

Policies and Procedures
40 – Eligibility

Policy Number:	40.30
Name:	Eligibility Registration and Doping Control Data Requirements
Origin:	Eligibility Committee
Approved:	
Approval Process:	General Assembly
Revision Date(s):	June 2003, June 2007, June 2008

40.30.1 OVERVIEW OF CANADIAN INTERUNIVERSITY SPORT MEMBER RESPONSIBILITIES

40.30.1.1 Each member institution shall put in place an eligibility verification system to accurately monitor the academic status and eligibility of its CIS student-athletes on an on-going basis. While the Director of Athletics is ultimately responsible for determining eligibility of all athletes at their respective institution, the success of any eligibility verification system is reliant on the combined efforts of the institutions administrators, coaches, and student-athletes.

40.30.1.2 Each member institution, inclusive of administrators and coaches, is responsible for placing only CIS eligible student-athletes into CIS

40.30.1.3 Each member institution shall be responsible for ensuring that their CIS student-athletes are aware of CIS Eligibility Rules (Policy 40.10) and Doping Control Rules (Policy 90.10).

40.30.1.4 Each member institution shall be responsible for collecting, maintaining, and submitting the required data for each of its CIS registered student-athletes, as specified in this policy.

40.30.2 STUDENT-ATHLETE EDUCATION REQUIREMENTS

40.30.2.1 Student-Athlete Educational Seminars - Content

40.30.2.1.1 Member institutions are required to present eligibility educational seminars to their student-athletes.

40.30.2.1.2 Specific to anti-doping education, all student-athletes are required to annually complete the CIS-CCES doping education e-Learning course. Completion of the e-Learning course is required in advance of a student-athlete's participation in competition (conference or non-conference).

Student-athletes entering their first year of eligibility at any CIS institution are required to complete the comprehensive version of the e-Learning course, with all other student-athletes required to complete the update version of the course.

Transfer student-athletes from another CIS institution who have completed either version of the e-Learning course are required to complete the update version of the course at their new institution.

- 40.30.2.1.3 Member institutions shall provide each of their student-athletes with a copy of the CIS Athlete's Guide (also available online), which contains information on doping and eligibility rules.
- 40.30.2.1.4 It is recommended that the educational seminar be presented to each team individually. This requires more time to organize and implement, but the benefits are worth it. Not only is it easier to tailor the session to meet each team's specific concerns, but the athletes often feel more comfortable asking questions.
- 40.30.2.1.5 It is also strongly recommended that the coach attend this session with their athletes. Having the coach present brings more order and importance to the meeting.
- 40.30.2.1.6 Member institutions may find that the most convenient time to hold the session is after one of the team's regularly scheduled practices.

40.30.2.2 Student-Athlete Educational Seminars – Deadline for Presentation

Member institutions shall be required to conduct their eligibility education seminars prior to or within the first two (2) weeks of the competitive season. The competitive season is considered to start with the first exhibition game or tournament, with the exception of fall sports where the season starts with the first league game.

40.30.3 DATA COLLECTION REQUIREMENTS


40.30.3.1 Student-Athlete Acknowledgement Form

40.30.3.1.1 Each member institution is required to obtain the date and the signature of each student-athlete on the CIS Student-Athlete Acknowledgement Form, which will verify that the athlete is aware of his / her responsibility to familiarize his / herself with the CIS Eligibility, Athletic Financial Awards, and Doping Control Rules.

40.30.3.1.2 The Student-Athlete Acknowledgement Form (40.30.3.1.3) is to be kept on file at the member institution registering the student-athlete and must be made available to the CIS office if and when required. An institution will be considered in breach of CIS athlete eligibility registration requirements if the athlete is permitted to participate without having signed the CIS Student-Athlete Acknowledgement Form, and will be subject to CIS rules regarding Discipline of Members, Athletes and Others.

40.30.3.1.3 STUDENT-ATHLETE ACKNOWLEDGEMENT FORM

~ to obtain an electronic copy of this form, please go to www.universitysport.ca/e/pol_proc/_40_eligibility.cfm ~


	STUDENT-ATHLETE ACKNOWLEDGEMENT FORM	
<p>Participation within Canadian Interuniversity Sport is a privilege that requires full compliance with Canadian Interuniversity Sport regulations, including Canadian Interuniversity Sport Eligibility, Athletic Financial Awards, and Drug Education & Control Regulations. Student-athletes are responsible for obtaining these regulations from their coaches and/or Athletic Department and to inquire how their respective circumstance relates to each. A copy is also available at www.universitysport.ca</p>		
<p><u>ELIGIBILITY AND ATHLETIC FINANCIAL AWARD REQUIREMENTS FOR STUDENT-ATHLETES:</u> It is critical that student-athletes familiarize themselves with the Canadian Interuniversity Sport Policies and Procedures entitled "Eligibility" and "Athletic Financial Awards". Student-athletes are responsible for obtaining these rules from their coaches and/or Athletic Department and to inquire how their respective circumstance relates to Canadian Interuniversity Sport eligibility and athletic financial award requirements. This is important, as student-athletes need to be aware that those who participate in Canadian Interuniversity Sport competition and are found to be in violation of Canadian Interuniversity Sport Rules, may, among other sanctions, forfeit their eligibility for the remainder of the current competitive year and subsequent years.</p>		
<p><u>USE OF BANNED OR RESTRICTED SUBSTANCES OR METHODS:</u> Canadian Interuniversity Sport is unequivocally opposed to the use by student-athletes of any banned or restricted substances or methods in contravention of the rules of the national and/or international sport federations, the International Olympic Committee or Fédération Internationale du Sport Universitaire. Canadian Interuniversity Sport is equally opposed to any encouragement of the use of such substances and methods by individuals in positions of leadership in amateur sport (i.e. coaches, medical practitioners, sport scientists, administrators, team managers, etc.) or by the student-athletes themselves. Any student-athlete who has been proven through appropriate and due process to be in contravention of the rules of Canadian Interuniversity Sport and/or the respective National and/or International Sport Federation will be suspended from all Canadian Interuniversity Sport competition, including Conference and non-Conference play as per Canadian Interuniversity Sport policy.</p>		
<p><u>COLLECTION, USE AND DISCLOSURE OF INFORMATION:</u> In consideration of being permitted to participate in Canadian Interuniversity Sport, student-athletes allow Canadian Interuniversity Sport to:</p> <ul style="list-style-type: none">• disclose their telephone number(s) and address to the Canadian Centre for Ethics in Sport for its use in the conduct of the Canadian Interuniversity Sport Doping Control Program;• use and disclose the information on the Athlete Registration Form and the Eligibility Certificate as well as their photograph and information about their athletic performances for promotional purposes which, as defined by the Canadian Interuniversity Sport Board of Directors, are in the best interest of the student-athlete or in the best interest of the public;		
<p>As part of its developmental and promotional partnerships with professional and national sport organizations, Canadian Interuniversity Sport will also disclose from time to time, telephone numbers and addresses only of current Canadian Interuniversity Sport student-athletes to such other organizations involved in the recruitment and drafting of athletes.</p>		
<p>Subject to the following paragraph, I understand that the provision of the personal information contained in the Student-Athlete Registration Form and the Eligibility Certificate (hereinafter "my Personal Information") constitutes my consent to such information being used and disclosed in the manner provided for above. I also understand that CIS is responsible only for information that is in its custody or control and that any information collected, used or disclosed by or under the control of a member of CIS or any other organization is subject to the privacy practices and procedures of that member or organization, as the case may be.</p>		
<p>By checking this box <input type="checkbox"/>, I do not wish my Personal Information to be disclosed for the purposes listed above or for the purposes described in CIS' Personal Information Protection Policy, except for the purpose of administering the Canadian Interuniversity Sport Doping Control Program. By doing so however, I recognize that CIS may not be able to provide me or continue to provide me with some products, services or information which may be of value to me.</p>		
<p><u>ATHLETE ACKNOWLEDGEMENT:</u> By signing this form, I acknowledge that I have read, understand and will abide by Canadian Interuniversity Sport Eligibility, Athletic Financial Awards, and Doping Control Regulations. I also acknowledge having read CIS' Personal Information Protection Policy and understand the contents thereof.</p>		
Signature _____	Print Name _____	Date _____
<small>July 2009 – Form 40.30.3.1.3</small>		

40.30.3.2 Student-Athlete Registration Form

- 40.30.3.2.1 For the purpose of collecting eligibility registration and doping control data on each of its student-athletes, the CIS Athlete Registration Form (40.30.3.2.3) could be used. Member institutions are welcome to develop their own Athlete Registration Form, however the specified data requirements must be collected. Each athlete would complete this form for each activity leading to a CIS competition in which that institution competes at the conference level. This would include Freshman, Junior Varsity, or Intermediate teams.
- 40.30.3.2.2 The Student-Athlete Registration Form for each student-athlete must be retained by the institution, and must be able to be provided to the CIS office immediately upon request.

40.30.3.2.3 STUDENT-ATHLETE REGISTRATION FORM

~ to obtain an electronic copy of this form, please go to www.universitysport.ca/e/pol_proc/_40_eligibility.cfm ~

		Student-Athlete Registration Form		Form: 40.30.3.2.3 2009-2010		
Student Number						
Last Name						
First Name				Initial(s)		
Gender	M	F	Date of Birth			
			mth	day	year	
			Ht.	Wt.		
LOCAL ADDRESS						
Street						
City				Province		
Postal Code				Country		
Phone			e-mail			
PERMANENT ADDRESS						
Street						
City				Province		
Postal Code				Country		
Phone			e-mail			
Hometown						
Academic Year: 2009-2010	University					
Course				Year of Study (1-5)		
Sport				Academic Year of high school / CEGEP graduation:		
Please indicate all previous post-secondary institutions you have attended and in what years (inclusive of CEGEP, college, etc):						
Please indicate all previous (semi) professional teams you have participated with and in what years:						
Total Number of Years of Eligibility (or equivalent) Used Previously (circle one):	0	1	2	3	4	
* The information collected in this form is used and disclosed by Canadian Interuniversity Sport ("CIS") in accordance with the terms of CIS' Student Athlete Acknowledgement Form and CIS' Personal Information Protection Policy. For further information about CIS' collection, use and disclosure of personal information, see our Personal Information Protection Policy at www.universitysport.ca						

40.30.3.3 Athlete Eligibility Verification Form (transfer students)

40.30.3.3.1 As per Policy 40.20.2 (Relief of Eligibility Rules), in the case of requests for relief of the transfer rule, the submitting school must obtain a signed copy of the Athlete Eligibility Verification Form (transfer students) from the student's originating school.

40.30.3.3.2 Member institutions are encouraged to utilize the Athlete Eligibility Verification Form in all instances where an entering student has previously attended a post-secondary institution. Member institutions are welcome to develop their own Form, however the specified data should be incorporated if one is to be used.

40.30.3.3.3 Athlete Eligibility Verification Form (transfer students)

~ to obtain an electronic copy of this form, please go to
www.universitysport.ca/e/pol_proc/_40_eligibility.cfm ~



**Athlete Eligibility Verification
(transfer students)**

form 40.30.3.3.3
2009-2010

Date:

To:

School:

Fax: Telephone:

E-Mail:

3) Date of last contest in which the student was listed on a game or competition roster or entry form:

4) How many credit or semester hours did the student-athlete successfully complete in the last academic year (September through August) that they were a student-athlete at your school?

5) Would the student be eligible to continue to compete at your institution in accordance with your jurisdictions rules? (please circle) YES NO
 If no, please explain:

6) Other information that might be relevant (such as suspension / discipline or doping infractions)?

Name of person completing this form:

Signature:

Title: Date:

The (NAME OF CIS UNIVERSITY) checks the eligibility record of all students who transfer to our university from another post secondary institution. This information assists us in determining the number of seasons (years) of athletic participation a student is entitled to and the date the athlete is able to begin competing at our institution. Your assistance in providing this information is greatly appreciated.

Athlete's Name & Sport:

Please provide the information below regarding a former student-athlete from your institution. Please confirm the eligibility and years that eligibility was used and return by fax as soon as possible. Thank you!

1) Please indicate the years this student attended your institution:

2) Participation in your athletic program:

Sport	Academic Year of Participation (September through August)	Was the athlete charged with a year of Eligibility, or Assessed a Season of Competition (yes / no)
eg) basketball	2008-09	yes


40.30.3.4 Transfer Rule Waiver (swimming, track & field, cross-country)

- 40.30.3.4.1 Pursuant to eligibility regulation 40.10.5.4.3, a student-athlete can transfer to a CIS institution from any degree granting post-secondary institution without restriction in an immediately subsequent academic year if all the following conditions are satisfied:
- i) The student-athlete is transferring prior to the start of the first date of class of what would be his/her second consecutive academic year at the post-secondary institution; and,
 - ii) The student-athlete has not previously attended and been charged with a year of eligibility at another post-secondary institution prior to the one they are seeking an unrestricted transfer from; and,
 - iii) The CIS school the student-athlete is transferring to has successfully applied for CIS approval by using form 40.30.3.3.4.

If these parameters are met along with this completed form, and there are no extenuating circumstances as determined by the National Office, the student-athlete shall be permitted to participate immediately at their new institution, subject to all other regulations.

40.30.3.4.2 Transfer Rule Waiver Verification Form (swimming, track & field, cross-country)

~ to obtain an electronic copy of this form, please go to
www.universitysport.ca/e/pol_proc/_40_eligibility.cfm ~

	<p>Transfer Rule Waiver Verification Form Swimming / Track & Field / Cross-Country Running</p> <p>Pursuant to eligibility regulation 40.10.5.4.3, a student-athlete can transfer to a CIS institution from any degree granting post-secondary institution without restriction in an immediately subsequent academic year if all the following conditions are satisfied:</p> <ul style="list-style-type: none"> i) The student-athlete is transferring prior to the start of the first date of class of what would be his/her second consecutive academic year at the post-secondary institution; and, ii) The student-athlete has not previously attended and been charged with a year of eligibility at another post-secondary institution prior to the one they are seeking an unrestricted transfer from; and, iii) The CIS school the student-athlete is transferring to has successfully applied for CIS approval by using form 40.30.3.3.4. <p>If these parameters are met along with this completed form, and there are no extenuating circumstances as determined by the National Office, the student-athlete shall be permitted to participate immediately at their new institution, subject to all other regulations.</p> <p>Please note CIS Recruiting Regulations remain in effect for all student-athletes, inclusive of those wishing to access this accommodation. In particular, in the case of a potential transfer from a CIS institution when the student-athlete initiates the contact, the CIS coach or Athletic Department representative contacted shall immediately notify his/her Director of Athletics who in turn shall inform the Director of Athletics of the CIS institution in which the athlete is enrolled. Further, student-athletes who are already attending a CIS institution shall not be contacted for the purpose of recruiting by a CIS Athletic Department representative. Any person found to be in breach of these or other CIS regulations will be subject to CIS Discipline Policy.</p> <p style="text-align: center;">*** This completed form must be submitted to the National Office***</p> <p>To be filled out by Submitting Institution</p> <p>Name of Student-Athlete: _____</p> <p>E-Mail of Student-Athlete: _____</p> <p>Originating Institution (the one from which a transfer is sought): _____</p> <p>Submitting Institution (the one to which the transfer waiver is sought): _____</p> <p>Sport(s) in Question (check those that apply): <input type="checkbox"/>Swimming <input type="checkbox"/>Track & Field <input type="checkbox"/>Cross-Country Running</p>
--	--

<p>What are the reasons for the student-athletes transfer (choose all that apply)?</p> <p><input type="checkbox"/> Acclimatization challenges (social, language, distance from family, etc).</p> <p><input type="checkbox"/> Academic issues (he/she wishes to pursue a different academic program that is not available at their original school, or he/she was unable to obtain admission to a restricted enrolment program following a pre-requisite year, etc).</p> <p><input type="checkbox"/> The student-athlete experience was less than expected at the original school.</p> <p><input type="checkbox"/> Some promises and/or expectations that were expressed during the recruiting process were not realized.</p> <p><input type="checkbox"/> Other (please specify) : _____</p> <p style="text-align: center;"><i>Please note that the above information will remain anonymous and is for information and tracking purposes only; it will not impact the student-athletes ability to access this accommodation. Please be open and honest about the reasons for transferring.</i></p> <p>I hereby certify that the above information is complete and accurate (please sign):</p> <p>Athletic Director or Designate _____ Position _____ Date _____</p> <p>Student-Athlete _____ Date _____</p>		
<p>FOR OFFICIAL USE ONLY – DO NOT WRITE IN THIS SPACE</p> <p>_____ The above request is VERIFIED and CONFIRMED.</p> <p>_____ The above request is determined to have extenuating circumstances and is being forwarded to the Eligibility Committee to be heard as a Compassionate Appeal.</p> <p>Date _____ CIS Representative _____</p>		

40.30.3.5 Eligibility Certificate

The Eligibility Certificate (40.30.3.5.4) shall be completed for each sport (separate Eligibility Certificate for men's & women's teams) and submitted to the CIS Office by fax or mail.

40.30.3.5.1 Eligibility Certificate – information requirements

40.30.3.5.1.1 The Eligibility Certificate will include the signature of the Director of Athletics, the signature of the Registrar or designate, the signature of the respective coach, and the date, to verify that each athlete is eligible to participate in CIS competition. The Eligibility Certificate will include the following fields:

Jersey #, First Name, Last Name, Current Year of Eligibility, Date of Birth, Course, Year, Hometown, Province, Last Team Played For, If Presently Ineligible, Expected Date of Eligibility for Transfer Student or Professional.

40.30.3.5.1.2 All data should be cross-checked with last year's corresponding data.

40.30.3.5.1.3 Athletes participating in more than one sport must be registered separately for each sport.

40.30.3.5.1.4 Failure to register an athlete with the CIS Office prior to a national championship renders the athlete ineligible to compete. Institutions will be provided the opportunity to register an eligible athlete who has been inadvertently omitted from registration prior to a national championship, subject to the penalties for late registration.

40.30.3.5.1.5 An institution that fails to submit a completed Eligibility Certificate will remain ineligible in that activity until such time as the Eligibility Certificate is received by CIS for the season in question.

40.30.3.5.1.6 If a school permits an athlete to participate without having included that athlete on the associated Eligibility Certificate, the school must submit an application in accordance with Policy 90.30 (administrative infractions), detailing:

- the athlete(s) name
- the academic years in which the athlete(s) have consumed eligibility
- if the athlete(s) were monitored for course load requirements
- how the administrative infraction occurred
- how the administrative infraction was recognized

40.30.3.5.2 Eligibility Certificate – submission deadlines

40.30.3.5.2.1 Each member institution is required to submit its respective Eligibility Certificate to the CIS office by the following dates:

<u>Sport</u>	<u>Post-Marked</u>
Football (M), Soccer (M&F), Field Hockey (F), Cross Country (M&F), Rugby (F)	October 1
Basketball (M&F), Ice Hockey (M&F), Volleyball (M&F)	November 1
Swimming (M&F), Wrestling (M&F)	December 1
Indoor Track and Field (M&F)	January 21

40.30.3.5.2.2 Each member institution is required to retain one copy of each respective Eligibility Certificate, and to provide one copy to the Regional Association in which it is a member.

40.30.3.5.2.3 Incomplete or illegible Eligibility Certificates shall be returned immediately to the institution. A complete and legible certificate must then be returned prior to the deadline date, or be subject to the penalties for late registration.

40.30.3.6 Data Requirements for Doping Control

Each member institution must submit a University Profile, as well as provide a Sport Profile for the teams of men's ice hockey, women's ice hockey and men's football where applicable. The Sport Profile details the time and locations of both in-season and out-of-season training & practice sessions, and all competitions.

As an alternative to using the traditional Profile forms for 2009-10, member institutions can submit this information using the on-line system ADAMS (Anti-Doping Administration and Management System). It is anticipated that ADAMS will become the standard submission format in 2010-11.

ADAMS INSTRUCTIONS

ADAMS was developed by the World Anti-Doping Agency (WADA) to collect and manage information for anti-doping purposes. The CIS will use a function of ADAMS to track the training locations of CIS teams during the year. This function is called "whereabouts". This system will replace the sport profile paper form.

Each team will be required to designate a person responsible for entering and submitting the required information.

FIRST TIME USER

- Each CIS team will be sent a username and password to access its account. If you have an existing account but cannot access it, please contact Ron Gallinger (rgallinger@cces.ca or 613-521-3340 x3201.)
- To log into your account, go to: <https://adams.wada-ama.org>. (Allow pop-ups for this site.)
- Enter your username and password. Click [Login].
- When you log in for the first time, read the consent form. To validate:
 - Enter your username.
 - Type "July 1, 1900" in the [date of birth] field.
 - Click [Accept].
- Change the password and click [Enter].
Note: The [Last Name] field will be an abbreviation of the school's name (e.g., University of Ottawa = Ottawa) and the [First Name] field will be the sport (e.g., Men's Ice Hockey).
- Log into ADAMS again using the new password.
- Update the university profile:
 - Click [My profile].
 - In the Athlete Profile page, click [Edit].
 - Scroll down to Contact Details. Click [Edit].
 - Leave the [Type] area, as [Residence].
 - In the [Description] box, enter the name of the person who is designated to enter and update the team's whereabouts information. Enter email, phone numbers and the school's mailing address.
 - Click [Save] on Contact Details page, then click [Save] at the bottom of the page.
 - Click on the [ADAMS Logo] to return to the home page.

CREATING LOCATION DESCRIPTORS

Location Descriptors should be created when a training location is to be used multiple times.

- Click [My Whereabouts] on the home page.
- On the left navigation pane, click on beside [Whereabouts], then click on to select a specific quarter. (Note: ADAMS divides the whereabouts calendar into 4 quarters (Q1=Jan-Mar, etc.). Select a quarter [200x-Qx].
- **Mailing address** is mandatory. Click [create]. For [Calendar Label], enter your school's name (e.g., XYZ University). Fill in the country, region, city and postal code. Click and hold [Save], then choose [Save and go back].
- **Daily residence** is not required. Click [set this category as not applicable]. For [Reason why it is not applicable], enter "Not Applicable". Click [Save and go back].
- **Training Location** is mandatory, and should be your primary location for training. Click [Create]. For [Calendar Label], enter the facility name. Fill in address, country, region, and city. If applicable, enter addition information (e.g., room number) in the [Description of Location or Activity] box. Click [Save and go back].
- **Competition Location** is not required. Click [set this category as not applicable]. For [Reason why it is not applicable], enter "Not Applicable". Click [Save and go back].
- To enter additional regular (training) Location Descriptors (e.g., weight room, team meetings, off-season camps) click [New Location Descriptor]. Under [Calendar Label], enter the facility name. Under the [Select Category] header, select [Training Location]. Enter address, country, region, and city. If applicable, enter additional information in the [Description of Location or Activity] box. Click [Save and go back].
- Repeat these steps for additional training locations the team may use. We recommend that you set up all location descriptors before you populate your calendar.

POPULATE CALENDAR

- On the left navigation pane, click the beside [Whereabouts]. Click the to select a specific quarter, then click on a month.
- Select a day(s) by clicking its check box. (*Hint: all days of the week for that month can be selected by checking the box directly under the respective day. Or, select an entire week by selecting the check box at the right side of each week.*)
- From the dropdown menu in the bottom left corner, select the appropriate location descriptor. Click [Add to Selected Days]. Enter [Start Time] and [End Time] (use 24-hour clock). Do not select [All day location] or [One hour testing slot]. Click [Populate calendar and finish].
- To make additional entries, repeat the above steps.

CREATE A SINGLE ENTRY

- Click a specific month.
- Select a day(s) by clicking its checkbox(es).
- From the drop down menu in the bottom right corner, select [New Single Entry].
- Click [Add to Selected Days].
- Under the header [Single Entry], enter the facility name in the [Calendar Label] box.
- Under [Select Category] select [Training Location].
- Fill in the address, country, region, and city. If applicable, enter additional information (e.g., room number) in the [Description of Location or Activity] box.
- Do not select [All day location] or [One hour testing slot].
- Click [Populate calendar and finish].

SUBMITTING OR RESUBMITTING INFORMATION

When all entries have been entered, click the respective quarter (on the left navigation pane). Click [Submit] or [Resubmit] (top right corner) to post to ADAMS. Submissions are successful if the word “submitted” appears beside the respective quarter in the left navigation pane.

UPDATES

- Additions/modifications are easy to make following the steps above.
- To delete a calendar entry, click its blue x.
- Remember to save all updates and resubmit.
- To see updates, click on the name of the month in the left navigation pane.

COPYING LOCATORS TO THE NEXT QUARTER

If a CIS team’s schedule overlaps a quarter, the previous quarter’s location descriptors can be copied forward.

- In the next quarter, click [copy previous quarter’s locations].
- Check all locations to be copied, then click [copy selected locations into 200x-Qx].


ASSISTANCE

For assistance in using the ADAMS system, please contact Ron Gallinger, CCES Testing Coordinator, at 613-521-3340 x3201 or rgallinger@cces.ca.

Note: Normally, whereabouts are submitted quarterly (i.e., every three months). However, CIS sports are required to submit complete training schedules for the entire year as this information is available.

40.30.3.6.1 CIS Doping Control Program UNIVERSITY PROFILE

~ to obtain an electronic copy of this form, please go to www.universitysport.ca/e/pol_proc/_40_eligibility.cfm ~

		DOPING CONTROL PROGRAM		<small>Form: 40.30.3.5.3 2009-2010</small>	
UNIVERSITY PROFILE					
Date Filed:	<input type="text"/>	Click for Instructions			
Name of University:	<input type="text"/>				
Name of Director of Athletics:	<input type="text"/>				
Tel (w):	<input type="text"/>	Tel (h): <small>(optional)</small>	<input type="text"/>		
E-Mail:	<input type="text"/>				
Name of Doping Control Contact: <small>(if different from above)</small>	<input type="text"/>				
Tel (w):	<input type="text"/>	Tel (h): <small>(optional)</small>	<input type="text"/>		
E-Mail:	<input type="text"/>				
Should there be a report of a positive test to the CIS, the Director of Athletics will be contacted as noted in our policy document. Should he/she not be available, the contact will be:					
Name of Alternate Contact: <small>(if different from above)</small>	<input type="text"/>				
Tel (w):	<input type="text"/>	Tel (h): <small>(optional)</small>	<input type="text"/>		
E-Mail:	<input type="text"/>				
SPORT PROFILES ATTACHED (if any)					
Men's Football:	<input type="text"/>	Men's Hockey:	<input type="text"/>	Women's Hockey:	<input type="text"/>

40.30.3.6.2 CIS Doping Control Program SPORT PROFILE (men's & women's ice hockey and men's football)

~ to obtain an electronic copy of this form, please go to www.universitysport.ca/e/pol_proc/_40_eligibility.cfm ~

CIS		DOPING CONTROL PROGRAM SPORT PROFILE		Form: 40.30.3.5-4 2009-2010
SPORT:	Men's Football: <input type="checkbox"/>	or	Men's Hockey: <input type="checkbox"/>	or Women's Hockey: <input type="checkbox"/> Click for Instruction
Name of University:	<input type="text"/>			
Name of Head Coach:	<input type="text"/>			
Tel (w):	<input type="text"/>	Tel (h): (optional)	<input type="text"/>	
E-Mail:	<input type="text"/>			
Name of Team Therapist:	<input type="text"/>			
Tel (w):	<input type="text"/>	Tel (h): (optional)	<input type="text"/>	
E-Mail:	<input type="text"/>			
<u>Pre-Season and Out-of-Season Training Camps and Practice Sessions</u>				
Please indicate your pre-season and out-of-season start and end dates, including both the month and day (eg. Aug. 3rd- Sept. 7th):		<input type="text"/>		
Pre-season and out-of-season training location(s) (please provide complete addresses):				
<input type="text"/>				
Pre-season and out-of-season training times: (please specify the days & times of the week , eg. Monday 4-6; Wednesday 7-9):				
<input type="text"/>				
<u>Regular Season</u>				
Please indicate your regular season start and end dates, including both the month and day (eg. Sept. 12th – Nov. 22nd):		<input type="text"/>		
Regular season training location(s) (please provide complete addresses):				
<input type="text"/>				
Regular season training times (please specify days & times of week, eg. Tuesday 7-9; Thursday 4-6):				
<input type="text"/>				

40.30.3.6.3 University and Sport Profiles – Submission Deadlines

All member institutions are required to complete a University Profile (form 40.30.3.6.1 or ADAMS) by July 30.

Member institutions participating in men's hockey, women's hockey, and men's football are also required to submit a Sport Profile (form 40.30.3.6.2 or ADAMS).

Sport Profile / ADAMS Deadlines

For the Period Covering	Due Date
August 1 – December 31	July 30
January 1 – March 31	December 15
April 1 – July 31	March 15

Member institutions are required to submit an updated Sport Profile when the information within the original submission is revised (such as with a change in

practice times or venues). In the event the information contained within the Sport Profile is inaccurate and an unannounced doping control is initiated but unable to be completed as a result of the inaccurate information, the penalties for late submission will be applied.

40.30.3.6.4 Penalty for Late Submission

University or Sport Profiles / ADAMS for doping control not received by the appropriate date: \$50 per instance per Profile/Sport.

University or Sport Profiles / ADAMS for doping control not received by two (2) weeks after deadline: \$100 per sport.

Inaccurate information contained within a Sport Profile / ADAMS: \$50 per instance per Profile/Sport.

40.30.3.7 Player Participation Declaration

40.30.3.7.1 CIS requires member institutions to verify their athlete registration at the conclusion of the playing season.

40.30.3.7.2 Each institution shall re-submit a copy of the most recent Eligibility Certificate previously submitted to the CIS Office with the Player Participation Declaration Form (40.30.3.7.6), crossing off those athletes who did not use a year of CIS eligibility and identifying all additional athletes who have participated.

40.30.3.7.3 Member institutions must clearly indicate any exceptions where athletes have been crossed off from the team roster during the season, but have used a year of CIS eligibility.

40.30.3.7.4 The final revised Eligibility Certificate, which should include all additions, shall be submitted by fax or mail, with the Player Participation Declaration Forms, by the following dates:

December 15 - for Fall sports

April 15 - for Winter sports

40.30.3.7.5 Failure to meet these deadlines will result in all players listed on the most recent Eligibility Certificate submitted, as being credited with a year's participation.

40.30.3.7.6 If a school wishes to make an amendment to a Player Participation Declaration Form after the prescribed deadline, the Director of Athletics, or their designate, must submit an electronic application to the CIS staff person responsible for eligibility, detailing the amendment to be made.

This is to certify that the student-athletes listed on the attached Canadian Interuniversity Sport Eligibility Certificate have used a year of eligibility in the sport of:

_____ during the _____ (indicate year) season.

DIRECTOR OF ATHLETICS

INSTITUTION

DATE

SIGNATURE

Director of Athletics

*~ to obtain an electronic copy of this form, please go to
www.universitysport.ca/e/pol_proc/_40_eligibility.cfm ~*

40.30.4 RECRUITING – LETTER OF INTENT

40.30.4.1 A prospective student-athlete can formally declare his/her intention to attend a specific CIS member school during the upcoming academic year by signing a Letter of Intent.

*~ to obtain an electronic copy of this form, please go to
www.universitysport.ca/e/pol_proc/_40_eligibility.cfm ~*

CANADIAN INTERUNIVERSITY SPORT ~ 2010-11 LETTER OF INTENT (LOI)
IMPORTANT - READ CAREFULLY
The CIS Letter of Intent is NOT an offer of admission, nor is it an indication that one will be provided. Admission requirements vary from institution to institution, and prospective student-athletes must satisfy all institution-specific admission requirements. It is important to read this entire document before signing it, inclusive of the "Overview of Applicable Regulations for a Prospective Student-Athlete". Please retain a copy of your signed LOI.
I, " <u>Student-Athlete X</u> ", hereby confirm my intent to attend " <u>ABC UNIVERSITY</u> ", hereafter referenced as "my LOI Institution", for the 2010-2011 academic year ("the Academic Year") and declare that I accept and acknowledge the following terms of this Letter of Intent (LOI):
Voluntary
1) I have voluntarily entered into this LOI, which is not a prerequisite for my eligibility to participate in Canadian Interuniversity Sport (CIS) competition.
Exclusive
2) I have not previously signed a LOI with another CIS member institution for the Academic Year.
Privacy
3) Upon the signing of this agreement, my LOI Institution and CIS may use my name and likeness for any promotional or administrative purposes related to my attendance at my LOI Institution and my participation in university sport.
4) In particular I agree to have my name, hometown, previous school(s) of attendance, and sport participation listed on the CIS LOI Registry.
Timing, Duration, and Deadlines
5) This LOI can only be entered into in the 12 months immediately preceding the Academic Year.
6) This LOI will remain in effect until the conclusion of the Academic Year or until such time as it becomes null and void as outlined below.
7) This LOI may contain a signing deadline of not less than 2 clear days from the date that it was received by me, duly signed by my LOI Institution. If I do not sign and deliver a copy of this LOI to my LOI Institution, and to CIS, by the signing deadline, it will automatically be revoked without prejudice to my LOI Institution's right to issue a further LOI.
8) I may sign a LOI at any time prior to the expiry of a signing deadline. As evidence however, that I have carefully reviewed and considered my rights and obligations, I agree that I will not sign a LOI on the same day that it is received by me.
9) Delivery of this LOI may be made by hand delivery, electronically (with signatures), or fax transmission, to both CIS and my LOI Institution.
Athletic Financial Award ("AFA")
10) This LOI is not required to include the terms and conditions of any offer with respect to an AFA. CIS strongly recommends the inclusion of such terms, where applicable however, in order to ensure a proper understanding of those terms and to provide a record in the event of any future dispute.
11) If there is a dispute related to the provision of an AFA, that dispute is to be resolved through the LOI Institution's Ombudsman or equivalent.
12) An institution submitting an improper offer of an AFA, and an athlete who agrees to accept such an offer, may be in violation of CIS policy and subject to sanction.
Penalty for Breach
13) This LOI is subject to CIS Regulations and my failure to abide by its terms could result in my suspension from CIS participation.
14) I am prohibited from accepting an AFA for, or during, the Academic Year from any member other than my LOI Institution, unless I have been released from this LOI, or it has otherwise been declared null and void.
<i>page 1</i>

Recruiting and Contact by Representatives of Other CIS Member Institutions

- 15) In the event a representative of another CIS institution contacts me regarding the opportunity to participate in CIS competition, I will immediately notify that individual of my intent to participate with my LOI institution. Upon any subsequent contact by the same CIS institution for the same purpose, I will make my best effort to notify the Athletic Director (or designate) of my LOI institution within 48 hours.

Letter of Intent Release Request Form - Institution

- 16) In order to obtain a release from my LOI obligation, I must file a LOI Release Request Form with my LOI Institution. The LOI Release Form and its requirements is available from the CIS website at www.cisport.ca/e/po/_proc/_40_eligibility.cfm.
- 17) I have signed this LOI with my LOI Institution and not with a particular individual. I agree to remain bound to the terms hereof regardless of changes in the personnel or coaching staff of my LOI Institution.
- 18) Even if I have submitted a Release Request Form, I am prohibited from initiating or responding to contact from another Institution (for the purpose of attending that institution) until my LOI Release Request Form is approved.
- 19) My LOI Institution has 10 clear days to provide their response to my Request for Release. If no response is received within that time, or in the alternative, the response is negative, I can directly apply for a CIS review as outlined below.

Letter of Intent Release Request Form - Canadian Interuniversity Sport

- 20) The CIS Eligibility Committee has been authorized to consider petitions for a complete release from a LOI when extenuating circumstances are determined to exist, and the decision of the Committee is final and binding.
- 21) The CIS LOI Request for Relief form and its requirements is available from the CIS website at www.cisport.ca/e/po/_proc/_40_eligibility.cfm. There is a \$150 application fee that will be refunded if my petition is granted.

LOI Becomes Null and Void

- 22) This LOI shall be declared null and void if:
- i) My LOI Institution notifies me in writing that I have been denied admission;
 - ii) My LOI Institution notifies me in writing that I have been denied admission into my first academic program of choice as noted on my application for admission, and I do not accept admission into an alternate program if offered at the LOI institution;
 - iii) My LOI institution fails to provide me with written notice of admission by the opening day of classes for the Academic Year, provided I have submitted a complete admission application;
 - iv) In spite of my eligibility for admission, my LOI Institution defers admission to a subsequent term of the Academic Year;
 - v) If, by the opening day of classes I have not met the CIS requirements for student-athlete eligibility;
 - vi) If my LOI Institution discontinues my sport;
 - vii) Recruiting Rules Violation. If my LOI institution (or a representative of its athletics interests) violates CIS or conference rules while recruiting me (as found through the CIS or conference discipline process, or acknowledged by the institution);
- 23) If I defer my admission to a subsequent term of the Academic Year, I remain bound by Provision 14 of this LOI, however my LOI institution may revise the terms, if applicable, associated with Provision 10.

Institutional Signatures Required Prior to Submission

24) This LOI must be signed and dated by the Director of Athletics (or his/her authorized representative), as well as the current Head Coach, before submission to me.

Parent/Guardian Signature Required

25) My parent or legal guardian is required to sign this LOI if I am less than 19 years of age at the time of my signing, regardless of my marital status.

Witness Signature Required

26) A witness, who is at least 19 years of age at the time of signing, is required to sign this LOI.

Institutional Signatures

Signed (Athletic Director or designate) _____ Date (m/d/y) _____

Signed (Head Coach) _____ Date (m/d/y) _____

Directions to the Prospective Student-Athlete

Please fax and/or e-mail a copy of your duly signed LOI to the CIS and your LOI Institution at:

CIS Fax Number : 613-562-5669
CIS E-Mail : cisoffice@universitysport.ca

LOI Institution Fax Number _____ LOI Institution E-Mail _____

Please fax and/or e-mail a copy of your duly signed LOI by the following date:

Signing Deadline Date (if applicable) _____

For the Prospective Student-Athlete to Complete

Date Received by Student-Athlete _____

Home Town and Province of Student-Athlete _____

Sport(s) and gender of Student-Athlete _____

Signed (student-athlete) _____

Date Signed (m/d/y) _____

Signed (parent / guardian if under 18) _____

Date Signed (m/d/y) _____

Witness Name (must be over 18) _____

Witness Signature _____

Date Signed (m/d/y) _____