

## **APPENDIX 4**

# **WOSSAA TRANSFER APPEAL PROCEDURAL PROCESS**

**Revised: Oct 2016**

1. All transfer students are ineligible for WOSSAA competition until cleared by their Conference Transfer Board or the WOSSAA Board of Reference – Transfers through the current OFSAA Transfer Policy.
2. Students seeking eligibility under the OFSAA policy must submit an "OFSAA Transfer Policy Application and Appeal Form" for eligibility to their Conference Transfer Board.
3. The meeting dates of Conference Transfer Boards must be publicized in all Conference schools at least two weeks in advance.
4. WOSSAA must publish the dates of the meeting of the WOSSAA Board of Reference – Transfers in June of the previous school year.
5. Conferences with eligibility rules and/or transfer rules which are different from those of OFSAA and WOSSAA must rule on the student's OFSAA eligibility as well as Conference eligibility. Conferences ruling on only Conference eligibility must submit the applications of all transfer students to the WOSSAA Board of Reference – Transfers for eligibility beyond Conference play.
6. Students declared ineligible by the Conference Transfer Board must be given the right to appeal that decision to the WOSSAA Board of Reference – Transfers.
  - a) The appeal must be made through the Athletic Director to the WOSSAA Executive Director.
  - b) The appeal must be in writing on the current OFSAA Transfer Policy Application and Appeal Form. Additional documentation may be included.
  - c) The WOSSAA Executive Director must receive the Appeal at least 48 hours before the WOSSAA Board of Reference – Transfers meeting.
  - d) The appeal must be submitted along with a fee of \$100, paid by school cheque.
7. Students ruled ineligible by the WOSSAA Board of Reference – Transfers may appeal in writing to the OFSAA Board of Reference - Transfers. (See OFSAA Transfer Policy Procedural Process)
8. A student ruled eligible by the Conference Transfer Board or the WOSSAA Board of Reference – Transfers may have that decision challenged.
  - a) That challenge must be processed through the Athletic Director or a member of the WOSSAA Board of Directors.
  - b) The challenge to the eligibility of the student shall be in writing and shall include the reasons for the challenge, and shall refer to the section or sections of the OFSAA Transfer Policy on which the challenge is based.

- c) A challenge of a decision made by the Conference Transfer Board will be reviewed by the WOSSAA Board of Reference – Transfers.
  - d) A challenge decision made by the WOSSAA Board of Reference – Transfers can be made to the OFSAA Board of Reference – Transfers. (See OFSAA Transfer Policy Procedural Process)
  - e) All challenges must be made at least 21 days prior to the WOSSAA Championship.
  - f) Upon receipt of a challenge, the WOSSAA Board of Reference – Transfers shall notify the student and the student's Principal, in writing, of the date, time and place that the appeal will be heard. In conjunction with the aforesaid notification, the Board of Reference shall also include a copy of the challenge as submitted to the Board of Reference.
9. The WOSSAA Executive Director shall maintain an eligibility list of all transfer students ruled on by WOSSAA. This list will be available to Conference Coordinators and any WOSSAA Convenors upon request.
10. At all WOSSAA Championships:
- a) All competitors must be listed on an eligibility sheet with all transfers noted as well as the date and section under which the transfer was approved. The list must be received by the WOSSAA Convenor prior to the Championship.
  - b) If the eligibility form's accuracy with respect to transfer students is questioned the Convenor can confirm the student's eligibility through the eligibility list on file with each Conference Convenor.
  - c) If a transfer student appears on an eligibility form but the eligibility is not documented, then that student is immediately ineligible, unless the eligibility can be verified via correspondence (verbal, email or text) with the Conference Convenor or Conference Coordinator. In those circumstances, a paper copy outlining the transfer date and section under which the transfer was approved **MUST** be provided to the WOSSAA Convenor before the end of the day of the WOSSAA Championship.