

CANADIAN INTERUNIVERSITY SPORT LETTER OF INTENT FREQUENTLY ASKED QUESTIONS

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What is the objective of the Letter of Intent?

The two primary objectives of the Letter of Intent are:

- i) To reduce and limit recruiting pressures on student-athletes; and
- ii) To reduce the recruiting workload of coaches (particularly for those prospects who sincerely wish to commit).

The CIS Letter of Intent has many advantages to both prospective student-athletes and CIS members.

- Once a Letter of Intent is signed, a prospective student-athlete is no longer subject to further recruiting contacts and calls; this will satisfy the objective of reducing and limiting recruiting pressure on student-athletes.
- Once a Letter of Intent is signed, coaches who have a Letter from a prospect (and those that do not have a Letter from the prospect) will not need to expend additional time and effort in recruiting the prospect; this will satisfy the objective of reducing the recruiting workload of coaches.
- A school is able to confidently promote the signed commitment of a prospect in the media.
- Regardless of including the terms of an AFA in a Letter, many students will view the signing of a Letter in a very positive manner.
- When the terms of an AFA are included, student-athletes have written confirmation of those terms; although a Letter does not guarantee playing time or the presence of a particular coach, it facilitates a clear understanding of the terms of an AFA and can serve as a valuable tool in resolving any disputes that might arise.
- By emphasizing student-athletes' commitments to a school as opposed to a particular coach, the program focuses university athletics on educational rather than athletic objectives.

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Does every prospect need to sign a Letter of Intent?

No. You are not required to sign an LOI but many student-athletes sign one because they want to bring closure and certainty to the recruiting process. Specifically, by signing an LOI, a recruiting ban goes into effect and you may no longer be recruited by any other CIS school. Further, by signing, you agree to attend the institution, and where applicable, written confirmation of the conditions of receiving an AFA are outlined.

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Is the Letter of Intent the same as a Letter of Acceptance?

No. The CIS Letter of Intent is NOT an offer of admission, nor is it an indication that one will be provided. Admission requirements vary from institution to institution, and prospective student-athletes must satisfy all institution-specific admission requirements.

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Should I continue to apply for admission to other schools if I have not received a Letter of Admission from the school I signed a Letter of Intent?

Yes. As it is not uncommon for a Letter of Intent to be signed prior to the receipt of a Letter of Admission, prospects should continue the traditional process of applying for admission to other institutions that he/she is interested. Ideally, a prospect will receive a Letter of Admission from their Letter of Intent school, but in the event that does not occur, the prospect will still have all of their academic options available.

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Does every school provide a Letter of Intent?

Not necessarily. It is at the discretion of a school or team to take advantage of the benefits that the LOI provides, however all CIS institutions are obligated to respect the LOI used at other CIS institutions.

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How can I be certain that I have signed a formal Letter of Intent?

As a condition of any Letter of Intent, you agree to the posting of your name to the CIS LOI Registry. The Registry is available through the CIS website and is updated weekly upon receipt of signed Letters by CIS member schools.

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How can I be certain of the applicable CIS regulations?

As a condition and component of any LOI, a prescribed summary of the applicable regulations related to recruiting and Athletic Financial Awards must be provided for your consideration and information.

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Once I sign a Letter of Intent can I be recruited by other institutions?

Once you sign a Letter of Intent, all other CIS schools are obligated to cease recruiting you for the purpose of athletic participation. Accordingly, you have an obligation to notify any athletic recruiter from a CIS school of the fact you have signed an LOI, and you are asked to make your best effort to notify your Athletic Director in a timely manner should a CIS school make a subsequent contact.

Further, if after having signed an LOI with one school and you initiate contact with a different school for the purpose of representing them in competition, the second school is obligated to (i) notify your LOI school and (ii) to discontinue communication with you until such time that you have been granted a release from your original LOI school.

A school that does not respect the LOI that you have signed and continues its efforts in recruiting you is subject to sanction by the CIS.

Administrative Note – Contact by Another School after Signing a Letter of Intent:

- A prospect that signs an LOI and is subsequently contacted by another school is required to immediately notify that school that an LOI has been signed; further, once an LOI is signed, the prospect is not permitted to contact another school for the purpose of representing that other school in CIS competition.
- If the same school makes a subsequent contact, the prospect will make their best effort to notify their LOI Athletic Director (or designate) of that contact within 48 hours of its occurrence.
- The LOI Athletic Director will in turn notify the Athletic Director of the 'contacting' school. The Athletic Director of the contacting school will undertake efforts to ensure a subsequent contact of the signed athlete does not occur.
- If a school believes another school is not adhering to the terms of the LOI program, they may forward a complaint to the CIS office as per Discipline Policy 90.30.
- Upon receiving a complaint, the CIS will ask for a letter of explanation from the alleged offending school.
- In the first instance of a confirmed offence associated with a single team, the matter may be resolved via the short-form discipline process outlined in Policy 90.30.4.1.2.
- If a first offence is disposed of via the short-form discipline process, it will result in a letter of warning that may also be accompanied by a \$500 fine. Subsequent offences will be subject to Discipline Policy 90.30.
- An individual team that does not have any confirmed offences for a period of two years will be recognized as a first-time offender, and subject to the process stated above.

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What happens if I change my mind about attending the institution with which I signed, and I want to attend another CIS school instead?

If you do not attend the institution with which you signed, the basic penalty is that you cannot receive an AFA in your entering year at the CIS school you are attending. Under certain circumstances, failure to abide by the policies governing CIS recruiting and eligibility can result in additional sanctions that may include suspension from participation and / or a reduction in the maximum number of years that a student-athlete may participate in CIS competition.

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Can I nullify the Letter of Intent?

Yes, but by mutual agreement between you and the CIS school. A Release from a Letter of Intent can be obtained in accordance with Policy 40.20. If the institution does not grant a Release from the Letter of Intent, you may appeal for Release to the Eligibility Committee if extenuating circumstances warrant.

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Is an institution required to grant a Release if I ask for it?

No. Just as the Letter of Intent is a voluntary agreement, granting a Release is voluntary in nature. If an institution denies your request for a Release, you may petition the Eligibility Committee for such a Release. In order to appeal to the Eligibility Committee, you must follow the procedures outlined in CIS Policy 40.20.2

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Am I subject to drug testing once I sign a Letter of Intent?

No. You will be considered a part of the athlete testing pool, and thus subject to drug testing, at the earlier of the start of training camp or the start of the upcoming academic year.

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Are there any specific signing periods related to the Letter of Intent?

No, with the one exception that a Letter can only be entered into in the 12 months immediately preceding the academic year you expect to attend a CIS member school. Any timelines or restrictions of that nature are imposed strictly at the discretion of the institution providing the Letter of Intent. However, it is not uncommon for a school to impose a reasonable time frame (or expiry date) beyond which an unsigned Letter cannot be signed and honored.

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If I am not yet 19 years of age, do I need to have a parent or guardian co-sign the Letter?

Yes.

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What happens if I don't gain admission to the institution, or my academic program of choice at the institution, with which I signed a Letter?

The Letter is null and void if you are denied admission to the institution, or if you are not accepted into your program of choice (where applicable and noted on your application for admission or equivalent).

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If I sign a Letter, can the school, Regional Association, or CIS use my name and likeness for any promotional or administrative purposes related to the Letter?

Yes. As a condition of signing a Letter of Intent, you agree to the above. At a minimum, your name will be included in the Letter of Intent Registry that is available through the CIS website.

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