming and Eligibility for Athletics

- a. Any student participating in special programming such as Outdoor Education, Media School, Sport/Dance Academies or HCAP is eligible for athletics in the school of origin where the student first registered and attended Grade 9 or last school in which they registered. Any student intending to participate in these programs with the intention of registering and staying on full time at the school and any student registering from another school division must complete a transfer form to be considered eligible for athletics.

RATIONALE: It is the intention of SSSAD to encourage students to consider these programs as an opportunity to enrich their education but to keep opportunities of this kind from aiding in the recruitment of student athletes.

13.9 Equity, Diversity, and Inclusion

SHSAA strives to create athletic environments that engage, accommodate, protect, respect, and include all students, staff, coaches, managers, trainers, or other persons, especially those who are Indigenous, oppressed by racism, 2SLGBTQ+, new to Canada, female, neurodiverse, from a lower socioeconomic background, with disabilities, part of non-dominant faith communities, and all who historically were and currently are under-represented in high school athletics.

13.10 Sexual Orientation and Gender Identity

Any student, staff, coach, manager, trainer, or other persons who are gender and/or sexually diverse may participate fully and safely in all SHSAA activities. Any student whose identity does not align within the binary of male/female must choose the gender with which they will participate.

13.11 Period of Eligibility

- a. Students shall be eligible to participate in activities organized or sponsored by the Association for a period of a maximum of three consecutive school years or 6 consecutive semesters.
- b. The period of eligibility shall commence at the earlier of:
 - i. The first day of the school year in which the student enters Grade 10, or
 - ii. The first day of the school year in which the student was sixteen years old on September 1st, if a student has no record of grade placement or past education; or
 - iii. Each student will be considered to have entered grade 10 one (1) calendar year from the first date the student enrolls in grade 9.
 - iv. Schools may apply to the SHSAA Executive Director on behalf of students who may be age appropriate and wish to participate in high school athletics but are not yet enrolled in grade nine.

13.12 Eligibility to Represent School Teams – SHSAA Policy – page 40

1. Students shall play as a representative of the high school in which they first registered as a bona fide high school student. In case of transfer from one school to another, including transfers from out-of-province, the student shall be deemed ineligible to participate in interschool athletics in the new school following the acceptance of this transfer-in by the principal (see Transfer Policy and Transfer Form).
2. Transfer Policy: A student who transfers schools is ineligible for interscholastic competition unless they establish their eligibility for participation. The onus is on the student and the family to provide the school with information required to establish eligibility to the satisfaction of the SHSAA.
3. Establishing Eligibility:

To establish eligibility for participation in athletics, students who transfer schools must meet one of the following three (3) conditions:

- a. Change of Residence
 - i. Parent to parent move: the student moves to reside with the parent with whom they have not been living. Only two such transfers are allowed in a student's three years of eligibility. Except as otherwise provided, the residence of any student shall be deemed to be that of the parent to whom custody has been awarded by a court of competent jurisdiction. If no custody order has

been entered, the residence shall be deemed to be that of the parent who had actual custody immediately upon separation.

OR

- ii. Family move: the student has moved with the parent(s)/legal guardian(s) who have changed residence within the previous 12 months, to reside within the catchment area or normal boundaries of the school at which the student has registered. Any change in residence must be bona fide. Determination of what constitutes a bona fide change of residence depends upon the facts of each case. In order for a change of residence to be considered bona fide, at least the following facts must exist:
 1. The original residence must be abandoned as a residence; that is sold, rented, or disposed of as a residence, and must not be used as a residence by another member of the family;
 2. The entire family must make the change and take with them the household goods and furniture appropriate to the circumstances;
 3. The change must be made with the intent that it is permanent.

NOTE to 3.a.i and 3.a.ii above:

Under no circumstances can a student have more than one residence for eligibility purposes. It is the obligation of the school to know the residence status of each athlete and to require compliance with these requirements.

Legal Guardianship: Without limiting the generality of the foregoing, when considering eligibility, the SHSAA may take into consideration the existence of a Guardianship Order issued by a Court of competent jurisdiction. However, the existence of such a Court Order shall not be determinative of the issue of the eligibility of any student to participate in SHSAA governed athletic activities.

OR

- b. Directed by Legal Authority
 - i. The student is directed by legal authority to move from their current school to a different jurisdiction. Without limiting the generality of the foregoing, for the purpose of the transfer policy "legal authority" shall include but shall not be restricted to:
 1. a Court of competent jurisdiction; and
 2. any department or agency of the Provincial or Federal government acting within the scope of its authority or pursuant to an Order of a Court of competent jurisdiction; and
 3. any school board or school authority acting within the scope of its authority or pursuant to an Order of a Court of competent jurisdiction.
 - ii. A student whose custody has been established by court order or social service agency decision is eligible for participation at the school to which he or she is assigned.
- c. In the event that a student cannot satisfy the requirements for eligibility as set out in paragraphs 3.a.i, 3.a.ii 3.b.i, or 3.b.ii, then the SHSAA may in its absolute discretion

determine a student to be eligible upon proper completion of a Transfer Form (E-17) that shall contain:

- i. Signatures of approval from the principal and the athletic director of the school receiving the student; and
 - ii. A signed statement from at least one parent or legal guardian stating that the primary reason for the transfer is for an educational purpose, and that the transfer is not being made primarily for an athletic purpose or primarily so that the student can participate in athletics; and
 - iii. An acknowledgement signed by the student and his/her parent/legal guardian stating that they understand that the student is ineligible to participate in SHSAA governed activities. The school may apply for the reinstatement of the student's eligibility, but the student is ineligible until such time that the SHSAA office rules upon the eligibility given the submission of a written report by the receiving school. Any student that transfers within their three-year eligibility period will be ineligible at the subsequent school(s) in any activity they participated in the previous year. The student will be eligible immediately at the new school in all activities they did not participate in the previous year. Should the student have an additional year of eligibility at the subsequent school(s), they would be eligible in all activities after having sat out one year; and
 - iv. An acknowledgement signed by the student and his/her parent/legal guardian stating that they understand that the student shall not be allowed to participate in SHSAA governed athletic activities at a second school in the same sport during the same season, except in the event that the SHSAA determines the move has occurred due to circumstances listed in the policy as paragraph 3.a.i, 3.a.ii 3.b.i, or 3.b.ii. Unless, in the sole determination of the Executive Director, it is in the best interests of the student to do so.
4. **Transfer Policy Appeals** - Where a member school is dissatisfied with the application or interpretation of the Transfer Policy, or if the school feels that there are extenuating circumstances, the school principal has the right to appeal, in writing, the decision on transfer to the SHSAA Executive Director. The Executive Director will investigate the appeal and report to the Board. The Board decision may be appealed to a Board of Review.
 5. **Undue Influence** - No student shall be subjected to undue influence by an individual or group of individuals to induce or cause him/her to transfer from one school to another for athletic purposes. If allegations of recruiting are made against a school, the burden of proof in substantiated form must be borne by the accusing party. Allegations of recruiting that are substantiated will be processed as infractions according to the section of Program Policy known as Breach of Bylaws or Policy by Coaches or Supervisors and Breach by Members.
 6. **Violations** of this policy could be subject to a period of suspension from participation in interschool sport of up to one year at the discretion of the Executive Director.
 7. **Grade 9 Students** - may participate in team sports at the school they would normally attend upon promotion to Grade 10 provided that the student otherwise meets eligibility requirements.

8. **Sport Specific Academic Programs** - Students registered in sport specific school programs/courses or academies in Saskatchewan or any other province shall not be eligible for competition in SHSAA sanctioned events in that sport or sports (only) for that school year which occur during the season of that sport. However, these students remain eligible to represent their school in any other SHSAA sport.
9. Students may only participate on one school team that will represent the school in any activity.

13.13 DECISIONS AS TO ELIGIBILITY

- a. Unless otherwise provided for in the bylaws or the policies of the Association, any decision regarding the eligibility of a student shall be made by the Executive Director.
- b. If any Member or its designate (principal or director of education employed by a Member of the Association) disagrees with any decision made regarding the eligibility of a student, the Member or the principal or director of education may appeal that decision to the Board.
- c. If any Member disagrees with any decision made by the Board regarding the eligibility of a student, the Member may appeal that decision to a Board of Review whose decision shall be final.

13.14 PROCEDURES TO SEEK EXCEPTIONS TO ELIGIBILITY PROVISIONS

- a. A Member or its designate may request an exception to the eligibility provisions of these policies by making an application to the Board.
- b. The Board may grant a request for an exception, with such terms and conditions, as the Board deems appropriate.
- c. If any Member disagrees with any decision made by the Board regarding the exceptions to eligibility provisions the Member may appeal that decision to the Board of Review whose decision shall be final.
- d. The Board of Review shall consist of three people who are not members of the Board.
- e. Appeals of the SHSAA Bylaws and Policy (Transfer Policy, Eligibility, etc.) will be heard by the Board provided the Principal of the school or a designated Superintendent of the Member submits the appeal in writing prior to the following dates: second Wednesday in September; first Wednesday in December; second Wednesday in January; first Wednesday in April or the first Wednesday in May.

13.15 FAILURE TO COMPLY WITH ELIGIBILITY PROVISIONS

- a. In the event a student participates in an activity organized or sponsored by the Association or its Members when that student is not eligible then any contest in which the student participated shall be forfeited.

13.16 BAN ON RECRUITING

- a. Any communication, verbal or otherwise, initiated by a coach or other staff employed at any high school to a student from another school regarding the possibility of that student playing for that high school in any sport will be considered recruiting.
- b. Recruiting is considered by the Association to be unethical and if any person employed by or acting on behalf of any Member engages in recruiting that Member may be subject to discipline.

13.17 Notice of Eligible Players

- a. For each sport a List of Eligible Players Form-E-5, notifying SSSAD of the eligibility players for that sport, must be completed for each team and submitted to the Athletics Consultant one day prior to a team's first league game.
- b. Additions may be made to the team's eligibility form during the season provided that the student meets all the eligibility requirements of the Association, and a separate Eligible Players Form-E-5 has been submitted to the Athletics Consultant one day prior to the student's first league game.
- c. SSSAD Executive Council shall deal with any infraction regarding player eligibility and game(s) played under such circumstances may result in forfeiture(s).

NOTE: Students may only participate on one school team, which will participate in division, district, and post district play.

13.18 Failure to Comply with Eligibility Provisions

- a. In the event a student participates in an activity organized or sponsored by SSSAD when that student is not eligible, then any contest in which that student participated shall be forfeited

13.19 Ban on Recruiting

- a. Any communication, verbal or otherwise, initiated by a coach or other staff employed at any high school, to a student from another school regarding the possibility of that student playing for that high school in any sport will be considered recruiting.
- b. Recruiting is considered by SSSAD to be unethical and if any person employed by or

acting on behalf of any member school engages in recruiting, that member school may be subject to discipline.

- c. No coach, staff member, school employee, player, parent/guardian, alumnus or other person involved with a SSSAD team or program may contact or enter into recruitment discussions with any elementary student not attending a feeder school of that SSSAD member high school. Open House Nights or Registration Nights are exempt from this rule.

Article 14: **Interschool Competitions**

14.1. SSSAD shall organize interschool competitions in the following activities.

Fall	Football – open Volleyball - boys, girls Golf – boys, girls	Soccer - boys, girls Cross Country - boys, girls
Winter	Basketball - boys, girls Curling - boys, girls, open	Wrestling - boys, girls Cheerleading - open
Spring	Track & Field - boys, girls Golf – boys and girls	Badminton - boys, girls, mixed

- 14.2 a. A member school must declare its intention to participate in the league by March 31st of the preceding school year. If a member school wishes to enter the league after that date they will be accommodated where possible.
- b. Participation in SSSAD interschool league competitions and playoffs is restricted to students attending schools within the District.
- c. Rural schools must follow SSSAD Constitution and Bylaws and will be assessed a sport and administration fee.
- d. Rural schools must apply to the SSSAD Executive Council for inclusion into SSSAD interschool competitions on an annual basis. A written application must be forwarded to the Athletics Consultant by March 31st of the preceding school year. Applications will be considered at the first scheduled SSSAD Executive Council Meeting in April.
- e. That only individuals, teams or schools that are SSSAD members or teams that are SSSAD scheduled and compete in a SSSAD league of play are eligible for the Saskatoon playoffs.

Article 15: **Competition Requirements**

- 15.1 No member school shall allow any of its teams or students to participate in any competition, unless the constitution, bylaws, policies, and rules of SSSAD are fully observed by all participants, unless specific permission is obtained from the SSSAD and the SHSAA Executive Director.
- 15.2 No team shall participate in any contest if the other team has been suspended or if a suspended player or coach participates in the game.
- 15.3 No SSSAD contest may occur without the participation of an official sanctioned by the Athletics Consultant.
- 15.4 No athletic competition involving students from schools operated by Members may be scheduled on a Sunday.
- 15.5 All pre-provincial playoffs held at the district or regional level must be scheduled for completion on or before the weekend preceding the provincial championship in that activity.
- 15.6 Sport Policy
 - a. Teams, students, coaches, teacher supervisors shall abide by the regulations of the sport as set out in the Sport bylaws.
 - b. The rules of play in each sport shall be based on the recognized Canadian and/or international rules for that sport. Provincially, SHSAA may modify these rules to better suit high school conditions. Locally, the Sport Committees may modify these rules to better suit Saskatoon high schools.
 - c. SSSAD may amend the sport regulations, governing non-provincial play for any sport. All teams, students, coaches and teacher supervisors and member schools shall abide by those amendments.

15.7 Sport Seasons

- a. Start/Finish Dates - will be determined by the SHSAA annually and are restricted to the following guidelines:

<u>Fall Sports</u>	<u>Start Date</u>	<u>Finish Date (one Week following)</u>
Cross Country	As per SHSAA Policy	Provincial Championship
Golf	As per SHSAA Policy	Provincial Championship
Soccer	As per SHSAA Policy	Provincial Championship
Volleyball	As per SHSAA Policy	Provincial Championship
Football	As per SHSAA Policy	Provincial Championship

<u>Winter Sports</u>	<u>Start Date</u>	<u>Finish Date (one week following)</u>
Basketball	As per SHSAA Policy	Provincial Championship
Cheerleading	Last Monday in October	Provincial Basketball Championship
Curling	As per SHSAA Policy	Provincial Championship
Wrestling	As per SHSAA Policy	Provincial Championship

<u>Spring Sports</u>	<u>Start Date</u>	<u>Finish Date (one week following)</u>
Badminton	As per SHSAA Policy	Provincial Championship
Track and Field	As per SHSAA Policy	Provincial Championship

- Coaches may not exceed the declared date for starting practices or the termination of season.

- b. In reference to the above article:

- i. A PRACTICE is defined as:

- A coach/designate is present and drills are being run.
- A coach/team are developing skills and strategies to get ready for competition.
- Game specific skill evaluation of players is involved.
- Gym/facility is being used for a restricted group of players for game specific skill development.

- ii. A PRACTICE is NOT:

- Fitness testing, strength training, strength testing or other programs where general athletic skills such as speed, agility and power are being measured.
- It must be understood by coaches and athletes, that these activities must not be used for or result in students being informed about their future (make/cut) with the team.
- Involvement in any school organized intramural activity.

15.8 **Failure to Comply with Sport Seasons**

- a. Any coach who is found to be practicing outside the designated SSSAD Sport Season, as outlined by this article, is in breach of the SSSAD Bylaws and is liable to disciplinary consequences.

15.9 **Scheduling**

- a. Any changes in league schedules will be conducted by the Athletics Consultant in consultation with the schools involved and the Sport Commissioner.
- b. Any cancellation of games on the schedule by a member school leading to forfeiture must be communicated, when possible, 24 hours before the scheduled time to allow for cancellation of facilities and officials. Teams defaulting games will receive a forfeiture fee equal to SSSAD league costs and revenue for the defaulted game. Including, but not limited to, facilities, officials, minor officials, game day operations and lost gate
- c. A game confirmed on the final draft will not be rescheduled after the originally scheduled date has passed and defaults have been declared or games have been cancelled by schools.

15.10 **Declaration of League and City Champions**

- a. In any sport where there is league competition, the league winner shall be declared the SSSAD League Champion. Sport Policy shall outline the tie breaking criteria for the sport should teams tie at the completion of the league schedule.
- c. The City Champion will be determined by a post season playoff. In the event of a tie for determining playoff positioning, Sport Policy shall outline the tie breaking criteria to be followed.
- d. That only individuals, teams or schools that are SSSAD members or teams that are SSSAD scheduled and compete in a SSSAD league of play are eligible for the Saskatoon playoffs.

15.11 **Out of Season Sport Opportunities**

- a. Student athletes and coaches should be able to pursue excellence in a particular sport or sports. To do so some student athletes and coaches will participate in their chosen sport outside of the SSSAD/SHSAA sanctioned Sport Season.
- b. The involvement of student athletes, teacher coaches, or approved out-of-school coaches (from the same school), in a non-sanctioned SSSAD Out of Season competitive program may incorrectly lead athletes, parents and coaches to believe that the non sanctioned SSSAD program is part of the SSSAD Sanctioned Interschool Athletic Program.

- c. SSSAD does not support or will condone school teams and coaches staying intact and participating in non-sanctioned SSSAD sports outside of the defined SSSAD sport season.
- d. A teacher coach or approved school coach, student athlete or combination group who wish to participate in a non-sanctioned competitive sport program outside of the defined SSSAD Sport Season MUST follow the following guidelines:
 - i Registration must in NO way imply affiliation with a member school or schools. The individual, or group of individuals, must register as a member(s) of the appropriate community sport organization. There cannot be a school team registration if such category exists it must conform to a club team membership.
 - li The individual or team must not use the member school name, school logo, school stationary, school accounting system or school team uniforms during non-sanctioned SSSAD Programs.
 - iii The parents of the athletes must be informed that the non-sanctioned SSSAD program is NOT a school sponsored program but is organized as a “club program”.
 - iv The individual, team or league must book school facilities in accordance with Member Board policies for outside user groups.
 - v Facility bookings shall not override or conflict with SSSAD Sport Season practices, training or competitions.
 - vi The principals of member schools shall ensure that the non- sanctioned SSSAD programs do not operate to the detriment of any “In Season” SSSAD sanctioned sport.
 - vii The non-sanctioned SSSAD program is responsible for suitable and appropriate insurance coverage. Parents shall be informed by the non-sanctioned SSSAD program of the insurance coverage and organization named on the policy.
- e. In reference to the above a Club Team:
 - is not sanctioned by SSSAD
 - must be composed of student athletes from two or more high schools
 - cannot use a school name, school logo or school uniform
 - cannot be funded by a member school
 - is not covered by Member school system insurance policies
 - must books facilities as an outside user group according to the Members’ booking policies.

15.12 Failure to Comply with Out of Season Sport Opportunities Guidelines

- a. Failure to comply with the guidelines outlined by this article shall be considered in breach of SSSAD Bylaws and persons involved will be subject to disciplinary consequences.

15.13 Open gyms – out of season

- a. Member Schools may have gymnasium or field activities outside of school or intramural time provided the following guidelines are followed:
 - i It is made clear through notices and posters (one in each gym) that the session is open to any student.
 - ii Students are supervised by approved teacher supervisor.
 - iii Students may choose any activity during that session and may not be restricted to one activity by the supervisor.
 - iv Coaching and or instruction does not take place.

15.14 Spring Camps

- a. We will follow the SHSAA spring camp rules for football. In addition to the SHSAA rules, spring camps must finish at least 48 hours before final exams begin.
- b. SSSAD cross country teams are allowed to have a spring camp commencing after the SHSAA start date for cross country and finishing at least 48 hours before final exams begin. Camps will be limited to 5 practices. Camps may not interfere with other school sports. Schools are not allowed to compete with other schools.
- c. Spring Camps are not allowed in any other sports in order to align with the SHSAA Policy for Interscholar Competition.

15.15 Sport Camp / Identification Clinics

SSSAD's philosophy encourages all member schools and individual coaches to strive to offer the best quality program for their student athletes.

In the attempt to offer or provide the best quality program for their student athletes member schools and individual coaches must refrain from recruiting athletes to their schools and abide by the Out of Season Sport Opportunity Guidelines (Article 3.11)

- a. SSSAD member schools may apply to SSSAD to be involved in two types of sport Camps/clinics.

Open Sport Camp/Clinic

Criteria

- Any SSSAD member school or employee in a SSSAD member school must complete an Open sport Camp/clinic application form.
- Camp or clinic maybe run during school holiday periods (Christmas, Easter, summer vacation) or during the respective sport season
- Camp/clinic may be expected to pay gym rental fees
- Camp/clinic may or may not be a fund raiser for the school
- Must be open to all high school age and/or elementary age students
- Must be advertised or promote city wide (posters, newsletters,

media)

Application Form Information

- Open Sport Camp/Clinic MUST be approved/sanctioned by SSSAD Executive council prior to any camp information being distributed.
- Application must be approved and signed by school principal.
- Application must include the following information;
 - Dates of camp/clinic
 - Cost to participants
 - Activity involved and intended participants
 - Rental fees involved
 - Advertising and promotion of the camp
 - Selection criteria of camp participants
- Application forms to stay on file with SSSAD.
- Each year camp application form must be completed with the school principal's and camp director's signature.
- No follow up report is necessary.

II Closed Sport Camp/Clinic – Elementary Feeder School

Criteria

- Closed Sport Camp/clinic MUST be approved/sanctioned by SSSAD Executive council prior to any camp information being distributed.
- SSSAD member schools or member school employees must complete a Closed sport camp/clinic application form
- Not open to high school students
- May only be run during designated high school sport seasons
- May only involve the elementary feeder schools of the member school applying for the camp/clinic
- May not charge an entry fee to participants
- Gym rental fee may be waived.

Application form Information

- Date of camp/clinic
- Activity involved
- Intended participants and schools involved
- Format outline of activity
- Promotion of camp/clinic

- Application forms to stay on file with SSSAD.
- Each year camp application form must be completed with the school principal's and camp director's signature.
- No follow up report is necessary.

NOTE: SSSAD member schools' hosting feeder elementary school Year End basketball and volleyball tournaments are exempt from the above camp/clinic guidelines.

Article 16: **Coaches and Supervisors**

- 16.1 In order to participate in any activity organized or sponsored by SSSAD each team must be accompanied by a staff member or principal approved (independent volunteer or support volunteer) coach supervisor (see E-3).
- 16.2 The following individuals are eligible for approval as coaches or supervisors by the principal:
- a. Active substitute teachers from the school.
 - b. Board employed professionals and/or paraprofessionals from within the school district. Paraprofessional defined as an individual trained and hired to assist the professional staff of the school.
- 16.3 Other individuals are eligible for approval as independent volunteer or support coaches by the principal.
- a. Intern teachers assigned to the member school.
See Limitations on the responsibility of Interns – U of S Internship Manual.
 - b. Volunteers: Independent or Support. See page E-3
- 16.4 Guidelines for Regional / Provincial Championships
- a. Teacher/coaches must accompany athletes to regional and provincial championships. EXCEPTION: that in some situations (with individual sports – golf, cross country, wrestling, badminton, and track) athletes at regional / provincial championships could be supervised by a teacher/coach not from their school but by a teacher/coach from the same school division provided there is consultation and agreement between school principals, teacher/coaches, and parents of the involved athletes.
- 16.5 When a parent and coach conflict require administration mediation, it is recommended that a SSSAD school representative or trusted colleague, working as a coach advocate, be included in the discussion.
- 16.6 For out-of-town travel which includes an overnight stay, a staff supervisor must accompany the team for travel and be responsible along with the independent volunteer or support volunteer for the supervision of the team. A same sex supervisor must accompany any team on an overnight stay.

Article 17:

Conduct

- 17.1** SSSAD is committed to sustaining high standards of conduct on the part of the players, coaches and spectators at all contests and out of town tournaments sanctioned by SSSAD. It is the responsibility of the member schools to make their best efforts to ensure that coaches, supervisors, teachers, and students maintain a high standard of behavior on and off the court.

General statements on conduct and discipline:

- a. The head coach is responsible to his/her principal and superintendent for all actions and conduct while coaching/supervising school teams.
 - b. The head coach is responsible for the conduct of all personnel composing the school's team (players, assistant coaches, and other bench personnel).
 - c. For a coach to address, or permit anyone on his bench to address, uncomplimentary remarks to any official during the progress of a game or to indulge in conduct which might incite players or spectators against the officials, is a violation of the rules of the game and must be considered conduct unworthy of a coach.
 - d. Behavior by any member of a team, including all bench personnel, deemed objectionable conduct as defined in the rule book for the sport shall be immediately subject to the penalty prescribed in the rule book for such an offense. In the event of the coach being ejected from a contest, the game be automatically forfeited if there is not an approved school coach/supervisor present to represent the school and supervise the team.
 - e. A team or individual shall have the right of grievance, protest, or appeal in accordance with Article 8, Article 9, and article 10.
- 17.2 Code of Ethics**
- a. SSSAD may at its annual meeting approve or amend a Code of Ethics for students, coaches, supervisors, and officials.
 - b. All students, teachers, coaches, supervisors, officials, and any other persons involved in activities sponsored or organized by SSSAD or SHSAA shall abide by the Code of Ethics of SSSAD.
 - c. Breaches of the Code of Ethics shall be immediately reported in writing to the Athletics Consultant. It is the responsibility of each member school to encourage participants to report such breaches.

17.3 Use of Alcohol and Other Drugs

- a. The use of alcohol is not allowed by any student during any activity sponsored by SSSAD or SHSAA.
- b. The use of tobacco or smokeless tobacco (including vape) products are not allowed by any student, coach, supervisor or official during any activity sponsored by SSSAD or SHSAA.
- c. The use of any non-prescription or prescription drugs by students shall be allowed only if authorized by a qualified medical practitioner.

17.4 Player Ejection

A Player/Coach Ejection Form will be completed by the official and sent to the SSSAD Athletic Consultant immediately following the game.

- a. If a player is ejected from a contest by an official, that player shall be suspended for the remainder of the contest during which the ejection took place, and:
 - i that player shall be suspended from the next previously scheduled game to be played by the player in that sport.
 - ii if that player is in the final year of eligibility and is ejected from the final contest of the year in a particular sport, the player shall be suspended from the next contest to be played by the player in any sport.
- b. Such suspensions shall be automatic.
- c. Coaches are required to report the player ejection to the Sport Commissioner immediately following the game. Coaches are required to submit the completed player ejection form to the Sport Commissioner and the Athletics Consultant the next school day.
- d. All player ejections are to be reported to Executive Council for review. Further sanctions maybe imposed by the Executive Council should circumstances warrant such action.
- e. A second ejection from a game will be dealt with by the Executive Council in consultation with the head referee of the game. Further sanctions maybe imposed by the Executive Council should the circumstances warrant such action.
- f. If a suspended player plays in a contest the suspended player's team shall forfeit the game. It is the coaches' responsibility to ensure that a player ejected from a game does not play in the next game.

17.5 Coach Ejection

Ejection of Coach from a Contest (SHSAA Handbook – p 51)

If a coach is ejected from a contest the incident shall be reported in writing by the official and by the host school to the Executive Director who shall investigate the matter to determine if there was a breach of the bylaws of the Association. [See COACHES AND SUPERVISORS; 5. b)

COACHES AND SUPERVISORS (5.b):

1. In order to participate in any activity organized or sponsored by the Association or by its Members each team must be accompanied by an approved coach or supervisor who will remain present during the entire activity.
2. In the event of a coach being ejected from a contest, the contest will be forfeited if there is not another approved coach or supervisor present to supervise the team.

17.6 Discipline problems will be dealt with by SSSAD, or the Board of Review or the principal(s) of the school(s) involved as determined by the Athletics Consultant.

Article 18: Sanctioning of Tournaments

18.1 SSSAD reserves the right to award sanction for tournaments hosted by its member schools, in any sport, and the representation of Saskatoon high schools to tournaments outside of Saskatoon.

18.2 Tournament Requirements

All tournaments operated by member schools must meet the following:

- a. Tournaments must include only high school students who meet the eligibility requirements of SHSAA or the eligibility requirements of SSSAD.
- b. Awards are restricted to a team trophy, shield and/or individual ribbons, trophies, medallions or crests, and any other individual award not exceeding a value of \$100.00.
- c. Teams may not play out of province unless sanctioned by SHSAA and approved by principal and superintendent.
- d. For basketball and soccer tournaments, no more than 96 minutes and 180 minutes respectively (exclusive of overtime) are to be scheduled for any one day.
- e. No Sunday games or contests shall be scheduled.
- f. The tournament is not organized for the purpose of determining or leading to a Regional or National High School Championship.

- g. The contest must not violate the bylaws, or regulations of SSSAD or SHSAA or the host organization.
- h. As per SHSAA Policy, the maximum tournament entry fee charged per team is
 - Basketball - \$250 per team
 - Volleyball - \$150 per team
- i Any tournament of special nature that may involve conditions other than set out by the bylaws must be approved by the Executive Council of SSSAD and SHSAA.

18.3 Sanctioning of Tournaments

- i Tournaments must be sanctioned. No student or team from a member school shall compete in any international or inter-provincial tournament unless all participating provincial and /or state organizations have sanctioned the contest.
- ii No student or team from a member school shall compete in any tournament unless the contest has been sanctioned by SHSAA, or in accordance with the bylaws the contest does not require a written sanction.
- iii Tournaments hosted by member schools and involving only Saskatchewan teams and players from schools do not require a written SHSAA sanction.
- iv All tournaments and exhibition play involving teams or players from out-of-province schools must obtain written sanction from SHSAA.
- v Applications by member schools for tournament or exhibitions with out-of-province teams must be made 4 weeks prior to the event.
- vi If a sanction is not received, the onus of checking for approval is on the team, and invitations should not be accepted until sanction has been received.

Article 19: Finances

- 19.1** SSSAD shall budget for the expense and retain the revenue from all intercollegiate competitions within the Saskatoon high school district. Further financial arrangements for inter-district competition, leading directly to provincial play downs, will be made with SHSAA by SSSAD.
- 19.2** A User Fee per athlete per sport of an amount determined each spring by the SSSAD office and approved Executive Council will be charged all students participating in SSSAD sponsored activities (green, blue, junior, and senior). Schools will be billed, based on eligibility forms submitted, three times per year by the office of the Athletic Consultant.

- 19.3** Schools hosting SSSAD yearend green, blue or junior tournaments shall be entitled to a hosting grant as determined by the Executive Council substantiated by a financial statement received and adopted by Executive Council.
- 19.4** The total cost of transportation of teams representing the Saskatoon District at provincial championships will be provided by SSSAD subject to the following:
- i. Mode of travel by commercial bus, van or car will be determined by SSSAD in consultation with the school and/or sport concerned.
 - ii. The total complement of a team representing Saskatoon District will be basically: football 50, soccer 20, volleyball 15, basketball 15, curling 6, wrestling 186, badminton 16, cross country 60, track and field 120.
 - iii. For private car transportation the allowance will be the recognized complement of a full team. If more than one private car is used the total allowance will be shared.
 - iv. The team must have participated in SSSAD league play.
- 19.5** All Conference and Regional Championship travel and accommodation to be organized and paid for by the participating school.

Article 20: **Breach of Bylaws**

20.1 Breach of bylaws by students or teams

- a. If any player or team is alleged to have violated any of the bylaws of SSSAD or of the Association, the incident shall be verbally reported to Athletics Consultant.

Initially the grievance should not be put in writing, nor released to the news media, or discussed as an issue with staff or students. The Athletics Consultant will outline the alternatives to be followed if this is to be further pursued.

- b. If the school registering the grievance wishes to proceed further, the Athletics Consultant shall;
 - 1) advise the other parties involved, sport commissioner and SSSAD President,
 - 2) investigate the alleged breach and may speak with the students, coaches, teachers, officials involved, and any other party deemed advisable
 - 3) consult with the principal of the school or schools involved
 - 4) Athletic Consultant may at this point arrange a meeting with the two parties to resolve the concern or refer it to the SSSAD Executive Council or directly to The Board of Review.

- c If the grievance is to proceed beyond this stage, the complaint must be reported in writing to the Athletics Consultant who will receive it on behalf of SSSAD. A copy of this written complaint shall be given to appropriate personnel against whom the complaint is directed, the sport commissioner, and SSSAD President. This written complaint must be submitted within 48 hours of the incident or of the meeting between the parties and must be signed by the coach, the SSSAD representative and an administrator of the school.
- d SSSAD Executive Council shall be convened to resolve the grievance. The Athletics Consultant shall give a brief written report to the Executive Council of the incident and the action taken.
- e SSSAD Executive Council shall rule on and make recommendations arising out of the protest to help prevent a recurrence. If the issue cannot be resolved by the Executive Council, then the Board of Review will convene to resolve the issue.
- f If any member school disagrees with any decision made by the Executive Council, the member school **may appeal** that decision to the SSSAD Board of Review, whose decision on the matter will be final. All appeals must be submitted in writing by the principal of the school within 48 hours of the SSSAD Executive Council's decision. A meeting of the Board of review will be called at the earliest possible convenience to deal with the appeal. (See Appeals 10.1)

20.2 Breach of Bylaws by Coaches or Supervisors

- a. If any coach or supervisor is alleged to have violated any of the bylaws of SSSAD or of the Association, the incident shall be verbally reported to the Athletics Consultant.

Initially the grievance should not be put in writing, nor released to the news media, or discussed as an issue with staff or students. The Athletics Consultant will outline the alternatives to be followed if this is to be further pursued.

- b. If the person/school registering the grievance wishes to proceed further, the Athletic Consultant shall:
 - i advise the other parties involved, sport commissioner and SSSAD President, of the action and advise that person/school to inform his/her superior (principal, superintendent) where appropriate,
 - ii investigate the alleged breach and may speak with the students, coaches, teachers, officials involved, and any other party deemed advisable
 - iii consult with the principal of the school or schools involved
 - iv Athletics Consultant may at this point arrange a meeting with the two parties to resolve the concern or refer it to the SSSAD Executive Council or directly to The Board of Review.
- c If the grievance is to proceed beyond this stage, the complaint must be reported in writing to the Athletics Consultant who will receive it on behalf of SSSAD. A copy of this written complaint shall be given to appropriate personnel against whom the complaint is

directed, the sport commissioner, and SSSAD President. This written complaint must be submitted within 48 hours/2 school days of the incident or of the meeting between the parties and must be signed by an administrator of the school.

- d In some cases (discipline of coach) the issue may go directly to The Board of Review or may be dealt with by the principal or superintendent. The Athletics Consultant shall give a brief written report of the incident and the action taken.
- e If the issue cannot be resolved by principal or superintendent then the Board of Review will be convened to resolve the issue. The Board of Review shall rule on and make recommendations arising out of the protest to help prevent a recurrence. The Board of Review will act as the final appeal board, whose decision on the matter will be final.

20.3 After completing the required investigation and consultation, violations of the bylaws by schools, teams and /or individuals are subject to sanctions imposed at the discretion of the Executive Council, and may include any of the following:

- a. letter of concern, or
- b. letter of reprimand, or
- c. period of probation of up to one year, or.
- d. declares a forfeiture of a contest, or
- e. declares a forfeiture of a championship, or
- f. impose a period of suspension on a student, or a team of up to one year.

Article 21 **Protests**

21.1 Protests concerning player eligibility may be submitted to the SHSAA who rules on such issues and a copy to the Athletics Consultant at any time during the season of the sport.

21.2 The decisions of officials shall be followed by all participants. Protests of rulings made by officials arising from the conduct of a game must follow the procedures listed below:

- a Any protest regarding the decision of an official at a league or playoff contest within the District shall be made immediately, or as soon as reasonably possible, to the Sport Commissioner and Athletic Consultant. This protest must be made in writing, time permitting, using the Coach Reporting Form.
- b. The decision by the Sport Commissioner and the Athletics Consultant shall be made as soon as possible after hearing from the concerned parties and making any necessary investigation.
- c. The decision of the Sport Commissioner and the Athletic Consultant concerning any protest may be appealed to the SSSAD Executive Council.

- 21.3 Protests shall be screened as early as possible by the SSSAD Executive Council and referred to the Board of Review if necessary.

Article 22 **Appeals**

- 22.1 Any school or individual (student or staff) has the right to appeal to the Executive Council regarding any decision of SSSAD. The appeal must be in writing, time permitting, and signed by SSSAD representative and the school principal. The appeal must be submitted within 48 hours of the decision to the Athletic consultant who will receive it on behalf of SSSAD. The Executive Council must act on the basis of the appeal as revealed by the President. Appeals arising out of a sport shall be dealt with at a meeting with at least a quorum of the Executive Council present. Appeals may be referred to a Board of Review if deemed necessary.
- 22.2 The Executive Council shall be asked to hear representations from the member school representing the appeal opinion.
- 22.3 In case there is not sufficient time to secure the decision of the appeal before an event must take place, the member school registering the objection shall act in accordance with the majority opinion of the Executive Council without prejudice as to its appeal.

Article 23: **Green, Blue and Junior Sports**

- 23.1 The organization, administration and conduct of green, blue, and junior sports in Saskatoon high schools will be organized, supervised, and monitored by SSSAD with the Principals' Committee sanction.
- 23.2 For regulations and guidelines governing all green, blue, and junior sports, refer to High School Green, Blue and Junior Athletic Guidelines - Individual Sports Bylaws.
- 23.3 SSSAD will provide financial subsidies to schools for green, blue, and junior officiating costs. The amount will be determined annually by SSSAD.
- 23.4 Intermediate and junior age divisions in sports leading to provincial competition, shall conform to SHSAA regulations.