

Policies and Procedures

10 – Membership

Policy Number:	10.10
Name:	Membership
Origin:	Finance & Administration Services
Approved:	June 2002
Approval Process:	Board of Directors
Revision Date(s):	June 2002, 2003, 2009, June 2010, June 2011, June 2012, June 2014, June 2015, August 2017

10.10.1 APPLICATION AND PROBATIONARY STATUS

- 10.10.1.1 Prospective new Members must submit their membership application documentation and \$5,000 non-refundable application fee to U SPORTS by December 31st (See 10.10.3 for Application Form).
- 10.10.1.2 Following receipt and review of the application, a site visitation of prospective Members will occur between January and May. Prospective Members are responsible for the associated costs for a site visit by a U SPORTS board and staff member.
- 10.10.1.3 Following the site visit, a recommendation to approve, defer, or reject the application shall be prepared for the membership by the U SPORTS Board.
- 10.10.1.4 The membership application will be considered at the **Annual Meeting** in June, and must receive two-thirds majority of the votes cast.
- 10.10.1.5 Once accepted as a Member, a fifty thousand dollar (\$50,000) entrance fee is to be paid to U SPORTS.
- 10.10.1.6 Membership is on a probationary basis for a period of time equivalent to the probationary period in the Regional Association to which the probationary member belongs or for a two year period, whichever is longer. This period will be used to confirm that the institution demonstrates the commitment to athletics that is required for new Members, and that the institution conforms to the values and ethics of U SPORTS.
- 10.10.1.7 If a U SPORTS member is on probation or put on probation in the Regional Association they belong to, U SPORTS will respect that membership status and follow suit, so that the U SPORTS membership status is in lock-step with the RA member status.
- 10.10.1.8 Probationary members cannot vote on U SPORTS matters.
- 10.10.1.9 Probationary members cannot hold office or bid to host a U SPORTS Championship.
- 10.10.1.10 The U SPORTS Board will review the probationary membership following the one-year anniversary mark and provide feedback to the new member.

10.10.1.11 At the two year anniversary the U SPORTS Board may submit a motion to the U SPORTS membership recommending that the probationary status be lifted, extended, or that membership be terminated. This motion must be passed by two-thirds of the votes cast at the **Annual Meeting**.

10.10.2 CONDITIONS OF MEMBERSHIP

The institution applying to become a U SPORTS Member must meet the following conditions and provide the following information:

10.10.2.1 Applicants must be a Member of a U SPORTS Regional Association, and the application for U SPORTS Membership must be endorsed in writing by the Regional Association.

10.10.2.2 A letter from the institution’s President indicating that the institution supports the application and understands the requirements and commitment to athletics and academics associated with Membership in U SPORTS.

10.10.2.3 Written documentation of the following processes and forms:

- 10.10.2.3.1 Tracking the academic performances of student-athletes.
- 10.10.2.3.2 Monitoring eligibility of student-athletes.
- 10.10.2.3.3 Monitoring and administering financial assistance to student-athletes.
- 10.10.2.3.4 Proposed budget for Athletic Financial Awards including sources and terms and conditions.
- 10.10.2.3.5 Code of conduct that would apply to coaches and student-athletes. (This could be in the form of an institution’s overall policy, a union collective agreement, an Athletics Department Code, or other related coverage).
- 10.10.2.3.6 Event management policy and procedures.
- 10.10.2.3.7 Marketing plan.
- 10.10.2.3.8 A complete budget detailing all sources of revenues and proposed expenditures for the program.

10.10.2.4 New members must declare at least two male and two female U SPORTS sports one of which must be a team sport. In the third year and beyond, new U SPORTS Members must declare at least two male and two female U SPORTS sports including one male and one female team sport.

By 2014-15, current U SPORTS members (members as of 2010-11) must declare at least two male and two female U SPORTS sports including one male and one female team sport.

The following minimum participant numbers apply for sport declaration in cross country, swimming, track and field and wrestling:

Cross Country:	Men – 5	Women- 5	Swimming:	Men – 9	Women – 9
Track & Field:	Men – 12	Women – 12	Wrestling:	Men – 5	Women – 4

These minimums are required before an institution can use that particular sport as part of their membership declaration. This does not prevent institutions from sending fewer athletes to a Regional Association or U SPORTS championship, but, in that case, the member will not have met the declaration requirement for that sport.

U SPORTS members who do not comply by 2014-15 would be declared “affiliate members” and not be eligible to vote, hold office or host a U SPORTS Championship.

- 10.10.2.5 Demonstrated competitiveness with U SPORTS opponents (provide records against such opponents), and/or a plan to become competitive within a six (6) year window.
- 10.10.2.6 Demonstrated campus and community support for the athletic program (e.g. event attendance figures, media support, sponsorship support, etc.).
- 10.10.2.7 Demonstrated evidence of a commitment towards gender equity (e.g. budgets, coaching salaries, financial aid to student-athletes, current equity policy, etc.).
- 10.10.2.8 Demonstrated evidence of commitment towards paid professional personnel (certified coaches, administrators, marketing, event managers, sports information, athletic therapists, etc.).
- 10.10.2.9 Demonstrated capability in sport information management and communication.
- 10.10.2.10 Demonstrated availability of qualified technical officials.
- 10.10.2.11 Demonstrated availability of suitable facilities to host U SPORTS events (technically sound, safe, well-lit, suitable spectator seating).
- 10.10.2.12 U SPORTS members are not permitted to play in the NCAA in sports that are offered by U SPORTS. (Note: this refers to membership and not to exhibition or non-conference play between U SPORTS and NCAA teams).
- 10.10.2.13 U SPORTS members are not permitted to play in the NAIA in sports that are offered by U SPORTS, unless they also compete in that sport within U SPORTS. (Note: this refers to membership and not to exhibition or non-conference play between U SPORTS and NAIA teams).

10.10.3 APPLICATION FOR STATUS AS A MEMBER OF U SPORTS.

Name of University

Address

Phone #

Fax #

Web Site Address

Director of Athletics

Phone Number

E-mail

Please list the U SPORTS sports offered at your institution, specify men's or women's sport.

Director of Athletics Signature

Date

Please attach all documents, plans, forms and letters as required, attach a cheque for \$5,000 (five thousand) and remit to the address below by December 31st.

U SPORTS
45 Vogell Road, Suite 701
Richmond Hill, ON L4B 3P6
ATT: CEO

Policies and Procedures 10 – Membership

Policy Number:	10.20
Name:	Membership: Declaration
Origin:	Finance & Administration Services
Approved:	June 2002
Approval Process:	Board of Directors
Revision Date(s):	June 2002, September 2002, November 2002, June 2013, June 2014, June 2015, August 2017

10.20.1 DECLARATION OF PARTICIPATION

10.20.1.1 Format

Each Member must submit to U SPORTS a “Declaration of Participation” in a form prescribed by U SPORTS (which may be an online form) to affirm the Member’s commitment to proceed to National Championship playoffs in each sport that the Member participates.

10.20.1.2 Timelines

“Declarations of Participation” are due to be submitted by **June 15th**.

10.20.1.3 Changes

10.20.1.3.1 Change fee

After **July 1st** a change fee of \$100 will be assessed for each addition/deletion of a sport.

10.20.1.3.2 Deadline for Additions/Deletions of sports

Football (M), Soccer (M&F), Field Hockey (F), Cross Country (M&F), Rugby (F)	October 1
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Basketball (M&F), Ice Hockey (M&F), Volleyball (M&F)	November 1
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Swimming (M&F), Wrestling (M&F)	December 1
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Indoor Track and Field (M&F), Curling (M&F)	January 21
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Policies and Procedures

10 – Membership

Policy Number:	10.30
Name:	Membership: Fees
Origin:	Board of Directors
Approved:	June 2002
Approval Process:	Board of Directors
Revision Date(s):	August 2015, August 2017

10.30.1 MEMBER FEES

Each U SPORTS Member is required to pay a Basic Fee, and, for each sport recognized by U SPORTS in which the Member participates (i.e. each sport listed on the Member's "Declaration of Participation" form), a Sport Participation Fee, a Travel Pool Fee, a Coaches Association/Sport Technical Sub-Committee Fee, and an Electronic Branding Fee.

10.30.1.1 Basic Fee

2017-2018: \$12,600

10.30.1.2 Sport Specific Participation Fee

The Sport Specific Participation Fee is calculated by dividing U SPORTS' total costs specific to a sport/championship by the number of U SPORTS Members participating in that sport. A Member who has declared participation in a sport must pay the Sport Specific Participation Fee for that sport.

Sport Specific Participation Fees for 2017-2018 are as follows:

Basketball (M)	\$578.60
Basketball (W)	\$631.40
Cross Country (M)	\$224.40
Cross Country (W)	\$224.40
Curling (M)	\$128.70
Curling (W)	\$128.70
Field Hockey	\$991.10
Football	\$2,358.40
Ice Hockey (M)	\$750.20
Ice Hockey (W)	\$701.80
Rugby (W)	\$680.90
Soccer (M)	\$558.80
Soccer (W)	\$453.20
Swimming (M)	\$629.20
Swimming (W)	\$629.20
Track & Field (M)	\$577.50
Track & Field (W)	\$577.50
Volleyball (M)	\$861.30
Volleyball (W)	\$589.60
Wrestling (M)	\$465.30
Wrestling (W)	\$465.30

10.30.1.3 Travel Pool Fee

The Travel Pool Fee is calculated by dividing 10% of the worst case scenario travel costs to the National Championship in a sport, by the number of U SPORTS Members participating in that sport. A Member who has declared participation in a sport must pay the Travel Pool Fee for that sport.

Travel Pool Fees for 2017-2018 are:

Basketball (M)	\$137.50
Basketball (W)	\$137.50
Cross Country (M)	\$126.50
Cross Country (W)	\$126.50
Curling (M)	\$0
Curling (W)	\$0
Field Hockey	\$0
Football	\$456.50
Ice Hockey (M)	\$308.00
Ice Hockey (W)	\$326.70
Rugby (W)	\$356.40
Soccer (M)	\$198.00
Soccer (W)	\$182.60
Swimming (M)	\$432.30
Swimming (W)	\$418.00
Track & Field (M)	\$408.10
Track & Field (W)	\$408.10
Volleyball (M)	\$215.60
Volleyball (W)	\$170.50
Wrestling (M)	\$0
Wrestling (W)	\$0

10.30.1.4 Coaching and Sport Excellence Fees

Each coaches group may charge fees not exceeding \$100.00 per Member. A Member who has declared participation in a sport must pay the fee for that sport. Fees for 2017-2018 are as follows:

Basketball (M)	\$100
Basketball (W)	\$100
Cross Country	\$100
Curling	\$0
Field Hockey	\$75
Football	\$100
Ice Hockey (M)	\$100
Ice Hockey (W)	\$100
Rugby (W)	\$100
Soccer (M)	\$100
Soccer (W)	\$75
Swimming	\$50
Track & Field	\$100
Volleyball (M)	\$100
Volleyball (W)	\$100
Wrestling	\$50

10.30.2 ELECTRONIC BRANDING FEE

The Electronic Branding Fee is determined on a per-sport basis by the Board of Directors annually. A Member must pay the Electronic Branding Fee for each sport for which it has declared participation. The Electronic Branding Fee for 2017-2018 is \$55 per sport.

10.30.3 TIMELINES

Member Fees will be invoiced upon the submission of a Member's Declaration of Participation (due by **June 15th**) and payment in full is due to U SPORTS by **July 1st**.

Policies and Procedures 10 – Membership

Policy Number:	10.40
Name:	Regional Associations
Origin:	Board of Directors
Approved:	June 2002
Approval Process:	Board of Directors
Revision Date(s):	August 2017

10.40.1 DEFINITIONS

10.40.1.1 Regional Association

“Regional Associations” are regional interuniversity athletic associations, located within Canada, which have been granted the status of U SPORTS Regional Associations in accordance with U SPORTS Policies and Procedures. One role of the Regional Association is to provide representatives to the Board and Committees of U SPORTS for the Governance of U SPORTS. Regional Associations will have a minimum of eight (8) U SPORTS Members. A Regional Association may organize its participants into one or more Sport Conferences. Regional Associations will determine the structure of each Sport Conference. A Sport Conference will normally have at least four members and may be comprised of one or more Divisions. Regional Associations shall ensure that their constitutions, By-laws, rules, regulations and activities are consistent with the Constitution, By-laws, rules and regulations of U SPORTS.

10.40.1.2 New Regional Associations

“A New Regional Association” is a union of post-secondary degree-granting institutions of learning which have left an existing U SPORTS Regional Association(s) and have formed a new regional interuniversity athletic association that increases the number of regional interuniversity athletic associations in Canada. A New Regional Association must provide one year’s notice before applying for status as a U SPORTS Regional Association to allow U SPORTS to prepare for its full integration into U SPORTS Championship formats. A New Regional Association must complete a one year "phase in" period after being granted the status of U SPORTS Regional Association, before it is eligible to assume seats on those Committees which are constituted by U SPORTS Regional Association representation. Representation on the U SPORTS Board of Directors would follow immediately upon status being granted.

10.40.2 APPLICATION FOR STATUS AS A REGIONAL ASSOCIATION

10.40.2.1 Format

A new regional interuniversity athletic association must provide notice and application in writing to the CEO of U SPORTS. The application shall be considered at the Annual Meeting of U SPORTS.

10.40.2.2 Timelines

Notice must be provided one year in advance of application for status as a U SPORTS Regional Association to allow U SPORTS to prepare for its full integration into U SPORTS Championship formats.

Application must be received at the U SPORTS office after Regional Association Meetings, prior to the U SPORTS Annual Meeting at which the application is to be considered.

10.40.2.3 Conditions

Upon being granted status as a Regional Association, each Member in the Regional Association must:

- a) pay to U SPORTS a non-refundable Initiation Fee of \$2,500.
- b) complete a one year "phase in" period after being granted the status of U SPORTS Regional Association before it is eligible to assume seats on those Committees which are constituted by U SPORTS Regional Association representation. Representation on the Board of Directors would follow immediately upon status being granted.

10.40.3 WITHDRAWAL OF MEMBERSHIP

10.40.3.1 Member institutions in a Regional Association which is withdrawing from a sport or sports in U SPORTS competition will be required, as a condition of Membership, to file at an Annual Meeting at least one full year's notice of intent. Failure to comply will result in the assessment of the Member institution concerned, on a pro-rated basis, of all fees and expenses identified as being that Regional Association's share of the expenditures of those National Championships in which they were expected to participate and, in fact, did not do so.