



HANDBOOK 2019-2020



www.schoolsportsnl.ca

This Handbook is the main resource for listing SSNL programs, policies, and procedures. This is particularly important for the Varsity program schools where this program is heavily governed by rules and regulations. It is the responsibility of the school and Athletic Director to make sure all coaches are aware of any new or changed rules and regulations.

The process of changing rules and regulations is done in consultation with our membership through communication with Athletic Directors.

Any information in this Handbook that is entirely new or heavily amended from the previous year is marked “★ [NEW]” before the section where the information is listed.

The SSNL Handbook is also posted on our web site (www.schoolsportsnl.ca) and each school is provided a copy at the beginning of the school year. You can find the SSNL Technical Standards posted on our web site as well and a copy will be provided to each school in the SSNL Convenor Manual.

SCHOOL SPORTS NL STAFF

EXECUTIVE DIRECTOR

Karen Richard
krichard@schoolsportsnl.ca

VARSITY COORDINATOR

Sean Connolly
sconnolly@schoolsportsnl.ca

MARKETING & COMMUNICATIONS COORDINATOR

Diana Fisher
dfisher@schoolsportsnl.ca

ASST. EXECUTIVE DIRECTOR

Trisha Boyer
tboyer@schoolsportsnl.ca

PN SPECIALIZED PROGRAMS COORDINATOR

Amy Butt
abutt@schoolsportsnl.ca

PN CORE PROGRAMS COORDINATOR

Courtney Russell
crussell@schoolsportsnl.ca

MAILING ADDRESS: 1296A Kenmount Road - St. John's, NL A1B 4J6

SCHOOL SPORTS NL BOARD OF DIRECTORS

PRESIDENT

MIKE BALL
Elwood High
Tel: 635-2895
mikeball166@hotmail.com

VP VARSITY

CHAD LEGGE
Dorset Collegiate
Tel: 652-3190
chadlegge@nlesd.ca

VP PARTICIPATION NATION

JODY TILLER
Glovertown Academy
Tel: 533-2542
jodytiller@nlesd.ca

VP GOVERNANCE/FINANCE

ADAM MATTHEWS
Valmont Academy
Tel: 268-22052
adammatthews@nlesd.ca

AT LARGE VARSITY

SHELDON STRINGER
Discovery Collegiate
Tel: 468-2323
sheldonstringer@nlesd.ca

AT LARGE PN

LOCKIE MACDOUGALL
St. James Elementary
Tel: 695-3001
locklandmacdougall@nlesd.ca

AT LARGE GOVERNANCE/FINANCE

ROD BEALS
Labrador Straits Academy
Tel: 927-5411
roderickbeals@nlesd.ca

**SCHOOL SPORTS NL
PARTICIPATION NATION COUNCIL**

JODY TILLER (VP Participation Nation)

Glovertown Academy
Tel: 533-2542
jodytiller@nlesd.ca

DANA PITTMAN

Forest Park Primary
Tel: 489-2171
danapittman@nlesd.ca

ANDY POOLE

Holy Cross School
Tel: 677-3121
andrewpoole@nlesd.ca

MARK WALTERS

Green Bay South Academy
Tel: 652-3493
markwalters@nlesd.ca

LOCKIE MACDOUGALL

St. James Elementary
Tel: 695-3001
locklandmacdougall@nlesd.ca

COREY SAMSON

Active Schools Coordinator
Tel: 257-2346
coreysamson@nlesd.ca

DEBBIE SHORTALL

Vanier Elementary
Tel: 754-2440
debbieshortall@nlesd.ca

NICOLE McLean

Amos Comenius Memorial
Tel: 933-3815
nicolemclean@nlesd.ca

SCHOOL SPORTS NL VARSITY COUNCIL

ST. JOHN'S DIRECTOR

Brian Laing
Prince of Wales Collegiate
Tel: 576-4061
brianlaing@nlesd.ca

AVALON WEST DIRECTOR

Justin Noseworthy
Tricentia Academy
Tel: 463-2283
justinnoseworthy@nlesd.ca

CENTRAL EAST DIRECTOR

Byron Diamond
Smallwood Academy
Tel: 674-5336
byrondiamond@nlesd.ca

CENTRAL WEST DIRECTOR

Stephen Boone
MSB Regional Academy
Tel: 252-2905
stephenboone@nlesd.ca

NORTHERN PENINSULA DIRECTOR

Rhonda Martin
Cloud River Academy
Tel: 457-2430
rhondaleemartin@nlesd.ca

NORTHERN DIRECTOR

Gwen Byrne
Menihek High School
Tel: 944-7731
gwenbyrne@nlesd.ca

AVALON DIRECTOR

Stacey Moriarty
Crescent Collegiate
Tel: 759-3125
staceymoriarty@nlesd.ca

BURIN PENINSULA DIRECTOR

Marc Pittman
St. Joseph's Academy
Tel: 857-2790
marcpittman@nlesd.ca

CENTRAL DIRECTOR

Brad McCarthy
Fitzgerald Academy
Tel: 888-3426
bradmccarthy@nlesd.ca

WESTERN DIRECTOR

Michaela Alexander
Bayview Academy
Tel: 647-3381
michaelaalexander@nlesd.ca

SOUTHERN LAB DIRECTOR

Tom Flynn
Bayside Academy
Tel: 960-0252
tomflynn@nlesd.ca

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PART ONE: SCHOOL SPORTS NEWFOUNDLAND AND LABRADOR

School Sports NL (SSNL) was founded on the belief that school athletics make an important contribution to the goals of education and, as such, is an integral part of the total educational process. It is education through school sport. The defining characteristic of school sport is that link between education, competition and physical activity that can only be found in a school setting.

1. SCHOOL RESPONSIBILITY

The objectives of SSNL, as outlined in the Constitution, reflect the accumulated opinion of administration, teachers, and coaches of athletics. If the athletic program is to be justified, and earn its place in our educational system, these objectives must be adhered to and realized.

SSNL is aware that although it is the governing body for school athletics in general, the school administration is responsible for the conduct of school activities. The school Principal, for example, has the responsibility for establishing the principles of good sportsmanship in the minds of the entire school, and as the administration head, must ensure that these principles are carried out. The good name of the school depends upon how well this job is done.

Therefore, no matter what the level of competition, the school Principal is the final authority, responsible for the athletic activity of the school. SSNL recognizes this authority, and offers the following guidelines with respect to sportsmanship.

2. RECOMMENDATIONS

- A. Each school should establish its own policies and procedures relating to sportsmanship and identify responsibility to ensure their observance.
- B. Schools should insist that personnel set good examples of deportment and sportsmanship, and correct any individuals at fault in a manner adequate for the situation.
- C. The supervision of teams travelling to athletic contests should be such as to ensure that the conduct of school representatives brings credit to themselves, their school, and their sport.
- D. Athletic Directors and/or coaches should ensure student-athletes are aware of all of the rules and regulations of SSNL as per the Handbook and Technical Standards.
- E. At a staff meeting at the beginning of the school year, Principals should discuss the rules and regulations of SSNL and identify an Athletic Director.
- F. If a non-teacher is the coach of a school team, the team must be under the direct supervision of a Teacher-Sponsor. The Teacher-Sponsor **MUST** be on to the bench at all times, unless otherwise approved by the convenor or SSNL.

3. ATHLETIC DIRECTOR

Each school should identify a staff member to take on the role of Athletic Director. The Athletic Director's main responsibility is the administration of the school athletic program.

DUTIES:

- A. Serve as a liaison and email contact between the school, athletic groups and SSNL.
- B. Work closely with the staff and administration to develop and enforce an athletic/academic code of conduct, which is consistent with the goals of the staff, administration, district and SSNL.
- C. Maintain an active program that promotes sportsmanship and welcomes competing teams and guests.
- D. Ensure that each school team has a coach and/or teacher-sponsor assigned to it.
- E. Forward information on all SSNL rules, regulations and deadlines to appropriate coaches/teacher-sponsors.
- F. Ensure eligibility of student-athletes.
- G. Responsible for orientation of all coaches regarding policies, procedures and expectations and ensuring all coaches comply with SSNL rules and procedures.
- H. Responsible for budgeting for athletic program.
- I. Ensure dissemination of pertinent information.
- J. Responsible for securing officials for home games and assisting in the coordination of transportation for all away games.
- K. Responsible for the development of a schedule of varsity events and allot gym time.

4. TEACHER-SPONSOR

The guiding principles of SSNL have always identified the teacher as the integral bridge that allows SSNL to have the educational value that it does. In the absence of a teacher as a coach, a teacher-sponsor continues to provide the necessary link to the school.

The following guidelines are in effect with regard to teacher-sponsors:

- A. Any school team in competition must be under the control of a staff member of the school, which it represents. The teacher responsible (coach or teacher-sponsor) **MUST** be on the bench at all times unless otherwise approved by the convenor or SSNL. A staff member is defined as a regular full-time or part-time

teacher employed by the school board as a member of the teaching staff of the school being represented at the competition. Substitute teachers may only fill this role if they are on term contracts or in a long-term substitute position such that they would be employed on a continuing basis. Extenuating circumstances would permit the day-to-day substitutes to be in the teacher sponsor's position. A teacher from another school can act as the teacher-sponsor for another individual student athlete or team in extenuating circumstance and with the permission of the administration of the school..

- B. In the event a school cannot secure a member of the school staff as a coach to be in control of the team, and instead uses an outside coach, a regular member of the school staff (teacher-sponsor) must always accompany the team in addition to the coach. All contact with game and/or tournament officials must be made in the presence of the teaching staff in control of the team.
- C. Coaches or teacher sponsors are required to stay within a reasonable distance from the community where the athletes are billeted or accommodated.
- D. Teacher sponsors are an essential member of the coaching staff and are required to be on the bench at all times unless otherwise approved by the convenor or SSNL, during SSNL contests. Games are not to start unless this condition is being met. If a teacher-sponsor is not present as per the regulation 10 minutes after the scheduled start time, the team without the essential personnel will lose by default.

5. SCHOOL SPORTS NL RESPONSIBILITY

Although SSNL recognizes the responsibility of school administration, SSNL itself, having the responsibility to ensure that all contests under its jurisdiction are conducted satisfactorily, will be guided by the following rules:

- A. High standards of courtesy, fair play, and sportsmanship must be a feature of all SSNL competitions.
- B. The authority to take appropriate action on any reported violation of this rule is vested with the President and Executive Director.
- C. Any report of flagrant violation of the sportsmanship rule must be submitted, in writing, and posted within 48 hours of the incident to the Executive Director of SSNL.
- D. Reported violations shall be resolved in a manner sufficient to correct the problem, and may range from a written statement of the findings by the Executive Director to the school administrator, to a probation or suspension for a school, team, coach, athlete or manager.
- E. SSNL has a no fighting policy. Any reported violation of this rule may result in an automatic and immediate 1-year suspension from SSNL activities.

6. PHOTO AND VIDEO POLICY

School Sports NL programs and services will adhere to the photo and video policy as outlined by the Newfoundland and Labrador English School District. Each parent/guardian enrolled in the public school system is required to complete a Media Consent Form (Photography, Audio, Video, Media and Social Media) on behalf of their child (<https://www.nlesd.ca/contact/doc/mediaconsentform.pdf>).

This form either gives or denies permission and then is given to their homeroom teacher. SSNL staff agrees not to take pictures or video of a child whose parents/guardians have not given consent.

PART TWO: GENERAL POLICIES

1. DEPARTMENT

- A. Teams, coaches and student-athletes are under the jurisdiction of SSNL when first contact is made by the school representative at the tournament venue. Alternatively, in cases where billeting is being provided, student-athletes are under the jurisdiction of SSNL when contact is made in the community to coordinate billeting, whichever comes first. When teams travel back to their home communities between games, SSNL jurisdiction ceases when they leave the tournament venue, and would come into effect again when they arrive back at the tournament venue. SSNL jurisdiction ends when the team leaves the tournament after their last game, or when they leave the billeting family, whichever comes latest.
- B. Persons qualifying for provincial tournaments in individual events may be permitted to travel with a qualifying team from another school and under that school's teacher-sponsor, provided the individual has the written permission from the administration of both schools involved, and the individual's parent/guardian.
- C. Players and coaches who are guilty of criticizing the officials, whether the criticism is to the officials in person or in public, or who are guilty of any other unsportsmanlike conduct, are open to censure from SSNL. All officials are notified to report any such misconduct. Game officials are required to provide written reports to the convenors for all major rule infractions.
- D. Any graduating student committing an expulsion or suspension worthy tournament infraction while playing in their last sport of the year will result in the deduction of Sports Stars Points for their school and the student in question will not be eligible for any Scholar Athlete Awards, SSNL or Sponsor Scholarships, Brother G.I. Moore Athlete of the Year Award, or any other year end SSNL awards/contests/benefits, etc.

Upon review, the school of the offending player may also be banned from hosting any SSNL tournament in the sport and gender in question for 1 school year.

2. MEMBERSHIP FEES

Level 1

Participation Nation Core Programming - \$100

Allows schools to participate in the Primary Achievement & Elementary Pin Winner programs and receive all participation rewards and draw prizes.

Level 2

Varsity Tier II & Participation Nation Core Programming - \$150

Enables schools to participate in junior cross country running , Junior Varsity sports and Foundation sports, as well as, participate in the Primary Achievement & Elementary Pin Winner programs and receive all participation rewards and draw prizes. A Level 2 Membership school can also apply for PN specialized program funds.

Full Membership

Schools will be assessed membership fees on the basis of school enrolment (based on the previous year's Department of Education statistics). The 2019-20 fees per school are as follows:

<50 students	\$150	50-100 students	\$200
101-200 students	\$275	201-350 students	\$400
351-600 students	\$450	601+ students	\$525

Full membership provides access to Varsity Senior & Junior Programs, Foundation Sports, Sports Stars, PN Unplugged, PN Play 4 Fun, PN Core, PN Outdoor Adventures, Sprockids, and Sport Development and Specialized Program grants.

It is the responsibility of the school to pay the membership fee in full by October 31st. Any school encountering extreme difficulty in paying the membership fee may apply for special consideration, provided the application is made prior to October 1st of the current school year.

Members failing to pay by the deadline will not be permitted to participate in SSNL activities until the membership fee has been paid in full and may be required to return awards and/or benefits already received during the school year (i.e. Varsity program awards or PN funds or resources).

Any school registering with SSNL after the deadline will be assessed a \$50 late fee. All fees, including late fees must be paid by January 15th or that school will be prohibited from registering or participating in any further SSNL activities for that school year.

New Membership



Any school within the province of Newfoundland and Labrador is eligible to become a member of SSNL upon application and a 50% + 1 vote of the board in attendance at a regularly scheduled Board of Directors meeting.

Schools seeking to change zones or regions must seek and gain permission from the Board of Directors.

3. STUDENT ELIGIBILITY

NOTE: NLESD Athletic Policy must be adhered to first and foremost by all schools before the SSNL student eligibility rules are applied.

To represent a school in any SSNL sponsored or sanctioned competition, a student must:

- A. Be attending a school, which is a member in good standing with SSNL, and must compete for that member school to which he/she is registered (unless otherwise approved).
- B.  **[NEW]** Together, NLESD and SSNL have developed a Student Athletic Contract. This contract outlines the conditions under which a student athlete can represent their school in an SSNL tournament. In order to be eligible for SSNL competitions, students must complete the contract and it must be on file at their school. A copy of the Athletic Contract can be found on the NLESD website under the Policies Section (PROG-324), and on the SSNL website under the Resources and Forms tab.
- C. Be doing regular and full time schoolwork. A regular full-time student shall be interpreted as one who:
 - i. At the senior or junior high level is categorized as a full-time student by the school for which they are now playing. The student's full time status must be in place prior to the start of the school's first tournament game in the sport in question.
 - ii. Transfer students are eligible
- D. Be less than 19 years of age on December 31st of the current school year. The age limit for sports with Junior divisions) is under 15 years of age on December 31st.
- E. Be at least 12 years of age and in Grade 7 by December 31st of the current school year. For X-Country Running and Skiing the minimum eligible age is a student athlete in Grade 6 and 11 years of age.
- F.  **[NEW]** Junior Varsity eligible schools consist of those that have any students in Grade 7-9 and that meet the age eligibility requirements listed in "E."
- G. Any student returning to senior high school in September for more than their 3rd total year is ineligible to participate in SSNL tournaments. Students who participate in Katimavik or other international exchange program shall not lose a year of eligibility (with regard to 4th year student eligibility), but must still abide by the age and course load restrictions.
- H. Schools participating in SSNL events can only use students that are registered at

their school. Student eligibility extends to Grade 7 provided those students are housed in the same building. (K-12, 7-12 systems).

- I. An athlete will not be permitted to play on both the male and female team in the same sport.
- J. An athlete will not be permitted to play for more than one school in the same sport in the same year at SSNL events.
- K. Only those athletes registered and listed on the team roster **BEFORE** their school's first tournament game are eligible to compete in that tournament. No new players are permitted to play after their school's first game begins.
- L. For Special Olympic athletes, students registered as full-time, regardless of credit load are eligible. The maximum age limit for Special Olympic athletes will be under 21 years of age as of December 31st. The 4th year eligibility rule does not apply.

4. EXCEPTIONS TO ELIGIBILITY POLICY

- A. Students may request to play for a school other than the one they attend if their school does not participate in the sport in question at SSNL events in that school year.

Requests must be forwarded to the Regional Director (or Varsity Coordinator in the case of the Regional Director's school is involved) no later than 3 weeks prior (by the registration Deadline for Slo-Pitch and Outdoor Soccer) to the qualification tournament date to participate in the Qualifiers and by the Provincial Registration Date to participate in the Provincials. The team the player played with at the Qualifier must have the same need for the Provincial in order for the player to play for that school in both tournaments.

The Regional Director shall determine which school the student will be directed to, taking into consideration the closest school and the school's current number of players on their team. This policy and its procedure is to be followed for for all member schools and their eligible students.

- B. Any player movement issues will be referred to the Varsity Council for review.
- C. In all SSNL events, 80% of a given team's roster registered for the event must be students registered at that particular school. (Does not apply to approved joint school teams).

IMPORTANT: If a school uses an ineligible player, the school(s) in question will forfeit all games played using those ineligible players. If said team wins a Qualification and/or Provincial championship, that title will be revoked, and all awards returned to SSNL to be presented to the second place team. The coach and/or school may be liable to further sanctions from SSNL.


5. MEDICAL ELIGIBILITY EXEMPTION

In order for a school to request a student's eligibility exemption based on medical circumstances for an extension of a student's eligibility into their 4th year, the criteria below must be confirmed in correspondence from the school administration.

- A. The student did not compete in any SSNL sponsored or sanctioned activities during the year in question.
- B. The student was absent from school for a significant period of time due to injury, sickness or family breakdown and as a result did not achieve academic progress in the year in question.
- C. The following documentation is required to support the application:
 - i. Verification by the principal that the student did not participate in any SSNL activities in the year in question.
 - ii. Complete academic records. Records to support inability to complete academic requirements as a result of sickness etc.
 - iii. Medical certificate/doctor's letter/confirmation of reason for extended absence.
- D. Coach/teacher-sponsor must provide convenors with letter of approval from SSNL for any eligibility exemptions.
- E. The deadline to request a student eligibility exemption for medical reasons is two weeks prior to the qualification tournament for Slo-pitch, Outdoor Soccer and X-Country Running and is one month prior to the qualification tournament for all other sports.

6. TEAM ELIGIBILITY

To be eligible for Varsity competition, a team must:

- A. Be eligible under all rules and regulations of SSNL and the respective regions.
- B. All schools within SSNL will only be permitted to enter one team in any Senior Varsity sanctioned or sponsored tournament in a particular sport.
- C. Qualification tournaments are open to all teams wishing to compete.
- D.  **[NEW]** At least one member of the coaching staff must have completed the free online "Making Headway" concussion course found on coach.ca in order to register a team.

To be eligible for Varsity Provincial competition, a team must also:

- A. Be designated as host/co-host.

- B. Win the Qualification tournament.
- C. Be designated as a Wildcard. (See Appendix A for Wildcard Policy)
- D. Compete in their regional Qualifier (even if they are the Provincial host). If a team chooses not to participate but plays in the Provincial because they are hosting, they will not be permitted to participate in the gender and sport in question in the following year.
- E. For any instance where there is only one 4A qualifier involving St. John's region teams, 2 St. John's region teams will qualify from those tournaments to attend the Provincials. This does not include a successful Wildcard bid.
- F. No individual shall be permitted entry into individual events at the Provincial competition if they have not competed in a Qualification tournament in that sport. They can, however, compete for their school team events if the team is eligible.

7. JOINT SCHOOL TEAMS

Schools with 15 or less students in Level I, II, and III of the gender in which you are applying may request to join with another school in that region, also with 15 or less students of the gender in question, in order to field a team. Application for Joint School Team Forms must be forwarded to the Regional Director within 3 weeks prior to the qualification tournament date. The Regional Director shall determine if the schools are eligible to combine. The joint school will play in the classification based on the combined population number. Coaches/teacher sponsors must provide convenors with the letter of approval from SSNL or Convenor must be made aware by the Regional Director/SSNL.

3 schools are also permitted to apply for a joint school team, but must have less than 25 total students in Level I, II and III of the gender in question, amongst all 3 schools.

8. RECRUITMENT

Recruiting is considered to be contact by a coach or other school representative intended to influence a student to attend a school, other than the school he/she would normally attend, for the purposes of athletics.

Contact is permissible only after the school board authorities approve the student's enrolment in the school.

In cases where a member school has been identified as being suspected of recruiting, student eligibility will be determined in the following way:

- A. The Executive Director will conduct a full investigation of the allegation.
- B. The SSNL Executive will determine if the coach/school is liable to sanction from SSNL.
- C. The parties involved have the right to appeal to the President.

9. SMOKING, DRUG & ALCOHOL USE

- A. **★ [NEW]** Coaches/teacher-sponsors and athletes are not permitted to smoke at tournament venue sites. This includes the use of electronic liquid cigarettes ie.Vaping. The use of non medically prescribed marijuana in any form is also prohibited.
- B. Athletes are prohibited from the use of illegal drugs or alcohol for the duration of the tournament. Any athlete found using or in possession of illegal drugs or alcohol will be suspended immediately and may be suspended from SSNL activities for up to 1 calendar year.
- C. If the convenor is given evidence of any breach of the above during the tournament, the convenor will notify the appropriate coach or teacher-sponsor and the student(s) in question of the breach. A written report must also be sent to the principal of the school and the SSNL office.
- D. Any breach discovered after the tournament will result in a written report sent to the SSNL office for follow-up disciplinary action.

10. BILLETING

Provincial and qualification tournament hosts are required to provide billets or accommodations for those student-athletes who travel more than 1 hour away if there are no accommodations for hire within a 55km drive. The maximum number per team is outlined in Part Three: Varsity Program (pg.28/29). Convenors are only responsible to billet the maximum number of athletes permitted per game and not the expanded roster size listed for some sports.

11. NUTRITION

In all SSNL events, schools are expected to follow the school board nutrition policy. Canteen services must provide healthy snacks, banquets must provide healthy food choices and fruit should be available for all competitors.

12. ANNUAL AWARDS

Because SSNL realizes that it is only as strong as its member associations and because SSNL wishes to recognize superior achievements and contributions by and from its members, it shall be the policy of SSNL to recognize outstanding service and achievement at an awards presentation to be held annually in conjunction with the Annual General Meeting (AGM). The Awards Committee will review applicants to determine if coaches, athletes, administrators, schools and others making significant contributions to school athletics have met the individual awards criteria. The following awards will be available on an annual basis:

Regional Recognition Award	1 per Varsity region.
PN Champion Award	Maximum of 4 NLESD and 1 CSFP school.
Coaching Service Award	Awarded upon application to any coach with 10 years or more of SSNL service.
PN Ambassador Award	1 per year.
Honour Award	2 winners maximum.
Student-Athlete of the Year	A, 2A,3A, 4A Male and Female winner
Student Volunteer of the Year	1 Male and 1 Female winner
Scholar Athlete Awards	Awarded at the school level to any student meeting the criteria.
School Sportsmanship Awards	2 medals available per school each year.
President's Award	Maximum 1 per year.

In addition, SSNL will recognize all member schools enrolled in the Varsity program for their accomplishments throughout the year through the Sports Stars Program.

13. STUDENT-ATHLETE RECOGNITION OF EXCELLENCE IN TOURNAMENTS

SPORTSMANSHIP FIRST

Given the importance of sportsmanship to SSNL, and because an active program to encourage sportsmanship is desirable, SSNL shall provide the following awards in recognition of above average sportsmanship.

- One sportsmanship medal awarded at each Senior Varsity Qualification tournament and Junior Varsity tournament voted on by a designated committee from the coach choices from each team.
- One sportsmanship medal per team awarded at each Provincial tournament and selected by each team's coach.
- One Team Sportsmanship Banner at Provincial tournaments, where applicable, voted on by all competing teams.
- Some Foundation Sport tournaments will receive one sportsmanship medal and/or banner per tournament depending on the sport's tech standards.
- Two School Sportsmanship Awards per member school at year-end.

MOST VALUABLE PLAYER

The following MVP awards will be handed out at SSNL tournament: Tournament MVP awards will be provided at all SSNL Qualifiers and Provincials in all Official Sports, but for the team competition only.

- 1 MVP medal per tournament will be awarded at each Senior Varsity Qualification tournament and each Junior Varsity Tournament voted on by a designated committee from the coach choices from each team.
- 1 MVP medal will be awarded per team at Provincials and selected by each coach for their team.
- Some Foundation Sport tournaments will receive one MVP medal per tournament depending on the sport's tech standards.

14. GENDER POLICY

SSNL is a strong proponent of equal programs for male and female student-athletes. SSNL holds events for males only, for females only, and mixed gender events as well. There are cases, however, when for various reasons, a girls team does not exist in a particular school. The following guidelines have been put in place in an attempt to provide equal opportunities for male and female student-athletes:

- A. Schools are encouraged to offer gender-based teams in each sport that SSNL sanctions.
- B. Females are expected to compete on a female team, males on a male team. Athletes cannot play on both male and female teams in the same sport.
- C. Students can be permitted to play on the opposite gender team (upon application from the school), if the same gender school team does not exist in the school. The “Exemption to Gender Rule Form” can be found on our web site under “Resources & Forms.”
- D. Students may participate on teams organized for students of the opposite gender, but that team must participate in the boy’s category regardless of the number of boys/girls participating.

15. TRANSGENDER POLICY

School Sports NL is committed to the principles of equality in all aspects of SSNL programs. Member schools and individual students at those schools have a right to participate in SSNL sponsored activities without being discriminated on the basis of race, religious orientation, ethnicity, sexual orientation or gender identity or expression.

Students in SSNL member schools, who consider themselves transgender, and who wish to participate in school sports, must be deemed eligible to compete on a team other than that of their biological orientation. Transgender means having a gender identity or gender expression that differs from the societal expectations based on a gender assigned at birth.

- A. The member school must deem the student eligible to compete on the team of the gender to which the student identifies.
- B. Once a student is identified as transgender, is approved and participates in an SSNL activity, the student will not be permitted to return to participate in the gender identified on their birth certificate.
- C. All schools hosting SSNL qualification or provincial tournaments should ensure gender appropriate, locker room and restroom accessibility.

16. PROTESTS, DISCIPLINARY INFRACTIONS, & APPEALS

The following table gives a brief overview of the process for protests, disciplinary action, and appeals, as well as, the various committees responsible for each. Please make sure you reference the three sections after this one for more details.

	Protests	Disciplinary Action	Appeals
In-Game	Tournament Protest Comm.	Tournament Disciplinary Comm.	Not Permitted
Post-Game	Tournament Protest Comm.	Tournament Disciplinary Comm.	Not Permitted
In-Tournament	N/A	Tournament Disciplinary Comm.	Tournament Protest Comm.
Post Tournament	N/A	Disciplinary Review Comm.	SSNL Appeals Committee
General	SSNL Office	N/A	SSNL Appeals Committee

17. PROTESTS

In-Game Protests

- A. It is expected that all tournament game related protest should be made in-game when the issue arises. Teams wishing to protest must do so in game by telling the Referee (or in sports where self-refereeing is used, stop and tell the convenor or other designated official) at the next available stoppage in play.
- B. The Tournament Protest Committee (game referee, head referee, and convenor or other replacement previously set up by the convenor if there is a conflict of interest or also for self-refereeing sports) shall review and rule on the issue within a reasonable time before the game will re-commence. The SSNL Rep may be used help with the ruling. You CAN NOT protest discretionary calls by the referee. **Protests must still be accompanied in game by a \$50 protest fee or they will not be considered.**
- C. Please refer to each sport Technical Standards for examples of **some** protestable offences.
- D. The ruling by the Tournament Protest Committee regarding an in-game protest is final and cannot be appealed.

Post-Game Protests

- A. You are still permitted to protest after the game concludes, but only for issues that COULD NOT have been protested in-game. If the Tournament Protest

Committee deems that your protest SHOULD have been done in-game then your protest cannot be considered.

- B. All post game protests MUST be presented in writing within 20 minutes after the game in question has ended. **A \$50 protest fee must accompany protests or they will not be considered.** A ruling will be made by the Tournament Protest Committee prior to the protesting teams' next scheduled

If the subject of a post tournament protest is based on a convenor error or some other outside factor and the protest is successful, then the game is replayed from the most logical and fairest point that can be determined by the Tournament Protest Committee.

If the subject of the protest is based on the opposing team committing the infraction as determined by the Tournament Protest Committee, then the win/points are awarded to the protesting team.

- C. The ruling by the Tournament Protest Committee regarding a post-game protest is final and cannot be appealed.

General Protests

- A. Any player or parent on their behalf, coach, or school who feels an SSNL rule has created a direct injustice toward them will have the right to protest the rule to the SSNL Office. **A \$50 protest fee must accompany protests or they will not be considered.**
- B. The SSNL Office will review the protest and make a decision based on the information provided and gathered from any other parties involved.
- C. Anyone who submits a general protest has the right to appeal the ruling by the SSNL Office to the SSNL Appeals Committee (See Appeals section).

18. PROTOCOL FOR DISCIPLINARY ACTION

School Sports NL has adopted a Code of Ethics for Students, Coaches and Spectators to ensure activities are run with the ideals of sportsmanship uppermost in mind. SSNL believes that school sport is an extension of the classroom and as such, it is expected that those involved in school sports conduct themselves accordingly. At all times, participants should display sportsmanship, respect the code of ethics, rules and regulations of SSNL and of the game.

If the Code of Conduct or SSNL policies are not followed, or if unsportsmanlike behaviour is reported, disciplinary action may result. Infractions of SSNL policies and procedures that come to SSNL as a formal complaint may incur a suspension. The disciplinary committee will determine suspensions.

In-Tournament Disciplinary Action

The following procedure will be followed in dealing with disciplinary complaints and issues emanating from a game or other tournament function or from a billet incident report during an SSNL tournament/game.

- A. An official written complaint will be filed with the tournament convenor during the tournament.
- B. The teacher-sponsor of the team or athlete in question will be informed of the official complaint and the specifics of the complaint.
- C. A Tournament Disciplinary Committee consisting of 3 individuals (separate from the Tournament Protest Committee) will review the situation and may call witnesses to provide information.
- D. The individual to whom the complaint is directed, or the teacher-sponsor responsible for that person will be provided an opportunity based on the format of the review to provide information and present their side of the case.
- E. The Tournament Disciplinary Committee will issue a ruling within 1 hour of the review. Findings of the Tournament Disciplinary Committee can range from game(s) suspension, tournament expulsion or referral to the SSNL Board for further action.
- F. All findings of the Tournament Disciplinary Committee must be communicated to the individual in question, the school, and all parties involved.
- G. Any tournament expulsion must be reported to the SSNL office.
- H. Any appeal of the Tournament Disciplinary Committee's ruling must be made to the Tournament Protest Committee (see Appeals section).

Post Tournament Disciplinary Action or Referred Infractions

With regards to disciplinary issues arising or discovered post tournament and to referrals made by the Tournament Protest Committee to the SSNL Board of Directors for review, the following procedure will be followed:

- A. All complaints must be forwarded in writing to Executive Director.
- B. The SSNL office will inform the individual in question that the tournament disciplinary committee has referred their case to the SSNL Board of Directors.
- C. SSNL Board of Directors will strike a Disciplinary Review Committee consisting of at least 1 Board member to investigate.
- D. Any new Information will be gathered and shared with both the complainant and the accused.

- E. The Disciplinary Review Committee will make a ruling within 2 weeks of receiving the complaint.
- F. The decision of the Disciplinary Review Committee will be communicated to all parties with information regarding the appeals procedures.
- G. Any appeal of the Disciplinary Review Committee's ruling must be made to the SSNL Appeals Committee (see Appeals section).
- H. The decision of the SSNL Appeals Committee is final.

19. APPEALS

In-Game Sport Rules Appeals

The results of the In-Game Tournament Protest Committee are final and no appeals are permitted.

Post-Game Sport Rules Appeals

The results of the Post-Game Tournament Protest Committee are final and no appeals are permitted.

In-Tournament Disciplinary Action Appeals

- A. The Tournament Protest Committee will review whether there are grounds for an appeal of the original decision. Appeals will be accepted for any of the following reasons:
 - i. The decision maker did not have the authority to make the decision.
 - ii. The procedure regarding disciplinary actions was not followed.
 - iii. The penalty far exceeds the infraction.
 - iv. The decision maker was biased in his/her decision.
 - v. The decision maker failed to take into account relevant information or considered irrelevant information.
 - vi. New information has become available since the original decision, which has significance for the new decision.
 - vii. The individual did not have a reasonable opportunity to plead his/her case to the decision maker before the decision was made.
- B. Appellants (or team representative) will be given an opportunity to present their case in person, by phone or in writing depending on the format of the hearing. Any expenses related to presenting their case will rest with the appellant.
- C. Tournament Protest can decide to:
 - i. Uphold the appeal.
 - ii. Support the original decision.
 - iii. Alter the decision.
 - iv. The Committee will not be permitted to issue new sanctions or deal with new

issues, but can refer new information back to the ruling committee for further review.

- D. The Tournament Protest Committee's decision cannot override SSNL Rules and Regulations.
- E. The Tournament Protest Committee will make a ruling prior to the next game involving the individual in question and communicate the decision to the parties involved, providing rationale for the decision.
- F. The ruling of the Tournament Protest Committee is final.

Post Tournament Disciplinary Action or Referred Infraction Appeals

- A. Appeals of Disciplinary Review Committee's ruling must be made within 48 hours of a decision being communicated to the individual.
- B. An appeals committee consisting of the SSNL President or his/her designate and 2 others will be struck (SSNL Appeals Committee).
- C. The SSNL Appeals Committee will review whether there are grounds for an appeal of the original decision. Appeals will be accepted for any of the following reasons:
 - i. The decision maker did not have the authority to make the decision.
 - ii. The procedure regarding disciplinary actions was not followed.
 - iii. The penalty far exceeds the infraction.
 - iv. The decision maker was biased in his/her decision.
 - v. The decision maker failed to take into account relevant information or considered irrelevant information.
 - vi. New information has become available since the original decision, which has significance for the new decision.
 - vii. The individual did not have a reasonable opportunity to plead his/her case to the decision maker before the decision was made.
- D. Once a decision has been made to accept the appeal, the parties will be notified and the date for a review will be established. A review must take place within 2 weeks of the appeal being granted. The SSNL Appeals Committee can decide whether the review will be in person or by telephone/teleconference or in writing.
- E. Appellants (or team representative) will be given an opportunity to present their case in person, by phone or in writing depending on the format of the hearing. Any expenses related to presenting their case will rest with the appellant.
- F. The SSNL Appeals Committee can decide to:
 - v. Uphold the appeal.
 - vi. Support the original decision.
 - vii. Alter the decision.

- viii. The Committee will not be permitted to issue new sanctions or deal with new issues, but can refer new information back to the ruling committee for further review.
- G. The SSNL Appeals Committee decision cannot override SSNL Rules and Regulations.
- H. The SSNL Appeals Committee will make a ruling within 48 hours of the hearing and communicate the decision to the parties involved, providing rationale for the decision.
- I. The ruling of the SSNL Appeals Committee is final.

General Appeals

Any player or parent/guardian on their behalf, coach or school, who is a member of SSNL and who feels an SSNL ruling has created a direct injustice toward them will have the right to appeal. The following procedures will govern the Appeals:

- A. Any appeals of SSNL Office decisions on general protests must be made within 48 hours of a decision being communicated to the individual.
- B. An appeals committee consisting of the SSNL President or his/her designate and 2 others will be struck. (SSNL Appeals Committee).
- C. The SSNL Appeals Committee will review whether there are grounds for an appeal of the original decision. Appeals will be accepted for any of the following reasons:
 - viii. The decision maker did not have the authority to make the decision.
 - ix. The procedure regarding the protest was not followed.
 - x. The penalty far exceeds the infraction.
 - xi. The decision maker was biased in his/her decision.
 - xii. The decision maker failed to take into account relevant information or considered irrelevant information.
 - xiii. New information has become available since the original decision, which has significance for the new decision.
 - xiv. The individual did not have a reasonable opportunity to plead his/her case to the decision maker before the decision was made.
- D. Late registrations cannot be appealed.
- E. Once a decision has been made to accept the appeal, the parties will be notified and the date for a review will be established. A review must take place within 2 weeks of the appeal being granted. The SSNL Appeals Committee can decide whether the review will be in person or by telephone/teleconference or in writing.
- F. Appellants (or team representative) will be given an opportunity to present their

case in person, by phone or in writing depending on the format of the hearing. Any expenses related to presenting their case will rest with the appellant.

- G. The SSNL Appeals Committee can decide to:
 - ix. Uphold the appeal.
 - x. Support the original decision.
 - xi. Alter the decision.
 - xii. issue new sanctions or deal with new issues, but can refer new information back to the ruling committee for further review.
- H. The SSNL Appeals Committee's decision cannot override SSNL Rules and Regulations.
- I. The SSNL Appeals Committee will make a ruling within 48 hours of the hearing and communicate the decision to the parties involved including the school administration providing rationale for the decision.
- J. The ruling of the SSNL Appeals Committee is final.

20. COACH EDUCATION POLICY

Schoolcoach.ca is an online coach education program for coaches of school sport programs. SSNL recommends coaches take advantage of the various courses offered through schoolcoach.ca. There are many free courses offered and other offered for a small fee. Beginning in the 2019-2020 school year, the schoolcoach.ca platform will migrate to the NCCP Locker Platform.- coach.

IMPORTANT: In order for a team to be eligible to participate in SSNL qualification and/or provincial tournaments, at least one member of the coaching staff, MUST have completed the free MAKING HEADWAY concussion course, through the NCCP locker.

PART THREE: VARSITY PROGRAM

To see sport specific Technical Standards, please visit our web site and click on the Varsity sport in question or find the full list of SSNL Sport Technical Standards under "Resources & Forms."

The Varsity Program consists of: Official Sports (referred to as Senior Varsity), Junior Varsity, and Foundation Sports.

1. OFFICIAL SSNL SPORTS

An official SSNL Varsity sport is:

- A. Included in the core program of SSNL and scheduled annually on the SSNL athletic calendar.

- B. The minimum requirements to be considered an Official sport is representation from at least 6 different Varsity regions.
- C. Recognized as an official sport with tournaments being held at the Qualifier and Provincial levels (where applicable).
- D. Provided a full awards package for any tournament within that sport approved at the AGM.
- E. Any sport that has been promoted from the Foundation Level.

2019-2020 SSNL Official Sports

The team composition column below indicates the maximum number for what constitutes a team. Tournament convenors are responsible for considering, at most, the number of athletes listed below in their organization of a tournament.

SPORT	DIVISIONS	TEAM COMPOSITION
Slo-Pitch	4A, 3A, 2A Male and Female	15 athletes + coach + manager
Outdoor Soccer	4A, 3A, 2A Male and Female (7-a-side)	20 (18 dress per game) athletes + coach + manager/ 14 (11 per game) for 7 a side
Indoor Soccer	4A, 3A Male and Female	14 (12 dress per game) athletes + coach + manager
XCR	Junior and Senior Male and Female	5 athletes (per div. Host gets 10 per) + coach.
Volleyball	4A, 3A, 2A, "A", Male and Female	15 (12 dress per game) athletes + coach + manager
Table Tennis	Male and female combined	12 athletes + coach
Basketball	4A, 3A, 2A, "A" Male and Female	15 (12 dress per game) athletes + coach + manager
Badminton	Male and female combined	12 athletes + coach
Track & Field	Male and Female (open competition)	23 athletes (including max 8 Special Olympic athletes) + coach
Ball Hockey	4A, 3A, 2A, "A" Male and Female	15 (12 per game) athletes + coach + manager

2. JUNIOR VARSITY

SSNL Junior Varsity is a competitive program for schools that have students in Grades 7, 8 or 9 and aimed at building a strong participation base with hopes to eventually participate in a Qualifier and Provincial format. At his time, only Volleyball and Basketball are offered at the JV level.

Tournaments

- Only SSNL member schools can participate in SSNL Junior Varsity tournaments.
- There is no classification for Junior Varsity.
- Junior Varsity is regionally based and focuses on maximizing participation. Schools can work with the host and SSNL regional director on finding the most suitable dates to hold the tournament. However, the NLESD and SSNL policies on acceptable times to start and play a tournament, must be followed. If all teams cannot find a suitable date to play the tournament then the host school decides the date or the host school can be changed to maximize participation.
- Schools that are interested in hosting and/or participating in a JV tournament **MUST** contact their SSNL Regional Director to express interest. The Regional Director will help choose a host, develop a host rotation, and provide the host school with a list of interested teams.
- Tournament format is up to the teams interested, the host, and the SSNL Regional Director with again, maximum participation, as the main focus. Combined grade or single grade tournaments are acceptable formats.
- Schools from different SSNL regions are permitted to play in the same tournament, but priority is given to those schools in the region of the host school if there is interest over the maximum that the host school can accommodate.
- Schools **MUST** register their school online, but can submit their rosters directly to the host school's tournament convenor.
- SSNL provides an awards package for 1 tournament per JV sport, per gender, per year for each region.
- Each JV sport has a technical standards that follow SSNL guidelines and philosophy. These have some modifications from the standard sport rules and **MUST** be followed. You can see each sport's tech standards on our web site under the "Sports" page.

3. FOUNDATION SPORTS

Foundation Sport is the introductory phase of any sport wishing to become a part of the SSNL Varsity Program. Applications and criteria can be found on our web site under "Resources & Forms" and must be submitted no later than May 1st for acceptance into the following school year.

SSNL reserves the right to decline an application if the sport does not fit with the SSNL philosophy and principles or is deemed unsafe to our student-athletes.

The object of this level is to literally lay down a foundation of interest in the sport on a regional basis. It is also meant to develop and foster that interest into more participation and eventually reach consistent enough participation levels to move into becoming an SSNL Official Sport.

There will be no classification system for Foundation Sports as increasing participation is the main objective.

A. Events

SSNL will support 1 Foundation tournament (other tournaments are encouraged, but are not provided with awards or affiliated with SSNL) in each region per sport, per gender where applicable, and per year with the following:

- Office support.
- Gold and Silver Medals up to the maximum # of players listed in the tech standards for each sport.
- Foundation Sport Champion Banner.
- If applicable to the sports tech standards, 1 Sportsmanship Medal and 1 MVP medal awarded to one player for the entire tournament and/or 1 Team Sportsmanship Banner.
- Sports Stars points will be calculated for hosting, participation and individual participation points per sport only. Not for placement, sportsmanship or, MVP and/or if applicable Team Sportsmanship.
- Sport is eligible to count towards Scholar Athlete Program.

B. Other

- Participating schools must go through their SSNL Regional Director to apply to host a Foundation Tournament.
- Schools must register through SSNL's website for the tournament once a host is secured in their region.
- Tournament Convenors must still fill out a remittance form and return the \$2 per athlete to SSNL.

C. Promotion of a Foundation Sport

SSNL will designate promotion of a Foundation Sport to Official Status during the year-end review based on the following criteria:

- The number of schools interested in participating in the following year comes from 6 different regions and at least 4 of those regions are able to be part of a 3-team qualifier once up.
- We will poll schools involved in the particular Foundation Sport to ensure enough are interested to move up to Official Sports status. We will also poll to make sure enough schools are interested in playing in the same month in order to keep the participation level high and to get a qualifier and provincial on the athletic calendar.
- If not enough schools are interested/committed to playing up, once polled, then the sport will remain at the Foundation Level for that following year.

D. Relegation of an Official Sport

Foundation level is also for any Official sport no longer meeting the current Official Sport criteria. Before the end of the school year a review of all Official Sports will be completed to ensure the standards have been met. The criteria for relegation is:

- An SSNL Official Sport must maintain the minimum standard (determined by the SAC in that sport) at the Official Level for 2 consecutive years i.e. if the Official sport does not end up meeting the minimum requirements in the 1st year they are put on warning. The current year will count as a failed status minimum, but they are permitted to go into the next school year as an Official Sport. If it happens again in the 2nd year then the following school year they are automatically dropped back to Foundation Level.
- **★ [NEW]** A relegated Official Sport is tied to the specific gender that did not meet the criteria and not the entire sport unless the sport is co-ed or both genders participate at the same tournament in different divisions e.g. Track & Field and X-Country Running.

E. 2019-20 Foundation Sports

- Golf, Archery, Wrestling, X-Country Skiing, Ultimate Frisbee & Mountain Biking.
- The Technical Standards for each sport can be found in on our web site under the “Resources and Forms” (full list), on the particular Sport’s page (individual tech standards) and in the Convenors Manual (full list. 1 provided to each school).

4. UNIFIED SPORTS

School Sports NL believes in providing as many students as possible with the benefits of participating in school sports program. In an effort to be more inclusive, SSNL has partnered with Special Olympics NL to sponsor and assist in the development of Unified Sports.

The goal of Unified Sports is join people with and without intellectual disabilities (ID) on the same team to train and compete. Schools should keep in mind the following guidelines when establishing a Unified team at their school:

1. Special Olympics Athletes (SOA) do not have to be a member of their local Special Olympics Club to participate.
2. Schools must be a member of SSNL.
3. There is no fee to register for tournaments.
4. Instructional Resource Teachers will determine if a student qualifies to be an athlete under this program.
5. Parents/Guardians must consent to their son/daughter’s participation.
6. Any high school student can be the SO partner (without the disability) on the team
7. Schools must allow gym time during lunch once per week so the team can hold practices and the athletes’ student assistant and partner athletes must be able to travel with the team on tournament days.
8. Schools participating in Unified Sports will earn Sports Stars points. See Appendix for point breakdown.

Unified Sport regional tournaments are currently offered for 3 on 3 Basketball (November), Bocce (March) and Indoor Soccer (May). They take place on Fridays during the school day.

For more information on Unified rules and how to establish a program at your school, contact either Trisha Boyer 709 729-3684 - tboyer@schoolsportsnl.ca or Mike Daly at Special Olympics NL at 709-738-1923 -miked@sonl.ca.

5. ASSESSMENT OF PROGRAMS

The Varsity Council will reassess all sports annually, and make appropriate recommendations to the AGM. The AGM determines which tournaments within the Official SSNL sports will be sanctioned on an annual basis.

The Varsity Council has the jurisdiction to cancel any tournament throughout the school year. If, by the registration deadline, there are less than 4 teams or schools registered for a provincial school championship (unless hosted in Labrador), that tournament may be cancelled. Special circumstances, which cause teams to withdraw in the last week of the tournament, will be looked at on a case-by-case basis.

6. COMPETITIVE STRUCTURE

- A. Qualification tournaments will be held in Official Sports only. Any team wishing to compete can enter a Qualification tournament in an attempt to advance to the Provincials. Qualification tournaments are pre-set tournaments encompassing teams from one or more regions. Teams who do not win, but place in the top 4 in the Qualification tournaments may apply for a berth in the Provincials as a wildcard entry (see Wildcard Policy, Appendix A).
- B. ★ **[NEW]** Zone tournaments are not permitted to be used to eliminate schools or individuals from participating in a Qualification tournament unless it is deemed necessary after the Regional Director has consulted with the SSNL office and requested the use of Zone tournaments as a way to reduce the number of teams at a Qualification tournament. If a Zone tournament is approved by SSNL then it must be run according to all the established SSNL Technical Standards and regulations that govern that sport.
- C. In Table Tennis and Badminton, the first place finishers in the individual events and the school winning the team event will advance to the Provincials. In Cross-Country Running, the 1st, 2nd and 3rd place individual winners in each division and the school winning the team event will advance to the Provincials.
- D. Qualification tournaments are not constrained to regional boundaries for all Official Sports in any classification level. The Regional Directors will take the list of schools that declare in each particular sport by the Declaration deadline and

establish qualification tournaments for each sport based on our tournament structure criteria. Criteria to be considered will be: elimination of tournament byes, creation of Qualifiers with 3 or more teams, geography, and any other relevant criteria as determined by the Regional Director.

- E. Track & Field will be an open event contested at the Provincial level only.
- F. Hosting Provincial tournaments will be determined annually by application (found in “Resources & Forms” on our web site) and by following the tournament rotation (see Appendix B).

7. CLASSIFICATION

Classification of SSNL member schools is based on Grade 9, Level I and II population of each school (based on the previous year’s Department of Education statistics). 4th year students are not included in the population for classification purposes. SSNL has a 4-division (4A, 3A, 2A, A) classification for volleyball, basketball and ball hockey, 3-division (4A, 3A, 2A) for slo-pitch and outdoor soccer, 2-division (4A & 3A) for Indoor Soccer, and an open division for the remaining Official and all Foundation sports (Foundation sports may go into classification divisions if interest at the regional level warrants). For a full listing of a school’s classification in each sport, consult the classification grid, found in the “Resources and Forms” section of our website.

Classification population breakdown for the multi-divisional Official sports is as follows:

Class.	OUTDOOR SOCCER	SLOPITCH	VOLLEYBALL	BASKETBALL	BALL HOCKEY	INDOOR SOCCER
A			<35	<50	<40	
2A	<75	≤75	36-75	51-200	41-90	
3A	76-325	76-149	76-199	201-499	91-250	<324
4A	>326	≥150	>200	>500	>251	>325

Classification changes automatically when a school population moves above or below a classification cut-off point. A school can request to change to move up in classification, but cannot request to move down in classification. A school can move up based on the following provisions:

- A. Classification Change Request Form must be filled out on our web site (found under “Resources & Forms”).
- B. A classification change will be for a 1-year period unless noted on the form. If a school wishes to remain at a higher classification for an extended period of time they must indicate that under the appropriate part of the form.
- C. Classification change requests can be for Developmental, Competitive, and/or Geographic reasons.
- D. Once a school moves up in classification they may not host Qualification or Provincial tournaments in their first year (unless a tournament is un-hosted by the

established deadline and then it's first come first serve).

- E. The deadline to apply for classification changes are as follows:
 - i. Slo-pitch and outdoor soccer: 2 weeks prior to the Qualifier
 - ii. All other sports with classifications: By the Declaration Deadline.

8. SPORT DECLARATION

- A. Schools must 'declare' whether they will be participating in any Official sport that has a Qualifier and do so by an established "Declaration Date" (See the Athletic Calendar in this handbook and on our web site for Declaration Date deadlines). You can contact sconnolly@schoolsportsnl.ca to declare and be placed on the Qualification Tournament Eligibility List in each sport. Reminders are sent out to school prior to each Declaration Deadline.
- B. These Declaration Dates are different from registering for a Qualifier Tournament and are in place in order to make the entire process of being prepared at both the Regional and office level for tournaments more efficient and also to limit delays and problems for hosts schools and participating teams. ONLY those schools that declare by the deadline will be placed in a Qualification Tournament.

9 TOURNAMENT REGISTRATION

- A. **IMPORTANT: Registration for Qualification and Provincial tournaments must be done online through the SSNL website. Principals must be made aware of all school rosters being submitted and this will act as approval of eligibility of all participating students.**
- B. The registration deadline for SSNL tournaments (Qualification and Provincial) is usually no later than 5:00pm on the Monday the week prior to the start of tournament, however, in some cases you may be required to register earlier. The registration deadlines for all SSNL tournaments are forwarded to all Athletic Directors, posted on our web site, and on our athletic calendars provided to schools. For Slo-pitch and Soccer qualification tournaments, registration deadline will be the Monday the week of the tournament due to how close these sports start after school begins for the year. **FOR THE 50TH ANNIVERSARY, MANY OF THE PROVINCIAL TOURNAMENTS HAVE EARLIER REGISTRATION DEADLINES. PLEASE TAKE NOTE OF DEADLINES LISTED ON THE CALENDAR.**
- C. It is the responsibility of the team coach or teacher-sponsor to ensure teams and/or individuals are properly registered.
- D. Late entries will not be accepted.
- E. If for any reason, a **Team** Qualification tournament champion cannot participate in a Provincial tournament, they must inform their Regional Director prior to the Qualifier (or if discovering this after the tournament by the Provincial Registration

Deadline), so that the opportunity to apply for a Wildcard will be given to the second place team in the respective qualification tournament.

If for any reason an **Individual** Qualification tournament champion in Badminton and Table Tennis cannot participate in a Provincial tournament, they must inform their Regional Director prior to the Qualifier (or if discovering this after the tournament by the Provincial Registration Deadline), so that opportunity to attend the Provincial can be provided to the 2nd place individual from that Qualifier.

- F. All Qualification tournaments MUST be played on the dates listed on the athletic calendar unless approved by the SSNL office.
- G. Schools who have qualified (through winning their Qualifier or a receiving a bye) for a Provincial tournament and who AFTER REGISTERING their team do not attend the tournament, will be fined \$300 if the reason for pulling out is not deemed valid by the Varsity Council. If said team pulls out of the Provincials after Wednesday 5pm of the registration week they will also be required to pay the full Provincial Tournament registration. Schools may also be banned from Provincial competition in that gender and sport for 1 year.
- H. All participants in Qualification tournaments will be levied a \$2 participation fee. All participants in Provincial tournaments will be levied a \$3 participation fee. Fees must be collected by the convenor and forwarded to the SSNL office.
- I. The cost of running a qualification tournament will be shared equally among the participating teams including the host school. The registration fee should be set at an amount to cover tournament expenses. Tournament expenses relate only to fees for Officials and any minor equipment (softballs, badminton shuttles, etc.) unless provided by SSNL already.

The SSNL office MUST approve any other expenses included in the tournament, however, the registration fee is not to exceed the provincial tournament registration fee for that sport as outlined below.

- J. The registration fee for Provincial tournaments will be set at a maximum of:

Basketball	\$325 per team
Outdoor Soccer	\$200 per team
Volleyball	\$150 per team
Slo-pitch, Ball Hockey, & Indoor Soccer	\$100 per team
Badminton & Table Tennis	\$50 per team
XCR & Individual Competitors in Badminton	\$2 per person.
Table Tennis Individual Competitors	\$5 if not competing in team comp. \$2 if they are.
Track & Field	\$2 per person per event excluding relays, unless it is the athlete's only event.

- K. Convenors are encouraged to host a breakfast, lunch, banquet, or social

gathering for participants. A maximum fee of \$10 per person can be charged unless pre-approved by the SSNL office.

10. WILDCARD TEAMS

The wildcard policy is designed to allow a second chance to competitive teams who have not qualified for the Provincial tournament through the Qualification tournament process. The number of successful Wildcard bids is determinate on the number of teams that the host school's facilities can accommodate, the competitive validity of the applicants, and SSNL's target ideal numbers for Provincial Tournaments. This may result in no applicants being accepted as well. Teams will be selected by following the wildcard policy as outlined in Appendix A. You can apply for a Wildcard on our web site under "Resources and Forms."

When a provincial tournament is held in Labrador, and there is no corresponding Newfoundland tournament to determine the island representative, the wildcard policy will be used to determine the island representative to the provincial tournament.

There are no wildcard positions available in Cross Country Running, Table Tennis and Badminton team, or individual competitions. The Wildcard Policy does not apply to Junior Varsity or Foundation Sports.

11. SCHOOL QUALIFIER RESPONSIBILITIES

- A. Register for the respective Provincial tournament through the SSNL website and by the deadlines provided.
- B. Winning schools must contact their Regional Director and the Varsity Coordinator prior to the registration deadline if they plan not to attend the provincial tournament.
- C. In the case where billets are required, teams must notify Convenors by the tournament registration deadline as to the number required and teams should use all billets requested. Responsibility rests with the respective school coach/teacher-sponsor to submit billet requests.
- D. When registering for a Provincial tournament, coaches/teacher-sponsors must register their team online providing all the information required on the form and also contact the convenors directly if any of that original information should change or new information is pertinent.

Coaches/Teacher-Sponsors are also responsible to contact the convenors with a reasonable amount of notice and make them aware of their travel arrangements for the purpose of scheduling tournament games.

12. TOURNAMENT RESPONSIBILITY

- A. Qualification and Provincial tournaments shall be under the direct supervision of SSNL. Qualification tournament venues and convenors shall be arranged at the meetings held by the respective SSNL regions. Provincial tournaments shall be awarded and convenors appointed through the Provincial Tournament Bid Process.
- B. **★ [NEW]** Any school who, after investigation, has been found to have not followed the SSNL rules and/or Technical Standards while hosting will be banned from hosting that sport and gender at the Qualification and Provincial levels for a 3-year period.
- C. **★ [NEW]** A school that withdraws as a Provincial Tournament host up to 2 months (1 month for Slo-Pitch, Outdoor Soccer, and XC Running) prior to the tournament start date is subject to review by the SSNL Tournament Committee and to a possible 3 year ban from hosting Qualification and/or Provincial tournaments in the sport and gender in question.
- D. **★ [NEW]** Teams participating at a Provincial tournament **MUST** pay their team registration to the Convenor prior to their first game or will be subject to defaulting a game(s).
- E. Co-hosts for Provincial Tournaments **MUST** be named at the time of accepting bids.
- F. When 2 schools co-host or when 2 venues are used, there cannot be more than 30 minutes of travel between venues.
- G. The host school must have an adequate number of facilities as specified in the tournament schedule section of each sport's technical standards..

13. TOURNAMENT AWARDS

SSNL provides a comprehensive awards package for tournaments at the Junior Varsity, Foundation, Qualification, and Provincial levels. See the tables below:

- A. Small banners will be provided upon request to schools that are part of a joint team who win Qualification/Provincial tournament titles.
- B. When a Provincial tournament is held in Labrador, the awards package (banner, team/individual medals, sportsmanship, and MVP awards (where applicable) will be presented only at that tournament. Qualifier and Sportsmanship medals only will be provided at the Island Qualifier Tournament.

IMPORTANT: ABSOLUTELY NO OTHER INDIVIDUAL AWARDS ARE PERMITTED TO BE PROVIDED AT SSNL TOURNAMENTS. ANY HOST CAUGHT DOING SO WILL BE FINED \$100 AND RISK LOSING FUTURE HOSTING PRIVILEGES

PROVINCIALS

Sport	Championship Banner	Team Gold & Silver Medals	Ind. Gold, Silver, & Bronze	MVP Medal	Sportsmanship Banner	Sportsmanship Medal
Slo-Pitch	Yes	Yes	No	1 per team	Yes	1 per team
Outdoor Soccer	Yes	Yes	No	1 per team	Yes	1 per team
XC Running	SG, SB, JG, JB	Yes	Yes	1 per team	No	Upon Request
Volleyball	Yes	Yes	No	1 per team	Yes	1 per team
Indoor Soccer	Yes	Yes	No	1 per team	Yes	1 per team
Table Tennis	Yes	Yes	Yes	1 per team	Yes	1 per team
Basketball	Yes	Yes	No	1 per team	Yes	1 per team
Ball Hockey	Yes	Yes	No	1 per team	Yes	1 per team
Badminton	Yes	Yes	Yes	1 per team	Yes	1 per team
Track & Field	Yes	Yes	Yes	1 per team	No	1 per team

QUALIFIERS

Sport	Championship Banner	Team Gold & Silver Medals	Ind. Gold, Silver, & Bronze	MVP Medal	Sportsmanship Banner	Sportsmanship Medal
Slo-Pitch	Yes	Yes	No	1 per tourney	No	1 per tourney
Outdoor Soccer	Yes	Yes	No	1 per tourney	No	1 per tourney
XC Running	SG, SB, JG, JB	Yes	Yes	No	No	Upon Request
Volleyball	Yes	Yes	No	1 per tourney	No	1 per tourney
Indoor Soccer	Yes	Yes	No	1 per tourney	No	1 per tourney
Table Tennis	Yes	Yes	Yes	1 M/F per tourney	No	1 M/F per tourney
Basketball	Yes	Yes	No	1 per tourney	No	1 per tourney
Ball Hockey	Yes	Yes	No	1 per tourney	No	1 per tourney
Badminton	Yes	Yes	Yes	1 M/F per tourney	No	1 M/F per tourney
Track & Field	No Qualifiers Held In This Sport					

FOUNDATION SPORTS

Sport	Championship Banner	Team Gold & Silver Medals	Ind. Gold, Silver, & Bronze	MVP Medal	Sportsmanship Banner	Sportsmanship Medal
Golf	1 Male/1 Fem.	M/F plus Bronze	No	No	No	No
Archery	1 Male/1 Fem.	M/F per div. plus Bronze	Gold only per class.	No	No	No
XC Skiing	SG, SB, JG, JB	Yes	Yes	No	No	Upon Request
Wrestling	1 Male/1 Fem.	Yes	Yes	No	No	1 per gender
Ultimate	Yes	Yes	No	Yes	Yes	1 per tourney
Mountain Biking	SG, SB, JG, JB	Yes	Yes	No	Yes	Upon Request

14. DEADLINES AND SCHEDULING

In order to allow time for adequate planning, coordination and to account for various outside factors, the following scheduling rules shall be followed:

- A. See the 2019-2020 Athletic Calendar found in this handbook under it's own tab for all the deadlines for Official Sports.
- B. In the case of Labrador hosting a Provincial, The Newfoundland Island Qualifier tournament will be held two weeks prior to the Provincial tournament in Labrador. This requires the Newfoundland Regional Qualification tournaments to be held 2 Weeks prior to the Newfoundland Island Qualifier tournament.
- C. Qualification tournaments will be played on the AGM approved dates listed on the athletic calendar. Any request to change these dates **MUST** be approved by the Varsity Coordinator.
- D. SSNL Varsity Council and Regional Directors will not schedule tournaments on province wide long weekends whenever possible.
- E. **SSNL Provincial Tournaments** are permitted to start no earlier than Thursday 5pm and should end on Saturday. Any exception to this time frame must be approved by the SSNL office and in the case where instructional time is affected, by the school administration of any affected teams. All individual school travel must be pre-approved by the school principal with a view to minimize the loss of instructional time.

SSNL Qualifier Tournaments are permitted to start no earlier than Friday 4pm and should end on Saturday. Any exception to this time frame must be approved by the SSNL office and in the case where instructional time is affected, by the school administration of any affected teams. All individual school travel must be pre-approved by the school principal with a view to minimize the loss of instructional time.

- F. Qualification and Provincial tournament schedules must be approved by the Varsity Coordinator
- G. **IMPORTANT:** For all SSNL Tournaments it is the Convenors responsibility to contact all participating teams to determine any travel or playing restrictions when scheduling games. It is the responsibility of participating schools to provide convenors with information about any travel/playing limitations in a reasonable time frame.

The Varsity Coordinator (or in some cases the Regional Director for Qualifier schedules) reviews all schedules for approval with the understanding that these requirements of the convenor and the participating schools have been met.

15. FINES

The SSNL Athletic Calendar holds approximately 250 tournaments a year involving 10 Official Sports, 120 schools, 7000+ students athletes, and countless teacher and community volunteers. It is no easy task for volunteers to put these tournaments off successfully nor for the SSNL office to efficiently and effectively provide logistic support to everyone involved.

A Fines Committee will review offences and may establish Fines for a school. Any further decisions on fines will be communicated to all schools.

16. WEATHER AND CANCELLATION POLICY

School Sports NL holds many of its tournaments during the winter when weather conditions are very unpredictable. School districts have very strict policies outlining permissible travel during weather advisories/warnings. School Sports NL tournaments are generally not cancelled unless an overwhelming majority of teams cannot attend. In order to ensure all qualifying teams are provided an opportunity to compete with the safety of students in mind, the following guidelines should be followed:

- A. The decision to cancel an SSNL tournament will be made by the SSNL office in consultation with the tournament convenor, taking into consideration the weather conditions, school closures, and the number of affected teams.
- B. Provincial tournaments that have been cancelled will only be rescheduled if a host can be found (1st option to go to the initial host) and if at least 50% of the teams can agree on a new date. A minimum of 4 teams are required to contest a provincial tournament unless approved by the SSNL office.
- C. School Sports NL will not be responsible for any expenses incurred related to cancelled tournaments. Host schools and travelling teams will be responsible for their own expenses.
- D. In cases where a tournament is cancelled and teams have arrived at the host school, the host school is responsible to billet students if billeting has been pre-arranged, as they would have if the tournament had proceeded as scheduled.
- E. If at all possible, decisions on cancellation/postponement should be made prior to any team's departure from their home community.
- F. All school board policies with regard to travel in adverse weather conditions and school closures MUST be followed.

17. PROVINCIAL TOURNAMENTS IN LABRADOR

In any given year, Labrador can be awarded provincial tournaments at SSNL's AGM. The winner (or winners in the case of individual competitions) of the Newfoundland Island Qualifier will travel to Labrador to compete against Northern Region and/or Southern Labrador teams for the Provincials.

When an Island Qualifier champion travels to a Provincial tournament, the Labrador Travel Subsidy will cover the cost of the airfare, on par with the subsidy provided the Labrador teams travelling out to the island for a provincial tournament. All other expenses are the responsibility of the travelling team. All flight arrangements will be handled through the SSNL office.

18. INTERPROVINCIAL SANCTIONS FOR OUT OF PROVINCE COMPETITION

- A. In all inter-provincial contests, each participating school shall follow the contest rules of the hosting Provincial association or rules, which have been approved by the Provincial associations competing in the event.
- B. No school, which is a member of the Provincial School Athletic Association or Federation, shall compete in any inter-provincial competition unless such a contest has been sanctioned by the participating Provincial associations.
- C. No sanction shall be granted for any meet, tournament or any athletic contest, which is organized for the purpose of determining a national school championship.
- D. No school which is a member of the Provincial School Athletic Association or Federation shall compete in any other province if the contest involved conditions such as participation by a school in the province in which the contest is held or promoted would violate the regulation or established policies of that provincial school athletic association.
- E. The following is the procedure for receiving sanction:
 - i. Host school initiates application for sanction to host Provincial Association no later than 60 days prior to the inter-provincial event. Inter-provincial sanction form can be found on the SSNL website under "Resources & Forms." The host Provincial Association must sanction the event BEFORE any schools can be invited or contacted.
 - ii. The host Provincial Association will complete and forward the endorsement forms to each province named in the application ONCE THE APPLICATION HAS BEEN APPROVED.
 - iii. Executive officers receiving endorsement forms will indicate their action (approval or disapproval), and sign or forward them to the host Provincial Association.

- iv. Invited schools must contact their respective provincial executive concerning approval or disapproval of the event prior to responding to the invitation.
- v. Application for sanction from the host school shall include the following information:
 - a. Type of competition, dates, etc.
 - b. Provisions made for visitors (accommodations, special events, etc.).
 - c. Modifications to generally accepted rules, if any.
 - d. Sponsorship of the event.
 - e. Any information that would assist in evaluating the event in terms of the educational objectives.

19. DEVIATIONS

Any deviation from the regulations in this Handbook requires prior approval from the SSNL Varsity Coordinator, Varsity Council, Executive Director, and/or SSNL Board of Directors depending on the rule or regulation.

20. CHANGES, AMENDMENTS, ALTERATIONS


All SSNL member schools will have an opportunity to make recommendations for rule changes to the appropriate Committee or Council.

Sport Advisory Committees for each sport will review all recommendations brought forward from tournament evaluations and individual members and circulate a draft report to the Varsity members. Members will have a second opportunity to provide feedback prior to the final SAC report being tabled at the Varsity Council meeting.

The Varsity and PN Council respectively, will ratify any changes in SSNL rules, regulations or policies contained in the SSNL Handbook, Varsity Technical Standards and Participation Nation Resources Manuals.

All changes will be circulated to the SSNL membership.

APPENDIX A: WILDCARD POLICY

1. Each Provincial tournament may have a set number of wildcard positions for teams. There are no wildcard positions available in Cross Country Running, Table Tennis and Badminton team or individual competitions
2. Teams who have not advanced through the Qualification tournament and wish to be considered for a wildcard position, must apply online through the SSNL website on the appropriate form under “Resources and Forms.”
3. The deadline to apply for a wildcard position is the Provincial tournament registration deadline. It is expected that teams applying will attend the Provincials if successful.
4. To be eligible for a wildcard position, teams must finish in the top 3 in their Qualification tournament. If not enough 3rd place teams apply, 4th place teams MAY be considered.
5. Determination of the 3rd and 4th place teams in the qualification tournament shall be made in the following manner:
 - a. The winner of the head to head competition between the 2 teams concerned during the Qualification tournament.
 - b. If the 2 teams concerned have not met in the head to head competition determination falls to the usual tie-breaking procedure in that sport.
6. When Qualifier champions choose not to attend the Provincials the 2nd place team in that Qualifier must still apply for a Wildcard to attend the Provincials.
7. The Varsity Coordinator will evaluate each application based on its potential competitiveness at the Provincial tournament. The following will be guidelines:
 - a. When teams from the same qualification tournament apply for a wildcard position, the lower placed team MAY receive a wildcard berth over the higher placed team.
 - b. If the records of teams in the wildcard pool indicate that they have played each other over the course of the year, the results of these games will be considered in the evaluation.
 - c. If by the current year’s record, a team can demonstrate that they have performed better than the other teams in the wildcard pool, they MAY be given the wildcard berth.
8. Every effort will be made to make wildcard decisions not later than end of day 2 days after the tournament registration.
9. If a wildcard team cannot be determined using the above guidelines, a draw will be held for the wildcard position.
10. The wildcard draw will be conducted by an independent outside party, witnessed by the Executive Director.
11. If Wildcard applications contain no teams that are deemed competitive at the Provincial level, then a Wildcard bid MAY NOT be accepted.
12.  **[NEW]** Wildcard teams MUST register for the Provincials by the deadline, as well as, apply for a wildcard to alleviate delays once wildcards are awarded.
13. A team that was expelled from a sanctioned SSNL tournament is not eligible to apply for a Wildcard.

APPENDIX B: PROVINCIAL TOURNAMENTS BID PROCESS

Each year, prior to the AGM, the SSNL office will forward the Tournament Rotation and Bid Package to all member schools for the upcoming school year. Schools will submit bids online through the “Provincial Tournament Host Request Form” on our website under “Resources & Forms.” If more than one school from a region applies for the same tournament, the applications will be sent back to the Regional Director for a decision on which school from that region will be considered. The region at the top of Tier 1 in the rotation for a particular sport will be given the first opportunity to host the provincial tournament.

The proposed athletic calendar will be circulated to all member schools and PSO’s of SSNL sports, at least 1 month prior to the AGM. The calendar will be approved by the AGM Varsity Council. NO changes to the provincial athletic calendar will be entertained after this date unless deemed absolutely necessary by SSNL. Schools who accept a Provincial Tournament bid must be prepared to host the tournament on the approved date and accommodate the max number of typical attending teams.

GUIDELINES FOR TOURNAMENT ROTATION

1. If a region passes on their opportunity to host, they drop to the bottom of Tier 1.
2. When a region accepts a tournament, they go to the bottom of Tier 1 for the following year.
3. Regions cannot alter or trade off positions in the rotational order.
4. Co-hosting schools must be from the same region, and both co-hosting schools must be specified at the time when the bid is made for the tournament.
5. Regions who do not compete for a 2-year period drop down to Tier 2.
Exceptions will be made for schools/regions that are new to a division as a result of a population change.
6. Regions will move up from Tier 2 to the bottom of Tier 1 when they compete at the qualification or provincial level.
7. If a tournament is unhosted at the end of the bid process, the rotation remains unchanged for that year, regardless of who eventually takes on the tournament.
8. If a region accepts a tournament, then drops out of hosting, that region moves to the bottom of the Tier and the rotation continues as if that region did host.
9. If a school withdraws as host of a Provincial tournament an attempt will be made to find an alternative host provided the Varsity Coordinator deems adequate time is available. If a 2nd school was identified from the original host region by the tournament deadline, that school will be given first opportunity to host. If there

were no 2nd bids from that region, or if the 2nd bid declines, any other bids received during the bid process will be given the opportunity to host using the region's position in the tournament rotation to determine order. If no previously submitted bids accept, the tournament will be opened up on a first come first awarded basis. If a bid is not accepted by a date determined by the Varsity Coordinator, the tournament will be cancelled.

10. When the Northern Region hosts a Provincial tournament, that region drops to the bottom of the Tier 1. Those that were ahead of the Northern Region who declined the Provincial bid will also move down. The host region of the Newfoundland Island Qualifier tournament will move down just ahead of the Northern Region, however, any regions listed after the Northern Region who decline the island tournament will not be dropped down.

APPENDIX C: CODE OF ETHICS

STUDENT-ATHLETE CODE OF ETHICS

Athletics is an integral part of a school's total educational program. All school activities, curricular and extra-curricular in the classroom and on the playing field, must be consistent with the schools and school board stated goals and objectives established for the intellectual, physical, social and moral development of its students. Since these goals and objectives reflect the philosophy of SSNL, student-athletes participating in our events are expected to abide by the following Code of Ethics:

1. To embrace the highest ideals of sportsmanship, ethical conduct and fair play.
2. To show courtesy and respect to visiting teams, officials, teammates, parent drivers and coaches at all times.
3. To thoroughly understand and uphold the rules of the game.
4. To refrain from the use of language that degrades, baits, and intimidates others.
5. To treat the coach with respect, and to discourage fans, fellow students and parents from undercutting the coach's authority.
6. To represent yourself, your parents, your school and the community with proper conduct at all times on or off the playing surface.
7. Win with character and lose with dignity.

COACHES CODE OF ETHICS

1. Respect for Athletes

The principle of respect for athletes challenges coaches to act in a manner respectful of the dignity of those involved in sport. This principle is based on the basic assumption that each person has value and is worthy of respect.

2. Coaching Responsibility

The principle of coaching responsibly carries the expectation that the activities of coaches will benefit society in general, and athletes in particular and will do no harm. Fundamental to the implementation of this principle is the notion of competence, which implies that coaches should be well prepared and possess up-to-date knowledge of their discipline, so that they will be able to maximize benefits and minimize risks to athletes.

3. Maintaining Integrity in Relations with Others

Behaving with integrity means that coaches are expected to be honest, sincere, and honourable in their relationships with others. Acting on these values is possible when coaches have a high degree of self-awareness and the ability to reflect critically on how their views and opinion influence how they interact with others.

4. Honouring Sport

The principle of honouring sport challenges coaches to recognize and promote the value of sport for individuals and teams, and for society in general.

PARENT/SPECTATOR CODE OF ETHICS

1. Student-athletes participate in sports for fun. They are not competing for the entertainment of spectators only, nor are they miniature professionals.
2. Applaud good performance and efforts by your team and the opponents. Congratulate all athletes and teams upon their performance regardless of the competition's outcome.
3. Respect the official's decision.
4. Never ridicule or scold an athlete for making a mistake during a competition. Positive comments are motivational.
5. Show respect for your school's opponents. Without them there would be no competition.
6. Encourage athletes to participate according to the rules and the official's decisions.
7. Demonstrate appropriate social behaviour by not using foul language, harassing participants, coaches or officials.
8. Refrain from encroaching on the sidelines, entering the field of play, or yelling instructions to the coach or players.

APPENDIX D: SPORTS STARS PROGRAM

★ **[NEW] Changes 2019-2020** The Sports Stars program is designed to recognize SSNL member schools participating in the Varsity program. It aims to recognize the efforts of schools in providing SSNL programs that enhance and promote their students and school.

Depending on the population of eligible participants at your school, different points will be required to reach each level. **For K-12 and 7-12 schools the intermediate student numbers are included to determine your eligible participation numbers.** Based on the chart below, schools will be awarded at the Gold, Silver, & Bronze Star levels. When a school reaches the Gold Star Level, the Gold Banner will be sent to the school so that a special presentation can be made at the school's convenience. Schools that finish the school year at the Silver Star or Bronze Star Level will receive a banner for their school prior to the start of the next school year.

Sports Stars points will be updated once all PN, Zone, Junior Varsity, Foundation sports and Qualification & Provincial Tournament reports are entered online through the SSNL website, and the remittance form received at the SSNL office.

A TALLY OF POINTS WILL BE FORWARDED TO SCHOOLS & POSTED ON THE SSNL WEBSITE IN JANUARY, APRIL AND JUNE. SCHOOLS WILL HAVE ONE WEEK TO IDENTIFY AND REPORT ANY DISCREPANCIES TO TRISHA AT THE SSNL OFFICE 729-3684 OR tboyer@schoolsportsnl.ca. IF A DISCREPANCY IN OVERALL POINTS IS SUSPECTED, CHECK YOUR SCHOOL PAGE ON THE SSNL WEBSITE TO DETERMINE YOUR POINT ALLOCATION. MISSING POINTS MAY BE A RESULT OF A MISSING REMITTANCE FORM. AFTER A WEEK, THE POINT TOTALS WILL BE FINALIZED AND NO FURTHER CHANGES MADE.

SPORTS STARS POINTS REQUIRED

2019-2020 SPORTS STARS POINTS REQUIRED			
POPULATION	GOLD	SILVER	BRONZE
375+	2450	1900	1400
175-374	2450	1400	850
76-174	2250	1400	800
50-74	1550	900	600
1-49	1150	800	400

Three benchmarks that represent the goals of SSNL Sport Stars: performance, multi sport participation and sportsmanship are used to award points to schools. Through statistical analysis of the past years results we have refined the population and points structure to reflect the actual point standard that has been set by schools within their population. The goal of the program is for every school to find a pathway to success. SSNL believes success is not defined only by reaching Gold level. Every school has their own unique challenges to participation, and it will be up to the individual school and their Athletic program's philosophy to discover how they measure success.

The following are the point totals available for each **Official Sport**

<u>Goals</u>	<u>Reward</u>
Qualifier & Provincial Tournaments	
Participation at Qualifier level	25 points
Hosting a Qualifier	25 points
1 st place at a Qualifier	50 points
2 nd place at a Qualifier	25 points
Sportsmanship Medal and MVP at Qualifier	50 points each
Participation at Provincial level	50 points
Hosting a Provincial	50 points
1 st place at Provincial	100 points
2 nd place at Provincial	75 points
3 rd place at Provincial	50 points
4 th place at Provincial	25 points
Sportsmanship Banner at Provincial	100 points
Maximum Participation (Whichever is the greater: # of participants at Qualifier or Provincial)	100 points

Points will also be awarded for participation in:

- Participation Nation Program
- Junior Varsity Sports
- Unified Games
- Zone Tournaments
- Foundation Sports

PARTICIPATION NATION

Schools can accumulate points for their involvement in the PN Program:

1. Schools containing both Junior High and High School grades can have their Junior High approved PN events accumulate points for the SSNL Sports Stars program.
2. The focus is on hosting and participation.
3. There are no points awarded for In-House activities.
4. Points will not be awarded unless schools notify the office that they have participated in a PN Event .

The following are the point totals available for each SSNL **PN Program**

<u>Goals</u>	<u>Reward</u>
PN Play 4 Fun School Participation	50 points
PN Unplugged School Participation	50 points
PN High School Spirit Participation (Must register and plan events)	50 points
Hosting Participation Nation Jamboree	50 points
Attending Participation Nation Jamboree	25 points
Hosting Participation Nation Festival of Sport	30 points
Attending Participation Nation Festival of Sport	15 points
Hosting Participation Nation Friendly	15 points
Attending Participation Nation Friendly	10 points

JUNIOR VARSITY

Schools can accumulate points for their participation in the Junior Varsity Program.

1. Schools that contain both Junior High and High School grades can have their participation in Junior Varsity SSNL approved events accumulate points for the SSNL Sports Stars program.
2. The focus is on hosting and participation.
3. Participation points are calculated based upon Maximum Participation Points listed in the Maximum Participation Chart.

The following are the point totals available for **Junior Varsity (JV)**

<u>Goals</u>	<u>Reward</u>
Participation at JV regional tournament	25 points
Hosting a JV regional tournament	50 points
Maximum Participation for Volleyball and Basketball	100 points

Unified Sports

School Sports NL has entered into a partnership with Special Olympics NL to deliver Unified Sports. Schools can accumulate points for their participation in Unified Sports.

The following are the point totals available for **Unified Games**.

Goals	Reward
Register your school as a SONL/SSNL Unified School.	50 points
Participation at SONL/SSNL Unified tournament	25 points
Hosting a SONL/SSNL Unified tournament	50 points
Maximum Participation for 3 on 3 Basketball. Each 3-vs-3 Unified Basketball team will have exactly two SO athletes and one partner on the court at all times. Enough SO athletes for 2-3 lines is recommended.	50 points
Maximum Participation for Bocce . A team may have 4 members and 1 substitute A Team of 4 must have 2 SO athletes. A team of 5 must have 3 SO athletes.	50 points
Maximum Participation for Indoor Soccer. A Team of Seven. 4 must be SO Athletes and 3 SO Partners.	50 points

ZONE TOURNAMENTS

Depending on the circumstances within a region, SSNL may approve a zone tournaments for any official sport, to be used to determine which schools will compete at the qualification tournament. Regional Directors or Zone Tournament Convenors **must** notify the SSNL office of the event information. Schools who participate in zone competitions, but do not advance to the qualifier, can accumulate points at the zone tournament. Schools who advance to the qualifier, will not earn points at the zone, but will be awarded qualifier points. The point structure can be found below however these points will only be awarded if the Zone Tourney Team Participation Report Form is received at the SSNL office:

The following are the point totals available for **Zone Tournaments**

Zone Tournaments	Rewards
Island Zone Tournaments	25 points
Hosting a Zone Tourney	25 points
Participate in a Zone Tourney	25 points
Maximum Player Participation	100 points

North Coast Labrador Meets (Points apply to both seasonal meets)	
Hosting a Lab Meet	25 points
Participate in a Lab Meet (Only Awarded to teams that do not move on to a Qualifier)	25 points
Maximum Player Participation Points. 12 for Fall and 6 for Winter. Only awarded to teams that do not move on to the SSNL Qualifier. The qualifying schools will obtain participation points per sport at the Regional level in their respective sports. However if the points awarded at the Meet is greater than the qualifier then the meet participation points are used instead of the Qualifier.	100 points
Sportsmanship Award (Individual = 50 / Team = 100)	50 & 100 points
NEW Northern Games Overall Points 1st place points per Male and Female Category	50 points
NEW Northern Games Overall Points 2nd place points per Male and Female Category	25 points

FOUNDATION SPORTS

Schools can accumulate points for their participation in recognized and approved SSNL Foundation Sports.

The following are the point totals available for each SSNL Foundation Sport:

<u>Goals</u>	<u>Reward</u>
Hosting a regional foundation tournament	50 points
Participation at a regional foundational tournament	25 points
Participation at Provincial level for Archery only. (Mail match)	25 points
Maximum Participation (Refer to Maximum Participation breakdown)	100 points

GENERAL NOTES ON SPORTS STAR POINTS

1. Points for Jr. & Sr. in Cross-Country Running & Skiing are averaged to get one point total per gender.
2. Points for co-hosting will be split between the host schools.
3. If there is a tie for sportsmanship awards, full points will be awarded to each winner.
4. A student can only earn points for the school they attend.
5. In cases where small schools have been granted permission to combine, Maximum Participation points will be awarded based on the number of participants per school i.e. if School A has 8 participants and School B joins them with 4 participants and the team received 100 maximum participation points, then School A will get 80% of the max part. points and School B – 20%. Event participation points and Placement points will be awarded to both schools, but Host points will be given only to the actual host school. Sportsmanship points will only be given to the school connected to the winning student at a Qualifier, but to both schools at a Provincial in the case of a Team Banner. **If you are a combined team then the onus is on both schools to notify the office of the participation numbers representing each school and not the tournament convenor. Please note: In the case that we are not given the participation split-no points are awarded for participation.**
6. In Varsity, Junior Varsity and Foundation sports, points are awarded for maximum participation. The maximum points will be awarded for teams carrying the maximum allowable players (as per SSNL guidelines). See the maximum players explanation and breakdown chart below for more information.

Maximum Participation Breakdown

- Maximum participation points start at 100 pts for having the maximum number of players participating in each sport. For each player missing from the maximum allowed, your school is deducted a pre-assigned value.
- A school is eligible to be awarded maximum participation points for both the Qualifier and Provincial Tournaments in each sport, but only the tournament where you had the greater number of participants will count towards your maximum participation total. If your school only participated in one of the Qualifier or Provincial, then the number of players in that single tournament will be applied to the formula.
- Below is a breakdown of the deductible values assigned to each sport for players missing from the maximum allowable limit at both the Qualifier and Provincial tournaments.

Official Sports: Maximum Participation Points

Sport	Max Pts.	Sports Stars Max, Players Which Makes A Team	Deducted Value for Missing Players
Badminton	100	12	8
Ball Hockey	100	12	8
Basketball	100	12	8
X-Country Running	100	4	25
Slo-Pitch	100	15	7
Outdoor Soccer	100	18	5.5
2A Outdoor Soccer	100	11	9
Indoor Soccer	100	12	8
Table Tennis	100	12	8
Track & Field	100	15	7
Volleyball	100	12	8

Foundation Sports: Maximum Participation Points

Sport	Max Pts.	Sports Stars Max, Players Which Makes A Team	Deducted Value for Missing Players
Wrestling	100	10	10
X-Country Skiing	100	3	34
Golf	100	4	25
Flag Football	100	14	7
Archery	100	2 (1 Male & 1 Female)	50
Mountain Biking	100	3	34

Participation Nation Tab

PARTICIPATION NATION



PART FOUR: PARTICIPATION NATION

1. WHAT IS PARTICIPATION NATION?

Participation Nation is a recreational program that prides itself on a "cut-free" environment wherein no student who wishes to play a sport or activity will be "cut" from a team. The goal of the PN program is to get students who normally only participate in required physical education classes to not only be more active, but feel good about participation. To do this requires a safe and enjoyable sport environment, free from criticism of skill levels and pressures to succeed both by "making teams" and winning. All schools across the province enrolled in the Participation Nation program have made an amiable agreement that all teams will be as evenly balanced as possible to ensure the fairest and most enjoyable experience possible.

The need for a more healthy and active lifestyle for our youth is being made a priority by our province and schools. It is important to encourage and support every person, business and community to take an active role in helping to produce results. Different program streams will be provided for each age group so that students may experience the philosophy of PN and continue participating throughout their schooling.

2. PARTICIPATION NATION PROGRAMS

A. PLAY FOR FUN (GRADES K – 3)

The SSNL Participation Nation Play 4 Fun Program is an Adult/Guardian and child initiative that promotes physical activity and nutrition among students from kindergarten to Grade 3 in the early evening once a week. Activities involving fundamental movement skills and modified games are run by a facilitator, and the child and their guardian participate together. Through collaboration with various provincial sport organizations, a multi-sport approach is also incorporated to develop overall physical abilities and to promote the development of physical literacy.

Program Criteria

- Schools must be a member in good standing with SSNL and have paid their membership fee.
- Schools must run a program for either K-1 or 2-3. If a school has 100 students or less combining K-3 may be permitted as long as prior permission is granted from SSNL PN office.
- The program must have access to your gymnasium once a week for a minimum of 17- weeks and not more than 25 weeks for 60 minutes.
- The program is offered free to the students and parents.
- Access to equipment is the responsibility of the School.
- Provide a teacher sponsor(s) or community recreation person to supervise the program.
- No more than 40 participants per one-hour time slot. Schools may offer an additional time slot to meet the demand.

- The program will be implemented from October to March for a minimum of 60 minutes per week.

Funding Provided

- A nutrition grant to purchase a weekly healthy snack for the program. The amount is based upon the location of the school and number of participants.
- An honorarium for the facilitator.
- A training session for facilitator by SSNL PN staff or program representative.

Application

Applications will be open in May for the following school year. Acceptance of new schools will be based on the budget allocation and the number of spaces available.

Registration

Each school site is required to organize a registration night that occurs on the same night and time of the program. The school must advertise the night to the appropriate grades by sending a letter home with the child to give to the Guardians. For example, if the program timeslot is Tuesday at 6:30, the registration night will occur Tuesday at 6:30pm. Registration forms are included in the PN Play 4 Fun manual. Program facilitators must have forms available for registration night.

Reporting

At the beginning of the program, Program Facilitators will submit the following to the SSNL office: Registration forms, photo release forms, and the pre-participation questionnaire (All available in the PN Play 4 Fun Manual). Participant T-shirts will be sent out shortly after receiving the registration forms that contains the sizing for each shirt. In February, each site will be sent a nutrition card with their nutrition stickers, their certificates and fundamental movement stickers for their participants. These items will need to be presented on or before the last program week.

Nutrition and Healthy Eating

Funding is distributed to the school to purchase fruit and vegetables as a snack either during or after the program night. The amount of the grant will depend on the number of students in the program and the geographic area. The PN Office will provide you with a list of approved options to serve as a snack.

B. PRIMARY ACHIEVEMENT STICKER PROGRAM (GRADES 2-3)

The Primary Achievement Program focuses on engaging young students to participate in physical activity by offering a variety of collectable stickers that categorize different sports and activities. We also award prizes to be distributed to participants through a random draw of names. This program is a reflection of the Teaching Games for Understanding approach. The main focus is on participation, development of physical literacy, and adopting an active, healthy lifestyle. Rule modifications are encouraged in order to move away from “sport specific skills” but rather turn the focus on “fundamental movement skills.”

C. UNPLUGGED AFTERSCHOOL PROGRAM (GRADES 4-9)

PN Unplugged is an after school program that was developed by School Sports NL in 2010. The program's name "Un-plugged" serves to emphasize to everyone the concern with the amount of screen time that our youth are being exposed to in the after school time period. This program aims to reduce the amount of time both Elementary and High School students spend watching TV, playing video games, browsing the internet and using smart phones in the after school time slot. Elementary and High Schools partner to offer the Participation Nation program using Grade 10 and Grade 11 students as Volunteer Program Leaders for grades 4-6. In schools that do not have the ability to use High School Leaders, some schools partner with local community centres or the program is delivered by teachers.

Program Criteria

- Schools must run a program for grades within 4-9.
- Schools must have access to the gym 2 times a week, immediately after school for a minimum of 75 minutes.
- Programs must run between 17-25 weeks between November and Easter.
- Be offered free to the students.
- Provide a teacher sponsor(s) or community recreation person to supervise the program.

Funding can be allocated to:

- Purchase equipment for the program.
- Purchase healthy snacks for the program.
- Provide honorariums for High School Students.
- Provide transportation from school to home (if deemed participation is low because of this barrier).

- **Activities ineligible for the program:**
Regular travel to private or municipal facilities (e.g. ski trips, swimming lessons, curling).
- Activities during school hours.
- School Field Trips

Schools will receive:

- Program resources to implement a multisport physical activity program.
- Free training for volunteers (Principles of Healthy Child Development, and program implementation training).

Application

Applications will be available on the SSNL website in the month of March and is typically open until the beginning of June. Applicant schools will be contacted regarding their status before the end of the school year.

Breakdown of One-day vs Two-day sites

New schools are required to offer programming two days a week. The program currently consists of schools that run:

One Day:

- \$350 nutrition grant.
- \$500 maximum for replacement of equipment used by the program.

Note: These one-day sites have been grandfathered in from 2010. No new sites applying have the option of one-day.

Two day:

- Trained High School Leaders.
- PN Unplugged T-shirt for all participants.
- \$700 nutrition grant.
- Funding for equipment, transportation and honorariums if applicable.

Registration

At the beginning of the school year, schools will be given the registration forms. All forms must be completed and sent in to the SSNL office 2 weeks after the start date of the program. Final deadline for registration forms is December 8th.

Note: SSNL office understands that some programs will have participants join late. These forms can be passed in once the individual starts the program.

Reporting

Monthly: All sites must submit a monthly report of activities that have been completed during the after school program.

End of year reporting: All sites must submit an end of program report during the month of May. In May, a survey link will be emailed to each site to complete this report.

Nutrition and Healthy Eating

Funding is distributed to purchase fruits and vegetables as a snack to have immediately after school and before the program starts. The amount of the grant will depend on the number of students in your program and the number of days per week. Funding will be provided at a maximum of \$700 for two days a week and \$350 for one day a week. The PN Office will provide you with a list of approved options to serve as a snack.

Training the High School Leader

Elementary and High Schools partner to offer the Participation Nation Unplugged program using Grade 10 and Grade 11 students as Volunteer Program Leaders for grades 4-6. We receive funding from our governmental partners and are able to offer free High Five Principles of Healthy Child Development training, and an SSNL PN Unplugged hoodie and t-shirt to be worn while they are volunteering. Once the leaders have completed their 30-hour volunteer commitment with the program, an honorarium of \$7 per hour will be available as an incentive to continue as a leader with the program.

Training Timeline

When schools are accepted in the Unplugged Program, schools should determine how many returning and new students are required for the coming year. Schools can then contact the PN Unplugged Coordinator by the end of June to inform SSNL PN staff of their training needs.

Transportation

Transportation is available on a limited basis, based on the annual budgets and is not a guaranteed component of the funding package to schools. Transportation will only be used to transport students from school to home directly after the program.

Transportation will not be provided to go to offsite facilities and events. In assessing transportation, schools must provide the program to a minimum of 80% of the eligible students. Transportation allotment will be approved by SSNL staff prior to the start of the program, and must be used as approved. If program days are cancelled, for whatever reason, these transportation days cannot be reallocated elsewhere.

Note: The length of the program may vary for schools that receive funding for transportation.

Equipment

Equipment for the program will be purchased on a needs basis. All equipment purchases will be coordinated through the PN Unplugged Program Coordinator.

Steps to order equipment:

- 1) PN Unplugged Coordinator will send an order form template and a link to view equipment.
- 2) Teacher or the facilitator must send back the completed order form template of equipment needed adhering the amount of funding allocated.
- 3) PN Unplugged Coordinator will order the equipment and have it shipped directly to the school within 4-6 weeks.

D. ELEMENTARY PIN WINNERS PROGRAM (GRADES 4-6)

Elementary Pin Winners is an all-inclusive, extra-curricular program that rewards participation with draw prizes and collectable sport sacs that can be filled out with commemorative pins by participating in a variety of sports and activities. The program will serve as a motivator for young participants to lead active, healthy lifestyles, while helping build self-esteem through inclusion and encouragement. Posters depicting all the activity pins are distributed throughout schools in September and can also be viewed on the SSNL website.

E. PN OUTDOOR ADVENTURES (GRADES 7-9)

The Participation Nation Outdoor Adventures program is a program offered in conjunction with the Government of NL Community Healthy Living Fund. The goal of the program is to connect or reconnect students to nature. Hiking, learning survival skills, playing co-operative based games, and performing trust activities are all aspects of the program. If your school is interested please contact our office to inquire how to apply for funding through the Community Healthy Living Fund Grant.

F. HIGH SCHOOL SPIRIT PROGRAM (GRADES 7-12)

High School Spirit seeks to engage student bodies in fun and fitness while also creating a sense of belonging for the students to their school. This program in order to operate will require a teacher sponsor to form a Healthy Active Living Teams (HALT) in your school. This committee will be responsible in their respective Junior and Senior High

School:

1) Student Lead Intramural Program which includes one or more of the following:

- a) Clubs (e.g., physical activities, yoga, dance, Kilometre Club etc.)
- b) Low-organization activities (e.g., co-operative games, accuracy challenges, Rock Paper Scissors, baseball etc.)
- c) Novelty events or activities (e.g., Gym Riots, Moga Madness, winter carnivals, theme days, Jump Rope for Heart etc.)
- d) Sport Imitations (e.g., 3 on 3 basketball, 21, speedball, Newcombe ball, scooter soccer, beachball, sitting volleyball)
- e) Sports (e.g., European handball, soccer, badminton etc.)

Intramurals can be a one-day event or can take place daily, weekly, monthly, or throughout the year. Intramurals can also include leagues, open gym, clubs, one-time activities or events, and novelty games or activities.

2) Assist Athletic Directors and teachers with Participation Nation Activities as well as hosting Varsity Regional and Provincial tournaments.

Start Up Grant

A grant of \$300 will be provided to SSNL full members who register for High School Spirit and have recruited their HALT members. This grant can be used to purchase items needed to begin a student driven Intramural program.

Rewards

Once events are registered with the PN staff, we will send out awesome prizes for random participant prize draws.

Program Criteria

- Schools must be a member in good standing with SSNL and have paid their membership fee.
- Schools must attend the Provincial Student Leadership Conference in order to receive details of the program.
- The program is offered free to the students.
- Provide a teacher sponsor(s) or community recreation person to supervise the program.

Program Time Frame

The program will be implemented from September to May and must occur in the extra curricular time slot unless it is a winter carnival or spirit day, which is sanctioned by the school administration.

G. UNIFIED SPORTS

School Sports NL believes in providing as many students as possible with the benefits of participating in school sports program. In an effort to be more inclusive, SSNL has partnered with Special Olympics NL to sponsor and assist in the development of Unified Sports.

The goal of Unified Sports is join people with and without intellectual disabilities (ID) on the same team to train and compete. Schools should keep in mind the following guidelines when establishing a Unified team at their school:

1. Special Olympics Athletes (SOA) do not have to be a member of their local Special Olympics Club to participate.
2. Schools must be a member of SSNL.
3. There is no fee to register for tournaments.
4. Instructional Resource Teachers will determine if a student qualifies to be an athlete under this program.
5. Parents/Guardians must consent to their son/daughter's participation.
6. Any high school student can be the SO partner (without the disability) on the team
7. Schools must allow gym time during lunch once per week so the team can hold practices and the athletes' student assistant and partner athletes must be able to travel with the team on tournament days.
8. Schools participating in Unified Sports will earn Sports Stars points. See Appendix for point breakdown.

Unified Sport regional tournaments are currently offered for 3 on 3 Basketball (November), Bocce (March) and Indoor Soccer (May). They take place on Fridays during the school day.

For more information on Unified rules and how to establish a program at your school, contact either Trisha Boyer 709 729-3684 - tboyer@schoolsportsnl.ca or Mike Daly at Special Olympics NL at 709-738-1923 -miked@sonl.ca.

H. SPROCKIDS PROGRAM (GRADES 4-6)

Bicycle or Mountain Biking Clubs that occur in the extra curricular time slot are able to apply to SSNL PN for funding to help with the start up costs associated with program implementation.

Program Criteria

- Schools must be a member in good standing with SSNL and have paid their membership fee.
- Schools must have one Teacher sponsor trained as a Sprockids Instructional Leader.
- The program must be offered free to the students.
- School must have access to a trail near the school to implement the program.
- Program must be delivered immediately after school.

Funding

Funding is awarded in three stages.

Stage 1: Based upon interest SSNL PN will provide free professional development for up to 10 teachers to take the Sprockids training. Teachers must agree to implement Sprockids the following year. SSNL PN will not fund travel, accommodations and meals to attend training.

Stage 2: For the first year program, up to a maximum of \$1000 of implementation funds can be allocated to purchase a leader bicycle, helmet, repair tools, and/or starter kit.

Stage 3: Maintenance up to a maximum of \$500.00 yearly to go towards bicycle tubes and tools for program.

Application

Sprockids training will occur annually if there is enough interest. SSNL PN will send out a notice to PN members to solicit interested schools. Schools that meet the criteria will be selected to receive training. SSNL PN will arrange training by the provincial Sprockids facilitator. Acceptance of new schools will be based on budget allocation and the number of spaces available. Please refer to “**Waitlist Procedures**” listed in the PN section of the Handbook.

3. ADMINISTRATION OF PN PRIMARY AND ELEMENTARY EVENTS

A. ORDERING PROGRAM REWARDS - PRIMARY AND ELEMENTARY

Rewards are available to be ordered as part of our Core PN Programs – Primary Achievement (2-3) and Elementary Pin Winners (4-6). Certificates, stickers and draw prizes are available for Primary Achievement and Sport Sacs, pins and draw prizes are available for Elementary Pin Winners. Every participant will receive their certificate & stickers or sports sac & pins while draw prizes will be awarded on a 1:10 ratio. Students who display good sportsmanship and behaviour should have their names added to a hat for draw prizes. Draw prizes are primarily sports equipment and apparel.

To qualify for earning stickers/pins schools are asked to hold a round robin or different activities pertaining to the category over the course of 3-4 weeks. “One-off” activities played in house would not qualify to receive rewards/draw prizes.

To order rewards please visit the PN Website homepage under the “Rewards” tab and fill out the form: <http://www.schoolsportsnl.ca/participation-nation/>

For specialized programming (Play 4 Fun, PN Unplugged, Etc.) rewards will be handled by the Program Facilitator who will correspond with the PN Program Coordinator on a regular basis.

B. PN EVENT CLASSIFICATION

Participation Nation events use facilitators as opposed to the traditional coach. Although teachers and volunteers can still teach students the skills of the game, the focus is not on strategy and winning. The emphasis is placed on participation and fair play. For most participating schools, practices are unnecessary other than to go over game rules for the event. Events are classified as one of the following:

- In House
- Friendlies
- Festival of Sport Extravaganza
- Jamboree

In-House

In-House is an event organized within your own school for your student body and can be done during lunchtime or after school. Intramurals can qualify as a PN Event under the following conditions.

- i) It is one of the PN Activities and has a Sticker/Pin.
- ii) Round Robin tournament style – NO PLAYOFFS.
- iii) All students are encouraged to play and given equal time.

Note: PN Rewards cannot be accessed for any events played during instructional time unless the school administration has approved a special event exception.

Friendlylies

Friendlylies are an event where 2 schools come together for a number of friendly matches. This event will qualify for free milk for all participants.

Festival of Sport Extravaganza

Festival of Sport Extravaganza is an event where 3 or more schools in the same region come together to play a number of friendly matches consisting of 1 Sport or Activity. This event will qualify for free milk and a Nutrition subsidy if the event occurs over 4 hours. Schools enrolled in the SSNL Sport Stars program are eligible to receive points for hosting or attending PN Festival of Sports Events if they register their event with the PN office.

Jamboree

Jamboree is an event that includes 3 or more schools playing 3 or more activities at the same event. Jamborees are the corner stone of our PN Core program as they give the students a tremendous participation opportunity. A nutrition grant to help with snacks and free milk is provided. If an event is held over a full day or weekend assistance will be provided with the cost of meals, as well as providing free T-shirts to all participants. Providing colored t-shirts allows organizers to group students easily. We prefer that all students are mixed and matched which allows for greater socialization and balance of teams. Schools enrolled in the SSNL Sport Stars program are eligible to receive points for hosting or attending PN Jamborees if they register their event with the PN office.

C. MODIFYING SPORT RULES

In Participation Nation events, sport rules can be modified to fit any restraints such as available time or space or just to make the games more fun by allowing more play to occur versus constant stoppage of play. The non-competitive structure of PN allows the rules of the game to be flexible in order to maintain a high success rate for participants and a smoother flow to the event.

For example, in volleyball, a rule can be modified to have a player serve no more than once a rotation, have the serve line moved in, or have a player substituted after every rotation. For time restraints, games can end after a set time limit to enable participating teams to play more games. Also, if some rules are not working on site or teams are lopsided, changes can be implemented as needed. The most important thing is that students are enjoying themselves and the games are run as efficiently as possible.

Through past experience, we have found that mixed events are enjoyed most by students and help create an atmosphere that is less competitive. Teams can also be formed by using students from a number of schools. This format puts familiar faces together along with some new ones and removes the natural inclination to see school versus school in sports and hopefully has all participants making new friends.

4. ADMINISTRATION OF PROGRAMS

A. WAITLIST AND WAITLIST MANAGEMENT POLICY

The purpose of a waitlist is to ensure fair access to programs available through the Participation Nation program. If current Specialized programs are full, the school will be placed on a waitlist.

SSNL guidelines for managing waitlists:

- Program staff will add the name of the school to the program waitlist based on the date the completed application was accepted and the geographical region the school is in. **Please note:** Schools from Labrador will not be placed on a waitlist as this area has committed funds that must be used annually.
- The rest of the region order is based on current programs location so that we may ensure geographical disbursements of program funds. The order is as follows 1) St. John's 2) Avalon/Burin/Bonavista 3) West 4) Central.

B. STUDENT DATABASE

The purpose of these requirements is to ensure a complete and accurate record for all students's enrolled in the PN Play 4 Fun, PN Unplugged program, Sprockids, Outdoor Adventures Programs.

1. All students enrolled in our programs will have student demographics recorded in a database. This database is not to be shared with an outside agency unless it is for funding requirements.
2. SSNL will only record relevant and necessary student information. Name, address, date of birth, school attending, parental information and consent to participate.
3. No database shall be stored on any flash drives.
4. Paper program registration forms will be shredded once the information is transferred.

6. MEMBERSHIP

Schools are entitled to apply for all programs under SSNL if your school meets the criteria.

Level 1

Participation Nation Core Programming - \$100

Allows schools to participate in the Primary Achievement & Elementary Pin Winner programs and receive all participation rewards and draw prizes.

Level 2

Participation Nation Core Programming - \$150

Enables schools to participate in the Primary Achievement & Elementary Pin Winner programs and receive all participation rewards and draw prizes, as well as, participate in any Junior Varsity program. A Level 2 Membership school can also apply for PN Specialized Program funds but once the school has been given specialized program funds they must agree to convert to Full membership.

Full Membership

Schools will be assessed membership fees on the basis of school enrolment (based on the previous year's Dept of Education statistics). The fees per school are as follows:

<50 students	\$150	50-100 students	\$200
101-200 students	\$275	201-350 students	\$400
351-600 students	\$450	601+ students	\$525

Full membership provides access to Junior & Senior Varsity Programs, Sports Stars, PN Core Program, PN Unplugged, PN Play 4 Fun, Sprockids after school Bicycle Clubs, Sport Development and Specialized Program grants, Outdoor Adventures, High School Spirit.

Member schools paying the full membership fee structure will be entitled to the following:

- The ability to apply for a Sport Development Grant or a Specialized Program Grant of \$500 every three years.
- PD opportunities for our facilitators on our programs.
- K-12 or 7-12 will have access to the Varsity program for schools and students who meet Varsity eligibility.
- Your school will have the ability to have input into the Varsity and/or PN Councils through representation.

7. PARTICIPATION NATION GRANT PROGRAMS

School Sports NL provides the following two grant programs - Sport Development Fund and the Specialized Program Fund to assist schools in offering a wider range of programs and increasing participation of students. The general grant criteria is listed below followed by the information specific to each grant.

General Grant Criteria

- Schools must be a member in good standing with SSNL and have paid their membership fee.
- Limited funds are available and funds will be issued on a first come first serve basis per region. In order to ensure that the money awarded will be enough to start your program, the cost of the equipment, resources, and/or instructor fee must be researched and a quote included with the application.
- The sport or physical activity must be held in the extra curricular time slot and not during school time.
- The program must be made available to all interested students without cuts to any student wanting to participate, as the goal is to organize and encourage recreational sport and physical activity opportunities.
- A school is eligible to apply to receive a grant from SSNL once every 3 years.
- Schools already receiving funding from PN Play 4 Fun, PN Unplugged, Sprockids, PN Outdoor Adventures do not qualify to receive a Sport or Specialized Program Development Grant.

Sport Development Grant

Sport Development Grants are available to schools to introduce a new sport at the junior high and high school level or re-introduce a sport (if the sport has not been offered in 3 years). The grant may be used to purchase some equipment or pay a specialized instructor to come to the school to teach the sport to the volunteer coaching team. Grants in the amount of \$200-\$500 will be awarded depending on the application.

Specialized Program Grant

The Specialized Program Fund Grant will be used to purchase equipment or to implement programs that increase participation in non-traditional sports and physical activity programs for under represented groups. Under represented groups targeted with this grant are: females, indigenous, new Canadians, students with disabilities, and males not interested in playing traditional sports. Eligible activities are: Boccia, Yoga, Kin Ball, Tchoukball, Orienteering, Geo-caching, or other activities upon approval of SSNL Staff.

This grant can also be used to support a teacher to take a training course in order to learn the expertise needed to offer the sport or activity. Grants in the amount of \$200-\$500 will be awarded depending on application.

Grant Administration:

- The grant application is an electronic form and can be found under Grants on the

Participation Nation side of the website - schoolsportsnl.ca.

- Grants will be awarded on a first come first served basis per region if the application meets the criteria. If your school is successful in obtaining one of our grants, a letter will be sent notifying you of the amount that your school has been awarded.
- School Sports NL will reimburse your school the amount outlined in the letter upon your submission of receipts for the equipment purchase and /or instructor fees. A copy of the invoice from the company you purchased equipment from and/or the instructor costs from a provincial organization will need to be sent to SSNL. Schools, not individuals will be reimbursed.

8. SSNL PARTICIPATION NATION HEALTHY EATING POLICY

What we eat and our level of physical activity can be positively influenced by healthy and supportive policies where we live, learn, work and play. Our members state that one of the greatest barriers to serving healthy food at our events is the cost. The Healthy Eating Policy seeks to subsidize these costs to schools. The Healthy Eating Policy ensures that healthy meals and snacks are provided to participants attending events. Since September 2011, all Participation Nation event hosts have had to comply with the Healthy Eating Policy. Please refer to the NLESD website <https://www.nlesd.ca/families/doc/healthysnackideas.pdf> for planning your snacks.

Any PN Festival of Sport or Jamboree event involving 3 or more schools and over a 4 hour time span qualifies for a nutrition subsidy. Thank you for your cooperation in helping to making it easier for children and youth to eat healthy. A more detailed policy is being developed in accordance with the Canada's New Food Guidelines. <https://food-guide.canada.ca/en/healthy-eating-recommendations/>

Specialized Programs ie Play 4 Fun and PN Unplugged have a more detailed policy to follow.

A. MENU IDEAS

SNACKS

Serve fruit whole or cut up, fresh, frozen, canned or dried. Offer raw vegetables cut up with or without low-fat dressing or dip. Try yogurt cups, tubes and/or drinks. Offer lower fat cheeses (21% milk fat/ M.F. or less). Provide lower fat and lower sodium whole grain crackers. Consider smoothies made with fruit and yogurt. Consider hummus and other bean dips with your vegetables and crackers. Offer pudding made with milk as the first ingredient. Serve small cookies made with whole grains and fruit.

SANDWICHES

Choose whole grain breads, pitas, wraps or buns. Choose unprocessed meats (e.g. roast beef, chicken or turkey). Include vegetarian sandwich options. Include a selection of lower fat cheeses (21% milk fat/ M.F. or less). Make sandwiches using a small amount of salad dressing, margarine or mayonnaise. Offer toppings like shredded lettuce, mixed greens, chopped tomatoes or sliced peppers.

HOT MEALS

Choose leaner meats, fish and poultry grilled, broiled, roasted or steamed instead of fried. Serve grilled vegetables. Offer pasta dishes with lower fat toppings like tomato sauce rather than butter, cream or cheese sauces. Consider broth-based or pureed vegetable-based soups instead of cream-based soups. Offer pizza on a whole grain crust. Consider a vegetable, bean, mixed greens or spinach salad with a meal.

B. HEALTHY EATING GRANT CRITERIA

Festival of Sport/Jamboree, Weekday Event

- Schools must be a member in good standing with SSNL and have paid their membership fee.
- Limited funds are available annually and funds will be issued on a first come first served basis per region.
- The sport or physical activity must be held in the extra curricular time slot and not during school time to receive a nutrition grant. The host school is eligible if a sport or activity starts in the school day, but ends in the extra curricular time slot.
- Funding of up to \$1 per student will be allocated to pay fruit or vegetables. If there are 100 students expected to be in attendance, then \$100 is allocated to the event.
- 250 ml milk will be allocated per student and must be ordered online through the SSNL website and administered through the procedures outlined on the SSNL website.
- Schools must submit their snack ideas to the PN Coordinator for approval in order to be reimbursed.

Festival of Sport/Jamboree, Weekend Event

- Schools must be a member in good standing with SSNL and have paid their membership fee.
- Schools are encouraged to pre-plan their jamborees in order to ensure the event will be funded.
- A one-day event being held on a Saturday or Sunday for a minimum of 6 hours will be eligible to receive a healthy lunch for each participant and volunteer. A healthy lunch consists of a 250ml milk (free with school milk), a sandwich or wrap or soup and sandwich, and a piece of fruit. A maximum of \$5 per student will be allocated to pay. If there are 100 students expected to be in attendance, then up to \$500 is allocated to the event.
- A two-day weekend event will be allocated \$10 per participant and volunteer.
- For two-day Participation Nation event in Labrador, where students are billeted, SSNL PN will subsidize all meals and snacks for participants and volunteers. The SSNL office must approve the menu and itemized grocery list in advance. Limit, 1 elementary, 1 Junior High jamboree per North Coast, South Coast and Central Labrador region per year.

C. ADMINISTRATION OF NUTRITION GRANTS

Schools will be reimbursed after the event when the PN Core Programs Coordinator receives the following items: receipts, photos and statistics.

9. SSNL PARTICIPATION NATION AWARDS

A. PARTICIPATION NATION AMBASSADORS AWARD

The Participation Nation Ambassador Award recognizes outstanding achievement by teachers, schools or organizations involved in any of the PN Programs. Teachers who have contributed to student participation in PN's recreational sport and physical activity programs over the course of 10 years can be considered for this award. Nominators must represent a school in good standing with SSNL and all nominations must be endorsed by the school principal or district staff.

B. PARTICIPATION NATION CHAMPION AWARD

The Participation Nation Champion Awards are presented annually to individual(s) from 4 of the NLESD and from 1 of the CSFPTNL regions. Nominees are PN adult event facilitators who are advocates for increasing physical activity for their students in the extra curricular time slot. They also promote the need for recreational sport and physical activity opportunities for students within neighbouring schools.

PN Awards Criteria

Who can nominate?

Nominators must represent a school that is a member of School Sports NL. This can include a school administrative and support staff, NLESD/CSFPTNL administrative and support staff, principals, teachers and staff of School Sports NL. Nominations require the endorsement of the nominee's Principal or NLESD/CSFPTNL official.

How are nominations assessed?

Nominations will be assessed by the SSNL Awards Committee.