

# **OFFICIAL HANDBOOK**

## **ALBERTA SCHOOLS' ATHLETIC ASSOCIATION**

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### **2020-2021**

School Sport ... Empowering Alberta Youth.

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.

Copies of the policy handbook are available from:  
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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.



**Special Olympics**  
**Unified Sports**

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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 of the ASAA for over 65 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 on a horse track in Stettler in 1958. Badminton was added to the schedule of provincial events in 1963 and soon after, in 1964, the first 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, and in December 2018 rugby 7's was added.

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

In 2008, the ASAA created the Alberta Interscholastic Athletic Administrators Association (AIAAA), a professional development organization offering education and certification for school athletic administrators - a first in Canada. In 2011, the ASAA created Canada's first online coach education program and has continued to expand the number and scope of course offerings since that time. Then, in 2015, the ASAA partnered with Special Olympics Alberta to pilot the first official Special Olympics Unified Sports® program in Canada.

## General Information

The ASAA 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 almost 400 high schools, ultimately determines the bylaws and policy of the Association through representation on the Provincial Board of Governors.

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

While 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 10,000 school personnel and other volunteers in Alberta donate their time and talent to ensure that the schools' athletic programs will provide enjoyable, positive athletic competition and experiences for their students.

The ASAA bylaws and policies are intended to provide direction in the areas of equitable competition and ethical standards for all involved with school athletic programs.

Technical expertise is provided through appointed commissioners and close liaison with provincial sports governing bodies. Limiting the length of seasons of play opens the door to multi-sport participation.

The Association's main sources of funding come from: The Alberta Ministry of Culture, Multiculturalism and Status of Women, membership fees, sponsorship, apparel sales and more. The majority of funding is distributed in the following areas: officiating costs for provincial competitions; delegate expenses to meetings; publications 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, benefits and travel.

Over the past 65 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 almost 400 high schools
- Provides equal opportunities for male and female athletes
- Supports 25+ 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 and Sport Registration System (SRS)
- Supports and collaboratively works with the Canadian Interscholastic Athletic Administrators Association (CIAAA)
- Coordinates an online coach education program in conjunction with Coaching Association of Canada.
- Implements Para Athletics events in select sports
- Manages Unified Sports in partnership with Special Olympics Alberta

## ASAA EXECUTIVE

### President

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### Director of Athletics

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## ZONE EXECUTIVE

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## COMMISSIONERS (Continued)

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## Let's Get Social!

Follow us on Twitter (@ASAA), Youtube (ASAA Live) and Instagram (@ASAAProvs) for all of the latest news, information, and updates



## OTHER BOARD MEMBERS

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### College of AB School Superintendents

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### Canadian Interscholastic Athletic Administrators Association (CIAAA)

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## PROVINCIAL CHAMPIONSHIP HOSTS

ACTIVITY	DATE	LOCATION (Zone)
Golf	September 28-29	Mayerthorpe High School (NC)
Cross Country	October 17	Red Deer, Central Zone
Football	November 27-28	Edmonton Zone
Volleyball		
1A Girls	November 26-28	Ecole Mallaig (NE)
1A Boys	November 26-28	Ecole Heritage, Falher (NW)
2A Girls	November 26-28	St. Mary, Taber (S)
2A Boys	November 26-28	TBD
3A Girls	November 26-28	Ponoka Secondary (C)
3A Boys	November 26-28	Ecole McTavish, Fort McMurray (NE)
4A Girls & Boys	November 26-28	Notre Dame High, Red Deer (C)
Wrestling		
Rural	Feb 26-27	Roland Michener, Slave Lake, (Rural)
Provincial	March 12-13	Crescent Heights, Calgary (Cal)
Curling	March 4-6	TBD
Basketball		
1A Girls	March 18-20	Senator Gershaw School (S)
1A Boys	March 18-20	Hay Lake School (C)
2A Girls	March 18-20	Oilfields High School, (SC)
2A Boys	March 18-29	High Level Public, (NW)
3A Girls	March 18-20	Sturgeon Composite, Edmonton (Edm)
3A Boys	March 18-20	Strathmore High School, (SC)
4A Girls & Boys	March 18-20	SAIAC, Lethbridge (S)
Cheerleading	April 9-10	Harry Ainlay, Edmonton (Edm)
Badminton	May 7-8	Medicine Hat (S)
Team Handball		
Tier I	May 14-15	Lillian Osborne, Edmonton (Edm)
Tier II	May 14-15	Our Lady of Mt. Pleasant, Camrose (C)
Rugby 7's		
Tier I	May 28-29	Edmonton Zone
Track and Field	June 4-5	Medicine Hat (S)
Rugby 15's		
Tiers I-III	June 4-5	Lloydminster Composite (NE)



SPORTSMANSHIP • ETHICS • INTEGRITY



# BYLAWS

## 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

1. 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.
2. Application for membership in the ASAA shall be made by the zone secretary to the executive committee of the ASAA prior to November 1 of the current year.
3. 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 by the Executive Committee.
4. 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.
5. The position of the ASAA regarding schools/individuals becoming members of provincial sport associations (PSAs) 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 PSAs under such an arrangement will be the same as that received by the ASAA in the online sport registration system (SRS) and will not include such things as home addresses and telephone numbers of students or other information protected by privacy legislation. PSAs not interested in such a blanket membership arrangement but wishing to obtain school members may contact schools on an individual basis and schools will decide whether they are interested in taking out such memberships.

## ARTICLE III - ORGANIZATION

1. The governing body of the ASAA shall be the provincial board of governors (hereinafter referred to as the Board of Governors or the Board), consisting of the following:
  - A. The Directors (Executive Committee as outlined in ARTICLE IV.)
  - B. 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:
    - i. a school based administrator, or;
    - ii. a zone executive officer, or;

- iii. a central office staff member

with at least one of the three being female and at least one being male. Retired certified teachers are eligible.

- C. Commissioners, who shall be certified teachers elected by the board of governors on the basis of at least one per sport in which there is competition at the provincial level and serving for a term of four years.
  - D. One Sportsmanship Commissioner who shall be a certified teacher elected by the board of governors and serving for a term of four years.
  - E. One Officials Commissioner who shall be a certified teacher elected by the board of governors and serving for a term of four years.
  - F. One Member at Large who shall be a certified teacher elected by the board of governors and serving for a term of four years.
  - G. One representative from each of the following:
    - i. Alberta Education
    - ii. Alberta Sport Connection (Ministry of Culture, Multiculturalism and Status of Women)
    - iii. Alberta Teachers' Association (ATA)
    - iv. Health and Physical Education Council (HPEC)
    - v. Alberta Universities Athletic Association (AUAA)
    - vi. Alberta School Boards Association (ASBA)
    - vii. College of Alberta School Superintendents (CASS)
    - viii. Alberta Colleges Athletic Conference (ACAC)
    - ix. Canadian Interscholastic Athletic Administrators Association (CIAAA)
2. The Board of Governors may on reasonable grounds remove any member of the Board of Governors by a vote of two-thirds majority at a duly constituted meeting before the expiration of that board member's term of office. Any member of the Board of Governors shall be entitled to resign from the Board by delivering written notice of such resignation to the Executive Director.
3. The activities of the Association shall be governed by provincial legislation (bylaws and policies). This legislation shall specifically govern the participation of any team or individual from any member school **in any activity leading to an ASAA provincial competition.**
4. 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 competitions. All individuals or teams competing for a berth at zone, regional or provincial competitions must adhere to ASAA eligibility policies. All ASAA zones and member schools must follow ASAA bylaws and policies. Subsequent to this, zones and member schools may establish and follow policies more restrictive than ASAA policies, however, they may not follow policies that are less restrictive than that of the ASAA



format for competitions beyond the zone level will be established by the ASAA.  
ASAA Zones shall be as follows:

- A. **South:** to include Counties of Cypress, Forty Mile #8, Lethbridge #26, Vulcan, and Warner #5; Municipal Districts of Cardston #6, Pincher Creek #9, Ranchland #66, Taber, and Willow Creek #26; Improvement District 4.
- B. **South Central:** to include Counties of Kneehill, Mountain View, Newell #4, Starland, and Wheatland; Municipal Districts of Acadia #34, Bighorn #8, Foothills #31, and Rocky View #44; Improvement Districts of Kananaskis, and ID 9; Special Areas 2 and 3.
- C. **Calgary:** to include Calgary City.
- D. **Central:** to include Counties of Beaver, Camrose #22, Flagstaff, Lacombe, Paintearth #18, Ponoka, Red Deer, Stettler, and Wetaskiwin #10; Municipal Districts of Clearwater #99, Provost #52, and Wainwright #61; Special Area 4.
- E. **North Central:** to include Counties of Athabasca #12, Barrhead, #11, Lac Ste. Anne, Leduc, Parkland, Strathcona, Sturgeon, Thorhild #7, Westlock, Woodlands, and Yellowhead; Municipal District of Brazeau #77; Improvement Districts of Jasper, ID 12, and ID 25
- F. **Edmonton:** 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).
- G. **North East:** to include Counties of Lakeland, Lamont #30, Minburn #27, Smoky Lake, St. Paul #19, Two Hills #21, Vermilion River #24, Municipal District of Bonnyville #87; Improvement Districts 13 and 24; Regional Municipality of Wood Buffalo
- H. **North West:** to include Counties of Birch Hills, Grande Prairie #1, and Saddle Hills; Municipal Districts of Big Lakes, Clear Hills #21, East Peace #131, Fairview #136, Greenview #16, Lesser Slave River #124, Mackenzie #23, Northern Lights #22, Opportunity #17, Peace #135, Smoky River #130, and Spirit River #133

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

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



## ARTICLE IV - DIRECTORS

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

1. **President** - must be an Alberta certified teacher who shall retain office for a two-year term.
2. **Past President** - shall retain office for one year following the term of office as President.
3. **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).
4. **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 elected by the Board of Governors. This 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.
5. **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.

6. **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

1. The **Executive Committee** shall, subject to the bylaws or directions given it by a majority vote at any properly constituted general meeting, have full control of the affairs of the Association. Meetings of the Executive Committee shall be held as often as the business of the Association requires and shall be called by the President. Special meetings of the Executive Committee shall be called by the President upon request of at least any two members of the Executive Committee who make such request for a special meeting and submit in writing to the president the business to be brought before the meeting.
2. The **Executive Committee** may on reasonable grounds remove any member of the Executive Committee before the expiration of that Executive Committee member's term of office by a unanimous vote of the other Executive Committee members at a duly called executive committee meeting. Any member of the Executive Committee shall be entitled to resign from the Executive Committee by delivering written notice of such resignation to the executive director.
3. The Executive may meet with individuals or representatives of other sport/education agencies when deemed appropriate.
4. The Executive Committee has the authority to rule on any issue or circumstance not covered in the official handbook of the ASAA. **Without limiting the generality of the foregoing, the Executive Committee may, under circumstances which in their**

**absolute jurisdiction warrant it, operate the business and activities of the ASAA in a manner which accommodates any interruption of normal operating activities (e.g. adjusting seasons of play, cancelling or postponing events)**

- A. **Without limiting the generality of the foregoing, normal operating activities may be considered to be interrupted under any circumstances which render it impossible or inadvisable to follow the specific requirements of these bylaws or the policies of the ASAA.**
- B. **Before relying on this article, the Executive Committee must pass a resolution to engage their powers under this article, citing the details of the circumstances which make it necessary to do so and obtain the approval of no less than five of the eight zone executives for the resolution.**

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

### 1. President

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

### 2. 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. They shall act as a resource person for the 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 preside 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.

### 3. Vice President

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

### 4. Executive Member at Large

The Executive Member at Large shall have experience in the ASAA as a member of the Board of Governors in order to provide input and advice from an historical perspective. They shall advise the president on protocol and precedence and shall be a full voting member of the executive. Although not required, the Executive Member at Large should be a past executive member and preferably a past president. In the absence of all other officers of the Executive (President, Past President or Vice

President), the Executive Member at Large shall assume the duties and responsibilities of the President. The Executive Member at Large shall assume the role of staff liaison to the Executive Committee.

#### 5. Directors of Athletics

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

#### 6. Executive Director

- A. The Executive Director is a non-voting ex-officio of the Executive Committee.
- B. It shall be the duty of the Executive Director to attend all the meetings of the Association, the Executive Committee, and of the Board, and to keep and file in the Association office accurate minutes of the same.
- C. Association Seal: They shall have charge of the seal of the Association which whenever used shall be authenticated by the signature of the Executive Director or President or, in the case of the inability of either to act, by the Vice President or Past President in the case of absence of the Executive Director.
- D. The Executive Director will oversee receipt of all monies paid to the Association and be responsible for the deposit of same in whatever bank, trust company, credit union or treasury branch the board may order. They shall properly account for the funds of the Association and oversee the keeping of such books as may be directed. They shall present a full detailed account of receipts and disbursements to the board whenever requested (given reasonable notice) and shall prepare for submissions to the Annual Planning Meeting of the board, a statement duly audited of the financial position of the Association and file a copy of same in the Association office records. The Executive Director is empowered to hire a bookkeeper as required
- E. The Executive Director shall oversee the keeping of a record of all members of the Association and their addresses, send all notices of the various meetings to the members via the zone secretary as well as making those notices available on the Association's website as required.
- F. The Executive Director shall oversee the collection and receipt of all annual dues, fees, and/or assessments levied by the Association. Such monies shall be promptly deposited in a bank, trust company, credit union, or treasury branch as required.

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

#### ARTICLE VII - REMUNERATION

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

#### ARTICLE VIII - ELECTION OF DIRECTORS

1. 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.
2. Election of a director requires a majority vote of the Board of Governors.

3. Only members of the Board of Governors in attendance shall be entitled to vote.
4. 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

1. 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.
2. At times other than an Annual General Meeting, a mail vote may be taken on matters of general administration. Ballots must be kept until the following general meeting.

#### ARTICLE X - AUDITING

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

#### ARTICLE XI - DISSOLUTION

1. Dissolution of the Alberta Schools' Athletic Association requires a Special Resolution of the membership.
2. 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

1. The Board of Governors shall hold two general meetings annually. The Annual General Meeting will occur during the **third week (3rd Thursday/Friday) in June**. The Annual Planning Meeting will occur during the **first week (1st Thursday/Friday) in December**. Time and location to be set by the executive.
2. General Meetings  
Extraordinary General Meetings of the Association may be called by the Executive Committee. Notice of the last meeting, date, time, and location is to be delivered 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.
3. Special Meetings

A special meeting shall be called by the President 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.

4. The directors of the Board of Governors shall be elected by the Board of Governors at the Annual General Meeting.
5. A quorum will consist of three elected 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.
6. The order of business at general meetings shall be as follows:
  - A. Reading/Approval of Minutes
  - B. Business Arising Out of Minutes
  - C. Reading of Communications
  - D. Financial Report
  - E. Notices of Motion
  - F. Reports of Committees
  - G. Unfinished Business
  - H. New Business
  - I. Discussion of Topics
  - J. Election of Officers (Annual General Meeting)
  - K. Other Business
  - L. Adjournment
7. 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.
8. 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.
9. 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.
10. The Annual Planning Meeting will provide workshop sessions for:
  - A. Commissioners
  - B. Zone Presidents
  - C. Zone Secretaries
  - D. Zone Delegates at Large
  - E. Other board members: Universities; Colleges; CASS; ASBA; ATA; Alberta

Education; HPEC; AIAAA; Alberta Culture, Multiculturalism and Status of Women

These groups will:

- A. review past activities;
- B. suggest changes to be made for improvement of program;
- C. consider new/alternate programs;
- D. consider funding possibilities;
- E. consider new directions that would benefit high school students;
- F. 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

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

### ARTICLE XIV - AMENDMENTS TO BYLAWS

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

### GOVERNMENT FUNDING SOURCES OF THE ASAA



# POLICIES

## MISSION, VISION, AND OBJECTIVES

### 1. 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.

### 2. Vision Statement

School Sport... Empowering Alberta Youth.

### 3. Objectives

- A. 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 endeavors, beneficial to high school youth and worthy of active encouragement.
- B. To maintain good sportsmanship, integrity and good will within and between high schools participating in interschool athletics.
- C. To plan athletic activities in such a way as to cause no great interference with school attendance.
- D. To promote among students an awareness that:
  - i. the primary aim of school is education;
  - ii. athletics provide significant physical, social, cultural and emotional values;
  - iii. the use and abuse of drugs would be detrimental to their wellbeing.
- E. To establish and maintain acceptable standards of:
  - i. coaching practices;
  - ii. traveling of teams and spectators;
  - iii. conduct of teams and spectators.
- F. To serve as a liaison for distributing information to junior high schools/ junior high school associations, either directly or with the cooperation of neighboring member high schools.
- G. To encourage positive communication and cooperation among schools, sport governing bodies and community sport groups.

## SECTION I - CODE OF ETHICS

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

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

### 1. Fair Play and Sportsmanship

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

#### A. Coaches

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

#### B. Athletes

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

#### C. Cheerleaders

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

#### D. Spectators

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

- a. exhibits rude or abusive behavior to any other person
- b. uses vulgar, obscene or abusive language and/or gestures
- c. fails to promptly follow any reasonable direction given to that person by the designated representative of the ASAA
- iv. The Executive Committee or its designated representative shall have the authority to notify local law enforcement personnel of the failure of any person to immediately comply with a direction to leave any premises or venue hosting any ASAA sanctioned event.

#### E. Administrators and Teachers

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

### 2. Drugs, Alcohol, Tobacco and Cannabis

- A. **The ASAA is unequivocally opposed to athletes using any banned substance** as identified by Sport Canada. The ASAA is equally opposed to the use of such substances by individuals in a position of leadership in school sport (i.e. coaches, trainers, managers, and administrators). In addition, the ASAA is opposed to any illegal and/or unethical physiological manipulation, such as blood doping or hormones, employed for the purpose of performance enhancement.
- B. The ASAA prohibits athletes possessing/consuming any alcoholic beverage or cannabis 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, or administrators) while involved in ASAA activities.
- C. The ASAA prohibits athletes, coaches/teacher sponsors and any other individuals in a position of leadership such as trainers, managers, and administrators from smoking/vaping any substance and/or using spit tobacco on-site while involved in ASAA activities. Vaping refers to any device used to vaporize a substance for initiation including but not limited to e-cigarettes, pocket vaporizers, pen vaporizers, box mod vaporizers or any similar products. This applies to all activities held on school property and rented community facilities for events such as rugby, track and field, football, golf, cross country running or other sports as required.
- D. ASAA Provincial Championship Hosts reserve the right to eject from the championship facility any person violating the above conditions regarding substance use. If necessary this may involve the host school calling the appropriate authorities to enforce removal.

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

### 3. Social Media

- A. All use of social media by an ASAA member school or its representatives (i.e. coaches, students and all school personnel) must demonstrate good citizenship, showing respect and a high standard of courtesy, fair play and good sportsmanship.
- B. Exhibits of rude, abusive behavior to any other person, uses of vulgar, obscene or abusive language and/or gestures found on social media outlets is subject to the Discipline and Misconduct policies as found in Section II Discipline and Misconduct, Sections 1-13.

### 4. Honest and Full Disclosure

- A. When providing information to the ASAA regarding any/all matters, including but not limited to: transfers, appeals or disciplinary matters, all parties involved (students, coaches, educators, parents/guardians and others), are expected to provide complete and accurate information regardless if the information requested may be perceived by the party member(s) to have a less desirable impact on decision outcomes.
- B. Full disclosure of information by all parties in all ASAA matters is expected. This includes verbal communication, documentation and an expectation that relevant information will not be omitted or altered.
- C. The ASAA reserves the right to investigate and/or follow up to ensure the accuracy of information presented during any ASAA matter. Decisions made by the ASAA (including but not limited to: Executive Committee, Executive Appeals Committee, Compliance Officer, Executive Director, or other) can be reversed afterwards if omitted or dishonest information is discovered or if a party is found to not be in compliance with statements or considerations initially presented.
- D. Any third party that is made aware of omission or deceit in an ASAA matter may report to the Executive Director of the ASAA in writing. The ATA Code of Professional Conduct must be adhered to if a teacher is reporting about another teacher's actions. The report to the Executive Director will not be addressed unless it is accompanied by the complainant's full name and contact information with the understanding that this will be provided to the party against whom the complaint is made if requested by that party.
  - i. If a report is submitted, the ASAA Executive Director will conduct an investigation. The Executive Director will prepare a final report for the ASAA Executive Committee on the investigation within 30 days of the verified complaint being received. The ASAA Executive Committee reserves the right to take action,



if any, which may include a hearing. Any party relevant to the ASAA matter may be contacted and is expected to comply with any requests for further information. If a contacted party fails to comply with the investigation, that party may be subject to penalties at the discretion of the ASAA Executive Committee.

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

## SECTION II - DISCIPLINE AND MISCONDUCT

### 1. General Statements on Discipline

- A. 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).
- B. For a coach to address, or permit anyone on their bench to address, uncomplimentary remarks to any official during the progress of a provincial championship, or to indulge in conduct that might incite players or spectators against the officials, is a violation of the rules of the game and must likewise be considered conduct unworthy of a coach.
- C. All ASAA Provincial Championship Hosts will convene a Discipline/Appeal Committee. This committee will have the authority to address issues of a serious nature that may occur before, during or after a provincial championship match, or to hear appeals of the automatic suspension resulting from an ejection. The committee may include, but not be limited to, the tournament chairperson, an official and two coaches not in conflict with the issue. In football, the discipline/appeal committee will be the ASAA Executive Appeal Committee.
- D. Behaviour by any member of a team, including all bench personnel, deemed objectionable conduct as defined in the rule book for a sport shall be immediately subject to the penalty prescribed in the rule book for such an offense. In this situation during a game, the head official for the game shall be empowered to see that the penalty is carried out (including ejection of team personnel from the game site) to allow the game to continue or if necessary, to halt further play and award the game to the non-offending team. In the event that a coach or team official is ejected from a game/match/bout, they are required to immediately leave the building until 30 minutes following the conclusion of the game/match/bout. If an ejection results in a teacher-coach/teacher-supervisor to no longer be present with the team, the

game will be forfeited.

- E. Any unsportsmanlike or violent behaviour e.g. fighting, that results in an ejection of an athlete or coach from participation 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.
  - F. Any athlete or coach ejected during an ASAA provincial championships, including quarter-final and semi-final games in football, is not permitted to practice or warm up with their team nor be in the gym, stands, and/or locker rooms for the team's subsequent game. In the case of football, the athlete or coach is not permitted to attend practice in the week leading up to the team's subsequent game.
  - G. Any spectators found in violation of the Section I, Code of Ethics; D, including unsportsmanlike, violent or other inappropriate behaviour, may be ejected from an ASAA provincial championship by the designated ASAA provincial championship hosts. All information collected by the provincial championship hosts, to make the decision of ejection, should be reported to the ASAA and Executive Committee as soon as possible after the event.
2. Any conduct including, but not limited to, ejections, fighting, drug, alcohol or cannabis use, that results in dishonor to the athlete, the team, the school or the ASAA during an ASAA provincial 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 provide a report to the ASAA Executive Committee.
  3. Upon receiving the report of the investigation from the Executive Director the Executive Committee may determine that disciplinary action is not warranted and a discipline hearing is not needed. If the Executive Committee determines that a discipline hearing is needed then the Executive Committee shall hold a discipline hearing subject to:
    - A. The purpose of the meeting will be to determine if disciplinary action is warranted and what penalties as outlined below are issued.
    - B. All affected parties shall be given at least three clear days (see definition of clear days in this handbook) notice of the time, date and location of the discipline hearing.
    - C. All affected parties who attend the hearing shall be given a reasonable

opportunity to be heard.

- D. In the event a member school fails to provide the information requested by the Executive Director or fails to attend the discipline hearing the Executive Committee may make their determination based on the evidence presented at the discipline hearing held by the Executive Committee.
- E. The Executive Director will report any discipline and/or misconduct reports and any subsequent sanctions issued by the Executive Committee to the respective zones.

#### 4. Penalties

Any student, coach, teacher, school staff or administrative personnel of a member school, or spectator who violates the Code of Ethics or 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.

- A. Without limiting the generality of the foregoing, the ASAA Executive may impose the following penalties for violation of policy:
  - i. 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 provincial championship competition and may be suspended from participation in ASAA provincial championships or any activity leading to an ASAA provincial championship for the next full season of play.
  - ii. 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 championship in any sport for any period of time that the ASAA Executive in its absolute discretion deems appropriate.
  - iii. 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.

#### 5. Recruitment and the Duty to Discourage Athletically Motivated Transfers

Athletic recruitment undermines the priority of academic education for the student and promotes values that are inconsistent with the objectives of the ASAA. To meet the objectives of the ASAA, principals of member schools, athletic directors, coaches, students and other stakeholders (e.g. alumni associations, booster clubs and parent groups) must refrain from recruitment by means of influence or inducements that could or do encourage a student to enroll in or transfer to a school primarily for athletic purposes after the student has entered grade 10 and has participated in an ASAA sport. All stakeholders have a positive duty to discourage an athletically motivated transfer. Failure to discourage a transfer that is obviously athletically motivated constitutes recruitment. The fact that transfer eligibility has been approved in no way excuses recruitment.

- A. There are a broad range of behaviours that could alone or when considered in part or in whole be deemed to be recruitment. While the facts of each allegation will be considered on a case by case basis, the following may indicate that a student has been recruited, contrary to the terms of this policy:
  - i. Any offer of monetary or transportation assistance to a student, parent or guardian (including fees, tuition, bus passes or other allowances or waivers);
  - ii. Offering or accepting of school privileges or considerations not normally granted to other students;
  - iii. Any inducement or attempted inducement of parents, guardians or students to change their location of residence for athletic reasons. Facilitating a change of guardianship for the purpose of changing the location of a student athlete's residence so that they can transfer schools will be considered recruitment unless there are other compelling reasons for the change of guardianship (e.g. to protect the student from physical or emotional abuse);
  - iv. Contact with a student or parent or guardian of a student who attends another school in an attempt to persuade that student, primarily for athletic purposes, to attend the inducer's school;
  - v. 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.
- B. If a person has knowledge of recruitment, as defined herein, they shall provide written notice of the allegation of the 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. If the allegation is being made by a teacher and is regarding an Alberta certified teacher, the teacher making the allegation must follow the ATA Code of Professional Conduct (see Appendix), and provide notices as required in that Code to the teacher in question and others.

- C. Upon becoming aware of facts or circumstances that might indicate that recruitment contrary to this policy may have occurred or upon being directed to do so by the ASAA Executive, the executive of the zone in which the school the student transferred to is located, under the direction of the ASAA Executive Director shall commence and complete an investigation to determine if this policy has been violated. Unless the ASAA Executive Director says otherwise, investigations to determine if there has been a breach of this policy will be conducted as follows:

- i. The allegations of athletic recruitment 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

**NOTE:** Any allegations brought to the ASAA office will be directed to the respective zone executive to address according to this policy.

- ii. 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 five clear days of the date of receipt of notice. The ASAA may direct that all correspondence throughout this process be copied to the respective school principal(s) and others.
- iii. The investigating zone executive shall attempt to obtain written statements from all students, coaches, teachers, school staff administrative personnel and others who may have information relevant to the allegations of undue influence and/or recruitment.
- iv. Upon request made by the investigating Zone Executive, and subject to the terms of the ATA Code of Professional Conduct, all students, coaches, teachers, school staff, administrative personnel of member schools and others associated with either the sending or receiving school shall cooperate and assist in the investigation conducted by the zone executive.
- v. The investigation shall be completed by the zone executive within fifteen clear days from the date of receiving a written notice of the allegations as specified in paragraph C has been received by the ASAA Zone Executive. The zone may request to the Executive

Director for additional time to complete their investigation, with the request not to be unreasonably withheld.

- vi. Within five clear days of completing the investigation, the investigating zone executive shall submit an investigation report to the ASAA Executive and any party against whom the allegations are made 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. The zone may request to the Executive Director for additional time to provide their report, with the request not to be unreasonably withheld.
- vii. The investigation report must be delivered to the ASAA Executive and the party against whom the allegations are made along with any materials relied upon in the preparation of the investigation report.
- viii. The investigation report submitted to the ASAA Executive and any party against whom the allegations are made 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.
- ix. 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.
- x. The written report submitted to the ASAA Executive and any party against whom the allegations are made shall contain the investigating zone executive's opinion as to whether athletic recruitment and/or undue influence has occurred.
- xi. In the event that the investigating zone executive believes that recruitment has occurred, the investigation report shall contain a summary of the facts to support that belief.
- xii. Within five clear days of receipt of the investigation report, any party against whom the allegations have been made, and others as permitted by the Executive Director of the ASAA, may submit a response to the investigation report to the executive of the ASAA.
- xiii. Within ten clear days of receipt of the investigation report, the ASAA Executive will issue a written decision which sets out their determination as to whether or not there has been a breach of this policy and if so, any resulting consequence. The ASAA Executive may also direct further process before making any final determination.

- xiv. Within five clear days of any final determination by the ASAA Executive, the executive director of the ASAA will notify any party against whom the allegation was made and other interested parties as directed by the ASAA Executive.
  - xv. The ASAA Executive may direct a course of action as part of making a final determination. The direction shall include timeframes for the completion of the course of action.
- Note:** A zone executive may take any further steps as permitted by their own policies and bylaws with respect to any allegation of recruitment.
- 6. 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 as per this policy and after being afforded an opportunity to respond to that allegation may be:
    - A. Excluded from any ASAA related competition at local, zone or provincial level by the ASAA Executive for any period of time that the ASAA Executive in its absolute discretion deems appropriate; or
    - B. Subjected to such other penalty as the ASAA Executive in its absolute discretion deems appropriate.
  - 7. Unless there are special circumstances as determined by the ASAA Executive, the investigation and decision process described in this policy will not be engaged in the period 30 clear days before the provincial championship in that sport is completed.
  - 8. The ASAA Executive reserves the right to not engage in the decision making process described in this policy for any reason including the passage of time since the occurrence of the alleged recruitment.
  - 9. Any student, coach, teacher, school staff or administrative personnel of a member school who violates this policy may be excluded from any ASAA related competition at local, zone or provincial level 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.
  - 10. In addition to any other consequences imposed, the ASAA Executive:
    - A. 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 and any activity leading to an ASAA provincial championship for that season.

- B. 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 provincial championship or activity leading to an ASAA provincial championship and may be suspended from participation in ASAA provincial championships or any activity leading to an ASAA provincial championship for the next full season of play.
- C. 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 championship 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.
- 11. 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 championship.
- 12. In the absolute discretion of the ASAA Executive, the determination as to any breach of this policy and any consequences resulting from a breach of this policy may be presented at the next general meeting of the ASAA; respecting any restrictions imposed by applicable privacy legislation.
- 13. 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.**

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## SECTION III - MEMBERSHIP

### 1. High School Membership

- A. 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:

	1A 1-99	2A 100-299	3A 300-799	4A 800-1199	4A 1200+	JR.
ASAA Fee	\$340	\$340	\$340	\$340	\$340	\$35
+1/Student Cap	\$75	\$225	\$375	\$675	\$750	
Total Maximum	\$415	\$565	\$715	\$1015	\$1090	
AIAAA Fee	\$50	\$50	\$50	\$50	\$50	\$50
School Coach Fee	\$30	\$40	\$50	\$60	\$60	
Legal Expense Fee*	\$15	\$25	\$35	\$50	\$65	
Legal Contingency Fee	\$75	\$150	\$225	\$300	\$300	

\*A capped annual fee will be applied

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:

- Under 19 before September 1 of the current year;
  - Minimum 800 instructional minutes per week i.e. 10 credits or two full time courses and registered as a student in grades 10, 11, or 12;
  - Maximum three consecutive years from date of starting grade 10 (see note to SECTION IV - ELIGIBILITY 2. Student Eligibility).
- B. Registration of schools for provincial and zone membership shall be completed online via the Sport Registration System (SRS). It is the responsibility of each school to complete their registration by October 10. A single fee per school shall be paid to the zone and shall cover the zone membership fee and the provincial school membership fee and other fees as noted above. Zones shall remit all but zone fees to the ASAA.
- C. Online Coach Education
- All mandatory online courses are exclusively available on the NCCP locker Platform - <http://thelocker.coach.ca>. It is mandatory for all member schools to ensure that they are in compliance with the following expectations:
- School Sport Coaching: Redefining Winning** - one school staff member (i.e. teacher coach or support staff designated as an "Agent of the Board") must complete the course by October 10th of the

current year.

- ASAA Bylaws and Policies - one team official (head coach, asst. coach, teacher sponsor, or other) on every team must complete the course prior to any interschool sport being played.
- Making Headway** - every team official (head coach, asst. coach(es), teacher sponsor, or other) must complete the course by one month into the respective season of play and be registered in the SRS. A \$50 penalty will apply for every team official not in compliance.

NOTE: The generic or sport specific versions of the course offered at [thelocker.coach.ca](http://thelocker.coach.ca) are both acceptable to meet the above requirement.

- Recertification may be required at the discretion of the Executive Committee when significant updates are made to respective courses.**
- Any member school not in compliance with one or more of these requirements may lose eligibility to participate in any ASAA sanctioned activities, at the discretion of ASAA Executive Committee.
- Each member school will be assessed an annual fee as noted below and this would allow for unlimited participants to register for and complete the ASAA Bylaws and Policies course at no additional cost:

1A Schools	\$30
2A Schools	\$40
3A Schools	\$50
4A Schools	\$60

#### G. Legal Contingency

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

Committee in the event that the Executive Committee deems an appeal “high-risk” in terms of potential litigation or for other preventative purposes.

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

1A schools \$75

2A schools \$150

3A schools \$225

4A schools \$300

- G. Applications from schools not receiving the Alberta Education School Grant shall be considered by the ASAA Executive.

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

- i. Application by April 15 of the current school year to the ASAA Executive.
- ii. Approval of the school and two zones involved.
- iii. Ratification by the ASAA Board of Governors at the AGM.

## 2. 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 verifying the eligibility of the school's competitors for any competition. The following rules regarding eligibility will apply to all ASAA sponsored activities:

### 1. School Eligibility

- A. The principal will require each student and their guardian to complete and sign an Acknowledgement and Agreement Form confirming that all required parties are aware of ASAA bylaws and policies; will accept that any application for a review of an outcome of an appeal process of the ASAA or the respective zone by a judge in a court of law must be brought by the administration of the school and not by the student/guardian. These forms must be completed and kept on file, with copies being provided to the ASAA only if requested, and for a reasonable purpose.
- B. The principal of each school will sign an Acknowledgement and Agreement Form which: confirms their membership in ASAA; that school coaches will abide by ASAA bylaws and policies; that membership in that school's zone and the ASAA is a privilege, not a right; that the outcome of any appeal process of the ASAA or zone is final and binding on the administration of the school; that violation of Bylaws or Policies of the zone or ASAA or of the Acknowledgement and Agreement Form may be cause for expulsion of the school from the zone or the ASAA.

### 2. Student Eligibility

- A. Student eligibility to participate involving students from ASAA member schools (participation is defined as taking part in any game, tournament, playoff, invitational or championship of any ASAA sport.) must follow all bylaws, code of ethics and policies set forth in the ASAA Handbook, including eligibility and supervision requirements.
- B. Subject to the provisions of the Transfer Policy found in this handbook (Section IV, 11) 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.
- C. 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.
- D. 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.

- E. Subject to the provisions of the transfer policy found in part 11 of this section 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 in sports they have already participated in.

**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.2.A 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.
- v. Upon returning to Alberta, the student is ineligible to participate in any sanctioned activity if they 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.
- vi. 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 their 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 Section IV, 11. Transfer Policy).

- F. 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 in an ASAA activity.
- G. 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.
- H. Students who attend classes at more than one campus will be considered members of their home-base school as per Section IV, 2, D, vi in eligibility, and will be eligible to compete only for that school in ASAA activities.
- I. All participants must be bona fide students of the school they represent with the only exceptions being those allowed for in 4. Joint School Teams policy (see below).

### 3. Team Eligibility

All participants must be bona fide members of the school they represent except in cases where the Joint School Teams policy (see #4 below) applies.

### 4. Joint School Teams

- A. The Joint School Teams policy does not apply to distributed learning or home education schools or students. For rules governing these schools/students, see 10. Eligibility of Distributed Learning and Home Education Students.
- B. 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, rugby and rugby VIs, individual students from a school may participate with another ASAA member school team either within their zone or with an adjoining zone subject to the approval of both school principals and both zone executive's. In football only, joint teams can cross zone boundaries without zone executive approval. Schools are not required to send all of their students to the same school to form a joint school team. In all cases of joint school teams, the team will play in the zone that the primary school belongs to.
- C. 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 of the Alberta schools involved in the tour. 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.

- D. A school, can receive students for a specific team from more than one school. Participation with other member schools can only occur with the mutual consent of the principals, the athletic directors and the respective zone(s).
- Joint school teams involving two schools: school populations must be added together to determine classification
  - Joint school teams involving 3 or more schools: schools may be considered upon request to the ASAA Executive Committee. The Executive Committee reserves the right to establish parameters for approving such requests and it is possible that the team may be forced to opt up to a higher classification – to be determined on a case by case basis.
  - In the sports of cheerleading, football and rugby only, joint teams can be formed with three or more schools without requesting approval from the ASAA Executive Committee.
  - In tier III and IV football and tier III rugby, joint school teams would play at the tier that their combined numbers dictate.

**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. Two exceptions are allowed:

- If the student's own school creates a team, they would have to play for their own school.
- If, after playing as a "secondary" school participant for the primary school, the primary school tells the student they can no longer play for the primary school, the student's school can request to the ASAA office for the student to play for another school team under the joint school policy. The ASAA Executive Director will make the decision after an investigation of the details.

#### E. 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.

### 5. Participation on a Non-School Team

- A. To be eligible for high school participation 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.

- In rugby, students are permitted to play on a club/tour up until the conclusion of the Canada 7's Rugby Tournament while still trying out for an ASAA member school team. Otherwise, after March 15, no students can participate on any community/club team or non-school tour. After the conclusion of the Canada 7's Rugby Tournament students are only permitted to play for their respective school team or an interschool touring team that will travel during designated spring breaks of the schools participating on the tour.

**Note:** Participation is defined as taking part in any game, tournament, playoff, invitational or championship of an ASAA sport.

#### B. Exemptions to A. 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 (midget) football team that overlaps ASAA season of play and which does not follow the policies outlined below:
  - 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.
  - 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.
  - 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.

### 6. Grade 9 Students

- A. 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.

- B. In 1A classified schools, onsite grade 9 students attending those member schools, may be registered for team participation in basketball, volleyball, 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.
- C. 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.
- D. 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.
- E. In rugby only, onsite grade 9 students in member schools are eligible to participate on 1A and 2A school teams.

## 7. International/Foreign Exchange Students

- A. In order to participate in ASAA activities, international/foreign exchange students must meet all eligibility requirements as listed above in 2.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.

## 8. Sexual Orientation and Gender Identity Policy

- A. The 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, the 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 championships and other activities.
- B. The ASAA recognizes the implementation of this policy will require the collaboration of all parties involved. The 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 Charter of Rights and Freedoms*, *Alberta Human Rights Act* and *Alberta School Act*.
- C. The Association believes that all students, regardless of sexual orientation, gender identity and gender expression, should have the opportunity to participate in ASAA activities in a safe, respectful,

inclusive and non-judgmental environment.

- i. 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.

## 9. Sport Specific School Programs/Courses/Academies

The following rules of eligibility apply to students registered in a sport specific school program:

- A. 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.
- B. 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.
- C. These students remain eligible to represent their school in any other ASAA sport.
- D. 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.

## 10. Eligibility of Distributed Learning and Home Education Students

- A. 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 their first transfer outlined under the Transfer Policy) 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 they are being integrated back into the original high school from which

they transferred from under that school's advice.

- B. 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 their attendance area, the student may play for a school outside of his/her attendance area, but within their 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 they are 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 D.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 their 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 their 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.
- C. If a distributed learning or home education school fields its own team in individual sports, i.e. badminton, cross country, golf, wrestling or track and 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 of 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 their 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.
11. Transfer Policy (athletic eligibility following transfer from one school to another)
- A. Students who transfer schools, after beginning grade 10, either within Alberta or come into Alberta from another country or province, are ineligible to participate in any ASAA activity for 12 months from the first day of attendance at their new school or until the eligibility of the student to participate in ASAA activities is approved according to this policy.

This policy applies when a student has participated in one of ASAA's 12 listed activities, regardless of location (in-province/out-of-province), including any inter-school competition at either the junior varsity or senior varsity levels.

This policy does not apply to students who did not participate in any of

the ASAA's 12 listed activities in their previous school.

- B. The compliance officer will oversee all transfers. For students that fall into the rationale below, the receiving school principal, with the consent and agreement of the sending school principal, can submit for approval of eligibility for the transfer student to participate in ASAA activities if the receiving school's principal validates the transfer is for at least one of the reasons listed below.

**Note:** The student must also be eligible for participation in ASAA activities according to all other ASAA eligibility policies. This policy does not apply to any other question of eligibility such as fourth year eligibility or second transfer.

Accepted reasons for approving eligibility for transfer students:

- i. If a student has not participated in any activity which is the same as an activity sponsored by the ASAA in their previous school for a period of 12 consecutive months before the date of transfer the receiving school's principal may use this reason to request approval of the student's eligibility. The receiving school's principal must use the online application procedures set forth in the SRS system. (A procedure guideline is available online.)
- ii. 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. Eligibility will be permitted for a maximum of two such transfers during a student's three years of eligibility. The residence of a student shall be that of the parent to whom custody has been awarded by a court of competent jurisdiction. If no custody order has been entered, the residence shall be that of the parent who had custody immediately upon the separation.
  - 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. In order for a change of residence to be considered bona fide, at least the following facts must exist:
    - 01. 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.
    - 02. The entire family must make the change and take with them the household goods and furniture appropriate to

the circumstances.

03. The change must be made with the intent that it is permanent.
04. The student is ineligible to compete for the receiving school until the actual change of residence has occurred.

- c. Under no circumstances can a student have more than one residence for ASAA eligibility purposes. School officials are obligated to know the residence status of each student and to require compliance with these requirements.

iii. Directed by Legal Authority

- a. The student is directed by legal authority to move from their current school to a different school.
- b. Legal authority shall include but not be restricted to:
  01. A court of competent jurisdiction;
  02. 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;
  03. Any school board or school authority acting within the scope of its authority or pursuant to an order of a court of competent jurisdiction.
- c. 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 by the respective court or social service agency.

- iv. If a student transfers schools because an educational program is not available at their current school and is available at another school this is an acceptable transfer reason for ASAA eligibility. It must be verified in writing by the sending school's principal that the educational program is not available at the student's current school.
- v. A reason based on religious grounds which is explained in writing by the student and acknowledged by the parents/guardians in writing must be presented to the receiving school's Principal who then determines if the reason appears sufficient to apply for eligibility of the student to participate in ASAA sponsored activities.
- vi. If evidence of mental health issues, including but not limited to bullying or an abusive home life is presented by the student to the receiving school's principal as a reason for transferring schools then the receiving school's principal is to contact the compliance officer for direction and assistance in determining the eligibility of

the student to participate in ASAA activities.

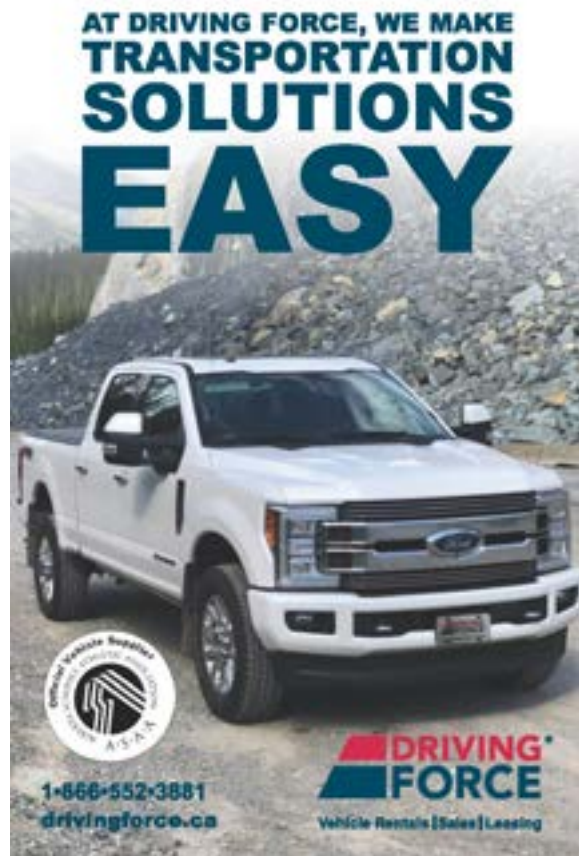
- D. If reasons or circumstances for approving eligibility do not appear in this policy then the receiving school's principal is encouraged to contact the ASAA Compliance Officer for clarification, assistance, or a ruling on evidence presented to the compliance officer per the compliance officer's direction.
- E. In the event the sending school's principal and receiving school's principal do not agree on the eligibility of the transfer student either can request the intervention of the ASAA Compliance Officer for assistance, mediation and clarification of ASAA eligibility policy.
- F. Pursuant to the intervention of the ASAA Compliance Officer as noted in D above, if agreement by the involved principals can still not be reached then the ASAA Compliance Officer shall determine the eligibility of the student to participate in ASAA activities in their new school.
- G. The decision of the ASAA Compliance Officer may be appealed by either or both school's principals. ASAA Policy Section VII – Appeal Procedure of the ASAA Policy Handbook is to be followed in the event of an appeal.
  - i. If any member school of the ASAA is dissatisfied with the application or interpretation of the Transfer Policy or believe there are other circumstances that need to be considered in a specific case then the member school can appeal the eligibility decision for the specific case to the Executive Appeal Committee per Policy Section VII – Appeal Procedure. Note: this process bypasses the zone, Executive Director and Compliance Officer.
- H. If an ASAA zone has unique circumstances, for example: designated schools or school boundaries, the respective zone can and is encouraged to develop and implement zone based transfer policies and procedures that respond to these unique circumstances. This must be done in accordance with Article III-4.
- I. 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 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.

## 12. Eligibility Appeals

- A. The ASAA may grant an exception to the eligibility rules (except



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. For information on how to file an appeal refer to section VII - Appeal Procedure.



## SECTION V - ACTIVITIES

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

### 1. Supervision of Athletes and Teams

#### A. Team sports at ASAA zone and ASAA provincial championships.

- i. Every school team must be coached or supervised by a teacher of the school jurisdiction to which that school belongs. Definition of a teacher: "A teacher of that school jurisdiction" may include certified teachers currently registered with that school board including full time, part time or substitute teachers.
- ii. School support staff cannot replace teachers as supervisors at ASAA provincials.
- iii. All teacher and non-teacher coaches are volunteers.

#### B. Individual Sports at ASAA Provincial Championships

- i. Composite zone teams in individual and dual sports (badminton, cross country, 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 of students attending without teacher supervisors need to know who the teacher supervisors for their zone are, inform their students, and to note the policy below titled: "Insurance and Liability".

#### C. Supervision at all other competitions

- i. During all other competitions, individuals and/or teams shall be under the supervision of an agent of the school jurisdiction they represent.
- ii. Definition of 'agent' of the school board they represent: The 'agent' does not have to be a teacher, but can be any individual who has school board approval to coach student athletes. It is highly recommended that schools and boards complete the appropriate police checks and volunteer forms before any non-teachers are involved in coaching school students.

#### D. Same Sex Chaperones

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

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

#### E. Insurance and Liability

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

## 2. (Sanction Policy) Interschool Competition and Invitational Events

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

#### A. Requirements for interschool competition and invitational events

- i. Each competing team must be a school team in good standing of its own zone and provincial or state high school association and must guarantee that participation in the contest will not violate any standard of that zone and provincial or state association.
- ii. Each participant must meet the eligibility requirements of their provincial/state association. For Alberta students, please refer to SECTION IV - ELIGIBILITY.
  - a. Exception: All competitors of sanctioned wrestling events must meet all ASAA wrestling eligibility, please refer to SECTION XX - Wrestling, and Section IV, Eligibility.

#### iii. 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.

- iv. Sunday competition is not allowed in Alberta. If Alberta school teams are traveling to an out of province event and Sunday play is allowed in that province or State (e.g. British Columbia), then competition may take place on Sunday.
  - v. Awards:
    - a. Cash awards may not be awarded to or received by student athletes, teams or coaches. It is recommended that awards be limited to medals, small plaques and trophies.
    - b. It is recommended that invitational events do not designate all-stars or most valuable player selections.
  - vi. Each participant must be subject to the same conditions of participation as other entrants. This includes entry fees, number of guaranteed games, share of gate, etc.
  - vii. It is recommended that invitational events begin at Friday noon and conclude Saturday in the late afternoon or early evening.
- #### B. Formal written application for sanction of interschool events is required when:
- i. ASAA member schools host interprovincial/international events involving three or more school teams in activities of the ASAA.
  - ii. 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.
  - iii. 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.

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

- i. Events are hosted by ASAA member schools and involve only ASAA member schools. However, these events must meet the same requirements as interprovincial events.
- ii. Interprovincial/international play occurs between only two school teams.

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

D. Process for written application for sanction of interschool events

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.

i. 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. A \$200 late sanctioning fee** will be assessed to the host school or institution, if sanction form is not submitted in time. Out of province schools not listed on the sanction form will not be eligible to participate without ASAA approval. Visit the Associations' website ([www.asaa.ca/resources](http://www.asaa.ca/resources)) for all forms and submittals.

- ii. ASAA member schools traveling to an out of province or country event must ensure that the event in question is sanctioned by the ASAA through its respective counterpart (province/state) via being posted to the ASAA website. Further, such schools must complete a Travel Permission form at least 30 days in advance of the event. **Failure to complete this form at least 30 days prior to travel will result in a \$200 late Travel Permission fee.**

- iii. ASAA zones and high school leagues: Events hosted by these partners must comply with ASAA policies.

- iv. 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. **A \$200 late sanctioning fee will be assessed to the host school or institution, if the sanction form is not submitted in time.** Schools not listed on the sanction form will not be eligible to participate without approval of 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, wrestling, badminton and track and field), high school athletes belonging to club teams should compete only as a member of their high school, with approval from their school and the ASAA, and only against other high school athletes. Travel of the student athlete to such events must adhere to the designated requirements of the associated school and school board of which the student attends. In addition, a *Permission to Travel* form must be completed and submitted to the ASAA for approval 30 days prior to the event. **A \$200 late permission to travel fee will be assessed to the participating school, if permission to travel form is not submitted in time.**

- b. In the sport of cheerleading only, school teams can attend competitions hosted by a non-school entity provided that the non-school entity meets the following conditions:
  1. Proof of event and association/company insurance is submitted to the ASAA office. This must include a minimum of \$2 million General Comprehensive Liability Insurance as well as a Sport Accident Insurance Policy. It is strongly recommended that the insurance also included Officers and Directors Liability Insurance.
  2. All safety requirements are met as outlined by the Alberta Cheerleading Association policies.
  3. No prize money can be awarded.
  4. The non-school entity agrees to be accountable to the ASAA to uphold the standards and expectations of ASAA and to report to ASAA as requested. That is, should violation of any conditions occur, consequences will be at the discretion of the ASAA.
  5. All entry fees for the high school divisions are approved by the ASAA.
  6. All relevant sanction forms must be completed at least 30 days prior to the event as per ASAA policy.
  7. **A \$200 late fee will be assessed to the non-school entity if they fail to submit proof of proper insurance coverage to the ASAA for approval 30 days prior to the event. Failure to pay the fee prior to the event will result in the**

**event not being sanctioned.**

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

**E. Blanket Sanction Agreement - British Columbia/Saskatchewan**

By agreement with BC School Sports and the Saskatchewan High School Athletic Association, events or interschool play by 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 Valemount.

**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.

**F. Violations**

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

**3. 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.

- A. 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.
- B. Each season of play will encompass pre-competition practice exhibition contests, league play and playoffs.
- C. Each season of play shall be approximately 16 weeks in duration (school time) with holiday periods taken into consideration where applicable.



#### D. Seasons of Play

Activity	Start	Finish ***
Football ** (excludes Jul 1-Aug 15)	(Spring) May 1 (Fall) August 16	Provincial Finals
Golf (excludes Jul 1-Aug 15)	(Spring) May 1 (Fall) August 16	Provincial Finals
Cross Country ** (excludes Jul 1-Aug 15)	(Spring) May 1 (Fall) August 16	Provincial Finals
Volleyball (excludes July and August until the 1st operational day for teachers "in late August/ Early September)	(Spring) June 1 (Fall) 1st 'operational' day for teachers	Provincial Finals
Cheerleading *	September 1	April 30
Curling	October 1	Provincial Finals
Wrestling	October 22	Provincial Finals
Basketball	November 1	Provincial Finals
Badminton	January 3	Provincial Finals
Team Handball	February 15	Provincial Finals
Track and Field	February 15	Provincial Finals
Rugby	February 15	Provincial Finals

\*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, golf and cross country (in the fall) shall begin August 16.

\*\*\*Please see Item 10.B., Competition Dates, for the set dates of provincials.

**Note:** The season of play is not intended to include July and August. (exceptions are made for fall sports of football, cross country and golf which may begin August 16, and volleyball which may begin on the first official day teachers return to school after summer break based on the traditional school calendar of their school district. Note that "operational day" in the fall does not refer to when administrators are in the building before other teachers)

#### E. Game Limits

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

\* Jamborees and/or scrimmages are not included in the total number of games played (jamborees and/scrimmages are defined as having coaches on the field of play).

\*\* Must comply with World Rugby maximum minutes in 24 hour period.

#### F. Definition of a Practice

- 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.

#### G. 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

#### H. Violations of Season of Play

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

#### I. Interpretation and Examples

The dates provided in the Seasons of Play Policy for 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.

##### i. Examples:

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

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

#### 4. Athlete Registration

- A. All athletes must be registered in the Sport Registration System (SRS) 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 each sport 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 sanctions at the discretion of the Executive Committee.
- B. The Principal of the high school shall be provided with an account to access SRS, the ASAA's online registration system. The onus of responsibility rests on the Principal for confirmation of the required eligibility qualifications.
- C. A school cannot register more than one team per category or classification in each activity for ASAA provincial competition.
- D. Registrations for all sports must be submitted online at registration.asaa.ca **by midnight** of the date indicated.
- E. Late Registrations:
  - i. **Golf, Cross Country, Badminton, Track & 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.
  - ii. **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.

#### F. Late Registration Policy

- i. 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 must be received by the ASAA office prior to the late team or player registration being accepted. **Twenty five** per cent of all late registration fees collected from schools within a zone will be remitted to that zone. The other **75** percent will be allocated to the CIAAA, the ASAA endowment fund or **operational** initiatives annually. Late registrations are processed online.
- ii. 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.
- iii. 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)
- iv. 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.

#### G. Registration Deadlines

Sport	Deadline	Min # Students Required for Team Registration	Deadline to add Students to Roster (Prior to midnight)
Golf	12-Sept	1	11:59 pm the night prior to Zone Championship
Volleyball	1-Oct	6	15-Oct

Football	1-Oct	12 Athletes total with at least one (1) being from the secondary school where appropriate 6 Athletes for six man football teams	15-Oct
Cross Country	5-Oct	1	11:59 pm the night prior to Zone Championship
Basketball	15-Dec	5	8-Feb
Cheerleading Inter/Advance All Gender	22-Jan	4	8-Feb
Cheerleading Advance All Girl	22-Jan	13	8-Feb
Curling	22-Jan	4 per category	8-Feb
Wrestling	22-Jan	1	8-Feb
Team Handball	22-March	7	15-April
Badminton	15- April	1	11:59 pm the night prior to Zone Championship
Rugby VII	1-May	7	15-May
Rugby VX	1-May	15	15-May
Track & Field*	15- May	1	11:59 pm the night prior to Zone Championship

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

\*Track & Field: zones must submit their team list using the Hy-Tek or Trackierg format provided by the ASAA or Competition Host Committee. Deadline for submission is the Monday prior to provincials at 12:00 p.m.

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

- i. For provincial competition, a school may elect to opt up to a higher classification for a single team, while still retaining its right to enter teams in other activities in the proper classification of the school.
- ii. 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.

I. **Opting In**

The deadline to opt into the basketball provincial championships via SRS shall be the Basketball declaration opt up date.

## 5. Sports Commissioners

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

- i. Commissioners shall be elected by the Board of Governors;
- ii. They shall be nominated from among the persons eligible to serve on the Board of Governors;
- iii. Commissioners shall serve for a minimum of two years and a maximum of four years;
- iv. A vacancy occurring during a term of office shall be filled by an interim appointment by the Executive until the next Annual General Meeting;
- v. Jurisdiction and expenses of Commissioners shall be subject to the approval of the Executive.

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

- i. Providing assistance to host committees to coordinate provincial championships;
- ii. Being familiar with new developments in rules, equipment, coaching techniques, etc;
- iii. Distributing information such as noted in b) above;
- iv. Presenting recommendations to Provincial Tournament Chairpersons, the ASAA Executive, Zone Executive and member schools;
- v. Acting as a consultant to meetings and committees conducted by groups noted in iv. above;
- vi. Furthering interest in their sport through the use of bulletins, talks and other forms of publicity and promotion;
- vii. Liaising with provincial sport governing bodies, the ASAA Executive, universities and other agencies;

viii. Attending provincial tournaments;

- ix. Ensuring the records are noted in the proper publications for their sport.
- x. Preparing and assisting in annually updating competition handbooks for that sport.

C. Role of Commissioners in coordinating provincial competition.

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

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

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

The ASAA shall provide Commissioners with the financial resources necessary to conduct the role outlined above.

## 6. New Activities

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

- A. 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:
  - i. By assigning it to a Zone Executive or other committee to conduct on a trial basis. The committee would prepare detailed policy.
  - ii. 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.

## 7. Deleting Activities

- A. In the event that any classification (tier, category, etc.) at a provincial competition has representation from fewer than five zones, the event will be on probation for one year. If at the end of the one year, the classification or event has not met one of the above requirements the continued sponsorship by the ASAA will be either affirmed or cancelled at the AGM following the occurrence of the next provincial championship in that activity. If the event is affirmed, it will remain on probation.
- B. Whenever an r is affected by this policy, it will be announced at the current AGM, thus providing member schools this information one year in advance.
- C. In the event that any classification or event is cancelled, classification and tier population numbers will be adjusted accordingly by the ASAA Executive Committee and confirmed by the Board of Governors where necessary.

## 8. 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.

## 9. 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 will have the discretion, under exceptional circumstances, to provide flexibility as required.

## 10. Provincial Competition

- A. The ASAA governs the following sports:

Badminton	Curling	Team Handball
Basketball	Football	Track & Field
Cheerleading	Golf	Volleyball
Cross Country	Rugby (XV's & VII's)	Wrestling

- B. Provincial Competition Dates

- i. The dates and locations of the competitions shall be ratified at the Annual General Meeting. Any championship without a host one month prior to its scheduled start will be canceled. The Executive Committee may, at its discretion, modify this timeline due to circumstances.
- ii. 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.

### Provincial Championship Competition Dates

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.

Golf	To be held the last Monday/Tuesday of September as approved by the Golf Commissioner
Cross Country	To be held on the third Saturday in October
Football	To be determined annually, but no later than the fourth Saturday in November and the preceding Friday night
Volleyball	To be held on the fourth weekend in November Provincial dates include Thursday
Wrestling <ul style="list-style-type: none"><li>• Provincial</li><li>• Rural</li></ul>	To be held on the second weekend in March To be held two weeks prior to Provincial Wrestling
Cheerleading	To be held on the second weekend in April
Curling	To be held on the last weekend of April

Basketball	To be held on the third weekend in March Provincial date include Thursday
Team Handball	To be held on the <b>second weekend in May</b>
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), otherwise it is second weekend in June.

### C. Provincial Representation

- i. 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.
- ii. **Any team that checks the “Intent to attend provincials” box in their team registration on the SRS will be considered provincial-eligible. If a Provincial-eligible team qualifies for provincials either as a zone representative or a wildcard/additional berth is expected to attend provincials. If, for any reason, a qualified team chooses to not attend provincials they will be charged a late withdrawal penalty in two parts:**
  - a. **a \$750 penalty, to be payable to the team that steps in to replace the non-attending qualified team, in order to cover their last-minute travel costs associated with attending provincials on late notice.**
  - b. **a \$250 penalty, to be payable to the host in order to cover the administrative costs involved in finding replacing a team to at the last minute.**

**Note:** In the case where no team is able to step in and fill the berth, the \$750 will be payable to the host committee in recognition of the additional costs they face.

**Note 2:** If the zone of the team involved finds a replacement from their own membership the fee will not be charged.

- iii. 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.
- iv. NWT/Nunavut shall be allowed to compete on an exhibition basis in individual activities that are sponsored by the ASAA at the

provincial level.

### E. Hosting Provincials

- i. Each provincial competition shall be organized and administered by a school/committee approved initially by the host zone and subsequently by the ASAA Board of Governors.
- ii. All schools/zones bidding to host provincials shall follow the bid guidelines as indicated in the Appendix of this handbook and on the ASAA website.
- iii. 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 Handbook.
- iv. All ASAA provincial events are to be alcohol, tobacco (including chewing tobacco, vaping), cannabis use in all forms and drug free for all players, coaches, parents, team personnel, officials and spectators. This applies to all activities held on school property and rented community facilities, including all outdoor facilities for events such as rugby, track and field, football, golf and cross country.
- v. **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.**
- vi. 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.

### E. 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.

### F. Finances

- i. 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.
- ii. An entry fee, subject to approval by the ASAA Executive and the sport commissioner, may be charged by the host committee for provincial competitions.

- iii. **Pay It Forward Loonie Fee:** Each provincial championship will charge an additional \$1 for each participating student and remit those funds to the 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.
- iv. **Provincial competition hosts** will be eligible to apply for a hosting subsidy of a maximum of \$500 per event should the event show a loss or a profit of less than \$500. In the event of a profit of less than \$500 being realized, the host may only apply for a subsidy for the difference between the profit earned and the \$500 maximum.
- v. **Team Sport: 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.
- vi. **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.
- vii. **Individual Sports: Individuals Failing to Show**  
In individual sports (golf, cross country, badminton, track and 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 over and above entry fees, 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.

## G. Awards

### i. Medals

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

Badminton: **48** (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: 132 (30 Division 1, 30 Division 2, and 30 Coed, 30 Game Day)

Cross Country: **16** (event winners) + para winners for each classification range

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

Football: **270** medals for tier champions and finalists. The losers of the semifinal games at each tier shall be awarded bronze medals.

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

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

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

Track & Field: **187** (event winners for boys and girls at the junior, intermediate and senior levels) + para winners for each classification range

Volleyball :18 (full party)

Wrestling: **29** (rural event winners-**17** boys and 12 girls) 29



(provincial event winners-17 boys and 12 girls)

- b. ASAA silver medals shall be presented to finalists (2nd place finishers) in all competitions sponsored by the Association. The rules as applied in G.i.1 above shall be used to award silver medals to the finalist in each competition.
- c. ASAA bronze medals shall be presented to 3rd place finishers in all competitions sponsored by the Association. The rules as applied in G.i.a. above shall be used to award bronze medals to the 3rd place finisher in each competition.
- d. Specially engraved ASAA gold medals shall be presented to track & field record breakers.
- e. Medals and emblems for provincial competitions shall be supplied by the ASAA at no cost to competition hosts.
- f. 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.
- g. 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.
- h. 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.

## ii. Trophies

- a. Trophies awarded at provincial competitions shall be ASAA approved trophies only. (Refer to Appendix)
- b. Approval for new trophies may be gained only with the expressed permission of the ASAA Executive.
- c. Trophies shall be dedicated only to individuals recognized by the ASAA for their contribution to high school athletics in the province.
- d. Provincial champions in the team sports of basketball, curling, volleyball, golf, cheerleading, football, rugby, team handball, track & 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.

- e. In volleyball and basketball, teams placing 1st, 2nd, 3rd and 4th at provincial competitions in each category shall be presented with small plaques to be retained as mementos.
  - f. 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.
  - g. In cheerleading, curling, team handball and rugby, teams placing 1st, 2nd and 3rd at Provincial competition in each category shall be presented with small plaques to be retained as mementos.
  - h. In wrestling, teams placing second at both rural and provincial championships shall be presented with small plaques to be retained as mementos.
  - i. In badminton, cross country and track & field, teams placing 2nd and 3rd in the team competitions shall be presented with small plaques to be retained as mementos.
  - j. Trophy winners shall incur engraving costs.
- ## iii. Banners
- a. 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 & field, volleyball and wrestling (rural and provincial).
- ## iv. Sportsmanship Banners
- a. In each of the eight volleyball and basketball provincial championships and the three curling categories in the curling provincial championship, an 8'x3' sportsmanship banner will be awarded. It will be presented in the weeks after the championship to the school winning the award.
  - b. 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.
  - c. At the rugby provincial championship, an 8'x3' sportsmanship banner will be awarded in each of the six categories. This banner will be presented in the weeks after the championship to the school winning the award.
  - d. At the team handball provincial championship, an 8'x3'

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.

v. Ribbons

- a. In cross country, athletes placing 4th through 10th at the provincial championship will each receive a ribbon indicating their placing at the event.
- b. In wrestling, athletes placing 4th through 6th at both the rural and provincial wrestling championships will each receive a ribbon indicating their placing at the event.

vi. Restrictions

Awards or prizes other than those stipulated in Sections i, ii, iii, iv, or v of this policy may not be presented at any ASAA provincial competition unless approved by the ASAA Executive.

H. Cheerleaders Supporting School Teams at Provincials

- i. Cheerleaders from participating schools may accompany teams to provincial competitions at the invitation of the competition chairperson.
- ii. All cheerleaders accompanying teams to provincials should be previously registered with the competition chairperson and must be accompanied by a separate adult supervisor or supervisors of the appropriate gender.
- iii. The competition chairperson has the right to draw up a set of regulations regarding the activities of cheerleaders during the course of the competition/event.
- iv. The primary function of the cheerleaders at events other than cheerleading provincials is crowd leadership and player encouragement.

I. **Special Air Quality Advisories for Outdoor Sports**

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

## SECTION VI - MEETINGS

### 1. Expenses

The Association shall pay expenses for all approved delegates to the Executive Committee Meetings, the Annual General Meetings and the Annual Planning Meetings at the College of Alberta School Superintendents rate.

**Note 1:** the rate for the 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.

**Note 2:** The Executive has reduced the mileage rate indefinitely to \$0.40/km for the first 500km and \$0.30/km thereafter.

At the discretion of the Executive, the Association may 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.

### 2. Awards

A. 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.

- i. 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).
- ii. The Executive Committee will select the recipient from the nominations received.

B. Commissioner and Executive Awards

At the completion of a Commissioner's or 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.

C. 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:

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

#### D. 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

### 1. Jurisdiction and Purpose

- A. This section applies only to bylaws and policies established by the ASAA. The ASAA will not hear appeals of bylaws and policies established at the zone level.
- B. 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.

### 2. Definition of Clear Days

- A. For the purposes of this policy, wherever there is a reference to clear days:
  - i. The number of days shall be reckoned exclusively of the first day and exclusively of the last day and exclusively of Saturdays, Sundays and statutory holidays; and
  - ii. Any action taken on a Saturday, Sunday or statutory holiday shall be deemed to have 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.

### 3. Appeals Submission

- A. 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.
- B. **Transfer Appeals:** Please note that all appeals of the Compliance Officer's decision as noted in Policy Section IV, Eligibility, 11. Transfer policy; Transfer Policy Appeals will go straight to Section 6 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 (EAC).

All other appeals will follow the process outlined immediately below.

### 4. Application to Zone Executive

- A. 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.

- B. 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.
- C. 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.

## 5. Review by Executive Director (must be written)

- A. Requests for review made to the Executive Director by the applicant member shall:
  - i. 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;
  - ii. Clearly set out the bylaw and/or policy at issue;
  - iii. 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;
  - iv. Provide an address for service of the Executive Director's decision upon the applicant member;
  - v. Provide a telephone number, fax number or email address for the applicant member; and
  - vi. Be signed by the school principal or other administrator of the applicant member.
- B. 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.
- C. Upon request by the applicant member to the Executive Director, the Executive Director may communicate their decision to the applicant member or to another party by telephone, fax or email.

## 6. Appeal to the Executive Appeal Committee (must be written)

- A. Each Zone Executive shall put forward the names of 2 individuals who have no governance role with the ASAA as their nominee to be listed on the Executive Appeals Committee (EAC) roster. Roster members, in consultation with the Executive Director, shall select a

Chair and Vice-Chair who shall be expected to participate in every appeal hearing. During any time when an individual has a governance role with the ASAA, they shall not be called upon to sit on the Appeals Committee. When an appeal is received, the Executive Director shall strike an Appeals Committee of the Chair, the Vice chair and no less than 1 other member to hear the appeal. Members of the Appeal Committee will receive an honorarium as determined by the Executive Committee from time to time.

- B. The applicant member may appeal the decision of the Executive Director to the EAC by filing a written Notice of Appeal with the EAC within 30 clear days from the date of the Executive Director's decision.
- C. Appeals to be heard at an EAC meeting must be submitted, along with all required information uploads, seven calendar days prior to the EAC 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.
- D. The Notice of Appeal must be accompanied by a \$300 fee of which \$100 will be a non-refundable processing fee and \$200 will be refunded if the appeal is upheld. Further, the Notice of Appeal shall:
  - i. Clearly set out the bylaw and/or policy at issue;
  - ii. 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;
  - iii. 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;
  - iv. Specify whether the applicant member wishes to proceed by special conference call meeting or at the next regularly scheduled meeting of the EAC as indicated on the ASAA wall calendar provided to each member school.
  - v. Require both the Principal's Acknowledgement Form and the Parent/Student Acknowledgement Form to be uploaded in their completed form before the appeal can be addressed as per Section IV - 1. School Eligibility.
  - vi. Identify all documentation that will be presented in support of the appeal;
  - vii. Be signed by the school principal or administrator of the applicant member; and
  - viii. Be sent in copy form by the Executive Director to the Zone Secretary in which the matter at issue originated.

- E. Upon receipt of the Notice of Appeal in compliance with paragraphs A. and B. of this section, the EAC shall hear the applicant member's appeal.
- F. 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.
- G. The Executive Director shall, on receipt of a fee in the amount of \$800 of which \$500 is refundable if the appeal is successful, arrange an appeal hearing on a date other than the date of a scheduled Appeal Committee meeting. Otherwise, appeals shall be heard on the date of a scheduled Appeal Committee meeting as determined by the Executive Director unless otherwise permitted by the Executive Director.
- H. Before issuing a decision, the Executive Appeal Committee shall consider:
  - i. All written materials submitted by the applicant member;
  - ii. The written decision of the Compliance Officer or Executive Director depending on the type of appeal being submitted;
  - iii. Any other written materials or documents that the Executive Appeal Committee deems relevant;
  - iv. The ASAA Bylaw and/or Policy at issue or any other ASAA Bylaw and/or Policy the Appeal Committee deems relevant;
  - v. All legislation and regulations the Appeal Committee deems relevant; and
  - vi. 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.
- I. On or before the 31st day of October of each calendar year, the Executive Committee shall schedule at least 6 sittings of the Appeals Committee for the following calendar year and inform ASAA members of that schedule. The Appeals Committee chair, in consultation with Appeals Committee roster members shall determine a general process for the hearing of Appeals which may be modified by Appeals Committee members hearing a particular appeal. Parties to an appeal and any witnesses must attend in person, by video conference or in some other manner acceptable to the Appeals Committee hearing the appeal. The rules of evidence do not apply to the hearing of appeals. The Appeals Committee Chair shall determine the order in which appeals will be heard if more than one appeal will be heard at a meeting

of the Appeals Committee.

- J. 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.
- K. The Appeal Committee members will be selected to serve on a particular appeal hearing Committee as the need arises. Members of the 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.
- L. 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 Appeal Committee shall be the responsibility of the ASAA. Each party appearing before an Appeal Committee shall be responsible for its own costs regardless of the decision of the Appeal Committee.
- M. 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 their 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. 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 Appeal Committee discussions. Any 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.
- N. Within 15 clear days of hearing the appeal, the 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.
- O. Upon request by the applicant member, the Appeal Committee may communicate the decision to the applicant or another party by telephone, email or fax.
- P. The decision of the 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.



## SECTION IX - BADMINTON

### 1. Rules

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

#### A. Intervals:

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

#### B. Coaching:

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

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

#### C. Officials:

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

### 2. Season of Play

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

### 3. Eligibility

#### A. A zone team shall consist of:

- i. Six boys and six girls to play singles (two each in junior, intermediate and senior)
- ii. Twelve boys and twelve girls to play doubles (two teams each in junior, intermediate and senior)
- iii. Six boys and six girls to play mixed doubles (two teams each in junior, intermediate and senior)

#### B. Age categories are:

- i. Junior under 16 before September 1 of that school year
- ii. Intermediate under 17 before September 1 of that school year
- iii. Senior under 19 before September 1 of that school year

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

**Note 2:** An athlete may opt to play at an older age level but may

play in only **one** event.

#### 4. Events

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

Rotation:

South	2020/21
North East	2021/22
Edmonton	2022/23
Central (C/SC)	2023/24
North West	2024/25
Calgary	2025/26

- B. Singles, Doubles and Mixed

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

- ii. Schedule/Placement

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

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

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

- iii. Tiebreaks

- a. All two-way ties in the round robin will be determined by the result of the match between the two tied players.
- b. In a three-way tie, the players will be ranked 1st, 2nd and 3rd

based first on games won minus games lost in all three of their matches in the round robin and second on points won minus points lost in all three of their matches in the round robin.

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

- iv. Progress of Play

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

- v. Playoffs

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

#### Playoff Draws Category A

It will ensure that all 4 quarterfinal matches have a 1st place team vs a 2nd place team. This will be generated by Badminton Alberta and the Tournament Software prior to provincials, but will not be published until Friday night, after completion of the round robin.

#### Playoff Draws Category B

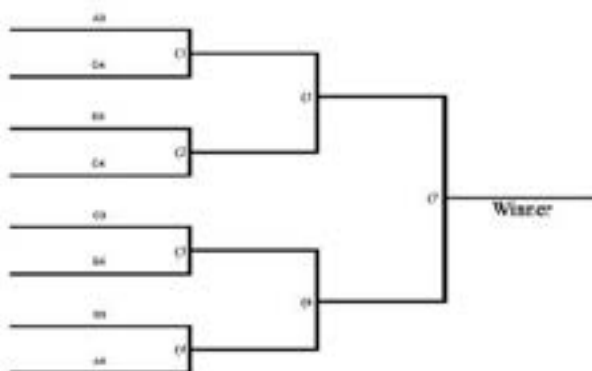
It will ensure that all 4 quarterfinal matches have a 3rd place team vs a 4th place team. This will be generated by Badminton Alberta and the Tournament Software prior to provincials, but will not be published until Friday night, after completion of the round robin.

## Playoffs for Category A and Category B

### Category A: 1st and 2nd place in pools A/B/C/D



### Category B: 3rd and 4th place in pools A/B/C/D



## vi. Scoring

- 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 one point per match win in round robin.
- Schools/teams will be awarded points based on their overall finish at provincials. Refer to the point chart below. In the event of a tie between two or more schools when determining the team winners, the tie be broken by the team that has the

most gold medals. In the event that there are still ties, we will go to the school that accumulated the most silver medals. We will continue down the results if need be.

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

- 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.

## vi. Equipment

### a. Dress Code

Athletes must compete in a uniform that distinguishes their school or zone. Uniforms contrary to this rule will be considered illegal. When playing doubles, the uniforms shall match. 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.

### b. 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

### 1. Rules:

- A. The playing rules governing basketball shall be the rules adopted by the International Basketball Federation (FIBA), with the following modifications:
  - i. NCAA numbers also recognized as legal (i.e., 0-3, 20-25, 30-35, 40-45, 50-55)
  - ii. No more than fifteen (15) team members entitled to play.
  - iii. 10 minute half time
  - iv. T-shirts of the same colour as the uniform may be worn (underneath the uniform)
  - v. No protests will be allowed
  - vi. Players shorts' may be of a complementary colour to the primary colour of the uniform.
- B. Athletes of one gender must compete for a school team of athletes of the same gender.
- C. 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 2016/17 may come back to the ASAA for discussion again, but change will not be considered for at least five (5) years (2021/22 school year).

### 2. 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 3 for more information.

### 3. Officials

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

### 4. Number of Games Permitted

- A. A team shall be limited to 34 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 34 game limit). Any team found to be in violation of the 34 game limit may:

- i. Be ineligible for participation in any ASAA sponsored games (zones, provincials) within that same season of play;
- ii. Forfeit any standing within the final provincial rankings for the purpose of seeding in the provincial championships;
- iii. Forfeit any or all ASAA sponsored games (zones, provincials) and any awards or titles earned in these games;
- iv. Be ruled ineligible for participation in ASAA sponsored events within the next season of play;
- v. Be subject to any or all of the aforementioned penalties or to alternative penalties as determined by the ASAA Executive.

## 5. Rankings

- A. 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.
- B. 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)

- C. All schools shall submit their game results online using Sport Registration System (SRS) 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 SRS in a minimum of three ranking periods shall be eligible for final rankings.

- D. Based on the results in the SRS, each ranking committee member will determine a provincial top 10 and a maximum of five honourable mentions. The deadlines for submitting these rankings via SRS to the respective Basketball Commissioners must be adhered to and will be posted on the ASAA website by November 1 each year.
- E. For each ranking period the Chair shall review the ranking committee selections as posted on Sport Registration System and award points to the teams according to the same procedure as outlined in Item 7. Awarding Wildcard Berths. 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.

- F. In the event of a tie, the Chairperson shall apply the following:
  - i. Outcomes of any games between the tied teams
  - ii. Outcome of any games against common ranked opponents
  - iii. Outcome of any games against common unranked opponents
  - iv. Previous ranking of both teams
  - v. Chair's decision - based on the information provided
- G. No more than three clear days (see SECTION VII - APPEAL PROCEDURE, 2. Definition of Clear Days) following the submission deadlines, the Chairperson shall submit to all committee members and the ASAA office the top 10 and first five honourable mentions.
- H. 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.

## 6. Competitions

- A. 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.
- B. 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.
- C. Vacancies in any of the eight provincial competitions not covered under Item 7. Awarding Wildcard Berths, shall be filled by the Executive Director with approval of the ASAA Basketball Commissioners.
- D. 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. Body of Work, including all games played after the final ranking period.
    - c. Placing in Zone championship

**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



- E. Notwithstanding 'a', 'b' and 'c' 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.
- 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.
  - 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.
  - 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.
- F. Regardless of which ASAA classification schools choose to enter, they must compete provincially in their geographic region as outlined in the ASAA handbook.
- G. 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.

## 7. Awarding Wildcard Berths

Zone secretaries will provide to the ASAA office a list of zone championship hosts and their cell 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 game 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:

- 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)
- Zone points are added up and wildcard berths awarded to the zones with the most points.
- 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).
- Vacant Berths
  - A wildcard berth will be considered vacant when:
    - 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).
    - 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).
  - Who receives the vacant berth
    - In the event of a vacant berth, the zone with the highest point total and sufficient number of teams in the final rankings will receive the wildcard berth. (note: maximum berths noted in following pages cannot be exceeded).

**(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 **noon on the Tuesday following the final rankings** 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 SRS 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.

## 8. Representation to Provincials

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

- i. 1A competition: There will be 12 teams at each 1A Tournament. The representation to Provincials for 1A boys and girls shall be as follows:

	Representatives
Edmonton & Calgary Zones*	1 in total
North Central Zone	1
Central Zone	1
South Zone	1
South Central Zone	1
North East Zone	1
North West Zone	1
Host School	1
Wildcard Berths	4
<b>Total</b>	<b>12 Teams</b>

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

The Edmonton and Calgary zones combine for one berth to be determined in a tournament/playoff game format agreed upon by both zones. The top team after the tournament/playoff game will receive the provincial berth.

- ii. At the 1A level, one wildcard berth will be awarded to each of the top three ranked Zones according to Item 7. Awarding Wildcard Berths.

\*For the purposes of wildcard allocations, any points earned by the zones are combined.

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

- i. 2A Competition: There will be 12 teams at each 2A Tournament. The representation to provincials for 2A boys and girls shall be as

follows:

	Representatives
Edmonton Zone	1
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
<b>Total</b>	<b>12 Teams</b>

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

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

- i. There will be 12 teams at each 3A tournament. The representation to provincials for 3A boys and girls shall be as follows:

Representatives

	Representatives
Edmonton Zone	1
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
<b>Total</b>	<b>12 Teams</b>

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

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

- a. 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
- b. Be played on the Monday following the zone competition.

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

- i. 4A Competition: There will be 16 teams at each 4A tournament. The representation to provincials for 4A boys and girls shall be as follows:

Area	Representatives
Calgary Zone	3
Edmonton Zone	3
North East Zone	1
North West Zone	1
Central Zone	1
South Zone	2
South Central Zone	1
Host School or Zone	1
Wildcard Berths	3
<b>Total</b>	<b>16 Teams</b>

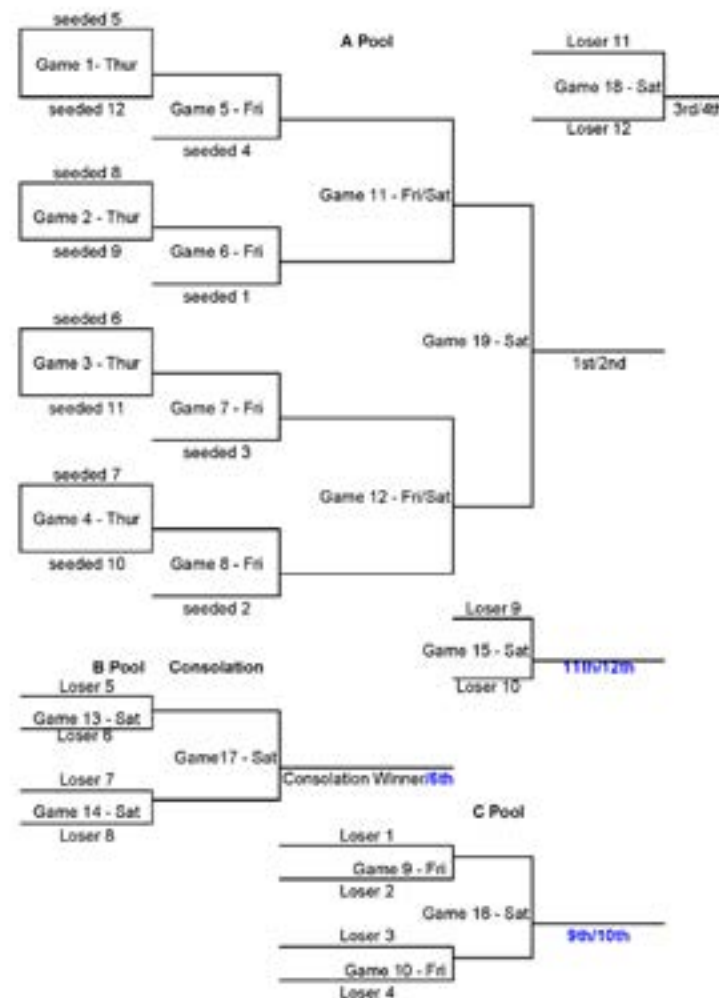
**Note:** There will be a maximum of five representatives per zone (includes host team)

### 9. Playing Equipment

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

### 10. Provincial Draws

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



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

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

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

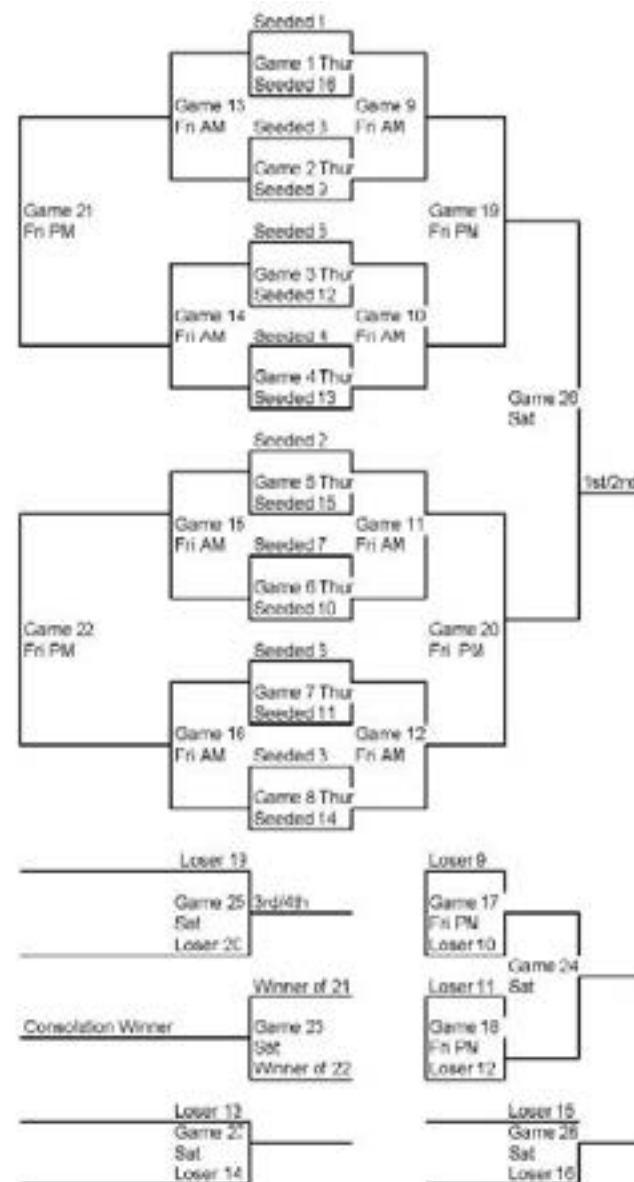


**Note 1:** Losers of Games 13 & 14 are both ranked 7th, there is no game to determine 7th/8th

**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.

- C. 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

### 1. Rules

The rules of the Cheerleading Canada (CC) shall govern ASAA Cheerleading. The ASAA may modify these rules as required.

### 2. Eligibility

- A. There are four categories for competitive purposes (alternates are not included in these totals)
  - ii. Intermediate – 5-30 members
  - iii. Advanced, All Girl – 5-30 members
  - iv. Advanced, All Gender – 5 - 30 members
  - v. Game Day – 5-30 members
- B. Participants may compete with only one school cheerleading team in any given school year, but one school may have one team in each competitive category. Teams may compete in one competitive category as well as game day.
- C. A school's cheerleading team shall be the same group that cheers for the school during athletic contests throughout the year. 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.

### 3. Representation to Provincials

- A. Each zone may select a maximum of two teams in each category to attend provincials.
- B. In the event that all Cheerleading Canada 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.
- C. In the event that a category has fewer than six teams registered, the ASAA Commissioner in concert with the Alberta Cheerleading Association will review the zone competition scores and will provide a recommendation to the ASAA Executive Director to invite the next highest ranking team(s) until six berths are filled. This process will occur for each category.
- D. If a category still has fewer than three teams registered, that category will be cancelled for the immediate provincials.
- E. In addition to 3.A. above, the host school automatically qualifies to compete in each category that the school is registered in at the provincial championship, allowing for a maximum of three teams (see 3.A) 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.

#### 4. Scoring

- A. The ASAA cheerleading provincial competition is an equally weighted (50/50) two-day competition. One competitive performance is to be held on the Friday and the second on the Saturday.
- B. School cheer teams will be judged using the Cheerleading Canada Scholastic Score Sheets.
- C. Scoring Process: All penalties given during the competition routine will be deducted from the total score to calculate the team's final scores.
- D. Tie Breaking:
  - i. The team with fewer penalties
  - ii. If the teams are still tied, they will be considered tied in the final rankings, awards will be given to all teams with the top three scores.
- E. SCORE CHECK: All provincial championships will have a Score Check station in place.
  - i. Coaches must be provided with their score sheets (including legalities) before their teams Score Check time commences.
  - ii. Coaches are not allowed to remove their score sheets from the Score Check station or allowed to take pictures of them.
  - iii. Teams have the right to challenge, in writing, the range of Difficulty and Deductions/Safety Violations.
- F. All judging decisions are final.
  - i. All inquiries relating to scores from the event should be directed to the Score Check Judge on the day of the event.
  - ii. Direct verbal confrontation of the judges is considered inappropriate.

#### 5. Officials

- A. For all zone and provincial championships the following officials are required:
  - i. Two panels comprising of a minimum of three (3) Panel Judges. All panel judges must have at least two years scholastic judging experience and must have been certified through the Cheer Canada Judging Course in the current competitive season.
  - ii. One (1) Safety Judge is required for each panel. The safety judge must have at least two years scholastic safety judging experience and must have been certified through the Cheer Canada Judging Course in the current competitive season.

- iii. There will be one (1) Score Check Judge for a Score Check station. This judge will be dedicated solely to the position of Score Check for the event. The score check judge must have at least three years scholastic safety judging experience and must have been certified through the Cheer Canada Judging Course in the current competitive season.

- iv. One (1) Supervisory Judge to oversee both panels and the Score Check station. This person may not also act as the Score Check Judge. The Supervisory Judge must have at least five years scholastic judging experience and must have been certified as a Safety Judge through the Cheer Canada Judging Course in the current competitive season.

- B. All judges for zone and provincial championships will be assigned by the Alberta Cheerleading Association in accordance with the policies noted above.

#### 6. Competition Requirements

##### A. Warm up Area:

- i. Water station
- ii. Optional: two-strip stretch match
- iii. Optional: two-strip tumble mats
- iv. 7-strip warm up floor, 42"x42", marking center
- v. One music system
- vi. Minimum total warm up time per team: 10 minutes
- vii. Minimum ceiling height of 20 feet

##### B. Competition Area:

- i. Seven-strip competition floor, placed vertically towards the judges, 42"x42", marking center
- ii. A clearly marked entrance and exit point to and from the mats.
- iii. A coaches mat needs to be placed at the front of the competition floor
- iv. Judges must be elevated above the competition floor and have a direct line of sight
- v. Water station located after the exit point from the competition floor
- vi. Minimum ceiling height of 20 feet

##### C. Video playback:

- i. Video playback must be provided for teams following their performance.

ii. Video playback must be provided for each judging panel.

D. Whenever possible, the electronic scoring system should be made available to the host for all zone and provincial championships.

E. Medical

i. Two first aid responders with standard first aid certification shall be present at both the competition floor and warm up area throughout the duration of the championship.



## SECTION XII - CROSS COUNTRY

### 1. Rules

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

2020	Central	2024	Calgary
2021	North Central	2025	Edmonton
2022	South Central	2026	North East
2023	North Westl	2027	South

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

C. The meet shall be run in accordance with the track & field rules as published by the IAAF.

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

### 2. Season of Play

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

### 3. Zone Representation

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

- Junior - under 16 before September 1 of that school year
- Intermediate - under 17 before September 1 of that school year
- Senior - under 19 before September 1 of that school year

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

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

C. All athlete substitutions must be submitted to the provincial host by 4

p.m. on the Wednesday prior to provincials. **No additions or changes may be made after this date.**

#### 4. Events

A. The race distances shall be as follows:

- |                          |              |
|--------------------------|--------------|
| i. Junior Boys           | 4000 metres  |
| ii. Intermediate Boys    | 5000 metres  |
| iii. Senior Boys         | 6000 metres  |
| iv. Junior Girls         | 4000 metres  |
| v. Intermediate Girls    | 5000 metres  |
| vi. Senior Girls         | 5000 metres  |
| vii. ParaAmbulatory Open | *2000 metres |

\*all genders (trial distance)

#### 5. Scoring

- A. All competitors will score points on the following criteria: First place will receive 144 points and each competitor after that will get a fraction of 144 based upon the number of competitors in the event.
- i. A separate scoring system will be developed by the ASAA Commissioner and approved by the ASAA Executive Director, to take into account the number of competitors in the para category. This scoring system will be noted in the event information package.
- B. School team champions will be determined in four classifications: 1A, 2A, 3A and 4A.
- C. The championship trophies and banners will be awarded to the top school in each classification accumulating the highest number of points regardless of the number of competitors entered.
- D. In case of a tie for school placing, the championship banner will be awarded to both schools.

## SECTION XIII - CURLING

#### 1. Rules

- A. The rules governing ASAA curling shall be the blended rules of Curling Canada, with the following modifications:
- i. Each team is permitted to take two 60-second time outs per game. The time outs must be taken when the team is in possession of the rock. They may be called by the skip or coach. The time outs cannot be carried forward to the extra end(s).
- ii. One 60-second timeout is available to each team for each extra end.
- iii. A five minute break is allowed after the 4th end.
- iv. In the event of a 4-end tie-breaker, one 60-second time out per team will be permitted.
- B. ASAA provincial championships shall use the five rock free guard zone rule currently used by Curling Canada.
- C. The following limited broom head rule will be used at ASAA provincial championships
- i. Broom heads used for sweeping can be any fabric that is commercially purchased. No homemade heads and modifications to commercial heads will be permitted.
- ii. No hair brooms or corn brooms will be used to sweep a rock. Additionally, the plastic insert from Hardline brooms must be removed. The WCF approved fabric is NOT required for ASAA provincial curling.
- iii. A player may use any device (including hair and corn brooms) to deliver the stone; however, the device may not be used to sweep unless it complies with i and ii.
- iv. Failure to comply with the above will result in the loss of hammer if used during practice, removal of stone if used during a game, or forfeiture if a replacement head in compliance with these rules cannot be found.

#### 2. Season of Play

The season of play for curling shall be October 1 to the ASAA provincial championship 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 3, for more information.

#### 3. Eligibility

- A. Schools are required to submit the names of their curling athletes in the

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

- B. Each boys and girls team will consist of five students and mixed teams will consist of six students. Mixed teams shall comprise two girls and two boys, with girls and boys alternating at the various team positions.
- C. Only one team per category may compete per school.

#### 4. Teams

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

#### 5. Events

##### A. Format

- i. Each provincial competition shall be a 10 team spiel with each zone having one entry in each of the three categories.
  - a. The host school will be granted a berth in each of the three categories
  - b. In each category, a wildcard berth will be awarded. The ASAA office will calculate provincial championship history for teams representing their zones for the three years prior to the current school year. Teams that win the gold medal will receive 3 points. Teams that won the silver medal will receive 2 points. Teams that win the bronze medal will receive 1 point. The zone that has the highest total will receive the additional berth in that category.
  - c. There will be a maximum of 3 representatives from a zone

(includes the host teams) in any category.

- ii. All games will be eight ends duration. If tied at the completion of eight ends, an extra end or ends shall be played.
- iii. Competition in each event shall be two section round robins. At the completion of the round robin, the first place team from each pool will play the second place team from the opposite pool. The winners play to determine the gold and silver medal winners, and the losing teams play to determine the bronze medal winner.

##### B. Hammer

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

- i. **30 minutes** prior to the scheduled start time, the thirds will flip a coin. The winner of the coin toss will choose second practice or colour of rocks.

**At the end of the practice, an extra stone will be delivered as a draw to the button.**

- ii. This stone can be delivered by any player on the team with sweeping allowed.
- iii. This stone must be measurable in the house.
  - a. If the stone is in the free-guard zone or not in play, the stone must be delivered again, by different team member, and a score of 185.4 cm will be recorded. This process is repeated until a stone is measurable in the house. If the second team's rock does not stop in the house and the first team had a measurable stone, the second team does not throw again.
  - b. If the stone covers the pin, the stone must be delivered again, by a different team member, and a score of 0" or 0 cm will be added to measurement. This process is repeated until a stone is measurable in the house. If the first team does not cover the pin and the second team covers the pin, the second team does not throw again. A score of 0" will be recorded for any team covering the pin during their first attempt for tie breaker purposes (see section 5.C. Tie Breaker Policy).
- iv. The same player may deliver the 1st draw to the button attempt in all games. Rotation of players is only required if the 1st attempt is not measurable.
  - a. The team with the lower measure at the end of each team's practice will be awarded hammer in the first end of play.
  - b. The measurements of the four (based on ten teams) round robin games will be recorded and totalled for tie breaking

placing and determining the hammer in medal games

- c. All measurements will be done by the thirds and agreed upon by both teams. Measurements are recorded on paper and are collected by the Host to be tallied, only the first delivered rock is recorded, the distances of additional rocks is only used should the opposing team's first rock not reach the house, or covers the pin, they determine hammer in the first end.
- d. 1 vs 2 crossover playoff game - The team which finished first in their pool will be rewarded with hammer in this game, thus the extra delivered stone is not required as part of the practice. The team with hammer receives first practice, the other team selects rock colour.
- e. For the medal games, the team with the lower combined total from the draws to the bottom from the round robin games will be awarded hammer and first practice. The other team will select rock colour and have second practice.

#### C. Tie Breaker Policy

The tie-breaking procedure will include a draw to the button to take place after the conclusion of each practice, by all teams involved in the competition. The measurements of the four round robin games will be recorded and totaled for tie breaking placing only. Head to head records will be used when possible, total measurements from the draws to the button will be used if teams are still tied.

- i. If two teams are tied for first, the game between the two teams will determine first and second places.
- ii. If two teams are tied for 2nd, the two teams will play a four-end game to determine 2nd place in the pool. Extra ends will be played if necessary.
- iii. If three teams are tied for first, teams will be ranked according to policy C i, the top ranked team will be awarded 1st place in the pool. The other two teams will play a four-end game to determine the 2nd place team. Extra ends will be played if necessary.
- iv. If three teams are tied for second place, teams will be ranked according to policy C i and the 1st ranked team 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 2nd place in the pool. Extra ends will be played if necessary.
- v. If four teams are tied for first, teams will be ranked according to policy C i, The 1st ranked team will play a four-end game against the 4th ranked team, the 2nd ranked team will play a four-end

game against the 3rd ranked team. Extra ends will be played if necessary. The round robin game between the winning teams will determine who is awarded 1st and 2nd in the pool.

- vi. If four teams are tied for 2nd place, teams will be ranked according to policy C i, The 1st ranked team will play a four-end game against the 4th ranked team, the 2nd ranked team will play a four-end game against the 3rd ranked team. The winners will play a second four-end game for 2nd place in the pool. Extra ends will be played if necessary.
- vii. If five teams are tied for 1st place, teams will be ranked according to policy C i, the 1st ranked team will be awarded 1st place in the pool. The 2nd ranked team will play a four-end game against the 5th ranked team, the 3rd ranked team will play a four-end game against the 4th ranked team. The winners will play a second four-end game for 2nd place in the pool. Extra ends will be played if necessary.

#### D. Practice Time

- i. Each team will have a practice of a maximum of five (5) minutes to deliver one (1) rock per player down and back.



## SECTION XIV - FOOTBALL

### 1. Rules

The playing rules used by the ASAA football 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

### 2. Season of Play

The season of play for football shall be May 1 to the ASAA 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 3, 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.

**Note:** The above policy does not apply to Girls Only Spring Tackle Leagues

### 3. Eligibility

- A. 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 3.C. below).

- B. Each league shall be allowed to enter teams in all four tiers provided populations warrant.
  - C. 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.
  - D. 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.
- E. 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.

## 4. TWO YEAR TRIAL POLICY 2020-21/2021-22 - Representation to Provincials

### A. Tier 1 Schedule for 2 Year Trial

Brian Fryer Division



## B. Rankings

- i. The Tier 1 rankings shall be done by committee. Recruitment and formation of the Committee will be the responsibility of the Commissioner, who shall serve as the Chairperson of the Committee.
- ii. The committee shall consist of 5 members and the Chairperson, with all but the Chair having voting privileges except in the event to break a tie. The Football Alberta Executive Director will also be on the Committee but not as a voting member. The respective committees will be formed as follows:  
Chairperson: ASAA Football Commissioner  
Northern Representative (Region 7 & 8)  
Edmonton Representative (Region 5)  
Central Representative (Region 2 & 4)  
Calgary Representative (Region 3)  
South Representative (Region 1)  
In order for someone to be the representative for a region, they cannot be a coach of a Tier 1 team in that region.
- iii. All tier 1 schools shall submit their game results online 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.
- iv. Based on the results submitted, each ranking committee member will determine a provincial top 10. The deadlines for submitting these rankings via SRS to the Football Commissioner must be adhered to and will be posted on the ASAA website by August 16. There will be 3 ranking periods.
- v. For each ranking period the Chair shall review the ranking committee selections and award points to the teams according to their ranking (#1 – 10 points, #2 – 9 points, etc). The Chair shall then total the points into a single listing and rank the teams from highest to lowest according to their total points for that ranking period.
- vi. In the event of a tie, the Chairperson shall apply the following:
  - a. Outcomes of any games between the tied teams.
  - b. Outcome of any games against common ranked opponents.
  - c. Outcome of any games against common unranked opponents.
  - d. Previous ranking of both teams.

e. Chair's decision - based on the information provided.

- vii. No more than three clear days following the submission deadlines, the Chairperson shall submit to all committee members and the ASAA office the top 10.
- viii. These rankings shall be posted on the ASAA website at [www.asaa.ca](http://www.asaa.ca). Only the top 10 mentions are released. Individual ranking committee member selections are not provided.
- ix. Rankings information will be posted on the ASAA web site and teams wishing to contest\* the rankings will have until the Tuesday ten days prior to the quarter finals to do so. This date will be posted on the ASAA website prior to the start of the season. Such an appeal must be accompanied by a \$50 payment. The ASAA Football Commissioner 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.

## C. Representation to Provincials

- i. Each region will determine their representatives to provincials except for the Brian Fryer division which will be done by the Final Rankings (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-see 9. Football regions for a list of teams in each football region.
- ii. No one region can have more than 2 teams in either division. The rotational berth will change on a yearly basis and will rotate between regions that have more than 5 registered tier 1 teams
- iii. The ASAA office will determine and post on the ASAA website the provincial playoff brackets no later than June 15 each year.
- iv. 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 \$500. The \$250 quarterfinal entry fee payable to the ASAA office and \$250 to the replacement team. The vacant berth will be allocated based upon the final ranks to the region with the highest number of points and that does not already have 2 teams in the division.

**4. POLICY below will be reinstated if the text noted above is not adopted as policy after the two year trial. -Representation to Provincials**

- A. 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-see 9. Football regions for a list of teams in each football region.
- B. 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:**

- i. 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.
- ii. The regional representation will be reviewed on an annual basis to address any changes to the number of teams in each tier.
- iii. Any changes to the number of regional berths will be based strictly on the number of teams per region.
- C. The ASAA office will determine and post on the ASAA website the provincial playoff brackets no later than June 15 each year.
- D. 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 \$500. The \$250 quarterfinal entry fee payable to the ASAA office and \$250 to the replacement team.
- E. \*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 first to South region 1. In the event that South region 1 declines then the open berth will be awarded on a rotational basis between Calgary region 3 and Edmonton region 5. If a region declines

the offer, there region next on the rotation will be offered the berth. A rotational 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 19/20):

- i. Calgary - Region 3
- ii. Edmonton - Region 5

**5. Events**

- A. A. All five provincial finals will be played no later than the fourth Saturday in November and the preceding Friday night.
- B. Hosting of the ASAA 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, spotter booth(s), media booth and spectator capacity).
- Rotation:
- |                   |                   |
|-------------------|-------------------|
| 2020 - Edmonton   | 2025 - Edmonton   |
| 2021 - Calgary    | 2026 - Calgary    |
| 2022 - Central    | 2027 - Central    |
| 2023 - North East | 2028 - North East |
| 2024 - South      | 2029 - South      |
- C. 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:

	2020	2021	2022
<b>Friday at 4:00 p.m.</b>	6-man	6-man	6-man
<b>Friday at 7 p.m.</b>	Tier III	Tier IV	Tier II
<b>Saturday at 11 a.m.</b>	Tier II	Tier III	Tier IV
<b>Saturday at 2:30 p.m.</b>	Tier IV	Tier II	Tier III
<b>Saturday at 6:00 p.m.</b>	Tier I	Tier I	Tier I

- D. 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.
- E. 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 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.

- F. The Tier 2 Provincial Quarterfinal (Northern Semi-final) playoff rotation changes from a 4 year rotation to a 6 year rotation. The following quarterfinal/northern semi-final matchups are included: zone 5a vs. zone 5b and zone 7 vs. zone 8 (see charts below).

**Current 4-year rotational format:**

Year	Quarterfinal Matchup 1	Quarterfinal Matchup 2
1	5a vs. 8	5b vs. 7
2	8 vs. 5a	7 vs. 5b
3	5a vs. 7	5b vs. 8
4	7 vs. 5a	8 vs. 5b

**Proposed 6-year rotational format**

Year	Quarterfinal Matchup 1	Quarterfinal Matchup 2
1	5a vs. 8	5b vs. 7
2	8 vs. 5a	7 vs. 5b
3	5a vs. 7	5b vs. 8
4	7 vs. 5a	8 vs. 5b
5	5a vs 5b	7 vs. 8
6	5b vs 5a	8 vs. 7

- G. All provincial quarterfinal and semifinal playoff games will take place on Saturdays, with game times as follows:
- Single Game: game time will be 1 pm
  - Doubleheader: game times will be 12 pm and 2:30 pm
  - 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 p.m. on the Monday preceding the games

- 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.
- 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.
- 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.
- All teams of all tiers who qualify for provincials must submit their two most recent game films to their opponent. Game film must be submitted to their opponent Sunday by Noon prior to the provincial game. If there are any technical difficulties, the opposing team has to be notified by the Sunday Deadline. Teams can request the involvement of the ASAA Football Commissioner if any issues are raised..

Any member school not in compliance will receive a fine of \$250, at the discretion of the ASAA Executive Committee.

## 6. Fees and Officials

- Each team participating in provincial playoffs will be charged an entry fee as follows: teams are charged \$325 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' game fees, travel, accommodations and meals for all provincial quarter, semi and final games.
  - Snow removal contingency annual allocation of \$1,000. Any unused funds will go to the snow removal contingency fund; available to partially or fully support financial losses incurred as a result of snow removal costs. Hosts wishing to request snow removal reimbursement must submit their financials and requests by January 30 of the following calendar year in order to be considered
  - Any funds left over will go into an Official Contingency Fund to cover any shortfalls resulting from the costs noted in (i) above.
- 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.

The ASAA will cover the officials' fees and officials' transportation costs for all three rounds of Provincial play.

## 7. Equipment

### A. Jerseys

It is the responsibility of the visiting team to ensure that there is not a conflict regarding similar jersey colour (i.e. primary and base colours the same). 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.

### B. 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.

### C. Time Clock

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

### D. Official Ball

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

## 7. Sideline Live/Replay Capable Video Availability

- A. Video technology has evolved providing commercial solutions such as Hudl Sideline and less full suite/software supported solutions involving wifi-capable cameras and receivers which allow teams to have live streaming of sideline angle and/or endzone angle video directly to their bench during the game. This presents a potential competitive advantage beyond player and coach ability.

For all provincial playoff games, the following guidelines must be followed:

- i. A team desiring to use sideline live/replay capable technology must inform the opposing coach of that desire with specifics as to

type (product) and camera angle by Sunday 9:00 pm prior to the game.

- ii. The opposing coach may agree to the use of technology as proposed conditional on having access to the same video feed and equivalent technology and must make that known by Monday 9:00 pm prior to the game, the burden of providing that access rests on the proposing team.
- iii. The opposing coach may agree to the use of technology and waive the requirement to have access to the same video feed and equivalent technology and may not change that position after Wednesday 9:00 pm of game week.
- iv. The opposing coach retains the right to veto the use of that technology for the game but MUST make that known to his opponent no later than Wednesday 9:00 pm prior to the game.

## 8. 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 handbook.

### D. Grade 9 students

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



## 9. Football Region

- Region 1 South & Rangeland
- Region 2 Big Sky, Rockyview & 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 ie - there is no Region 6.
- 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)

## SECTION XV - GOLF

### 1. Rules

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

### 2. Season of Play

The season of play for golf shall be May 1 to the last Monday/Tuesday in September. The season of play is not intended to include July and August. Practices in the fall may begin August 16. See SECTION V – ACTIVITIES, Item 3, for more information.

### 3. Zone Representation

- A. 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.

#### B. 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.

- i. 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.
- ii. 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.
- iii. 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.

#### C. Individual Berths

- i. 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.
- ii. 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.
- iii. At a zone competition qualifying tournament, players must show competency in the sport by scoring under 135 for 18 holes. Any player shooting more than 135 will not be eligible to compete at provincials. **In the event that a zone tournament is played with a maximum stroke limit per hole, then the enforced maximum total score that golfers will need to meet will be 130. Scores above 130 can still be appealed as per the note below.**  
**Note:** For individuals shooting between 135 and 140, (130 if zone has stroke limit), it will be at the discretion of the Golf Commissioner and the Executive Director to allow participation at provincials. **Any appeal made will require the submission of the golfers scorecard from zone tournament.**
- iv. 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.
- v. Boys will also be allowed to go to provincials as individuals if they score 76 or better in their zone tournament and have not qualified with their respective teams.

#### 4. Events

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

Rotation:

2020 - North Central	2021 - North East
2022 - South Central	2023 - North West
2024 - South	2025 - Edmonton
2026 - Calgary (Ind. Schools)	2027 - Central

#### C. Team Competition

- i. 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.
- ii. Team Composition
  - a. Each team shall consist of three or four members from the same school. Each member shall play two rounds of 18 holes.
  - b. Each team that qualifies for provincials will be allowed to name one alternate for the provincial tournament. At the provincial tournament, if a player who qualified is unable to play on either or both days due to circumstances beyond their control (illness, injury, family emergency) the coach may substitute in this player. This player's score will count towards the team tournament score only. This player will be ineligible for the individual trophy (having not qualified themselves) regardless if they play both days.
  - c. Inclusion of alternates must be approved by the Executive Director or the Golf Commissioner.
- iii. A team's score shall be compiled for each round using the best three gross scores on each hole (not necessarily the same three golfers for each hole).
- iv. Playoffs
  - a. Teams tied for first after the two rounds will play extra holes until the tie is broken. 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.
  - b. 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.
  - c. Teams tied for third place after the two rounds will all receive bronze medals. No playoff will be held.
- v. 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
  - 01. 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.
  - 02. 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.
  - 03. Individuals tied for third place after the two rounds will all receive bronze medals. No playoff will be held.

vi. 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.

## 5. 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:

- A. 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

- B. Course marshals shall be on course at all times with the capability to communicate immediately with the rules official where rule interpretations are required.

## SECTION XVI - RUGBY

### 1. Rules

The playing rules used by the ASAA shall be those endorsed by World Rugby with the following clarifications:

- A. 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.
- B. 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.
- C. 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.
- D. 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.
- E. 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.
- F. Length of Yellow Cards
  - i. 40 minute games - 7 minute yellow card
  - ii. 60 minute games - 10 minute yellow card

### 2. 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 3, for more information.

### 3. Eligibility

All levels of competition involving students from ASAA member schools must follow all Bylaws, Code of Ethics and Policies set forth in the ASAA handbook, including eligibility and supervision requirements.

- A. The ASAA shall have rugby competitions in three tiers for girls with each tier being determined by school population as follows:

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

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

Tier I – 800+      Tier II – 799 or Less

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

- B. 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 World Rugby law 3.5 (a) and U-19 Variation 3.5 (c). Only players on the game sheet may play, with a maximum of 10 substitutions.
- C. 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.
- D. Teams may not be comprised of both male and female athletes.
- E. High school students are not permitted to play on a non-school rugby team during the ASAA rugby season.
- F. 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 9s playing must be addressed at the school board level.
- G. To be eligible for participation in the provincial tournament teams must have played on equivalent of at least 180 minutes of game participation. Teams are to provide commissioners with scores from league/tournament games.

### 4. Representation to Provincials

- A. 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

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

Rotation:

2021 - Edmonton	2022 - Calgary
2023 - Other	2024 - Edmonton
2025 - Calgary	2026 - Other

- C. Each region will determine their representative to provincials at each tier.
- D. Regions must declare an intent to participate in the provincial tournament by May 2. Determination of tournament structure will be made following the May 1 registration deadline.
- E. 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 or Senior Assistant Director. The provincial playoff structure will be as follows:

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

**Notes:**

- i. 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.
- ii. 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

a.

PLACE	POINTS
Gold	6
Silver	5
Bronze	4
4th	3
Consolation	3
6th	2
7th	1
8th	0

- b. Only the top placing team from each zone will be counted and a cumulative three-year total for each zone will be calculated. 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.

- iii. The host committee will receive an automatic berth to the provincial championship for one boys and one girls team.
- iv. 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.
- v. 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 the commissioners with updates.

## 5. Events

- A. The provincial finals will be played on the Friday and Saturday prior to the start of provincial exams.
- B. Length of provincial tournament games will be determined by



tournament format to keep within the World Rugby maximum number of minutes allowed.

- C. A minimum of two approved fields in one location for a combined boys and girls tier tournament is required.
- D. 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.
- E. 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.
- F. Tie Break Procedures
  - i. 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.
  - ii. If there is no winner at the conclusion of (i), 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:
    - a. If both kickers are unsuccessful twice, the kick will be moved 5m closer to the posts to a minimum of 10m.
    - b. If both kickers are successful, the kick will be moved 5m further from the posts.
  - iii. If there is a tie at the end of final/classification games, the teams will play one ten minute overtime period with teams switching ends at half, provided the game is not longer than 60 minutes. If there is still a tie at the conclusion of the overtime, the game will be decided by the tie break procedure for qualification games. 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.

#### G. 9 Team Rugby Draw

- i. Teams will be split into 3 pools based on rankings. Rankings will be adjusted to avoid a zone match up in the round robin only

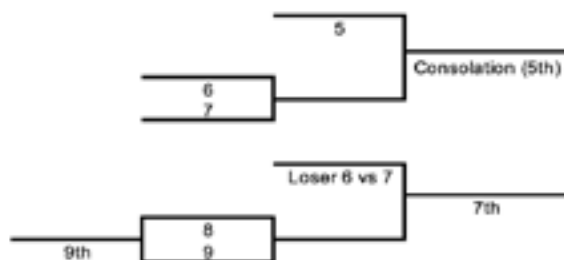
Pool A	Pool B	Pool C	
1	2	3	
6	5	4	40 min games
7	8	9	
1 vs 6	2 vs 8	3 vs 9	First Round
6 vs 7	5 vs 8	4 vs 9	Middle Round
1 vs 7	2 vs 5	3 vs 4	Final Round

- ii. Any ties during round robin play will be broken using the tie breaking procedure in policy. (Drop Kicks) This does not mean the won the match but can be used if needed to break a tie with the point system.
- iii. The top team from each pool and the top 2nd place team using the point system will move onto the championship side on Saturday. The remaining teams will be ranked 5-9 using the point system.
- iv. Teams will earn points in the standings after each game according to the following:
  - Win - 4 points
  - Draw - 2 points
  - Loss of 7 points or less - 1 point
  - Four (4) tries or more - 1 point
  - Loss - 0 points
- v. The standings at the completion of the round robin will be determined by the ranking of teams according to points awarded above.
- vi. If, at the conclusion of the round robin, there is a tie between teams based on points awarded, the team with the better win/loss record against the teams with which they are tied shall be deemed higher in the standings.  
If the teams are tied had a draw in the round robin, the team that won in drop kicks will be ranked ahead
- vii. If there is still a tie, the team that scored the most tries in games against each other shall be deemed higher in the standings.
- viii. If there is still a tie, the team that scored the most goals (converted tries being of higher value than unconverted tries) in games against each other shall be deemed higher in the standings.

- ix. If there is still a tie, the team that scored the most drop goals in games against each other shall be deemed higher in the standings.
- x. If there is still a tie, the team that scored the most penalty goals in games against each other shall be deemed higher in the standings.
- xi. If there is still a tie, the team that has a higher points differential (game points for divided by points against) shall be deemed higher in the standings.
- xii. If there is still a tie, the above process will begin again and include complete pool results.
- xiii. If there is still a tie, the tied teams will use the drop kick policy to break the tie.
- xiv. Championship Draw: The teams that advance to the championship draw will be ranked using pre-tournament rankings. Semi-finals followed by a championship game and a bronze medal game. Zone teams may play in the semi-finals against each other. Previous opponents may also play against each other again in the semi-finals.



- xv. Teams finishing 5th, 6th, 7th will compete for the consolation championship. Teams in 8th & 9th will compete for 7th place.



## 6. Fees and officials

- A. Each team participating in Rugby Provincials will pay an entry fee to cover the costs of the tournament.

- B. The ASAA will work with the Rugby Alberta Minor Officials Association to provide officials for the Provincial Tournament.
- C. All provincial championship games will use one on-field referee and two touch judges in each match.

## 7. Equipment

- A. Uniforms
  - i. Uniforms, protective equipment and any additional clothing, must conform to World Rugby 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. Nos port club insignia on uniforms shall be permitted.
  - ii. In the event of a clash, the host will provide jerseys to one team for the duration of the match. If a change in jersey is necessary, the lower ranked team will change jerseys.

### B. Official ball

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

# RUGBY VII

## 1. Rules

The playing rules used by the ASAA shall be those endorsed by World Rugby for Rugby VII's and U-19 play.

## 2. Season of Play

The season of play shall be the same as rugby XV's.

## 3. Eligibility

- A. The ASAA shall have rugby VII's competition in two tiers with each tier being determined by school population as follows:
 

Tier I - 800+ students	Tier II: 799 or less students
------------------------	-------------------------------
- B. Schools may combine to form a joint team for rugby VII's provided the following criteria are met:
  - i. Neither the primary or secondary school offers a rugby XV's team.
- C. Teams may not be comprised of both male and female athletes.
- D. Eligibility for rugby VII's will be limited to students enrolled in grades 10-12.
  - i. onsite grade 9 in 1A and 2A can participate in Rugby7's
  - ii. students cannot play on the same 7s and 15s team at zone and provincial competitions where a school offers both. Athletes must register as 7s or 15s by the established deadline date, and can not play on both teams.
- E. A rugby XV's team is eligible to compete in 7's tournaments during the season of play.

## 4. Representation to Provincials

- A. Regions for determining representatives to provincials are based ASAA zones as follows:
  - North West Zone
  - North East Zone
  - Central Zone
  - South Zone
  - North Central Zone
  - South Central Zone
  - Edmonton Zone
  - Calgary Zone
- B. Hosting of the provincial championship will be set on a rotating basis through the eight zones.
- C. Each region will determine their two representatives to provincials.

- D. Regions must declare an intent to participate in the provincial tournament by May 2.

## 5. Competition

- A. The provincial finals will held the last Friday of May and the following Saturday.
- B. Same as Rugby 5. D. Decisions relating to postponement.
- C. Same as Rugby 5. E. Coin Toss
- D. Tournament
  - i. The tournament shall consist of 16 teams.
  - ii. Zones will be randomly assigned the Friday before the competition to 4 pools (A, B, C, D) of 4 teams. Teams from the same zone shall not be in the same pool.
  - iii. Teams will play the other teams within their pool and be ranked at the conclusion of pool play. The following point system will be used:

Win	4 Points
Loss	0 Points
Tie	2 Points
Bonus: 4 Tries or More	1 Point
Bonus: Loss by 7 or less	1 Point

- iv. Tie Break
  - a. Head to Head
  - b. Win/Loss Ratio
  - c. Number of Tries
  - d. Coin Toss
- v. Teams will then be assigned to the Saturday playoff competition as follows:
 

1st Place	Cup
2nd Place	Plate
3rd Place	Bowl
4th Place	Shield
- vi. Within each playoff competition, the semi-final shall be A vs B and C vs D. The final will consist of the winners of the two semifinals.

## 6. Fees and Officials

- A. Same as Rugby 6. A.
- B. Same as Rugby 6. B.
- C. Same as Rugby 6. C.

## 7. Equipment

### A. Uniforms

- i. Same as Rugby 7. A. i.
- ii. In the event of a clash, the host will provide jerseys to one team for the duration of the match. If a change of jerseys is necessary, it will be decided by a coin toss at the coaches meeting.
- ii. Same as Rugby 7. B.

## SECTION XVII - TEAM HANDBALL

### 1. Rules

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

- A. Players are not permitted to use Stickum during any competitions.
- B. Appeal Procedure
  - i. If a school team wishes to appeal a match, such appeal must be written on the appropriate score sheet within 10 minutes of the conclusion of the match. The scorekeeper will then hand it in to the supervisor of the tournament or league.
  - ii. The decision of the appeal will be made public one hour prior to the next match in the tournament or 24 hours in league play, to the team of the player or official involved.
  - iii. Decisions are final; cases that are denied for appeal cannot be reopened.
  - iv. Matches cannot be appealed due to court lines or jersey numbers.
- C. 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.

### 2. Season of Play

The season of play for team handball shall be February 15 to the Provincial Championships on the 2nd weekend of May. See SECTION V –ACTIVITIES, Item 3, for more information.

### 3. Eligibility

- A. 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.
- B. 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.
- C. Two schools may combine to form one team handball team. 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.

- D. Athletes of one gender must compete for a school team of athletes of the same gender.
- E. High school students are not permitted to play or practice on a non-school team handball team during the ASAA team handball season.
- F. 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.

#### 4. Representation to Provincials

- A. 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
- B. Each zone will determine their representative to provincials annually by the Saturday prior to provincials.
- C. 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.
- D. For representation/participation the provincial playoff structure will be as follows:

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

##### Notes:

- i. 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.
- ii. Teams that withdraw from provincials following the confirmation of the Provincial schedule may be subject to the ASAA no-show fee of \$250.
- iii. Vacancies in provincial berths will be filled by the Team Handball

Commissioner with the approval of the ASAA Executive Director.

#### 5. Events

- A. The provincial championship will be played on the 2<sup>nd</sup> Thursday, Friday and Saturday of May. The event may be condensed to only Friday and Saturday based on gym availability upon approval from the ASAA Executive and Team Handball Commissioner.
- B. Length of provincial championship 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.
- C. Tournament Play
  - i. Two points will be awarded for a win and zero points for a loss per match.
  - ii. If two or more teams are tied at the end of round robin play, the following 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.
  - iii. Ties in round robin and play-offs will go into two 2-minute overtime with no half time break. If still tied, there will be a three player shoot-out, and if still tied after three shooters, a sudden death shoot-out will take place.
- D. Team Handball provincials can be hosted in one of two manners:
  - i. A combined event including Tier I Boys & Girls and Tier II Boys and Girls; or
  - ii. At the tier level, hosting Tier I Boys & Girls or Tier II Boys and Girls
- E. 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.
- F. 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.

#### 6. Fees and Officials

- A. Each team participating in team handball provincials will pay an entry fee to cover the costs of the tournament.
- B. The ASAA will work with the ATHF to provide officials for the



provincial tournament.

C. All provincial championship games will use two referees.

## 7. Equipment

### A. Uniforms

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

### B. Official Ball

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

# SECTION XVIII - TRACK & FIELD

## 1. Rules

The World Athletics (WA) rule book is to be used to govern ASAA events with the following exception:

- A. The ASAA will allow one (1) false start. The first infraction will be charged to the field, with the second resulting in the disqualification of the athlete and/or team.

## 2. Season of Play

The season of play for track & field shall be February 15 to the ASAA provincial championship on the first Friday and Saturday in June. The season of play is not intended to include July and August. See SECTION V – ACTIVITIES, Item 3, For more information.

## 3. Eligibility

- A. There shall be three age categories for both boys and girls:
  - i. Junior under 16 before September 1 of that school year
  - ii. Intermediate under 17 before September 1 of that school year
  - iii. Senior under 19 before September 1 of that school year

**Note:** Students with a birthday on September 1 of that school year must compete in the higher category.
- B. Competitors are limited to competition in one category only with the exception of open events. Any competitor may compete in an open event.
- C. Zones are permitted two competitors/relay teams per event.
- D. Each competitor may enter a maximum of four events. The relay is considered a track event.
- E. All zone entries must be in the hands of the meet director (regional or provincial) by 12:00 p.m. on the Tuesday preceding the respective meet.
- F. Athletes registered in an age category as of the deadline must remain in that age category. At the coaches meeting prior to the meet, substitutions and scratches will be allowed but changing age categories will not be allowed.

## 4. Events

- A. The 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.

- B. Hosting of the provincial competition will be set on a rotating basis through the establishment of five regional hosting zones.

**Rotation:**

2021 South	2022 North (NC/NE/NW)
2023 Edmonton	2024 Central (SC/Cen)
2025 Calgary	2026 South

- C. The track & field events shall be scheduled by the provincial chairperson in conjunction with the Track & Field Commissioner.

D. Events

i. Boys Events

100 m	100m – Ambulatory	100m – Wheelchair
200 m	200m – Ambulatory	200m – Wheelchair
Shot Put	Shot Put – Ambulatory	Shot Put – Seated
400 m	Javelin	Pole Vault
800 m	Triple Jump	Discus
1500 m	Long Jump	4x400 m Open Relay
3000 m	High Jump	4x100 m Relay
100 m Hurdles		300 m Hurdles*

Pentathlon (100m-SP-LJ-HJ-800m) - open event\*\*(one competitor/Zone)

ii. Girls Events

100 m	100m – Ambulatory	100m – Wheelchair
200 m	200m – Ambulatory	200m – Wheelchair
Shot Put	Shot Put – Ambulatory	Shot Put – Seated
400 m	Javelin	Pole Vault
800 m	Triple Jump	Discus
1500 m	Long Jump	4x400 m Open Relay
3000 m	High Jump	4x100 m Relay
80 m Hurdles		300 m Hurdles*

Pentathlon (100m-SP-LJ-HJ-800m) - open event\*\*(one competitor/Zone)

\* Open event

\*\*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

iii. Para Division and Physical and Intellectual Disabilities

Classifications Key - T = Track F = Field

*Athletes with a Visual Impairment - Ambulatory*

T/F 11-13

*Athletes with an Intellectual Impairment - Ambulatory*

T/F 20

*Athletes with Cerebral Palsy*

T/F 35-38 - (Ambulatory)

*Athletes with an Amputation & Les Autres - Ambulatory*

F 40-41, Short Stature

T/F 42-44 - Lower limb amputees

T/F 45-47 - Upper limb Amputees

*WheelChair Seated*

T/F 51-54

F 55-58

F 32-33

T/F 44

iv. Standards

Discus All girls use 1 kg  
Junior and Intermediate Boys use 1.5 kg  
Senior Boys use 1.75 kg

Shot Put Junior and Intermediate Girls use 3 kg  
Senior Girls use 4 kg  
Para Girl athletes use 3kg  
Girls Pentathlon use 3 kg  
Junior and Intermediate Boys use 5 kg  
Senior Boys use 6 kg  
Para Boy athletes use 4 kg  
Boys Pentathlon use 5 kg

Javelin Junior and Intermediate Girls use 500 g  
Senior Girls use 600g  
Junior and Intermediate Boys use 700 g  
Senior Boys use 800g  
Unified Turbo Jav use 500g

Hurdles

Category	Distance of Race	Height of Hurdle	Distance from Start Line to 1st Hurdle	Distance between Hurdles	Number of Hurdles
Jr. Girls	80m	76cm (30")	12m	8m	8
Int. Girls	80m	76cm (30")	12m	8m	8
Sr. Girls	80m	84cm (33")	12m	8m	8
Girls	300m	76cm (30")	50m	35m	7
Jr. Boys	100m	84cm (33")	13m	8.5m	10
Int. Boys	100m	84cm (33")	13m	8.5m	10
Sr. Boys	100m	91cm (36")	13m	8.5m	10
Boys	300m	84cm (33")	50m	35m	7

- v. All competitors in throwing events and horizontal jumping events will receive three trials with the top eight competitors receiving an additional three trials.

- vi. The 4x400m relay will consist of two timed finals with random lane selection.

- vii. All races up to and including the 400 m will be divided into two semifinals. Each race will include a maximum of one competitor from each zone. If possible, each semifinal in each event will have an equal number of competitors. Lane assignments will be selected randomly. First, second and third place finishers in each semifinal and the next two fastest competitors will advance to the finals. Lane assignments in the final will be according to the rules, using times from the semi finals.

## 5. Fees and Officials

- A. Officials shall be appointed as follows:
  - i. At zones – entire responsibility of the Zone Executive.
  - ii. At provincial meet – the responsibility of the ASAA Track & Field Commissioner.
  - iii. At the provincial meet, the Jury of Appeal shall consist of one representative from each region (4) plus the Commissioner as Chair.
- B. An entry fee may be levied at the discretion of the provincial host.

## 6. Scoring

- A. 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.
  - i. 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.
  - ii. Relays – allocation of points for relays will be determined by the number of schools participating on the team. Examples:
    - a. Team A comes first (16 points) and has four students from the same school. The school receives 16 points.
    - b. 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.
  - iii. A separate scoring system will be developed by the ASAA Commissioner and approved by the ASAA Executive Director, to take into account the number of competitors in the para category. This scoring system will be noted in the event information package.
- B. School team championships will be determined in four classifications: 1A, 2A, 3A and 4A.
- C. The championship trophies and banners are to be awarded to the top school in each classification accumulating the highest number of points.

## 7. Equipment

### A. Bib Numbers

Each athlete is to wear a number bib, which is to be 6” high. The allocation of numbers will be determined by the Provincial Host.

### B. Hip Numbers

Photo timing is to be used at the provincial track & field meet. Track athletes will be required to wear hip numbers to aid the photo timers with lane placement.

### C. Uniform

Athletes must compete in a uniform top that distinguishes their school or zone. Tops contrary to this rule will be considered illegal.

### D. Footwear

Footwear must be worn while competing, with the exception of the kicking leg in the high jump event.

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## SECTION XIX - VOLLEYBALL

### 1. Rules

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

- A. Substitutes - The modified 12 substitute rule will be used. The rule is as follows:
  - i. A team shall be allowed a maximum of 12 substitutions in any one game
  - ii. A player may leave the game and re-enter the game, but only for the same player. Players are 'tied' together; e.g., 7 for 12 - these two players are attached for that game and a player must re-enter for the same player
  - iii. Unlimited substitutions are allowed up to 12 per game

Examples:

a. 7 for 12; 12 for 7 (2 subs) x 6	12 subs
b. 7 for 12; 12 for 7 (2 subs) x 2	4 subs
8 for 6; 6 for 8 (2 subs) x 4	8 subs
- B. The top of the net is to be set at the height of 2.43 m for males and 2.24 m for females.
- C. Allow teams to list up to 15 players on the scoresheet.
- D. Athletes of one gender must compete for a school team with athletes of the same gender.
- E. The libero must wear a uniform whose jersey at least must contrast in colour with that of the other members of the team. The libero uniform may have a different design but it must be numbered like the rest of the team members.
  - i. The libero must wear a uniform shirt or jersey that is immediately recognized from all angles as being in clear contrast to and distinct from the other members of the team. The primary color of the libero's jersey/shirt must be different from any colour that appears on more than half of the body of his/her teammates' jerseys. In determining the body of the uniforms, the sleeves and collar should be ignored. The style and trim of the libero's shirt, jersey and/or shorts may differ from their teammates.
- F. A team must start every match with six eligible players. In the event of an injury where a team has no eligible players available, the team may continue play with five players. The position in rotation that becomes vacant remains in the same rotational position and continues in the

rotational order. Therefore, if the vacant position is in the front row, there are only two front row players, similarly in the back row. A point and the ball is awarded to the opposition when the vacant spot rotates into position one.

### 2. 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 3, for more information.

### 3. 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.

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

### 4. Competitions

- A. There shall be eight provincial competitions that will terminate the volleyball season. All competitions will be held on the fourth weekend in November.
- B. Format
  - i. 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.

If the 12-team provincial format is chosen, it will follow the same format as 2A & 3A
  - ii. 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.

### iii. 4A Format

Three pools of four will be determined as per Item 5. Representation to Provincials, D. 4A Competition for Boys and Girls. 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 5. Representation to Provincials, D. 4A Competition for Boys and Girls.

### C. Tie Breaker Policy

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:

- i. The team having the best ratio of won/lost matches, considering only matches played between the tied teams, will be ranked higher;
- ii. The team having the best ratio of won/lost games, considering only matches played between the tied teams, will be ranked higher;
- iii. The team having the best ratio of won/lost games, considering all matches of the round, will be ranked higher;
- iv. The team having the best ratio of points for/against, considering only games played between the tied teams, will be ranked higher;
- v. The team having the best ratio of points for/against, considering all games played during the round, will be ranked higher;
- vi. 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 i, ii. and iv. above) means that only matches or games involving tied teams should be included in the calculations. Steps iii. and v. 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.

## 5. Representation to Provincials

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

- i. If the school has one court available for competition, there will be 10 teams at the 1A tournament. If the host school has two courts available for competition, there will 12 teams at that 1A Tournament.

The representation to provincials for 1A boys and girls for a ten (10) team tournament shall be as follows:

Calgary & Edmonton Zones	1 representative
South Central 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	2 representative
<b>Total</b>	<b>10 teams</b>

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

The representation to provincials for a twelve (12) team tournament shall be as follows:

Edmonton & Calgary Zones	1 representative
North Central Zone	1 “
Central Zone	1 “
South Zone	1 “
South Central Zone	1 “
North East Zone	1 “
North West Zone	1 “
Host school	1 “
Additional Berths	4 representatives
<b>Total</b>	<b>12 teams</b>

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



The Edmonton and Calgary zones combine for one berth to be determined in a tournament/playoff game format agreed upon by both zones. The top team after the tournament/playoff game will receive the berth to provincials.

ii. Additional Berths

- a. 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; 4th place-1 point. Cumulative three-year point totals for each zone will be calculated.
- b. 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 2nd and 3rd highest point totals.
- c. 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.

\*For the purposes of wildcard allocations, any points earned by the zones are combined.

B. 2A Competition for Boys and Girls

- i. 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).

ii. Additional Berths

- a. 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; 4th place-1 point. Cumulative three-year point totals for each zone will be calculated.
- b. 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 2nd and 3rd highest point totals.
- c. 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.

C. 3A Competition for Boys and Girls

- i. 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).

ii. Additional Berths

- a. 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; 4th place-1 point. Cumulative three-year point totals for each zone will be calculated.

- b. 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 2nd and 3rd highest point totals.
- c. 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.

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

- i. 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	“
Central Zone	1	“
Edmonton Zone	3	“
North West Zone	1	“
North East Zone	1	“
South Zone	1	“
Host school or Zone	1	representative
<b>Total</b>	<b>12</b>	<b>teams</b>

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

- ii. In the event there is a wildcard for the 4A championship, including a vacant berth resulting from a zone vacating their zone berth(s):
  - a. Each zone will receive one (1) eligible team to be considered for the wildcard berth. After each zone championship, the team(s) who are eligible to be considered for a wildcard berth will be the highest placed team in each zone that has not already qualified for the provincial championship (even if they are in the zone that is hosting the championship).
  - b. During the provincial championship ranking conference call, the Ranking Committee will discuss the merits of each team, based on the strength of their zone, as well as each individual team's strength Provincially throughout the season. Based on the discussion and the recommendation of the Ranking Committee the ASAA representative and the Volleyball Commissioner will choose the best team to receive the wild

card berth into the Provincial Championships.

#### iii. 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

- a. 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.
- b. 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.

- c. 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:
  - 01. final standings from tournament play that involve prospective ranked teams in their zone
  - 02. match results for league play involving prospective ranked teams in their zone
  - 03. general comments about prospective ranked teams and their players (injuries, etc.)
  - 04. a preliminary ranking based on all available information collected to that point (1st, 2nd, 3rd, 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

iv. Regionals

- a. 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.

v. Regionals Format:

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

- a. 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 4.C. Tie Breaking Procedures.
- b. 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.

**6. Playing Equipment**

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

**7. Scoresheet**

The AVA youth scoresheet, modified to allow 15 players per team on the roster as per Section XIX - Volleyball, 1.A.iii. 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

### 1. Rules

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

- A. All wrestlers competing in an ASAA sanctioned event have the option of wearing a mouth guard or not. If during competition the mouth guard comes out, it may be replaced at an appropriate time at the official's discretion.
- B. Wrestlers are required to wear a red or blue singlet for ASAA rural championship 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 United World Wrestling (UWW) logo or emblem or in particular situations, competitors may wear athletic short or leggings of matching colour over the singlet or close-fitting long-sleeve shirt and leggings of matching colour or black under the singlet. Also athletes are permitted to wear a sport hijab also black or matching colour. All permitted items must be free of metal or plastic fastenings and free of pockets. Aside from these exceptions, the ASAA does not allow any club logos or colours, provincial and/or national logos and/or emblems on singlets or warm-ups to be worn.

#### C. Illegal Moves

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

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

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

- D. One person, in addition to the coach, may be in the corner up to a maximum of two people during competition. These may comprise any combination of coach, trainer, photographer or videographer. For purposes of challenges coach in the chair will be deemed "head coach" to throw in signal and explain point of challenge.

**Note:** Coaching includes shouting at or calling encouragement to the

athletes. Coach apparel should be neat and tidy in appearance. Any team apparel must represent high school teams or zones not clubs.

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

#### E. Protests

Protest procedures and resultant consequences will follow the WCL on mat protocol. An iPad (or similar device) will be used to review any on mat protest. The AAOWA will provide the technology and tripod, as necessary, to host venues for the wrestling rural and provincial finals events.

### 2. Provincial Affiliation

Each athlete and/or coach registered through the ASAA process will also receive **discounted** access to Alberta Amateur Wrestling (AAWA) membership. **A nominal event fee per athlete and/or coach will apply to all ASAA-sanctioned tournaments, camps and clinics. This fee will not apply to any athlete and/or coach whom is already a current AAWA member through club programming.** AAWA membership grants access to AAWA programming. AAWA membership allows ASAA members to access the AAWA officials for coverage at ASAA events. ASAA members do not gain access to any non-ASAA event (i.e., Alberta Junior Olympics, Alberta Open, Alberta Winter Games, Arctic Winter Games, Camps, etc.) and/or AAWA programming (Including AAWA funded programs) without purchase of specific AAWA membership at additional cost. In order to facilitate this process, the ASAA will provide demographic information with many include names, genders, age/birthdates, school location/residence (i.e. team and location) as required by the AAWA for insurance purposes and/or AAWA funding requirements.

### 3. Season of Play

The season of play for wrestling shall be 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 3, for more information.

### 4. Representation to Rurals and Provincials

- A. The rural provincials shall be an open competition for all rural high school wrestlers.
- B. At provincials, Calgary, Edmonton and rural zones may each enter five male and female wrestlers per weight class who attended the qualifying tournament at that weight class. In the event that any zone cannot send five athletes per weight class to the provincial tournament, an attempt will be made to fill those vacancies from the other zones. Preference for filling single vacancies will be offered first to the host

zone. In situations where there is more than one vacancy in a weight class, preference for filling weight classes will follow the provincial tournament host rotation with the host zone having first opportunity to fill and will alternate with the remaining zones. Athletes filling vacancies in this manner will not count towards team points. Team rosters must be submitted to the host chairs for rural and provincial meets at least 48 hours prior to the commencement of the competition.

## 5. Weigh Ins

### A. Weight classifications for ASAA wrestling shall be as follows:

#### i. Male competitors:

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

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

**Note:** Each weight listed represents the upper limit of the weight class. In addition provisional weight classes above 120+ male and 90+ female are eligible when required. The first increment will be 135kg male and 100kg female with additional increments in 15kg steps male and 10kg steps female. zone hosts are responsible to notify tournament organizers and creation of these weight classes shall be approved by committee as structured in section 6. B. vii.

#### ii. Female competitors:

44 kg	53 kg	65 kg	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 weight over 90kg.

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

### B. 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.

## 6. Events

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

### A. Rural Championships

#### i. The rotation for rural championship host sites will be as follows:

2021	North (NW/NC/NE)
2022	South/South Central
2023	Central

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

- The rural championships shall be a two-day competition held two weeks prior to the provincial championship. On the first day, no matches will be called after 8:40 p.m.
- Any weight class with six or fewer competitors at the rural championship will use a single pool round robin format. Upon the completion of the round robin the top two placements in the pool will wrestle in the finals with the winner getting the gold medal. Any weight class with between seven and fourteen competitors will use a double pool round robin format. When the number of competitors in any weight class reaches fifteen 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.
- The ASAA will follow the rules for match lengths, etc. as per the WCL rulebook.

### B. Provincial Championships

#### i. The rotation for provincial championship host sites will be:

2021	Calgary	2022	Rural
2023	Edmonton	2024	Calgary
2025	Rural	2026	Edmonton



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

- ii. The provincial championships shall be a two day competition, beginning on the second weekend in March on the Friday. On the first day, no matches will be called after 8:40 p.m.
- iii. 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. When a zone is not represented at provincials, the pairing master will have the flexibility to seed the first seeded zone wrestlers, out rotation, so you will have a top seeded wrestler from each of the other two zones in opposite brackets.

Rotation 1 - 2020/21\*

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

Rotation 2 - 2021/22\*

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

Rotation 3 - 2022/23\*

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

\*Repeat Rotation

2021 Boys

Rotation 1 - 53 kg 62 kg 72 kg 90 kg 120 kg  
 Rotation 2 - 44kg 47 kg 56 kg 65 kg 76 kg 98 kg  
 Rotation 3 - 50 kg 59 kg 68 kg 82 kg 108 kg 120+ kg

2021 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

2022 Boys

Rotation 2 - 53 kg 62 kg 72 kg 90 kg 120 kg  
 Rotation 3 - 44 kg 47 kg 56 kg 65 kg 76 kg 98 kg  
 Rotation 1 - 50 kg 59 kg 68 kg 82 kg 108 kg 120+ kg

2022 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

2023 Boys

Rotation 3 - 53 kg 62 kg 72 kg 90 kg 120 kg  
 Rotation 1 - 44 kg 47 kg 56 kg 65 kg 76 kg 98 kg  
 Rotation 2 - 50 kg 59 kg 68 kg 82 kg 108 kg 120+ kg

2023 Girls

Rotation 3 - 44 kg 53 kg 65 kg 80 kg  
 Rotation 1 - 47 kg 57 kg 70 kg 90 kg  
 Rotation 2 - 50 kg 61 kg 75 kg 90+ kg

Subsequent years will repeat this schedule

- iv. 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.
- v. The first place and second place wrestlers from each of the qualifying tournaments (Calgary, Edmonton, Rural) are the only eligible athletes for seeding and shall be seeded according to item B.iii. above. Athletes are placed in the draw in positions as outlined in the WCL rulebook. Byes, if any, shall be placed in the draw in positions as outlined in the WCL rulebook. All other athletes shall be randomly placed with the exception that the Seeding Committee will attempt to prevent athletes from the qualifying Tournament (Calgary, Edmonton, Rural) from meeting in the first round. If athletes are to be moved in a bracket for this

reason, the Committee will move athletes and/or replace them on a random basis.

- vi. 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 Handbook, the ASAA Policy shall prevail.
- vii. 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 Wrestling Commissioner shall carry the deciding vote.

#### C. Coaches Meeting

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

### 7. Officials

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

### 8. Scoring

- A. Boys and girls school team champions will be awarded at both rurals and provincials in three categories:
  - i. 1A/2A schools
  - ii. 3A schools
  - iii. 4A schools
- B. 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			

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## APPENDIX

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

### SECTION I - PROVINCIAL CHAMPIONSHIP INFORMATION

#### 1. Procedure for bidding to host Provincial Competitions

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

##### A. Deadline

- i. Bids for spring sports for 2022 (badminton, basketball, cheerleading, curling, rugby, team handball, wrestling) will be reviewed and voted on at the 2020 Annual Planning Meeting (APM). The deadline for bids prior to this meeting is November 1.
- ii. Bids for fall sports 2022 (golf, cross country and volleyball) will be reviewed and voted on at the annual general meeting (AGM) held in June 2021. The deadline for bids prior to this meeting is April 1.
- iii. Submit bids to both the ASAA and the zone.
- iv. 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.
- v. Bids will only be considered and voted on one year at a time.
- vi. A bid form must still be submitted for events that are in rotation.

##### B. Executive Committee Review

- i. 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.
- ii. 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

- i. 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.
- ii. 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.

- iii. 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 the 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.

#### 2. Recommended Facility Requirements for Housing Competitions

##### A. Competitions

###### i. 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.

###### ii. Concessions

- a. 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.

- b. 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 - <https://open.alberta.ca/dataset/1c291796-4eb0-4073-be8e-bce2d331f9ce/resource/3319786c-1df1-43ca-8693-067f733682dc/download/Nutrition-Guidelines-AB-Children-Youth.pdf>

Some other resources when planning your event: Ever Active Schools Toolkit- <http://everactive.org/toolkit>

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

a. Badminton

A minimum of 18 courts (24 is ideal) 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.

b. Basketball

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

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

c. 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.

d. 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.

e. 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.

f. 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. Several medical aid personnel are essential.

g. 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.

h. Rugby

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

i. 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.

j. Track & Field

A 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), change facilities and a manned first aid station. Spectator space for 1000 is required with all spectators and non-competitors to be excluded from the track and infield area.

k. 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 arials, 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 their moves more visible to players and spectators.

Suggested minimum spectator capacity:

1A	200	2A	200
3A	400	4A	600

l. Wrestling

The primary requisite is to have sufficient good quality mats available to allow the meet to run in the time available. At least three quality competitive mats and a warm-up area are essential, and if the number of entries warrant, a fourth competitive mat might be required. It is recommended that mats be 9m in diameter, with a 1.2m protection area. Scoring and timing devices are needed as well as accurate scales (at least two), mat transporter, sound system, first aid supplies, several medical aid personnel and items essential for the officials. Spectator accommodation for up to 300 should be provided.

### 3. Procedure for Final Reporting on Provincial Competitions

- A. Competition coordinators will be supplied with standardized forms for the following:
- i. Yearbook write-up - Please refer to previous yearbooks for

examples

- ii. Provincial Report
- iii. Tournament Evaluation
- iv. Financial Statement
- v. Sportsmanship Summary

**Within four weeks of the completion of the competition**, completed forms are to be sent to the ASAA office electronically on either Google Drive or USB.

- B. Raw Photos are to be submitted along with the championship reports as follows (with no additional logo's on the picture):

**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, fourth place consolation and sportsmanship.

Cheerleading: Team picture of 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> place in each division, game day 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 XV's & VII's: Team photographs of winner, finalist and third place, consolation and sportsmanship in each of tier I, II and III 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 and 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 banner 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, including coaches.

### C. Provision of Digital Photos:

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

- i. Use a minimum five megapixel camera.
- ii. Use the highest resolution the camera will allow: 300 PPI resolution is the minimum requirement for ASAA use.
- iii. When using a zoom feature, use the optical zoom versus the digital zoom.
- iv. Send the raw photos on a, flash drive, or via google docs, uncompressed jpeg format.
- v. **Do not add in logo’s or modify the photos in any way (e.g., resizing, cropping, etc.)**
- vi. Do not take photos against black or very dark backgrounds.
- vii. In group/team photos, ensure the athletes stand as close together as possible. **Pictures must be taken in landscape orientation.**

### D. Livestreaming of Provincial Championships

In volleyball, basketball, wrestling, cheerleading, team handball and rugby all matches must be live-streamed through the ASAA YouTube channel. Hosts are responsible for providing cameras and volunteers, and ASAA will provide livestreaming hubs to facilitate the broadcast where they are needed by hosts. In all other sports hosts have the option of live-streaming and ASAA will work with them to organize it, but it is not a requirement.

## 4. 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).

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

Golf	\$125-\$150/participant, plus \$15-\$30 banquet
Cross Country	\$15/participant
Football	*\$275 for each quarterfinalist
	\$175 for each semifinalist
	\$100 for each finalist

Volleyball		*\$450+/team plus \$15-\$30 banquet
Basketball		*\$450+/team plus \$15-\$30 banquet
Cheerleading		\$250-\$300/team plus \$15-\$30 banquet
Curling		\$100-120/team plus \$15-\$30 banquet
Wrestling	Rural	\$35 maximum
	Provincial	\$40 maximum
Badminton		\$10-12/participant plus \$15-\$30 banquet
Rugby		\$350-\$400+ plus \$5-8 meal ticket
Team Handball		\$250-\$300 plus \$15-25 banquet
Track & Field		\$15+/participant

**\*Football:** As per SECTION XIV - FOOTBALL, Item 6, 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 or ABOA at the completion of the event. The ASAA will negotiate with the AVOA or ABOA directly.

# Alberta Milk

## Proud Partner of Alberta Schools' Athletic Association



### Trophy Awards for Provincial Competitions

#### Cross Country

1A School Team	Tom Humphrey
2A School Team	Len Ross
3A School Team	Myron Pearman
4A School Team	Rollie Miles

#### 2019/20 Winners

Parkland Immanuel  
Christian  
Raymond High  
Lethbridge Collegiate  
Institute  
Strathcona High

#### Curling

##### Girls

Champion	Bonnie Schmidt
Finalist	Ann Rowberry
Third Place	
Sportsmanship	

Wainwright High  
Cochrane High  
St. Paul Regional  
Delia High

##### Boys

Champion	Ed Hancheruk
Finalist	Hugh Forrester
Third Place	

Harry Wise Wood High  
St. Paul Regional  
Lethbridge Collegiate  
Institute  
Gus Wetter High

##### Sportsmanship

##### Mixed

Champion	Dean Rook
Finalist	Glen Magnuson
Third Place	
Sportsmanship	Don Zaboloski

Cochrane High  
Barrhead Composite  
Kate Andrews High  
William Aberhart School

#### Football

##### Tier I

Champion	Larry Wilson
Finalist	Scott Sinclair

Harry Ainlay  
St. Francis

##### Tier II

Champion	Tom Dirs
Finalist	Pat McDonald

Holy Trinity Academy  
Austin O'Brien

##### Tier III

Champion	Daun Daum
Finalist	Duncan Prescott

Cochrane High  
Holy Rosary

##### Tier IV

Champion	Rick Mooney
Finalist	Rick Haines

Willow Creek High  
St. Paul Regional

##### 6-Man

Champion	
Finalist	

J.C. Charyk Hanna  
Breton High

Activity	Trophy	School
<b>Golf</b>		
Boys		<b>2019/20 Winners</b>
Individual	George Hanna	Hunter Thomson West Island College
1A/2A Team	Debbie Yanota	Our Lady of Mount Pleasant
3A/4A Team	Mal Clewes	Monsignor McCoy
Girls		
Individual	Jim McLellan	Jenna Bruggeman Strathcona High
1A/2A Team	Marg Derbyshire	West Island College
3A/4A Team	Malcolm Hughes	Strathcona High
<b>Volleyball</b>		
1A Girls		
Champion	Lorne Wood	Acme High
Finalist	Gordon Foster	Bawlf School
Third Place	Ernie Sweeney	Central Alberta Christian
Fourth Place		Foremost High
Sportsmanship	Marg McCuaig-Boyd	Ecole Mallaig
2A Girls		
Champion	Gordon Prusky	Rundle College
Finalist	John Clyne	Magrath High
Third Place	Dr. Arlene McGinn	Vauxhall High
Fourth Place	Kelle Hansen	St. Augustine
Sportsmanship	David Gregory	Strathcona-Tweedsmuir
3A Girls		
Champion	Gwen Elings	Springbank High
Finalist	Shirley Quigg	Edmonton Christian
Third Place	Roger Nicholson	Peace Wapiti
Fourth Place	Joyce Loucks	Cochrane High
Sportsmanship	Wayne Neilson	Crescent Heights
4A Girls		
Champion	Marg Clark	Western Canada
Finalist	Ron Zablocki	Harry Ainlay
Third Place	Hilda Schweitzer	Charles Spencer
Fourth Place	Wendae Grover	Jasper Place
Consolation		St. Francis
Sportsmanship	Marion Irwin	Chinook High
1A Boys		
Champion	Dr. Albert E. Hohol	Central Alberta Christian
Finalist	Ron Brownlee	St. Jerome's
Third Place	Doug Bowie	Acme High
Fourth Place	Hugh Nester	St. Michael's
Sportsmanship	Fr. Gallagher	St. Michael's

Activity	Trophy	School
<b>2019/20 Winners</b>		
2A Boys		
Champion	Bob Bratton	Immanuel Christian
Finalist	Fr. J. Whelihan	Calgary Christian
Third Place	Larry Wagner	JR Robson School
Fourth Place	Bert Strain	St. Mary's (Taber)
Sportsmanship		Oilfields High
3A Boys		
Champion	John Takahashi	Strathcona Christian
Finalist	Rene Champagne	Barrhead Composite
Third Place	Rod Soholt	Lethbridge Collegiate Institute
Fourth Place	Al Brenneis	St. Joseph Catholic
Sportsmanship	Al Lutz	Queen Elizabeth
4A Boys		
Champion	R.H. Routledge	William Aberhart
Finalist	Tom Clarke	Strathcona High
Third Place	Jim Sawchuk	Western Canada
Fourth Place	Gane Olsen	Lindsay Thurber
Consolation	Dave Jones	Harry Ainlay
Sportsmanship	John Semkuley	Archbishop Jordan
<b>Wrestling</b>		
Boys		
1A/2A Rural Team	Myron Buryn	Roland Michener
3A Rural Team	Clarence Truckey	Lethbridge Collegiate Institute
4A Rural Team	Ken McKenn	Medicine Hat High
Girls		
1A/2A Rural Team		Ecole Beausejour
3A Rural Team	Bill Young	Lethbridge Collegiate Institute
4A Rural Team		Medicine Hat High

**NOTE: 2020 Provincials not contested due to COVID-19**  
**Spring 2019 winners listed.**

Activity	Trophy	School
<b>Badminton</b>		
1A School Team	Betty Peters	Edison School
2A School Team	Sheila Iversen	John Maland
3A School Team	Al McDougall	Old Scona Academic
4A School Team	Roy Gouchey	M.E. Lazerte
<b>Basketball</b>		
1A Girls		
Champion	Ethel Cuts	Olds Koinonia Christian School
Finalist	Robert Clark	Stirling High
Third Place	Mike Marianicz	Foremost High
Fourth Place		Grand Trunk High
Consolation	John Charyk	Erle Rivers High
Sportsmanship	Cam & Joan Richardson	Menno Simons
2A Girls		
Champion	John Evans	La Crete Public
Finalist	Ed Lucotch	Immanuel Christian
Third Place	Alex McNaught	Calgary Christian
Fourth Place	Gary Frost	Kainai High
Consolation	Max Mastinsek	Pigeon Lake
Sportsmanship	Roger M. Takaoka	Sexsmith Seconday
3A Girls		
Champion	Miriam Farrington	Wetaskiwin Comp
Finalist	Myrna Empey	W.R. Myers
Third Place	Bob Albrecht	St. Peter the Apostle
Fourth Place		Monsignor McCoy
Consolation	Maurice Mandrusiak	Morinville Community High
Sportsmanship	Ira Bourne	Sturgeon Composite
4A Girls		
Champion	J. Percy Page	St. Albert Catholic
Finalist	Irene Karia	Bishop Carroll
Third Place	Maury Van Vliet	Western Canada
Fourth Place		Jasper Place
Consolation	Beth Bujea	Magrath School
Sportsmanship	Ed Tomick	St. Francis
1A Boys		
Champion	Bob Neufeld	Stirling High
Finalist	Ben Brooks	Coaldale Christian
Third Place	Lee Fairbanks	St. Mary's Catholic (Sexsmith)

**NOTE: 2020 Provincials not contested due to COVID-19**  
**Spring 2019 winners listed.**

Activity	Trophy	School
Fourth Place		Parkland Immanuel Christian
Consolation Sportsmanship	Eugene Katerenchuk Harold Brook	Acme High Coaldale Christian
2A Boys		
Champion	Jim Whitelaw	Immanuel Christian
Finalist	Bill Hackett	J.R. Robson High)
Third Place	Gary Gibson	Rundle College
Fourth Place	Duane Konynenbelt	La Crete Public
Consolation	Jack Hicken	Our Lady of Mount Pleasant High Level Public
Sportsmanship	Rick Patterson	
3A Boys		
Champion	Gary DeMan	All Saints High
Finalist	Harry Hohol	Edmonton Christian
Third Place	Hugh Morrell	Strathcona Christian Academy
Fourth Place	Terry Hanna	St. Peter the Apostle
Consolation	Yosh Kabayama	Cochrane High
Sportsmanship	Harry Bullen	W.H. Croxford
4A Boys		
Champion	Lyman Jacobs	Jasper Place
Finalist	John Baker	Bishop McNally
Third Place	John McLenahan	Cardston High
Fourth Place	Wayne Thomas	Western Canada
Consolation	Robin Fry	Raymond High
Sportsmanship	Herb Mclachlin	Bishop McNally
<b>Cheerleading</b>		
Game Day		
Champion		Morinville Community High
Finalist		Paul Kane High
Division I		
Champion	Linda Wilkins	St. Francis Xavier
Finalist		Harry Ainlay
Third Place		W.P. Wagner
Division II		
Champion	Lynn Smarsh	Victoria School
Finalist		Morinville Community High School
Third Place		Ross Sheppard
Co-Ed Squad		
Champion	Dianne Greenough	Blessed Oscar Romero

**NOTE: 2020 Provincials not contested due to COVID-19**  
**Spring 2019 winners listed.**

Activity	Trophy	School
Finalist		Harry Ainlay
Third Place		Ross Sheppard
Novice		Brooks Composite
Sportsmanship		George McDougall
<b>Rugby</b>		
Tier I Boys (XV's)		
Champion	Brent Gough	Henry Wise Wood
Finalist		Lindsay Thurber
Third Place		Harry Ainlay
Consolation		Lethbridge Collegiate Institute
Sportsmanship		Strathcona High
Tier II Boys (XV's)		
Champion		Bowness
Finalist		F.P. Walshe High
Third Place		Robert Thirsk
Consolation		Sturgeon Comp
Sportsmanship		Robert Thirsk
Tier I Boys (VII's)		
Champion		Archbishop O'Leary
Finalist		McNally School
Tier II Boys (VII's)		
Champion		Rundle College
Finalist		West Island College
Tier I Girls (XVs)		
Champion	Pat Forsyth	Raymond High
Finalist		Notre Dame
Third Place		Western Canada
Consolation		Holy Trinity Academy
Sportsmanship		Lethbridge Collegiate Institute
Tier II Girls (XV's)		
Champion		Sturgeon Composite
Finalist		F.P. Walshe High
Third Place		Foothills Composite
Consolation		Lloydminster Comprehensive
Sportsmanship		F.P. Walshe High
Tier III Girls (XV's)		
Champion		County Central High
Finalist		W.R. Myers
Third Place		Rimbey Jr/Sr High
Consolation		Sexsmith Secondary
Sportsmanship		Rimbey Jr/Sr High

**NOTE: 2020 Provincials not contested due to COVID-19**  
**Spring 2019 winners listed.**

Activity	Trophy	School
Tier I Girls (VII's)		
Champion		Raymond High
Finalist		Bev Facey
Tier II Girls (VII's)		
Champion		J.C. Charyk
Finalist		Harry Collinge High
<b>Team Handball</b>		
Tier I Boys		
Champion		Lillian Osborne
Finalist		Bishop O'Bryne
Third Place		St. Peter the Apostle
Sportsmanship		Harry Ainlay
Tier II Boys		
Champion	Ian McGillivray	Bentley High
Finalist		Ecole Notre Dame
Third Place		Old Scona Academic
Sportsmanship		Our Lady of Mount Pleasant
Tier I Girls		
Champion		Salisbury Comp
Finalist		Lillian Osborne
Third Place		St. Peter the Apostle
Sportsmanship		Notre Dame
Tier II Girls		
Champion		Ecole Mallaig
Finalist		Old Scona Academic
Third Place		Bentley High
Sportsmanship		Mayerthorpe High
<b>Track and Field</b>		
1A School Team	A. Stuart Bird	Senator Gershaw
2A School Team	Audrey Carson	John Maland High
3A School Team	Bob Stewart	St. Paul Regional
4A School Team	Lawrence King	Medicine Hat High
<b>Provincial Wrestling</b>		
Boys		
1A/2A Team	Barry Litun	Rundle College
3A Team	Renso Castellarin	Beaumont Comp & Bow Valley High
4A Team	Bill Armstrong	Sir Winston Churchill
Girls		
1A/2A Team		Ecole Beausejour
3A Team		St. Joseph
4A Team	Tom Inkster	Sir Winston Churchill





## SECTION I TROPHIES AND BANNERS

### 1. 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 plaque. 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.

### 2. Banners Awarded at Championships

#### A. Provincial Championships

##### i. Provincial championship banners

The ASAA awards 8’x3’ banners to winning teams of provincial championships.

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

##### iii. Host Banners

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

#### B. Zone Championships

##### i. 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.

## SECTION 2 LORNE WOOD 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 **Recognition** at [www.asaa.ca](http://www.asaa.ca).

Nomination deadline is June 30th annually.

### 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 Lloyd Boody - Three Hills School
- 2015 Randy Smith - St. Timothy's, Cochrane
- 2016 Boris Grisonich - Medicine Hat High School
- 2017 Darren Mazutinec - Stirling School
- 2018 Darcy Younghans - F.G. Miller
- 2019 Dustin Walker - Cold Lake High School

2019  
Lorne Wood Award Winner  
Dustin Walker with Kelly Eagles (L)  
Cold Lake High School



### SECTION 3 ROBERT H. ROUTLEDGE AWARD OF MERIT

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 the recognition section [www.asaa.ca](http://www.asaa.ca).

Nomination deadline is February 1st annually.

#### 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 Bury
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	Kelle Hansen	2016	Duane Konynenbelt
2017	Sheila Garber	2018	Dean Sawatzky
2019	Barb Young	2020	To be presented in 20/21



#### SECTION 4 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 Woode	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	Settler High School Girls Basketball Team 1959/60	Bruce Schwieder	John Semkuley	Bryan Anderson Glen Magnuson	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
2015	Not Awarded	Morgan Munroe	Norma Smith	Bruce O'Neil Chuck Hebert	Pat Filipenko
2016	Louise Bleier	Philippa Fairbarin Lenis Thokle	Maurice Richard Marg MCuaig-Boyd	Bill Young Rick Haines	Megan Metcalfe John Bender
2017	Not Awarded	Not Awarded	Don Maxwell	Del Cleland	Stefan Daniel Jen Kish

	Special Achievement	Officials	Athletic Administrator	Coach	Athlete
2018	Not Awarded	John Bauer	Not Awarded	Erin Martin	Danielle Lappage
2019	Not Awarded	Todd Kennedy	Scott Bezubiak	Calvin (Cal) O'Brien	Michelle Plouffe Katherine Plouffe
2020	To be presented in 20/21	To be presented in 20/21	To be presented in 20/21	To be presented in 20/21	To be presented in 20/21



ALBERTA  
HIGH SCHOOL  
SPORTS  
HALL OF FAME

## SECTION 5 CONTACT INFORMATION

### Contacts for provincial high school athletic associations

#### School Sport Canada (SSC) members

##### Assistant to the SSC Executive Committee

Marg McGill schoolsportcanada@gmail.com

#### British Columbia (BCSS)

Jordan Abney, Executive Director  
Sydney Landing  
2003A 3713 Kensington Ave.  
Burnaby BC V5B 0A7  
Ph: 604-477-1488 Fax: 604-477-1484  
Email: jabney@bcschoolsports.ca  
Website: www.bcschoolsports.ca

#### Manitoba (MHSAA)

Chad Falk, 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

#### Quebec (RSEQ)

Claire Belanger, 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: claire.belanger@rseq.ca  
Website: www.rseq.ca

#### New Brunswick (NBIAA)

Allyson Ouellette, Executive Director  
125 Hilton Road PO Box 6000  
Fredericton NB E3B 5H1  
Ph: 902-438-4846 Fax: 902-438-4884  
Email: allyson.ouellette@gnb.ca  
Website: www.nbiaa-asinb.org

#### 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

#### Yukon (YSAA)

Peter Grundmanis, Executive Director  
YSAA  
1000 Lewes Blvd.  
Whitehorse YT Y1A 3H9  
Email: peter.grundmanis@yesnet.yk.ca  
Website: http://ysaa.yukonschools.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

#### Ontario (OFSAA)

Doug Gellatly, 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

#### Nova Scotia (NSSAF)

Steve Gallant, 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

#### Prince Edward Island (PEISAA)

Phil Bridges, School Sport Coordinator  
250 Water Street, Suite 101  
Summerside PE C1N 1B6  
Ph: 506-457-4843 Fax: 506-453-5311  
Email: pjbridges@gov.pe.ca  
Website: www.peisaa.pe.ca

#### Northwest Territories (NWTSAF)

Tobi Taylor-Dusome, Executive Director  
Box 266  
Fort Smith NT X0E 0P0  
Ph: 867-872-2334  
Email: tobi.taylor-dusome@ycs.nt.ca  
Website: www.nwtsaf.com

#### 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  
Email: bbballab@Basketballalberta.ab.ca  
Website: www.Basketballalberta.ca

### Alberta Curling Federation

Jill Richard, Executive Director  
11759 Groat Rd  
Edmonton AB T5M 3K6  
Ph: 780-643-0809 Fax: 780-427-8103  
Email: jill.richard@curlingalberta.ca  
Website: www.albertaCurling.ab.ca

Debi Vion, Office & Admin  
Email: debi@albertaCurling.ab.ca

### Alberta Golf

Phil Berube, 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

Graeme Moffat, 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

Andrew Ross, Program 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

Michelle Morrell, Executive Director  
11759 Groat Rd  
Edmonton AB T5M 3K6  
Email: michelle@albertaCheerleading.ca  
Website: www.albertaCheerleading.ca

### Football Alberta

Tim Enger, Executive Director  
11759 Groat Rd  
Edmonton AB T5M 3K6  
Ph: 780-427-8108 Fax: 780-427-0524  
Email: tenger@telus.net  
Website: www.Footballalberta.ab.ca

Taylor Stiles, Technical Director  
Email: techdirector@Footballalberta.ab.ca

### 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

Diane Bugler, Executive Director  
11759 Groat Rd  
Edmonton AB T5M 3K6  
Ph: 780-415-1703 Fax: 780-415-1700  
Email: dbugler@Volleyballalberta.ca  
Website: www.Volleyballalberta.ca

Calgary Office: Unit #8 135 Commercial Drive]  
Calgary, AB T3Z2A7

## Contacts for provincial governing bodies - other sports and associations

Baseball	780-427-8943	Lifesaving	780-415-1755
Baton Twirling	780-415-0144	Luge	403-202-6570
Biathlon	403-202-6548	Netball	403-238-8041
Bicycle	780-427-6352	Orienteering	403-981-4444
Blind Sports	403-262-5332	Rhythmic Gymnastics	780-427-8152
Bobsleigh	403-297-2721	Ringette	780-415-1750
Bowling	780-422-8251	Rowing	780-427-8154
Boxing	780-427-6515	Royal Lifesaving	780-415-1755
Broomball	780-427-6537	Sailing	403-617-9092
Canoe (Sprint)	780-422-3013	Shooting Sports	780-415-1775
Canoe (Whitewater)	780-427-6717	Skiing (Alpine)	403-609-4730
Centre for Active Living	780-427-6949	Skiing (Cross-Country)	780-415-1738
Cerebral Palsy	780-422-2904	Skiing (Freestyle)	403-297-2718
College Athletics	780-427-8068	Snowboarding	403-247-5609
Cricketer	780-461-1361	Snowmobiling	780-427-2695
Cricketer Schools	780-438-0460	Soccer	780-474-2200
Cross Country	780-415-1738	Softball	780-461-7735
Dance	780-422-8107	Special Olympics Alberta	780-415-0719
Disabled Skiers	780-427-8104	Speed Skating	403-220-7911
Diving	780-988-5571	Sport Medicine (SMCA)	780-415-0812
Equestrian	403-253-4411	Squash	403-270-7344
Fencing	780-427-9474	Swimming	780-415-1780
Field Hockey	403-670-0014	Synchro Swim	780-415-1789
Figure Skating	780-415-0465	Table Tennis	780-427-8588
Gymnastics	403-259-5500	Tennis	780-415-1661
Hockey	403-342-6777	Triathlon	780-427-8616
Judo	780-427-8379	Weightlifting	780-450-0408
Karate	780-432-3672	Water Polo	403-652-7723
Lacrosse	780-422-0030	Water Ski	780-415-0088
Lawn Bowling	780-427-8119	WheelChair Sports	780-427-8699
		Yoga	780-427-8776

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

AFLCA	780-492-4435
Be Fit For Life	780-492-4435
Centre for Active Living	780-427-6949
Ever Active Schools	780-454-4745
InMotion Network	780-644-5613



### 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:

1. 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.
2. 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.
3. Assist in developing policy that will provide an educationally sound interscholastic activities program.
4. Maintain immediate correspondence and communication with schools and other organizations concerning sanctions, bylaws and policy interpretation, appeals and eligibility rulings.
5. Maintain liaison with high school associations of other provinces and states and with the Canadian School Sport Federation.
6. Be prepared to represent the Association or speak on behalf of the Association as requested.
7. Prepare the annual budget and be responsible for accounting, payroll, financial Statements and for commissioning the annual audit.
8. 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.
9. Maintain a close liaison and a spirit of cooperation with provincial sport associations.
10. Oversee the preparation of the annual profile submission to Alberta Sport Connection
11. Perform all functions and duties as may be directed by the Executive Committee.
12. 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.

1. The ASAA will inform the ATA of its schedule of events by the end of September.
2. 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.
3. The ASAA will notify all zones to avoid local convention dates for Zone playoffs.
4. 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.
5. The Convention Attendance Committee will receive and verify all requests from teacher coaches to be absent from convention to fulfill their coaching responsibilities.
6. The ASAA will avoid, whenever possible, assigning teachers to officiate at provincial finals when these conflict with the annual teachers' convention.



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.

Approved by the 2004 Annual Representative Assembly pursuant to the Teaching Profession Act.

### 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

### 2021

North Central	February 4-5
Calgary City	February 11-12
Endless Skies	February 11-12
Central Alberta	February 18-19
Palliser District	February 18-19
South Western	February 18-19
South Eastern	February 18-19
Greater Edmonton	February 25-26
Central East	March 4-5
Mighty Peace	March 4+5

### 2022

North Central	February 10-11
Calgary City	February 17-18
Endless Skies	February 17-18
Central Alberta	February 24-25
Palliser District	February 24-25
South Western	February 24-25
South Eastern	February 24-25
Greater Edmonton	March 3-4
Central East	March 10-11
Mighty Peace	March 10-11

### 2023

North Central	February 9-10
Calgary City	February 16-17
Endless Skies	February 16-17
Central Alberta	February 23-24
Palliser District	February 23-24
South Western	February 23-24
South Eastern	February 23-24
Greater Edmonton	February 23-24
Central East	March 2-3
Mighty Peace	March 9-10

## 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, they 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:**





**Notes:**