



SASKATCHEWAN HIGH SCHOOLS ATHLETIC ASSOCIATION

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Sport Advisory Group (SAG) – Terms of Reference

67.1 Name and Type of Committee

A Sport Advisory Group is a standing committee of the SHSAA Board of Directors.

67.2 Purpose of the Committee

The purpose of a Sport Advisory Group is to assist the Board of Directors in reviewing sport-specific activity policies.

The Board of Directors must consider many factors when reviewing proposed changes to sport-specific policies and a Sport Advisory Group plays an important role in:

- the annual review of the sport-specific policies
- vetting ideas to ensure they encompass broad perspective
- refining concepts into potential AGM-ready resolutions
- communication between sport-specific coaches and SHSAA

67.3. Composition

Each Sport Advisory Group member must hold a valid Saskatchewan Teaching Certificate and must be currently employed by a board of education in Saskatchewan, an independent school, a band school, or be a trustee.

Members of the SHSAA Board of Directors chair each of the 10 Sport Advisory Groups. The Chair ensures a rotation of individuals through the Sport Advisory Group. It is expected that individuals will remain on the Sport Advisory Group for at least two years. There is a maximum of eight members (not including the chair(s)) on each Sport Advisory Group and if the number of interested current members plus applications from potential new members exceed that amount, the longest-serving member(s) will roll off. The Board of Directors strive to form Sport Advisory Groups composed of diverse representation (gender identification, ethnicity, sexual orientation, urban/rural, school classification, geography).

67.4. Appointment of Chair

During the post-AGM Board of Directors Meeting in June, the Board of Directors will determine which Director will chair each of the Sport Advisory Groups based on interest/experience in a particular activity and whether they are the current chair of the Sport Advisory Group.

67.5. Decision making process

A Sport Advisory Group will conduct a vote to determine if there is support for the draft resolution(s) to be presented to the Board of Directors. Individual Sport Advisory Group members cannot push forward a resolution without the support of a majority of the Sport Advisory Group.

67.6. Authority Delegated

Proposed amendments to SHSAA Articles and Bylaws are brought to the AGM by a District, School Division (Member), or the Board of Directors. The Bylaws of the Association place the Board of Directors in charge of Policies and, as such, proposed amendments to Policies are brought to the AGM by the Board of Directors. The Board of Directors welcomes input on policy change from Sport Advisory Groups, Districts, and School Divisions. The Board of Directors may defer certain suggestions/topics to a Sport Advisory Group for further analysis to determine the overall impact on the SHSAA.



67.7. Timeframe/Reporting/Deadlines/Dissolution

Sport Advisory Groups will be reviewed on an annual basis as follows:

Prior to June of each school year, the chair of the Sport Advisory Group will contact the current members of the group to determine interest in continuing for another year. Applications to become a new member of a Sport Advisory Group are submitted on-line ([Sport Advisory Group Application](#)). All applications require approval from the District. Individuals are asked to complete the on-line application, then send a copy to the District for consideration. Upon approval, Districts are asked to forward the application to the SHSAA office for consideration by the Board of Directors. Following their September meeting, the Board of Directors will notify the SHSAA membership of the individuals who will serve as committee members of the Sport Advisory Groups for the current school year.

The Chair of the Sport Advisory Group will report to the Board of Directors at each of the Board of Directors meetings in December, January, April, and May (and June in the case of Track & Field).

A Sport Advisory Group will be dissolved if the sport-specific activity that the Sport Advisory Group is responsible for is removed from the SHSAA calendar of sanctioned events.

67.8. Meetings

A Sport Advisory Group may meet, as required, through email, online meetings, when available at provincial championships, or at SHSAA AGM. Meetings should occur (at a minimum):

- following the season of play:
 - annual review of the activity
 - analysis of the event evaluations provided by participants
 - study feedback from individuals/groups/districts
 - This may, or may not, lead to:
 - proposing areas of study
 - suggested changes for the activity
 - A Sport Advisory Group will communicate with the individual/group/district regarding discussion that occurred and any action the Sport Advisory Group chooses to take concerning the feedback.
- prior to SHSAA Board of Directors meetings (December, January, April, and May (and June in the case of Track & Field))
 - prior to the April meeting of the SHSAA Board of Directors to develop potential resolutions to be presented by the Sport Advisory Group chair to the Board; the Board of Directors will provide feedback through the Sport Advisory Group chair back to the Sport Advisory Group.
 - Sport Advisor Group members conduct a vote at this meeting to determine if the group supports the draft resolution(s) to be presented to the Board of Directors.
 - prior to the May meeting of the SHSAA Board of Directors to receive feedback from the Sport Advisory Group chair and possibly tweak the draft resolution(s) in preparation for the Sport Advisory Group chair to present the finalized resolution to the Board of Directors at the May meeting. The Board will either put forward the resolution to the AGM or provide reasoning as to why it has not.

67.9. Staff Support

The Sport Advisory Group may decide, as a group, to have the chair ask the SHSAA office staff to provide information such as data, rules resources, and trends in other jurisdictions.

67.10. Communications with the Board

The chair of each Sport Advisory Group will report to the SHSAA Board of Directors at their regularly scheduled meetings. The Board of Directors will provide feedback to the chair of the Sport Advisory Group as to the Board position on various topics submitted for consideration.

67.11. Communications with the Executive Director

The Chair of the Sport Advisory Group may communicate directly with the Executive Director, cc in group email, or provide invitations to SAG meetings.

67.12. Specific Areas of Responsibility

A Sport Advisory Group's area of responsibility is specific to how the game is played (i.e., rules and equipment of the activity policies). A Sport Advisory Group is to analyze sport-specific rules to generate suggestions and vet ideas provided by the membership or feedback received from championships.

- Examples of topics that **are appropriate** for a Sport Advisory Group:
 - rules governing the short kick-off in the SHSAA activity of football or
 - whether or not a brush head moratorium should be adopted for the SHSAA activity of curling
 - playoffs (adhering to the Provincial Championship Program Goals)
- An example that would **not be appropriate** for a Sport Advisory Group:
 - Classification
 - This topic would be analyzed by the Board of Directors or discussed by the membership during small-group sessions at AGM.

67.13. Other

There will be no remuneration from SHSAA for group members.