



**SCHOOL SPORT CANADA
SPORT SCOLAIRE CANADA**

POLICIES & GUIDELINES

REVISED October 2024

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School Sport Canada “Code of Ethics”

It is the **duty of all** concerned with school activities:

- To encourage and promote friendly relationships, good sportsmanship, and citizenship throughout each activity by requiring courtesy and proper behaviour at all times.
- To encourage and promote positive race relations, cross-cultural understanding and human rights with respect to race, culture, ethnicity, gender, ability, life style, diversity and religion.
- To insist upon implicit compliance with respect to rules and regulations for each activity - **PLAY FAIR** - winning is not the number one goal.
- To take special care and treat visiting teams and officials as guests, extending to them every courtesy;
- To be modest in victory and gracious in defeat;
- To educate officials, coaches, parents, administrators, student-athletes concerning the dangers and ethical violations of the use of performance-enhancing drugs. Individuals found to be involved in the use of performance-enhancing drugs shall be liable for suspension.

Statement on National Championships

The value of our school athletic program is to provide a large number of students with a great many experiences in a variety of athletic activities. In order to be consistent with our philosophy, specialization by a team or individual is difficult if not impossible to achieve in the School setting. The opportunity for those who wish to specialize, e.g. the outstanding or elite athlete, can be provided by the sport governing bodies who offer the opportunity to advance to National Championships. We, as SSC, are prepared, as we have been in the past, to identify these athletes and to work in close harmony with Sports Governing bodies. Furthermore, if we are to improve all our programs, it is essential that any monies and energies should be spent at the regional level where we would be benefiting the largest number; certainly, with this type of development, in time, those organizations dealing in specialization will have a broader base from which to choose.

We do believe that the school setting provides an educationally sound environment in which to pursue athletic endeavours.

- At the 1998 Annual Meeting of the Canadian School Sports Federation, now named *School Sport Canada*, its membership passed a unanimous resolution affirming its belief that “the SSC does not endorse National Championships for School Sport”.
- School Sport Canada is prepared to co-operate and work in close harmony with Sports Governing Bodies.
- We are prepared to identify outstanding athletes, in a variety of activities, who may become involved in national championships sponsored by Sports Governing Bodies.
- As an Organization of educators, we believe that sport is an integral aspect in the total education of the child.

Administrative Expense Guidelines

- a. Travel expense claims will only be honoured when submitted. Regulations as below listed, and as amended from time to time by the National Council, shall apply to all travel claims.
- b. A travel advance may be requested provided such request is filed with the Chair twenty (20) days prior to departure, to allow sufficient processing time.
- c. The air ticket receipts **MUST** accompany the travel claim. Economy air fare or equivalent is the maximum claimable.
- d. No accounts may be charged to the SSC unless specifically authorized by the National Council.
- e. A receipt **MUST** accompany each item claimed with the exception of meals.
- f. Payment of hotel accommodation will be made on the basis of the most economical rate available, commensurate with the function. Where feasible, the claimant is requested to share accommodation expenses.
- g. Meals – Per diem for meals will be paid. In the event of incomplete days, e.g. arrival and departure days, proportional meal allowances will be paid.
- h. Ground Transportation - Home to airport, return, and airport to hotel return costs will be paid. Airport bus or limousine service should be used as a first preference. Where taxis must be used, every effort should be made to share costs.
- i. In instances where private auto is used an allowance per kilometre will be paid. Rates shall be based upon the current federal government rates
- j. Travel claims **MUST** be filed with the Treasurer within thirty (30) days of the claimant's return home.
- k. Where so designated by the National Council a "Report for the Event" **MUST** be filed with the travel expense claim.

Sport Canada Policy on Women in Sport

Summary

The following statements apply to the policies and programs of Sport Canada.

Policy and Program Development

Sport Canada will continue its efforts to ensure that the needs of women in sport are identified, promoted, and supported in all of its policies and programs. As new policies and programs are developed and others are updated, the particular concerns of women will be addressed.

Sport Stratification

Sport Canada supports the concept of sport programs organized on a sex-integrated basis up to the age of puberty. Beyond puberty, philosophically Sport Canada supports the concept of competitive structures based on skill level. Where the nature of the sport or event, at the highest level of competition, does not warrant stratification on the basis of sex, Sport Canada will encourage integrated competition at all levels - including the international levels.

Sport Infrastructure

Sport Canada supports the concept of integrated sport organizations: that is, one organization that governs the activities of the sport for both men and women. It is Sport Canada's objective, to support only one organization for each recognized sport.

Leadership Development

Sport Canada will strive to increase the involvement of women in technical and administrative leadership positions at the national level both as professionals and as volunteers, so as to integrate women into the sport system; and to ensure that women with the requisite skills and commitment are placed in positions to effect change for women in sport.

High Performance Competition

Sport Canada will strive to equalize the support and the opportunities for women and men to compete at the national and international levels. National sport organizations will be asked to ensure equal access to services such as coaching and travel support.

Major Games and national sport organizations will be encouraged to offer, where sufficient demand exists, the same type and number of events for women as for men.

Participation Development

Cooperatively with other agencies and other levels of government, Sport Canada will increase participation opportunities for women in all forms of competitive sport. To realize this objective, programs will be designed in order to improve both the quality and the quantity of participation opportunities.

Resource Allocation

Efforts will be made to ensure that financial resources are equitably allocated. In case where inequities are demonstrated, Sport Canada contributions will be made conditional on guarantees

from national sport organizations that resources be more equitably distributed among males and females.

Liaison

Sport Canada will continue to exchange information and, where possible, coordinate activities with other agencies such as provincial/territorial ministries of sport. Networks will be established to improve communications on the status of women in sport.

Research

Sport Canada will support research initiatives that focus on the study of women's performance in sport. Research for the purposes of promoting and encouraging women's participation and leadership in sport will also be supported.

Education

Efforts will be directed to raising the level of awareness and understanding of the issues and needs facing women in sport. National sport organization leaders will be called on to play a significant role in positively changing the attitudes of their members with respect to participation of women in sport.

Promotion

Sport Canada will periodically publish materials, or make available other items such as films, relevant to the advancement of women in sport. In these promotional materials, role models appropriate to this advancement will be used.

Advocacy

Sport Canada will work with agencies and groups to identify and clarify issues facing women in sport, and will assist in activities within agencies or organizations that advocate on behalf of the needs of women in sport.

Monitoring and Evaluation

Sport Canada will monitor and evaluate, on an ongoing basis, the progress being made towards the goal of equality for women in sport. Mechanisms and procedures for measuring progress will be designed and implemented.

The Canadian Policy Against Doping in Sport

Introduction

The Canadian Policy Against Doping in Sport is grounded in the fundamental commitment to safeguard the integrity and values of sport and to protect the health of individuals from the unethical practice of doping.

The Canadian Policy Against Doping in Sport (2004) replaces all previous anti-doping policies, notably the Canadian Policy on Doping in Sport (2000) and the Canadian Policy Against Doping in Sport (1991).

Provincial and territorial governments commit to participating with the federal government in the further development of national anti-doping policies, strategies and programs involving both orders of government.

Purpose:

To promote doping-free sport in Canada and for Canadians, especially for the protection of *Athletes* and *Athlete Support Personnel*, thereby encouraging fair and healthy sport.

To ensure harmonized, coordinated and effective anti-doping measures at the national and international level.

To respect the rights of individuals and organizations through appropriate fair procedures for, and means to oversee, doping control, determinations of anti-doping rule violations and their consequences, and other decisions made in the interests of doping-free sport

Roles and Responsibilities

Individuals

Athletes, *Athlete Support Personnel* and other *Participants* in sport shall support, apply and meet the requirements of the Canadian Policy Against Doping in Sport and the Canadian Anti-Doping Program.

Multi-Sport/Multi-Service/Major Games Organizations

Multi-Sport/Multi-Service/Major Games Organizations (MSOs) - who provide a wide range of services and/or programs to the Canadian sport community - must adopt the Canadian Policy Against Doping in Sport as a condition of receipt of federal government funding. They shall respect the designated authority of the CCES on all anti-doping matters.

Canadian Strategy for Ethical Conduct in Sport

Vision:

The vision for the Strategy describes the desired state of sport in Canada by 2012 resulting from the implementation of initiatives over the 10-year period.

This Vision is that, by 2012:

There is a firm and public commitment to the principle that lasting and meaningful athletic performance can only be achieved through fair means.

Participants in sport and physical activity do so in a manner that adheres to the highest ethical principles.

Those who participate in sport receive from their fellow athletes, coaches and officials, and parents/guardians and spectators, fairness and ethical treatment in a safe and welcoming sport environment, free of harassment and abuse.

Their sport system advances the widest array of athletic goals of all participants, with or without disability, free from discrimination and barriers based on personal circumstances.

Spectators to sport events witness the activities without being subjected to abuse, interference or violence from others.

Coaches are appropriately valued by their athletes, and their athletes' parents/guardians and supporters, they receive fair treatment and respect for their valuable contribution to sport, and they are free of harassment and threats of violence under any circumstance.

Sport officials are respected for their decisions by athletes, coaches, parents/ guardians and spectators and are not interfered with in the execution of their duties.

Sport recognized for their efforts to make sport participation possible volunteers are respected and rewarding for athletes of all ages.

Parents/guardians are assured that their children participating in sport receive fair treatment from coaches, volunteers and spectators.

The sport system provides just treatment in cases of disputes in sport and there are proper and accessible mechanisms available to resolve disputed issues through due process in a timely manner.

Athletes, coaches and team officials representing Canada in the international sport arena conduct themselves, in both victory and defeat, in a manner that brings pride to all.

Sport organizations in receipt of public funding are fully accountable for the use of such resources and are transparent and democratic in their organizational life.

Goals:

In order to achieve the Vision, the Goals of the Canadian Strategy on Ethical Conduct in Sport are:

- To reduce and prevent unethical behaviours in sport;
- To increase ethical conduct in sport; and
- To create and sustain a supportive environment within Canadian sport for ethical conduct.

Roles and Responsibilities:

Sport communities and the two orders of government are currently engaged in numerous activities including fair play; anti-doping policy, procedures and programs; anti-harassment and abuse initiatives; new forms of fair dispute resolution; anti-violence; and organizational transparency and accountability. The Strategy will build on these initiatives and strive to engage the same stakeholders in the implementation of new and more comprehensive initiatives.

The respective roles of each stakeholder, including athletes, coaches, administrators, sport organizations, governments and the media, will be articulated in a general sense for the Strategy, as well as for each initiative of the Strategy as required.

Treasury Board Policy on Official Languages

Policy objective:

To ensure that when grants or contributions are made to voluntary non-governmental organizations serving the members of the public of both official language communities, communications with and services to the public are provided in both official languages in accordance with the spirit and intent of Part IV of the Official Languages Act.

Policy statement:

It is government policy that federal institutions providing grants or contributions to voluntary non-governmental organizations for activities, projects or programs involving service to a public composed of members of both official language communities must take the necessary measures to ensure that the recipients of public funds respect the spirit and the intent of the Official Languages Act when serving the public.

Expense Form

SCHOOL SPORT CANADA STATEMENT OF EXPENSES

Name: _____

Address: _____
(Street) (City/Town) (Postal Code)

Meeting: _____

Date(s): _____ Location: _____

ITEMS	TOTALS
Travel (current Federal km rate)	
407 ETR (OFSAA rate)	
Meals	
Accommodation	
Air Fare	
Ground transportation	
Other (Specify)	
TOTAL REQUEST	\$

Signature: _____

Notice of Motion

NOTICE OF MOTION

Article	_____	Section	_____
By-Law	_____	Section	_____
Regulations	_____	Section	_____
Policies	_____	Section	_____
General	_____		

WHEREAS

AND WHEREAS

BE IT RESOLVED THAT

MOVER _____

Email _____

SECONDER _____

Email _____

PROVINCE/TERRITORY _____

Date _____

NAME OF SPEAKER AT THE MEETING: _____

SIGNATURE _____

Note: All motions must be submitted via this form, delivered to the President, as follows:

- a) For any proposal that is not related to amendment of the Articles or By-laws, thirty (30) days prior to the Annual Meeting.
- b) For any proposal that is related to amendment of the Articles or By-laws, (60) days prior to the Annual Meeting.

School Sport Canada representation at events



School Sport Canada Representative

Terms of Reference

In order to ensure that events School Sport Canada partners with maintain a school sport perspective, and to adequately evaluate the event for future years, School Sport Canada Board of Directors will appoint official event representatives or designate to attend and participate in the event. The responsibilities and duties of the representative(s) are as follows:

- 1) Represent School Sport Canada at all official functions of the event;
- 2) Act as the spokesperson for School Sport Canada with any media present;
- 3) Represent School Sport Canada on any awards selection committee;
- 4) Participate in awards presentations;
- 5) Represent School Sport Canada on any disciplinary or protest committees;
- 6) Present report to School Sport Canada AGM with evaluation and any recommendations for future events;
- 7) Expenses for such representation are at the expense of the representing Province/Territory unless otherwise decided by the School Sport Canada Executive Management Committee.

Annual General Meeting Logistics

SCHOOL SPORT CANADA ANNUAL GENERAL MEETING

Registration fee guidelines

Responsibilities of the Host Province/Territory:

- In conjunction with the AGM delegates, select the meetings dates
- Negotiate and book meeting spaces including:
 - Hotel bedrooms for delegates and guests
 - AV equipment
 - Hospitality room
- Provide agenda outlining conference information, costs, social event, etc. to each provincial association
- Organize one dinner/social event
- Organize conference meals at or near conference location

General Agenda:

- Day 1: Travel day
 - Organize transportation from airport to conference location
 - Hospitality room from 7:30 to 10:00 pm
- Day 2: Meeting all day
 - Breakfast
 - Lunch
 - 2 nutrition breaks
 - Hospitality room (if applicable)
 - Dinner – not included in the conference fee
- Day 3: Meeting until 2:00 pm
 - Breakfast
 - Lunch
 - 2 nutrition breaks
 - Social event
 - Dinner
 - Hospitality room (if applicable)
- Day 4: Meeting until noon and travel day
 - Breakfast
 - Nutrition break
 - Transportation from conference location to airport

Expenses: Conference fee up to \$450 including:

- Meeting rooms for 3 days
- 3 breakfasts
- 4 nutrition breaks
- 1 social event/dinner
- 2 hospitality room
- Transportation (conference location/airport)

Provinces will be able to apply up to \$1000 for financial assistance once the annual meeting is over. To access this fund the host Province/Territory must provide their budget and ask for approval from the Board of Directors at the January Semi-Annual Board of Directors meeting prior to when they are hosting.

The upcoming Host Province/Territory are asked to have their budget prepared for the January Semi-Annual Board of Directors