

## **Policies and Procedures**

### **40 – Eligibility**

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<b>Policy Number:</b>	<b>40.30</b>
<b>Name:</b>	<b>Eligibility Registration and Doping Control Data Requirements</b>
<b>Origin:</b>	<b>Eligibility Committee</b>
<b>Approved:</b>	
<b>Approval Process:</b>	<b>Board of Directors</b>
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#### 40.30.1 OVERVIEW OF U SPORTS 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 U SPORTS 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 U SPORTS eligible student-athletes into U SPORTS.

40.30.1.3 Each member institution shall be responsible for ensuring that their U SPORTS student-athletes are aware of U SPORTS 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 U SPORTS registered student-athletes, as specified in this policy.

#### 40.30.2 STUDENT-ATHLETE and COACH 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 and coaches are required to annually complete the U SPORTS-CCES doping education e-Learning course. Completion of the e-Learning course is required in advance of a student-athlete participating, or a coach coaching, in competition (conference or non-conference). Student-athletes are however subject to testing at any time as soon as they start training with a U SPORTS team.

Student-athletes entering their first year of eligibility at any U SPORTS 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 U SPORTS 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.

Coaches entering their first year of coaching at any U SPORTS institution, or who are returning to coaching in the U SPORTS after an absence of one-year or more, are required to complete the comprehensive version of the e-Learning course, with all other coaches required to complete the update version of the course.

40.30.2.1.3 Member institutions shall provide each of their student-athletes with a copy of the U SPORTS 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 and Consent Form

40.30.3.1.1 Each member institution is required to instruct each of their student-athletes to complete the online U SPORTS Student-Athlete Acknowledgement and Consent process, which will verify that the athlete is aware of his / her responsibility to familiarize his / herself with the U SPORTS Eligibility, Athletic Financial Awards, and Doping Control Rules.

40.30.3.1.2 An institution will be considered in breach of U SPORTS athlete eligibility registration requirements if the athlete is permitted to participate without having completed the U SPORTS Student-Athlete Acknowledgement and Consent process, and will be subject to U SPORTS rules regarding discipline of members, athletes and others.

40.30.3.1.3 STUDENT-ATHLETE ACKNOWLEDGEMENT AND CONSENT

*The Student-Athlete Acknowledgment and Consent process will be completed by student-athletes on U SPORTS' online member services portal, presently known as U SPORTS Central.*

40.30.3.2 Student-Athlete Registration

40.30.3.2.1 For the purpose of collecting eligibility registration information and doping control data, each U SPORTS student-athlete is required to register and maintain the accuracy of their profile on U SPORTS Central. The requirement to register applies to each student-athlete participating in an activity leading to a U SPORTS competition in which that institution competes at the conference level, including those on varsity, freshman, junior varsity, or intermediate teams. Member institutions are welcome to develop their own Athlete Registration Form or process in order to gather the information necessary for eligibility verification and for other purposes required by the institution.

40.30.3.2.3 STUDENT-ATHLETE REGISTRATION

*Student-athletes are required to register at <https://usportscentral.ca/studentcentre>.*

40.30.3.3.1 Athlete Eligibility Verification Form (transfer students)

40.30.3.3.1.1 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.

40.30.3.3.1.2 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.

40.30.3.3.1.3 Athlete Eligibility Verification Form (transfer students)

*An electronic copy of this form will be available at <http://www.usports.ca>*

40.30.3.3.2 Athlete Eligibility Verification Form (national team student-athletes)

40.30.3.3.2.1 Upon successful application, an athlete who has been charged with a year of eligibility in a recognized sport of U SPORTS at a degree-granting post-secondary institution, and who was also a member of a Canadian National Team in the same academic year, may be considered to have satisfied Academic Standing Requirements if he/she successfully completes a minimum of 9 semester hours, 3 half courses, or equivalent. Member institutions are required to submit an application using form 40.30.3.3.3.2 which requires confirmation by the respective NSO or respective National Team Coach, within the academic year of the concurrent U SPORTS and National Team participation.

40.30.3.3.2.2 Athlete Eligibility Verification Form (national team student-athletes)

*An electronic copy of this form will be available at <http://www.usports.ca>*

40.30.3.4 Transfer Rule Waiver

40.30.3.4.1 Transfer Rule Waiver (track & field, cross country)

40.30.3.4.1.1 Pursuant to eligibility regulation 40.10.5.4.3, a student-athlete can transfer to a U SPORTS 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 U SPORTS school the student-athlete is transferring to has successfully applied for U SPORTS confirmation by using form 40.30.3.4.1.2.

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.

40.30.3.4.1.2 Transfer Rule Waiver Verification Form (track & field, cross country)

*An electronic copy of this form will be available at <http://www.usports.ca>*

40.30.3.4.2 Transfer Rule Waiver (swimming)

40.30.3.4.2.1 Specific to the sport of swimming and pursuant to eligibility regulation 40.10.5.4.4, a student-athlete may apply to transfer to a U SPORTS institution from any degree granting post-secondary institution without restriction in accordance with the following parameters:

- i) U SPORTS recruiting regulations have been adhered to; and,
- ii) The student-athlete has not previously been granted a transfer waiver under this policy (that is, this accommodation is only available one time in a student-athlete's career); and,
- iii) The U SPORTS school the student-athlete is transferring to has successfully applied for U SPORTS approval by using form 40.30.3.4.2.2.

40.30.3.4.2.2 Transfer Rule Waiver Verification Form (swimming)  
*An electronic copy of this form will be available at <http://www.usports.ca>*

**40.30.3.4.3 Repatriation Policy**

**40.30.3.4.3.1 Pursuant to eligibility regulation 40.10.5.7.3, a student-athlete, who transfers to a U SPORTS member institution team from a non-Canadian post-secondary degree granting institution team (such as the NCAA or NAIA), shall be eligible to participate immediately in U SPORTS competition, unless:**

- a. the student-athlete has participated in any competition with their former non-Canadian post-secondary institution in that semester or term, or
- b. the student-athlete has been assessed a season of competition (or a year of eligibility or equivalent) in the same academic year that they wish to transfer and compete with a U SPORTS member institution, or
- c. the student-athlete has not satisfied Academic Standing Requirements in his or her final year as a student-athlete at their former institution (as per 40.10.3.3), or
- d. the student-athlete has been assessed a season of competition (or a year of eligibility or equivalent) in any recognized sport(s) of U SPORTS in four academic years within their former non-Canadian post-secondary jurisdiction(s) (as per 40.10.4.3.2), or
- e. the student-athlete left their former NCAA or NAIA institution having exhausted their eligibility as per the jurisdiction's respective time-clock / terms of attendance regulations (as per 40.10.4.3.3.b), or
- f. the student-athlete is not a Canadian citizen or does not have permanent resident status in Canada, in which case the individual cannot participate for a period of one year from their last competition in the sport in which they participated at their former institution.

**Member institutions are required to submit an application using form 30.40.3.4.3.2 in order to receive confirmation that a student-athlete is able to access this accommodation.**

**40.30.3.4.3.2 Transfer Rule Waiver Verification Form (repatriation policy)**  
*An electronic copy of this form will be available at <http://www.usports.ca>*

**40.30.3.5 Eligibility Certificate**

The Eligibility Certificate (40.30.3.3.4) shall be completed for each sport (separate Eligibility Certificate for men's & women's teams) on U SPORTS' member services portal, presently known as U SPORTS Central, and accessible at <https://usportscentral.ca>

Please note, with respect to curling, the U SPORTS-CCA "Application Form & Eligibility Certificate" for regional qualifying event entry will also serve as the equivalent of the traditional U SPORTS "Eligibility Certificate". This form & certificate will be available as part of the U SPORTS-CCA Championship Bulletin and must adhere to the information and submission requirements outlined in the Championship Bulletin.

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 U SPORTS 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 a student-athlete with the U SPORTS Office by 11:59 PM (EST) the day prior to the last regular season Conference game or event renders the student-athlete ineligible to compete.

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 U SPORTS 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 (inadvertent administrative error), 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 U SPORTS 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
Curling (M&F)	as specified in the Championship Bulletin

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.

40.30.3.5.2.4 To be considered complete, the Eligibility Certificate must be dated and signed by the Registrar or designate, and approved by the Director of Athletics or designate and the coach.

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40.30.3.5.2.5 Eligibility Certificates not submitted on or before appropriate date: \$50.00 per sport.

40.30.3.5.2.6 Eligibility Certificates not submitted by two (2) weeks after deadline: An additional \$100.00 per sport.

40.30.3.5.3 Eligibility Certificate - additions

40.30.3.5.3.1 All additions must be clearly identified on the Eligibility Certificate, submitted in a timely manner and shall include the signature of the Registrar or designate, and the approval of the Director of Athletics or designate, and the coach, and indicate the date of addition. 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.

40.30.3.5.3.2 Deletions are not permitted on the Certificate; any deletions are subject to a \$100 per athlete fine.

40.30.3.5.3.3 All additions must be made prior to the conclusion of the Conference schedule (regular season) for the team. The latest that the eligibility certificate can be submitted is 11:59 PM (EST) the day prior to the last regular season Conference game or event.

Institutions wishing to make additions following to the above deadline must send them to the National Office, who would consider the requests as a Level 1 Violation, subject to the penalties set out in policy 90.30.

Specific to wrestling, additions are not permitted subsequent to January 30; any additions subsequent to January 30 require a request for relief of eligibility rules (“compassionate appeal”).

40.30.3.5.4.1 Eligibility Certificate  
*Eligibility Certificates will be completed on U SPORTS' member services portal, presently known as U SPORTS Central, and accessible at <https://usportscentral.ca>*

40.30.3.6 Data Requirements for Doping Control

Each member institution's Football team, where applicable, must submit the following information to the CCES, on September 15, January 15 and May 15:

1. Detailed team schedules (practices, team meetings, training sessions, and group training), inclusive of location (address), times (start and end), and if applicable, a site contact person (name of coach, athletic trainer, etc). The schedule must cover the applicable 4-month period (eg. the September 15 submission would cover September 15 through January 15). The information submitted should be as specific as possible and provided in a calendar-style format or detailed e-mail. If specific details are not available for later events at the submission deadlines, once that information becomes available it should be immediately sent to CCES (eg. Spring Camp or Training Camp or practice schedule).
2. All physical evaluation data (strength, speed, etc.) for all players. This data should include all testing done in the previous 4-12 month period and must be provided in an Excel (or equivalent) format that can be sorted by player and is consistent from one reporting period to another.
3. Contact information for all players, both in-season and out-of-season (name, applicable civic and school address(es) during the time period, phone number, email address).

Each member institution’s Hockey team (men’s & women’s), where applicable, must submit the following information to the CCES, on September 15, January 15 and May 15:

1. Detailed team schedules (practices, team meetings, training sessions, and group training), inclusive of location (address), times (start and end), and if applicable, a site contact person (name of coach, athletic trainer, etc). The schedule must cover the applicable 4-month period (eg. the September 15 submission would cover September 15 through January 15). The information submitted should be as specific as possible. If specific details are not available for later events at the submission deadlines, once that information becomes available it should be sent to CCES (eg. Spring Camp or Training Camp or practice schedule).

*Note 1: Information can be submitted electronically to [whereabouts@cces.ca](mailto:whereabouts@cces.ca).*

*Note 2: The U SPORTS can request additional information if necessary.*

**ASSISTANCE**

For assistance, please contact the Canadian Centre for Ethics in Sport, at 613-521-3340.

**40.30.3.6.1 Submission Deadlines and Late Submission Penalties**

For the Period Covering	Due Date	Penalty for Late Submission
September 15 – January 15	September 15	If not received by the appropriate date: \$50 per instance per Sport.
January 15 – May 15	January 15	
May 15 – September 15	May 15	If not received by two weeks after the deadline: \$100 per sport.

Member institutions are required to submit updated information when the information within the original submission is revised (such as with a change in practice times or venues). In the event the information provided 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 may be applied.

**40.30.3.7 Player Participation Declaration**

40.30.3.7.1 U SPORTS requires member institutions to verify their athlete eligibility status at the conclusion of the playing season.

40.30.3.7.2 Each institution shall re-submit a copy of its most recently submitted Eligibility Certificate through the Player Participation Declaration process, crossing off those athletes who did not use a year of U SPORTS eligibility and identifying all additional athletes who have participated. This process will be completed online on U SPORTS’ member services portal, presently known as U SPORTS Central, in accordance with instructions to be provided by the U SPORTS office.

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 U SPORTS eligibility.

40.30.3.7.4 The final revised Eligibility Certificate, which should include all additions, shall be submitted on U SPORTS Central, 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 after the prescribed deadline, the Director of Athletics, or their designate, must submit an electronic application to the U SPORTS staff person responsible for eligibility, detailing the amendment to be made.

40.30.3.7.7 PLAYER PARTICIPATION DECLARATION

*Player Participation Declarations will be completed on U SPORTS' member services portal, presently known as U SPORTS Central, and accessible at <https://usportscentral.ca>*

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 U SPORTS member school during the upcoming academic year by signing a Letter of Intent. *Note that a student-athlete must be registered on U SPORTS Central prior to signing a Letter of Intent. A Letter of Intent that is submitted to the U SPORTS office will be deemed to be incomplete if it does not include the student-athlete's U SPORTS Central ID.*

*An electronic copy of this form will be available at <http://www.usports.ca>*

40.30.4.2 Letter Of Intent Release Request Process

**LOI Provision 14** states a student who does not attend the signing institution is automatically disqualified from receiving an Athletic Financial Award from any other U SPORTS member institution for the academic year covered by the LOI.

**LOI Provision 16** indicates a student may be released from his or her LOI obligation with approval from the LOI institution.

**LOI Provision 20** explains the Eligibility Committee will consider requests for release when the signing institution denies a student's request for a "Complete Release." The Committee will evaluate the extenuating circumstances presented by a petitioning student prior to rendering its decision.

40.30.4.2.1 The following procedure shall be followed in filing a request to U SPORTS:

1. The student must complete ("Student Section" only) and submit a Release Request Form (40.30.4.3) to the institution with which he or she signed an LOI.
2. After the LOI Release Request Form is completed by the signing institution ("Institution Section" only), the institution shall retain one copy, return one copy to the student and simultaneously submit one copy to the U SPORTS.

3. If an institution selects the “No Release” option on the LOI Release Request Form, the student may request relief of that decision to the U SPORTS Eligibility Committee by submitting the following items to the U SPORTS office:
  - a. An LOI Request for Relief Form (40.30.4.4) outlining the extenuating circumstances that the student believes warrant a release of their LOI obligation;
  - b. A copy of the LOI Release Request Form signed by the institution’s athletics director;
  - c. Any supporting documentation which clarifies the extenuating circumstances;
  - d. Current contact information where the student may be reached; and,
  - e. A \$150 money order, payable to U SPORTS, which will be returned if the release is granted.
4. After a completed LOI request for relief packet is received in the U SPORTS office by an LOI signee, U SPORTS will provide a copy of the packet to the signing institution, which will have an opportunity to respond to the student’s request in writing.
5. Following receipt of the institutional response, all documents are provided to the U SPORTS Eligibility Committee for review and decision. If necessary, the Committee will solicit additional information or response from either of the parties.
6. The Eligibility Committee’s decision shall be final and binding.
7. In the event the student’s release is granted, the U SPORTS will invoice the LOI institution for \$150 to support the cost of hearing the student’s request.

**\* Please allow 4-6 weeks to complete the appeals process \***

40.30.4.3      Letter of Intent University Release Application  
*An electronic copy of this form will be available at <http://www.usports.ca>*

40.30.4.4      Letter of Intent U SPORTS Release Application  
*An electronic copy of this form will be available at <http://www.usports.ca>*