

**December 20, 2004 CIS Board of Directors Conference Call Minutes
10:00 AM**

Attendance: Drew Love, President; Dick White, President-Elect; Pat Murray, Vice President Marketing; Murray Hall, Vice President Research and Development; Diane St-Denis, Vice President Sport (as of 11:00 am); Barb Mullaly, Chair, Finance Committee (until 11:13 am); Katie Sheahan, QSSF; Liz Hoffman, OUA; Derryl Smith, AUS (until 11:00 am); Don Wilson, Canada West (until 11:05 am); Jean-Guy Ouellette, Chair, International Committee (until 11:00 am); Judy McCrae, Chair Equity and Equality Committee.

CIS Staff: Marg McGregor, CEO; Tanja Mackin, Director Finance & Administration; Peter Metzals, Marketing Director; David Haanpaa, Operations and Development Officer; Sheila-Ann Newton, Manager Events and Programs

1. APPROVAL OF AGENDA

The date for the 2005 Vanier Cup was added to the agenda.

2. APPROVAL IN PRINCIPLE OF CIS AND CANADIAN ASSOCIATION OF BASKETBALL OFFICIALS (CABO) MEMORANDUM OF UNDERSTANDING

M. McGregor presented a draft memorandum of understanding between CIS and CABO and noted that the coaches associations have been given several opportunities for input.

04-12-01 Mullaly/White

Carried

To approve in principle the memorandum of understanding between CIS and CABO as presented in Annex 1 of these minutes.

3. NATIONAL CHAMPIONSHIP BID BOOK REVISIONS

S. Newton presented a summary of revisions to the CIS Bid Book (Annex 2).

This upcoming round of call for bids will include:

- W Rugby 2007 and 2008
- M & W Swimming 2008 and 2009
- Vanier Cup 2007 and 2008
- M & W Volleyball 2008 and 2009

Timelines for the upcoming round of selections:

- Letters of bidding intention from potential Hosts due, March 1st, 2005
- Secondary call for letters of bidding intention (if required) due April 1st, 2005
- All letters of bidding intention will be made public no later than April 4th, 2005.
- Bids due 5:00 PM Eastern time, Friday, May 13, 2005.
- Bid presentations to Selection Committee booked for June 2005 (in conjunction with AGM).
- Decision by July 1, 2005.

It was decided that bid selections meetings will once again take place in June instead of December. This is in part because the December Members meeting is not taking place every year anymore, and because coaches input at the selection meeting is valued, and June is more conducive to having coaches attend.

Page 8, section 1.17

It was agreed to maintain the time when CIS will release a sponsor category to Host at 12 months, instead of changing it to 6 months.

M. McGregor explained why the Vanier Cup minimum Guarantee had decreased from \$82,500 to \$50,000 in 2005.

04-12-02 Mullaly/Smith

Carried

That as of 2007, the minimum guarantee for the Vanier Cup be \$80,000 (eighty thousand dollars).

P. Murray had a number of suggestions for the Bid Book, and agreed to contact S. Newton after the call. The final version of the bid book is subject to review by David Lech, CIS counsel, and final proofreading.

4. PROGRAM RENEWAL

M. McGregor presented a draft of the Program Renewal Report based on discussions at the November 30 Board Meeting. A general outline of a "flexible service funding model" was presented and discussed, and will be finalized in the upcoming weeks. The Board agreed to vote on the report as a whole at the January 17th Board conference call, once all the details are finalized.

5. DOPING COMMITTEE REPORT – PROVISIONAL SUSPENSIONS

Background

1. CIS is now operating under the new world anti-doping code and the Canadian Anti Doping Program, which CIS members endorsed at the June 2004 AGM.
2. Under the old Canadian doping code, when an adverse analytical finding was found in a sample, the student-athlete was immediately suspended from competition, prior to the testing of a B sample, or a hearing. (This relates to steroids, cocaine, etc. not marijuana)
3. Under the new code, the suspension from competition does not come until much later in the process.
4. The steps that happen **now** when an adverse analytical finding arrives from the lab include:
 - a) the athlete is provided **10 days** to provide commentary on the circumstances (could be the athlete indicates the substance was for

- therapeutic use, or could suggest there was no significant fault from the athlete... negligence, sabotage, etc)
- b) the CCES doping tribunal reviews the letter from the athlete and asserts a violation (or not) and proposes a sanction. Usually occurs within **a couple of days** of receipt of letter from the athlete
 - c) the athlete can then request a hearing to argue the penalty, etc.
 - d) the hearing must be held **within 30 days** of when the doping tribunal made their ruling,
 - e) the decision of the hearing must be rendered no later than **5 days** from the completion of the hearing.
 - f) The suspension would begin at this point
5. During points a through e above the athlete is eligible to compete
 6. The drafters of the new code recognized that there may be circumstances where the adverse analytical finding occurs just prior to a major event, and so the athlete doesn't string out the process and go ahead and compete anyway, or compete under a cloud of suspicion, the new code provides the power to provisionally suspend.
 7. CIS, Regional Associations and CIS members would have the power to provisionally suspend the athlete until the results of the hearing are known
 8. If the provisional suspension option is exercised, the timeframes for steps c), d) and e) above are accelerated. The hearing must take place within **14 days** rather than 30, and a decision must be rendered within **20 days**.
 9. The Canadian Paralympic Committee imposed Canada's first provisional suspension around the 2004 Athens Games.
 10. The provisional suspension by virtue of accelerating the process enables the athlete to clear her/his name and get back to competing as soon as possible or be replaced on the team by a clean athlete.
 11. If an athlete is provisionally suspended and then is found not to have committed an infraction, the liability for the provisional suspension is minimized by virtue of the accelerated process.
 12. CIS has received notification of two adverse analytical findings which could result in 2 year bans. We are expecting word from CCES around January 4th. They will assert a violation (or not) and propose a sanction. The student athletes could request a hearing which would need to occur within 30 days (Feb. 4th). A ruling would be expected by Feb. 9th.
 13. Assuming CCES asserts that a violation has occurred on January 4th, CIS needs to determine if it will exercise its right to a provisional suspension.

14. We have had some specified substance violations (marijuana) under the new code, but this is our first potential anti-doping rule violation under the new code. How we manage the provisional suspension option could be considered precedent setting. How we handle future cases should be consistent with how we manage these two potential infractions.
15. It should be noted that invoking a provisional suspension places an additional burden on CIS staff involved in the file, because of the expedited process. Also if a provisional suspension is invoked, a release would need to be issued. CCES would assist CIS with the wording. At this stage, the matter would become public.

04-12-03 Murray/Hoffman

Carried

That the following factors be put into the mix and given some consideration when determining whether to invoke a provisional suspension or not:

- a) **The timing of the infraction, and process as it relates to the CIS Championships or FISU Games. CIS would be very inclined to issue a provisional suspension if the time frames for the hearing process/decision occurs shortly after or overlaps in any way with the timing of the CIS Championship the student-athlete might be involved in. CIS does not want the CIS Championships tainted with the participation of a student-athlete who we were aware in advance had steroids found in his/her sample. The last thing we want is for the student-athlete to elongate the hearing process such that the student-athlete can participate in the CIS Championship or FISU Games, potentially win a CIS Banner, and then be ruled ineligible after the fact.**
- b) **The nature of the banned substance. CIS would be more inclined to issue a provisional suspension when performance enhancing steroids are found in the sample, than when social drugs are in the sample.**
- c) **Consideration will be given to if there are other athletes who could take the place of the tested athlete. CIS would be more inclined to issue a provisional suspension if for example the student-athlete was about to depart for a FISU opportunity, and there was another student-athlete who would be denied the opportunity to take the tested athlete's place on the team.**
- d) **Regional Associations may elect to apply a similar approach to point a) above. That is to say if the hearing process occurs over or shortly**

after the time frame of the Regional Association Championship, Regional Associations may elect to invoke the provisional suspension, so their Regional Association Championships are not tainted.

- e) Member universities also have the opportunity to invoke a provisional suspension if one of their student-athletes is involved.**

04-12-04 Murray/Hoffman

Carried

That the internal process to follow in exercising the power to provisionally suspend will be as follows:

- a) Given that time is of the essence in doping infraction circumstances, the CIS Doping Committee will review the circumstances of each infraction, on a case by case basis and make a determination about whether to invoke a provisional suspension or not.**
- b) The Doping Committee's decision will be circulated electronically to the CIS board within 24 hours, and the board be given 24 hours to express concerns they may have about the CIS Doping Committee's decision. If three or more board members express substantive concerns within the 24 hour period, the provisional suspension would not be invoked.**

ACTION: Circulate the recommended revisions to the CIS Doping Policy to CIS Members via e-mail for approval.

6. 2006 VANIER CUP

M. McGregor indicated that the University of Saskatchewan has confirmed in writing that they will meet all the conditions set out by CIS for hosting the 2006 Vanier Cup.

04-12-05 St-Denis/Sheahan

Carried

That the 2006 Vanier Cup be awarded to the University of Saskatchewan.

7. CIS TRAVEL AGENCY

T. Mackin indicated that it is necessary for CIS to retain the services of a central travel agency for the following reasons:

- To ensure that all participants have appropriate flights to and from CIS Championships
- To meet the obligations of the contract between CIS and Air Canada

Our current Agency - Carlson Wagonlit Travel and agent Jill Lane has been doing an outstanding job for CIS over the past 15 years. The last time CIS sent out an Request for Proposal (RFP) for a CIS travel agency was for the 2003-04 season. It was proposed that CIS repeat this process every three or four years, just to ensure that the fees CIS are paying are in line with industry norms. It was therefore agreed that the next RFP would be sent out in 2005 for the 06-07 season.

8. 2005 VANIER CUP DATE

P. Murray reported that the 2005 Vanier Cup is currently scheduled to take place on November 26, however this is the same weekend as the Grey Cup. The management committee of Ontario University Sport is meeting to discuss the ramifications and options and will present a proposal/recommendations to the January 17th Board Conference call.

9. ADJOURNMENT

04-12-06 Hoffman/Mullaly

Carried

To adjourn the Board Conference Call

The meeting was adjourned at 11:40 am.

ANNEX 1

CANADIAN INTERUNIVERSITY SPORT/CANADIAN ASSOCIATION OF BASKETBALL OFFICIALS

Agreement for the Provision of Services to National Championship Tournaments December 2004

For the purposes of this Agreement the term Canadian Interuniversity Sport will be referred to as CIS and the Canadian Association of Basketball Officials will be referred to as CABO.

1. Terms of the Agreement

The following Agreement shall be a one (1) year term commencing January 1st, **2005**. The termination date will be January 1, **2006**. The intent is to provide for a yearly renewal based on the approval of both parties.

2. Provision of Officials

2.1 Number of Officials/Crews

Championship tournaments for women and men will be staffed with twelve (12) officials. All games in both women's and men's championship tournaments will be officiated by three (3) person crews. The officials will be appointed from the five (5) conferences based on the number of schools competing in non-conference and conference play on a full-time basis and therefore eligible to compete at the National Championship Tournaments.

CWUAA – 12 schools	3 officials
OUA West - 8 schools	2 officials
OUA East – 8 schools	2 officials
QSSF – 5 schools	1 official
AUS – 8 schools	2 officials (1 from Nova Scotia each year, the second nomination to be rotated annually between NB, PE and NL)

CABO to appoint two (2) officials at-large

2.2 Selection of Officials

The underlying objective for the selection of officials for the National Championship Tournaments is to provide the highest quality of officiating possible. The objective is also to provide high quality women officials for the Women's Championship.

The annual process of official selection will commence in mid-December with the CABO National Selection Chairman contacting the Coordinator/Supervisor of Officials (Women's and Men's) of each conference. Each Coordinator/Supervisor of Officials must actively seek out and accept the input of the coaches as well as the provincial officiating associations in the conference prior to making the selections. The nominations must be received by the CABO National Selection Chairman forty (40) days prior to the championships.

In the case of the AUS, a multi-province conference without an overall Coordinator / Supervisor of Officials for either women or men, the Local College Board Assigner will be the contact person. (New Brunswick, Prince Edward Island and Newfoundland)

The CABO National Selection Chairman will forward the names of the officials to the liaison of the Women's Basketball Association (WBCA) and the National Association of Basketball Coaches of Canada (NABCofC) to review and approve the tournament staffs and to request input in selecting the four (4) Crew Chiefs for each tournament. This is to be done no later than thirty-seven (37) days prior to the championships.

From the two (2) approved lists the CABO Executive will select the four (4) Crew Chiefs for each tournament. In addition two (2) officials will be selected at-large by the CABO Executive.

The CABO National Selection Committee Chair will forward to the CIS office the list of officials who have been approved to officiate the respective tournaments no later than thirty (30) days or one (1) month prior to the championships.

Competing coaches will receive a list of the officials assigned to the respective tournament from the CIS Office. The competing coaches may submit in writing any concerns about selected officials to the respective Coaches Association representative. The respective Coaches Association representative will then forward these comments to the CABO National Selection Committee Chairman for consideration within twenty-four (24) hours.

3. Funded Officials

CIS will fund the travel for twelve (12) officials for each tournament.

4. Neutrality

Sport Conference neutrality will be a factor in the preliminary round(s) only.

(Women - four (4) first round games)

(Men - Games A, B, C, D, E, and F – Games of the Preliminary and Quarter-final rounds)

5. Qualifications

5.1 Women

- a. Must have been evaluated at a national tournament
- b. Must be NCAA/CIS women's rules certified and have officiated a minimum number of four (4) CIS women's games during the current competitive season, including exhibition/non-conference and/or league/conference and/or playoff games.

For 2005 this number will be four (4) as is currently found in the CIS Playing Regulations. The idea is to increase the number in stages to six (6) in 2006 and by one (1) each year in 2007 and 2008.

Must have officiated a minimum of four (4) games using three person mechanics during the current CIS competitive season, including exhibition/non-conference and/or league/conference and/or playoff games.

This proposed change to the CIS Playing Regulations will not be considered for 2005 as it is not found therein at this point. The idea is to increase the number in stages to six (6) in 2006 and increased in 2007 and 2008 by one (1) each year.

5.2 Men

- a. Must have been evaluated at a national tournament
- b. Must be NCAA/CIS men's rules certified and have officiated a minimum number of six (6) CIS men's during the current competitive season, including exhibition/non-conference and/or league/conference and/or playoff games. (✓)

The number of games to be worked to be considered for the appointment will be six (6) in 2005. In 2006 and beyond it is proposed the number be increased by one (1) each year. To be decided in subsequent agreements.

6. Host Responsibilities

- a. Accommodations (double occupancy), hotel parking (when applicable) per diem allowances, ground transportation to and from the airport to the hotel and hotel to the playing facilities, and game fees for all officials
- b. All game officials must arrive in the Host City the evening preceding the start of the tournament and be accommodated in a hotel separate from that of the competing teams, when possible.

Six weeks prior to the start of the tournament CABO is to invoice the Host for the total amount of fees and per diems in advance of the championship. The Host will provide a cheque for the invoiced amount to CABO at least 10 days prior to the championship. It is the responsibility of CABO to provide the payment of fees/per diems to each official.

7. Fees

Game fees to be agreed to subsequent to the receiving of a recommendation from a CIS committee established to review officiating fees for all national championship sports.

8. Per Diem Allowances/Other Expense

Per diem allowance will be in lock-step with the published CIS per diems in effect at the time of the Championship. (2004/5 tournaments) This amount is to be paid to all officials.

In addition, airport parking expense (departure site), airport departure tax (where applicable), ground transportation to and from the initial departing airport of each official should be claimed on a CIS expense form and sent to the CIS office after the tournament with accompanying invoices/receipts.

Men 2005

-5 days for those officials who travel more than 100 km each way (air or ground)

-4 days for those officials who travel less than 100 km each way (air or ground)

Women 2005

-4 days for those officials who travel more than 100 km each way (air or ground)

-3 days for those officials who travel less than 100 km each way (air or ground)

8. Standby Official

The standby official, dressed in officiating uniform, will be situated at the Scorer's Table to assist in the event of a scoring or timing dispute.

9. Tournament Game Assignments

- a. The CABO Assigner/Evaluator(s) will attend the pre-tournament Coaches' Technical Meeting. Only technical issues relating to officiating will be discussed. It must be clear that opinions on the quality of the officiating and the individual officials involved will not be a point of discussion while the Assigner/Evaluator(s) are present. There will be no other meetings between competing coaches and the Assigner/Evaluators during the tournament.
- b. **(Women's Tournament)** All *first* round games in the tournament will be assigned using neutrality as the guiding principle but this will exclude the four (4) Crew Chiefs. These individuals are considered neutral appointments for all games regardless of their conference affiliation.
- c. **(Women's Tournament)** Games in the *second* round and all subsequent games will be assigned according to performance and ability of the officials in the preliminary rounds as determined by the Assigner/Evaluator(s) observations and the input of the competing coaches.
- d. **(Men's Tournament)** Games A through F (Thursday and Friday) will be assigned using the principle of neutrality except in the case of the four (4) appointed Crew Chiefs. These individuals are considered neutral appointments for all games regardless of their conference affiliation. Semi-final and final games will be assigned according to performance and ability of the officials as determined by the Assigner/Evaluator(s) observations and the input of the competing coaches.
- e. **(Men's Tournament)** One (1) of the four designated Crew Chiefs must be assigned to work each of the two preliminary round games and one (1) of the four designated Crew Chiefs must be assigned to work each of the four (4) quarter-final round games.
- f. The Head Coaches involved in the semi-final and final games are invited to submit the names of three (3) preferred officials to the Tournament Convenor or designate (Women) or the tournament NABCofC representative (Men) no later than **sixty (60)** minutes following the last game of the day. That person will forward the names to the Assigner/Evaluator(s) for consideration before the respective assignments are finalized and announced.
- g. It is expected that Head Coaches will have no contact with the Assigner/Evaluators during the tournaments. This will include outward displays of displeasure with the officiating on the playing court during games as well as

away from the court after games. This provision will include Head Coaches who have been ejected from games for unsporting behaviour.

If a serious or unusual problem with officiating or the conduct of an official occurs it should be addressed at the CIS Championship through the Tournament Management Committee to the evaluator.

CIS Signing Officer
Marg McGregor
Chief Executive Officer

CABO Signing Officer

Date

Date

ANNEX 2

SUMMARY OF RECOMMENDED CHANGES TO THE 2005 CIS BID BOOK (All changes appear in bid book in Bold print.)

Page	Item #	Proposed changes
Page 1	2. c)	Added to selection criteria: financial contributions towards TV broadcast to be part of financial enhancements
Page 1	3.	Added ability to assist in sending teams home if they lose early in the championship draw as part of the student-athlete centredness component.
Page 1	9.	New to selection criteria - ability to accommodate regional playoffs, etc. at time of championship.
Page 2		Added NOTE re guarantees cannot be contingent on CIS's delivering sponsorship or television.
Page. 5	c)	Deleted financial services from the list of protected sponsor categories.
Page. 6	3.	Added a submission requirement to check off what Coaches Association Enhancements the Host could provide.
Page 8	1.17	Reduced from 12 to 6 months when CIS will release sponsor category to Host.
Page 9	1.26	Softened wording surrounding television (in the event of television)
Page 10	1.29	New – to address advertising inventory in the event Host is contributing \$ to broadcast game.
Page 11	1.40 & 1.41	Increased cost of tickets for banquets and added other categories (luncheons, receptions, etc.) to respond to inflation and actual costs
Page 14		Bidding Timelines – changed back to a June Selection meeting.
Page 14	4 th para	Changed process for submitting letters of bidding intention as per process approved by Board in June 2004.
Page 14	6 th para	Clarified process in the event of a conflict of interest with a Selection Committee member when a Regional Association is bidding.
Page 14	Last para	Changed parameters of what is allowed during presentations – allowing for powerpoint presentations.
Page 15	1st para	Clarification re new materials being forwarded after the deadline.
Page 15	4 th par	Added line re no appeals permitted once a decision has been made.
Page 17		Reduced guarantees for Men's Basketball and Men's Ice Hockey by \$20,000 in light of the current broadcasting situation. This gives room for Bid Committees to offer contributions towards TV production costs. Increased guarantee for Vanier Cup.