

Policies and Procedures 20 – Programs

POLICY NUMBER: 20.10
Name: National Championships - General
Origin: Executive Committee
Approved: June 2001
Approval Process: General Assembly
Revision Date(s): June 2007

20.10.1 CIS NATIONAL CHAMPIONSHIPS

20.10.1.1 CIS annually sanctions National Championships to promote CIS and Canadian universities and to declare a Canadian University Champion in the following sports:

<u>MEN</u>	<u>WOMEN</u>
Basketball	Basketball
Cross Country	Cross Country
Curling	Curling
Football	Field Hockey
Ice Hockey	Ice Hockey
Soccer	Rugby
Swimming	Soccer
Track & Field	Swimming
Volleyball	Track & Field
Wrestling	Volleyball
	Wrestling

20.10.2 PROCEDURE FOR ESTABLISHMENT OF A NATIONAL CHAMPIONSHIP

A Regional Association, or member institution with the endorsement of its Regional Association, may submit a request for initiation of a championship to the Board of Directors of CIS, who will take appropriate action to determine the procedures for consideration of the request.

20.10.3 MAINTAINING A NATIONAL CHAMPIONSHIP

There shall normally be a minimum of three Regional Associations committed to holding Regional Association Championships, in order to maintain a National Championship.

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POLICY NUMBER:	20.20
Name:	National Championship Formats and Participants
Origin:	National Championship Task Force/Board of Directors
Approved:	June 2001
Approval Process:	General Assembly
Revision Date(s):	June 2002, June 2005, June 2010

20.20.1 PRINCIPLES/CIS RESPONSIBILITIES

- 20.20.1.1 The CIS Board of Directors determines the format and total number of participants at each National Championship based upon consultation and input from various committees of the Board, as per CIS Policies and Procedures, and the application of the following criteria:
- a) Number of members participating in that sport. When there are less than 20 schools, a different format/model may need to apply.
 - b) Number of Regional Associations that have sport conferences/leagues, in that sport.
 - c) Number of teams in each sport conference.
 - d) Traditional formats for that sport.
 - e) Logistical and technical requirements in hosting that sport.
 - f) The historical competitive strength across CIS Regional Associations, between sport conferences, and within each league (depth).
 - g) The role of university sport within the Canadian sport development structure (sport specific).
 - h) Impact on the CIS travel funding formula.
 - i) Marketing impact for CIS, and event host (television appeal, spectator appeal, sponsor appeal).
 - j) The student-athlete experience.
 - k) All National Championship Tournaments shall normally have an even number of teams.
- 20.20.1.2 Regional Association representation is a fundamental and primary element of National Championships. Therefore, each Regional Association (Atlantic University Sport, RSEQ, OUA, Canada West) shall normally have at least one representative at each National Championship.
- 20.20.1.3 In National Championship Tournaments, a bronze medal game must be played. (Implementation timeframe for Men's Hockey to be determined in consultation with the Hosts.)
- 20.20.1.4 In National Championship Tournaments, where the running of the 5th place game (consolation final) can be played later than 10:00 AM and prior to the bronze medal or gold medal games and does not negatively affect the start time of the Gold medal game, then it should be played. To be determined in consultation with the CIS Office and the championship Host.
- 20.20.1.5 In National Championship Tournaments there will be no 7th/8th place games.
- 20.20.1.6 In National Championship Tournaments, the host will receive one berth. (This includes basketball, volleyball, field hockey, ice hockey, soccer, and rugby).
- 20.20.1.7 The CIS Board of Directors may also assign to Regional Associations additional berths to a National Championship. These additional berths will be assigned based on the principle that the most competitive teams should advance to National Championships.

20.20.1.8 The CIS Board of Directors may approve championship formats which include at-large berths assigned to a university. These additional at-large berths will be assigned based on an objective selection process as approved by the Sport Committee and will be assigned based on the principle that the most competitive teams should advance to National Championships.

20.20.1.9 In National Championship Tournaments, no more than 50% of the teams shall be from a single Regional Association unless one or more of those Regional Association members are from a Sport Conference which includes members from a second Regional Association.

20.20.1.10 Individual sports (e.g. swimming) that use pre-determined standards shall not be required to restrict the number of universities from a particular Regional Association that can qualify student-athletes. The maximum number of student-athletes who will be funded by the CIS travel funding policy will be pre-determined.

20.20.1.11 The CIS Board of Directors will ensure that National Championships are reviewed regularly and at least every three years, relative to the number of participants and format.

20.20.2 REGIONAL ASSOCIATION RESPONSIBILITIES

20.20.2.1 Regional Associations determine the organization of each sport within their Regional Association, and how they will declare the representatives of their Regional Association.

20.20.2.2 In cases where the CIS Board has designated more than one National Championship berth to any particular Regional Association, the Regional Association must determine a format for awarding the berths.

20.20.2.3 If a Regional Association provides notice in writing of its intent to not participate in a National Championship, that berth will be re-assigned by the CIS Board of Directors.

20.20.3 MEMBER RESPONSIBILITIES

20.20.3.1 Members must submit a “Declaration of Participation in National Championships” form (See Policy 10.20) prior to July 15 to affirm the institution’s commitment to proceed to National Championship playoffs in each sport that the institution participates.

20.20.4 PROCESS

20.20.4.1 Men’s Basketball Championship

8 Team Format, Single Elimination

4 Regional Associations

1 Host

1 Assigned Berth to the OUA Regional Association

1 Assigned Berth to the Canada West Regional Association

1 At-Large Berth (see Playing Regulations 4.2.3 for the approved selection process)

20.20.4.2 Women’s Basketball Championship

8 Team Format, Single Elimination

4 Regional Associations

1 Host

- 1 Assigned berth to the OUA Regional Association**
- 1 Assigned berth to the Canada West Regional Association**
- 1 At-Large Berth (see Playing Regulations 4.2.3 for the approved selection process)**

20.20.4.3 Cross Country Championship
Open Championship

20.20.4.4 Field Hockey Championship
5 Team Format, Round Robin
1 Canada West Regional Association
1 OUA Regional Association
1 Host
1 Assigned berth to the OUA Regional Association
1 Assigned berth to the Canada West Regional Association

20.20.4.5 Football Championship
4 Team Format, Single Elimination (Bowl Games)
4 Regional Associations
No Host

20.20.4.6 Men's Ice Hockey Championship
6 Team Format, Round Robin (2 Pools)
4 Regional Associations
1 Host
1 Assigned berth (Rotational Format based on Host. When the OUA is hosting they will have three (3) teams competing (the host plus two [2]). AUS and Canada West Conference will each have one (1) team competing and there will be a wildcard team which will alternate between the two conferences. When Canada West is hosting, they will have two (2) teams competing (the host plus one) with OUA having two (2) teams, AUS having one (1) team and one (1) wildcard team will alternate between OUA and AUS. When AUS is hosting, they will have two (2) teams competing (the host plus one) with Canada West having one (1) team, OUA having two (2) teams and one wildcard team alternating between OUA and Canada West.

20.20.4.7 Women's Ice Hockey Championship
6 Team Format, Round Robin (2 Pools)
4 Regional Associations
1 Host
1 Assigned berth (Previous Winner: Goes to the Regional Association having won the previous year's National Championship)

20.20.4.8 Women's Rugby Championship
6 Team Format, Round Robin (2 Pools)
4 Regional Associations
1 Host
1 Assigned berth OUA Regional Association

20.20.4.9 Men's Soccer Championship
8 Team Format, Single Elimination

- 4 Regional Associations
- 1 Host
- 1 Assigned berth OUA

- 2 Assigned berths (Rotational Format as per the following:
 - When Canada West Hosts, AUS 1 additional berth and RSEQ 1 additional berth.
 - When Quebec Hosts, AUS 1 additional berth and Canada West 1 additional berth.
 - When AUS Hosts, Canada West 1 additional berth and RSEQ1 additional berth.
 - When OUA Hosts, the 2 assigned berths would go to 2 of the 3 other Regional Associations that averaged the highest finish from the previous 3 year's National Championships. In the event a tie still occurs; based upon points from the previous 4 year's National Championships would be used.

20.20.4.10 Women's Soccer Championship

8 Team Format, Single Elimination

- 4 Regional Associations
- 1 Host
- 1 Assigned berth OUA
- 1 Assigned berth (Previous Medalists – Assigned berth from the same Regional Association as the gold medalist at the previous year's National Championship.)
- 1 Assigned berth (Rotational Format – Assigned berth from all four Regional Associations depending on the Host Regional Association and/or the gold medal winning Regional Association.) The rotational berths will be as follows:
2011 –RSEQ, 2012 – OUA, 2013 – AUS.
Subject to change based on results of the Championship and future hosts.

NOTE:

- a) The Regional Association with the rotational berth cannot be the same as the Regional Association with the previous year's medalists berth and/or the Host region. In this case, the Regional Association with the rotational berth would exchange places with the next Regional Association in line for the rotational berth.
- b) When OUA is the Host and if they are also the Gold medal winning Regional Association from the previous year's championship, the gold medal Regional Association berth will be awarded to the silver medalist from the previous year's championship. If the silver medalist is also from the conference holding the rotational berth, then that berth would be awarded to the bronze medalists.
- c) In the event that the defending Gold medal conference and the rotational berths have been assigned and two conferences end up with three (3) berths each, the rotational berth will be switched and replaced with the next conference in the rotational order.

20.20.4.11 Swimming Championship

Qualifying standards

Competing in a Regional Association Championship is not a pre-requisite unless stipulated by the Regional Association.

20.20.4.12 Track and Field Championship

Qualifying standards as per CIS Playing Regulations. Competing in a Regional Association championship is a pre-requisite unless stipulated.

20.20.4.13 Men's Volleyball Championship

8 Team Format, Single Elimination

4 Regional Associations

1 Host

September 2012

3 Assigned berths (Previous Medalists – Assigned berths from the same Regional Associations as the medalists at the previous year’s National Championship (one berth for gold, one berth for silver, one berth for bronze)

NOTE: In the event that more than 50% of the teams are from one Regional Association, the third assigned berth would be given to the next highest placed finisher at the National Championship from the remaining Regional Associations.

NOTE: For the Men’s Volleyball Championship if a Sport Conference has 3 teams or less they cannot have more than 2 berths to the championship. In that case the third assigned berth would be given to the next highest placed finisher at the National Championship from the remaining Regional Associations.

20.20.4.14 Women’s Volleyball Championship

8 Team Format, Single Elimination

4 Regional Associations

1 Host

3 Assigned berths (Previous Medalists – Assigned berths from the same Regional Associations as the medalists at the previous years National Championship (one berth for gold, one berth for silver, one berth for bronze)

NOTE: In the event that more than 50% of the teams are from one Regional Association, the third assigned berth would be given to the next highest placed finisher at the National Championship from the remaining Regional Associations.

20.20.4.15 Wrestling Championship

Qualifying standards through Regional Association Championship as per CIS playing regulations.

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POLICY NUMBER:	20.30
Name:	National Championship Hosts, Locations and Schedules
Origin:	National Championship Task Force
Approved:	June 1998
Approval Process:	Board of Directors
Revision Date(s):	June 2001, June 2002, November 2003, June 2004, January 2005, June 2005, January 2006, June 2007, June 2008

20.30.1 PRINCIPLES

20.30.1.1 The CIS Bid Selection committee, appointed by the Board of Directors, determines the hosts and locations of National Championships.

20.30.1.2 CIS uses a bid process to select hosts and locations. Bids must meet the minimum hosting requirements as outlined in the CIS Bid Book. CIS will not accept any bid financial guarantees that are less than or in excess of the CIS published guarantee. Once these minimum hosting requirements have been met, the bids will be selected based on the following criteria:

- a) The extent to which the bid enhances and raises the profile of university sport and increases the value of CIS, CIS Championships and the student-athlete experience.
- b) The extent to which the bid demonstrates a detailed ticket sales strategy to fill the venue(s).
- c) Enhancements to the student-athlete experience includes study halls, availability of high-speed internet access, climate for outdoor championships, cultural activities, bilingualism, training tables, care packages, souvenir team photographs, recognition of graduating athletes, special services for student-athlete's families and supporters in attendance at the championship, post-game snacks, athlete's lounge, dedicated locker-rooms/change facilities, all teams able to be accommodated in one host-hotel preferably with kitchenettes, webcasting so supporters can view the championship, jumbotrons, being welcomed at the airport and hotel by greeters/hosts, and other creative approaches.
- d) Bid Committee's track record of success in organization of previous CIS Championships and/or other major events.
- e) The extent to which the championship will have a positive impact on the overall development of the sport. CIS holds CIS Championships as both an end in itself (to declare a CIS Champion) and a means to an end (to contribute to athlete development, community development, gender equity, raising the national profile of university sport and building the CIS brand, and enriching the student-athlete experience).
- f) Bid Committee's ability to demonstrate commitment to top quality communications through a detailed communications plan that meets or exceeds all requirements stipulated by CIS.
- g) Bid Committee's plan to accommodate and highlight the CIS Championship in the event that other Regional Association games, or playoff games are taking place on campus on the same weekend.

- h) Caliber of the facility and practice venues.
- I) Financial enhancements. This could include profit sharing with CIS or cost savings to the participating teams, such as (but not limited to):
 - i) ground transportation from airport to hotel for duration of stay in host city
 - ii) accommodations
 - iii) cash contribution to participating teams
 - iv) training table or discounted meal package
 - v) ability to help teams who lose early in the draw to return home (i.e. covering airline change fees)
 - vi) plans to protect blocks of spectator seats for opposing teams parents and fans
 - vii) contribution towards broadcasting and/or webcasting expenses, etc.
- j) Ease of travel (proximity to a major airport, volume of inventory of airlines seats in and out of destination, other travel assistance).
- k) The allocation of assigned berths in that sport in the bidding years (i.e. consideration given to the policy of having no more than 50% of the berths from one Regional Association).
- l) Geo-political considerations (This involves looking at both where the specific CIS Championship has been held in recent years, and looking at where all the other CIS Championships have been held and will be held).
- m) Any special events that may coincide with the Championship and its potential affect on the championship (i.e. 100th anniversary of the province, city, university, etc.)
- n) Bid Committee's capabilities to ensure technological demands are met (i.e. television ready site, webcasting capabilities, internet access [wireless preferred] and phonenumber(s) accessibility from venue, etc.)
- o) Bid Committee's track record in respecting and abiding to CIS Championship policies as a participant in a CIS Championship.
- p) Bid Committee's track record in valuing its membership in CIS, and engaging with CIS and contributing to CIS in a positive and supportive manner.

20.30.1.3 All National Championships are open for bid, from any Member Institution or Regional Association and only bids that have affiliation and ultimate accountability to a CIS Member Institution and/or Regional Association will be considered.

20.30.1.4 National Championships may normally* be assigned for a maximum of two years at a time. There is a preference on hosting the following championships for a two-year period (this does not preclude a one-year bid from consideration): Football (Vanier Cup), Men's Basketball, Men's and Women's Volleyball, Men's and Women's Ice Hockey, and Track & Field.

The following championship may be assigned for a two-year period but one-year bids are preferred: Cross Country, Men's & Women's Soccer, Women's Rugby, Swimming and Wrestling.

*Circumstances may arise from time to time where the Board of Directors may elect to call for bids beyond the two year cycle.

If Bidding Committees are bidding for two years they must indicate if they would accept a one-year bid and if so indicate their preference of year. Bid Committees should indicate if this would result in any changes to any of the bidding parameters.

20.30.1.5 Bid packages are to focus on what the Bidding Committee can offer CIS and the participating teams. Bid packages should not be conditional on CIS providing anything beyond what is in the CIS Bid Book.

20.30.1.6 Bid Committees must be prepared to undertake specific projects and take into account certain fundamental principles as a necessary part of preparing its formal bid package. Any significant deviation from the bid by the eventual Host must be approved by CIS and must be supported by the appropriate rationale.

20.30.1.7 CIS will determine annual National Championship hosting guarantees based on a fair market analysis of the National Championship (See Policy 20.70 Financial Obligations of Bidding Committees and Hosts for Guarantee amounts).

20.30.1.8 All bids must meet the pre-determined National Championship guarantee.

20.30.2 BIDDING PROCESS

20.30.2.1 Timelines

20.30.2.1.1 CIS will determine the timelines and bid requirements when calling for bids.

20.30.2.1.2 Members/Bidding Committees must submit Bid Packages to CIS within the prescribed timelines and include all requirements as stated within the CIS Bid Book.

20.30.2.1.3 If no bids are received, the CIS Board of Directors will determine an alternate method which may include placing a second call for bids.

20.30.2.2 Bid Package

20.30.2.2.1 Bids will be judged only on the written bid package. In an effort to be environmentally friendly and to reduce the expense of glossy, full color proposals, bid packages shall consist exclusively of the submission forms provided within the Bid Book. All matters of substance that a bidder wishes to rely on and wishes the Selection Committee to consider MUST be included in the written bid materials and submitted by the appropriate timelines. All bid packages are initially viewed by the Manager of Events and Programs. If there are any substantive gaps in the bid packages, the Manager of Events and Programs will consult with the CEO and the Vice President Sport and a decision will be made to either a) request that the gaps be filled immediately or b) deem the package to be incomplete and therefore be disqualified from the bid process.

20.30.2.2.2 CIS will ensure bid package(s) submitted in French are translated to English for the Selection Committee at no charge to the Bidding Committee(s).

20.30.2.3 Selection Committee

20.30.2.3.1 The members of the Selection Committee will be selected annually by the Board of Directors.

20.30.2.3.2 The make-up of the committee will include the following voting members:
President or alternate*

Vice-President Marketing or alternate*

Vice-President Sport or alternate*

Up to four additional members* (actual number will depend on the regions the above three individuals are from. Intent is to attempt a reasonable balance from the four regional associations.)

Up to 2 external experts (may include NSO and/or MSO personnel.)

* No member of the Selection Committee shall be closely connected to a university or Regional Association bidding for a championship. This would include current employees, former employees (within the last 2 years) or those closely involved with current alumni activities, etc.

When a Regional Association is bidding, Selection Committee members who work for a university who is a member of the bidding Regional Association, shall declare a conflict, participate in the discussion, but leave the room or the conference call when the vote for that particular Championship is taken.

If a situation ever occurs where there are multiple Regional Associations bidding for a Championship, such that there is not a critical mass of voting members of the Selection Committee, the Board shall have the right to make adjustment to the committee composition or voting structure.

The Selection Committee will not have two members with a reporting relationship, from the same university.

20.30.2.3.3 The Selection Committee will be chaired by a non-voting CIS staff member. Other CIS staff members may participate in meetings at the discretion of the CEO.

20.30.2.3.4 **Coaching representatives** will provide their feedback on the bids to the Selection Committee.

20.30.2.3.5 The Board of Directors may also choose to appoint a non-voting representative to the committee to assist with translations as required.

20.30.2.3.6 The final make-up of the Selection Committee will be announced prior to the selection meeting. If a Bid Committee has concerns about the composition of the Selection Committee they should write the CEO immediately upon receipt of the names of the committee and prior to the bid presentations, outlining the reasons for their concerns.

20.30.2.3.7 The Selection Committee should not be contacted by the Bid Committee for the purpose of lobbying.

20.30.2.4 Bid Selection Meeting

20.30.2.4.1 For all bid proposals, one member of the bidding committee must be available on the date(s) of the selection meeting to answer any questions the Selection Committee may have. A contact number must be provided to the Manager of Events and Programs in advance of the selection meeting.

20.30.2.4.2 The Selection Committee may request bid committees in certain CIS Championships, present their bids, via conference call, at a designated time during the selection meeting, at the discretion of the Selection Committee.

20.30.2.4.3 The Selection Committee has the authority to vary the presentation policies to accommodate the provision of both official languages, or other exceptional circumstances.

20.30.2.5 Post Selection

20.30.2.5.1 After the selection is made and announced to the members, non-successful bidders will be provided feedback on the strong points or weakness of their bid. There is no appeal process once a selection has been made.

20.30.2.5.2 The successful bidding committee will be contacted by CIS. All of the declarations, guarantees and agreements contained in the written bid document have the force of obligations.

20.30.2.5.3 All bid packages (successful or unsuccessful) will be posted on the CIS website for a six month period.

20.30.3 NATIONAL CHAMPIONSHIP SCHEDULES

20.30.3.1 Principles/CIS Responsibilities

20.30.3.1.1 The Board of Directors of CIS determines the National Championship schedule based upon consultation and input from various committees of the Board, as per CIS Policies and Procedures.

20.30.3.1.2 The last National Championship in the fall must be played on or prior to the 12th Sunday following Labour Day Monday.

20.30.3.1.3 The last National Championship in the winter must be played on or prior to the 29th Sunday following Labour Day Monday.

20.30.3.2 Regional Association/Member Responsibilities

20.30.3.2.1 Notify the convener of the championship and the CIS Office, no later than October 1st for Fall sports and December 1st for Winter sports, of the following:

- a) The date and site of the concluding Regional Association event, in each of the championship sports.
- b) The name(s) of the Association convener(s) for the particular sport.

20.30.3.2.2 Members and Regional Associations shall give first priority to CIS national schedules.

20.30.3.2.3 A member or Regional Association that participates or intends to participate in a National Championship shall not in that season, schedule or participate in any competition in that sport in such a manner as to disrupt, frustrate or cause a conflict with the National Championship schedule. A member or Regional Association in breach of this provision may be prohibited by the Board of Directors from further participation in the National Championship competition in that sport in that season, and the matter may be referred by the Board to the Discipline Committee for further action.

Policies and Procedures 20 – Programs

POLICY NUMBER: 20.40
Name: National Championship Host and Participant Responsibilities
Origin: Executive Committee
Approved: June 1998
Approval Process: Board of Directors
Revision Date(s): June 2001, June 2002, January 2005, June 2005, January 2006, June 2008

20.40.1 PRINCIPLES

20.40.1.1 Ownership and Obligations

20.40.1.1.1 The following are the commercial properties owned and controlled by CIS

- a) CIS Championships and/or national quarter, semi-finals
- b) CIS Championship season
- c) The CIS logo and all Championship marks, designations and titles
- d) The Championship event logo

20.40.1.1.2 None of the contractual parties (i.e. CIS, Championship Hosts) shall commit to the rights of any of the others without the other party's approval. Such rights shall include corporate identification on signage in stadiums/arena, television exposure, merchandise, etc.

20.40.1.1.3 Championships are contracted to Championship Hosts (Hosts). Hosts are in partnership with CIS in providing National Championships and will be required to sign a Hosting Agreement. Hosting Agreements will provide enough flexibility for the Host to operate a financially successful event, while at the same time protecting the interests of CIS and its partners. Notwithstanding the above, the Host will be expected to abide by CIS Policies and Procedures, Playing Regulations, Bid Document and Hosting Agreement, including, but not limited to:

- a) Ensuring a quality experience for student-athletes
- b) Portraying a positive and respectful image of men and women
- c) Enhancing the profile of university sport and CIS marketing objectives
- d) Profiling the CIS Brand

20.40.1.2 Financial

20.40.1.2.1 Payment for the costs of participating teams' on-site services (accommodation, meals, ground transportation, etc.) is at the discretion of the Host. Expenses not covered by the Host are the responsibility of the participating teams.

20.40.1.2.2 Hosts are responsible for the financial, administrative and organization responsibilities of hosting the National Championship. All profits will belong to the Host unless a profit sharing system forms part of the bid proposal. CIS will not share in any deficit.

20.40.1.3 Sponsorship (*Currently under review by the Board of Directors*)

20.40.1.3.1 CIS will be responsible for selling national sponsorship packages. Although CIS will sell the majority of sponsorship, Hosts will have the opportunity to sell primary sponsorships up to a maximum of 35% to 55% of the total on-field/venue space available.

- 20.40.1.3.2 For the events listed below, up to 65 to 70% of the available premium venue signage space will be reserved for CIS branding and CIS sponsor visibility. Hosts will retain the balance of signage space available for sponsors, providing they do not conflict with any CIS sponsor.
- Men's and Women's Basketball Championships
 - Men's and Women's Volleyball Championships
 - Men's and Women's Hockey Championships
 - Football: Vanier Cup, Uteck Bowl and Mitchell Bowl
- 20.40.1.3.3 For the events listed below, up to 50 to 55% of the available premium venue signage space will be reserved for CIS branding and CIS sponsor visibility. Hosts will retain the balance of signage space available for sponsors, providing they do not conflict with any CIS sponsor.
- Men's and Women's Soccer Championships
 - Swimming Championships
 - Track and Field Championships
 - Curling Championships
 - Women's Field Hockey Championship
 - Women's Rugby Championship
 - Cross Country Championship
 - Wrestling Championships
- 20.40.1.3.4 Any permanent/semi-permanent signage in a CIS Championship venue that is of a competing sponsor to a CIS sponsor, must be covered up or other steps must be taken to minimize the exposure. The signage must be covered up from the date of the first championship event (includes team practices) in the venues and remain covered up until all championship functions have concluded.
- 20.40.1.3.5 CIS will hold the right to title and presenting sponsorship for the championship. Hosts and CIS may negotiate with regards to providing the Host the opportunity to pursue a presenting sponsor/partner.
- 20.40.1.3.6 All Host sponsorships must be pre-approved by CIS staff. Prior to approaching a potential sponsor, Hosts should advise CIS in order to prevent conflicts. Any sponsor that has not been approved by CIS staff will not be permitted exposure at the CIS Championship.
- 20.40.1.3.7 The opportunities for the host to generate revenue include:
- Local sponsorship opportunities within CIS guidelines on the field of play area, hospitality lounge, etc. as approved by CIS.
 - Secondary level sponsorship (not conflicting) as approved by CIS.
 - Ticket sales
 - Regional/provincial governments contributions
 - Hotel rooms commission
 - Banquets and any other special events (clinics, fanfests, festivals, etc.)
 - Events program sales and Merchandise sales
 - Concessions

20.40.1.4 Television

20.40.1.4.1 CIS will not guarantee the broadcast of a championship. Best efforts will be made to broadcast the majority of CIS Championships on a national network.

20.40.1.5 Communication

20.40.1.5.1 CIS is committed to ensuring top priority servicing for both local and national media. This commitment ensures the CIS brand is enhanced. The Bid Committee must demonstrate through a detailed communications plan that they will meet or exceed all requirements stipulated by CIS.

20.40.1.5.2 CIS will enlist a pool of seasoned communication experts to provide leadership and additional support as needed. The Host will provide free accommodations for this individual.

20.40.1.6 Delegates

20.40.1.6.1 The CIS Office assigns a CIS Delegate to represent the organization in all matters where CIS representation is required for protocol purposes and to serve as a member of the CIS Management Committee. Delegates will be members of the CIS Board of Directors, or CIS Office Staff.

20.40.1.7 Bilingualism

20.40.1.7.1 CIS is a national organization and therefore enforces the use of both official languages. The two official languages of CIS Championships are French and English and as such must be utilized whenever possible. Details on specific bilingualism requirements for National Championships can be found in the CIS Bid Book.

20.40.1.7.2 A translator must be on hand to assist with the translation of all game day press releases. If the host is unable to secure a local individual, CIS will designate a translator, at the Host's expense. To assist with the Bidding Committee's budget projections the **2012** rates for the CIS translator are 16¢ per word.

20.40.1.8 Elevating the Brand of CIS

20.40.1.8.1 CIS Championship events are the showcase and centre-piece properties of CIS. It is crucial that CIS Championship events look like CIS properties and be branded as CIS events. The CIS name and brand need to be profiled and showcased in an effective and compelling manner. Branding of CIS will be consistent throughout all Championships. At all CIS Championships, Hosts will ensure that:

- There is CIS branded signage on the field, gym or rink, in highly visible locations including sidelines and on playing surfaces.
- CIS branded signage is on display at the Event Hotel, at banquets and at any venue(s) affiliated with the Championships (i.e. dressing room doors, on exterior of venue). The CIS name and logo are on all print materials associated with the championships – includes poster, program, press releases.
- The CIS template for event posters and programs is used.
- CIS is provided complimentary ad space (one full page, preferably outside back cover) in championship programs.
- Any use of the CIS logo on Championship materials or merchandise receives advance written approval.

20.40.1.9 Performance Bond

20.40.1.9.1 Each selected Host shall be invoiced \$5,000/year for a Championship Performance Bond, within 90 days of being awarded the right to host. This bond must be paid within 30 days of receipt of the invoice.

20.40.1.9.2 The Performance Bond will be repaid to the Host by CIS within 30 days of the conclusion of the championships provided the Host achieves the branding deliverables listed below:

- Correct version of CIS logo appears in a prominent location on or beside the field of play as per diagram provided
- Correct version of CIS logo appears on championship clothing and merchandise
- Correct version of CIS logo appears on tickets, programs, and posters
- CIS template for posters and programs is used.

20.40.1.9.3 If any of the above requirements are not met the \$5,000 bond will be retained by CIS. Any corrections to be made will be charged at the expense of the Host.

20.40.1.10 Environmental Sustainability

20.40.1.10.1 Bid Committees must demonstrate a commitment to environmental sustainability and reducing the environment footprint of championships.

20.40.1.11 Changes to criteria

20.40.1.11.1 When the hosting criteria for a specific Championship is altered after an event has been awarded to a Host, the Host will be afforded the opportunity to indicate whether the change(s) can be accommodated. If in the affirmative, **the changes will be applied immediately. If in the negative, some or all of the changes may be deferred to the next championship season, at the discretion of the Board of Directors.**

20.40.1.12 Withdrawal by host

20.40.1.12.1 In the event that a Host must withdraw from their commitment to host a championship, the Host must notify the CIS Board of Directors in writing of their intention to withdraw, indicating the rationale. The Board of Directors will determine whether a default fee is applicable (see Policy 20.70.3.4) and will determine the process for selecting a replacement host.

20.40.2 CIS AND HOST RESPONSIBILITIES

20.40.2.1 CIS and Host Responsibilities are detailed in the CIS National Championship Bid Book.

20.40.3 MEMBER/REGIONAL ASSOCIATION RESPONSIBILITIES

20.40.3.1 Media Kits

20.40.3.1.1 Media Guides

20.40.3.1.1.1 Participating teams will be required to:

- a) E-mail or post to the CIS ftp site, one (1) complete media guide to the CIS Office, the Championship Host and the television network (that CIS has an agreement with) no later than end of day the Monday prior to the National Championship or as stipulated in the Championship Information Bulletin.
- b) Courier copies of the media guides to the television network that CIS has an agreement with, and the Championship Host as outlined in the Championship Information Bulletin.

Failure of the participating team to comply with any of the above requirements will result in an assessment of a \$500.00 fine per instance of non-compliance.

20.40.3.1.1.2 Each guide must contain:

- a) Team rosters; to include Number, Name, Position, Height, Weight, Year of Eligibility, Course & Year and Hometown.
- b) Team and individual statistics (cumulative) including exhibition, regular season and play-off games. Please include records.
- c) Team results - tournament, exhibition, pre-season, regular season, and playoff.
- d) Player Biographies including personal information (trivia), more than just career highlights and statistics, i.e. third generation field hockey player or, volunteers with society services.

20.40.3.1.2 Additional Information

Participating teams should refer to the Sports Information Requirements section of the Championship Bulletin for additional information that may be needed by the Host, CIS or television networks.

20.40.3.2 Travel

20.40.3.2.1 CIS provides Travel Pool Funding (See Policy 20.50) to each Member traveling to a National Championship.

20.40.3.2.2 Members are required to book their championship travel in advance themselves directly with a travel agent or airline. Members are encouraged to use the CIS central travel agency to book their flights.

20.40.3.2.3 The travel agency is Carson Wagonlit Travel in Ottawa (800-465-4040, 613-238-4040 Jill Lane, extension 2235) Jill.Lane@CarlsonWagonlit.com.

20.40.3.2.4 In the event of any discrepancies or problems with the flight arrangements, the CIS Manager, Events and Programs should be contacted.

20.40.3.2.5 Each participating Member will be responsible for providing the Host with their arrival date, time and place in order to give the Host the opportunity to prepare a welcoming committee.

20.40.3.2.6 After the National Championship, every participating member must submit a completed "National Championship Travel Information and Reimbursement Claim Form" (20.40.4). Forms and original invoices/vouchers must be received by the CIS Office (Not Post-Marked) within fifteen (15) working days of the event.

20.40.3.3 Sponsor Identification on Team Uniform/Apparel:

20.40.3.3.1 Beginning in 2013-2014, CIS members will not permitted to display corporate or social messaging logos on their uniforms (includes helmets and bibs) at CIS championships. Exceptions may be considered by the CIS Board of Directors upon request. Please also see policy 30.60.3.1.

For 2012-2013 season, the following policy will apply:

- 20.40.3.3.2** CIS Members are permitted to display corporate or social messaging sponsor logos (hereinafter referred to as the “sponsor logo”) on team uniforms and other competitive apparel at all National Championships events, subject to the adherence of the following guidelines:
- 20.40.3.3.3** The Member is not permitted to display a sponsor logo which may be in direct conflict with a CIS sponsor or Host Championship sponsor.
- 20.40.3.3.4** A Member is only permitted to register one sponsor logo per team. The sponsor logo shall be registered no later than 10 days prior to the first day of competition of the sports National Championship. The registration fee is \$200.00 per team for each non-televised event and \$2,000 for each televised event. The request for registration should include a copy of the team uniform (a drawing is acceptable) with an accurate description of the size of the logo and where the sponsor logo will appear. CIS will send a letter of verification and invoice per sponsor logo to each Member unless the Member does not qualify for the Championship, in which case they will not be invoiced.
- 20.40.3.3.5** The registered sponsor logo is permitted on the team uniform, warm up clothing, t-shirts, other competitive apparel and accessories.
- 20.40.3.3.6** The maximum surface of the sponsor logo on the team uniform, warm ups and other competitive apparel shall not exceed 100 cm², (i.e., a 10cm x 10cm patch or a 33 cm x 3 cm patch or 2 smaller patches of 10 by 5 each, or any other configuration as long as the total configuration does not exceed 100cm²). The total size of the sponsor logo on t-shirts shall not exceed 200cm².
- 20.40.3.3.7** The team uniform, warm up and other competitive apparel’s manufacturer logo may appear only once on each item (Maximum logo size of 15cm²). The Member is not required to register this logo.
- 20.40.3.3.8** The headwear or sweatband’s manufacturer logo may appear only once on each item (Maximum logo size of 12cm²). The Member is not required to register this logo.
- 20.40.3.3.9** The logo of CIS and/or the Member’s Regional Association may appear on any piece of clothing or accessory without registration or fee.
- 20.40.3.3.10** If a Member attends a National Championship displaying a sponsor logo without having followed the CIS registration process, they will be charged a late registration fee of \$400.00, in addition to the standard fee for a non-televised event and \$4,000.00, in addition to the standard fee for a televised event, provided that all of the above rules and regulations are maintained.
- 20.40.3.3.11** Any Member that appears at a National Championship with a sponsor logo that does not meet the standards as set out in this Policy will be obliged to remove or cover up the sponsor logo. CIS does not wish to have duck tape covering up logos at National Championships as this affects the brand image of the organization. Therefore, if a cover-up is required due to non-compliance, CIS crests will be sewn on the uniforms, at the Member’s expense.

20.40.3.3.12 Each Member will ensure that any sponsor logo on team uniforms/ clothing will adhere to CIS regulations stipulating positive values and role models. Any corporation that has a relationship or an affinity with alcohol (includes hard liquor and beer), the gaming industry, tobacco or anything of a sexist nature will not be accepted as team sponsors by CIS. CIS reserves the right to reject a sponsor application if the sponsoring corporation is deemed by a group comprising of the CIS Director of Marketing, CIS Vice President Marketing, two other CIS staff members and one other CIS Executive Committee member, to be inappropriate for CIS National Championships.

20.40.3.4 Host Hotel

20.40.3.4.1 All participating teams and team personnel attending a National Championship requiring accommodation must stay at the National Championship designated host hotel (provided that space is available).

20.40.3.5 Medical Coverage

20.40.3.5.1 Participants in a National Championship who may wish additional health care over and above the minimum provided by the Host, may make arrangements at their own expense and in consultation with the Host.

20.40.3.5.2 Participants are responsible for their own medical and liability insurance via their own or Regional Association and in accordance with their or Regional Association policy regarding insurance. The numbers from their medical plan must be brought with them to the National Championship, which may be required before certain medical treatments can be performed. Participants should also bring with them an outline of treatment they may be on at the time, written request for modalities (if required) by a physician or therapist, and any supplies required for the treatment, e.g. tape, medications.

20.40.3.6 Participating team Attendance at National Championship Media Conferences

20.40.3.6.1 Host committees, with the assistance of the CIS staff, are required to let participating teams know about guidelines on attendance and participation in potential opening media conferences at the CIS Championship 45 days prior to the first day of the Championship. In the event that an opening media conference is scheduled, host committees will ensure that times of the media conference and interviews do not interfere with practice schedules, and that media requests are within reason for each participating team.

20.40.3.6.2 When a media conference is scheduled at a National Championship, participating team representatives who fail to attend as scheduled and as outlined in the Championship Information Bulletins, will be in violation of published CIS policy and therefore sanctions will be applied as outlined in policy 20.80.3.2.

20.40.3.7 CIS National Television Servicing Requirements for Participants and Regional Associations

20.40.3.7.1 CIS and Regional Associations commit to working in partnership to ensure CIS and Regional Association television broadcasters are given reciprocal access to footage from their respective broadcasts. Example: CIS receives access to footage from regular season and Regional Association playoff games, and Regional Associations receive access to footage from CIS Championship games.

20.40.3.7.2 CIS and Regional Associations work in partnership to ensure national television broadcasters be allowed to attend a Regional Association event to shoot their own

footage for the purpose of preparing features and enhancing the CIS championship coverage (ex. following a player pre-game, in-game and post-game). CIS and their broadcasters must coordinate their attendance with Regional Associations and their broadcasters, and must respect all clauses in the Regional Association broadcasting contracts. Note: CIS national television broadcasters would not be allowed to shoot highlights at a Regional Association event. To obtain game highlights, the CIS broadcasters would have to go through the Regional Association broadcaster.

20.40.3.7.3 Head coaches and/or selected players will be available for short interviews before, during and after televised games at CIS Championships based on guidelines agreed upon by CIS and broadcasters. Broadcasters may also request sit-down interviews in the days leading up to a televised game, in which case coaches and players should be made available.

20.40.3.7.4 At CIS televised championships, the CIS broadcaster will be provided pre-game access to the locker-room in a controlled fashion.

20.40.3.7.5 Head coaches will be required to wear microphones during televised games at CIS Championships, when requested by the CIS broadcaster.

20.40.3.7.6 For CIS football (Bowl games and Vanier Cup), teams will be required to grant permission for the placement of name plates on the backs of players jerseys at the discretion of CIS. Teams (who do not already have names plates on the backs of jerseys) will be reimbursed for the expenses associated with the placement of name plates.

20.40.3.8 Use of CIS or Host Logo

20.40.3.8.1 Participating teams in a National Championship have the right to utilize their own logos, but must obtain permission from their Host and CIS to use the CIS Logo, National Championship Logo or Host Logo on any merchandise (See Policy 30.60 for the complete CIS Logo terms of usage).

20.40.3.8.2 Sale of Merchandise

No representative group affiliated or associated with, or participating in a National Championship shall be permitted to sell generic institutional product at any National Championship venue without the express written approval of CIS.

20.40.3.8 CIS Trophies

The responsibility for safekeeping, engraving and re-delivery of CIS Trophies shall be with the Member to whom the trophy is presented. See CIS Policy 60.70 – Trophy Policy for full details on member responsibilities.

September 2012

NATIONAL CHAMPIONSHIP TRAVEL INFORMATION AND REIMBURSEMENT CLAIM FORM

TO BE COMPLETED BY ALL PARTICIPANTS AT ALL NATIONAL CHAMPIONSHIPS

and returned to: Debbie Villeneuve

Canadian Interuniversity Sport

801 King Edward Street N205, Ottawa, Ontario K1N 6N5

National Championship: _____
Location: _____ Date: _____
Competing Institution: _____
Director of Athletics: _____

A. TRANSPORTATION COSTS:

All participants must book through the Canadian Interuniversity Sport designated Travel Agent - Carlson Wagonlit Travel
1-800-465-4040 (Jill Lane ext. 2235)

	TOTAL COSTS	ELIGIBLE COSTS
1. AIR TRAVEL (please attach original travel agency invoice or airline ticket stub)		
a) Airfare per individual	\$ _____	
(if there are 2 or more levels of airfare please list them)		
b) Airfare cost for the total group	\$ _____	
c) Eligible Airfare -number of eligible participants (see 20.50.4) x (a)		\$ _____
2. GROUND TRANSPORTATION: (please attach original receipts)		
a) Ground to Airport (eligible only if no airport in hometown)	\$ _____	\$ _____
b) Ground on-site (not eligible for reimbursement)	\$ _____	
c) Ground to Championships (eligible only if not traveling by air, or, if there is no airport in the city of the Championship)	\$ _____	\$ _____
3. TOTAL TRANSPORTATION COST	\$ _____	
4. ELIGIBLE TRANSPORTATION COST:		\$ _____

B. MEALS, ACCOMMODATION AND OTHER COSTS (FOR INFORMATION ONLY):

1. ACCOMMODATIONS (Receipts not required)		
a. Room Rate: \$ _____		
b. TOTAL ACCOMMODATION EXPENSE	\$ _____	
2. MEALS (Receipts not required)		
a. TOTAL MEAL EXPENSE	\$ _____	
3. OTHER (Receipts not required)		
Please indicate:		
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
4. TOTAL ACCOMMODATION, MEALS, AND OTHER COSTS	\$ _____	

C. GRAND TOTAL OF CHAMPIONSHIP TRAVEL:
(A.3 + B.4) \$ _____

Travel reimbursement cheques should be payable to: _____
and mailed to: _____

Signature: _____
Date: _____

Please provide a list of participants on the form below. Completed forms with receipts must be received at the Canadian Interuniversity Sport Office within 15 working days after the final day of the Championship.
2020

Policies and Procedures 20 – Programs

POLICY NUMBER: 20.50
Name: National Championships Travel Subsidy Policy
Origin: National Championship Task Force/Board of Directors
Approved: June 1998
Approval Process: General Assembly
Revision Date(s): June 2001, June 2002, December 2003, June 2007, June 2008

- 20.50.1 PRINCIPLES/CIS RESPONSIBILITIES
- 20.50.1.1 The CIS Board of Directors determines the Championship Travel Funding Policy based upon consultation and input from various committees of the Board, as per CIS Policies and Procedures.
- 20.50.1.2 CIS endorses a Championship Travel Funding Policy that is equitable across all CIS sports and Championships.
- 20.50.1.3 Funds made available for distribution (the “Travel Pool”) are derived from various sources as determined by the CIS Board of Directors.
- 20.50.1.4 Members are encouraged to use the CIS central travel agency to book their flights.
- 20.50.1.5 With the exception of open championships, the number of individuals eligible for championship travel funding will be the number of players allowed to dress for the championship (game roster), as defined in the CIS Playing Regulations. For Swimming, Track & Field and Wrestling, individuals are eligible for funding if they have qualified for the championship as required by CIS Playing Regulations (See 20.50.4 for a summary of the number of individuals from each sport eligible for Championship Travel Funding).
- 20.50.1.6 The CIS Board of Directors will ensure that National Championships are reviewed regularly and at least every three years relative to the travel funding policy.
- 20.50.2 PROCESS
- 20.50.2.1 Travel Pool Sources
- 20.50.2.1.1 A Travel Pool will be established each year. Travel pool sources are:
- a) Travel Pool Fee (10% of the worst case scenario travel costs to the Championship in a sport - charged equally among the members participating in that sport)
 - b) A portion of overall funding received from Sport Canada
 - c) 50% of all National Championship Guarantees collected from hosts
 - d) 50% of prior year budget surplus (once confirmed by the annual audit)
- 20.50.2.2 How the Travel Pool is distributed
- 20.50.2.2.1 For each of the 19 National Championships, 10% of estimated worst case travel costs to attend the championship is added to 1/19th of items b), c) and d) listed above. This amount then becomes the “available travel pool” for each championship.
- 20.50.2.2.2 Participating members at each National Championship (excluding the host) complete a “Travel Reimbursement and Information Claim Form” (20.40.4). Total transportation

costs for all eligible individuals (see 20.50.4 below for a list per sport) on each form are added together to obtain the “eligible travel costs” for that championship.

20.50.2.2.3 The “available travel pool” is then subtracted from the “eligible travel costs” for each championship. The “balance” is divided by the number of participants at the Championship (excluding the host) to arrive at an “average travel cost”. If a team or individual’s actual eligible costs were more than the average, that team/individual’s university will receive a refund. If a team or individual’s actual eligible costs were less than the average, that team/individual’s university will receive an invoice.

Example #1: Football

Bowl 1	Ottawa travels to Montreal	\$3,000	- Montreal wins
Bowl 2	BC travels to Halifax	\$40,000	- Halifax wins
Vanier at BC:	Halifax to BC	\$40,000	
	Montreal to BC	<u>\$37,000</u>	
Total Costs		\$120,000	
Less Available Travel Pool		<u>- \$28,000</u>	
BALANCE	-	\$92,000/ 4 teams = 23 K (Avg. cost)	

Ottawa pays \$20K to the pool: (total cost: 3+20=23)
 UBC receives \$17K from the pool: (total cost: 40-17= 23)
 Montreal receives \$14K from the pool: (total cost: 37-14= 23)
 Halifax receives \$17K from the pool: (total cost: 40-17= 23)
 In the end, all four traveling teams pay same amount i.e. \$23,000.

Example # 2: Football

Bowl 1	Ottawa travels to BC	\$35,000	Ottawa Wins
Bowl 2	Montreal travels to Halifax	\$17,000	Halifax Wins
Vanier at Calgary:	Ottawa to Calgary	\$26,000	
	Halifax to Calgary	<u>\$30,000</u>	
Total Costs		\$108,000	
Less Available Travel Pool		<u>-28,000</u>	
BALANCE		\$80,000K/ 4 teams = \$20 K (Avg. cost)	

Ottawa receives \$21K from the pool (total cost 61-21= \$40)
 Halifax receives \$10 from the pool (total cost 30-10=20)
 Montreal pays \$3 to the pool (total cost 17+3=20)
 Note that Ottawa’s refund is calculated using two shares (20x2 = 40) because they traveled to two games.
 The total cost for the other two traveling teams is \$20,000 each.

Example # 3: Men’s Wrestling:

Member 1 sends 15 athletes - cost \$600 ea.	Total	\$9,000
Member 2 sends 15 athletes - cost \$100 ea.	Total	\$1,500
Member 3 sends 13 athletes - cost \$400 ea.	Total	\$5,200
Member 4 sends 11 athletes - cost \$1,000 ea	Total	\$11,000
Member 5 sends 9 athletes - cost \$750 ea.	Total	<u>\$6,750</u>
TOTAL ELIGIBLE COSTS		\$33,450
Less Available Travel Pool		<u>\$18,036</u>
BALANCE		\$15,414
Divided by 63 athletes		\$244.67 average cost per athlete

Member 1 would receive a refund of 15 x (600-244.67) = \$5,329.95. Therefore, this member’s cost to attend the championship would be \$9000-5,329.95 = \$3,670.05 Divide that number by each of their 15 athletes, that would be a cost of \$244.67 per athlete. Exactly the average cost.

Based on this formula, member 2 would receive an invoice for $15 \times 144.67 = \$2,170.05$, which would bring their average cost per athlete up to \$244.67, and members 3, 4 and 5 would each receive refunds, as their costs per athlete are greater than the average.

20.50.3 MEMBER RESPONSIBILITIES

20.50.3.1 Use of Central Travel Agency

20.50.3.1.1 Members are encouraged to use the CIS travel agency: Jill Lane , Carson Wagonlit Travel (1-800-465-4040, 613-238-4040, ext. 2235 jill.lane@carlsonwagonlit.com).

20.50.3.1.2 Claim forms

Every member participating in a National Championship must submit a completed “Championship Travel Information and Reimbursement Claim Form” (20.40.4). Forms and original invoices/vouchers must be received by the CIS Office (Not Post-Marked) within fifteen (15) working days of the event.

20.50.4 NUMBER OF INDIVIDUALS ELIGIBLE FOR CHAMPIONSHIP TRAVEL FUNDING

Men’s and Women’s Basketball	12 each
Men’s Cross Country	68
	(A) The top team from each AUS, and RSEQ, the top two teams from each Canada West and OUA
	(B) Two additional teams based on previous year’s CIS result, with the two highest placing conference(s) other than (per A), the top 2 Canada West and top 2 OUA and top AUS and RSEQ, will received travel pool funding to a maximum of three (3) per conference, with the exception of the host conference for the competition year not receiving the additional funding for that year.
	(C) The top 3 individuals from each of the 4 Regional Associations not included in (A) or (B).
	Note: a team consists of 7 individuals
Women’s Cross Country	68
	(A) The top team from each AUS, and RSEQ, the top two teams from each Canada West and OUA
	(B) Two additional teams based on previous year’s CIS result, with the two highest placing conference(s) other than (per A), the top 2 Canada West and top 2 OUA and top AUS and RSEQ, will received travel pool funding to a maximum of three (3) per conference, with the exception of the host conference for the competition year not receiving the additional funding for that year.
	(C) The top 3 individuals from each of the 4 Regional Associations not included in (A) or (B).
	Note: a team consists of 7 individuals
Men’s Football	40
Men’s Ice Hockey	20
Women’s Ice Hockey	20
Women’s Rugby	25
Men’s and Women’s Soccer	18 each
Men’s and Women’s Swimming	eligible athletes as per CIS Playing Regulations

September 2012

Men's and Women's Track & Field
Men's and Women's Volleyball

eligible athletes as per CIS Playing Regulations
12 each

Policy and Procedures 20 –Programs

POLICY NUMBER:	20.60
Name:	International Programs Services
Origin:	International Committee
Approved:	
Approval Process	Board of Directors
Revision Date(s)	June 2004, June 2007, June 2012

20.60.1 PRINCIPLES:

20.60.1.1 At the international level CIS is the official representative of Canada to the Fédération Internationale du Sport Universitaire (FISU). FISU is the governing body for World University Sport. It is responsible for the organization of the Summer and Winter Universiades held every odd year, as well as single sport World University Championships held every even year.

20.60.1.2 Canada's participation in FISU competitions is part of CIS commitment to provide high performance athletes with the best training and competitive opportunities possible.

20.60.1.3 CIS, Sport Canada and National Sport Organizations (NSOs) will collaborate to support and enhance the development of athletes to their highest possible level of achievement. This principle will govern participation by Canadian athletes at World University Championships and Universiades sanctioned by FISU.

20.60.1.4 The participation by Canadian student-athletes at Summer and Winter Universiades, World University Championships, CESU Conference, and FISU Forum sanctioned by FISU is the responsibility of CIS and will be undertaken in conjunction with the relevant National Sport Organizations.

20.60.1.5 National Sport Organizations are requested to state their commitment to participate in FISU events one (1) year in advance of the event. They are also required to sign a letter of agreement outlining their responsibilities with respect to selections within their sport. If the NSO declines, then CIS members have the option to undertake alternative possibilities with the approval of the CIS International Committee and Board of Directors.

20.60.2 ROLE

20.60.2.1 Participation by CIS in international activities is governed by CIS constitutional objectives 2 - 3 - 4 - 5 - 6 - 7.

20.60.2.2 CIS is the sole agency in Canada responsible for Canada's participation in FISU events.

20.60.2.3 CIS shall maximize opportunities for CIS members to play a leadership role on selected FISU Committees/Commissions.

20.60.2.4 CIS shall educate and communicate to the Canadian sport community and the general public about the activities of FISU.

20.60.2.5 Consistent with the above, CIS shall assume a leadership role, in conjunction with National Sport Organizations, toward increasing the number of CIS personnel (athletes, coaches, managers, medical and paramedical) on Canadian teams.

20.60.2.6 CIS shall ensure that the CIS International Committee provides recommendations for Canadian involvement in the World University Championships and Universiades.

20.60.3 RESPONSIBILITIES

20.60.3.1 The CIS Board of Directors is responsible for sports pertaining to FISU and other international involvement.

20.60.3.2 The Board of Directors shall ratify recommendations, policies, procedures and strategic directions and budgets as prepared by CIS International Committee.

20.60.3.3 The Board of Directors shall ratify nominations, presented by the International Committee, of individuals to represent CIS at the Universiades, at the FISU General Assembly meetings and on FISU Committees and Commissions.

(SEE POLICY 80.40.12 FOR INTERNATIONAL COMMITTEE ROLES)

20.60.4 FEDERATION INTERNATIONALE DU SPORT UNIVERSITAIRE (FISU)

20.60.4.1 Aims

20.60.4.1.1 Founded in 1948, in Luxembourg, the Federation Internationale du Sport Universitaire (FISU) has as its aims:

20.60.4.1.2 To promote the development of physical education among students of all countries and at all levels.

20.60.4.1.3 To organize international and world university competitions.

20.60.4.1.4 To exchange information on university sports.

20.60.4.1.5 To uphold and promote the moral value of amateur sport as a factor in the general development of mankind.

20.60.4.1.6 To strive for peace on earth through sport.

20.60.4.2 Structure

20.60.4.2.1 The General Assembly is the supreme authority of FISU. It meets every two years at the Summer Universiade, and elects for a period of four years the following:

20.60.4.2.2 The Executive Committee, the managing body of FISU, composed of **29** members, meeting at least twice a year.

President, 1st Vice-President, 4 Vice- Presidents, 5 Continental Association Presidents, Secretary General (paid staff), Treasurer, 1st Assessor, 15 Assessors, Auditor.

20.60.4.2.3 The Auditors (5) (CAC), the auditors are responsible for checking the financial administration of FISU (Senior Auditor, 3 effective and 2 substitutes elected for a period of four years).

- 20.60.4.2.4 The Executive Committee nominates the presidents and members of the **thirteen (13)** permanent **committees** of FISU for an appointment of four (4) years:
- 20.60.4.2.5 The International Control Committee (CIC), responsible for controlling the eligibility of competitors at the FISU sports events (Chair, Secretary, 7 members, 3 substitutes).
- 20.60.4.2.6 The International Technical Committees –3 (CTI), (One each for the Summer and, Winter Universiades, and one for the World Championships) responsible for the implementation of technical regulations and conduct of competitions. In addition, there are Technical Chairs (SCT) for each sport.
- 20.60.4.2.7 The Committee for Sports Regulations (CRS), **responsible for ensuring sport regulations are updated and for proposing new regulations to the Executive Committee** (Chair, 3 members, 3 substitutes).
- 20.60.4.2.8 The Medical Committee (CM), responsible for controlling medical areas ie. doping control (Chair, 4 members, 4 substitutes).
- 20.60.4.2.9 The Committee for the Studying of University Sport (CESU), whose task is to promote scientific study of university sport, through conferences, reports and publications (Chair, Secretary, 5 members, 5 substitutes).
- 20.60.4.2.10 The International Press Committee (CPI) responsible for international media relations (Chair, President of FISU; Vice President, 3 members, Organizing Committee representative).
- 20.60.4.2.11 Universiade Supervision Committee, Winter and Summer – (CSU), which make sure that the FISU regulations, the spirit, the tradition are followed and that there is a close cooperation between the FISU commissions and the organizers.
- 20.60.4.2.12 Committee of Finance (CF), **responsible for reviewing the budget plan with the Treasurer.**
- 20.60.4.2.13 Committee for the Development of University Sport (CDSU), **responsible for reviewing projects in the view of developing improved structures within FISU and its member associations.**
- 20.60.4.2.14 Women’s Committee, **responsible for reviewing projects with the goal of developing women’s sport within FISU and the member associations.**
- 20.60.4.3 Competitions
- 20.60.4.3.1 Summer Universiade
Athletes compete in **twelve (12)** compulsory events and up to three optional sports chosen by the Organizing Committee of the host city.
- | | |
|---|-------------------------|
| M & W athletics | M & W football (soccer) |
| M & W basketball | M & W swimming |
| M & W diving | M & W tennis |
| M & W fencing | M & W volleyball |
| M & W judo | M & W table tennis |
| M & W gymnastics- artistic and rhythmic | |
| M & W water polo | |

20.60.4.3.2 Winter Universiade
Athletes compete in **ten (10)** compulsory events and one optional sport chosen by the Organizing Committee of the host city.

M & W alpine skiing	M & W figure skating
M & W cross-country skiing	M & W biathlon
M ski jumping	M nordic combined
M & W short track speed skating	M & W ice hockey
M & W Snowboard	M & W Curling

20.60.4.3.3 World University Championships

archery	karate
beach volleyball	baseball
canoeing – separate flatwater and wildwater	
cross country running	rowing
floorball	table tennis
golf	tae kwon do
bridge	team handball separate M & W events
orienteering	futsal
badminton	squash
triathlon	wrestling
sailing	match racing (sailing)
shooting	equestrian
waterskiing	rugby 7's
softball	boxing
cycling	woodball
chess	field hockey
weightlifting	

20.60.5 CIS REPRESENTATIVES ON FISU COMMITTEES

20.60.5.1 FISU Committees in order of CIS Priority:

1. Executive Committee (EC)
2. International Control Commission (CIC)
3. Technical Committee* indicates Games compulsory sport
Summer Games (alphabetical order):
 - * Athletics
 - * Basketball
 - * Diving
 - * Fencing
 - Gymnastics
 - Judo
 - * Football (Soccer)
 - Swimming
 - Table tennis
 - * Tennis
 - * Volleyball
 - Waterpolo

Winter Games (alphabetical order):

- * Alpine Skiing
- Biathlon
- Curling
- * Figure Skating
- * Ice Hockey
- * Nordic Skiing (Cross-country, Ski Jumping, Nordic Combined)
- * Short Track Speed Skating
- * Snowboard

World University Championship Technical Committees:

archery	karate
beach volleyball	baseball
canoeing – separate flatwater and wildwater	
cross country running	rowing
floorball	table tennis
golf	tae kwon do
bridge	team handball separate M & W events
orienteering	futsal
badminton	squash
triathlon	wrestling
sailing	match racing (sailing)
shooting	equestrian
waterskiing	rugby 7's
softball	boxing
cycling	woodball
chess	field hockey
weightlifting	

NOTE: RECOGNIZED SPORTS OF CIS TAKE PRIORITY FOR NOMINATIONS TO TECHNICAL COMMITTEES.

Medical Commission
Commission Sport Regulations (CRS)
Commission for University Sport Study (CESU)
International Press Commission (IPC)
History Commission

20.60.5.2 Principles of Membership

- 20.60.5.2.1 Membership on FISU Committees/Commissions is governed by the Statutes of FISU.
- 20.60.5.2.2 Nominations shall be made only when CIS and, where appropriate, the respective partner organization agree that the nominated person can make a significant contribution.
- 20.60.5.2.3 Nominations shall be made following the establishment of a specific strategy and objectives for the position.
- 20.60.5.2.4 Sport Canada shall be consulted regarding government policy on international sport to ensure consistency with CIS policy and objectives.

- 20.60.5.2.5 In accordance with CIS policy on gender equity, every effort will be made by the CIS International Committee to increase the opportunities for female representation on FISU Committees/Commissions.

20.60.5.3 Procedure for Canadian Nominations

- 20.60.5.3.1 Nominations to non-technical committees shall be solicited by the CIS International Committee. Members of the CIS International Committee shall seek out interested and qualified individuals from their respective Regional Association, and submit names and supporting documents to the CIS International Committee for consideration.
- 20.60.5.3.2 Nominations to technical committees shall be solicited by CIS International Committee in consultation with the appropriate National Sport Organization (NSO). Nominations can be solicited from **CIS Coaches groups/Sport Technical Sub-Committees**. Recognized sports of CIS are a priority for nominations to technical committees.
- 20.60.5.3.3 Nominations shall be submitted on the basis that they are willing to let their name stand for a length of time agreed upon by the CIS International Committee and the nominee, should FISU not accept the nomination immediately.
- 20.60.5.3.4 Nominations shall be finalized by the CIS International Committee and submitted to the CIS Board of Directors for approval.
- 20.60.5.3.5 Nominations approved by the CIS Board of Directors shall be forwarded to the FISU Secretariat.
- 20.60.5.3.6 Canadian representatives on key Committees/Commissions should be prepared to consider nomination to the FISU Executive should the opportunity arise.

20.60.5.4 FISU Procedures for Call for Nominations

- 20.60.5.4.1 Following the FISU Annual General Assembly, a call will be made by the FISU Secretariat for nominations for positions for FISU Committees/Commissions.**
- 20.60.5.4.2 A review of the nominations by the FISU Executive Committee will take place prior to the Fall Executive Committee meeting.**
- 20.60.5.4.3 Appointments will be made at the Fall Executive Committee meeting following the FISU Annual General Assembly.
- 20.60.5.4.4 Nominees will be informed of their appointment following the Fall Executive Committee meeting.
- 20.60.5.4.5 Appointments are for a four (4) year term.

20.60.5.5 Criteria for Nominations

- 20.60.5.5.1 Priority will be given to CIS university personnel who have the endorsement of their university to be available to attend FISU meetings. Non-university personnel will be considered by the CIS International Committee on an individual basis.

- 20.60.5.5.2 Experience in international sport, knowledge of international sport structures, policies and protocol, including student sport structures.
- 20.60.5.5.3 Thorough technical knowledge, and endorsement by the appropriate NSO, if nominated for a Technical position.
- 20.60.5.5.4 Agree to let their name stand for a length of time agreed upon by the individual and the CIS International Committee. Normally, minimum commitment would be two 4 year terms.
- 20.60.5.5.5 Bilingualism is preferred, in particular for appointment to the International Control Commission (CIC).

20.60.5.6 Reporting Policy for CIS Representatives on FISU Committees

The following shall be forwarded to the CIS Office for distribution to the CIS International Committee:

- 1) An agenda of FISU Committee/Commission meetings;
- 2) a written report following each FISU Committee/Commission meeting to be submitted within 30 days of the meeting;
- 3) any reports submitted by the Canadian representative to the FISU Committee/Commission, and,
- 4) minutes of the Committee/Commission meetings when they become available.

20.60.5.7 Expense Claim Policy for CIS Representatives on Committees

- 20.60.5.7.1 Airfare, not exceeding economy rates by the most direct route, shall be reimbursed. In those circumstances where air travel has occurred at rates less than economy, reimbursement will be the actual out-of-pocket fare expense. Costs of stopovers not related to FISU meetings will not be reimbursed.

NOTE: It is required that FISU or the Organizing Committee of World University Championships and Universiades be responsible for the cost of economy air travel and cost of stay for all members of FISU permanent committees.

- 20.60.5.7.2 Where discount air fares require a minimum stay, and the total cost of the discounted air fare plus the required accommodation costs are less than the economy air fare, it is preferable to purchase the discount air fare. In this instance, the accommodation costs for the required stay will be reimbursed.
- 20.60.5.7.3 Ground transport shall be paid in full. Rail fares shall not exceed first class rates.
- 20.60.5.7.4 It is expected that either FISU or the host country will be responsible for accommodation and meals for the duration of the meeting. This must be recorded on the expense claim form.
- 20.60.5.7.5 FISU Regulations require the Organizing Committee of the World University Championships or Universiades be responsible for the cost of stay during the time of the Games for:
 - a) The members of the FISU Executive Committee
 - b) The Auditors
 - c) The Chairmen of the FISU Committees

- d) The members of the CIC
- e) The members of the CTI
- f) The members of the CM
- g) The members of the CESU for the duration of the FISU Conference, if held during the Universiade

- 20.60.5.7.6 Where either FISU or the host country does not cover accommodation and/or meals, or where extra accommodation costs arise due to discount air fares (as in 2 above), reimbursement for the actual room charge shall be made in full in accordance with the Sport Canada allowable amounts.
- 20.60.5.7.7 Meal charges are to be detailed and are to include service and gratuities, to a maximum of \$43 Canadian Funds, in accordance with CIS Travel Policy for Individuals. Additional consideration may be given for international travel.
- 20.60.5.7.8 Flight cancellation insurance, and medical insurance, shall not be reimbursed.
- 20.60.5.7.9 The premium costs for travel accident insurance and extra baggage insurance shall not be reimbursed.
- 20.60.5.7.10 Long distance telephone charges and faxes related to CIS business will be reimbursed to a maximum of \$25 per trip.
- 20.60.5.7.11 Laundry and valet charges will not be allowed unless absence is in excess of seven days.
- 20.60.5.7.12 Where entertainment and protocol gift expense is incurred, the amounts and persons entertained are to be separately identified on the claim. These claims will be accepted if cost and benefits from the entertainment appear necessary and reasonable, to a maximum of \$75 per trip.
- 20.60.5.7.13 Expenditures designated "sundry" will not exceed \$5 per day.
- 20.60.5.7.14 Cash advances may be requested but must be accounted for within two weeks after completion of the journey. Failure to comply will result in the suspension of future cash advances.
- 20.60.5.7.15 Original receipts (no photocopies) must be attached to the claim form.
- 20.60.5.7.16 Reimbursement for expenses will be forwarded following receipt of a report from the meeting, within 30 days.

20.60.5.8 Selection Criteria to Determine CIS Representative teams to International Competitions (Non-FISU Events)

In the event invitations to non-FISU sanctioned sport opportunities are received, the following steps will be taken:

- 20.60.5.8.1 The relevant National Sport Organization and **CIS Sport Technical Sub-Committee** (if applicable) will be informed of the opportunity. In the absence of a recognized coordinating body, the opportunity will be distributed to member institutions.

- 20.60.5.8.2 In the event that more than the allotted quota of teams or team members show interest in attending, the relevant National Sport Organization or **CIS Sport Technical Sub-Committees** (if applicable) shall determine the participants through a selection process. In the absence of a recognized coordinating body, the relevant Regional Association shall assume selection responsibility.
- 20.60.5.8.3 The participating team(s) shall be held responsible for all financial implications, including any guarantees and subsidies.
- 20.60.5.8.4 The participating team(s) shall adhere to all CIS regulations regarding eligibility, code of conduct, etc.
- 20.60.5.8.5 The participating team(s) shall be responsible for all medical and accident insurance for the participating team(s).
- 20.60.5.8.6 Domestic contracts or Regional Association schedules shall not be jeopardized by the international event in question.
- 20.60.6 **FISU ELIGIBILITY RULES FOR ATHLETES**
All competitors must satisfy the following conditions:
- 20.60.6.1 Be a Canadian citizen.
*Citizenship must be authorized by a valid Canadian passport.
- 20.60.6.2 Be at least 17 and less than 28 years of age as of January 1st in the year of the event.
For the sport of Basketball – be at least 17 and less than 25 years of age as of January 1st in the year of the event.
- 20.60.6.3 **Be a student who is registered for and pursuing a full program of study leading towards a degree or diploma at a post-secondary institution.**
Ex. Winter Universiade – full-time in either the September–December or the January–April semester
Summer Universiade – full-time in the semester either preceding, at the time of, or following the Universiade
World University Championships – full-time in the semester preceding, at the time of or in the semester following the championship
- 20.60.6.3.1 **Status must be authorized by a document from the registrar of the institution.**
- 20.60.6.3.2 Post-secondary institutions include community colleges, professional schools, technical schools, C.E.G.E.P., and universities, in Canada or outside of Canada.
or
- 20.60.6.4 Be a former student who has graduated from a post-secondary as a student in good standing, in the calendar year preceding the year of the event.
- 20.60.6.4.1 Graduation must be authorized by a document from the registrar of the institution.
- 20.60.7 **UNIVERSIADE - CANADIAN TEAM SELECTION PROCEDURES**
- 20.60.7.1 **Athletes, Coaches, Managers, Officials selection procedure**

- 20.60.7.1.1 The general policy is ratified by the CIS International Committee.
- 20.60.7.1.2 CIS shall meet with each NSO participating in the Games, six (6) months to one (1) year in advance, to determine application of the policy to their respective sport. A letter of agreement will be signed between CIS and the NSO. A report will be circulated to the International Committee.
- 20.60.7.1.3 Eligibility forms shall be distributed to all potential athletes three to six (3 – 6) months in advance, for return to the CIS Office for review. NSO's are notified by the CIS staff member responsible for International Programs of any potential athletes who do not meet the eligibility requirements.

NOTE: Individual meetings will occur between the National Sport Organizations participating in the Games and CIS.

- 20.60.7.1.4 **All teams members are required to pay a CIS participation fee as determined by the CIS International Committee and approved by the CIS Board of Directors, a \$30 CAN FISU fee, as well as all other entry fees. In addition, Winter Universiade team members may also have a medical services fee.**
- 20.60.7.1.5 A non-participating coach or team leader who will represent CIS must accompany all teams participating in FISU events. In the event a coach or team leader is available, but cannot generate the necessary funding, it is acceptable to include these expenses in the athlete fees.

20.60.7.2 Mission Staff Selection Procedure

- 20.60.7.2.1 Positions available shall be advertised throughout CIS membership approximately 18 months prior to the Games.
- 20.60.7.2.2 Chef(s) de Mission, and Mission Manager(s) (where applicable) applications shall be received and reviewed by a sub-committee of the International Committee. The sub-committee will recommend a slate to the International Committee, for submission to the CIS Board of Directors for their approval.
- 20.60.7.2.3 If additional mission staff is required, applicants are solicited from CIS membership to be reviewed by the Mission Staff for ratification by the CIS International Committee.
- 20.60.7.2.4 Sport Canada may place one representative on the Mission (Summer Universiade only).
- 20.60.7.2.5 Mission staff for the Winter Universiade may be required to pay their airfare to attend the event.

20.60.7.3 Medical Staff Selection Procedure

- 20.60.7.3.1 Nominations are solicited from the NSO's and the professional membership of the "Medical Expert Group".
- 20.60.7.3.2 Preference is given to medical personnel associated with CIS member institutions who meet the minimum requirements.

20.60.7.3.3 A Committee of the “Medical Expert Group”, including the CIS staff member responsible for International Programs Services, reviews the applications and submits a final list to the CIS International Committee for ratification.

20.60.7.3.4 Medical staff for the Winter Universiade may be required to pay their airfare to attend the event.

20.60.7.4 Coaching Certification Standards

20.60.7.4.1 Full National Coaching Certification Program (NCCP) Level 3 certification, or the equivalent in the new NCCP to at least NCCP Competition-Development status, is required for all coaches representing Team Canada at the Summer and Winter Universiade, starting with the 2013 Winter Universiade.

20.60.7.4.2 Exemptions from Level 3 certification or Competition-Development qualifications are possible in exceptional cases as determined by the Manager, Sport and International Programs or the CIS International Committee.

- a) An exemption will be considered only if a coach has obtained full NCCP Level 2 certification or has Competition – Development In-Training status.
- b) A coach may be granted a maximum of one exemption in his/her coaching career per sport.
- c) An exemption may be granted on the premise that the coach plans to advance to full Level 3 or Competition-Development certification within two years.
- d) Exemption requests must be officially submitted to CIS at least 60 days prior to the start of the Universiade.

20.60.8 UNIVERSIADE - MISSION STAFF

20.60.8.1 Membership

20.60.8.1.1 Summer Universiade

Chef de Mission (from CIS)

2 CIS staff member(s) responsible for International Programs Services

5 Mission Managers (from CIS) - Administration, Technical, Sports Information, Accreditation, Transportation

1 Sport Canada Representative

Sports Information Officers (as required, from CIS)

Chief Medical Officer

Chief Therapist

Clinic Coordinator

Doctors and Therapists (10-12 as required)

Team Photographer (as required)

Interpreter (as required)

20.60.8.1.2 Winter Universiade

Chef de Mission (from CIS)

2 CIS staff member(s) responsible for International Programs

Sport Information Manager (as required, from CIS)

1 Sport Canada Representative (as required and funded by Sport Canada)
Chief Medical Officer
Chief Therapist
Doctor and Therapists (2-3 as required)

20.60.8.2 Responsibilities

- 20.60.8.2.1 To implement policies and procedures as established by the CIS International Committee and Board of Directors.
- 20.60.8.2.2 To coordinate Canada's participation in the Universiade which includes, administration, operations, sports information, medical support, and technical support.
- 20.60.8.2.3 To coordinate and determine the planning schedule in conjunction with the International Committee, which includes meeting dates, deadlines for entries, departures etc.
- 20.60.8.2.4 To determine requirements for sport information officers, team photographer and medical personnel for the Canadian delegation and make recommendations to the CIS International Committee.
- 20.60.8.2.5 To liaise with FISU and the Host Organizing Committee of the Universiade.
- 20.60.8.2.6 To liaise with the International Committee with regards to the development of Games specific policies and protocols.
- 20.60.8.2.7 To make policy recommendations regarding international matters to the CIS International Committee for briefing of the Canadian representatives on FISU commissions.
- 20.60.8.2.8 To provide regular communication regarding Games activities and plans to the CIS International Committee and CIS Membership.

20.60.8.3 Selection Criteria for Chef de Mission and Mission Managers

- 20.60.8.3.1 Candidates for the positions of Chef and Mission Managers for the Canadian teams in both the Winter and Summer Universiade must have the endorsement of their university, and shall possess the best combination of the following:
 - a) hold a senior position in university athletics, physical education, or other university department
 - b) demonstrated administrative and leadership capability
 - c) experience on Games Missions or similar international events
 - d) knowledge of international sport structures, policies, protocol
 - e) ability to work in both official languages
 - f) ability to deal with large numbers of coaches and athletes
 - g) availability for the duration of the Universiade and all planning meetings prior to the Universiade
- 20.60.8.3.2 Candidates abilities shall also be assessed in relation to other members of the Mission Staff, to achieve a balance and blend of all abilities and talents.
- 20.60.8.3.3 The positions of Chef and Mission Managers are considered voluntary, there is no salary nor honorarium. Expenses, however, for participation as a member of the Mission may

be covered by CIS with Sport Canada assistance. Administrative support for the entire Mission is provided by the CIS Office.

20.60.9 WORLD UNIVERSITY CHAMPIONSHIPS - CANADIAN TEAM SELECTION PROCEDURES

World University Championships are held in even years. Please refer to section 20.60.4.3 for a complete list of sports.

20.60.9.1 Athletes, Coaches, Managers, Officials selection procedure

20.60.9.1.1 The general policy is ratified by the CIS International Committee.

20.60.9.1.2 CIS shall meet with each NSO participating in a world championship, six (6) months to one (1) year in advance, to determine application of the policy to their respective sport. A letter of agreement will be signed between CIS and the NSO. A report will be circulated to the International Committee. If the NSO declines, then CIS members have the option to undertake alternative possibilities with the approval of the CIS International Committee and Board of Directors.

20.60.9.1.3 In a sport where there is a recognized CIS, every effort will be made to ensure the NSO and the **Coaches Executive** work in partnership to select a team.

20.60.9.1.4 Eligibility forms shall be distributed to all potential athletes three to six months in advance. They are to be signed first by their institution's Director of Athletics or equivalent, followed by the institution's registrar for return to the CIS Office for review. Monitoring eligibility is the responsibility of the athletic department. NSO's or the coordinating body are notified by the CIS staff member responsible for International Programs Services of any potential athletes who do not meet the eligibility requirements.

20.60.9.1.5 **The events are completely self-funded. All teams members are required to pay a CIS participation fee as determined by the CIS International Committee and approved by the CIS Board of Directors, and a \$30CAN FISU fee. All other team costs will be estimated on a cost recovery basis.**

20.60.9.1.6 A non-participating coach or team leader who will represent CIS must accompany all teams participating in FISU events. In the event a coach or team leader is available, but cannot generate the necessary funding, it is acceptable to include these expenses in the athlete fees.

20.60.9.1.7 In the event the Championship requires teams to provide an International official(s), all costs for the official or the equivalent FISU penalty fee is the responsibility of the participating team.

20.60.9.1.8 In some instances, CIS may provide a Head of Delegation from the CIS staff. Priority will be given to recognized sports of CIS, or those sports that enhance the International Strategy.

Policies and Procedures 20 – Programs

POLICY NUMBER:	20.70
Name:	Financial Obligations of Bidding Committees and Hosts of CIS Properties
Origin:	Finance Committee
Approved:	January 2002
Approval Process	Board of Directors
Revision Date(s)	June 2002, November 2003, June 2005, June 2007, June 2008

20.70.1 GENERAL

20.70.1.1 The CIS Board of Directors shall determine the fee(s) related to hosting events over which CIS has jurisdiction. These fees include, but are not limited to, application fees, bidding fees, hosting fees and default fees.

20.70.2 INTERNATIONAL

20.70.2.1 Application Fee

20.70.2.1.1 General
The Application fee is payable by the bidding committee at the time it submits the bid to CIS.

20.70.2.1.2 World University Championships

20.70.2.1.2.1 \$1000 (non-refundable).

20.70.2.1.2.2 The actual expenses of the CIS Selection Committee members incurred during their fulfillment of the obligations related to bid approval.

20.70.2.1.3 Universiades

20.70.2.1.3.1 \$7500 (non-refundable).

20.70.2.1.3.2 The actual expenses of CIS staff/Board/Committee members incurred during their fulfillment of the obligations related to the bid, up until the attribution of the Championship by FISU.

20.70.2.2 Bid Fee

20.70.2.2.1 General

The Bid Fee is payable by the bidding committee upon acceptance of the bid by CIS, and is payable regardless of whether FISU awards the bid to the bidding committee.

The Bid Fee will offset CIS financial and human resources committed to the Bid Committee from the time of application, up until the acceptance or rejection of the Bid by FISU.

20.70.2.2.2 World University Championships

20.70.2.2.2.1 \$1000 (non-refundable).

20.70.2.2.2.2 The actual expenses of one appointed CIS representative, incurred during their fulfillment of the obligations related to the bid, up until the attribution of the Championship by FISU.

20.70.2.2.3 Universiades

20.70.2.2.3.1 \$10,000 (non-refundable).

20.70.2.2.3.2 The actual expenses of CIS staff/Board/Committee members incurred during their fulfillment of the obligations related to the bid, up until the attribution of the Championship by FISU.

20.70.2.3 Hosting Fee

20.70.2.3.1 General

The Hosting Fee is payable by the bidding/organizing committee once the bid has been accepted by FISU.

The Hosting Fee will offset CIS financial and human resources committed to the Organizing Committee from the date the Games are attributed by FISU until the same date the year after the event.

20.70.2.3.2 World University Championships

20.70.2.3.2.1 \$5,000

20.70.2.3.2.2 The actual expenses of one appointed CIS representative, incurred during their fulfillment of the obligations related to the Championship.

20.70.2.3.3 Universiades

20.70.2.3.3.1 An amount of money each year beginning with \$25,000 and increasing by 3% every year, from the date the Games are attributed by FISU until the same date the year after the event (A payment schedule will be determined with the OC following CIS's acceptance of the bid).

20.70.2.3.3.2 The OC agrees to reduce Canadian team Fees, as determined by FISU, by 50%, and the equivalent cash amount will be provided to CIS as well as a rights fee of \$100,000. These fees would assist with the costs of CIS student-athletes attending the event.

20.70.2.3.3.3 25% of the annual yield of the Game's legacy fund according to the multi-party agreement.

20.70.2.3.3.4 The actual expenses of three (3) appointed CIS representatives, incurred during their fulfillment of the obligations related to the Games. These members will be appointed by CIS in agreement with the OC and must not represent a conflict of interest.

20.70.3 DOMESTIC

20.70.3.1 Application Fee

20.70.3.2 Bidding Fee

20.70.3.3 Hosting Fee (Guarantee)

20.70.3.3.1 General

Guarantee amounts are listed in Policy 20.70.3.3.2. The following factors were taken into consideration when determining these guarantee levels

- a) The value of the National Championship on the market.
- b) A portion of the guarantees collected will be used to assist Members with travel costs to National Championships
- c) Guarantee levels should allow championship hosting to be accessible to Members across the country.

20.70.3.3.2 National Championships (*The CIS Board of Directors will review the guarantees prior to the 2012-13 call for bids.*)

20.70.3.3.2.1	W. Rugby	\$2,200
20.70.3.3.2.2	M. Soccer	5,500
20.70.3.3.2.3	W. Soccer	5,500
20.70.3.3.2.4	Cross Country	2,200
20.70.3.3.2.5	Football	45,000
20.70.3.3.2.6	Swimming	5,500
20.70.3.3.2.7	Wrestling	2,200
20.70.3.3.2.8	W. Ice Hockey	7,700
20.70.3.3.2.9	M. Ice Hockey	71,500
20.70.3.3.2.10	Field Hockey	1,250
20.70.3.3.2.11	W. Volleyball	22,000
20.70.3.3.2.12	M. Volleyball	22,000
20.70.3.3.2.13	Track	5,500
20.70.3.3.2.14	M. Basketball	143,000
20.70.3.3.2.15	W. Basketball (Final 8)	22,000

20.70.3.3.3 Semi-Finals

20.70.3.3.3.1 Football Bowls 15,000 each

20.70.3.4 Default Fee

20.70.3.4.1 General

A default fee will be assessed in the case of a National Championship Host being unable to host a National Championship after the bid has been awarded and the contract has been signed. The default fee will be used to lessen the resulting financial impact on the Travel Pool, as well as to cover the costs of soliciting a replacement host for a National Championship.

20.70.3.4.2 Procedure

The host in default will be obligated to pay the following amount:

- 20.70.3.4.2.1 Default between two and three years of hosting the National Championship: 10 % of guarantee.
- 20.70.3.4.2.2 Default within one and two years of hosting the National Championships: 25% of guarantee.
- 20.70.3.4.2.3 Default within 0-1 year of hosting the National Championship: 50% of the guarantee.
- 20.70.3.4.2.4 The amounts are maximums and the default fee may be less depending on the level of guarantees offered by a replacement host, if any. A defaulting host would only be assessed a default fee which, added to the replacement host's guarantee offer, equaled the original guarantee amount.

Example: If a Member agrees to a guarantee of \$130,000, and defaults during 0-1 years before the event, according to the formula, they would be required to pay CIS \$65,000. However, if a replacement host offers \$100,000, then the defaulting host would have to pay only \$30,000 in order to restore the guarantee to the original \$130,000.

20.70.3.4.3 Exceptions

The default fee would not be assessed if:

- a) The Member could not host due to extenuating circumstances (i.e. facility problems, environmental catastrophes). The CIS Board of Directors will decide whether the reason qualifies as extenuating circumstances.
- b) If the National Championship was re-assigned to a different host at full guarantee level, or another member offered to host at the full guarantee level.

Policies and Procedures 20 – Programs

POLICY NUMBER:	20.80
Name:	CIS Playing Regulations
Origin:	Sport Committee
Approved:	June 2002
Approval Process:	Board of Directors
Revision Date(s):	June 2004, June 2007

20.80.1 CIS PLAYING REGULATIONS

The CIS Playing Regulations are updated, published and duly circulated on an annual basis. All proposed changes to sport specific Playing Regulations must initially be reviewed by the appropriate **CIS Sport Technical Sub-Committee** who will forward the proposed changes to the CIS Sport Committee.

20.80.2 NOTWITHSTANDING POLICY

Notwithstanding the rules contained in the Playing Regulations, there may arise from time to time exceptional circumstances that justify modifying a rule or regulation for a single event or championship. Exceptional circumstances is defined as a single or series of events, beyond the control of the individual(s) in question, which affect the ability of the individual(s)/institution to abide by the rule or regulation. The modification of a CIS rule or playing regulation shall only be effective if:

- (a) The member requesting consideration of the notwithstanding clause submits in writing to the CIS Manager of Events and Programs (if unavailable, the Chief Executive Officer) the exceptional circumstances that justify modifying a rule or regulation for the event or championship in question;
- (b) The CIS Manager of Events and Programs (if unavailable, the Chief Executive Officer), the Vice-President Programs (or, due to conflict of interest or unavailability, his or her designate) and the President of the Coaches Executive (or, due to conflict of interest or unavailability, his or her designate) meet via conference call and determine in the exercise of their discretion, that exceptional circumstances, in fact, exist and that the exceptional circumstance warrants polling all participating institutions;
- (c) A minimum of $\frac{3}{4}$ of the participating institutions at the event in question (1 per institution) agree with the proposed modification.

The modification and variance shall apply only for the championship in question, and shall be final and binding.

20.80.3 NON-COMPLIANCE POLICY

20.80.3.1 General

CIS does not wish to prevent duly qualified student-athletes or Members from participating at CIS championships once they are at the national championship site. The non-compliance policy addresses student-athletes and/or Members who are in contravention of a published CIS playing regulation, the contravention of which does not place student-athletes at risk, or does not inhibit the delivery of the competition. For example, a lack of safety equipment would not be exempt from compliance, as it would put the student-athlete at risk. A student-athlete with no jersey number would not be exempt, as it would inhibit the officials' ability to perform their duties.

20.80.3.2 Sanctions – **Technical Rule Violations:**

When a student-athlete and/or Member is found in contravention of a playing regulation or championship policy, the contravention of which does not place student-athletes at risk, or does not inhibit the delivery of the competition, the following penalties may be imposed to the Member in question:

- a) First offense: (i) A fine equivalent to the costs which would have been incurred by the institution to ensure compliance, in any case, no less than \$1,000.
(ii) On probation for two years (sport specific).
- b) Second offense: (i) A fine equivalent to the costs which would have been incurred by the institution to ensure compliance, in any case, no less than \$5,000.
(ii) The matter will be forwarded to the Discipline Committee for review.

Note: The above is a cumulative process.

20.80.3.3 **Sanctions – CIS Broadcasting and/or Sponsorship Violations:**

When a student-athlete, coach and/or Member is found in contravention of a playing regulation or championship policy associated with a televised broadcast or servicing of a CIS national sponsor, the Member will be subject to the CIS Discipline Policy 90.30.

20.80.4 Championship Schedule Modification due to Television Broadcast Times

In the event there is a request to vary the start time of a game that is being broadcast on TV from the schedule published in the CIS policies/procedures*, the Manager, Events & Programs shall convene a conference call with the VP Sport, the championship host, President of the Coaches Executive and the VP Marketing prior to changing the schedule.

The purpose of the conference call shall be to review if changes can be made to the championship schedule, pending the host's advertising plan, in order to ensure an environment which will allow student-athletes to compete at their optimum levels (i.e.: recovery times). The following guidelines will be considered:

- Games times cannot be scheduled if adequate recovery time for the student-athletes has been jeopardized. There must be a minimum of 14 hours recovery/rest time between games on the championship side of the draw (this does not include overtime).
- Priority shall be given to the scheduling of the gold medal game followed by the bronze medal game.
- Scheduling of the consolation final cannot interfere with the scheduling of the medal games. The consolation final will not be played if there is less than 14 hours of recovery time or if it must be scheduled earlier than 10:00 am (local).

