

Attendance: Dick White, President; Don Wilson, President-Elect; Diane St-Denis, Vice President Programs; Murray Hall, Vice President Research and Development; John Ryan, Chair, Finance Committee (November 26 only); Coleen Dufresne, Canada West; Liz Hoffman, OUA; Katie Sheahan, QSSF; David Murphy, Atlantic University Sport.

CIS Staff: Marg McGregor, CEO; Tanja Mackin, Director, Finance & Administration; Peter Metzals, Marketing Director; Sheila-Ann Newton, Manager, Events & Programs; Michel Belanger, Media and Public Relations Officer (November 26 only).

Regrets: Pat Murray, Vice President Marketing; Judy McCrae, Chair, Equity and Equality Committee; Jean-Guy Ouellette, Chair, International Committee.

1. Call to order, approval of agenda

The meeting was called to order at 12:38 pm. D. White welcomed everyone to Saskatoon and reviewed the success of the Vanier Cup and Vanier Fest which took place in Saskatoon over the past few days.

11-06-01

Hall/Murphy

Carried

To approve the meeting agenda (Annex A).

M. McGregor provided some updates since the last Board meeting in June:

- Swimming Canada/CIS Canada First Initiative – booklet printed, distributed and on CIS Website;
- Meeting with NCAA – more meetings planned, working hard at building bridges;
- New Web Site Administrator / Statistician hired at CIS office – Craig Medaglia;
- Doping infractions to date this year – one, with three more to be announced in near future;
- New information on the impact of cannabis use to be published by CCES in near future;
- Sponsorship with Canadian Forces recruiting renewed;
- Dispute with AUS regarding television fees for the 2006 Men’s Basketball Championship was resolved using ADR;
- Feedback on bilingualism at AGM received and we will be looking into simultaneous translation during the day of proceedings dealing with eligibility and athletic financial awards;
- CIS is looking to recruit a new Chair of the Equity and Equality Committee (K. Sheahan noted that she would approach a candidate from the QSSF regarding this opportunity);
- UBC’s interest in joining the NCAA is being followed with interest.

2. Financial Report

a) 2005-06 Audited Statements

J. Ryan referred to the 2005-06 Audited Statements and noted that the internal statements presented at the AGM projected a surplus at June 30, 2006 of \$159,000. Since the AGM, the following reductions in revenue/increase in expenses were realized:

Projected surplus at 2006 AGM	159,000
Loss of Air Canada revenue	-20,000
Loss of TV Guarantee – MBB	-9,000
Increase expense – Sport Com Mtg, AGM, Pres travel and trophy refurbishment	-7,961
Final Surplus per internal statements	122,039
Distribution of Surplus to Championship travel	-66,000
Brought forward from previous year's surplus	-66,000
Contribution to restricted reserve	10,000
Final Surplus per Audited statements	39

As per Internal Statements, the following is available for distribution to the 06-07 budget and 05-06 championship travel

Final Surplus per internal statements	122,000
Championship travel	61,000
06-07 Surplus	61,000

12-06-02 Ryan/Hoffman **Carried**

To receive the Audited Statement for the year ended June 30, 2006.

The CIS Finance Committee will be meeting via conference call in December to formally approve the statements, and the Board will be asked in April 2007 to recommend the statements for approval by the Assembly in June 2007.

b) October 31 interim Financial Statements

J. Ryan referred to the October 31, 2006 interim financial statements (Annex B) and noted that they are currently projecting a small deficit of \$1,900, although it is early in the fiscal year, and other variances are likely to occur in the next few months. The major variances to date are as follows:

Increase (Decrease) in Revenue	
Air Canada - no more cash rebate	-20,000
Membership fees (partly due to ETS leaving CIS)	-4,766
Baden - soccer 05-06 and 06-07	4,000
Via	-11,500
Sport Canada	31,400

2. Input on Travel Pool Principles

T. Mackin provided background on the disbursement of travel pool funds and requested Board feedback.

Up until this year, the travel pool funds were being distributed equally between the 19 championship banner sports. However, this year Field Hockey and M & W Wrestling moved to a flexible service and funding model and the NSO's are now contributing the travel pool funds. This has freed up \$37,000 of the 2005-06 guarantee portion of the travel pool. This \$37,000 has been reallocated to the CIS general revenue.

For the 2007-08 budget, because guarantee amounts are increasing, \$49,000 will now be freed up. In order to balance the 07-08 budget it is necessary to again maintain these funds in CIS general revenue

The issue of redistributing these funds among the remaining 16 championships banners was discussed.

It was agreed to leave the funds in general revenue for now. The CIS Finance Committee will discuss the issue and consider redistributing the funds back to members' championship travel in the event of a surplus at the end of the year.

It was questioned why the travel pool funds are divided among the 19 championship banner sports versus equitably among the exact number of student-athletes participating in each championship. It was noted that this is the way the travel pool policy had been developed, but the Finance Committee would take it under advisement.

2. Cross Country Travel Pool

The Cross Country Coaches Association has been investigating various proposals in an effort to increase the number of participants funded to the CIS Championship. In November 2005 the following motion was put forward as part of vote sheet:

The CIS Cross Country Travel Pool funding formula of 2 berths to Canada West, 2 berths to OUA, 1 berth to QSSF and 1 berth to AUS (2-2-1-1) be maintained and two additional teams be funded. Selection of the additional funded teams will be based on the previous years results with the highest placing conference(s) that did not receive funding under the 2-2-1-1 funding formula that year other than the host conference for the competition year up to a maximum of three per conference. Funding the additional top three male and female athletes from each Regional Association, not already funded, would continue. Total number of athletes funded would now be 68 male and 68 female, a total increase of 28 athletes funded.

Athletic Director	For - 13	Against - 11	Abstain - 1
Head Coach	For - 21	Against - 4	Abstain - 0

Below is some detailed rationale provided by the Coaches Association for the Board's consideration:

1. To ensure a significant competitive field at CIS Championships.
 - a. Funding 8 teams will ensure that 8 of the top teams in the country will be represented at CIS Championships, as opposed to 6.
 - b. Presently 54 male athletes and 54 female athletes are funded.
 - c. 8 teams would require 56 male athletes and 56 female athletes be funded, plus the top 3 from each Regional Association for a total of 68 male and 68 female student-athletes.
2. To select teams most deserving of funding.
 - a. Use of previous year's result to determine funded teams would be the most apolitical method maintaining current CIS policies.
3. Based on number of teams currently participating in M & W Cross Country the numbers support an increase to 8 teams.
 - a. 30 men's and 32 women's teams currently participate in Cross Country.
4. Based on the worse case scenario from the 2003 Cross Country Championship held in Moncton the shortfall would be \$115 per athlete.
 - a. This would be a shortfall to the funding for the additional funded teams.

T. Mackin indicated that because of the small number of student-athletes previously funded for cross country (108) the travel pool has historically covered almost 100% of funded travel, as opposed to most other sports, where funding coverage is around the 50% range.

The financial implications are that the same amount of travel pool funds would be available, but they would simply be distributed to a greater number of athletes.

It was noted that the coaches feel that agreeing to this would encourage more teams to participate. The merits of this were discussed, and it was agreed that cross country appears to be a booming sport and the championship is very competitive.

12-06-03 St-Denis/Wilson Carried

That the CIS Cross Country Travel Pool funding formula of 2 berths to Canada West, 2 berths to OUA, 1 berth to QSSF and 1 berth to AUS (2-2-1-1) be maintained and two additional teams be funded. Selection of the additional funded teams will be based on the previous years results with the highest placing conference(s) that did not receive funding under the 2-2-1-1 funding formula that year other than the host conference for the competition year up to a maximum of three per conference.

President Marketing shall review the nominations and select the recipient.

60.70.2 NAMING OF CIS HONOURS

60.70.2.1 Canadian Interuniversity Sport is committed to recognizing outstanding accomplishments which exemplify the ideals and purposes of interuniversity athletics and amateur sport.

60.70.2.2 The creation of new Canadian Interuniversity Sport honours shall rest with the Board of Directors. Such awards shall be named after outstanding individuals who exemplify the selection criteria of the award. The person who the honour is named after shall normally be selected as the inaugural recipient of the honours.

60.70.2.3 To be considered separately

60.70.2.4 Once an award is approved, the Board of Directors shall circulate the award purpose, selection criteria and process to the membership along with a request for inaugural recipient(s) after whom the award shall be named. Should the founder of the award have submitted a proposed name, this information along with the above information shall be circulated to the members. The Board of Directors shall hold the final decision on the naming of the award.

60.70.2.5 Renaming of current awards

Awards currently in existence can be renamed by the Board of Directors using the process outlined in 60.70.2.4 with the consent of the original award sponsor(s)/donor(s).

12-06-05 Dufresne/Murphy Carried

Amendment:

Add: 60.60.2.6.5: Nominations will be reviewed by, and supplementary information will be requested from, the President of the respective Coaches Association.

b) Concerns with existing timelines in the policy

In the existing policy, the call for nominations is 90 days in advance of the AGM with final selections being made 45 days in advance. This timeline often does not provide enough time for successful candidates to be notified of their selection and to arrange their schedules in order to attend the awards presentation.

12-06-05 St-Denis/Hoffman Carried

Call for nominations (for all awards listed in section 60.60) shall be 120 days prior to the AGM. Nominations shall be submitted 90 days in advance. Selections shall be no later than 2.5 months before AGM.

c) Selection Committee

The Selection Committee make up for the Austin Matthews Award and Coaching Award is currently limited to 3 specific individuals (VP Sport, VP Marketing and VP R&D). This has caused challenges in the past based on availability.

12-06-06 Hoffman/Murphy Carried

To Change Policies 60.60.4.2.6 and 60.60.6.2.6 to read:

A committee composed of any three members of the CIS Executive Committee shall review the nominations and select the recipient.

12-06-07 Wilson/Ryan Carried

Amendment:

To Change Policies 60.60.4.2.6 and 60.60.6.2.6 to read:

A committee composed of the Vice President Research and Development, Vice President Sport and Vice President Marketing shall review the nominations and select the recipient. If any of these committee members are unavailable, they may be replaced by any other member of the CIS Executive Committee.

d) Expenses for the Award Winners to attend the celebration

Currently the award winner and/or the nominating institution is expected to cover all transportation and accommodation costs for the award winner to attend the awards presentation. From a CIS brand perspective, we believe this projects an image of over frugality and is not how a national organization should celebrate and honour these distinguished supporters/builders of Canadian university sport.

12-06-08 Sheahan/Ryan Carried

To change Policy 60.60.3.3, 60.60.4.3, 60.60.5.3 and 60.60.6.3 to read:

The travel and accommodation expenses for the recipients to attend the awards presentation shall be covered by Canadian Interuniversity Sport.

12-06-10 Sheahan/Ryan

Carried

That new CIS Coaching Award be named the “Jean-Marie De Koninck Coaching Award”.

Mr. De Koninck’s accomplishments will be summarized and added to the description of the award.

6. CIS Bid Book

S. Newton referred to the amended Bid Book as circulated and changes to specific areas were considered:

a) Face to Face Presentations

The Board considered the pros and cons of having face to face presentations of bids. It was agreed that presentations provide clarification and a opportunity for bidders to highlight and emphasize portions of their written bid and as such are valuable.

The timing of the presentations was considered and it was agreed that scheduling them immediately after the AGM was not ideal, as this is a busy time for staff and committee members. After spending a week in committee meetings and the AGM, it is difficult to focus and give 100 percent to a lengthy and complex selection process.

Options such as tele- and video conferencing for some or all of the sports were also discussed.

It was agreed to pilot the Cross Country and Swimming Championship bid presentations using video or teleconferencing only. The advantage for members is that they will not have to fly members of the bid committee in for the selection meeting.

12-06-11 Sheahan/St-Denis

Carried

To pilot video or teleconferencing for the presentations of the bid books for the Cross Country and Swimming Championships.

b) Air Canada Update

M. McGregor indicated that CIS released an unusually large number of seats just prior to the Vanier Cup this year. Air Canada suggested that they may not renew the agreement which allows CIS to block book then release seats without penalty. If this is the case, then the bid book may have to take into account the fact that CIS will not be able to book over a hundred seats to a location served by a small airport with three days notice, and the locations and timing of championships will have to be re-evaluated.

c) Confidentiality

The issue of keeping the decision of the bid selection committee meeting confidential until bidding schools have been notified of the results was discussed.

Options discussed were:

- release the decision immediately following the meeting
- have the members of the committee sign a confidentiality agreement.

After lengthy discussion it was agreed that committee members should be asked to sign a confidentiality agreement, as a reminder of the importance of maintaining confidentiality. In addition, in order to reduce the impact of a potential leak, announcements should be made as soon as possible after decisions are made. The exact logistics will be worked out, but could include notifying the bidders that decisions will be communicated to them via e-mail at a specific time, immediately after which, a public announcement will be made.

The issue of title sponsorship will have to be deferred until P. Metzals and P. Murray are able to consult. The bid book will therefore be distributed only in January 2007.

d) Host Hotel

S. Newton indicated that we made need to define "reasonable rate" for hotels. It was agreed that this reasonable rate should be consistent for all championships, and that in general, lower profile championships should not be booking lower rate hotels than the higher profile championships.

The importance of all championship participants staying at the host hotel emphasized.

e) Other changes to bid book

The following additions to selections criteria will be added to the bid book.

- Track record of following CIS policies when they are participating at Championships
- Host plans to celebrate the CIS's 50th anniversary in 2011.
- Energy Bar will be removed from the protected sponsor list.
- Remove first paragraph of section 3. The CIS Board of Directors determines the host....
- Usage of official supplier for championship merchandise to ensure correct usage of the CIS logo.

Discussion occurred on the level of French in the written materials at Championships. S. Newton indicated that this will be closely monitored in the future. A template for championship banquets/lunches will also be developed to ensure a consistent presentation including an appropriate level of bilingualism.

For a final version of the bid book, please see:

http://www.universitysport.ca/e/pol_proc/manuals.cfm

7. Championship Calendar

D. St-Denis provided background on the issue of the CIS Championship Calendar. The Sport Committee requested feedback from the membership at the June 2006 AGM regarding the dates of the Men's and Women's Basketball Championship. The direction from the membership was divided, therefore the Sport Committee had a conference call on October 17th 2006 to discuss this item. Based on this discussion, the committee is recommending the following:

The fall schedule remains unchanged:

Week 1	Field Hockey	
	Rugby - W	
Week 2	Soccer – M	
	Soccer –W	
	Cross Country	
Week 3	Bowl Games	
Week 4	Vanier Cup	

In reviewing the spring championship schedule, the committee remained committed to the scheduling principals listed in 20.30.3. The committee was also very sensitive to the need to maximize our profile in the media and sport community by utilizing all 5 championship weekends (last weekend of Feb to the fourth weekend in March).

Week 1	Curling	Curling Canada had originally requested the championship be held on week 2. In light on the current number of events already on week 2, Curling Canada agreed to move to week 1.
	Swimming	The swimming community has requested the event move back to week 1. The committee recognizes that from time to time, this event may move to week 2 to address conflicts with the national or international schedule but believe this week to be the better overall fit for the general schedule.
Week 2	Wrestling	No change.
	Volleyball – M	Consideration was given to previous requests received from the coaches association to move the championship to a later date. The committee chose to not affect any changes based on: -the need to have championships cover a 5 week window; -the TV ratings for the past few years have been excellent for this sport on this weekend; and -the volume of teams in basketball dictate a longer season than volleyball and would therefore logically move basketball to a later date in the overall schedule.
	Volleyball - W	See above for notes.

Week 3	Ice Hockey – W	Hockey Canada has agreed to move their Esso National Championship to week 4 (3 rd weekend in March) to eliminate conflict with our event.
	Track & Field	No change.
	Basketball – M	Moves up one week to address the concerns surrounding the head-to-head match up with the NCAA first round.
Week 4	Basketball – W	With the final being played on Monday night. Moves one week later. The date change would support the discussions taking place re a new format for the championship.
Week 5	Ice Hockey – M	No change.

The Men’s Basketball Championship will be moved to week three from week four and Women’s Basketball Championship will move to week four from week three, with the final on Monday. The Sport Committee felt that putting the Women’s Championship against the NCAA Final 64 would not be detrimental as there is a different market for the women’s and men’s game.

Some discussion occurred on why the Men’s and Women’s Championship Finals are on alternate days (i.e. men’s final on Sunday, women’s final on Monday) on the same weekend. It was noted that this works well for television purposes.

Changes in the championship calendar will be implemented during the next round of bidding and existing hosts will be approached to determine if they are willing and able to make the changes.

12-06-12 Murphy/Sheahan Carried

To accept the CIS Championship Calendar as presented.

8. Flexible Funding and Service Models - Curling

S. Newton referred to a memo that is being sent to members regarding the model for the CIS Curling Championship (Annex C). Members will be requested to indicate if they will declare in the sport of Curling in 2007-08.

The Board was requested to provide feedback on the memo and survey.

It was suggested that question e) be added to the survey: “What model for the championship would you suggest”.

9. Marketing Update

a)Television update

P. Metzals indicated that CIS has secured an agreement with The Score Television Network which will allow them to broadcast CIS football games for the

fall, including the Vanier Cup, in addition to event coverage of March Championships.

More specifically, The Score will broadcast a total of 8 Football games, Men's and Women's Volleyball Championship games, Women Basketball Semi final and Championship games, and the Women's Hockey Championships game (on a Monday evening). The agreement is one whereby the CIS will still pay for production costs of games, although it is receiving a significant discount on the actual hard costs of production.

In addition to game broadcasts, CIS will also receive in game inventory (that we can in turn re-sell), major and significant promotion on a weekly basis of CIS games, sufficient pre and post game reporting, creation of a promotion spot for CIS and added promotion and production of a women's sport promo spot.

CIS is in the process of discussing the addition of a regular season event in February, most likely a doubleheader (a men's and women's event), but this is dependent on budgets and expenses.

In addition to the above events, RDS will broadcast 3 Football games and Women's Volleyball and Basketball Championship games and Men's Basketball and Hockey Championship games.

TSN will broadcast the Men's Basketball and Men's Hockey Championships.

In order to develop a CIS 30 second promo spot, and several more promotional spots, we needed to secure game footage from TSN who had the majority of CIS games on tape in beta version, especially for footage of women events. We have recently received this and The Score is now in the process of putting together "drafts" of ads we can work with. This is an additional add on from The Score agreement, in that The Score is producing these spots at no cost to CIS.

Swimming Canada and CIS are in discussions with Bell and with TSN to co-produce a summary package of the CIS Championships. The broadcast will be a highlight package and will be broadcast on tape delay basis. It will include coverage of both Men's and Women's Championship events.

In summary, CIS will broadcast a minimum of 19 games on English language television and 8 games on the French language networks, with at least 6 games covering Women's Championships.

Some recent ratings for our broadcast include:

Mitchell Bowl – The Score – 95,000	RDS – 89,000
Uteck Bowl – The Score – 45,000	RDS – 129,000
Hardy Cup – 75,000	
St Mary's and St. FX - 68,000	– peaked at 110,000 for the last 60 minutes

b) Sponsorship

P. Metzals indicated that CIS has signed an agreement with the Canadian Forces, which is a one year contract with an option to renew for an additional 2

years. The total value of the partnership is in excess of \$500,000 over a 3 year time period.

This gives the CIS 2 major sponsors who are both contributing a significant amount of support to the organization, over the next 3 years.

We also have renewed our sponsorship agreements with Tissot watches (1 year). Spalding (3 years), Wilson (3 Years), Via Rail (1 Year).

M. McGregor noted that the appropriateness of having Canadian Forces (CF) as a CIS sponsor as been questioned by some Members, and the following key messages were noted:

1. CIS is providing exposure opportunities at CIS Championships events. This means visibility of the CF name at events. This is very similar to a CF recruiting booth at student career fairs at universities throughout the country.
2. CF personnel will be on hand to present awards, and be available at booths to discuss with student athletes or the public in general what the career opportunities may be.
3. Questions have been asked about imposing the CF on CIS student athletes. Student athletes do not have to listen to a recruiter, the choice is completely theirs.
4. CF is interested in CIS student athletes because they are fit, intelligent, and leaders. They are attempting to provide the student athletes with an opportunity, if they want. The opportunity includes furthering their education, continuing to go to school. In essence, having their own education expenses greatly reduced. Much of what the CF offer and wants to elaborate upon is within the academic realm - such as engineering, IT, medical school.
5. The money the CIS receives is used in the following manner - to help offset television production costs - since we need to pay for TV, we need to find money to help pay for live broadcasts to produce our events. This is how we are able to provide exposure for CIS member institutions, student athletes and Championships events. Money is also used to help offset members travel to National Championship events by being included in the CIS travel Pool.
6. This is a recruiting tool. The CF would like to attract CIS student athletes - I do come back to university career fairs as I do not see any difference to the CF being at all universities with a booth (along side many other companies) and personnel trying to recruit university student. The relationship with the CIS is more specific.
7. CIS has had a partnership with CF for the last year and half, and as far as we can tell feedback has been positive, we have not heard one single piece of negative feedback from any events the CF were in attendance at.

which will allow our student-athletes to compete at their optimum levels. However, several hosts and coaches association presidents have expressed concerns over the last few years regarding late changes to the national championships schedules due to the additional of a television broadcast. For example, having to play a 5th place match at 8:00am; concern regarding recovery time for a finalist who competes at 8pm on Saturday and must play in the final at 1pm the next day.

There is no simple solution to the challenges created by the perpetual lateness of our broadcaster's decisions on TV times. However, reasonable changes to the national championships could be made if a process was in place to move us away from the current decision processes.

The following motion serves to direct the CIS Office to ensure dialogue takes place with the host and the coaches' association president prior to changing any section of the schedule published in the CIS policies/procedures.

12-06-15 St-Denis/Murphy Carried

To add item 20.90.4 Modification of Championship Schedule due to television broadcast time

20.90.4 Championship Schedule Modification due to Television Broadcast Times

In the event the confirmed TV broadcast time varies 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, the coach's association president and the VP Marketing prior to changing any section of the schedule.

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

11. Conflict of Interest Policy
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a) Broadening the scope of who the Conflict of Interest policy applies to

Currently policy 80.20 applies to Directors and Employees. It is suggested that the scope of the conflict of interest policy be expanded to include members of all CIS committees including selection and hiring committees, standing committees, appeal panels, etc. The suggested revisions to the policy are underlined below.

12-06-16 St-Denis/Hall

Carried

To broaden the scope of the policy by approving the following revisions:

Policy Number: 80.20
Name: Conflict of Interest Policy (DELETE REFERENCE TO:--
“Directors and Employees” and replace with
Directors, employees, Committee members and
hearing panel members.)
Origin: Executive Committee
Approved: June 2001
Approval Process: Board of Directors
Revision Date(s):

80.20.1 Statement of Policy

ADD:

Scope: This policy applies to Directors, CIS employees, CIS Committee members including members of all standing, ad hoc, selection and hiring Committees, and all hearing panel members (hereafter the “affected parties or party”) while acting on behalf of CIS.

Duty: The Duty of all affected parties, while acting on behalf of CIS, shall be to respect and place the interests of CIS ahead of and in priority to any private or personal interests held by the affected party.

b) Conflict of Interest Policies related to CIS Championship Selection

The membership feedback on CIS Championship bid selection items appear below:

CIS members were asked to rank each scenario on a scale from 1 to 4. The results appear below.

Ranking Scale:

1. Acceptable – no conflict or perceived bias. or
2. Acceptable to participate in the discussion and vote if conflict is declared. or
3. Acceptable to participate in discussion but not vote, if conflict is declared. Or
4. Unacceptable.

SD indicates the standard deviation. A higher number indicates a greater degree of disagreement.

Member Rankings					Scenarios
The # in the box is the # of members who chose that option.					
#1	#2	#3	#4	SD	
		2	35	.23	1. A member who is bidding for a CIS Championship sits on the CIS bid selection committee.
2	14	17	4	.75	2. A Regional Association is bidding for a CIS Championship. A member of the multi-member CIS bid selection committee works for a university located in that Regional Association.
2	4	19	13	.80	3. A Regional Association is bidding for a Championship. A member of the CIS selection committee is a staff member or member of the Executive Committee from that regional association.
11	9	3	16	1.27	4. Two members of the CIS bid selection committee are from the same university.
5	6	10	18	1.06	5. Two members of the bid selection committee are from the same university with one reporting to the other.

Current wording in the bid book:

*No member of the Selection Committee shall be employed by a university that is bidding, or be an executive member of a Regional Association that is bidding.

12-06-17 Hall/St-Denis

Carried

To add the following statements in the CIS Championship Bid book related to the composition of the Championship Selection Committee:

- a) **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. (See scenario #2 above)**

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.

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

c) Conflict of Interest Policies related to International Hosting

The membership feedback on International hosting bid selection items appear below:

1	2	3	4	SD	
4	12	8	13	1.04	Two cities are bidding for the right to host an international competition in Canada. On of the members of the CIS selection committee lives in one of the bid cities.
29	8		2	.73	Two cities are bidding for the right to host an international competition in Canada. The selection committee is made up of 5 members with representation from all 4 regional associations.

The CIS International Hosting Guidelines are currently silent with respect to conflict of interest.

Note: the Selection Committee makes a recommendation to the International Committee. The International Committee, reviews the recommendation, and in turn makes a recommendation to the CIS Board. The CIS board makes the final selection decision.

12-06-18 St-Denis/Hoffman Carried

To add the following statements in the CIS International Hosting Guidelines:

- a) No member of the Selection Committee shall be employed by a university located in a bidding city.**
- b) No member of the Selection Committee shall live in the same province, as a bid originates from.**
- c) When a member of the International Committee or Board lives in the same province as one of the bids, that member shall declare a conflict, and shall leave the room or the conference call when the vote is taken.**

d) Conflicts of interest related to Compassionate Appeals and Eligibility Interpretations

The membership feedback on this topic appear below:

1	2	3	4		
1		10	28	.61	8. A member submits a request for a compassionate appeal. That same member serves on the committee with other members across Canada discussing and making the decision about the appeal.
21	12	6		.74	9. A member of the Eligibility Committee (EC) participates in a compassionate appeal decision about an athlete who is in the same regional association as the member of the EC.
8	4	6	20	1.21	10. The Chair of the EC is the sole decision maker in eligibility interpretation appeal. The Chair makes an appeal ruling on an eligibility interpretation about a member within the same competitive division.
19	11	8	2	.86	11. The Chair of the EC makes an appeal ruling on an eligibility interpretation about a member within a different competitive division but same RA.

The current CIS policies related to this appear below:

40.20.1.1 Procedure for Request

A member institution requiring an interpretation of a CIS Eligibility Rule shall direct an e-mail request for same to the Eligibility Review Officer (ERO) of its Regional Association, detailing the name of the athlete and the information required to enable an interpretation to be issued.

In those instances when the request for interpretation originates from the same school as that of the ERO, the e-mail request shall be directed to the CIS Office Representative for interpretation.

40.20.1.2 Eligibility Review Officer's Duty

As soon as possible, but within 5 working days of the receipt of such an e-mail request, the ERO or their designate shall issue via e-mail an interpretation of the CIS eligibility rule to the requesting individual at the member institution, and provide a copy of same for confirmation by the CIS Office representative. A copy of the summary of the confirmed decision shall **be provided to the ERO, the requesting member, and posted to the CIS website. In those instances when the request for interpretation originates from the same school as that of the ERO and is considered by the CIS Office Representative, a copy of the interpretation shall be provided for confirmation to any one of the other ERO's.**

40.20.1.3 Review of Ruling of Eligibility Review Officer or CIS Office Representative

A member institution who is affected by the decision of the ERO may **request a final and binding review of** that decision by the Eligibility Committee. Such a request must be directed, by e-mail, to the CIS Office Representative Upon

receipt of a **request for review**, the Eligibility Committee shall forthwith consider the **request** and issue, as soon as possible but within 5 working days, a written decision which shall either uphold or **revise the decision**. A copy of the decision shall be posted to the CIS website.

Feedback was requested from the Board and input will be sought from the Eligibility Committee. The membership is required to approve any changes that are eventually developed.

12-06-19 St-Denis/Sheahan Carried

That the following recommendations be sent to the Eligibility Committee for their review and input, prior to going before the CIS Membership:

When a member submits a request for a review of a ruling of the ERO or CIS Office representative to the Eligibility Committee, and that same member also sits on the Eligibility Committee, the member shall not participate in the discussion, and decision making process of the Eligibility Committee on this matter.

When a member submits a request for a compassionate appeal to the Eligibility Committee, and that member also sits on the Eligibility Committee, the member shall not participate in the decision making process of the Eligibility Committee. The member shall leave the room or the conference call when the matter is discussed and voted upon.

e) Conflicts of interest related to Gifting

The membership feedback on gifting appears below:

1	2	3	4	SD	
5	4	3	27	1.09	12. A CIS staff/board / or selection committee member receives a gift or contra from a sponsor, prospective sponsor, supplier, host, or potential host valued at greater than \$100

Current CIS Policy:

CIS Championship Bid Book:

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

The Board members were asked to provided copies of their university's polices related to gifts and gratuities offered to employees and volunteers, and it was agreed to review this item at a future board meeting.

The element of transparency and declaration of gifts received was identified as being important to the Board.

An implementation and education phase may be needed to educate members as to what is appropriate and what is off-side.

f) Conflicts of interest related to the CEO as the sole decision maker in decisions relating to appeals

1	2	3	4	SD	
7	4	7	18	1.18	13. The CEO is the sole decision maker on matters of relating to screening of appeals. The President of CIS, who the CEO reports to, submits a request for an appeal.

Current CIS polices related to this are as follows:

- 90.50.3.1 Members who wish to appeal a decision shall have 21 days from the date on which they received notice of the decision, to submit written notice of their intention to appeal, along with detailed reasons for the appeal, to the CEO.
- 90.50.3.2 Any party wishing to initiate an appeal beyond the 21 day period must provide a written request stating reasons for an exemption to the requirement of Section 90.50.3.1. The decision to allow, or not allow an appeal outside the 21 day period shall be at the sole discretion of the CEO and may not be appealed.
- 90.50.5.1 Within 15 (fifteen) working days of receiving the notice of appeal, the CEO shall decide whether or not the appeal appears to be based on one or more of the categories of possible errors by the Respondent as set out in Section 90.50.4.1. In the absence of the CEO, a designate shall perform this function.
- 90.50.5.2 If the appeal is denied on the basis of insufficient grounds, the Appellant shall be notified of this decision in writing, giving reasons. This decision is at the sole discretion of the CEO, or designate, and may not be appealed.
- 90.50.5.3 At the CEO and/or board's discretion, an independent screening of the file being appealed may take place, prior to determining whether to proceed with the appeal.

12-06-20 Wilson/Murphy Carried

That the CEO's responsibilities for screening of appeals be transferred to the appeal panel. One of an appeal panels first tasks would be to screen the appeal in or out.

g) Conflict as it relates to Hosts promoting the Home team when they organize CIS Championships

1	2	3	4		
12	2	2	21	1.38	15. The announcer at a CIS Championship whips the home crowd up into a frenzy in support of the host's team.

Other related “Homer” activities include producing the CIS Championship poster in the university colours, rather than CIS colours, giving a rivaled competitor the runt of the litter when it comes to change rooms, practice times etc.

Existing CIS Policy related to this

6. P.A. Announcer:

- a. The Announcer’s role at CIS games is one of announcing the play in an unbiased manner. He/she is not to perform as a “cheerleader” for either team.
- b. Ensure a public announcement is made prior to each game that emphasizes sportsmanship, respect for all teams, coaches and officials.
- c. Music (including live bands) and computer generated sounds are only to be played during stoppages of play, time-outs, half-time, etc. It is expected that players will have the opportunity to hear their coach’s instructions during a time out. The music should not be demeaning in nature to the visiting team or to the officials.
- d. Individuals that carry out the game presentation should be knowledgeable of the game to ensure that “noise” is made only during appropriate breaks during the play of the game.
- e. The game presentation should be managed so that it is respectful to the visiting team.
- f. It is expected that the home school will manage the game presentation in the same manner that their team expects to be treated as a visitor at other host schools.

Board feedback/comments/ideas:

- the reference to music in point c above is sport-specific and should be transferred to the appropriate sections of the Playing Regulations.
- The issue appears to be more of a concern in some Regional Associations than others.
- It would be helpful to research what Regional Associations are doing in this regard.
- The enforceability of additional rules is the issue. Unless actions are taken, or a performance bond is required, the impact of adding a new policy was questioned.

h) Conflict as it relates to composition of the CIS Championship Management Committee

1	2	3	4		
2	2	9	25	.82	17. The Championship Convenor, who is the non-voting chair of the CIS Championship Management Committee is to hear an appeal/protest involving their university's team.
1	1	5	32	.63	18. The Championship Convenor, who is the non-voting chair of the CIS Championship Management Committee is to hear an appeal/protest involving their university's team. The convenor is also a relative of the head coach from their university.
9	10	7	7	1.10	19. The Championship Convenor is the CIS VP of Sport. The CIS working delegate reports to the VP Sport. An appeal is to be heard.

Current CIS Policy:

Composition of the Management Committee shall be:

- i) Convenor of Championship - non-voting chair;
- ii) Canadian Interuniversity Sport Delegate;
- iii) Technical Delegate;
- iv) President of the Coaches Association, or designate.

A quorum shall require all of the four members, or their replacement.

If a member of the Management Committee was involved, directly or indirectly, in a decision or an interpretation of a Canadian Interuniversity Sport Rule that is being appealed/protested to the Management Committee that member shall be excused from the Management Committee. In this event, the remaining members of the Management Committee have the authority to appoint as a replacement for the excused member an individual who is independent, unbiased and uninvolved in the matter in dispute. The decision regarding whether a member of the Management Committee should be excused and replaced lies solely with the Management Committee.

12-06-21 St-Denis/Hall

Carried

To add the following to the Management Committee terms of reference:

- a) **If a protest is initiated from a host school/RA, the convenor, who comes from that school/RA shall declare a conflict and be replaced on the Management Committee. They will not participate in the decision making and voting, however they may be called upon to provide information.**

- b) If a protest is initiated, and the outcome of the protest may impact upon who the host school will play in a subsequent game, the convenor, who comes from that school shall declare a conflict and be replaced on the Management Committee. They will not participate in the decision making and voting, however they may be called upon to provide information.**
- c) The Management Committee shall not have two members with a reporting relationship sit on the committee.**

h) More work to be done over the next 6 months

1. Sole decision making. A scan will be done to flag other areas where sole decision making is taking place. A threshold will be determined to signal where sole decision making is appropriate, and where it needs to be expanded to build in a safety net.
2. Procedures for self-declaration of conflict will be developed. How to manage situation where there is a difference of opinion, etc.
3. Composition of appeal panels will be looked at.
4. Policies around gratuities and gifting will be developed.

12. Women's Basketball Championship Format

M. McGregor indicated that K. Pruden (President of the Women's Basketball Coaches Association) has confirmed that developing a new championship format for women's basketball was still a priority.

Some members of the board and staff met on November 25 to discuss areas that still require research and to put together a small working group that will develop the championship model and establish costs.

The next steps are to prepare a proposal for review at the April 2007 Board meeting, prior to presenting it to the General Assembly in June 2007.

13. Executive Committee update –Relief from Policies

M. McGregor indicated that CIS currently has a process for relief of regulations in two areas: playing regulations (the notwithstanding clause), and eligibility rules (compassionate appeals).

There is no mechanism for relief of policies in any other area of CIS business.

The CIS Executive Committee supported the principle that given CIS is open to being compassionate and providing relief in two areas, that same openness could apply on a broader basis to other areas.

The Executive agreed to take the next step and have CIS staff create a framework / model relating to relief from other regulations for the Board to review and consider.

Concerns about volume of potential requests and opening the door to a flood of requests were noted, however it was agreed there was merit in taking the next step to explore this topic.

On a practical level, judgments are made by CIS staff independently or in consultation with volunteers, to waive policies from time to time when the circumstances support it.

Recent examples where policies have been varied include:

1. The location of 2006 men's soccer media conference was changed at the last minute due to a gas leak. One of the coaches got lost traveling to the new venue. A decision was made not to fine the coach \$250 for missing the press conference.
2. Due to extenuating circumstances two universities were late filing their AFA data. A decision was made to fine them a total of \$500 rather than \$500 per week.
3. Fines for failure to report scores within deadline have been waived when compelling circumstances exist.
4. Championships hosts, who are according to policy required to get CIS approval prior to producing Championship merchandise, have neglected to do so. The CIS logo was not produced correctly. CIS staff reached a compromise with the hosts, rather than having all the goods disposed of and reprinted.

Draft #1 - Framework to Provide Relief From CIS Policies

Standard Model:

Step 1

The member writes to CIS with a request and rationale to vary a policy.

Step 2

The CIS staff member who oversees the area related to the policy, reviews the request, and gathers any additional pertinent information, precedents etc.

Step 3

The CIS staff member, and two non-involved volunteers from a related CIS committee (if one exists), or the CIS board (if no related committee exists), reviews the documentation, and renders a recommendation to the CIS Executive Committee.

Step 4

The CIS Executive Committee approves / defeats the recommendation.

Fast Track Model (the no-brainer)

In instances when the outcome to provide relief from the rule is not in doubt because it is simply the right thing to do given the circumstances, and because

the nature of the issue is not significant or substantial or controversial in nature, the following step will take place.

CIS staff member makes the recommendation to provide relief from the policy. The recommendation is supported or denied by the President or the CEO (or other non-involved Executive Committee member).

Examples:

Using example #2 above, the university would submit a request to Tom Huisman (staff member who oversees AFA). Tom would review the request, supplement the documentation if required, and forward it to Jennifer Brenning and one other non-involved member of the committee. A recommendation would be forwarded to the Executive Committee for their final decision.

Using example #1 above – the no-brainer model would apply. Sheila Ann Newton (CIS delegate on site at the Soccer Championships) would recommend to the CEO or President (or other non-involved Executive Committee member) to provide relief from the fine, and no invoice would be generated.

Transparency and Communication

On a quarterly basis, CIS staff would report to the Board, outlining the requests received and decisions taken. This report would become part of Board minutes and available for review by the members through that vehicle.

If a decision to provide relief from a policy materially impacts any other school, beyond the institution submitting the request, that third party institution should be made aware of the request and the decision taken, in real time, as events unfold.

Concerns about Opening the Floodgates

The implementation of the relief from policies process could be piloted for an 18 month period. Statistics would be kept which track number of requests received, and time taken the process them. A decision to continue with or withdraw from this process could be made in June 2008.

Notes:

1. This process would not replace the compassionate appeals process, or the notwithstanding process.
2. Board feedback on if these decisions should be subject to appeal, if required.

The Board supported the draft framework for the standard and “no brainer” models and the concept of piloting it for 18 months. It was noted that staff would have to be educated on how to implement the models, and that it was important to be specific about which policies they relate to.

14. Effectiveness of Conference Calls
--

A discussion occurred on the effectiveness of conference calls. It was felt by many that although they work for providing reports and being updated on issues,

it is difficult and ineffective to consider and vote on complex issues during a conference call.

The number of face to face meetings was reviewed, and it was agreed that it would not be feasible to schedule any additional ones, and that three (June, April and December) were sufficient.

It was suggested that we reduce the number of conference calls to one in February (to consider pre-April issues), May (pre June issues) and September (pre-December issues). It was also agreed that conference calls not be used to vote on complex issues, and they be limited to 1 to 1 ½ hours.

Updated Board meeting schedule:

Tues Feb. 13	Board conference call – 2:00
Wed. Thurs. April 25, 26	Board Meeting – Ottawa Wed: 11AM- 8:00PM, Thurs. 9:15 – 2:00PM
Tuesday May 22	Board conference call – 2:00
June 12	Board - PEI
June 13, 14,15	CIS AGM, PEI

15. Adjournment

The meeting was adjourned at 1:30 pm Monday November 27, 2006.

ANNEX A

November 26, 27, 2006 CIS Board Meeting

Radisson Hotel Saskatoon. Picasso Room

405 Twentieth Street East, Saskatoon Saskatchewan S7K 6X6, Canada

Telephone: (306) 665-3322 Fax: (306) 665-5531

If something comes up and you are unable to attend please call Marg at 613 612-2551

Sunday November 26: 12:00 until 8:00PM

Monday November 27: 9:00 until 1:30

Sunday lunch provided at noon, Supper provided at 5:30

Monday breakfast provided at 8:00AM, lunch at 11:30AM.

Vision: CIS is the destination of choice for Canadian student-athletes to pursue excellence in academics and athletics. CIS is recognized as one of the influential leaders in sport in Canada.

1. Welcome, roll call, approval of agenda, general updates since the last board meeting in June.
2. Financial Report (Tanja) page 2
3. Seeking feedback, ideas, early thoughts to take to Finance Committee on travel pool principles, future funding etc.
4. Cross Country Travel Pool (page 16)
5. Revisions to Honour Awards Policies, Creation of CIS Coaches Award (page 17)
6. Revisions to CIS Bid Book (page 25 of this package and separate bid book document))
7. CIS Championship calendar (page 26)
8. Flexible Service and Funding Models: Curling (page 31)
9. Marketing update: women's initiatives, Canadian Forces key messages, Academic All Canadian celebration update. (page 35)
10. Notice of Motion: modification of Championship schedule due to broadcast time. (Diane). Page 38
11. Conflict of interest policy: review of updates
12. Women's basketball championship formats (Marg)
13. Executive Committee update. (Marg) ... relief from CIS policies, etc
14. Discussion about the effectiveness of CIS Board Conference calls, and possible alternate solutions
15. Strategic leadership
 - open space....
 - NAIA accountability model: lessons to be learned?
 - Centralized travel agent and preferred carrier – upsides, downsides, and future issues

ANNEX B

**Variance Analysis
Projected vs Budget
at October 31, 2006**

Revenue

Increase (Decrease) in Revenue	
Air Canada - no more cash rebate	-20,000
Memership fees (part due to ETS leaving CIS)	-4,766
Member contribution to TV - sports added	300
Baden - soccer 05-06 and 06-07	4,000
Via	-11,500
Sport Canada	31,400

TOTAL POSITIVE (NEGATIVE) VARIANCE IN REVENUE -566

Domestic Opportunities

Decrease (Increase) in Expenses	
poster update	-618

TOTAL POSITIVE (NEGATIVE) VARIANCE -618

International Opportunities

Decrease (Increase) in Expenses

TOTAL POSITIVE (NEGATIVE) VARIANCE 0

Advocacy, Marketing, Communications

Decrease (Increase) in Expenses	
Awards database	-618

TOTAL POSITIVE (NEGATIVE) VARIANCE -618

Organizational Excellence - HR, Administration & Meetings

Rent - Operating Cost adjustment	-715
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Decrease (Increase) in Expenses -715

TOTAL POSITIVE (NEGATIVE) VARIANCE 0

Grand total variance -2,517

Budgeted Contingency/Surplus (Worst case) 621

Projected Surplus for the Year Ended June 30, 2006 -1,896

CANADIAN INTERUNIVERSITY SPORT

BALANCE SHEET

October 31 2006

ASSETS

Current	
CASH	114,219
ACCOUNTS RECEIVABLE	235,331
PREPAID EXPENSES	176,120
INVESTMENTS	<u>405,000</u>
	930,671
Capital	<u>11,470</u>
	<u><u>\$942,141</u></u>

LIABILITIES

Current	
ACCOUNTS PAYABLE	\$88,651
DEFERRED REVENUE	63,500
COACHES ASSOCIATION FUNDS	<u>167,847</u>
	319,998

NET ASSETS (LIABILITIES)

RESTRICTED FOR ENDOWMENT FUND	50,000
INTERNALLY RESTRICTED FOR RESERVE FUND PURPOSES	179,527
INVESTED IN CAPITAL ASSETS	11,470
UNRESTRICTED	173,668
SURPLUS (DEFICIT) FOR THE PERIOD	<u>207,479</u>
	<u>622,144</u>
	<u><u>\$942,141</u></u>

**2006-2007 Year to Date Financial Statements
with Variances and Comparisons**

REVENUE	2004/05 Actual	2005/06 Actual	2006/07 Budget	2006/07 Actual YTD	2006/07 Projected	Variance Projected /Budget	2007/08 Budget
(details under "Rev" tab)							
1 Sponsorship and Sales	406,736	623,972	718,450	112,093	691,250	-27,200	689,450
2 Championship Guarantees	561,500	481,000	469,500	19,250	469,500	0	620,500
3 Membership Fees	412,084	433,064	438,753	421,938	433,987	-4,766	436,953
4 Sport Canada -Core	352,000	360,000	360,000	0	391,400	31,400	391,400
5 Contrib. from previous year's surplus		66,000	99,471	0	99,471	0	0
6 Public. Revenue, Interest and Misc	67,583	69,010	53,600	8,662	53,600	0	53,600
7 International Programs	140,835	204,008	0	95,423	0	0	0
8 Sport Canada - WUG	0	375,000	0	0	0	0	0
Total Revenue	1,940,738	2,612,054	2,139,774	657,365	2,139,208	-566	2,191,903

EXPENSE
STRATEGIC DIRECTION: EXCELLENCE

Provide domestic competitive opportunities for student-athletes							
Championship Travel							
9	Travel Pool - Sport Canada		100,000		100,000		100,000
10	Travel Pool - 50% of guarantees		197,685		197,685		261,264
11	Members Contribution		132,153		132,153		132,153
12	Contribution from Surplus						
13	Subtotal	500,509	470,912	429,838	0	429,838	0
Championship Operations							
15	Delegates	14,499	17,381	18,000	2,901	18,000	0
16	Officials	34,464	39,430	40,000	0	40,000	0
17	Poster and Program Template		1,071		618	618	-618
18	Sport Committee Meetings	11,328	7,519	4,000	0	4,000	0
19	Trophies, Medals and Banners	15,996	21,319	16,000	6,391	16,000	0
20	Eligibility Info Kit	226	0	0	0	0	0
21	Drug Books/Athlete's Guide	0					0
22	Outsourcing of complaints		0	2,000		2,000	0
23	All- Canadians Recognition	13,379	12,506	18,000	15,908	18,000	0
24	Student Athletes with a disability	0			0		0
25	Pre-Championship Site Visit	0					0
26	Subtotal	89,892	99,226	98,000	25,819	98,618	-618
27	Total Domestic Opportunities	590,401	570,138	527,838	25,819	528,456	-618
Provide international competitive opportunities for student-athletes							
29	Winter WUG	129,449	943	23,800	79,338	23,800	0
30	Summer Universiade	0	383,186		4,594		0
31	Summer - Athlete fees		73,483		0		0
32	Offset by fees -W. Volleyball		5,250		0		0
33	Non funded		58,817		0		0
34	International Representatives Travel	0	2,720	6,000	187	6,000	0
35	Total International Opportunities	129,449	524,399	29,800	84,118	29,800	0
36	Total Excellence	719,850	1,094,537	557,638	109,937	558,256	-618

2004/05 Actual	2005/06 Projected	2006/07 Budget	2006/07 Actual YTD	2006/07 Projected	Variance Projected /Budget	2006/07 Budget
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STRATEGIC DIRECTION: BUILDING CAPACITY

Contribute to Coaching Development in Canada

37	Coaching Professional Development	0				0		
38	CIS Coaching Coordinators	0				0		
39	Coaches at CIS AGM Meetings	0				0		
40	Sport Congress	0	6,000	1,500	6,000	0	6,000	
		0						
41	Total Coaching Development	0	0	6,000	1,500	6,000	0	6,000

Advocate the Value of University Sport in Canada/Partnerships/Leadership

43	Advocacy, Attend Conferences	0	1,862	1,000	0	1,000	0	1,000
45	Affiliation Fees - AUCC etc.	500	500	500	0	500	0	500
46	Public Relations - Partner recognition	44	2,366	500	39	500	0	500
48	Professional Development	0	921	2,000	309	2,000	0	2,000
49	Committee Prof. Development	0			0		0	
50	Almanac	4,949	0	7,500	0	7,500	0	7,500
51	CIS Reps to NSO mtg.	0			0		0	
52	Awards data analysis	4,000	3,852		618	618	-618	
53	Academic All-Cnd Recognition	1,825	2,551	30,000	0	30,000	0	30,000
54	Member's Round Table Meeting, net	0			0		0	
55	Total Advocacy	11,318	12,052	41,500	966	42,118	-618	41,500

Marketing and Communications

57	Sponsor Servicing at Champs - TV Sponsors	46,732	75,000	75,000	1,034	75,000	0	75,000
58	Television Productions Expenses	139,725	354,150	395,000	51,500	395,000	0	395,000
59	Branding (electronic, clothing, etc)	8,589	11,323	43,950	8,886	43,950	0	43,950
60	Bowen's/CoSIDA	0	0	0	0	0	0	0
61	Communication/Marketing Intern	500	500	0	0	0	0	0
62	Sponsor, VIP Hosting	0	0				0	
63	Sponsor funds to Champs.	80,437	15,708	15,708	0	15,708	0	15,708
64	Sponsor Servicing-general	3,015	2,104	3,000	2,432	3,000	0	3,000
67	Videos and Scoresheets	3,166	6,605	3,600	387	3,600	0	3,600
68	Result Reporting system- Team	16,587	6,345	3,120	0	3,120	0	3,120
69	-Individual sports	14,180	14,800	16,000	0	16,000	0	16,000
70	Web Site Dev. and Enhancements	14,286	1,207	1,000	0	1,000	0	1,000
71	Total Marketing and Comm.	280,485	459,474	556,378	64,239	556,378	0	556,378

	2004/05 Actual	2005/06 Actual	2006/07 Budget	2006/07 Actual YTD	2006/07 Projected	Variance Projected /Budget	2006/07 Budget	
Organizational Development								
Human Resources and Admin (Details under "HR&Admin" Tab)								
72	Salaries and Benefits	639,429	661,756	706,669	220,377	706,669	0	742,202
73	Staff Travel	16,590	19,692	17,000	2,773	17,000	0	17,000
74	Administration & Overhead	187,433	183,731	212,968	46,278	213,683	-715	181,710
75	Directory	6,557					0	
76	Subtotal	850,009	865,179	936,637	269,427	937,352	-715	940,912
Administrative Meetings								
77	Board Meetings	15,074	16,394	15,000	1,913	15,000	0	15,000
79	Ad Hoc Comm. meetings	3,188			0		0	
80	Annual General Meeting	1,010	11,607	2,000	0	2,000	0	2,000
81	President's Travel	4,876	6,060	4,000	1,905	4,000	0	4,000
82	President's Forum	0	0	0	0	0	0	0
83	Subtotal	24,148	34,061	21,000	3,818	21,000	0	21,000
Committee Meetings								
84	R&D & Eligibility & Intl.	4,260	5,163	3,000	0	3,000	0	3,000
85	Marketing and COMSID	2,951	9,549	7,000	0	7,000	0	7,000
86	Subtotal	7,211	14,712	10,000	0	10,000	0	10,000
87	Total Organizational Development	881,368	913,952	967,637	273,245	968,352	-715	971,912
88	Total - BUILDING CAPACITY	1,173,171	1,385,478	1,571,515	339,950	1,572,848	-1,333	1,575,790
89	TOTAL EXPENSES	1,893,021	2,480,015	2,129,153	449,887	2,131,104	-1,951	2,173,207
90	Designated to Reserve		10,000	10,000		10,000	0	10,000
91	NET SURPLUS/(DEFICIT)	\$47,717	\$122,039	\$621	207,479	(\$1,896)	(\$2,517)	\$8,696

surplus per audited statements	47,717	39	
from previous year's surplus	95,000	66,000	
to travel pool		66,000	
to reserve	-10,000	-10,000	
total surplus per internal stmts	132,717	122,039	
to 05-06 surplus	66,000	99,471	
to travel pool	66,000	22,568	should be \$61,000

ANNEX C

EMAIL TO CIS MEMBERSHIP

Desired outcome: To gather information surrounding the intent of CIS member institutions to declare in the sport of men's and women's curling beginning September 2007.

In January 2005 the Board of Directors approved that beginning in 2006/07, sixteen CIS Championship events would be offered in 12 sports. Nine of the 12 championships would be organized and funded in the traditional model.

CIS would provide additional CIS Championship opportunities through a flexible service and funding model with three sports (curling, women's field hockey, and wrestling). The funding and service models for these CIS Championship sports would vary according to the needs of the CIS and NSOs in order to create the best conditions for ongoing success.

The report was then approved by the CIS membership in June 2005.

The first official CIS Men's and Women's Curling Championship will be launched in March 2008. Below outlines the operational structure. This information is being provided for your review prior to your Regional Associations meetings. We ask each Regional Association to place this as an agenda item for the upcoming meetings. Following your Regional Association meetings we ask you complete the attached survey and return to snewton@universitysport.ca

Background: A Program Renewal Framework was approved by the CIS membership in February of 2004. The framework empowered the CIS Board to select Championship sports to be included in the roster. The results of the program renewal process supported adding curling to the menu of sports being offered in the flexible service and funding model.

Following the completion of the program renewal process, Curling Canada was welcomed as a CIS sport and tasked with working with CIS to develop an operational structure and format for a CIS Men's and Women's Curling Championship. Sport Committee was then presented with a format for the championship (April 2006) and provided some feedback on the format/structure to Curling Canada. The CIS Board of Directors then supported a recommendation from Sport Committee to postpone the official launch of the CIS Curling Championship until March 2008 to give additional time for the Regional Associations to organize a league and/or regional playoff/championship.

ORGANIZATIONAL MODEL Summary

The Canadian Curling Association (CCA) takes an active role in the development and delivery of programs and services in partnership with our provincial / territorial member associations.

The CCA - from the national office to the local curling club - is mature and focused on the common vision of "growing the sport at community level". University curling, from

intra-mural play to the World University Games, is a critical component of the athlete development model and is a specific strategy in our national plan that will allow CCA to make that vision a reality.

Beginning in 2008, the CCA is looking forward to staging an annual curling championship in partnership with Canadian Interuniversity Sport. We firmly believe this partnership will assist CCA with the grooming of young athletes for the national stage; will enhance curling club operations with university intra-mural programs; and, will strengthen the profile of curling in this country.

Championships details:

- The event will be titled: ***CIS Curling Championships*** and sub-titled ***Presented by Company ABC***.
- The CCA will develop, maintain and apply the Technical Regulations for the championship and will maintain current operational standards in staging the event.
- The championships for men and women will be held simultaneously on or about the first weekend in March. The four (4) day event will commence on a Thursday and will conclude no later than Sunday afternoon with the championship finals.
- Each gender will compete in an 8 team round robin tournament format with a sudden death playoff round.
- The eight team field will be comprised of two (2) teams from each of Canada West and the OUA, one (1) team from each of the QSSF and the AUS, one (1) host team, and one (1) assigned berth (selection of the assigned berth is to be determined)
- No conference will have more than four (4) teams competing. CIS policy # 20.20.1.5 - 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.
- Regional Associations will be responsible for identifying teams to the CIS Curling Championships
- Eligibility to compete will be based on CIS & FISU regulations and specifically the FISU age eligibility. Teams will be allowed to field one (1) under or overage player with the understanding that said player will be ineligible for the World University Games. Any substitute for the World University Games team will be approved by CIS and CCA.

Hosting details:

- The tournament will be the joint property of the CCA and CIS. The event will be staged by the CCA in cooperation with provincial member associations and affiliated clubs.
- The Host University and host curling club will enter into an agreement with the CCA and the CIS on staging the event. The event budget will be provided to both CCA and CIS six months prior to the event.
- The CCA will award the championship to a hosting committee based on the following criteria:
 - Endorsement and support from a CIS University;
 - Payment of the hosting fee to CIS (\$1250 in 2008 & 2009);
 - 8 sheets of ice in one or two buildings (in proximity);
 - Support of the PSO for technical requirements;
 - Experience in hosting curling events.
- The CCA, in cooperation with CCA member associations, will be responsible for identifying all necessary technical personnel, training them (where necessary) and the costs of having them on site.
- The CCA, in cooperation with CCA member associations, will be responsible for the quality of the playing conditions.
- The CCA will provide the hosting committee a one time hosting grant of \$3500.
- Championships media releases to be written and released by the hosting committee.

Competitors

- Participating teams will be eligible to apply for funding from the Curling Championships Travel Pool based on a formula involving distance and accessibility.
- The CCA will fund the Curling Championship Travel Pool annually in the amount of \$25,000. Twenty percent of that amount each year (\$5,000) will be reserved for the two teams (men & women) traveling to the World University Games for total bi-annual funding of \$10,000 from a two year CCA contribution total of \$50,000.
- Participating universities will pay a Sport Specific Participation Fee (as per CIS policy 10.30.1.2) of \$250.00 per team to the CCA. This fee will be paid by September 30th of each year.

CIS & CCA responsibilities

- Standard CIS Championships awards, All-Canadian awards, Fair Play awards, pennants and medals will be supplied by CIS (to include the CCA mark) and paid for by the CCA.

- Media releases before and after the Championships to be written by CIS and released by the CIS and the CCA
- The CCA will provide and host a championship web site (with real time results). The site will have two-way links to CIS and will meet CIS' requirements in respect to branding and bilingualism.
- The CCA will contribute \$25,000 annually to the Curling Championships Travel Pool.
- The CCA will own the rights to title sponsorship of the event and three supplier positions. CIS will receive a sponsorship fee of 25% of any cash sponsorship / supplier. The CCA will respect any category exclusivity of CIS.
- The CCA, at its own expense, will provide a team leader for the WUG.
- The CCA will develop and implement training programs to prepare teams for the WUG with the full support of the National Training Centre.
- The CCA will undertake an annual review of the championship process within three months of the conclusion of the event.
- CCA doping policy would be in effect as well as CIS policies pertaining to rule violations (90.20.4/90.20.5) and penalties for rule violations (90.20.6 to 90.20.11)
- Television rights will be jointly held in a manner consistent of the partnership of CIS and CCA.
- A National Awareness Campaign of the CIS Curling & CIS Curling Championships will be a cooperative effort of CIS and CCA.
- CCA will provide the necessary information for the annual update of the CIS Almanac as per CIS timelines.

Economic Model for the Curling Championships

GENERAL

Expenses

Gifts	\$1,000.00
Sponsorship / Supplier Fee	\$1,875.00
Travel pool	\$25,000.00
Hosting grant	\$3,500.00
Total CCA Expenses	\$31,375.00

Revenues

Sponsorship	\$7,500.00
Suppliers*	\$0.00
School fees (40 gender entries x \$250)	\$10,000.00
CCA contribution**	\$13,875.00
Total Revenues	\$31,375.00

* Contra deals

** There are allowances to increase the CCA Contribution in case of shortfalls in sponsorship or school fees.

MEMBERSHIP SURVEY:

a) Based on the above information will your university declare in men's and women's curling in the 2007-2008 season?

b) If no, will your university declare in men's and women's curling in the 2008-2009 season?

c) If no, would your university look to declare in men's and women's curling at a later date?

d) If no, please indicate what factors are preventing your university from declaring in the sport of curling or is there another model that would support you in moving to declare?

Please return the questionnaire to the attention of Sheila-Ann Newton at snewton@universitysport.ca by February 10th, 2007.