

**Policies and Procedures
80 – Administration**

Policy Number: 80.50
Name: Bilingualism Policy
Origin: Board of Directors
Approved: June 2002
Approval Process: Board of Directors
Revision Date(s): February 2005, 2010, June 2015, August 2017

80.50.1 STATEMENT OF POLICY

The official languages of U SPORTS shall be English and French.

In the application of its bilingualism policy, U SPORTS strives to meet the Treasury Board guidelines on official languages.

80.50.2 PROCEDURES

80.50.2.1 U SPORTS will make announcements to the public concerning the activity of the organization in both official languages

80.50.2.2 U SPORTS will actively offer services and documents to its Members and members of the public in both official languages:

- a) Publications, Web sites and all written material directly related to the core activities of U SPORTS will be provided in both official languages;
- b) Motions and summaries of the minutes of the **Members**, the Board, the Sport Committee and of the Eligibility Committee will be provided in both official languages;
- c) Correspondence dealing with policy issues, programs, eligibility or correspondence sent only to a francophone Member will be provided in both official languages;
- d) One member of the Discipline or Appeals Committee named shall be fluently bilingual when the issue at cause is with a francophone Member.
- e) One member of the senior staff of U SPORTS shall be bilingual.
- f) The posting of translated teasers on the English website, which link to a story in French on the French website, and vice versa, will be piloted.

80.50.2.3 U SPORTS will encourage members of both official language communities to participate in the activities, projects, programs, events and meetings of the organization.

80.50.2.4 U SPORTS will organize activities, projects, programs, events and meetings, when appropriate, in such a manner as to meet the needs of the two linguistic communities

80.50.2.5 The application of policies 80.50.2.3 and 80.50.2.4 will extend to, but are not limited to:

- U SPORTS National Championships
- World University Games
- World University Championships

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80.50.2.6 The English language text will be used in case of a dispute of interpretation.

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Policy Number: 80.60
Name: U SPORTS Crisis Management Policy
Origin: Board of Directors
Approved: June 2003
Approval Process: Board of Directors
Revision Date(s): June 2003, June 2015, August 2017

80.60.1 PREAMBLE

Sport organizations are often confronted with scandals, emergencies, high visibility controversies and crises. Crises are inevitable and recurring. The enormous complexity of today's organizations and global environment is one of the biggest contributing causes to crises, and despite best efforts and intentions, there is no way to avoid crises altogether.

The repercussions and impact of crises in sports may be manifested across a series of stakeholders. To avert mismanagement of crises and its consequences, U SPORTS will endeavour to predict, prevent and understand crisis situations, and sharpen our skills at predicting and preventing such situations.

80.60.2 CRISIS MANAGEMENT TEAM

The formation of a crisis management team (CMT) is an important activity. The purpose is to provide a centralized power structure that can make and implement decisions rapidly in the midst of a crisis. The CMT's goal is to exercise stewardship and social responsibility to U SPORTS stakeholders, and get the organization back to business as usual, as soon as possible. U SPORTS recognizes that extraordinary times call for extraordinary measures, and the CMT is empowered to spend money which has not been budgeted for in a budget line item.

80.60.2.1 Membership

The Crisis Management Team **will be composed of the Officers of U SPORTS as described in the Bylaws (the Chair, Secretary, Treasurer and CEO)** who are empowered to make and implement decisions rapidly in the midst of a crisis. **The CEO is a non-voting member of the Committee.**

80.60.2.2 Responsibilities

- a) Contact the other organizations/stakeholders involved.
- b) Ensure consistency and coordinate the response of key players.
- c) Draft up plans to deal with a sampling of crises including: (i) principles/philosophy (ii) action plans, (iii) communication plans, (iv) fire drills, and (v) establishing essential relationships.
- d) Ensure that the following supplies are stored in an off-site location: cheques, letterhead, envelopes, address stickers of all U SPORTS members, U SPORTS directories, media directories, and back-up of the data base system and e-mail list serves.

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- e) Include crisis management detection as part of Board agendas on a periodic basis.
- f) Incorporate crisis management activities into U SPORTS' plans and priorities.
- g) Incorporate crisis management activities into the CEO's job description.
- h) Collect cell and home phone numbers of the staff, board, Athletic Directors and Regional Association contacts.
- i) Provide a toll free number which can be readily activated.
- j) Ensure that U SPORTS insurance coverage is adequate.
- k) Ensure that the members of the crisis management team are all equipped with cell phones.
- l) Review the U SPORTS Championship Bid Books and Hosting Contracts and add risk management plans and protocols prior to the championship.
- m) Identify individuals with expertise around the content areas of potential crises (i.e. doping, harassment) and ensure these individuals are approached in advance of a crisis to have them on call in the event of a crisis.
- n) Share the U SPORTS crisis plan with Regional Associations to inform them of U SPORTS plans and to possibly coordinate a similar type coordinated approach at the regional level.

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Policy Number: 80.70
Name: **Procedures for the Amendment and Repeal of U SPORTS Policies and Procedures**
Origin: **General Assembly**
Approved: **June 2002**
Approval Process: **Board of Directors**
Revision Date(s): **June 2004, June 2015, August 2017**

- 80.70.1 PROCEDURES
U SPORTS Policies and Procedures may be amended in accordance with the following procedures:
- 80.70.1.1 Policies and Procedures requiring approval by the U SPORTS Board
Subject to Policy 80.70.1.3, approval of the Board of Directors is required to amend:
- a) Playing Regulations with material financial impact;
 - b) Standing Committee Terms of Reference;
 - c) Operating Committee Terms of Reference;
 - d) Policies relating to Eligibility;
 - e) Policies relating to Athletic Financial Awards; and
 - f) Sport Canada/SFAF-mandated Policies.
- 80.70.1.2 Policies and Procedures requiring approval by U SPORTS CEO
Subject to Policy 80.70.1.3, approval of the CEO is required to amend all U SPORTS Policies and Procedures other than those listed in Policy 80.70.1.1.
- 80.70.2.3 The U SPORTS office may, without further approval, make such amendments or revisions to U SPORTS Policies and Procedures as may be necessary to correct editorial errors, update automatic items, or otherwise render them current and consistent with the intents and purposes of those Policies and Procedures and with other Board- or Membership-approved actions.

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Policy Number: 80.80
Name: Equity Policy
Origin: Equity Committee
Approved:
Approval Process: Equity Committee to CEO and Board of Directors
Revision Date(s): June 1999, June 2001, June 2004, June 2015, August 2017

80.80.1 STATEMENT OF POLICY
U SPORTS accepts the principles of equity and equality and will ensure that these principles are adhered to in all its activities.

80.80.2 DEFINITIONS

80.80.2.1 Equity

Equity refers to treatment that is fair and just. This definition of equity includes gender, race, ethnicity, language, disability, income and other diversities.

80.80.2.2 Equality

Equality means that all persons enjoy the same status regardless of gender, race, ethnicity, language, disability, income and other diversities. It means that all persons have equal conditions for realizing their full rights and potential and to benefit from the results.

80.80.3 GOALS

80.80.3.1 That U SPORTS be sensitive to and seek out opportunities for gender balance when identifying members for committees to reach an objective of no less than 40% representation of any one gender.

80.80.3.2 That U SPORTS increase the marketability and profile of women's programs and ensure financial resources are available for this purpose.

80.80.3.3 That U SPORTS ensure there is gender and geographical balance in the ratio of support personnel to match the athlete participation ratio for U SPORTS sanctioned international events.

80.80.3.4 That U SPORTS promote member institutions to assume a leadership role in their local and regional communities to encourage young women to pursue sport as a career option.

80.80.3.5 That U SPORTS continue to participate in and lead the development and perpetuation of women in coaching initiatives at the post-secondary level.

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- 80.80.3.6 That U SPORTS use equity as a basic principle when considering developing any type of partnerships with other agencies or organizations.
- 80.80.3.7 That U SPORTS ensure all persons are portrayed in an equitable way in all promotional materials and communications.
- 80.80.3.8 That U SPORTS safeguard the rights of its members and its employees to equal treatment without unlawful discrimination or harassment.
- 80.80.3.9 That U SPORTS promote gender equity in the implementation of U SPORTS awards policy.
- 80.80.3.10 That U SPORTS maintain a balance in the competitive opportunities available to both genders the national level.
- 80.80.3.11 That U SPORTS ensure that the bilingualism policy is adhered to at all events, functions, and meetings and in all publications.
- 80.80.3.12 That U SPORTS be sensitive to cultural diversity when scheduling all events, functions and meetings.

80.80.4 POSITION FOR MALE AND FEMALE PARTICIPATION IN CANADIAN UNIVERSITY SPORT

80.80.4.1 Preamble

U SPORTS conducts interuniversity competition in various sports. Unlike intramural competition, which is primarily for entertainment, recreation and exercise, U SPORTS sport builds individual and team skills to an elite level and provides high performance competition.

U SPORTS encourages interuniversity competition in as many sports as are consistent with the resources available to the various member institutions and to U SPORTS, ever mindful of the principle that academics must always take precedence over athletics.

There are physical differences between males and females where, generally, males who compete in sport at the interuniversity level are stronger, taller, heavier and faster than their female counterparts. Although there are notable exceptions, this observation is generally correct.

U SPORTS is designed to encourage participation by as many males and females as can be accommodated.

Generally there are more participation opportunities for males than females, in particular at the higher or elite competitive level. As well, there is a lack of opportunities for women to become more actively engaged in coaching, officiating, administrative or other paid or volunteer leadership opportunities.

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All institutions should have a policy that allocates resources in a given sport on a relatively equal basis between all-male and all-female programs.

80.80.4.2 Policy Statement

80.80.4.2.1 That if a varsity sport activity is available at a member institution to both males and females, the males are provided an opportunity to compete for a position on the men's team only and the females are provided an opportunity to compete for a position on the female team only.

80.80.4.2.2 That if a varsity sport activity is not available for a female student-athlete, she is provided an opportunity to compete for a position on the men's team, however, it is preferred that the female be provided with an opportunity to compete for a position on a female team.

80.80.4.2.3 That if a varsity sport activity is not available for a male student-athlete, he is not provided an opportunity to compete for a position on the female team.

80.80.4.2.4 In recognition of the ever-changing environment within which it operates and the often unique nature and circumstances of both its member institutions and participants, U SPORTS will consider any requests from Member Institutions to waive the above Policy on a case by case basis. Each request must be submitted to the U SPORTS Board of Directors, through the **Chair**, and detail the rationale for the request.

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Policy Number:	80.90
Name:	Gifting
Origin:	Board of Directors
Approved:	April 2007
Approval Process:	Board of Directors
Revision Date(s):	June 2015, August 2017

- 80.90.1 PRINCIPLE
U SPORTS follows the practice of placing orders and awarding contracts based on service, price and quality. Vendors are given equal consideration and transactions are judged on their own merits, without the presence of personal offerings by an outside party. This practice promotes and fosters fair, ethical and legal trade practices.
- 80.90.2 GUIDELINES
The policy guidelines for employees who are offered a gift in kind, a cash gratuity, a prize or other type of personal benefit by a supplier, or by an organizer of a meeting or event, are as follows:
- 80.90.2.1 Cash gratuities shall not be accepted. Should a company wish to direct monies to U SPORTS, then such monies should be payable to U SPORTS.
- 80.90.2.2 Gifts in kind shall be declined (other than small mementos, a modest amount of clothing merchandise given as a token courtesy and tickets to local events - up to a maximum of \$100 per gift) unless approved by the **Chief Executive Officer**, and in turn reported to the U SPORTS executive committee. If in any one year, the cumulative amount of gifts under \$100 exceeds \$1,000 it shall be declared to the **CEO**.
- 80.90.2.3 When the **CEO** has approved the acceptance of a large gift, it will normally become the property of U SPORTS and used for general purposes.
- 80.90.2.4 An employee may keep a prize and/or draw when it is offered to attendees at an event paid for by U SPORTS.
- 80.90.2.5 Complimentary airline tickets, hotel nights, or other gifts that are provided as a result of the purchase of a block of business, shall be the property of U SPORTS. These shall be used to decrease the costs of U SPORTS related traveling.
- 80.90.2.6 Offers from suppliers for company sponsored seminars, conferences, etc., should be given careful consideration before acceptance so as to ensure that ethical and proper business practices are not compromised. When there is any doubt, the matter should be referred to the **CEO** for approval, and reported to the Executive Committee.

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Policy Number: 80.100
Name: Tax Receipt Policy
Origin: Finance Committee
Approved:
Approval Process: Board of Directors
Revision Date(s): February 2007, June 2015, August 2017

80.100.1 STATEMENT OF POLICY

80.100.1.1 It is the goal of the U SPORTS Tax Receipt Policy to appropriately acknowledge donations to U SPORTS as a charitable organization in accordance with Canada Revenue Agency (CRA) requirements.

80.100.1.2 U SPORTS is able to provide Charitable Receipts to individuals or companies donating funds due to status as a Registered Amateur Athletic Association. The **CEO** of U SPORTS has the responsibility to manage the operations of the program and ensure that there is not a violation of CCRA tax laws.

80.100.2 PROCEDURES

80.100.2.1 U SPORTS can only issue tax receipts for gifts or donations which are not, expressly or impliedly, conditional upon U SPORTS making a gift or donation to another person, club, society or association. Donors may state a preference as to the program to which the funds should be applied such as Universiades, World University Karate Championships, Vanier Cup, etc.

80.100.2.2 All funds will be applied at the discretion of the Board of Directors. Cheques for donations must be made payable to U SPORTS.

80.100.2.3 U SPORTS will deposit all cheques upon receipt and issue Charitable Tax Receipts. The date written on the tax receipt will reflect the day the donation was received at U SPORTS' Office. Tax receipts shall be signed by the U SPORTS CEO. U SPORTS' office personnel will complete the tax receipt and send all completed receipts to donors.

80.100.2.4 If any consideration has been received by the donor as a result of his/her donation, i.e. dinner, team t-shirt, etc., the value of the consideration must be deducted from the amount donated in determining the amount to be receipted.

80.100.2.5 U SPORTS will provide a replacement receipt if the original was lost or damaged. The new receipt will specify on it the original lost or damaged receipt number. This is in accordance with CCRA guidelines.

80.100.3 GIFTS IN KIND

If a donation is not of money, but of an asset, such as a piece of audiovisual equipment, an independent valuation will be obtained and a tax receipt issued for the amount of the valuation.

80.100.4 UNIVERSIADE AND WORLD UNIVERSITY CHAMPIONSHIP FUNDRAISING

80.100.4.1 As not all programs can be covered by U SPORTS' annual budget, it is sometimes necessary for student-athletes to fundraise to cover the cost of travel, accommodation, and other program costs. In order for U SPORTS to be able to issue tax receipts to individuals or corporations who contribute to these programs, strict rules must be adhered to.

80.100.4.2 As per 80.100.2.1.1, U SPORTS can only issue tax receipts for gifts or donations, which are not expressly or impliedly, conditional upon U SPORTS making a gift or donation to another person, club, society or association.

80.100.4.3 Tax receipts cannot be provided to individuals or companies who specify that they are giving a donation for the benefit of a particular individual.

80.100.4.4 All cheques must be made payable to U SPORTS.

80.100.4.5 The date written on the tax receipt will reflect the day the donation was received at the U SPORTS National Office. This date will determine which year the donation may be claimed by the donor for income tax purposes. If undue delays occur, and donations are received by the U SPORTS office in the year following the donation, receipts cannot be modified to reflect the day payments were issued by the donor.

80.100.4.6 Adopt-An-Athlete Program

80.100.4.6.1 U SPORTS' Board of Directors has approved the establishment of an Adopt-An-Athlete Program to raise funds for the Universiades and World University Championships, to which sponsors will be able to make donations. Distribution of funds from the Adopt-an-Athlete Program will be approved by the Board of Directors on an annual basis taking into consideration funding received from Sport Canada and U SPORTS' annual budget.