

APPENDIX XI

HAMILTON-WENTWORTH CATHOLIC ATHLETIC ASSOCIATION (HWCAA)

Transfer Qualifications

**** All teams of the HWCAA must be aware that Athletic Eligibility requirements for participation in HWCAA athletics must align with GHAC/OFSAA Athletic Eligibility. If this is not the case, OFSAA will disqualify an entire team for allowing a non-eligible student-athlete to participate in league (HWCAA) play.****

1. No school shall include in its lineup any student who has been registered as a transfer from another school within the previous twelve months. The HWCAA, GHAC and OFSAA Transfer policies apply to all students transferring into Ontario schools.
2. A student or his/her representative may apply to the designated Superintendent in charge of athletics to be deemed eligible to participate in HWCAA sports 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 the School Board boundaries (or is the closest school in the student's choice of school system to the student home if no school boundaries exist). The student must have moved out of the school board boundaries of the sending school, or if the sending school has no school board boundaries, the receiving school must be closer to the student's new permanent residence than the sending school (see Note 7). 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 9).
 - ii) The student has transferred to an Ontario school from outside Canada **and outside** the United States and is attending the designated school in their choice of system (public, Catholic or independent) according to the school board boundaries (or is attending the closest school in the student's choice of system to the student's home if no school boundary exists); or is attending a school assigned by the school board. **(see note 9)**.
 - 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.**
****Students in their first year of grade 9 may not apply under this section****

- B. 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 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.**
- B. iii) **“The student transferred to another school for a period of less than one year and is returning to the school he/she attended prior to the transfer. The student must not have participated in any sports at the interschool level while attending the other school. Written confirmation from the Vice Principal, Principal, Department Head or Athletic Director at the previous school is required.”**
****Students in their first year of grade 9 may not apply under this section****
- C. i) The student has been placed in a school by (i) an I.P.R.C. (Identification, Placement and Review Committee) decision. The Superintendent in charge of Athletics 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.
- C. ii) The student has transferred from an independent school to a public or Catholic school as the result of an educational exceptionality which the independent school was unsuccessful in accommodating. In such cases, the student was unable to access the IPRC process (Identification Placement and Review Committee). The appeal must be accompanied by the following information: a psycho educational assessment diagnosed an educational exceptionality, documentation from the Independent school demonstrating the strategies used to attempt to accommodate the educational exceptionality; and documentation from the receiving school confirming additional and/or new methods being provided to accommodate the educational exceptionality, which were not being provided at the sending school.
- C. iii) **The student has completed an English Language Learner or English Dialect Learner program, and as a result, the school board is requiring the student to transfer to their designated school. The student must transfer by the beginning of the school year following completion of the program, and must provide documentation from the school board confirming completion of the English Language Learner or English Dialect Learner program and confirming the student has been placed in his/her designated school.**
- D. i) has transferred prior to their grade 10 year for exceptional personal, social or academic reasons; documentation detailing these exceptional reasons must accompany that appeal. The student must attend the next closest school to their home residence if remaining in the same system. If changing systems, the student must attend the designated school according to school board boundaries (or the closest school to the student’s home residence if no school boundaries exist).
- D. ii) has changed residence to live with a custodial parent for exceptional personal reasons or the student has changed residences 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 9 regarding proof of residence. In this

instance, a custodial parent refers to either parent in the case of divorce or separation. Assuming the case of a divorce or separation, the student moving from one parent to another is granted eligibility on the first move only. A court appointed legal guardian is not the biological parent but is determined by the court. **The student must attend the next closest school to their home residence if remaining in the same system. If changing systems, the student must attend the designated school according to school board boundaries (or the closest school to the student's home residence if no school boundaries exist).**

- D. iii) The student has transferred to remove him/herself from an abusive 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 by respecting confidentiality). **The student must attend the designated school from any system (public, catholic, or independent) according to school board boundaries (or the closest school in the student's choice of school system to the student's home residence if no school boundaries exist).**
- D. iv) The student has been forced to leave an independent school specifically due to financial hardship. The appeal must include the following information: regarding documentation confirming changes in tuition fees, documentation regarding family requests for bursary assistance to meet financial hardships, 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. **The student must attend the next closest school to their home residence if remaining in the same system. If changing systems, the student must attend the designated school according to school board boundaries (or the closest school to the student's home residence if no school boundaries exist).**
- D. V) The student was the victim of bullying and after attempts to resolve the issue the sending school agreed that it was in the best interests of the student to transfer schools. The appeal must be accompanied by the following information: documentation from the sending school's administration or police confirming the seriousness and frequency of the bullying, including a description of the incidents and dates; documentation from the sending school's administration describing strategies put in place to resolve the bullying and the reasons that strategies did not succeed and a letter from the sending school's administration in support of the transfer. **The student must attend the next closest school to their home residence if remaining in the same system. If changing systems, the student must attend the designated school according to school board boundaries (or the closest school to the student's home residence if no school boundaries exist).**

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 Superintendent in charge of athletics. 'Participate' means competing in exhibition games and invitational tournaments/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 / events, not just league play.
3. The Board of Reference will not consider as reasons for transfer:
 - a) The relative ranking of schools or the differences in the delivery courses with the same Ministry course codes,
 - b) That a sport or 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 twelve months from their date of entry into the new school.
5. **Students who attended an alternative school or alternative program who are returning to the school they attended prior to the alternative school or alternative program, are not considered transfer students provided they did not play sports while at the alternative school or alternative program**.
6. **Driving distance shall be used to determine the closest school to a student’s home residence**.
7. Students transferring from other provinces, states or countries are ineligible for OFSAA competition if they have graduated from high school or equivalent, or if they have used their years of athletic eligibility in the province, state or country from which they are transferring. This does not apply to students who have graduated in the previous school year from secondary school in Quebec, provided they must meet the criteria in sections A.-D. of the transfer policy.
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 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 disconnected at the former residence;
 - Real estate documentation indicating and verifying a change in residence (e.g. sale and purchase)
 - Parents/court appointed guardians’ property tax bill listing the new residence;
 - Insurance slip for the new 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 required which establishes the student and his/her immediate family is living at the new residence.
 - **“For a(ii) only, students may provide documentation confirming they have been processed by the school board’s assessment center.”**

PRODUCTION OF EVIDENCE/DOCUMENTATION DESCRIBED ABOVE DOES NOT GUARANTEE ELIGIBILITY.

9. "Prep/elite fall into two categories: a school prep/elite team and a non-school prep/elite team. A school prep/elite team is a team that represents the school in competition and/or is under the oversight of the school administration. If a student participates for a school prep/elite team, and then that student transfers schools, he/she may not apply under section B (i), **and he/she is considered to have participated in the prep/elite team sport at the interschool level if applying under section B (ii) or B (iii).**
10. Also, for GHAC and OFSAA competition or OFSAA sanctioned tournaments, OFSAA eligibility rules apply.
11. ****All teams of the HWCAA must be aware that Athletic Eligibility requirements for participation in HWCAA athletics must align with GHAC/OFSAA Athletic Eligibility. If this is not the case, OFSAA will disqualify an entire team for allowing a non-eligible student-athlete to participate in league (HWCAA) play.****
12. The student must attend the next closest school (of their choice of school system) to their home residence.

