

Policies and Procedures 20 – Programs

POLICY NUMBER:	20.10
Name:	National Championships - General
Origin:	Executive Committee
Approved:	June 2001
Approval Process:	CEO and/or Board of Directors
Revision Date(s):	June 2015, August 2017, August 2018

PREAMBLE

- A. U SPORTS expects that all participants including Member Institutions, Regional Associations, Directors of Athletics (or equivalents), coaches, officials, student-athletes, administrators, Institution Representatives, volunteers, and others connected to our athletic programs and events uphold our core values of honesty, integrity, fair play, sincerity and honourability. All participants shall accept and actively encourage compliance with both the spirit and the letter of the rules governing U SPORTS, and shall ask for clarity on or interpretation of any rule regarding which there is uncertainty. An accepted element of the spirit of those rules is that any suspected violation be brought forward as a Complaint or be brought to the attention of the alleged violator as soon as possible, and that intentionally withholding such suspicion until a later date is against the spirit of the rules.
- B. As a legal entity, U SPORTS has the authority to establish policies to govern its own affairs and to prescribe, monitor and enforce the conduct of its Member Institutions and the conduct of other individuals involved directly or indirectly in U SPORTS activities pursuant to such policies.
- C. No action or legal proceeding may be commenced against U SPORTS in respect of a dispute unless U SPORTS has refused or failed to provide or abide by the appeal process as set out in U SPORTS' policies and all remedies available under these policies has been exhausted.

20.10.1 U SPORTS NATIONAL CHAMPIONSHIPS

- 20.10.1.1 U SPORTS annually sanctions National Championships to promote U SPORTS and Canadian universities and to declare a Canadian University Champion in the following sports:

<u>MEN</u>	<u>WOMEN</u>
Basketball	Basketball
Cross Country	Cross Country
Curling	Curling
Football	Field Hockey
Ice Hockey	Ice Hockey
Soccer	Rugby
Swimming	Soccer
Track & Field	Swimming
Volleyball	Track & Field
Wrestling	Volleyball
	Wrestling

20.10.2 PROCEDURE FOR ESTABLISHMENT OF A NATIONAL CHAMPIONSHIP

A Regional Association, or member institution with the endorsement of its Regional Association, may submit a request for initiation of a championship to the Board of Directors of U SPORTS, who will take appropriate action to determine the procedures for consideration of the request.

20.10.3 MAINTAINING A NATIONAL CHAMPIONSHIP

There shall normally be a minimum of three Regional Associations committed to holding Regional Association Championships, in order to maintain a National Championship.

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POLICY NUMBER:	20.20
Name:	National Championship Formats and Participants
Origin:	National Championship Task Force/Board of Directors
Approved:	June 2001
Approval Process:	CEO and/or Board of Directors
Revision Date(s):	June 2002, June 2005, June 2010, June 2014, June 2015, August 2017, August 2018

20.20.1 PRINCIPLES/U SPORTS RESPONSIBILITES

- 20.20.1.1 The U SPORTS Sport Committee determines the format and total number of participants at each National Championship working in consultation with various U SPORTS committees, operating within U SPORTS Policies and Procedures, and the application of the following criteria:
- a) Number of members participating in that sport. When there are less than 20 schools, a different format/model may need to apply.
 - b) Number of Regional Associations that have sport conferences/leagues, in that sport.
 - c) Number of teams in each sport conference.
 - d) Traditional formats for that sport.
 - e) Logistical and technical requirements in hosting that sport.
 - f) The historical competitive strength across U SPORTS Regional Associations, between sport conferences, and within each league (depth).
 - g) The role of university sport within the Canadian sport development structure (sport specific).
 - h) Impact on the U SPORTS travel funding formula.
 - i) Marketing impact for U SPORTS, and event host (television appeal, spectator appeal, sponsor appeal).
 - j) The student-athlete experience.
 - k) All National Championship Tournaments shall normally have an even number of teams.
- 20.20.1.2 Regional Association representation is a fundamental and primary element of National Championships. Therefore, each Regional Association (Atlantic University Sport, RSEQ, OUA, Canada West) shall normally have at least one representative at each National Championship.
- 20.20.1.3 In National Championship Tournaments, a bronze medal game must be played.
- 20.20.1.4 In National Championship Tournaments, where the running of the 5th place game (consolation final) can be played later than 10:00 AM and prior to the bronze medal or gold medal games and does not negatively affect the start time of the Gold medal game, then it should be played. To be determined in consultation with the U SPORTS Office and the championship Host.
- 20.20.1.5 In National Championship Tournaments there will be no 7th/8th place games.
- 20.20.1.6 In National Championship Tournaments, the host will receive one berth. (This includes all team sports with the exception of football for the Vanier Cup).
- 20.20.1.7 The U SPORTS Sport Committee may also assign to Regional Associations additional berths to a National Championship, in consultation with the applicable Sport Technical Sub-Committee. These

additional berths will be assigned based on the principle that the most competitive teams should advance to National Championships.

20.20.1.8 The U SPORTS Sport Committee may approve championship formats which include at-large berths assigned to a university. These additional at-large berths will be assigned based on an objective selection process as approved by the Sport Committee in consultation with the applicable Sport Technical Sub-Committee and will be assigned based on the principle that the most competitive teams should advance to National Championships.

20.20.1.9 In National Championship Tournaments, no more than 50% of the teams shall be from a single Regional Association unless one or more of those Regional Association members are from a Sport Conference which includes members from a second Regional Association.

20.20.1.10 Individual sports (e.g. swimming) that use pre-determined standards shall not be required to restrict the number of universities from a particular Regional Association that can qualify student-athletes. The maximum number of student-athletes who will be funded by the U SPORTS travel funding policy will be pre-determined.

20.20.1.11 The U SPORTS Sport Committee will ensure that National Championships are reviewed regularly and at least every three years, relative to the number of participants and format.

20.20.2 REGIONAL ASSOCIATION RESPONSIBILITIES

20.20.2.1 Regional Associations determine the organization of each sport within their Regional Association, and how they will declare the representatives of their Regional Association.

20.20.2.2 In cases where the U SPORTS Sport Committee has designated more than one National Championship berth to any particular Regional Association, the Regional Association must determine a format for awarding the berths.

20.20.2.3 If a Regional Association provides notice in writing of its intent to not participate in a National Championship, that berth will be re-assigned by the U SPORTS Sport Committee.

20.20.3 MEMBER RESPONSIBILITIES

20.20.3.1 Members must submit or upload a Declaration of Participation in National Championships (see Policy 10.20) prior to May 1 to affirm the institution's commitment to proceed to National Championship playoffs in each sport that the institution participates.

20.20.4 PROCESS

20.20.4.1 Men's Basketball Championship

8 Team Format, Single Elimination

4 Regional Association Champions

1 Host

1 Assigned Berth to the OUA Regional Association

1 Assigned Berth to the Canada West Regional Association

1 At-Large Berth (see Playing Regulations for the approved selection process)

20.20.4.2 Women's Basketball Championship

8 Team Format, Single Elimination

4 Regional Association Champions
 1 Host
 1 Assigned berth to the OUA Regional Association
 1 Assigned berth to the Canada West Regional Association
 1 At-Large Berth (see Playing Regulations for the approved selection process)

20.20.4.3 Cross Country Championships
 Open Championship

20.20.4.4 Curling Championships
 As this is a flexible championship model the format and berths are determined annually by Curling Canada (and approved by Sport Committee). More details are distributed to the membership as part of the Curling Championship Competitors Guide.

20.20.4.5 Field Hockey Championship
 4 Team Format, Round Robin
 1 Canada West Regional Association Champion
 1 OUA Regional Association Champion
 1 Host
 1 Assigned berth to the non-hosting Regional Association
Note: This is a flexible championship model.

20.20.4.6 Football Championship
 4 Team Format, Single Elimination (Bowl Games)
 4 Regional Associations
 No Host

20.20.4.7 Men's Ice Hockey Championship
 8 Team Format, Single Elimination
 4 Regional Association Champions
 1 Host
 1 Assigned berth OUA Regional Association
 1 Assigned berth CWUAA Regional Association
 1 Assigned berth AUS Regional Association

20.20.4.8 Women's Ice Hockey Championship
 8 Team Format, Single Elimination
 4 Regional Association Champions
 1 Host
 3 Assigned berths (Rotational Format to ensure 2 teams per Regional Association)

20.20.4.9 Women's Rugby Championship
 8 Team Format, Single Elimination
 4 Regional Association Champions
 1 Host
 3 Rotational berths between CWUAA, OUA, RSEQ and AUS (1 berth per 3 of the 4 Regional Associations)
Note 1: The above berths will be reviewed after four years (first review to be completed prior to the 2019-2020 season)

20.20.4.10 Men's Soccer Championship
 8 Team Format, Single Elimination

- 4 Regional Association Champions
- 1 Host
- 1 Assigned berth OUA
- 2 Assigned berths (Rotational Format as per the following:
 - When Canada West Hosts, AUS 1 additional berth and RSEQ 1 additional berth.
 - When Quebec Hosts, AUS 1 additional berth and Canada West 1 additional berth.
 - When AUS Hosts, Canada West 1 additional berth and RSEQ 1 additional berth.
 - When OUA Hosts, the 2 assigned berths would go to 2 of the 3 other Regional Associations that averaged the highest finish from the previous 3 year's National Championships. In the event a tie still occurs; based upon points from the previous 4 year's National Championships would be used.

20.20.4.11 Women's Soccer Championship

8 Team Format, Single Elimination

- 4 Regional Association Champions
- 1 Host
- 1 Assigned berth OUA
- 1 Assigned berth CWUAA
- 1 Assigned berth (Previous Medalists – Assigned berth from the same Regional Association as the gold medalist at the previous year's National Championship.)

NOTE:

- a) No Regional Association may have more than 3 berths. If the assigned berth for previous year's champion gives one Regional Association four berths, the next highest ranked Regional Association is awarded the previous year's champion berth.
- b) No more than one Regional Association may have 3 berths. If the assigned berth for previous year's champion gives a second Regional Association three berths, the next highest ranked region is awarded the previous year's champion berth.

20.20.4.12 Swimming Championship

Qualifying standards

Competing in a Regional Association Championship is not a pre-requisite unless stipulated by the Regional Association.

20.20.4.13 Track and Field Championship

Qualifying standards as per U SPORTS Playing Regulations. Competing in a Regional Association championship is a pre-requisite unless stipulated.

20.20.4.14 Men's Volleyball Championship

8 Team Format, Single Elimination

4 Regional Associations

1 Host

3 Assigned berths (Previous Medalists – Assigned berths from the same Regional Associations as the medalists at the previous year's National Championship (one berth for gold, one berth for silver, one berth for bronze)

20.20.4.15 Women's Volleyball Championship

8 Team Format, Single Elimination

4 Regional Associations

1 Host

3 Assigned berths (Previous Medalists – Assigned berths from the same Regional Associations as the medalists at the previous years National Championship (one berth for gold, one berth for silver, one berth for bronze)

20.20.4.16 Wrestling Championship

Qualifying standards through Regional Association Championship as per U SPORTS playing regulations.

Note: This is a flexible championship model.

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POLICY NUMBER:	20.30
Name:	National Championship Hosts, Locations and Schedules
Origin:	National Championship Task Force
Approved:	June 1998
Approval Process:	CEO and/or Board of Directors
Revision Date(s):	June 2001, June 2002, November 2003, June 2004, January 2005, June 2005, January 2006, June 2007, June 2008, June 2014, June 2015, August 2017, August 2018, August 2019

20.30.1 PRINCIPLES

20.30.1.1 The Selection Committee (as defined in Policy 20.30.2.3) recommends the hosts and locations of National Championships to the Chief Executive Officer, who shall make the final decision.

20.30.1.2 U SPORTS **shall normally*** use a bid process to select hosts and locations. Bids must meet the minimum hosting requirements as outlined in the U SPORTS Bid Book (which may be updated by U SPORTS from time to time). This includes meeting the financial rights fee and performance bond. U SPORTS will not accept any rights fees that are less than or in excess of the U SPORTS published rights fee. Once the minimum hosting requirements set out in the U SPORTS Bid Book have been met, the bids will be selected based on a list of criteria outlined in the Bid Book. Each bid proposal will receive a final ranking within each of the categories, and will be compared to the other bids. Each category has a different scoring value. These values will change depending on whether the championship is identified as a market-driven championship or a non-market driven championship.

***Flexible Championships and those Championships with limited facilities are selected through a rotational model working in consultation with the Regional Associations and/or the National Sport Organization. These championships include: Field Hockey, Cross Country, Curling, Track and Field, Swimming and Wrestling.**

20.30.1.3 National Championships may normally* be assigned for a maximum of two years at a time.

The following championship may be assigned for a two-year period but one-year bids are preferred: Cross Country, Men's & Women's Soccer, Women's Rugby, Swimming, Women's Basketball, Women's Hockey, Men's and Women's Volleyball, and Wrestling.

The following championships will be assigned for a two-year period only. One-year bids will not be accepted: Men's Basketball and Men's Hockey.

*Circumstances may arise from time to time where the Selection Committee may elect to call for bids beyond the two year cycle.

With the exception of Men's Basketball and Men's Hockey, if Bidding Committees are bidding for two years they must indicate if they would accept a one-year bid and if so indicate their preference of year. Bid Committees should indicate if this would result in any changes to any of the bidding parameters.

- 20.30.1.4 Bid packages are to focus on what the Bidding Committee can offer U SPORTS and the participating teams. Bid packages should not be conditional on U SPORTS providing anything beyond what is in the U SPORTS Bid Book.
- 20.30.1.5 Bid Committees must be prepared to undertake specific projects and take into account certain fundamental principles as a necessary part of preparing its formal bid package. Any significant deviation from the bid by the eventual Host must be approved by U SPORTS and must be supported by the appropriate rationale.
- 20.30.1.6 U SPORTS will determine annual National Championship hosting rights fees based on a fair market analysis of the National Championship (See Policy 20.70 Financial Obligations of Bidding Committees and Hosts for Guarantee amounts).
- 20.30.1.7 All bids must meet the pre-determined National Championship rights fee.

20.30.2 BIDDING PROCESS

20.30.2.1 Timelines

- 20.30.2.1.1 U SPORTS will determine the timelines and bid requirements when calling for bids.
- 20.30.2.1.2 Members/Bidding Committees must submit Bid Packages to U SPORTS within the prescribed timelines and include all requirements as stated within the U SPORTS Bid Book.
- 20.30.2.1.3 If no bids are received, the Selection Committee will determine an alternate method.

20.30.2.2 Bid Package

- 20.30.2.2.1 Bids will be judged only on the written bid package, the required content of which will be set out in the Bid Book. All matters of substance that a bidder wishes to rely on and wishes the Selection Committee to consider MUST be included in the written bid materials and submitted by the appropriate timelines. All bid packages are initially viewed by the Manager, Sport Technical and National Championships. If there are any substantive gaps in the bid packages, or if the proposal does not meet any one minimum bid requirement, the Manager, Sport Technical and National Championships will consult with the Chief Executive Officer and the Chair of the Selection Committee and a decision will be made to either a) request that the gaps be filled immediately or b) deem the package to be incomplete and therefore be disqualified from the bid process.
- 20.30.2.2.2 All bid packages are required to be submitted in both English and French, at the sole cost and expense of the bidder.

20.30.2.3 Selection Committee

- 20.30.2.3.1 An ad hoc committee appointed by the Chief Executive Officer on a sport-by-sport basis will serve as the selection committee for each such sport (the "Selection Committee"). The Selection Committee shall be comprised of one Chair, two members of the Commercial Committee, one member of the Sport Committee, and one external expert, each appointed by the Chief Executive Officer.
- 20.30.2.3.2 No member of the Selection Committee shall be closely connected to a university or Regional Association bidding for a championship. This would include current employees, former employees (within the last 2 years) or those closely involved with current alumni activities, etc.

When a Regional Association is bidding, Selection Committee members who work for a university who is a member of the bidding Regional Association, shall declare a conflict, participate in the discussion, but leave the room or the conference call when the vote for that particular Championship is taken.

If a situation ever occurs where there are multiple Regional Associations bidding for a Championship, such that there is not a critical mass of voting members of the Selection Committee, the CEO shall have the right to make adjustment to the committee composition or voting structure.

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

20.30.2.3.3 The Selection Committee will be assisted by a non-voting U SPORTS staff member. Other U SPORTS staff members may participate in meetings at the discretion of the CEO.

20.30.2.3.4 Coaching representatives may be asked to provide their feedback on the bids to the Selection Committee.

20.30.2.3.5 The CEO may also choose to appoint a non-voting representative to the committee to assist with translations as required.

20.30.2.3.6 The final make-up of the Selection Committee will be announced prior to the selection meeting. If a Bid Committee has concerns about the composition of the Selection Committee they should write the CEO immediately upon receipt of the names of the committee and prior to the bid presentations, outlining the reasons for their concerns.

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

20.30.2.4 Bid Selection Meeting

20.30.2.4.1 For all bid proposals, one member of the bidding committee must be available on the date(s) of the selection meeting to answer any questions the Selection Committee may have. A contact number must be provided to the Manager, Sport Technical and National Championships in advance of the selection meeting.

20.30.2.4.2 The Selection Committee may request that bid committees present their bids, via conference call or webinar, at a designated time during the selection meeting, at the discretion of the Selection Committee.

20.30.2.4.3 The Selection Committee has the authority to vary the presentation policies to accommodate the provision of both official languages, or other exceptional circumstances.

20.30.2.5 Post Selection

20.30.2.5.1 After the recommendation is made by the Selection Committee and the selection is made by the Chief Executive Officer and announced to the members, non-successful bidders will be provided feedback on their bid, if so requested. There is no appeal process once a selection has been made.

20.30.2.5.2 The successful bidding committee will be contacted by U SPORTS. All of the declarations, rights fee and agreements contained in the written bid document have the force of obligations.

20.30.2.5.3 All successful Bid Committees must be prepared to send at least one representative to Richmond Hill for a face-to-face championship preparations meeting with other U SPORTS Championship hosts. Date of this meeting will be determined by the U SPORTS Office.

20.30.3 NATIONAL CHAMPIONSHIP SCHEDULES

20.30.3.1 Principles/U SPORTS Responsibilities

20.30.3.1.1 The U SPORTS Sport Committee determines the National Championship schedule based upon consultation and input from various committees, as per U SPORTS Policies and Procedures.

20.30.3.1.2 The last National Championship in the fall must be played on or prior to the 12th Sunday following Labour Day Monday.

20.30.3.1.3 The last National Championship in the winter must be played on or prior to the 29th Sunday following Labour Day Monday.

20.30.3.2 Regional Association/Member Responsibilities

20.30.3.2.1 Notify the convener of the championship and the U SPORTS Office, no later than October 1st for Fall sports and December 1st for Winter sports, of the following:

- a) The date and site of the concluding Regional Association event, in each of the championship sports.
- b) The name(s) of the Association convener(s) for the particular sport.

20.30.3.2.2 Members and Regional Associations shall give first priority to U SPORTS national schedules.

20.30.3.2.3 A member or Regional Association that participates or intends to participate in a National Championship shall not in that season, schedule or participate in any competition in that sport in such a manner as to disrupt, frustrate or cause a conflict with the National Championship schedule. A member or Regional Association in breach of this provision may be prohibited by the CEO from further participation in the National Championship competition in that sport in that season, and the matter may be referred by the CEO to the Discipline Committee for further action.

Policies and Procedures

20 – Programs

POLICY NUMBER: 20.40
Name: National Championship Host and Participant Responsibilities
Origin: Executive Committee
Approved: June 1998
Approval Process: CEO and/or Board of Directors
Revision Date(s): June 2001, June 2002, January 2005, June 2005, January 2006, June 2008, June 2014, June 2015, August 2017, August 2018, August 2019

20.40.1 PRINCIPLES

20.40.1.1 Ownership and Obligations

- 20.40.1.1.1 The following are the commercial properties owned and controlled by U SPORTS
- a) U SPORTS Championships and/or national quarter, semi-finals
 - b) U SPORTS Championship season
 - c) The U SPORTS logo, all Championship marks, designations and titles, and all other elements of the U SPORTS brand
 - d) The Championship event logo and all other elements of the Championship brand

20.40.1.1.2 None of the contractual parties (i.e. U SPORTS, Championship Hosts) shall commit to the rights of any of the others without the other party's approval. Such rights shall include corporate identification on signage in stadiums/arena, television exposure, merchandise, etc.

- 20.40.1.1.3 Championships are contracted to Championship Hosts (Hosts). Hosts are in partnership with U SPORTS in providing National Championships and will be required to sign a Hosting Agreement. Hosting Agreements will provide enough flexibility for the Host to operate a financially successful event, while at the same time protecting the interests of U SPORTS and its partners. Notwithstanding the above, the Host will be expected to abide by U SPORTS Policies and Procedures, Playing Regulations, Bid Document and Hosting Agreement, including, but not limited to:
- a) Ensuring a quality experience for student-athletes
 - b) Portraying a positive and respectful image of men and women
 - c) Enhancing the profile of university sport and U SPORTS marketing objectives
 - d) Profiling the U SPORTS Brand

20.40.1.2 Financial

20.40.1.2.1 Payment for the costs of participating teams' on-site services (accommodation, meals, ground transportation, etc.) is at the discretion of the Host. Expenses not covered by the Host are the responsibility of the participating teams.

20.40.1.2.2 Hosts are responsible for the financial, administrative and organization responsibilities of hosting the National Championship. U SPORTS will not share in any deficit.

20.40.1.3 Sponsorship

- 20.40.1.3.1 The following sponsorship principles will apply to all U SPORTS Championships.
- 20.40.1.3.2 U SPORTS holds the exclusive rights to title and presenting sponsorship for the championship. In the event that U SPORTS does not secure these sponsorship rights within a reasonable time period, U SPORTS' commercial department shall determine and communicate to Host a date after which to allow the Host an opportunity to bring on a local title and/or presenting sponsor(s). In the event the Host does successfully secure a sponsor after the date determined, a formal letter of intent shall be provided by the Host to U SPORTS outlining the partner, value, and deliverables.
- 20.40.1.3.3 The value of the title and presenting sponsorship will be determined and approved by U SPORTS with collaboration from the Host. *(Note: Sponsorship values will vary from city to city, venue to venue and therefore cannot be pre-determined.)*
- 20.40.1.3.4 Total revenues from the title and presenting sponsorships will breakdown as per the following:
- a) 20% of total cash value will be retained to service the account.
 - b) 30% of total cash value will be retained by U SPORTS as the rights holder of the Championship.
 - c) 30% of total cash value will be reinvested into the event budget.
 - d) 20% of the total cash value will be paid to the party who successfully secured the sponsorship as a commission.
- 20.40.1.3.5 As a result of the U SPORTS national sponsorship strategy, certain key sponsorship categories will be protected by U SPORTS. These exclusive categories include:
- a) Automotive
 - b) Financial institutions
 - c) Professional services
 - d) Technology
 - e) Telecommunications

In addition to those listed above, any categories currently occupied by U SPORTS national partners will also be protected. **Prior to approaching a potential sponsor, Hosts should advise U SPORTS in order to prevent conflicts. Any sponsor that has not been approved by U SPORTS staff will not be permitted exposure at the U SPORTS Championship.**

- 20.40.1.3.6 The Host and U SPORTS will work together to seek out additional major sponsorships*. Inventory per venue will vary, however the revenue share will break down as per the following:
- a) 10% of total cash value will be provided to U SPORTS as the rights holder of the property.
 - b) 20% of total cash value will be retained to service the account.
 - c) 20% of total cash value will be paid to the party who successfully secured the sponsorship as a commission.
 - d) 50% of total cash value will be invested into the event budget.
- *A major sponsorship is defined as \$10,000 or more.**

- 20.40.1.3.7 Other sponsorship revenue which is not title, presenting, or major sponsorship revenue will be retained by the party who secures the sponsorship.
- 20.40.1.3.8 The Host will take all reasonable steps to cover up or minimize the exposure of any permanent/semi-permanent signage in the facility that advertises sponsors who compete with Championship sponsors. The signage must be covered up from the date of the first championship event (includes team practices) in the venue and remain covered up until all championship functions have concluded.
- 20.40.1.3.9 The Host will provide all Championship sponsors the opportunity to display products in and around the facility. Any installation and added materials will be at the Sponsor's expense. Sponsor requirements will be communicated to the Host in advance of the Championship.
- 20.40.1.3.10 Sponsors of the Host institution who are not Sponsors of the Championship may NOT publicly display or use any promotional materials associated with the Championship, or supply hydration or water containers, except with the written permission of U SPORTS. In the event that sponsors of the Host institution who are not Sponsors of the Championship are entitled to in-venue sponsorship assets, U SPORTS shall require such assets to be covered during the Championship, unless it meets the following conditions and is approved in advance by U SPORTS:
- (a) They will represent diversity and avoid inappropriate and demeaning attitudes, assumptions, and stereotypes;
 - (b) They will meet the official language requirements; and
 - (c) They will respect the exclusivity of the Sponsors.

20.40.1.4. Ticket Revenue (for market-driven championships)

- 20.40.1.4.1 12.5% from every ticket sold to the championship, beyond the rights fee will be paid to U SPORTS. All tickets will count (including VIP, Sponsor and Suite tickets). U SPORTS and the Host will work together to develop a ticket sales strategy.

20.40.1.5 Television

- 20.40.1.5.1 U SPORTS will work with its official national television partner (includes English and French broadcasters) to ensure television coverage, where possible.

Additional games may be added at the discretion of U SPORTS and its official national television partner.

Television production costs will be covered by U SPORTS and/or its official national television partner.

20.40.1.6 Communication

- 20.40.1.6.1 U SPORTS is committed to ensuring top priority servicing for both local and national media. This commitment ensures the U SPORTS brand is enhanced. The Bid Committee must demonstrate through a detailed communications plan that they will meet or exceed all requirements stipulated by U SPORTS. This communications plan must also include details on a social media plan (specific requirements for which may be set out further in the Bid Book).

20.40.1.7 Delegates

20.40.1.7.1 The U SPORTS Office assigns a U SPORTS Delegate to represent the organization in all matters where U SPORTS representation is required for protocol purposes and to serve as a member of the U SPORTS Management Committee.

20.40.1.8 Bilingualism

20.40.1.8.1 U SPORTS is a national organization and therefore enforces the use of both official languages. The two official languages of U SPORTS Championships are French and English and as such must be utilized whenever possible. Details on specific bilingualism requirements for National Championships can be found in the U SPORTS Bid Book and Host Agreement.

20.40.1.8.2 A translator must be on hand to assist with the translation of game day recaps as determined by the U SPORTS office. If the Host is unable to handle translation internally, U SPORTS will designate a translator, at the Host's expense.

20.40.1.9 Elevating the Brand of U SPORTS

20.40.1.9.1 U SPORTS Championship events are the showcase and centre-piece properties of U SPORTS. It is crucial that U SPORTS Championship events look like U SPORTS properties and be branded as U SPORTS events. The U SPORTS name and brand need to be profiled and showcased in an effective and compelling manner. Branding of U SPORTS will be consistent throughout all Championships. At all U SPORTS Championships, Hosts will ensure that:

- There is U SPORTS branded signage on the field, gym or rink, in highly visible locations including sidelines and on playing surfaces.
- U SPORTS branded signage is on display at the Event Hotel, at banquets and at any venue(s) affiliated with the Championships (i.e. dressing room doors, on exterior of venue).
- The U SPORTS name and logo are on all print materials associated with the championships – includes poster, program, press releases.
- The U SPORTS template for event posters and programs is used.
- U SPORTS is provided complimentary ad space (one full page, preferably outside back cover) in championship programs.
- Any use of the U SPORTS logo on Championship materials or merchandise receives advance written approval.
- U SPORTS provide an event specific championship logo. Only official championship titles or word marks, developed by U SPORTS, will be used.
- Front-of-house championship volunteers shall wear U SPORTS bibs/branded gear.

20.40.1.10 Performance Bond

20.40.1.10.1 Each selected Host shall be invoiced \$5,000 for a Championship Performance Bond, as per the terms and conditions of the Hosting Agreement.

20.40.1.10.2 The Performance Bond will be repaid to the Host by U SPORTS within 30 days of the conclusion of the championships provided the Host complies with the terms of its championship host agreement.

20.40.1.10.3 If the requirements set out in the championship host agreement are not met the \$5,000 bond will be retained by U SPORTS.

20.40.1.11 Environmental Sustainability

20.40.1.11.1 Bid Committees must demonstrate a commitment to environmental sustainability and reducing the environment footprint of championships.

20.40.1.12 Changes to criteria

20.40.1.12.1 When the hosting criteria for a specific Championship is altered after an event has been awarded to a Host, the Host will be afforded the opportunity to indicate whether the change(s) can be accommodated. If in the affirmative, the changes will be applied immediately. If in the negative, some or all of the changes may be deferred to the next championship season, at the discretion of the CEO.

20.40.1.13 Withdrawal by host

20.40.1.13.1 In the event that a Host must withdraw from their commitment to host a championship, the Host must notify the U SPORTS office in writing of their intention to withdraw, indicating the rationale. The CEO will determine whether a default fee is applicable (see Policy 20.70.3.4) and will determine the process for selecting a replacement host.

20.40.2 U SPORTS AND HOST RESPONSIBILITIES

20.40.2.1 U SPORTS and Host Responsibilities are detailed in the U SPORTS National Championship Bid Book.

20.40.2.2 The Host will be expected to sign a contract agreeing to minimum hosting responsibilities. This contract must be signed within 30 days of the final selection.

20.40.3 MEMBER/REGIONAL ASSOCIATION RESPONSIBILITIES

20.40.3.1 Media Kits

20.40.3.1.1 Media Guides

20.40.3.1.1.1 Participating teams will be required to:

a) Team Sports (nationally televised):

Produce a complete media guide and make it available to the Championship Host, the U SPORTS Office and the national television network(s) no later than end of day the Monday prior to the Championship or as stipulated in the Sports Information Championship Bulletin. The content of the media guides should be made available in any applicable format (compiled or broken out separately, printed or digital, etc.) and be emailed or posted to the U SPORTS Dropbox, also as stipulated in the Sports Information Championship Bulletin.

Printed copies of the media guide may be required at U SPORTS' discretion. The number of printed copies required, if any, will be set out in the Sports Information Championship Bulletin, and such printed copies should arrive with the team and be handed out to the host Sports Information Director as soon as possible upon arrival.

Failure of the participating team to comply with any of the above requirements will result in an assessment of a \$500.00 fine per instance of non-compliance.

b) Team sports (NOT nationally televised):

The Host may or may not require a media guide from participating teams, whether electronic or printed copies. Please refer to the Sports Information Championship Bulletin.

c) Individual sports:

The Host may or may not require a media guide from participating teams, whether electronic or printed copies. Please refer to the Sports Information Championship Bulletin.

20.40.3.1.1.2 When required media guides must contain:

- a) Team rosters; to include Number, Name, Position, Height, Weight, Year of Eligibility, Course & Year and Hometown, etc.
- b) Team and individual statistics (cumulative) including non-conference, regular season and play-off games. Please include records.
- c) Team results - tournament, exhibition, pre-season, non-conference, regular season, and playoffs.
- d) Player Biographies including personal information (trivia), more than just career highlights and statistics, i.e. third generation field hockey player or, volunteers with society services.

20.40.3.1.2 Additional Information

Participating teams should refer to the Sports Information Bulletin for additional information that may be needed by the Host, U SPORTS or television networks.

20.40.3.2 Travel

20.40.3.2.1 U SPORTS provides Travel Pool Funding (See Policy 20.50) to each Member traveling to a National Championship.

20.40.3.2.2 Members are required to book their championship travel in advance themselves directly with a travel agent or airline. Members are encouraged to use the U SPORTS preferred travel agency to book their flights.

20.40.3.2.3 U SPORTS shall advise the membership of its preferred travel agency from time to time.

20.40.3.2.4 In the event of any discrepancies or problems with the flight arrangements, the U SPORTS Manager, Sport Technical and National Championships should be contacted.

20.40.3.2.5 Each participating Member will be responsible for providing the Host with their arrival date, time and place in order to give the Host the opportunity to prepare a welcoming committee.

20.40.3.2.6 After the National Championship, every participating member must submit (or upload online, at U SPORTS discretion upon notification of the members) a completed "National Championship Travel Information and Reimbursement Claim Form" (20.40.4). Forms and original invoices/vouchers must be received (or uploaded) by the U SPORTS Office (Not Post-Marked) within fifteen (15) working days of the event.

20.40.3.3 Sponsor Identification on Team Uniform/Apparel:

20.40.3.3.1 U SPORTS members will not be permitted to display corporate branding or social messaging on their uniforms (includes helmets and bibs) at U SPORTS championships. Exceptions may be considered by the **CEO** upon request.

20.40.3.4 Host Hotel

20.40.3.4.1 All participating teams and team personnel attending a National Championship requiring accommodation must stay at the National Championship designated host hotel (provided that space is available). All participating teams and team personnel attending the Vanier Cup must stay at the Vanier Cup designated host hotel, regardless of their proximity to the host city.

20.40.3.5 Medical Coverage

20.40.3.5.1 Participants in a National Championship who may wish additional health care over and above the minimum provided by the Host, may make arrangements at their own expense and in consultation with the Host.

20.40.3.5.2 Participants are responsible for their own medical and liability insurance via their own or Regional Association and in accordance with their or Regional Association policy regarding insurance. The numbers from their medical plan must be brought with them to the National Championship, which may be required before certain medical treatments can be performed. Participants should also bring with them an outline of treatment they may be on at the time, written request for modalities (if required) by a physician or therapist, and any supplies required for the treatment, e.g. tape, medications.

20.40.3.6 Participating team Attendance at National Championship Media Conferences

20.40.3.6.1 Host committees, with the assistance of the U SPORTS staff, are required to let participating teams know about guidelines on attendance and participation in potential opening media conferences at the U SPORTS Championship **30 days** prior to the first day of the Championship. In the event that an opening media conference is scheduled, host committees will ensure that times of the media conference and interviews do not interfere with practice schedules, and that media requests are within reason for each participating team.

20.40.3.6.2 When a media conference is scheduled at a National Championship, participating team representatives who fail to attend as scheduled and as outlined on the Championship Website, will be in violation of published U SPORTS policy and therefore sanctions will be applied as outlined in policy 20.80.3.2.

20.40.3.7 U SPORTS National Television Servicing Requirements for Participants and Regional Associations

20.40.3.7.1 U SPORTS and Regional Associations commit to working in partnership to ensure U SPORTS and Regional Association television broadcasters are given reciprocal access to footage from their respective broadcasts. Example: U SPORTS receives access to footage from regular season and Regional Association playoff games, and Regional Associations receive access to footage from U SPORTS Championship games.

20.40.3.7.2 U SPORTS and Regional Associations work in partnership to ensure national television broadcasters be allowed to attend a Regional Association event to shoot their own footage for the purpose of preparing features and enhancing the U SPORTS championship coverage (ex. following a player pre-game, in-game and post-game). U SPORTS and their broadcasters must coordinate their attendance with Regional Associations and their broadcasters, and must respect all clauses in the Regional Association broadcasting contracts. Note: U SPORTS national television broadcasters would not be allowed to shoot highlights at a Regional Association event. To obtain game highlights, the U SPORTS broadcasters would have to go through the Regional Association broadcaster.

- 20.40.3.7.3 Head coaches and/or selected players will be available for short interviews before, during and after televised games at U SPORTS Championships based on guidelines agreed upon by U SPORTS and broadcasters. Broadcasters may also request sit-down interviews in the days leading up to a televised game, in which case coaches and selected players should be made available.
- 20.40.3.7.4 At U SPORTS televised championships, the U SPORTS broadcaster will be provided access to the locker-room in a controlled fashion (includes pre-game and/or intermissions).
- 20.40.3.7.5 For U SPORTS football (Bowl games and Vanier Cup), teams will be required to arrange for the placement of name plates on the backs of players jerseys at the discretion of U SPORTS and at the team's sole cost and expense.
Note: This policy is currently under review for other televised championships.

20.40.3.8 Use of U SPORTS or Host Logo

- 20.40.3.8.1 Participating teams in a National Championship have the right to utilize their own logos, but must obtain permission from their Host and U SPORTS to use the U SPORTS Logo, National Championship Logo or Host Logo on any merchandise (See Policy 30.60 for the complete U SPORTS Logo terms of usage).

20.40.3.8.2 Sale of Merchandise

No representative group affiliated or associated with, or participating in a National Championship shall be permitted to sell generic institutional product at any National Championship venue without the express written approval of U SPORTS.

20.40.3.8 U SPORTS Trophies

The responsibility for safekeeping, engraving and re-delivery of U SPORTS Trophies shall be with the Member to whom the trophy is presented. See U SPORTS Policy 60.70 – Trophy Policy for full details on member responsibilities.

20.4.4 National Championship Travel Information and Reimbursement Claim Form

Travel Pool submissions for participants in team sport championships shall be completed on <https://usportscentral.ca>. Until advised otherwise by U SPORTS, Travel Pool submissions for participants in individual sport championships shall still be completed using the National Championship Travel Information and Reimbursement Claim Form. An electronic copy of this form will be available at <https://usports.ca/hq/forms>

Policies and Procedures

20 – Programs

POLICY NUMBER:	20.50
Name:	National Championships Travel Subsidy Policy
Origin:	National Championship Task Force/Board of Directors
Approved:	June 1998
Approval Process:	CEO and/or Board of Directors
Revision Date(s):	June 2001, June 2002, December 2003, June 2007, June 2008, June 2015, August 2017, August 2018

20.50.1 PRINCIPLES/U SPORTS RESPONSIBILITIES

20.50.1.1 The U SPORTS Finance Committee determines the Championship Travel Funding Policy based upon consultation and input from U SPORTS various committees, as per U SPORTS Policies and Procedures.

20.50.1.2 U SPORTS endorses a Championship Travel Funding Policy that is equitable across all U SPORTS sports and Championships.

20.50.1.3 Funds made available for distribution (the “Travel Pool”) are derived from various sources as determined by the U SPORTS Finance Committee.

20.50.1.4 Members are encouraged to use the U SPORTS central travel agency to book their flights.

20.50.1.5 With the exception of open championships, the number of individuals eligible for championship travel funding will be the number of players allowed to dress for the championship (game roster), as defined in the U SPORTS Playing Regulations. For Swimming, Track & Field and Wrestling, individuals are eligible for funding if they have qualified for the championship as required by U SPORTS Playing Regulations (See 20.50.4 for a summary of the number of individuals from each sport eligible for Championship Travel Funding).

20.50.1.6 The U SPORTS Finance Committee will ensure that National Championships are reviewed regularly and at least every three years relative to the travel funding policy.

20.50.2 PROCESS

20.50.2.1 Travel Pool Sources

20.50.2.1.1 A Travel Pool will be established each year. Travel pool sources are:

- a) Travel Pool Fee (10% of the worst case scenario travel costs to the Championship in a sport - charged equally among the members participating in that sport)
- b) A portion of overall funding received from Sport Canada
- c) 50% of all National Championship Guarantees collected from hosts
- d) 50% of prior year budget surplus (once confirmed by the annual audit)

20.50.2.2 How the Travel Pool is distributed

20.50.2.2.1 For each of the 19 National Championships, 10% of estimated worst case travel costs to attend the championship is added to 1/19th of items b), c) and d) listed above. This amount then becomes the “available travel pool” for each championship.

20.50.2.2.2 Participating members at each National Championship (excluding the host) complete a “Travel Reimbursement and Information Claim Form” (20.40.4). Total transportation

costs for all eligible individuals (see 20.50.4 below for a list per sport) on each form are added together to obtain the “eligible travel costs” for that championship.

- 20.50.2.2.3 The “available travel pool” is then subtracted from the “eligible travel costs” for each championship. The “balance” is divided by the number of participants at the Championship (excluding the host) to arrive at an “average travel cost”. If a team or individual’s actual eligible costs were more than the average, that team/individual’s university will receive a refund. If a team or individual’s actual eligible costs were less than the average, that team/individual’s university will receive an invoice.

Example # 1: Football

Bowl 1	Ottawa travels to Montreal	\$3,000	- Montreal Wins
Bowl 2	BC travels to Halifax	\$40,000	- Halifax Wins
Vanier at BC	Halifax to BC	\$40,000	
	Montreal to BC	<u>\$37,000</u>	
Total Costs		\$120,000	
Less: Available Travel Pool		<u>\$28,000</u>	
BALANCE		\$92,000	/ 4 teams = \$23K (Avg. cost)

Ottawa pays \$20K to the pool: (total cost: \$3K + \$20K = \$23K)

UBC receives \$17K from the pool: (total cost: \$40K - \$17K = \$23K)

Montreal receives \$14K from the pool: (total cost: \$37K - \$14K = \$23K)

Halifax receives \$17K from the pool: (total cost: \$40K - \$17K = \$23K)

In the end, all four traveling teams pay same amount i.e. \$23,000.

Example # 2: Football

Bowl 1	Ottawa travels to BC	\$35,000	
Bowl 2	Montreal travels to Halifax	\$17,000	
Vanier at Calgary:	Ottawa to Calgary	\$26,000	
	Halifax to Calgary	<u>\$30,000</u>	
Total Costs		\$108,000	
Less: Available Travel Pool		<u>\$28,000</u>	
BALANCE		\$80,000	/ 4 teams = 20K (Avg. cost)

Ottawa receives \$21K from the pool (total cost \$61K - \$21K = \$40K)

Halifax receives \$10K from the pool (total cost \$30K - \$10K = 20K)

Montreal pays \$3K to the pool (total cost \$17K + \$3K = \$20K)

Note that Ottawa’s refund is calculated using two shares (\$20K x 2 = \$40K) because they traveled to two games.

The total cost for the other two traveling teams is \$20,000 each.

Example # 3: Men's Wrestling:

Member 1 sends 15 athletes	- cost \$600 ea.	Total	\$9,000
Member 2 sends 15 athletes	- cost \$100 ea.	Total	\$1,500
Member 3 sends 13 athletes	- cost \$400 ea.	Total	\$5,200
Member 4 sends 11 athletes	- cost \$1,000 ea.	Total	\$11,000
Member 5 sends 9 athletes	- cost \$750 ea.	Total	<u>\$6,750</u>
TOTAL ELIGIBLE COSTS			\$33,450
Less Available Travel Pool			<u>\$18,036</u>
BALANCE			\$15,414
Divided by 63 athletes			\$244.67 average cost per athlete

Member 1 would receive a refund of $15 \times (\$600.00 - \$244.67) = \$5,329.95$. Therefore, this member's cost to attend the championship would be $\$9,000.00 - \$5,329.95 = \$3,670.05$. Divide that number by each of their 15 athletes, that would be a cost of \$244.67 per athlete. Exactly the average cost.

20.50.3 MEMBER RESPONSIBILITIES20.50.3.1 Use of Central Travel Agency

20.50.3.1.1 U SPORTS shall advise the membership of its preferred travel agency from time to time, and members are encouraged to use such U SPORTS preferred travel agency.

20.50.3.1.2 Electronic Submissions/Claim forms

Every member participating in a National Championship must submit (or upload online, at U SPORTS discretion upon notification of the members) a completed "Championship Travel Information and Reimbursement Claim Form" (20.40.4). Forms and original invoices/vouchers must be received (or uploaded) by the U SPORTS Office (Not Post-Marked) within fifteen (15) working days of the event.

20.50.4 NUMBER OF INDIVIDUALS ELIGIBLE FOR CHAMPIONSHIP TRAVEL FUNDING

Men's and Women's Basketball 12 each

Men's Cross Country 68

(A) The top team from each AUS, and RSEQ the top two teams from each Canada West and OUA

(B) Two additional teams based on previous year's U SPORTS result, with the two highest placing conference(s) other than (per A), the top 2 Canada West and top 2 OUA and top AUS and RSEQ, will received travel pool funding to a maximum of three (3) per conference, with the exception of the host conference for the competition year not receiving the additional funding for that year.

(C) The top 3 individuals from each of the 4 Regional Associations not included in (A) or (B).

Note: a team consists of 7 individuals

Women's Cross Country	68
	(A) The top team from each AUS, and RSEQ, the top two teams from each Canada West and OUA
	(B) Two additional teams based on previous year's U SPORTS result, with the two highest placing conference(s) other than (per A), the top 2 Canada West and top 2 OUA and top AUS and RSEQ, will received travel pool funding to a maximum of three (3) per conference, with the exception of the host conference for the competition year not receiving the additional funding for that year.
	(C) The top 3 individuals from each of the 4 Regional Associations not included in (A) or (B).
	Note: a team consists of 7 individuals
Men's Football	40
Men's Ice Hockey	20
Women's Ice Hockey	20
Women's Rugby	25
Men's and Women's Soccer	18 each
Men's and Women's Swimming	eligible athletes as per U SPORTS Playing Regulations
Men's and Women's Track & Field	eligible athletes as per U SPORTS Playing Regulations
Men's and Women's Volleyball	12 each

Policy and Procedures 20 –Programs

POLICY NUMBER:	20.60
Name:	International Programs Services
Origin:	International Committee
Approved:	
Approval Process	CEO
Revision Date(s)	June 2004, June 2007, June 2012, June 2014, June 2015, August 2017, August 2018

20.60.1 PRINCIPLES:

- 20.60.1.1 At the international level U SPORTS is the official representative of Canada to the Fédération Internationale du Sport Universitaire (FISU). FISU is the governing body for World 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.
- 20.60.1.2 Canada's participation in FISU competitions is part of U SPORTS commitment to provide high performance athletes with the best training and competitive opportunities possible.
- 20.60.1.3 U SPORTS, Sport Canada and National Sport Organizations (NSOs) will collaborate to support and enhance the development of athletes to their highest possible level of achievement. This principle will govern participation by Canadian athletes at World University Championships and Universiades sanctioned by FISU.
- 20.60.1.4 The participation by Canadian student-athletes at Summer and Winter Universiades, World University Championships, CESU Conference, and FISU Forum sanctioned by FISU is the responsibility of U SPORTS and will be undertaken in conjunction with the relevant National Sport Organizations.
- 20.60.1.5 National Sport Organizations are requested to state their commitment to participate in FISU events one (1) year in advance of the event. They are also required to sign a letter of agreement outlining their responsibilities with respect to selections within their sport. If the NSO declines, then U SPORTS members have the option to undertake alternative possibilities with the approval of the U SPORTS International Committee and CEO.

20.60.2 ROLE

- 20.60.2.1 Participation by U SPORTS in international activities is governed by U SPORTS constitutional objectives 2 - 3 - 4 - 5 - 6 – 7.
- 20.60.2.2 U SPORTS is the sole agency in Canada responsible for Canada's participation in FISU events.
- 20.60.2.3 U SPORTS shall maximize opportunities for U SPORTS members to play a leadership role on selected FISU Committees/Commissions.
- 20.60.2.4 U SPORTS shall educate and communicate to the Canadian sport community and the general public about the activities of FISU.

20.60.2.5 Consistent with the above, U SPORTS shall assume a leadership role, in conjunction with National Sport Organizations, toward increasing the number of U SPORTS personnel (athletes, coaches, managers, medical and paramedical) on Canadian teams.

20.60.2.6 U SPORTS shall ensure that the U SPORTS International Committee provides recommendations for Canadian involvement in the World University Championships and Universiades.

20.60.3 RESPONSIBILITIES

20.60.3.1 The U SPORTS Board of Directors is responsible for sports pertaining to FISU and other international involvement.

20.60.3.2 The Board of Directors shall ratify recommendations, policies, procedures and strategic directions and budgets as prepared by U SPORTS International Committee.

20.60.3.3 The Board of Directors shall ratify nominations, presented by the International Committee, of individuals to represent U SPORTS at the Universiades, at the FISU General Assembly meetings and on FISU Committees and Commissions.

(SEE POLICY 80.40.12 FOR INTERNATIONAL COMMITTEE ROLES)

20.60.4 FEDERATION INTERNATIONALE DU SPORT UNIVERSITAIRE (FISU)

20.60.4.1 Aims

20.60.4.1.1 Founded in 1949, in Luxembourg, the Federation Internationale du Sport Universitaire (FISU) has as its aims:

20.60.4.1.2 To promote the development of physical education among students of all countries and at all levels.

20.60.4.1.3 To organize international and world university competitions.

20.60.4.1.4 To exchange information on university sports.

20.60.4.1.5 To uphold and promote the moral value of amateur sport as a factor in the general development of mankind.

20.60.4.1.6 To strive for peace on earth through sport.

20.60.4.2 Structure

20.60.4.2.1 The General Assembly is the supreme authority of FISU. It meets every two years and elects for a period of four years the following:

20.60.4.2.2 The Executive Committee, the managing body of FISU, composed of 23 members, meeting at least twice a year.
President, 1st Vice-President, 4 Vice-Presidents, Treasurer, 1st Assessor, 15 Assessors.
The Secretary General (CEO) and the chairperson of the Legal Committee, or his/her representative, attend the meetings of the Executive Committee as non-voting members.

- 20.60.4.2.3 The Internal Auditor, responsible for managing and evaluating the financial administration of FISU, elected by the electoral General Assembly, may participate in the Executive Committee meetings in an advisory capacity.
- 20.60.4.2.4 The Executive Committee nominates the Chairperson and at least one Vice-Chairperson for the sixteen (16) permanent committees of FISU for an appointment of four (4) years. The Executive Committee, after consultation with the Chairpersons, then nominates the members of the 16 permanent committees:
- 20.60.4.2.5 International Control Committee (CIC), responsible for controlling the eligibility of competitors at the FISU sports events.
- 20.60.4.2.6 International Technical Committees – 3 (CTI), (One sub-committee each for the Summer (CTI-UE) and Winter (CTI-UH) Universiades, and one for the World Championships (CTI-CMU)) responsible for the implementation of technical regulations and conduct of competitions. Each sub-committee is composed of a Chairperson, a Vice-Chairperson, the Chairperson of the Medical Committee and two experts nominated for each sport (one technical delegate and one substitute technical delegate).
- 20.60.4.2.7 Education Committee (EduC), responsible for promoting the scientific study of university sport through conferences, forums, reports, publications, etc.
- 20.60.4.2.8 Committee for Sports Regulations (CRS), responsible for ensuring sport regulations are updated and for proposing new regulations to the Executive Committee.
- 20.60.4.2.9 Medical Committee (CM), responsible for controlling medical areas i.e. doping control.
- 20.60.4.2.10 Media and Communication Committee (CMC), responsible for all matters related to media coverage of FISU activities.
- 20.60.4.2.11 Committee for the Development of University Sport (CDSU), responsible for managing the FISU Development programs.
- 20.60.4.2.12 Finance Committee (CF), responsible for reviewing the budget plan with the Executive Committee.
- 20.60.4.2.13 Summer Universiade Supervision Committee (CSU-E), responsible for ensuring that the FISU regulations, the spirit, and the tradition are followed and that there is a close cooperation between the FISU commissions and the organizers.
- 20.60.4.2.14 Winter Universiade Supervision Committee (CSU-H), responsible for ensuring that the FISU regulations, the spirit, and the tradition are followed and that there is a close cooperation between the FISU commissions and the organizers.
- 20.60.4.2.15 Intercontinental Council (CI), responsible for evaluating the development of university sport in each continent.
- 20.60.4.2.16 Committee for Gender Equality (CEG), responsible for developing policies to reach gender equality in the university sports movement.
- 20.60.4.2.17 Student Committee (CdE), responsible for representing the rights and interests of the student athletes.

- 20.60.4.2.18 Legal Committee (CJ), responsible for providing consultative and operational legal opinions on juridical issues.
- 20.60.4.2.19 Committee for Marketing and Strategic Partnership (CMPS), responsible for investigating new supporting technologies and media platforms to ensure FISU remains innovative and aware of opportunities for new strategic alliances.
- 20.60.4.2.20 Disciplinary Committee (CD), responsible for maintaining the integrity and reputation of FISU while ensuring secure events for FISU student athletes.

20.60.4.3 Competitions

20.60.4.3.1 Summer Universiade

Athletes compete in twelve (12) compulsory events and up to three optional sports chosen by the Organizing Committee of the host city.

M & W athletics	M & W football (soccer)
M & W basketball	M & W swimming
M & W diving	M & W tennis
M & W fencing	M & W volleyball
M & W judo	M & W table tennis
M & W artistic gymnastics and	W rhythmic gymnastics
M & W waterpolo	

20.60.4.3.2 Winter Universiade

Athletes compete in ten (10) compulsory events and one optional sport chosen by the Organizing Committee of the host city.

M & W alpine skiing	M & W ice hockey
M & W biathlon	M nordic combined
M & W cross-country skiing	M & W short track speed skating
M & W curling	M ski jumping
M & W figure skating	M & W snowboard

20.60.4.3.3 World University Championships

American Football	Muay Thai
Archery	Netball
Badminton	Nordic Combined
Baseball	Orienteering
3x3 Basketball	Roller Sports
Beach Volleyball	Rowing
Boxing	Rugby Sevens
Bridge	Sailing
Canoe Slalom & Wildwater	Sambo
Canoe Sprint	Savate
Cheerleading	Shooting Sports
Chess	Ski Jumping
Cross Country	Ski Orienteering
Cycling	Softball
Equestrian	Speed Skating
Floorball	Sport Climbing

Futsal	Squash
Golf	Triathlon
Handball	Waterski
Hockey	Weightlifting
Karate	Woodball
Korfball	Wrestling
Modern Pentathlon	Wushu

20.60.5 U SPORTS REPRESENTATIVES ON FISU COMMITTEES

20.60.5.1 FISU Committees in order of U SPORTS Priority:

1. Executive Committee
2. International Control Commission
3. International Technical Committees:

Summer Games (alphabetical order):

- Athletics
- Basketball
- Diving
- Fencing
- Gymnastics
- Judo
- Football (Soccer)
- Swimming
- Table tennis
- Tennis
- Volleyball
- Waterpolo

Winter Games (alphabetical order):

- Alpine Skiing
- Biathlon
- Curling
- Figure Skating
- Ice Hockey
- Nordic Skiing (Cross-country, Ski Jumping, Nordic Combined)
- Short Track Speed Skating
- Snowboard

World University Championship Technical Committees (alphabetical order):

American Football	Muay Thai
Archery	Netball
Badminton	Nordic Combined
Baseball	Orienteering
3x3 Basketball	Roller Sports
Beach Volleyball	Rowing
Boxing	Rugby Sevens
Bridge	Sailing
Canoe Slalom & Wildwater	Sambo

Canoe Sprint	Savate
Cheerleading	Shooting Sports
Chess	Ski Jumping
Cross Country	Ski Orienteering
Cycling	Softball
Equestrian	Speed Skating
Floorball	Sport Climbing
Futsal	Squash
Golf	Triathlon
Handball	Waterski
Hockey	Weightlifting
Karate	Woodball
Korfball	Wrestling
Modern Pentathlon	Wushu

NOTE: RECOGNIZED SPORTS OF U SPORTS TAKE PRIORITY FOR NOMINATIONS TO INTERNATIONAL TECHNICAL COMMITTEES.

4. Medical Committee

NOTE: ADDITIONAL PRIORITIES TO BE DISCUSSED BY THE U SPORTS INTERNATIONAL COMMITTEE

20.60.5.2 Principles of Membership

- 20.60.5.2.1 Membership on FISU Committees/Commissions is governed by the Statutes of FISU.
- 20.60.5.2.2 Nominations shall be made only when U SPORTS and, where appropriate, the respective partner organization agree that the nominated person can make a significant contribution.
- 20.60.5.2.3 Nominations shall be made following the establishment of a specific strategy and objectives for the position.
- 20.60.5.2.4 Sport Canada shall be consulted regarding government policy on international sport to ensure consistency with U SPORTS policy and objectives.
- 20.60.5.2.5 In accordance with U SPORTS policy on gender equity, every effort will be made by the U SPORTS International Committee to increase the opportunities for female representation on FISU Committees/Commissions.

20.60.5.3 Procedure for Canadian Nominations

- 20.60.5.3.1 Nominations to non-technical committees shall be solicited by the U SPORTS International Committee. Members of the U SPORTS International Committee shall seek out interested and qualified individuals from their respective Regional Association, and submit names and supporting documents to the U SPORTS International Committee for consideration.
- 20.60.5.3.2 Nominations to technical committees shall be solicited by U SPORTS International Committee in consultation with the appropriate National Sport Organization (NSO). Nominations can be solicited from U SPORTS Coaches groups/Sport Technical Sub-

Committees. Recognized sports of U SPORTS are a priority for nominations to technical committees.

20.60.5.3.3 Nominations shall be submitted on the basis that they are willing to let their name stand for a length of time agreed upon by the U SPORTS International Committee and the nominee, should FISU not accept the nomination immediately.

20.60.5.3.4 Nominations shall be finalized by the U SPORTS International Committee and submitted to the U SPORTS Board of Directors for approval.

20.60.5.3.5 Nominations approved by the U SPORTS Board of Directors shall be forwarded to the FISU Secretariat.

20.60.5.3.6 Canadian representatives on key Committees/Commissions should be prepared to consider nomination to the FISU Executive should the opportunity arise.

20.60.5.4 FISU Procedures for Call for Nominations

20.60.5.4.1 Following the FISU Annual General Assembly, a call will be made by the FISU Secretariat for nominations for positions for FISU Committees/Commissions.

20.60.5.4.2 A review of the nominations by the FISU Executive Committee will take place prior to the Winter Executive Committee meeting.

20.60.5.4.3 Appointments will be made at the Winter Executive Committee meeting following the FISU Annual General Assembly.

20.60.5.4.4 Nominees will be informed of their appointment following the Winter Executive Committee meeting.

20.60.5.4.5 Appointments are for a four (4) year term.

20.60.5.5 Criteria for Nominations

20.60.5.5.1 Priority will be given to U SPORTS university personnel who have the endorsement of their university to be available to attend FISU meetings. Non-university personnel will be considered by the U SPORTS International Committee on an individual basis.

20.60.5.5.2 Experience in international sport, knowledge of international sport structures, policies and protocol, including student sport structures.

20.60.5.5.3 Thorough technical knowledge, and endorsement by the appropriate NSO, if nominated for a Technical position.

20.60.5.5.4 Agree to let their name stand for a length of time agreed upon by the individual and the U SPORTS International Committee. Normally, minimum commitment would be two 4 year terms.

20.60.5.5.5 Bilingualism is preferred, in particular for appointment to the International Control Commission (CIC).

20.60.5.6 Reporting Policy for U SPORTS Representatives on FISU Committees

The following shall be forwarded to the U SPORTS Office for distribution to the U SPORTS International Committee:

- 1) An agenda of FISU Committee/Commission meetings;
- 2) a written report following each FISU Committee/Commission meeting to be submitted within 30 days of the meeting;
- 3) any reports submitted by the Canadian representative to the FISU Committee/Commission, and,
- 4) minutes of the Committee/Commission meetings when they become available.

20.60.5.7 Expense Claim Policy for U SPORTS Representatives on Committees

20.60.5.7.1 Airfare, not exceeding economy rates by the most direct route, shall be reimbursed. In those circumstances where air travel has occurred at rates less than economy, reimbursement will be the actual out-of-pocket fare expense. Costs of stopovers not related to FISU meetings will not be reimbursed.

NOTE: It is required that FISU or the Organizing Committee of World University Championships and Universiades be responsible for the cost of economy air travel and cost of stay for all members of FISU permanent committees should they be officially appointed for a mission by FISU.

20.60.5.7.2 Where discount air fares require a minimum stay, and the total cost of the discounted air fare plus the required accommodation costs are less than the economy air fare, it is preferable to purchase the discount air fare. In this instance, the accommodation costs for the required stay will be reimbursed.

20.60.5.7.3 Ground transport shall be paid in full. Rail fares shall not exceed first class rates.

20.60.5.7.4 It is expected that either FISU or the host country will be responsible for accommodation and meals for the duration of the meeting. This must be recorded on the expense claim form.

20.60.5.7.5 FISU Regulations require the Organizing Committee of the World University Championships or Universiades be responsible for the cost of stay during the time of the Games for:

- a) The members of the FISU Executive Committee
- b) The Auditor
- c) The Chairmen of the FISU Committees
- d) The members of the CIC
- e) The members of the CTI
- f) The members of the CM
- g) The members of the CESU for the duration of the FISU Conference, if held during the Universiade

20.60.5.7.6 Where either FISU or the host country does not cover accommodation and/or meals, or where extra accommodation costs arise due to discount air fares (as in 2 above), reimbursement for the actual room charge shall be made in full in accordance with the Sport Canada allowable amounts.

20.60.5.7.7 Meal charges are to be detailed and are to include service and gratuities, to a maximum of \$55 Canadian Funds, in accordance with U SPORTS Travel Policy for Individuals. Additional consideration may be given for international travel.

- 20.60.5.7.8 Flight cancellation insurance, and medical insurance, shall not be reimbursed.
- 20.60.5.7.9 The premium costs for travel accident insurance and extra baggage insurance shall not be reimbursed.
- 20.60.5.7.10 Long distance telephone charges and faxes related to U SPORTS business will be reimbursed to a maximum of \$25 per trip.
- 20.60.5.7.11 Laundry and valet charges will not be allowed unless absence is in excess of seven days.
- 20.60.5.7.12 Where entertainment and protocol gift expense is incurred, the amounts and persons entertained are to be separately identified on the claim. These claims will be accepted if cost and benefits from the entertainment appear necessary and reasonable, to a maximum of \$75 per trip.
- 20.60.5.7.13 Expenditures designated "sundry" will not exceed \$5 per day.
- 20.60.5.7.14 Cash advances may be requested but must be accounted for within two weeks after completion of the journey. Failure to comply will result in the suspension of future cash advances.
- 20.60.5.7.15 Original receipts (no photocopies) must be attached to the claim form.
- 20.60.5.7.16 Reimbursement for expenses will be forwarded following receipt of a report from the meeting, within 30 days.

20.60.5.8 Selection Criteria to Determine U SPORTS Representative teams to International Competitions (Non-FISU Events)

In the event invitations to non-FISU sanctioned sport opportunities are received, the following steps will be taken:

- 20.60.5.8.1 The relevant National Sport Organization and U SPORTS Sport Technical Sub-Committee (if applicable) will be informed of the opportunity. In the absence of a recognized coordinating body, the opportunity will be distributed to member institutions.
- 20.60.5.8.2 In the event that more than the allotted quota of teams or team members show interest in attending, the relevant National Sport Organization or U SPORTS Sport Technical Sub-Committees (if applicable) shall determine the participants through a selection process. In the absence of a recognized coordinating body, the relevant Regional Association shall assume selection responsibility.
- 20.60.5.8.3 The participating team(s) shall be held responsible for all financial implications, including any guarantees and subsidies.
- 20.60.5.8.4 The participating team(s) shall adhere to all U SPORTS regulations regarding eligibility, code of conduct, etc.
- 20.60.5.8.5 The participating team(s) shall be responsible for all medical and accident insurance for the participating team(s).

20.60.5.8.6 Domestic contracts or Regional Association schedules shall not be jeopardized by the international event in question.

20.60.6 FISU ELIGIBILITY RULES FOR ATHLETES
All competitors must satisfy the following conditions:

20.60.6.1 Be a Canadian citizen.

*Citizenship must be authorized by a valid Canadian passport.

20.60.6.2 Be at least 17 and less than 28 years of age as of January 1st in the year of the event.
For the sport of Basketball – be at least 17 and less than 25 years of age as of January 1st in the year of the event.

20.60.6.3 Be a student who is registered for and pursuing a full program of study leading towards a degree or diploma at a post-secondary institution.

Ex. Winter Universiade – full-time in either the September–December or the January–April semester

Summer Universiade – full-time in the semester either preceding, at the time of, or following the Universiade

World University Championships – full-time in the semester preceding, at the time of or in the semester following the championship

20.60.6.3.1 Status must be authorized by a document from the registrar of the institution.

20.60.6.3.2 Post-secondary institutions include community colleges, professional schools, technical schools, C.E.G.E.P., and universities, in Canada or outside of Canada.

or

20.60.6.4 Be a former student who has graduated from a post-secondary as a student in good standing, in the calendar year preceding the year of the event.

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

20.60.7 UNIVERSIADE - CANADIAN TEAM SELECTION PROCEDURES

20.60.7.1 Athletes, Coaches, Managers, Officials selection procedure

20.60.7.1.1 The general policy is ratified by the U SPORTS International Committee.

20.60.7.1.2 U SPORTS shall meet with each NSO participating in the Games, six (6) months to one (1) year in advance, to determine application of the policy to their respective sport. A letter of agreement will be signed between U SPORTS and the NSO. A report will be circulated to the International Committee.

20.60.7.1.3 Eligibility forms shall be distributed to all potential athletes three to six (3 – 6) months in advance, for return to the U SPORTS Office for review. NSO's are notified by the U SPORTS staff member responsible for International Programs of any potential athletes who do not meet the eligibility requirements.

NOTE: Individual meetings will occur between the National Sport Organizations participating in the Games and U SPORTS.

- 20.60.7.1.4 All teams members are required to pay a U SPORTS participation fee as determined by the U SPORTS International Committee and approved by the U SPORTS Board of Directors, a \$30 CAN FISU fee, as well as all other entry fees. In addition, Winter Universiade team members may also have a medical services fee.
- 20.60.7.1.5 A non-participating coach or team leader who will represent U SPORTS must accompany all teams participating in FISU events. In the event a coach or team leader is available, but cannot generate the necessary funding, it is acceptable to include these expenses in the athlete fees.

20.60.7.2 Mission Staff Selection Procedure

- 20.60.7.2.1 Positions available shall be advertised throughout U SPORTS membership approximately 18 months prior to the Games.
- 20.60.7.2.2 Chef(s) de Mission, and Mission Manager(s) (where applicable) applications shall be received and reviewed by a sub-committee of the International Committee. The sub-committee will recommend a slate to the International Committee, for submission to the U SPORTS Board of Directors for their approval.
- 20.60.7.2.3 If additional mission staff is required, applicants are solicited from U SPORTS membership to be reviewed by the Mission Staff for ratification by the U SPORTS International Committee.
- 20.60.7.2.4 Sport Canada may place one representative on the Mission (Summer Universiade only).
- 20.60.7.2.5 Mission staff for the Winter Universiade may be required to pay their airfare to attend the event.

20.60.7.3 Medical Staff Selection Procedure

- 20.60.7.3.1 Nominations are solicited from the NSO's and the professional membership of the "Medical Expert Group".
- 20.60.7.3.2 Preference is given to medical personnel associated with U SPORTS member institutions who meet the minimum requirements.
- 20.60.7.3.3 A Committee of the "Medical Expert Group", including the U SPORTS staff member responsible for International Programs Services, reviews the applications and submits a final list to the U SPORTS International Committee for ratification.
- 20.60.7.3.4 Medical staff for the Winter Universiade may be required to pay their airfare to attend the event.

20.60.7.4 Coaching Certification Standards

- 20.60.7.4.1 Full National Coaching Certification Program (NCCP) Level 3 certification, or the equivalent in the new NCCP to at least NCCP Competition-Development status, is required for all coaches representing Team Canada at the Summer and Winter Universiade, starting with the 2013 Winter Universiade.
- 20.60.7.4.2 Exemptions from Level 3 certification or Competition-Development qualifications are possible in exceptional cases as determined by the Manager, Sport and International Programs or the U SPORTS International Committee.
 - a) An exemption will be considered only if a coach has obtained full NCCP Level 2 certification or has Competition – Development In-Training status.
 - b) A coach may be granted a maximum of one exemption in his/her coaching career per sport.
 - c) An exemption may be granted on the premise that the coach plans to advance to full Level 3 or Competition-Development certification within two years.
 - d) Exemption requests must be officially submitted to U SPORTS at least 60 days prior to the start of the Universiade.

20.60.8 UNIVERSIADE - MISSION STAFF

20.60.8.1 Membership

20.60.8.1.1 Summer Universiade

Chef de Mission (from U SPORTS)
 2 U SPORTS staff member(s) responsible for International Programs Services
 4 Mission Managers (from U SPORTS) - Administration, Technical, Sports Information, Accreditation
 Interpreter
 1 Sport Canada Representative
 Sports Information Officers (as required, from U SPORTS)
 1 Videographer
 Chief Medical Officer
 Chief Therapist

Clinic Coordinator
 Doctors and Therapists (10-12 as required)
 Team Photographer (as required)

- 20.60.8.1.2 Winter Universiade
 Chef de Mission (from U SPORTS)
 2 U SPORTS staff member(s) responsible for International Programs
 Sport Information Manager (as required, from U SPORTS)
 1 Sport Canada Representative (as required and funded by Sport Canada)
 Chief Medical Officer
 Chief Therapist
 Doctor and Therapists (2-3 as required)

20.60.8.2 Responsibilities

- 20.60.8.2.1 To implement policies and procedures as established by the U SPORTS International Committee and Board of Directors.
- 20.60.8.2.2 To coordinate Canada's participation in the Universiade which includes, administration, operations, sports information, medical support, and technical support.
- 20.60.8.2.3 To coordinate and determine the planning schedule in conjunction with the International Committee, which includes meeting dates, deadlines for entries, departures etc.
- 20.60.8.2.4 To determine requirements for sport information officers, team photographer and medical personnel for the Canadian delegation and make recommendations to the U SPORTS International Committee.
- 20.60.8.2.5 To liaise with FISU and the Host Organizing Committee of the Universiade.
- 20.60.8.2.6 To liaise with the International Committee with regards to the development of Games specific policies and protocols.
- 20.60.8.2.7 To make policy recommendations regarding international matters to the U SPORTS International Committee for briefing of the Canadian representatives on FISU commissions.
- 20.60.8.2.8 To provide regular communication regarding Games activities and plans to the U SPORTS International Committee and U SPORTS Membership.

20.60.8.3 Selection Criteria for Chef de Mission and Mission Managers

- 20.60.8.3.1 Candidates for the positions of Chef and Mission Managers for the Canadian teams in both the Winter and Summer Universiade must have the endorsement of their university, and shall possess the best combination of the following:
- a) hold a senior position in university athletics, physical education, or other university department (preference will be given to U SPORTS or CCAA applicants) or be a U SPORTS, Regional Association or Sport Canada staff member
 - b) demonstrated administrative and leadership capability
 - c) experience on Games Missions or similar international or national events (NB. Previous Mission Staff experience is essential for the Chef de Mission position)

- d) knowledge of international sport structures, policies, protocol
- e) ability to work in both official languages. Knowledge of local host country language and culture is an asset.
- f) availability for the duration of the Universiade and all planning meetings prior to the Universiade
- g) Have the endorsement of their university or employer.

20.60.8.3.2 Candidates abilities shall also be assessed in relation to other members of the Mission Staff, to achieve a balance and blend of all abilities and talents.

20.60.8.3.3 The positions of Chef and Mission Managers are considered voluntary, there is no salary nor honorarium. Expenses, however, for participation as a member of the Mission may be covered by U SPORTS with Sport Canada assistance. Administrative support for the entire Mission is provided by the U SPORTS Office.

20.60.9 WORLD UNIVERSITY CHAMPIONSHIPS - CANADIAN TEAM SELECTION PROCEDURES

World University Championships are held in even years. Please refer to section 20.60.4.3 for a complete list of sports.

20.60.9.1 Athletes, Coaches, Managers, Officials selection procedure

20.60.9.1.1 The general policy is ratified by the U SPORTS International Committee.

20.60.9.1.2 U SPORTS shall meet with each NSO participating in a world championship, six (6) months to one (1) year in advance, to determine application of the policy to their respective sport. A letter of agreement will be signed between U SPORTS and the NSO. A report will be circulated to the International Committee. If the NSO declines, then U SPORTS members have the option to undertake alternative possibilities with the approval of the U SPORTS International Committee and Board of Directors.

20.60.9.1.3 In a sport where there is a recognized U SPORTS, every effort will be made to ensure the NSO and the Coaches Executive work in partnership to select a team.

20.60.9.1.4 Eligibility forms shall be distributed to all potential athletes three to six months in advance. They are to be signed first by their institution's Director of Athletics or equivalent, followed by the institution's registrar for return to the U SPORTS Office for review. Monitoring eligibility is the responsibility of the athletic department. NSO's or the coordinating body are notified by the U SPORTS staff member responsible for International Programs Services of any potential athletes who do not meet the eligibility requirements.

20.60.9.1.5 The events are completely self-funded. All teams members are required to pay a U SPORTS participation fee as determined by the U SPORTS International Committee and approved by the U SPORTS Board of Directors, and a \$30CAN FISU fee. All other team costs will be estimated on a cost recovery basis.

20.60.9.1.6 A non-participating coach or team leader who will represent U SPORTS must accompany all teams participating in FISU events. In the event a coach or team leader is available, but cannot generate the necessary funding, it is acceptable to include these expenses in the athlete fees.

- 20.60.9.1.7 In the event the Championship requires teams to provide an International official(s), all costs for the official or the equivalent FISU penalty fee is the responsibility of the participating team.
- 20.60.9.1.8 In some instances, U SPORTS may provide a Head of Delegation from the U SPORTS staff. Priority will be given to recognized sports of U SPORTS, or those sports that enhance the International Strategy.

Policies and Procedures

20 – Programs

POLICY NUMBER:	20.70
Name:	Financial Obligations of Bidding Committees and Hosts of U SPORTS Properties
Origin:	Finance Committee
Approved:	January 2002
Approval Process	CEO
Revision Date(s)	June 2002, November 2003, June 2005, June 2007, June 2008, June 2014, June 2015, August 2017, August 2018

20.70.1 GENERAL

20.70.1.1 The U SPORTS Committees shall recommend to the CEO the fee(s) related to hosting events over which U SPORTS has jurisdiction. These fees include, but are not limited to, application fees, bidding fees, hosting fees and default fees.

20.70.2 INTERNATIONAL

20.70.2.1 Application Fee

20.70.2.1.1 General

The Application fee is payable by the bidding committee at the time it submits the bid to U SPORTS.

20.70.2.1.2 World University Championships

20.70.2.1.2.1 \$1000 (non-refundable).

20.70.2.1.2.2 The actual expenses of the U SPORTS Selection Committee members incurred during their fulfillment of the obligations related to bid approval.

20.70.2.1.3 Universiades

20.70.2.1.3.1 \$7500 (non-refundable).

20.70.2.1.3.2 The actual expenses of U SPORTS staff/Board/Committee members incurred during their fulfillment of the obligations related to the bid, up until the attribution of the Championship by FISU.

20.70.2.2 Bid Fee

20.70.2.2.1 General

The Bid Fee is payable by the bidding committee upon acceptance of the bid by U SPORTS, and is payable regardless of whether FISU awards the bid to the bidding committee.

The Bid Fee will offset U SPORTS financial and human resources committed to the Bid Committee from the time of application, up until the acceptance or rejection of the Bid by FISU.

20.70.2.2.2 World University Championships

20.70.2.2.2.1 \$1000 (non-refundable).

20.70.2.2.2.2 The actual expenses of one appointed U SPORTS representative, incurred during their fulfillment of the obligations related to the bid, up until the attribution of the Championship by FISU.

20.70.2.2.3 Universiades

20.70.2.2.3.1 \$10,000 (non-refundable).

20.70.2.2.3.2 The actual expenses of U SPORTS staff/Committee members incurred during their fulfillment of the obligations related to the bid, up until the attribution of the Championship by FISU.

20.70.2.3 Hosting Fee

20.70.2.3.1 General

The Hosting Fee is payable by the bidding/organizing committee once the bid has been accepted by FISU.

The Hosting Fee will offset U SPORTS financial and human resources committed to the Organizing Committee from the date the Games are attributed by FISU until the same date the year after the event.

20.70.2.3.2 World University Championships

20.70.2.3.2.1 \$5,000

20.70.2.3.2.2 The actual expenses of one appointed U SPORTS representative, incurred during their fulfillment of the obligations related to the Championship.

20.70.2.3.3 Universiades

20.70.2.3.3.1 An amount of money each year beginning with \$25,000 and increasing by 3% every year, from the date the Games are attributed by FISU until the same date the year after the event (A payment schedule will be determined with the OC following U SPORTS's acceptance of the bid).

20.70.2.3.3.2 The OC agrees to reduce Canadian team Fees, as determined by FISU, by 50%, and the equivalent cash amount will be provided to U SPORTS as well as a rights fee of \$100,000. These fees would assist with the costs of U SPORTS student-athletes attending the event.

20.70.2.3.3.3 25% of the annual yield of the Game's legacy fund according to the multi-party agreement.

20.70.2.3.3.4 The actual expenses of three (3) appointed U SPORTS representatives, incurred during their fulfillment of the obligations related to the Games. These members will be appointed by U SPORTS in agreement with the OC and must not represent a conflict of interest.

20.70.3 DOMESTIC

20.70.3.1 Application Fee20.70.3.2 Bidding Fee20.70.3.3 Hosting Rights Fee

20.70.3.3.1 General

The amounts of rights fees, per championship, are listed in Policy 20.70.3.3.2. The following factors were taken into consideration when determining these rights fees:

- a) The value of the National Championship on the market.
- b) A portion of the rights fee collected will be used to assist Members with travel costs to National Championships
- c) Rights fee levels should allow championship hosting to be accessible to Members across the country.

20.70.3.3.2 National Championships

20.70.3.3.2.1	W. Rugby	\$2,200
20.70.3.3.2.2	M. Soccer	5,500
20.70.3.3.2.3	W. Soccer	5,500
20.70.3.3.2.4	Cross Country	2,200
20.70.3.3.2.5	Football – Semi-Final	15,000
20.70.3.3.2.6	Swimming	5,500
20.70.3.3.2.7	Wrestling	2,200
20.70.3.3.2.8	W. Ice Hockey	10,000
20.70.3.3.2.9	M. Ice Hockey	75,000
20.70.3.3.2.10	Field Hockey	1,250
20.70.3.3.2.11	W. Volleyball	22,000
20.70.3.3.2.12	M. Volleyball	22,000
20.70.3.3.2.13	Track	5,500
20.70.3.3.2.14	M. Basketball	75,000
20.70.3.3.2.15	W. Basketball	22,000

20.70.3.4 Default Fee

20.70.3.4.1 General

A default fee will be assessed in the case of a National Championship Host being unable to host a National Championship after the bid has been awarded and the contract has been signed. The default fee will be used to lessen the resulting financial impact on the Travel Pool, as well as to cover the costs of soliciting a replacement host for a National Championship.

20.70.3.4.2 Procedure

The host in default will be obligated to pay the following amount:

- 20.70.3.4.2.1 Default between two and three years of hosting the National Championship: 10 % of guarantee.

- 20.70.3.4.2.2 Default within one and two years of hosting the National Championships: 25% of guarantee.
- 20.70.3.4.2.3 Default within 0-1 year of hosting the National Championship: 50% of the guarantee.
- 20.70.3.4.2.4 The amounts are maximums and the default fee may be less depending on the level of guarantees offered by a replacement host, if any. A defaulting host would only be assessed a default fee which, added to the replacement host's guarantee offer, equaled the original guarantee amount.

Example: If a Member agrees to a guarantee of \$130,000, and defaults during 0-1 years before the event, according to the formula, they would be required to pay U SPORTS \$65,000. However, if a replacement host offers \$100,000, then the defaulting host would have to pay only \$30,000 in order to restore the guarantee to the original \$130,000.

20.70.3.4.3 Exceptions

The default fee would not be assessed if:

- a) The Member could not host due to extenuating circumstances (i.e. facility problems, environmental catastrophes). The CEO will decide whether the reason qualifies as extenuating circumstances.
- b) If the National Championship was re-assigned to a different host at full guarantee level, or another member offered to host at the full guarantee level.

Policies and Procedures 20 – Programs

POLICY NUMBER:	20.80
Name:	U SPORTS Playing Regulations
Origin:	Sport Committee
Approved:	June 2002
Approval Process:	CEO/Board of Directors
Revision Date(s):	June 2004, June 2007, August 2017, August 2018

20.80.1 U SPORTS PLAYING REGULATIONS

The U SPORTS Playing Regulations are updated, published and duly circulated on an annual basis. All proposed changes to sport specific Playing Regulations must initially be reviewed by the appropriate U SPORTS Sport Technical Sub-Committee who will forward the proposed changes to the U SPORTS Sport Committee to review and make its recommendation to the CEO or Board of Directors, as applicable.

20.80.2 NOTWITHSTANDING POLICY

Notwithstanding the rules contained in the Playing Regulations, there may arise from time to time exceptional circumstances that justify modifying a rule or regulation for a single event or championship. Exceptional circumstances is defined as a single or series of events, beyond the control of the individual(s) in question, which affect the ability of the individual(s)/institution to abide by the rule or regulation. The modification of a U SPORTS rule or playing regulation shall only be effective if:

- (a) The member requesting consideration of the notwithstanding clause submits in writing to the U SPORTS Manager, Sport Technical and National Championships (if unavailable, the Chief Executive Officer) the exceptional circumstances that justify modifying a rule or regulation for the event or championship in question;
- (b) The U SPORTS Manager, Sport Technical and National Championships (if unavailable, the Chief Executive Officer), the Chair of Sport Committee (or, due to conflict of interest or unavailability, his or her designate) and the President of the Coaches Executive (or, due to conflict of interest or unavailability, his or her designate) meet via conference call and determine in the exercise of their discretion, that exceptional circumstances, in fact, exist and that the exceptional circumstance warrants polling all participating institutions;
- (c) A minimum of $\frac{3}{4}$ of the participating institutions at the event in question (1 per institution) agree with the proposed modification.

The modification and variance shall apply only for the championship in question, and shall be final and binding.

20.80.3 NON-COMPLIANCE POLICY

20.80.3.1 General

U SPORTS does not wish to prevent duly qualified student-athletes or Members from participating at U SPORTS championships once they are at the national championship site. The non-compliance policy addresses student-athletes and/or Members who are in contravention of a published U SPORTS playing regulation, the contravention of which does not place student-athletes at risk, or does not inhibit the delivery of the competition. For example, a lack of safety equipment would not be exempt from compliance, as it would put the student-athlete at risk. A student-athlete with no jersey number would not be exempt, as it would inhibit the officials' ability to perform their duties.

20.80.3.2 Sanctions – Technical Rule Violations:

When a student-athlete and/or Member is found in contravention of a playing regulation or championship policy, the contravention of which does not place student-athletes at risk, or does not inhibit the delivery of the competition, the following penalties may be imposed to the Member in question:

- a) First offense:
 - (i) A fine equivalent to the costs which would have been incurred by the institution to ensure compliance, in any case, no less than \$1,000.
 - (ii) On probation for two years (sport specific).
- b) Second offense:
 - (i) A fine equivalent to the costs which would have been incurred by the institution to ensure compliance, in any case, no less than \$5,000.
 - (ii) The matter will be forwarded to the Discipline Committee for review.

Note: The above is a cumulative process.

20.80.3.3 Sanctions – U SPORTS Broadcasting and/or Sponsorship Violations:

When a student-athlete, coach and/or Member is found in contravention of a playing regulation or championship policy associated with a televised broadcast or servicing of a U SPORTS national sponsor, the Member will be subject to the U SPORTS Discipline Policy 90.30.

20.80.4 Championship Schedule Modification due to Television Broadcast Times

In the event there is a request to vary the start time of a game that is being broadcast on TV from the schedule published in the U SPORTS policies/procedures*, the Chief Sport Officer and CEO, working in consultation with the applicable U SPORTS Committees, will determine if a change can be accommodated.

Consideration will be given to the championship schedule, the host's advertising plan, with efforts to ensure an environment to allow student-athletes to compete at their optimum levels (i.e.: recovery times). The following guidelines will be considered:

- Games times cannot be scheduled if adequate recovery time for the student-athletes has been jeopardized. There must be a minimum of 14 hours recovery/rest time between games on the championship side of the draw (this does not include overtime).
- Priority shall be given to the scheduling of the gold medal game followed by the bronze medal game.
- Scheduling of the consolation final cannot interfere with the scheduling of the medal games. The consolation final will not be played if there is less than 14 hours of recovery time or if it must be scheduled earlier than 10:00 am (local).