



Canadian Interuniversity Sport  
Sport interuniversitaire canadien

**ORIENTATION MATERIAL FOR NEW CIS DIRECTORS  
OF ATHLETICS, ATHLETIC DEPARTMENT STAFF AND  
COACHES**

**MARCH 07**

On behalf of CIS, welcome to university sport!

We hope that this manual will provide you with helpful information about CIS, including the many opportunities and benefits it offers. We encourage you to contact any of the CIS staff listed in section 1.5 should you have any questions at all about CIS. An excellent source of up to date information about CIS Sports, events, plans and policies is [www.universitysport.ca](http://www.universitysport.ca). We encourage you to bookmark this site and refer to it often.

Feedback on this document is always welcome, please let us know if there is something else that should be included ([tmackin@universitysport.ca](mailto:tmackin@universitysport.ca)).

All the best in your future with university sport.

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Visual Identity Standards Manual (Includes CD with CIS logo)

# 1. INTRODUCTION

## 1.1 Mission Statement:

It is the mission of Canadian Interuniversity Sport to enrich the educational experience of the athlete through a national sport program that fosters excellence.

## 1.2 Values:

1. Quality educational and athletic experience.
2. Unity of purpose, respect for autonomy.
3. Integrity and fair play.
4. Trust and mutual respect.
5. Equity and equality.

## 1.3 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.

## 1.4 Strategic Directions:

### 1.4.1 Sport Development

**Objective:** Work with universities and NSO partners to develop and deliver quality competitions and programs, such that Canada becomes a destination of choice for student-athletes and coaches.

**Objective:** Develop and implement programs and activities that assist in developing coaches and recognizing their valuable contribution to student-athletes, CIS, and the Canadian sport system.

**Objective:** Contribute to the Canadian sport system, and the Canadian Sport Policy.

### 1.4.2 Marketing / Branding / Communication / Advocacy

**Objective:** Generate television coverage and financial resources in order to sustain and grow the operations of Canadian Interuniversity Sport.

**Objective:** Aggressively promote and celebrate the values and achievements of student-athletes and university sport heroes.

**Objective:** Raise the profile of CIS such that it is recognized as a destination of choice for student-athletes.

**Objective:** Tell the story of the impact and contribution of university sport to the sport community and the university community.

**Objective:** Undertake initiatives to get more fans in the stands.

#### 1.4.3 Governance and Operations

**Objective:** Ensure that CIS policy making and operations are being informed by accurate and up to date research, and contribute to CIS becoming a destination of choice.

**Objective:** Continually review and improve upon business processes to ensure that CIS operates in the most efficient and effective manner consistent with its values.

**Objective:** Create a shift in culture so that CIS can more efficiently and effectively deliver on its strategic plan, and can become a destination of choice.

**Objective:** Review all aspects of the organization's spending to see where savings can be derived.

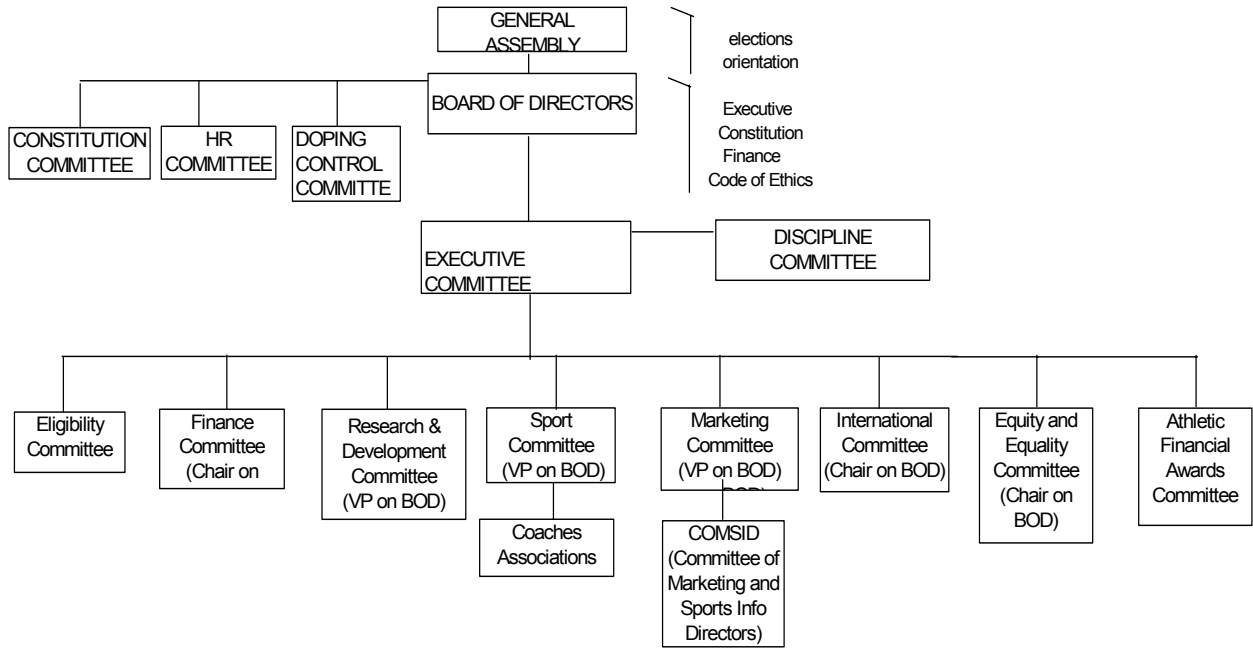
**Objective:** Develop and strengthen strategic partnerships with key organizations to advance CIS objectives.

#### **1.5 By-Laws**

The By-laws of the organization are available at:  
[http://www.universitysport.ca/e/pol\\_proc/index.htm](http://www.universitysport.ca/e/pol_proc/index.htm)

## 1.6 Organizational Chart

CANADIAN INTERUNIVERSITY SPORT ORGANIZATION CHART



## 1.7 Board and Committees

Following are the members of the CIS Board of Directors:

President

President Elect or Past President (alternates from year to year)

Vice President – Marketing

Vice President – Research and Development

Vice President – Sport

Chair, Finance Committee

One representative from each Regional Association

CIS CEO (non voting)

Chair, Equity and Equality Committee (non voting)

Chair, International Committee (non voting)

A President Elect and VP Sport are elected every even year and a VP R&D and VP Marketing are chosen every odd year. Regional Association reps from AUS and OUA are nominated to the Board every odd year and reps from QSSF and Canada West are nominated every even year. One male and one female is nominated from each Regional Association, and depending on the gender make up of the Board, either the male or female rep is chosen by the Executive in order to balance the genders. The Chair of Finance, Equity & Equality and International Committees are appointed.

The AUS and OUA nominate representatives to CIS Committees every odd year and the QSSF and Canada West nominate representatives to CIS Committees every even year.

For detailed committee Terms of Reference, see Policy 80.30 at [http://www.universitysport.ca/e/pol\\_proc/index.htm](http://www.universitysport.ca/e/pol_proc/index.htm).

## 1.8 Roles & Responsibilities – Staff

See section 3.2.2. for a list of which CIS Staff member can be consulted for each CIS Policy and Procedure.

Chief Executive Officer: Marg McGregor 562-5670 ext 26 [mcgregor@universitysport.ca](mailto:mcgregor@universitysport.ca)

- Strategic Leadership
- Spokesperson
- Advocacy
- Partnerships
- Human Resources
- Strategic Plan - Big Picture - Vision
- Financial Variances
- Signing Officer
- Sport Coordinator – Basketball
- Board of Director and Executive Committee Leadership

Marketing Director: Peter Metuzals 562-5670 ext 27 [peterm@universitysport.ca](mailto:peterm@universitysport.ca)

- Sponsorship
- Sales
- Branding
- TV Exposure/Rights
- TV ad sales
- Sponsor Servicing
- Corporate Public Relations
- Oversee Communications
- Licensing
- Marketing Committee Leadership

Director, Operations & Development: Tom Huisman 562-5670 ext 22  
[thuisman@universitysport.ca](mailto:thuisman@universitysport.ca)

- Self-disclosures, Complaints, Investigations and Sanctions
- Research & Development
- Coaching Development
- Doping Control Program and Drug Education Program
- Eligibility and Recruiting (Interpretations, compassionate appeals, regulations)
- Athletic Financial Awards

Director, Finance & Administration: Tanja Mackin 562-5670 ext 24  
[tmackin@universitiesport.ca](mailto:tmackin@universitiesport.ca)

- Finance, Budgets, Monthly Statements, Variances, Projections, Audit
- Accounts Payable, Accounts Receivable, Cash flow, Investments
- Office Manager, IT, Insurance, Lease, General Contracts.
- Sport Canada and other Agency Reporting
- Staff Administration, Payroll, Support Staff Hiring, Training and Supervision
- Volunteer recruitment, orientation, recognition
- Travel Reimbursements, Championship Finance, Statistics
- Policies and Procedures
- Equity & Equality
- Harassment Policy
- Bilingualism Policy
- Web site management (non-sport areas)
- Memberships Communication
- Organize, prepare travel arrangements and records minutes for Finance, AGM, Board and Executive Committee meetings
- Sport Coordinator – W. Rugby

Media and Publications: Michel Belanger 562-5670 ext 25 [belanger@universitiesport.ca](mailto:belanger@universitiesport.ca)

- Media Relations
- Internal Communication
- Publications
- Event Information and Guides (CIS Championships, BLG Awards, Academic All-Canadian Celebration)
- Communications Plan
- COMSID representative
- Scoreline/ Statistics/ Weekly Releases/ Top 10's/ Athletes of the Week/ CIS Championship previews/National award announcements

Manager, Events & Programs: Sheila-Ann Newton 562-5670 ext 23 [snewton@universitiesport.ca](mailto:snewton@universitiesport.ca)

- Manage the National Championship bid selection process
- Championship coordination
- Championship Host liaison
- Awards and championship seeding conference calls
- Officials
- Trophies & Awards
- Sport Coordinator - Field Hockey, Football, Ice Hockey, Soccer, Volleyball
- Playing Regulations
- Sport Committee
- Coaches Association Minutes/Vote sheets
- Sport Congresses
- BLG Awards, Academic All-Canadian Celebration

International Programs Services: Joe Morrissette 562-5670 ext 32  
[morrissette@universitysport.ca](mailto:morrissette@universitysport.ca)

- Preparing Canadian Teams for Summer and Winter Universiades, and World University Championships
- Liaison with National Sport Organizations regarding their participation in the Games and Championships
- Logistics, Administration, Communication, and Mission Work for Games and Championships
- Canadian bids for Universiades or World University Championships
- Mission Staff organization and leadership
- International Committee Meetings
- Maintain IPS Website

Member Services Officer: Mary MacDonald 562-5670 ext 21  
[cisoffice@universitysport.ca](mailto:cisoffice@universitysport.ca)

- Administrative Support (supplies, reception, mail, e-mail, directory, mailing lists)
- Eligibility – registration / tracking, records maintenance
- Doping control records maintenance
- Awards listing & case book management
- All-Canadian certificates
- Academic All-Canadian lists and certificates
- Sport declarations of participation
- Updating Almanac

Marketing and Event Support Officer: Adam Oattes 562-5670 ext. 33  
[oattes@universitysport.ca](mailto:oattes@universitysport.ca)

- Support to Programs and Events Manager
- Officials Travel
- Trophy Maintenance
- Banners – CIS and Sponsor(officials, trophies, banners)
- All-Canadian Awards
- Marketing and communications assistance
- Sponsor reports/packages

Website and Statistics Services: Craig Medaglia 562-5670 ext.29  
[cmedaglia@universitysport.ca](mailto:cmedaglia@universitysport.ca)

- Web Site maintenance
- Score reporting monitoring
- Website feedback monitoring
- Sport Statistics
- Job postings
- Athlete photos
- Webcasting administration
- RSS feed

### **1.9 CIS Logo Rules**

The logo and wordmark of Canadian Interuniversity Sport are registered trademarks owned by Canadian Interuniversity Sport.



The specifications for the correct use of the Canadian Interuniversity Sport logo are contained in the attached Canadian Interuniversity Sport Visual Identity Standards Manual (September 2001) The logo itself, in various file formats, is provided on the CD included in this Manual .

Members are encouraged to display CIS banners and signage in their facilities, and the CIS logo on their websites and team uniforms. **For all other uses of the CIS logo, please obtain approval from the CIS office (Peter Metuzals, Marketing Director–[peterm@universitysport.ca](mailto:peterm@universitysport.ca)).**

## **2. CIS PROGRAMS**

### **2.1 Eligibility, Doping Control and Awards**

#### *2.1.1 Eligibility and Doping Control Program*

CIS has rules and regulations surrounding the eligibility of student-athletes and doping control education that every Director of Athletics and Coach must be familiar with. This includes rules such as the maximum years a student can participate in a sport, forms that must be submitted to the CIS office by a certain date, and forms that each student-athlete must sign which must be retained by the institution. Members are expected to have systems and checks in place to ensure that they are in compliance with the CIS regulations in these areas. The complete set of Eligibility rules and Eligibility Registration and Doping Control Data Requirements are at:

[http://www.universitysport.ca/e/pol\\_proc/40\\_eligibility.htm](http://www.universitysport.ca/e/pol_proc/40_eligibility.htm).

#### *2.1.2 Athletic (Financial) Awards*

CIS has rules and regulations surrounding financial awards that every Director of Athletics and Coach must be familiar with.

Each Member must report the amount of financial awards provided each year in a format and according to the timelines prescribed by CIS on an annual basis. CIS will send a memo to the Members in July outlining the process. Data is normally due in late September. CIS compiles the data annually and releases it to the media after confirming the data with each Member.

Detailed regulations around financial awards can be found here:

[http://www.universitysport.ca/e/pol\\_proc/documents/50Awards.pdf](http://www.universitysport.ca/e/pol_proc/documents/50Awards.pdf)

## **2.2 Championships**

### *2.2.1 Five Year Championship Schedule*

#### **CANADIAN INTERUNIVERSITY SPORT 5-YEAR CHAMPIONSHIP SCHEDULE**

<b>WEEK #</b>	<b>SPORT</b>	<b>2006-2007</b>	<b>2007-2008</b>	<b>2008-2009</b>	<b>2009-2010</b>
<b>Week 1 Fall Term</b>	Field Hockey (W)	Nov. 2-5 Thursday- Sunday @ UBC	Nov. 1-4 Thursday- Sunday @ TBD	Oct. 30-Nov. 2 Thursday- Sunday @ TBD	Nov. 5 – 7 Thursday- Sunday @ TBD
	Rugby (W)	Nov. 2-5 Thursday- Sunday @ U. of Western Ontario	Nov. 1-4 Thursday- Sunday @ U. of Western Ontario	Oct. 30-Nov. 2 Thursday- Sunday @ U. of Lethbridge	Nov. 5 – 7 Thursday- Sunday @ UBC
<b>Week 2</b>	Soccer (M)	Nov. 9-12 Thursday- Sunday @ U. of Alberta	Nov. 8-11 Thursday- Sunday @ UBC	Nov. 6-9 Thursday- Sunday @ Carleton	Nov. 12-15 Thursday- Sunday @ TBD
	Soccer (W)	Nov. 9-12 Thursday- Sunday @ U. of Victoria	Nov. 8-11 Thursday- Sunday @ UCCB	Nov. 6-9 Thursday- Sunday @ TWU	Nov. 12-15 Thursday- Sunday @ TBC
	Cross Country (M & W)	Nov. 11 Saturday @ Laval	Nov. 10 Saturday @ UVic	Nov. 8 Saturday @ TBD	Nov. 14 Saturday @ TBD
<b>Week 3</b>	Football Semi-Final Mitchell Bowl	Nov. 18 Saturday CW @ OUA	Nov. 17 Saturday @ TBD	Nov. 15 Saturday @ TBD	Nov. 21 Saturday TBD
	Football Semi-Final Uteck Bowl	Nov. 18 Saturday AUS @ QIFC	Nov. 17 Saturday @ TBD	Nov. 15 Saturday @ TBD	Nov. 21 Saturday TBD
<b>Week 4</b>	Football Final Vanier Cup	Nov. 25 Saturday @ U. of Saskatchewan	Nov. 23 Saturday @ Rogers Centre Toronto, ON	Nov. 22 Saturday @ Ivor Wynne, Hamilton, ON	Nov. 28 Saturday @ TBD

<b>WEEK #</b>	<b>SPORT</b>	<b>2006-2007</b>	<b>2007-2008</b>	<b>2008-2009</b>	<b>2009-2010</b>
Week 1 <b>Winter Term</b>	Swimming (M & W)	Feb. 22-24 Friday-Sunday @ Dalhousie U.	Feb. 29-Mar 2 Friday-Sunday @ UBC	Feb. 27-Mar 1 Friday-Sunday @ UBC	Feb. 26 – 28 Friday-Sunday @ TBD
Week 2	Volleyball (M)	March 2-4 Friday-Sunday @ McMaster U.	Feb. 29-Mar 2 Friday-Sunday @ U. Laval	Feb. 27-Mar 1 Friday-Sunday @ U. of Alberta	March 5 – 7 Friday-Sunday @ TBD
	Volleyball (W)	March 1-3 Thursday-Saturday @ U. of Calgary	Feb. 28-Mar 1 Thursday-Saturday @ UNB	Feb. 26-28 Thursday-Saturday @ UNB	March 4 – 6 Thursday-Saturday @ TBD
	Wrestling (M & W)	March 2 & 3 Friday-Saturday @ Saskatchewan	March 1 & 2 Friday-Saturday @ TBD	Feb. 27 & 28 Friday-Saturday @ TBD	March 5 – 6 Friday-Saturday @ TBD
Week 3	Basketball (W)	March 9-11 Friday-Sunday @ Memorial U.	March 7-9 Friday-Sunday @ Saskatchewan	March 6-8 Friday-Sunday @ U. of Regina	March 12-14 Friday-Sunday @ TBD
	Track & Field (M & W)	March 8-10 Thursday-Saturday @ McGill	March 6-8 Thursday-Saturday @ McGill	March 5-7 Thursday-Saturday @ Windsor	March 11 – 13 Thursday-Saturday @ Windsor
Week 4	Basketball (M)	March 16-18 Friday-Sunday @ Metro Centre Halifax, NS	March 14-16 Friday-Sunday @ Carleton U	March 12-15 Friday-Sunday @ Carleton U	March 19-21 Friday-Sunday @ Carleton U
	Ice Hockey (W)	March 15-18 Thursday-Sunday @ Ottawa	March 6-9 Thursday-Sunday @ Ottawa	March 5-8 Thursday-Sunday @ St. Francis Xavier	March 11 – 14 Thursday-Sunday @ St. Francis Xavier
Week 5	Ice Hockey (M)	March 22-25 Thursday-Sunday @ Moncton	March 20-23 Thursday-Sunday @ Moncton	March 19-22 Thursday-Sunday @ Lakehead U	March 25 – 28 Thursday-Sunday @ Lakehead U

### 2.2.2 Participating in a CIS Championship

Sometime during the season you will receive a letter from the CIS travel agent providing instructions regarding travel to championships. Every CIS institution must use the CIS travel agent for their athletes/teams travel to a CIS championship in order to be eligible

for travel funding assistance. Be sure to contact the travel agent as instructed in the letter, if you have any special travel needs.

Several weeks prior to the beginning of a championship, the CIS Manager of Events and Programs will send to all members the Championships Bulletin (Bulletin # 1 is distributed six weeks prior, and Bulletin # 2 is distributed four weeks prior to the start of the first championship). IT IS CRITICAL that you read this bulletin if your team is in the running to qualify for a championship, as it has vital information about event logistics, your responsibilities, etc. A copy of the Bulletin will also be posted on each Championship Web site. For example, see [http://www.universitysport.ca/e/championships/w\\_fieldhockey/2003/h/bulletin.htm](http://www.universitysport.ca/e/championships/w_fieldhockey/2003/h/bulletin.htm)

Once it is confirmed that you will be participating in a championship, you will receive an e-mail letter outlining the Championship Guidelines and your responsibilities. This letter will include details on:

Eligibility  
Entry  
Medical  
Media Kits  
Media Conferences  
Corporate Identification on Team Uniforms  
Travel  
Playing Regulations

Please ensure you retain your original travel itineraries or ticket stubs (if you are flying) or ground transportation receipts (if you are traveling ground), as you will need to submit them with your Travel Reimbursement Claim Form which will be due at the CIS office 15 working days after the end of the championship.

Details on all your responsibilities, plus a description of the travel pool, with the Claim Forms and instructions can be found here: [http://www.universitysport.ca/e/pol\\_proc/documents/20Programs.pdf](http://www.universitysport.ca/e/pol_proc/documents/20Programs.pdf)

### *2.2.3 What you need to know if you are you interested in hosting a CIS Championship*

All CIS Championships are open for bid. Some of the benefits of Hosting a championship include:

- Automatic place in the tournament for the host team (except football);
- Allows for more places in the tournament for other teams in your region;
- Helps with recruiting and raising the profile of the sport in the city;
- Benefits student-athletes - rewards them for success;
- A chance to show off facilities and city;
- Economic impact to the city;
- Home field advantage;

- Provides an exciting atmosphere for students;
- Prestige and exposure for the university – the television exposure on events that are televised, and the exposure to the out-of-town visitors that are coming to the city for the first time – helps with enrollment as it provides an opportunity to promote the athletic and academic benefits of obtaining an education at the school;
- More local exposure to the host's programs throughout the city;
- Provides another entertainment option for people in the city that is considered to be affordable family entertainment
- Economic paybacks – Hosting means an opportunity to possibly use the profits from the event to enhance award programs, bring in more staff, offer more promotional services, and enhance facilities;
- Increased awareness in your product by sponsors;
- Savings in team travel costs;
- Increased alumni support.

Bids are selected based on criteria which include:

1. The extent to which the bid raises the profile of university sport and contributes to marketing objectives, special events, etc. Consideration will be given to fan interest and community support in that sport in the bidding community (ability to fill the stands, support from city, local tourism body, other institutions, events surrounding the championship – i.e. OFSSA Bowl, All-Canadian camps, etc.).
2. Financial enhancements to the minimum hosting criteria. Includes:
  - a) cost savings to teams (ground transportation/accommodations/cash contribution);
  - b) financial guarantees to CIS beyond the minimum guarantee and/or profit sharing;
  - c) financial contribution towards television production fees. For the purposes of comparing bid submissions, bid committee's should base their contribution towards television production fees if any, on the assumption that CIS will not contribute TV advertising inventory to the host in exchange for the Host's contribution to TV production.
3. Consideration of the student-athlete experience. This includes study halls, climate, cultural activities, bilingualism, training tables, ability to help teams who lose early in the draw to return home (i.e. covering the cost of the airline change fees), plans to protect blocks of seats for opposing teams parents and fans, etc.
4. Host's track record of success in organization of previous CIS National Championships and/or other major events.
5. Caliber of the facility and practice venues.
6. The extent to which the championship will have a positive impact on the overall development of the sport (i.e. coaches clinics, region where the sport is still in its early development stage, youth programs, etc.)

7. The allocation of assigned berths in that sport in the bidding years (i.e. consideration given to the policy of having no more than 50% of the berths from one Regional Association).
8. Geo-political considerations. (This involves looking at both where the specific National Championship has been held in recent years, and looking at where all the other CIS Championships have been held and will be held.)
9. Hosts plan to accommodate and highlight the CIS Championship in the event that other Regional Association games, or playoff games are taking place on campus on the same weekend.
10. Any special events that may coincide with the Championship and its potential affect on the championship. (i.e. 100<sup>th</sup> Anniversary of the Province, City, University, etc.)
11. Host's capabilities to ensure technological demands are met (i.e. television ready site, webcasting capabilities, internet access (wireless preferred) and phonenumber(s) accessibility from venue, etc.)

CIS attempts to award bids at least 3 years in advance.

Championship Guarantees for the period 2006-2009 are as follows:

<b>Sport</b>	<b>2006-07</b>	<b>2007-08</b>	<b>2008-09</b>	<b>2009-10</b>	<b>2009-10</b>
Field Hockey	1,250	1,250	1,250	1,250	1,250
W. Rugby	1,250	1,250	1,250	1,250	<b>1,250</b>
M. Soccer	3,500	8,000	10,000	<b>5,000</b>	<b>5,000</b>
W. Soccer	3,500	10,000	6,000	<b>5,000</b>	<b>5,000</b>
Cross Country	1,250	1,250	<b>1,250</b>	<b>1,250</b>	<b>1,250</b>
Vanier Cup	50,000	115000	115000	<b>80,000</b>	<b>80,000</b>
Mitchell	15,000	15,000	15,000	15,000	<b>15,000</b>
Uteck	15,000	15,000	15,000	15,000	<b>15,000</b>
Swimming	4,000	5,500	5,500	<b>5,000</b>	<b>5,000</b>
W. Ice Hockey	6,000	6,000	6,000	6,000	<b>6,000</b>
Wrestling	1,250	1,250	1,250	1,250	1,250
W. Volleyball	18,000	30,000	30,000	<b>25,000</b>	<b>25,000</b>
M. Volleyball	18,000	25,000	27,000	<b>25,000</b>	<b>25,000</b>
Track	3,500	3,500	3,500	3,500	<b>3,500</b>
W. Basketball	18,000	25,000	35,000	<b>25,000</b>	<b>25,000</b>
M. Basketball	200,000	250,000	275,000	300,000	<b>200,000</b>
M. Ice Hockey	120,000	120,000	150,000	150,000	<b>110,000</b>
<b>TOTAL</b>	<b>479,500</b>	<b>633,000</b>	<b>698,000</b>	<b>664,500</b>	<b>524,500</b>

bold = not called yet

All of the host responsibilities are detailed in the CIS Bid Book. If you would like a copy of this book before deciding if you would like to host a CIS championship, please

contact Sheila-Ann Newton at [snewton@universitysport.ca](mailto:snewton@universitysport.ca) who will be happy to e-mail one to you, or you can download the bidbook from:  
[http://www.universitysport.ca/e/pol\\_proc/manuals.cfm](http://www.universitysport.ca/e/pol_proc/manuals.cfm)

## **2.3 Marketing – Branding**

### *2.3.1 CIS on TV*

CIS currently has an agreement with The Score to broadcast a number of CIS Championships and regular season games. The cost for these broadcasts is shared between sponsors, members and the broadcaster. For a list of which games are being televised on an annual basis, please contact Peter Metuzals: 613-562-5670 ext 27 or [peterm@universitysport.ca](mailto:peterm@universitysport.ca).

### *2.3.2 Your opportunity to buy ads on CIS Broadcasts –*

Contact the CIS Marketing Director – Peter Metuzals 613-562-5670 ext 27 or [peterm@universitysport.ca](mailto:peterm@universitysport.ca) for rates and available opportunities.

### *2.3.3 CIS Banners*

CIS encourages Members to display the CIS logo and banner wherever and whenever possible. To this end, CIS provides each institution, at no cost, an Ad-Up Banner with full A-Frame set-up.

If your banner is damaged, or lost, or you would like to order additional banners, please contact Peter Metuzals at 613-562-5670 ext 27 or [peterm@universitysport.ca](mailto:peterm@universitysport.ca) .

## **2.4 Communication**

### *2.4.1 Score reporting procedures*

A vital component of the CIS promotion and communication plan is to ensure that student-athletes, fans, Members, media etc. have up to date, timely scores, standings, and stats on every CIS sport, using all media vehicles, including the internet, radio, print and television.

The Member's role in achieving this goal is critical! We rely on YOU to get the score to us so that it can be distributed as widely as possible. The legitimacy and professionalism of our league is greatly effected by our ability to provide information correctly, in a consistent and timely manner.

Following are the procedures. If you have any questions at all, please contact Craig Medaglia at 613-562-5670- ext 29 or [cmedaglia@universitysport.ca](mailto:cmedaglia@universitysport.ca)

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## REPORTING: INFINITY PRO SPORTS

Since 2003, the CIS has worked in partnership with Infinity Pro Sports, a Texas-based company statistical entries/reporting on its website (results, individual and team statistics/leaders, schedules, standings, etc.) in the sports of basketball, football, hockey, soccer and volleyball.

Some of the key features of the Infinity Pro Sports system include:

- League and playoff schedules are uploaded in Infinity Pro Sports database-driven system by the regional associations and/or the CIS prior to the season;
- Rosters are uploaded in the system by the schools prior to the season;
- Results and statistics are uploaded by the host school following each game (note: the system is built so that stats can be uploaded from either from a software program (for example: Stat Crew) or manually.

The following is an overview of the various Infinity Pro Sports features used by the CIS, as well as a step-by-step user guide.

### **CIS Online Statistics Program Guide**

- Web address: <http://cis.infinityprosports.com/update/>

### **Log in and first steps**

- Enter user ID and password (provided by the CIS)
- Click login
- Select sport from drop down menu on top right hand corner – the system shows those sports that you school participates in.
- Select what you would like to edit from top menu in beige/yellow
  - Schedule (*for score & stats*)
  - Roster
  - or, log out

### **Entering a score**

Note: if you are entering your stats by uploading an XML file (see next item), skip this step. Your score will be automatically entered from the XML file.

- Click enter/edit box score
- Enter home score
- Enter visitor score
- Enter location (town/city)
- Check kind of game (league or postseason)
- Click save & continue

### **Entering stats (from XML file)**

Note: use this option if you are using Stat Crew (available for football, basketball, volleyball, hockey, soccer)

- Click import XML
- Click browse and choose XML file from your computer
- Click upload XML

Note 2: If you use Import XML to enter stats, you can go into the system later and make changes manually. However, once you are finished, always remember to click save.

### **Entering stats (manual entry)**

Note: use this option if you are not using Stat Crew.

- Click enter/edit box score
- Click save & continue (score has already been entered at this point)
- Enter home stats, then click save & continue (far right)
- Enter visitor stats, then click save & continue (far right)
- Enter score statistics, then click save & continue
- Enter FGAS statistics, then click save & continue
- Enter home quarter statistics, then click save & continue
- Enter visitor quarter statistics, then click save & continue

### **Roster (manual entry)**

- Select a team
- View option
  - Show disabled players or not - clicking on the box will show them.
- Add a player
  - Enter first name
  - Enter last name
  - Click add player
- Edit player
  - Click on "edit" next to the name of the player you added or *any* other player
    - Edit name
    - Upload photo (choose a file from your computer, click to add it)
    - Delete photo - checking this box will delete the current photo shown with player's name and information
    - Enter/edit player's jersey number
    - Enter/edit player's position
    - Enter/edit player's height
    - Enter/edit player's weight (men only)
    - Enter/edit player's eligibility year
    - Enter/edit player's date of birth (m/d/yr)
    - Enter/edit player's course
    - Enter/edit player's academic year
    - Enter/edit player's hometown
    - Enter/edit player's province
    - Enter/edit player's high school/Cegep
    - Enter/edit player's club/last team played for (league)
    - Enter/edit player's bio
    - Click update
    - (To bypass all of this, you can always click "back" at the top of the page and go back to the previous page)
- Disable Player
  - Player will not be shown on roster
- Merge Stats
  - Merge stats from other player(s) that have the selected player's stats (to correct a situation where box scores imported from XML are incorrect)
  - Select player to merge stats from
  - Cancel or merge stats

### **Roster (Excel file upload)**

**A second method of entering a roster in the Infinity system is to upload an Excel file (use the "Roster Fields" template file that was sent to you as a sample).**

The fields and format were taken directly from the CIS eligibility roster and for the upload you must keep the same fields in the same order. Please keep this format for consistency. Note: Do not enter the weight category in for women's teams.

- Entry
  - Once you have entered all information into the Excel file:
    - Save as
    - Save as type
    - CSV (comma delimited) – file extension is ".csv"
  - Log-in to the Infinity system and upload by:
    - Select the sport from the top right hand corner
    - Click on roster
    - Click your "team"
    - Import roster
    - Browse for file and double click to select
    - Upload

### **Head shots**

- Select the sport from the top right hand corner
- Select roster
- Click on "edit" for a player
- You will see an upload photo area.
- Browse for file and double click to select
- Upload
- Repeat process for all athletes
- Log out
- Safely logs you out of the system – to re-enter, you'll have to fully log in with user name and password.

### **1) STORIES**

When sending a story, make sure that:

- a) you send us the story in the BODY of the email, not in an ATTACHMENT.
- b) you include the TITLE in the body of the email at the top of the story, not just in e-mail's SUBJECT.

### **2) LOCATION**

For any kind of story you send us, include LOCATION just before first paragraph.

**Example: TORONTO - The York Lions defeat...**

### **3) GAME RECAPS**

As explained before, the GAME RECAPS (for all sports) are now posted in the Results section. With the new Infinity system, you can post your game recap yourself directly in the appropriate BOX (same process as entering a score). (<http://cis.infinityprosports.com/update>)

- a) You can write your recap in any word processing document and simply COPY AND PASTE it in the box.
- b) In order to make your recap "reader-friendly", make sure you separate it in paragraphs, just like you would do for any other stories. Some of the recaps in the first weeks were posted as one long paragraph.
- c) BOX: please only post GAME RECAPS in box.. CIS will add boxscores and stats.

#### **4) GAME RECAPS POSTED ELSEWHERE ON SITE**

The idea behind the posting of game recaps in the Results section was first to provide fans with all the info about a game at the same place, but also to have less stories on the main page of each section of the CIS Web site.

On those main pages, we will try to concentrate on more global, national interest stories. You will however see on the main page a GAME RECAP (or a preview, see below) from time to time. This particular recap/story will have been chosen because considered of national (or at least more than local) interest. Ex.: Top 5 match-up.

#### **5) OTHER STORIES (previews, recruiting, etc.)**

It was decided we would not continue to post on the CIS Web site every story sent to us by every school. Doing it in the past resulted in such a great number of stories that a MAJOR STORY would end up as Headline No. 25 in a matter of minutes and would simply get buried.

As indicated above, we will try to concentrate on stories of greater interest.

Example:

- a) Recruiting: women's hockey, school X recruits an ex-national team member
  - b) Weekend preview: Top 10 match-up or replay of last year's conference final.
  - c) Various: record-breaking news (school, athlete, coach), football players cracks the CFL or NFL, etc.
- 

#### *2.4.2 How CIS communicates scores and releases to the National Media and members*

The score reporting system that CIS currently uses automatically sends an e-mail listing of all CIS sporting event scores to all CIS Member Sports Information Directors, and a list of national media compiled by CIS. These e-mails go out at 10:30 pm est. and 2:00 am est.

If you have local media who you would like to be added to the list, please e-mail the information to [belanger@universitysport.ca](mailto:belanger@universitysport.ca)

These e-mails are not sent to members, but are available immediately on the CIS Website [www.universitysport.ca](http://www.universitysport.ca) (see chapter 3 – CIS Website).

Media releases, including Top 10's, Athletes of the Week, Championship Previews, are also sent directly to sports information directors/officers, sport specific coaches and media by Michel Belanger, and are available immediately on [www.universitysport.ca](http://www.universitysport.ca). Top 10's are also e-mailed to the coaches of the respective sport.

#### *2.4.3 The CIS directory is posted on the CIS website:*

[http://www.universitysport.ca/e/members/by\\_university.cfm](http://www.universitysport.ca/e/members/by_university.cfm) It is a listing of all Member Athletic departments and includes information on enrollment, facilities, sports offered as well as a complete listing of staff and coaches phone numbers and e-mail addresses. Every June CIS will ask each Member to update their own information on the website Directory.

#### *2.4.4 The CIS Almanac is available on the CIS Website.*

<http://www.universitysport.ca/e/almanac.cfm> The Almanac is the “history” of the CIS and includes information on each CIS Sport such as past championship winners, stats, award winners, etc. Copies are also provided to the media at no cost. Each chapter of the Almanac is also available on [www.universitysport.ca](http://www.universitysport.ca) in PDF format under each sport page.

## **2.5 Coaching Development**

### *2.5.1 Sport Congresses*

Sport Congresses began in 2003 as a means of providing a forum for coaches to discuss CIS regulations, international opportunities, and obtain professional development. Up until the inaugural 2003 Volleyball Sport Congress, coaches associations would meet at CIS championships to discuss CIS regulations, development etc. For team sports, this was fraught with challenges such as low attendance from non-participating coaches, preoccupied state of coaches participating in the championship, time constraints, etc. It was felt that a separate event with professional development opportunities in the “off season” would be a more efficient and effective way for coaches to “get the work done”.

Congresses can include a combination of professional development activities, discussion and action planning with respect to establishing a vision and direction for the development of the sport in Canada and specifically within university sport, and discussions on what international opportunities are on the horizon. Congresses are agenda driven with many smaller group sessions and workshops, and they include elections and financial reporting.

Delegates to the Sport Congress can include coaches, National Sport Organization representatives, Coaching Association of Canada representatives, student-athletes, athletic directors, Sport Committee members, Sport Canada, and other appropriate agencies.

## **2.6 Awards (Honours)**

### *2.6.1 Student Athlete awards*

#### 2.6.1.1 Championship awards

The following awards are presented at CIS Championships after the gold medal game:

Championship Medals, Team Trophy and Pennant  
Tournament MVP  
Tournament All-Stars  
R.W. Pugh Fairplay award

The description and criteria for these awards can be found at

[http://www.universitysport.ca/e/pol\\_proc/documents/0660.10Honours.pdf](http://www.universitysport.ca/e/pol_proc/documents/0660.10Honours.pdf)

Each sport has it's own procedures for selecting these awards, which can be found in the sport playing regulations.

The following awards are announced prior to each CIS Championship:

All-Canadians

Player of the Year

Rookie of the Year

Coach of the Year

Student-Athlete Community Awards

(Note: Some sports have additional awards, ex. W. Basketball: Defensive Player of the Year)

A description, criteria and process for nominating student-athletes for each of these awards can be found at

[http://www.universitysport.ca/e/pol\\_proc/documents/0660.10Honours.pdf](http://www.universitysport.ca/e/pol_proc/documents/0660.10Honours.pdf)

#### 2.6.1.2 Academic All-Canadians

Each year CIS honours student-athletes that have achieved a grade of 80% or higher as an Academic All-Canadian. These athletes are listed on the CIS honour Roll, which is released to the media and circulated to Members. Members are encouraged to celebrate and honour their Academic All-Canadians on campus.

A list of each Member's Academic All-Canadians is requested each April and due in the CIS office by early July (an annual reminder with procedures is sent to Members each year). A certificate is produced for each Academic All-Canadian, and are mailed to Members in July/August.

#### Top 8 Academic All-Canadians

Each year Members are asked to nominate one male and one female Academic All-Canadian to their Regional Association. Each of the 4 Regional Associations will in turn choose one male and one female to honour as two of the CIS Top 8 Academic All-Canadian. The Top 8 Academic All-Canadians are honoured via national advertising (specific details are determined annually), and receive a cash award and gift. Information on the criteria and process are at:

[http://www.universitysport.ca/e/pol\\_proc/documents/0660.10Honours.pdf](http://www.universitysport.ca/e/pol_proc/documents/0660.10Honours.pdf) (Policy 60.40).

#### 2.6.1.3 BLG – Athlete of the Year

The BLG Athlete of the Year award recognizes, at the national level, the outstanding athletic accomplishments of athletes. There is a Male and Female winner who each receives a scholarship, or equivalent financial support to offset expenses other than tuition which relate to attending a Canadian post-graduate program or school, and a trophy. Each Regional Association winner will receive a commemorative gift as the outstanding athlete for their Regional Association.

Members are asked to nominate a male and female student-athlete, who must be their athlete of the year, to their Regional Association who will then choose its male and female representatives.

Information on the criteria and process are at:

[http://www.universitysport.ca/e/pol\\_proc/documents/0660.10Honours.pdf](http://www.universitysport.ca/e/pol_proc/documents/0660.10Honours.pdf) (Policy 60.50).

## *2.6.2 Leaders*

### 2.6.2.1 The L.B. "Mike" Pearson Award

This award is presented to a distinguished Canadian citizen of outstanding achievements, who having participated in interuniversity athletics has by his/her personal accomplishments exemplified the ideals and purposes of interuniversity athletics and amateur sport. The winner of this award is honoured at the celebration for the Academic All-Canadians. Nominations to this award should be made directly to CIS office at least 90 days prior to the event. CIS will send reminders regarding the criteria and process to all Members.

### 2.6.2.2 Austin Matthews Award

This award is presented annually to an individual who has made an outstanding contribution to interuniversity sport as demonstrated by his/her long term commitment and leadership as a coach, director, chairperson and/or executive committee member at the local, provincial and/or national levels of Canadian interuniversity sport. The winner of this award is honoured at the CIS June Annual General Meeting. Nominations to this award should be made directly to CIS office at least 90 days prior to the AGM. CIS will send reminders regarding the criteria and process to all Members.

### 2.6.2.3 Fred Sgambati Award

This award is presented to a member of the news media who has made a major contribution to the development and growth of Canadian university sport. The winner of this award is honoured at the CIS June Annual General Meeting. Nominations to this award should be made directly to CIS office at least 90 days prior to the AGM. CIS will send reminders regarding the criteria and process to all Members.

### 2.6.2.4 Jean-Marie de Koninck Coaching Award

This is a new award, to be presented annually to an individual who has made an outstanding contribution to interuniversity sport as demonstrated by his/her long term commitment and leadership as a coach at the local, provincial, national and/or international levels of Canadian interuniversity sport.

## **2.7 International Opportunities**

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

Canada's participation in FISU competitions is part of the CIS commitment to provide student-athletes with the best training and competitive opportunities possible. It also contributes to the globalization/internationalization agenda that Canadian Universities embrace. Facilitating the participation of Canadian student-athletes at Summer and Winter Universiades and World University Championships is the responsibility of CIS. Primarily, it will be undertaken in conjunction with the relevant National Sport Organizations, or CIS Coaches Associations.

An international programs guide for Directors of Athletics is in development to be used as a tool to understand and promote international opportunities to Canadian student-athletes. The guide will be ready in the winter 2007. Please contact Joe Morissette at [morissette@universitysport.ca](mailto:morissette@universitysport.ca) for more information.

For a list of all international events and to keep up to date on all international activities we encourage you to consult <http://www.universitysport.ca/e/international/index.cfm> regularly.

### *2.7.1 Student-athlete requirements*

All competitors at a FISU event must satisfy the following conditions:

1. Be a Canadian citizen. Citizenship must be authorized by a valid Canadian passport.
2. Be at least 17 and less than 28 years of age as of January 1st in the year of the event.
3. Be an amateur as intended by the International Olympic Committee and the appropriate International Sports Federation.
4. Be a student who is registered for and pursuing a full-time course of study at a post-secondary institution.
  - o Full-time status must be authorized by a document from the registrar of the institution.
  - o Post-secondary institutions include community colleges, professional schools, technical schools, C.E.G.E.P., and universities, in Canada or outside of Canada.

or be a former student who has graduated from a post-secondary institution as a student in good standing, in the year preceding the event.

- Graduation must be authorized by a document from the registrar of the institution.

### *2.7.2 Participating in an international event as Mission Staff*

Opportunities exist for staff at Members universities to participate in Universiades as mission staff (i.e. chef de missions, therapist, SID's, etc). CIS will call for mission staff prior to the Universiade by e-mailing Directors of Athletics. Details of the process, criteria, responsibilities, etc. can be found at

[http://www.universitysport.ca/e/pol\\_proc/documents/20Programs.pdf](http://www.universitysport.ca/e/pol_proc/documents/20Programs.pdf)

(Policy 20.60)

### *2.7.3 Hosting an International Event*

CIS provides Members the opportunity to bid to host a Universiade or single sport world university championship. A international hosting guideline is available on-line at :

<http://www.universitysport.ca/e/international/members/>

## 3. Information and Administration

### 3.1 Website – [www.universitysport.ca](http://www.universitysport.ca)



#### 3.1.1 What's on it

We strongly encourage every new athletic department staff person to browse through the CIS website, bookmark it, refer back to it often, as it will provide you with up to date information on all CIS championships, meetings, rules, international activities and more.

#### 3.1.2 How to find things

The site is divided into sport and administrative information. The top menu bar contains all the CIS administrative information with the following headings:

**Contact Us:** Names, positions and contact information for CIS Staff, committees, Board of Directors, etc.

**About Us:** Programs and services, org chart, history, logo usage policy

**Athlete Information:** A summary of Eligibility, Doping and Award Policies, Student-athlete and equity initiatives

**Member information:** By-laws, policies and procedures, playing regulation, forms, meeting schedule, meeting minutes, plans, timelines and deadlines, discipline and appeal results, and research and statistics (includes the annual awards reporting data), and Guides.

**Membership:** CIS members alphabetically, by Regional Association and by sport offered. The CIS Directory is also available here.

**Regional Associations:** Info and links to the 4 Regional Associations

There is also a link to the French site, a site map and a search option at the top right hand side of the site.

Everything on the left hand menu bar is sport and honour related. There is a separate page for each sport and each championship. There are links on the left bar to the BLG Awards, Athletes of the week, Academic All-Canadian, international events and playing regulations. Job opportunities and the CIS store are also on the left bar. On the right bar are the RSS feed, CIS Poll, championship sites, 5 year championship calendar and CIS Almanac.

### *3.1.3 If you can't locate something.*

The Site map and Search at the top right hand side of the site will help you find things by key word, or just drop an e-mail to [cisoffice@universitysport.ca](mailto:cisoffice@universitysport.ca) and we will help you find whatever you are looking for.

## **3.2 Policies, Procedures and Playing Regulations**

### *3.2.1 Where, When*

CIS publishes its Policies and Procedures:

[http://www.universitysport.ca/e/pol\\_proc/index.htm](http://www.universitysport.ca/e/pol_proc/index.htm) and Playing regulations [http://www.universitysport.ca/e/play\\_regs/index.htm](http://www.universitysport.ca/e/play_regs/index.htm) each September on the CIS Website (Print copies are available on request). New editions include any changes made to policies, rules, procedures or playing regulations approved at the last AGM or approved by the CIS Board of Directors during the past year.

### *3.2.2 Contents*

Following is a quick breakdown of the Policies and Procedures, and the staff to contact with questions:

- 10 Membership (Director, Finance & Administration – T. Mackin)  
Details on annual membership fees and deadlines for declaring and adding sports
- 20 Programs (Manager, Events & Programs – S. Newton and International Programs and Services – Joe Morissette)  
National Championship, International Programs and Coaches Associations
- 30 Marketing and Communications (Marketing Director – P. Metuzals and Media and Publications Officer – M. Belanger)  
Score reporting procedures, Info on programs such as Top Ten, Athletes of the Week

- 40 Eligibility (Director, Operations and Development – T. Huisman)  
Rules and Registration procedures and doping control data requirements
- 50 Awards (financial awards) (Director, Operations and Development – T. Huisman)
- 60 Honours (Manager, Events & Programs – S. Newton)  
All CIS honours described, including criteria and nomination processes
- 70 Staff Policies (Director, Finance & Administration – T. Mackin)
- 80 Administration (Director, Finance & Administration – T. Mackin)  
  
Travel and Conflict of Interest Policies, Committee Terms of Reference, Bilingualism Policy, Procedures for the amendment or repeal of CIS Policies and Procedures.
- 90 Conduct and Enforcements (Director, Operations and Development – T. Huisman)  
Equity and equality Policy (T. Mackin)  
Doping Policy (T. Huisman)  
Harassment and Discrimination Policy (T. Mackin)  
Complaints, investigations and Discipline Policy (T. Huisman)  
Appeals and ADR Policy (T. Huisman)

### **3.3 Membership Fees**

Membership fees are divided into three components.

1. A Basic fee which is a flat fee charged to each Member regardless of size or number of sports. It is currently in the \$1,800 range, and covers CIS operational costs such as audit, insurance, translation, legal fees, etc.
2. A Travel pool fee which is charged according to which sport the Member participates in. It is a fee per sport calculated as 10% of the worst case scenario travel costs to travel to a championship, divided by the number of Members participating in that sport. For example, if Championship travel costs were \$50,000, and 25 members participated in the sport, the annual travel pool fee per member would be \$200. ( $\$50,000 / 25 \times .10$ ). If a Member participated in all 19 CIS Sports, the total travel pool fee would be approximately \$5,300 per year
3. Sport Specific Participation fee is charged according to which sport the Member participates in. It is a fee per sport calculated by adding all sport and Championship specific costs (officials, trophies, delegates travel, score reporting, program staff etc). and dividing this total by the number of Members participating in the sport. Sport Specific Fees range from \$140 to \$900. If a Member participated in all 19 CIS sports, the total sport specific fee would be approximately \$6,600 per year.

Membership fees are billed July 31<sup>st</sup> and are due on September 30<sup>th</sup>.

Annual membership fees are approved as part of the CIS budget each June. For the updated membership fee schedule, see [http://www.universitysport.ca/e/pol\\_proc/index.htm](http://www.universitysport.ca/e/pol_proc/index.htm) Policy 10.30.

### **3.4 Meetings**

#### *3.4.1 Meetings of the Membership*

The Membership currently meets once per year in June (and on occasion in early December for a Members Roundtable). The June meeting is known as the Annual General Meeting (AGM) and alternates locations (Eastern Canada, Central Canada, Western Canada). Each member receives two votes – one for a male delegate and one for a female delegate. Proxy votes are not allowed, and if two male or two female delegates attend, the Member receives only one vote. The AGM is normally held over 3 days. All expenses related to the event (transportation, accommodations) are the Members responsibility, although CIS will negotiate a favourable hotel room rate where possible. There is an AGM registration fee which covers most breakfasts, lunches, incidental costs and a celebration dinner/BBQ. There is also normally an informal golf tournament, which is optional and separate from the registration fee.

The issues which will be considered and voted on at this meeting are circulated to the membership well in advance of the AGM.

#### *3.4.2 Meetings of the CIS Board of Directors and Committees*

The Board meets 3 times per year in person and via conference call as needed. Committees meet at various times throughout the year, both face to face and via conference calls.

If meetings are NOT held in conjunction with any other meeting of the General Assembly, (i.e. AGM or Roundtable), CIS will book and pay for travel and accommodations. For meetings that are held at the same time as the Assembly meetings, CIS does NOT arrange or pay for flights or accommodation, but will reimburse members for accommodation and meal costs incurred to attend the Board or Committee meeting.

A list of ALL CIS meeting and event dates, time and locations can be found at <http://www.universitysport.ca/e/meetings/index.htm>

Minutes of all Board meetings can be found at <http://www.universitysport.ca/e/meetings/minutes.htm>

### **3.5 CIS Decision Making**

#### *3.5.1 CIS Generated decision process*

Following is the process for requests generated by the CIS Board of Directors or Committees to make policy change which require ratification by the General Assembly:

1)Members will be notified either via e-mail or through Board of Directors meeting minutes of the policy change being considered, and will have an opportunity to provide feedback.

2)The issue is then directed to Regional Associations for consideration and feedback at their Annual meetings.

3)CIS will then formally circulate the policy change in the form of a notice of motion to the membership with the June Annual General Meeting package, for a vote at the AGM. If the motion is approved, the change in Policy will be updated on the CIS Web site in September (see 3.2 Policies, Procedures and Playing Regulations).

Electronic votes of the Membership also take place from time to time.

#### *3.5.2 Membership generated*

90 days prior to an AGM the membership will be requested to send to CIS any notices of motion they wish considered at the AGM. Notices of Motion require the signature of 2 Directors of Athletics. If applicable, Notices will be sent to the appropriate CIS Committees for research and consideration. If the motion is approved by the June General Assembly, the change in Policy will be updated on the CIS Web site in September (see 3.2 Policies, Procedures and Playing Regulations).

Members are encouraged to consult the CIS prior to submitting a Notice of Motion to establish whether the issue in question is already being investigated, and if any other similar motions are being considered.

#### *3.5.3 Coaches Associations*

Coaches Association shall have the authority to make field of play decisions which conform with Canadian Interuniversity Sport values, principles and policies, and which take into consideration NSO and International Federation regulations, subject to financial impact restrictions, and subject to an oversight review by the Sport Committee. The specific topics which the Coaches Associations have the authority to make decisions on, and those topics to which only input and feedback is requested, are detailed in Policy 80.30 – Committee Terms of Reference.

Decisions without financial impact taken by Coaches Associations shall be final, and shall normally be implemented in the subsequent academic year. If the decision under consideration is a technical field of play one, AND the impact of the decision could have a financial impact upon universities or the CIS, then the Coaches Association shall forward their recommendations to the Sport Committee. Coaches Association decisions and input shall be circulated to the membership.

## 4.0 Summary of Things you Need to Give CIS.

### DEADLINES SORTED BY DATE

Month	Date	What is due	Activity	Details	CIS Policy No.	Form
Sept.	1	DEADLINE	Directory changes			online
Sept.	15	DEADLINE	Reporting of Athletic Awards		50.20.1.1	online
Oct.	1	DEADLINE	Eligibility Registration - Eligibility Certificate	Fall Sports	40.30.3.3	40.30.3.3.4
Oct.	1	DEADLINE	Additions or Deletions to CIS Sports	Fall Sports	10.20.1.3	10.20.2
Nov.	1	DEADLINE	Eligibility Registration - Eligibility Certificate	BB, Hcky, VB	40.30.3.3	40.30.3.3.4
Nov.	1	DEADLINE	Additions or Deletions to CIS Sports	BB, Hcky, VB	10.20.1.3	10.20.2
Nov.	23	DEADLINE	Championship Travel Report	Fld Hockey	20.50.3	20.40.4
Nov.	23	DEADLINE	Championship Travel Report	W. Rugby	20.50.3	20.40.4
Nov.	30	DEADLINE	Championship Travel Report	W. Soccer	20.50.3	20.40.4
Nov.	30	DEADLINE	Championship Travel Report	M. Soccer	20.50.3	20.40.4
Nov.	30	DEADLINE	Championship Travel Report	X Country	20.50.3	20.40.4
Dec.	1	DEADLINE	Eligibility Registration - Eligibility Certificate	Swim/Wrest	40.30.3.3	40.30.3.3.4
Dec.	1	DEADLINE	Additions or Deletions to CIS Sports	Swim/Wrest	10.20.1.3	10.20.2
Dec.	7	DEADLINE	Championship Travel Report	Uteck Bowl	20.50.3	20.40.4
Dec.	7	DEADLINE	Championship Travel Report	Mitchell Bowl	20.50.3	20.40.4
Dec.	14	DEADLINE	Championship Travel Report	Vanier Cup	20.50.3	20.40.4
Dec.	15	DEADLINE	Player Participation Declaration	Fall Sports	40.30.3.5	40.30.3.5.6
Dec.	31	DEADLINE	Application for new Membership	\$1,000 deposit required	10.10.1.1	10.10.3
Jan.	21	DEADLINE	Eligibility Registration - Eligibility Certificate	T&F	40.30.3.3	40.30.3.3.4
Jan.	21	DEADLINE	Additions or Deletions to CIS Sports	T&F	10.20.1.3	10.20.2
March	15	DEADLINE	Austin Matthews, Sgambati, deKonninck and Pearson Awards		60.6	
March	21	DEADLINE	Championship Travel Report	Swimming	20.50.3	20.40.4
March	28	DEADLINE	Championship Travel Report	M. Volleyball	20.50.3	20.40.4
March	28	DEADLINE	Championship Travel Report	Wrestling	20.50.3	20.40.4
March	28	DEADLINE	Championship Travel Report	W. Volleyball	20.50.3	20.40.4
March	27	DEADLINE	BLG Awards	Members to Send nominations to R.A.'s	60.50.4	
March	29	DEADLINE	BLG Awards	Nominations from R.A.'s		
April	4	DEADLINE	Championship Travel Report	W. Basketball	20.50.3	20.40.4
April	4	DEADLINE	Championship Travel Report	W. Ice Hockey	20.50.3	20.40.4
April	4	DEADLINE	Championship Travel Report	T&F	20.50.3	20.40.4
April	11	DEADLINE	Championship Travel Report	M. Basketball	20.50.3	20.40.4
April	18	DEADLINE	Championship Travel Report	M. Ice Hockey	20.50.3	20.40.4
April	12	DEADLINE	Player Participation Declaration	Winter Sports	40.30.3.5	40.30.3.5.6
May	7	DEADLINE	Univ. Presidents name delegate to AGM		By-law 3.1.4.3	
May	10	DEADLINE	AGM Registration			
May	13	DEADLINE	Executive Committee Nominations		By-law 3.4.2.1	
May	22	DEADLINE	Notices of Motion for AGM		By-law 3.1.6.1	
May	25	DEADLINE	Bids			
July	13	DEADLINE	Declaration of Participation in CIS Sports		10.20.1	10.20.2
July	24	DEADLINE	Academic All-Cnd Lists and AAC Top 8 Nominations from R.A.'s		60.40.2.1.2	60.40.2.2
July	31	DEADLINE	Football Sport Profiles		40.30.3.4	40.30.3.4.3
August	31	DEADLINE	University Profile and M. Hockey Sport Profiles		40.30.3.4	40.30.3.4.3

## 5. ABBREVIATIONS

AGM	Annual General Meeting
AUCC	Association of Universities and Colleges of Canada
AUS	Atlantic University Sport
CAC	Coaching Association of Canada
CAUBO	Canadian Association of University Business Officers
CCAE	Canadian Council for the Advancement of Education
CCES	Canadian Centre for Ethics in Sport
COC	Canadian Olympic Committee
COMSID	Committee of Marketing and Sport Information Directors
COSIDA	Committee of Sport Information Directors of America
CCUPEKA	The Canadian Council of University Physical Education & Kinesiology Administrators
CWUAA	Canada West University Athletic Association
ERO	Eligibility Review Officer
FISU	Fédération Internationale du Sport Universitaire
IPS	International Program Services
MSO	Multi Sport Organization
NSO	National Sport Organization
OUA	Ontario University Sport
QSSF	Quebec Student Sports Federation
SID	Sports Information Director
WADA	World Anti-Doping Agency
WUC	World University Championship

## **6. FREQUENTLY ASKED QUESTIONS**

### **After my initial declaration of sports, can I add one later in the year?**

Yes, but there is a late penalty of \$100 for any sport added after July 31, in addition to the regular sport and travel fees (listed on page 10-8 of the CIS Policies and procedures) As well, there is a deadline for adding sports, as follows:

All fall sports: October 1

Basketball, Ice Hockey and Volleyball November 1

Swimming, Wrestling December 1

Indoor Track & Field, January 21

### **Do I always have to use CIS Travel Agent to book my flights for my athletes attending CIS Championships?**

Yes, absolutely, if you want to be part of the travel pool formula, which provides reimbursement to Members for championship travel. The current CIS Travel Agent is Jill Lane at Carlson Wagonlit [jlane@carlsonwagonlit.ca](mailto:jlane@carlsonwagonlit.ca), 1800-465-4040 ext 235

### **Do I always have to use Air Canada for my athletes attending CIS Championships?**

Normally yes, but the CIS travel agent will assess whether another airline makes more economic sense to use. For example, if Air Canada offers a flight from Winnipeg to Toronto for \$500 and WestJet offers it for \$300, the CIS travel agent will authorize purchasing the WestJet flights.

### **Does the same apply for my coaches, fans, etc?**

No. CIS does not provide travel funding for coaches or officials or fans attending championships, therefore you may use whatever agent and airline you wish for these participants.

### **Who do I talk to if I need an interpretation of an eligibility rule?**

Members requiring an interpretation of an eligibility rule should first contact their Eligibility Review Officer (ERO) via e-mail. The 2006-07 ERO's are:

- Canada West – Val Schneider – [schneidv@shaw.ca](mailto:schneidv@shaw.ca)
- OUA – Janean Sergeant – [jds1@post.queensu.ca](mailto:jds1@post.queensu.ca)
- QSSF – Joey Sabo – [jsabo@ubishops.ca](mailto:jsabo@ubishops.ca)
- Atlantic University Sport – Tom Kendall – [tkendall@stfx.ca](mailto:tkendall@stfx.ca)

### **If I have problems printing out policies or minutes, can I receive a hard copy?**

Absolutely, just contact [cisoffice@universitysport.ca](mailto:cisoffice@universitysport.ca) to request a hard copy of any document on the web and we will be happy to mail it to you.