

SECTION 5

OPERATING REGULATIONS

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O.R. 1 - FEES

1.1 Annual membership dues shall be \$350.00 per school.

Note: Registration is confirmed upon receipt of payment. A late administration fee of \$50 will be assessed if payment is received after September 15th. Members not in good standing will be ineligible from all SSNB activities after this date until the fine is received at the SSNB office.

1.2 The sport participation fees will be invoiced to schools by SSNB, as per the SSNB Fee Structure and dates indicated in Section 7. If payment is not received within 30 days, 5% interest will be applied to the invoice. If payment is not received within 60 days of invoice, 10% will be applied to the invoice amount. If payment is not received within 90 days, the member school is in default is not eligible to participate in SSNB activity.

1.3 A U.S. Sanction Fee of \$50 is required for schools to compete against teams in the United States. This fee must be paid prior to travelling in the United States.

O.R. 2 - REGISTRATION

2.1 The School Membership Information, Team Registration and the Team Player's Lists **must** be submitted using the SSNB Online System. The School Membership Information and the Fall Activities must be submitted online by June 1st. When submitting the Team Players' List, please make sure the athletes name, student ID number, date of birth, year entered grade 9 and their current grade is accurate. For insurance purposes, the names of all bench staff (coach, manager, trainer, school staff advisor/security) must be submitted with the players list and can be edited online at any time. It is also required for coaches to provide their NCCP number, contact number and email when submitting a team roster. Schools will be assessed a penalty of \$50 for each coach not on the team list.

Schools that wish to register or withdraw from activities before the deadlines may do so through the SSNB Online System. Once the deadlines have passed, schools must notify the SSNB office by e-mail to register for activities. In order to withdraw from activities, schools must access our Online System and click on the 'Team Registration' link and click 'Withdraw' to the right of the sport. By withdrawing online, it automatically activity in the succeeding season. The penalty is subject to appeal to the Executive Committee. Schools requesting to withdraw from activities before or after the official deadline dates must do so through the SSNB Online System.

2.1.1 Teams are required to compile a tryout list of all participants for each sport, whether hard copy or digital. Lists are to be kept with the SSNB Representative at member school until 60 days after completion of the season of play and available upon request by SSNB.

2.2 Schools which register for activities requiring a June 1st entry deadline may withdraw by the first Friday after the start of the school year, without penalty, if unforeseen circumstances occur over the summer. Notification of registrations or withdrawals for all activities are due at the deadline date. A school withdrawing from an activity after the deadline date may be subject to a fine of up to \$200 and possible suspension from participating in that activity in the succeeding season. The penalty is subject to appeal to the Executive Committee.

2.3 A school may register after the official activity deadline, subject to a \$50 late fee, by emailing the SSNB office to request special permission. Schools requesting to enter activities before the official due dates must edit their Team Registration online and the SSNB office will be notified.

2.4 Schools will be assessed a fee of \$100 plus the participation fee per student when adding

to a players' list after the deadline date. Late players must be added prior to competing and no later than one week prior to the Regional. Group A * activities and all exhibition teams will be assessed a fee of \$25 plus the participation fee per student. All late player additions must be submitted using the SSNB Team Personnel Form (E-1) signed by the school Principal. * Badminton, cheerleading, cross-country, golf, swimming, wrestling and track & field.

- 2.5 A players' list emailed to the SSNB office after the due date will be subject to an administrative fee of \$200. After a period of 5 school days, the team will be declared ineligible for the remainder of the season. notifies the SSNB office. The SSNB office will not accept any phone call notifications to enter or withdraw from activities.
- 2.6 Failure to pay a fine within fourteen days from the date it was levied shall result in the suspension of the school concerned from all SSNB activities until the fine is received at the SSNB office.
- 2.7 **Reclassification and Realignment**
The deadlines for receipt of application for reclassifications in all fall activities shall be May 15th, the deadline for the winter activities shall be September 30th and the deadline for spring activities will be January 15th. Applications for full realignment must be received by May 15th.
 - a) Applications must be submitted using the SSNB Online System on the website by clicking on the 'Forms' link of the admin menu, then click 'Request Reclassification'.
 - b) Schools given permission to reclassify must compete at the new level for 1 full year, unless extenuating circumstances arise that warrant a change as determined by the SSNB Executive.
 - c) Teams approved to play down a classification will be included in the league schedule, where all games must be played and count in the standings, but they cannot advance beyond league games.
 - d) Reclassification requests must be team specific.
 - e) A fine of \$400 will be applied to schools that withdraw after receiving the reclassification decision and possible suspension the following year.

O.R. 3 - ELIGIBILITY & RECRUITMENT

- 3.1 No student may participate in athletics for a school in which they are not enrolled, with the exception of the following:
 - a) Schools who are in need of extra player(s) to field a team may be eligible to add players from a maximum of two other local school(s) if they meet the following criteria:
 - i. School does not have a reasonable enough number of players to field a team and has not made any athlete cuts after their own school tryouts.
 - ii. Other local school(s) have players available to play, but were cut from all home school teams, including exhibition teams.
 - iii. Schools with more than 20% of their players from another school may be moved up a classification. Combined school populations may be used to determine the team's classification.
 - Available for team activities only (baseball, softball, field hockey, soccer, football, cheerleading, hockey, basketball, volleyball and rugby).
 - The shared student-athlete(s) must be approved by the schools' administration, Athletic Directors and SSNB.
 - Applications from the sending and receiving school must be submitted to the SSNB office with reviews of submissions on announced review dates with the last review occurring 5 days prior to the player's list deadline.
 - **SSNB has the right to monitor all shared-athlete teams and if it's being abused, has the right to revoke the team or place a school(s) on suspension or probation.**
- 3.2 A sport specific education program allows for sport specific education, training, instruction and/or competition; provides sport skills training in a targeted sport; provides other training/education such as, but not limited to, weight training, sport nutrition, or mental training to

support the targeted sport. If this program involves more than 50% of instructional time in one sport, it is considered a sport specific education program.

A student is allowed to enrol in a sport specific program for one semester and will remain eligible to compete in that sport with SSNB. Once the student enrolls in a second sport specific program of that same sport, they become ineligible to participate with the SSNB for that sport until graduation.

3.3 Insurance becomes available once the player meets the eligibility requirements of SSNB.

3.4 SSNB strongly condemns any attempt to recruit a student-athlete into a member school. A recruiting prohibition discourages exploitation of students: prevents over-emphasis of athletics; gives average student-athletes more opportunity to participate; discourages adults from jeopardizing a student's eligibility and prevents misuse of athletic programs.

1. **Definition:** recruiting is defined as a representative of a school, either directly or through another party, encouraging a student to attend a school other than that catchment area in which they reside, for the purpose of being involved in extracurricular sport. The school representative could be a teacher, administrator, school district employee, school employee, student, parent, alumnus or any person representing themselves as a school contact.

2. **Indicators of Recruiting:** there are many legitimate times that a school representative and/or coach of a school team will be in contact with students from another school. Therefore, indicators of recruiting have been developed to provide parameters of behaviour expectations for coaches and other school representative(s). For brevity, the term "coach" is used, but the policy applies equally to coaches or any other school representatives as listed above.

- a) a coach shall not initiate contact with any student who does not attend, or does not directly feed into the coach's school, in order to suggest, encourage or explain a transfer to a different school.
- b) a coach shall not encourage any other person, including past and present players, to contact any student to suggest, encourage or explain a transfer to a different school.
- c) a coach shall not permit a student who is not currently enrolled at the coach's school, or whose present school does not directly feed into the coach's school, to participate in team practices or participate in scheduled team activities (including travel to games/events, team meetings or trips), unless specifically agreed to by SSNB.
- d) a coach shall not permit a student who is not currently enrolled at the coach's school, or whose present school does not directly feed into the coach's school, to attend "open gym" at the coach's school or attend spring or summer practices, games or camps specifically designated for enrolled students.
- e) a coach shall not entice a student who is not currently enrolled at the coach's school, or whose present school does not directly feed into the coach's school, into transferring to the coach's school. Examples of the applicable situations are listed below, but are not limited to:
 - i. Providing particular inducements such a preferential accommodation, reduced fees or employment at any camp program;
 - ii. allowing the non-enrolled student to accompany the team to a school or team function, or by offering a discounted or special admission to any school function, including team games;
 - iii. providing a non-enrolled student with team plans, practice outlines or game plans;
 - iv. providing transportation, equipment, clothing/footwear or financial inducement in order to facilitate a non-enrolled student's involvement in out-of-season contests, leagues, camps, clinics or related programs;
 - v. inviting or allowing a student who is transferring to the coach's school to reside with the coach (and/or coach's family) who is not the student's parent or legal guardian or being financially supported in anyway by a coach or institution;
 - vi. a coach shall not use an evaluation process from an out-of-season program or

camp to suggest that a student transfer to any other school other than the one at which they are currently enrolled or into which they will directly feed.

- f) Student Approaching a Coach: If a coach is approached by any student who is not enrolled at the coach's school, or by any student who will not directly feed into the coach's school, with questions or comments regarding any sports program at the coach's school, the coach must direct the student to the school administration or school district office. Once a student has registered at the coach's school, the coach may discuss school teams.
- g) offering monetary or transportation assistance to a student, parent or guardian (including fees, tuition, bus passes or other allowances or waivers). Provided however, that for the purposes of these regulations, waiver or any fee ordinarily charge to an international student by a school, shall not necessarily be considered undue influence or recruitment. Provided further that, when determining whether undue influence or recruitment exists, the SSNB Executive shall be entitled to consider whether such fees are waived for students not involved in athletic activities.

If a person has knowledge of undue influence or recruitment, as defined herein and allegedly committed by any other student, coach, teacher, school staff, or administrative personnel connected with an SSNB member school, they shall provide written notice of the allegation of undue influence or recruitment to the Executive Director.

Sanctions and Penalties:

Upon reporting of a recruiting violation **in writing and signed by the school Principal or Director of Schools or Superintendent** to SSNB, the Executive Director shall initiate an investigation of the allegations contained in the written notice. The Executive Director will present the written complaint to the school involved and require a written response from the Principal by 4:00 PM of the next business day.

Any school staff or administrative personnel of the school involved, who fails or refuses to cooperate with and assist in the investigation conducted by the Executive Director, may result in the team being excluded from all competition or subject to alternative penalties as determined by the SSNB Executive Committee.

Should the investigation result in confirmation of recruiting, the SSNB Executive committee will review the infraction and sanctions may range from:

1. The player and / or team may be ineligible for participation in SSNB provincial playoffs within the same season of play.
2. Be fined up to \$1000.00
3. Have the head coach ruled ineligible for participation within the CURRENT and NEXT season of play.
4. Be subject to any or all of the above mentioned penalties or to alternative penalties as determined by the SSNB Executive Committee.

O.R. 4 - JUNIOR CHAMPIONSHIP DIVISION

4.1 Junior competitions shall be conducted in similar manner to senior competition.

4.2 Junior games shall be of the same duration as senior games.

4.3 Junior soccer championships will be conducted one (1) week prior to the senior tournaments; basketball and volleyball two (2) weeks before senior events. Badminton, cross-country, swimming, track & field and wrestling will be held in conjunction with the senior championships.

4.4 A junior eligible player may participate in a maximum of three (3) junior championship/senior league and (6) junior championship/senior exhibition games or matches prior to Junior Regional play without the loss of junior eligibility. An email notification must be sent to the SSNB Conference President or designate.

4.5 After the players' list deadline, a junior player can be transferred to the senior team. Such actions constitute a permanent move. A player cannot be transferred up if their team has competed in Junior Regional play.

4.6 After the SSNB Junior championship sport registration deadline, if there are not enough teams to fill for a provincial championship from a region, the format can be modified by the SSNB Executive.

O.R. 5 - FINANCIAL AFFAIRS: REGIONAL TO PROVINCIAL EVENTS

5.1 All expenses for officials, minor officials, facility and custodian must be covered by entry fees from all participating teams (host included if involved). Entry fees are to be paid at the event for badminton, cross-country, swimming, wrestling and track & field, all other sports will be notified following the event. The host school will complete the financial report form and on approval from SSNB, will either invoice or send a rebate to the participating schools. Rebates under \$25 will not be sent back to the participating teams or SSNB and the host will retain the profits.

SPORT	REGIONAL	PROVINCIAL	PERCENTAGE
Badminton	\$3 / athlete per event	\$3 / athlete per event	Host - 70%, SSNB - 30%
Baseball	\$75 / team	\$75 / team	Host - 40%, Participants - 50% SSNB - 10%
Basketball	\$80 / team	\$80 / team - Junior \$80 - Sr. Sectional	Host - 40%, Participants - 50% SSNB - 10% *See Basketball O.R.
Cheerleading		Determined by host	Host - 40%, Participants - 50%, SSNB - 10%
Cross Country	\$10 / athlete per event	\$10 / athlete per event	Host - 70%, SSNB - 30%
Field Hockey		\$75 / team	Host - 40%, Participants - 50%, SSNB - 10%
Football	Determined by host	Determined by host	Semi-Finals & Provincials Host - 50%, Visiting team- 40%, SSNB - 10%
Hockey	Determined by host	\$600 / team - boys \$500 / team - girls	Host - 40%, Participants - 50%, SSNB - 10%
Rugby	Determined by host	Determined by host	Semi-Finals & Provincials Host - 50%, Visiting team- 40%, SSNB - 10%
Soccer	\$125 / team	\$125 / team	Host - 40%, Participants - 50%, SSNB - 10%
Softball	\$75 / team	\$75 / team	Host - 40%, Participants - 50%, SSNB - 10%
Swimming	\$3 / athlete per event; \$12 per relay	\$3 / athlete per event; \$12 per relay	Host - 70%, SSNB - 30%
Track & Field	\$5 / athlete per event; \$20 per relay	\$5 / athlete per event; \$20 per relay	Host - 40%, ANB - 50%, SSNB - 10%
Volleyball	\$125 / team - Junior \$150 / team - Senior	\$125 / team - Junior \$200 / team - Senior	Host - 40%, Participants - 50%, SSNB - 10%
Wrestling		\$15 / athlete	Host - 70%, SSNB - 30%

5.2 SSNB shall receive a percentage of net profits from regional to provincial championship events. The SSNB Financial Report Form must be sent to the SSNB office within 30 days of the event. Failure to do so, the host school will no longer be in good standing and may face possible suspension.

5.3 An admission must be collected from SSNB Regional to Provincial competitions*. The rates of \$5 per adult and \$2 per student are on a per day basis, unless otherwise specified (Final 12 Basketball, Hockey, Sr. Volleyball, Football and Cheerleading) and approved by SSNB. There is no charge for children 12 and under. For events held outside without a fenced in field, admission is not required. *No admission will be collected for badminton, golf and cross-country.

5.4 Teachers, on showing their NBTA membership card, will be exempt from paying admission fees to SSNB events.

O.R. 6 - PROVINCIAL TOURNAMENTS/EVENTS

6.1 The maximum number of entries per region shall be as follows:

- Badminton - 4 for each of 5 categories
- Baseball - 2
- Basketball - 3
- Cross Country - see O.R. 18.5
- Field Hockey - 2
- Football - 2
- Golf - 4 teams + 4 top individuals
- Hockey - 2
- Rugby - 2
- Soccer - 2
- Softball - 2
- Track & Field - 8 per individual event + a school may enter 1 team per relay
- Volleyball - Jr. - 4 and Sr. - 2
- Regional play is not required for: Cheerleading and Wrestling.

6.2 Consolation play, not effecting final standings, shall not be played.

6.3 The selection of tournament all-stars and MVP are prohibited.

6.4 Player of the game/match recognition is permissible.

6.5 The presentation of Sportsmanship Awards are acceptable providing there are no formal obligations to the Association.

6.6 Any member who commits to host a SSNB Provincial Championship and fails to do so may be subject to a penalty of \$200, and a possible suspension for participating in the activity in the following season.

O.R. 7 - ALL-STAR GAMES

7.1 One all-star game for girls and one all-star game for boys will be sanctioned per sport. Games will be organized by the sport specific coaches associations without executive committee involvement. The Association will not bear any financial responsibility for such events.

O.R. 8 - WEATHER POLICY

The safety of players, coaches, management and spectators is the primary concern in any weather or air quality event that occurs during all SSNB sanctioned activities. Consideration for air quality standards under advisement of the NB Chief Medical Officer. By understanding and following the information below, the safety of everyone shall be greatly increased. Ultimately the referee has the final say over delaying or restarting a match they are controlling due to weather and they are expected to act responsibly when dealing with such events. (See Lightning Protocol in the Appendix Section of the Handbook)

SSNB and all schools involved in Conference, Regional or Provincial tournaments must be notified of changes to schedules if weather forces a delay or cancellation. Confirmation must be received from all schools involved regarding changes.

No teams shall travel until they are notified that everything is on schedule.

8.1 No SSNB activities (practices, league games, exhibition games, tournament games) are allowed to **occur** if any school involved is closed **due to weather** by their district's superintendent. When school districts (*zones*) are closed, those SSNB activities within that school district (*zone*) are cancelled and teams are not permitted to travel **out, in or through those areas**. For safety reasons, all private schools are to be considered closed if their local school district is closed. Exceptions may be granted by the SSNB office with approval from the superintendent(s) for certain SSNB Provincials Championships when teams are on site

and no travel is required.

- 8.2 The decision to cancel or postpone SSNB regional to provincial events will be made by the SSNB office. The decision is typically made one day prior to the event, while taking into consideration the weather forecast, potential school closures and the number of teams affected.
- 8.3 All schools hosting regional to provincial events are to contact the SSNB Executive Director to prepare alternate schedules that would come into effect if the events are postponed.
- 8.4 Teams involved in regional to provincial tournaments, that run over two or more days, must be prepared to stay overnight if weather becomes a safety issue.
- 8.5 SSNB will not be responsible for any expenses incurred related to rescheduled events.

O.R. 9 - SAFETY GUIDELINES FOR INTERSCHOOL ATHLETIC PROGRAMS

All coaches **must** fulfill their obligation to provide the safest possible environment for their athletes by following the Safety Guidelines for Physical Education in New Brunswick (Secondary Interschool Athletics—Module 6) and Policy 709 (Student Physical Activity Safety Standards) published by the Department of Education and Early Childhood Development.

First Aid Certified & High Risk Sports - The following sports are considered High Risk through the Dept. of EECD - Safety guidelines for Physical Education : Cheerleading, Field Hockey, Football, Hockey, Rugby, Swimming, Track and Field – Discus, High Jump, Javelin, Shot put and Wrestling.

For the high risk sports, a member of the coaching staff **must** be first aid certified with the team at all practices and events. The minimum requirement for first aid coverage is the presence of an individual who takes responsibility for providing first aid to injured participants throughout the entirety of a practice and competition. For further information, refer to the First Aid Coverage for Activities as per Module 6 above.

The SSNB Emergency Action Plan (EAP) **must** be completed and filed with the SSNB representative at the start of each sport season per team. The purpose of the EAP is to assist the coach in responding to an emergency situation during a team event. Coaches must assign team members to the EAP and educate the students on their roles. Further information can be found in the EAP form online.

ALL coaches **must** follow the “Rule of Two”, which means they are never alone with a student-athlete and always having another coach, volunteer, student-athlete or parent present.

The Safety Guidelines on “Universal Precautions Re: Blood and Bodily Fluids” must be followed along with the following precautionary measures to reduce the spread of infectious diseases such as Aids, hepatitis, etc., when blood is present:

- 9.1 Any athlete with an open wound (cut, scrape, blister, etc.) from which blood, plasma, or pus is escaping should be removed from competition by an official at his/her discretion and should not be allowed to return until the wound has been adequately covered.
- 9.2 Any athlete whose uniform is bloodied either with their own or someone else's blood should be removed from the game by the official at his/her discretion until said uniform has been exchanged, cleaned* or the affected area adequately covered.
 *Blood spots may be cleaned on the site by spraying a 10% bleach solution (Solution must be prepared daily).
 *Any bloodied uniform should be laundered in hot soapy water.
- 9.3 Any athlete returning to the game after a "blood policy infraction" must be cleared by a game official.
- 9.4 All teams should make provisions to have extra uniforms or adequate uniform substitutes which an official could approve.

- 9.5 Air horns or any other electronic amplifiers will not be permitted during SSNB events. If the SSNB event organizer, the officials or SSNB questions the safety or appropriateness of any noise maker, we will ask for it to be removed from the event.

O.R. 10 - DISCIPLINE

- 10.1 Team personnel ejected from a game, or a game of a match, for disciplinary measures shall be suspended from the remainder of that contest and the next played scheduled game or match (exhibition, conference, regional or provincial). Any further disciplinary action should come from the Conference Disciplinary Committee, Hockey Coordinator or the SSNB. Any team personnel who incurs a suspension cannot participate in any SSNB activities (league, playoff, exhibition or tournament) in any capacity (i.e. coaching, officiating, playing, etc.) until such suspension has been served in that sport season. If all suspensions are not fully served in that sport (*see requirements for Hockey), the remaining suspensions will carry over to their next SSNB sport. ***Hockey suspensions remaining at the end of the hockey season will be reviewed by the SSNB Executive Director, President & Hockey Commissioner to determine how they will be served.** In order to serve their remaining suspensions in the next SSNB sport, athletes and bench staff must have been part of the SSNB sport in the previous year. Athletes and coaches can remain practicing until that suspension has been served. No additional competitions may be added to a team's schedule until after the suspension has been served. Team personnel may not participate / communicate with his/her team before a game / match, between periods, at half-time or after a game while serving a suspension. Such action will result in a minimum 5 game suspension. If a coach is ejected from a contest and an assistant coach or an assigned school representative is not available to continue as coach, the event is terminated and forfeited to the opponent. If the suspension/ejection takes place during a semi-final regional or provincial event, they will be suspended from the next scheduled game of that sport, excluding exhibition games.
- 10.2 a) Any team personnel who physically abuse an official shall be suspended from interscholastic sports for a minimum of 10 games. Such suspensions will come directly from the SSNB office.
- Upon further review of any incident, SSNB reserves the right to impose further sanctions.
- 10.3 The head coach, as a representative of the school, is responsible for the safety and conduct of all personnel composing of the school's team (players, assistant coaches and other bench personnel).
- a) Any coach who removes their team from the field of play prior to the conclusion of a game or match may be suspended and the incident will be reviewed by SSNB.
- b) Any team receiving 3 or more major infractions in the same game or repeat offences within the same sport season, the head coach will receive a 1 game suspension for the 1st offence; 3 game suspension for the 2nd offence; indefinite suspension for the 3rd offence. (Exception - refer to Hockey Guidelines for Suspension)
- 10.4 Any conduct including, but not limited to deliberate intent to injure, fighting, verbal abuse, tobacco, drugs and alcohol use, that results in dishonour to the athlete, the team, the school or the SSNB will not be tolerated. Team personnel guilty of the following conduct over their SSNB five year eligibility period will serve the appropriate minimum suspensions (pending review) listed below:
- a) Attempt to Injure – indefinite suspension until further review by a discipline committee. The maximum suspension could be up to 12 months.
- b) Fighting - indefinite suspension until further review by a discipline committee. The maximum suspension could be up to 12 months.
- c) Verbal Abuse - 4 game suspension for their 1st offence; 6 game suspension for their 2nd offence; remainder of sport season* for their 3rd offence; indefinite suspension for their 4th offence.
- d) Unsportsmanlike Conduct - 1 game suspension for their 1st offence; 3 game suspension

for their 2nd offence; indefinite suspension for their 3rd offence.

*If the remainder of sport season is finished, SSNB will determine the appropriate suspension for their 3rd offence (minimum 8 games).

Team personnel guilty of misconduct before, during or immediately after a game shall be reported to the SSNB office in writing (e-mail) or telephone by a member school administrator, official, or tournament manager as soon as possible after the misconduct occurs. (Any penalty for inappropriate behaviour that are outlined in the Department of EECD Policy 703 will be administered by the school or schools involved.) Upon further review of the incident, the SSNB reserves the right to impose further sanctions.

Please see Video Review Policy and procedures in Appendix 7

- 10.5 All SSNB activities are to be alcohol, tobacco and drug free for all players, coaches, parents, officials and spectators. This applies to activities held on school property, as well as rented community facilities. SSNB will not sanction activities where facilities are not able to accommodate this policy.
- 10.6 Coaches and players not following the fair play code of ethics may be suspended or placed on probation for a year. (See Section 6)
- 10.7 When any school event or game is held or played outside the school's facilities, the administration of the school retains the right to discipline those involved as if the event or game was held or played on school property. The host school and/or school representative is responsible for safety, good order and discipline, and can take disciplinary action when necessary.
- 10.8 To prevent a legal challenge concerning liability, a member school shall not allow a non-school team use its' name, uniforms or equipment. Refer to Non-School Teams in Section 2 regarding signed agreements.
- 10.9 Upon SSNB receiving the Incident Report Form (I-1) within 72 hours of the incident, SSNB, Conference President(s) and / or Hockey Coordinator(s) will refer to By-Law Article 11. A \$300 fee will be invoiced to the school and if the verdict is in the favour of the school, the school will be invoiced \$100 as an administration fee. The Incident Report Form fee will not be required when submitted by a school not involved in the improper conduct. If there is video evidence as part of the review, please refer to Video Review Policy in Appendix 7.
- 10.10 When penalties are indicated on the score sheet, it is the home team/host's responsibility to submit it to the sport chair/league coordinator and/or conference president within 24 hours of the game. If the game was played outside of NB, the SSNB team is responsible for submitting it.

O.R. 11 - CANADA GAMES

- 11.1 No SSNB sanctioned Regional to Provincial Tournaments shall be scheduled so as to conflict with Canada Games.

O.R. 12 - AFFILIATION OF COACHES' ASSOCIATIONS

- 12.1 SSNB encourages high school coaches in any activity to join together to improve competition and communication in that activity.
- 12.2 Any activity-specific association of SSNB coaches may apply to the Executive Committee for recognition, providing:
 - a) all coaches in that activity in high schools are eligible to join, and the association submits its' constitution to the Executive Committee for review and approval, and the association regularly elects an executive from among its' members and
 - b) the association holds an annual meeting prior to April 15th.

- 12.3 Amendments to the SSNB Operating Regulations specific to an activity may be considered at the Coaches' Association AGM of that activity. Any recommendations

advanced to the Executive Committee from a Coaches' Association must have been properly moved, seconded and approved by at least 75% of members present at the AGM of that activity. All recommendations must be forwarded to the Executive Committee for discussion and approval.

12.4 SSNB will not pay additional charges to outside associations.

O.R. 13 - SSNB COACHING CERTIFICATIONS

All coaches must go through an approval process by the school administration to determine their knowledge, experience and qualifications to coach the school activity. The EECD Safety Guidelines for Physical Education (Secondary Interscholastic Athletics) indicated in O.R. 9 must also be followed.

13.1 In order for a team to be eligible to participate in SSNB activities, the following courses are required by all coaches prior to the beginning of the sport season. If a coach is not certified in the required courses, they will not be able to coach until the courses have been taken and passed. All courses can be found under the Coaching Courses link on the SSNB website.

- a) A **Coach's Guide to the NBIAA** course, revised in March 2024, was developed in partnership with Coach NB, with assistance from the Coaching Association of Canada, is designed to educate the teacher coach, as well as the non-teacher coach who has volunteered to coach in a New Brunswick high school. This FREE online course is available as an eLearning module hosted on the Coaching Association of Canada's online Locker and will help coaches to understand SSNB Policies, school procedures and the role of a high school coach. All registered members on the coaching staff must have successfully completed this revised course as of March 2024, prior to the beginning of the sport season. If a coach is not certified, they will not be able to coach until they have taken and passed the course.
- b) The free online CAC **Making Head Way** concussion course.
- c) **Cheerleading, Football, Basketball, Hockey, Rugby and Soccer** have specific coaching requirements and recommendations referenced in each sport O.R.

13.2 All SSNB coaches must have knowledge of the basic elements of the coaching fundamentals that are needed to work with our student-athletes at the high school level. SSNB recommends coaches take the appropriate entry level course as well as the following:

- a) Individuals who are new to coaching to complete the CAC **Coach Initiation Course**.
- b) Coaches should have at least completed the following **NCCP** courses: **Make Ethical Decisions Module, Planning a Practice & Sport Nutrition e-module**.
- c) The CAC **Safe Sport Training** module to identify and prevent situations of maltreatment.

Coaches should also take advantage of the additional coaching information and courses that can be found on The Coaching Association of Canada (CAC) website www.coach.ca.

O.R. 14 - CONFERENCE / REGIONAL FORMAT

14.1 If a Conference has three (3) teams or less in an activity, then two conference presidents and the appropriate executive members will decide on the structure for regional advancement. If no agreement can be reached, then interlocking play shall take place with the other Conference in the regional set-up. If a conference or interlocking conferences have more than 8 teams registered in the league, we recommend that the teams be divided geographically to create two pools with a playoff format. The proposal shall be sent to SSNB for approval. No league play may commence before such approval has been received.

14.2 All playoffs and tournaments must be carried out to their conclusion in order to attain competitive rankings leading into provincial play. All playoffs will consist of a maximum of 4 teams or less.

14.3 Formats for single elimination play shall be (see exceptions to basketball, hockey and

volleyball in each sport O.R.):

Regional – Four (4) teams: North/East 1N vs. 2E, 2N vs. 1E
South/West 1S vs. 2W, 2S vs. 1W
Provincial – Four (4) teams: 1NE vs. 2SW, 2NE vs. 1SW

- 14.4 All Regional schedules must be submitted to the Executive Director for approval. The first place team may have the right to host regional play where required, pending conference approval.
- 14.5 SSNB ONLINE SCHEDULES & SCORES - Entering schedules and scores is **mandatory** for all team* sports, as it determines the official league standings. *Exception for sports using mandatory digital scoring platforms, as all games are automatically entered to determine league standings. SSNB is recommending that all scores be submitted online by the **HOME** team within 48 hours of each game and must be updated two weeks prior to the Regional. Each team is ultimately responsible to verify that their scores have been accurately submitted at the conclusion of league play. An administration fee of \$50 will be applied if all scores that affect the final standings are not entered 24 hours following your last game before Regionals All games must be included on the SSNB online schedule in order to track suspensions served.
- 14.6 **SSNB** Score Books – **SSNB** produced scorebooks must be purchased online and used for all **SSNB** activities in the following sports: Basketball, Field Hockey, Football, and Rugby. Hockey and Soccer will be required to use the digital version through Gamesheet Inc. while Volleyball will be required to use iSet, Baseball and Softball will be required to use Gamechanger.

O.R. 15 ATHLETIC CALENDAR REGULATIONS

- 15.1 The Executive Committee shall be responsible for preparation of the annual schedule of activities. In order to avoid conflicts which may occur relative to other school or non-school activities, the Executive Committee is empowered to make changes in the Calendar where deemed necessary.
- 15.2 The length of an activity season must be at least one (1) calendar month, which includes the previous 3 weeks practice time.
- 15.3 Interscholastic sports shall have three competitive seasons:
- Fall – School opening to the Saturday prior to Remembrance Day.
 - Winter – November 10th or the second Friday in November, whichever comes first to the last Saturday in February
 - Spring – Last Monday in February to the first Saturday in June
- The sports that fall in these three competitive seasons may not begin play (league games, exhibition games, controlled scrimmages, jamborees or tournaments) before their respective start dates.
- Exceptions to football in O.R. 18.7 and hockey in O.R. 18.9.

Formal try-outs or practices will be restricted to three (3) weeks prior to the beginning of the season. (Hockey on September 20th)

School teams can practice or train only during seasons of play.

Exhibition Tournaments involving SSNB teams for softball, soccer, basketball, hockey, volleyball and rugby must be registered with the SSNB office three (3) weeks before the tournament. The host school must submit the Exhibition Tournament Registration Form (C-4) to the SSNB office.

Hockey - All SSNB exhibition tournaments must be registered with SSNB three (3) weeks before the tournament. Tournament managers are required to enter their tournament games through the Gamesheet App under SSNB league. Schools in violation of this rule

may be fined and the Executive Committee may levy additional penalties as it deemed warranted. SSNB will not sanction tournaments that are not registered on time.

Regular league play is to be completed the Sunday prior to any regional event. (See O.R. 15.13 for dates) Failing to do so, the Executive Director will declare the top teams in league play as the representatives that will advance to provincial play.

Only teams (including exhibition) who are eligible to play after regional weekend are those who have qualified for championship play.

SSNB SEASONS OF PLAY

FALL (School Opening to Saturday prior to Remembrance Day)	WINTER (Nov. 10 or the second Friday in November, whichever comes first to last Saturday in February)	SPRING (Last Monday in February to first Saturday in June)
Baseball	Basketball	Badminton
Cheerleading (SSNB Championships in February)	Hockey (Sept. 20)	Rugby
Cross Country	Wrestling	Track & Field
Golf		Volleyball
Field Hockey		Ultimate Frisbee
Football		
Soccer		
Softball		
Swimming (SSNB Championships in Dec.)		

Violations of Seasons of Play

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

15.4 Limits of Games per season per sport

The regular season would count all league games, exhibition games, controlled scrimmages and tournament games*. Regional and Provincial Championships would not be counted as part of the 'regular season'.

The following maximum numbers of games per regular season will be as follows:

SPORT	MAXIMUM NO. OF GAMES/MATCHES	SPORT	MAXIMUM NO. OF GAMES/MATCHES
Baseball	18 Games	Sr. Basketball	32 Games
Field Hockey	20 Games	Jr. Basketball	28 Games
Football	10 Games	Sr. Volleyball	36 Matches
Sr. Soccer	20 Games	Jr. Volleyball	30 Matches
Jr. Soccer	18 Games	Rugby - 15	12 Games
Softball	18 Games	Ice Hockey	40 Games

*The minimum guaranteed games per team at a tournament will count towards the season limit.

Hockey: If you have playoffs that are best 2 out of 3, 2 games count and if they are best 3 out of 5, 3 games count.

It is important to note that every game or match in each sport differs in length of playing time and physical intensity. The safety of the student-athlete is a major factor in the number of games or matches per competition day.

The penalty for violations of game limits may result in the following:

- i. Be ineligible for participation in SSNB provincial playoffs within the same season of play.
- ii. Fined up to \$1000
- iii. Head coach to be ruled ineligible for participation within the next season of play.
- iv. Be subject to any or all of the above mentioned penalties or to alternative penalties as determined by the SSNB Executive Committee.

15.5 All league competition shall be held outside instructional hours. No exhibition games shall take place during instruction hours between Monday and Thursday. The loss of instructional time will be limited to no more than three instructional days per activity for regular season play. If necessary and after consulting with the school principal, students traveling to school activities will be allowed during instructional hours. (Example: leaving early due to distance and daylight) .

All SSNB regionals and provincial competitions shall be held no earlier than 1:00 p.m. on a Friday, however competitions will be allowed to begin at 10 a.m. if deemed necessary by SSNB.

Recognizing that extraordinary circumstances arise from time to time and communication from the school Principal needs to be addressed with the SSNB for approval.

15.6 The loss of instructional time during regional and provincial competitions may be necessary.

15.7 All students should be given the opportunity and encouraged to participate in a variety of activities.

15.8 Expectations regarding appropriate conduct must be explicitly stated and clearly communicated to all involved.

15.9

- a) Behavioural standards will confirm to the requirements of the Education Act, as well as, provincial, district and school policies.
- b) Student-athletes must remain fully clothed in the appropriate team uniform in the competition area, AND use the designated locker room or change area to change to and from competition attire. Violations of this rule shall be reported to the SSNB Executive Director and penalties may result in the school being assessed a fine of \$200.
- c) Players are banned from using cell phones during SSNB competition and cell phones are not allowed for use by students acting as minor officials at conference /regional/provincial championships.
- d) Mercy Rule: To promote fair and equitable competition in all contests and to recognize the educational need to control games involving teams that are over-matched, a mutual agreement between the involved officials and coaches is determined in order to implement strategies to complete the game by limiting the negative experience. (See specific rules in baseball, basketball, football, hockey, soccer and softball)

15.10 Open activities (open gym/field/rink/pool or other facility) may be conducted by member schools, providing they are approved and scheduled by the school principal. The open activities are for recreational purposes for which all students are invited to participate. Adults involved in such activities should be solely for the purpose of supervision and under no circumstances should be instructing, teaching skills or coaching at any time. In addition, SSNB will conclude that out of season coaching is taking place if those attending the open activities are only members of one athletic team including 1 or more of its coaching staff.

15.11 Gender Participation Principles

Gender eligibility in SSNB competition shall be in line with the following sanctioning of calendar activities by the Association:

The onus is on individual member schools to provide programs consistent with the Association's sanctioned activities. A female-athlete may try-out for the team of the opposite gender within the school, but is encouraged to participate in the appropriate gender category.

Badminton	Boys, Girls, Mixed	Hockey	Boys, Girls
Baseball	Open	Rugby	Boys, Girls
Basketball	Boys, Girls	Soccer	Boys, Girls
Cheerleading	Open	Softball	Girls
Cross Country	Boys, Girls	Swimming	Open
Golf	Open	Track & Field	Open
Field Hockey	Girls	Volleyball	Boys, Girls
Football	Open	Wrestling	Boys, Girls
		Ultimate	Mixed

At the ASSOCIATION level: - girls have access to participate in all 17 activities
- boys cannot participate in field hockey and softball

Any transgender and/or non-binary student-athlete may participate fully and safely in gender-separated sports activities in accordance with their gender identity. A student-athlete who does not identify as either binary gender may participate with the gender in which they feel most comfortable. Decisions will center around the student-athlete's wishes and will not be subject to requirements for disclosure or personal information beyond those required of cisgender athletes.

Decisions regarding team choice will be made at the beginning of the season of play. The student-athlete may not switch teams within the season of play. If the student chooses to identify as a different gender in a different season of play, the school personnel must submit a letter to the SSNB office.

Transgender and gender diverse student-athletes have the right to safe restroom facilities and the right to use a washroom that best corresponds to their gender identity. Section 6.4.1 in Policy 713 – Sexual Orientation and Gender Identity states that 'all students will have access to washroom facilities that align with their gender identity. The washroom facilities will be available to all students in a non-stigmatizing manner.' Schools may also provide gender neutral wash-room and change room facilities as an option for student-athletes, keeping in mind the right to use the facilities that best match their gender identity.

15.13 **Calendar Dates** - If the deadline falls on a Saturday, Sunday or holiday, the deadline date remains in effect.

Activity	Registration & Withdrawal Dates	Players' List Deadlines	League play can begin	League play to be completed
Baseball	Registration: June 1 Withdrawal: Sept. 15	Sept. 20	Sept. 8	Oct. 4
Field Hockey	Registration: June 1 Withdrawal: Sept. 15	Sept. 20	Sept. 8	Oct. 25
Football	Registration: June 1 Withdrawal: Sept. 15	Sept. 20	Sept. 8	Nov. 1
Golf	Registration: June 1 Withdrawal: Sept. 15	Sept. 20	Sept. 8	n/a
Sr. Soccer	Registration: June 1 Withdrawal: Sept. 11	Sept. 20	Sept. 8	Oct. 25
Jr. Soccer	Registration: June 1 Withdrawal: Sept. 18	Sept. 30	Sept. 8	Oct. 18
Softball	Registration: June 1 Withdrawal: Sept. 15	Sept. 20	Sept. 8	Oct. 4
Cross Country	Registration: June 1 Withdrawal: Sept. 15	Sept. 30	Sept. 8	n/a
Cheerleading	Registration: June 1 Withdrawal: Sept. 15	Sept. 20	Sept. 8	n/a
Hockey	Oct. 15	Nov. 15	Nov. 10	Mar. 7
Swimming	Oct. 15	Nov. 7	Oct. 15	n/a
Basketball	Nov. 1	Nov. 30	Nov. 10	Jr. - Jan. 24 Sr. - Jan. 31
Wrestling	Nov 1	Dec. 15	Nov. 10	n/a
Badminton	Feb. 15	March 20	Feb. 15	Apr. 4
Volleyball	Feb. 25	April 1	Feb. 22	Jr. - Apr. 18 Sr. - May 2
Rugby	Mar. 30	April 30	March 29	May 23
Track & Field	April 30	May 15	March 29	n/a
Ultimate	Mar. 30	April 30	March 29	n/a

O.R. 16 - TIE BREAKING POLICY

The order of rankings will be decided with this tie breaking policy for all SSNB sporting events. (Exception: Please refer to the sport O.R. rules for badminton, cheerleading, cross-country, golf, rugby, swimming, track & field & volleyball.)

Part A If two teams are tied:

- a) the record between the two teams
- b) Points/goals against between the two teams
- c) most wins in the league / tournament
- d) Points/goals against in the league / tournament
- e) fewest sanctions / penalty minutes (Reg. / Prov. / tournaments only)
- f) full sudden death game – neutral site

Part B If three or more teams are tied:

- a) the record of games played, only between the teams that are tied
- b) Points/goals against among the teams tied
- c) most wins in the league / tournament
- d) Points/goals against in the league / tournament
- e) fewest sanctions / penalty minutes (Reg. / Prov. / tournaments only)
- f) points for in the league / tournament

For reference in using tie breaking policy please keep in mind:

1. Once you break a three-way tie and if you are left with a two-way tie, we would revert to using criteria for a two-way tie. (Record between tied teams).

O.R. 17 - CANCELLATION POLICY

For all SSNB league games:

- 17.1 A 48 hour minimum notice must be given by the school Principal or SSNB representative to your opponent, officials, conference president and sport coordinators.
- 17.2 If you fail to notify all of the above within 48 hours of your game time, your school will be charged a fee of \$50 by your conference and any cost of the game.
- 17.3 Once a game is cancelled, the rescheduled date must be agreed upon within 72 hours from the original game time. The rescheduled game must be played as soon as possible. If no agreement can be reached by the schools, then the sport chair, president or coordinator will make the final decision. The rescheduled game must be updated on the SSNB web site and notifications sent to the scheduler and those mentioned in point 1.
- 17.4 If the home team is unable to secure an alternate location, then the visiting team will do so.

Cancelled games will be allowed for the following reasons ONLY with no penalty: Inclement weather, No officials, Tragedies.

*Lack of a coach, goalie, players, exhibition games or tournaments are not valid reasons to cancel a game. Teams must be aware of their full season schedule and must make a commitment to the team.