

PLAYING REGULATIONS - WOMEN'S VOLLEYBALL

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A. CHAMPIONSHIP ROSTER

A championship roster of **14 players** shall be submitted to CIS officials at the pre-championship technical meeting. The size of support staff is left to the discretion of the coach.

A.1 GAME ROSTER

The initial championship roster of **fourteen (14)** will be the roster for the duration of the championship.

B. TEAM BENCH

Non-dressed players may sit on the bench.

C. PARTICIPANTS

C.1 TEAMS

The eight (8) teams shall be:

- Canada West Representative
- OUA Representative
- QSSF Representative
- Atlantic University Sport Representative
- Host (**University of Alberta**)
- 1 assigned berth QSSF
- 2 assigned berths Canada West

(Refer to Policy 20.20.4.14 for more details.)

C.2 IDENTIFICATION

C.3 INDIVIDUAL ELIGIBILITY

C.4 INDIVIDUAL ENTRIES

C.5 INDIVIDUAL RANKINGS

C.6 TEAM ENTRIES

C.7 TEAM RANKINGS

D. COMPETITION

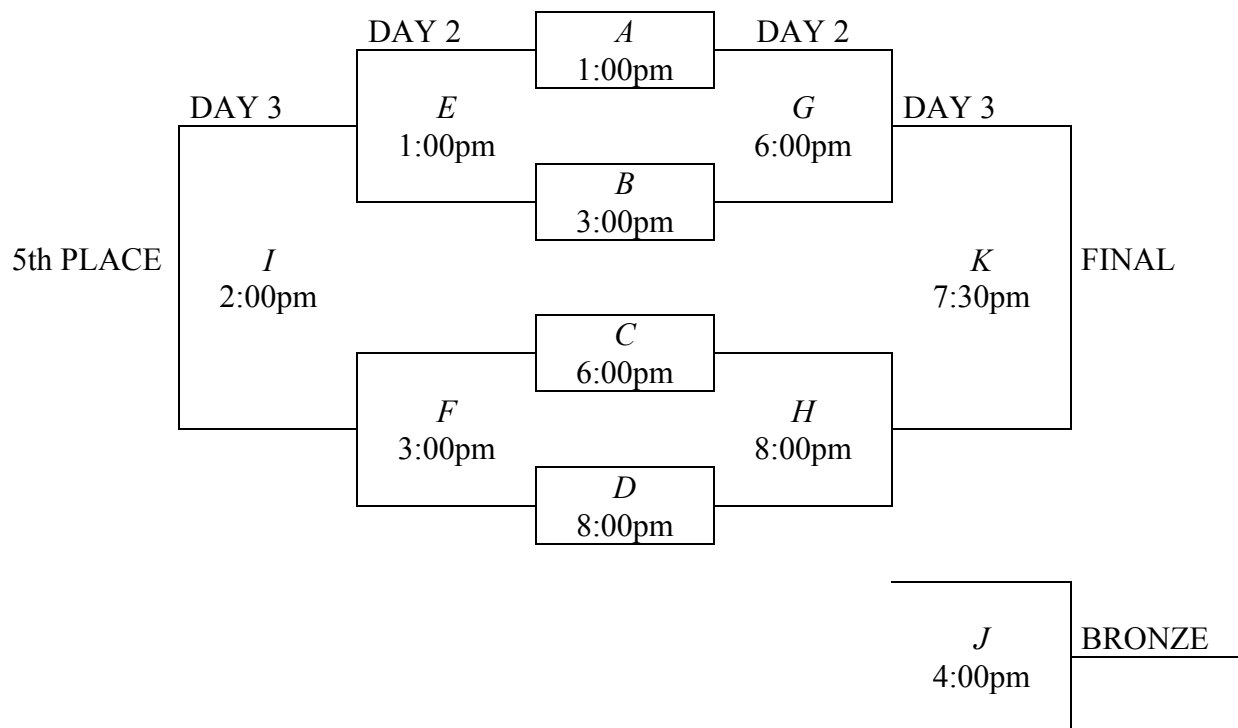
D.1 TYPE OF EVENT AND EVENT ADMINISTRATION

The championship is an eight (8) team, single elimination format.

D.2 DRAWS, POOLS, SEEDINGS, TRIALS AND HEATS

D.2.1 DRAW

Placement of the eight teams in the draw shall be based on the strength and performance of the eight teams involved as determined by the Seeding Committee.



Each Sport Conference shall declare their CIS national representatives no later than the Sunday (7:00pm EST) prior to the start of the CIS Championship.

To ensure the integrity of the draw, the structure of the brackets must be maintained (i.e 1 vs. 8 and 4 vs. 5 must always stay together and 2 vs. 7 and 3 vs. 6 must always stay together) so that common rest times are protected.

#### D.2.2 SEEDING

The criteria for seeding the National Championship will be as follows:

1. Head to Head - this means one team's record against all other teams in the championship, respecting the priority of 1) Playoffs, 2) League, and 3) Exhibition results.
2. If there is no head-to-head competition between teams under consideration, the 2<sup>nd</sup> criteria will be results against common opponents, respecting the priority of 1) Playoffs, 2) League, and 3) Exhibition results.
3. The order of teams in respective conference championships must be respected for seeding purposes (regardless of any lack of head-to-head results).
4. If there is no head-to-head and no common opponents, then seeding for those teams involved will be voted on by the committee. In the event of a tie in voting the President of the Coaches Association or designate will break the tie.

#### COMMITTEE

- i) Chairperson: A non-voting CIS Office staff member.
- ii) Members: One voting representative from each Sport Conference elected by the Coaches Association and accountable to the Coaches Association. The representatives must be active CIS coaches and members of the Coaches Association. The President of the Coaches

Association will provide to the CIS Office, no later than September 1, the names of the Sport Conference representatives (alternates must be named in case the coaches/representatives' team has qualified for the National Championship). Representatives must provide emergency contact information and alternative representative contact information.

Note: If a Sport Conference does not have an elected coach representative, the President of the Coaches Association will appoint a representative.

- iii) President of the Coaches Association: In the years where there will be an even number of representatives participating in the call, the President of the Coaches Association will take part in the conference call and shall only vote in the case of a tie. Should the President be the coach of a team that has qualified for the championship, the President will contact the CIS Office to notify them of his/her designate.

#### PROCEDURES

- i) The conference call will be scheduled for Sunday prior to the National Championship following the last Sport Conference championship.
- ii) Teams participating in Sport Conference championships, must submit the "Seeding Information Form" (Appendix A) to the CIS Office no later than 2 weeks prior to the start of the National Championship. The information will be circulated to all representatives prior to the conference call.
- iii) Immediately following the conference call, the CIS office will release the final seeding and schedule.
- iv) Any member institution who releases this information prior to the embargo established by the CIS office will be fined \$500.00.

#### D.3 FORMULA AND FORMAT

#### D.4 PROCEDURES AND PROTESTS

Protests must be handled as per Volleyball Canada Rule Book which states:

At CIS Championships, the procedure for a judges' conference will be used to rule on protests.

The judges' conference holds official authority to solve problems occurring during the game in order to correct an improper situation in accordance with Volleyball Canada rules and regulations.

Only the following circumstances are protestable(s):

- a) an improper decision by the referee who did not apply the rules or regulations.
- b) an improper decision of the scorer who made a mistake on the rotational order or on the score.

A referees decision regarding a playing action (ie ball handling or a misconduct) can not be protested.

The protest will be accepted or rejected prior to the resumption of play by the tournament jury.

Note: The Championship Management Committee will serve as the tournament jury (see J.1).

#### D.5 SCHEDULE OR ORDER OF EVENTS

Opening/Closing ceremonies shall be left up to the discretion of the Host, but shall not exceed 15 minutes.

The visiting team players and staff shall be introduced in numerical order followed by the introduction of the team manager, assistant coach(es) and head coach. The home team shall be introduced in the same fashion. The officials shall be introduced according to international protocol (protocol may be altered due to television requirements or Host requests).

Medal presentations shall follow immediately after the respective competition match, and international protocol shall be dispensed with following the final matches.

#### D.6 GAME TIMES

##### First Day

The Host has the option of playing at 6:00 pm or 8:00 pm. Their option must be declared no later than the second championship bulletin.

##### Second Day

|         |                   |         |
|---------|-------------------|---------|
| 1:00 pm | Consolation round | Match E |
| 3:00 pm | Consolation round | Match F |
| 6:00 pm | Final round       | Match G |
| 8:00 pm | Final round       | Match H |

On Day 1 and Day 2 of the championship, the 1st match will start no earlier than 1:00 pm and the last match no later than 8:00 pm with a minimum of 2 hours between each match.

##### Third Day

|         |                   |                     |
|---------|-------------------|---------------------|
| 2:00 pm | Consolation round | Match I (5th Place) |
| 4:00 pm | Final round       | Match J (3rd place) |
| 7:30 pm | Final round       | Match K (1st place) |

For the final day of competition, the Host may either have the finals scheduled for the afternoon or evening, depending upon optional promotional possibilities. The Host is to advise the CIS office by February 1st annually.

#### D.7 PRACTICE TIMES / WARM-UPS

##### D.7.1 PRACTICE TIMES

All practice times will be 45-minute blocks on the competition court. The court must be configured to ensure the field of play area is defined. This includes placement of end bleachers, any items that would effect the free zone and any other elements that could effect the lighting (i.e. jumbotron).

Allocation of practice times on the day prior to the championship will be based on the following sequence of criteria: championship draw and then seeding. Each participating team will receive 45 minutes on a warm up court and 45 minutes on the championship game court, where possible.

Practice times on Day 2 and Day 3 of the championship will only be available to the four (4) teams playing in the winners bracket of the championship and will be based on the following sequence: schedule match times, then seeding.

Note: Due to the competition schedule on Day 3, practice times may be limited to 30 minutes on the competition court.

Access (including visual access) to the gym during practices times shall be restricted to the appropriate championship personnel and the participating teams scheduled to practice.

#### D.7.2 WARM-UPS

- a) **All eligible athletes may participate in the warm-up.**
- b) If a match at the CIS championship runs overtime, teams will be provided ten (10) minutes of on-court time prior to the 5 and 5. (note: twenty (20) minutes on the official clock will commence when the benches and court area are available for both teams). If the warm-up area is not suitable for ball contact then the teams will be given 30 minutes on the court for warm-up prior to the start of the match.
- c) There will be no warming up in the gym while a match is on.
- d) At ten (10) minutes on the score clock, the 5 and 5 shall begin.

#### D.8 OVERTIME AND TIME-OUTS

The break time between all sets will be three (3) minutes.

- a) The Host has the option of extending the break between sets 2 and 3, to five (5) minutes, provided that there is justification and that all participating teams are notified at the Technical meeting.
- b) In sets 1 – 4 there will be two 30-second discretionary time-outs per team and two 60-second technical time-outs applied automatically when the leading team reach 8 points and 16 points. In set 5 there are no technical time-outs, only two 30-second discretionary time-outs per team.
- c) During time outs, players must go to the bench area and all members of the team may participate in the time out discussion.
- d) **All eligible athletes** are allowed to warm up with balls between all sets provided they are not on the volleyball court.
- e) Players can return to the court during the time out, if the court is clear.
- f) Play can resume, after a time out, as soon as both teams are back on the court.

#### D.9 TIE-BREAKING

#### D.10 SCORING AND STANDARDS

The Host institution of Sport Conference championships must fax or e-mail results to all member institutions within one (1) hour of the completion of competition.

The official scorer will be solely responsible for the completion of the official scoresheet. A second official will have the task of completing the libero control sheet and the scoretable flipcards.

A copy of the officially completed score sheet shall be given to each participating coach immediately following completion of the match.

## D.11 RECORDS AND STATISTICS

**CIS standardized statistics are to be recorded during the championship.**

**Note: Definition of “block” – block assists count as a ½ (not 1 per blocker).**

## E. EQUIPMENT AND FACILITY

### E.1 BALL

The official ball for the CIS championship will be the Baden 15-OCM volleyballs. There shall be three (3) new balls plus reserve balls available per court at the beginning of the championship. Three (3) new balls shall be used for the final match.

The three-ball system is to be used for all matches at the CIS championship as per rule 3.3 of the Volleyball Canada rule book.

### E.2 VIDEO

#### E.2.1 FIRST ROUND OPPONENT

First round opponents exchange VHS tapes and a clear copy of the score sheet of their last match prior to the CIS championship. It is the responsibility of the opposing coach to communicate how, where, when and in what format the tape exchange will happen. The tape must contain the entire and continuous match. The tape must arrive in the opponent's hand two days prior to the start of the competition. The tape is for the sole use of the respective team's preparation for its first round match and shall be returned to the appropriate team prior to the start of the first round match. If any of these conditions are not met, the offending institution pays a fine as per the non-compliance policy. Any complaints should be reported to the President of the Coaches Association who will work closely with the Manager, Events and Programs of CIS to investigate and fine.

#### E.2.2 VIDEO TAPING - HOST REQUIREMENT

The Host institution will designate video tape locations that provide each team with the same opportunity to access the same camera angle. All teams participating in the CIS championship must use the same designated areas.

### E.3 NUMBERED UNIFORMS

The playing numbers of each participant shall be submitted with the roster. The players are then restricted to these numbers except under extenuating circumstances.

Teams at the CIS championship must have two (2) sets of uniforms, one set being light and one set being dark.

All institutions must comply with rule 4.3.3.2 of the Volleyball Canada rulebook for all CIS competition (the number on the front of the jersey shall be 15cm and the number on the back shall be 20cm). Violations must be recorded on the scoresheet and reported to the Technical Chair. Non-conformity will result in a fine as per the non-compliance policy.

#### E.4 BIBS, SOCKS, SHIRT COLOR, TIGHTS AND TOWELS

At the Technical meeting prior to the championship, the coaches shall designate uniform preferences, clearly contrasting colors for each match with the highest ranked team having first choice of colors.

Prior to each match coaches shall decide on uniform colors again with higher ranked team having preference.

In case of conflict, the Organizing Committee shall determine clearly contrasting color designation. These shall be determined and given to each team before the competition begins.

Towel people are required for all matches at the CIS championship and will dry the floor at the termination of each rally without requiring direction from the officials.

#### E.5 HEAD GEAR AND HELMETS

#### E.6 CAPTAIN'S IDENTIFICATION

#### E.7 DEPTH CHARTS

#### E.8 SPOTTER PHONES

#### E.9 FACILITY AND MEET REQUIREMENTS

- a) An announcer shall be used for all matches at the CIS championship.
- b) Official nets in accordance with the Volleyball Canada Rule Book shall be used for the championship. Advertising is permitted on the playing volleyball net. Sizing to be confirmed by the Women's Volleyball Coaches Association Technical Committee.
- c) Courts shall comply with minimum specifications as outlined in the current Volleyball Canada Rule Book.
- d) Competition courts must be set-up according to the Volleyball Canada rule book (pg. 48 and 49).
- e) When the court lines (boundary as well as internal) are not readily visible, the Host institution must highlight these lines by either:
  - i) highlighting the line itself by some means such as tape, etc.; or
  - ii) highlighting by extending the width of the line into the court or by painting a four inch border in a contrasting color inside the court itself.
- f) Where the court is highlighted, the highlight lines must be added to the inside of the volleyball court.
- g) The public address system shall be silent from the moment the referee blows the whistle to initiate the rally until the whistle is blown to end the rally.
- h) Minimum of provincial certified minor officials must be used for scorekeeping and the libero control sheet.
- i) The libero control sheet shall be used as per Volleyball Canada procedures.

## F. RULES

The Volleyball Canada Rule Book for the current year shall be adopted as the basis for the CIS championship in that year taking into consideration the CIS amendments, with the following exception:

- a) The libero can be changed for each set (rule 8.5.1).
- b) The head coach can sit anywhere on the bench but all time-outs and substitutions are to be requested by the coach from the normal position at the end of the bench as per the Volleyball Canada rulebook.
- c) **In the event that the setter, in the act of moving away from the net to play the second contact, crosses the centre line, no fault is called provided there is no interference on the play.**

The English version of the Volleyball Canada Rule Book shall prevail in cases of discrepancies in interpretation.

All clothing soiled with blood must be replaced or neutralized/sterilized, in the time allotted in the Volleyball Canada Rule Book.

## G. MEETINGS

### G.1 COACHES TECHNICAL MEETING

The Technical meeting, for participating coaches, shall be scheduled to take place immediately following the banquet whenever possible.

### G.2 COACHES ASSOCIATION MEETING

The Women's Volleyball Coaches Association meeting will normally be held during the Championship. A time and place for the meeting will be mutually agreed upon by the Host and the President of the Coaches Association.

### G.3 COACHES CLINIC

A coaches clinic for non-participating coaches, held in conjunction with Volleyball Canada, is normally held during the championship.

### G.4 PRESS CONFERENCE

## H. OFFICIALS

### H.1 FUNDED OFFICIALS

Six (6) officials and one (1) assignor selected by Volleyball Canada, three (3) from the host Sport Conference and three (3) from the other 3 Sport Conferences. The funding for the assignor, if selected, will be covered by Volleyball Canada. If available, qualified female officials must attend the championship.

## H.2 ASSIGNMENT

An effort should be made to avoid consistent pairing of the officials. For the championship final match, the four linespeople can be selected from the top performing linespeople from the tournament or the non-assigned major officials can serve as linespeople.

## H.3 NEUTRALITY

Regional representation.

## H.4 QUALIFICATIONS

The major officials shall be Volleyball Canada nationally rated.

All lines people will be regional trained or higher for the championship games (quarters, semis and final) with 4 lines people being used. Consolation games will use 2 lines people and they must be provincially certified or higher.

## H.5 HOST RESPONSIBILITIES

The Host institution shall train and assign scorers and stats keepers.

Ground transportation, meals and accommodation and fees for all six (6) major officials.

## H.6 NSO'S RESPONSIBILITIES

All expenses associated with the assignor/evaluator.

## H.7 FEES

\$60.00 per match

## H.8 STAND BY OFFICIAL

## H.9 SELECTION PROCESS

- a) Regional officials, chairpersons, clinicians and individual officials submit their resume of the past year's activity to the national officials chairperson by January 1st.
- b) The national officials chairperson submit the list of assigned officials, based on qualification and previous involvement to the CIS Office by January 15th.
- c) The CIS Office will circulate, by January 16th, the list of officials to the members of the Coaches Association who can respond through their Sport Conference convener. The Sport Conference can appeal to the Chairperson of the CIS Sport Committee no later than 30 days prior to the CIS championship.

## H.10 ON-SITE ASSIGNMENT

- a) On-site assignments are at the discretion of the assignor/evaluator.
- b) Participating coaches in the championship will provide feedback to the assignor/evaluator related to the quality of the championship officials. Feedback form to be distributed at the Technical meeting.

## I. AWARDS AND TROPHIES

*\*PLEASE REFER TO POLICY 60.20 FOR MORE DETAILS RE STANDARD CHAMPIONSHIP AWARDS.*

### I.1 CIS PENNANT AND CHAMPIONSHIP TROPHY

Presented to the CIS championship team.

### I.2 CIS MEDALS

Presented to the top three team in the CIS championship.

### I.3 ALL-CANADIANS

All Sport Conferences are encouraged to have two All-Star teams.

The following procedure be used in selecting the All-Canadian First (7) and Second (7) Teams, and Honorable Mention Teams.

- a) Sport Conference representatives to the Awards Committee must be selected by September 1 (selection process will follow same steps as the Seeding Committee, see D.2.2 COMMITTEE).
- b) Supporting material for all candidates must begin as soon as the season begins (i.e. All-Stars, athlete of the week, head to head stats, stats overall). Sport Conference representatives must request, compile from membership and forward information to committee. There must be an information form completed on each nominee for the athlete to be considered.
- c) Sport Conferences will select their nominees for All-Canadians (in rank order). All Sport Conferences are required to submit a minimum of 12 names on the All-Canadian ballot. This information will be forwarded to the chairperson of the Awards Committee by the Coaches Association Award Representative in each Sport Conference, no later than two weeks prior to the start of the national championship. Player of the Year to be named as one of the first team All-Stars and comprise one of the seven (7) selected to the first team.  
The transmission of information regarding nominees shall be the responsibility of each institution or Sport Conference.
- d) The chairperson of the Awards Committee then contacts each Sport Conference representative by noon on Tuesday with the remaining ballots.
- e) Discussion will occur and voting commences using the the following procedure: candidates for first overall selection are the 4 top-ranked athletes (1/region); one athlete is selected; #2 from that region moves up to the ballot, discussion and then vote; next athlete from that region moves up to the ballot, etc.
- f) Final selections shall be completed no later than 10 days prior to the national championship.
- g) Nominee institution's must forward requested A-V material to the host who depending on the institution's capabilities shall use the material at a banquet/reception. Should the host not receive adequate or quality material, they can cancel the presentation at their discretion.
- h) The award nominees' institution must submit materials at the time of All-Canadian balloting.

- I.4 OUTSTANDING PLAYER OF THE YEAR (MARY LYONS AWARD)
- a) An athlete as selected by Coaches Association.
  - b) Determined as the player receiving the most votes on the first team All-Canadians.
  - c) To win the national award the athlete must have won the player of the year award in their sport conference, if such an award exists.
- I.5 ROOKIE OF THE YEAR (MARK TENNANT AWARD) & ALL-ROOKIE TEAM
- a) Selection similar to the All-Canadians with each Sport Conference submitting a minimum of 4 athletes.
  - b) Each Sport Conference to provide statistics on their Rookie of the Year nominee.
  - c) Athletes must be in their first year of CIS eligibility and be 21 years of age or younger as of September 1st in the current academic year.
  - d) A player who has been a full-time member of the Senior National Team is not eligible for Rookie of the Year.
  - e) The athlete receiving the most votes shall be named Rookie of the Year.
  - f) To win the national award the athlete must have won the rookie of the year award in their sport conference, if such an award exists.
  - g) To be selected to the All-Rookie Team, the athlete must have been a rookie of the year nominee to their sport conference, and final voting must adhere to the conferences rank order.
  - h) The complement of the All-Rookie Team will be 7.
- I.6 LIBERO OF THE YEAR
- a) An athlete as selected by Coaches Association.
  - b) Determined as the libero player receiving the most votes on the list of All-Canadians.
  - c) To win the national award the athlete must have won the libero of the year award in their sport conference, if such an award exists.
- I.7 COACH OF THE YEAR (MARILYN POMFRET AWARD)
- a) Same as above.
  - b) To win the national award the coach must have won the coach of the year award in their sport conference, if such an award exists.
  - c) Note: If the Awards Committee Chair is nominated for the Coach of the Year, the Director of Athletics of that institution will serve as alternate for voting purposes for the Coach of the Year award.
- I.8 THÉRÈSE QUIGLEY AWARD (STUDENT-ATHLETE COMMUNITY SERVICE AWARD)
- a) Selected by the Coaches Association.
  - b) An athlete may only receive this award one time during their career.
  - c) Recipient who best exhibits outstanding achievements in three (3) areas: volleyball, academics, and community involvement
  - d) Nominees to be submitted to the Sport Conference by the last week of January and circulation of Sport Conference's nominee by the 1st week of February.
  - e) Each Sport Conference shall determine its method for selecting their nominee.
  - f) To win the national award the athlete must have won that award in their sport conference, if such an award exists.

## I.9 CHAMPIONSHIP MVP

- a) Selection made by a 3-person selection committee established at the CIS championships by the Chair of the Awards Committee or designate. The Convenor of the championship and the Delegate are to consult with the Awards Committee Chair to ensure proper protocol is followed.
- b) The Chair or designate will chair the Tournament All-Star Selection Committee and should attempt to have 2 other Sport Conferences represented on the committee.
- c) Selection is based on the athletes' performance at the National Championship.
- d) The athlete must be a member of the Tournament All-Star team.

## I.10 TOURNAMENT ALL-STAR TEAM

- a) Selection made by a 3-person selection committee established at the CIS championships by the Chair of the Awards Committee or designate. The Convenor of the championship and the Delegate are to consult with the Awards Committee Chair to ensure proper protocol is followed.
- b) The Chair or designate will chair the Tournament All-Star Selection Committee.
- c) Committee will select 7 Tournament All-Stars.

## I.11 COACHES ASSOCIATION MERIT AWARD

## I.12 OTHER AWARDS

## I.12.1 R.W. PUGH FAIR PLAY AWARD

- a) Selection made by a 3-person selection committee established at the CIS Championships by the Chair of the Awards Committee or designate. The Convenor of the championship and the Delegate are to consult with the Awards Committee Chair to ensure proper protocol is followed.
  - i. Inherent level of respect and maturity in their manner and interaction with teammates, opponents, coaches, officials and host (as displayed by the lack of match warnings, penalty points or complaints about referee call, etc.; also displayed by a noticeable amount of cooperation and cohesion on and off the court/field.
  - ii. A heightened level of consciousness for their role in the positive perception and image of their sport in Canada (as displayed by demeanor and interaction with the public, press and players during the championship).
  - iii. True enthusiasm for the game as it is played on the court/field.
- b) Participating coaches list their nominees for the award at the Technical meeting.

## I.12.2 PLAYERS OF THE GAME

- a) After each match two players of the match shall be named (one from each team).
- b) In games that are televised, the primary lead broadcaster will make the selection of the players of the game.
- c) In games that are not televised, the coach of each team will be responsible for selecting a player from their own team for this award.

### I.13 SPECIAL EVENTS

The institution hosting the National Championship must indicate to all members by October 1st of the current season if they are hosting a banquet/reception and the type and quantity of information (e.g. photos, slides, videos, etc.) that may be required.

## J. COMMITTEES

### J.1 CHAMPIONSHIP MANAGEMENT COMMITTEE

The Management Committee shall rule on all matters necessary for the championship to proceed and will, in addition, act as the Protest Committee at the championship. The Management Committee shall apply CIS Rules. The Management Committee may not, nor may any member, make an exception to any CIS Rule or to a sanction imposed by CIS. The Management Committee has no jurisdiction to consider or interpret CIS Eligibility Regulations.

Composition of the Management Committee shall be:

- i) Convener of Championship - non-voting chair;
- ii) CIS 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 CIS 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.

Notwithstanding the procedures described in CIS policy 90.70.4.1.1 (see below), the CIS Championship Management Committee shall have the power and jurisdiction to take interim on-the-spot measures to address minor code of conduct issues (inappropriate or unsportsmanlike conduct that is not criminal in nature) that arise at CIS Championships, in a timely fashion. The record of the incident, including the interim measures taken to address it shall be copied to the Athletic Director(s) of the affected school(s), and the CIS office and Discipline Committee.

It is the expectation of CIS that persons representing Member institutions, and/or CIS, at CIS Championships will behave responsibly, and with propriety, and in accordance with the laws of the land.

#### 90.70.4.1.1 Procedures Regarding Misconduct

Where misconduct occurs at a CIS Championship (including traveling to and from the event, practice days and competition days), the Chief Executive Officer, assisted by the event Convenor, shall:

- a) Investigate the particulars of the incident that gave rise to the misconduct;
- b) Determine the amount and type of damage to property or injury to persons;
- c) Identify the persons and institutions responsible for the incident; and
- d) Summarize this information in a written report.

The Chief Executive Officer shall provide a copy of the written report to the President, who may bring a complaint in accordance with CIS Policy 90.40 - Discipline. A copy of the written report shall be provided to the Directors of Athletics of the institutions involved.

J.2 JURY OF APPEAL

J.3 DELEGATES

K. APPENDICES

## APPENDIX A

## SEEDING INFORMATION FORM

University: \_\_\_\_\_

Signature of Director of Athletics: \_\_\_\_\_

Tel. number where the Director of Athletics  
can be reached following seeding call: \_\_\_\_\_

PLEASE SUBMIT THE FOLLOWING USING THE SAME FORMAT AND ORDER:

1. Regular season standings (Sport Conference) - include the team's record (wins-losses)
2. Playoff performance: list opponents and final scores
3. List the following (include the date of the contest and the score):
  - Matches vs. other Sport Conference champions.
  - Matches vs. other teams potentially under seeding consideration
  - Matches vs. Sport Conference opponents.
  - Matches vs. non-Sport Conference opponents.
4. Win-Losses/Percentage:
  - Performance in last 10 matches
  - Overall record - all matches
  - Playoff record
  - Sport Conference record
  - Non-Sport Conference record
  - Record vs. CIS opponents

NOTE Player injuries cannot be a factor in the discussion of seeding selection. Inclusion of such information on the seeding information form is prohibited.