

# SECTION 4

## BY-LAWS

### ARTICLE 1 - TEAM ELIGIBILITY

#### Section 1.

The school must be a member of SSNB in order for its teams or players to be eligible for SSNB sanctioned events.

- a) A school that has a preparatory team participating outside of SSNB will be ineligible to compete in championship play in that sport (gender specific) for that season of play. However, a school with a preparatory team can have other teams that are eligible to compete in championship play in that same sport (gender specific) if there is a complete and clear separation between the two programs.

#### Section 2.

A school team shall consist entirely of eligible players who are students of a school, or a neighboring school who have players who want to play, but are unable to play for their home school due to a viable reason, approved collaboratively by the two school's administration, Athletic Director's and in consultation with SSNB. These players are under the authority of that school's principal while team activities are taking place. (Refer to O.R. 3.1)

#### Section 3.

A team **must** complete all conference / regional or provincial obligations and commitments. Failure to do this will result in a fine of up to **\$200**, removal from the playoff format and a possible suspension from participating in that activity in the succeeding season.

In Group A \* activities individuals who fail to compete in all conference / regional or provincial obligations may be suspended from participating for that school year and the next year (for that sport only) and the school may be fined \$20 per athlete to a maximum of \$200.

\* Badminton, cheerleading, cross-country, golf, swimming, wrestling and track & field.

#### Section 4.

When there are a maximum of 12 teams registered in a classification, a provincial league shall be permitted. League structure shall be determined as per By-Law Article 8.

#### Section 5.

The use of an ineligible player(s) shall cause the team concerned to forfeit all games and all points won in those games in which the player(s) participated. The Executive Committee may levy such additional penalties as it deems are warranted. The coach or coaches who utilize ineligible player(s) may also face suspensions.

#### Section 6.

High schools which repeatedly violate the Constitution and By-Laws of the Association shall be suspended from membership in the Association on a 60% majority vote of the Executive Committee.

#### Section 7.

The full membership (all teams) shall be enrolled in a universal general accident insurance and a commercial general liability package, whereby, each individual team member is covered by the school, to be submitted with the team personnel registration form. All SSNB insurance will be terminated once that sports season is completed.

## ARTICLE 2 - PLAYER ELIGIBILITY

### Section 1.

A player must be a student enrolled in a public or private high school in New Brunswick, which has become a member of the SSNB and must be in regular attendance during the school year in which they wish to compete as certified by the school Principal.

### Section 2.

A player is eligible:

- a) for five (5) years from entering into Grade 9.
- b) unless declared ineligible or suspended by their Principal.
- c) until they have graduated and/or received a high school diploma or its equivalent, (or the end of the school year in which the person attains the age of 21—Education Act).

### Section 3.

A student **must** carry a full complement of regular/credit courses during the four years of eligibility (Grades 9-12). Students in their 2<sup>nd</sup> semester of grade 12, with enough credits to graduate, are permitted to participate in interscholastic activities with a part time schedule. A fifth year student is required to enroll in the courses needed to fulfill graduation requirements.

### Section 4.

Students who have been transferred and/or placed in schools by the Superintendent should be allowed to participate in sports. Students that have changed schools during the school year are ineligible to participate in any sport that they are currently registered in at the previous school during that same season of play.

## ARTICLE 3 - COMPETITION WITH NON-MEMBERS

### Section 1.

No member school shall compete in activities with non-member schools unless the contest has been sanctioned by SSNB.

### Section 2.

No student or team from member schools shall compete in interprovincial or international competition unless the contest has been sanctioned by all participating provincial and/or state school associations.

**Section 3.** All sanctioned tournaments must meet all SSNB requirements as per the by-laws.

### Section 4.

No student or team from member schools shall compete in any tournament or exhibition play (alumni & fundraising games included) unless the contest has been sanctioned by the Association. Schools or teams are responsible for verification of sanction approval by the SSNB, prior to accepting an invitation.

### Section 5.

Application deadlines by member schools for tournaments or exhibition games with teams within the 'Region' (Maritime Provinces and Maine) must be submitted at least two (2) weeks prior to the event and at least four (4) weeks prior to the event when involving teams outside the "Region". The applications must be submitted using the SSNB online sanction request. Schools will be assessed a fee of \$100 in order to approve a sanction request received after the deadline.

**Section 6.**

Post-Secondary Institutions and approved outside organizations must apply to SSNB through a member school for sanction of competition involving teams or players of member schools. The application must be submitted using the SSNB online sanction request at least four (4) weeks prior to the season of play. This member school must act as a co-sponsor with the non-member organization. Schools will be assessed a fee of \$500 to submit a sanction request and a fee of \$100 in order to approve a request received after the deadline.

**Section 7.**

SSNB will sanction International Athletic Competition if the conditions of the competition as outlined on the International Application Sanction Form are met. (Contact the SSNB office for the application form.)

**Section 8.**

Any student or team from a member school violating the provisions of this article may be declared ineligible from further interscholastic competition in that season and the following season and may be fined up to \$1000. The Executive Committee may levy additional penalties as it deems are warranted.

**ARTICLE 4 - CLASSIFICATION OF SCHOOLS**

The Executive Committee shall classify schools for competition; such classification to be based on total school population - Grades 9-12 inclusive (based on a grade average of the previous three (3) years).

Class A Schools - 299 students and under  
 Class AA Schools - 300 - 699 students  
 Class AAA Schools - 700 + students

Each "classification period" shall be three years duration; with a review of the same after the second year.

Note:

1. Where there is a significant increase or decrease in enrollment during a "classification period", a school may be reclassified upon such a change in enrollment.
2. A school may register one (1) team only in a division leading to a provincial championship.
3. Schools with students of one gender only shall have their enrollment doubled for classification purposes.

**ARTICLE 5 - DIVISIONS OF PLAY**

The Executive Committee sanctions competition at the championship and exhibition levels.

**Junior** - (Only in those schools comprised of students in grade 9 to 12)

- Students in their first and second year of high school for group A activities.
- Students in their first, second and third year of high school for soccer, basketball, volleyball and rugby. Teams are permitted to have a total of three (3) third year students. If more than three third year students are required, permission must be granted by the SSNB office.

Students in a SSNB member high school comprised of grade 8 and below under the authority of the same school Principal may participate in SSNB activities.

**Senior** - Students primarily in grades 9 to 12

**Exhibition** – An exhibition team is one that will not compete for a Provincial Championship banner and does not have a set league schedule they must follow.

**Exhibition Division** – An exhibition division team is one that will not compete for a Provincial Championship banner and does not have a set league schedule they must follow. An Exhibition

Division team is for schools that enter a second team in the same sport category (Ex – AAA Sr. Girls Volleyball).

Students are not permitted to move freely from the Exhibition, Exhibition Division and the Provincial Championship teams, as they are considered separate teams.

## ARTICLE 6 - CALENDAR SPORTS

Criteria for the dropping or adopting of a calendar sport:

- a) There must be at least six (6) schools registered in order for an activity to be sanctioned for a Provincial Championship. If there are less than six (6) registered in an activity, that activity in that division, will become an exhibition sport for one year.
- b) In classification activities, if the number of registered schools is less than the required number of teams registered for a sanctioned Provincial Championship, then those schools may compete in a higher operational classification.
- c) New activities to be sanctioned by SSNB shall be adopted according to the following procedures:
  - i. The safety of the student-athlete must be the highest priority in establishing an activity.
  - ii. The activity must be proposed in writing by a member school not less than forty-five (45) calendar days in advance of the Annual General Meeting.
  - iii. The activity must be covered under the SSNB existing insurance policies.
  - iv. The Executive Committee will place the activity in a 'season of play'.
  - v. The activity must follow all SSNB policies and regulations and including any SSNB modifications.
  - vi. The activity must have certified officials available.
  - vii. Upon review, the Executive Committee can allow the activity to continue or discontinue at any time.

The proposed new activity must be introduced as an Exhibition league:

- The activity must have a governing body – Provincial Sport Organization (PSO) or National Sport Organization (NSO).
- The activity must have conference support.
- The activity must have 8 schools in a division.
- The activity must have Executive support.

A final detailed report must be submitted to the Executive Committee for review.

Championship league:

- The activity must have 3 years as an exhibition league.
- The activity must have growth to a minimum of 12 schools in a division.
- The activity must have a geographical representation across the province.

Upon recommendation from the Executive Committee with appropriate notice given to member schools, a calendar sport may be dropped by 60% of those present and entitled to vote at the SSNB AGM.

## ARTICLE 7 - OFFICIALS

### Section 1.

Certified officials must be used for all SSNB sanctioned competitions. Member schools will be guided by Letters of Agreement with Officials where applicable, as available on the SSNB website.

### Section 2.

Top level certified officials must be given first consideration for regional to provincial championships.

### Section 3.

Whenever possible, neutral certified officials shall be secured to officiate competitions.

**Section 4.**

"Officials' Associations" will not be compensated for costs associated with assignment of officials for any of the association's activities.

**ARTICLE 8 - ACTIVITIES AND CHAMPIONSHIPS****Section 1.**

League play, exhibition games and scheduling are the responsibility of the conference. Make up of the league schedule, number of games played within the league and league structure are conference responsibilities. Leagues may have unbalanced schedules with divisions (often determined by geography and distance travelled); however, whether a league has a single, double, triple home and away schedule or an unbalanced schedule, league play will be determined by league members based on the following schedule. The structure of the league will be reported to the league chair who will forward the information to the conference president.

League structure will be determined by a majority of schools comprising the league:

- 3 team league (2 of 3 schools must agree to the structure)
- 4 team league (3 of 4 schools must agree to the structure)
- 5 team league (3 of 5 schools must agree to the structure)
- 6 team league (4 of 6 schools must agree to the structure)
- 7 team league (5 of 7 schools must agree to the structure)
- 8 team league (5 of 8 schools must agree to the structure)
- 9 team league (6 of 9 schools must agree to the structure)
- 10 team league (7 of 10 schools must agree to the structure)
- 11 team league (8 of 11 schools must agree to the structure)
- 12 team league (9 of 12 schools must agree to the structure) Etc.

**Section 2.**

Regional to Provincial playoff schedules shall be arranged by the Executive Committee.

**Section 3.**

Officials for all SSNB competition shall be appointed by assigners of the officials association.

**Section 4.**

The official rules for each SSNB sponsored activity shall be those sanctioned by the Sports Governing Body for that activity. These rules shall be followed with the exception of such modifications as are outlined in the Operating Regulations pertaining to each sponsored activity.

**Section 5.**

The individual charged with coordinating a regional to provincial championship shall be responsible for providing all involved schools and the Executive Director with a detailed report of the event. Failure to comply shall warrant a fine.

**ARTICLE 9 - PROTESTS**

The judgement of the game official is not considered grounds for protest.

**Section 1.**

All protests must be written on the game sheet before the conclusion of the game and must be received from a SSNB member school.

**Section 2.**

All protests of activities involving conference competition or matters shall be resolved by that Conference Executive.

**Section 3.**

All protests of activities involving regional to provincial competition or matters shall be resolved by three (3) Executive Committee representatives. Exception: the Executive Committee may delegate authority to a Tournament Committee to resolve issues associated with provincial tournament. All decisions are final.

**Section 4.**

A statement signifying your protest (which may be made by telephone or email) must be received by the SSNB Executive within twenty-four (24) hours of the event in question. A letter fully outlining the details of the protest must be received within 72 hours following the incident in question. All such communication must be signed by the school.

**Section 5.**

All denied protests will result in a fee of \$200. Failure to pay the fine will disqualify the school from all SSNB activities until the fine is paid.

**ARTICLE 10 - APPEAL OF SSNB RULING**

There is no appeal of any suspensions up to 5 games or suspensions which meet minimum guidelines.

**Section 1.**

The member school may appeal the ruling of SSNB to the Executive Appeal Committee (EAC) by filing a written Appeal Request Form (J-1) with the Executive Committee within thirty (30) days from the date of the ruling.

The EAC is comprised of three members of the SSNB Executive Committee who are not in conflict with the incident.

Appeals will be granted when evidence illustrates one or more of the following:

1. An error in fact;
2. A lack of procedural fairness;
3. The suspension committee exceeding its authority;
4. Evidence of excessive/harsh suspension.

**Section 2.**

The Notice of Appeal shall:

- a) include a non-refundable appeal fee of \$500.
- b) clearly set out the bylaw and/or policy at issue;
- c) clearly and concisely state the grounds upon which the applicant requests an interpretation of, or an exemption from, the bylaw and/or policy at issue;
- d) clearly and concisely state the grounds upon which the applicant member appeals the ruling of the SSNB;
- e) specify whether the applicant member school wishes to proceed by video conferencing or by special EAC meeting;
- f) submit all documentation that will be presented in support of the appeal;
- g) be signed by the school principal.

The sanctioned individual must be present at the appeal hearing with the administrator or their designate. If the parties cannot be present, the original sanction will stand until the hearing takes place.

**Section 3.**

Upon receipt of the Notice of Appeal in compliance with 1 and 2 of this section, the EAC shall hear the member's appeal.

**Section 4.**

During the course of the appeal, the EAC may consider materials not previously considered by the Conference Executive and/or the Executive Director.

**Section 5.**

In the event that the applicant member wishes to proceed by video conferencing, the applicant member shall be responsible for charges that may occur. In the event that the applicant member fails to reimburse the SSNB for the actual cost of the video conferencing as aforesaid, the appeal shall be dismissed.

**Section 6.**

Before issuing a decision, the EAC shall consider:

- a) all written materials submitted by the applicant member;
- b) the written decision of the ruling;
- c) any other written materials or documents that the EAC deems relevant;
- d) the SSNB policy and/or by-law at issue, or any other SSNB by-law and/or policy and the EAC deems relevant;
- e) all legislation and regulations the EAC deems relevant; and
- f) all verbal submissions made by or on behalf of the applicant member and the Executive Director, in the event that the applicant member elects to proceed by video conferencing.

**Section 7.**

Appeal hearings of the EAC shall be called by the Chair. The Chair shall be responsible for arranging the agenda in consultation with the Executive Director. The Chair controls the meeting and is responsible for outlining the specific procedures to be followed at the hearing.

**Section 8.**

The Executive Director will coordinate hearing times and locations and is responsible for distribution of the agendas and relevant information. In appropriate cases the Executive Director will make the necessary arrangements for video conferencing.

**Section 9.**

The EAC members will be selected to serve on a particular appeal hearing committee as the need arises. Members of the EAC are responsible for reviewing and familiarizing themselves with the agenda/information provided to them by the Executive Director in advance of the appeal hearing date. They must advise the Executive Director as early as possible if circumstances no longer permit them to attend a scheduled appeal hearing.

**Section 10.**

With the exception of the applicable charges as set out herein and paid by the applicant for video conferencing, the administrative costs of the EAC shall be the responsibility of the SSNB. Each party appearing before an EAC shall be responsible for its own costs regardless of the decision of the EAC.

**Section 11.**

Within seven (7) days of the hearing of the appeal, the EAC shall issue a written decision detailing its reasons. A copy of the written decision shall be sent to the school principal. The decision of the EAC shall be final.

**ARTICLE 11 – DISCIPLINE PROCESS**

The following procedures as outlined below will be followed for all suspensions:

- I. Conference & Inter Conference Discipline Committee Duties and Obligations
- II. SSNB Discipline Duties and Obligations

**I. Conference & Inter Conference Discipline Committee Duties and Obligations**

1. Each conference will establish a conference discipline committee.

2. The incident must be reported either on a game sheet by an official or by filling out the SSNB Incident Report Form (I-1). The incident must be sent to the conference president and /or league coordinator within 72 hours of the incident.
3. The Conference President(s) / league coordinator(s) will review the incident report and if clarification is required, they will request additional information from those involved.
4. Once all information has been gathered and reviewed, the Conference President(s) / league coordinator(s) or the Discipline Committee(s) will consult and collaborate for input on sanctions.
5. The Conference will render their decision and inform the school administration, as well as the SSNB Executive Director of the decision.
6. The Conference(s) can impose the suspension appropriate for the action. The SSNB minimum suspensions cannot be appealed.

The conference discipline committee is comprised of the conference president/vice president, plus 2 other members of the conference committee. Committee members will have no affiliation with the party schools directly involved in the incident.

President/Vice president	(1)
Conference members	(2)
Total	(3)

## II. SSNB Discipline Duties and Obligations

Two Executive Officers shall consult with each other on the incident in question to render a decision.

It is expected that Committee members will have no affiliation to the party schools directly involved in the incident.

- The incident is reported to the SSNB Executive Director by the Conference President / League Coordinator with all pertinent information.
- The school principal /designate will be given the opportunity to provide further information.
- The office of the SSNB will inform in writing the decision rendered to the school administration.