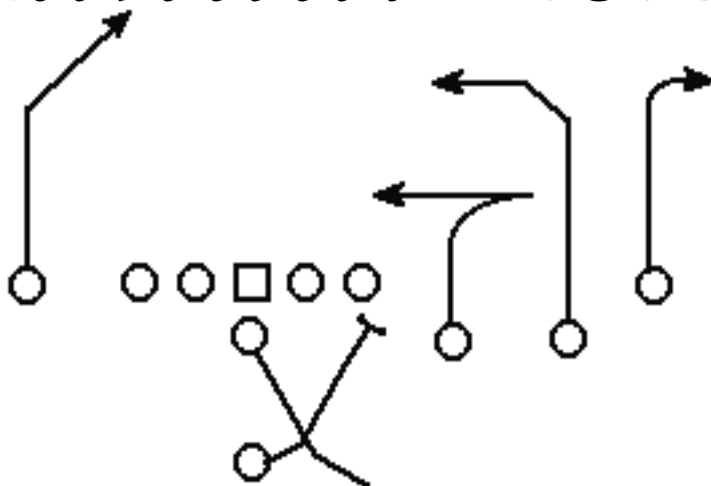


Coaches' *Manual-2010*



www.bchighschoolfootball.com

Completed spring 2010 (lr, pw & fl)

Coaches' Manual - 2010

Table of Contents

A. STARTING A NEW PROGRAM

-New program application.....	4
-------------------------------	---

I. BCSSFA SEASON INFORMATION

- BCSSFA Online Registration Instructions.....	5
- Stats & Scores	6
- All Star Selection Process	7
- BCSSFA Scholarships Information	8
- BCSSFA Championships	9
- Recruiting (Brief Version)	11
- General Football Safety Requirements	12
- Fundraising ideas	13

II. FAQ

- How many practices are permitted during spring practices?	14
- When may we start fall practices?	
- May we play games on the Labor Day Weekend?	
- What constitutes a practice under the BCSSFA?	
- Are we permitted to encourage students from non-football schools to transfer to our school to play football?	
- Are students permitted to participate in spring practices of schools they are not currently attending?.....	15
- Are students in grade 7, attending elementary school, permitted to play or practice with a high school grade 8 team?	
- Are players on my team permitted to wear a tinted/shaded helmet Visor?	

III. Appendices

- Rules & Regulations	16
- BCSSFA Constitution and By-Laws	22
- Code of Ethics	31
- BCSS Recruiting	34
- DSV Overview	37-38
- DSV Film Exchange and Fair Competition Policy	39-40
- BCSSFA Playoff Travel Grant Request	41

A. Starting a High School Football Program in BC

Welcome to the British Columbia Secondary Schools Football Association (BCSSFA). An association with a proud 75 year history in BC.

We encourage all interested schools that are considering to join us in fielding a team in the most exciting high school football association in Canada, to take a few moments and review the information in this handbook. Our association is proud of our successes and is looking forward to adding more schools each year. We strive to help all our programs be successful and so it is important for potential new schools to get as much information as possible, and to get to know us before first making an application to join.

Please start with our website www.bchighschoolfootball.com where you will see the most current information on our association and all our membership. We also encourage potential new schools to come see our Subway Bowl Championship weekend (held usually in BC Place Stadium), and to take the opportunity to meet members of our board of directors and other coaches from throughout BC.

New Program Checklist

1. Check out BCSSFA on the web www.bchighschoolfootball.com
2. Review our handbook, constitution and rules.

BCSSFA New Program Application Form

School: _____
Nickname: _____
City: _____

	Name	Phone:	Email:
Principal:	_____	_____	_____
Head Coach:	_____	_____	_____
Sponsor Teacher:	_____	_____	_____

We are intending to begin at the following level(s):

	Expected # of players:
Grade 8	_____
Junior Varsity (9 & 10)	_____
Varsity (11 & 12)	_____

Note: After submitting this form (the above information may be copied and sent via email), New programs must make arrangements to meet formally with the BCSSFA board at which time a deposit will be accepted, if the program is accepted.

Dates to enter a new Program:

Varsity: December 1st.

- If submitted after this date, **may** be considered, but for Tier 2 or exhibition basis only.
- Must attend AGM first Saturday in January after Christmas break.
- AD, principal, Head Coach must meet with board who must vote on acceptance.
- Must provide \$500 "New Program Deposit" (checks payable to BCSSFA)

JV and/or Grade 8: March 1st.

- If submitted this date, they **may** be considered but on an exhibition basis only.
- Must attend AGM first Saturday in January after Christmas break.
- AD, principal, Head Coach must meet with board who must vote on acceptance.
- Must provide \$500 "New Program Deposit" (checks payable to BCSSFA)

I. BCSSFA SEASON INFORMATION

Online registration 2010

BCSSFA

1. Go to www.bchighschoolfootball.com
2. Right hand side look for Admin login
3. Click on Administrator
4. In **BOTH** spaces... type in your password...click on enter
5. On the left...click on team rosters...it will initially say...click here to add players...click
6. Fill out everything you can initially...you can add some stuff later...leave player status alone...**IMPORTANT** - under positions...use the dropdown to enter an offensive AND a defensive position for each player...if the player is not a kicker **DO NOT** do anything with the kicking box...click on kick returner only if they will be one...when done hit add this player...if it is available - **DO NOT** enter any emails for players
7. As you do it...the list will come up each time...you then click on add a player from the bottom to do another player....
8. When you are done players.....then return to or go to Team Personnel...click on it...this is where you will enter all your coaches' information...fill out everything except for Notes, and phone numbers.....
9. email with any problems - rich_scott@ndrs.org

Stats & Scores:

Entering Stats: Coaches are to update their own teams' stats on the website. Stats are due by the Monday following a game. The stats are required on a weekly basis. Failure to submit stats may result in players or teams being ineligible for All-star selections.

* It is expected not only that all programs register players and coaches online, it is also expected that all teams at all levels submit stats each week.

Tackle stats: For our program there is only one (1) tackle given for each play. There cannot be multiple tacklers, or half tackles. The first player to make the play will receive a single tackle credit.

Sacks: A sack is considered tackling the quarterback behind the L.O.S. That player will receive a sack credit and a tackle credit.

Kicking stats are required.

Stats Submissions: If there is ever a problem, or a correction, the coach will have to contact Rich Scott (email) to discuss it. Please inform your players that none of their requests will happen. It must come directly from the coach himself.

BCSSFA Webmaster: Rich Scott - rich_scott@ndrs.org - fax: 604-255-2115

Varsity Hotline: Given out at Fall Coaches Meeting and is posted on bchighschoolfootball.com prior to Labor Day Weekend.

604 - 984 - PASS (7277)

All winning coaches are expected to call in their scores (or assign it to someone on their staff) **within an hour of the completion of their games**. If you are playing an out of province team, your program is expected to submit their scores regardless of the outcome of the game.

Game Reports: Howard Tsumura from the Vancouver Province does an outstanding job covering High School Football and his weekend blog provides tremendous exposure for our sport. Each team (win or lose) is expected to email him a game summary each weekend. This should include: scoring summary (who on your team scored, how, how long, when, score at the time), notable performances, coach or player quotes, pictures (if available). If you don't have time, assign it to a staff member. Howard's email address is: HTsumura@theprovince.com
Please also cc: kelcey.brade@ctv.ca; tmiller19@gmail.com; Ryanpbriggs@gmail.com

Deadlines: Friday game: Submit by noon on Saturday. Saturday game: Submit by 6 pm

All Star Selection Process

PHASE 1. CONFERENCE ALL-STARS.

1. Each team will send only one coach to the meeting.
2. Date to be established by Association President (Sunday following final league games).
3. Meeting to be run by Conference Chairman.
4. Each Conference will first select MVP's for Offense & Defense.
5. MVP's to be excluded from the 44 player All-star roster.
6. A player can only be selected to one position (either off. or def.)
7. No kickers are to be selected.

PHASE 2. SELECTION PROCESS FOR CONFERENCE ALL-STARS.

1. Chairman will supply a working form for each coach.
2. Chairman will start on offense by position.
3. Each coach will nominate 5 players by position from his team.
4. ie. Lineman - 5 selections needed. Each coach will then select from the total list of nominations 5 players ranked from the top to bottom, the first player selected gets 5 points, second 4, third 3, fourth 2, fifth 1. There can be no ties. A coach cannot select a player from his team nominations.
5. All the points will be totaled. The player with the most points will be ranked as the top lineman.
6. Selection of players by coaches will be done on a team rotation bases.
7. The four Conference ranking forms will be passed on to the Provincial Selection Chairman.

PHASE 3. GATORADE PROVINCIAL ALL-STAR TEAM SELECTION.

1. The "Player of the Year" will be selected from the nominated Conference MVP's (Off. and Def.)
2. Then the Outstanding Offense and Outstanding Defense players will be selected from the balance of the Conference MVP's.
3. The balance of the unselected MVP's will go into the general pool for player selection on either off. or def.
4. The player selection process is the same as Conference process.
5. Gatorade All-Star players and MVP's (50 in total) from AA & AAA will receive their trophies & plaques at the Subway Awards Banquet.

BC Secondary School Football Scholarships:

ACADEMIC PLAYER OF THE YEAR (1)

- Outstanding football player with outstanding academic achievement
- Must play football next year (or the following) At the next level
- At least 3.2 GPA

CORPORATE SCHOLARSHIPS (7)

- Outstanding Players who combine academic with community involvement and volunteerism
 - Not necessary to play football at the next level
 - At least 3.2 GPA

APPLICATION DEADLINE- Friday of Wildcard Weekend (in November)

REQUIREMENTS

1. Letter of nomination from Head Coach
2. Transcripts and other academic supporting documentation
3. Resume from player or letter from him

**COACHES: WINNERS MUST PROVIDE HI-LITE TAPE FOR BANQUET
2 weeks prior to Subway Bowl Banquet!!**

BCSSFA PLAYOFF AND CHAMPIONSHIP

Please Note 2010 Playoffs and Championship site is TBA, an update of this section will be sent to teams in the playoffs,

SEASON INFORMATION

1. TEAM ROSTER - This information MUST be filed on line with the Web Master Richard Scott, Notre Dame H.S.
Due **Tuesday of the first week back to school**
 - Roster format - Jersey #, Players Name, Position - Off / Def., Ht & Wt., Grade) include Coaching Staff & Support Staff.

THIS ROSTER IS USED FOR THE CHAMPIONSHIP PROGRAM. PLEASE MAKE SURE ROSTER IS UPDATED ON THE MONDAY PRIOR TO WILDCARD ROUND.

2. TEAM PICTURE - E-mail team picture to - football@infigo.ca
 - Send in color if possible.
 - DEADLINE DATE - st: Team Photo and Player Registration Money to BCSSFA Registrar. ...unless Oct 1st falls on the weekend, in which case it would be the first Monday after (2nd or 3rd etc).

Deleted: October 1

PLAYOFFS - GENERAL

1. GAME JERSEYS (COLORS) - Visitors wear WHITE, Home - Colored
 - All teams MUST have two sets of jerseys (Home and Visitors)
2. OFFICIALS- Championship Committee will handle bookings.
3. STICK CREWS - All playoff Games (except for Subway Bowl) the Home Team MUST provide a 3 man Stick Crew. Please have them identify themselves to Sideline Official.
4. HEADS SETS - These are a Team responsibility, with the exception of B.C. Place (head sets on the benches) Teams should consider having a back up set, in case of emergencies.
5. FOOTBALLS - Beginning in 2010, **Baden** is the official football of BCSSFA (rubber or leather). These are the ONLY GAME BALLS that will be accepted for use by the Officials. Footballs must have HALF STRIPE as per our Rule Book.
6. TIED GAMES - At the conclusion of any Tied Game (regular or playoff) The KANSAS CITY SHOOT OUT will take place. This will be handled by the Head Officials. Please see the rule book for explanation & procedures. End Zone (for playoffs) determined by Committee.

Recruiting: From BC School Sports handbook:

It is important that all BCSSFA Head coaches and assistant coaches read and heed all these rules. BC School Sports (BCSS) regulations on recruiting take precedent over any other recruiting rules.

Section 4: Recruiting (brief version)

4.1 • No one associated (in any way) with a school program can encourage a student to transfer to their own school.

4.3 Indicators of Recruiting:

4.3.1 • Coach CAN NOT initiate contact to suggest, encourage, or explain how to transfer.

4.3.2 • Coach CAN NOT encourage any other person on behalf of the school to suggest, encourage, or explain how to transfer.

4.3.3 • Students not currently enrolled at the coach's school CAN NOT participate in any way with any team activities (unless specific permission is give by the student's present school (see 3.3.1.1 in BCSS Handbook).

4.3.4 • Coaches CAN NOT permit students not currently enrolled to participate in any formal or informal team activities.

4.3.5 • Coaches shall not entice students by offering:

4.3.5.1 • a specialized program

4.3.5.2 • allowing student to accompany team to any school or team function or by offering a discount or special admission to any school function.

4.3.5.3 • providing any team, practice, or game plans to a student

4.3.5.4 • facilitating in any way to attend out-of-season activities (transportation, equipment, clothing, financial assistance).

4.3.5.5 • inviting/allowing transferring student to reside with coach or coach's family or support in any way financially.

4.3.6 • Coaches shall not use any out of season camp or program to suggest a student transfer to a different school.

4.4 • If STUDENT initiates contact, coaches may NOT discuss their program with a student until the student has transferred (letter of intent is not sufficient).

“I can speak with you about our program AFTER you are enrolled at our school. Please contact our school or our district registrar.”

– Anything more than this could be considered recruiting.

Simplified General Football Safety Requirements

(For Official Guidelines, see your current rule book for detailed requirements)

1. No physical objects should be placed or allowed with FIVE (5) yards of the playing surface including the end zones.
2. The playing surface should be level and free of any physical hazards such as exposed sprinkler heads.
3. Cones, if they are used to mark any boundaries such as the goal line, end line, team boxes etc., must be of a soft pliable material that will crush or compress direct impact with a player's body.
4. If the playing field is surrounded by a running track, the track will be off limits to spectators. Teams should rope off track area. The end zones must be included in the roped-off area if there are stands, spectators must be in them, and stay off the running track. The running track area should be reserved for medical personnel and perhaps, the cheer leading squad.
5. If there are neither stands nor a track, then a physical barrier of some kind should be provided (ropes or plastic fence) at a FIVE (5) yard distance surrounding the entire field. No persons may be within this barrier, except players, coaches and officials.
6. All fields must be properly marked. There must be a continuous line to mark yard lines every TEN (10), as a minimum, and every FIVE (5) yards as desirable beginning and ending four inches from the sidelines.
7. Hash marks, bisecting each visible yard line must be clearly marked.
8. The team box area must be clearly marked and distinguishable from the rest of the markings on the field. The team box area should be as described in the applicable rule book.
9. All coaches, team personnel and team followers must stay inside the team box, and off the playing field. **Any one not affiliated with the team must be in the stands, spectator area or press box.**
10. A Game Commissioner is directly responsible for field safety, security and bench decorum.
11. Football BC recommends that High School Football establish game commissioners who will be responsible to accept reports of safety issues and deal directly with the league on such issues.
12. Chain crews should place the line-to-gain equipment at least (1) yard off the sideline to minimize potential contact with players or officials.

Read the NHSF Rule book that is provided each year.

BCSSFA: How to Help Raise Money

Are you sick of car washes and bake sales that don't raise much money?

Now it is easier than ever for your league or team to raise the funds needed to compete at its best. Whether the money is needed for travel, new uniforms, or a year-end party, esportsdesk.com is here to help!

Since the athletes and fans of this esportsdesk.com hosted web site are mostly from YOUR local community, each Local sponsor will benefit from frequent visits by people in THEIR community. Remember, you and your fans visit the site often; this is a very valuable advertising tool just like the local newspaper, only this advertisement is visible for the entire season!

Banner can link to the sponsor's website or even become a printable coupon!

YOU COULD HELP IMPROVE BUSINESS FOR THESE SPONSORS:

Local restaurants and pubs
Local convenience store and bakeries
Local sporting goods and hardware stores
Local real estate and insurance agents
Local bowling alley, arcade, or video store
Local businesses: printers, gas stations, or hair salons

How to Begin:

Contact your team or league administrator to let him/her know you want to help raise money.
Call a meeting and set a goal on how much you want to raise.
The best place to find sponsors is within the league or team; do any of the players or their families own businesses? Create a list. Have each member bring in at least one sponsor.
Be willing to pay commissions as an incentive to really get out there and sell!

Contact us for help/suggestions at:
info@esportsdesk.com or (604) 258-2776

II. Frequently Asked Questions

- **How many practices are permitted during spring practices?**

BCSSFA teams are permitted 10 practices (traditionally two weeks of M-F) and one additional play day. Teams may play multiple scrimmages (jamboree style) in one day. These scrimmages must take place on the same calendar day (not a 24 hour period).

- **When may we start fall practices?**

BCSSFA teams are permitted 2 weeks of practice days prior to the Labor Day Weekend. 2-a-day practices are permitted. In 2010, Aug 23rd is the first available start date for practices.

- **May we play games on the Labor Day Weekend?**

BCSSFA varsity teams are only permitted to play on the Labor Day Weekend, providing it is an out of province opponent (ie. from Washington State or Alberta). The game may be played either in BC or elsewhere. • Applications must be made to BCSS & BCSSFA by May 15th to play on this weekend.

- **What constitutes a practice under the BCSSFA?**

A practice is when any player practices with equipment. If it is only a helmet it is an official practice. Any coach and a player, one to a hundred without equipment is considered skill development and not a practice.

- **Are we permitted to encourage students from non-football schools to transfer to our school to play football?**

No, even if they are in your school district. Please refer to the section in this manual on recruiting.

- **Are students permitted to participate in spring practices of schools they are not currently attending?**

No, even if they are planning on attend or even begun to register at that new school, they are not permitted to practice, UNLESS, they have written permission from their current school's Principal and Athletic Director.

- **Are students in grade 7, attending elementary school, permitted to play or practice with a high school grade 8 team?**

No. No practices, no exhibition games, and no league games. The only situation where gr. 7s may play with gr. 8s is at a middle school. If anyone decides to ignore this because they feel others are, and the executive finds out, their coaches will be suspended for at least a year, and their team removed from competition. The executive will be looking very closely at this next season.

- **Are players on my team permitted to wear a tinted/shaded helmet Visor?**

ONLY CLEAR visors. Tinted are permitted **WITH** a doctor note stating that it is for a specific medical condition. The doctor's note must be on hand at each game to show the referees

III. Appendices

Rules & Regulations

BRITISH COLUMBIA SECONDARY SCHOOLS FOOTBALL ASSOCIATION RULES AND REGULATION

PART I - General

- 1.1 All members as well as any other participant in their program will abide by the Constitution and By-Laws, Rules and Regulations and Code of Ethics of the B.C.S.S.F.A._
- 1.2 A team must provide all information required by B.C.S.S.F.A. Registration form, by October 1st of the current season. (Including coaches registration and registration money)
- 1.3 A team must provide (prior to Oct.15th) a team picture and caption, and a team roster. Roster must include name, number height, weight, grade, age and position.
- 1.4 A person may coach in only one Secondary School Football Program per season.
- 1.5 No team or coach will play a person suspended by the Association of a league in any B.C.S.S.F.A. Playoff or Final game.
- 1.6 Coaches should have a doctor or qualified first aid person in attendance at all games.

PART II - Playoffs and British Columbia Championship

- 2.1 The Playoff structure leading to a British Columbia Championship will be reviewed annually by the Executive.

PART III - Eligibility

- 3.1 In order to participate in B.C.S.S.F.A. sponsored game a player must adhere to B.C.S.S. Eligibility, found in Section 6 of the B.C.S.S. Handbook.

PART IV - Disciplinary Process

- 4.1 Disciplinary Action- Any or all may be applied to an individual case.
 - (a) The Coach, Student Athlete or Team may be suspended.
 - (b) The Student Athlete and/or team may be declared ineligible.
 - (c) Grant money may be withdrawn or portion thereof.
 - (d) The team may have a game(s) declared forfeited.
- 4.2 Disciplinary Process
 - (a) When the conduct of a coach (es) or sponsor(s) during competition is detrimental to the objectives of the B.C.S.S.F.A. the non-offending coach is directed to approach the offender(s) to resolve the issue. If satisfaction is not realized the offending - coach (es) or sponsor(s) should be informed that their Principal

will notified. The non-offending coach (es) or sponsor will then ask his/her Principal to contact the Offender's Principal.

- (b) Any cases involving student athlete or team suspension, player or team eligibility, grant money withdrawal or forfeiture of game, the Vice-Presidents, and Past President of the B.C.S.S.F.A. will be the discipline committee.
- 4.3 A flagrant breach of code ethics, rules, and regulations and with a special note on rules of eligibility as applied to Section 3 will automatically result in a one game suspension of the coach. The suspension will include all coaching activities: film practice, scouting as well as any team or coaching staff meetings, commencing immediately from notification until the day following the next immediate game.
- 4.4 In the event of further disregard to any of the items in Section 6 B.C.S.S Handbook, the result will be the "coach's suspension" until the day after championship.
- 4.5 Any breach of start up date which includes practice, games, tournaments, jamborees, prior to the rules set down in the Rules and Regulations section will result in a coach's suspension for one game. The suspension is to include all coaching activities: film. Practice, scouting, as well as any team or coaching staff meetings - commencing immediately from notification until the day following the next immediate game.
- 4.6 In the event of further disregard to any of the items in Section 6 B.C.S.S Handbook, the result will be the coach's suspension until the day after the championship game.
- 4.7 The Discipline Appeal Process Committee

The Committee shall consist of the B.C.S.S.F.A. executive (except for the President and Past President). Schools wishing to appeal a disciplinary decision must make written submission within-48 hours of receiving the decision of the Discipline Committee. Submissions should be directed to the 1st Vice President. If action is urgent schools may contact the Vice President by phone.

PART V- Practice and Games

5.1 Definition of Practice

Spring and fall practice occurs when they are announced or posted by the Schools Head Coach and when protective football equipment is issued to team players. Any other form of skill development (weight training, form running, group or individual training, viewing of training or practice/ game films) doesn't constitute a practice. Skill development may be done at any time during the off season and may involve any number of student athletes and coaches.

5.2 Spring Practice

(a) This is limited to ten days, with- the, eleventh day for a scrimmage, game or jamboree. The number of practices for spring is optional (max. 10).

(b) The date for the start of "spring practice" is at the discretion of the Head Coach but he should have the approval of the Athletic Director and Principal.

5.3 Fall, Pre-Fall Practice

- (a) May start on the Monday two weeks prior to Labor Day Monday.
- (b) No team is permitted to have more than three calendar weeks of practice before the first game of the season.
- (c) All student athletes must have 8 practice days before his first interschool competition.
- (d) The number of practices per day is up to the discretion of the Head Coach.

5.4 Fall - Game - Scrimmage

No school may participate in a game or a scrimmage with another school before the FIRST Friday of the school calendar year. (Special appeal may be made to the board of directors prior to May 15).

5.5 Maximum Number of Playing Dates.

B.C. School Sports and the B.C.S.S.F.A. will set the number of playing dates during a specific sport season; this is excluding playoffs and championship. Football teams are allowed 15 game dates.

PART VI - Scouting

- 6.1 Scouting of an opponent is to take place only during inter-school competition.
- 6.2 Scouting of an opponent will take place outside the playing area.

PART VII- Recruiting

- 7.1 A coach may not recruit " or attempt to recruit " a student from any BCSS.

PART VIII- Responsibilities of Board of Directors

8.1 The President shall:

- (a) be the presiding officer of the B.C.S.S.F.A. at all meetings of the Members and of the Directors.
- (b) be the Chief Executive Office of the B.C.S.S.F.A. and shall supervise the other officers in the executive of their duties.
- (c) be a Member, ex officio of all committees appointed by the Directors or by the B.C.S.S.F.A.
- (d) correspond and communicate with all executive members.
- (e) prepare agendas for executive meetings.
- (f) attend all B.C.S.S. meetings.
- (g) attend all Football B.C meetings.
- (h) be a signing officer.

8.2 First Vice- President shall:

- (a) carry out the duties of the president during his absence.
- (b) attend B.C.S.S. meetings.
- (c) attend Football B.C. meetings.
- (d) be a signing officer
- (e) chair Discipline Appeal Process Committee.
- (f) be in charge of the Football Directory.
- (g) organize the Summer Workshop Agenda.
- (h) be in charge of Media Relations.
- (i) be the officials Liaison.
- (j) be in charge of the Tie Breaking System.
- (k) be responsible for the Fall Packages.

8.3 Second Vice- President shall:

- (a) attend B.C.S.S. meetings.
- (b) attend Football B.C meetings.
- (c) be a member of the Discipline Appeal Process Committee.
- (d) Chair Coaches Certification Program.
- (e) be responsible for New Program Development.
- (f) be responsible for the Master Schedule |
- (g) be responsible for our Safety Program (Video, etc).
- (h) be responsible for the All Star Program (Conference. & Provincial).
- (i) look after our scholarship Program.

8.4 The Secretary shall:

- (a) conduct the correspondence of the B.C.S.S.F.A.
- (b) issue notices of meetings for the B.C.S.S.F.A. and its directors.
- (c) keep minutes of all meetings of the B.C.S.S.F.A. and directors.
- (d) have custody of all records and documents of the B.C.S.S.F.A.
- (e) have custody of the common seal of the B.C.S.S.F.A.
- (f) maintain the register of members.
- (g) send minutes of meetings to Interior Representative and the Island Representative.

8.5 The Treasurer shall:

- (a) keep the financial records, including books of account, necessary to comply with the Society Act.
- (b) render financial statements to the directors, members and others when required.
- (c) be a Member of the Discipline Appeals Process Committee.
- (d) approve financial dealings.
- (e) look after Casino Applications.
- (f) plan the Budget and present it to AGM.
- (g) provide the Yearly Reports to the BCSS and the Gaming Commission.
- (h) collect association money.

8.6 In the absence of the Secretary from a meeting, the Directors shall appoint another person to act as a Secretary at the meeting.

8.7 Double AA Representative shall:

- (a) communicate AA coaches' concerns to executive.
- (b) communicate relevant information to all AA Coaches.
- (c) keep track of league standings and scores.
- (d) present awards at the B.C. Championships.
- (e) notify all coaches of the A.G.M.
- (f) assist in fundraising.
- (g) be a member of the Discipline Appeals Process Committee.

8.8 Triple AAA Representative shall:

- (a) communicate AAA coaches' concerns to executive.
- (b) communicate relevant information to all AAA coaches.
- (c) keep track of league standings and scores.
- (d) present awards at B.C. Championships and present.
- (e) notify all coaches of the A.G.M.
- (f) assist in fundraising
- (g) be a member of the Discipline Appeals Process Committee.

8.9 Grade 8 Representative shall:

- (a) create a Grade 8 schedule.
- (b) communicate relevant information to all Grade 8 coaches.
- (c) communicate Grade 8 Coaches' concerns to executive.
- (d) coordinate all Grade 8 playoffs.
- (e) chair Grade 8 coaches meetings at the fall meetings and A.G.M.
- (f) keep track of league standings and scores.
- (g) be present at B.C. Championships and present awards.
- (h) notify all coaches of the A.G.M.
- (i) be a member of the Discipline Appeals Process Committee.

8.10 Junior Representative shall:

- (a) create a Junior Football Schedule.
- (b) communicate relevant information to all Junior football coaches.
- (c) communicate Junior football coaches' concerns to executive.
- (d) coordinate all Junior football playoffs.
- (e) chair Junior football meeting at the fall meeting and A.G.M.

- (f) keep track of league standings and scores.
- (g) present awards at B.C. Championships.
- (h) notify all coaches of the A.G.M.
- (i) be a member of the Discipline Appeals Process Committee.

8.11 Member at Large (One) shall:

- (a) assist the Executive Director.
- (b) assist in Fundraising.
- (c) assist with the statistics reporting system.
- (d) be a member of the Discipline Appeals Process Committee.

8.12 Member at Large (Two) shall:

- (a) assist Executive- Director.
- (b) assist in Fundraising.
- (c) assist Grade 8 Representative.
- (d) be a member of the Discipline Appeals Process Committee.

8.13 Registrar shall:

- (a) communicate with all coaches' regarding-eligibility, player and coaches' registration.
- (b) collect and report to the executive all registered players, teams, and coaches.
- (c) supply all teams annually with information regarding eligibility.
- (d) be a Member of the Discipline Appeals Process Committee.
- (e) provide a checklist for registration forms.

8.14 Executive Director shall:

- (a) assist the Directors in the day to day operation of the Society.
- (b) he shall receive a honorarium approved at the Annual General Meeting by the Members.

8.15 Assistant Executive Director shall:

- (a) assist the Executive Director in the day to day operation of the Society.

BCSSFA Constitution and By-Laws

BRITISH COLUMBIA SECONDARY SCHOOLS **FOOTBALL CONSTITUTION**

1. The name of the Society is the "British Columbia Secondary Schools Football Association", (the "Society").
2. The purposes of the Society are:
 - (a) to encourage and foster the game of football within the Secondary School system of British Columbia;
 - (b) to protect and promote the mutual interests of its members;
 - (c) to encourage and foster among its members, coaches and all players in general, sportsmanship and a spirit of good fellowship;
 - (d) to give leadership in the planning and coordinating of inter school, inter regional and Provincial championship activities of its members and participants in its program;
 - (e) to provide, adopt and legislate uniform qualifications and conditions governing the British Columbia championship and fix and determine by rules and regulations the qualifications of all players, teams and leagues who are members of the Society or participants in the programs;
 - (f) to sponsor, conduct and manage the qualifying rounds, including the quarter-finals and finals leading to the Provincial Secondary School championship;
 - (g) to serve as a governing body for all Secondary School Football teams and leagues in the Province and to be their representative, legislative and executive body.
3. The Society, shall operate without purpose of gain or profit to its Members and any profits or other accretions to the Society shall be used in promoting its objects and this provision shall be unalterable.
4. On the winding up or dissolution of the Society, the assets of the Society shall not be distributed among the Members, or any of them, unless such recipient Member or Members are charitable institutions in existence solely for charitable purposes. After all debts have been paid, or provisions for their payment has been made, the assets remaining shall be paid, transferred and delivered to one or more charitable institutions in existence solely for charitable purposes, which shall be chosen by Resolution of the Directors of the Society. This provision shall be unalterable

**SOCIETY ACT BY-LAWS OF
BRITISH COLUMBIA SECONDARY SCHOOL
FOOTBALL ASSOCIATION**

PART I - Interpretation

- 1.1 In these By-Laws unless the context otherwise requires,
- (a) "Director" means the director of the Society for the time being;
 - (b) "Society Act" means the Society Act of the Province of British Columbia from time to time in force and all amendments to it;
 - (c) "Registered Address" of the member means his/her address as recorded in the
- 1.2 The definitions of the Society Act on the date these By-Laws become effective apply to these By-Laws.
- 1.3 Words importing the singular include the plural and vice versa; and words importing the neuter include the masculine and the feminine gender and vice versa.

PART II - Membership

- 2.1 There shall be three categories of membership in the Society:
- (a) Member Schools:

Any Secondary School in the Province of British Columbia having an inter-scholastic football team or firmly committed to a football program in the upcoming year may, on application approved by the Board of Directors, be admitted to membership; and, thereupon responsible for any dues set by the Directors.
 - (b) Individual Members
 - (i) Coaching Member - any person coaching football in a member school, is admitted to membership.
 - (ii) Associate Member - any individual/ non teacher/ or parent/ may, on application approved by the Board of Directors, be admitted to membership.
 - (iii) (1) Honorary Members - individuals of outstanding accomplishment may be awarded honorary membership by the Board of Directors.

- 2.2 Every member shall uphold the Constitution and comply with these By- Laws and the Rules and Regulations of the Society passed pursuant thereto.
- 2.3 The amount of the annual membership dues, shall initially be determined by the Board of Directors and thereafter be confirmed by the membership at the Annual General Meeting of the Society , and shall be payable by the member school.
- 2.4 (a) An individual member shall cease to be a member of the Society:
- (i) by notifying the Directors in writing to the effect that he/she desires to withdraw from membership in the Society.
 - (ii) upon being expelled, or
 - (iii) upon his/her failure to pay any membership fees subscription or indebtedness due to the Society and upon the Directors causing the name of such member to be removed from the register of members;
 - (iv) upon ceasing to be a member coach in a member school; or, if the school ceases to field a team;
 - (v) upon having been member not in good standing for twelve consecutive months
- (b) A member school shall cease to be a member of the Society:
- (i) upon ceasing to be a public or private secondary school;
 - (ii) upon failing to pay the required membership fee or any special levies which from time to time may be set at the annual general meeting of the Society;
 - (iii) upon resigning membership
 - (iv) upon being expelled
 - (v) upon ceasing to field a team.
- 2.5 The Directors shall have the power by a vote of three fourths of those present to expel or suspend and member whose conduct shall have been determined by the Directors to be improper, unbecoming, or likely to endanger the interest or the reputation of the Society, or who willfully commits a breach of the Constitution, By-Laws or Rules and Regulations of the Society. No member shall be expelled or suspended without being notified of the charge or complaint against him/her without having been given an opportunity to be heard by the Directors at a meeting of the said Directors called for that purpose.
- 2.6 (a) A member may be expelled by special resolution of the members passed at a general meeting;
- (b) The Notice of Special Resolution for expulsion shall be accompanied by a brief statement of the reason or reasons for the proposed expulsion. This notice must be sent to the last known address of such a member not less than 14 days prior to the general meeting;
- (c) the member who is the subject of the proposed resolution for expulsion shall be given an opportunity to be heard at the general meeting before the special resolution is put to a vote.
- 2.7 All members are in good standing except a member who has failed to pay his current annual membership fee or any other subscription or debt due and owing by it to the Society and that member shall not be in good standing so long as the debt remains unpaid.

PART III - Meeting of Members

- 3.1 General meetings of the Society shall be held at such time and place, in accordance with the Society Act, as the Directors decide.

- 3.2 Every general meeting, other than an annual general meeting is an extraordinary general meeting.
- 3.3 The Directors may, whenever they think fit convene an extraordinary general meeting.
- 3.4 Meetings may be called upon the written requisition of ten per cent of the member schools or individual members of the Society stating the purpose for which the meeting is required.
- 3.5 (a) Notice of a general meeting shall be given 14 days in advance and specify place, the day and the hour of the meeting, and in case of special business, the general nature of that business but those members entitled to receive notice may waive or reduce the period of notice for a particular meeting by unanimous consent in writing;
- (b) The accidental omission to give notice of a meeting to, or the non-receipt of a notice by, any of the members entitled to receive notice does not invalidate proceedings at that meeting.
- 3.6 The first annual general meeting of the Society shall be held not more than 15 months after the date of incorporation and thereafter an annual general meeting shall be held at least once in every calendar year and not more than 15 months after the holding of the last preceding general meeting.

PART IV - Proceedings at General Meeting

- 4.1 Special business is:
- (a) all business at an extraordinary general meeting except the adoption of rules of order, and
- (b) all business that is transacted at an annual general meeting, except,
- (i) the adoption of rules of order
 - (ii) the consideration of the financial statements
 - (iii) the report of the Directors
 - (iv) the report of the auditor, if any
 - (v) the election of Directors
 - (vi) the appointment of the auditor, if required, and
 - (vii) such other business as, under these by-laws, ought to be transacted at an annual general meeting, or business which is brought under consideration by the report of the directors issued with the notice convening the meeting.
- 4.2 (a) No business, other than the election of a chairman and the adjournment or termination of the meeting, shall be conducted at a general meeting at a time when a quorum is not present;
- (b) If at any time during a general meeting there ceases to be a quorum present, business then in progress shall be suspended until there is a quorum present or until the meeting is adjourned or terminated;
- (c) A quorum is ten member's schools as represented by authorized delegate, present or such greater number as members may determine at a general meeting.
- 4.3 If within thirty minutes from the time appointed for a general meeting a quorum is not present, the meeting, if convened on the requisition of members shall be terminated; but in any other case, it shall stand adjourned to the same day in the next week, at the same time and place, and if at the adjourned meeting, a quorum is not present within thirty minutes from the time appointed for the meeting the members present constitute a quorum.
- 4.4 Subject to By-Law 4.5, the President of the Society, or his or her absence, one of the other Directors present shall preside as Chairman of a general meeting.
- 4.5 If at a general meeting

- (a) there is no President or other director present within fifteen minutes after the time appointed for holding the meeting, or
 - (b) the President and all the other directors present are unwilling to act as chairman, the members present shall choose one of their numbers to be chairman.
- 4.6 (a) A general meeting may be adjourned from time to time and from place to place, but no business shall be transacted at an adjourned meeting other than the business left unfinished at the meeting from which the adjournment took place;
- (b) Where a meeting is adjourned for ten days or more, notice of the adjourned meeting shall be given as in the case of the original meeting (14 days 3.5);
 - (c) Except as provided in the By-Law, it is not necessary to give notice of an adjournment or of the business to be transacted at an adjourned general meeting;
- 4.7 (a) No resolution proposed at a meeting need be seconded and the chairman of a meeting may move or propose a resolution;
- (b) In case of an equality of votes the chairman shall not have a casting or second vote in addition to the vote to which he may be entitled as a member and the resolution shall not pass.
- 4.8 (a) A member school in good standing is entitled to vote as provided in by-law 4.9 herein.
- (b) Coaching members shall be entitled to attend and vote provided, however, that no more than one coaching member from any member school shall exercise that vote at the meeting of the Society.
 - (c) Associate member shall be entitled to attend and vote a meeting of the Society.
 - (d) Voting is by show of hands
 - (e) Voting by proxy is not permitted
 - (f) Voting by secret ballot can be taken when called for by a majority of the members in attendance.
 - (g) Honorary members shall have no vote.
- 4.9 Every member school in good standing shall be entitled to have one coaching member associated with that school, attend and exercise one vote on its behalf.

PART V -Directors and Officers

- 5.1 (a) There shall be a Board of Directors who shall interpret the Constitution and By-Laws; and may exercise all the powers and do all the acts and things as the Society may exercise and do, and which are not by these By-Laws or by statute or otherwise lawfully directed or required to be exercised or done by the Society, in a general meeting, but subject, nevertheless to:
- (i) all laws affecting the Society
 - (ii) these By-Laws, and
 - (iii) rules, regulations and ethics not being inconsistent with these By-Laws, which are made from time to time by the Society, in a general meeting
- (b) The powers of the Directors shall include the authority to make such Rules and Regulations as they

deem necessary in their absolute discretion to facilitate the functioning of the Society and the promotion of its objects, subject only to approval by a majority of the membership present at the next subsequent General Meeting, and such Rules and regulations shall be binding on the Members and on all participants in the programs of the Society.

(c) No rule, made by the Society in General Meeting, shall invalidate a prior act of the directors that would have been valid if that rule had not been made:

5.2 Board of Directors:

(a) The Past President, President, Vice-President, Second Vice-President, Secretary- Treasurer, Junior Secondary School Representative, Grade Eight Secondary School Representative, Interior Representative, Single "A" Representative, Double "AA" Representative, Member at Large (two), and one or more other persons shall be directors of the Society.

(b) The directors shall be a minimum of eleven or such greater number as may be determined from time to time at a general meeting.

5.3 To be a director of the Society, the person must be an individual member.

5.4 No Director shall be entitled to vote at a General Meeting of the Society unless designated as a voting member as specified herein for the purposes of that meeting

5.5 (a) The Past President shall automatically be the person who last served as President;

(b) The Directors, excepting the Past President, shall be elected at the Annual General Meeting of the Society and shall hold office until the next Annual General Meeting of the Society.

5.6 (a) The Directors shall retire from office at each Annual General Meeting when their successors shall be elected;

(b) Separate elections shall be held for each office to be filled:

(c) An election may be by acclamation; otherwise it shall be by ballot;

(d) If no successor is elected the person previously elected or appointed continues to hold office.

5.7 (a) the Directors may at any time and from time to time appoint a member as a Director to fill a vacancy in the directors;

(b) A Director so appointed holds office until the conclusion of the next following Annual General Meeting of the Society, but is eligible for re-election at the meeting.

5.8 (a) If a Director resigns his office or otherwise ceases to hold office, the remaining Directors shall appoint a member to take the place of the former Directors in office.

5.9 (a) A Director shall cease to hold office in the event:

(i) he resigns,

(ii) he becomes a lunatic or of unsound mind.

5.10 The members may, by special resolution, remove a Director before expiration of his term of office, and may elect a successor to complete the term of office.

5.11 (a) A stipend may be paid to all members of the Board of Directors each year; to cover meetings, travel and miscellaneous out of pocket expenses, the amount to be established by the membership at the annual

general meeting.

(b) Directors may be reimbursed for all expenses necessarily and reasonably incurred by them while engaged in the affairs of the Society.

PART V1 - Proceedings of Directors

- 6.1 (a) The Directors may meet together at such places as they think fit for the dispatch of business, adjourn and otherwise regulate their meetings and proceedings, as they see fit;
- (b) The Directors may from time to time fix the quorum necessary for the transaction business and unless so fixed the quorum shall be a majority of the Directors then in office;
- (c) The President shall be Chairman of all meetings of the Directors; but if at any meeting the President is not present within 30 minutes after the time appointed for holding the meeting, the Vice-President shall act as Chairman, but if neither is present the Directors may choose one of their Members to Chairman at that meeting.
- (d) A Director may at any time, and the Secretary-Treasurer on request of a Director shall, convene a meeting of the Directors
- 6.2 (a) The Directors may delegate any, but not all, of their powers to committees consisting of such Directors or Directors as they see fit;
- (b) A committee so formed in the exercise of the powers so delegated shall conform to any rules that may from time to time be imposed on it by the Directors, and shall report every act or thing done in exercise of those powers to the earliest meeting of the Directors to be held next after it has been done.
- 6.3 A committee shall elect a Chairman of its meetings; but if no Chairman is elected, or if at any meeting the Chairman is not present within thirty minutes after the time appointed for holding the meeting, the Directors present who are members of the committee shall choose one of their number to be Chairman of the meeting.
- 6.4 The members of a committee may meet and adjourn as they deem proper.
- 6.5 For a first meeting of Directors held immediately following the appointment or election of a Director or Directors at an Annual or other General Meeting of members, or for a meeting of the Directors at which a Director is appointed to fill a vacancy in the Directors, it is not necessary to give notice of the meeting to the newly-elected or appointed Director or Directors for the meeting to be duly constituted, if a quorum of the Directors is present.
- 6.6 (a) Questions arising at any meeting of the Directors and committee of Directors shall be decided by a majority of votes.
- (b) In case of an equality of votes the Chairman does not have a second or casting vote.
- 6.7 No resolution proposed at a meeting of Directors or committee of Directors need be seconded and the Chairman of a meeting may move or propose a resolution.
- 6.8 A resolution in writing, signed by all the Directors and placed with the minutes of the Directors is as valid and effective as if regularly passed at meeting of directors.

PART VII - Duties of Officers

- 7.1 The President shall be:
- (a) The presiding officer of the Society at all meetings of the Members and of the Directors.
 - (b) The Chief Executive Officer of the Society and shall supervise the other officers in the executive of their duties.
- 7.2 First Vice-President shall carry out the duties of the president during his absence.
- 7.3 The Secretary-Treasurer shall:
- (a) Conduct the correspondence of the Society;
 - (b) issue notices of meetings of the Society and directors;
 - (b) keep minutes of all meetings of the Society and directors;
 - (d) have custody of all records and documents of the Society,
 - (e) have custody of the common seal of the Society,
 - (f) maintain the register of members,
 - (g) keep the financial records, including books of account, necessary to comply with the *Society Act*; and
 - (h) render financial statements to the directors, members and others when required.

PART VIII - Borrowing

- 8.1 The Society shall have no power to borrow.

PART IX - Notice of Members

- 9.1 A notice may be given to a member; either personally or by mail to him/her at his/her registered home/school address.
- 9.2 A notice sent by mail shall be deemed to have been given on the second day following that on which the notice is posted and in proving that notice has been given it is sufficient to prove that the notice was properly addressed and put in a Canadian post office receptacle.
- 9.3 (a) Notice of a General Meeting shall be given to every member shown on the register of members on the day notice is given;
- (b) No other person is entitled to receive a notice of the General Meeting.

PART X - Constitution and by-laws

- 10.1 On being admitted to membership, a member is entitled to and the Society shall give him/her without charge, a copy of the Constitution and By-Laws, Rules and Regulations, and Code of Ethics of the Society currently in force.
- 10.2 (a) these by-Laws and Constitution of the Society shall not be altered or added to except by special resolution.
- (b) Notice of proposed amendments to the Constitution and/or By-Laws must be in the hands of the membership fourteen days (14 days) prior to the date of the General Meeting.
- (c) Amendments to the Constitution and By-Laws may be made by special resolutions passed by three quarters of those approved voting members in an attendance at an Annual General Meeting.
- (d) Amendments to the Constitution and By-Laws may be submitted to all the membership and be approved by a three quarters majority vote of the membership who returns a ballot.
- (e) Approved amendments shall be effective on the date of their acceptance by the Registrar of Companies for British Columbia.

PART XI - Finances

- 11.1 (a) The activities of the Society shall be financed by fees, grants and by gate and program receipts of the British Columbia Championship playoffs and other fundraising activities;
- (b) An operating budget will be prepared and presented at the A.G.M. by the Board of Directors;
- (c) The financial year of the Society shall be from January 1 to December 31, in each calendar year.

CODE OF ETHICS

BRITISH COLUMBIA SECONDARY SCHOOLS FOOTBALL ASSOCIATION

PRE-AMBLE

The Code of Ethics has been put in place to protect and promote the best interests of the game of football and the teaching/coaching of the sport. Its primary purpose is to clarify and distinguish ethical and approved practices from those that are detrimental. A further purpose is to emphasize the purpose and value of football and to stress the proper functions of coaches in relation to school, players and the public. The justification for football is that it provides in the broadest sense a learning experience for those who play it; therefore, the game belongs essentially to the players. The success of the principles expounded in the Code depends on those for whom it has been established - the football coaches.

Article I Responsibility to B.C.S.S.F.A.

Coaches will abide by the Constitution of the B.C.S.S.F.A. and all its By-Laws, Rules and Regulations. NOTE: The Rules and Regulations of Football B.C. as it pertains to Registration of players is part and parcel of Article I.

Article II Responsibility of Players and Parents

1. In his relationship with players, the coach should always be aware of the influence he has for good or bad. Parents entrusted their children to the coach's charge, by his own example, must strive to ensure that the athletes who have played under him, are better persons for having done so.
2. The Coach should never place the value of winning above that of playing the game for its intrinsic value.
3. The safety and welfare of the players should always be paramount and they must never be sacrificed for any personal prestige for the coach.
4. A person may coach in only one Secondary School football program per season.
5. A student athlete must have a minimum of 8 practice days prior to his/her first inter- school competition. It is recommended that practice be preceded by a Medical Examination by a Doctor. However the B.C.S.S.F.A. will accept an authorized school district participation consent signed by a parent or guardian.
6. No coach shall play a person suspended by the B.C.S.S.F.A. or a League in a B.C.S.S.F.A., league, playoff or final game.
7. In teaching the game of football, the coach must realize there are rules designed to protect the player and provide common standards for determining a winner and a loser. Any attempt to beat the Rules, to take unfair advantage of an opponent, or to teach deliberate unsportsmanlike conduct, have no place in the game of football. The coach should set the example of "Good Sportsmanship" (win without boasting and lose without rancor). In the final analysis, the success of a coach will be measured by the respect he has earned from his players and his fellow coaches, not the win/loss record.
8. A coaches responsibility is to see that injured players are given immediate an competent medical attention and that the Doctor's orders are carried out.
9. Under no circumstances should a coach authorize the use of drugs, anabolic steroid or any medication. This is the purview of the Physician and authorization an supervision of the use of medications must remain with the Doctor. Medical Personnel should attend all games.

10. A Student Athletes future should not be jeopardized by any circumvention of the eligibility rules. N.B.: The Head Coach is responsible to know the rules of the B.C.S.S.F.A. The Head Coach is responsible for his assistant coaches, players and other staff members.
11. A coach should not make demands on his players that will interfere with the player's opportunities for achieving academic success. The prime reason for a player attending Secondary School is to graduate this must be kept uppermost in the coaches, as well as player's plans.

Article III Responsibility to the Secondary School

1. The primary and basic function of the coach is to educate students. The game of football is a vehicle for this educative process.
2. A coach shall conduct himself so as to maintain the principles integrity and dignity of his/her school.
3. A coach should not exert pressure on fellow teachers to give players considerations they do not deserve.
4. The Code of Ethics of the Coach's Teaching Profession must be adhered to in all instances and a school's football program must never be placed above the total school enterprise.
5. It is most important that a coach support the administration in all policies, rules and regulations regarding football.
6. The behavior of a coach should not put in jeopardy his responsibility's a teacher and the Code of Ethics of the Teaching Profession.

Article IV Rules of the Game

1. The Rules of the game as published annually by the National Federation of State High School Associations, shall be considered an integral part of this Code of Ethics it should be read carefully.
2. The rules of the game are to be taught and interpreted by the coach to the players in his charge.
3. Both the letter and the spirit of the rules must be adhered to by coaches, for in the final analysis, it is the coach who is responsible for the behavior of his players during a game. Good Sportsmanship Habit formation is developed on the practice field. A coach is derelict in his duty to teach fair play and good sportsmanship, if he permits, encourages or condones performance which is dangerous to an opponent.

Article V Responsibility to Officials

1. No football game can be played satisfactorily without impartial competent officials.
2. Officials must have the respect and support of coaches and players.
3. There should be a cooperative relationship between coaches and officials and meetings should be held to update and clarify the rules and regulations of the game.
4. On game day, every courtesy should be extended to officials to facilitate the playing of the game.
5. In every respect, the Officials Rule book shall be followed in Coach-Official relationships on the field (before, during and after the game).
6. Any criticism which a coach may have concerning officiating, should be made in writing to the Officials Association.

7. Any conduct by coaches or student athlete uncomplimentary to officials or conduct that might incite student athlete or spectators against the officials, is a violation of the Rules of the game and is considered highly unethical behavior by a coach.

Article VI Scouting

1. It is unethical under any circumstances to scout any team, by any means except in regularly scheduled inter-school competition.
2. Film exchange is urged by the B.C.S.S.F.A.

BCSS handbook

Section 4: Recruiting (full version)

4.1 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 in whose catchment area he or she resides, 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.

• No one associated with a school program can encourage a student to transfer to their school.

4.2 Statement on Recruiting: In support of the BCSS overriding purpose of the eligibility rules, which is to ensure fair and equitable competition for all students participating in BC SCHOOL SPORTS competition, the BCSS membership strongly condemns any attempt to recruit a student-athlete into a particular member school.

4.3 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 behavior expectations for coaches and other school representative(s). For brevity, the term "coach" is used, but the policy applies equally to coaches and any other school representative(s).

4.3.1 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.

- Coach CAN NOT initiate contact to suggest, encourage, or explain how to transfer.

4.3.2 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.

- Coach CAN NOT encourage any other person to suggest, encourage, or explain how to transfer.

4.3.3 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 the student's present school (see [6.3.1.1](#)).

- Student's not currently enrolled at the coach's school CAN NOT participate in any way with any team activities (unless specific permission is give by the student's present school (see 6.3.1.1 in BCSS Handbook).

4.3.4 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.

- **Coaches CAN NOT permit student's to participate in any formal or informal team activities.**

4.3.5 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 some applicable situations are listed below, but are not limited to:

- **Coaches shall not entice students by offering:**

4.3.5.1 providing particular inducements such as preferential program

- ***A specialized program***

4.3.5.2 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

- **allowing student to accompany team to any school or team function or by offering a discount or special admission to any school function.**

4.3.5.3 providing a non-enrolled student with team plans, practice outlines or game plans

- ***providing any team, practice, or game plans to a student***

4.3.5.4 providing transportation or equipment or clothing/shoes or financial inducement in order to facilitate a non-enrolled student's involvement in out-of-season contests, leagues, camps, clinics or related programs.

- ***facilitating in any way to attend out-of-season activities***

(transportation, equipment, clothing, financial assistance).

4.3.5.5 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 (as per 6.1.7) or being financially supported in anyway by a coach.

• Inviting/allowing transferring student to reside with coach or coach's family or support in any way financially.

4.3.6 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 he or she is currently enrolled or into which they will directly feed.

• Coaches shall not use any out of season camp or program to suggest a student transfer to a different school.

4.4 Student Approaching a Coach: If a coach is approached by any student who is not enrolled at the coach's school 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 is advised to direct the student to the school or school district registrar. Once a student has registered at the coach's school, the coach may discuss school teams.

• If STUDENT initiates contact, coaches may NOT discuss their program with a student until the student has transferred (letter of intent is not sufficient).

"I can speak with you about our program AFTER you are enrolled at our school. Please contact our school or our district registrar."

– Anything more than this could be considered recruiting.



British Columbia Online Tape Trade 2010

As the tape trade provider for 2010 Digital Sports Video (DSV) wants to ensure ALL schools are installed, trained and using the software prior to August. This will ensure that everyone has had the ability to work with the software and trade film and use what's being provided by the Digital Sports Video, Inc.

FEES

\$150.00 is the Annual fee for the DSV Essential Software – Each school is individually responsible to pay DSV. The \$150.00 includes one local license of DSV Essential for Tape Trade Purposes and one login for online access and online tape trade.

INSTALLATION

There are instructions for those that both have already been installed with DSV and those that have not:

HAVE DSV: Contact Victor Martinez vmartinez@dsvusa.com set up a time to get upgraded to the DSV 7.0 Version of the tape trade software

NEED DSV: Contact Victor Martinez vmartinez@dsvusa.com set up a time to have DSV installed on a computer for your football program.

DSV Anywhere

www.dsvanywhere.com

- click on this link to login to the online version of DSV- click on Presentation Anywhere Coach Login
- use INTERNET EXPLORER only. If the login does not pop up that means you need to install the necessary plugins. Anytime there is a popup on this page, clicks ALLOW or RUN or INSTALL. Once these plugins are installed your login should pop up and you should be able to login to your account.

www.dsvanywhere.com/Gabe/plugins.exe

- if you get a white screen when you login to DSV Anywhere click on this link www.dsvanywhere.com/Gabe/plugins.exe download and run the file and then re-login to DSV Anywhere and you should be able to view video without any issues.

TAPE TRADE PROCEDURE – Training

DSV TRAINING: Whether you have had the software for 2 years or have just had it installed we will have webinars to go over the system twice a week until football season starts.

Wednesday 8:00 PM PST

1. <https://www1.gotomeeting.com/join/987831553>
2. Dial 914-339-0010 Meeting ID: 987-831-553

Sunday 2:30 PM PST

1. <https://www1.gotomeeting.com/join/488448824>
2. Dial 914-339-0023 Meeting ID: 488-448-824

DSV Training Online: go to www.dsvusa.com click on SUPPORT then click on TRAINING RESOURCES there is then Navigation and Training Documents as well as Video Tutorials all online as well as links to our Support Forum and Live Support.

DSV TRAINING MANUAL PDF:

www.dsvanywhere.com/7Training/Essential/Football_Essential_Reference_7.pdf

YAHOO MESSENGER: I'm on messenger a lot, Install yahoo messenger and add me as a contact, easy and instant way to get feedback on any questions you may have on DSV: dsv_martinez@yahoo.com do not email me here, all emails should go to vmartinez@dsvusa.com

TAPE TRADE PROCEDURE – Basic Overview

- 1.) **Capture** - video needs to be captured onto your computer then added to DSV.
- 2.) **Add a Game** – Add the Home Team, Away Team, and Game Date, choose the video folder, and select add a game.
- 3.) **ODK** – Label each play Offense/Defense/Kicking
- 4.) **Sync** – When you exit out of the DSV it will automatically ask you if you want to backup your video and data online. Click Yes and the sync online will start.
- 5.) **Trade**– Login to DSV Anywhere, select the OUTBOX. Click the green + icon choose the game, choose the state to trade and then the team, select trade then done. You can select multiple games/teams by holding down the CTRL button.
- 6.) **Everything Else** – DSV lets you make DVDs, make Cutups, make highlights, Draw on plays, create recruit profiles all online or locally as well.

7.) Camera and Computer Specs

2010 Computer Specs:

- Windows XP Pro, Vista Ultimate, Window 7 Pro, Windows 7 Ultimate (64 bit Editions recommended)
- Core 2 or Xeon Processors 2.60GHz or better. (High Cache Recommended and no Celeron Processors Please)
- 2 GB RAM (XP) and 4 GB RAM (Vista or Windows 7)
- 1394 Firewire for Capturing
- Gigabit Ethernet Card
- SXGA (1280 x 1024) or Higher Resolution Recommended
- Hard Drive (1 GB = 5 Minutes) Recommended (500GB – 2.0 TB) @ 7200 RPM
- Optional S-Video Graphics Card

2010 Camera Specs:

Mini DV Cameras:

- AVI/Mini DV Cameras: anything with DV Link/1394/DV out/Firewire out. Here is a couple options for looking for Mini DV Cameras:

Hard Drive Cameras:

- Hard Drive Cameras: Currently Standard Definition (SD) MPEG files work best with EVERY element of the DSV. HD or .mod files remain inconsistent. Some HDD cameras will not allow for timestamping not allowing for DSV Automatch to work.
- Must be HDD or Hard Disk Drive Storage – Flash storage cameras are primarily .mod files which are not recommended
- Recommended Models:
 - SONY SR47
 - PANASONIC H80

BRITISH COLUMBIA FILM EXCHANGE AND FAIR COMPETITION POLICY

Introduction

BCSSFA recognizes that the exchange of game film among member programs is necessary for the betterment and promotion of Varsity high school football competition. In order to ensure efficient, equitable and fair exchange of game film, and, pursuant to the affirmative vote of the membership, the services of DSV Video will be used to facilitate film exchange. The process is set out as follows:

Preliminary Requirement

1. Subject to the exception set out below, all member programs are required to:
 - a) pay an annual fee for DSV services as agreed to by BCSSFA and DSV;
 - b) contact the DSV administrator in the manner set out by BCSSFA directives;
 - c) download, to a functional format, the DSV film exchange program, for use in the next football season.

Football Season Requirements

2. All member programs playing Varsity football (except Tier II programs) must film each weekly football game, whether home or away, from a height of at least ten (10) feet and produce a film of reasonable quality.
3. Each member program must upload the film of each weekly game on to the DSV system within the following parameters:
 - a) for games played on or before a Friday night – by the following Sunday at 5:00 p.m.
 - b) for games played on a Saturday – by the following Monday at 12:00 p.m.
4. Each member program must allow access, through DSV, of uploaded game film to all subsequently scheduled opponents, subject to the exception set out below, and may allow access to any party at their discretion.

Exception

5. Any member program can choose to disregard the requirements set out in sections 1(b) and (c) and 3 above, but must instead deliver a copy of their weekly game film to their next opponent within the same time parameters as set out in section 3 (a) and (b).
6. In addition, a copy of your weekly game film must be sent to all subsequently scheduled opponents no later than one week after your weekly game.

Technical Difficulties

7. Where a member program suffers technical difficulties which prevent or impede either the creation, the uploading or the delivery of game film, those difficulties must be reported to your Conference Representative and to the Head Coach of your next opponent immediately.
8. In such a case, the Conference Representative may resolve the technical difficulty informally as between the member programs, but if the difficulty cannot be resolved, shall refer it in a timely fashion to the BCSSFA Disciplinary Committee for adjudication.

Flagrant Breaches and Penalty

9. Where a member program does not report a technical difficulty and has not complied with the delivery requirements set out in sections 3 (a) or (b) or 5, the next opponent or subsequent opponent member program may:
 - a) contact their Conference Representative to attempt a resolution of the issue, and;
 - b) may contact in writing the BCSSFA Disciplinary Committee to complain of the breach.
10. On receipt of a referral from any Conference Representative pursuant to section 9 or a complaint from any member program pursuant to section 10, the BCSSFA Disciplinary Committee shall consider the referral or complaint and may:
 - a) remit the matter back to the Conference Representative for resolution or;
 - b) after requesting and obtaining an explanation in writing from the Head Coach of the program in presumptive breach, consider, and resolve or dismiss the referral or complaint or;
 - c) hold a facts and penalty hearing in accordance with Part IV (Disciplinary Process) of the Rules and Regulations of BCSSFA.

BCSSFA PLAYOFF Travel Grant Request

The purpose of the Travel Grant is to assist Secondary School Football Programs with the costs associated with **travel to playoff games**. For the purpose of distributing the Travel Grant the BCSSFA will consider the 3 zones of play. 1.) Lower Mainland/Fraser Valley, 2.) Interior and 3.) Vancouver Island.

1. Teams that intend to access the Travel Grant money must apply with receipts on or before the Annual General Meeting in January.

The monies will be distributed in three stages beginning in stage one, and ending when the sum of the applications exceed the total amount available.

1. **Transportation** costs for all teams traveling outside their zones until Funds are depleted.
2. If funds still available necessary **Accommodation** for teams traveling outside their zones.
3. If funds still available Travel costs associated with **In Zone Transportation**.

School: _____		
	<u>Travel Date</u>	<u>Destination</u>
		<u>Amount</u>
1.	_____	\$ _____
2.	_____	\$ _____
3.	_____	\$ _____
4.	_____	\$ _____
Total		_____
Signature: _____		

Please ensure that receipts or copies of the receipts are attached to the Application Form. Teams may FAX or Mail application to the address below or bring to the AGM in January. To ensure prompt payment of the Travel Grant no late applications will be considered

BCSSFA
c/o George Zarrelli
8842 212A Street
Langley BC V1M 2J9
FAX (604) 888-0576