

## CANADIAN INTERUNIVERSITY SPORT ~ 2017-2018 LETTER OF INTENT (LOI)

### IMPORTANT - READ CAREFULLY

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. It is important to read this entire document before signing it, inclusive of the "Overview of Applicable Regulations for a Prospective Student-Athlete". Please retain a copy of your signed LOI.

I, \_\_\_\_\_, hereby confirm my intent to attend \_\_\_\_\_, hereafter referenced as "my LOI Institution", for the **2017-2018** academic year ("the Academic Year") and declare that I accept and acknowledge the following terms of this Letter of Intent (LOI):

#### Voluntary

- 1) I have voluntarily entered into this LOI, which is not a prerequisite for my eligibility to participate in Canadian Interuniversity Sport (CIS) competition.

#### Exclusive

- 2) I have not previously signed a LOI with another CIS member institution for the Academic Year.

#### Privacy

- 3) Upon the signing of this agreement, my LOI Institution and CIS may use my name and likeness for any promotional or administrative purposes related to my attendance at my LOI Institution and my participation in university sport.
- 4) In particular, I agree to have my name, hometown, previous school(s) of attendance, and sport participation listed on the CIS LOI Registry.

#### Timing, Duration, and Deadlines

- 5) This LOI can only be entered into in the 12 months immediately preceding the Academic Year.
- 6) This LOI will remain in effect until the conclusion of the Academic Year or until such time as it becomes null and void as outlined below.
- 7) This LOI may contain a signing deadline of not less than 2 clear days from the date that it was received by me, duly signed by my LOI Institution. If I do not sign and deliver a copy of this LOI to my LOI Institution, and to CIS, by the signing deadline, it will automatically be revoked without prejudice to my LOI Institution's right to issue a further LOI.
- 8) I may sign a LOI at any time prior to the expiry of a signing deadline. As evidence however, that I have carefully reviewed and considered my rights and obligations, I agree that I will not sign a LOI on the same day that it is received by me.
- 9) Delivery of this LOI may be made by hand delivery, electronically (with signatures), or fax transmission, to both CIS and my LOI Institution.

#### Athletic Financial Award ("AFA")

- 10) This LOI is not required to include the terms and conditions of any offer with respect to an AFA. CIS strongly recommends the inclusion of such terms, where applicable however, in order to ensure a proper understanding of those terms and to provide a record in the event of any future dispute.
- 11) If there is a dispute related to the provision of an AFA, that dispute is to be resolved through the LOI Institution's Ombudsman or equivalent.
- 12) An institution submitting an improper offer of an AFA, and an athlete who agrees to accept such an offer, may be in violation of CIS policy and subject to sanction.

#### Penalty for Breach

- 13) This LOI is subject to CIS Regulations and my failure to abide by its terms could result in my suspension from CIS participation.



- 14) I am prohibited from accepting an AFA for, or during, the Academic Year from any member other than my LOI Institution, unless I have been released from this LOI, or it has otherwise been declared null and void.

### **Recruiting and Contact by Representatives of Other CIS Member Institutions**

- 15) In the event a representative of another CIS institution contacts me regarding the opportunity to participate in CIS competition, I will immediately notify that individual of my intent to participate with my LOI Institution. Upon any subsequent contact by the same CIS institution for the same purpose, I will make my best effort to notify the Athletic Director (or designate) of my LOI Institution within 48 hours.

### **Letter of Intent Release Request Form - Institution**

- 16) In order to obtain a release from my LOI obligation, I must file a LOI Release Request Form with my LOI Institution. The LOI Release Form and its requirements is available from the CIS website at [http://english.cis-sic.ca/information/members\\_info/eligibility\\_package](http://english.cis-sic.ca/information/members_info/eligibility_package) .
- 17) I have signed this LOI with my LOI Institution and not with a particular individual. I agree to remain bound to the terms hereof regardless of changes in the personnel or coaching staff of my LOI Institution.
- 18) Even if I have submitted a Release Request Form, I am prohibited from initiating or responding to contact from another Institution (for the purpose of attending that institution) until my LOI Release Request Form is approved.
- 19) My LOI Institution has 10 clear days to provide their response to my Request for Release. If no response is received within that time, or in the alternative, the response is negative, I can directly apply for a CIS review as outlined below.

### **Letter of Intent Release Request Form - Canadian Interuniversity Sport**

- 20) The CIS Eligibility Committee has been authorized to consider petitions for a complete release from a LOI when extenuating circumstances are determined to exist, and the decision of the Committee is final and binding.
- 21) The CIS LOI Request for Relief form and its requirements is available from the CIS website at [http://english.cis-sic.ca/information/members\\_info/eligibility\\_package](http://english.cis-sic.ca/information/members_info/eligibility_package). There is a \$150 application fee that will be refunded if my petition is granted.

### **LOI Becomes Null and Void**

- 22) This LOI shall be declared null and void if:
- i) My LOI Institution notifies me in writing that I have been denied admission;
  - ii) My LOI Institution notifies me in writing that I have been denied admission into my first academic program of choice as noted on my application for admission, and I do not accept admission into an alternate program if offered at the LOI institution;
  - iii) My LOI institution fails to provide me with written notice of admission by the opening day of classes for the Academic Year, provided I have submitted a complete admission application;
  - iv) In spite of my eligibility for admission, my LOI Institution defers admission to a subsequent term of the Academic Year;
  - v) If, by the opening day of classes I have not met the CIS requirements for student-athlete eligibility;
  - vi) If my LOI Institution discontinues my sport;
  - vii) Recruiting Rules Violation. If my LOI institution (or a representative of its athletics interests) violates CIS or conference rules while recruiting me (as found through the CIS or conference discipline process, or acknowledged by the institution);
- 23) If I defer my admission to a subsequent term of the Academic Year, I remain bound by Provision 14 of this LOI, however my LOI institution may revise the terms, if applicable, associated with Provision 10.

### **Institutional Signatures Required Prior to Submission**

- 24) This LOI must be signed and dated by the Director of Athletics (or his/her authorized representative), as well as the current Head Coach, before submission to me.



**Parent/Guardian Signature Required**

25) My parent or legal guardian is required to sign this LOI if I am less than 19 years of age at the time of my signing, regardless of my marital status.

**Witness Signature Required**

26) A witness, who is at least 19 years of age at the time of signing, is required to sign this LOI.

**Institutional Signatures**

\_\_\_\_\_  
Signed (Athletic Director or designate)

\_\_\_\_\_  
Date (m/d/y)

\_\_\_\_\_  
Signed (Head Coach)

\_\_\_\_\_  
Date (m/d/y)

**Directions to the Prospective Student-Athlete**

Please e-mail a copy of your duly signed LOI to the CIS and your LOI Institution to [cisoffice@universitysport.ca](mailto:cisoffice@universitysport.ca)

\_\_\_\_\_  
LOI Institution E-Mail

**Please e-mail a copy of your duly signed LOI by the following date:**

\_\_\_\_\_  
Signing Deadline Date (if applicable)

**For the Prospective Student-Athlete to Complete**

\_\_\_\_\_  
Date Received by Student-Athlete

\_\_\_\_\_  
Home Town and Province of Student-Athlete

\_\_\_\_\_  
Sport(s) and gender of Student-Athlete

\_\_\_\_\_  
Signed (student-athlete)

\_\_\_\_\_  
Date Signed (m/d/y)

\_\_\_\_\_  
Signed (parent / guardian if under 19)

\_\_\_\_\_  
Date Signed (m/d/y)

\_\_\_\_\_  
Witness Name (must be over 19)

\_\_\_\_\_  
Witness Signature

\_\_\_\_\_  
Date Signed (m/d/y)



## OVERVIEW OF APPLICABLE REGULATIONS FOR A PROSPECTIVE STUDENT-ATHLETE

### IMPORTANT - READ CAREFULLY

Canadian Interuniversity Sport rules are sometimes complex as they apply to certain students and situations. Further, Regional Associations and institutions may have additional regulations that are of a more stringent nature. As such, the following is a general guide and should not be relied upon exclusively.

A complete set of eligibility, recruiting, and doping regulations can be found at [www.CIS-SIC.ca](http://www.CIS-SIC.ca)

### ATHLETE RECRUITING

#### Are there any restrictions to who I can contact?

- unless you have signed a Letter of Intent (LOI), or you are already a CIS student-athlete, there are no restrictions to who you can contact.
- **There are recruiting blackout periods for football, when coaches will be unable to talk, recruit nor contact any Potential Student Athlete.**
- if you have signed an LOI, you are not permitted to initiate or respond to contact with another school for the purpose of competing for that other school.

#### Are there any restrictions to who can contact me from a CIS institution?

- unless you have signed a LOI, or you are already a CIS student-athlete, there are no restrictions to who can contact you.
- if you have signed an LOI, you are required to inform another CIS institution's representative that you have done so; upon any subsequent contact by the same CIS institution for the same purpose, you should notify the Athletic Director (or designate) of your LOI Institution within 48 hours.

#### Can I practice with my prospective CIS team?

- for the sports of basketball, field hockey, football, ice hockey, volleyball, rugby, and soccer, you cannot practice with a CIS team during the competitive season; **once you have signed an LOI or registered at the institution** you may practice with the team outside the CIS competitive season.
- specific to men's football, out-of-season practices are restricted to registered students, although there is an exception for spring camps at Canada West schools and prospective students from Western Canada. **Confirmed recruits may participate in the identified permissible practice activities.**

#### What about recruiting trips, travel, and enticements?

- you are limited to one funded visit every 365 days per institution, in whole or in part, to a CIS campus, **you are further limited to a maximum of 2 official visits to any one school, there are no limits of Un-Official Visits (non-funded)** to a campus or to the total number of schools you visit except in the sport of football.
- **For the sport of football, over your lifetime you are limited to one Official Visit (funded) visit to a football school. You may Officially visit a maximum of 5 different CIS football schools in your lifetime.**
- a CIS school, inclusive of its alumni and boosters, is limited to providing you with product and/or services **valued at \$100 or less** except in the sport of football where no product and/or services are allowed.

#### Are there any recruiting black-out periods?

- recruiting black-out periods are restricted to football, **and exist at 3 different times a year, see CIS recruiting regulations for the calendar,**

### ATHLETE ELIGIBILITY

#### What are the academic requirements for students entering directly from high school or CEGEP?

- a minimum 60% average or equivalent on those courses used to determine your university admission.
- specific to CEGEP, you must also have maintained your respective academic eligibility in the RSEQ.

#### What are the academic requirements to remain eligible?

Canadian Interuniversity Sport student-athletes must:

- be enrolled in a minimum of 3 courses (minimum 9 credit hours or equivalent) in the term in which they are competing.
- successfully complete a minimum of 3 full courses, or 6 half courses (minimum 18 credit hours or equivalent) during the academic year.
- **ALWAYS consult your athletic department prior to making any changes to your academic program or course load.**

#### Are there any exceptions?

- exceptions are granted within certain academic programs and circumstances (please consult your Athletic Department).

#### How do I get charged with a year of eligibility?

- depending on the sport you play and the schedule of your team, you can be charged with a year of eligibility when your name appears on the playing roster (or equivalent) of as few as one or as many as three competitions; please be aware of the rules that apply to you by consulting your Athletic Department.



- for extended CEGEP participation, as well as National Team, professional, foreign, and other non-university sport participation, please consult your Athletic Department as such participation can result in the loss of eligibility or the requirement to sit-out of CIS competition for a predetermined period.
- within related jurisdictions, such as the CCAA or NCAA, you are charged with eligibility in accordance with that jurisdiction's rules.

#### How many years of eligibility do I have?

- Canadian Interuniversity Sport (CIS) allows you to compete for 5 years in CIS. In the sport of football, student-athletes must be 24 years of age or younger as of August 31 of the year of their participation.
- athletes who have completed their eligibility to participate in another post-secondary jurisdiction, such as the CCAA, are ineligible for CIS competition.
- athletes who have been charged with a year of eligibility or a season of competition in four separate academic years within a non-Canadian post-secondary jurisdiction, such as the NCAA, are ineligible for CIS competition.

#### As a CCAA student-athlete, how soon can I play after transferring to a CIS school?

- you can participate immediately in CIS competition, unless:
  - 1) you have participated in any game(s) in that semester or term; or
  - 2) you have not achieved a minimum 60% average or equivalent on those college courses utilized to determine your university admission; or
  - 3) you have not successfully complete a minimum of 18 credit hours or equivalent during the previous academic year; or
  - 4) you have not maintained your academic eligibility in the CCAA; or
  - 5) you have completed your CCAA eligibility.

#### As a NCAA or NAIA student-athlete, how soon can I play after transferring to a CIS school?

- For US and other international student-athletes, subject to all other CIS rules including academic requirements, and provided you have not been charged with a year of eligibility in four separate academic years within the NCAA or NAIA, one year must pass from your last participation (with exceptions as noted above in the sports of swimming, track & field, and cross-country running).
- Repatriation Policy: For Canadian student-athletes, and subject to qualification criteria and successful application, you may be immediately eligible upon transferring back to Canada and a CIS institution (please consult your prospective Athletic Department).

## ATHLETIC SCHOLARSHIPS

### What is an Athletic Scholarship?

- Also referred to as an athletic financial award, an athletic scholarship is any award that is conditional to being on a CIS team.
- An athletic scholarship can include, but is not limited to, scholarships, bursaries, prizes, leadership awards, merit awards, housing, and all other non-employment financial benefit received by an athlete from their institution.

### Is there a limit to the value of athletic scholarship that I can receive?

- tuition and compulsory fees is the maximum amount you can receive in an academic year, including athletic-related bursaries.
- NOTE: As part of a 5-year High Performance Women's Hockey pilot project, players may receive an athletic scholarship that can cover up to the cost of their tuition and compulsory fees, room and board; please consult your (prospective) institution for more information.
- the value and quantity of athletic scholarship available varies from institution to institution.
- specific awards may have additional conditions, such as academic success and citizenship, beyond what is stated here.
- many awards, such as academic awards or awards provided by Sport Governing Bodies or the Federal and Provincial Governments, are not included within the tuition and compulsory fees maximum; please consult your Athletic Department.

### Who provides athletic scholarships?

- all athletic scholarships provided to student-athletes must be administered through the providing university.
- to receive an athletic-related award that is not administered by your university, the award must not be conditional on attendance at any particular university; that is, you must be free to attend the university of your choice.

### When can I receive an athletic scholarship?

- you are eligible to receive an athletic scholarship at the beginning of your first year at a university (September) if you have a minimum entering average of 80% or equivalent.
- alternatively, where applicable (and excluding Ontario as per Ontario University Athletics policy), you are eligible to receive an athletic scholarship at the end of your first year at a university (spring or summer) if you satisfy CIS academic requirements with at least a 65% average or equivalent.
- thereafter, you are eligible to receive an athletic scholarship at the beginning of any year if you satisfy CIS academic requirements with at least a 65% average or equivalent in the preceding year (for Ontario universities, as per Ontario University Athletics policy, a 70% average is required).



## **DOPING CONTROL PROGRAM**

### **What is the CIS Doping Control Program?**

- CIS, in cooperation with the Canadian Centre for Ethics in Sport (CCES), coordinates a doping control program that incorporates both “in-season” and “out-of-season” testing.
- student-athletes are tested in accordance with the rules of the Canadian Anti-Doping Program (CADP).

### **Who’s eligible for testing and when can I be tested?**

- every CIS student-athlete is eligible for testing, both in and out of competition, throughout the year.

### **What’s permitted and what’s prohibited?**

- The World Anti-Doping Agency (WADA) Prohibited List is applied in Canada by the CADP.
- the Global Drug Reference Online (DRO), at [www.globaldro.com](http://www.globaldro.com), provides athletes and their support personnel with information about which prescription and non-prescription medications are prohibited or not by WADA.
- you can also contact the CCES at 1-800-672-7775, or by e-mail at [substances@cces.ca](mailto:substances@cces.ca)

