

ADMINISTERING AN RHSAA HIGH SCHOOL ATHLETIC PROGRAM

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INTRODUCTION

The RHSAA is one of fourteen (14) districts that comprise the SHSAA. As a member of the SHSAA the Regina district is bound by the Constitution and Bylaws stated in the SHSAA Handbook. Each school receives copies at the start of the school year. In 2002 each district was asked to complete and submit to the SHSAA a copy of its Constitution and Bylaws. These can be found on the RHSAA web site.

This document contains information for principals, vice principals, athletic directors, coaches and advisors that will assist in the administration of each school's athletic program and will also help assist in the administration of individual teams within your school program

The information is divided into:

1. The administration of programs in respect to the Constitution and Bylaws of the SHSAA.
2. The administration of programs in respect to the Constitution and Bylaws of the RHSAA.
3. An Appendix of Forms.

I. **SHSAA** – (www.shsaa.ca)

A. **ELIGIBILITY REQUIREMENTS**

1. The following information can be found on pages 26 – 31 in the SHSAA handbook:
 - a) ELIGIBILITY REQUIREMENTS
 - b) PERIOD OF ELIGIBILITY
 - c) ELIGIBILITY TO REPRESENT SCHOOL TEAMS
 - d) DECISIONS AS TO ELIGIBILITY
 - e) PROCEDURES TO SEEK EXCEPTIONS TO ELIGIBILITY REQUIREMENTS

B. **TRANSFER POLICY**

1. Page 28 # 2 - Eligibility to Represent School Teams
2. SHSAA STUDENT TRANSFER FORM – E – 17 pg 149
 - a) This form must be completed as per the instructions. If a school attempts to add a student to the team eligibility list and a **RED FLAG** appears this signifies that the student has not been released from the sending school. A student who has transferred to your school is **not eligible** to compete until the E – 17 form has been received by the SHJSAA after being completed by:
 - The Parent(s) or Guardian(s)
 - The **Sending** school
 - The **Receiving** school
 - b) Please note that a student is not eligible to participate in a sport if he/she has already been a member of that sport at the sending school prior to the request for transfer in that school year. Schools may request an exception – see pg 31 of the SHSAA handbook – Procedures to Seek Exceptions to Eligibility Provisions.
For example a student who is a member of the senior basketball team at the sending school in 2008 will not be able to participate as a member of the senior basketball team at the receiving school in that same school year.

C. TEAM REGISTRATION AND FEES

1. Page 35 – SHSAA handbook. Each school must submit to the SHSAA Office by September 30, a School Team Entry Form (Form E – 3). This form can be found on the SHSAA web site.
2. Teams must be entered on the eligibility list for district and regional competition leading to the provincial championships. The dates for each sport can be found on the SHSAA web site – see FORMS

D. SANCTIONING OF TOURNAMENTS

1. No student or team from a school operated by a member shall compete in any international or inter – provincial tournament unless all provincial and/or state organizations have sanctioned the contest. Pages 41 – 42 SHSAA handbook.
2. To see the list go to the SHSAA web site under **Tournament Sanctions.**

II RHSAA

A. ELIGIBILITY REQUIREMENTS

1. All teams in the RHSAA must enter their teams on the SHSAA web site twenty – four (24) hours prior to their **first league game**.
2. Teams may add additional players to their lists at any time during the season.
3. For information on eligibility to compete as a member of Midget and Junior Cross Country and Midget and Junior Track and Field, Junior Volleyball, Basketball, and Curling please see the **Rules and Regulations under RHSAA Activities** on the RHSAA web site.

B. EVENT (TOURNAMENT) TRAVEL AND TOURNAMENT FEES

4. The maximum amount that a Saskatchewan school may charge as a tournament entry fee is **\$125.00**. It should be noted that for teams traveling to tournaments outside the province of Saskatchewan this entry fee amount does not apply.
5. The Number of Tournaments (Events):
 - a) Each team may go to a maximum of three sanctioned tournaments without hosting a tournament.
 - b) Only two of the three tournaments may involve out – of – city travel.
 - c) A team hosting a tournament is allowed to attend a fourth event (tournament).
 - d) An exhibition game(s) played against a team(s) that are not in a sanctioned RHSAA league and travel is involved will be counted as one of the three or four events (tournament). RHSAA teams that host an exhibition game, this game will not count as an event. The RHSAA travel policy is still in effect for any exhibition games involving Lumsden, Balgonie and Notre Dame.
 - e) Schools attending an out of province event (tournament) or are attending an in – province event (tournament) involving out of province school teams please check for sanction approval on the SHSAA web page.

C. TRANSPORTATION OF ATHLETES POLICY

1. The transportation policy for athletes (individual and team sports) is specific to each specific Board of Education:
 - a) The **Regina Public School Board** policy does not allow travel by student driven vehicles to venues outside the Regina city limits. These venues include the Tor Hill and Murray golf courses and Pacer Park (baseball). Team travel outside of Regina city limits is by twelve (12) passenger vans, chartered bus, parent or with the supervising teacher. The use of fifteen (15) passenger vans is not permitted.
 - b) The **Regina Catholic School Board** policy does not allow travel by student driven vehicles to venues outside the Regina city limits. These venues include the Tor Hill and Murray golf courses and Pacer Park (baseball). Team travel outside of Regina City limits is by twelve (12) passenger vans, chartered bus, parent or with the supervising teacher. The use of fifteen (15) passenger vans is not permitted.
 - c) The **Luther College School Board** policy does not allow student driven vehicles to venues outside the Regina city limits. These venues include the Tor Hill and Murray golf courses and Pacer Park (baseball). Students must be transported by a teacher or designated parent. Team travel outside of Regina City limits is by twelve (12) passenger vans or chartered bus.

D. RHSAA WEB PAGE

3. To access the **RHSAA web site**:
 - a) Go to the SHSAA web site – www.shsaa.ca
 - b) Click on **Districts** – left hand column
 - c) Click on **Regina**

E. SPORT RULES and REGULATIONS

1. Rules and Regulations for each sport can be found by accessing the RHSAA web site (see **D – RHSAA web page**)
2. The Rules and Regulations are updated after the coaches sport meetings which are held during the year.

F. CLASSIFICATION OF SCHOOLS

1. The classification of a school will be based on the enrolment taken from the Saskatchewan Education enrolment figures for each school as of September 30 of the previous year. See pages 37 and 38 of the SHSAA handbook for sport classification.

G RE – CLASSIFICATION OF SCHOOLS

1. Any school may re – classify for a higher numbered classification. See page 38 of the SHSAA handbook for re – classification information.

H CONTEST REQUIREMENTS

1. Protest of Rulings Made by Officials – See Page 40 of the SHSAA handbook.
2. Ejection of a Player from a Contest – see Page 40 of the SHSAA handbook.

I FINANCIAL INFORMATION

1. Individual schools will be billed a **team fee** each fall. This amount will be determined by the number of teams each school has entered for that school year.
2. Football Season Tickets
 - a) Each school that enters a football team will be invoiced for a pre – determined number of season ticket books to be sold at \$12.00 per book.
 - b) On or before November 15 of that school year each school must:
 - i) Submit all unsold books and tickets to the RHSAA office.
 - ii) Forward the invoice for the books for payment. **Cheques are made payable to the “Wascana Kiwanis” and forwarded to the RHSAA office.**
3. Parent Passes
 - a) The RHSAA will make available parent passes in the sports of basketball and volleyball. The number of passes issued is determined by the school. It should be noted that these are to be sold only to parents.
 - b) The cost of each pass will be **\$20.00** and the monies collected remain with the schools.

4. Gate Admission

- a) Schools having a gate must charge the following maximums for admission to RHSAA exhibition, league and playoff games hosted in their building:

Adults - \$3.00

Students - \$2.00 (Grade 9 – 12)

- b) **If a school sells Parent Passes the school must collect a gate for Junior and Senior Basketball and Volleyball games.**

J. FORMS

1. The following is a list of forms that may/ will be needed to be completed during the school year and a copy of each is included. All with the exception of the RHSAA Medical Form can be downloaded from the SHSAA web site. The RHSAA form can be downloaded from the RHSAA web site.

- RHSAA MEDICAL FORM
- E- 1 – APPLICATION FOR RECLASSIFICATION
- E- 4 – TOURNAMENT SANCTION FORM
- E – 8 – MEMBER SCHOOL SPECIAL REPORT FORM
- E – 9 – OFFICIAL’S REPORT SPECIAL REPORT FORM
- E – 14 – DECLARATION FOR NON – FACULTY COACH
- E – 17 – SHSAA STUDENT TRANSFER FORM

K. SCHOLARSHIPS

1. The RHSAA has five (5) scholarships that students may apply for. They are:
 - a) Lorne Aston (2) – male and female
 - b) Dr. Paul Schwann (2) – male and female
 - c) Ron Pettigrew (1)
2. Criteria:
 - a) The nominations must be selected by the school and submitted by the school. Applications submitted by individual students will not be accepted.
 - b) A student may only be nominated for one scholarship. For example if you submit five nominations they must be five (5) different applicants.
 - c) Applications must be received on or before May 15 of that school year.

Scholarship application forms are available on the RHSAA web site.

Hopefully this information, which will also be available on the RHSAA web site, will be of value to in school administration, athletic directors and coaches as they prepare teams for the various sport seasons.

