

CONSTITUTION



OFFICIAL CONSTITUTION OF THE CALGARY SENIOR HIGH SCHOOL ATHLETIC ASSOCIATION

*The Calgary Senior High School Athletic Association
is incorporated under the Societies Act of Alberta
and is affiliated with:
School Sport Alberta
The Canadian School Sports Federation
The National Federation of State High School Associations*

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CALGARY SENIOR HIGH SCHOOL ATHLETIC ASSOCIATION

HISTORICAL OVERVIEW

Revised June 2015

The organizational meeting of the Calgary Interscholastic Athletic Association was held on January 14, 1913 in the Boys' Division of the YMCA with J.N. Sharpe in the Chair. The Principals of Western Canada and Mount Royal College were represented by Messrs McLeod, Lovering and McNab respectively. Following the adoption of the Constitution and By-laws, the election of the first Executive Council of the Association occurred: President – T.E.A. Stanley; Vice-President – Dr. G. W. Kerby; Secretary-Treasurer – J.M. Sharpe.

Prior to this organizational meeting, documentation showed that there were competitions between secondary schools in Calgary in track and field during 1910-12. The purpose in forming the Calgary Interscholastic Athletic Association was two-fold: to govern all competitions between Calgary interscholastic institutions in all branches of athletics, and to increase the efficiency of the students in secondary institutions by developing character through athletics.

In his report on November 18, 1913 at the Annual Meeting of the Association, Secretary-Treasurer Sharpe stated "that the Association has abundantly proved in its first year its worth as an organization by providing athletics of a more efficient manner and on a much better basis, and able in a more efficient manner, to supplement school work, than ever before. Two things especially have been emphasized: one that athletics are merely supplementary to school work and that when they interfere with school work they are a detriment; and that the principles and energy which are displayed by the students in their sports will be similar to that which they will display in their business life in later years."

The unique collaborative relationship which has evolved between the Calgary Board of Education (CBE) and the Calgary Catholic School District (CCSD) to support athletes, coaches and the sports community through the CSHSAA has brought North American recognition as a model for scholastic athletic organizations. The original objectives of the Association have been blended with present-day objectives to provide a sound educationally-based program of athletic activities for the high school students in the Calgary Public and Catholic School Districts.

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CALGARY SENIOR HIGH SCHOOL ATHLETIC ASSOCIATION

STATEMENT OF PHILOSOPHY

Revised June 2015

The Calgary Senior High School Athletic Association believes that interscholastic athletics, as a recognized part of the school program, is educationally sound and will enhance the physical, mental, emotional and social development of young people. The Association promotes safe and fair competition for all students of member schools by offering a balanced program of quality learning experiences in a competitive sporting environment.

Philosophical Principles:

- Members of CSHSAA provide opportunities for the development of leadership, athletic skills and attitudes of good sportsmanship by all student athletes, coaches and spectators.
- Members of CSHSAA outline and uphold high standards of sportsmanship, ethics and organizational integrity among participating members in the interest of quality sports and learning activities for students.
- The Principal and/or his or her Designate of the school is responsible to the Association for the athletic program in their school.
- The success of the CSHSAA is dependent on continued collaboration between CBE and CCSD.
- Participation in its athletic program is a privilege and an opportunity to enhance the student's learning experiences.
- By participating in CSHSAA events and activities, all members accept and commit to abide by the Association's Constitution.
- The Association participates in competition only to the provincial level as sanctioned by School Sport Alberta (SSA). Interprovincial, national and international high school championships are not sanctioned by the Association.
- Through its program of sponsored activities, the Association may cooperate with other sport governing bodies in the best interests of the Association and member schools.

In the planning and implementation of the program, all decisions must reflect the spirit and intent of the philosophy of the Association. Administrators and coaches must protect the program from the prevailing tendencies of well-meaning groups and individuals who may be motivated by attitudes which often are not in harmony with the Constitution of the Association.

The Principal and/or his or her Designate is the primary point of contact between the school and the CSHSAA.

The Principal and/or his or her Designate plays an integral role in the application of both the content and spirit of the Code of Ethics and will be the primary level of intervention when perceived violations of the Code are brought forward.

It is the responsibility of the Principal and/or his or her Designate to review the Constitution of the CSHSAA (especially the Code of Ethics) with all coaches on an annual basis.

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CALGARY SENIOR HIGH SCHOOL ATHLETIC ASSOCIATION BY-LAWS

BY-LAW I—NAME

Revised December 2013

The name of this society shall be the “*Calgary Senior High School Athletic Association*”, hereinafter referred to as the CSHSAA or Association. The Association is authorized to use the website www.calgaryhighschoolsports.ca.

BY-LAW II—MEMBERSHIP

Revised June 2025

1. Member Schools

- (a) Any high school (grades 10 through 12) under the jurisdiction of either the CBE or the CCSD shall be eligible for membership in this Association.
- (b) Application for membership in this Association shall be directed to the Board of Governors through the Executive Director.
- (c) Member schools shall be referred to as members throughout the constitution.

2. Termination of Membership

- (a) Member schools shall remain members until their membership is terminated in accordance with the guidelines below:
 - Members may voluntarily withdraw from the Association by submitting a written notice to the Board of Governors of their intention to resign membership.
 - The Board of Governors is empowered to terminate the membership of any member where the continuing membership of that member is not in the best interest of the Association.

3. Member Schools Names and Colours:

School Name	Colours (Primary)	Nickname
All Saints	(royal blue), black, gold & white	Legends
Alternative High School	(purple) light blue & white	Phoenix
Bishop Carroll	(cardinal) gold & white	Cardinals
Bishop McNally	(teal) white & black	Timberwolves
Bishop O'Byrne	(navy blue) & white	Bobcats
Bowness	(green) & gold	Trojans
Central Memorial	(purple) & gold	Rams
Centennial	(forest green) silver & black	Coyotes
Crescent Heights	(blue) white & red	Cowboys
Dr. E.P. Scarlett	(scarlet) grey & white	Lancers
Ernest Manning	(navy blue) & gold	Griffins
Father Lacombe	(royal blue) green & white	Lasers
Forest Lawn	(red) white & black	Titans
Henry Wise Wood	(burgundy) white & grey	Warriors
Jack James	(navy) scarlet & grey	Jaguars
James Fowler	(blue) & copper	Falcons
Joane Cardinal-Schubert	(black), yellow, red & white	Ravens
John G. Diefenbaker	(navy blue) powder blue & silver	Chiefs
Lester B. Pearson	(flag red) gold & white	Patriots
Lord Beaverbrook	(black) silver & white	Lords
Nelson Mandela	(light blue), graphite grey, white	United
North Trail	(apple green), navy blue	Nighthawks

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Notre Dame	(navy blue) gold & white	Pride
Our Lady Of The Rockies	(black) white & red	Grizzlies
Queen Elizabeth	(black) & gold	Knights
Robert Thirsk	(black), blue & silver	Comets
St. Francis	(brown) orange & white	Browns
St. Gabriel	(navy blue) gold & grey	Guardians
St. Martin de Porres	(navy), silver white & emerald	Kodiaks
St. Mary's	(green) & white	Saints
St. Timothy	(black) purple & white	Thunder
Sir Winston Churchill	(red) white & blue	Bulldogs
Western Canada	(red) white & black	Redhawks
William Aberhart	(orange) & white	Orange

School Colours – For AWAY team uniforms, colours must be in line with constitutionally defined school colours. For HOME jerseys, the base colour must be white or a light colour in line with constitutionally defined school colours. Accents, outlines and numbering may be either black or white, or in line with constitutionally defined school colours. Schools who are purchasing uniforms must consult with the Executive Director in order to ensure there is a contrast of school colours across the Association.

BY-LAW III—BOARD OF GOVERNORS

Revised March 2024

The voting members of the Association shall be known as the “Board of Governors”.

- Board of Governors’ meetings are conducted in December and March with the Annual General Meeting in June.
- Other meetings may be called by the Executive Council to deal with emergent issues of the CSHSAA.
- Member schools may submit agenda items and notices of motion to alter or amend by-laws or policies of the Association by providing the Executive Director fourteen (14) days’ notice in writing prior to a scheduled Board of Governors’ meeting.

The Board of Governors shall:

- Govern all approved athletic competitions for member schools.
- Approve changes to the CSHSAA Constitution.
- Receive sport section reports and recommendations.
- Provide advice and recommendations to the Executive Council.
- Promote and honour the CSHSAA Constitution.
- Review the approved yearly budget.
- Approve Seasons of Play and Calendar of Events.
- Receive reports from the Executive Council and Executive Director.

The principal and/or his or her designate, such as Vice or Assistant Principal (if this proves to be a challenge, the Principal shall then communicate with their Education/Area Director for additional guidance) shall be responsible for:

- The efficient and effective coordination of the athletic program at their school.
- Ensuring the CSHSAA Constitution is adhered to by all persons associated with their school.
- Actively supervising CSHSAA competitions where their school is identified as the home team.
- Registering students at their school to meet eligibility requirements of the CSHSAA and School Sport Alberta (to which we are affiliated for provincial competition).

Voting eligibility:

- The Principal and/or his or her Designate, such as Vice or Assistant Principal of a member school.
 - Principals on the Executive Council, excluding the President’s position, may represent their school as one of the member school’s two votes.
- The Athletic Director or designate of a member school.
- A representative from both CBE and CCSD.

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Voting Procedures for Board of Governors' meetings:

- Fifty percent (50%) plus one of those entitled to vote shall constitute a quorum and reflect the majority vote.
- The President votes only in the case of a tie vote.

Presentation of Notice of Motion:

- If a sport section is presenting a Notice of Motion to the Board of Governors, a member of that sport section must be present to speak to the Notice of Motion.

BY-LAW IV—EXECUTIVE COUNCIL OF THE ASSOCIATION

Revised June 2025

Membership on the Executive Council is determined through a collaborative process between CBE and CCSD. Where possible, the position of President rotates between representatives of CBE and CCSD. Principal representation on the Executive Council is determined by nomination at each respective district's Principals' council/association.

Executive Council members shall hold office until the appointment of a successor, with the understanding that the President shall not hold office for more than two years. Should a vacancy for any office occur, the Executive Council of the Association shall collaborate with the respective school districts to fill the position.

1. The Executive Council officers of the Association shall consist of:

- A President, first and second Vice-Presidents, all must be Principals of member schools.
- The Executive Director of the CSHSAA.
- A representative from both CBE and CCSD.
- The Past-President of the Association.

Executive Council members are announced at the Board of Governors' Annual General meeting.

2. **Role of the Executive Council:**

- The Executive Council upholds the CSHSAA Constitution.
- The Executive Council oversees the day to day operations of the Association through the position of the Executive Director.
- The Executive Council will communicate to the Board of Governors decisions made that affect the Association.
- The Executive Council is responsible to the chief superintendents of CBE and CCSD for the operations of the CSHSAA.
- The Executive Council is responsible for all finances of the Association and approves the yearly budget.
- The Executive Council oversees the work of the Executive Director as well as contributes to his/her evaluation.
- The Executive Council hears and decides appeals from decisions made by the Executive Director or the Discipline/Governance Committee concerning special requests, reinstatement applications, divisional placement or alleged violations of the CSHSAA Constitution.
- The Executive Council will serve as the final arbiter in all matters affecting the CSHSAA.
- The Executive Council meets on a regular basis to review overall operations of the Association.

3. **Role of the President**

- The President shall perform all leadership duties associated with this role on behalf of the Association, including Chairing the Executive Council, Board of Governors' and the annual Chief Superintendents' meetings. The President may call emergent meetings to address needs/issues as they arise.
- The President collaborates with the Executive Director regarding significant issues related to the Association.
- Every effort should be made to consult with the full Executive Council prior to making decisions, but the disposition of urgent matters by the President shall be accepted by the membership without prejudice.

4. **Role of the Vice-President(s)**

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- The Vice-President(s) shall assist with the overall administration of the Association and will assume the duties of the President in his/her absence.

5. **Role of the Executive Director**

The Executive Director shall:

- Be hired through the CBE and CCSD Human Resources procedures in collaboration and consultation with the Executive Council.
- Serve in a consultative and interpretive role for all member schools in matters relating to the operation of the Association.
- Accept and review all applications and complaints made in accordance with the Constitution.
- Determine, in accordance with the Constitution, which matters should be referred to the Discipline/ Governance Committee.
- Decide all applications and complaints that are not referred to the Discipline/ Governance Committee.
- Manage all daily operational aspects of the Association under the direction of and in consultation with the Executive Council.
- Attend all scheduled Sport Section Meetings and ensure that accurate minutes are kept.
- Maintain all correspondence of the Association under the direction of the Executive Council and the Board of Governors.
- Manage, and is responsible to the Executive Council, for all operational funds/budgets.
- Review all financial statements monthly with the President and Executive Council.
- Maintain and distribute all trophies.
- Liaise with school districts, corporate sponsors, SSA and all other partners of the CSHSAA.
- Supervise the Administrative Assistant.
- Be responsible for the Association office in collaboration and consultation with his/her direct supervisor and the Executive Council.
- Ensure onsite supervision for competition for CSHSAA events and activities.
- Coordinate award nominations, selections and presentation process.

In the case of the absence of the Executive Director, duties shall be discharged by the President or by such individual as may be appointed by the Executive Council.

Hiring Process and Extension of Contract Details for the Executive Director

CSHSAA Executive Director is a two-year term position with a possible one-time extension of up to a maximum of two additional years.

Upon the conclusion of the joint job posting through the HR processes of the CBE and CCSD for the Executive Director position a selection committee will be convened to review the applicants.

The selection committee will be comprised of:

1 school jurisdiction director from CBE

1 school jurisdiction director from CCSD

Current President (CBE/CCSD)

Past President (CBE/CCSD) and/or another member of the Executive Council

The extension of contract process is as follows:

- The two School Jurisdiction Directors agree that an extension to the two-year term can be considered by the CSHSAA Executive.
- The School Jurisdiction Director of the Board where the Executive Director was seconded from in consultation with the appropriate Superintendent determines if the request for an extension will be granted.
- CSHSAA Executive Director makes the extension request for an additional one or two-year period to the CSHSAA Executive.
- The CSHSAA Executive votes on whether the one or two-year extension request will be granted.

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6. **Role of the Administrative Assistant**

The Administrative Assistant assigned to the CSHSAA shall:

- Be hired through the CBE and/or CCSD Human Resources procedures in collaboration and consultation with the Executive Council.
- Manage all day-to-day logistical operations of the CSHSAA; in consultation with the Executive Director.
- Keep accurate minutes during the meetings of the Association, in consultation with the Executive Director.
- Keep accurate and up-to-date financial statements related to the financial position of the CSHSAA.
- Under the direction of the Executive Director, make daily operational decisions on behalf of the CSHSAA.

7. **Role of the Discipline/ Governance Committee**

The Discipline/ Governance Committee shall:

- Normally be comprised of the Executive Director, the Past President and one chairperson from the sport in question. In the event of a potential conflict of interest between a member of the Discipline/ Governance Committee and the school or an individual in question, the president shall designate an alternate committee member. Should the complaint be directed towards a teacher or administrator, the chairperson will be removed from the committee and the president shall designate an alternate who is an administrator and a standing member of a CSHSAA member school.
- Receive, investigate and rule upon all applications and complaints referred to it by the Executive Director in accordance with the Constitution.

8. **Role of the Appeal Panel**

The Appeal Panel shall:

- Normally be comprised of the Executive Council, with the exception of the Executive Director and Past President who sit on the Discipline/ Governance Committee. In the event of a potential conflict of interest between a member of the Appeal Panel and the school or an individual in question, the Appeal Panel will be made up of a minimum of three (3) Executive Council members. Where there are insufficient Executive Council members, an administrator who is a standing member of the CSHSAA will be appointed to the Appeal Panel by the majority vote of the Executive Council.
- Hear and decide appeals from decisions made by the Executive Director/Discipline/ Governance Committee in accordance with the Constitution.

BY-LAW V—SPORT SECTIONS

Revised June 2016

The Sport Section Committee is responsible for all sport specific operations. All Sport Section Committees are represented by a Chairperson(s). The Chairperson(s) must be an active ATA certified teacher at a member high school. The Sport Section Committees meet pre and post season.

Each particular branch of sport within the CSHSAA shall be called a Sport Section. The Sport Section Committee shall consist of a Sport Section Executive (Chairs) plus one professional staff member from each member school.

For purposes of voting, each member school must have an active ATA certificated member of their staff in attendance – proxy votes are not accepted. Each member school shall have one vote per sport section plus the vote of the Chairperson(s) and the Executive Director. Exception: when two schools are registered as a combined team they will get one vote at the sport section meeting. *Volleyball, Basketball, Soccer and Rugby shall have two votes per sport section, one per gender.*

Boys	Girls	Co-Ed	Votes
Badminton	Badminton	Badminton	1
Basketball	Basketball		2
Cross-Country	Cross-Country		1
Diving	Diving		1
Not Permitted	Field Hockey		1

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Football	on boys team; permission of Principal and/or his or her Designate	1
Rugby	Rugby	2
Soccer	Soccer	2
Swimming	Swimming	1
Track & Field	Track & Field	1
Volleyball	Volleyball	2
Wrestling	Wrestling	1

- Schools who are not officially represented at the Sport Section Organizational Meeting will relinquish their right to participate in that activity unless prior notification has been received by the Executive Director and approval of absence has been granted. A Constitutional Reinstatement Request Application Form must be submitted to the Executive Director within 48 hours of the meeting, requesting reinstatement into the sport. A Missed Sport Meeting Penalty of \$50.00 will be invoiced for all schools filing a request for reinstatement.
- Schools who are not officially represented at the Sport Section Postseason Meeting will be invoiced a Missed Sport Meeting Penalty of \$50.00 unless prior notification has been received by the Executive Director and approval of absence has been granted.
- The Chairperson(s) of each Sport Section shall be responsible for creating the schedule of competition, deciding protests (in consult with the Executive Director), and generally managing the policies of that sport.
- Proposed significant changes in the operations and design of any sport shall be distributed in writing to the Principal and/or his or her Designate, Athletic Director and coaches of member schools at least one week prior to voting on the proposal(s).
- When a Sport Section “issue” is deemed to be particularly sensitive or potentially harmful to the Association, a meeting with the Executive Council shall be automatic and the issue presented (with information and background) by the Executive Director. The Executive Council and/or Board of Governors have the authority to accept or reject any ruling of the Section Committee.
- The Sport Section Chairperson(s) is required to submit a final seasonal report for inclusion at the next meeting of the Board of Governors.

Voting Procedures for Sport Section Meetings:

- Fifty percent (50%) plus one of those entitled to vote shall constitute a quorum and reflect the majority vote.
- Each member school shall have one vote at any sport section meeting.
- Each voting member must be a certificated ATA staff representative of the member school.

BY-LAW VI—MEMBER VIOLATIONS, SPECIAL REQUESTS AND APPEALS

Revised December 2018

Written reports, without anonymity*, may be submitted to the Executive Director for:

1. Protests:

If a coach claims to have reason to protest a game (eg. ineligible player), the protesting coach must confer with the opposing coach and official, state that the game will be played under protest and write this information on the score sheet. A Protest Application Form must be submitted in writing immediately following the game for review by the Executive Director. Protest procedures will be followed as per Policy 16. Protests will be decided by the Executive Director or Discipline/ Governance Committee and are NOT APPEALABLE. (See Appendix B for sample form)

2. Special Requests:

A Special Request Application Form is submitted for special consideration of the application of the Constitution (eg. a member school requests to participate in an exhibition game against a team from the USA during the exam blackout period). Special Requests will be decided by the Executive Director or Discipline/ Governance Committee

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and are appealable to the Appeal Panel should the member school disagree with the decision. (See Appendix B for sample form)

3. Reinstatement Requests:

Schools who are not officially represented at the Sport Section Organizational Meeting will relinquish their right to participate in that activity unless prior notification has been received by the Executive Director and approval of absence has been granted. A Constitutional Reinstatement Request Application Form must be submitted to the Executive Director within 48 hours of the meeting, requesting reinstatement into the sport. Reinstatement requests will be decided by the Executive Director and are appealable to the Appeal Panel should the member school disagree with the decision. (See Appendix B for sample form)

4. Request to Challenge Divisional Placement:

Schools may be placed in a division through promo-relegation or by the sport chairs based on the pre-determined criteria of that sport. Should a school choose to challenge their placement, they must complete a Divisional Placement Challenge Form. Challenges of placements will be decided by the Executive Director or Discipline/ Governance Committee and are appealable to the Appeal Panel should the member school disagree with the decision. (See Appendix B for sample form)

5. Reporting of Constitutional Violations:

A complaint of a perceived violation of any aspect of the Association's Constitution must be submitted with credible, substantiated evidence in writing, without anonymity*, and may be received from a parent, member of the community, coach, teacher or administrator to the Executive Director using a Perceived Member Violation Application Form. (See Appendix B for sample form) * Refer to Policy 19 C

A violation has occurred where a member school, or an individual associated with a member school, has not met the standards of the CSHSAA Constitution and is being challenged (eg. Out-of-Season coaching). All violations will be reviewed by the Executive Director. Investigative procedures will be followed as per Policy 19. Sanctions or penalties for violations will be decided by the Executive Director or Discipline/ Governance Committee and are appealable to the Appeal Panel should the member school disagree with the decision.

Examples of constitutional violations include (but are not limited to):

- Out-of-Season coaching
- Ineligible players – (eg. playing on a club team while playing for a member school team)
- Recruitment, Inducement or Undue Influence
- Using unauthorized technology on sidelines
- Participation in non-sanctioned tournaments
- Severe discipline and misconduct incidents

APPEALS

Schools may file an Appeal to the President of the CSHSAA Executive Council if they are not satisfied with the decision made by the Executive Director/Discipline/ Governance Committee regarding a special request, reinstatement application, divisional placement, or complaint of a perceived constitutional violation using a Notice of Appeal Form. (See Appendix B for sample form)

Procedural details for the Investigative Process for Constitutional Violations and Appeals Process are described in Policy 19 and Policy 20.

NOTE: Automatic one-game suspensions due to game ejections by an official will not be over-ruled by the Executive Director nor are they appealable to the Appeal Panel. Concerns about officiating should instead be directed through the complaints process in relation to officiating standards. Coaches, athletic directors, or principals may make a statement in writing using the Report Form for Complaints re: Officials or Clarification Requested From Officials, submitted to the Executive Director, that will be forwarded on to the officials association. (See Appendix B for sample form)

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BY-LAW VII—FINANCE

Revised March 2024

The Executive Council of the Association is authorized to requisition financial support from the two School Districts to meet the needs of the Association in paying the operating costs of all activities under the jurisdiction of the Association. The annual per-student levy will be based on the confirmed enrolment of each District as of September 30 of each year. The per student fee is set in collaboration with CBE/CCSD superintendents.

Audit

- (a) The fiscal year of the Association shall be September 1 to August 31.
- (b) A person appointed by the Executive Council of the Association shall audit the books, accounts and records of the Association at least once per year. The audit shall be completed by an individual/organization that is arm's length to the Association.
- (c) The audited financial statements are reviewed and approved by the Executive Council with the auditor and shall be presented at a Board of Governors' meeting of the Association for discussion.
- (d) The books and records of the Association (including financial statements) shall be available for inspection by members upon request.
- (e) Upon completion of the report of the appointed Auditor, a financial statement will be presented to both Chief Superintendents of the CBE and the CSSD.

Revenue Proceeds

- (a) Admission charges to events for each sport shall be determined by the Executive Council.
- (b) Executive Director may approve a gate-charge for league competition in exceptional circumstances when submitted in writing to the Association.
- (c) Proceeds of general ticket sales for any league or tournament competition at any off-campus site shall be retained by the Association.
- (d) The proceeds of all playoff and city championship games shall be retained by the Association.
- (e) \$250 shall be paid as a honourarium to schools that host the Basketball and Volleyball Selects games.
- (f) \$250 shall be paid as a honorarium to schools that host Boys and Girls City Championship games at their school for each division. Schools that host Boys and Girls City Championship games for multiple divisions (i.e., Division 2 City Finals and Division 3 City Finals) will be paid \$125 per city championship game and/or bronze game hosted at their school.
- (g) At the direction of the Executive Council, net revenue may be shared with host schools for events jointly organized by a member school and the CSHSAA.
- (h) The Association recognizes the requirements of City Championship venues/facilities and will occasionally contribute to such schools.
- (i) To advance education by providing publicly available scholarships to student athletes to be used for post-secondary education.

Procedures

All revenues collected at host sites are under the supervision of the school Principal and/or his or her Designate and Business Manager and must follow established accounting procedures.

- (a) For football playoffs and city championships, all gate receipts shall be reconciled with the Executive Director and the gate supervision personnel at the end of the event. The Executive Director will bring the net gate receipts to the CSHSAA office for depositing to the CSHSAA bank account.
- (b) All other gate receipts will be deposited with the school business office and will be invoiced by the CSHSAA upon receipt of the Gate Receipt Reconciliation Form.

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- (c) Any other funds received by the Association shall be duly receipted and deposited according to established procedures that reflect a high level of integrity in alignment with appropriate accounting practices, as determined in consultation with the Business Services Department of one of the sponsoring Boards.
- (d) Upon the dissolution of the corporation and after payment of all debts and liabilities, its remaining property shall be distributed or disposed of to qualified donees described in subsection 149.1(1) of the Income Tax Act.

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CALGARY SENIOR HIGH SCHOOL ATHLETIC ASSOCIATION

CONSTITUTIONAL POLICIES

POLICY 1—CSHSAA CODE OF ETHICS

Revised January 2024

This code of ethics directs members (school administrators, professional staff including coaches, guest coaches, student athletes and spectators) to practice ethical behavior that will:

- Promote values of respect, responsibility, fairness, honesty, caring, loyalty, initiative, leadership, flexibility, and persistence.
- Demonstrate how to work independently and as part of a team, manage time and other resources in order to complete a task, and evaluate personal endeavours and strive to improve.

CSHSAA Code of Ethics:

- A member shall conduct itself in a manner which maintains the principles, integrity and dignity of the Association.
- A member shall know and uphold the Constitution of the CSHSAA and not circumvent policies or bylaws.
- A member shall ensure that the eligibility of their athletes meets CBE/CCSD registration requirements (which follow established boundaries and other specialized programs at their school) and SSA eligibility. Students not in the member schools' boundary area must be redirected to their designated school (see policy 2 - Eligibility).

Fair Play and Sportsmanship:

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

A member shall during competition or at an event:

- promote fair and safe play for all participants
- model appropriate behaviour for athletes, including exchanging greetings with coaches
- demonstrate a controlled and respectful attitude toward referees and other school and game officials
- treat *all* athletes with dignity and respect
- avoid where possible significant score/point differentials

A. Coaches (including teachers and volunteers)

The coaches will 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 (including student trainers, and student managers)

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

C. Spectators

- i. Spectators, both student and adult, will demonstrate courtesy and good sportsmanship by positive cheers of encouragement for their team, not against the opposing team (examples may include, but are not limited to, avoiding personal attacks on a specific player, berating the opposing team or an official with negative comments or using loud noise makers to distract players). Artificial noise makers (examples may include, but are not limited to, cow bells, megaphones, air horns, blow horns, drums, etc.) are not permitted indoors or at City Athletic Parks (as per City of Calgary bylaws). This is also evidenced by the absence of booing and vulgarities. Spectators must also show proper acceptance of officials' judgments. The host or visiting principal (or administration designate) 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:

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The host or visiting principal (or designate) shall have authority and responsibility to direct any person to immediately leave any premises or venue hosting any CSHSAA sanctioned event if that person:

1. Exhibits rude or abusive behaviour to any other person
 2. Uses vulgar, obscene or abusive language and/or gestures
 3. Fails to promptly follow any reasonable direction given to that person by the host school representative.
- The Executive Council, Principal (or designate) 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 a CSHSAA event.

D. Administrators and Teachers

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

E. Code of Ethics Form

CSHSAA Coaches, Athletes, and Parents/Legal Guardians of athletes will sign a Code of Ethics acknowledging the Constitutional Policies for the school year prior to participating in any CSHSAA sanctioned athletics.

POLICY 2—ELIGIBILITY

Revised June 2025

1. A student shall be eligible to participate in CSHSAA sanctioned sports for three consecutive years commencing in September of their Grade 10 year.
2. All TRANSFER decisions related to eligibility, after a student has registered and participated in an SSA sport at the high school level (in or out of province), will be referred to the procedures and policies of School Sport Alberta (SSA). A CSHSAA/ SSA Athletic Transfer Acknowledgement Form must be completed by the family prior to acceptance into the non-designated (non-resident, non-attendance) high school. (see Appendix B for sample form)
3. The student must be a bonafide student of the school which he/she represents, which is interpreted to mean that the students' home school registration is at a member school, and:
 - a) The student is in regular attendance or completing on-line course work through CBE/CCSD; and
 - b) The student must be registered in a minimum of 10 credits per semester.
4. A student who turns 19 years of age before September 1st is ineligible for high school participation. A student who turns 19 on or after September 1st shall remain eligible for the entire school year.
5. An athlete at a member school which does not offer a particular sport is eligible to participate in another school's program (host) under the following conditions:
 - (a) The student participates at the CSHSAA senior high school in the area of his/her residence, or at the CSHSAA senior high school nearest to the school in which the student is in attendance.
 - (b) Students may only participate in the same School District in which they are registered.
 - (c) The host school must have space availability on their team and may not displace student(s) in regular attendance at that school.
 - (d) The host school must have sufficient coaching staff to manage the increased number of participants; the host school accepts supervisory responsibility for the additional athletes.
 - (e) Registration of the athlete is the responsibility of the student's home school.
 - (f) All achievements/points earned will be credited to the home school.
 - (g) Once a student from a member school plays on a 'joint' school team (with the primary school), they are attached to that team **in that sport** for the remainder of their high school career. An exception is that if the student's own school creates a team, they would have to play for their own school team.

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6. An athlete attending an Alternative Learning School of CBE or CCSD is eligible to participate in the program of a member school of their choice nearest their residence or the Alternative School. (*Jack James and Alternative High School* are all current member schools of the CSHSAA.) Registration of the athlete with the SSA is the responsibility of the student's home school. The home school must be a registered member school of the SSA. Unique Settings (eg. Fresh Start, St. Anne's, CBE Learn, Chinook Learning) will be addressed on a case-by-case basis by the CSHSAA and SSA. Distance Learning principals should consult with the Executive Director regarding the application process.
7. *Eligibility for Playoffs:* In order to be eligible for play in league playoffs and provincial competition, an athlete/team must have played (identified on score sheet) in at least one regular league game.
8. Athletes in provincial or national team programs are eligible for CSHSAA competition.
9. Ineligibility during Seasons of Play:
 - (a) An athlete is not eligible for participation in CSHSAA competition if he or she is part of a sport-specific school program during that sports Season of Play.
This includes all Board approved corporate partnerships, as well as partnerships and relationships approved locally at school level with officially recognized external agencies.

If you are in doubt whether your school level sport specific program falls under this policy, please contact Executive Director to discuss.
 - (b) An athlete becomes ineligible in a *team* sport for the remainder of that sport season after competing (including club team practices and games – this is not meant to include skill camps or clinics) in a non-Association team activity in the same sport during the Season of Play as established in the CSHSAA Calendar of Events. Girls' soccer (fall) and spring sports (other than rugby) will be exempt. *Individual sports* of track and field, wrestling, swimming, diving, cross-country and badminton are not under the governance of this section. NOTE: Also refer to Policy 6.6 regarding Seasons of Play for the sports of volleyball and football.
 - (c) Where a student is or has been registered and in attendance at a post-secondary institution.
10. Eligibility for Grade 9s transitioning to grade 10:
Students transitioning to grade 10 are not eligible to participate in any school organized and facilitated sport activity, including instructional team meetings, conditioning, training, practices or competitions.

Grade 9 students transitioning to grade 10 may participate in instructional team meetings, conditioning, training, practices or competitions on the first day of the sport season as established in the Calendar of Events.

It is permissible to host informational student/parent meetings prior to the first day of the sport season as established in the Calendar of events for those students already registered in that member school.
11. An athlete whose eligibility status is under review may not participate in any competition until their eligibility has been determined. The athlete(s) will be permitted to practice until eligibility status has been determined, provided the school Principal and/or his or her Designate has approved. **If declared ineligible, the athlete is no longer allowed to practice.**
12. Additional Eligibility Accommodations
Accommodations are available to meet the needs of individual students. The principal, in consultation with parents, will determine best practice for the individual. Based on specific student needs, accommodations will be provided on a case-by-case basis.

Gender Identity and Expression

Athletic eligibility for all students participating in school sports is governed by the Alberta Government's Fairness and Safety in Sport Act and by the Alberta Schools' Athletics Association (refer to the SSA Policy Handbook SECTION IV – ELIGIBILITY 8.0 Sexual Orientation and Gender Identity Policy).

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The privacy and confidentiality of all students will be maintained. Each school is encouraged to designate gender neutral single stall washrooms to be available for all students as a washroom and change room. This supports students with their gender identity and expression, body image concerns, or request for additional privacy for any reason.

13. **Violations for ineligibility and non-registration may result in forfeiture of all competitions in which the non-registered athlete has participated as determined by the Executive Council.**

Participation on a Non-School Team

1. To be eligible for high school competition in the CSHSAA sports of basketball, volleyball, football, 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 program exists, students are permitted to play for the community/club team while trying out for a CSHSAA member school team but can no longer play for the community/club team as of the school team's first game. Where a community or club/tour team in rugby exists, students are permitted to play for the community or club/tour team while trying out for a CSHSAA member school team and can participate on an interschool team for the purpose of touring during designated spring breaks. Otherwise, after March 15, no students can participate on any community/club team or non-school tour.
2. Exemptions to 1. above may be considered for students who have been invited to participate on provincial/national/international basketball, volleyball, 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 of the CSHSAA and SSA Executive Director for approval.

All other questions regarding eligibility must be referred to the Executive Director for review and direction.

POLICY 3—TRANSFERS OF STUDENT ATHLETIC ELIGIBILITY

Revised December 2018

Please refer to SSA Policy Handbook, Section IV-Eligibility-Section E-Transfer Policy for all rules governing Transfers of Athletic Eligibility.

POLICY 4—CLASSIFICATION AND REGISTRATION OF ATHLETES

Revised March 2026

1. Classification of Athletes (Team Sports):
Senior: a bona fide student of a member school, in any grade
Junior: a bona fide student of grade 10 or 11 of a member school

Grade 12 students shall be ineligible to participate on a junior team.

2. **Junior/Senior Movement**

Notwithstanding any sport-specific junior/senior movement procedures detailed below, designation of players as senior must be made at the completion of the mid-point of the league schedule. An athlete playing senior may return to the junior team only up to the mid-point of the league schedule and that movement can only occur once. Athletes playing junior may play up onto the senior team up to the mid-point of the league schedule and that movement can only occur once. After the completion of their

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season, junior players may participate in SSA provincial competition on the senior team. No player is permitted to play for the senior and junior team on the same day.

SPORT SPECIFIC JUNIOR/SENIOR MOVEMENT PROCEDURES

Basketball

The designation of players must be made by February 1 of the season. For regular season league games, the movement from Junior to Senior can only happen once. There is unlimited movement of Juniors up to the Senior team permitted for tournament and exhibition games for the entire season. Seniors can move down to the junior team for 1 tournament OR one regular season game only, up until February 1 of the season. The only exception to this will be participation in SSA Provincial Championships. Any request for circumstance consideration must be directed to the Executive Director.

Field Hockey

Designation of players as senior must be made at the completion of the mid-point of the league schedule for that specific school. An athlete playing senior may return to the junior team only up to the mid-point of the league schedule and that movement can only occur once. Athletes playing junior may play up onto the senior team up to the mid-point of the league schedule and that movement can only occur once; except for tournament play – junior athletes are permitted to play up onto the senior team for tournaments at any time in the season of play. No player is permitted to play for the senior and junior team on the same day.

Football

A player who participates in one senior competition authorized by the CSHSAA shall be ineligible to compete as a junior in football in the same season. No player is permitted to play for the senior and junior team within 4 days. Junior athletes must play in at least one regular season game at the senior level to qualify to play in senior playoffs or senior city championships. After the completion of their season, junior players may participate in SSA provincial competition on the senior team.

Rugby

A junior player who participates in a second senior competition sanctioned by the CSHSAA shall be ineligible to compete in any junior competition for the remainder of the season. The intent of this rule is to allow a senior team to occasionally supplement their team with a well-prepared junior player. Playing twice in the same season for a senior team results in a loss of junior eligibility. No juniors are permitted to play in a senior playoff game unless they have played one senior regular season game. Athletes can move from junior to senior at any time during the season for senior tournaments only.

Soccer (Boys)

The designation of players must be made by May 15th of the season. Senior players are not permitted to play down to Junior. For regular season play, the movement from Junior to Senior can only happen once. A junior player who participates **in a second senior league competition sanctioned by the CSHSAA shall be ineligible to compete in any further junior competition for the remainder of the season.** It is the coach's responsibility to advise CSHSAA Office once a junior player is a confirmed member of senior roster.

Volleyball

The designation of players must be made by the mid point of the season. For regular season league games, the movement from Junior to Senior can only happen once. There is unlimited movement of Juniors up to the Senior team permitted for tournament and exhibition games for the entire season. Seniors can move down to the junior team for one tournament OR one regular season game only, up until the **midpoint** of the season. The only exception to this will be participation in SSA Provincial Championships. Any request for circumstance consideration must be directed to the Executive Director.

3. Classification of Athletes (Individual Sports):
Athletes in individual sports shall be classified by categories outlined in Sport-specific Policies. Generally these categories are age-related but may be based on ability (swim and dive) or by weight (wrestling).

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4. Complete eligibility registration for all sports must be entered into Sport Registration System (SRS) on or before the eligibility deadline as specified in the SSA Calendar of Events. School teams and individual-sport athletes are ineligible for participation in competition until this requirement is fulfilled.
5. For provincially sanctioned sports, SSA may invoice schools a penalty fee for teams/athletes registered into Sport Registration System (SRS) after the Eligibility Deadline for that sport.
6. For sports that are not provincially sanctioned, CSHSAA may invoice schools a penalty fee for teams/athletes registered into Sport Registration System (SRS) after the Eligibility Deadline for that sport.

POLICY 5—RECRUITMENT AND DUTY TO DISCOURAGE ATHLETICALLY MOTIVATED TRANSFERS

Revised December 2018

Undue Influence, inducement and/or the recruitment of student-athletes is considered a violation of the Constitution.

To maintain the proper relationship between the academic purposes of schools and their athletic activities, all member schools of the CSHSAA and anyone directly connected to the school (including parents, alumni associations, booster clubs, guest/volunteer coaches, other parent groups) must refrain from recruitment by means of influence or inducement that could or do encourage a student to enroll in, or transfer to, a school primarily for athletic purposes. All stakeholders have a positive duty to discourage an athletically motivated transfer between high schools or the Grade 10 enrollment at high school outside of their area of residence. Failure to discourage a transfer or enrollment into a high school from out-of-attendance areas that is obviously athletically motivated constitutes recruitment.

Without in any way limiting the applicability of the foregoing general prohibition, a member shall not:

- recruit student-athletes from beyond their feeder schools, as defined by their school districts out-of-attendance areas
- directly or indirectly initiate discussion of one's athletic program with an athlete pre-registered (designated), or registered to another school
- use competitive level differences between schools to imply an inability of the other schools to meet the athlete's academic or athletic needs
- use comparative measures, personal enticements, or guarantees of any sort
- discuss with an athlete any matters about waiving of fees to entice the athlete to attend the school, (team or school)

While the facts of each allegation of undue influence, inducement or recruitment shall 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:

Undue influence, inducement or recruitment may include, but is not limited to:

- 2.1 Any offer of monetary, or transportation assistance to a student, parent or guardian (including, but not limited to, fees, tuition, team apparel as an incentive, bus passes or other allowances, waivers, billeting or special living arrangements). Provided however, that for the purposes of these Bylaws, waiver of any fee ordinarily charged to an international student by a school, school board, or school division, shall not necessarily be considered undue influence or recruitment. Provided further that, when determining whether undue influence or recruitment exists, the CSHSAA Executive shall be entitled to consider whether such fees are waived for students not involved in athletic activities;
- 2.2 The offer or acceptance of school privileges or considerations not normally granted to other students, particularly those who wish to enroll from outside of the school's designated boundary area (this may also include guaranteeing a player a roster spot prior to acceptance and the try-out process);

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- 2.3 Any inducement or attempted inducement of parents, guardians or students to change their location of residence for athletic reasons. Facilitating a change in 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 (eg. to protect the student from physical or emotional abuse);
- 2.4 The contacting of a student and/or parent or guardian of a student who attends another school in an attempt to persuade that student directly or indirectly, primarily for athletic purposes, to attend the inducer's school (this includes contact by community or volunteer coaches). A school's athletic program cannot be the primary purpose for enticing a student to attend a non-designated school;
- 2.5 The attempt to persuade or induce a student, primarily for athletic purposes, to remain in the inducer's school, when the student had otherwise decided to transfer to another school.

Initiating a Complaint:

- If a person (parent, community member, coach, teacher or administrator) has knowledge of recruitment, he or she may initiate a complaint of perceived violation of recruitment, inducement or undue influence by submitting, without anonymity*, a Perceived Member Violation Application Form to the Principal of the school involved and the Executive Director of the CSHSAA.
- If the allegation is being made by a teacher and is regarding an ATA certificated teacher, the teacher making the allegation must follow the ATA Code of Professional Conduct and provide notices of reporting as required in the Code to the teacher in question and others.
- With substantiated evidence provided, an investigation of the offending member school will commence.
- The Discipline/ Governance Committee will participate in the investigation and will make a decision regarding the violation. Refer to the 'Investigative Process' (Policy 19).
- Should the offending member disagree with the decision made, they have the right to appeal the decision. All appeals will be managed under the 'Appeals Process' (Policy 20). *Refer to Policy 19 C

POLICY 6—SEASONS OF PLAY

Revised June 2025

PREAMBLE: The intent of establishing seasons of play is to provide a guide as to when coaching or competition for particular activities sponsored by the CSHSAA 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 coaching/competitive period will fall within one season.

Coaching is not permitted outside of the CSHSAA Seasons of Play as determined in the Calendar of Events. The rule is to ensure that teams are not assembled for coaching purposes outside of a Season of Play, thereby gaining an advantage. Practices that include team-play and/or individual instruction are not permitted. This includes student-led practices when directed or influenced by coaches. Compliance is a responsibility of the Principal and/or his or her Designate, athletic directors, and coaches.

- **Definition of a Practice:**
Schools may not conduct team practices outside the respective CSHSAA Seasons of Play. The definition of a 'team practice' is an organized sport specific CSHSAA activity, with multiple team members assembled from the same school, under the supervision of a coach (teacher or volunteer) from the same school, where they direct or conduct sport specific drills (team or individual) for the athletes. Examples of "practices" may include, but are not limited to, those involving systems, instructional drills, positional play or organized team sessions. Contests and practices for all sports shall be restricted to the CSHSAA seasons of play for sports. No members of any coaching staff (teacher or volunteer) shall direct organized practice or game activities prior to the approved starting dates for in-session sports.

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The rationale for establishing seasons of play is in keeping with the CSHSAA 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 play-off competition should be reasonably equal. In addition, the CSHSAA feels that establishing seasons of play will encourage member schools to emphasize a varied program of school athletics.

1. Activities sponsored by the CSHSAA shall take place within a specific season of play and these seasons shall be determined annually with the city and provincial competition being the reference point.

All dates governing Seasons of Play are as stated in the CSHSAA Calendar of Events as posted on the CSHSAA website – no organized practice or competition is permitted outside of the declared dates of season. “Competition” is considered to be participation in games in which score is kept, uniforms are worn, and officials are assigned. This includes exhibition games and tournaments (Football Jamboree and Volleyball Fall Classic are exempt).). The “Selects” games will also be exempt, if scheduled after City or Provincial Championships. This is a ‘friendly’ competition to showcase individual athletes from all member schools and the potential risk of injury may remove them from playoff or Provincial competition.

2. Each season of play will encompass pre-competition practice (not to include try-out dates prior to the first day of Regular Season), exhibition contests, league play and playoffs. Seasons of Play for all Spring Sports shall be from the first Monday after the Basketball city Championships with the City Championships to be declared prior to the CSHSAA competition blackout period in June. Exception to the Spring Sports Season of Play Start Date will be the event of Pole Vault; which shall start 3 weeks prior to the start of season for the rest of Spring Sports.
3. Each season of play shall be the length as determined in the CSHSAA Calendar of Events with holiday periods taken into consideration where applicable.

Exam Blackout Periods:

- The CSHSAA will approve exam blackout periods (January, June) annually, during which no competition will be scheduled.
- During exam blackout periods (as listed in CSHSAA Calendar of Events) only practices and training opportunities are permitted. Participation must be optional for players to ensure students are focused on assessments and examinations.
- When a sport season is impacted by weather or emergent issues and requires an extension into an exam blackout period, the President and Executive Director shall consult with the school Principal and/or his or her Designate involved to select an appropriate game date(s) or determine the season is concluded.

Christmas and New Years’ Blackout

- Any form of practice or competition is not permitted December 24, 25, and 26; and December 31 and January 1.

4. The season of play is not intended to include July and August (with the exception of school start up dates as the reference point to begin the each new school year’s Seasons of Play).

Summer blackout:

During the summer break, from last operational/organizational day in June through to the first operational day of the next school year as indicated in the CSHSAA Calendar of Events. Student athletes, CBE/CCSD staff, and volunteer coaches will not participate in any school organized and facilitated sport activity on or off school property including:

- Instructional team meetings
- Conditioning and training (sport specific or general fitness)
- Evaluation sessions
- Practices
- Competitions
- Student led practices
- Any coaching activities involving students

5. No school team or individual athlete may represent his/her school in competitions outside of the Season of Play for each sport without *prior* application to the Executive Director for approval. School representation in any sport is limited to its

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CSHSAA Season of Play as declared in the Calendar of Events. Unauthorized use of a school name and/or uniforms outside of Season of Play is forbidden.

6. CSHSAA athletes will be permitted to participate in an “evaluation camp” or “try-out” during the same sport season, on a one-time basis to a maximum of two days. No team-coaching is permitted. Athletes trying out for Team Alberta, Team Canada or Indigenous Games are exempt from this policy and would be permitted to participate in try-outs extending beyond the limit of two days during the season of play for each sport.
7. Out of season activities:

During operational days, CBE/CCSD certificated teachers may organize and supervise a conditioning program including weight training, running or exercising. Schools may also provide an opportunity for recreational activity to occur in the gymnasium, playing fields or other facilities. 'Open' facilities are permitted but must adhere to the following guidelines:

- team and individual instruction/coaching in sport skills are not provided (there can be no written or unwritten, sport-specific instructions by a coach, except for the intent of “safety”, permitted)
- activities are open and advertised to all members of the student body (intramural model)
- attendance and participation is voluntary and not required by the school for membership on a team
- they must be supervised by school personnel for safety reasons

Violations of Season of Play

1. Violations of the seasons of play shall be reported in writing, without anonymity*, to the CSHSAA Executive Director and to the principal of the member school in violation.
2. Violation reports received by the Executive Director will be dealt with through an investigative process immediately (See Policy 19 - Investigative Process).
3. Penalties imposed are at the discretion of the Executive Director/Discipline/ Governance Committee as per Policy 17 and may result in the individual coach or team at fault being ruled ineligible and/or sanctioned for a specified period of time.
4. Any school found in violation of the seasons of play policy and penalized may submit an Appeal to the President of the CSHSAA if the member school is in disagreement with the decision made by the Executive Director/Discipline/ Governance Committee regarding the sanction imposed.

A member shall follow the Seasons of Play as stipulated by CSHSAA’s yearly calendar to ensure each team will have the same opportunity to prepare for fair competition.

A member shall be aware of the potential conflict of interest in one’s ethical responsibilities to CSHSAA when a member accepts a designation from a local club, community, provincial, national, or university/college-sponsored teams. A “conflict of interest” in this case may include, but is not limited to:

- Acting as a coach of a community or club team with the same group of students as on the school-based team in which they also coach.
- Acting as the primary “selection committee” for a club/community team that also encompasses multiple athletes from the same school-based team.
- Encouraging/recruiting athletes of a club/community team to attend the school for which the coach (teacher or volunteer) also coaches.

A member who is involved with an athletic agency beyond CSHSAA shall not make an athlete’s participation in CSHSAA athletics conditional on participation in that agency, nor should it be implied.

*Refer to Policy 19 C

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Interpretation and Examples

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

Examples:

1. If the 'season of play' for basketball is December 1 to the third Saturday in March, this means there shall be no basketball instruction involving school teams (defined by multiple team members and instructed by a coach – certified teacher or volunteer) prior to December 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 December 1 or after the third Saturday in March. School team camps or skill sessions outside the December 1 to third Saturday in March period would, however, be in violation of the season of play policy.
2. If the 'season of play' for volleyball is September 1 to the fourth Saturday in November, volleyball team practices and individual instruction may only be carried out from September 1 to end of the provincial championships in November. This precludes any formal school volleyball activity outside this time period, but does not prevent individuals from attending summer or club camps. School teams that continue to function as school teams after the completion of the SSA playoffs are in violation of the season of play policy.
3. There is no intent that the seasons of play policy will have any effect on physical education classes or on intramural programs.

POLICY 7—STRUCTURE OF LEAGUES

Revised March 2026

1. A Divisional system is the basic structural unit of the CSHSAA. Within this framework, and acknowledging that no school is or should be required to enter all sports, it should be the concern of all schools to offer a balanced athletic program which accommodates the interests and abilities of its students and to promote equal and fair competition at all levels and in all sports.
2. League structures will be determined by each Sport Section Committee. Leagues may consist of:
 - (a) a maximum of four (4) Divisions
 - (b) and a suggested minimum of seven (7) and a maximum of thirteen (13) teams per Division
 - (c) when a division does not exist, a new division may be formed with minimum 4 teams for 1 season in order to encourage the development of more teams.

Any alterations to the above must be approved through the Executive Director.

3. Schools have the right to enter one junior and one senior team per gender to participate in league play in any sport. Schools will have the opportunity to choose their desired level of competition in each separate sport; every effort will be made by the Sport Section Chairs to accommodate school declarations when determining league structure. The choices schools make should align with the criteria established by the Sport Section Committee.

Criteria may include (but not limited to):

- ▶ Team self-declarations
- ▶ Utilize a promotion-relegation process
- ▶ Team rankings by sport chairs
- ▶ Historical league and play-off records
- ▶ Point differentials
- ▶ # of potential club players
- ▶ Play-off/City Championship results over past 2-3 years
- ▶ Coaching staff (anecdotal/experience)

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If the Sport Section Committee cannot agree on a final league structure, the final decision will be made by the Sport Chairs and Executive Director and approved by the Executive Council based on the above-mentioned criteria.

3.1 Volleyball Specific Automatic Promo/Relegation

- Teams will be awarded points for regular season play. 1st place receiving the most points and last place receiving the least.
 - Eg. - 1st place = 12 pts, 2nd = 11 pts, 3rd = 10 pts, etc ... 12th place = 1 pt
- Teams will be awarded bonus points for playoff performances
 - Gold = 4 pts, Silver = 2 pts, 3rd & 4th = 1 pt
- Teams will be using a multiplier to indicate program choice
- Schools will determine what team (Jr or Sr) they would like to put their 1.5 multiplier on. This 1.5 multiplier will be multiplied to the calculation for the designated team. Multipliers are applied after playoff bonus is calculated. Multipliers need to be declared prior to the post season meeting.
 - Eg. Regular season 12 pts + playoff bonus 4 pts = 16 x 1.5 multiplier = 24 pts
- The calculated Jr & Sr team points will be added together to determine placement for the next season.
- Using the calculations, each year the top two teams in each division will be moved up to the next highest division, and the bottom two teams in each division will be moved down to the next lowest division. Both Jr and Sr teams will move together. If there are teams tied in calculated points tiebreaker process. 1. Combined Jr/Sr points without a multiplier 2. Sr. Team placement will be used to break the tie.

3.2 Soccer Specific Divisional Structure

In preparation for the Soccer Post-season meeting, a proposed divisional structure will be based on automatic promotion/relegation. Total season win-loss records, including playoffs (but not tournaments), will be used to decide placements. The top 2 teams in each division will be promoted up a division and the bottom two teams will be relegated down a division, where movement is possible. Teams can appeal their placement, providing a rationale for appeal. This must be done at least two weeks prior to the pre-season meeting. This promotion/relegation system provides a framework for the Soccer Chairs to make a final decision on divisional structure following the Pre-season Organizational meeting.

4. If a school chooses to enter one team only in a Sport Section, it must be a senior team. In the event that a school believes that only a junior team is in its athletes' best interests, it may submit a Special Request Application Form to the Executive Director.

Factors worthy of consideration could include:

- (a) A newly-opened school
- (b) The sport is new to the school
- (c) The number and quality of available athletes
- (d) The number of experienced coaches
- (e) Significant change in school population/demographics

If a Special Request Application Form is approved, the placement will be for one year. (See Appendix B for sample form)

5. In determining the Division structure for all sports, the Sport Chair(s) will tabulate requests for placement and develop a Divisional frame based on the following guidelines:
- (a) Equal and fair competition is of primary importance.
 - (b) If the total number of schools fielding teams is 14 or more, a two-divisional structure is recommended.
 - (c) If the total number of teams is 21 or more, a three-divisional structure is recommended.

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- (d) If the total number of teams equals 28 or more, a four-divisional structure may be used.
- (e) In all structures, a balanced number of teams in each Division is preferred.

As early as possible prior to the pre-season sport Section Meeting, the Sport Chair(s) will provide each school with the proposed structure. Once confirmed, the schedule of league play and the format of playoffs will be established.

- 6. In dual divisions with multiple pools, the chairs will determine best placement of schools within each pool.

POLICY 8—LEAGUE SCHEDULES, STANDINGS AND AWARDS

Revised June 2025

- 1. All Sport Section Chairs, when scheduling league games, shall follow guidelines of:
 - (a) A maximum of two (2) games per week per team
 - (b) Avoidance of games on consecutive nights; forbidden for contact sports of football and rugby
 - (c) Alternating late start times between junior and senior
 - (d) Avoidance of late-night completion of competitions
- 2.
 - (a) Chairpersons of basketball, rugby and volleyball shall plan schedules collaboratively in order to balance opportunity by gender.
 - (b) Chairpersons of field hockey, rugby and boys' soccer shall plan schedules collaboratively in order to avoid conflicts on usage of school and city fields.
- 3. In all schedules, the home team will wear white/light uniforms. In playoffs, the higher-ranked team shall always be the home team. The official schedule will be posted online at www.calgaryhighschoolsports.ca and presented in a visitor vs home format.
- 4. Unless determined otherwise by a particular Sport Section, a win shall count as two (2) points and a tie shall count as one (1) point in computing standings.
- 5. **CALCULATION OF FINAL STANDINGS WHEN ALL TEAMS HAVE NOT PLAYED EQUAL NUMBER OF GAMES**

FOR ALL SPORTS EXCEPT RUGBY AND SOCCER:

In instances where all teams in a division have not played the same number of games by the end of the season, instead of using points, a winning percentage calculation shall be used to determine final standings for the entire division. Tie games will be counted as .5 in the calculation.

This calculation is confirmed to be: total number of games won divided by total number of games played.

- ie: 6 games won divided by 9 total games played = 0.666 winning percentage
- 4.5 games (4 wins and a tie) out of 6 games played = 0.75 winning percentage

Constitutional tiebreaker procedures will then be applied after the winning percentage is established.

Rugby Specific Portion:

In instances where all Rugby teams in a division have not played the same number of games by the end of the season, final standings will be resolved by highest "points per game".

This calculation is confirmed to be: total number of match points (wins, draws, and any losing bonus points) divided by total number of games played.

- ie: Team A played all 6 games and earned 24 points (a perfect record). They have 4 points per game (PPG).

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Team B had 2 games that couldn't be rescheduled so had a total of 4 games where they earned 11 points (2 wins, a draw, and a losing bonus point). They have 2.75 PPG.

Team C played 5 games earning 16 points (4 wins and a loss of greater than 7). They have 3.2 PPG.

Constitutional tiebreaker procedures will then be applied after the winning percentage is established.

Soccer Specific Portion:

In instances where all teams in a division have not played the same number of games by the end of the season, instead of using points, a winning percentage calculation shall be used to determine final standings for the entire division.

This calculation is confirmed to be: total number of points divided by total possible points

ie: 6 games won (18 pts) divided by 9 games played (27 possible pts) = $18/27 = 0.666$ winning percentage
4 games won (12pts) plus one tie (1pt) divided by 8 games played (24pts) = $13/24 = 0.542$ winning percentage

Constitutional tiebreaker procedures will then be applied after the winning percentage is established.

Rescheduled Games

6. Game Change Requests must be submitted, within specific time line requirements and deadlines, using the Game Change Request Form. Game Change Request forms are available on the CSHSAA website. When the Game Change Request Form is received after a deadline, the CSHSAA may invoice the school(s) for field and officials expenses incurred.

Default

7. In the event of one team defaulting a game/match in a team sport, their opponents shall be awarded a win and the score indicated as defined in the governing rules of that sport. The defaulting team must advise the Executive Director in writing with at least two (2) days (48 hours) notice. If such notice is not received 48 hours in advance, the CSHSAA may invoice the defaulting school for field and officials expenses incurred.

If a team defaults two (2) games/matches in one season, the team shall be suspended until the member school Principal and/or his or her Designate has applied to the Executive Director for review and possible reinstatement.

8. If a team withdraws from competition *during league play*, chairs of the sport will confirm to the CSHSAA Executive Director if default wins are to be entered or if the team and all their games are to be deleted from the schedule. If deletion of games creates an imbalance in the number of games scheduled, final standings for that division will be determined by percentiles, not points.

Where a team withdraws *between league and playoff competition*, the next team that would have qualified for the playoff will advance as the last qualified team – playoff seedings will be adjusted accordingly.

If such a withdrawal occurs less than 48 hours (2 school days) before the first game of playoffs, the game will be defaulted and the non-offending team will automatically advance to the next round.

All affected schools must be given at least 2 school days-notice in advance of the playoff game, so that coaches and players can prepare for the adjusted playoff format. If such notice is not given, the forfeited game will be defaulted and the affected team will automatically advance to the next round.

Where a team withdraws *during playoff competition*, the playoff structure will continue as is, indicating forfeiture.

Playoffs

9. For team sports, unless otherwise determined by the Section Committee, playoff structure shall be based on these guidelines:
(a) Up to six (6) teams – four (4) team playoff

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- (b) Seven (7) or eight (8) teams – six (6) team playoff
- (c) Nine (9) or more teams – eight (8) team playoff

Awards

10. Medals, trophies and banners shall be presented to all recipients, as determined by the sport, at the completion of the championship event. The Principal and/or his or her Designate and the Athletic Director should present awards to their teams on behalf of the Association.
11. At all CSHSAA competitions where award presentations will take place, athletes will be dressed in their uniform or related piece of clothing that clearly identifies their school.
12. No individual awards (eg MVP, all-star) shall be presented at CSHSAA-sanctioned events without the approval of the CSHSAA. Presentations for Sportsmanship are permitted.
13. Medals procedures for non-team sports
 - Cross Country and Track & Field: CSHSAA City Championships are also the Zone Qualifier for the Calgary Zone. ISAA athletes DO NOT displace CSHSAA Athletes in the City Championship results, nor do they receive CSHSAA medals; these athletes receive SSA Zone Championship medals.
 - ie: if in an event ISAA athletes place 1st, and 3rd and CSHSAA athletes place 2nd, 4th and 5th, the results would be:

City Championship Results: CSHSAA athletes are recorded as 1st, 2nd and 3rd and receive CSHSAA gold, silver and bronze medals; the results of the ISAA athletes are not included in the city championship results.

Zone Championship Results: ISAA athletes are recorded as 1st and 3rd, and CSHSAA athlete is recorded as 2nd; only the ISAA athletes receive the SSA Zone Championship medals.
 - Wrestling: CSHSAA City Championships are also the Zone Qualifier for the Calgary Zone. ISAA athletes DO NOT displace CSHSAA athletes in the City Championship **team** results. The ISAA athletes receive SSA Zone Championship medals; not CSHSAA medals. CSHSAA and ISAA athletes will receive their respective medal for their placement.
 - ie: if in a weight category ISAA athletes place 1st, and 3rd and CSHSAA athletes place 2nd, 4th and 5th, the results would be:

City Championship Results:
1st: ISAA athlete-receives gold Zone Championship medal.
2nd: CSHSAA athlete-receives silver CSHSAA City Championship medal.
3rd: ISAA athlete-receives bronze Zone Championship medal.
 - Badminton: CSHSAA City Championships and Zone Challenge are separate events. Gold, Silver and Bronze medals are awarded to CSHSAA athletes placing 1st, 2nd and 3rd in their events.

POLICY 9—TIE-BREAKER PROCEDURES

Revised January 2024

- All tie-breaker rules should be reviewed and agreed to at Sport Section Meetings. The decision of the Sport Section Committee shall be final.
- Any exceptional situations shall be referred to the Sport Specific Chairs.

CONSTITUTION

- If more than two teams are tied for a position, the procedures below for each specific sport will be used until a tie is broken. If further placement is required, the tie is then broken using the same steps between the remaining teams.

SPORT SPECIFIC-TIE BREAKER PROCEDURES

Basketball

Should any two or more teams tie for *any but the last playoff position* (only refers to ties that cause 1 team to NOT make playoffs; does not apply to split divisions where there is a tie to determine which team plays in the upper division playoffs and which teams play in the lower division playoffs), their placement is to be decided as below:

1. The head to head record between teams tied
2. If still tied, the difference in points for/against **(capping at a maximum of a 30 point differential in any given game)** involving teams that are tied in the games they played against each other
3. If still tied, the difference in points for/against **(capping at a maximum of a 30 point differential in any given game)** against all common teams in the division

Should any two or more teams tie *for the last playoff position* (only refers to ties that cause 1 team to NOT make playoffs; does not apply to split divisions where there is a tie to determine which team plays in the upper division playoffs and which teams play in the lower division playoffs), above applications are used until two teams remain – they will play off for the final position.

Field Hockey

Should any two or more teams tie in the final standings of the regular season the following mechanism(s) shall be used to determine final rankings:

1. The result of the games/matches played during regular season between the teams in question will determine the higher ranking.
2. If the teams in question did not face each other in regular season, or teams remain tied after Step 1 the team with the fewest “goals allowed” versus all common opponents will determine the higher ranking à if at least one common opponent for those teams does not exist in the standings, the total “goals allowed” for the entire season will be used.
3. If a tie still exists, the team with the most number of wins for the entire season will determine the higher ranking.
4. If a tie still exists, the greatest points for/against differential versus all common opponents will determine the higher ranking à if at least one common opponent for those teams does not exist in the standings, the total “points for/against” figure for the entire season will be used.
5. If a tie still exists, a coin toss (conducted by Executive Director and Sport Chairs) will be used to determine higher ranking.

Football

Should any two or more teams tie in points in the final standings for the regular season, their placement is to be decided as below:

1. The head to head record between teams tied. If the head to head record does not break the tie, proceed to step #2.
2. If still tied, the difference in points for/against versus common opponents **(capping at a maximum of a 21 point differential in any given game).**
3. If still tied, the difference in points for/against for the entire season **(capping at a maximum of a 21 point differential in any given game).**
4. If still tied, a coin toss (conducted by chairs and Executive Director) will be used to determine the higher ranking.

Rugby

Should any two or more teams tie in the final standings of the regular season the following mechanism(s) shall be used to determine final rankings:

1. The result of the games/matches played during regular season between the teams in question will determine the higher ranking.

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2. If the teams in question did not face each other in regular season, the team with fewest “points against” versus all common opponents will determine the higher ranking. Forfeitures are not included in the “points against” calculation. →if at least one common opponent for those teams does not exist in the standings, the total “points against” figure for the entire season will be used.
3. If a tie still exists, the greatest points for/against differential versus all common opponents will then be used to determine the higher ranking →if at least one common opponent for those teams does not exist in the standings, the total “points for/against” figure for the entire season will be used.
4. If a tie still exists, a coin toss (conducted by Executive Director and Sports Chair) will be used to determine higher ranking.

Soccer (Boys & Girls)

For ties between 2 or more teams *for any but the last playoff position* (only refers to ties that cause 1 team to NOT make playoffs; does not apply to split divisions where there is a tie to determine which team plays in the upper division playoffs and which teams play in the lower division playoffs), tiebreaker procedures shall be:

1. Games head to head between the tied teams
2. Goals allowed versus common opponents
3. Goals allowed for the entire season
4. The number of wins for the entire season

If still tied, the tie shall be broken by a coin toss.

For ties between 2 or more teams *for the last playoff position* (only refers to ties that cause 1 team to NOT make playoffs; does not apply to split divisions where there is a tie to determine which team plays in the upper division playoffs and which teams play in the lower division playoffs), a tiebreaker game will be scheduled.

Volleyball

Should any two or more teams tie for any but the last playoff position (only refers to ties that cause 1 team to NOT make playoffs; does not apply to split divisions where there is a tie to determine which team plays in the upper division playoffs and which teams play in the lower division playoffs), final placement will be determined on the basis of

1. matches won or lost between/among the tied teams
2. if still tied, then sets won and lost between/among the tied teams
3. if still tied, then total sets won and lost among all teams making the playoffs
4. if still tied, then total sets won and lost versus all common opponents
5. if still tied, a toss of coin

Should any two or more teams tie **for the final playoff position**, above applications 1, 2, 3, 4 and 5 are used until two teams remain – they will play off for the final position. In the event that the two tied teams played each other in regular season, the team that won will host the tiebreaker game; if the two tied teams did not play each other in regular season, a coin toss will determine the host venue for the tiebreaker game.

POLICY 10—SCHOOL SPORT ALBERTA AND PROVINCIAL COMPETITION

Revised December 2018

1. Member schools of the CSHSAA shall join School Sport Alberta. This policy is contingent on the fact that the autonomy of the Board of Governors of the CSHSAA be protected and maintained in every detail.
2. Participation in all SSA team competitions shall be limited to senior teams. Participation in all SSA individual competitions shall be on the basis of the established classification either by age, weight or skill level as set forth in the SSA Policy Handbook.
3. For out-of-city trips for SSA Provincial competitions, for composite teams involving individual athletes from various member schools, the CSHSAA will pay approved expenses for approved coaches and/or supervisors.

CONSTITUTION

The CSHSAA will cover the cost of substitute-teacher coverage for the Zone Head Coach of badminton, cross-country, track & field and wrestling. Substitute-teacher coverage for coaches of member-school teams is the responsibility of the school.

Meals, accommodations and other related expenses for athletes shall be the responsibility of the individual or his/her school.

4. The method of transportation for provincial playoff trips (composite teams) will be at the discretion of the Executive Director and in consultation with the sport chairs.
5. Principal and/or his or her Designate of schools shall meet with members of official teams from their school to explain conduct expected by the CSHSAA from members representing it.
6. Participating students must meet the required field trip procedures of their respective School District for out-of-city competition. The collection and verification of consent requirements is the responsibility of the member school and must be provided to the Calgary-Zone Head Coach prior to departing (composite teams). All relevant medical issues should also be identified.
7. For all trips to SSA competitions, the following SSA policies will be in effect:
 - (a) Every school team must be coached or supervised by a professional ATA certificated staff member of that school.
 - (b) During competition, every school team must be accompanied by a professional ATA certificated staff member of that school.
 - (c) Participants traveling who require overnight accommodation must adhere to the field-trip requirements of their respective School District.
 - (d) Composite zone teams shall appoint team coaches/supervisors from professional ATA certificated staff of zone member schools.
 - (e) Professional ATA certificated staff of both genders must accompany co-educational teams that are staying overnight.

POLICY 11—COACHES

Revised December 2018

Head Coaches

The CSHSAA requires that the head coach of each team or individual sport must be an active ATA-certificated staff member of that member school. Inherent in this requirement is the understanding that the head coach must be in attendance at all practice sessions and must be on the bench during all competitions.

NOTE: Teachers on leave (eg. medical, maternity, paternity, etc.) would not be considered “active” members.

If the head coach is ejected from a game/match, and a certificated replacement from the same school is not available, the game/match shall be forfeited.

The role of the head coach:

- All communications to the CSHSAA must be through the “head coach” not a volunteer coach.
- The “game coach” – who is on the score sheet, should be whomever is considered the “coach” on the bench/field/court. This will apply to sports such as volleyball, basketball or football. However the “head coach” (teacher sponsor or assistant coach) should then be listed on the score sheet as the assistant coach.
- Teachers should identify themselves and the “game coach” to the officials.

For competitions and tournaments that may potentially be attended by some individual athletes from member schools, an ATA certificated Teacher from the member school must attend as the designated “head coach” for the event. The volunteer or “Club

CONSTITUTION

Coach” cannot be considered the supervisor/coach if the athlete is representing the member school in these tournaments, even with the permission of a parent.

Exception: Individual sport athletes of member schools may attend provincially sanctioned competitions with another member school coach of the same school district (similar to the provision for Provincial Championships in Cross-country, Badminton, Wrestling and Track). Both principals and the supervising teacher must agree in writing to the responsibility of supervising the other school’s athlete at the tournament. Should coaches and/or athletes choose to ignore District policies (Field Trip documentation), or should athletes choose to attend these events without a certificated-teacher present from a member school of their same school district to supervise them, the member school and/or athlete may be sanctioned (penalized) by the CSHSAA.

Volunteer Coaches

A member will ensure that all guest and volunteer coaches follow the by-laws and policies of the Constitution.

Volunteer assistant coaches may be used however, at all times, they shall be under the jurisdiction of the head coach. Athletes are not permitted to participate under the sole supervision of a non-certificated coach. This is consistent with both CBE and CCSD policies governing duty-of-care. A volunteer coach is defined as any person who is not a member of the certificated teaching staff of the member school.

A volunteer coach must:

1. Be approved by the Principal of the member school.
2. Complete a volunteer coach application form with references to the school.
3. Submit a police check to the member principal.
4. Attend a compulsory information session with the Athletic Director of the school

The principal of the member school has the right to dismiss a volunteer coach from their duties at any time during the athletic year.

POLICY 12—TOURNAMENTS

Revised December 2018

1. Schools will be permitted a maximum of five (5) tournaments per season, only two of which may be out-of-city. This total does *not* include pre-season CSHSAA-sponsored tournaments or SSA Provincial Championships. Any tournament held within a 100 km radius of the city shall be classified as an in-city tournament by the CSHSAA.
2. Tournaments hosted by member schools should be a maximum 2 day format. If Thursday is used as a tournament date, games shall be scheduled to start after the end of regular instructional hours.
3. Individual participants in the sport of wrestling will be allowed to participate in up to three (3) out-of-city tournaments; the number of in-city tournaments is left open to coaches’ discretion.
4. By CSHSAA definition, a tournament will consist of more than four teams, one of which is a member school.

A play-day, go-round, etc will consist of a maximum of four (4) teams, to be of a round-robin format with no playoff structure. Awards cannot be presented.

Play-days, go-rounds, etc which consist of more than four teams will be considered a tournament.

POLICY 13—TRIPS

Revised December 2018

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1. All trips made out of Calgary by teams of member schools must adhere to the current policies of the respective School District regarding off-site activities.

POLICY 14—VIDEO RECORDING/TECHNOLOGY AT ATHLETIC EVENTS

Revised June 2025

No person, either directly or indirectly associated with any member school, shall be permitted to film or take still pictures of another school's *practice or controlled scrimmage*.

Players are prohibited from being equipped with an electronic, mechanical or other signal devices for the purpose of communicating with any source (Exception: A medically prescribed hearing aid of the sound-amplifier type for hearing-impaired players). The use of prohibited devices will result in forfeiture of the game and any other sanctions deemed appropriate by the Executive Director/Discipline/ Governance Committee.

Exceptions for Football:

1. Replay devices are permitted in football. When the replay device uses a service, such as but not limited to HUDL SIDELINE, the team possessing the replay service must make the video feed available to their opponent.
2. Helmet communication devices are permitted for use by ONE offensive and ONE defensive player.
3. Voice communication between the press box and team area is permitted. Football headsets which allow communication between coaches are acceptable.

Television replay or monitor equipment is prohibited at the sidelines or other locations within the playing enclosure for coaching or officiating purposes during the game. There is an exception for Football where replay devices are permitted. When the replay device uses a service, such as but not limited to HUDL SIDELINE, the team possessing the replay service must make the video feed available to their opponent.

Only voice communication between the press box and team area is permitted. Football headsets which allow communication between coaches are acceptable.

POLICY 15—WEATHER CANCELLATIONS AND SUBSEQUENT RESCHEDULING OF GAMES

Revised Dec 2024

Games Scheduled at Non-School Fields-Cancellation Procedures

During inclement weather, the CSHSAA office under the direction of the CBE and CCSD and, in consultation with the respective field managers will make the final determination about the suitability of the playing field conditions and any game cancellations required. Generally, the decision about cancelling games during inclement weather is made by noon. CSHSAA will make every effort to communicate cancellation details via email by noon. Any games cancelled due to inclement weather/field conditions will be changed to status of "On Hold For Rescheduling" on the CSHSAA website and coaches will need to liaise with each other to agree to reschedule details for the game and follow procedures below for Rescheduling Games. If a school team must forfeit a game, that team must inform the Association office and, the effected school via email and phone as soon as possible to avoid unnecessary travel for student athletes, families and staff, also allowing time to notify officials.

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Games Scheduled at School Fields—Cancellation Procedures

During inclement weather, the suitability of school fields for games scheduled that day at school fields will be made by the Athletic Director and appropriate school administration. The Athletic Director and/or school administration shall confirm to CSHSAA Administrative Assistant by noon any school field closures for games scheduled that day at their school. Every effort should be made to communicate a decision by noon to allow teams to cancel busses and advise parents and athletes. Any games cancelled due to inclement weather/field conditions will be changed to status of “On Hold For Rescheduling” on the CSHSAA website and coaches will need to liaise with each other to agree to reschedule details for the game and follow procedures confirmed below for Rescheduling Games.

Rescheduling Games

Coaches are to liaise with each other to agree to new game details. One of the teams must submit a Game Change Request Form to the CSHSAA Administrative Assistant, who will try to reschedule the game as requested. Administrative Assistant will either change game as requested and send confirmation email to AD’s and Coaches, or send email to the submitter of the form to advise that the requested change could not be made and confirming the conflict for their requested date/time/location.

In the event that both coaches are unable to come to an agreement for rescheduling a game, coaches are to contact the Executive Director who will reschedule the game where (and if) time permits.

POLICY 16—CONSTITUTIONAL APPLICATIONS

Revised December 2018

16.1 PROTESTS

The coach/sponsor shall be responsible for protesting a game with the following Protest Procedure:

- i. The protesting coach must confer with the opposing coach and official stating the reason(s) for the Protest, state that the game will be played under protest and write this information on the score sheet, if applicable.
- ii. Continue to play the game.
- iii. If the protesting team loses, the protesting coach must inform the principal of his/her school and submit a Protest Application Form in writing within two (2) school days of the competition, the protest to the opposition coach and principal, and the Executive Director. A Discipline/ Governance Committee will convene if necessary. (See Appendix B for sample form)
- iv. The Executive Director will then confirm knowledge of the protest with the opposing coach and ask that they submit a report, signed by the principal, of the disputed game. This report should be received by the Executive Director within two (2) days of the request.
- v. If there are not two (2) days between competitions (eg. play-off games), reports and decisions will need to be expedited in timeframe appropriate to the competition dates.

The Executive Director/Discipline/ Governance Committee will consider information from both sides and its decision is binding and is NOT APPEALABLE.

16.2 SPECIAL REQUESTS

Special requests are applied for an exemption from the rules.

1. A Special Request Application Form is submitted for special consideration of the application of the Constitution. Applications should only be made in extraordinary circumstances (eg. a member school requests to participate in an exhibition game against a team from the USA during the exam blackout period). (See Appendix B for sample form)
2. Special Requests will be decided by the Executive Director or Discipline/ Governance Committee and are appealable to the Appeal Panel should the member school disagree with the decision. Follow the Appeals Process as stated in Policy 20.

Special Request Application Procedure

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- i. An application for an interpretation of the constitution in a special request case is supported and signed by the Principal and/or his or her Designate and sent to the Executive Director.
- ii. Executive Director provides interpretation and guidance to school Principal and/or his or her Designate, athletic director or member of the association.
- iii. If necessary, the Executive Director informs the Discipline/ Governance Committee of the application.
- iv. If necessary, further information may need to be gathered from the member school. This stage may involve consultation with the Discipline/ Governance Committee.
- v. A decision is made by Executive Director in consultation with the Discipline/ Governance Committee, if applicable – to allow for an exceptional circumstance or uphold the Constitution.
- vi. Executive Director informs the Principal and/or his or her Designate and member of the decision in writing.

The decision of the Executive Director/Discipline/ Governance Committee can be appealed to the Appeal Panel (See Policy 20-Appeals Process for details).

16.3 **REINSTATEMENT REQUESTS**

1. Schools who are not officially represented at the Sport Section Organizational Meeting will relinquish their right to participate in that activity unless prior notification has been received by the Executive Director and approval of absence has been granted. The principal, athletic director, and coach will be informed of the missed meeting by the CSHSAA office.
2. Schools who have defaulted/forfeited two (2) games in a season will relinquish their right to participate in that activity until the Discipline/ Governance Committee has decided on the length of the team's suspension in the league and approval has been granted for reinstatement.

Reinstatement Application Procedure

- i. A Constitutional Reinstatement Request Application Form must be submitted to the Executive Director by the principal within 48 hours of being informed of the missed meeting to request reinstatement into the sport. (See Appendix B for sample form)
- ii. A Constitutional Reinstatement Request Application Form must be submitted to the Executive Director by the principal within 48 hours of defaulting two (2) games. Written submissions must include the circumstances that led to the defaults and give rationale to explain a school's decision to default.
- iii. Reinstatement requests will be decided by the Executive Director/Discipline/ Governance Committee.

The decision of the Executive Director/Discipline/ Governance Committee can be appealed to the Appeal Panel (See Policy 20-Appeals Process for details).

(NOTE: Schools who do not have representation at a Sport Section post-season meeting will not be required to submit a reinstatement application, however the school may be fined for their absence.)

16.4 **REQUEST TO CHALLENGE DIVISIONAL PLACEMENT**

In order to balance schedules in particular sports, schools may be placed in a division through promo-relegation or by the sport chairs based on the pre-determined criteria for that sport.

1. A Divisional Placement Challenge Form must be submitted to the Executive Director should a school choose to challenge their placement. (See Appendix B for sample form)
2. Divisional Placements will be reviewed by the Executive Director/Discipline/ Governance Committee and Sport Section chairs and should a strong case be substantiated, an adjustment to teams' placement may be warranted.

The decision of the Executive Director/Discipline/ Governance Committee can be appealed to the Appeal Panel (See Policy 20-Appeals Process for details).

POLICY 17—VIOLATIONS OF THE CONSTITUTION

Revised June 2025

CONSTITUTION

17.1 **DISCIPLINE AND MISCONDUCT**

Member schools, participants and spectators are expected to uphold high standards of conduct as outlined in the Constitution.

General Statements on Discipline

1. The head coach, as a representative of the school, is responsible for the conduct of all personnel comprising the school's team (players, assistant coaches, volunteer coaches and other bench personnel).
2. For a coach to address, or to permit anyone on his/her bench to address, uncomplimentary remarks to any official during the progress of a CSHSAA competition, or to indulge in conduct that might incite players or spectators against the officials, is a violation of the rules of the game and must likewise be considered conduct unworthy of a coach.
3. The Executive Director is authorized to address misconduct issues of a serious nature that may occur before, during or after a CSHSAA competition.
4. Any unsportsmanlike or violent behaviour (e.g. fighting) that results in an ejection of an athlete or coach from play (regular season or playoff) in the CSHSAA competition or exhibition (tournament game) will automatically result in a one-game suspension to any coach, player or team official and will be applied immediately to the next played CSHSAA game (regular season, playoff or provincial competition). Game suspensions are defined to mean that the suspended coach or player is not permitted to attend the next scheduled CSHSAA game during the suspension period in any capacity, as a spectator or on the bench with their team, as confirmed in the Disciplinary Letter. During the suspension period the suspended coach or player is not permitted to be in the facility in any way for games that occur outside of the home school and is not permitted to be in the gym or on the playing field for next played CSHSAA game that occur at the home school, as confirmed in the Disciplinary Letter. In CSHSAA competition, this shall result in a suspension from the Next played match of the current season, where match is understood to mean game, match, round, bout, etc. as appropriate per sport within the league or play-off schedule (not to include exhibition or tournament games). Depending on the severity of the violation or unsportsmanlike conduct, the Executive Director has the discretion to extend the suspension to include practices, multiple game suspensions, or a season suspension.

For penalties that extend beyond the automatic one-game suspension, the school Principal(s) and/or his or her Designate(s) may Appeal the Executive Director's/Discipline/ Governance Committee's decision to the Appeal Panel following

Policy 20–The Appeal Process. The Appeal Panel will review and provide a final ruling.

When suspensions are issued by the CSHSAA as a result of ejections, violence, abuse or other forms of unacceptable conduct, it is incumbent upon the school's administration and/or coaches to see that the suspended individuals adhere to the terms communicated. If there is a breach of the conditions of the suspension, further penalties including (but not limited to) additional game suspensions or season-ending suspensions may be imposed.

NOTE: Automatic one-game suspensions due to game ejections by an official will not be over-ruled by the Executive Director nor are they appealable to the Appeal Panel. Concerns about officiating should instead be directed through the complaints process in relation to officiating standards. Coaches, athletic directors, or principals may submit a Report Form for Complaints re: Officials or Clarification Requested from Officials to the Executive Director that will be forwarded to the officials association. (See Appendix B for sample form)

EXCEPTIONS:

Basketball:

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The automatic one-game suspension will not apply to any basketball player who is ejected from a game solely as a result of receiving two administrative technical fouls. Administrative technical fouls are not of a behavioural or violent nature and include violations such as stepping over the line or touching the ball while defending the in-bounder, attempting to take a charge deemed to be a flop, touching the glass on a dunk attempt, or other non-unsportsmanlike infractions related to game-play rules. In such cases, the referee will indicate the nature of both administrative technical fouls on the back of the score sheet to ensure there is a clear record of the infractions that led to the ejection.

5. Any spectators found in violation of the Code of Ethics; including unsportsmanlike, violent or other inappropriate behaviour, may be ejected from a CSHSAA host school. All information collected by the hosts, to make the decision of ejection, should be reported to the Executive Director of the CSHSAA as soon as possible after the event, using the Perceived Member Violation Application Form. (See Appendix B for sample form) Any conduct including, but not limited to, ejections, fighting and drug and alcohol use, that results in dishonour to the athlete, the team, the school or the CSHSAA during a CSHSAA event, will not be tolerated. Any spectator in violation of this policy may be subject to suspension from participating in or attending CSHSAA competition or any high school competitive sport competition at any level. They may also be subject to other penalties as the CSHSAA Executive Council, in its absolute discretion, deems appropriate.
6. Team personnel perceived to be guilty of misconduct during or immediately before or after a CSHSAA game or activity shall be reported to the CSHSAA office in writing, using the Perceived Member Violation Application Form. (See Appendix B for sample form) by the school host representative or any CSHSAA member who has been in attendance at the event in question (in most cases by both attending coaches), as soon as possible after the misconduct occurs. The Executive Director will then investigate the incident and confirm a decision in the Disciplinary Letter. A report will follow to the CSHSAA President.
7. Behaviour by any member of a team, including all bench personnel, deemed objectionable conduct as defined in the rule book for a sport shall be immediately subject to the penalty prescribed in the rule book for such an offense. In this situation during a game, the head official for the game shall be empowered to see that the penalty is carried out (including ejection of team personnel from the game site) to allow the game to continue, or, if necessary, to halt further play and award the game to the non-offending team. If an ejection results in a teacher-coach/teacher-supervisor to no longer be present with the team, the game will be forfeited.

DISCIPLINARY ACTION

Allegations of unacceptable conduct are to be reported to the Executive Director in writing, using the Perceived Member Violation Application Form. (See Appendix B for sample form) by any coach, Athletic Director, or principal (or designate) with knowledge of the matter. The Executive Director/Discipline Committee will investigate and decide whether disciplinary action is warranted.

Examples of severe incidents of unacceptable conduct include, but are not limited to:

- Individuals under the influence of alcohol, illicit drugs or performance enhancing drugs at any CSHSAA sanctioned event
- Disrespectful behavior by members
- Abuse of officials (verbal or physical)
- Deliberate attempt to injure
- Obscene gestures to players, coaches, officials or spectators

Penalties

Any student, volunteer coach, teacher, school staff or administrative personnel of a member school, or spectator who violates the discipline and misconduct policy may be excluded from participating in or attending a competition (league or exhibition games) at any level (i.e. local, zone, provincial) in any sport governed by the CSHSAA for any period of time that the CSHSAA Executive Director/Discipline/ Governance Committee in its absolute discretion deems appropriate, and may be subject to

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such other penalty as the CSHSAA Executive Director/Discipline/ Governance Committee in its absolute discretion deems appropriate.

Member schools will be expected to cooperate in the enforcement of any penalties imposed by the Executive Director/Discipline/ Governance Committee. Without limiting the generality of the foregoing, the CSHSAA Executive Director/Discipline/ Governance Committee may impose the following penalties for violation of policy:

1. Where violation is discovered after a CSHSAA championship, the individual and/or team and CSHSAA member school found in violation of this policy may be stripped of any medals won in CSHSAA competition and may be suspended from participation in provincial championships or any CSHSAA activity leading to an SSA provincial championship for the next full season of play.
2. Any coach in violation of this policy may be suspended from coaching in any CSHSAA competition and in any activity leading to an SSA provincial competition in any sport for any period of time that the CSHSAA Executive Director/Discipline/ Governance Committee in its absolute discretion deems appropriate.

The school Principal(s) and/or his or her Designate(s) may Appeal the Executive Director's/Discipline/ Governance Committee's decision to the Appeal Panel following Policy 20–The Appeal Process. The Appeal Panel will review and provide a final ruling.

17.2 **CONSTITUTIONAL VIOLATIONS**

A constitutional violation has occurred when a member school, or an individual associated with a member school, has not met the standards of the constitution. It is expected that all members will honour the constitution by the written word and its spirit of intent to support safe and fair play principles. It is also expected that members and officials will monitor the activities of the Association to uphold its philosophy and practice.

Examples of constitutional violations include, but are not limited to:

- Coaching out-of-season
- Recruitment, Inducement or Undue Influence
- Playing ineligible team members
- Using unauthorized technology on sidelines
- Participation in Non-sanctioned tournaments
- Severe discipline and misconduct incidents

When there is a conflict between member schools or one member perceives another to have violated the Constitution, it is the responsibility of each school Principal and/or his or her Designate and the Athletic Directors to communicate effectively, and where possible, to resolve issues related to the Constitution prior to reporting it to the Executive Director.

It is recommended that members, guest coaches, parents, students and spectators report concerns or issues to the Principal and/or his or her Designate of their member school. However, as and when perceived violations of the constitutional policies and/or bylaws are brought to the attention of the CSHSAA Executive Director, via submission of a Perceived Member Violation Application Form by an administrator, teacher, member of the community, volunteer coach or parent/guardian an initial investigation shall be initiated following processes as outlined in Policy 19 – Investigative Process. (See Appendix B for sample form)

In a case when there is insufficient time to secure the appeal decision before the event must take place, the member school registering the appeal shall act in accordance with the existing Constitution until the decision has been made.

All appeals should be submitted and resolved in a timely manner. The procedures for filing an Appeal shall be followed as stated in Policy 20–The Appeal Process.

Penalties

Any student, volunteer coach, teacher, school staff or administrative personnel of a member school who violates a Constitutional policy may be excluded from participating in or attending a competition (league or exhibition games) at any

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level (i.e. local, zone, provincial) in any sport governed by the CSHSAA for any period of time that the CSHSAA Executive Director/Discipline/ Governance Committee in its absolute discretion deems appropriate, and may be subject to such other penalty as the CSHSAA Executive Director/Discipline/ Governance Committee in its absolute discretion deems appropriate. As part of the investigation, the Executive Director/Discipline/ Governance Committee and school Principal(s) and/or his or her Designate(s) will discuss the incident and the potential consequence for the unacceptable conduct.

Factors to be considered when the CSHSAA Executive Director/Discipline/ Governance Committee decides upon an appropriate penalty may include but are not limited to:

- Percentage of the season played
- Severity of the violation
- Consequences are applied with a progressive discipline approach dependent upon severity
- Impact on team or program
- Coaching experience
- First vs second or third violation by the same individual or member school (progressive discipline)

POLICY 18—SAFETY GUIDELINES

JUNE 2025

1. Safety Guidelines

As a minimum standard, all member schools must follow the guidelines as outlined in the SPHEReS (School Physical Activity Health and Educations Resource for Safety) document found at www.myspheres.ca

Modifications to this document for our association exist in the sport of volleyball where indicated:

- *“The posts should be padded - including cranks and supports, from the floor up to the bottom of the net.”* For the purposes of our member schools, the posts **MUST** be padded including the official’s stand.

Modifications to this document for our association exist in the sport of basketball where indicated:

- *“In situations where student athlete’s follow-through could result in contact with an end wall and/or stage, protective padding or gymnasium mats should be placed beyond the ‘key’ area and should extend a minimum of 1.83 m (6’) up the wall from the top of the baseboard (maximum 10 cm (4”) from the floor) and be a minimum width of 4.88 m (16’).”* For the purposes of our member schools, where follow-through could result in contact with an end wall and/or stage, protective padding **MUST** be used.

Modifications to this document for our association exist for outdoor sports:

- For the purposes of our member schools, where tents may be used for shade or cover for weather conditions, all tents **MUST** be secured to the ground using pegs/stakes where permitted, or tied down to heavy weights or sandbags where stakes are not permitted.

2. Bloodborne Pathogens

The purpose of this Bloodborne Pathogens Policy is to outline the Association’s expected practices and procedures implemented to protect members from the health hazards associated with bloodborne pathogens (i.e., Hepatitis B Virus, Hepatitis C Virus, HIB, etc.) in the student competitive athletic environment.

i) **Athletic Participation:**

Students with bloodborne pathogens are not to be denied athletic participation. The risk of infecting other competitors or members is very small. The decision regarding participation will be made by the student in conjunction with his or her healthcare provider.

ii) **Confidentiality and Disclosures:**

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- a) The Association will not require a healthcare provider, nor a student or parent, to disclose a student's infection status to the Association or other members.
- b) A student's right to privacy is the same for bloodborne pathogens as it is for any other personal medical information. The decision to inform the Association, a school administrator or other professional staff about the existence of a bloodborne pathogen condition remains at the discretion of the athlete. If the student chooses to confide his or her medical history to the Association, a school administrator, other professional staff, or another student, the information revealed shall remain confidential. Unless the student chooses to make the fact public, confidentiality by all members is required.
- c) Universal precautions (as defined in this Policy) should be used in the handling of all blood and body fluids, regardless of knowledge of a student's infection status.
- d) An unauthorized disclosure is a violation of the Constitution and the disclosing member may be subject to discipline under Policy 17 of the Constitution.
- iii) **Immunization:**
 - a) The Association does not require students to obtain an HBV immunization as a precondition to athletic participation.
 - b) The Association recommends that school administrators strongly encourage students, coaches, equipment handlers, or any other person at risk of exposure to a student's blood or bodily fluids obtain a HBV immunization.
- iv) **Waiver:**

School administrators should inform students and their parents of this Bloodborne Pathogens Policy and that students have a very small risk of becoming infected with a bloodborne pathogen when participating in student athletics. School administrators must obtain a Waiver, Release, and Assumption of Risk Agreement from the parents of each student athlete. The purpose of the waiver is to ensure that the parents of students that are at risk for exposure to blood or bodily fluids, understand and acknowledge that the inherent risk of injury and illness is assumed by the parents when they allow a student to participate in an athletic program. None of the Association, the school administration, or any other professional or staff member involved in student athletics, is liable or responsible for damages arising from bloodborne pathogen related injuries or illnesses sustained during athletic participation.
- v) **Training on Bloodborne Pathogens:**
 - a) School administrators are required to provide each coach and any other staff that may come into contact with blood or bodily fluids with training in first aid and emergency care and in the prevention of transmission of bloodborne pathogens in the athletic setting.
 - b) School administrators and coaches are required to educate students about the precautions described in this Bloodborne Pathogens Policy.
- vi) **Universal Precautions:**

In order to prevent the transmission of bloodborne pathogens, universal precautions must be taken by every member. The universal precautions are:

 - All blood and bodily fluid contact should be treated as a potential bloodborne pathogen risk.
 - Students must cover existing cuts, abrasions, wounds and areas of broken skin with an occlusive dressing before and during athletic participation. Caregivers should cover their own damaged skin to prevent transmission of infection to or from an injured student.
 - Disposable, water-impervious vinyl or latex gloves should be worn to avoid contact with blood or other bodily fluids visibly tinged with blood and any other object such as equipment, bandages or uniforms contaminated with these fluids. Hands should be cleaned with soap and water or an alcohol-based antiseptic hand wash as soon as possible after gloves are removed.
 - Students with active bleeding should be removed from competition as soon as possible and the bleeding stopped. Wounds should be cleaned and covered with an occlusive dressing that remains intact during further play before a student may return to competition.
 - Students should be advised to report injuries and wounds in a timely fashion before or during competition.

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- Minor cuts or abrasions that are not bleeding do not require interruption of play but can be cleaned and covered during scheduled breaks. During these breaks, if a student's equipment or uniform fabric is wet with blood, the equipment should be cleaned and disinfected, or the uniform should be replaced.
- Equipment and playing areas contaminated with blood must be cleaned until all visible blood is gone and then disinfected with an appropriate germicide.
- Breaching bags and oral airways should be available for giving resuscitation.
- Equipment handlers, laundry personnel, and janitorial staff must be trained in proper procedures for handling washable or disposable materials contaminated with blood or bodily fluids.

vii) **Emergency Care:**

Emergency care must not be delayed because gloves or other protective equipment is not available. If the caregiver does not have the appropriate protective equipment, a towel or other barrier may be used to cover the wound until a location is reached where gloves or protective equipment can be used in more definitive treatment.

POLICY 19—THE INVESTIGATIVE PROCESS

Revised December 2018

- A. If a person (parent, teacher, volunteer coach, administrator) has knowledge of violations such as misconduct, coaching out of season, ineligibility, or recruitment/undue influence as defined herein and allegedly committed by any student, coach, teacher, school staff, or administrative personnel connected with an CSHSAA member school, he/she shall provide written notice, without anonymity*, of the allegation to the principal of the member school involved and the Executive Director of the CSHSAA, using the *Perceived Member Violation Application Form*. (See Appendix B for sample form)
- B. The Executive Director/Discipline/ Governance Committee shall commence an independent investigation of the allegations contained in the written notice. Investigations shall be conducted as follows:
1. The allegations shall be fully disclosed by the Executive Director to the party against whom they are made and to any Principal of a member school which that party attends, or to any Principal of a member school at which that party is employed, or at any member school to which that party is otherwise associated.
 2. If the investigation involves a member school because of the actions of a teacher, administrator, or volunteer coach, a Discipline/ Governance Committee will be assembled to investigate rather than the Executive Director alone (who would be involved in less serious offences from game ejections or student misconduct).
 3. The party against whom the allegations are made shall be given an opportunity to respond to those allegations to the investigating Executive Director/Discipline/ Governance Committee. Additionally a written response to those allegations may be provided to the Executive Director/Discipline/ Governance Committee within a requested timeframe given by the Executive Director/Discipline/ Governance Committee from the date of notification of the allegations upon that party.
 4. As part of the investigation process, the Executive Director/Discipline/ Governance Committee may interview or solicit written statements from any students, coaches, teachers, school staff and administrative personnel who may have information relevant to the allegations related to the case.
 5. Upon request made by the investigating Executive Director/Discipline/ Governance Committee, all students, coaches, teachers, school staff and administrative personnel of member schools are expected to cooperate and assist in the investigation conducted by the Executive Director/Discipline/ Governance Committee.
 6. The investigation shall be commenced by the Executive Director/Discipline/ Governance Committee and shall be completed within a reasonable timeframe from the date of written notice of the allegations.

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7. In the event that the investigating Executive Director/Discipline/ Governance Committee determines that the misconduct has occurred, a Decision Letter shall be provided to the offending party, the member school principal from which the violation occurred, and copied to the Executive Council. The Decision Letter shall include a description of the complaint, a summary of the Executive Director/Discipline/ Governance Committee's findings and the penalty to be imposed.
8. The decision may be appealed in accordance with the Appeals Policy as stated in **Policy 20**.

*Refer to Policy 19 C

- C. The Executive Director will discourage anonymous complaints and shall have the authority to reject any complaint that has been made on an anonymous basis. However, if the evidence accompanying an anonymous complaint is sufficient and substantiated (e.g.. allegations that raise a concern that safety of the student is at risk [e.g. sexual or other abuse] in particular), the Executive Director/Discipline/ Governance Committee may still investigate it.
- D. The outcome of each case brought to the CSHSAA Executive Director shall be presented at the next Board of Governors' meeting of the CSHSAA. Administrators, teacher-coaches and advisors must assume responsibility for the implementation of this code. School administrators must be advised of breaches of desirable practices on the part of students or coaches.

POLICY 20—THE APPEAL PROCESS

Revised December 2018

The Appeal Panel shall be constituted as set out in By-Law IV – Role of the Appeal Panel.

The Appeal Panel shall either:

- i. Uphold the decision
- ii. Amend the decision
- iii. Overturn the decision
- iv. Impose additional sanctions where warranted

Sanctions imposed by the Executive Director/Discipline/ Governance Committee will be held in abeyance until the appeal is heard. Therefore the suspensions will be on hold until the appeal is heard and a final decision is made by the Appeal Panel.

Any Executive Council member with a conflict of interest shall not participate in the Appeal Panel. Any Executive Council member who participates in the Discipline/ Governance Committee shall not sit on the Appeal Panel.

Note: A "conflict of interest" is defined as:

Any situation where the private interest of the individual member may interfere with his/her ability to carry his/her duties in their 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 CSHSAA or the applicant. Executive Council members must disclose any potential conflict of interest to the Executive Director or President at the earliest opportunity and prior to participating in any Executive Appeal Panel discussions. Any Executive Council member who is in a conflict of interest shall not participate in the appeal and shall be replaced by an administrator appointed by the President who is not in a conflict of interest.

The Principal or Administrator of a member school may appeal a decision of the Executive Director/Discipline/ Governance Committee by filing a written Notice of Appeal Form within ten (10) school days from the date of the decision letter issued by the Executive Director/Discipline/ Governance Committee.

The Notice of Appeal must:

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- i. state the decision that is being appealed;
- ii. clearly set out the grounds for the appeal of the Executive Director/Discipline/ Governance Committee's decision.
- iii. identify all documents that the applicant will rely on for the appeal;
- iv. be signed by the Principal or administrator of the applicant member.

With respect to the grounds of appeal, an appeal cannot be based solely on disagreement with the Executive Director/Discipline/ Governance Committee's factual findings. The Notice of Appeal Form must instead set out substantial grounds for appeal such as:

- a) The Executive Director/Discipline/ Governance Committee failed to substantially follow procedures as set out in the Constitution, Policies or Bylaws;
- b) The Executive Director/Discipline/ Governance Committee made a decision that was influenced by bias;
- c) The Executive Director/Discipline/ Governance Committee made a decision where there is insufficient evidence to support the decision;
- d) The Executive Director/Discipline/ Governance Committee made a decision that is not reasonable.

Appeal Procedure:

1. The Notice of Appeal Form must be delivered to the Executive Council President of the CSHSAA within ten (10) school days of the initial decision that is being appealed.
2. Upon receipt of the Notice of Appeal Form, the Executive Council shall establish an Appeal Panel to hear the appeal.
3. The Appeal Panel will set a date and time for hearing the appeal. The appeal shall be heard within twenty (20) school days from receipt of the Notice of Appeal Form.
4. The Appeal Panel may decide the appeal based on written submissions or an oral hearing.
 - a) If the matter is heard by oral hearing:
 - i. The oral hearing may be held by special teleconference call, videoconference or in person.
 - ii. The Appeal Panel may set an oral hearing at a date and time specified by the Appeal Panel.
 - iii. The Appeal Panel may set procedural rules to conduct an oral hearing.
 - b) If the matter is heard by written submissions, the Appeal Panel will:
 - i. Notify the applicant member if it is necessary for the applicant to provide further documentation or make additional written submissions on the matter.
 - ii. Set deadlines for submission of those materials.
5. The Executive Director/Discipline/ Governance Committee will submit a report to be considered on appeal, which will be shared with the applicant member.
6. The applicant shall be provided with an opportunity to respond to this report within deadlines set by the Appeal Panel and prior to the hearing.
7. The Appeal Panel will notify the applicant member and the Executive Director/Discipline/ Governance Committee of the date and time of the hearing.
8. The Appeal Panel will:
 - a) Notify the parties if it is necessary to provide further documentation or make additional written submissions on the appeal, and
 - b) Set out deadlines for submission of those materials.
9. Before issuing a decision, the Appeal Panel shall consider:
 - a) All written material submitted by the applicant member
 - b) The Decision Letter issued by the Executive Director/Discipline/ Governance Committee
 - c) The report prepared by the Executive Director/Discipline/ Governance Committee for the appeal

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- d) Applicable CSHSAA policies, the CSHSAA Constitution and Bylaws
 - e) Any laws and regulations the Appeal Panel deems relevant
 - f) Where the matter is heard at an oral hearing all verbal submissions made by the participants
 - g) Any other written material the Appeal Panel deems relevant.
10. Within ten (10) school days of the hearing, the Appeal Panel will make any decision it deems appropriate regarding the appeal, including upholding, altering, or revoking the decision under appeal.
11. The decision will be provided to the applicant member and the Executive Director.

Notice of Appeal Forms may only be filed by the Principal or Administrator of a member school. It is therefore important for Principals or Administrators of member schools to consult with any individual who is impacted by a decision of the Executive Director/Discipline/Governance Committee (e.g. a player or coach) before they decide whether or not to file a Notice of Appeal Form. In a case where a Principal or Administrator of a member school decides to appeal a decision of the Executive Director/Discipline/Governance Committee that imposes a penalty on an individual, the Appeal Panel will adjust its appeal procedure, as necessary, to ensure that the individual is afforded an opportunity to be heard.

The decision of the CSHSAA Executive Council/Appeal Panel shall be final and binding and not subject to judicial review.

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APPENDIX A: SPORT-SPECIFIC POLICIES

Badminton

Basketball

Cross-Country

Field Hockey

Football

Rugby

Soccer

Swimming & Diving

Track & Field

Volleyball

Wrestling

CONSTITUTION

BADMINTON SPORT SPECIFIC POLICIES

Revised December 2024

Connection Between CSHSAA and Minor Sport Associations

Officials are insured under the provincial governing body of the minor sport association to which they belong. As a result, officials are empowered to forward reports of misconduct or ejections on to the provincial or national governing body if they believe that further sanctioning may be warranted. Therefore any coach or player who is registered in a local, provincial or national level club/community program(s) must be aware that additional sanctions may be applied by the Amateur Sport Association's governing body in these extreme cases.

1. The rules governing badminton shall be the laws of badminton as adopted by the Badminton World Federation and the Badminton Canada Association, with any exceptions as determined by the Section Committee.
2. The Season of Play for Badminton shall start on the first day of Semester 2, and will run through the conclusion of the SSA Provincial Championship; with the City Championship Meets to be completed by the first weekend of May.
3. That there be at least ten (10) school days practice prior to any competition.
4. Five categories of tournaments shall be organized in each level of play:
 - (a) Boys' singles
 - (b) Girls' singles
 - (c) Boys' doubles
 - (d) Girls' doubles
 - (e) Mixed doubles

A participant is allowed to enter only one of the above categories. Once an athlete has competed in the Divisional or City Championships in a particular category, they are not permitted to move to another category.

5. Age Categories of competition are:
 - (a) Senior – under nineteen (19) before September 1 of that school year
 - (b) Intermediate – under seventeen (17) before September 1 of that school year
 - (c) Junior – under sixteen (16) before September 1 of that school year

NOTE: Students with a birthday on September 1st of that school year must compete in the higher category. A student who becomes 19 before September 1st is ineligible for high school competition. A student who becomes 19 on or after September 1st shall remain eligible for the entire school year.
6. In computing school and individual standings for badminton, one (1) point shall be awarded for each game won. The cumulative score of all five tournament categories will determine the school that wins the Aggregate Trophy. To determine the city champions, the total points from divisional play for all team athletes will be carried forward and the medal points from medal standings at City Championships will be added to these; with Gold earning 3 points, Silver earning 2 points and Bronze earning 1 point. **In the event of a tie in over total points in determining the city championship school winner, tiebreakers will proceed as follows: Most total team gold medals, most total team silver medals, most total team bronze medals.**
7. The basis of selection for the CSHSAA representatives in the ASAA Provincial Badminton Tournament shall be performance in all tournaments held under the jurisdiction of the CSHSAA, and in Zone competitions against representatives of the Calgary Independent Schools and the Calgary Charter Schools. If any of the Top 2 athletes from each division of the City Championships cannot go to Provincials, the next highest finisher will advance to the Zone Championships. Each coach must confirm to the Chair(s) the availability and participation of each athlete for both Zones and Provincials prior to City Championship.
 - a. For Division 1 and 2, the Top 2 athletes will move on to the zone tournament.

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- b. For Division 3 and 4, the Top 2 athletes from each will play a zone qualifier game. The match ups will be Div 3 #1 vs Div 4 #2 and Div 3 #2 vs Div 4 #1. If the athletes that win the qualifier game are from the same division, their rank from their finals will be their seeded entry. If the athletes are from different divisions, the higher division will be seeded higher.
8. Divisional Structure:
- The badminton City Championship will be separated into four (4) categories of competition: Division I, Division II, Division III, and Division IV.
 - League structures will be determined by automatic promotion/relegation.
 - Rankings will be determined by calculating the total aggregate points accumulated by each school in each of the junior and intermediate age categories only.
 - Each year, the top two (2) teams in each division will be moved up to the next highest division, and the bottom two (2) teams in each division will be moved down to the next lowest division.
9. If an athlete gets disqualified in a level of play, they are disqualified for the balance of the season and cannot register to play at a different level of play in that same season.
10. Teams are required to declare participation in each category to the Chair(s) no later than 3 days prior to Divisionals. Teams that do not declare their participation by the deadline will not be included in the Divisionals.
11. **Competitions:**
- Tournament Hosts and Supervision:*
- Refer to the guide “How To Run a Badminton Divisional Tournament”. This document is available from the CSHSAA office.
 - Show up early and have shuttles and schedule prepared before the first athlete arrives.
 - Each school participating in badminton is expected to host an event.
 - There is a 15 minute grace period for late players. If the players/team arrives within that 15 minute period, they can play the missed game. If a school team is not represented within 15 minutes of the start time, that team will default ALL their games.
 - Report results in immediately to the Sport Chairperson(s).
 - If you are hosting an event you must be on site at all times and make decisions within these guidelines.
 - Have three more helpers to assist with recording scores, announcing games and officiating games (when necessary).
 - Competition Bird - *Yonex Mavis 300 Yellow (green band)*
 - Three (3) tubes of shuttles are given out to each school supervising a Divisional or City Championship competition. These shuttles are to be opened for the first time at the event and are kept by the host school at the completion of the event.
- Tournament Guidelines:*
- Coaching shall be permitted at City and Zone Championships between games in the following format:
 - after the first game: 1 minute
 - after the 2nd game: 2 minutes
 - Athletes shall be given a 1 minute break at the 11 point interval of every game at Divisionals, City Championships and Zones. No coaching can occur at this time.
 - Players officiate their own games. If a problem arises, contact the tournament host.
 - Games are thru to 21.
 - Best-of-three matches (unless otherwise stated).
 - Athletes must have student ID available if requested by tournament organizer.
 - An injured athlete is permitted a 5 minute time out to recover and receive medical assistance, after which time they must return to play or declare a default.
12. **Attire and Equipment:**
- As per BWF regulations, all clothing worn by players shall be acceptable Badminton sports clothing

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- While on court, all athletes must wear team uniforms or plain white t-shirts. In Doubles or Mixed Doubles, the uniforms must match. Matching uniforms means same colour and general style of both the uniform top and bottom. The preferred bottom half of the uniform shall be shorts or skorts.
- No clothing with club logo's or clothing that shows Provincial and National team involvement is permitted. (Hosts are responsible for these rules to be followed).
- An athlete may choose to wear long sleeves and/or athletic pants, as an alternative to the short-sleeved uniform/t-shirt and shorts or skorts, should there be any religious or medical requirements - no written exemption is required.
- No hats shall be worn during competition or warm-up. This does not apply to any religious headwear.

13. Classification of Athletes:

- All athletes must be available for the Divisionals, City Championships and Zones.
- There will be a maximum of 24 Divisional players per school.

14. Format for Zones:

- Divide the 1st and 2nd seeded players from each division of the City Championships and the 2 independent school entries into 2 pools as follows. Games played will be round robin, best of 3 match play.

Pool A	Pool B
Div 1 #1	Div 1 #2
Div 2 #2	Div 2 #1
Div 3/4 #1	Div 3/4 #2
Independent 2	Independent 1

- Modelling from provincials, the top 2 from each pool will go onto semi-final playoffs, best of 3 match play – A1 vs. B2, A2 vs. B1.
- In the Zone Final, the winners of the semi-final playoffs will play best of 3, match play, to determine the first and second place seeding for provincials.
If the two teams that qualify for the zone final are from the same round robin pool, the result from the round robin pool will stand.

BASKETBALL SPORT SPECIFIC POLICIES

Revised March 2026

Connection Between CSHSAA and Minor Sport Associations

Officials are insured under the provincial governing body of the minor sport association to which they belong. As a result, officials are empowered to forward reports of misconduct or ejections on to the provincial or national governing body if they believe that further sanctioning may be warranted. Therefore any coach or player who is registered in a local, provincial or national level club/community program(s) must be aware that additional sanctions may be applied by the Amateur Sport Association's governing body in these extreme cases.

1. The playing rules governing basketball shall be the rules adopted by the International Basketball Federation (FIBA), with the exception of those modifications accepted by the section Committee:
 - (a) Dunking is only permitted in warm-ups leading up to the game.
 - (b) Girls -- Size 6 Spalding TF1000 ball
Boys -- Size 7 Spalding TF1000 ball
 - (c) Timeouts can be called by the head coach directly to an official or go through the score bench.
2. The Season of Play for Basketball shall start no sooner **than the Monday following Fall Break**, and no later than the last complete week of November (Sunday/Saturday) and run through to the conclusion of the SSA Provincial Championship; with the City Championships taking place on the dates as established in the CSHSAA Calendar of Events. **The start of the season**

CONSTITUTION

may overlap with other fall sport city championships where necessary, based on established calendars of events from both CSHSAA and SSA.

3. There must be at least five (5) school days of practice time before any inter-school games, except under the express permission of the Executive Council. The add/ drop deadline for confirmation of number of teams for your school will be the first Friday in October. A late fee penalty of \$250 will be charged to schools who do not meet the add/drop deadline.
4. The first league game shall begin no sooner than the first week of December.
5. The basketball league will resume on the first Tuesday after the Christmas vacation period.
6. The maximum number of league games shall be twelve (12) per team.
7. The official score of a Defaulted game will be registered as 20-0 (FIBA).
8. Teams that wish to compete for berths in the SSA Provincial Championship must compete in the upper Division for league play.
9. The annual "Selects" Games shall be scheduled each year. Athletes are selected to represent their school based on their leadership and contribution to the school's teams over a three (3) year period. This event is for Senior teams only, with preference to be given to grade 12's.
10. There shall be a 3rd place game in the Senior Division I category for the purpose of Provincial seeding if needed.
11. Teams will be given a guaranteed twenty-minute warm up after the first game; the second game of a doubleheader may begin earlier provided coaches of both teams agree.
12. The Divisional structure and playoff structures will be determined annually based on the requested entries of members. In the absence of a Basketball Section Meeting, the Chairperson(s) are authorized to adjust the formats as circumstances warrant.
13. In addition to the five tournament allotment per team (three in-city), (two out-of-city) permitted, all senior teams are required to participate in the CSHSAA opening tournament.
14. The home team will supply warm up balls. Visiting coaches shall take responsibility for these loaner basketballs. The quality of the warm up balls shall be the same for the home and visiting teams.

CROSS-COUNTRY SPORT SPECIFIC POLICIES

Revised June 2025

Connection Between CSHSAA and Minor Sport Associations

Officials are insured under the provincial governing body of the minor sport association to which they belong. As a result, officials are empowered to forward reports of misconduct or ejections on to the provincial or national governing body if they believe that further sanctioning may be warranted. Therefore any coach or player who is registered in a local, provincial or national level club/community program(s) must be aware that additional sanctions may be applied by the Amateur Sport Association's governing body in these extreme cases.

1. The meets shall run in accordance with the track and field rules, as published by the IAAF.

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2. The Season of Play for Cross Country shall start on the date as established in the CSHSAA Calendar of Events and run through to the conclusion of the SSA Provincial meet; with the City Championship Meet to take place on the date as established in the CSHSAA Calendar of Events.
3. There must be at least five (five) school days practice prior to any competition.
4. A maximum of four (4) meets are scheduled per season, one of which will be the City Championships. The Section Committee may determine a schedule of two (2) meets plus the City/Zone meet, or three (3) meets plus the City/Zone meet.
5. There is a maximum of one meet per week scheduled. In some cases the weather may require more than one event to occur during the week.
6. Team scores are determined by summing the finishing places of the top four runners on each team, with higher numeric scores indicating a higher placement for the team. Teams require a minimum of three runners to score and can score a maximum of four runners in a given race. Ties are decided in favor of the team whose fifth runner finished first. In the event that one or both teams do not have a fifth runner, the tie will be broken by the highest placed finisher between the tied teams.
7. Classification of athletes:
 - Senior – under nineteen (19) before September 1 of that year
 - Intermediate – under seventeen (17) before September 1 of that year
 - Junior – under sixteen (16) before September 1 of that year
8. Gold, silver and bronze CSHSAA medals shall be presented to the top three athletes at the completion of the City Championship event. The CSHSAA City Championship banners will be presented for each age and gender group immediately after the event (if determined) or to the school at an appropriate time following the event.
9. **Meet Procedures:**
 - Progressive race distances for boys' races will be 4km for Junior, 5km for Intermediate and 6km for Senior in conjunction with SSA policy. Progressive race distances for girls' races will be 4km for Junior, 5km for Intermediate and up to 6km for Senior. Both genders will race equal race distances in CSHSAA regardless of SSA policy.
 - All participating schools shall share in race-day responsibilities. The Section Committee will designate in advance a minimum of three (3) schools to assist with specific meets with course setup, takedown and the with finish line duties.
 - Aforementioned duties may be determined at the organizational meeting.
 - In conjunction with Team Championship Banners in Junior, Intermediate, and Senior Boys and Girls Age Class Division, a PARA Unified City Championship Banner will also be awarded to the team who achieves the highest participation in the 2km PARA Race at City/Zone Championships.
10. **Athlete Identification During Races:**
 - At the start of the season, coaches will enter athletes into a computerized database, separate from Sport Registration System (SRS)
 - Athletes will be assigned a bib number that they are to wear at each CSHSAA cross country running event of the season.
11. **Entries:**
 - The number of students a school can have on the team is unlimited. An athlete will be ineligible unless their eligibility category is established prior to an event.
12. **Qualifying for the SSA Zone and Provincial Championships:**
 - Athletes must compete in two CSHSAA meets, one of which must be the City Zone Championships, in order to qualify for the SSA Provincial Championships.
 - Zone competitions will include the top 20 Junior, Intermediate and Senior girls and boys for a total of 120 runners.

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- The Zone Championships will take place in conjunction with City Championships to determine the Provincial Qualifiers. Non-member results will not apply towards earning CSHSAA banners.

13. **Timing:**

- All cross country races will be timed using a third-party race timing company that can provide individual athlete results.

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FIELD HOCKEY SPORT SPECIFIC POLICIES

Revised March 2026

Connection Between CSHSAA and Minor Sport Associations

Officials are insured under the provincial governing body of the minor sport association to which they belong. As a result, officials are empowered to forward reports of misconduct or ejections on to the provincial or national governing body if they believe that further sanctioning may be warranted. Therefore any coach or player who is registered in a local, provincial or national level club/community program(s) must be aware that additional sanctions may be applied by the Amateur Sport Association's governing body in these extreme cases.

1. The playing rules governing field hockey shall be the rules as issued under the authority of the Field Hockey Rules Board, with the exception of those modifications accepted by the Section Committee. The official rules can be viewed at www.fieldhockey.ca.
2. The Season of Play for Field Hockey shall start on the first Monday after the Basketball City Championships, with the City Championships to be completed prior to the CSHSAA competition blackout in June. Schools will be permitted to host a field hockey camp in the fall which can be up to three days long and must occur between the first week of September to the first three weeks of October. Schools would be able to combine and provide a blended opportunity.
3. There must be at least ten (10) school days of practice prior to any competition.
4. The official score of a Defaulted game will be registered as 5-0.
5. In computing standings for field hockey, a win shall count three (3) points and a tie shall count one (1) point.
6. Participation in tryouts leading to the selection of provincial team(s) members shall be permitted until May 15, when those players who are identified as having been selected to the provincial team(s) will remain eligible for the CSHSAA field hockey league.
7. **League Play:**
 - The minimum # of players needed to start a game is 6 (no kicking back).
 - Each team will have a scheduled game on the U of C turf if financially possible. In exceptional circumstances the artificial turf may be used to host playoff games.
 - Teams should wait a maximum of 30 minutes for another team to show up. A shortened game will be played to ensure the next match is not effected.
 - Every effort will be made to decide on a weather cancellation by noon of the game day.
 - Only grad events will be considered when re-scheduling regular season or playoff games
 - Rule books can be downloaded from www.fieldhockey.ca.
 - Students in grade 10 and 11 are permitted to play junior or senior for the first three (3) games of the season only. After the 3rd game the player must be declared as a junior or a senior and properly registered. Athletes are not permitted to play on a junior and senior team on the same day.
8. **Eligibility:**
 - Boys are not permitted to play on any girls field hockey team.
 - CSHSAA field hockey teams within the same School District may combine for the sole purpose of a tournament, provided neither team can secure enough athletes for the duration of the tournament. As tournaments do not have a division specific structure, teams may combine with any other school, regardless of division.
9. **Tie-Game during a Playoff Match:**
 - If at the end of the regulation time a Penalty Shoot Out Competition shall take place to determine who advances in the playoffs/ is declared the winner.

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- Penalty Shoot Out Competition - Five penalty shoot out players from each team are selected. If at the end of all 10 penalty shoot outs there is still a tie then sudden-death penalty shoot outs will follow. Both teams will be given an opportunity to do penalty shots in each round of sudden death.

10. All teams must bring 2 pairs of socks to each game; 1 pair to be light and 1 pair to be dark in colour.

Required safety equipment:

Mandatory Usage: All players defending a penalty corner or penalty stroke must wear a smooth, single-color face mask or an approved metal grill.

Removal: Masks must be removed as soon as the penalty corner is completed. If a player carries the ball out of the 23m area, they must not be wearing the mask.

Safety Restrictions: Players cannot use the protective equipment to play in a dangerous manner, such as deliberately causing a collision.

11. Carding

Green Card	Warning (2 minute penalty)
Yellow Card	game penalty (athlete must sit-minimum of 5 minutes)
2 nd Yellow Card in one Game.....	game ejection + next game suspension
2 nd Yellow Card in the Season.....	game penalty + next game suspension
Red Card.....	game ejection + next game suspension
2 Subsequent Yellows or a Red Card	ejected for the season

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FOOTBALL SPORT SPECIFIC POLICIES

Revised March 2026

Connection Between CSHSAA and Minor Sport Associations

Officials are insured under the provincial governing body of the minor sport association to which they belong. As a result, officials are empowered to forward reports of misconduct or ejections on to the provincial or national governing body if they believe that further sanctioning may be warranted. Therefore, any coach or player who is registered in a local, provincial or national level club/community program(s) must be aware that additional sanctions may be applied by the Amateur Sport Association's governing body in these extreme cases.

1. The playing rules shall be those endorsed by the Canadian Amateur Football Association, with the exception of those modifications accepted by the Section Committee.
2. The Season of Play for Football shall start on the date as established in the CSHSAA Calendar of Events and run through to the conclusion of the SSA Provincial Championship; with the City Championships to be completed no later than the third Saturday in November. Exceptional weather and facility circumstances may occasionally warrant a slightly later completion date.
3. There must be a minimum of eight (8) attended practice days (from the first day the season commences) in the current year's season before any eligible athlete plays in any form of exhibition or league game at the senior level. Junior athletes must have ten (10) attended practice days prior to any exhibition or league games. In the first five (5) practice days, there is to be a minimum of 5 hours Safe Contact drills with helmets only embedded into the practices.
4. There will be a minimum of six (6) attended school practice days (from the first day the season commences) in the current year's season before any controlled scrimmage takes place with another school at the senior level. Junior athletes must have eight (8) school practice days prior to any controlled scrimmages.
5. The minimum number of league games shall be five (5) for junior teams and six (6) for senior teams.
6. The maximum number of regular season league games shall be eight (8) for both senior and junior.
7. The official score of a Defaulted game shall be registered as 21-0.
8. Every effort shall be made to ensure that only one football game be scheduled per team per week with the exception of postponed or playoff games or as deemed necessary by the Section Committee Executive. The football Executive is given the discretion to schedule two regular season games in a week, once during the season, if necessary. Games will not be scheduled on October 31st.
9. **Classification of Athletes:**
Senior: An eligible athlete of any grade level
Junior:
 - (a) All first year Grade 10 athletes fifteen (15) years of age or under on September 1 of that school year.
 - (b) All first year Grade 10 athletes over fifteen (15) years of age on September 1 of that school year with a McCloy measurement of 960 or below.
 - (c) A Grade 11 or second-year Grade 10 athlete with a McCloy measurement of 960 or below.

McCloy Calculation for Junior Football:

- This calculation is always done for grade 11's, second-year grade 10's, or grade 10's who are 16 & 17 years old.

The rating is determined as follows:

mass factor + height factor + age factor = McCloy

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- Mass factor is the mass in Kg times 2.2. Or the weight in lbs to the nearest whole pound.
- Height factor is the height in centimetres times 2.36 Or the height in inches to the nearest half-inch, times 6.
- Age factor is the age in years (to the half year, complete(d) as of September 1(16.5,17.0), times 20 (top age in calculation is 17).

For example if a grade 10 student is 80kg, 175cm's and 16 years and 5 months old as of Sept. 1 of that school year, they will be calculated as follows:

[Mass factor is $80 \times 2.2 = 176$] + [Height factor $175 \text{ cm} \times 2.36 = 413$] + [Age factor 16 years (because he hasn't yet reached his 16 1/2 date yet) $\times 20 = 320$] = **909** which is less than 960 (for grade 10's that are 16 or older). **If however, this student was in grade 11, he would not be eligible for junior football since the maximum McCloy value for a grade 11 is 960 points.**

- **The maximum number of Grade 11 students that are permitted to be on a Junior team per school will be limited to any 5 athletes as long as they fall within the McCloy calculation (this number would not include any female athlete that is in grade 11 or 12.)**
- **Teams have the ability to appeal up to 15 players if they cannot field a full roster.**

Schools will provide information to verify McCloys. These verifications will be signed by the coach of the other school at the first game of the season and brought to every game.

10. For all games except City Championship games, home teams will be assigned to the bench on the far sideline. For City Championship games, the team with the highest seed will have the choice of bench.
11. Determination of provincial football representation for Calgary Zone:
 - Teams must declare to both CSHSAA and SSA by the designated SSA deadline each year whether they intend to participate in SSA football provincials, and at what classification they intend to participate.
 - For classifications where SSA provides rankings (eg. 5A), these rankings will be used to determine provincial qualification. At classifications where SSA rankings are not used to determine provincial qualifiers, the following will be used to determine qualifying teams if there is more than 1 team in a given classification:
 1. Of the teams that declare for each classification, the team that played in the highest CSHSAA division during regular Season of Play shall be that classification's representative. If more than TWO teams played in the highest CSHSAA division, the below will be used to determine the representative.
 2. The team that progresses the deepest in the playoffs will qualify
 3. If TWO teams are eliminated during the same round of playoffs, then the head-to-head record between teams tied will be used to determine which team qualifies. If the head-to-head record does not break the tie, proceed to step #3.
 4. The difference in points for/against versus common opponents (capping at a maximum of a 21-point differential in any given game) will be used.
 5. If still tied, the difference in points for/against for the entire season (capping at a maximum of a 21-point differential in any given game) will be used.
 6. If still tied, a coin toss (conducted by chairs and the Executive Director) will be used to determine the higher ranking.
12. **Game Days:**
 - Game nights for *Juniors* will typically be Tuesday and Wednesday. Game nights for *Seniors* will typically be Thursday and Friday.
 - The first day of the regular season for senior football will be scheduled after a minimum of 8 common back to work days have taken place.
 - Exceptions may be necessary to accommodate adverse weather or scheduling conflicts. Games are

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only re-scheduled in exceptional circumstances.

-Each team is required to provide two (2) copies of their team roster at each regular season and playoff game to the scorers' bench (for the media).

Gate Admission

-Gate admission will be charged for all Jr and Sr regular season league games at the regular association rate (\$2 for students, \$5 adults, free for children under 6)

-Each athlete will be provided with a Family Pass for 4 which may only be used with an accompanying adult parent/guardian and may only be used for league games. Playoff gate admission will still be in effect.

The supervision of ALL football games requires the following:

1. Each participating team must have an administrator from their school at the games to supervise the venue.
2. The presence of at least one (1) staff member from the home team who will be present at the game site at least 15 minutes before the scheduled game start to be the timer.

The specific duties of the designated timer are as follows:

- getting the game started as per the scheduled starting time (in cooperation with game officials)
- timing the game as per proper timing procedures (outlined in timing procedures printout that is in the field box). This includes timing of all playoff games that your school is involved in as HOME TEAM
- recording the scoring plays on the scorecard
- liaising with game officials, coaches, medical personnel, and Parks/Rec personnel

Where site other than Shouldice has been designated as "home field" the home team will be responsible for the following game equipment:

- two (2) good game balls
- kick-off tee
- 8 corner cones or flexible flags
- two (2) stop watches or portable score-clock
- team benches

Game Procedure

1. Time Correctly as per the timing procedures print out that is in the field box. Keep eyes on officials. **Referee is in charge of the game and controls the time** (signals sheet also included in the field box).
2. **12 minute quarters** in effect (no overtime during regular league play).
For regular season games: two time-outs per half per team permitted (of one minute duration). For playoff and city championship games: each team will receive an extra half time out. **Cannot** accumulate from half to half.
3. Record score and name of scorer – First and surnames are a must. Refer to the sample scorecard enclosed for the proper recording procedures.
4. Minute Flags: Hold the flag up high during the duration of the final minute of each quarter. Move to the sidelines to do this – hold in view of the officials – drop when minute expires.
5. Three Minutes Official Warning: When three minutes remain in each half of play inform nearest official, or else blow the whistle on play stoppage 3:15 and 2:45 left on clock.
6. Half-Time – 5 to 7 minutes – inform the referee when 5 minutes has expired – game must start second half by 7 minute mark.

Medical

- There is an Emergency Radio in the field box at each timers' stand

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- **ANY TIME TEAMS CALL 911, THE SCOREKEEPER MUST USE THE EMERGENCY RADIO TO ADVISE THE CITY OF CALGARY ON-SITE SUPERVISOR THAT 911 HAS BEEN CALLED AND THE GATES NEED TO BE OPENED AND SOMEONE AT THE GATES TO DIRECT THE AMBULANCE TO THE CORRECT FIELD.**

13. **CSHSAA Football Jamboree:**

- Modifications have been made to the number of practice days required to accommodate participation in the Jamboree. Participation in the Jamboree is optional, with teams needing to declare participation in the Jamboree at the Football Preseason Organizational Meeting in June.

14. **Football Camps:**

- CSHSAA member schools are permitted to host their own spring football camp for 5 days during, and only during, a specified time period, as confirmed annually in the CSHSAA Calendar of Events.
- In addition to the school Spring Football Camps approved by the CSHSAA, the Executive Council has approved a small number of skills-development camps run by outside organizations. Generally only Alberta-based camps are approved. Grade 12 athletes participating in the Football Alberta Senior Bowl tryouts, practices and game are eligible to use school equipment for that particular use only. CBE and CSSD football equipment is not to be issued for any “outside” camp.
- School Spring Camps can only be held, on the designated dates, for currently enrolled grade 11 and 12 students only. Transferring students are not eligible to participate in Spring Camp until the school year begins and they are enrolled in their new school.
- The five designated days do not include weekend time and as such, no practices are permitted on any other days.
- Practices may be held inside or outside and are limited to a maximum of two and a half (2.5) hours, once per day. 30 minutes for meetings and 2 hours for on-field practices.
- Full gear is permitted and each school has the flexibility to organize their practices as necessary (ie full contact, no contact, gear or no gear). The Spring League club football season that precedes this spring camp may have a bearing on the type of drills conducted between athletes who have been playing and those that have not been involved in club football.
- No **formal** competition is permitted between any other school or club team. Scrimmage is only permitted between your own players. **Joint practices are permitted; however, this cannot include any form of 12v12 scrimmage or formal competition amongst the two teams.**
- No charter, private or alternative students are allowed at camps.
- Coaches must receive parental permission from each player prior to their participation in a school Spring Camp.

15. **Equipment:**

- All equipment belongs to the CSSD and CBE and is entrusted to coaches from member schools under the authority of the school Principal and/or his or her Designate. Coaches may not lend out football equipment for non-approved camps, and may be liable if any accident or injury occurs.
- The number 00 is not permitted.
- Schools are responsible for ensuring equipment is safe and certified and must follow the inspection schedule as set out by the CSHSAA (when applicable).

16. **Playoffs:**

- Top six (6) teams make the playoffs in all divisions whenever possible.
- Top two (2) teams get a bye for both Juniors and Seniors in the first round of playoffs.
- CSHSAA gate admission prices will be in effect for all playoff games and city championship games.

17. **Game Films:**

- (this policy has been removed, as per approved motion on March 2024 BOG)

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RUGBY SPORT SPECIFIC POLICIES

Revised March 2026

Connection Between CSHSAA and Minor Sport Associations

Officials are insured under the provincial governing body of the minor sport association to which they belong. As a result, officials are empowered to forward reports of misconduct or ejections on to the provincial or national governing body if they believe that further sanctioning may be warranted. Therefore any coach or player who is registered in a local, provincial or national level club/community program(s) must be aware that additional sanctions may be applied by the Amateur Sport Association's governing body in these extreme cases.

1. The playing rules shall be those endorsed by World Rugby, with the exception of those modifications accepted by the Section Committee.
2. The Season of Play for Rugby shall start on the first Monday after the Basketball City Championships and run through to the conclusion of the SSA Provincial Championships; with the City Championships to be completed prior to the CSHSAA competition blackout in June. Coaches are permitted to schedule non-mandatory Rugby Clinic classroom sessions for players as early as one week in advance of the first week of practice (primarily for new players, and student-athletes not already engaged in a high school season of play). These sessions will be non-contact, and should not require more than a regular classroom space to introduce an understanding of Rugby Laws, technical body position in navigating tackles, and a general introduction to basic/fundamental principles/skills for Rugby.
3. There must be at least ten (10) days of practice prior to any competition.
4. Teams may request up to 3 days away from the season of competition for the purpose of travel and/or tournaments.
NOTE: Any team planning to travel over Spring Break may request up to 3 additional school days of practice to prepare for their Touring trip. The school must notify the Executive Director in writing of their itinerary prior to the Organizational meeting including practice dates. The Sport Chairs and the Sport Coaches at the Organizational Meeting will then be informed of the teams who are permitted to have 1 to 3 additional practices prior to the First Day of Practice Date confirmed on the CSHSAA Calendar of Events.
5. There will be a maximum number of 12 league games.
6.
 - a) The following point system will apply to all regular season Rugby matches:
 - WIN = 4 points
 - TIE = 2 points
 - Loss of less than 7 = 1 point
 - Loss of 7 or more = 0 points
 - b) The official score of a defaulted game is 20-0
7. **Classification of Athletes:**
Senior – an eligible athlete of any grade level

Junior Boys:
(a) All first year Grade 10 athletes
(b) A Grade 11 athlete with a McCloy measurement of 920 or below

Junior Girls:
Only grade 10 and grade 11 athletes are eligible
8. Any school Rugby program with a team who withdraws their declaration to compete after the “deadline to withdraw” will receive a fine of \$250.

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9. **CSHSAA Rule Modifications:**

- Juniors will play 15-minute quarters. Seniors will play two 30-minute halves.
- **Unlimited subs are permitted in all divisions, with the exception of Senior Boys Div 1 and 2 and must be done at a stoppage of play unless a player goes down on one knee with an injury.**
- **Senior Boys Div 1** may use 10 replacement players through the course of a single match.
- **Senior Boys Div 2 may use unlimited subs within a 30-player game roster.**
- The use of foul language will be penalized by officials and may result in further disciplinary action and/or sanctions.
- Touch judges should be a knowledgeable person such as an assistant coach or trained minor official. If a volunteer is used the referee must be advised.

10. **Overtime:**

- There is no overtime in regular season play.
- For tied playoff games, two 5-minute overtime periods will be played.
- If, after overtime, the score is still tied, penalty-kicks will be used to decide the game in the following manner:
Each team will choose one player, who is on the field at the end of overtime to be designated as "The Kicker". Beginning at the 22-meter line, in front of the uprights, each Kicker will attempt a successful penalty-kick. If only one kick is successful, that team wins. If both attempts fail each kicker will repeat the attempt from the same spot. If both attempts are successful, the kickers move back 5 meters (and repeat process until only one kick is successful).

11. **Hosting a Game:**

- Posts need to be padded.
- Fields need to be lined.
- Flags or pylons posted at center field, the 22-meter line, the try line, and the dead-ball line.
- Referees may call the game if they feel the field is unsafe for game play.
- Technical Zones (TZ) should not be on the same side as the spectators.

12. **Dress Code:**

- Nothing metal or plastic may be worn.
- No jewelry.
- Taping earrings is permitted.
- Rubber molded cleats are allowed, partial metal cleats and "toe-cleats" (a single cleat at the toe) are not.

13. **McCloy Calculation for Junior Boys Rugby:**

- This calculation is always done for grade 11's.
- The procedure for submitting verification of all McCloy calculations for each team will be determined and confirmed at the pre-season organizational meeting by the chairs each year.
- Schools will provide information to verify McCloys. These verifications will be signed by the coach of the other school and kept on file.

McCloy Calculation Formula

mass factor + height factor + age factor = McCloy

Calculation example is detailed below:

- Mass factor is the mass in Kg times 2.2. **Or** the weight in lbs to the nearest whole pound.
- Height factor is the height in centimetres times 2.36 **Or** the height in inches to the nearest half-inch, times 6.
- Age factor is the age in years (to the half year, complete(d) as of September 1(16.5,17.0), times 20 (top age in calculation is 17).

For example if a grade 10 student is 80kg, 175cm's and 16 years and 5 months old as of Sept. 1 of that school year, they will be calculated as follows:

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[Mass factor is $80 \times 2.2 = 176$] + [Height factor $175 \text{ cm} \times 2.36 = 413$] + [Age factor 16 years (because he hasn't yet reached his 16 1/2 date yet) $\times 20 = 320$] = **909**

14. Provincials:

- Participants must be determined no later than the Tuesday preceding Provincial competition.
- Each zone will determine and send one (Division 1) boys and one (Division 1) girls team to the Provincial championship.
- Playoff rankings to determine the Tier 2 and Tier 3 representatives shall be:
 - a) higher division played during regular season
 - b) furthest point reached in playoff grids before eliminated
 - c) end of season final rankings

SOCCKER SPORT SPECIFIC POLICIES

Revised March 2026

Connection Between CSHSAA and Minor Sport Associations

Officials are insured under the provincial governing body of the minor sport association to which they belong. As a result, officials are empowered to forward reports of misconduct or ejections on to the provincial or national governing body if they believe that further sanctioning may be warranted. Therefore any coach or player who is registered in a local, provincial or national level club/community program(s) must be aware that additional sanctions may be applied by the Amateur Sport Association's governing body in these extreme cases.

1. The playing rules shall be those endorsed by the International Football Association Board, with the exception of those modifications accepted by the Section Committee.
2. Season of Play for Girls Soccer:
The Season of Play for Girls Soccer shall start on the date as established in the CSHSAA Calendar of Events, with the City Championships to be completed no later than the second-last Saturday in November.

Season of Play for Boys Soccer:
The Season of Play for Boys Soccer shall start on the first Monday after the Basketball City Championships, with the City Championships to be completed prior to the CSHSAA competition blackout in June.
3. That there be at least 4 practices or school days of practice conducted prior to the beginning of games for the soccer season.
4. That there be a maximum of twelve (12) league games.
5. The official score of a Defaulted game shall be registered as 5-0.
6. In computing standings for soccer, a win shall count three (3) points and a tie shall count one (1) point, unless determined otherwise by the Sport Section Committee.
7. That there be provision for a junior boys' soccer league and a junior girls' soccer league.
8. Each team is required to provide 1 linesperson for every game; regular season and playoffs.
9. **Game Play:**
 - Game-sheets should be submitted to the referee at the start of the game; photocopies of the roster with scratches noted are acceptable.
 - Teams will play eleven (11) players, ten (10) plus a goalie.

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- The minimum number of players to play is seven (7).
- Games shall be of two 40-minute halves for both regular season and playoffs.
- No overtime shall be played in the regular season.
- Provisions for extra injury time should be available for ALL playoff games.
- NO EXTRA TIME in league play;
- During playoffs, The Laws of the Game state that, at the end of each half, the referee can add time to make up for any playing time lost due to goal celebrations, substitutions, player injuries, etc. There is no minimum or maximum on how much stoppage time can be added. Some undisclosed factors may affect decisions (ie. Inclement weather, city field bookings) should be discussed with coaches, admin before each half.

10. **Informal “Mercy” Rule:**

- In the event of a five (5) goal advantage, the referee will speak with both coaches at the half and may shorten the second-half by ten minutes.

11. **Kickoff Tournament:**

- Will be organized by volunteers of the sport section
- School or City fields to be used – based on availability
- No overtime – straight to “kicks” if tied
- Separate fee to cover officials’ and field costs if not at school fields and/or field lining expenses if at school fields

12. **“Kicks” Selects Games:**

- One grade 12 athlete may be selected by each coach for participation in this game with the exception of the City Final winners from the previous season, they may select two athletes. The Section Chairperson(s) will designate teams in effort to have balanced competition.
- If no goaltender has been selected, the Section Chairperson(s) will request an additional selection.

13. **Equipment:**

- shin pads are mandatory
- approved soccer cleats are recommended for safety
- games played on artificial turf must conform to footwear requirements

14. **Game Ejections/Misconduct:**

Athletes will be ejected from a game in the following circumstances:

- two (2) consecutive yellow cards in one game.
- one (1) red card in a game.
- after a warning for profane language has been issued and it continues, a red card shall be issued.
- an athlete accumulating three (3) yellow cards in a season shall be suspended for one (1) game.
- after a first suspension, season-ending suspension will occur if two (2) subsequent yellow cards are issued to that athlete or one (1) subsequent red card.
- if an athlete has only 2 yellow cards going into the playoffs the athlete will begin playoffs without any cards.
- if an athlete receives a 3rd yellow card or red card in their final league game prior to playoffs that athlete must sit out the first playoff game suspension.

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SWIMMING/DIVING SPORT SPECIFIC POLICIES

Revised March 2025

Connection Between CSHSAA and Minor Sport Associations

Officials are insured under the provincial governing body of the minor sport association to which they belong. As a result, officials are empowered to forward reports of misconduct or ejections on to the provincial or national governing body if they believe that further sanctioning may be warranted. Therefore any coach or player who is registered in a local, provincial or national level club/community program(s) must be aware that additional sanctions may be applied by the Amateur Sport Association's governing body in these extreme cases.

1. The meet shall be conducted in accordance with swimming and diving rules as published by Swim Canada and Diving Plongeon Canada, with the exception of those modifications accepted by the Section Committee.
2. The season shall begin on the **MONDAY** preceding Thanksgiving, with the City Championship to be held by the end of the first week in December. **Whenever possible the goal is to have an 8 week season.**
3. All student athletes competing in swimming and/or diving must participate in a minimum of ten 30 minute practices for each discipline in which they are competing.
4. Athletes Per Team: Any one school's swim team can have no more than sixty (60) athletes competing at the city championships. This maximum does not include para athletes.
5. **Classification of Athletes:**

SWIMMING

Red (Current club swimmers)

Students who currently train or compete with a competitive swim club, and have competed at a FINA Speed Swim sanctioned meet as of April 1 of the current year (8 months prior to the meet). This also includes any swimmer in possession of a CSC national standard time as of the previous April 1 (20 months prior to the meet). It does *not* include current members of water polo, diving, triathlon or synchronized swim teams.

Green (Past club swimmers)

Students who have *ever* been registered in a competitive swim club, or who have competed in a FINA sanctioned swim meet. The Green category also includes:

- current OR PAST competitive members of water polo, triathlon/pentathlon or synchronized swim clubs.
- athletes who have participated in summer competitive swim camps.
- current OR PAST summer swimmers registered with the Alberta Summer Swim Association.
- swimmers who have registered in year-long recreational swim clubs.
- competitive divers if they are registered with Diving Plongeon Canada as competitive divers AND hold a Bronze swimming award.

Blue (Never club swimmers)

Students who have never been a member of a swim club or any other formal aquatic club.

It is the responsibility of a school's head coach to follow the above, and to discuss with the Swim chair any questions or concerns with individual swimmer placement.

DIVING

Red (Current club divers):

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Members of a competitive diving team or who have competed at a Senior National Championship as of April 1 (approx. 20 months prior to the meet).

Green (Past club divers):

Students who used to train with a competitive diving club but have not done so since April 1 of the previous school year. This also includes students who have participated in dive camps or learn-to-dive programs outside the school.

Blue (No club diving experience):

Students who have not participated in a dive camp or diving club.

6. A Violations Committee shall be established by the chairs each year, prior to the date of the City Championship Meet. Any athletes displaying unsportsmanlike conduct, as determined by the Violations Committee, shall:
- have all points awarded to that point in the meet deducted from their teams' total, and
 - be disqualified from the event and/or the meet, to be determined by the Violations Committee.

7. **Swim Event Selection**

- All swimmers in the above three categories may compete in four (4) events with the following clarifications:
 - Red: may not participate in relays (4 individual events per swimmer only).
 - Green and Blue: may swim in relays which counts as one of their events ie: a Green or Blue swimmer can swim in 3 individual events + a relay, or 2 individual event + 2 different relay events.
 - A maximum of one green swimmer can be on any relay team.
 - Schools may register a maximum of four (4) teams per relay event.
- The meet is organized using the Hy-Tek swim program based on accurate information given by the coaches.
- Heats and lanes are assigned to swimmers and heat sheets are distributed to coaches the week before the meet via email.
- Coaches should give each athlete their event information prior to the meet.
- Once heat sheets are distributed to the schools, there are to be **no changes** made to a swimmer's events, barring emergent or unusual circumstances.

8. **Swim Meet Organization**

- The swim meet will occur over two days with the Elbow meet schools on the first day and the Bow meet schools on the second day.
- Elbow and Bow schools will be determined by the swim chairs and clerk of course based upon balancing of number of athletes over the two days.
- Warm-up begins according to the schedule of times and lanes assigned in advance by the Swim Chair.
- Schools are required to assist in the supervision of change rooms and warm-up pool during the City Championship.
- In addition to the above, each school is responsible to provide volunteer officials in the numbers confirmed by the Swim Chair at the organizational meeting.
- The meet will be timed electronically.
- In addition to the electronic timing, there will be two (2) timers per lane. These times are used only if a malfunction of the electronic timing systems takes place.
- All swimmer events and Relay events are marshaled, but it is the swimmers/coaches responsibility to ensure their swimmers are at the marshaling area well before their heat.

9. **Scratches/Changes on the Day of the City Swim Meet**

- ONLY THE FOLLOWING CHANGES ARE PERMITTED ON THE DAY OF THE MEET:
 - scratch a swimmer from an event
 - fill in a spot on a relay team under the following conditions:
 - only if a relay swimmer is absent or injured; or
 - only if the coach makes these changes as soon as possible (before the meet in the case of an absent swimmer); or
 - only if the replacement swimmer is scratched from one of their other events that has yet to take place; or

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- only if this change is in keeping with all other rules
- NO OTHER CHANGES ARE PERMITTED ON THE DAY OF THE MEET. It is the responsibility of the swimmers and coaches to ensure they are registered for the proper events when heat sheets are distributed to schools.

10. **Swim Scoring**

Points for the Aggregate are awarded for the top sixteen (16) finishes per event as follows:

1st-20 points; 2nd-17; 3rd-16; 4th-15; 5th-14; 6th-13; 7th-12; 8th-11; 9th-9; 10th-7; 11th-6; 12th-5; 13th-4; 14th-3; 15th-2; 16th-1

Relay Teams are given double the above per entire team (eg: 40 points for a first place relay team, or 10 points per each swimmer).

A tie results in the combined points of the next 2 places being shared (eg: If 2 swimmers tie for 2nd, points are $(17 + 6)/2 = 16.5$ points each).

11. **Diving Rules**

The FINA table is online at http://www.fina.org/project/docs/rules/rules_dA2.pdf

- No change of dives is permitted on the deck.
- Forward approach dives need to be done with minimum 3 steps and a hurdle (4 steps).
- Back and inward dives must use a proper diving take off.
- Blue divers 1 meter, red and white divers 1 meter or 3 meter boards.
- Points for the aggregate are awarded for the top 12 diving finishes.
- Divers who are competing in swimming as well must swim in their heat and then report to make-up their dives.
- Contact CSHSAA for Diving Rules example sheet.

12. **Order of Events**

Girls' Blue

Boys' Blue

Combined Red and Green Girls and Boys (separate awards)

13. **Equipment**

- No athletes may wear body paint of any type, with the exception of notations for what heat they are in written on arms or hands.
- School swim caps are to be worn by all swimmers.
- All swimmers must wear FINA approved swimsuits.

14. **Awards**

- Medals will be awarded to the top three finishers in each category.
- Ribbons will be awarded to the 4th to 6th place in each category.
- All awards are sent out after the swim/dive meet.

15. A meet Admin Fee will be charged to all schools at a rate of \$2.00 per registered participant in both swim and dive. Monies will be used for Volunteer Support.

16. A \$1.00 per swim participant fee is to be invoiced to schools to hire a Clerk of Course for the swim meet. In the event the Clerk of Course is a certificated staff of CBE or CCSA a fee of \$1 per athlete will be collected to cover up to 2 (non-consecutive) guest teacher days for the Clerk of Course Chair to organize the swim meets.

CONSTITUTION

TRACK AND FIELD SPORT SPECIFIC POLICIES

Revised June 2025

Connection Between CSHSAA and Minor Sport Associations

Officials are insured under the provincial governing body of the minor sport association to which they belong. As a result, officials are empowered to forward reports of misconduct or ejections on to the provincial or national governing body if they believe that further sanctioning may be warranted. Therefore any coach or player who is registered in a local, provincial or national level club/community program(s) must be aware that additional sanctions may be applied by the Amateur Sport Association's governing body in these extreme cases.

1. The meets shall be conducted in accordance with the International Amateur Athletic Federation (IAAF) rulebook, with the exception of the modifications accepted by the Section Committee. Events, categories and technical specifications such as implement size and weight will align with SSA policies.
2. The Season of Play for Track & Field shall start on the first Monday after the Basketball City Championships and run through to the conclusion of the SSA Provincial Championships, with the City Championship Meet to take place on the date as established in the CSHSAA Calendar of Events. Exception to the Season of Play start date is the sport of Pole Vault, which shall start 3 weeks prior to the start date for all other Spring Sports.
3. There must be at least ten (10) school days of practice prior to any competition.
4. A schedule of Division meets shall precede the City Championships.
5. In computing school and individual standings for track and field, first place in an event shall count ten (10) points; second - eight (8) points; third - six (6) points; fourth - five (5) points; fifth - four (4) points; sixth - three (3) points; seventh - two (2) points; eighth - one (1) point.

6. **Classification of Athletes:**

The Divisional and City Championship structure will follow the Provincial classification structure:

Age Categories of competition are:

- (a) Senior – under nineteen (19) before September 1 of that school year
- (b) Intermediate – under seventeen (17) before September 1 of that school year
- (c) Junior – under sixteen (16) before September 1 of that school year

NOTE: Students with a birthday on September 1st of that school year must compete in the higher category. A student who becomes 19 before September 1st is ineligible for high school competition. A student who becomes 19 on or after September 1st shall remain eligible for the entire school year.

7. **Events in each male classification:**

JUNIOR BOYS	INTERMEDIATE BOYS	SENIOR BOYS
100 m	100 m	100 m
200 m	200 m	200 m
400 m	400 m	400 m
800 m	800 m	800 m
1500 m	1500 m	1500 m
3000 m	3000 m	3000 m
100 m hurdles 33" 13m to first hurdle 8.5m between hrdls	100 m hurdles 33" 13m to first hurdle 8.5m between hrdls	100 m hurdles 36" 13m to first hurdle 8.5m between hrdls
		300m hurdles (open)
4X100 m relay	4X100 m relay	4X100 m relay

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		4X400 m relay (open)
Pole vault	Pole vault	Pole vault
Long jump	Long jump	Long jump
Triple jump	Triple jump	Triple jump
High jump	High jump	High jump
Shot put	Shot put	Shot put
Discus	Discus	Discus
Javelin	Javelin	Javelin
		Pentathlon (open)

8. Events in each female classification:

JUNIOR GIRLS	INTERMEDIATE GIRLS	SENIOR GIRLS
100 m	100 m	100 m
200 m	200 m	200 m
400 m	400 m	400 m
800 m	800 m	800 m
1500 m	1500 m	1500 m
3000 m	3000 m	3000 m
80 m hurdles 30" 12m to first hurdle 8m between hrdls	80 m hurdles 30" 12m to first hurdle 8m between hrdls	80 m hurdles 33" 12m to first hurdle 8m between hrdls
		300m hurdles (open)
4X100 m relay	4X100 m relay	4X100 m relay
		4X400 m relay (open)
Pole vault	Pole vault	Pole vault
Long jump	Long jump	Long jump
Triple jump	Triple jump	Triple jump
High jump	High jump	High jump
Shot put	Shot put	Shot put
Discus	Discus	Discus
Javelin	Javelin	Javelin
		Pentathlon (open)

9. An athlete may compete in only one classification (with the exception of open events).
10. Athletes are permitted to compete in no more than four (4) events, with the following exceptions:
 - Athletes competing in the Pentathlon may compete in one (1) other SSA event (individual or relay)
 - Athletes competing in the 300m Hurdles can only compete in three (3) additional events.
11. A participant may participate in an open event and not jeopardize his/her classification for other events.
12. Scoring in all events, for both boys and girls competitions, shall be towards separate junior, intermediate and senior championships in both boys and girls.
13. The basis of selection for the CSHSAA representatives in the SSA Provincial Track and Field Meet shall be performance in all meets held under the jurisdiction of the CSHSAA.
14. All track and field team members competing in the Divisional and City Track Championships must wear their schools' track uniform (in school colours). Any athlete not in school uniform may not be allowed to participate.
15. **CSHSAA Meets:**
 - All schools must register their athletes using the designated software program.
 - A combined meet shall be run if the original meet dates are rained out.
 - Schools are encouraged to participate in the Dino high school challenge meets as exhibition events. Dual meets and other exhibition events are also encouraged.
 - Heats and finals shall be run in the 80m hurdles, the 100m hurdles and 100m & 200m events.

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- 3000m -- If top six runners who advance do not contain one or more of the age groups (Junior, Intermediate or Senior) the selections will occur outside of the top 6 to ensure that there are a maximum of two legitimate age-appropriate athletes per age group entered, competing at the City Championship.

16. **Qualifying:**

City Championships

- Top (6) from each division will go to the City Championships.
- There are no alternates permitted from the Divisional to City Championship meet.
- The relay and sprint events will have heats and finals. In those events, the top 6 athletes from each Division Meets advance.

Provincials

- The Top 2 in each event will qualify for Provincials.
- If one of the top 2 is not able to go then 3rd will substitute in.

Relay

- Calgary will send the top two (2) school teams to Provincials in the 4 X 100m and the 4 x 400m.

Private Schools

- Do not participate in Divisionals, just the City Championship.
- As a whole they are able to submit 2 athletes per event (Note: this is not athletes per school).

17. **Weights for throwing implements:**

	<u>Jr. Girls</u>	<u>Int. Girls</u>	<u>Sr. Girls</u>	<u>Jr. Boys</u>	<u>Int. Boys</u>	<u>Sr. Boys</u>
Shot Put*	3 kg	3 kg	4 kg	5 kg	5 kg	6kg
Discus	1 kg	1 kg	1 kg	1.5 kg	1.5 kg	1.75 kg
Javelin	500 g	500 g	600 g	700 g	700 g	800 g

*for Pentathlon, athletes use alternate weights; to be confirmed with chairpersons annually

18. A member school is allowed to enter 3 athletes per division, per gender, per age category for all individual events except for the 3000m (2 athletes per division, the 300H (3 athletes per gender) and Pent (3 athletes per gender).

A late fee penalty of \$200 will be charged to schools who do not meet the registration due date deadline for Red and Blue Divisional Meets.

A penalty of \$50 will be charged to schools who do not follow the 3 athlete per gender, per age category, per event – rule.

19. Event First Aid will be booked for the Red, Blue and City Championship Meets.

20. An Admin Fee will be charged to all schools at a rate of \$2.00 per registered participant in Track & Field. Monies will be used for Volunteer Support.

21. A \$1.00 per Track & Field participant fee is to be invoiced to schools to hire a Meet Director for the Divisional Meets and City Championships. In the event the Meet Director is a certificated staff of CBE or CCSD, a fee of \$1 per athlete will be collected to cover up to 2 guest teacher days for the Meet Director to organize the Track & Field Meets.

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VOLLEYBALL SPORT SPECIFIC POLICIES

Revised March 2026

Connection Between CSHSAA and Minor Sport Associations

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1. The playing rules shall be those endorsed by the Volleyball Canada and published in the previous year, with the exception of those modifications accepted by the Section Committee.
2. The season for boys and girls will commence on the date as declared in the CSHSAA Calendar of Events, with the playoffs to be finished by the second-last Saturday in November.
3. There must be at least six (6) school days of practice prior to any competition.
4. There shall be a maximum of twelve (12) matches (all matches to be a maximum of five sets) in volleyball league play.
5. **Determination of Provincial Volleyball Representation for Calgary Zone:**
 - Teams must declare both to CSHSAA and SSA by September 30th of each year what classification they will be playing for that year.
 - **5A** Representative will be represented by the CSHSAA Senior Division 1 City Champion.
 - If more than 1 berth is awarded to Calgary Zone for **5A** Provincial Championships, the berths shall be awarded as follows:
 - 2nd Berth: the losing team from the CSHSAA Senior Division 1 City Finals
 - 3rd & 4th Berths: 3rd Berth shall be awarded to the winning team of the 3rd place match, and 4th Berth shall be awarded to the losing team of the 3rd place match.
 - **2A, 3A, and 4A** Representatives:
 - Of the teams that declare for each **2A, 3A, or 4A** classifications, the team that played in the highest CSHSAA division during regular Season of Play shall be the respective **2A, 3A, or 4A** representative and will play a Zone Challenge game against the highest ranked ISAA school.
 - If two or more schools play in the same CSHSAA division, the CSHSAA berth will be awarded to the team that progresses the farthest in playoffs.
 - If teams are eliminated at the same stage of the CSHSAA Divisional playoffs, the berth shall be awarded to the team with the higher regular season standing.
 - If 2 berths are granted, the above steps will apply until 2 teams remain. The Zone Secretaries will use Provincial rankings to determine which Calgary teams will participate in the Zone Challenge game with the ISAA.
6. A Default score shall be registered as 3-0.
7. **Refereeing:**
 - Two referees should be used for all semi-final and final matches in every Division depending on availability of referees. If the number of referees increases then the quarter-final senior and junior matches may be covered as well.
 - A maximum of 15 players are permitted on the score sheet for regular season and playoff matches.

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8. **Scheduling:**

- Regular season matches will be played on Monday, Tuesday and Thursday.
- Each volleyball team (whether junior or senior) will play half of their league matches early and the other half of their league matches in the late time slot. Some scheduling anomalies may occur to accommodate unbalanced divisions and referee availability.
- Request for match changes must be made after both schools have agreed on a new date. Double-headers must be moved as double-headers (splitting matches is not permitted since officials have difficulty covering single matches).
- Playoff matches may occur on any day of the week except Sunday.

9. **Home Team Responsibilities:**

- The home team will supply warm up balls. Visiting coaches shall take responsibility for these loaner volleyballs. The quality of the warm up balls shall be the same for the home and visiting team.
- Home team provides scorekeepers and lines judges for league games (for playoff matches each team shall supply a lines judge)

10. **Dress Code:**

- Jewelry may be worn, providing that it is safe for play. This will be determined by the referee.
- Players are required to change from warm-up shirts into their match jerseys in private and with discretion. Coaches are responsible for ensuring this guideline is adhered to. An extra 2 minutes will be afforded teams for this purpose (if necessary).
- Players are allowed to wear their warm-up shirts during warm-up.

11. **Expulsion or Disqualification:**

- Coaches, players or team officials who have been expelled or disqualified are ineligible to return to the set/match, respectively, and must leave the gymnasium.

12. **Carding for infractions:**

- A Verbal warning
- *Yellow card* – A formal warning
- *Red card* – Rude Conduct - A point awarded and side out awarded.
- *Red card/Yellow card (Joint)* – Offensive Conduct - Expulsion from the rest of the set. Sit in penalty area.
- *Red card/Yellow card (Separate)* – Aggression – Disqualification from the match.

Sanctions are reflective of current Volleyball Alberta and Volleyball Canada protocol.

13. **Rule Clarifications/Interpretations**

The information contained on this document is not meant to supersede any Volleyball Canada or SSA rules or regulations, but merely meant as a guide for both coaches and officials and hopefully remove confusion. There are also some exceptions that may or may not be explained.

NEW 2022/23 – major rule changes – additional changes can be found here at [Summary of VC rule changes](#)

- i) The Liberos can be either team or game captains
- ii) Warm-up Protocol – Injury and concussion prevention. Failure to comply with this protocol will be subject to further sanction from CSHSAA. Referees will educate teams and if protocol is not followed, they will notify the Zone Referee Lead.
 - Athletes must not go under the net to retrieve their attacked ball.
 - Ball entering the court to the attacking side from the receiving side must be done from outside the court.
 - Retrieved balls must be returned along sidelines, not through receiving court.
 - Teams using both sides (full court game activity) may only have one ball in play at any given time.
 - Opposing teams are not permitted to use volleyballs in free zone during the other teams' allocated time.

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- It is recommended for opposing teams to support in retrieval of volleyballs for the team on the court.
 - For further clarification, please contact the Zone 3 Referee Lead – referees.zone3@volleyballalberta.ca
- iii) Concussion – In the situation where an athlete is struck in the head, and the coach requests a preliminary symptom check for concussion, a one-minute technical time out would be applied by the referee to rectify the situation before a legal substitution, exceptional substitution or recovery time would become necessary. The players are to remain on the court while the situation is being rectified. The technical time-out is not charged to either team. The technical time-out may occur only once for the same player in the match and is recorded on the scoresheet under remarks. If it is determined that the athlete should be removed for a complete concussion assessment, the athlete may not return to competition until the results of the assessment are known.

14. Tournaments

In addition to the five-tournament allotment per team (three in-city), (two out-of-city) permitted, all senior teams are required to participate in the CSHSAA Fall Classic opening tournament. Teams wishing to seek an exemption from this for an extenuating circumstance, may submit a special request to be reviewed by the CSHSAA Governance Committee.

1. Match Balls must be the approved CSHSAA (presently the Molten V5M5000). Tachikara Gold, Soft Touch, Mikasa, or Canuck brands are not approved match balls.
2. CSHSAA uses a 12-unlimited sub rule. A coach has 12 subs to use per set, and as long as the correct players are substituted for each other, they can use them as they see fit.
3. There are two 1-minute timeouts in all sets.
4. All matches are best-of-five with no cap in any set.
5. *Injury Timeout.* An injury time out is three (3) minutes, but is only used if there is not a player on the bench that can be legally substituted. You are requested/required to remove the injured player from the court immediately. If the injured player is the Libero, you may change the Libero, however the original Libero may not enter the match again.
6. There is such a thing as a single-person screen. Generally, a low and aggressive serve over a player or group of players.
7. *The Libero Jersey.* The libero must wear a uniform whose jersey at least must contrast in colour with that of the 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 colour 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 his/her teammates.
8. *Shorts:* All players must wear shorts that match in colour. Brand and style of shorts worn do not have to match identically among players. Libero shorts should match in colour with the rest of the team.
9. A lineup card may not be altered after it has been signed and turned into the official.
10. There is such a thing as a carried ball on first contact. However, generally a double hit should not be called.

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11. Only the match captain may sign a protest, not the coach. The coach may tell the official that the match will be protested and even write it up on the score sheet, but the captain must sign it. A protest may only be launched for an incorrect rule interpretation. For example, ball handling is not considered protestable.
12. While it is up to the individual schools to provide referee assistance (scorekeepers and lines judges), it is duty of the referee to remove any referee assistant who is not helping or not doing their job in the match.
13. It is the duty of the host team to ensure that an Administrator is in the gym for the entire match and introduce themselves to the referee prior to the match. That Administrator is to remove any unruly or rude fans from the gym and the official must be aware of disruptive fans. However, cheering loudly is not disruptive. (Example of disruptive ... taunting the server).
14. The Volleyball Alberta and Volleyball Canada will not enforce the SSA uniform changing rule. The complaining coach must go through CSHSAA.
15. For a copy of the rule book, contact Alberta Volleyball to purchase one. You may also go to the Volleyball Canada website (www.volleyball.ca), go to the Referees section and download the Guidelines for Referees. This not only states the rules, but gives referees tools to interpret the rules.
16. Carded official referees will be hired to provide two (2) line judges per match at the 4A Volleyball Boys and Girls Provincial Qualifying Final Games.
17. The first scheduled game will begin at 5:00pm with a 20 minute on court warm-up prior to the start of the game. After the first scheduled game is completed, there will be a 20 minute on court warm-up for the late game, regardless of the scheduled time of the game. Officials may not shorten the warm-up to meet the 6:30pm scheduled game time.

WRESTLING SPORT SPECIFIC POLICIES

Revised June 2025

Connection Between CSHSAA and Minor Sport Associations

Officials are insured under the provincial governing body of the minor sport association to which they belong. As a result, officials are empowered to forward reports of misconduct or ejections on to the provincial or national governing body if they believe that further sanctioning may be warranted. Therefore any coach or player who is registered in a local, provincial or national level club/community program(s) must be aware that additional sanctions may be applied by the Amateur Sport Association's governing body in these extreme cases.

1. The rules shall be those of the Wrestling Canada Lutte (WCL), with the exceptions being those specifically adopted by the Section Committee and the Alberta Schools School Sport Alberta (SSA).
2. Wrestlers are required to wear a singlet for CSHSAA League and Championship events as per the requirements in the WCL rulebook for a national championship. As exceptions to this rule, the CSHSAA 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 CSHSAA will allow the new two-piece uniform, which may or may not include a United World Wrestling (UWW) logo or emblem. In particular situations, leggings of matching colour or black may be worn 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 of black or matching colour. All permitted items must be free of metal or plastic fastenings and free of pockets. Aside from these exceptions, the SSA does not allow any club logos or colours, provincial and/or national logos and/or emblems on singlets or warm-ups to be worn.

CONSTITUTION

3. The Season of Play for Wrestling shall start on the Monday prior to the fall break in November and run through to the conclusion of the SSA Provincial Championship; with the City Championship Meet to take place on the dates as established in the CSHSAA Calendar of Events.
4. All athletes must participate in 10 days of full on mat wrestling practice prior to the individual athletes' first competition. Eligible practices are only within the "Season of Play".

**Note: A full wrestling practice is defined as wrestling practice of 1 hour or greater and includes warm-up and skill development.*
5. The wrestling league consists of quad meets, dual meets, and tournaments within the Season of Play. Wrestlers may participate in two meets per week, as long as they are on non-consecutive dates.
6. A schedule of meets shall precede the City Championship tournament. Each competitor must compete in a minimum of 4* meets (dual, quad or tournament), two of which must be dual or quad meets, to qualify for the City Championship tournament. Exceptions can be made in extenuating circumstances, on a case by case basis. Coaches must request the exception in writing to the Executive Director and Chairs at least one week prior to city championships. * For the 2025-26 season, competitors must compete in a minimum of 3 meets (dual, quad or tournament) to qualify for the City Championship tournament.
7. Championship banners shall be presented to each classification (boys and girls) calculated on the results of all competitors who finish in the top six. A school may place more than once in each weight class. The following team points will be used: 10-7-5-3-2-1. With weight classes of less than 6 entries, shall be pro rated as per the WCL.
8. All competitors must represent the school in which they are registered and attending. Students who are being coached by and attending practices at another host school may not compete for that host school; they can only represent their own school.
9. All wrestlers who will be awarded medals at the City Championships must present themselves on the podium in school warm-up colours or in singlets. No club or pro sport colours or uniforms are to be worn.
10. **Classification of Athletes:**
Male – Weight Classes: 44, 47, 50, 53, 56, 59, 62, 65, 68, 72, 76, 82, 90, 98, 108, 108, 120, 120+ kg
Female - Weight Classes 44, 47, 50, 53, 57, 61, 65, 70, 75, 82, 90, 90+ kg

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. Athletic Directors are responsible to notify chairs and CSHSAA Executive Director and apply to add these classes.
11. All coaches shall present themselves in school colours or neutral clothing while in the corner of the mat. This policy is in effect during all league meets, CSHSAA City Championships, and SSA Provincial Championships.
12. All schools participating in Wrestling shall be required to host the Wrestling City Championships, based on an established rotation initially set up using random draw.
13. Schools hosting the CSHSAA City Wrestling Championships will determine start times, competition area and spectator seating based on facility access in consultation with sport chairs and the officials association. Furthermore, wrestling will conclude by 9:00 pm on the first day of competition.
14. **Rule Clarifications and Modifications:**
 - Hair must be short or tied back with non-metal attachments.
 - An acceptable style of headgear is recommended.
 - Athletes are not required to wear a mouth guard however it is highly recommended. If during the competition the mouth guard comes out, it must be replaced at an appropriate time based on the referee's discretion.

CONSTITUTION

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

15. **Illegal Moves:**

The following are illegal moves in CSHSAA/ SSA wrestling and are not permitted:

- a) Full Nelson
 - b) West Point Ride (T-Bar)
 - c) Full Suplay, Front Suplay, and Front Salto, Standing Firemans **Note: The penalty for full suplay, front suplay, front salte and standing fireman will be disqualification from the match and tournament**
 - d) Reverse Leg Ride (Montana Leg Ride) is considered dangerous and therefore illegal due to the undue pressure placed on the knee joint
- A list of the rule deviations adopted by the CSHSAA shall be provided to the head official at every meet.
 - If the injury or blood stoppage occurs during the par terre position, wrestling will be restarted in the par terre position. This restart is used no matter who called for the stoppage (ie. Medical personnel, referee, and/or athlete). This modification is to follow the UWW rulebook with regards to stoppage and restart from the par terre position.
 - SSA rules #1 and #4 on scoring system have been reinstated.

16. **Ordering of parterre position :**

The initial position of wrestlers in parterre position before the referee blows the whistle is as follows:

- The bottom wrestler must lie on his stomach in the center of the mat. Arms shall be stretched out to the front and legs shall be stretched out to the back. Arms and/or legs can't be crossed. Hands and feet of the bottom wrestler must touch the mat. Bottom wrestler is not allowed to block the top wrestler. The top wrestler is placed sideways of his opponent, placing both of his hands on the back of his opponent without any hesitation after the parterre position is ordered. He must have two knees on the mat.
- After the referee blows the whistle, the wrestler underneath is allowed to defend himself according to the Rulebook. It's especially forbidden to jump or flee from the attacker, to defend with closed arms or blocking off with elbows and knees as well as to use actively any leg while defending. Nevertheless, the wrestler underneath is allowed to stand up after the referee has blown the whistle.

17. **Weigh-Ins:**

- If the City Championship is a single day event, weigh-ins will take place the evening before at one or two locations to be determined at the pre-season meeting. If the City Championship is a two-day event weigh-ins and medical will take place on day one of the event and completed by no later than 3:00pm.
- There will be a one-hour time limit from the start of official weigh-ins to the completion for all competitors.
- Start times for Men's Category and Women's Category may be staggered half an hour apart. The one-hour time limit shall commence when head official starts the category weigh-in.
- Weigh-ins will be supervised by accredited referees and CSHSAA officials.
- Skin check will be conducted by accredited medical personnel.
- All athletes must weigh-in wearing approved competition apparel and there will be no allowance for the weight of said apparel.
- Athletes are permitted to challenge any scale being used for the official weigh-ins and there is no allowance above the stated weight class.
- The use of garbage bags, sauna suits or similar clothing is not allowed at any CSHSAA event.

18. **Fees:**

A student admin fee will be charged to all schools at a rate of \$10.00 per registered participant in Wrestling. Monies will be used for Volunteer Support and Hospitality and the City Championship Meet

CONSTITUTION

APPENDIX B:

CONSTITUTIONAL APPLICATION FORMS

Special Request Application Form
Divisional Placement Challenge Form
Reinstatement Request Application Form
Protest Application Form
Perceived Member Violations Application Form
Notice of Appeal Form
Report Form for Complaints re: Officials or Clarification Requested from Officials
Ejection – Incident Report Form
CSHSAA/ SSA Athletic Acknowledgement Form

CONSTITUTION



SPECIAL REQUEST APPLICATION FORM

To Be Used to Request Special Consideration/Exemption of a Constitutional Policy or Bylaw

- **To Be Sent Via Email to the Executive Director**
- Special Request Application Forms can only be submitted by the Principal of a member school.
- If the Principal is not the person who sends the Form via email to CSHSAA, the Principals' signature is required on the Form; if the Principal directly emails the Form, this will be accepted as electronic signature.

PLEASE TYPE THIS FORM

SCHOOL LODGING THE SPECIAL REQUEST APPLICATION:	
SUBMITTING PRINCIPAL NAME:	
DATE BEING SUBMITTED:	
POLICY OR BYLAW THAT SPECIAL REQUEST IS BEING APPLIED FOR: <i>(confirm the Constitutional Policy or Bylaw number that you are requesting special consideration or exemption from)</i>	
DETAILS OF THE REASONS YOU ARE REQUESTING SPECIAL CONSIDERATION OR EXEMPTION FROM THE ABOVE POLICY OR BYLAW: <i>(ie: your school wishes to participate in a tournament or exhibition game but will not have met the constitutional requirement for number of practices; your school wishes to participate in a tournament or exhibition game on a blackout date etc)</i>	

Principal's Signature



DIVISIONAL PLACEMENT CHALLENGE FORM

To Be Used to Challenge Confirmed Divisional Placement For A Sport Team(s)

- **To Be Sent Via Email to the Executive Director**
- Challenge of Divisional Placement Application Forms can only be submitted by the Principal of a member school.
- If the Principal is not the person who sends the Form via email to CSHSAA, the Principals' signature is required on the Form; if the Principal directly emails the Form, this will be accepted as electronic signature.

PLEASE TYPE THIS FORM

SCHOOL LODGING THE CHALLENGE OF DIVISIONAL PLACEMENT APPLICATION:	
SUBMITTING PRINCIPAL NAME:	
DATE BEING SUBMITTED:	
DIVISIONAL PLACEMENT(S) BEING CHALLENGED: <i>(confirm the sport and team(s) for which you are challenging your confirmed divisional placement)</i>	
DETAILS OF THE REASONS YOU FEEL YOUR TEAM HAS BEEN PLACED INCORRECTLY: <i>(confirm the division your team(s) has been placed into, the division you believe your team should be placed into and the supporting reasons)</i>	

Principal's Signature

CONSTITUTION



REINSTATEMENT REQUEST APPLICATION FORM

To Be Used to Request Reinstatement for Your Sport Teams After Missing a Sport Organization Meeting or Having Been Suspended After a Double Default

- **To Be Sent Via Email to the Executive Director**
- Reinstatement Request Application Forms can only be submitted by the Principal of a member school.
- If the Principal is not the person who sends the Form via email to CSHSAA, the Principals' signature is required on the Form; if the Principal directly emails the Form, this will be accepted as electronic signature.

PLEASE TYPE THIS FORM

SCHOOL LODGING THE REINSTATEMENT REQUEST APPLICATION:	
SUBMITTING PRINCIPAL NAME:	
DATE BEING SUBMITTED:	
<u>IF SPORT MEETING WAS MISSED:</u> <i>(confirm the details of which meeting was missed and which teams you are requesting be reinstated)</i>	
<u>IF YOUR TEAM WAS SUSPENDED AFTER A DOUBLE DEFAULT:</u> <i>(confirm the circumstances that caused the double default and give rationale)</i>	

Principal's Signature



**PROTEST
APPLICATION FORM**

To Be Used to Protest A Game Result

- **To Be Sent Via Email to the Executive Director**
- Protest Application Forms can only be submitted by the Principal of a member school.
- If the Principal is not the person who sends the Form via email to CSHSAA, the Principals' signature is required on the Form; if the Principal directly emails the Form, this will be accepted as electronic signature.

PLEASE TYPE THIS FORM

SCHOOL LODGING THE PROTEST APPLICATION:	
SUBMITTING PRINCIPAL NAME:	
DATE BEING SUBMITTED:	
GAME BEING PROTESTED: <i>(confirm sport, date, division, location and teams involved in the game being protested)</i>	
DETAILS OF THE CIRCUMSTANCES BEING PROTESTED:	

Principal's Signature

CONSTITUTION



PERCEIVED MEMBER VIOLATION APPLICATION FORM

To Be Used to Report a Perceived Member Violation of Constitutional Policies or Bylaws

- **To Be Sent Via Email to the Executive Director**
- Perceived Member Violation Application Forms can be submitted by any individual (Principals, Teachers, Coaches, Parents or Community Members)
- Applicants must provide substantiated and credible evidence to support their allegation

PLEASE TYPE THIS FORM

INDIVIDUAL OR SCHOOL LODGING THE PERCEIVED VIOLATION APPLICATION:	
SUBMITTING INDIVIDUAL OR PRINCIPAL'S NAME:	
DATE BEING SUBMITTED:	
SCHOOL, TEAM, PLAYER OR COACH THAT IS PERCEIVED TO BE VIOLATING CONSTITUTIONAL POLICIES OR BYLAWS:	
CONSTITUTIONAL POLICY OR BYLAW PERCEIVED TO BE BEING VIOLATED: <i>(confirm Constitutional Policy Number or Bylaw Number)</i>	
DETAILS OF THE PERCEIVED VIOLATION:	

- ☐ *If the person submitting this application is an ATA member, please check here to confirm you have contacted the ATA member(s) you are reporting*

Signature



NOTICE OF APPEAL FORM

To be Used to Appeal Decisions on Applications Previously Made To the Executive Director

- **To Be Submitted Via Email to the Association President**
- Appeal Forms can only be submitted by the Principal of a member school.
- If the Principal is not the person who sends the Form via email to CSHSAA, the Principals' signature is required on the Form; if the Principal directly emails the Form, this will be accepted as electronic signature.

PLEASE TYPE THIS FORM

SCHOOL LODGING APPEAL:	
SUBMITTING PRINCIPAL NAME:	
DATE BEING SUBMITTED:	
DECISION BEING APPEALED: <i>(provide details)</i>	
BACKGROUND INFORMATION:	

Principal's Signature

CONSTITUTION



REPORT FORM FOR COMPLAINTS RE: OFFICIALS OR CLARIFICATION REQUESTED FROM OFFICIALS

To Be Used to Submit Complaints Re: Officials* or to Request Clarification From Officials

(CSHSAA will not overturn calls made as a result)

- To Be Sent Via Email to the Executive Director within 24 hours of the game
- Form is to be submitted by the School Based Head Coach of a member school team.
- Submission of the Form is considered to be the electronic signature of the coach

PLEASE TYPE THIS FORM

DETAILS CONFIRMING WHO IS SUBMITTING THE FORM:	SCHOOL NAME: COACH NAME: COACH EMAIL: COACH PHONE #:
DETAILS OF THE GAME THAT THE FORM IS BEING SUBMITTED FOR:	SPORT: DIVISION: DATE OF THE GAME: LOCATION: HOME TEAM: VISITOR TEAM:
DATE BEING SUBMITTED:	
DETAILS OF THE COMPLAINT ABOUT THE OFFICIAL:	NAME OF OFFICIAL (IF KNOWN): DETAILS OF COMPLAINT:
DETAILS OF THE CALL THAT CLARIFICATION IS BEING REQUESTED FOR:	DETAILS OF CLARIFICATION BEING REQUESTED:

**This form will be forwarded on to the officials group; please ensure that your complaint is worded in a respectful and professional manner*

CONSTITUTION



EJECTION – INCIDENT REPORT FORM

In all cases relating to an ejection of a player, coach or spectator, the CSHSAA must be notified of the incident by 9:00 am of the following day. Form is to be sent to Executive Director and copied to your Athletic Director and Principal.

GAME DETAILS			PLEASE TYPE
Sport:	_____	Division #:	_____
Venue:	_____	Start Time:	_____
Home Team: _____		Junior or Senior:	_____
Visitor Team: _____		Date:	_____

EJECTION DETAILS	PLEASE TYPE
Name of Person Ejected	_____
Confirm If Ejected Person was an Athlete, Coach or Spectator	_____
Uniform Number and Team Name if Athlete Ejected	_____

THE EJECTION TOOK PLACE WHEN?	CHECK ONE ONLY
☐ The ejection took place BEFORE the match	
☐ The ejection took place AFTER the match	
☐ The ejection took place DURING the match	

THE EJECTION WAS FOR THE FOLLOWING REASON	CHECK ONE ONLY
☐ Serious Foul Play that resulted in a game ejection	
☐ Severe/Violent Misconduct (eg: spitting at an opponent or official, kicking or punching an opponent)	
☐ Use of offensive, insulting or abusive language and/or gestures towards an opponent or official	
☐ Other: (please explain) _____	

CHECK ONE OR MORE OF THE FOLLOWING TO ACCURATELY DESCRIBE THE ACTIONS OF THE INDIVIDUAL(S) FOLLOWING THE EJECTION
☐ Left the field or gym without any further incident
☐ Did not leave immediately and continued to dispute the Officials' decision
☐ Returned at the end of the game even though they should have left the venue

A DISCIPLINE/GOVERNANCE COMMITTEE WILL REVIEW THIS REPORT. IT IS IMPORTANT THAT IT BE CLEAR, LEGIBLE AND ACCURATE. PLEASE CONFINE YOUR FACTUAL COMMENTS TO THE "ACTUAL EJECTION INCIDENT" ONLY.
The ejection occurred at _____ minutes into the game and the incident occurred as follows:

REPORT PREPARED BY:	CHECK ONE ONLY AND CONFIRM NAME OF INDIVIDUAL
☐ Head Coach Name: _____	Signature: _____
☐ Assistant Coach Name: _____	Signature: _____
☐ School Administrator Name: _____	Signature: _____
SCHOOL SUBMITTING REPORT: _____	DATE SUBMITTED: _____

CONSTITUTION



CSHSAA/ SSA ATHLETIC



TRANSFER ACKNOWLEDGEMENT FORM

Athletic Eligibility following transfer from one school to another is determined by the SSA

- 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 SAA activity for twelve months from the first day of attendance at their new school or until the eligibility of the student to participate in CSHSAA/ SSA activities is approved according to this policy. This policy applies when a student has participated in one of CSHSAA/ SSA listed activities, regardless of location (in province/out of province). This policy does not apply to students who did not participate in any listed activities in their previous school.
- B. The receiving school Principal, with the agreement and consent of the sending school Principal, can approve eligibility for the transfer student to participate in CSHSAA/ SSA activities if the receiving school Principal validates the transfer is for at least one of the reasons listed below.
- N.B. The student must also be eligible for participation in CSHSAA/ SSA activities according to all other SSA eligibility policies. This policy does not apply to any other question of eligibility such as fourth year eligibility.

Accepted reasons for approving eligibility for transfer students:

- 1. **If student has not participated** in any activity which is the same as an activity sponsored by the CSHAA/ SSA in their previous school **for a period of twelve consecutive months** before the date of transfer the receiving Principal may use this reason to approve the student's eligibility.
- 2. **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.
 - 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.
 - c. Under no circumstances can a student have more than one residence for eligibility purposes.
- 3. **Directed by Legal Authority**
 - a. The student is directed by legal authority to move from their current school to a different school.
 - b. A student whose custody has been established by court order or social service agency decision
- 4. If a student transfers schools because **an educational program is not available** at his/her current school and is available at another school this is an acceptable transfer reason for SSA eligibility. It must be verified in writing by the sending Principal that the educational program is not available at the student's current school.
(PLEASE NOTE: A single course is not considered an educational program)
- 5. **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 Principal who then determines if the reason appears sufficient to apply for eligibility of the student to participate in CSHSAA/ SSA sponsored activities.
- 6. If **evidence of mental health issues** is presented by the student to the receiving Principal as a reason for transferring schools then the receiving Principal is to contact the sending school Principal in determining the eligibility of the student to participate in CSHSAA/ **SSA** activities.

CONSTITUTION



ATHLETIC TRANSFER ACKNOWLEDGEMENT FORM

STUDENT NAME:	ALBERTA EDUCATION NUMBER:
DATE OF BIRTH:	GENDER: ☐ Male ☐ Female
PRESENT ADDRESS:	PREVIOUS ADDRESS (if transfer involves a move):
STUDENT/PARENT EMAIL:	NAME INDICATOR (who email is sent being sent to):
MONTH OF ENTRY INTO GRADE 10:	YEAR OF ENTRY INTO GRADE 10:
SCHOOL TRANSFERRING FROM (Sending School):	SCHOOL TRANSFERRING TO (Receiving School):
DATE OF TRANSFER:	FIRST DAY OF ATTENDANCE AT NEW SCHOOL:
REASON FOR APPLYING FOR TRANSFER (Check those that apply): ☐ Returning to Designated School ☐ Family / Guardian Move (Provide Proof of Residency) ☐ Transferred from Out-of-Province (Provide Proof) ☐ Directed by Legal Authority (Provide Court Order) ☐ Custody has been Established (Provide Court Order) ☐ Independent Student Status ☐ Educational Program (Provide Letter of Explanation) ☐ Religious Grounds (Provide Letter of Explanation) ☐ Mental Health (Provide Letter of Explanation) ☐ Athletic Reasons (Provide Letter of Explanation) ☐ Other (Provide Reason or Letter of Explanation)	
SPORTS THE STUDENT PLANS TO PARTICIPATE IN: (Check all that apply)	CLUB/COMMUNITY INVOLVEMENT: (Indicate the Tier or Level of participation in community sport)
☐ Cross Country	
☐ Volleyball	
☐ Football	
☐ Soccer	
☐ Wrestling	
☐ Swim/Dive	
☐ Basketball	
☐ Rugby	
☐ Girls Field Hockey	
☐ Badminton	
☐ Track & Field	

Name of Principal of Sending School: (Please Print)	Signature: Date:
Name of Principal of Receiving School: (Please Print)	Signature: Date:

****PLEASE NOTE**** Signatures of Principals DO NOT guarantee approval of an Athletic Transfer from the SSA. This form only acknowledges that both sending and receiving principals are aware of the reason(s) for the request.