

CWOSSA Transfer Policy – September, 2011

1. No school shall include in its lineup any student who has been registered as a transfer from another school within the previous twelve- (12) months. The CWOSSA Transfer Policy applies to all students transferring into CWOSSA **member** high schools.
2. In accordance with the CWOSSA Transfer Policy Procedural Process, a student or her/his representative may apply to the CWOSSA **Transfer Committee** to be deemed eligible to participate in Association-sponsored events according to the following criteria:
 - (a)
 - (i) there has been an accompanying change in permanent residence by the student and his/her immediate family to the designated school from any system (public, catholic or independent) according to school board boundaries (or is the closest school in the student's choice of school system to the student's home if no school boundaries exist). Immediate family is the parent(s) or the student's legal guardian as determined by a court of competent jurisdiction. The student and his/her immediate family must completely and permanently move from the former residence. The student must provide evidence/documentation confirming that they are residing in a new permanent residence, and evidence/documentation that they have completely and permanently moved from the former residence. See Note 8.
 - (ii) The student has transferred to an Ontario school from outside Canada or the United States.
 - (iii) The student has transferred as a result of the closure of his/her former school and is attending the school designated by the School Board.
 - (b)
 - (i) the student did not participate in any sports at the interschool level for twelve months prior to the date of transfer. Written confirmation from the Vice Principal, Principal, Department Head, or Athletic Director at the previous school is required.
 - OR**
 - (ii) The student accepts his/her ineligibility under the Transfer Policy, but requests eligibility for the sports he/she did not participate in at the interschool level for the twelve months prior to the date of transfer. Written confirmation from the Vice Principal, Principal, Department Head, or Athletic Director at the previous school is required.
 - (c) The student **has been placed** in a school by an I.P.R.C. (Identification, Placement and Review Committee) decision. The Federation's Board of Reference shall require and receive a letter from the principal of the school from which the student has transferred, stating the reason for the placement of the student by I.P.R.C.
 - (d) The student:
 - (i) has transferred prior to their grade 10 year for exceptional personal, social or academic reasons. Documentation detailing these exceptional reasons must accompany the appeal.

- (ii) has changed residence to live with a custodial parent, or to live with a new, court appointed legal guardian for exceptional personal reasons. Documentation showing that there was just cause for the move must accompany the appeal. See Note 8.
- (iii) has transferred to remove him/herself from an abusive home environment. documentation detailing the abusive situation shall be provided by the applicant from the sending school, psychologists, social worker, medical doctor or police, as the case may be. (All documentation will be reviewed respecting confidentiality.)
- (iv) has been forced to leave an independent school specifically due to financial hardship. The appeal must include the following information: documentation confirming change in tuition fees; documentation regarding family requests for bursary assistance to meet financial hardship; documentation regarding significant changes in the financial situation of the family; and, confirmation that the student will be attending the designated school in their home catchment area.

Notwithstanding any of the above, no student may participate in the same sport for more than one school in the same League or municipality in the same school year unless the student is ruled eligible by the CWOSSA Board of Reference under subsection (a) of the Transfer Policy. Participate means competing in exhibition games and invitational tournament/events, not just league play.

- NOTES:**
1. Once a student has changed schools he/she is considered a transfer student and even if he/she returns to a school, he/she must comply with the Transfer Policy.
 2. The word “participate” in section (b) of the Transfer policy means competing for your school in that activity. This includes exhibition games and invitational tournaments, not just league play.
 3. The **CWOSSA Transfer Committee** will not consider as reasons for transfer, (i) the relative ranking of schools or the difference in delivery of courses with the same Ministry course code; (ii) that a sport team is no longer offered at the previous school.
 4. Students moving from a school in a strike/lock-out area are ineligible for all sports played in the previous 12 months from their date of entry into the new school.
 5. Out of province and out of country exchange students are not considered transfer students and are eligible for all sports.
 6. Students transferring from other provinces, states, or countries who have graduated from high school or equivalent, are ineligible for CWOSSA competition.
 7. Students applying under Section D must attend the next closest school (of their choice of school system) to their home residence.

8. When applying under section (a)(i), the student must provide evidence/documentation confirming that he/she and their immediate family are residing in a new permanent residence and that they have completely and permanently moved from the former residence. When applying under section d(ii) of the policy the student must provide evidence/documentation confirming that they are residing in a new permanent residence. In both cases, such evidence/documentation may include:

- telephone and utility service operative at the new residence
- telephone and utility service disconnected at the former residence;
- vehicle registration listing the new residence;
- real estate documents indicating and verifying a change of residence (e.g., sale and purchase);
- parents/court-appointed guardians' property tax bill listing the new residence;
- insurance slip for home and auto insurance;
- school documentation showing that sibling(s) attend local elementary school and/or the same high school as the transferring student;
- Any other documentation that is requested which establishes the student and his/her immediate family is living at the new residence.

Production of evidence/documentation described above does not guarantee eligibility.

The **CWOSSA Transfer Committee** shall, in its sole and exclusive discretion and authority, consider such application and rule the student eligible or ineligible.

The CWOSSA Transfer Policy Procedural Process:

1. All transfer students are ineligible for CWOSSA competition until declared eligible by their District Transfer Committee or the CWOSSA Transfer Committee under policy section (a), (b), (c) or (d).
2. Students not eligible under these criteria may appeal in writing in the following manner:
 - (a) through their coach to their District Transfer Committee
 - (b) through District Transfer Committee to the CWOSSA Transfer Committee

Note: In both (a) and (b) above, proper documentation must be received by the District and by the Association before a decision can be rendered at either level.

3. A challenge to the eligibility of a student who has been declared eligible by a District Transfer committee, may be made to the CWOSSA Transfer Committee by any member of the Association.

4. (a) In the event that a student, ineligible by reason of the transfer policy, seeks to appeal his/her ineligibility to the CWOSSA Transfer Committee the following procedure must be followed:
 - (i) The student, or his/her representative, shall submit in writing, on the designated and current OFSAA eligibility form, to the CWOSSA Transfer Committee, the grounds for the appeal and the reasons why the student claims to be eligible. The completed documentation requested on the form must be submitted at this time.
 - (ii) Upon receipt of the application for appeal, the CWOSSA Transfer Committee shall notify the student of the date and time and place that the appeal is to be heard. The student shall also be advised that he or she may personally attend the hearing of the appeal, along with his/her representative.
 - (iii) At the hearing the student or representative may make whatever submissions, or call whatever witness(es) he/she chooses.
 - (iv) The CWOSSA Transfer Committee shall render its decision, in writing, and in doing so shall state briefly the reasons for its decision.
- (b) In the event that a student is declared eligible by the CWOSSA Transfer Committee That determination of eligibility may be challenged by way of an appeal to the OFSAA Board of Reference- Transfers.

The following procedure shall be followed: 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 Transfer Policy on which the challenge is based. The challenge shall be directed through the CWOSSA Transfer Committee Chair to the OFSAA Board of Reference - Transfers and shall be received no later than fourteen (14) days prior to the OFSAA competition in question. The challenge must be accompanied by a \$50.00 fee, refundable if the challenge is upheld.

Note: Refer to the OFSAA Transfer policy for further procedural details.
- (c) In the event a student is declared eligible by the CWOSSA Transfer Committee, and another party (the challenging party) alleges that the student falsified information on the transfer form, in the documents submitted with their appeal, or in information presented by or on behalf of the student during the appeal hearing, the following procedure shall be followed:
 - (i) A request for the convening of a Board of Reference shall be made by the challenging party through the Executive Director to the CWOSSA President.
 - (ii) The Board of Reference shall notify the student, the student's principal and the challenging party, in writing, of the date, time, and place a hearing will be held. The Board of Reference shall request at this time any necessary documentation and other information that may be necessary for the Board of Reference to rule on the challenge. The Board of Reference shall provide to the transfer student the particulars of the

- challenge received from the challenging party. All information received shall be shared with the parties involved. The transfer student and the challenging party shall be given as much notice as practicable prior to the date of the hearing.
- (iii) At the hearing the student and/or representatives and the challenging party and/or representatives may call whatever witnesses or make whatever submissions he/she/they choose(s) and the Board of Reference shall permit in its sole and exclusive discretion. The Board of Reference shall determine if the transfer student falsified information as alleged by the challenging party.
 - (iv) If the student is found by the Board of Reference to have falsified information on their transfer form, in the documents submitted with their appeal, or in the information presented at the appeal hearing, they shall be ineligible for competition in all sports for twenty-four (24) months from the date of transfer.
 - (v) The Board of Reference shall render its decision in writing and in so doing shall state briefly the reason(s) for its decision. The decision of the Board of Reference shall be final and conclusive and there shall be no right of appeal to any body or court of competent jurisdiction.
- (d) The procedures as set out in this section shall only apply to 4(a), 6(b) and 6 (c). In the event that there has been imperfect compliance with the procedures as set out herein, the Board of Reference may, in its sole discretion, waive any failure to comply with the procedures.