

# OFFICIAL HANDBOOK

## ALBERTA SCHOOLS' ATHLETIC ASSOCIATION

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**2015-2016**

Copies of the policy handbook are available from:

Alberta Schools' Athletic Association  
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The Alberta Schools' Athletic Association is incorporated under the Societies Act of Alberta and is affiliated with School Sport Canada the Canadian Interscholastic Athletic Administrators Association and the National Federation of State High School Associations.



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## Historical Overview

The first organizational meeting of the ASAA was held in Calgary on March 17, 1956. The first meeting was inspired by the desire to have a provincial championship in high school boys basketball and the realization that it was time to establish a structure for the overall coordination of school sport in the province. Out of that meeting came the first provincial basketball tournament as well as the constitution that has been the cornerstone for growth and development during the past 60 years.

The activities sponsored by the ASAA have continued to grow in accordance with the consistent increase in membership (schools). The participation in boys basketball continued to increase and girls began to compete at the provincial level in 1960. By 1966, both boys and girls were competing in A, B and C divisions.

Track and field was the second activity sponsored by the Association with the first provincial competition held in 1958. Badminton was added to the schedule of provincial events in 1963 and soon after, in 1964, the first ASAA volleyball competition was held. It was not until 1968 that cross country was hosted, bringing the total number of activities to five.

In 1970, gymnastics was held in Calgary, followed in 1971 by wrestling and in 1977 by curling. By 1983, there was a demand for golf and cheerleading provincials, so those two sports were adopted by the ASAA. Football was added in 1985 but gymnastics was eliminated in 1989. In 1995, girls wrestling was introduced on a two-year trial basis and became permanent in 1997. The first ASAA provincial rugby championship was held in June 2006, and in April 2010, the ASAA introduced Team Handball, bringing the total number of activities to twelve. In May 2011, the ASAA added 6-man football to its list of sports, expanding our growth in Football.

As the number of activities increased, there was a growing need for changes in policy, communication, organization and public relations. In 1970, each activity appointed a commissioner as a resource person, resulting in a continual upgrading of the caliber of provincial competitions. In 1974, four levels of classification were set up for volleyball and basketball based on the size of the participating schools. In 1984, the original geographical structure of 10 zones was reduced to eight - two urban and six rural.

In 2008, the ASAA created the Alberta Interscholastic Athletic Administrators Association, a professional development organization offering education and certification for school athletic administrators - a first in Canada. In 2011, the ASAA created Canada's first online coach education program and has continued to expand the number and scope of course offerings since that time.

## General Information

The Alberta Schools' Athletic Association is a voluntary, non profit organization that has been established to coordinate a program of worthwhile athletic activities for the young people of Alberta in an educational setting. The membership, currently 373 high schools, ultimately determines the policy of the Association through representation on the provincial Board of Governors.

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

Although ASAA activities operate for the benefit of the students, it is the volunteers administering, coaching and promoting the program that are responsible for its success. Over 9000 school personnel and other volunteers in Alberta donate their time and talent to ensure that the schools' athletic programs will provide enjoyable, positive athletic experiences for their students.

ASAA Bylaws and Policy are intended to provide direction in the areas of equitable competition and ethical standards for all involved with school athletic programs. Technical expertise is provided through appointed commissioners and close liaison with provincial sports governing bodies.

The Association's main source of funds are as follows: the Alberta Sport Connection (lottery funds) through the Ministry of Culture and Tourism; membership fees; fundraising (casinos); and corporate assistance. The majority of funding is distributed in the following areas: officiating costs for provincial competitions; delegate expenses to meetings; publications and rule books; medals, trophies, banners and other provincial championship supplies; office administration - postage, printing, telephones, web hosting and related expenses, supplies, etc.; and staff salaries and benefits.

Over the past 60 years, the ASAA has served as a communications medium for Alberta high schools. The opportunity for teachers and coaches to exchange information and for students to travel province wide to engage in friendly athletic competition is a valuable educational experience for all participants. Currently the ASAA:

- distributes yearbooks that have been published annually since 1967
- provides athletic opportunities in 12 different activities
- has a membership of 373 high schools
- provides equal opportunities for male and female athletes
- supports 25-33 provincial championship host locations in awarding 65 championship banners
- provides e-newsletters, policy handbooks, activity calendars, rulebooks, scorepads, competition host handbooks and other resources to member schools
- maintains an active and regularly updated website
- financially supports the Alberta Interscholastic Athletic Administrators Association (AIAAA), an organization created in 2008/09 to coordinate a professional association, encompassing an education and certification program for school athletic directors

6 coordinates an online coach education program; [www.schoolcoach.ca](http://www.schoolcoach.ca)

## ASAA EXECUTIVE AND STAFF

### **President**

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### **Assistant Director\***

#### **Coach Education**

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## ZONE EXECUTIVE (continued)

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## Follow us on Online!

Keep upto date with ASAA news, photos, videos, championship information, scholarships, contests, online education and much more, by following ASAAProvs on Twitter!



@ASAA

## OTHER BOARD MEMBERS

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TBA

### **ASAA Member at Large**

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## PROVINCIAL CHAMPIONSHIP HOSTS 2015-2016

ACTIVITY	DATE	LOCATION (Zone)
Golf	September 28-29	Grande Prairie Composite (NW)
Cross Country	October 17	Spirit River Regional Academy (NW)
Football	November 27-28	Footo Field (Edm)
Volleyball		
1A Girls	November 26-28	St. Thomas More, Fairview (NW)
1A Boys	November 26-28	École Heritage, Falher (NW)
2A Girls	November 26-28	Vauxhall High (S)
2A Boys	November 26-28	Strathcona-Tweedsmuir, Okotoks (SC)
3A Girls	November 26-28	Bonnyville Centralized (NE)
3A Boys	November 26-28	Peace Wapiti Academy, Grande Prairie (NW)
4A Girls & Boys	November 26-28	Jasper Place (Edm)
Wrestling		
Rural	Feb 26-27	Lethbridge Collegiate Institute (S)
Provincial	March 11-12	Edmonton, in rotation
Curling	March 3-5	Ponoka Secondary Campus (Cen)
Basketball		
1A Girls	March 17-19	Trochu Valley High (SC)
1A Boys	March 17-19	Livingstone School, Lundbreck (S)
2A Girls	March 17-19	Picture Butte (S)
2A Boys	March 17-19	La Crete Public (NW)
3A Girls & Boys	March 17-19	Olds High (SC)
4A Girls & Boys	March 17-19	Red Deer (Hunting Hills, Lindsay Thurber & Notre Dame)
Cheerleading	April 8-9	TBD
Team Handball		
Tier I	April 29-30	TBD
Tier II	April 29-30	Old Scona, Edmonton
Badminton	May 6-7	Edmonton in rotation
Track & Field	June 3-4	Footo Field, Edmonton (North in rotation)
Rugby	June 3-4	Winston Churchill, Lethbridge (S)



SPORTSMANSHIP • ETHICS • INTEGRITY

# **BYLAWS FOR THE ALBERTA SCHOOLS' ATHLETIC ASSOCIATION**

## **ARTICLE I - NAME**

**The name of the society is - ALBERTA SCHOOLS' ATHLETIC ASSOCIATION**, hereinafter referred to as the ASAA or the Association.

## **ARTICLE II - MEMBERSHIP**

- A. Membership in the ASAA is open to any Alberta senior high school that is accredited by Alberta Education. Online registration is required by October 10 and payment of dues shall be made to the Zone Secretary prior to October 15 of the school year in which the school wishes to participate and agrees to comply with all Bylaws and Policies of the Association.
- B. Application for membership in the ASAA shall be made by the Zone Secretary to the Executive of the ASAA prior to November 1 of the current year.
- C. Any member wishing to withdraw from membership may do so upon a notice in writing to the ASAA Executive. If any member is in arrears of annual fees or assessments for any year, such a member shall be automatically suspended and thereafter be entitled to no membership privileges until reinstated.
- D. Upon a 75 per cent majority vote of the provincial Board of Governors at a general meeting, any member can be expelled from the Association for any cause that the Board may deem reasonable.
- E. The position of the ASAA regarding schools/individuals becoming members of provincial sport associations (PSA) is as follows:  
The ASAA will pay a nominal membership fee annually to associations that will provide automatic membership to all ASAA member schools. Information to be provided to the PSA's under such an arrangement will be the same as that received by the ASAA on the standard registration forms and **will not** include such things as home addresses and telephone numbers of students or other information protected by privacy legislation. PSA's not interested in such a blanket membership arrangement but wishing to obtain school members may contact schools on an individual basis and schools will decide whether they are interested in taking out such memberships.

### **ARTICLE III - ORGANIZATION**

The Alberta Schools' Athletic Association is an organization of Alberta high schools affiliated for the purpose of providing leadership in the promotion of high school sport.

- A. The governing body of the ASAA shall be the provincial Board of Governors (hereinafter referred to as the Board of Governors or Board), consisting of the following:
1. The Directors (Executive Committee) (as outlined in ARTICLE IV., page 19)
  2. Three representatives from each zone, two of whom must be certified teachers and a third representative who can be either a certified teacher or zone secretary who is not required to be a certified teacher. One of the three representatives must be:
    - a) a school based administrator, or;
    - b) a zone executive officer, or;
    - c) a central office staff memberwith at least one of the three being female and at least one being male. Retired certified teachers are eligible.
  3. Commissioners, who shall be certified teachers elected by the Board of Governors on the basis of at least one per sport in which there is competition at the provincial level and serving for a term of four years.
  4. One Sportsmanship Commissioner who shall be a certified teacher elected by the Board of Governors and serving for a term of four years.
  5. One Officials Commissioner who shall be a certified teacher elected by the Board of Governors and serving for a term of four years.
  6. One Member at Large who shall be a certified teacher elected by the Board of Governors and serving for a term of four years.
  7. One representative from each of the following:
    - a) Alberta Education
    - b) Alberta Sport Connection (Ministry of Tourism, Park and Recreation)
    - c) Alberta Teachers' Association (ATA)
    - d) Health and Physical Education Council (HPEC)
    - e) Alberta Universities Athletic Association (AUAA)
    - f) Alberta School Boards Association (ASBA)
    - g) College of Alberta School Superintendents (CASS)
    - h) Alberta Colleges Athletic Conference (ACAC)
    - i) Alberta Interscholastic Athletic Administrators Association (AIAAA)
- B. The Board of Governors may on reasonable grounds remove any member of the Board of Governors before the expiration of that Board member's term of office. Further, any member of the Board of Governors shall be entitled to resign from the Board by delivering written notice of such resignation to the Executive Director.

- C. The activities of the Association shall be governed by provincial legislation (Bylaws and Policies). This legislation shall specifically govern the participation of any team or individual from any member school **in any activity leading to an ASAA provincial competition.**
- D. ASAA activities shall be administered through eight geographic zones, each having its own governing legislation. Zones are responsible for determining zone representatives to ASAA provincial championships (except in football where assigned regions are responsible for determining representatives). Individual zones shall be responsible for determining school representatives to zone competition. All individuals or teams competing for a berth at zone, regional or provincial competition must adhere to ASAA eligibility. Zones (or member schools of a zone) may establish and follow policy that is more restrictive than that of the ASAA but shall follow policy that fits within the parameters as set by ASAA policy. (This includes all items on eligibility). Format for competitions beyond the zone level will be established by the ASAA.
- ASAA zones shall be as follows:
1. **South:** to include Counties of Cypress, Forty Mile #8, Lethbridge #26, Vulcan, and Warner #5; Municipal Districts of Cardston #6, Pincher Creek #9, Ranchland #66, Taber, and Willow Creek #26; Improvement District 4.
  2. **South Central:** to include Counties of Kneehill, Mountain View, Newell #4, Starland, and Wheatland; Municipal Districts of Acadia #34, Bighorn #8, Foothills #31, and Rocky View #44; Improvement Districts of Kananaskis, and ID 9; Special Areas 2 and 3.
  3. **Calgary:** to include Calgary City.
  4. **Central:** to include Counties of Beaver, Camrose #22, Flagstaff, Lacombe, Paintearth #18, Ponoka, Red Deer, Stettler, and Wetaskiwin #10; Municipal Districts of Clearwater #99, Provost #52, and Wainwright #61; Special Area 4.
  5. **North Central:** to include Counties of Athabasca #12, Barrhead #11, Lac Ste. Anne, Leduc, Parkland, Strathcona, Sturgeon, Thorhild #7, Westlock, Woodlands, and Yellowhead; Municipal District of Brazeau #77; Improvement Districts of Jasper, ID 12, and ID 25
  6. **Edmonton:** This currently includes the schools of Edmonton Metro Athletic Association and Edmonton Public School Board (and those schools grandfathered in to the Edmonton Public league).
  7. **North East:** to include Counties of Lakeland, Lamont #30, Minburn #27, Smoky Lake, St. Paul #19, Two Hills #21, Vermilion River #24, Municipal District of Bonnyville #87; Improvement Districts 13 and 24; Regional Municipality of Wood Buffalo
  8. **North West:** to include Counties of Birch Hills, Grande Prairie #1, and Saddle Hills; Municipal Districts of Big Lakes, Clear Hills #21, East Peace #131, Fairview #136, Greenview #16, Lesser Slave River #124, Mackenzie #23, Northern Lights #22, Opportunity #17, Peace #135,

Smoky River #130, and Spirit River #133.

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

- E. For purposes of regional competitions when held, the North region comprises North Central, North East and North West Zones and the South region comprises Central, South Central and South Zones unless stated otherwise in policy.



*Vision*

*Alberta, the premier sport delivery system in Canada*

*Mission*

*To enhance, advocate, and inspire participation and partnership  
as Albertans strive for excellence in sport*

*Values*

*Efficiency - we efficiently deliver services to our clients*

*Respect - we show consideration and appreciation for diversity*

*Integrity - we conduct ourselves ethically and are open, honest and fair*

*Accountability - we are accountable for our actions*

*Excellence - we are committed to continually improving the services we deliver*

*Leadership - we initiate collaborative partnerships to achieve our goals*

*Creativity - we use innovative approaches to achieve business goals*

*Core Business*

*1. Advocacy, Communications and Marketing*

*2. Multi-Sport Games*

*3. Sport Development*

*4. Sport Excellence*

*5. Sport Leadership Development*

*6. Sport Major Event Hosting*

*7. Fund Development*

*The ASAA appreciates the annual operational funding support it receives from ASC*

# ASAA ZONES



## ARTICLE IV - DIRECTORS

The Directors of the Association are the members of the Executive Committee and shall consist of the following:

- A. **President** - must be an Alberta certified teacher who shall retain office for a two-year term.
- B. **Past President** - shall retain office for one year following the term of office as president.
- C. **Vice President** - must be an Alberta certified teacher who shall retain office for one year and shall ascend to the presidency the following year.

The Board of Governors will ensure that a **school based administrator** (principal, vice principal, assistant principal) or a **central office** staff member occupies two of the six positions (president, vice president or past president, executive member at large and three athletic directors).

- D. **Executive Member at Large** - must be an Alberta certified teacher who shall retain office for a four-year period. This member shall be nominated by the Executive and appointed by the Board of Governors. This appointed person must have held a position on the Board of Governors for a minimum of five years and preferably (but not limited to) be a past member of the Executive.
- E. **Directors of Athletics (3)** - there shall be three Directors of Athletics all being Alberta certified teachers, there shall be at least one of each gender at all times and each retaining office for a three-year term. Each year a new Director of Athletics will be voted in.
- F. **Executive Director** - shall be a paid official of the Association, appointed by the Board of Governors and responsible to it.

## ARTICLE V - DUTIES OF THE EXECUTIVE COMMITTEE

- A. The **Executive Committee** shall, subject to the Bylaws or directions given it by a majority vote at any properly constituted general meeting, have full control of the affairs of the Association. Meetings of the Executive Committee shall be held as often as the business of the Association requires and shall be called by the President. Special meetings may be called on the instruction of any two members thereof, provided they request of the President in writing to call such a meeting and state the business to be brought before the meeting.

- B. The **Executive Committee** may on reasonable grounds remove any member of the Executive Committee before the expiration of that Executive Committee member's term of office. Further, any member of the Executive Committee shall be entitled to resign from the Executive Committee by delivering written notice of such resignation to the Executive Director.
- C. The Executive may meet with individuals or Executive of other sport/ education agencies when deemed appropriate.

**The Executive Committee has the authority to rule on any issue not clearly covered in the handbook.**

## **ARTICLE VI - DUTIES OF MEMBERS OF THE EXECUTIVE COMMITTEE**

### **A. President**

1. To preside at the general and executive meetings of the Association when present and able to act. The president shall remain in that role for a two-year term. The President will normally serve as the ASAA Executive's representative to the Canadian School Sport Federation Board of Directors.
2. To represent the Association in contacting the Ministry of Education, the press and the public.
3. To inquire into any matter pertaining to the affairs of the Association. The President may ask any representative to attend any meeting.
4. To be an ex-officio member of each committee authorized by the ASAA.

### **B. Past President**

The Past President shall retain office for one year following the term of office as President or until the position is taken by a successor. He/she shall act as a resource person for the newer members of the Executive and shall assist with the overall administration of the Association. The Past President shall serve as the chairperson of the ASAA nominating committee. The Past President will reside over Executive and Board of Governors meetings in the absence of the President. The Past President shall be the chair of the salary committee made up of the Past President or most recent Past President, the President and the Executive Member at Large.

### **C. Vice President**

The Vice President shall attend general and executive meetings of the Association and assume the responsibilities of the President when that officer or the Past President is unable to act or is not present and shall assist with the overall administration of the Association. The Vice President shall assume the role of President for their second and third years in office.



**D. Executive Member at Large**

The Executive Member at Large shall have sufficient experience in the ASAA Board of Governors to provide input and advice from an historical perspective. He/she shall advise the President on protocol and precedence and shall be a full voting member of the Executive. Although not required, the Executive Member at Large should be a past Executive member and preferably a Past President. In the absence of all other officers of the Executive (President, Past President or Vice President), the Executive Member at Large shall assume the duties and responsibilities of the President. The Executive Member at Large shall assume the role of staff liaison to the Executive Committee.

**E. Directors of Athletics**

The Directors of Athletics shall be elected for a three-year term. The Directors shall assist with the overall administration of the Association and shall serve as major spokespersons for the athletics program.

**F. Executive Director**

- a. The Executive Director is a non-voting ex-officio of the Executive Committee.
- b. It shall be the duty of the Executive Director to attend all the meetings of the Association, the Executive Committee, and of the Board, and to keep and file in the Association office accurate minutes of the same.
- c. Association Seal: He/She shall have charge of the seal of the Association which whenever used shall be authenticated by the signature of the Executive Director or President or, in the case of the death or inability of either to act, by the Vice-President or Past-President in the case of absence of the Executive Director.
- d. The Executive Director will oversee receipt of all monies paid to the Association and be responsible for the deposit of same in whatever Bank, Trust Company, Credit Union or Treasury Branch the Board may order. He/She shall properly account for the funds of the Association and oversee the keeping of such books as may be directed. He/She shall present a full detailed account of receipts and disbursements to the Board whenever requested (given reasonable notice) and shall prepare for submissions to the Annual Planning Meeting of the Board, a statement duly audited of the financial position of the Association and file a copy of same in the Association office records. The Executive Director is empowered to hire a bookkeeper as required.
- e. The Executive Director shall oversee the keeping of a record of all members of the Association and their addresses, send all notices of the various meetings to the members via the zone secretary as well as making those notices available on the Association's website as required, and oversee collection and receipt the annual dues or assessments levied

by the Association. Such monies shall be promptly deposited in a Bank, Trust Company, Credit Union or Treasury Branch as required.

G. **Quorum** - Any four elected members shall constitute a quorum.

## **ARTICLE VII - REMUNERATION**

Unless authorized at any meeting and after notice for same shall have been given, no director, officer or member of the association shall receive any remuneration for his/her services.

## **ARTICLE VIII - ELECTION OF DIRECTORS**

- A. Subject to Article XII, candidates for the offices of President, Vice-President, Executive Member at Large and Directors of Athletics shall be nominated from the floor at the Annual General Meeting and shall be voted upon at that meeting.
- B. Only members of the Board of Governors in attendance shall be entitled to vote.
- C. The President shall appoint two election clerks who shall receive and count the ballots. The President shall act as judge of the election.

## **ARTICLE IX - VOTING**

- A. Voting privileges shall consist of one vote for each of the accredited members of the Board as are present in person with the exception of the Executive Director and other ASAA staff who shall be non-voting members.
- B. At times other than an Annual General Meeting, a mail vote may be taken on matters of general administration. Ballots must be kept until the following general meeting.

## **ARTICLE X - AUDITING**

- A. All books and vouchers must be submitted to an auditor appointed by the Executive or two members of the Board not serving on the Executive Committee appointed by the Executive, who shall prepare an audited financial statement to be presented annually at the Annual Planning Meeting.
- B. The books and records of the Association may be inspected by any member of the Association at any time giving reasonable notice and arranging a time satisfactory to the Executive Director.
- C. The fiscal year of the Association shall be September 1 - August 31.

## ARTICLE XI - DISSOLUTION

- A. Dissolution of the Alberta Schools' Athletic Association requires a Special Resolution of the Membership.
- B. Upon the dissolution of the Alberta Schools' Athletic Association and after payment of all debts and liabilities, the remaining property of the Association shall be distributed to such other eligible not-for-profit, charitable or religious organization, as defined by the Alberta Gaming and Liquor Commission.

## ARTICLE XII - MEETINGS

### A. General Meetings

General meetings of the society may be called at any time by the Executive Director at the direction of the President or Board of Governors in writing to the last known mailing address or fax number or email address of each member, delivered via mail, fax or email eight days prior to the date of such a meeting.

### B. Special Meetings

A special meeting shall be called by the President or Executive Director upon receipt of a petition signed by one-third of the members in good standing, setting forth the reasons for calling such meeting, which shall be by mail, fax or email to the last known mailing address, fax number or email address, delivered at least eight clear days prior to the meeting.

- C. The provincial Board of Governors shall hold two general meetings annually. The Annual General Meeting will occur during the **second week** (2<sup>nd</sup> Thursday/Friday) **in May**. The Annual Planning Meeting will occur during the **first week** (1<sup>st</sup> Thursday/Friday) **in December**. Time and location to be set by the Executive.

- D. The Directors of the provincial Board of Governors shall be elected by the Board of Governors at the Annual General Meeting.

- E. A quorum will consist of two Directors and at least one voting member from a majority of ASAA zones at any general, special or annual meeting of the Board of Governors.

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

1. Reading/Approval of Minutes
2. Business Arising Out of Minutes
3. Reading of Communications
4. Financial Report
5. Notices of Motion
6. Reports of Committees

7. Unfinished Business
8. New Business
9. Discussion of Topics
10. Election of Officers (Annual General Meeting)
11. Other Business
12. Adjournment

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

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

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

I. The Annual Planning Meeting will provide workshop sessions for:

1. Commissioners
2. Zone presidents
3. Zone secretaries
4. Zone delegates at large
5. Other board members: Universities; Colleges; CASS; ASBA; ATA; Alberta Education; HPEC; AIAAA; Alberta Sport Connection (Alberta Tourism, Parks and Recreation)

These groups will:

1. review past activities;
2. suggest changes to be made for improvement of program;
3. consider new/alternate programs;
4. consider funding possibilities;
5. consider new directions that would benefit high school students;
6. consider current issues.

Provision will be made to set aside some time for a business meeting to deal with matters of an emergent nature.

## ARTICLE XIII - BORROWING POWERS

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

## ARTICLE XIV - AMENDMENTS TO BYLAWS

- A. In the future the bylaws can only be changed by a special resolution of the members. Amendments to these Bylaws may be made by a 75 per cent majority vote of the Board in attendance at a duly constituted meeting.
- B. Amendments to Bylaws may be submitted by zones, schools or the Executive Committee. Schools submitting such amendments must advise their respective Zone Executive.
- C. All items under Policy may be amended by a majority vote of the provincial Board of Governors. Proposed amendments must be submitted, in writing, to the ASAA office by April 1. The amendments to be considered will be posted on the ASAA website and available to all member schools at least **three weeks** prior to the Annual General Meeting.
- D. Notices of motion to amend the Bylaws may be waived where such an amendment is clearly of a housekeeping nature and does not change the intent of the Bylaws.

## Government Funding Sources of ASAA

Government  
of Alberta ■



ALBERTA  
SPORT  
Connection

Alberta  
Freedom To Create. Spirit To Achieve.



# **POLICY FOR THE ALBERTA SCHOOLS' ATHLETIC ASSOCIATION**

## **SECTION I – OBJECTIVES, MISSION AND VISION STATEMENT**

### **A. Mission Statement**

To advocate involvement in school sport as an integral part of education and to provide governance of interschool sport activities for high school students through fair play and equal opportunity.

### **B. Vision Statement**

School Sport...Empowering Alberta Youth.

### **C. Objectives**

1. To foster, facilitate and direct activities of the ASAA in such a manner that Alberta Education, Alberta Tourism, Parks and Recreation, Alberta School Boards and concerned post secondary institutions regard these activities as educational and recreational endeavours, beneficial to high school youth and worthy of active encouragement.
2. To maintain good sportsmanship, integrity and good will within and between high schools participating in interschool athletics.
3. To plan athletic activities in such a way as to cause no great interference with school attendance.
4. To promote among students an awareness that:
  - a) the primary aim of school is education;
  - b) athletics provide significant physical, social, cultural and emotional values;
  - c) the use and abuse of drugs would be detrimental to their well being.
5. To establish and maintain acceptable standards of:
  - a) coaching practices;
  - b) traveling of teams and spectators;
  - c) conduct of teams and spectators.
6. To serve as a liaison for distributing information to junior high schools/ junior high school associations, either directly or with the cooperation of neighbouring member high schools.
7. To encourage positive communication and cooperation among schools, sport governing bodies and community sport groups.

## **SECTION II - CODE OF ETHICS**

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

The Association recognizes that the school administration is responsible for all athletic programs and the conduct of all school representatives, whatever

the level and location of the competition. In recognition of this authority and responsibility, the Association presents the following general guidelines.

### **Fair Play and Sportsmanship**

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

#### **A. Coaches**

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

#### **B. Athletes**

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

#### **C. Cheerleaders**

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

#### **D. Spectators**

- a. Spectators, both student and adult, must demonstrate courtesy and good sportsmanship by positive cheers of encouragement for their team, not against the opposing team. This is evidenced by the absence of booing and vulgarities. Spectators must also show proper acceptance of officials' judgment. Artificial noisemakers are not permitted during provincial championship tournaments/event including: badminton, basketball, cheerleading, curling, golf, team handball, track & field, volleyball and wrestling. With the exception of air horns and electronic megaphones, noisemakers are permitted at cross country, football and rugby. Prohibited noisemakers may include but are not limited to: air horns, cow bells, plastic tube horns, garbage can lids, etc. The provincial championship host shall have the authority to eject from the competition facility individuals who, following a warning, refuse to comply with this requirement.
- b. Eviction for Inappropriate Language and/or Behaviour  
The Executive Committee or its host/designated representative shall have authority to direct any person to immediately leave any premises or venue hosting any ASAA sanctioned event if that person:
  1. exhibits rude or abusive behaviour to any other person
  2. uses vulgar, obscene or abusive language and/or gestures
  3. fails to promptly follow any reasonable direction given to that person by the designated representative of the ASAA

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

#### **E. Administrators and Teachers**

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

#### **Drugs, Alcohol and Tobacco**

- A. The ASAA is unequivocally opposed to athletes using any banned substance as identified by Sport Canada. It is equally opposed to the use of such substances by individuals in a position of leadership in school sport (i.e., coaches, trainers, managers, administrators, etc.). In addition, the ASAA is opposed to any illegal and/or unethical physiological manipulation (i.e., blood doping, hormones) employed for the purpose of performance enhancement.
- B. The ASAA prohibits athletes possessing/consuming any alcoholic beverage while involved in ASAA activities. It is opposed to the use of such substances by individuals in a position of leadership in school sport (i.e., coaches, trainers, managers, administrators, etc.) while involved in ASAA activities.
- C. The ASAA prohibits athletes, coaches/teacher sponsors and any other individuals in a position of leadership (trainers, managers, administrators, etc.) from smoking and/or using spit tobacco on-site while involved in ASAA activities. This applies to all activities held on school property and rented community facilities for events such as Rugby, Track & Field, Football, Golf and Cross Country running.

#### **Discipline and Misconduct**

##### **A. General Statements on Discipline**

- 1. The head coach, as a representative of the school, is responsible for the conduct of all personnel comprising the school's team (players, assistant coaches and other bench personnel).
- 2. For a coach to address, or permit anyone on his/her bench to address, uncomplimentary remarks to any official during the progress of a provincial championship, or to indulge in conduct that might incite players or spectators against the officials, is a violation of the rules of the game and must likewise be considered conduct unworthy of a coach.
- 3. All ASAA provincial championship hosts will convene a discipline/appeal committee. The committee will have the authority to address issues of a serious nature that may occur before, during or after a provincial championship match, or to hear appeals of the automatic suspension resulting from an ejection. The committee may include, but not be limited to, the tournament chairperson, an official and two coaches not in conflict with the issue.



In football, the discipline/appeal committee will be the ASAA Executive Appeal Committee.

4. Behaviour by any member of a team, including all bench personnel, deemed objectionable conduct as defined in the rule book for a sport shall be immediately subject to the penalty prescribed in the rule book for such an offense. In this situation during a game, the head official for the game shall be empowered to see that the penalty is carried out (including ejection of team personnel from the game site) to allow the game to continue, or, if necessary, to halt further play and award the game to the non-offending team. If an ejection results in a teacher-coach/teacher-supervisor to no longer be present with the team, the game will be forfeited.
  5. Any unsportsmanlike or violent behaviour (e.g. fighting) that results in an ejection of an athlete or coach from play in an ASAA provincial championship competition shall result in a suspension from the next scheduled match of the current season, where match is understood to mean game, match, round, bout, etc. as appropriate per sport.
  6. Any spectators found in violation of the Code of Ethics; D. Spectators on pages 27-28, including unsportsmanlike, violent or other inappropriate behaviour, may be ejected from an ASAA provincial championship by the ASAA designated hosts. All information collected by the championship hosts, to make the decision of ejection, should be reported to the ASAA and Executive Committee as soon as possible after the event.
- B. Any conduct including, but not limited to, ejections, fighting and drug and alcohol use, that results in dishonor to the athlete, the team, the school or the ASAA during an ASAA championship event, will not be tolerated. Team personnel guilty of misconduct during or immediately before or after a championship tournament game or activity shall be reported to the ASAA office in writing and by telephone by the tournament chairperson or by any ASAA Executive, staff or Board member who has been in attendance at the event in question, as soon as possible after the misconduct occurs. The ASAA Executive Director will then investigate the incident and develop a report to provide to the ASAA Executive Committee.
- C. Upon receiving the report of the Executive Director, the ASAA Executive Committee may, in its absolute discretion, determine that the disciplinary action is not warranted, in which event the ASAA Executive Committee shall not hold a hearing. This discretionary decision of the ASAA Executive Committee may occur at their next regularly scheduled meeting, or a majority response from the Executive may be requested by the Executive Director (e.g. by phone/mail, etc.) if the Executive Director believes a quicker resolution to the issue is warranted. In the event that the ASAA Executive Committee determines that disciplinary action may be warranted, then the Executive Committee shall hold a hearing at a time

and place chosen by the ASAA Executive Committee in order to determine what disciplinary action, if any, shall be taken, provided that:

- i. all affected parties shall be given at least three (3) clear days notice of the time, date and location of the hearing; and
- ii. all affected parties who attend at the hearing shall be given a reasonable opportunity to be heard.

If a member school fails to comply with the request of the Executive Director to provide the information requested or to attend an appeal hearing without just cause, the ASAA Executive Committee will have the discretion to address the issue and impose punishment(s) as they see fit, based on information collected by and received from the Executive Director and other interested parties.

### Penalties

Any student, coach, teacher, school staff or administrative personnel of a member school, or spectator who violates the discipline and misconduct policy may be excluded from participating in or attending a competition at any level (i.e. local, zone, provincial) in any sport by the ASAA Executive for any period of time that the ASAA Executive in its absolute discretion deems appropriate, and may be subject to such other penalty as the ASAA Executive in its absolute discretion deems appropriate. Member school will be expected to cooperate in the enforcement of any penalties imposed by the Executive Committee.

- i. Without limiting the generality of the foregoing, the ASAA Executive may impose the following penalties for violation of policy:
  1. Where violation is discovered after an ASAA provincial championship, the team and ASAA member school found in violation of this policy may be stripped of any medals won in ASAA championship competition and may be suspended from participation in provincial championships or any activity leading to an ASAA provincial championship for the next full season of play.
  2. Any coach in violation of this policy may be suspended from coaching in any ASAA provincial championship competition and in any activity leading to an ASAA provincial competition in any sport for any period of time that the ASAA Executive in its absolute discretion deems appropriate.
  3. Any spectator in violation of this policy may be subject to suspension from participating in or attending ASAA provincial championships or any other ASAA sanctioned event (any high school competitive sport competition at any level). They may also be subject to other penalties as the ASAA Executive Committee, in its absolute discretion, deems appropriate.

The ASAA Executive Committee shall issue a written decision within ten (10) clear days of the conclusion of the hearing. The decision of the ASAA

Executive Committee shall be final and binding and shall not be subject to judicial review.

### **Athletic Recruitment and Undue Influence**

To maintain the proper relationship between the academic purposes of schools and their athletic activities, all member schools of the ASAA and anyone directly connected to the school (including alumni associations, booster clubs and parent groups) must refrain from recruitment, inducement or other forms of undue influence that would encourage a student to enroll in or transfer to a school primarily for athletic purposes after the student has entered grade 10.

- A. The possible existence of undue influence or recruitment shall be decided on a case by case basis.
- B. Undue influence or recruitment may include:
  - 1. any offer of monetary or transportation assistance to a student, parent or guardian (including fees, tuition, bus passes or other allowances or waivers). Provided however, that for the purposes of these Bylaws, waiver of any fee ordinarily charged to an international student by a school, school board, or school division, shall not necessarily be considered undue influence or recruitment. Provided further that, when determining whether undue influence or recruitment exists, the ASAA Executive shall be entitled to consider whether such fees are waived for students not involved in **athletic activities**;
  - 2. the offer or acceptance of school privileges or considerations not normally granted to other students;
  - 3. any inducement or attempted inducement of parents, guardians or students to change their location of residence for **athletic reasons**;
  - 4. the contacting of a student or parent or guardian of a student who attends another school in an attempt to persuade that student, **primarily for athletic purposes**, to attend the inducer's school;
  - 5. the attempt to persuade or induce a student, **primarily for athletic purposes**, to remain in the inducer's school, when the student had otherwise decided to transfer to another school.
- C. If a person has knowledge of undue influence or recruitment, as defined herein and allegedly committed by any other student, coach, teacher, school staff, or administrative personnel connected with an ASAA member school, he/she shall provide written notice of the allegation of undue influence or recruitment to the principal of the school involved, the secretary of the Executive of the ASAA zone in which the school is located and the Executive Director of the ASAA.
- D. Within three clear days (see SECTION VII - APPEAL PROCEDURE, Definition of Clear Days, page 71) of receipt of the written notice referred to in paragraph C herein, the Executive of the ASAA Zone within which

the undue influence and/or recruitment is alleged to have occurred shall commence an investigation of the allegations contained in the written notice.

Investigations of allegations of athletic recruitment and undue influence shall be conducted as follows:

1. The allegations of athletic recruitment and undue influence shall be fully disclosed by the investigating zone executive to the party against whom they are made and to any member school which that party attends, or to any member school at which that party is employed, or at any member school to which that party is otherwise associated (also see ATA Code of Professional Conduct, page 172).
2. The party against whom the allegations are made shall be given an opportunity to respond to those allegations by submitting to the investigating zone executive a written response to those allegations within three clear days of the date of notification of the allegations upon that party.
3. The investigating zone executive shall attempt to obtain written statements from all students, coaches, teachers, school staff and administrative personnel who may have information relevant to the allegations of undue influence and/or recruitment.
4. Upon request made by the investigating zone executive, all students, coaches, teachers, school staff and administrative personnel of member schools shall cooperate and assist in the investigation conducted by the zone executive.
5. The investigation shall be commenced by the zone executive and shall be completed within five clear days from the date written notice of the allegations as specified in paragraph D has been received by the ASAA zone executive.
6. Within three clear days of completing the investigation, the investigating zone executive shall submit a written report to the ASAA Executive summarizing the allegations made, the action taken by the zone executive to investigate those allegations, and the result of the investigation, which shall be sent by the Executive Director to the secretary of the zone in which the matter originated, by fax, email or ordinary mail, as deemed appropriate by the Executive Director.
7. The investigating zone executive report submitted to the ASAA Executive shall include copies of all written statements taken during the course of the investigation by the zone executive.
8. The report submitted to the ASAA Executive shall contain a concise summary of any verbal statements given to the zone executive by persons interviewed during the course of the investigation by the zone executive.
9. The written report submitted to the ASAA Executive shall identify any persons who failed or refused to cooperate in the investigation conducted by the zone executive.

10. The written report submitted to the ASAA Executive shall contain the investigating zone executive's opinion as to whether athletic recruitment and/or undue influence has occurred.
  11. In the event that the investigating zone executive determines that athletic recruitment and/or undue influence has occurred, the report to the ASAA Executive shall contain a recommendation of the action to be taken by the ASAA Executive.
  12. Within three clear days of receipt by the ASAA Executive of the written report of the investigating zone executive, the ASAA Executive shall determine the course of action to be taken in response to the allegations of athletic recruitment and undue influence and shall notify in writing the ASAA Executive Director (Edmonton) of that course of action. Within two clear days of receipt of that notice, the ASAA Executive Director shall notify, in writing, the investigating zone executive of the course of action directed by the ASAA Executive. Within two clear days of receipt of that notice in writing, the investigating zone executive shall implement the course of action directed by the ASAA Executive and shall, within that period of time, provide the Executive Director (Edmonton) with a written report detailing the action taken to implement the course of action directed by the ASAA Executive.
- E. Any student, coach, teacher, school staff or administrative personnel of a member school who fails or refuses to cooperate with and assist in the investigation conducted by the investigating zone executive may be:
1. excluded from provincial competition by the ASAA Executive for any period of time that the ASAA Executive in its absolute discretion deems appropriate; or
  2. subjected to such other penalty as the ASAA Executive in its absolute discretion deems appropriate.
- F. Subject to paragraph G herein, complaints of violations of the Athletic Recruitment and Undue Influence policy of the ASAA will not be investigated or acted upon as set out herein unless the complaint is submitted in writing to the Secretary of the ASAA Zone in which the school is located and to the Executive Director of the ASAA, no later than 15 clear days before the provincial championship date for the sport to which the complaint relates.
- G. Notwithstanding paragraph F of this policy, the ASAA Executive may investigate and act upon complaints of violations of this policy received after completion of any provincial championship event, provided that each such complaint is submitted in writing to the ASAA Executive Director as follows:
1. for track and field and rugby events— on or before June 30 in the school year in which the violation is alleged to have occurred;
  2. for all other events—on or before May 30 in the school year in which the violation is alleged to have occurred.

- H. Any student, coach, teacher, school staff or administrative personnel of a member school who violates this policy may be excluded from provincial competition by the ASAA Executive for any period of time that the ASAA Executive in its absolute discretion deems appropriate, and may be subjected to such other penalty as the ASAA Executive in its absolute discretion deems appropriate. Without limiting the generality of the foregoing, any student who has been recruited in violation of this policy may be deemed ineligible for any ASAA provincial competition or any activity leading to an ASAA provincial competition for the remainder of the school year in which the policy infraction took place.
- I. Without limiting the generality of the foregoing, the ASAA Executive may impose the following penalties for violation of this policy:
1. When, prior to ASAA provincial championships, it is determined that a coach, player or other person associated with a team from any ASAA member school has violated this policy, that team may be suspended from participating in ASAA provincial championship competition and any activity leading to an ASAA provincial competition for that season.
  2. Where the violation is discovered after ASAA provincial championships, the team and ASAA member school found in violation of this policy may be stripped of any medals won in ASAA championship competition or activity leading to an ASAA provincial competition and may be suspended from participation in provincial championships or any activity leading to an ASAA provincial championship for the next full season of play.
  3. Any coach in violation of this policy may be suspended from coaching in any ASAA provincial championship competition and in any activity leading to an ASAA provincial competition in any sport for any period of time that the ASAA Executive in its absolute discretion deems appropriate. Further, the ASAA member school team coached by said coach may be stripped of any medals won, and may be suspended from participation in ASAA provincial championship competition or any activity leading to an ASAA provincial championship competition for the next full season of play.
- J. In the event that any coach is found in violation of this policy a second time, that coach shall be suspended for life from involvement in any ASAA sponsored sport or any activity or sport leading to an ASAA provincial competition.
- K. The outcome of each case brought to a zone executive shall be presented at the next general meeting of the ASAA. Administrators, teacher-coaches and advisors must assume responsibility for the implementation of this code. School administrators must be advised of breaches of desirable practices on the part of students or coaches. Tournament chairpersons should alert the Association Executive to discipline problems associated with the conduct of provincial competitions.
- L. The decision of the ASAA Executive Committee shall be final and binding and not subject to judicial review.

**Good Sportsmanship cannot be legislated; it must be a goal toward which the Association and its members strive.**

## SECTION III - MEMBERSHIP

### A. High School Membership

1. Membership in the ASAA is open to any Alberta senior high school that is accredited by Alberta Education and has paid its annual fee according to the following scale:

	<b>1A 1-99</b>	<b>2A 100-299</b>	<b>3A 300-799</b>	<b>4A 800-1199</b>	<b>4A 1200+</b>	<b>Jr. High</b>
<b>ASAA Fee</b>	\$300*	\$300*	\$300*	\$300*	\$300*	\$35
<b>+ \$1/student cap</b>	\$75	\$225	\$375	\$675	\$750	
<b>Total maximum</b>	<b>\$375</b>	<b>\$525</b>	<b>\$675</b>	<b>\$975</b>	<b>\$1050</b>	
<b>AIAAA Fee</b>	\$50	\$50	\$50	\$50	\$50	\$50

\*\$30 per member school is allocated to funding a Compliance Officer position

Enrollment is to be taken as of September 30 of the current school year.

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

- a) under 19 before September 1 of the current year;
  - b) minimum 800 instructional minutes per week i.e., 10 credits or two full time courses;
  - c) maximum three consecutive years from date of starting grade 10 (see note to SECTION IV - ELIGIBILITY A. Student Eligibility 4.a), page 37).
2. Registration of schools for zone and provincial membership shall be the responsibility of the Zone Secretary. A single fee per school shall be paid to the zone and shall cover the zone membership fee and the provincial membership fee (as stated in Item 1. above), which includes a \$40 fee for the ASAA yearbook.
  3. Online Coach Education
    - A. All member schools will be required to have at least one teacher coach or agent of the Board on staff who has completed the Fundamentals of Coaching online course, available at [www.schoolcoach.ca](http://www.schoolcoach.ca), by **October 10**. Schools not completing this requirement may lose eligibility for participation in ASAA sanctioned activities; this will be at the discretion of the Executive Committee.
    - B. At least one team official (head coach, assistant coach or teacher sponsor) in all ASAA sports must have completed the ASAA's online Concussion course from [www.schoolcoach.ca](http://www.schoolcoach.ca) by one month into their respective Season of Play, this team official must be some one who is regularly present with the team during competition. Schools not completing this requirement may lose eligibility for participation in ASAA sanctioned activities; this will be at the discretion of the Executive Committee.



**Note Penalties:** ASAA Member School in non-compliance of sections A or B above will not be eligible to compete against other ASAA Member Schools in any ASAA sport, at any level (e.g. local, exhibition, regional, zones, provincials) until compliance is met.

4. Applications from schools not receiving the Alberta Education School Grant shall be considered by the ASAA Executive.
5. New member schools shall be placed into the appropriate zone based on their geographic location. The procedure for transfer of schools between zones shall be as follows:
  - a) application by **April 15** of the current school year to the ASAA Executive
  - b) approval of the school and two zones involved
  - c) ratification by the ASAA Board of Governors

## **B. Junior High Associate Membership**

Junior high associate membership is available for \$35 per school. Application should be made directly to the ASAA office. Membership entitles a junior high school to ASAA publications (excluding yearbook).

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## SECTION IV - ELIGIBILITY

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

### A. Student Eligibility

1. Subject to the provisions of the transfer policy found on pages 45-51 inclusive, in the case of transfer from one school to another the student shall become a bona fide student in the new school upon the date of their first attendance at classes following the acceptance of this transfer in by the principal, provided however that the principal's decision to accept the transfer-in shall not in any way affect or derogate from any decision that the ASAA may make relating to the eligibility of the student to participate in ASAA sponsored activities.
2. The student must register in a minimum of 800 instructional minutes (i.e. 10 credits or two full time courses) per week during the time of participation in that activity for which Alberta Education credits are granted. Distance education courses can be considered as regular instructional minutes.
3. A student who becomes 19 before September 1 shall be ineligible for high school competition. **Note:** A student who becomes **19** on or **after September 1** shall remain eligible for the entire school year.
4. a) Subject to the provisions of the transfer policy found on pages 45-51 inclusive, every student has the right to their choice of school for their grade 10 year. Students shall be eligible for three consecutive years after registering in grade 10. The first year in grade 10 is considered the first year of eligibility.

**Note 1:** A student who starts grade 10 in the second semester has three consecutive years of eligibility, ending at the end of semester one, three years later.

**Note 2:** A student who transfers from one school to another shall not have the right to subsequently transfer to another school or to subsequently transfer back to his/her original school and still be eligible for ASAA sanctioned activities.

**Note 3:** An Alberta student who is returning to Alberta after the conclusion of a one year student exchange program and who has concluded his or her eligibility calendar in accordance with Section IV.A.4a may have up to one year of eligibility restored only if all of the following conditions are met:

- i) the student has participated in an ASAA approved outgoing exchange program.
- ii) the student is returning to the same ASAA member school that they attended prior to leaving on the exchange program.
- iii) the student meets all other ASAA eligibility requirements.
- iv) the principal provides a letter confirming compliance with i) to iii) to the ASAA office before the online registration is entered.

**Note 4:** Upon returning to Alberta, the student is ineligible to participate in any sanctioned activity if he/she participated in any ASAA sanctioned activity, whether interschool or club, while on the exchange.

Approved exchange programs include but may not be limited to the following and may be modified at the discretion of the ASAA Executive Committee: AFS Interculture Canada, Cultural Homestay International, Educational Foundation Exchange, Global Partners, Rotary International, Student Travel Schools, World Youth Services, Ministry of Education Germany, and Quebec Exchange Programs.

- b) If a student is registered at two schools in their grade 10 year, the student must participate in ASAA activities for the school at which the student has a larger percentage of the credit load (i.e., the home based school). If the credit load at the two schools is equal, the student is eligible to participate for the school at which the student registers for his or her first ASAA activity. If at any time during the student's three years of eligibility, the school at which the student has the majority of his or her credit load changes, the student must establish eligibility at the new school by meeting the conditions outlined in the Transfer Policy (see D. Transfer Policy, pages 45-51).
5. It must be the school principal's opinion that it is in the best interest of the student and of the school board as a whole for the student to participate.
  6. Any student who is or has been registered and in attendance at a post secondary institution shall not be eligible for high school competition. Exclusions to this policy will be granted to students registered at both a high school and a post-secondary institution under the Alberta Education Dual Credit Strategy. Such students cannot be a participant in any post-secondary competitive athletic teams.
  7. Students who attend classes at more than one campus will be considered members of their home-base school as per Section IV - Eligibility, A.4.b and will be eligible to compete only for that school in ASAA activities.
  8. All participants must be bona fide students of the school they represent with the only exceptions being those allowed for in the Joint School Teams policy (see below).

### **Team Eligibility**

All participants must be bona fide members of the school they represent except in cases where the Joint School Teams policy (see below) applies.

### **Joint School Teams**

The Joint School Teams policy does not apply to distributed learning or home education schools or students. For rules governing these schools/

students, see C. Eligibility of Distributed Learning and Home Education Students, page 42-45.

In the event an ASAA member school is unable to provide a team (either junior or senior varsity) in the team sports of basketball, volleyball, cheerleading, curling, team handball, football and rugby, individual students from a school may participate with another ASAA member school team within their zone. In football only, joint teams can cross zone boundaries. Schools are not required to send all of their students to the same school to form a joint school team.

In rugby only, students in member schools, regardless of classification, are eligible to participate on an interschool team for the purpose of touring, up to and during designated spring breaks. Students from the designated schools cannot be excluded from the tour; process must be an open invite to students in all schools involved, not selective. A written account of the nature of the national/international tour must be submitted to the ASAA Executive one month prior to the departure.

A school, however, cannot receive students for a specific team from more than one school (except in cheerleading, football and rugby). Participation with other member schools can only occur with the mutual consent of the principals, the athletic directors and the respective zone(s). The combined populations of the two (or more where appropriate) schools will determine at which classification level the team will compete in that sport only and the ASAA must be notified of such participation.

**Note:** Once a student from a secondary school plays on a joint school team (with the primary school), they are attached to that team **in that sport** for the remainder of their high school career. An exception is that if the student's own school creates a team, they would have to play for their own school team.

### **Online registration for Joint School Teams**

When registering a joint school program, the primary school must first register their team using the online registration program, selecting the name of the secondary school before the secondary school can add players.

**Primary schools must not add the students from the secondary school onto their own eligibility list.**

**Note:** Insurance and liability issues involving students from one school playing for another school are the responsibility of the member schools involved and their local school jurisdictions.

## **Participation on a Non-School Team**

1. To be eligible for high school provincial competition in the ASAA sports of basketball, volleyball, football, cheerleading, team handball and rugby, a high school student is not permitted to play on a non-school team in the same sport during the same season. Where a community/club basketball program exists, students are permitted to play for the community/club basketball team while trying out for an ASAA member school team but can no longer play for the community/club team as of the school team's first game or midnight of the Saturday of volleyball provincials, whichever comes first.  
Where a community or club/tour team in rugby exists, students are permitted to play for the community or club/tour team while trying out for an ASAA member school team and can participate on an interschool team for the purpose of touring during designated spring breaks. Otherwise, after March 15, no students can participate on any community/club team or non-school tour.
2. Exemptions to 1. above may be considered for students who have been invited to participate on provincial/national/international basketball, volleyball, team handball and/or rugby teams only by the recognized sports governing body and cultural (Treaty 7 Games) events. Written requests for exemptions must be submitted by the school concerned to the Executive Director for approval.

In the sport of football, high school students will not be eligible for high school football if they participate on a community (i.e. midget) football team that overlaps ASAA season of play and which does not follow the policies outlined below:

- a) Only sixty percent (60%) of a midget team's players can be enrolled in one particular high school team. For clarity, sixty percent (60%) quota applies to Grade 10 and 11 players from any particular high school football team. This applies to Midget teams that ASAA eligible student athletes participate on immediately prior to the ASAA Football Season of Play in the spring.
- b) Reporting – zone secretaries will be responsible for getting the rosters of the midget teams in their area, that will list the names of the athletes and what high school football team they play for. Zone secretaries will then report to the ASAA if there are any teams/players not adhering to the above rules.
- c) Penalty – Any school team that is in violation of these rules will be deemed ineligible to play in any ASAA sanctioned high school football match.

## **Grade 9 Students**

1. In 1A classified onsite schools, grade 9 students attending those member schools, may be registered for team participation in basketball, volleyball, curling, cheerleading, team handball and golf. Grade 9

students are not eligible for athletic participation in individual sports or on the senior varsity teams of 2A, 3A or 4A classified schools. Exception would be for athletes from 1A schools that opt up to 2A or are teams that are 99 or less in a joint school team.

2. Onsite grade 9 students in member schools, playing on junior varsity teams of 2A-4A schools are permitted to play in any games (league or tournament) against ASAA member school senior varsity teams.
3. In football only, onsite grade 9 students in member schools are eligible to participate on teams at the tier IV classification and on all 6-man teams.
4. In cheerleading and curling only, onsite grade 9 students who are registered as students of an ASAA member school, regardless of classification, are eligible to participate on the competitive school team with the consent of the principal and athletic director.
5. In rugby only, onsite grade 9 students in member schools are eligible to participate on 1A and 2A school teams.

### **International/Foreign Exchange Students**

In order to participate in ASAA activities, international/foreign exchange students must meet all eligibility requirements as listed above in Student Eligibility. In addition, they must not have graduated from high school or its equivalent before enrolling in their school of choice in Alberta. International/foreign exchange students registered at the school prior to the school registration deadline must be included in the student count for the school for classification purposes.

### **B. Student-Athlete Sexual Orientation and Gender Identity Policy**

ASAA prohibits discrimination on the basis of sexual orientation, gender identity, gender expression, which includes any individuals who identify as or are perceived as lesbian, gay, bisexual, transgender, transsexual, two-spirit, queer or questioning. In order to comply with human rights obligations and uphold the principles of equity and inclusion, ASAA maintains the following policy to facilitate and encourage the participation of all students, staff, coaches, managers, trainers and any other persons associated with high school sport to ensure all members of our diverse communities are welcomed, respected, accepted and supported in all aspects of their athletic endeavours. This policy covers participation at ASAA Zone and Provincial competitions and other activities.

The ASAA recognizes the implementation of this policy will require the collaboration of all parties involved. ASAA will provide the necessary supports to all community members and will help to raise awareness about sexual orientation and gender identity-related issues. These guiding supports and principles include but are not limited to the *Canadian*

The Association believes that all students, regardless of sexual orientation, gender identity and gender expression, should have the opportunity to participate in interscholastic athletic activities in a safe, respectful, inclusive and non-judgmental environment.

1. Any student, staff, coach, manager, trainer or other persons who identify as or are perceived as lesbian, gay, bisexual, transgender, transsexual, two-spirit, queer or questioning may participate fully and safely in sex-separated sport activities in accordance with their lived gender identity.

### **C. Sport Specific School Programs/Courses/Academies**

The following rules of eligibility apply to students registered in a sport specific school program: students registered in sport specific school programs/courses or academies in Alberta or any other province shall not be eligible for competition in ASAA sanctioned events in that sport or sports (only) for that school year or in the event of a program/course or academy occurring after the season of play, the student will be ineligible to participate in that sport for the following season of play. However, these students remain eligible to represent their school in any other ASAA sport. The rationale for establishing policy regarding sport specific school programs/courses/academies is in keeping with the ASAA Mission Statement of ensuring that competitive opportunities for all members are as equitable as possible. Schools, students and families who choose sport specific programs/courses/academies must understand that in doing so, they forego the opportunity to participate in the competitive activities offered through the ASAA and its member schools in those sports.

### **D. Eligibility of Distributed Learning and Home Education Students**

1. Students registered in distributed learning or home education schools will be allowed to participate in ASAA activities with the same or a different school than they are registered with, **providing all of the following criteria are met:**
  - i. The student must reside in the attendance area of the school with which the student will participate. Attendance area is defined as the catchment area or boundary used by the school jurisdiction of the accepting school to determine which students in its jurisdiction attend which school.
  - ii. The student must be registered in distributed learning or home education through an ASAA member school. Students registered in distributed learning or home education through the central office will not be eligible for participation in ASAA activities.
  - iii. The school division with which the student is registered must have a

- policy that allows distributed learning or home education students to participate in athletics. This policy must be submitted to the ASAA office where it will be kept on file. It will be the responsibility of the distributed learning or home education school and the accepting school district to deal with any jurisdictional or insurance issues.
- iv. The principal of both the accepting and the distributed learning or home education school must support the student's involvement in the extracurricular program.
  - v. The student must comply with all eligibility rules and regulations of the ASAA. If a school chooses to use one or more distributed learning or home education students who reside in its attendance area and are registered with an ASAA member school (and thus eligible for participation in ASAA activities), all distributed learning or home education students living in the accepting school's attendance area who are registered with that student's distributed learning or home education school must be combined with the accepting school's September 30 count, in that sport. The revised population of the accepting school will determine at which classification level the team will compete in that sport only and the ASAA must be notified of such participation.
  - vi. The distributed learning or home education school with whom the student is registered must provide the accepting school and the ASAA with a letter containing confirmation of the student's registration with its school and a declaration of how many distributed learning or home education students it serves who live in the attendance area of the accepting school. If the accepting school allows the participation of students from more than one distributed learning or home education school, it must absorb the number of students described above for each of the distributed learning or home education schools from whom it draws students.
  - vii. Should a student registered with a distributed learning or home education school join an accepting school's team anywhere in the province, the student will only be eligible to play the sport in question for that one team.
  - viii. In the circumstance that a student is transferring to a distributed learning or home education school under the advice of their high school with the expectation to transfer back to the current high school, the student can transfer back to the original school as a second transfer provided the following criteria:
    - a) The student must be using his/her first transfer outlined under Transfer Policy D. 3 on pages 44-45) to transfer from the original high school to the distributed learning or home education school.
    - b) The student must only participate on teams with the original high school as a joint school team for the duration of the student's attendance at the distributed learning or home education school.
    - c) The student must represent the distributed learning or home

education school for individual sports. The student can transfer for a second time with the transfer form as long as he/she is being integrated back into the original high school from which he/she transferred from under that school's advice.

2. In any ASAA sport, if a distributed learning or home education student deemed eligible to play based on the eligibility criteria above is not permitted to play for a school in his/her attendance area, the student may play for a school outside of his/her attendance area, but within his/her ASAA zone, on the following conditions:
  - i. The accepting school must be at the same or lower classification level as the school in the student's attendance area for which he/she is not able to play.
  - ii. The school(s) in the student's attendance area has/have the right of first refusal and must first be contacted by the student seeking permission to play. The distributed learning or home education school with whom the student is registered shall ensure that the athletic director within each of the schools in the student's attendance area has received a copy of the letter outlined in Section C. 1 (vi) above. Accepting schools are encouraged to contact the ASAA or the student's distributed learning or home education school as soon as they are approached by the student, should there be any confusion about his/her eligibility. This is especially important since this may be the first time the ASAA or the distributed learning or home education school with whom the student is registered is made aware of his/her intentions.
  - iii. All distributed learning or home education students living in the student's attendance area who are registered with that student's distributed learning or home education school must be combined with the accepting school's September 30 count, in that sport. The revised population of the accepting school will determine at which classification level the team will compete in, for that sport only, and the ASAA must be notified of such participation.
  - iv. Should a student registered with a distributed learning or home education school join an accepting school's team anywhere in the province, the student will only be eligible to play for that school for that year.
3. If a distributed learning or home education school fields its own team in individual sports, i.e., badminton, cross country, golf, wrestling or track & field, students registered with these schools will be allowed to participate in ASAA activities providing all of the following criteria are met:
  - i. The student must be registered in distributed learning or home education through an ASAA member school. Students registered in distributed learning or home education through the central office will not be eligible for participation in ASAA activities.



- ii. The school division with whom the student is registered must have a policy that allows distributed learning or home education students to participate in athletics.
- iii. The student's principal must support the student's involvement in the extracurricular program.
- iv. Students must comply with all eligibility rules and regulations of the ASAA. The distributed learning or home education school must include ALL its distributed learning or home education students in the September 30 count for that school, regardless of where these students live in the province.
- v. In the case where a distributed learning or home education school fields a team in one of the above sports, the school may not allow ANY students who are not registered with its school to participate with its team.
- vi. The distributed learning or home education school must participate as a team within the zone to which it belongs, even though it may consist of students who live outside the zone OR the distributed learning or home education school may participate in individual sports in a different zone than the distributed learning or home education school belongs ONLY if it consists of players who reside in that zone who are registered full-time with that distributed learning or home education school from a different zone. A limit of two individual athletes who are competing out of the distributed learning or home education school can qualify for each zone championship in individual sports.
- vii. A student living in the same zone as the distributed learning or home education school with which he/she is registered is not permitted to play for another school within the zone for the sport in question, if his/her distributed learning or home education school is fielding a team in that same sport. Should a student registered with a distributed learning or home education school, who lives outside of that school's zone, join an accepting school's team anywhere else in the province, the student will only be eligible to play the sport in question for that one team. The student is free to play other sports at the same or different schools, as long as all other eligibility criteria have been met.

#### **E. Transfer Policy (Athletic Eligibility following transfer from one school to another)**

Students who transfer schools are ineligible for interscholastic competition unless they establish their eligibility for participation. The reason for the transfer is for an educational purpose and that the transfer is not being made for an athletic purpose or so that the student can participate in athletics. Students have the onus of establishing athletic eligibility to the satisfaction of the ASAA.

This policy applies to any student who has participated at either the Junior

Varsity or Senior Varsity level in any ASAA sport before transferring schools.

**NB:**

**Transfer Form is not required** if the transferring student has not participated in a sport that is offered by the ASAA at the sending school  
**Transfer Form required:** if the transferring student has participated in a sport offered by the ASAA at the sending school, an athletic eligibility transfer form must be completed regardless of whether the student is transferring within province or from out of province. Athletic eligibility transfer forms must be submitted online at [www.asaa.ca/app/](http://www.asaa.ca/app/).

**Compliance Officer**

The ASAA will engage a compliance officer to receive, investigate as necessary, and approve or deny athletic eligibility requests based on direction provided by the ASAA Executive Committee. Preference is that the compliance officer is a current or retired Alberta certified teacher. An additional fee will be levied on schools for the purpose of hiring the compliance officer.

**Establishing Eligibility**

In order to establish eligibility for participation in athletics, students who transfer their school registration must meet one of the following **two** conditions:

1. Change of Residence

a) Parent to parent move: the student moves to reside with the parent with whom they have not been living and is required, as a result of this move, to transfer schools. Athletic eligibility will be permitted for a maximum of two such transfers during 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 the separation.

**or**

b) 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:

- i. The original residence must be abandoned as a residence; i.e., sold, rented or disposed of as a residence and must not be used

- as a residence by another member of the family.
- ii. The entire family must make the change and take with them the household goods and furniture appropriate to the circumstances.
- iii. The change must be made with the intent that it is permanent.
- iv. The student is ineligible to compete for the receiving school until the actual change of residence has occurred.

**Note** to a) and b) above:

- Under no circumstances can a student have more than one residence for athletic eligibility purposes. School officials are obligated 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 athletic eligibility the ASAA 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 athletic eligibility of any student to participate in ASAA governed athletic activities.

**or**

## 2. Directed by Legal Authority

- a) 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 athletic transfer policy, legal authority shall include but shall not be restricted to:
  - i. a court of competent jurisdiction; and
  - ii. 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
  - iii. any school board or school authority acting within the scope of its authority or pursuant to an order of a court of competent jurisdiction.
- b) 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.

## 3. In the event that a student cannot satisfy the requirements for athletic eligibility as set out in paragraphs 1(a), 1(b), 2(a) or 2(b), and the student applies for athletic eligibility citing 'other' reasons, then:

- a) The ASAA may determine the transfer was athletically motivated and the student will not receive ASAA athletic eligibility.
- b) ~~The ASAA may determine the transfer was not athletically motivated and the student will not be eligible for any ASAA sanctioned sport that the student participated in during the previous school year at the sending school. The student will be eligible for any ASAA sanctioned sport that the student did not participate in during the previous school year at the sending school.~~

**Rule (3b) will  
be postponed  
until 2016/17**

OR

- c) In extenuating circumstances, the ASAA, in its absolute discretion, may determine a student to be eligible for all ASAA sanctioned sports. Examples of extenuating circumstances may include, but not be limited to:
  - i. Substantiated and documented bullying
  - ii. Substantiated and documented abusive home life and student moves in with friends or relatives

Notes to the Transfer Policy (Athletic Eligibility following transfer from one school to another):

- i) Schools may follow the ASAA Appeal Policy, as noted below, if they are dissatisfied with the application or interpretation of the transfer policy by the Compliance Officer or ASAA staff, or if they feel there are extenuating circumstances. Further, if the sending school indicates they are not convinced of the accuracy of the information on the transfer form, the receiving school will need to go through the appeal process if an investigation by the Compliance Officer finds the information on the form to be questionable or incomplete.
- ii) Once a student has changed schools and has participated in an ASAA sport he/she is considered an athletic transfer student and even if he/she returns to a school, he/she must establish athletic eligibility according to the ASAA Transfer Policy (Athletic Eligibility following transfer from one school to another)
- iii) Under no circumstances can a student have more than one residence for athletic eligibility purposes. School officials are obligated to know the residence status of each athlete and to require compliance with these requirements.
- iv) Legal guardianship: without limiting the generality of the foregoing, when considering athletic eligibility the ASAA may take into consideration the existence of a Guardianship Order issued by a court of competent jurisdictions. However, the existence of such a court order shall not be determinative of the issue of eligibility of any student to participate in ASAA governed athletic activities. (Please note that 'living with an aunt', for example, does not mean that she is the student's legal guardian - guardianship can only be transferred through the courts)
- v) In the event that a student transfers to a receiving school after the commencement of an ASAA sanctioned sport season and the said student has participated in any ASAA sanctioned sport prior to that transfer, then the said student shall not be eligible to participate in the same ASAA sanctioned sport for the remainder of that season. Exception to this "note" is if there is a bona fide transfer (family move) that has been approved, this note will then be waived and the student will be eligible to compete in that ASAA sanctioned sport upon all proper transfer form documents being received by the ASAA.

- vi) In the event that a student has not participated in any sport/activity for the sending school for a period of one calendar year prior to that transfer, then the said student will be eligible to compete for the receiving school upon all proper transfer form documents being received by the ASAA and all ASAA eligibility requirements have been met. Note: The calendar year will begin at the conclusion of the season of play for the last registered sport/activity that the student participated in for the sending school.
- vii) Notwithstanding any other policy provision (that is, if athletic eligibility is not approved), any student who transfers to any receiving school shall not be eligible to participate in ASAA sanctioned sport activities on behalf of the receiving school in any sport. However, the said student, if eligible in all other respects, will be eligible to participate in ASAA sanctioned sports for the receiving school, regardless of appeal, once they have sat out for the period of one calendar year from the date the said student transferred to the receiving school, or until the end of the next complete ASAA sport season in the same ASAA sport in which the said student last participated, whichever is longer.
- viii) Students transferring or on an exchange program from other provinces, states or countries who have graduated from high school or equivalent, or who have already passed three consecutive years since registering in grade 10 or its equivalent, shall be ineligible for ASAA competition.

Proper completion of an online ASAA athletic eligibility form shall contain:

- i. Student's first name and last name; and
- ii. Student's Alberta Education Number; and
- iii. Date of Birth; and
- iv. Gender; and
- v. Student/Parent Email Address; and
- vi. Email Address Indicator (name of person email is being sent to); and
- vii. Month of Entry into Grade 10; and
- viii. Year of Entry into Grade 10; and
- ix. Reason Applying for Transfer; and
- x. Required Documents:
  - a) Parent-to-parent Move: Proof of Residence/Move document
  - b) Family Move: Proof of Residence/Move document
  - c) Directed by Legal Authority: Court Order
  - d) Custody Has Been Established: Court Order
  - e) Transferred From Out of Province: Proof of Residence/Move document, Student's Timetable, and Student's Transcripts
  - f) Other Reason: Student's Timetable and Student's Transcripts
  - g) Additional documents that may be requested by ASAA; and
- xi. Name of School Transferring From; and
- xii. Name of School Transferring To; and
- xiii. Date Student Transferred to the Receiving School; and

- xiv. Sport/Team(s) to be registered for by student; and
- xv. Checklist of student sports that they are involved in; and
- xvi. Present Address of Student
  - a) Street, City, Province, Postal Code
  - b) Date In
  - c) Living with; and
- xvii. If application is for a Parent-to-Parent move or a Family move,
  - Previous Address(es) of student
    - a) Street, City, Province, Postal Code
    - b) Date In
    - c) Date Out
    - d) Living with; and
- xviii. Saving the application information is acknowledgement that the student, his/her parent/legal guardian, the athletic director, and the principal of the receiving school:
  - a) have supplied truthful information
  - b) understand that falsifying information will result in the student being deemed ineligible for ASAA athletic competition for twenty-four (24) months from the date of transfer
  - c) understand that the ASAA will engage a Compliance Officer to review, investigate as necessary and approve - athletic eligibility cases following a change in school registration

\*The use of the Log-in credentials assumes approval from the principal or athletic director; and

- xix. The student seeking ASAA athletic eligibility will be required to answer a questionnaire and will also be required to submit their rationale for eligibility. Saving this portion is acknowledgement of the truthfulness of the information by the student; and
- xx. A principal confirmation box allows a principal or athletic director from the sending school to approve the athletic eligibility of the student or to indicate that they are 'not convinced that the information is accurate and/or not convinced the transfer complies with the ASAA Transfer Policy'. A text box will be available for the principal and/or athletic director of the sending school to explain their decision and completion of this text box is mandatory if they do not believe the transfer is valid. Saving (approving) the information is acknowledgement that the sending school believes the information submitted is truthful.

\*The use of the Log-in credentials assumes the decision is from the principal or athletic director; and

- xxi. Two Compliance Officer boxes, one to 'Approve' the student's ASAA athletic eligibility and one to 'Deny' the student's ASAA athletic eligibility will exist in the back end of the transfers website. The Compliance Officer's decision document will be uploaded to the application.

\*The use of Log-in credentials assumes the decision is from the Compliance Officer or his/her designate.

### **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, they have the right to follow SECTION VII - APPEAL PROCEDURE F. Appeal to the Executive Appeal Committee as outlined on pages 71-75 (note this process bypasses the zone and Executive Director and the appeal goes straight to the Executive Appeal Committee).

### **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 SECTION II - CODE OF ETHICS, Athletic Recruitment and Undue Influence, pages 26-34.

### **Violations:**

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

### **F. Eligibility Appeals**

1. The ASAA may grant an exception to the eligibility rules (excepting the rules governing age of student athletes) and the ASAA Executive Appeals Committee has an absolute discretion to grant or refuse every application for an exception to the eligibility rules, and that in order to determine whether to grant such an exception, the ASAA Executive Appeals Committee may consider whether granting such an exception is in the best interests of the student requesting the exception, is in the best interests of the peers of the student requesting the exception, is supported by the school administration at the school attended by the student requesting the exception, is in the best interests of all other member schools and is in the best interests of the schools that belong to the zone in which the requesting student's school is located. The Executive Appeals Committee may also consider any other information that it deems relevant in its absolute discretion.

## **SECTION V - ACTIVITIES**

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

### **A. Supervision of Athletes and Teams**

#### **Team Sports at ASAA Zone and ASAA Provincial Championships**

Every school team must be coached or supervised by a teacher of the school jurisdiction to which that school belongs. Definition of a teacher: "A

teacher of that school jurisdiction" may include certified teachers currently registered with that school board including full time, part time or substitute teachers.

**Note:** School support staff cannot replace teachers as supervisors at ASAA provincials.

### **Individual Sports at ASAA Provincial Championships**

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

Interpretation: Every school participating in the sports listed above does not need to send a teacher supervisor to provincials; students can attend with other coaches, parents, etc. However, those schools need to know who the teacher supervisors for their zone are, and to note that policy below titled: "Insurance and Liability".

### **Supervision at all other competitions**

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

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

### **Same Sex Chaperones**

1. Students traveling to zone and/or provincial championships who require overnight accommodation must be supervised by a chaperone of the same sex approved by the school jurisdiction.
2. Chaperones of both sexes must accompany co-educational teams that are staying overnight at any activities: provincials, zones, other competition and camps/tours.

### **Insurance and Liability**

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

## **B. Interschool Competition and Invitational Events (Sanction Policy)**

All tournaments or interschool competition involving students from ASAA member schools must follow all Bylaws and Policies set forth in the ASAA handbook, including eligibility and supervision requirements.



## **Requirements for interschool competition and invitational events**

1. Each competing team must be a school team in good standing of its own zone and provincial or state high school association and must guarantee that participation in the contest will not violate any standard of that zone and provincial or state association.
2. Each participant must meet the eligibility requirements of their provincial/state association. For Alberta students, please refer to SECTION IV - ELIGIBILITY, pages 37-51.
3. Competition against non-school teams:  
ASAA member school teams are not permitted to participate against non-school teams, with the following exceptions:
  - a) Exhibition/Fundraiser Games:  
Basketball, volleyball, team handball and rugby: ASAA member school teams are not permitted to participate against non-school teams except for one exhibition and one fundraiser game per season. Examples of exhibition/fundraiser games include games against club, university, college or alumni teams, or against a touring team.
  - b) Geographic Isolation Policy:  
School teams in isolated areas may participate in basketball and/or volleyball non-school leagues providing they receive permission from the ASAA Executive Committee. Written request must be made well in advance of the season and on an annual basis, and permission will be granted only in those cases where adequate competition is scarce due to the isolation of the community.

**Note:** Insurance and liability issues involving these exceptions are the responsibility of the member schools involved and their local school jurisdictions.
4. Sunday competition is not allowed in Alberta. If Alberta school teams are traveling to an out of province event and Sunday play is allowed in that province or state (e.g., British Columbia), then competition may take place on Sunday.
5. Awards:
  - a) Cash awards may not be awarded to or received by student athletes, teams or coaches. It is recommended that awards be limited to medals, small plaques and trophies.
  - b) It is recommended that invitational events do not designate all-stars or most valuable player selections.
6. Each participant must be subject to the same conditions of participation as other entrants. This includes entry fees, number of guaranteed games, share of gate, etc.
7. It is recommended that invitational events begin at Friday noon and conclude Saturday in the late afternoon or early evening.

## **Formal written application for sanction of interschool events is required when:**

1. ASAA member schools host interprovincial/international events

- involving three or more school teams in activities of the ASAA.
- 2. ASAA member schools travel to out of province events involving three or more school teams in activities of the ASAA. The sanctioning process needs to be initiated by the host school through its own provincial or state governing body.
- 3. Non-ASAA member institutions or organizations wishing to host high school events.

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

**Formal written application for sanction is NOT required when:**

- 1. Events are hosted by ASAA member schools and involve only ASAA member schools. However, these events must meet the same requirements as interprovincial events.
- 2. Interprovincial/international play occurs between only two school teams.
- 3. Events include solely those schools that are listed in the blanket sanction agreement below.

**Process for written application for sanction of interschool events**

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

- 1. ASAA Member Schools:  
ASAA member schools hosting interprovincial/international events involving three or more school teams in activities of the ASAA must apply for sanction using the *Interprovincial Competition Sanction Form* or, if inviting US teams, the *NFHS Interstate Sanction Form*. The sanction form must be submitted to the ASAA at least 30 days prior to the event. Out of province schools not listed on the sanction form will not be eligible to participate without ASAA approval.
- 2. ASAA Zones and High School Leagues: Events hosted by these partners must comply with ASAA policies.
- 3. Non-ASAA Member Educational Institutions or Organizations:  
Events hosted by non-ASAA member educational institutions or organizations are required to follow ASAA policies.
  - a) Colleges, universities and other non-member educational institutions hosting high school events must apply for sanction using the *Non-Member Educational Institution Sanction Form*.  
The sanction form must be submitted to the ASAA at least 30 days

prior to the event. Schools not listed on the sanction form will not be eligible to participate without approval of the ASAA and the respective school athletic association.

If non-school teams and ASAA member school teams are participating at a tournament, they must compete in separate categories; i.e., ASAA member school teams must not compete against non-school teams. If the event is for an individual sport (i.e., golf, cross country running, wrestling, badminton and track and field), high school athletes belonging to club teams should compete only as a member of their high school and only against other high school athletes.

### **Blanket Sanction Agreement - British Columbia/Saskatchewan**

By agreement with BC School Sports and the Saskatchewan High School Athletic Association, events or interschool play by ASAA member schools from municipalities listed below do not require formal sanctioning when participating against schools in the same geographic groupings (as listed). This policy is intended to facilitate play between neighbouring school jurisdictions. If the event or tournament includes one or more teams from outside of the same geographic grouping, then the host school must make a formal written application for sanction.

#### **North West Alberta - North East British Columbia**

**Alberta:** Beaverlodge, Grande Prairie, Worsley, Hines Creek, Spirit River, Fairview, Sexsmith, Silver Valley, Jasper, Hinton and Grande Cache.

**British Columbia:** Fort St. John, Dawson Creek, Chetwynd, Tumbler Ridge, McBride and Valemound.

#### **South West Alberta - East Kootenay, British Columbia**

**Alberta:** Crowsnest, Lundbreck, Pincher Creek, Banff and Canmore.

**British Columbia:** Elkford, Fernie, Sparwood, Kimberley, Golden, Jaffray, Cranbrook, Creston and Invermere.

#### **North West Saskatchewan – North East Alberta**

**Alberta:** Bonnyville, Dewberry, Frog Lake, Cold Lake, Heinsburg, Kitscoty, Lloydminster, Marwayne, Paradise Valley, St. Paul, Vermilion, Elk Point, Mallaig, Myrnam, Glendon and Two Hills.

**Saskatchewan:** Clearwater River Dene (LaLoche), LaLoche Community School, Rossignol (Ile-a-la-Crosse), Buffalo River, Chief Poundmaker (Cut Knife), Twin Lakes School (Buffalo Narrows), Canoe Lake, Ernie Studer (Loon Lake), Makwa Sahgaiehcan (Loon Lake), Island Lake First Nation (Loon Lake), Goodsoil, Pierceland, Chief Napew (Pierceland), Meadow Lake Jonas Sampson, Meadow Lake Carpenter, St. Walburg, Paradise Hill, Hillmond, Chief Little Pine (Paynton), Turtleford, Thunderchild (Turtleford), Eagleview (Onion Lake), Glaslyn, Medstead, Edam, Lloydminster Holy Rosary, Lashburn, Maidstone, Neilburg, North Battleford Composite, North Battleford John Paul II, Sakewew (North Battleford).

## **West Central Saskatchewan – Central Alberta**

**Alberta:** Wainwright, Chauvin, Edgerton, Provost, Altario, Consort.

**Saskatchewan:** Cut Knife, Plenty, Cando, Sonningdale, Wilkie, Unity, Macklin, Landis, Denzil, Luseland, Biggar, Kerrobert, Major, Marengo, Rosetown, Kindersley, Eaton, Eston, Elrose.

## **South West Saskatchewan – South Central / South East Alberta**

**Alberta:** Oyen, Hanna, New Cessford, Youngstown, Brooks, Medicine Hat, Manyberries, Dunmore, Duchess, Tilley, Irvine, Bow Island and Foremost.

**Saskatchewan:** Leader, Kyle, Abbey, Burstall, Cabri, Hazlet, Richmond, Fox Valley, Gull Lake, Maple Creek, St. Angela's (Prelate), Shaunavon, Eastend, Consul, Frontier.

### **Violations**

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

### **C. Seasons of Play**

#### **Preamble:**

The intent of establishing seasons of play is to provide a guide as to when competition for particular activities sponsored by the ASAA may occur. Due to the nature of some activities, they do not fall into one season and therefore may overlap seasons. However, for most activities the total competitive period will fall within one season.

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

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

1. Activities sponsored by the ASAA shall take place within a specific season of play and these seasons shall be determined annually with the provincial competition being the reference point.
2. Each season of play will encompass pre-competition practice exhibition contests, league play and playoffs.
3. Each season of play shall be approximately 16 weeks in duration (school time) with holiday periods taken into consideration where applicable.

#### **4. Seasons of Play**

<b>Activity</b>	<b>Start</b>	<b>Finish***</b>
Football**	May 1	Provincial Finals
Golf	May 1	Provincials
Cross Country**	May 1	Provincials
Volleyball	June 1	Provincials

Cheerleading*	September 1	April 30
Curling	October 1	Provincials
Wrestling	October 22	Provincials
Basketball	November 1	Provincials
Badminton	January 3	Provincials
Team Handball	February 15	Provincials
Track & Field	February 15	Provincials
Rugby	February 15	Provincials

\*School cheerleading teams may function but not compete outside the season of play. The word 'function' equates to a supportive school spirit role and is not intended to include training. Training during this time should be limited to stunts no higher than chest level, no liberty stunts (flyers must have both feet in the hands of their bases), no basket or sponge tosses, no release stunts, tumbling only up to cartwheels, half-time and touch-down dances, motion technique and cheers.

\*\*The season for football and cross country (in the fall) shall begin August 16.

\*\*\*Please see Item J. 2., Competition Dates, page 64 for the set dates of provincials.

**Note:** The season of play is **not** intended to include July and August.

## 5. Definition of a Practice

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

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

The intent of this rule is to ensure that high school teams are not assembled for coaching purposes outside of the ASAA seasons of play and gaining an advantage. Directed team-play and instruction are not permitted. Compliance is the responsibility of the school site administrators, athletic directors and/or coaches and is an expectation of the ASAA. Reports of infractions will be dealt with pursuant to the ASAA Violations policy listed below.

## 6. Recommended Minimum Number of Practices/Sport

Sport	Recommended Minimum Number of Practices Before 1st Competition
Badminton	4
Basketball	4
Cheerleading	8
Cross Country	4
Curling	4
Football	10 (can be two/day)
Golf	4
Rugby	10
Team Handball	6
Track & Field	4
Volleyball	4
Wrestling	10

### Violations of Season of Play

1. Violations of the seasons of play shall be reported to the Zone Secretary of the school in violation and to the ASAA Executive Director. Such reports of violations must be corroborated with first hand evidence of individuals who, through their institutions, are members of the Association. All such reports must be in writing.
2. Violation reports received by the Executive Director will be dealt with by the ASAA Executive immediately. Penalties imposed are at the discretion of the Executive and may result in the individual or team at fault being ruled ineligible for ASAA competition for a specified period.
3. Any school found in violation of the seasons of play policy and penalized may appeal the penalty within 48 hours of notification of penalty.

### Interpretation and Examples

The dates provided in the seasons of play policy for ASAA sponsored activities **do** indicate when each activity will begin and when it will end as a formal co-curricular activity for all member schools wishing to retain eligibility for such activities.

#### Examples:

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

2. The season of play for **volleyball** is **June 1 to the fourth Saturday in November**. Therefore, volleyball practices may be carried out in schools during the month of June and from the beginning of the school term in the fall until the provincial championships. This precludes any formal school volleyball activity during the summer vacation but **does not** prevent individuals from attending summer camps. School teams that continue to function as school teams after the completion of the ASAA playoffs are **in violation** of the season of play policy.
3. There is no intent that the seasons of play policy will have any effect on physical education classes or on intramural programs.

#### **D. Athlete Registration**

1. All athletes must be registered in the ExNet registration system to be considered eligible for competition against other eligible athletes from ASAA member schools; this includes Jr and Sr varsity teams. Registration of athletes/teams must occur regardless of whether the team plans to enter provincial competition. A list of registered teams will be posted on the ASAA website and sent to all zone secretaries after the registration deadline. Teams that do not appear on this list are not eligible to compete against ASAA member schools until such time that team registration takes place. Teams on the ineligible list that continue to compete without registering will be subject to sanctioning at the discretion of the Executive Committee.
2. The principal of the high school shall be provided with a password to access ExNet, the ASAA's online registration system. The onus of responsibility rests on the principal for confirmation of the required eligibility qualifications.
3. A school cannot register more than one team per category or classification in each activity for ASAA provincial competition.
4. Registrations for all sports must be submitted online at [www.asaa.ca](http://www.asaa.ca) by **midnight** of the date indicated.
5. Late Registrations:

##### **Golf, Cross Country, Badminton, Track and Field:**

Team registrations after the online registration deadline and before the respective zone tournament deadline will be accepted subject to the late registration policy below. Additional students will be accepted after the respective zone tournament deadline subject to the late registration policy.

##### **Volleyball, Football, Wrestling, Curling, Cheerleading, Basketball, Rugby, Team Handball:**

Team registrations after the online registration deadline and player additions after the additional student deadline will be accepted subject to the late registration policy.

## Registration Deadlines

Sport	Deadline	Min.# of students required	Deadline to add students
Golf	12-Sep	1	Zone tournament
Volleyball	1-Oct	6	15-Oct
Football	1-Oct	12 athletes total with at least one (1) being from the secondary school where appropriate	15-Oct
X-Country	5-Oct	1	Zone meet
Basketball	15-Dec	5	8-Feb
Cheerleading	22-Jan	4 small/coed	8-Feb
		13 large	
Curling	22-Jan	4 per category	8-Feb
Wrestling	22-Jan	1	8-Feb
Team Handball	22-Mar	7	15-Apr
Badminton	15-Apr	1	Zone tournament
Rugby	1-May	15	15-May
Track & Field	15-May	1	Zone meet

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

Track and Field: Zones must submit their team list using the Hy-Tek format provided by the ASAA or competition host committee. Deadline for submission is the Monday prior to provincials at 12:00 p.m.

## Late Registration Policy

A school that misses a registration deadline (team registration deadline, adding players deadline or school registration deadline) can appeal to the ASAA for acceptance of a late registration. All players listed on late registrations shall meet all eligibility requirements of the ASAA effective on the date of the registration deadline. If the late registration is approved, then a penalty of \$150 per player to a maximum of \$500 per registration deadline will be levied and confirmation of payment (i.e., late registration form signed by school administration confirming that payment will be forwarded to the ASAA office) must be received by the ASAA office prior to the late team or player registration being accepted. Fifty per cent of all late registration fees collected from schools within a zone will be remitted to that zone. The other 50 percent will be allocated to the AIAAA, the ASAA endowment fund or related initiatives annually. A late registration form is available at: [www.asaa.ca](http://www.asaa.ca)



In the sports in which the registration deadline and opt-up deadlines are the same, the school may register their team late (with appropriate penalty) but may not opt-up from their school's classification. For sports in which the opt-up deadline is after the registration deadline, teams may register late, through the normal late registration process, and may opt-up before the opt-up deadline in that specific sport. If registration has not taken place by the opt-up deadline, then the team may still register late, but shall not be permitted to opt-up from their school's classification.

**Note:** For the purposes of late registrations, golf, curling and wrestling team registrations are each considered one team even if they have male and female members (i.e., the most a school can be penalized for these sports is \$500)

**Note:** In the event of a late school registration (i.e., after October 10) being accepted, the late registration fee of \$500 would be required in addition to annual zone and ASAA membership fees.

#### **Opting-Up: Golf, Volleyball, Football, Basketball and Rugby only**

1. In provincial competition, a school may elect to opt up to a higher classification while still retaining its right to enter teams in other activities in the proper classification of the school.
2. Opt up deadlines are as follows:

Golf	September 12
Football	October 1
Volleyball	October 15
Basketball	January 15
Team Handball	March 22
Rugby	May 1

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

#### **E. Sports Commissioners**

1. Selecting sports commissioners shall be subject to the following:
  - a) Commissioners shall be elected by the Board of Governors.
  - b) They shall be nominated from among the persons eligible to serve on the Board of Governors.
  - c) Commissioners shall serve for a minimum of two years and a maximum of four years.
  - d) A vacancy occurring during a term of office shall be filled by an interim appointment by the Executive until the next Annual General Meeting.
  - e) Jurisdiction and expenses of commissioners shall be subject to the approval of the Executive.
2. The duties and responsibilities of commissioners shall include

the following:

- a) Providing assistance to host committees to coordinate provincial championships.
  - b) Being familiar with new developments in rules, equipment, coaching techniques, etc.
  - c) Distributing information such as noted in b) above.
  - d) Presenting recommendations to provincial tournament chairpersons, the ASAA Executive, zone executive and member schools.
  - e) Acting as a consultant to meetings and committees conducted by groups noted in d) above.
  - f) Furthering interest in their sport through the use of bulletins, talks and other forms of publicity and promotion.
  - g) Liaising with provincial sport governing bodies, the ASAA Executive, universities and other agencies.
  - h) Attending provincial tournaments.
  - i) Ensuring the records are noted in the proper publications for their sport.
  - j) Preparing and assisting in annually updating competition handbooks for that sport.
3. Role of commissioners in coordinating provincial competition

The commissioner plays a critical role in the development of his/her particular sport with the ASAA. Since the primary responsibility of the commissioner is coordinating provincial competition, leadership should be provided according to the following format:

- a) The commissioner in concert with the Executive Director shall meet with the competition chairperson (and committee) at least three months prior to the competition for the purpose of reviewing the requirements for the competition as outlined in the activity handbook. For basketball and volleyball, a meeting of the tournament chairpersons for each of the host committees should be called by the Executive Director. For all other sports, the commissioner, with the approval of the Executive Director, should meet with the tournament chairperson at the site of the competition.
- b) The commissioner shall receive a written organizational plan from the tournament chairperson no less than two months prior to the event.
- c) The commissioner should attend the competition to assist with its operation and to evaluate the event. If at all possible, a short meeting should be organized in conjunction with the competition for coaches and administrators. The purpose of this meeting would be to evaluate the event, propose modifications, suggest rule changes and propose changes to any other aspect of the sport. If such a meeting cannot be arranged, an evaluation form should be circulated to participants and then returned to the commissioner.
- d) The commissioner shall be responsible for converting information received from the competitions to handbook modifications and Notices

of Motion where applicable.

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

The Alberta Schools' Athletic Association shall provide commissioners with the financial resources necessary to conduct the role outlined above.

## **F. New Activities**

New activities to be sponsored by the Association shall be adopted according to the following procedure:

The activity may be proposed after due Notice of Motion without detailed policy at a meeting of the Board of Governors. If approved, the activity may be implemented in one of the following ways:

1. By assigning it to a zone executive or other committee to conduct on a trial basis. The committee would prepare detailed policy.
2. By implementing proposed policy that is submitted at the same time as the proposal to approve the activity, provided proper Notice of Motion is given for both. If the activity is approved, the policy may be approved, amended or referred to a committee for recommendations.

## **G. Deleting Activities**

1. In the event that a provincial competition has representation from fewer than five zones, the continued sponsorship by the ASAA will be either affirmed or canceled at the AGM following the occurrence of the next provincial championship in that activity.
2. Whenever an activity is affected by this policy, it will be announced at the current AGM, thus providing member schools this information one year in advance.

## **H. Officiating**

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

## **I. Rules**

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

**J. Provincial Competition**

**1. The ASAA governs the following sports:**

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

**2. Competition Dates**

- a) The dates and locations of the competitions shall be ratified at the Annual General Meeting. Any championship without a host one month prior to its scheduled start will be canceled. The Executive Committee may, at its discretion, modify this timeline due to circumstances.
- b) It is the intent of the ASAA, as far as possible, to establish particular weekends for provincial competitions and to adhere to the set times annually.

**Competition Dates**

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

\*only to occur in years when the Rugby provincials fall during diploma exam blackout dates (to include the day prior to the start of the diploma exam schedule)

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

For activities that require a two day competition, the weekend will consist of Friday and Saturday (no ASAA provincial competitions will take place on Sunday). This will apply to all similar activities even though a particular competition may be scheduled for only one day.

Cross country and football championships are designated for specific days and do not need to be considered in the weekend concept.

### **3. Provincial Representation**

- a) All individuals and teams advancing to provincials must participate in competition leading to provincial championships where a qualifying competition is required. i.e. District and/or zone qualifying events.
- b) All participants in provincial competitions (individual and team) must be determined no later than the Saturday preceding the provincial competition. In rugby, participants must be determined no later than the Tuesday preceding provincial competition.
- c) NWT/Nunavut shall be allowed to compete on an exhibition basis in individual activities that are sponsored by the ASAA at the provincial level.

### **4. Hosting Provincials**

- a) Each provincial competition shall be organized and administered by a school/committee approved initially by the host zone and subsequently by the ASAA Board of Governors.
- b) All schools/zones bidding to host provincials shall follow the bid guidelines as indicated in the appendix and on the ASAA website.
- c) Any group being given the responsibility of hosting an ASAA provincial championship event must adhere to ASAA Bylaws and Policies as set out in the ASAA Policy Handbook.
- d) All ASAA provincial events are to be alcohol, tobacco (including chewing tobacco) and drug free for all players, coaches, parents, team personnel, officials and spectators. This applies to all activities held on school property and rented community facilities, including all outdoor facilities for events such as Rugby, Track & Field, Football, Golf and Cross Country running.
- e) Legacy Clause - To reflect special anniversaries or milestones for ASAA sanctioned sports e.g. 50th anniversary. The Executive Committee will have the discretion to modify tournament structure for that year.
- f) All food and beverages sold and provided at ASAA provincial championship events held in ASAA member school facilities must fit within the Choose Most Often and Choose Sometimes categories of the Alberta Nutritional Guidelines for Children and Youth, details of which can be found in the appendix and on the ASAA website.

### **5. Competition Banquets**

It is the prerogative of the host committee to determine if there will be a banquet in conjunction with any ASAA provincial competition. If the host committee chooses to include a meal as part of the event, all participants are obligated to pay the fee set to cover the cost.

## 6. Finances

- a) The intent is that all ASAA provincial competitions be organized in such a manner as to be self sufficient while keeping costs to participating teams/individuals minimal.
- b) An entry fee, subject to approval by the ASAA Executive and the sport commissioner, may be charged by the host committee for provincial competitions.
- c) Pay It Forward Loonie Fee: Each provincial championship will charge an additional \$1 for each participating student and remit those funds to the ASAA office after the championship. 100% of funds will be directed into an ASAA scholarship fund to recognize student athletes who give back to their schools and communities by either coaching or officiating in school or community sport.
- d) Provincial competition hosts will be eligible to apply for a hosting subsidy of a maximum of \$500 per event should the event show a loss or a profit of less than \$500. In the event of a profit of less than \$500 being realized, the host may only apply for a subsidy for the difference between the profit earned and the \$500 maximum.
- e) Each provincial activity will be allotted an amount for travel assistance based on an average annual per participant rate established by the Executive. The amount designated for each activity is distributed on a cents per kilometer basis (travel subsidy program suspended 2010/11 onwards due to provincial funding cuts). At the end of the year, one cheque will be sent to the school and/or zone to cover the travel assistance for all competitions during that school year.
- f) Team Sport: teams failing to show  
Any team (football, volleyball, basketball, cheerleading, curling, rugby) that confirms attendance at provincials as a zone/regional representative and then either pulls out following a pre-designated date (determined annually by the ASAA Executive in coordination with the respective sport commissioner and the Executive Director) or fails to show is required to pay the host the entry and banquet fees applicable to all participating teams. If the late withdrawal results in significant work being required to find a replacement team by either the ASAA office or the championship host, the offending school will be penalized an additional \$250. The Executive will have the sole discretion to impose the penalty based on the rationale provided by the school for the late withdrawal.
- g) Team Sport: coaches/schools failing to attend mandatory coaches meeting  
Any team (football, volleyball, basketball, cheerleading, curling, rugby, team handball) that attends provincials as the zone/regional representative and fails to attend or send a team representative

to the mandatory coaches meeting will be fined a fee of \$250 for failing to send a representative to the coaches meeting. This fee will be collected by the ASAA office and split between the host of the championship and the ASAA; the latter of which will be earmarked for the ASAA subsidy account to help offset costs to ASAA provincial hosts. The Executive will have the sole discretion to waive the penalty based on the rationale provided by the school for failure to attend the coaches meeting.

h) Individual Sports: individuals failing to show

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

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

## 7. Awards

a) Medals

- i. ASAA gold medals shall be presented to provincial winners in all competitions sponsored by the Association. The following rules apply for award medals:

Badminton: 39 (winners in category A and category B singles, doubles and mixed in each age group i.e., junior, intermediate and senior)

Basketball: 18 (full party)

Cheerleading: 81 (21 small squad , 30 large squad, and 30 co-ed squad)

Cross Country: 6 (event winners)

Curling: 20 (event winners - boys, girls, mixed)

Football: medals for tier champions and finalists. The losers of the semifinal games at each tier shall be awarded a bronze medal.

Golf: 18 (team and individual winners for boys and girls)

Rugby: 40 for each of tier I and II boys and girls champions

Team Handball: 20 for each of tier I and II boys and girls champions

Track & Field: 124 (event winners for boys and girls at the junior, intermediate and senior levels)

Volleyball :18 (full party)

Wrestling: 28 (rural event winners-17 boys and 11 girls)

28 (provincial event winners-17 boys and 11 girls)

- ii. ASAA silver medals shall be presented to finalists (2<sup>nd</sup> place finishers) in all competitions sponsored by the Association. The rules as applied in 7.a) i. above shall be used to award silver medals to the finalist in each competition.
- iii. ASAA bronze medals shall be presented to 3<sup>rd</sup> place finishers in all competitions sponsored by the Association. The rules as applied in 7.a) i. above shall be used to award bronze medals to the 3<sup>rd</sup> place finisher in each competition.
- iv. Specially engraved ASAA gold medals shall be presented to track and field record breakers.
- v. Medals and emblems for provincial competitions shall be supplied by the ASAA at no cost to competition hosts.
- vi. For activities in which a regional competition is conducted to determine participants who advance to provincials (e.g., 4A volleyball), ASAA gold and silver medals, differing in design from the provincial medals, shall be made available at a cost to hosts for presentation to first and second place finishers.
- vii. ASAA gold, silver and bronze zone medals, distinct from the provincial and regional medals, shall be made available at cost for presentation by hosts at all zone competitions.
- viii. At all Association approved competitions where award presentations will take place at the completion of the competition, student athletes must wear either their uniform or a related article of clothing that clearly identifies either the school they represent, or the ASAA provincial champion t-shirt when receiving awards.

b) Trophies

- i. Trophies awarded at provincial competitions shall be ASAA approved trophies only. (Refer to Appendix)
- ii. Approval for new trophies may be gained only with the expressed permission of the ASAA Executive.
- iii. Trophies shall be dedicated only to individuals recognized by the ASAA for their contribution to high school athletics in the province.
- iv. Provincial champions in the team sports of basketball, curling, volleyball, golf, cheerleading, football, rugby, team handball, track and field, cross country, badminton and wrestling shall be presented with small plaques to be retained as mementos. These plaques shall be supplied by the ASAA.
- v. In volleyball and basketball, teams placing 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> and 4<sup>th</sup> at provincial competitions in each category shall be presented with small plaques to be retained as mementos.
- vi. In basketball, 4A volleyball and rugby, the consolation winner in each category shall be presented with a small plaque to be retained as a memento.



- vii. In cheerleading, curling, team handball and rugby, teams placing 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> at provincial competition in each category shall be presented with small plaques to be retained as mementos.
- viii. In wrestling, teams placing second at both rural and provincial championships shall be presented with small plaques to be retained as mementos.
- ix. In cross country and track & field, teams placing 2<sup>nd</sup> and 3<sup>rd</sup> in the team competitions shall be presented with small plaques to be retained as mementos.
- x. Trophy winners shall incur engraving costs.

c) Banners

- i. Championship banners shall be provided by the ASAA for the team activities of badminton, basketball, cheerleading, cross country, curling, football, golf, rugby, team handball, track and field, volleyball and wrestling (rural and provincial).

d) Sportsmanship Banners

- i. In each of the eight volleyball and basketball provincial championships and the three curling categories in the curling provincial championship, an 8' x 3' sportsmanship banner will be presented in the weeks after the championship to the school winning the award.
- ii. At the cheerleading provincial championship, an 8'x3' sportsmanship banner will be awarded to a team voted by the coaches and athletes to have exhibited exemplary sportsmanship throughout the competition. The banner will be presented during the championship awards ceremony at the provincial competition.
- iii. At the rugby provincial championship, an 8' x 3' sportsmanship banner will be presented to each of the four categories. This banner will be presented in the weeks after the championship to the school winning the award.
- iv. At the team handball provincial championship, an 8' x 3' sportsmanship banner will be presented to each of the four categories. This banner will be presented in the weeks after the championship to the school winning the award.

e) Ribbons

- i. In cross-country running, athletes placing 4<sup>th</sup> through 10<sup>th</sup> at the provincial championship will each receive a ribbon indicating their placing at the event.
- ii. In wrestling, athletes placing 4<sup>th</sup> through 6<sup>th</sup> at both the rural and provincial wrestling championships will each receive a ribbon indicating their placing at the event.

f) Restrictions

Awards or prizes other than those stipulated in Sections a), b), c), d) or e) of this policy may not be presented at any ASAA provincial competition unless approved by the ASAA Executive.

## **8. Cheerleaders supporting school teams at provincials**

- a) Cheerleaders from participating schools may accompany teams to provincial competitions at the invitation of the competition

chairperson.

- b) All cheerleaders accompanying teams to provincials should be previously registered with the competition chairperson and must be accompanied by a separate adult supervisor or supervisors of the appropriate gender.
- c) The competition chairperson has the right to draw up a set of regulations regarding the activities of cheerleaders during the course of the competition/event.
- d) The primary function of the cheerleaders at events other than cheerleading provincials is crowd leadership and player encouragement.

## **SECTION VI - MEETINGS**

### **A. Expenses**

The Association shall pay expenses for all approved delegates to the Executive Committee Meetings, the Annual General Meeting and the Annual Planning Meeting at College of Alberta School Superintendents rates. Note: the rate for zone delegates is one half the regular rate as it is expected that the zone will pay one half the cost of travel for the single car approved for each zone.

At the discretion of the Executive, the Association may also pay certain expenses to attendees of ad hoc committee meetings and provincial host committee meetings. The Association will provide advance notice to attendees of such meetings as to what expenses will be covered.

### **B. Awards**

#### **1. Routledge Award of Merit**

The highest award the ASAA may bestow is the Robert H. Routledge Award of Merit. It is presented annually in recognition of outstanding service to the students of Alberta schools in the promotion and operation of their athletic programs.

- a) Nominations for the award must be received at the ASAA office by February 1. Nomination forms are available online at [www.asaa.ca](http://www.asaa.ca).
- b) The Executive Committee will select the recipient from the nominations received.

#### **2. Commissioner/Executive Award**

At the completion of a commissioner's/executive member's term of office, the ASAA shall present each member with a suitably engraved memento recognizing their contribution to high school athletics in Alberta.

#### **3. Most Sportsmanlike Coach Award**

The ASAA will present this award each year. All nominees will be considered for a *Sportsmanship in Coaching Certificate* by the Executive Committee and will also be considered for the ASAA's annual Most Sportsmanlike Coach award. Nominations will be submitted to the ASAA Executive and Sportsmanship Commissioner for

consideration by April 1 of each year. Nominations for the awards will take the following into consideration:

- a) The coach has, by example, consistently shown good sportsmanship while coaching and has brought credit to him/herself and the school.
- b) Further, the coach shows:
  - i. proper acceptance of officials' judgements/decisions.
  - ii. positive encouragement of player performance and bench behaviour.
  - iii. positive general deportment and interaction with other coaches and athletes.

#### 4. Lorne Wood Award

This award will be given to a school administrator who actively models, supports and promotes sportsmanship by their involvement in their school's athletic program. Nominations for this award will consist of a minimum of two letters of support from coaches, two letters of support from students and/or parents as well as a one to two page essay of why this person is deserving of the award. Nominations will be submitted to the ASAA Executive and Sportsmanship Commissioner for consideration by June 30 of each year. Presentation of this award will be at the Annual Planning Meeting.

## **SECTION VII - APPEAL PROCEDURE**

### **A. Jurisdiction and Purpose**

1. This section applies only to Bylaws and Policies established by the Alberta Schools' Athletic Association (ASAA). The ASAA will not hear appeals of Bylaws and Policies established at the zone level.
2. The purpose of this section is to establish a procedure for applications for the interpretation of ASAA Bylaws and Policies and to establish a procedure for application for exemptions from ASAA Bylaws and Policies.

### **B. Definition of Clear Days**

1. For the purposes of this policy, wherever there is a reference to clear days:
  - a) the number of days shall be reckoned exclusively of the first day and exclusively of the last day and exclusively of Saturdays, Sundays and statutory holidays; and
  - b) any action taken on a Saturday, Sunday or statutory holiday shall be deemed to have been taken on the next working day.

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

### **C. Appeals Submission**

Appeals of ASAA Bylaws and Policy must be submitted online using the online appeals template on the ASAA website. This means all appeal

documentation will need to be uploaded electronically.

**Transfer Appeals:** Please note that all appeals of the Compliance Officer's decision as noted in Policy Section IV. Eligibility, D. Transfer policy; Transfer Policy Appeals will go straight to Section F below. That is, neither the zone nor the Executive Director will have input into Appeals of Compliance Officer decisions. Those appeals will go directly to the Executive Appeals Committee.

All other appeals will follow the process outlined immediately below.

**D. Application to Zone Executive**

1. Any member of the ASAA may apply to the zone for an interpretation of ASAA Bylaws and Policies. The zone does not have jurisdiction to exempt any member from ASAA Bylaws and Policies.
2. Upon application to the zone as set out herein, the zone shall provide the applicant member their interpretation of the policy within five clear days of the date of receipt of the request for the interpretation by the zone. The response from the zone may be either verbal or written.
3. In the event that the applicant member is not satisfied with the interpretation of the Bylaw or Policy at issue as provided by the zone, the applicant member may refer the matter to the Executive Director of the ASAA (hereinafter referred to as the Executive Director) for further review.

**E. Review by Executive Director (must be written)**

1. Requests for review made to the Executive Director by the applicant member shall:
  - a) be submitted in writing to the Executive Director within five clear days from the date the zone executive communicates its interpretation to the applicant member;
  - b) clearly set out the Bylaw and/or Policy at issue;
  - c) clearly and concisely state the grounds upon which the applicant member requests an interpretation of or an exemption from the ASAA Policy and/or Bylaw at issue;
  - d) provide an address for service of the Executive Director's decision upon the applicant member; and
  - e) provide a telephone number, fax number or email address for the applicant member.
  - f) be signed by the school principal or other administrator of the applicant member.
2. Within 10 clear days of receipt of a properly documented application for review, the Executive Director shall render a written decision and shall send a copy of that written decision to the applicant member by ordinary mail at the address provided by the applicant member in the request for review. A copy of the Executive Director's decision shall be provided to the Zone Secretary and Executive Committee by the Executive Director.
3. Upon request by the applicant member to the Executive Director, the

Executive Director may communicate his/her decision to the applicant member or to another party by telephone, fax or email.

**F. Appeal to the Executive Appeal Committee (must be written)**

1. The Executive Appeal Committee shall consist of at least five persons appointed by the Executive Committee. The Executive Committee will choose from a pool of EAC members, ensuring that conflicts of interest are avoided.
2. The applicant member may appeal the decision of the Executive Director to the Alberta Schools' Athletic Association Executive Appeal Committee (hereinafter referred to as the Executive Appeal Committee) by filing a written Notice of Appeal with the Executive Appeal Committee within 30 clear days from the date of the Executive Director's decision.
3. Appeals to be heard at an Executive Appeal Committee meeting must be submitted, along with all required information uploads, seven calendar days prior to the Executive Appeal Committee meeting in question i.e. if a meeting is schedule for Thursday at 9 a.m., all required documentation must be received by 9 a.m. the previous Thursday.
4. The Notice of Appeal must be accompanied by a \$200 fee of which \$50 will be a non-refundable processing fee and \$150 will be refunded if the appeal is upheld. Further, the Notice of Appeal shall:
  - a) clearly set out the Bylaw and/or Policy at issue;
  - b) clearly and concisely state the grounds upon which the applicant requests an interpretation of or an exemption from the Bylaw and/or Policy at issue;
  - c) clearly and concisely state the grounds upon which the applicant member appeals the decision of the Compliance Officer in the case of Transfer Appeals and the Executive Director in all other appeals;
  - d) specify whether the applicant member wishes to proceed by special conference call meeting or at the next regularly scheduled meeting of the Executive Appeal Committee as indicated on the ASAA wall calendar provided to each member school.
  - e) identify all documentation that will be presented in support of the appeal;
  - f) be signed by the school principal or administrator of the applicant member; and
  - g) be sent in copy form by the Executive Director to the zone secretary in which the matter in issue originated.
5. Upon receipt of the Notice of Appeal in compliance with paragraphs 1. and 2. of this section, the Executive Appeal Committee shall hear the applicant member's appeal.
6. During the course of the appeal, the Executive Appeal Committee may consider materials not previously considered by the Compliance Officer in the case of transfer appeals and the zone executive and/or Executive Director in the case of all other appeals.
7. In the event that the applicant member wishes to proceed by special conference call meeting, the applicant member shall pay to the ASAA

a deposit in the amount of \$750 (seven hundred and fifty dollars) of which \$250 is non refundable if the appeal is successful. In the event that the applicant member fails to pay the said deposit to the ASAA or fails to reimburse the ASAA for the actual cost of the conference call as aforesaid, the appeal shall be dismissed unless the applicant member, before proceeding with the conference call meeting, elects to proceed by fax appeal, or the next regularly scheduled meeting of the Executive Committee as indicated on the ASAA wall calendar provided to each member school by the ASAA and files written notice of that intention with the Executive Committee within 30 clear days from the date of the Executive Director's decision.

8. Before issuing a decision, the Executive Appeal Committee shall consider:
  - a) all written materials submitted by the applicant member;
  - b) the written decision of the Compliance Officer or Executive Director depending on the type of appeal being submitted;
  - c) any other written materials or documents that the Executive Appeal Committee deems relevant;
  - d) the ASAA Bylaw and/or Policy at issue or any other ASAA Bylaw and/or Policy the Executive Appeal Committee deems relevant;
  - e) all legislation and regulations the Executive Appeal Committee deems relevant; and
  - f) in the event that the applicant member elects to proceed by special conference call meeting, all verbal submissions made by or on behalf of the applicant member and the Compliance Officer or Executive Director depending on the type of appeal being submitted.
9. Appeal hearings of the Executive Appeal Committee shall occur on one of five to six pre-determined dates set by the Executive Committee. The Committee Chair shall be responsible for arranging the order of appeals in consultation with the Executive Director. The Committee Chair controls the meeting and is responsible for outlining the specific procedures to be followed at the hearing.
10. The Executive Director will coordinate hearing times and locations and is responsible for distributing agendas and relevant information. In appropriate cases, the Executive Director will make the necessary arrangements for telephone conference calls.
11. The Executive Appeal Committee members will be selected to serve on a particular appeal hearing committee as the need arises. Members of the Executive Appeal Committee are responsible for reviewing and familiarizing themselves with the agenda/information provided to them by the Executive Director in advance of the appeal hearing date. They must advise the Executive Director as early as possible if circumstances no longer permit them to attend a scheduled appeal hearing.
12. With the exception of the fee as set out herein and paid by the applicant for a special conference call meeting, the administrative costs of the

Executive Appeal Committee shall be the responsibility of the ASAA. Each party appearing before an Executive Appeal Committee shall be responsible for its own costs regardless of the decision of the Executive Appeal Committee.

13. A conflict of interest is any situation in which the private interest of an individual member may interfere with his/her responsibility to carry out his/her duties in an official capacity with objectivity and integrity. Such situations may involve the individual directly or indirectly through a family member, business partner or involvement with the ASAA or the applicant. Executive Appeal Committee members must disclose any potential conflict of interest situation to the Executive Director or Chair at the earliest opportunity and in any case, prior to the participation in any Executive Appeal Committee discussions. Any Executive Appeal Committee member who is in conflict of interest shall not participate in the appeal and may be replaced by another person who is not in a conflict of interest.
14. Within 15 clear days of hearing the appeal, the Executive Appeal Committee shall issue a written decision detailing its reasons. A copy of the written decision shall be sent by ordinary mail to the applicant member at the address for service of the applicant member provided in the Notice of Appeal and to the secretary of the zone in which the matter originated.
15. Upon request by the applicant member, the Executive Appeal Committee may communicate the decision to the applicant or another party by telephone, email or fax.
16. The decision of the Executive Appeal Committee shall be final.

## **SECTION VIII - AMENDMENTS**

- A. All items under Policy may be amended by a majority vote of the provincial Board of Governors. Proposed amendments must be submitted, in writing, to the ASAA office by April 1. The amendments to be considered will be posted on the ASAA website and available to all member schools at least **three weeks** prior to the Annual General Meeting. Amendments may be made through a mail vote and in such cases, the ballots must be retained until the next Annual General Meeting. Notices of motion to amend policy may be waived where such amendment is clearly of a housekeeping nature and does not change the intent of the policy.
- B. Amendments to policy may be submitted by zones, schools, commissioners and Executive. Schools submitting such amendments must advise their respective zone executive.



# **Alberta Milk**

## **Proud Partner of Alberta Schools' Athletic Association**



### **Milk Your Sports Moments**





## SECTION IX - BADMINTON

### A. Rules

The rules governing badminton shall be the laws of badminton as adopted by the International Badminton Federation and the Canadian Badminton Association.

Intervals:

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

Coaching:

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

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

Officials:

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

### B. Season of Play

The season of play for badminton shall be January 3 to the provincial championships on the first Friday and Saturday in May. The season of play is not intended to include July and August. See SECTION V – ACTIVITIES, Item C, pages 56-59 for more information.

### C. Eligibility

1. A zone team shall consist of:

- a) six boys and six girls to play **singles** (two each in junior, intermediate and senior)
- b) **twelve** boys and **twelve** girls to play **doubles** (**two teams** each in junior, intermediate and senior)
- c) **six** boys and **six** girls to play **mixed doubles** (**two teams** each in junior, intermediate and senior)

2. Age categories are:

- a) junior under 16 before September 1 of that school year
- b) intermediate under 17 before September 1 of that school year
- c) senior under 19 before September 1 of that school year

**Notes:**

- i. students with a birthday on September 1 of that school year must compete in the higher category.
- ii. an athlete may opt to play at an older age level but may play in only **one** event.

## D. Events

1. Hosting of the provincial championship will be set on a rotating basis through the establishment of six regional hosting zones.

### Rotation:

Edmonton	2015/16
Central (C/SC)	2016/17
NW	2017/18
Calgary	2018/19
South	2019/20
North East	2020/21

### 2. Singles, Doubles and Mixed

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

#### b) Schedule/Placement

All teams (singles, doubles and mixed) will play a minimum of three matches (6-9 games) and a maximum of five matches (10-15 games). All the first place finishers in each zone will compete against all the other first place finishers in Category A. All the second place finishers in each zone will compete against all other second place finishers in Category B.

- i. The following annual rotation system will rotate the zones between Pool A and Pool B.

	Pool A	Pool B
2015/16	Calgary, NE, NW, SC	Edm, NC, S, Cen
2016/17	Calgary, NE, NW, Cen	Edm, NC, S, SC
2017/18	Calgary, NE, NC, S	Edm, NW, SC, S
2018/19	Calgary, NE, NC, SC	Edm, NW, S, Cen
2019/20	Calgary, NE, NC, Cen	Edm, NW, S, SC
2020/21	Calgary, NW, NC, S	Edm, NE, SC, Cen
2021/22	Calgary, NW, NC, SC	Edm, NE, S, Cen
2022/23	Calgary, NW, NC, Cen	Edm, NE, S, SC

#### c) Tiebreaks

- i. All two way ties for first and second place in the round robin will be determined by the result of the match between the two tied players.
- ii. In a three way tie for first place, the players will be ranked 1, 2 and 3 based first on games won minus games lost in all three of their matches in the round robin and second on points won minus points lost in all three of their matches in round robin. The second

and third ranked players will then play one game to 21 points to determine second place in the round robin.

- iii. In a three way tie for second place, the players will be ranked 1, 2 and 3 as described in 'ii' above. The second and third ranked players will play one game to 21 points to determine who will play the first ranked player in one game to 21 points that will then determine second place in the round robin.

d) Playoffs

There will be separate playoffs for Category A and Category B. Each category has two pools of 4 (A and B). At the end of the round robin matches, the top two finishers in Pool A and Pool B will enter the playoff round. First place in Pool A will play second place in Pool B, while first place in Pool B will play second place in Pool A. the winners will play for gold and silver medals while the losers will play for bronze (all playoffs will be matches).

e) Progress of Play

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

f) Scoring

- i. The winning school in each classification, 1A, 2A, 3A and 4A shall be the school with the greatest number of points awarded. Schools/ teams will get two points per match win in Category A and one point per match win in Category B.
- ii. In the event of a tie between two or more schools when determining the school team champion, the tie will remain and each school shall receive a champion banner.

g) Equipment

i. Dress Code

Athletes must compete in a uniform that distinguishes their school or zone. Uniforms contrary to this rule will be considered illegal. When playing doubles, the uniforms shall match. Clothing with offensive language or symbols will not be allowed. Shorts should be worn during play. No hats or dew rags shall be worn during competition or warm-up. The venue coordinator will instruct player(s) to change if not in compliance with the dress code.

ii. Official Shuttle

The brand of badminton shuttle to be used at the ASAA provincial competition shall be the Yonex Mavis 300.



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## SECTION X - BASKETBALL

### A. Rules:

1. The playing rules governing basketball shall be the rules adopted by the International Basketball Federation (FIBA), with the following modifications:
  - a) NCAA numbers also recognized as legal (i.e., 0-3, 20-25, 30-35, 40-45, 50-55)
  - b) No more than fifteen (15) team members entitled to play.
  - c) 10 minute half time
  - d) T-shirts of the same colour as the uniform may be worn (underneath the uniform)
  - e) No protests will be allowed
2. Athletes of one gender must compete for a school team of athletes of the same gender.
3. Standardized key - The standard key that will be used at the ASAA level will be the trapezoid key. The discussion of the new FIBA floor markings that were brought forward in 2010/11 may come back to the ASAA for discussion again, but change will not be considered for at least five (5) years (2016/17 school year).

### B. Season of Play

The season of play for basketball shall be November 1 to the provincial championships on the third weekend in March. See SECTION V – ACTIVITIES, Item C, pages 56-59 for more information.

### C. Officials

1. The Alberta Basketball Officials Association (ABOA) is recognized to provide officials for provincial competitions.
2. Arrangements for officials at all provincial competitions shall be made by the Executive Director and/or appointees of the ASAA Executive in cooperation with the ABOA.

### D. Number of Games Permitted

A team shall be limited to 36 games (including games against ASAA sanctioned teams and the one exhibition and one fundraiser game allowed) between November 1 and the commencement of zone playdowns in their respective zone (Any district or city playoffs that directly lead to or result in the advancement of a team in or elimination of a team from their respective zone playoffs shall be considered a part of those playoffs and shall not be counted in the 36 game limit). Any team found to be in violation of the 36 game limit may:

1. be ineligible for participation in any ASAA sponsored games (zones, provincials) within that same season of play;

2. forfeit any standing within the final provincial rankings for the purpose of seeding in the provincial championships;
3. forfeit any or all ASAA sponsored games (zones, provincials) and any awards or titles earned in these games;
4. be ruled ineligible for participation in ASAA sponsored events within the next season of play;
5. be subject to any or all of the aforementioned penalties or to alternative penalties as determined by the ASAA Executive.

### E. Rankings

1. The 1A, 2A, 3A and 4A boys and girls rankings respectively shall be done by committee. Recruitment and formation of the committee at each respective level will be the responsibility of the commissioner, who shall serve as the chairperson of each committee.
2. Each committee shall consist of at least three members and the chairperson, with all but the chair having voting privileges. The respective committees will be formed as follows:

1A, 2A and 3A boys & girls	4A boys & girls
North Region (NE, NW, Edmonton)	Edmonton Region
Central Region (C, NC)	Calgary Region
South Region (SC, S, Calgary)	South Region
	Rural Region (C, SC, NE, NW)

3. All schools shall submit their game results online using ExNet right through to the completion of zone playoffs to provide a complete and up-to-date season record for use in the ranking and seeding processes. Note: only those teams with results posted in ExNet in a minimum of three ranking periods shall be eligible for final rankings.
4. Based on the results in ExNet, each ranking committee member will determine a provincial top 10 and a maximum of five honourable mentions. The deadlines for submitting these rankings via ExNet to the respective basketball commissioners must be adhered to and will be posted on the ASAA website by November 1 each year.
5. For each ranking period the chair shall review the ranking committee selections as posted on ExNet and award points to the teams according to the same procedure as outlined in Item G. Awarding Wildcard Berths, pages 84-85. The chair shall then total the points into a single listing and rank the teams from highest to lowest according to their total points for that ranking period.
6. In the event of a tie, the chairperson shall apply the following:
  - a) the outcomes of any games between the tied teams
  - b) the outcome of any games against common ranked opponents
  - c) the outcome of any games against common unranked opponents
  - d) the previous ranking of both teams
  - e) the chair's decision - based on the information provided

7. No more than three clear days (see SECTION VII - APPEALS PROCEDURE, B. Definition of Clear Days, page 71) following the submission deadlines, the chairperson shall submit to all committee members and the ASAA office the top 10 and first five honourable mentions.
8. These rankings shall be posted on the ASAA website at [www.asaa.ca](http://www.asaa.ca). Only the top 10 and five honourable mentions are released. Individual ranking committee member selections are not provided.

## **F. Competitions**

1. There shall be eight provincial competitions that will terminate the basketball season. All competitions will be held on the third weekend in March and will be conducted over three days.
2. Representatives to provincial competitions must be declared and the required information delivered, phoned or faxed to the ASAA Basketball Commissioner and the competition chairperson no later than the Sunday prior to the competition.
3. Vacancies in any of the eight provincial competitions not covered under Item G. Awarding Wildcard Berths, pages 84-85 shall be filled by the Executive Director with approval of the ASAA Basketball Commissioners.
4. Provincial Seeding Process:
  - i. All basketball provincial championships shall be seeded.
  - ii. In order of priority, the following will guide the seedings:
    - a. Final ASAA Ranking\*
    - b. Placing in zone championship\*
    - c. Note: Winning the zone championship will automatically qualify the team for the provincial championship but does not guarantee that the team will enter provincials as the number one seed from their respective zone
  - \*Not withstanding 'a' and 'b' above, every effort will be made to prevent teams from the same zone meeting in their first game of the provincial competition. This may require minor adjustment of seedings to accomplish. Note that avoiding zone match-ups in second or subsequent rounds of competition is not within the purpose of the seeding process or rankings/seedings committees.
  - iii. At each classification level per gender, the respective commissioner and eight ranking committees shall meet via separate conference calls on the Sunday prior to provincials; the cost of the calls to be paid for by the ASAA. Subsequently, each Commissioner will provide the four (1A-4A) recommended seedings lists to the ASAA office no later than noon on the Sunday prior to provincials.
  - iv. A committee comprising of the two basketball commissioners and the ASAA Executive Director will meet via conference call on the Sunday afternoon prior to provincials and will review the recommendations. The committee has the authority to make changes within reason and as it sees fit.

- v. The committee noted in 'iv' above will empower the ASAA staff to distribute the final seedings to championship hosts by late Sunday afternoon, barring any unforeseen circumstances.  
NOTE: Due to the short timeframe involved, tournament seedings may not be appealed.
5. Regardless of which ASAA classification schools choose to enter, they must compete provincially in their geographic region as outlined in the ASAA handbook.
6. All teams advancing to provincials must participate in competition leading to provincial championships. This includes the provincial host team even though they have an automatic entry in the provincial competition.

### **G. Awarding Wildcard Berths**

Zone secretaries will provide to the ASAA office a list of zone championship hosts and their home phone numbers in advance of the zone championship tournament weekend so that hosts may be contacted in a timely manner if zone results are not received or more information is needed. Zone championship hosts are requested to email the appropriate commissioner and the ASAA the games scores and a rank order list of teams qualifying from their zone to the provincial tournament by 9 a.m. the Sunday following the zone championship.

The commissioner will use the following criteria when awarding wildcard berths:

1. Teams in the Final Ranking will be awarded points (12 for 1st, 10 for 2nd and so on until the 10th ranked team receives 2 points. The 5 honourable mentions will each receive one point)
2. Zone points are added up and wildcard berths awarded to the zones with the most points.
3. In the event of a tie, the zone with the highest ranked 2nd team will be awarded the berth (for example, if one zone has the 2nd and 5th ranked teams and another zone has the 3rd and 4th ranked teams, the zone with the 4th ranked team would get the wildcard berth).
4. Vacant Berths
  - a) A wildcard berth will be considered vacant when:
    - i. A zone does not have enough teams in the Final Ranking period to fill the wildcard berth (for example, a zone has 1 team ranked 2nd in the Final Rankings and qualifies for a berth with 10 zone points but no other team ranked).
    - ii. The host zone does not have enough teams in the Final Ranking period to fill the zone champion, host bid and wildcard berth (for example, a zone has the 3rd and 6th ranked team, is hosting provincials and qualified for a wildcard berth based on zone



points; they would receive the zone champion and host berth but not an additional wildcard berth due to insufficient teams).

b) Who receives the vacant berth

- i. In the event of a vacant berth, the zone with the highest point total in the Final Rankings will receive the wildcard berth.

(note: maximum berths noted in following pages cannot be exceeded)

The commissioners will provide the name of the zone receiving the wildcard berth to the ASAA office. It should be clear that the zone, not an individual team will receive the wildcard berth. The zone will allocate this berth to a team based on its placing in the zone tournament. Rankings information will be posted on the ASAA web site and teams wishing to contest\* the rankings will have until the Tuesday at noon before their respective zone championship to do so. Such an appeal must be accompanied by a \$50 payment. The ASAA basketball commissioners will consult with the rankings officers based on the information available, and, with the approval of the Executive Director, will render a decision to the school within 48 hours. If the appeal results in a change to the rankings and the subsequent inclusion of the appellant school, the \$50 will be refunded to that school.

\* All schools are responsible for entering their complete results for all games (exhibition, tournament, league play, league playoff and zone playoff) into the ExNet basketball ranking system by the final submission date as indicated in the annual rankings timeline as posted on the ASAA website. An appeal of the rankings will not be considered unless a complete season record has been submitted before this deadline. An appeal must be signed by the school principal and should indicate where the school feels they should be ranked and why.



## H. Representation to Provincials

### 1. 1A Competition for Boys and Girls

- a) 1A competition: There will be 12 teams at each 1A tournament.

The representation to provincials for 1A boys and girls shall be as follows:

Edmonton Zone	1	representative
North Central Zone	1	"
Central Zone	1	"
South Zone	1	"
Calgary Zone	1	"
South Central Zone	1	"
North East Zone	1	"
North West Zone	1	"
Host school	1	"
Wildcard berths	3	"

**Total** **12 teams**

**Note:** There will be a maximum of three representatives per zone (includes host team).

- b) At the 1A level, one wildcard berth will be awarded to each of the top three ranked zones according to Item G. Awarding Wildcard Berths, pages 84-85.

### 2. 2A Competition for Boys and Girls

- a) 2A Competition: There will be 12 teams at each 2A tournament.

The representation to provincials for 2A boys and girls shall be as follows:

Calgary Zone	1	representative
South Central Zone	1	"
Edmonton Zone	1	"
North Central Zone	1	"
Central Zone	1	"
North East Zone	1	"
North West Zone	1	"
South Zone	1	"
Host school	1	"
Wildcard berths	3	representatives

**Total** **12 teams**

**Note:** There will be a maximum of three representatives per zone (includes host team).

- b) At the 2A level, one wildcard berth will be awarded to each of the top three ranked zones.

### 3. 3A Competition for Boys and Girls

a) 3A Competition: There will be 12 teams at each 3A tournament.

The representation to provincials for 3A boys and girls shall be as follows:

Calgary Zone	1 representative
South Central Zone	1 "
Edmonton Zone	1 "
North Central Zone	1 "
Central Zone	1 "
North East Zone	1 "
North West Zone	1 "
South Zone	1 "
Host school	1 "
Wildcard berths	3 representatives
<b>Total</b>	<b>12 teams</b>

**Note:** There will be a maximum of three representatives per zone (includes host team).

b) At the 3A level, one wildcard berth will be awarded to each of the top three ranked zones.

- c) If any zone has only one team at the 3A classification, they must be prepared to host a challenge from the fourth ranked zone\* for their representative spot at provincials. If required, this challenge shall
- be issued from zone secretary (or designate) to zone secretary (or designate) with a cc to the ASAA office no later than 4 pm on the day the final rankings are released. If the final rankings are successfully appealed and a new zone becomes the fourth ranked zone, that zone must issue the challenge (if desired) no later than 4 pm on the day the final rankings are posted reflecting the outcome of an appeal.
  - be played on the Monday following the zone competition.

\*If the fourth ranked zone does not have at least two teams ranked in the top ten or honourable mentions in the final two ranking periods and could therefore fill a challenged berth, or if the fourth ranked team does not choose to issue a challenge, the right to challenge will automatically go to the next highest ranked zone that had at least two teams ranked as previously noted.

#### 4. 4A Competition for Boys and Girls

a) 4A Competition: There will be 16 teams at each 4A tournament.

The representation to provincials for 4A boys and girls shall be as follows:

Calgary Zone	3 representatives
Edmonton Zone	3 "
North East Zone	1 representative
North West Zone	1 "
Central Zone	1 "
South Zone	2 representatives
South Central Zone	1 representative
Host school or Zone	1 "
Wildcard berths	3 representatives
<b>Total</b>	<b>16 teams</b>

**Note:** There will be a maximum of five representatives per zone (includes host team).

#### I. Playing Equipment

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

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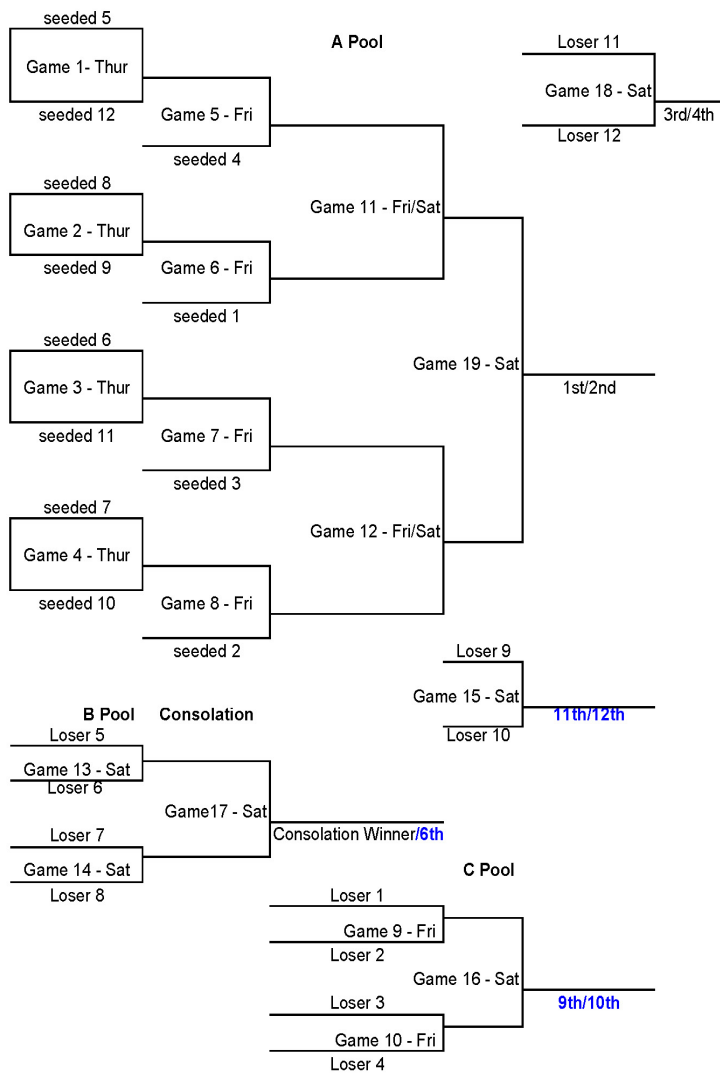


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**J. Provincial Draws**

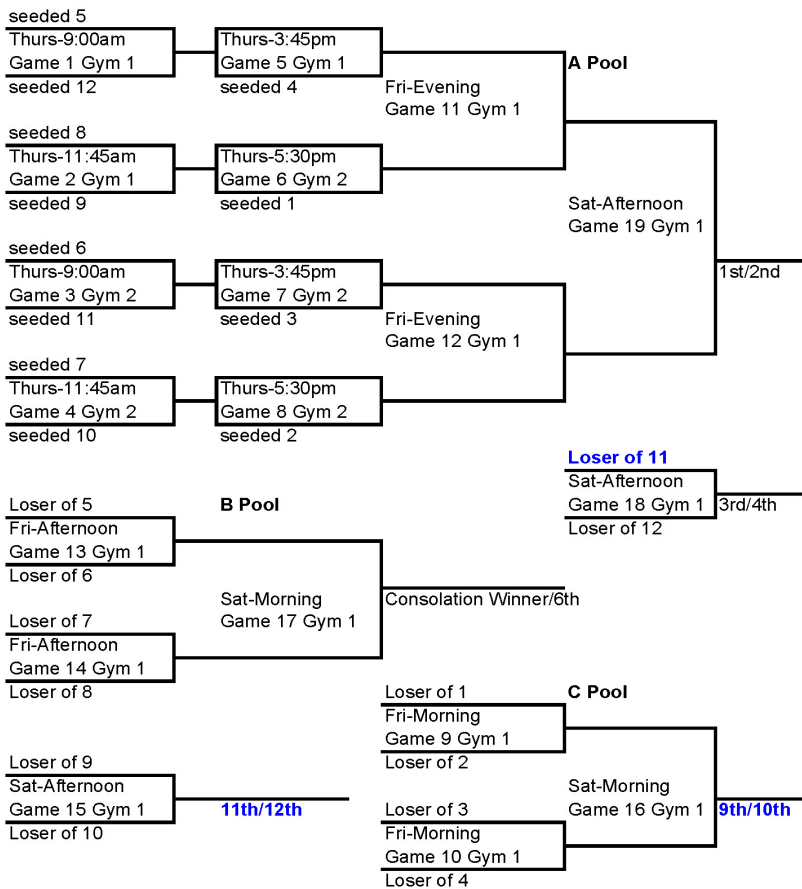
1. The basic draw for 1A, 2A, and 3A boys and girls shall be as follows:



**Note 1:** Losers of Games 13 & 14 are both ranked 7th, there is no game to determine 7th/8th

**Note 2:** Games do not need to be scheduled in order of game number

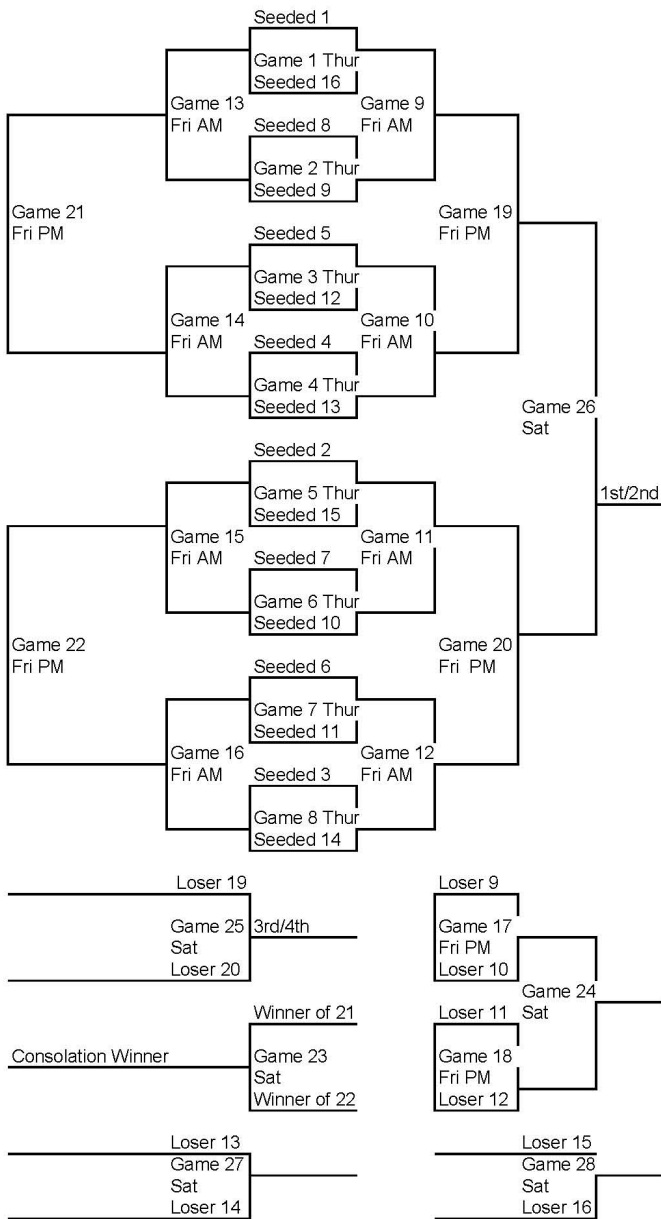
2. An optional and preferred draw for 1A, 2A, and 3A boys and girls shall be as follows:



**Note 1:** Losers of Games 13 & 14 are both ranked 7th, there is no game to determine 7th/8th

**Note 2:** Using this draw is at the discretion of the host and can only be used with a suitable second court in order to schedule eight games on Thursday. In addition, teams playing twice on Thursday will receive at least four hours between the end of their first game and the start of their second game.

3. The draw for 4A boys and girls shall be as follows:



**Note:** Games do not need to be scheduled in order of game number

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## SECTION XI - CHEERLEADING

### A. Rules

The rules of the Alberta Cheerleading Association (ACA) shall govern ASAA Cheerleading. The ASAA may modify these rules as required.

### B. Eligibility

1. There are three categories for competitive purposes (alternates are not included in these totals)
  - a) High School Division I – one male – 4-24 members
  - b) High School Division II – one male – 4-24 members
  - c) Co-ed Squad – two or more males – 4-24 members
2. Participants may compete with only one school cheerleading squad in any given school year, but one school may have one team in each competitive category.
3. A school's cheerleading team shall be the same group that cheers for the school during athletic contests throughout the year. Association cheerleading competitions are designed as an enhancement to the season and it is not intended that cheerleaders separate themselves from supporting the interscholastic athletic program.
4. Students from more than one school within the same zone may form a single competitive team. Participation of this nature may only occur with the consent of the participating school principals, the athletic directors and the respective zone.

### C. Representation to Provincials

1. Each zone may select a **maximum of two teams in each category** to attend provincials. In the event that all ACA tie-breaking methods have been exhausted at a zone championship, all teams placing with the top two scores will qualify to compete at the provincial championship. In the event that a category has fewer than six teams registered, the ASAA commissioner in concert with the ACA judging director will review the zone competition scores and invite the next highest ranking team(s) until six berths are filled. This process will occur for each category. If a category still has fewer than three teams registered, that category will be cancelled for the immediate provincials.
2. In addition to C.1. above, the host school automatically qualifies to compete in each category that the school is registered in at the provincial competition, allowing for a maximum of three teams (see 1. for the allowance for tied teams) from their zone in each classification if the host school does not make the top two in their zone championship.

## **D. Scoring**

1. The ASAA cheerleading provincial competition is a two-day best total points competition. One competition is to be held on the Friday afternoon and the second on the Saturday afternoon.
2. At the provincial competition, in the event that all ACA tie-breaking methods have been exhausted at the championship, awards will be given to all teams with the top three scores.
3. At the provincial competition an award (plaque) shall be given to the best novice team in the competition according to the following criteria:
  - a) The team is competing in their first provincial competition within the last decade.
  - b) The team has the highest mark of the eligible teams in any category.
  - c) In the event of a tie, tied teams will all receive plaques.
  - d) In the event that there is no team competing in their first provincial competition, teams that are competing in their second provincial competition in the last decade will be considered.

## **E. Officials**

1. The ASAA recognizes the ACA as the official training and certifying agency for the cheerleading judges in Alberta. The ASAA cheerleading host will use only ACA approved judges at ASAA provincial championships. These judges must have participated in a recognized ACA judges clinic within the current competitive season.
2. There shall be five judges and one safety judge for each panel required at provincial championships. In the event that there is only one panel of judges, a second safety judge must be assigned so that there are two safety judges present at all times. The number of panels required to judge will be decided by the host school with the advice of the cheerleading commissioner and the ACA Judging Director based on the number of teams competing.
3. Judges for zone and provincial competition shall be chosen by the ACA judging director.

## **F. Medical**

1. A medical advisor (e.g., St. John's, athletic therapist, etc.) shall be provided at provincial competition by the host committee.

## SECTION XII - CROSS COUNTRY

### A. Rules

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

2015	North West	2019	South
2016	Calgary	2020	Central
2017	Edmonton	2021	North Central
2018	North East	2022	South Central

2. Athletes will not be permitted to wear and/or use any form of audio device while competing.
3. The meet shall be run in accordance with the track and field rules as published by the IAAF.
4. The appeal committee for cross country provincials will be decided at the coaches meeting prior to the competition. Each zone coach will be eligible to sit on this committee. Three of the zone coaches will be chosen by the race director to sit on the appeal committee. Those chosen will be announced at the coaches meeting before the competition. In case any of the original three zone coaches are in a conflict of interest (having an athlete from their school involved in the appeal), the remaining five coaches will be alternates and will be chosen by the race director based on availability. The commissioner will chair this committee and will not vote.

### B. Season of Play

The season of play for cross country shall be May 1 to the provincial championships on the third Saturday in October. The season of play is not intended to include July and August. Practice in the fall may begin August 16. See SECTION V – ACTIVITIES, Item C, pages 56-59 for more information.

### C. Zone Representation

1. There shall be three race classifications for both boys and girls:
  - a) Junior under 16 before September 1 of that school year.
  - b) Intermediate under 17 before September 1 of that school year.
  - c) Senior under 19 before September 1 of that school year.

**Note:** students with a birthday on September 1 of that school year must compete in the higher category.
2. A zone may enter a team of up to 18 members for each of the six events.
3. All athlete substitutions must be submitted to the provincial host by 4 p.m. on the Wednesday prior to provincials. **No additions or changes**

**may be made after this date.**

## **D. Events**

1. The race distances shall be as follows:
  - a) Junior Boys 4000 metres
  - b) Intermediate Boys 5000 metres
  - c) Senior Boys 6000 metres
  - d) Junior Girls 3000 metres
  - e) Intermediate Girls 4000 metres
  - f) Senior Girls 4000 metres
  - g) Ambulatory Open\* 3000 metres

\*both genders

## **E. Scoring**

1. All competitors will score points on the following criteria: First place will receive 144 points and each competitor after that will get a fraction of 144 based upon the number of competitors in the event.
2. School team champions will be determined in four classifications: 1A, 2A, 3A and 4A.
3. The championship trophies and banners will be awarded to the top school in each classification accumulating the highest number of points regardless of the number of competitors entered.
4. In case of a tie for school placing, the championship banner will be awarded to both schools.



## SECTION XIII - CURLING

### A. Rules

1. The rules governing ASAA curling shall be the blended rules of the Canadian Curling Association, with the following modifications:
  - a) Each team is permitted to take two 60-second time outs per game.  
The time outs must be taken when the team is in possession of the rock. They may be called by the skip or coach. The time outs cannot be carried forward to the extra end(s).
  - b) One 60 second timeout is available to each team for each extra end.
  - c) A five minute break is allowed after the 4<sup>th</sup> end.
  - d) In the event of a 4-end tie-breaker, one 60-second time out per team will be permitted.
2. ASAA provincial competitions shall use the four rock free guard zone rule currently used by the Canadian Curling Association.

### B. Season of Play

The season of play for curling shall be October 1 to the provincial championships on the first Friday and Saturday in March. The season of play is not intended to include July and August. See SECTION V – ACTIVITIES, Item C, pages 56-59 for more information.

### C. Eligibility

1. Each high school team will be allowed not more than two high school students who have advanced to provincial junior men's or women's championships. The rationale for this is to allow more students the chance to experience competition at a provincial level.  
**Note:** At present, there are eight rinks that advance to both the provincial final in junior men's and women's championships.
2. Schools are required to submit the names of their curling athletes in ExNet by the registration deadline. All students on the curling team are eligible to compete on any of the school curling teams; however, the athletes that play together at all qualifying events for provincials (e.g., districts, zones) are the ones that form the team that moves on to the provincial competition.
3. Each boys and girls team will consist of five students and mixed teams will consist of six students. Mixed teams shall comprise two girls and two boys, with girls and boys alternating at the various team positions.
4. Only one team per category may compete per school.

### D. Teams

1. All games must be started with the rink having four players. Any rink not having its full complement of four players shall be disqualified.

If a player withdraws from play and there is no substitute, the first two curlers will throw three stones, with the skip throwing two stones. No rink may continue to play with fewer than three players.

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

## **E. Events**

### **1. Format**

- a) Each provincial competition shall be an eight team spiel with each zone having one entry in each of the three categories.
- b) All games will be eight ends duration. If tied at the completion of eight ends, an extra end or ends shall be played.
- c) Competition in each event shall be two section round robins. At the completion of the round robin, the first place team from each pool will play the second place team from the opposite pool. The winners play to determine the gold and silver medal winners, and the losing teams play to determine the bronze medal winner.

### **2. Hammer**

Determining which team gets last rock advantage ("hammer") to start the game will be done as follows:

- a) round robin and tiebreaker games - coin toss between thirds to determine
- b) 1 vs 2 crossover playoff game - the team which finished first in their pool will be rewarded with hammer in this game.
- c) medal round games - the better draw to the button measurement, which was done after the first game, will determine hammer.

### **3. Tiebreaks**

- a) If two teams are tied for first, the game between the two teams will determine first and second place.
- b) The tie-breaking procedure will include a draw to the button to take place after the conclusion of the first game, by all teams involved in the competition. Teams may select any player to deliver the draw to the button. One practice rock will be thrown and sweeping will be allowed.

- i. If three teams are tied for first, the team with the rock closest to the button will be awarded 1<sup>st</sup> place in the pool. The other two teams will play a four-end game to determine the 2<sup>nd</sup> place team. Extra ends will be played if necessary.
- ii. If three teams are tied for second place, the team with the rock closest to the button will be awarded a bye. The other two teams will play a four-end game with the winner then playing the team with the bye in another four-end game to determine 2<sup>nd</sup> place in the pool. Extra ends will be played if necessary.



The advertisement features a man with dark hair wearing an orange sweatshirt. On the chest of the sweatshirt is a custom logo that reads "PUT YOUR LOGO ON IT!" inside a red target-like graphic. To the right of the man, the entripyshops logo is displayed, which includes a shopping cart icon with a shirt inside. Below the logo is the tagline "Your complete e-commerce custom apparel solution". A red maple leaf is in the top right corner. The main headline reads "FREE SCHOOL BRANDED ONLINE STORE". Below this is a list of four bullet points, each with a red checkmark. At the bottom, there is a paragraph of text providing a website link and a deadline for registration.

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## SECTION XIV - FOOTBALL

### A. Rules

The playing rules used by the ASAA shall be those endorsed by the Canadian Amateur Football Association.

**Note:** Schools and leagues are responsible for complying with the safety standards regarding equipment. These standards are stipulated in Rule 1, Section 11, Uniforms and Equipment, Articles 1, 2, 3 and 4 of the Canadian Amateur Football Rulebook.

\*Please see the end of this section for the 6-Man policy

### B. Season of Play

The season of play for football shall be May 1 to the provincial championship to be held no later than the fourth Saturday in November and the preceding Friday night. The season of play is not intended to include July and August. Teams may begin practice in the fall, starting August 16. See SECTION V – ACTIVITIES, Item C, pages 56-59 for more information.

In the sport of football, high school students will not be eligible for high school football if they participate on a community (ie. midget) football team that overlaps ASAA season of play and which does not follow the policies outlined below:

- a) Only sixty percent (60%) of a midget team's players can be enrolled in one particular high school team. For clarity, sixty percent (60%) quota applies to Grade 10 and 11 players from any particular high school football team. This applies to Midget teams that ASAA eligible student athletes participate on immediately prior to the ASAA Football Season of Play in the spring.
- b) Reporting – zone secretaries will be responsible for getting the rosters of the midget teams in their area, that will list the names of the athletes and what high school football team they play for. Zone secretaries will then report to the ASAA if there are any teams/players not adhering to the above rules.
- c) Penalty – Any school team that is in violation of these rules will be deemed ineligible to play in any ASAA sanctioned high school football match.

### C. Eligibility

1. The ASAA shall have football competitions in five levels. There are four levels of 12-Man Football, with tiers being determined by school population as follows:

Tier I – 1250 plus

Tier III – 450-749

Tier II – 750-1249

Tier IV – under 450

The fifth level is 6-Man Football, and it has only one tier of competition. Schools may opt up to a higher classification at the October 1 registration deadline, provided indication of league participation in the respective tier has been received by June 1 (see C.3. below).

2. Each league shall be allowed to enter teams in all four tiers provided populations warrant.
3. All leagues or newly formed teams (i.e., those teams who do not belong to a league), must indicate in writing to the ASAA office by June 1 their intention to participate in provincials, and the tier(s) in which they will have representatives.
4. Two or more schools may combine to form one football team if the league (the league in which the school(s) participate) approves of such an arrangement. In such cases, the combined populations of the schools will determine at which tier level the teams will compete.  
**Note:** Insurance and liability issues involving students from one school playing for another school are the responsibility of the member schools involved and their local school jurisdictions.
5. The ASAA accepts out of province high school football teams who are full members in a recognized Alberta high school football league into provincial competition provided they advance out of their league and are prepared to travel to all games in which they might be involved. To be reviewed annually.

## D. Representation to provincials

1. Each region will determine their representatives to provincials at each tier (note: the regions for football have been developed by combining teams within leagues to form groups of more equitable numbers of teams and for the purpose of eliminating the need for a qualifying game at any tier). The regions are not the same as the ASAA zones-please see I. Football Regions for a list of teams in each football region.
2. The provincial playoff entries by tier will be as follows:

Tier I*	Tier II	Tier III	Tier IV
Region 1	Region 1	Region 1A	Region 1
Region 3A	Region 2	Region 1B	Region 2A
Region 3B	Region 3	Region 2	Region 2B
Region 4	Region 4	Region 3	Region 3
Region 5A	Region 5A	Region 4	Region 4
Region 5B	Region 5B	Region 5	Region 5
Region 7	Region 7	Region 7	Region 7
Region 8	Region 8	Region 8	Region 8

**Notes:**

1. Home teams and second round matchups will be determined on a year to year basis. B teams coming out of any region are given on the basis of number of teams in that tier.
2. The regional representation will be reviewed on an annual basis to address any changes to the number of teams in each tier.
3. Any changes to the number of regional berths will be based strictly on the number of teams per region.
3. The ASAA office will determine and post on the ASAA website the provincial playoff brackets no later than June 15 each year.
4. Teams that receive an automatic berth into the quarterfinals by virtue of being the only team in a region at a given tier must declare their intention to participate in the quarterfinal game by September 30. If a team that receives an automatic berth pulls out of the quarterfinal game after September 30, that team will be charged the \$250 quarterfinal entry fee payable to the ASAA office.
- \*5. In the event that a region does not fill their tier I berth, or a tier I team withdraws prior to provincial quarterfinals, the open berth will be awarded on a rotational basis between Calgary region 3 and Edmonton region 5. If a region declines the offer, the region next on the rotation will be offered the berth. A region will not fill the vacant berth for two consecutive years unless the other region declines. Any region accepting the wildcard berth will take the original vacant spot in the draw and will be required to travel. The rotation will be as follows (for 15/16):
  1. Calgary Region 3
  2. Edmonton Region 5

**E. Events**

1. All five provincial finals will be played no later than the fourth Saturday in November and the preceding Friday night.
2. Hosting of the provincial championship will be set on a rotating basis through the establishment of three regional hosting zones, to be revisited once more zones have appropriate field turf stadiums (that have appropriate locker rooms, spotters booths, media booth and spectator capacity).

Rotation:

2015 - Edmonton	2020 - Edmonton
2016 - Calgary	2021 - Calgary
2017 - Central	2022 - Central
2018 - North East	2023 - North East
2019 - South	2024 - South

3. The Tier I championship will always be the feature game and be the last

game played on Saturday. The remaining three games will rotate on an annual basis as described below:

	2015	2016	2017
<b>Friday at 4:00 p.m.</b>	6-man	6-man	6-man
<b>Friday at 7 p.m.</b>	Tier IV	Tier II	Tier III
<b>Saturday at 11 a.m.</b>	Tier III	Tier IV	Tier II
<b>Saturday at 2:30 p.m.</b>	Tier II	Tier III	Tier IV
<b>Saturday at 6:00 p.m.</b>	Tier I	Tier I	Tier I

4. The organizing committee for the championship weekend will be made up of the ASAA Football Commissioner, the host region, and interested coaches and volunteers from throughout the province. The committee is under the jurisdiction of the ASAA office.
5. The Northern Tier I Provincial semi-final game will be played in a turf field stadium, which must have a score clock, changing rooms, lights, spotter's booth and adequate media and timers/scorekeeper booth. Furthermore, proceeds from gate admissions will cover costs of hosting the game (i.e. field rental, officials, medical, etc.) and any profit after expenses will be utilized to assist with travel costs of any team from outside greater Edmonton area.
6. Quarterfinal and semifinal sites, as determined by the Executive Director and football commissioner, will be determined on a rotational basis by region. If a quarterfinal berth becomes vacant due to a change in school population or the withdrawal of a team/league, the commissioner and Executive Director will determine the wildcard teams based on the number of teams in each region, except in Tier I where a rotation has been established (see D.5).
7. All provincial quarterfinal and semifinal playoff games will take place on Saturdays, with game times as follows:
  - a) Single Game: game time will be 1 pm
  - b) Doubleheader: game times will be 12 pm and 2:30 pm
  - c) Tripleheader: game times will be 11 am, 1:30 pm and 4 pm

Note: Where two or more games are scheduled for the same facility then the lowest Tiered game would be scheduled first and the highest Tiered game would be scheduled last.

Note: As per the Football Alberta Minor Provincials Policy & Procedures - in the case of minor provincial games being a part of multiple scheduled games in the same facility on the same day, the high school game(s) shall be the last scheduled game of the day, unless one or more of the Minor games is a championship final, in which case they would be the last scheduled event of the day. This is subject to the cooperation of the Minor Leagues and the pecking order for booking facilities.

Game times will be confirmed and finalized by the football

- commissioner with the approval of the Executive Director. Game times will be posted no later than 2 pm on the Monday preceding the games.
8. Decisions relating to postponement or cancellation of any provincial playoff game will be made by the Executive in consultation with the football commissioner, participating teams, and host committee.
  9. In provincial playoffs, all games will begin with a coin toss. The head referee will toss the coin and the home team will make the heads or tails call. The winner of the coin toss will get the choice to kick, receive or defer to the second half.
  10. When the weather forecast predicts conditions of -15 or colder, the host team shall arrange sideline heating for both teams. Regardless of the forecast, if, for any provincial playoff game, the host team has sideline heating and/or player shelter, they must also provide the opponent with sideline heating and/or player shelter.

## **F. Fees and Officials**

1. Each team participating in provincial playoffs will be charged an entry fee as follows: teams are charged \$275 for their first game; teams are charged an additional \$175 for their second game; teams are charged an additional \$100 for their third game. The entry fee will cover officials' fees for all provincial games. The balance of the fee, combined with the amount budgeted each year for travel (travel subsidy program has been suspended since the 2012/13 school year due to budget cuts), will be allocated to travel support for quarters, semis, and finals. The snow removal contingency fund will receive funds over and above the travel support and will be used to help offset the costs to football hosts in any provincial competition should they lose money due to field preparation/inclement weather. Hosts wishing to request snow removal reimbursement must submit their financials and requests by January 30 of the following calendar year.
2. a) All provincial playoff games will use six officials. The ASAA, through the football commissioner and Football Alberta's Vice President—Officials, will determine the officials for all three rounds.  
b) The ASAA will cover the officials' fees and officials' transportation costs for all three rounds of provincial play.

## **G. Equipment**

### **1. Jerseys**

It is the responsibility of the visiting team to ensure that there is not a conflict regarding similar jersey colour (i.e., primary and base colours the same). In order to do this, the visiting team will contact the host team by Monday prior to the game to enquire about team jersey colour. In the event of a conflict, the visiting team is responsible for wearing another set of jerseys.

## 2. Signal Devices

Players are prohibited from being equipped with any electronic, mechanical or other signal devices for the purposes of communication with any source. (Exception: A medically prescribed hearing aid of the sound-amplification type for hearing-impaired players.)

Penalty: 15 yards and disqualification of the player. Penalize as a dead-ball foul at the succeeding spot.

## 3. Time Clock

All host teams for provincial playoffs must provide an electronic time clock on site that is visible to both teams.

## 4. Official Ball

a) The official game ball to be used for ASAA provincial football games (quarterfinals, semifinals and finals) will be the Wilson F1005 (leather).

b) Both teams will supply the referees up to three balls (minimum three) and the referees will choose three balls from those provided to be used as the game balls.

# H. 6-Man Football

6-Man football shall be an official variation of 12 man football.

The rules for 12 man football established by Canadian Amateur Football Association will apply to 6-man, with the following exceptions:

- a) Kick-off takes place from the 40 yard line (no matter the length of the field)
- b) Time: 12 minute stop time quarters, at no point will the games move to straight time
- c) Conversion points are reversed from 12 man football
  - i. Kicked conversion - 2 points
  - ii. Pass or Run - 1 point
- d) Only the middle of the three linemen is ineligible each play. If four men are down, both inside linemen are ineligible (numbers are irrelevant)
- e) Three linemen must be set for one second before the ball is snapped (not necessarily in the three point stance)

In all other ways, 6-man football follows the rules for 12 man tackle football and is governed by all the above stated policies included in Section XIII of the policy handbook.

## Grade 9 students

In 6-man football, onsite grade 9 students in member schools are eligible to participate on 1A and 2A school teams.

## I. Football Region

Region 1	South & Rangeland
Region 2	Big Sky, Rockeyview & Big Rock
Region 3	Calgary
Region 4	Central
Region 5	Edmonton
Region 6	*Please note Edmonton Public has now amalgamated with Edmonton Metro into Region 5
Region 7	Wheatland & Fort McMurray
Region 8	Mighty Peace
6-Man	

After the Football Registration/Declaration/Opt-Up Deadline of October 1 a comprehensive list of all football teams will be provided online at [www.asaa.ca](http://www.asaa.ca)

NB: New teams will be placed in the region assigned to the league they join. Independent teams will be assigned a region based on the geographical location of school. Teams that choose to leave a league to become independent will not be guaranteed the opportunity to challenge for an ASAA playoff berth.

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## SECTION XV - GOLF

### A. Rules

The playing rules of the RCGA and local rules as proclaimed by the host club shall govern the golf tournament of the ASAA.

### B. Season of Play

The season of play for golf shall be May 1 to the last Monday/Tuesday in September. The season of play is not intended to include July and August. See SECTION V – ACTIVITIES, Item C, pages 56-59 for more information.

### C. Zone Representation

1. By June 15, each zone will declare their intention to send teams to provincials the following September. Zones must indicate their intention to run both 1A/2A and 3A/4A in boys and girls competitions.

2. Team Berths

Zone secretaries must declare their entry into provincial golf by 4:00 p.m. on the Tuesday prior to the provincial golf championships, indicating how many teams competed in their zone tournament. Player/team information, other than from the zone secretary or designate as confirmed with the ASAA office, will be discarded.

- a) If a zone has 15 registered ASAA school golf teams competing at their respective zone tournament, they will receive a second berth at provincials in their respective category(ies). With the exception of the host zone(s), no zone may have more than two berths per category.
- b) The school(s) hosting provincial golf shall have an automatic berth in provincials for both boys and girls teams. Schools from two zones will be allowed to co-host provincials. If there are two schools co-hosting provincials, each will receive a host berth for both girls and boys teams. These berths are in addition to the zone berth and any wildcard berths that may be awarded. With the exception of the host zone(s), no zone may have more than two berths per category.
- c) A wildcard team will be provided to a zone for each category (i.e., 1A/2A and 3A/4A for boys and girls) based on results from the previous three championships. Points will be awarded as follows: five points for winning, three points for second place and two points for third place. The cumulative total for the last three years will determine the wildcard. If there is a tie, the zone that had the highest team finish the previous year will receive the berth. Any zone that already has two teams qualifying for provincials (except the host zone) will be ineligible for the wildcard berth.

### 3. Individual Berths

- a) Zones that have one tournament per gender: The lowest three individual scorers in addition to students on the zone winning team and or wildcard if applicable are eligible for provincials. Zones may fill open competition spots with the next lowest score.
- b) Zones with split tournaments (typically 1A/2A together and 3A/4A together): The lowest two individual scorers from each site in addition to students on the zone winning team are eligible for provincials. Zones may fill open competition spots with the next lowest score from the respective site.
- c) At zone competition qualifying tournament, players must show competency in the sport by scoring under 135 for 18 holes. Any player shooting more than 135 will not be eligible to compete at provincials.  
Note: For individuals shooting between 135 and 140, it will be at the discretion of the Golf Commissioner and the Executive Director to allow participation at Provincials.
- d) Girls will also be allowed to go to provincials as individuals if they score 90 or better in their zone tournament and have not qualified with their respective teams.
- e) Boys will also be allowed to go to provincials as individuals if they score 76 or better in their zone tournament and have not qualified with their respective teams.

### D. Events

- 1. The tournament shall consist of two rounds of 18 holes.
- 2. Hosting of the provincial championship will be set on a rotating basis through the establishment of eight regional hosting zones.

Rotation:

2015 - North West	2019 - Central
2016 - South	2020 - North Central
2017 - Edmonton	2021 - North East
2018 - Calgary (Ind Schools)	2022 - South Central

### 3. Team Competition

- a) There shall be four provincial team competitions: two for boys and two for girls. The teams are established according to school population with 1A and 2A schools in one event and 3A and 4A schools in another event. 1A or 2A schools may choose to opt up to the 3A/4A event, but cannot play in both categories. 1A and 2A schools wishing to opt up must do so prior to zone competition.
- b) Team Composition
  - i. Each team shall consist of three or four members from the same school. Each member shall play two rounds of 18 holes.

- ii. Each team that qualifies for provincials will be allowed to name one alternate for the provincial tournament. At the provincial tournament if a player who qualified is unable to play on either or both days due to circumstances beyond their control (illness, injury, family emergency) the coach may substitute this player in. This player's score will count towards the team tournament score only. This player will be ineligible for the individual trophy (having not qualified themselves) regardless if they play both days.
  - iii. Inclusion of alternates must be approved by the Executive Director or the golf commissioner.
- c) A team's score shall be compiled for each round using the best three gross scores on each hole (not necessarily the same three golfers for each hole).
- d) Playoffs
  - i. Teams tied for first after the two rounds will play extra holes until the tie is broken. The host coordinator will determine the extra hole(s) to be played at the time of the playoff in conjunction with the course director. The coach will determine the three competitors. The team winning the playoff will be awarded gold medals, and the losing team(s) will be awarded silver. Bronze medals will not be awarded if multiple teams win silver medals.
  - ii. Teams tied for second place after the two rounds will all receive silver medals. No playoff will be held and bronze medals will not be awarded.
  - iii. Teams tied for third place after the two rounds will all receive bronze medals. No playoff will be held.
- 4. Individual Competition
  - a) There shall be two individual competitions: one for boys and one for girls.
  - b) All members of boys and girls zone teams are eligible to compete in their respective individual competitions.
  - c) Each individual competitor shall play two rounds of 18 holes and the total gross score shall be used to determine the champion.
  - d) It is recommended that golfers with higher handicaps play in groups of three rather than four. It is also recommended that groups of three with a combined index of more than 75 and groups of four with a combined index of more than 100 have an adult walker with the group.
  - e) Playoffs
    - i. Individuals tied for first after the two rounds will play extra holes until the tie is broken. The host coordinator will determine the extra hole(s) to be played at the time of the playoff in conjunction with the course director. The individual(s) winning the playoff

will be awarded gold medals and the losing individual(s) will be awarded silver. Bronze medals will not be awarded if multiple participants win silver medals.

- ii. Individuals tied for second place after the two rounds will all receive silver medals. No playoff will be held and bronze medals will not be awarded.
- iii. Individuals tied for third place after the two rounds will all receive bronze medals. No playoff will be held.

#### 5. Power Cart

- a) If an athlete provides medical certification showing that they have a permanent disability and require the use of a power cart, that athlete will be allowed to use a power cart at provincials. Discretion for acceptance of the medical certificate will be the responsibility of the golf commissioner and the Executive Director.

### E. Officials

The ASAA recognizes the Alberta Golf Association as the official organization for the training and certifying of officials and gives its full support through the use of certified officials. Officials shall be appointed as follows:

- 1. In provincial competition, the competition chair and the ASAA commissioner are responsible for ensuring that qualified and certified RCGA rules officials are present to deal with all issues, interpretations and questions arising out of rule interpretations and infractions.
- 2. Course marshals shall be on course at all times with the capability to communicate immediately with the rules official where rule interpretations are required.



## SECTION XVI - RUGBY

### A. Rules

The playing rules used by the ASAA shall be those endorsed by the International Rugby Board (IRB) U-19 variations with the following clarifications:

1. Any player who requires a permanent replacement due to injury shall not return to the match. A player may be temporarily replaced due to a blood injury, but must be returned immediately after the bleeding is controlled or covered. This must occur within 10 minutes (for shortened game) or 15 minutes (for 60+ minute game) from actual time of leaving the playing field or the replacement becomes permanent as an injury replacement.
2. Should any player be ejected from a game due to dangerous play, that player is ineligible to participate in the remainder of the provincial tournament. Should a player receive two yellow cards due to dangerous play in the provincial tournament, that player is ineligible for all subsequent games. Appeals of any cards must follow the guidelines set out in the tournament package..
3. A team must begin a match with 15 players. During the match, a minimum of 13 players must be eligible to play at any time. This does not include temporary replacements for blood. If a team does not have enough players on the field, they forfeit the match.
4. If a match goes to uncontested scrums and a team is deemed to have been at fault by the Grievance Committee, that team shall forfeit the match.
5. All players must wear mouth guards at all times. Any player without a mouth guard during the course of play will be removed from competition until a mouth guard is obtained.

### B. Season of Play

The season of play for rugby shall be February 15 to the provincial championships on the first/second weekend in June. The season of play is not intended to include July and August. See SECTION V – ACTIVITIES, Item C, pages 56-59 for more information.

### C. Eligibility

1. The ASAA shall have rugby competitions in two tiers with each tier being determined by school population as follows:

Tier I - 1250+	Tier II - 600-1249	Tier III - 599 or less
----------------	--------------------	------------------------

Schools may opt-up to a higher classification on or before the May 1 registration deadline.

2. There shall be an unlimited number of players on the team roster.

Before each match a team must nominate 25 players on a game sheet that indicates name, unique jersey number or letter, captain(s) and designated forwards as per IRB law 3.5 (a) and U-19 Variation 3.5 (c). Only players on the game sheet may play, with a maximum of 10 substitutions.

3. Two or more schools may combine to form one rugby team if the zone approves of such an arrangement. In such cases, the combined population of the schools will determine at which tier level the teams will compete.

**Note:** Insurance and liability issues involving students from one school playing for another school are the responsibility of the member schools involved and their local school jurisdictions.

4. Teams may not be comprised of both male and female athletes.
5. High school students are not permitted to play on a non-school rugby team during the ASAA rugby season.
6. Eligibility for rugby will be limited to students enrolled in grades 10-12 except in 1A and 2A classified schools where onsite grade 9 students may be registered for team participation. Any liability or insurance issues with grade 9's playing must be addressed at the school board level.
7. To be eligible for participation in the provincial tournament teams must have played on equivalent of at least 180 minutes of game participation. Team are to provide commissioners with scores from league/tournament games.

#### **D. Representation to provincials**

1. Regions for determining representatives to provincials are based on ASAA zones as follows:

North West Zone	North East Zone
Central Zone	South Zone
North Central Zone	South Central Zone
Edmonton Zone	Calgary Zone

2. Hosting of the provincial championship will be set on a rotating basis through the establishment of three regional hosting zones.

Rotation:

2016 - Other	2019 - Other
2017 - Calgary	2020 - Calgary
2018 - Edmonton	2021 - Edmonton

3. Each region will determine their representative to provincials at each tier.
4. Regions must declare an intent to participate in the provincial tournament by April 15. Determination of tournament structure will be made following the May 1 registration deadline.
5. For representation/participation in any tier, the draw will be confirmed after the May 1 deadline and the number of teams is determined, and

will either be a 12-game Oregon draw for 8 teams, or will be three pools of three to accommodate the host team. The structure will be approved by the rugby commissioners, in consultation with the ASAA Executive Director/Deputy Director. The provincial playoff structure will be as follows:

- |               |                  |                |
|---------------|------------------|----------------|
| 1. North West | 5. Central       | 9. Host School |
| 2. Edmonton   | 6. North Central |                |
| 3. Calgary    | 7. North East    |                |
| 4. South      | 8. South Central |                |

**Notes:** 1. The rugby commissioners, in consultation with the ASAA Executive Director, will confirm the final draw one week after the registration and declaration deadline of May 1, to be posted on the ASAA website. Teams that withdraw from provincials after May 15, once the final draw has been confirmed, will be subject to a penalty equal to the tournament entry fee, which will be paid to the host school directly. This fee will be in addition to the late withdrawal fee of \$250. The Executive will have the sole discretion to impose the penalty based on the rationale provided by the offending school.

2. Provincial Wild Card Allocation:

The Rugby Commissioners will calculate provincial championship history for teams representing their zones for three years prior to the current school year. Teams representing their zone at provincials during this time will receive points based on the table below:

i.	Place	Points
	Gold	6
	Silver	5
	Bronze	4
	4th	3
	Consolation	3
	6th	2
	7th	1
	8th	0

ii. The first additional berth will be awarded to the zone with the highest point total. Second and third additional berths will be awarded to the zone with the second and third highest point totals. If there is a tie between two or more zones for the final additional berth, the zone with the highest standing at the completion of the previous provincial championship tournament will be allocated the additional berth.

3. The host committee will receive an automatic berth to the provincial championship for one boys and one girls team. The berths will be in the Tier the teams fall under in C. 1. Eligibility. If a team



decides to opt-up, the host berth will be forfeited. Appeals of this forfeiture may be made to the ASAA Executive. If hosting is joint between schools, the berth shall be in the Tier and gender each school is hosting.

4. Vacancies in provincial berths will be filled by the rugby commissioners with the approval of the ASAA Executive Director. Every effort will be made to keep teams from the same zone from meeting in the first games.

5. Rankings for provincials are determined on placement in previous provincial tournaments. Consideration is given to the strength of the school and the zone, as well as the current year's record. The Commissioners are aware of the different leagues in the province and keep track of the head to head games and tournament placings are taken into consideration, as well as up to date results on games between different schools within different leagues and zones. In order to assist the Commissioners in this process, it is requested that teams correspond with commissioners with updates.

## **E. Events**

1. The provincial finals will be played on the Friday and Saturday prior to the start of provincial exams.
2. Length of provincial tournament games will be determined by tournament format to keep within the IRB maximum number of minutes allowed.
3. A minimum of three approved fields in one location for a combined boys and girls tier tournament is required.
4. Decisions relating to the postponement or cancellation of any provincial playoff game will be made by the ASAA Executive in consultation with the ASAA rugby commissioners, the Rugby Alberta Minor Officials Association, and the participating teams. In the event of postponement, the championship will be held before the last operational school day in June.
5. In provincial competition, all games will begin with a coin toss. The referee will toss the coin and the home team (higher seeded team) will make the heads or tails call. The winner of the coin toss will have the choice of kick or side.
6. Tie Break Procedures
  - a. If there is a tie at the end of any of the Qualification games, each team shall choose three (3) kickers from the athletes on the field at the conclusion of the game, to drop kick at goal from the 15m line. The referee shall select the spot from which the kicks shall be taken (approximately at centre). The kickers from each team will alternate. All kickers will kick and the team that scores the higher number of successful kicks out of three (3) shall be deemed the winner of the match.



- b. If there is no winner at the conclusion of (a), teams choose one player that was on the field at the conclusion of the game (this may include one of the first 3 kickers) to take all remaining kicks. The kick will take place at approximately the 15m mark and may be either a place kick or drop kick. This series of kicks will end once one team has had a successful kick and the opponent an unsuccessful kick. After the first kick at the 15m mark, subsequent kicks will be placed using the following:
    - i. If both kickers are unsuccessful twice, the kick will be moved 5m closer to the posts to a minimum of 10m.
    - ii. If both kickers are successful, the kick will be moved 5m further from the posts.
  - c. If there is a tie at the end of Final/Classification games, the teams will play one ten minute overtime period with teams switching ends at half, provided the game is not longer than 60 minutes. If there is still a tie at the conclusion of the overtime, the game will be decided by the Tie Break Procedure for Qualification games.
- In eight team Oregon draws, the ASAA rugby commissioners will determine seedings and will submit them to the ASAA office for approval. There will be no appeal of provincial seedings.

## **F. Fees and officials**

1. Each team participating in rugby provincials will pay an entry fee to cover the costs of the tournament.
2. The ASAA will work with the Rugby Alberta Minor Officials Association to provide officials for the provincial tournament.
3. All provincial championship games will use one on-field referee and two touch judges in each match.

## **G. Equipment**

1. Uniforms
  - a. Uniforms, protective equipment and any additional clothing, must conform to IRB laws. Players shall wear kit consisting of numbered jerseys, shorts and stocking colour that is uniform with that of their team. No duplication of numbers is allowed. All competitors are expected to dress in uniforms that are neat, clean and that maintain the integrity of the school's name, colours and logo. No sport club insignia on uniforms shall be permitted.
  - b. In the event of a clash, the host will provide jerseys to one team for the duration of the match. If a change in jersey is necessary, the lower ranked team will change jerseys.
2. Official ball
 

The official game ball will be a Gilbert Match size 5 ball.



**SECTION XVII - TEAM HANDBALL**

### A. Rules

The playing rules used by ASAA shall be those endorsed by the International Handball Federation (IHF), with the following modifications:

1. Players are not permitted to use Stickum during any competitions.
2. Appeal Procedure
  - a) If a school team wishes to appeal a match, such appeal must be written on the appropriate score sheet within 10 minutes of the conclusion of the match. The scorekeeper will then hand it in to the supervisor of the tournament or league.
  - b) The decision of the appeal will be made public one hour prior to the next match in the tournament or 24 hours in league play, to the team of the player or official involved.
  - c) Decisions are final; cases that are denied for appeal cannot be reopened.
  - d) Matches cannot be appealed due to court lines or jersey numbers.
3. Any disqualification due to a direct red card (this does not include a player being issued a red card as a result of 3 two minute penalties) should go to the disciplinary/grievance committee for a decision.

### B. Season of Play

The season of play for team handball shall be February 15 to the provincial championships on the last weekend of April. See SECTION V – ACTIVITIES, Item C, pages 56-59 for more information.

### C. Eligibility

- The ASAA shall have team handball competition in two tiers with each tier being determined by school population as follows:  
Tier I - 500+                      Tier II - 499 or less  
Schools must declare their intent to participate in provincials and their intent to opt-up on or before the registration and opt-up deadline and additional players may be added until the 15th of April.
- There shall be a maximum of 16 players on the team roster and 4 coaches. For each game a maximum of 16 players can dress and must be designated on the game sheet prior to commencement of game.
- Two or more schools may combine to form one team handball team if the zone approves of such an arrangement. The team will compete under the name of the school with the greatest number of athletes.  
**Note:** Insurance and liability issues involving students from one school playing for another school are the responsibility of the member schools involved and their respective school jurisdictions.
- Athletes of one gender must compete for a school team of athletes of the same gender.
- High school students are not permitted to play or practice on a non-school

team handball team during the ASAA team handball season.

6. Eligibility for team handball will be limited to students enrolled in grades 10-12 except in 1A classified schools where onsite grade 9 students, in the primary school only, may be registered for team participation. Any liability or insurance issues with grade 9's playing must be addressed at the school and board level.

#### **D. Representation to provincials**

1. Regions for determining representatives to provincials are based on ASAA zones as follows:

North West Zone	Central Zone
North East Zone	South Central Zone
North Central Zone	Calgary Zone
Edmonton Zone	South Zone

2. Each zone will determine their representative to provincials annually by the Saturday prior to provincials.
3. Zones must declare intent to participate in the provincial tournament by the fourth Monday of March. Determination of pools will be made following the March registration deadline.
4. For representation/participation the provincial playoff structure will be as follows:

North West	Calgary
North Central	South
North East	Central
Edmonton	South Central
Host School/Zone	

#### **Notes:**

1. The playoff structure will be decided by the team handball commissioner with the approval of the ASAA Executive Director. There will still be flexibility in the playoff structure to allow for an even spread of teams in each pool in each tier.
2. Teams that withdraw from provincials following the confirmation of the provincial schedule may be subject to the ASAA no-show fee of \$250.
3. Vacancies in provincial berths will be filled by the team handball commissioner with the approval of the ASAA Executive Director.

#### **E. Events**

1. The provincial finals will be played on the last Friday and Saturday of April.
2. Length of provincial tournament games will be two twenty five minute halves and a five minute half time. This is in accordance with the ATHF rules of the game.
3. Tournament Play
  - a. Two points will be awarded for a win and zero points for a loss per match.
  - b. If two or more teams are tied at the end of round robin play, the

- following tie breaker order will take place – head to head win, then goals for and against between the teams, then goals for and against in round robin, then most goals for in round robin, then least goals against in round robin. If still tied a coin toss will take place by the championship chair or ASAA representative.
- c. Ties in round robin and play-offs will go into 2 x 2 minute overtime with no half time break. If still tied, there will be a three player shoot-out, and if still tied after three shooters, a sudden death shoot-out will take place.
  - 4. Team Handball Provincials can be hosted in one of two manners:
    - i. A combined event including Tier I Boys & Girls and Tier II Boys & Girls; or
    - ii. At the Tier Level, hosting Tier I Boys & Girls or Tier II Boys & Girls
  - 5. The site of the provincial championships for both boys and girls will be dependent on the number of entries. A minimum of two approved playing courts (see IHF Handbook for specifications), score clocks, and team handball nets (Alberta Team Handball Federation will supply these nets if in need) are required.
  - 6. All other rules and procedures, including unsportsmanlike conduct, are listed in the IHF Rulebook, which ASAA will use to govern this event. ASAA Bylaws and Policies will apply as appropriate.

## **F. Fees and Officials**

- 1. Each team participating in team handball provincials will pay an entry fee to cover the costs of the tournament.
- 2. The ASAA will work with the Alberta Team Handball Federation to provide officials for the provincial tournament.
- 3. All provincial championship games will use 2 referees.

## **G. Equipment**

- 1. Uniforms
  - a. Uniforms and protective equipment must conform to IHF rules and regulations. All players are expected to dress in team uniforms that are consistent with school colors; no club insignia shall be permitted. The goalkeeper must wear colors that distinguish him/her from the court players of both teams and the goalkeeper of the other team. No duplication of numbers is allowed.
- 2. Official Ball

The official game ball will be an Alberta Team Handball Federation approved size 3 (boys) and size 2 (girls).





## SECTION XVIII- TRACK AND FIELD

### A. Rules

The International Amateur Athletic Federation (IAAF) rule book is to be used to govern ASAA events.

### B. Season of Play

The season of play for track and field shall be February 15 to the provincial championship on the first Friday and Saturday in June. The season of play is not intended to include July and August. See SECTION V – ACTIVITIES, Item C, pages 56-59 for more information.

### C. Eligibility

1. There shall be three age categories for both boys and girls:
  - a) Junior under 16 before September 1 of that school year
  - b) Intermediate under 17 before September 1 of that school year
  - c) Senior under 19 before September 1 of that school year**Note:** students with a birthday on September 1 of that school year must compete in the higher category.
2. Competitors are limited to competition in one category only with the exception of open events. Any competitor may compete in an open event.
3. Zones are permitted two competitors/relay teams per event.
4. Each competitor may enter a maximum of four events. The relay is considered a track event.
5. All zone entries must be in the hands of the meet director (regional or provincial) by 12:00 p.m. on the Tuesday preceding the respective meet.
6. Athletes registered in an age category as of the deadline must remain in that age category. At the coaches meeting prior to the meet, substitutions and scratches will be allowed but changing age categories will not be allowed.

### D. Events

1. The ASAA provincial competition will be a two-day event beginning at 10:00 a.m. on Friday. There will be an afternoon and evening session on Friday and a morning and afternoon session on Saturday.
2. Hosting of the provincial competition will be set on a rotating basis through the establishment of five regional hosting zones.

**Rotation:**

2015	South	2018	Central (SC/Central)
2016	North (NC/NE/NW)	2019	Calgary
2017	Edmonton		

3. The track and field events shall be scheduled by the provincial chairperson in conjunction with the track and field commissioner.

## 4. Events

## a) Boys Events

100 M	Javelin	Pole Vault
200 M	Shot Put	Triple Jump
400 M	Discus	4x100 M Relay
800 M	Long Jump	4x400 M Open Relay
1500 M	High Jump	300 M Hurdles (open event)
3000 M	100 M Hurdles (all age groups)	
Pentathlon (100m-SP-LJ-HJ-800m) - open event* (one competitor/zone)		

## b) Girls Events

100 M	Javelin	Pole Vault
200 M	Shot Put	Triple Jump
400 M	Discus	4x100 M Relay
800 M	Long Jump	4x400 M Open Relay
1500 M	High Jump	300 M Hurdles (open event)
3000 M	80 M Hurdles (all age groups)	
Pentathlon (100m-SP-LJ-HJ-800m) - open event* (one competitor/zone)		

\*a student athlete participating in Pentathlon may compete in one other ASAA event (individual or relay)

\*\*scoring of Pentathlon 1st 24pts; 2nd 21pts; 3rd 18pts; 4th 15pts; 5th 12pts; 6th 9pts; 7th 6pts; 8th 3pts

c) Para Division and Physical and Intellectual Disabilities  
Classifications Key - T = Track F = Field*Athletes with a Visual Impairment - Ambulatory*

T/F 11 - Blind

T/F 12 - Very Limited Vision

T/F 13 - Limited Vision

*Athletes with an Intellectual Impairment - Ambulatory*

T/F 20 - IQ at or below 75

*Athletes with Cerebral Palsy*

F 32, F 33, T/F 44 - Wheelchair Athletes

T/F 35, T/F 36, T/F 37, T/F 38 - Ambulatory Athletes

*Athletes with an Amputation & Les Autres - Ambulatory*

F 40, F 41 - Dwarfs

T/F 42, T/F 43, T/F 44 - Leg Amputees

T/F 45, T/F 46, T/F 47 - Arm Amputees

*Athletes in a Wheelchair*

T/F 51, T/F 52 - Quadriplegic

T/F 53, T/F 54 - Paraplegic

F 55, F 56, F 57, F 58 - Seated Throwing (various disabilities)



Boys Events		Girls Events	
Race	Division	Race	Division
100m	Ambulatory	100m	Ambulatory
200m	Ambulatory	200m	Ambulatory
100m	Wheelchair	100m	Wheelchair
200m	Wheelchair	200m	Wheelchair

d) Standards

Discus	All girls use 1 kg Junior and Intermediate boys use 1.5 kg Senior boys use 1.75 kg
Shot Put	Junior and Intermediate girls use 3 kg Senior girls use 4 kg Junior and Intermediate boys use 5 kg Senior boys use 6 kg
Javelin	Junior and Intermediate girls use 500 g Senior girls use 600g Junior and Intermediate boys use 700 g Senior boys use 800g

Hurdles

Category	Distance of Race	Height of Hurdle	Distance from Start Line to 1st Hurdle	Distance between Hurdles
Jr. Girls	80m	78cm (30")	12m	8m
Int. Girls	80m	78cm (30")	12m	8m
Sr. Girls	80m	84cm (33")	12m	8m
Girls	300m	76cm (30")	50m	35m
Jr. Boys	100m	84cm (33")	13m	8.5m
Int. Boys	100m	84cm (33")	13m	8.5m
Sr. Boys	100m	91cm (36")	13m	8.5m
Boys	300m	84cm (33")	50m	35m

- d) All competitors in throwing events and horizontal jumping events will receive three trials with the top eight competitors receiving an additional three trials.
- e) The 4x400 M relay will consist of two timed finals with random lane selection.
- f) All races up to and including the 400 M will be divided into two semifinals. Each race will include a maximum of one competitor from each zone. If possible, each semifinal in each event will have an equal number of competitors. Lane assignments will be selected randomly. First, second and third place finishers in each semifinal and the next two fastest competitors will advance to the finals. Lane

assignments in the final will be according to the rules, using times from the semi finals.

## **E. Fees and Officials**

1. Officials shall be appointed as follows:
  - a) In zones – entire responsibility of the zone executive.
  - b) In provincial meet – the responsibility of the ASAA Track and Field Commissioner.
  - c) In the provincial meet, the Jury of Appeal shall consist of one representative from each region (4) plus the commissioner as chair.
2. An entry fee may be levied at the discretion of the provincial host.

## **F. Scoring**

1. All competitors will score points on the basis of a 16, 15, 14, 13, 12, 11, 10, 9, 8, 7, 6, 5, 4, 3, 2, 1 point system for each event.
  - a) In events limited to 8 lanes, 1<sup>st</sup>-8<sup>th</sup> places are based on final times and 9<sup>th</sup>-16<sup>th</sup> places will be ranked by heat times.
  - b) Relays – allocation of points for relays will be determined by the number of schools participating on the team. Examples:
    - i. Team A comes first (16 points) and has four students from the same school. The school receives 16 points.
    - ii. Team B comes second (15 points) and has two students from each of two schools. Each school receives an equal share; i.e., 7.5 points.
2. School team championships will be determined in four classifications: 1A, 2A, 3A and 4A.
3. The championship trophies and banners are to be awarded to the top school in each classification accumulating the highest number of points.

## **G. Equipment**

1. Bib Numbers  
Each athlete is to wear a number bib, which is to be 6” high. The allocation of numbers will be determined by the provincial host.
2. Hip Numbers  
Photo timing is to be used at the provincial track and field meet. Track athletes will be required to wear hip numbers to aid the photo timers with lane placement.
3. Uniform  
Athletes must compete in a uniform top that distinguishes their school or zone. Tops contrary to this rule will be considered illegal.
4. Footwear  
Footwear must be worn while competing, with the exception of the kicking leg in the high jump event.

**SECTION XIX - VOLLEYBALL**

### A. Rules

The rules of Volleyball Canada shall govern ASAA volleyball, with the following modifications:

1. Substitutes - The modified 12 substitute rule will be used. The rule is as follows:
  - a) a team shall be allowed a maximum of 12 substitutions in any one game
  - b) a player may leave the game and re-enter the game, but only for the same player. Players are 'tied' together; e.g., 7 for 12 - these two players are attached for that game and a player must re-enter for the same player
  - c) unlimited substitutions are allowed up to 12 per gameExamples:
  - i. 7 for 12; 12 for 7 (2 subs) x 6 12 subs
  - ii. 7 for 12; 12 for 7 (2 subs) x 2 4 subs
  - 8 for 6; 6 for 8 (2 subs) x 4 8 subs
2. The top of the net is to be set at the height of 2.43 m for males and 2.24 m for females.
3. Allow teams to list up to 15 on the scoresheet.
4. Athletes of one gender must compete for a school team with athletes of the same gender.

### B. Season of Play

The season of play for volleyball shall be June 1 to the fourth Saturday in November. The season of play is not intended to include July and August. See SECTION V – ACTIVITIES, Item C, pages 56-59 for more information.

### C. Officials

The ASAA recognizes the Alberta Volleyball Association (AVA) as the official organization for training and certifying officials and gives its full support through the use of certified officials.

1. In provincial competition, the competition chairperson and the AVA officials chairperson are responsible for appointing officials.
2. In provincial competition, the competition chairperson is responsible for ensuring that the minor officials - linesmen and scorekeepers - are provided and properly trained.

## **D. Competitions**

1. There shall be eight provincial competitions that will terminate the volleyball season. All competitions will be held on the fourth weekend in November.

2. a) 1A Format

Two pools of five will be determined by the volleyball commissioners using the summary of volleyball provincial seeding. At the completion of the round robin, the top three teams from each section will advance to an elimination match; the first place team from each section receives a bye, the second place teams play the third place teams from the opposite section. The winners of the two matches play the first place teams to determine the finalists. All round robin and playoff games shall consist of rally point scoring, the best two of three games; first two to 25 points, third game to 15 points, all played to a two point difference with no cap.

- b) 2A & 3A Format

Two pools of six will be determined by the volleyball commissioners using the summary of volleyball provincial seeding. At the completion of the round robin, the top three teams from each section will advance to an elimination match; the first place team from each section receives a bye, the second place teams play the third place teams from the opposite section. The winners of the two matches play the first place teams to determine the finalists. All round robin and playoff games shall consist of rally point scoring, the best two of three games; first two to 25 points, third game to 15 points, all played to a two point difference with no cap.

- c) 4A Format

Three pools of four will be determined as per Item E. Representation to Provincials, 4. 4A Competition for Boys and Girls, pages 131-132. All games shall consist of rally point scoring played to a two-point difference with no cap. The round robin matches will be best two-of-three. The playoff round will follow the structure outlined in Item E. Representation to Provincials, 4. 4A Competition for Boys and Girls, pages 133-134.

3. Tie Breaking Procedures

If teams are tied in a section, the Volleyball Canada tie break procedure is used as outlined below. This system is used to rank teams in a section, but is not used to eliminate a team. If teams are tied for the last playoff spot, the lowest ranked team will play one game to 25 points (no cap - win by two points) against the next lowest ranked team. If the winner of this game is still tied with another team for the last playoff berth, these two teams will play one game to 25 points (no cap - win by two points) and so on, until the winning team is no longer tied for the last berth. For each of these elimination games, there will be a minimum warmup of 15 minutes [five minute warmup followed by 5-5 (serve

within your five minutes)) to allow the teams an adequate warmup. If two or more teams are tied at the end of the preliminary round, the following criteria will be applied, in order:

- a) The team having the best ratio of won/lost matches, considering only matches played between the tied teams, will be ranked higher;
- b) The team having the best ratio of won/lost games, considering only matches played between the tied teams, will be ranked higher;
- c) The team having the best ratio of won/lost games, considering all matches of the round, will be ranked higher;
- d) The team having the best ratio of points for/against, considering only games played between the tied teams, will be ranked higher;
- e) The team having the best ratio of points for/against, considering all games played during the round, will be ranked higher;
- f) Any game needed to break ties will be a single game, rally point scoring to 25 points with a two point difference to determine placing.

Matches or games between tied teams [steps a), b) and d) above] means that only matches or games involving tied teams should be included in the calculations. Steps c) and e) use all matches or games in the round robin to determine rankings of the tied teams. Ratios are calculated using won/lost ratio, not lost games/games won.

## E. Representation to Provincials

### 1. 1A Competition for Boys and Girls

- a) 1A competition: There will be 10 teams at each 1A tournament. The representation to provincials for 1A boys and girls shall be as follows:

Calgary Zone	1 representative
South Central Zone	1 "
Edmonton Zone	1 "
North Central Zone	1 "
Central Zone	1 "
North East Zone	1 "
North West Zone	1 "
South Zone	1 "
Host school	1 "
Additional berths	1 representative
<b>Total</b>	<b>10 teams</b>

There will be a maximum of two representatives per zone (includes host team).

### b) Additional Berths

- i. The ASAA office will calculate provincial championship history for teams representing their zones for the three years prior to the current school year. Teams representing their zone at provincials during this time will receive zone points based on the following

criteria: gold medal - 4 points; silver medal - 3 points; bronze medal - 2 points; 4<sup>th</sup> place - 1 point. Cumulative three-year point totals for each zone will be calculated.

- ii. The first additional berth will be awarded to the zone with the highest point total. Second and third additional berths will be awarded to the zones with the 2<sup>nd</sup> and 3<sup>rd</sup> highest point totals.
- iii. If there is a tie between two or more zones for the final additional berth, the zone with the highest standing at the completion of the previous provincial championship tournaments will be allocated the additional berth. If still tied, the zone with the highest place finish at the next most recent provincial championship shall be allocated the berth. If still tied, subsequent previous provincial competitions shall be reviewed in descending order until the tie can be broken.

## 2. 2A Competition for Boys and Girls

- a) 2A Competition: There will be 12 teams at each 2A tournament.

The representation to provincials for 2A boys and girls shall be as follows:

Calgary Zone	1 representative
South Central Zone	1 "
Edmonton Zone	1 "
North Central Zone	1 "
Central Zone	1 "
North East Zone	1 "
North West Zone	1 "
South Zone	1 "
Host school	1 "
Additional berth	3 representatives
<b>TOTAL</b>	<b>12 teams</b>

There will be a maximum of three representatives per zone (includes host team).

- b) Additional Berths

- i. The ASAA office will calculate provincial championship history for teams representing their zones for the three years prior to the current school year. Teams representing their zone at provincials during this time will receive zone points based on the following criteria: gold medal - 4 points; silver medal - 3 points; bronze medal - 2 points; 4<sup>th</sup> place - 1 point. Cumulative three-year point totals for each zone will be calculated.
- ii. The first additional berth will be awarded to the zone with the highest point total. Second and third additional berths will be awarded to the zones with the 2<sup>nd</sup> and 3<sup>rd</sup> highest point totals.
- iii. If there is a tie between two or more zones for the final additional berth, the zone with the highest standing at the completion of the previous provincial championship tournaments will be allocated

the additional berth. If still tied, the zone with the highest place finish at the next most recent provincial championship shall be allocated the berth. If still tied, subsequent previous provincial competitions shall be reviewed in descending order until the tie can be broken.

### 3. 3A Competition for Boys and Girls

#### a) 3A Competition: There will be 12 teams at each 3A tournament.

The representation to provincials for 3A boys and girls shall be as follows:

Calgary Zone	1 representative
South Central Zone	1 "
Edmonton Zone	1 "
North Central Zone	1 "
Central Zone	1 "
North East Zone	1 "
North West Zone	1 "
South Zone	1 "
Host school	1 "
Additional berths	3 representatives
<b>TOTAL</b>	<b>12 teams</b>

There will be a maximum of three representatives per zone (includes host team).

#### b) Additional Berths

- i. The ASAA office will calculate provincial championship history for teams representing their zones for the three years prior to the current school year. Teams representing their zone at provincials during this time will receive zone points based on the following criteria: gold medal - 4 points; silver medal - 3 points; bronze medal - 2 points; 4<sup>th</sup> place - 1 point. Cumulative three-year point totals for each zone will be calculated.
- ii. The first additional berth will be awarded to the zone with the highest point total. Second and third additional berths will be awarded to the zones with the 2<sup>nd</sup> and 3<sup>rd</sup> highest point totals.
- iii. If there is a tie between two or more zones for the final additional berth, the zone with the highest standing at the completion of the previous provincial championship tournaments will be allocated the additional berth. If still tied, the zone with the highest place finish at the next most recent provincial championship shall be allocated the berth. If still tied, subsequent previous provincial competitions shall be reviewed in descending order until the tie can be broken.

### 4. 4A Competition for Boys and Girls

#### a) In 4A boys and girls competitions there shall be a maximum of 12

teams participating with representation as follows:

Calgary Zone	3 representatives
South Central Zone	1 representative
Central Zone	1 representative
Edmonton Zone	3 "
North West Zone	1 representative
North East Zone	1 "
South Zone	1 representative
Host school or zone	1 representative
<b>TOTAL</b>	<b>12 teams</b>

There will be a maximum of four representatives per zone (includes host team).

b) In the event there is a wildcard for the 4A Championship, including a vacant berth resulting from a zone vacating their zone berth(s):

- i. Each zone will receive one (1) eligible team to compete for the wildcard berth. The team eligible to receive this wildcard berth will be the highest ranked team not already qualified for the provincial championship (even if they are in the zone that is hosting the championship).
- ii. During the final ranking conference call, the ranking committee will discuss the merits of each team, based on their zone's strength, as well as each individual team's strength provincially throughout the year. Based on the discussion of the ranking committee, the ASAA representative and the Volleyball Commissioner will choose the best team to receive the wildcard berth into the provincial championships.

c) Competition Pools

A power pool format will be implemented for the first day of the provincial competition. The teams will be ranked into three competition pools by an ASAA ranking committee. Teams ranked 1 - 4 are in Pool A; teams 5-8 are in Pool B; and teams 9-12 are in Pool C. All teams will play a best two-of-three match against each of the other teams in the pool on the Thursday of the championship. After these matches, the teams will be seeded into the playoff round based on the final standings in the pool. The current CVA tie-breaking procedures will apply if necessary to complete the final standing of teams in each pool.

Teams that finish last in their pool will drop to the next lower pool for seeding in the playoff round and teams that finish first in their pool will move up to the next higher pool for seeding in the playoff round. For example, if a team plays in Pool B (5-8) and finishes last, it will drop to the top of Pool C and be seeded 9th for the playoff round. The team finishing first in Pool C (9-12) will move up to the bottom of Pool B and be seeded 8th for the playoff round.



## **Playoff Round**

Based on the power pool results all teams will then be seeded from 1-12. The playoff round follows a 12-team elimination schedule. First round play will be a best three-of-five match involving team 5 vs 12, 6 vs 11, 7 vs 10 and 8 vs 9 - with the top 4 teams receiving a bye for the first round. Every match on the championship side of the playoff round, including the bronze medal match, will be best three-of-five. Once a team has been eliminated from the championship side, all remaining matches will be best two-of-three. Teams will continue to play for final placement (1-12).

## **Rankings**

1. There will be separate ranking committees for each gender comprising one voting representative from each zone (where a 4A team exists). One additional non-voting member of each committee will be designated as the tabulator and will be responsible for receiving and compiling all results submitted by individual committee members. Recruitment of ranking committee members and tabulators as well as determination of the ranking timeline will be the responsibility of the volleyball commissioners annually.
2. Rankings will be done bi-weekly. A total of four (4) rankings will be developed prior to the power pool rankings for the provincial tournament. A final ranking will take place on the Monday preceding the championship tournament after all qualifying teams have been identified. A ranking timeline will be posted no later than September 7 annually.
3. By 12:00 p.m. on Monday prior to each release date, each committee member is responsible for procuring and emailing all other committee members any information deemed important to an accurate and valid ranking. This information shall include, but not be limited to:
  - a) final standings from tournament play that involve prospective ranked teams in their zone
  - b) match results for league play involving prospective ranked teams in their zone
  - c) general comments about prospective ranked teams and their players (injuries, etc.)
  - d) a preliminary ranking based on all available information collected to that point (1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, etc.)

All members will have access to the results from the previous two weekends (from the emails the rankers share) and know how other members have ranked. By 6:00 p.m. on Tuesday of the ranking week, each member will then send an email with their final ranking to the tabulator only. Once the tabulator has received all the rankings, a reverse points ranking will be applied, meaning that a team that

receives a first place ranking will receive 10 points. A second place ranking receives 9 points and so on.

Once the rankings have been calculated, each tabulator will forward to the ASAA and the media around the province a summary listing the top 10 teams. The ASAA will post the rankings on the ASAA website upon receiving them from the tabulators. Each committee member will also receive the complete ranking information detailing how each member voted. This will support the accountability of ranking. On the Monday prior to the championship, the ranking committee will create a final ranking for all 16 qualifying teams by conference call. Once ranked, the teams will be placed into competition pools as outlined above.

d) Regionals

- i. In the event that a school from the North Central Zone opts up to the 4A level, they will participate in a North West regional to determine the one representative from that zone/region. Schools opting up will always travel to the North West Zone for this regional.

e) Regionals Format:

Regional playoff in 4A volleyball shall follow a standardized format, based on the number of participating teams regardless of the playoff location.

- i. 3-6 teams: Round robin (matches) with top teams advancing. If the round robin provides a first place finisher, the second and third place finishers play a match to determine second. In tie situations, follow the procedure in Item D, 3. Tie Breaking Procedures, pages 128-129.
- ii. 7 or more teams: Two section round robin (matches) with the top two from each section crossing over to play each other (1 vs 2). Winners of these two matches advance but require a final match to determine first and second. It is important to equalize the strength of the two sections.

## **F. Playing Equipment**

The official game ball to be used for ASAA provincial volleyball competitions shall be the Tachikara SV5W Gold-SWB.

## **G. Scoresheet**

The AVA youth scoresheet, modified to allow 15 players per team on the roster as per SECTION XIX VOLLEYBALL, A.3. page 127 will be used at ASAA provincials. Scoring will be the best of three games: the first two games to 25 points and the third game to 15 points with all games played to a two-point difference with no cap.

## SECTION XX - WRESTLING

### A. Rules

The rules shall be those of the Wrestling Canada Lutte (WCL) with the exceptions being those specifically adopted by the ASAA:

1. All wrestlers competing in an ASAA sanctioned event must wear a mouth guard. If during competition the mouth guard comes out, it may be replaced at an appropriate time at the official's discretion.
2. Wrestlers are required to wear a red or blue singlet for ASAA rural and provincial championship events as per the requirements in the WCL rulebook for a national championship. As exceptions to this rule, the ASAA allows a school team to wear a singlet of school colour(s) which may or may not display a school logo and/or name. Also, the ASAA will allow the new two-piece uniform, which may or may not include a UWW (United World Wrestling) logo or emblem or in particular situations, competitors may wear athletic shorts of the same singlet colour over the singlet. Aside from these exceptions, the ASAA does not allow any club logos or colours, provincial and/or national logos and/or emblems on singlets to be worn.

#### 3. Illegal Moves

The following are illegal moves in ASAA wrestling and are not permitted:

- a) Full Nelson
- b) West Point Ride (T-Bar)
- c) Full Suplay, Front Suplay, Front Salto, Standing Firemans' Carry and throws initiated by a back bending motion where grand amplitude points are awarded.

The penalty for performing illegal moves in (c) shall be disqualification from the match and tournament.

4. One person in addition to one coach may be in the corner during competition if the person is acting only as a photographer or videographer. This person will not be granted any coaching privileges. He or she shall not in any way attempt to coach the athlete: any attempt to do so will result in that person's loss of corner privileges for the duration of that match.

**Note:** Coaching includes shouting at or calling encouragement to the athletes. Coach apparel should be neat and tidy in appearance.

A list of the rule deviations adopted by the ASAA shall be given to the head official in advance of the meet.

## **5. Protests**

Within 30 minutes of the completion of the bout, the coach or school teacher must submit a written protest accompanied with a fee of \$100 cash. The written protest along with the cash should be filed with the head official and the tournament coordinator should be notified. The protest committee shall consist of the head official, ASAA wrestling commissioner and a neutral coach. If the protest is successful, the fee of \$100 shall be returned to the coach or school teacher and the appropriate process will be followed, as per the WCL rulebook, to determine the winner.

## **B. Provincial Affiliation**

Each athlete registered through the ASAA process will also receive access to Alberta Amateur Wrestling (AAWA) membership at no additional cost. AAWA membership allows ASAA members access to AAWA insurance should their own school insurances become depleted. Membership in AAWA allows ASAA members to access the AAWA officials for coverage at ASAA events. ASAA members do not gain access to any non-ASAA events (i.e., Alberta Junior Olympics, Alberta Open, Alberta Winter Games, Arctic Winter Games, Camps, etc.) and/or AAWA programming (including AAWA funded programs) without purchase of specific AAWA membership at additional cost. In order to facilitate this process, the ASAA will provide demographic information which may include names, genders, age/birthdates, school location/residence (i.e., team and location) as required by the AAWA for insurance purposes and/or AAWA funding requirements.

## **C. Season of Play**

The season of play for wrestling shall be October 22 to the conclusion of the ASAA provincial championship. The season of play is not intended to include July and August. See SECTION V – ACTIVITIES, Item C, pages 56-59 for more information.

## **D. Representation to Rurals and Provincials**

1. The rural provincials shall be an open competition for all rural high school wrestlers.
2. At provincials, Calgary, Edmonton and rural zones may each enter five male and female wrestlers per weight class who attended the qualifying tournament at that weight class. In the event that any zone cannot send five athletes per weight class to the provincial tournament, an attempt will be made to fill those vacancies from the other zones. Preference for filling single vacancies will be offered first to the host zone. In situations where there is more than one vacancy in a weight class, preference for filling weight classes will follow the provincial tournament host rotation

with the host zone having first opportunity to fill and will alternate with the remaining zones. Athletes filling vacancies in this manner will not count towards team points. Team rosters must be submitted to the host chairs for rural and provincial meets at least 48 hours prior to the commencement of the competition.

## E. Weigh Ins

1. Weight classifications for ASAA wrestling shall be as follows:

a) Male competitors:

43-47 kg	56 kg	65 kg	76 kg	98 kg	120+ kg*
50 kg	59 kg	68 kg	82 kg	108 kg	
53 kg	62 kg	72 kg	90 kg	120 kg	

\* In order to compete in the 120+kg category, the wrestler must weigh over 120kg.

**Note:** Each weight listed represents the upper limit of the weight class.

b) Female competitors:

44 kg	53 kg	65 kg	80 kg
47 kg	57 kg	70 kg	90 kg
50 kg	61 kg	75 kg	90+ kg*

\*In order to compete in the 90+ category, the wrestler must weigh over 90kg.

**Note:** Each weight listed represents the upper limit of the weight class.

2. Scales

- The weigh-ins for both the rural and provincial competitions shall be held on the first day of the competition. It will be the only weigh-in of the competition.
- The ASAA will follow the weigh-in procedures as outlined in the WCL rulebook.
- See the WCL rulebook regarding weight loss by an athlete and the discipline for athletes and coaches involved in such behaviour. The ASAA does not tolerate inappropriate methods of weight loss.
- All athletes must have their arms and shoulders exposed for the skin check.

## F. Events

There shall be one wrestling competition for boys and one for girls at each of the rural and provincial competitions.

1. Rural Provincial Championships

a) The rotation for rural provincial championship host sites will be as follows:

2016	South/South Central
2017	Central
2018	North (NW/NC/NE)

Should no school or zone within the region bid to host the championship, the next region in the rotation will have first right of

refusal to submit a bid to host the championship.

- b) The rural provincial championships shall be a two-day competition held two weeks prior to the provincial championship. On the first day, no matches will be called after 8:40 p.m.
- c) Any weight class with five or fewer competitors at the rural provincial championship will use a single pool round robin format. Any weight class with between six and 16 competitors will use a double pool round robin format. When the number of competitors in any weight class reaches 17 or more, that category shall be wrestled as a bracket draw according to the WCL rulebook with the exceptions of a cross-over wrestle back semifinal and a re-wrestle for the bronze medal. Ideally, athletes shall not re-wrestle a previous competitor during the cross-over wrestle back. To determine cross-over pairings, the first criteria shall be straight across, the second criteria shall be top-right versus bottom-left and also top-left versus bottom-right. Should both criteria produce a pairing where athletes have previously met during the rural provincial championship, then the first criteria will be used and a re-wrestle during the cross-over will occur.
- d) The ASAA will follow the rules for match lengths, etc. as per the WCL rulebook.

## 2. Provincial Championships

- a) The rotation for provincial championship host sites will be:

2016 Edmonton	2019 Edmonton
2017 Calgary	2020 Calgary
2018 Rural	2021 Rural

Should no school or zone within the region bid to host the championship, the next region in the rotation will have first right of refusal to submit a bid to host the championship.

- b) The provincial championships shall be a two day competition, beginning on the second weekend in March on the Friday. On the first day, no matches will be called after 8:40 p.m.
- c) The seeding of weight classes for ASAA Provincial Wrestling Championships shall be based upon the following system, where the results of the Rural Provincial Championships, Edmonton City Championships and Calgary City Championships determine seeding for the provincial championships. If an athlete who placed in any of these events does not compete in the provincial championships, the next athlete from that area will be moved up based upon the area results.

### Rotation 3 - 2015/16\*

Bracket One	Bracket Two
1. Rural A	1. Calgary A
2. Calgary B	2. Rural B
3. Edmonton A	3. Edmonton B

Rotation 1 - 2016/17\*

Bracket One

1. Calgary A
2. Edmonton B
3. Rural A

Bracket Two

1. Edmonton A
2. Calgary B
3. Rural B

Rotation 2 - 2017/18\*

Bracket One

1. Edmonton A
2. Rural B
3. Calgary A

Bracket Two

1. Rural A
2. Edmonton B
3. Calgary B

\*Repeat Rotation

2016 Boys

Rotation 3 - 53 kg 62 kg 72 kg 90 kg 120 kg

Rotation 1 - 43-47 kg 56 kg 65 kg 76 kg 98 kg

Rotation 2 - 50 kg 59 kg 68 kg 82 kg 108 kg 120+ kg

2016 Girls

Rotation 3 - 44 kg 53 kg 65 kg 80 kg

Rotation 1 - 47 kg 57 kg 70 kg 90 kg

Rotation 2 - 50 kg 61 kg 75 kg 90+ kg

2017 Boys

Rotation 1 - 53 kg 62 kg 72 kg 90 kg 120 kg

Rotation 2 - 43-47 kg 56 kg 65 kg 76 kg 98 kg

Rotation 3 - 50 kg 59 kg 68 kg 82 kg 108 kg 120+ kg

2017 Girls

Rotation 1 - 44 kg 53 kg 65 kg 80 kg

Rotation 2 - 47 kg 57 kg 70 kg 90 kg

Rotation 3 - 50 kg 61 kg 75 kg 90+ kg

2018 Boys

Rotation 2 - 53 kg 62 kg 72 kg 90 kg 120 kg

Rotation 3 - 43-47 kg 56 kg 65 kg 76 kg 98 kg

Rotation 1 - 50 kg 59 kg 68 kg 82 kg 108 kg 120+ kg

2018 Girls

Rotation 2 - 44 kg 53 kg 65 kg 80 kg

Rotation 3 - 47 kg 57 kg 70 kg 90 kg

Rotation 1 - 50 kg 61 kg 75 kg 90+ kg

Subsequent years will repeat this schedule

- d) Any weight class at the provincial championship with five or fewer competitors shall wrestle in a single pool round robin format. Each weight class during the provincial championship with six or more competitors shall be wrestled as a bracket draw according to the WCL rulebook with the exceptions of a cross-over wrestle back semifinal and a re-wrestle for the bronze medal. Ideally, athletes shall not re-wrestle a previous competitor during the cross-over wrestle back. To determine cross-over pairings, the first criteria shall be straight across, the second criteria shall be top-right versus bottom-left and also top-left versus bottom-right. Should both criteria produce a pairing where athletes have previously met during the provincial championship, then the first criteria will be used and a re-wrestle during the cross-over will occur.
- e) The first place and second place wrestlers from each of the qualifying tournaments (Calgary, Edmonton, Rural) are the only eligible athletes for seeding and shall be seeded according to item c) above. Athletes are placed in the draw in positions as outlined in the WCL rulebook. Byes, if any, shall be placed in the draw in positions as outlined in the WCL rulebook. All other athletes shall be randomly placed with the exception that the Seeding Committee will attempt to prevent athletes from the qualifying tournament (Calgary, Edmonton, Rural) from meeting in the first round. If athletes are to be moved in a bracket for this reason, the committee will move athletes and/or replace them on a random basis.
- f) For procedures on bracket draw, seeding, placement of byes, disqualification, classification, round robin procedures, team classification and tie-breaking criteria for round robin pools and/or team placement see the current WCL rulebook (Part Six: Responsibilities of the Pairing Master). Where there is conflict between the WCL rulebook and the policies in the ASAA Policy Handbook, the ASAA policy shall prevail.
- g) Once an athlete has been registered and it is less than 48 hours before the start of the event, they can only be substituted for in the event of an injury, sickness or extenuating circumstance by another athlete that competed at the same provincial qualifying tournament in the same weight class. For an athlete to be substituted, they must be nominated by their coach and their provincial qualifying tournament host (Calgary, Edmonton or Rural) to a committee by the start of weigh-ins. The committee shall consist of the three qualifying tournament hosts or their proxy, the provincial championship committee chair or proxy, the drawmaster and the ASAA wrestling commissioner. In the event of a tie, the ASAA commissioner shall carry the deciding vote.



3. Coaches Meeting

A meeting shall be held for all coaches during the first day of competition; the time and place to be decided by the competition chairman.

G. Officials

There shall be a minimum of two nationally ranked officials per competition surface. From the cross-over wrestle-back portion of the event until the completion of each weight class there shall be a minimum of three officials assigned to each mat surface. All officials must be assigned through the Alberta Amateur Wrestling Officials' Association.

H. Scoring

- 1. Boys and girls school team champions will be awarded at both rurals and provincials in three categories:
  - a) 1A/2A schools
  - b) 3A schools
  - c) 4A schools
- 2. Each school team will select its 10 highest finishing wrestlers and combine placement points to determine the top school in each category. The team points awarded shall be proportional to the number of participants in each weight class and shall be weighted in the following manner:

# of comp.	6 +	5	4	3	2	1
Gold	10	9	7	5	4	3
Silver	7	6	5	3	2	
Bronze	5	4	3	2		
4 <sup>th</sup>	3	2	1			
5 <sup>th</sup>	2	1				
6 <sup>th</sup>	1					





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# APPENDIX

The appendix contains guidelines that are followed by the ASAA and is not considered policy per se.

## **SECTION 1 - PROVINCIAL CHAMPIONSHIP INFORMATION** **Procedure for bidding to host provincial competitions**

Bid application information is available at [www.asaa.ca](http://www.asaa.ca).

### **A. Deadline**

1. Bids for spring sports for 2017 (badminton, basketball, cheerleading, curling, rugby, team handball, wrestling) will be reviewed and voted on at the 2015 Annual Planning Meeting (APM). The deadline for bids prior to this meeting is November 1.
2. Bids for fall sports 2017 (golf, cross country and volleyball) will be reviewed and voted on at the annual general meeting (AGM) held in May 2016. The deadline for bids prior to this meeting is April 1.
3. Submit bids to both the ASAA **and** the zone.
4. If there is more than one bid from a zone, the zone will inform the ASAA office of their choice immediately following their respective zone meeting.
5. Bids will only be considered and voted on one year at a time.

### **B. Executive Committee Review**

1. All bids received by the deadline will be reviewed by the ASAA Executive at a meeting prior to the APM or AGM as appropriate. The ASAA will work with bid applicants to ensure bids are complete.
2. The Executive will either accept or reject applications. Accepted applications will be forwarded to the ASAA Board for ratification at the appropriate meeting (APM or AGM).

### **C. Board Review & Acceptance**

1. If the Board has no concerns with bid applications accepted by the Executive, those championships with only one bid by the respective deadline will win the right to host by acclamation and no presentation by the host is required.
2. In those championships where more than one acceptable bid application has been received, a written ballot of the Board will determine the winning bid following a five-minute presentation.

**Note:** AV Presentation can be powerpoint or video; the 5 minute timeline will be strictly observed.

3. Commissioners and the Executive Committee cannot speak to support a particular bid but may speak to address concerns they may have about the ability of a school to host a particular provincial championship.

### **D. Bids from the Floor**

Bids from the floor will not be accepted.

#### E. Vacant Bids After the APM or AGM

If there are vacant bids following the APM or AGM, the Executive Committee will seek potential hosts via zone secretaries or other means and will review applications at a subsequent Executive meeting. At that point, the Executive Committee may accept a bid without approval of the Board, provided they feel the bid applicant has submitted the bid through their zone, and has the ability to successfully host provincials. If more than one bid is received, the schools bidding have the option to submit a 5 minute AV presentation as noted in C above.

### **Recommended Facility Requirements for Hosting Provincial Competitions**

#### A. Accommodations

Depending on the particular competition being hosted, accommodation requirements can vary greatly. Although it is preferable that required accommodation be near the competition site, it should be noted that smaller communities away from the host site have been and in some cases will need to be used. This may necessitate travel for participants. When accommodation is required, the tournament committee should attempt to negotiate a reduced rate for visiting competitors and inform all zones of the arrangements. Where possible, block book rooms with the ASAA sponsor hotel chain, if one exists, and inform the hotel(s) that in many cases the teams attending provincials will not be known until the weekend before provincials and request that they hold all block booked rooms until 9 p.m. on the Monday prior to provincials.

#### B. Concessions

Depending on the nature and location of the meet, concessions may or may not be necessary; therefore, concessions should be provided at the discretion of the organizing committee and with menu choices that keep the best interests of student athletes in mind. Hosts must follow direction of ASAA office following input from the ASAA Nutrition Committee.

#### Resources and Nutrition Policy Supports:

All food offered at ASAA championship events (hosted in school facilities) must fit within the Choose Most Often and Choose Sometimes categories of the Alberta Nutritional Guidelines for Children and Youth.

- <http://healthyalberta.ca/nutritionguidelines-sept2012.pdf>

Some other resources when planning your event:

- Ever Active Schools Toolkit <http://everactive.org/toolkit>

- Healthy Eating for Children & Youth in Schools  
<http://healthyalberta.ca/ANGCY-schools-aug2012.pdf>

- Healthy Eating in Recreation & Community Centres  
<http://healthyalberta.ca/ANGCY-recommcentres-aug2012.pdf>

C. In addition to following the recommendations contained within the *Safety Guidelines for Secondary Interschool Athletics in Alberta Schools*, the following facility requirements are needed at the host locations:

1. Badminton

A minimum of 18 courts are required and these should be located at a maximum of five schools (i.e., all matches in a particular event should be played at one location). The ceiling height should be a minimum of 22 feet and all court markings should be clearly legible with at least five feet clearance on all sides. Adequate change, shower and locker facilities for all competitors must be provided.

2. Basketball

Floor size, floor markings and backboards must comply with current rule specifications. An adequate score clock is essential, as is a safe clearance around court boundaries. Due to the increased number of teams attending provincials, a draw format now appears in policy.

When using just one basketball court, it is necessary to keep the tournament on a tight schedule, whereas the availability of a second playing surface allows more flexibility in scheduling games. However, schools with only one court available have been successfully hosting provincial competitions for years so this should not be a deterrent in bidding. All basketball championships are now three-day tournaments.

Suggested minimum spectator capacity:

4A Boys	1500	4A Girls	750
3A Boys	500	3A Girls	400
2A Boys	400	2A Girls	400
1A Boys	350	1A Girls	350

3. Cheerleading

A standard size gymnasium suitable for volleyball and basketball will accommodate cheerleading. A hardwood floor is preferable. A good sound system with easy accessibility to a CD player is essential. There should be seating capacity for 1000 athletes and spectators. Shower and change rooms are necessary and a concession is desirable.

4. Cross Country

The course should be laid out in an area that will provide a variety of terrain for all distances to be run. It is essential that each route be clearly marked to avoid confusion for the participants.

Although parts of the course should be challenging, care must be taken to avoid routes that could be dangerous in the event of rain or snow conditions. An adequate sound system is essential along with showers, ample toilet and change facilities and a first aid station.

5. Curling

The number of events (boys, girls and mixed) being hosted will determine ice requirements with a minimum of three sheets being needed for each event. Community curling rinks normally have

sufficient spectator area and operate concessions.

6. Football

With the Alberta Bowl concept, the host facility must comply with football Policy section XIV Field turf with lights and minimum spectator capacity for 1000+ is required. The host will need to be prepared to arrange sideline heating for players. Medical aid personnel are essential.

7. Golf

Two 18-hole courses in the same vicinity are required. Courses should be in reasonably good condition with grass greens. Clubhouse facilities are not essential but a concession is desirable.

8. Rugby

The host facility should have a minimum of 3 fields, equipped with regulation rugby posts. Parking facilities should be sufficient to accommodate spectators. Several medical aid personnel are essential.

9. Team Handball

A minimum of three courts are required to host both tiers and genders. Most school gymnasiums do not have the facilities to meet the regulation playing surface so dimensions should be taped in advance. There should be a safety zone surrounding the playing court of at least one metre along the sidelines and two metres behind the goal lines.

10. Track and Field

400M all weather track with eight lanes is required for all track events. Field events require a foam pole vault pit, two foam high jump pits, two long/triple jump pits, one javelin area, one **caged** discus area and one shot-put area. An adequate sound system is essential along with showers, ample toilet (portable toilets rent as required) and change facilities and a first aid station. Spectator space for 1000 is required with all spectators and non-competitors to be excluded from the track and infield area.

11. Volleyball

A minimum of two regulation courts are required to host a tournament. If two tournaments are hosted at the same location, then four courts are required. Courts should have a ceiling clearance of at least 20' and 4'5" clearance around all boundaries. Nets, including aeriels, must be supported tautly at correct heights. Scorekeepers' devices should be clearly visible to players and spectators. Referee stands will assist the official to do a competent job and make his/her moves more visible to players and spectators.

Suggested minimum spectator capacity:

1A 200 2A 200

3A 400 4A 600

12. Wrestling

The primary requisite is to have sufficient good quality mats available to allow the meet to run in the time available. At least three quality competitive mats and a warm-up area are essential, and if the number of entries warrant, a fourth competitive mat might be required. It is

recommended that mats be 9 m in diameter, with a 1.2 m protection area. Scoring and timing devices are needed as well as accurate scales (at least two), mat transporter, sound system, first aid supplies and items essential for the officials. Spectator accommodation for up to 300 should be provided.

## Entry Fees

(NB: A 'Pay it Forward' Loonie fee of \$1 per athlete will also be collected by all hosts to be put in the scholarship fund, as per policy on page 66)

The following **guidelines** should be used when hosting provincial championship events:

Golf		\$90-120/participant, plus \$15-25 banquet
Cross Country		\$12-15/participant
Football	*	\$275 for each quarterfinalist \$175 for each semifinalist \$100 for each finalist, plus \$15-25 banquet
Volleyball	*	\$300+/team plus \$15-25 banquet
Basketball	*	\$360+/team plus \$15-25 banquet
Cheerleading		\$200/team plus \$15-25 banquet
Curling		\$100-120/team plus \$15-25 banquet
Wrestling	- Rural	\$30 maximum
	- Provincial	\$35 maximum
Badminton		\$10-12/participant plus \$15-25 banquet
Rugby		\$275+ plus \$5-8 meal ticket
Team Handball		\$175-225 plus \$15-25 banquet
Track & Field		\$15/participant

- \* **Football:** As per SECTION XIV - FOOTBALL, Item F, page 105, the ASAA, in coordination with Football Alberta, will arrange officials for all games.

**Volleyball/Basketball:** The ASAA will inform hosts of the entry fees to be used for teams attending volleyball/basketball provincial championships. Fees will be paid directly to the hosts, each of whom will remit a single cheque to the AVOA/ABOA at the completion of the event. The ASAA will negotiate with the AVOA/ABOA directly.

## Procedure for Final Reporting on Provincial Competitions

- A. Competition coordinators will be supplied with standardized forms for the following:
1. Yearbook write-up - Please refer to previous yearbooks for examples
  2. Provincial Report
  3. Tournament evaluation

4. Financial statement
5. Sportsmanship summary

**Within four weeks of the completion of the competition**, completed forms are to be sent to the ASAA office electronically on either a USB key, CD, or via email.

**B. Photos are to be submitted along with the tournament reports as follows:**

**Note:** All hosts are asked to provide action photos to be used in the yearbook and on the ASAA website.

- Badminton:** Head and shoulders picture of 1<sup>st</sup> place finisher in each event - boys, girls and mixed - junior, int., senior.
- Basketball:** Team photographs of winner, finalist, third place, consolation and sportsmanship.
- Cheerleading:** Team picture of 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> place and sportsmanship.
- Cross Country:** Head and shoulders photograph of 1<sup>st</sup> place finisher in each event (6). Picture of top 10 boys and top 10 girls. Group photo of classification winners if possible.
- Curling:** Team photograph of winner, finalist, third place and sportsmanship in boys, girls and mixed events.
- Football:** Team photographs of winner and finalist from each tier.
- Golf:** Team photographs of 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> finishers per team category. Head and shoulders photographs of 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> finishers in individual play for boys and girls.
- Rugby:** Team photographs of winner, finalist and third place and sportsmanship in each of tier I and II boys and girls events.
- Team Handball:** Team photographs of winner, finalist, third place and sportsmanship in each of tier I and II boys and girls events.
- Track & Field:** Head and shoulders photograph of the 1<sup>st</sup> place finisher in each event. Head and shoulders photographs of each winning relay team. Group photo of classification winners if possible.
- Volleyball:** Team photograph of winner, finalist, third, fourth, consolation (4A only) and sportsmanship.
- Wrestling:** Head and shoulders photograph of the winner of each weight category in the rural and provincial meets. Group photo of classification winners if possible.

**Note:** Each photograph must be labeled with team name and athlete names. For group shots, participants must be listed in order.

**Provision of Digital Photos:**

Digital photos are preferred for the yearbook. Please follow the guidelines below:

1. Use a minimum three or four megapixel camera.
2. Use the highest resolution the camera will allow: 300 resolution is the minimum requirement for ASAA use.



3. When using a zoom feature, use the optical zoom versus the digital zoom.
4. Send the photos on a disk, flash drive, or via email in uncompressed jpeg format.
5. Do not modify the photos in any way (e.g., resizing, cropping, etc.)
6. Do not take photos against black or very dark backgrounds.
7. In group/team photos, ensure the athletes stand as close together as possible.

### C. Livestreaming of Provincial Championships

Sportscanada.tv is the ASAA partner for hosting of all livestreaming events for ASAA provincial championships. Volleyball, basketball, cheerleading, football, team handball and rugby hosts are all expected to use Sportscanada.tv for all of their livestreaming needs.

## This year at ASAA Provincial Championship events!



#fuel4performance

## New Policy! Healthy Eating | School Sport | Start the Conversation!

Alberta Schools' Athletic Association (ASAA) and Ever Active Schools (EAS) have passed a new policy to help promote healthy eating at school sporting events at the provincial level.

All food and beverages sold and provided at ASAA provincial championship events held in ASAA member school facilities must fit within the Choose Most Often and Choose Sometimes categories of the Alberta Nutritional Guidelines for Children and Youth.

Start the conversation here

#fuel4performance

@ASAA @EveractiveAB

We want to support schools in making this change. let us know how.

Many resources are in place to support these changes:

 Thought provoking video to challenge the status quo <a href="http://tiny.cc/evccxx">http://tiny.cc/evccxx</a>	 Supports for menu building, promotions and more <a href="http://tiny.cc/jqucxx">http://tiny.cc/jqucxx</a>	 AHS Sports Nutrition Handbook for coaches <a href="http://tiny.cc/nxucxx">http://tiny.cc/nxucxx</a>
		

If you have any questions please connect with ASAA or EAS:

Mike Steele	Katelynn Theal
<a href="mailto:michael@asaa.ca">michael@asaa.ca</a>	<a href="mailto:katelynn@everactive.org">katelynn@everactive.org</a>
780-638-3669	780-454-4745




## Trophy Awards for Provincial Competitions

Activity	Trophy	2014-15 Winner
<b>Badminton</b>		
1A School Team	Betty Peters	Edison School, Okotoks (SC)
2A School Team	Sheila Iversen	Hillside High, Valleyview (NW)
3A School Team	Al McDougall	Old Scona Academic, Edmonton
4A School Team	Roy Gouchey	Harry Ainlay (Edm)
<b>Basketball</b>		
1A Girls		
Champion	Ethel Cuts	Stirling High (S)
Finalist	Robert Clark	Acme High (SC)
Third Place	Mike Marianicz	Bawlf School (Cen)
Fourth Place		Rosemary School (SC)
Consolation	John Charyk	Glendon School (NE)
Sportsmanship	Cam and Joan Richardson	Acme High (SC)
2A Girls		
Champion	John Evans	Rundle College, Calgary
Finalist	Ed Lucotch	Immanuel Christian, Lethbridge (S)
Third Place	Alex McNaught	Calgary Christian
Fourth Place	Gary Frost	La Crete Public (NW)
Consolation	Max Mastinsek	Picture Butte (S)
Sportsmanship	Roger M. Takaoka	Pigeon Lake Regional, Falun (Cen)
3A Girls		
Champion	Miriam Farrington	Magrath (S)
Finalist	Myrna Empey	St. Joseph's, Edmonton
Third Place	Bob Albrecht	WR Myers, Taber (S)
Fourth Place		Edmonton Christian
Consolation	Maurice Mandrusiak	Eagle Butte, Dunmore (S)
Sportsmanship	Ira Bourne	Bert Church, Airdrie (SC)
4A Girls		
Champion	J. Percy Page	Medicine Hat High (S)
Finalist	Irene Karia	Spruce Grove Composite (Edm)
Third Place	Maury Van Vliet	St. Francis, Calgary
Fourth Place		William Aberhart, Calgary
Consolation	Beth Bujea	Jasper Place, Edmonton
Sportsmanship	Ed Tomick	William Aberhart, Calgary

<b>Activity</b>	<b>Trophy</b>	<b>2014-15 Winner</b>
<b>Basketball (continued)</b>		
1A Boys		
Champion	Bob Neufeld	Grand Trunk, Evansburg (NC)
Finalist	Ben Brooks	Livingstone School, Lundbreck (S)
Third Place	Lee Fairbanks	Rosemary School (SC)
Fourth Place		Daysland High (Cen)
Consolation	Eugene Katerenchuk	Hines Creek Composite (NW)
Sportsmanship	Harold Brook	Bassano School (SC)
2A Boys		
Champion	Jim Whitelaw	Stirling High (S)
Finalist	Bill Hackett	Immanuel Christian, Lethbridge (S)
Third Place	Gary Gibson	Heritage Christian, Calgary
Fourth Place		West Island College, Calgary
Consolation	Jack Hicken	Peace River High (NW)
Sportsmanship	Rick Patterson	Immanuel Christian, Lethbridge (S)
3A Boys		
Champion	Gary DeMan	St. Peter the Apostle, Spruce Grove (Edm)
Finalist	Harry Hohol	Leduc Composite (Edm)
Third Place	Hugh Morrell	Chestermere High (SC)
Fourth Place	Terry Hanna	Wetaskiwin Composite (Cen)
Consolation	Yosh Kabayama	Strathcona Christian Academy, Sherwood Park (Edm)
Sportsmanship	Harry Bullen	Barrhead Composite (NC)
4A Boys		
Champion	Lyman Jacobs	Harry Ainlay, Edmonton
Finalist	John Baker	Cardston (S)
Third Place	John McLenahan	Lethbridge Collegiate Institute (S)
Fourth Place	Wayne Thomas	Magrath (S)
Consolation	Robin Fry	Bishop O'Byrne, Calgary
Sportsmanship	Herb McLachlin	Bishop McNally, Calgary
<b>Cheerleading</b>		
Small Squad		
Champion	Lynn Smarsh	St. Francis Xavier, Edmonton
Finalist		Archbishop Oscar Romero, Edmonton
Third Place		Foothills Composite, Okotoks (SC)
Large Squad		
Champion	Linda Wilkins	Harry Ainlay, Edmonton
Finalist		Jasper Place, Edmonton
Co-Ed Squad		
Champion	Dianne Greenough	Austin O'Brien, Edmonton
Finalist		Victoria School, Edmonton

<b>Activity</b>	<b>Trophy</b>	<b>2014-15 Winner</b>
<b>Cheerleading (continued)</b>		
Third Place		Edwin Parr Composite, Athabasca (NC)
Novice		Holy Trinity Catholic, Fort McMurray (NE)
Sportsmanship		Austin O'Brien, Edmonton
<b>Cross Country</b>		
1A School Team	Tom Humphrey	École Mallaig (NE)
2A School Team	Len Ross	Strathcona-Tweedsmuir, Okotoks (SC)
3A School Team	Myron Pearman	Eagle Butte, Dunmore (S)
4A School Team	Rollie Miles	Strathcona High, Edmonton
<b>Curling</b>		
<b>Girls</b>		
Champion	Bonnie Schmidt	Morrin School (SC)
Finalist	Ann Rowberry	Dr. Folkins, Chauvin (Cen)
Third Place		Archbishop O'Leary, Edmonton
Sportsmanship		Eagle Butte, Dunmore (S)
<b>Boys</b>		
Champion	Ed Hancheruk	Georges P. Vanier, Donnelly (NW)
Finalist	Hugh Forrester	Lloydminster Comprehensive (NE)
Third Place		Roland Michener, Slave Lake (NC)
Sportsmanship		Winston Churchill, Lethbridge (S)
<b>Mixed</b>		
Champion	Dean Rook	Leduc Composite (Edm)
Finalist	Glen Magnuson	Lloydminster Comprehensive (NE)
Third Place		Willow Creek, Claresholm (S)
Sportsmanship	Don Zaboloski	Morrin School (SC)
<b>Football</b>		
Tier I	Champion	Larry Wilson
	Finalist	Scott Sinclair
Tier II	Champion	Tom Dirsá
	Finalist	Pat McDonald
Tier III	Champion	Daun Daum
	Finalist	Duncan Prescott
Tier IV	Champion	Rick Mooney
	Finalist	Rick Haines
6-Man	Champion	Rimbey Jr/Sr High (Cen)
	Finalist	Millwoods Christian, Edmonton
<b>Golf</b>		
Boys Individual	George Hanna	Jaxon Lynn, HJ Cody, Sylvan Lake (C)
1A/2A Boys Team	Debbie Yanota	West Island College, Calgary
3A/4A Boys Team	Mal Clewes	Hunting Hills, Red Deer (C)

<b>Activity</b>	<b>Trophy</b>	<b>2014-15 Winner</b>
<b>Golf (continued)</b>		
Girls Individual	Jim McLellan	Bria Jansen, Cochrane High (SC)
1A/2A Girls Team	Marg Derbyshire	Hugh Sutherland, Carstairs (SC)
3A/4A Girls Team	Malcolm Hughes	Harry Ainlay, Edmonton
<b>Rugby</b>		
Tier I Boys		
Champion	Brent Gough	Winston Churchill, Lethbridge (S)
Finalist		Holy Trinity Academy, Okotoks (SC)
Third		Lindsay Thurber, Red Deer (Cen)
Consolation		Lethbridge Collegiate Institute (S)
Sportsmanship		WP Wagner, Edmonton
Tier II Boys		
Champion		Strathcona-Tweedsmuir, Okotoks (SC)
Finalist		Chinook High, Lethbridge (S)
Third		Sturgeon Composite, Namao (Edm)
Consolation		Peace Wapiti Academy, Grande Prairie (NW)
Sportsmanship		Banff Community (SC)
Tier I Girls		
Champion	Pat Forsyth	Raymond High (S)
Finalist		Bev Facey, Sherwood Park (Edm)
Third		Lethbridge Collegiate Institute (S)
Consolation		Lindsay Thurber, Red Deer (Cen)
Sportsmanship		Western Canada, Calgary
Tier II Girls		
Champion		Winston Churchill, Lethbridge (S)
Finalist		FP Walshe, Fort Macleod (S)
Third		Rimbey Jr/Sr High (Cen)
Consolation		Beaumont Composite (Edm)
Sportsmanship		Banff Community (SC)
<b>Team Handball</b>		
Tier I Girls		
Champion		Bev Facey, Sherwood Park (Edm)
Finalist		Harry Ainlay, Edmonton
Third Place		Eastglen, Edmonton
Sportsmanship		Eastglen, Edmonton
Tier II Girls		
Champion		Blessed Sacrament, Wainwright (Cen)
Finalist		Old Scona Academic, Edmonton
Third Place		Bentley High (Cen)
Sportsmanship		Central High, Sedgewick (Cen)

<b>Activity</b>	<b>Trophy</b>	<b>2014-15 Winner</b>
<b>Team handball (continued)</b>		
Tier I Boys		
Champion		Eastglen, Edmonton
Finalist		Bev Facey, Sherwood Park (Edm)
Third Place		Notre Dame, Red Deer (Cen)
Sportsmanship		Notre Dame, Red Deer (Cen)
Tier II Boys		
Champion	Ian MacGillivray	Mayerthorpe High (NC)
Finalist		Old Scona Academic, Edmonton
Third Place		Central High, Sedgwick (Cen)
Sportsmanship		École Mallaig (NE)
<b>Track and Field</b>		
1A School Team	A. Stuart Bird	Glendon School (NE)
2A School Team	Audrey Carson	Strathcona-Tweedsmuir, Okotoks (SC)
3A School Team	Bob Stewart	Cochrane High (SC)
4A School Team	Lawrence King	Strathcona High, Edmonton
<b>Volleyball</b>		
1A Girls		
Champion	Lorne Wood	Bawlf School (Cen)
Finalist	Gordon Foster	Acme High (SC)
Third Place	Ernie Sweeney	Thorsby High (NC)
Fourth Place		St. Jerome, Vermillion (NE)
Sportsmanship	Marg McCuaig-Boyd	Clear Water Academy, Calgary
2A Girls		
Champion	Gordon Prusky	Magrath School (S)
Finalist	John Clyne	Spirit River Regional Academy (NW)
Third Place	Dr. Arlene McGinn	Calgary Christian
Fourth Place	Kelle Hansen	Vauxhall High (S)
Sportsmanship	David Gregory	JH Picard, Edmonton
3A Girls		
Champion	Gwen Elings	Peace Wapiti, Grande Prairie (NW)
Finalist	Shirley Quigg	Lacombe Composite (Cen)
Third Place	Roger Nicholson	Eagle Butte, Dunmore (S)
Fourth Place	Joyce Loucks	George McDougall, Airdrie (SC)
Sportsmanship	Wayne Neilson	Morinville Community (NC)
4A Girls		
Champion	Marg Clark	William Aberhart, Calgary
Finalist	Ron Zablocki	Harry Ainlay, Edmonton
Third Place	Hilda Schweitzer	Holy Trinity, Edmonton
Fourth Place	Wendae Grover	Dr. EP Scarlett, Calgary
Consolation		Charles Spencer, Grande Prairie (NW)
Sportsmanship	Marion Irwin	Chinook High, Lethbridge (S)

<b>Activity</b>	<b>Trophy</b>	<b>2014-15 Winner</b>
<b>Volleyball (continued)</b>		
1A Boys		
Champion	Dr. Albert E. Hohol	St. Jerome, Vermilion (NE)
Finalist	Ron Brownlee	Rosemary School (SC)
Third Place	Doug Bowie	Bassano School (SC)
Fourth Place	Hugh Nester	New Norway (Cen)
Sportsmanship	Fr. Gallagher	École Heritage, Falher (NW)
2A Boys		
Champion	Bob Bratton	Calgary Christian
Finalist	Fr. J. Whelihan	FP Walshe, Fort Macleod (S)
Third Place	Larry Wagner	Central Alberta Christian, Lacombe (Cen)
Fourth Place		Rundle College, Calgary
Sportsmanship	Bert Strain	Fort McMurray Composite (NE)
3A Boys		
Champion	John Takahashi	Magrath School (S)
Finalist	Rene Champagne	Barrhead Composite (NC)
Third Place	Rod Soholt	Strathcona Christian Academy, Sherwood Park (Edm)
Fourth Place	Al Brenneis	Morinville Community (NC)
Sportsmanship	Al Lutz	St. Martin de Porres, Airdrie (Cal)
4A Boys		
Champion	R.H. Routledge	Jasper Place, Edmonton
Finalist	Tom Clarke	Strathcona High, Edmonton
Third Place	Jim Sawchuk	William Aberhart, Calgary
Fourth Place	Gane Olsen	Spruce Grove Composite (Edm)
Consolation	David Jones	George McDougall, Airdrie (SC)
Sportsmanship	John Semkuley	Notre Dame, Red Deer (Cen)

## **Wrestling**

### **Boys**

1A/2A Provincial Team	Barry Litun	St. Timothy, Cochrane (Cal)
3A Provincial Team	Renso Castellarin	Cochrane High (SC)
4A Provincial Team	Bill Armstrong	Crescent Heights, Calgary
1A/2A Rural Team	Myron Bury	Roland Michener, Slave Lake (NC)
3A Rural Team	Clarence Truckey	Parkland Composite, Edson (NC)
4A Rural Team	Ken McKenna	Medicine Hat High (S)

### **Girls**

1A/2A Provincial Team		David Thompson, Condor (Cen)
3A Provincial Team		Leduc Composite (Edm)
4A Provincial Team	Tom Inkster	Sir Winston Churchill, Calgary
1A/2A Rural Team		Fort Vermilion Public (NW)
3A Rural Team	Bill Young	Charles Spencer, Grande Prairie (NW)
4A Rural Team		Medicine Hat High (S)

## Return of Trophies to Hosts for Presentation at Provincials

At every championship, the ASAA presents a “perpetual” plaque that travels home with the winning schools and must be returned to the following year’s provincial championship host, in advance of the championship, at the cost of the school in possession of the trophy. The ASAA wishes to ensure that all championship host schools are in possession of these plaques in order to recognize teams accordingly.

Some schools either refuse, say ‘we will bring it with us’, or forget to send the perpetual plaque and as a result, teams at championships go home empty handed. The ASAA Executive Committee has determined that a fine of \$100 will be levied by the ASAA on any school that does not return their perpetual plaque to the host school in time for respective championships. The school being fined will also have to send the perpetual plaque, at their cost, to the winning school. Funds collected by the ASAA from this initiative will be directed to the ASAA Scholarship fund.

## Banners Awarded at Championships

### A. Provincial Championships

#### 1. Provincial championship banners

The ASAA awards 8’x 3’ banners to provincial championship teams.

#### 2. Team sportsmanship banners in six sports, basketball, volleyball, curling, cheerleading, team handball and rugby.

#### 3. Host Banners

Host schools of all provincial championships receive a 6’x3’ host banner.

### B. Zone Championships

#### 1. Championship banners

Zones may award banners to zone championship teams. It is at the discretion of the respective zone executive whether to include the ASAA logo on these banners. Schools having banners made should have approval of their zone executive and the ASAA prior to using the ASAA logo.

<http://provincials.asaa.ca>



## HOST WEBSITES

All of the pertinent Provincial Championship information can be found at:

<http://provincials.asaa.ca>

These websites include:

- host contact
- results
- registration
- coaches information package
- accommodations & maps
- photos
- schedules & draws





ATHLETIC DIRECTOR EDUCATION

## 2016 Athletic Directors Conference

The AIAAA is excited to host the 4th Athletic Directors Conference from June 16-18, 2016 at the Fantasyland Hotel in the West Edmonton Mall.

The conference will feature 9 Leadership Training Program courses (including the launch of two brand new courses), 10 brand new workshop topics, a conference banquet/keynote address, vendor trade show and several social networking functions.



Follow us on Twitter @CanadianA4A

GRACE  
COLLEGE



### Teacher Conventions 2016

The AIAAA will be hosting a free workshop on the topic of "Running Quality Athletic Events" throughout the province at the various teacher conventions. This is a great opportunity to partake in some excellent and relevant professional development as an Athletic Director.

### MSc of Athletic Administration Opportunity

In fall 2015, the CIAAA officially partnered its Leadership Training Program with Grace College's MSc of Athletic Administration. This flexible degree is attained 100% online by completing LTP courses through the CIAAA/AIAAA and submitting accompanying project work to the university. For more information on this program visit the CIAAA at [www.ciaaa.ca](http://www.ciaaa.ca)

### Online LTP Courses

Looking to complete a few courses but unable to travel into a central location? The CIAAA, in partnership with the AIAAA, is offering a series of online LTP courses via webinar throughout the 2015-16 school year. Check the CIAAA website for course dates and registration.

Visit [www.ciaaa.ca](http://www.ciaaa.ca) for more information about what the AIAAA and CIAAA can do to support you as an Athletic Director.

## SECTION 3 - LORNE WOOD AWARD

### **Award**

This award is designed to recognize school administrators who actively model, support and promote sportsmanship by their involvement in their school's athletic program.

Please contact the ASAA office at 780-427-8182 for nomination requirements or go to **ASAA Awards** at [www.asaa.ca](http://www.asaa.ca).

Nomination deadline is June 30.

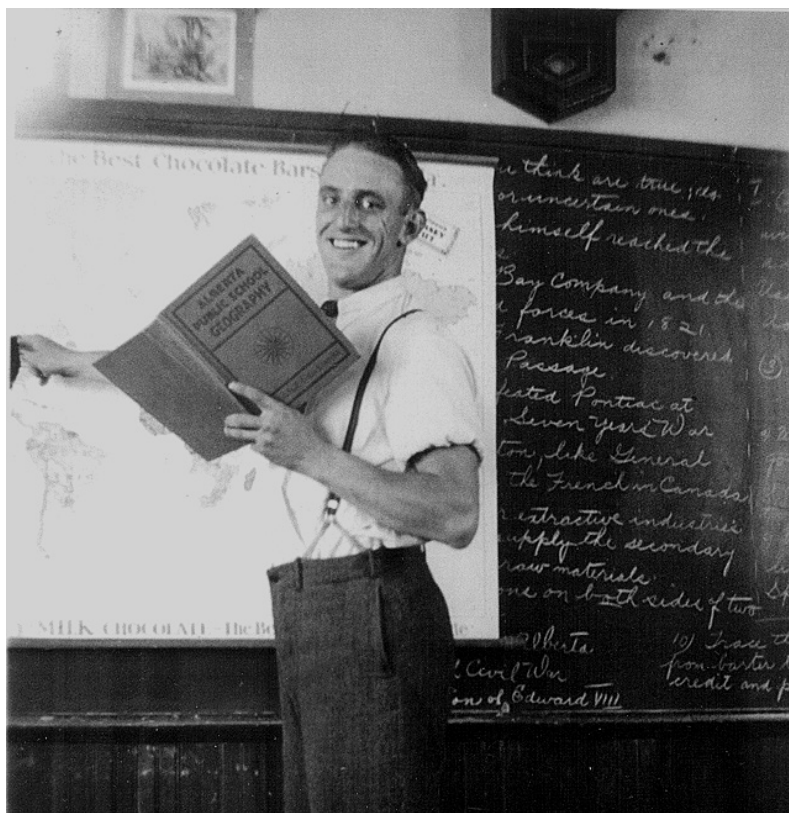
### **Lorne Wood Award Recipients**

2006	Doug Bowie - Bawlf School
2007	David MacLean - Hunting Hills, Red Deer
2008	Nelson Stonehocker - Frank Maddock, Drayton Valley
2009	Chris Lees - Cochrane High School
2010	Garry Parasynchuk - Harry Ainlay, Edmonton
2011	Wanda Vandervelden - Olds High School
2012	Dave Hauk - Rundle College, Calgary
2013	Dennis Holowaychuk - Rundle College, Calgary

2014  
Lorne Wood Award Winner  
Lloyd Boody  
Three Hills School



## SECTION 4 - ROBERT H. ROUTLEDGE AWARD OF MERIT



### Award

This award is the highest honour bestowed by the ASAA. It is presented annually to recognize an individual for outstanding service to the students of Alberta's schools in the promotion and operation of an athletic program.

Please contact the ASAA office at 780-427-8182 for nomination forms or go to **ASAA Awards** at [www.asaa.ca](http://www.asaa.ca).

Nomination deadline is February 1.

## **Background**

A key figure at the inauguration of the Alberta Schools' Athletic Association in 1956, Bob was a constant guiding force in its policies and activities. He believed in the beneficial effects to adults and youth alike of properly directed sports and athletics. He sought to involve as many boys and girls as possible in sports programs, to stress courtesy and sportsmanship above winning, and to consider first the health, fitness, intellectual and emotional growth of the participants.

Bob's personal accomplishments as a physical educator are well known. From rural school teacher with a liking for sports and gymnastics, he progressed to provincial recreation supervisor, to high school physical educator, to Assistant Supervisor of Physical Education with the Edmonton Public School Board and, finally, to Professor of Physical Education at the University of Alberta, with his doctorate pending at the time of his passing (April 25, 1970).

His integrity and sincerity were evident, and his enthusiasm for his work infectious. No wonder his peers listened to his opinions with great respect and sought his advice. With his deep belief in the importance of his job, Bob combined a feeling for words, a unique ability to turn a phrase neatly, with a quick intellect that relished statistical accuracy. These qualities made him invaluable as a policy maker and parliamentarian not only of ASAA, but also of the numerous associations both local and national to which, as a person with a deep sense of professional responsibility, he belonged.

“God's finger touched him, and he slept.”—Tennyson

## **Routledge Award Recipients**

1971	John Mayell	1972	Robert Stewart
1973	Ethel Cuts	1974	Gordon Prusky
1975	John Takahashi	1976	Roy Gouchey
1977	Marion Irwin	1978	Jim Whitelaw
1979	Hugh Morrell	1980	Myron Buryn
1981	Tom Humphrey	1982	Mal Clewes
1983	Dean Rook	1984	Bill Armstrong
1985	Don Gustafson	1986	Robert Albrecht
1987	Linda Wilkins	1988	George Hanna
1989	John Semkuley	1990	Lorne Wood
1991	Leroy Walker	1992	Debbie Yanota
1993	Myron Pearman	1994	Marg Derbyshire
1995	Rick Haines	1996	Larry Wagner
1997	Doug Bowie	1998	Ann Rowberry
1999	Wendae Grover	2000	Hugh Forrester
2001	Joyce Loucks	2002	Glen Magneson
2003	Rick Mooney	2004	Hugh Nester
2005	Marg McCuaig-Boyd	2006	Wayne Thomas
2007	Gary Frost	2008	Al Brenneis
2009	Gane Olsen	2010	Terry Hanna
2011	Ian MacGillivray	2012	Don Zabloski
2013	Lawrence King	2014	Dave Jones

2015  
Routledge Award Winner  
Kelle Hansen



## SECTION 5 - Alberta High School Sports Hall of Fame - Inductees

	Special Achievement	Officials	Athletic Administrator	Coach	Athlete
2006	Founders Victoria Composite Boys Basketball Team 1955/56	Herb McLachlin  Roger Takoaka	John Mayell  Lorne Wood	Marge Clarke  Jim Whitelaw	Not Awarded
2007	Not Awarded	Not Awarded	Dr. Leroy Walker	Not Awarded	Richard Foggo  Beckie Scott
2008	Not Awarded	Not Awarded	Gordon Prusky  Robert (Bob) Stewart	Not Awarded	Bryan Fryer
2009	Not Awarded	Not Awarded	Not Awarded	Gord Graves  Susan Moncks	Not Awarded
2010	Stettler High School Girls Basketball Team 1959/60	Bruce Schwieder	John Semkuley	Bryan Anderson  Glen Magneson	Angela Whyte  Pierre Lueders
2011	Not Awarded	Not Awarded	Marg Derbyshire	Tom Inkster  Barb Young	Terry Danyluk  Christine Nordhagen
2012	Not Awarded	Not Awarded	John Takahashi	Lou Rondeau	Leighann Doan Reimer  James Steacy
2013	The Ralph Family	Parrish Tung	Myron Buryn	Robbie McNab  Dianne Greenough	Not Awarded
2014	Not Awarded	Not Awarded	Dean Rook	Ian MacGillivray	Jenny Ciochetti  Esther Sieben-Medema
2015	Not Awarded	Morgan Munroe	Norma Smith	Bruce O'Neil  Chuck Hebert	Pat Filipenko





A L B E R T A  
HIGH SCHOOL  
SPORTS  
HALL OF FAME

## SECTION 6 - CONTACT INFORMATION

### Contacts for provincial high school athletic associations

#### School Sport Canada (SSC) members

##### Assistant to the Executive Committee

Marg McGill schoolsportcanada@gmail.com

##### British Columbia (BCSS)

Christine Bradstock, Executive Director  
Sydney Landing  
2003A 3713 Kensington Ave.  
Burnaby BC V5B 0A7  
Ph: 604-477-1488 Fax: 604-477-1484  
email: cbradstock@bcschoolsports.ca  
website: www.bcschoolsports.ca

##### Saskatchewan (SHSAA)

Lyle McKellar, Executive Director  
1 575 Park St  
Regina SK S4N 5B2  
Ph: 306-721-2151 Fax: 306-721-2659  
email: l.mckellar@shsaa.ca  
website: www.shsaa.ca

##### Manitoba (MHSAA)

Morris Glimcher, Executive Director  
Sport for Life Centre  
145 Pacific Avenue  
Winnipeg MB R3B 2Z6  
Ph: 204-925-5640 Fax: 204-925-5624  
email: mhsaa@mhsaa.ca  
website: www.mhsaa.ca

##### Ontario (OFSAA)

Donna Howard, Executive Director  
3 Concorde Gate, Suite 204  
Toronto ON M3C 3N7  
Ph: 416-426-7391 Fax: 416-426-7317  
email: info@ofsaa.on.ca  
website: www ofsaa.on.ca

##### Quebec (RSEQ)

Gilles Bernier, School Sport Director  
4545 Ave Pierre-De-Coubertin  
Case Postale 1000 Succursale M  
Montreal QC H1V 3R2  
Ph: 514-252-3300 Fax: 514-254-3292  
email: gbernier@rseq.ca  
website: www.rseq.ca

##### Nova Scotia (NSSAF)

Darrell Dempster, Executive Director  
304 5516 Spring Garden Rd  
Halifax NS B3J 1G6  
Ph: 902-425-8662 Fax: 902-425-5606  
email: nssaf@sportnovascotia.ca  
website: www.nssaf.ednet.ns.ca

##### New Brunswick (NBIAA)

Allyson Ouellette, Executive Director  
125 Hilton Road PO Box 6000  
Fredericton NB E3B 5H1  
Summerside PE C1N 1B6  
email: allyson.ouellette@gnb.ca  
website: www.nbiaa-asinb.org

##### Prince Edward Island (PEISAA)

Craig Watson, School Sport Coordinator  
250 Water Street, Suite 101  
Ph: 506-457-4843 Fax: 506-453-5311  
Ph: 902-438-4846 Fax: 902-438-4884  
email: cawatson@edu.pe.ca  
website: www.peisaa.pe.ca

##### Newfoundland - Labrador (SSNL)

Karen Richard, Executive Director  
2196A Kenmount Rd PO Box 8700  
St. John's NL A1B 4J6  
Ph: 709-729-2795 Fax: 709-729-2705  
email: karen@sportnl.ca  
website: www.schoolsportsnl.ca

##### Northwest Territories (NWTSAF)

Richard Daitch, Executive Director  
Box 266  
Fort Smith NT X0E 0P0  
Ph: 867-872-2334  
email: rwdaitch@yahoo.com  
website: www.nwtsaf.com

##### Yukon (YSAA)

Marc Senécal, President  
Golden Horn Elementary School  
Duncan Drive  
Whitehorse YT Y1A 7A1  
email: marc.senecal@yesnet.yk.ca  
website: www.yesnet.yk.ca

##### National Federation of State

##### High School Associations (NFHS)

Box 690  
Indianapolis IN 46206  
Ph: 317-972-6900 Fax: 317-822-5700  
website: www.nfhs.org

## Contacts for provincial sports governing bodies - ASAA sports

### **Athletics Alberta**

James Rosnau, Executive Director  
11759 Groat Rd  
Edmonton AB T5M 3K6  
Ph: 780-427-8792 Fax: 780-427-8899  
email: jamesrosnau@athleticsalberta.com  
website: www.athleticsalberta.com

### **Basketball Alberta**

Paul Sir, Executive Director  
11759 Groat Rd  
Edmonton AB T5M 3K6  
Ph: 780-427-9044 Fax: 780-422-2663  
email: bballab@basketballalberta.ab.ca  
website: www.basketballalberta.ca

### **Alberta Curling Federation**

Jim Pringle, Executive Director  
11759 Groat Rd  
Edmonton AB T5M 3K6  
Ph: 780-643-0809 Fax: 780-427-8103  
email: jim@albertacurling.ab.ca  
website: www.albertacurling.ab.ca  
  
Debi Vion, Office & Admin  
email: debi@albertacurling.ab.ca

### **Alberta Golf**

Matt Rollins, Executive Director  
#22, 11410 27 St SE  
Calgary AB T2Z 3R6  
Ph: 403-236-4616 Fax: 403-236-2915  
email: info@albertagolf.org  
website: www.albertagolf.org

### **Rugby Alberta**

Debby Ashmore, Executive Director  
11759 Groat Rd  
Edmonton AB T5M 3K6  
Ph: 780-415-1773 Fax: 780-422-5558  
email: info@rugbyalberta.com  
website: www.rugbyalberta.com

### **Alberta Wrestling**

Tammie Bradley, Executive Director  
11759 Groat Rd  
Edmonton AB T5M 3K6  
Ph: 780-415-0140 Fax: 780-427-0524  
email: aawa@ocii.com  
website: www.albertaamateurwrestling.ca

### **Badminton Alberta**

Jeff Bell, Executive Director  
c/o Alberta Badminton Centre  
60 Patterson Blvd SW  
Calgary AB T3H 2E1  
Ph: 403-297-2722 Fax: 403-297-2706  
email: jbell@badmintonalberta.ca  
website: www.badmintonalberta.ca

### **Alberta Cheerleading Association**

Denise Fisher, Executive Director  
Ph: 1-888-756-9220 toll free  
email: denise@albertacheerleading.ca  
website: www.albertacheerleading.ca

### **Football Alberta**

Brian Fryer, Executive Director  
11759 Groat Rd  
Edmonton AB T5M 3K6  
Ph: 780-427-8108 Fax: 780-427-0524  
email: bfryer@telus.net  
website: www.footballalberta.ab.ca  
  
Tim Enger, Technical Director  
email: tenger@telus.net

### **Alberta Team Handball Federation**

Mike Nahmias, Program Coordinator  
11759 Groat Rd  
Edmonton AB T5M 3K6  
Ph: 780-415-2666 Fax: 780-422-2663  
email: handballalberta@gmail.com  
website: www.teamhandball.ab.ca

### **Alberta Volleyball**

Terry Gagnon, Executive Director  
11759 Groat Rd  
Edmonton AB T5M 3K6  
Ph: 780-415-1703 Fax: 780-415-1700  
email: tgagnon@albertavolleyball.com  
website: www.albertavolleyball.com

## Contacts for provincial governing bodies - other sports and associations

Baseball	780-427-8943	Netball	403-238-8041
Baton Twirling	780-415-0144	Orienteering	403-981-4444
Biathlon	403-202-6548	Rhythmic Gymnastics	780-427-8152
Bicycle	780-427-6352	Ringette	780-415-1750
Blind Sports	403-262-5332	Rowing	780-427-8154
Bobsleigh	403-297-2721	Royal Lifesaving	780-415-1755
Bowling	780-422-8251	Sailing	403-617-9092
Boxing	780-427-6515	Shooting Sports	780-415-1775
Broomball	780-427-6537	Skiing (Alpine)	403-609-4730
Canoe (Sprint)	780-422-3013	Skiing (Cross-Country)	780-415-1738
Canoe (Whitewater)	780-427-6717	Skiing (Freestyle)	403-297-2718
Centre for Active Living	780-427-6949	Snowboarding	403-247-5609
Cerebral Palsy	780-422-2904	Snowmobiling	780-427-2695
College Athletics	780-427-8068	Soccer	780-474-2200
Cricket	780-461-1361	Softball	780-461-7735
Cricket Schools	780-438-0460	Special Olympics	780-415-0719
Cross Country	780-415-1738	Speed Skating	403-220-7911
Dance	780-422-8107	Sport Medicine (SMCA)	780-415-0812
Disabled Skiers	780-427-8104	Squash	403-270-7344
Diving	780-988-5571	Swimming	780-415-1780
Equestrian	403-253-4411	Synchro Swim	780-415-1789
Fencing	780-427-9474	Table Tennis	780-427-8588
Field Hockey	403-670-0014	Tennis	780-415-1661
Figure Skating	780-415-0465	Triathlon	780-427-8616
Gymnastics	403-259-5500	Weightlifting	780-450-0408
Hockey	403-342-6777	Water Polo	403-652-7723
Judo	780-427-8379	Water Ski	780-415-0088
Karate	780-432-3672	Wheelchair Sports	780-427-8699
Lacrosse	780-422-0030	Yoga	780-427-8776
Lawn Bowling	780-427-8119		
Lifesaving	780-415-1755		
Luge	403-202-6570		

Other provincial associations can be contacted via email. For a complete list of provincial associations, please visit:

<http://www.albertasport.ca/resources/partners-related-agencies.aspx>

## Contact information for active living programs

<b>AFLCA</b>	<b>780-492-4435</b>
Be Fit For Life	780-492-4435
<b>Centre for Active Living</b>	<b>780-427-6949</b>
Ever Active Schools	780-454-4745
<b>InMotion Network</b>	<b>780-644-5613</b>

## SECTION 7 - MISCELLANEOUS INFORMATION

### Using the online registration system (ExNet)

Schools must register their school enrolment figure and their teams by the appropriate deadlines in order to be eligible to participate in ASAA activities.

**A comprehensive guide to using ExNet can be found on the ExNet login screen;** however, here are the basic steps to follow:

Login to Exnet using your school login name and password. It does not change from year to year.

To register your school:

1. Click on *School Enrolment Registration & Fees*. Enter your student count as indicated on the screen and click the *Submit School Enrolment Registration* button at the bottom of the screen.

To register your teams:

1. Click on *Sport Registration* from the Main Menu.
  2. Click on the *Create Team Registration* link for the appropriate sport.
  3. Check off whether your team intends to compete in ASAA provincials.
- Note:** once you click your intent to participate in provincials, the no-show fee will apply if you qualify for provincials and fail to show. (J. Provincial Competitions, 6. e) and f), Failing to show - page 66)
4. Complete the coach information section.
  5. Click the save your coach information button at the bottom of the screen.

To add athletes to your teams:

1. Go back into the *Sport Registration* link. Click on the *View Team Registration* link next to the appropriate sport.
2. Click on the *Add/Remove Eligible Student* button at the bottom of the next screen.
3. If your school has eligible athletes in the system from previous years, they will be listed on the screen with a check box next to the name. To add one or more of these athletes, simply check the box and hit save at the bottom of the screen.
4. If you need to add some new athletes to the list you choose from, click again on the *Add/Remove Eligible Student* button at the bottom of the team roster screen. At the bottom of the screen where your students are listed, click on the *Add One Eligible Student* button or the *Add Multiple Students* button.
5. No matter which button you choose, you will see a screen that asks for student information. Enter all the information exactly as shown in the example on the screen.
6. Click the save button. You will get a green success bar if all athletes were entered correctly. If not, you will get a red bar saying there is a problem.
7. Once the new athletes are added successfully, you must still add them to the team roster by going back to the list of eligible athletes, checking the box next to the athletes' names, and clicking save.
8. Click on the confirmation of instructional minutes button and then click save.

## **Duties of the Executive Director**

The Executive Director shall be a paid official of the Association, appointed by the Board of Governors and responsible to it. The Executive Director shall have the following duties:

- A. Arrange, in cooperation with the Executive, meetings of the Executive Committee, the Board of Governors, commissioners and ad hoc committees that may be established by the Association.
- B. Maintain a close liaison and spirit of cooperation with all agencies, government and non-government, that have a direct or indirect interest in school sport.
- C. Assist in developing policy that will provide an educationally sound interscholastic activities program.
- D. Maintain immediate correspondence and communication with schools and other organizations concerning sanctions, Bylaws and Policy interpretation, appeals and eligibility rulings.
- E. Maintain liaison with high school associations of other provinces and states and with the Canadian School Sport Federation.
- F. Be prepared to represent the Association or speak on behalf of the Association as requested.
- G. Prepare the annual budget and be responsible for accounting, payroll, financial statements and for commissioning the annual audit.
- H. Work closely with commissioners and competition hosts in arranging provincial competitions, including the production and distribution of technical material and information and advertisements for programs.
- I. Maintain a close liaison and a spirit of cooperation with provincial sport associations.
- J. Oversee the preparation of the annual profile submission to Alberta Sport Connection
- K. Perform all functions and duties as may be directed by the Executive Committee.
- L. Oversee the marketing and promotion of the ASAA and assist in acquiring/ maintaining corporate sponsorship/assistance.

### **Alberta Teachers' Association - ASAA Convention Agreement**

The Alberta Teachers' Association and Alberta Schools' Athletic Association have agreed to the following procedure for releasing teacher coaches from their convention attendance obligations. Such releases only apply to teacher coaches involved with teams reaching the ASAA provincial finals.

- A. The ASAA will inform the ATA of its schedule of events by the end of September.
- B. The ATA staff officer responsible for conventions will analyze the schedule and notify convention associations of any potential conflict of dates between the ATA conventions and ASAA provincial finals.
- C. The ASAA will notify all zones to avoid local convention dates for zone playoffs.
- D. Teacher coaches of teams reaching the provincial finals will request the minimum time required for traveling to competitions when these conflict with conventions and complete the required form found on the ASAA website under forms and publications.
- E. The convention attendance committee will receive and verify all requests from teacher coaches to be absent from convention to fulfill their coaching responsibilities.
- F. The ASAA will avoid, whenever possible, assigning teachers to officiate at provincial finals when these conflict with the annual teachers' convention.



# The Alberta Teachers' Association

The Code of Professional Conduct stipulates minimum standards of professional conduct of teachers but is not an exhaustive list of such standards. Unless exempted by legislation, any member of The Alberta Teachers' Association who is alleged to have violated the standards of the profession, including the provisions of the Code, may be subject to a charge of unprofessional conduct under the bylaws of the Association.

## *In relation to pupils*

1 The teacher teaches in a manner that respects the dignity and rights of all persons without prejudice as to race, religious beliefs, colour, gender, sexual orientation, gender identity, physical characteristics, disability, marital status, family status, age, ancestry, place of origin, place of residence, socioeconomic background or linguistic background.

2 (1) The teacher is responsible for diagnosing educational needs, prescribing and implementing instructional programs and evaluating progress of pupils.

(2) The teacher may not delegate these responsibilities to any person who is not a teacher.

3 The teacher may delegate specific and limited aspects of instructional activity to noncertificated personnel, provided that the teacher supervises and directs such activity.

4 The teacher treats pupils with dignity and respect and is considerate of their circumstances.

5 The teacher may not divulge information about a pupil received in confidence or in the course of professional duties except as required by law or where, in the judgment of the teacher, to do so is in the best interest of the pupil.

6 The teacher may not accept pay for tutoring a pupil in any subjects in which the teacher is responsible for giving classroom instruction to that pupil.

7 The teacher may not take advantage of a professional position to profit from the sale of goods or services to or for pupils in the teacher's charge.

## *In relation to school authorities*

8 The teacher protests the assignment of duties for which the teacher is not qualified or conditions which make it difficult to render professional service.

9 The teacher fulfills contractual obligations to the employer until released by mutual consent or according to law.

10 The teacher provides as much notice as possible of a decision to terminate employment.

11 The teacher adheres to agreements negotiated on the teacher's behalf by the Association.

## *In relation to colleagues*

12 The teacher does not undermine the confidence of pupils in other teachers.

13 The teacher criticizes the professional competence or professional reputation of another teacher only in confidence to proper officials and after the other teacher has been informed of the criticism, subject only to section 24 of the Teaching Profession Act.

14 The teacher, when making a report on the professional performance of another teacher, does so in good faith and, prior to submitting the report, provides the teacher with a copy of the report, subject only to section 24 of the Teaching Profession Act.

15 The teacher does not take, because of animosity or for personal advantage, any steps to secure the dismissal of another teacher.

16 The teacher recognizes the duty to protest through proper channels administrative policies and practices which the teacher cannot in conscience accept; and further recognizes that if administration by consent fails, the administrator must adopt a position of authority.

17 The teacher as an administrator provides opportunities for staff members to express their opinions and to bring forth suggestions regarding the administration of the school.

## *In relation to the profession*

18 The teacher acts in a manner which maintains the honour and dignity of the profession.

19 The teacher does not engage in activities which adversely affect the quality of the teacher's professional service.

20 The teacher submits to the Association disputes arising from professional relationships with other teachers which cannot be resolved by personal discussion.

21 The teacher makes representations on behalf of the Association or members thereof only when authorized to do so.

22 The teacher accepts that service to the Association is a professional responsibility.

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Approved by the 2004 Annual Representative Assembly pursuant to the Teaching Profession Act.

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Please note:

- Items 13 and 14 of the Code of Professional Conduct do not pertain to reporting to the Association on the possible unprofessional conduct of another member.
- The Teaching Profession Act, section 24(3), requires members to report forthwith to the executive secretary on the unprofessional conduct of another member.



## Teachers' Convention Dates

### 2016

North Central	February 4-5
Calgary City	February 11-12
Northeast	February 11-12
Central	February 18-19
Palliser District	February 18-19
South Western	February 18-19
Southeastern	February 18-19
Greater Edmonton	February 25-26
Mighty Peace	March 3-4
Central East	March 10-11

### 2017

Central Alberta	February 9-10
North Central	February 9-10
Calgary City	February 16-17
Northeast	February 16-17
Palliser District	February 23-24
South Western	February 23-24
Southeastern	February 23-24
Greater Edmonton	March 2-3
Central East	March 9-10
Mighty Peace	March 9-10

### 2018

Central Alberta	February 8-9
North Central	February 8-9
Calgary City	February 15-16
Northeast	February 15-16
Palliser District	February 22-23
South Western	February 22-23
Southeastern	February 22-23
Greater Edmonton	March 1-2
Central East	March 8-9
Mighty Peace	March 8-9

## **Comments on Harassment, Screening and Hazing**

### **Harassment**

All participants in school sport are entitled to an environment which is pleasant, professional and free of harassment. This entitlement however carries with it expectation that all participants in school sporting activities including, but not limited to: athletes, coaches, administrators, officials, spectators will conduct themselves in an appropriate and responsible manner, with due respect and regard for the rights and feeling of others.

The ASAA will neither tolerate nor condone any inappropriate or irresponsible conduct, including any form of behaviour which creates an intimidating, hostile or offensive environment for school sport as a result of harassment of an individual or group on the basis of but not limited to the following: gender, ethnicity, race, socio-economic status or religion.

Reports of school athletic related harassment occurring at any time during the school year may be made to the Executive Director, who will first confirm that any ATA related requirements have been followed (i.e. if a teacher is involved in reporting on another teacher, the ATA Code of Professional conduct, items #13 and #14 requires a copy of the complaint to be provided to the teacher in question). If the Executive Director is satisfied that the appropriate steps have been followed, he/she will provide written information pertaining to the harassment complaint to the ASAA Executive Committee. Upon review of the complaint by the Executive Committee, they will direct the Executive Director in whichever manner they choose appropriate. Most likely this will include submitting the report directly to the principal of the school and the superintendent of the school board(s) that has teachers, students, coaches or other individuals involved in the reports. The school and board involved will be expected to invoke its policy on harassment to deal with the incident and will be asked to report back to the ASAA in writing with any decisions they have made. The ASAA will adhere to all decisions made by the school and board(s). The school board, not the ASAA, will deal with appeals to decisions made by the school board(s).

### **Screening**

The ASAA understands that it is the responsibility of schools and school boards to conduct the appropriate level of screening and background checks for teacher coaches, non-teacher coaches and other volunteers who will be working in any capacity with high school student athletes or school sport teams.

### **Hazing**

Hazing, sometimes known as initiation, has been receiving media attention in recent years and is an area that the ASAA feels schools need to be aware of. Similar to comments raised in the Harassment section on the previous page, it is the responsibility of schools and boards to handle any concerns that may arise from hazing behaviour in an appropriate manner. While not all inclusive, the ASAA defines hazing as follows:

"Any humiliating or dangerous activity expected of a student to belong to a group, regardless of their willingness to participate."

## **Conflict of Interest**

The ASAA will follow these general procedures in relation to Conflict of Interest:

1. Appeals: Conflict of interest in relation to appeals of ASAA policy is covered in the Appeals section of the ASAA Policy Handbook (Section VII. F.13)
2. Disciplinary (Code of Ethics Policy): A conflict of interest is any situation in which the private interest of an individual member may interfere with his/her responsibility to carry out his/her duties in an official capacity with objectivity and integrity. Such situations may involve the individual directly or indirectly through a family member, business partner or involvement with the ASAA or the applicant. Executive Committee members must disclose any potential conflict of interest situation to the Executive Director or Chair at the earliest opportunity and in any case, prior to the participation in any Disciplinary Committee discussions. Any Executive Committee member who is in conflict of interest shall not participate in the appeal and may be replaced by another person who is not in conflict of interest. In the event that two or more members of the Executive Committee are in a conflict of interest position, the Executive Committee may appoint two or more Past Presidents of the ASAA to sit on the Disciplinary Committee in substitution of those individuals who are in a conflict position.
3. Recruitment or Undue Influence (Code of Ethics Policy): Same as #2 above
4. Financial: No member of the ASAA Staff or Executive Committee shall sign any Association cheques made out in their name. Any such cheques (salary for staff members or expense claims by executive or staff) must be signed by the appropriate signing authority. All cheques require two signatures.
5. Other Issues: Similar procedures regarding conflict of interest will be followed for all other issues as noted in #2 above.



**Notes:**